



2013

Russell Athletic / KHSAA State Football Finals Participating Team Instructions

Kentucky High School Athletic Association
2280 Executive Drive Lexington, KY 40505
859-299-5472 www.khsaa.org



Kentucky High School Athletic Association

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

November 3, 2013

TO: Member Schools Advancing to Championship Games

FR: Commissioner Julian Tackett

RE: Instructions

NOTE: There will be a conference call on Monday, December 2 at 9:30 a.m. ET to finalize details of the Championship games. School representatives will be emailed information after the semifinals on how to access the conference. Please have your Principal and his/her designee such as the Athletic Director, as well as the football coach available for this conference that should last less than 30 minutes.

KEEP THIS MANUAL FOR REFERENCE DURING THE WEEK OF THE CHAMPIONSHIPS

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

Best of luck.

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ROUND FIVE CHECKLIST

- Ensure that you received two packages from the host of the semifinal game. You should have received a small box with your tickets for pre-sale and a reconciliation form, and a larger box with four footballs.
- Read this manual thoroughly. In addition, much of the material is on the KHSAA web site, <http://www.khsaa.org/football>, and available by clicking on State Finals Instructions. Download every map, form and diagram from the KHSAA web site to be familiar with the stadium and its access points.
- Contact Amy Cardwell, Sports Marketing Director, Bowling Green Area Convention & Visitors Bureau, (270) 799-6185, regarding your housing for the finals if you have issues. The rooms have been pre-arranged and you should only need to contact her if you have issues. The complete hotel listing is online as well.
- Inspect the other package that contained four footballs, which should be used this week in practice to make sure they are ready for the game. Any ball used during the game SHALL be a Rawlings football, but it does not necessarily have to be one of these four balls or any specific Rawlings model football.
- Inspect the ticket package to ensure that you have the requisite number of tickets. Pricing information is contained in the instructions. Each 1A and 2A team has been shipped 1,000 tickets for pre-sale, 3A and 4A teams have been shipped 1,500 and 5A and 6A teams have been shipped 2,000. Please see the complete detail in the instructions following this checklist.
- You will need to do some paperwork for this weekend's games –
 - Complete the two-deep roster form and fax it back to the office at 859-293-5999 or email it to jangolia@khsaa.org. The form must be received at the very latest by Monday at noon. A blank copy is attached as an appendix to this manual.
 - Login to the KHSAA school system (<http://schools.khsaa.org>) and update your statistics for the semifinal game prior to noon on Monday.
 - Complete the KHSAA radio station designation form (FB133) and fax back to KHSAA at 859-293-5999 by noon on Monday.
 - Complete the KHSAA school student media form (SI103) and fax back to KHSAA at 859-293-5999 by noon on Tuesday.
 - Complete your request for reimbursement (KHSAA Form FB112) and fax back to KHSAA at 859-293-5999 by noon Tuesday.
 - Bring your FB113 form and school check to the stadium when you reconcile your advance tickets.
- Participate in the Monday conference call at 9:30 a.m.
- You will receive correspondence from this office not later than Tuesday via email with the web link to find the names of the officials for the game.
- You will receive several requests for information from the KHSAA during the early days of championship week. Please comply as soon as possible and according to published deadlines.
- Please make regular announcements to the student body regarding stadium damage; bringing electronic noisemakers; laser lights and other information that may be contained in these instructions. Especially remind fans of which side of the stadium your team has been assigned, and distribute copies of the parking locator maps. It should also be announced that fans that enter the playing field without authorization from the KHSAA subject both themselves as individuals, and your school to penalties under Bylaw 27.
- Review the KHSAA Competition Rules for football, in the Competition Rules section of the KHSAA Handbook. Be familiar with these rules to eliminate problems.
- Make certain to inform your band and cheerleaders of restrictions regarding admission that are contained in these instructions.
- Upon arrival at the Stadium, proceed to Ticket Gate 3/4 to settle your tickets and you will be directed to the designated playoff staff upon arrival to receive the additional passes from your FB133 form.
- Have a great game!!



2013 RUSSELL ATHLETIC/KHSAA COMMONWEALTH GRIDIRON BOWL
STATE CHAMPIONSHIP FOOTBALL GAMES
Houchens/L.T. Smith Stadium, Bowling Green, KY
CLASS 1A, 3A and 6A, December 6, 2013
CLASS 2A, 4A and 5A, December 7, 2013

OFFICIAL INSTRUCTIONS TO SCHOOLS INVOLVED IN CHAMPIONSHIP GAMES

Congratulations from the Board of Control and staff of the Kentucky High School Athletic Association on winning your semi-state championship game. We hope that these instructions answer most of your questions about your participation in the 2013 Russell Athletic/KHSAA Gridiron Bowl State Football Championships. THE INSTRUCTIONS GIVEN ON THESE PAGES ARE VERY IMPORTANT. PLEASE READ THIS INFORMATION IMMEDIATELY, AND CONTACT JULIAN TACKETT (jtackett@khsaa.org) AT THE KHSAA OFFICES SHOULD YOU HAVE ANY QUESTIONS. IN AN EMERGENCY, MR. TACKETT CAN ALSO BE REACHED VIA 859-229-3916. Inquiries may also be directed to the KHSAA offices at (859) 299-5472. Thanks again, and best of luck in the championship game.

There will be a conference call on Monday, December 2 at 9:30 a.m. ET to finalize details of the Championship games. School representatives will be faxed and emailed information that morning on how to access the conference. Please have your Principal and his/her designee such as the Athletic Director, as well as the football coach available for this conference that should last less than 30 minutes.

SCHEDULE OF GAMES (ALL TIMES C.T.)

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

- Class 1A Game 11:00 AM – December 6, 2013
- Class 3A Game Approximately 3:00 PM - December 6, 2013
- Class 6A Game Approximately 7:00 PM – December 6, 2013
- Class 2A Game 11:00 AM - December 7, 2013
- Class 4A Game Approximately 3: 00 PM - December 7, 2013
- Class 5A Game Approximately 7:00 PM - December 7, 2013

HOUSING FOR TEAMS, FANS AND PLAYERS

- The Bowling Green Area Convention & Visitors Bureau has coordinated the assignment of teams to housing for this year's finals. The room assignments are listed as an appendix to this manual and on the KHSAA web site. A room allowance is not provided for teams within forty (40) miles of the site and as such, if those teams desire housing, they must find accommodations.
- Contact Amy Cardwell at 270-782-0800 (w) or 270-799-6185 (c) if you are unable to make contact with the hotel.
- FAILURE TO STAY IN THE ASSIGNED PROPERTY WILL RESULT IN YOUR TEAM NOT RECEIVING A LODGING ALLOWANCE.

DRIVING DIRECTIONS TO HOUCHENS/LT SMITH STADIUM

- Our hosts at Western Kentucky University have gone to great lengths to alleviate any past traffic flow and parking problems.
- Participating teams should note the published maps both in this manual, and on the KHSAA website. For information, go to the diagrams at <http://khsaa.org/state-finals-information-and-instructions/>.

- The GPS address for locating the stadium and Diddle Arena is 1906 College Heights Blvd, Bowling Green, KY 42101. The shipping address is 1 Big Red Way, Bowling Green, KY 42101

PARTICIPATING TEAM LOADING/UNLOADING/PARKING OF BUSES/VEHICLES

- The team busses do not need parking passes.
- Each team is issued 10 parking passes, which are valid for admission at the marked parking entrance off US 68 (University Boulevard). These passes are in the package with the team tickets. This is the total allotted to the KHSAA for use by the team party, cheerleaders, band and administration.
- These passes have no special location, but do offer free parking for the members of the team party displaying them to the surface level parking at the stadium.
- Teams will load and unload players and equipment from the curb side service lane. Equipment trucks, etc. DO need one of the provided parking passes.
- Teams are to unload all equipment trucks AFTER they are given parking instructions.
- Band busses, cheerleading transportation and other support personnel should be directed to any of the available parking entry gates.
- Any bus or vehicle not bearing the parking pass will be charged a parking fee.
- Parking at WKU is NOT managed by the WKU Athletic Department and WKU Athletics is not responsible for the rates being charged. The rates for this event will be \$10 and \$5, based on stadium proximity. The KHSAA receives no portion of the parking receipts.
- Band and Pep busses may use the Avenue of Champions bus lane for loading and unloading, but the driver must be available to return to the bus and to move the bus to the least obstructive location.
- Official team transportation (including pep busses, etc.) will follow the bus parking locator map contained in these instructions and on the web site. The busses will unload as per the diagram.
- After unloading, the busses/team vehicles will be directed back to the designated areas for parking.
- The location of the bus driver must be given to the Tournament Staff that meets the bus in case the bus needs to be moved. Have them see the event staff that greeted the team when they return to the stadium.
- The current plan is to park the busses in a specified location, then move them so as to queue them up ahead of the next game team. The driver must be prepared at any given time to move the team bus.

FAN PARKING

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

TICKETING AND ADMISSION FOR THE GAMES

SEATING PATTERN (ALL GAMES TICKETED SEPARATELY)

- Member School Coaches and Schools (\$90 Complete Sets, all six games, in advance) - Club Level Seating. Unsold single game tickets will be sold for \$25 per game.
- Member School Coaches and Schools (\$60 Complete Sets, all six games, in advance) - VIP Level Seating. Unsold single game tickets will be sold for \$15 per game.
- General Seating - Per game pricing, \$9 advance at member schools, \$11 at door. This ticket price includes the stadium bond fee of approximately \$1. Member schools will receive 25¢ per ticket sold in advance as a rebate for assisting with advance sales. This reimbursement will come following the tournament through the expense settlement.

PARTICIPATING TEAM SALES

- Participating teams were provided tickets to be sold in advance of game day at \$9 each to the fans of the school regardless of age (for anyone over the age of six). These tickets will be \$11 for all persons (over the age of six) at the gate. Children ages 6 and under will be admitted free.
- Inspect the tickets prior to beginning to sell.
- If you need additional tickets, a school representative may purchase an additional block of advance tickets by calling Matt Morrison at the Western Kentucky Box Office (270) 745-6074.
- Any checks for these additional tickets as well as the check for the original allotment shall be made payable to the KHSAA
- Unsold tickets should be returned to KHSAA Game Management personnel at the team entrance to the stadium two hours before game time with the reconciliation form. Please proceed to ticket gate 3/4 to check in.

COMPLIMENTARY TICKETS/PASSES ADMISSION POLICY

- No passes other than those produced by the Association for the championships will be honored at the gate. This includes Principal passes and cards, Coach passes and cards, Athletic Director passes, Official passes or any other type of identification. None of these will entitle the holder to admission.
- Participants Not Competing in Current game should sit in stadium sections 325 and 326. If attending on the other date, admission will only be through Gate 3/4 behind the Press Box.

WHEELCHAIR/A.D.A. ACCOMMODATIONS

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

CLEARING THE STANDS

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

OFFICIAL PARTICIPATING TEAM TRAVELING PARTY

TEAM MEMBERS/COACHES/ADMINISTRATION/PARTICIPANT ADMISSION, ETC.

- Each participating team will be issued a commemorative patch to be given to each person (including coaches and support staff) on the online roster. This list may not be changed or supplemented as it became final during playoff week one per the notification to the member schools.
- Squad members and others with the official team traveling party entering as a group will be allowed to enter for either day of the playoffs by entering through the entrance at Ticket Gate 3/4. Unless involved in that day's play, these teams should find seating in Sections 325 and 326.
- A designated member of the KHSAA playoff staff will meet each school upon arrival. This includes participating coaches, managers, doctors, bus drivers, players, cheerleading coaches and all other personnel if they are to have access to the games and the field.
- Each team has been issued four COACHING BOX passes, good for that game only. These passes do not include FIELD LEVEL access. Field level access passes will be provided (leg bands) for those coaches and must be worn if the coaches come down to the sideline before, during or after the game.
- **Any person coaching from this location must be on the school's list of coaches and must meet all Bylaw 25 criteria.**
- Each school will be issued VIDEO DECK passes for 2 individuals who will have access to the video deck for taping the team for coaching purposes. These passes do NOT include FIELD LEVEL access. Field level access passes will be provided (leg bands) for those coaches and must be worn if the coaches come down to the sideline before, during or after the game.
- Each team will be issued a maximum of four (4) additional FIELD LEVEL access leg bands for administrators to assist with cheering section crowd control. This is to allow for senior administration to be on the field to assist with any issues that may arise from the crowd and fans of the participating teams (particularly the student sections). Unless these individuals travel with the team, they must have a ticket to the game, but will then be afforded field level access leg bands.

- Individuals needing field access but not in playing uniform will be issued a FIELD LEVEL access leg band which must be worn to allow the non-uniformed person on the sideline. These will be issued upon arrival and are valid for the areas between the 25-yard lines.
- All additional persons entering the stadium must have a ticket.
- No pass outs will be issued; all persons leaving the stadium will be directed to a ticket window for return admission.
- FIELD LEVEL passes as well as the coaching box and video passes are not valid for admission at any other gate and only serve as a visible credential to allow a non-uniformed person access to the needed area.
- FIELD LEVEL access is only for the game in which the team is playing.
- No one is to come on the playing field without a FIELD LEVEL pass. Please include coaches, coaches' wives/husbands, administrators, cheer coaches, etc. in your plans as you distribute FIELD LEVEL passes.
- If at field level, each person wearing a FIELD LEVEL pass will be required to remain in the team box except for performing necessary functions (i.e. statistics, team doctors, etc.) and each is liable for a penalty should they be out of the box for any other reason.
- Each school will be held accountable through the rules for the conduct of all persons in the team box.
- When in doubt, all persons not essential to the playing of the game should be in the stands!

CHEERLEADERS ADMISSION

- Cheerleaders of competing schools (in uniform only) and with a maximum of twenty-five (25) members, will be admitted at Gate 3/4 in Team Uniform for the relevant game only but must enter **AS A GROUP INCLUDING THE COACHES**.
- If the cheer coach is to be on the sideline, they must be issued a FIELD LEVEL leg band.
- There will be a fine issued to the member school (not to exceed \$1,000) for excess cheer squad members on the field.
- The Cheerleading coach(es) must accompany the group in order to receive free admission.
- All other members of the squad not entering at this time will not be entitled to complimentary admission and will be directed to a ticket window.

BUS DRIVERS

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

BAND ADMISSION

- Band members of competing schools will be afforded complimentary admission in designated rows and will be admitted only through Gate 3/4. The band members must enter **AS A GROUP INCLUDING THE SPONSOR/DIRECTOR. Each admitted band representative must be carrying an instrument with the exception of the sponsor.**
- All other members of the band not entering at this time will not be entitled to complimentary admission and will be directed to a ticket window.
- Only the playing members of the band and the necessary sponsor/director(s) will be entitled to complimentary admission, all others will be directed to a ticket window.
- Neither the band members nor the director are permitted on the playing field.

SCHOOL STUDENT PRESS REPRESENTATIVES

- Participating schools are allowed a single student press pass that will allow for field access, but not for access to the press box. This should include your yearbook, newspaper or video yearbook personnel at the discretion of the school and is solely for a student or an individual full-time staff member.
- Each principal is responsible for submitting a written request on KHSAA form SI103 by noon Tuesday of championship week.
- No school student media representative will be admitted at the gate the day of the game without advance application.
- This individual shall be admitted via press credential and shall pick that credential up at Ticket Booth 3/4.
- There is to be no cheering or team support from approved media representatives.

SPECIAL NOTE REGARDING SECURITY PROCEDURES AT STATE CHAMPIONSHIP EVENTS

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

TEAM EXPENSE REIMBURSEMENT

GENERAL POLICY

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

LODGING

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

MEALS

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

MILEAGE

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

RECEIVING REIMBURSEMENT

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

OTHER CHAMPIONSHIP GAME INFORMATION

TIMETABLE FOR CHAMPIONSHIPS

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

PRACTICE PRIOR TO THE GAME, WARM-UP TIME

- There is no practice time allowed on Houchens/L.T. Smith Stadium's playing surface prior to the game other than the prescribed forty-five (45) minute warm up period.
- **ON THE DAY OF THE CONTEST, THE TEAMS MAY NOT BE ON THE FIELD WEARING ANY FOOTBALL EQUIPMENT INCLUDING SHOES, HELMETS, PANTS OR PADS) PRIOR TO 55 MINUTES BEFORE KICKOFF FOR ANY GAME. PLEASE REMEMBER THAT THIS ALLOWS A 45 MINUTE WARM UP TIME (TOTAL) AND FIVE MINUTES FOR PRE-GAME INTRODUCTIONS.**
- There will be no exceptions and schools violating this policy face the possibility of a fine or other punishment permissible by KHSAA Bylaw 27.

DESIGNATION OF TEAM RADIO STATION

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

LOCKER ROOM ACCOMMODATIONS, BENCH LOCATIONS AND ACCESS

- Teams should note that the locker rooms will not be available until two (2) hours prior to game time.
- Only those individuals with the team party, or those players in uniform will be allowed in the locker room. Please inform your parents and/or boosters of this important, safety driven restriction.
- A representative of the school and the KHSAA playoff staff will inspect the locker room before and after the game. It is expected that each of the locker rooms will be left in the same condition after the game as before the game.
- The KHSAA will take whatever action is necessary including fining the particular school and assessing the cost for cleanup to those schools leaving the locker room in unsatisfactory condition.
- The KHSAA employs a great deal of security for the championships as well as the employment of assistants to help with the locker rooms. However, it is strongly suggested that schools use a "valuables bag" which should then be taken to the team bench for added security.
- For 2013, the teams in the bottom half of the bracket
 - Will use the benches on the baseball stadium side of the field, where the Club and VIP seating is located;
 - Will have its fans sit on the side of the stadium where the Club and VIP seating is located;
 - Will be the home team on the scoreboard;
 - Will wear its dark colored jersey;
 - Will have its entire team, led by the head coach, introduced as part of the pre-game ceremony.
- For 2013, the teams in the top half of the bracket
 - Will use the benches on the Diddle Arena side of the field, where the press box is located;
 - Will have its fans sit on the side of the stadium where the press box is located;
 - Will be the visiting team on the scoreboard;
 - Will wear its white jersey;
 - Will have its entire team, led by the head coach, introduced as part of the pre-game ceremony.

LOCKER ROOM ASSIGNMENTS

- The locker room situation is not perfect at the stadium, but their athletics staff is making great efforts to minimize problems. It may be that your coaches would prefer to contact one of the football schools in Warren County (Bowling Green, Greenwood, Warren Central, Warren East), and arrange for dressing at their school before coming down to the stadium.
- Locker room assignments will be made upon arrival. For teams in the middle game (3A and 4A) each day, there may be other accommodations for dressing either at the Preston Center (across the street from the stadium) or Diddle Arena. This should help with the situation of the early teams taking a while to clear out of the dressing rooms. These placement decisions will be made upon arrival in consultation with WKU staff.

PRE-GAME INTRODUCTIONS

- There will be no introduction of individual players. The team and head coach will be introduced as a unit from an end zone corner and then proceed to the sideline.
- For the introductions, you will enter from the end zone closest to your locker room, and the head coach and 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 5:00 prior to kickoff (at 0:00 on the countdown clock)

HALF-TIME

- Half-time will be 20 minutes for each game.

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.

POST GAME

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

PRESENTATION OF TROPHIES, MEDALS AND AWARDS

- Each school is to designate a representative to be on the field immediately following the game to receive the trophy and medals. It is hoped that the Principal will perform the duty.
- No presentation of any trophy will be made until the field of play is cleared of all fans, coaches and players. Please return to the sidelines as soon as possible following the game so the presentations can begin.
- BOTH SQUADS, WIN OR LOSE, ARE TO REMAIN ON THE FIELD AT THEIR TEAM SIDELINE FOR AWARDS PRESENTATIONS.
- After each game, a member of the winning squad will be selected to receive the Russell Athletic Most Valuable Player Award. The Head Coach will be contacted by a KHSAA staff representative immediately following the game to identify this player. There will be two additional individual awards, one coming from the winning team and one from the runner-up team. Field level staff will coordinate this information with you.
- After each game, a member of the winning or runner-up squad will be selected to receive the Forcht Bank Uncommon Excellence Award. The Head Coach will be contacted by a KHSAA staff representative immediately following the game to identify this player.
- After each game, a member of the winning or runner-up squad will be selected to receive the National Guard Best and Brightest Award. The Head Coach will be contacted by a KHSAA staff representative immediately following the game to identify this player.
- The team trophy will be presented to the runner-up team as well as medals for fifty-nine individuals. Additional medals may be ordered by school representatives by contacting the KHSAA.
- Following the runner-up awards, the team trophy will be presented to the winning team as well as medals for fifty-nine individuals. Additional medals may be ordered by school representatives by contacting the KHSAA.
- After the presentation of awards, teams may THEN proceed to post game handshakes, pictures, prayers, meetings, etc. All team meetings, pep talks, prayers, huddles, etc. will be AFTER the trophy presentations. We hope for and expect your cooperation.

FIELD PHONES

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

OFFICIALS

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

FIELD CONDITIONS

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

GAME BALLS AND BALL PERSONS

- For the championship games, each team is to provide Rawlings footballs to be used as the game balls when that team is on offense.
- Each team was to be given four balls following the conclusion of the semifinal contest to make certain that the balls were "broken in" for this week. It is not required that these balls be used, but it is required that any ball used by either team be a Rawlings ball.
- No non-Rawlings football can be used during the game!!
- Each team should be prepared to provide ball persons for each side of the field to help with game administration.

- Under no circumstances are the ball persons to go onto the playing field. They are to relay the ball to the official next to them on the sidelines.

TOWELS AND OTHER SUPPLIES

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

OFFICIAL STATS

- The KHSAA provides official statistics for the games.
- Due to space constraints, there is no space provided for team statisticians in the press box.
- All official stats will be available live on the KHSAA web site and a final box score will be posted following the game.

TRAINERS/DOCTORS AND EMERGENCY TREATMENT

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

CORPORATE PRESENCE AND LOGOS

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

CHAMPIONSHIP T-SHIRTS

- The KHSAA is under exclusive rights with TeamIP to produce any merchandise related to the championship games.
- Pre-printed or otherwise produced shirts or novelty items commemorating the championship victory or participation are not permitted in the stadium. Persons attempting to bring such items into the stadium will have those items confiscated by event personnel.

BAND PERFORMANCES

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

KHSAA MEDIA, INTELLECTUAL PROPERTY AND VIDEOTAPE REGULATIONS

- The intellectual property, corporate, broadcasting and media rights to all 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). The Commissioner is the manager of all State Championship play.
- 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. The Commissioner is the manager of all rounds of other championship play, but in accordance with adopted Competition Rules, may designate a manager to assist at the local level.

- The rights to regular season competition between involving schools of the KHSAA belong to the KHSAA. Such rights shall, in the normal course of business, be assigned to the Principal of the member school for management. No member school shall sign an exclusive regular season agreement that would preclude its opponent from any audio, video streaming.
- 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.
- At all levels of competition, including district, regional, sectional, and state competition in KHSAA sponsored tournaments and meets, managers are encouraged to make allowances for members of the television media to tape the contests at no charge to the media outlet, as long as the taping is for the sole purpose of newscast highlights.
- Cable companies and other outlets desiring to tape the contest for delayed rebroadcast shall receive 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.
- At the state level, all negotiations for rights to a delayed broadcast, as well as any live telecast, shall be initiated with the Communications Director and Assistant Commissioner, and shall be approved by the Commissioner of the KHSAA.

MEDIA/SCHOOL VIDEOTAPING/FILM

- Press, radio and TV representative's passes will be made available upon request by having the outlets contact the KHSAA in advance. If you have media covering your team, they should contact Communications Director Joe Angolia at the KHSAA or request credentials directly through credentials.khsaa.org not later than Wednesday of the championship week. The credential request system is exclusively online and KHSAA staff can facilitate any issues.
- There shall be no other video taping of any football playoff final, other than by KHSAA designees (including the approved coaching tape) and outlets or by persons whose entire taping unit can be contained within their seat and present no obstruction to other spectators. (No tripod, external power sources, or use of the Houchens/L.T. Smith Stadium power sources).

FAN BEHAVIOR AND ACTIONS

- Each school is expected to identify a maximum of four field level administrators to assist in ensuring that fans do not come onto the playing field.
- No one is to come on the playing field without being in uniform or wearing a FIELD LEVEL pass. Fans are to stay in the stands before, during and after the game.
- Please make several announcements to this effect to the student body during the week before the game.
- Please make certain you inform your student body that the school will be financially liable for damage to any part of the stadium.
- Please note that all fans entering the stadium are subject to the search of any personal belongings including purses, bags, carry-alls, back packs, etc. The KHSAA reserves the right to confiscate anything of a suspicious nature to be returned to the parties (provided the items are legal) following the contest.
- Schools will be penalized to the fullest extent of KHSAA Bylaw 27 as a violation of Bylaw 16 for violations of these provisions.

UMBRELLAS

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

SIGNS, BANNERS, NOISEMAKERS, LASER LIGHTS

- No posters or signs of any kind may be permitted to be adhered (with glue or other adhesive material) by any official or unofficial school representative to any permanent surface of the stadium.
- Signs MAY be attached to the railing of the stadium as long as such is done with easily removable string, tape or rope and the sign doesn't obstruct any corporate partner or sponsor signage, and as long as the content restrictions are observed.
- Signage may not obstruct the view of any patron.
- No signage posted on behalf of a school may contain derogatory language or sayings or contain the name of the opponent or any of its players. The parties posting the signs are responsible for their removal. Any clean up charges necessary to remove pep signage will be deducted from the team's travel allowance.
- Only the official traveling party of the team can be on the field for introductions.

- No large field level objects including oversized mascots which obstruct or could obstruct the view of any fan, participant or media representative are allowed.
- Please make certain all pep, spirit and support organizations are aware of these rules through written and public address communication.
- It is against Bowling Green City Ordinances to shine any form of laser light on another person or in that person's eyes and such will be confiscated if used.
- No electronic amplification equipment will be allowed in the stadium (except band instruments used in conjunction with the official high school band and its performance), nor any other electronic, mechanical or semi-mechanical noisemaker. This includes stereos, speakers, cannons, electronic horns, tanks, etc. In addition, this year has seen an increase in horns, sirens, train whistles, etc. The Association is bearing the expense of celebratory noise makers and fireworks to be used equally for both teams to ensure a neutral crowd, and all others will not be permitted. These items will be confiscated upon detection.
- No recorded music or other type of reproduction subject to copyright restrictions will be permitted.

SPORTSMANSHIP REMINDER

- **PLEASE NOTIFY YOUR NON-COMPETING STUDENTS AND FANS THAT THEY ARE NOT TO COME ON THE PLAYING FIELD PRIOR TO, DURING, OR FOLLOWING THE GAME. ANY MEMBER SCHOOL WHO HAS STUDENTS RELOCATE TO A SPECIFIC SECTION OF THE STADIUM TO RENDEZVOUS WITH TEAM MEMBERS; HAS TEAM MEMBERS ENTER THE STANDS FOLLOWING THE GAME, OR HAS MEMBERS OF ITS CHEERING SECTION ENTER THE FIELD EN MASSE FOLLOWING THE GAME WILL BE PENALIZED AS A VIOLATION OF KHSAA BYLAW 16 (PRACTICE OF SPORTSMANSHIP).**



2013 RUSSELL ATHLETIC / KHSAA COMMONWEALTH GRIDIRON BOWL STATE FOOTBALL CHAMPIONSHIPS TIME TABLE

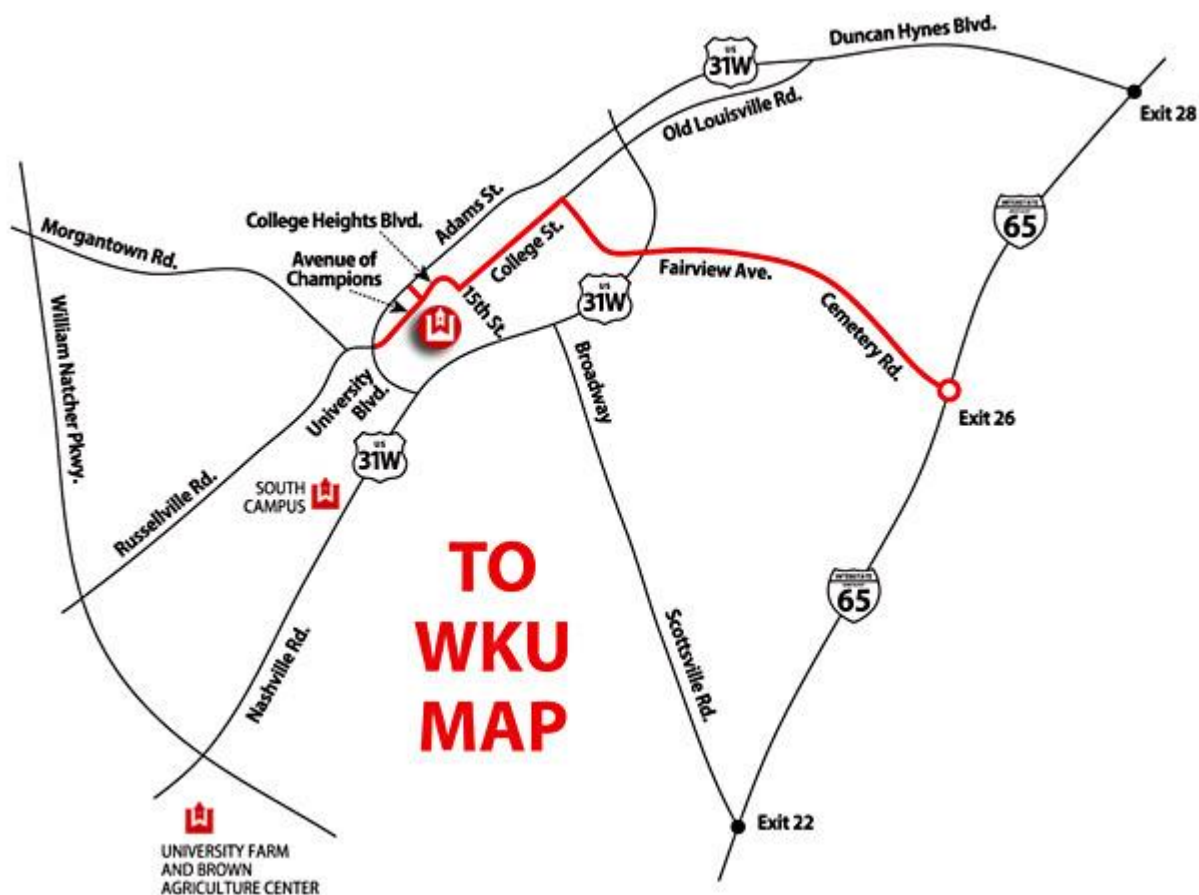
Friday, December 6, 2013 (all times C.T.)

CLASS 1A	
9:00 AM	⇒ Locker rooms available to teams (clock start at 45:00)
10:00 AM	⇒ Gates open
10:10 AM	⇒ Class 1A Teams may begin warm-ups on field, official clock to start countdown
10:55 AM	⇒ Teams go to end zone closer to locker room
	⇒ National Anthem to be played
	⇒ Introduction of Teams, Visitors then Home
	⇒ Officials and captains meet for toss of coin
11:00 AM (est)	⇒ Kickoff of Class 1A Final
1:15 PM (est)	⇒ Immediately following the conclusion of the game, the public address will make efforts to clear the field.
	⇒ After the field is clear, the trophy presentation will be made.
	⇒ All post-game media interviews will be done on the field.
CLASS 3A	
	⇒ Game will start 45 minutes to one hour after the conclusion of the trophy presentation ceremony (after the field is clear) for the Class 1A Championship game, but not before 3:00 PM. Class 3A teams may enter field 45 minutes before kickoff but not prior to 2:10 PM.
2:00 PM	⇒ Gates re-open
2:10 PM (est)	⇒ Class 3A Teams may begin warm-ups on field, official clock to start countdown
2:55 PM	⇒ Teams go to end zone closer to locker room
	⇒ National Anthem to be played
	⇒ Introduction of Teams, Visitors then Home
	⇒ Officials and captains meet for toss of coin
3:00 PM (est)	⇒ Kickoff of Class 3A Final
5:15 PM (est)	⇒ Immediately following the conclusion of the game, the public address will make efforts to clear the field.
	⇒ After the field is clear, the trophy presentation will be made.
	⇒ All post-game media interviews will be done on the field.
CLASS 6A	
	⇒ Game will start 45 minutes to one hour after the conclusion of the trophy presentation ceremony (after the field is clear) for the Class 3A Championship game, but not before 7:00 PM. Class 6A teams may enter field 45 minutes before kickoff but not prior to 6:10 PM
5:00 PM	⇒ Locker rooms available to teams (clock start at 45:00)
6:00 PM	⇒ Gates open
6:10 PM	⇒ Class 6A Teams may begin warm-ups on field, official clock to start countdown
6:55 PM	⇒ Teams go to end zone closer to locker room
	⇒ National Anthem to be played
	⇒ Introduction of Teams, Visitors then Home
	⇒ Officials and captains meet for toss of coin
7:00 PM (est)	⇒ Kickoff of Class 6A Final
9:15 PM (est)	⇒ Immediately following the conclusion of the game, the public address will make efforts to clear the field.
	⇒ After the field is clear, the trophy presentation will be made.
	⇒ All post-game media interviews will be done on the field.

Saturday, December 7, 2013 (all times C.T.)

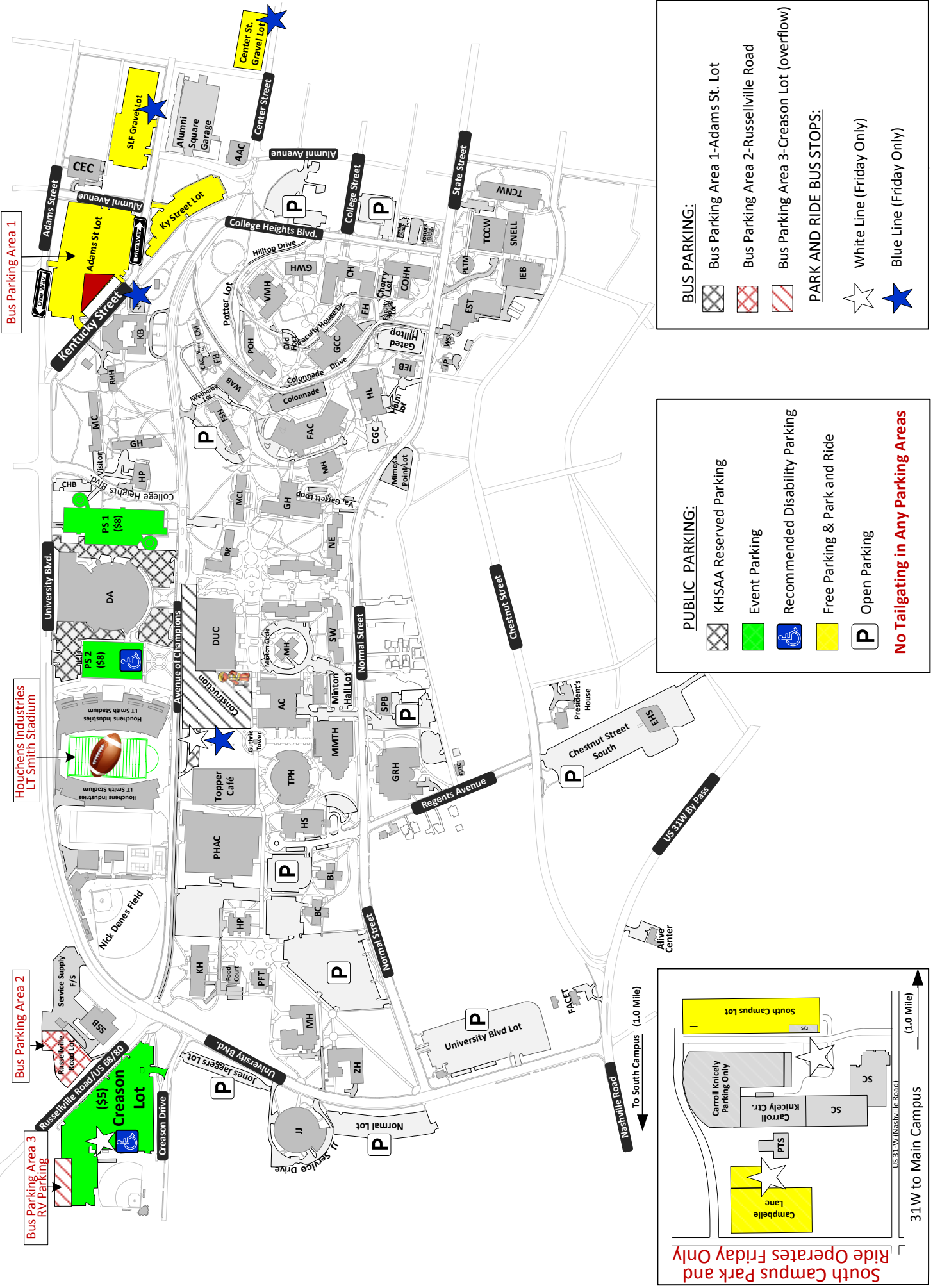
CLASS 2A	
9:00 AM	⇒ Locker rooms available to teams (clock start at 45:00)
10:00 AM	⇒ Gates open
10:10 AM	⇒ Class 2A Teams may begin warm-ups on field, official clock to start countdown
10:55 AM	⇒ Teams go to end zone closer to locker room
	⇒ National Anthem to be played
	⇒ Introduction of Teams, Visitors then Home
	⇒ Officials and captains meet for toss of coin
11:00 AM (est)	⇒ Kickoff of Class 2A Final
1:15 PM (est)	⇒ Immediately following the conclusion of the game, the public address will make efforts to clear the field.
	⇒ After the field is clear, the trophy presentation will be made.
	⇒ All post-game media interviews will be done on the field.
CLASS 4A	
	⇒ Game will start 45 minutes to one hour after the conclusion of the trophy presentation ceremony (after the field is clear) for the Class 2A Championship game, but not before 3:00 PM. Class 4A teams may enter field 45 minutes before kickoff but not prior to 2:10 PM.
2:00 PM	⇒ Gates re-open
2:10 PM (est)	⇒ Class 4A Teams may begin warm-ups on field, official clock to start countdown
2:55 PM	⇒ Teams go to end zone closer to locker room
	⇒ National Anthem to be played
	⇒ Introduction of Teams, Visitors then Home
	⇒ Officials and captains meet for toss of coin
3:00 PM (est)	⇒ Kickoff of Class 4A Final
5:15 PM (est)	⇒ Immediately following the conclusion of the game, the public address will make efforts to clear the field.
	⇒ After the field is clear, the trophy presentation will be made.
	⇒ All post-game media interviews will be done on the field.
CLASS 5A	
	⇒ Game will start 45 minutes to one hour after the conclusion of the trophy presentation ceremony (after the field is clear) for the Class 4A Championship game, but not before 7:00 PM. Class 5A teams may enter field 45 minutes before kickoff but not prior to 6:10 PM
5:00 PM	⇒ Locker rooms available to teams (clock start at 45:00)
6:00 PM	⇒ Gates open
6:10 PM	⇒ Class 5A Teams may begin warm-ups on field, official clock to start countdown
6:55 PM	⇒ Teams go to end zone closer to locker room
	⇒ National Anthem to be played
	⇒ Introduction of Teams, Visitors then Home
	⇒ Officials and captains meet for toss of coin
7:00 PM (est)	⇒ Kickoff of Class 5A Final
9:15 PM (est)	⇒ Immediately following the conclusion of the game, the public address will make efforts to clear the field.
	⇒ After the field is clear, the trophy presentation will be made.
	⇒ All post-game media interviews will be done on the field.

HOUCHENS / L.T. SMITH STADIUM AND WKU CAMPUS DIRECTION DIAGRAM



DRIVING DIRECTIONS TO HOUCHENS/LT SMITH STADIUM

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



Bus Parking Area 1

Houchens Industries
LT Smith Stadium

Bus Parking Area 2

Bus Parking Area 3
RV Parking

PUBLIC PARKING:

- KHSAA Reserved Parking
- Event Parking
- Recommended Disability Parking
- Free Parking & Park and Ride
- Open Parking

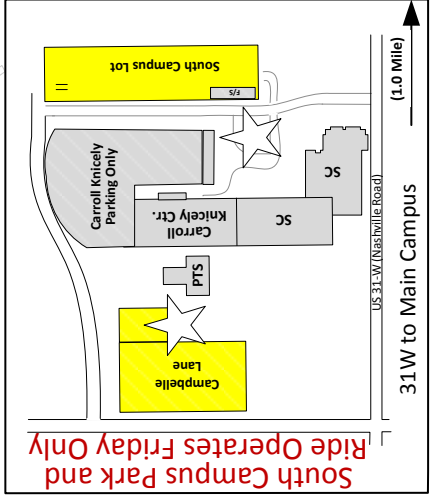
No Tailgating in Any Parking Areas

BUS PARKING:

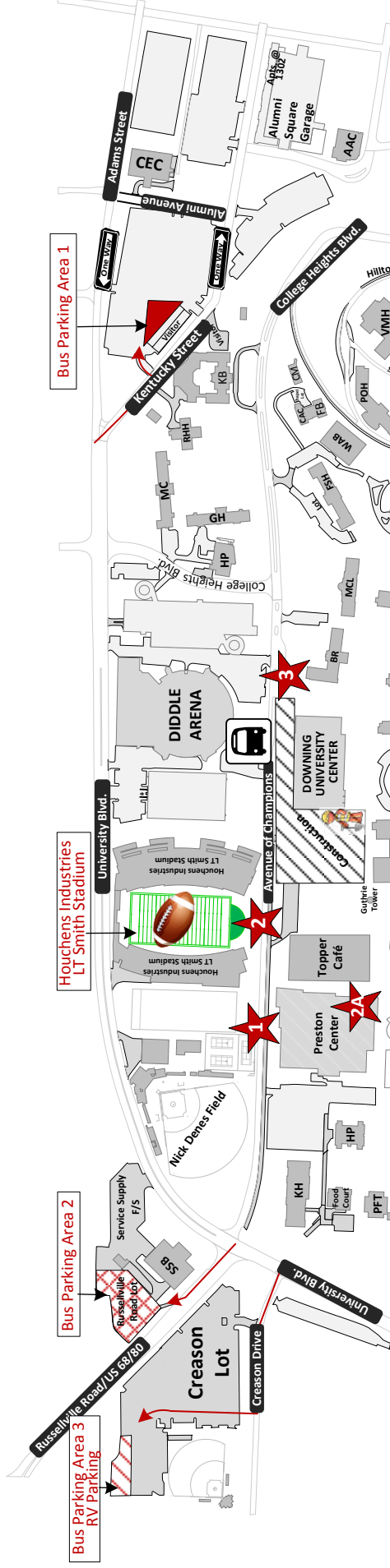
- Bus Parking Area 1-Adams St. Lot
- Bus Parking Area 2-Russellville Road
- Bus Parking Area 3-Creason Lot (overflow)

PARK AND RIDE BUS STOPS:

- White Line (Friday Only)
- Blue Line (Friday Only)



KHSAA Bus Loading, Unloading, and Parking



Bus Loading and Unloading:

The Diddle Arena Side of Avenue of Champions will be used for all bus loading and unloading as follows:

1

2

2A

3

Team Buses Location 1

Team Buses Location 2

3PM Game Visiting Team Locker Room

Fan and Band Buses

Bus Parking:

Buses will be assigned parking areas when loading and unloading.

Bus Parking Area 1 – Adams Street Lot

Bus Parking Area 2 – Russellville Road Lot

Bus Parking Area 3 – Creason Lot (Overflow)

DUC Service Drive Shuttle Stop

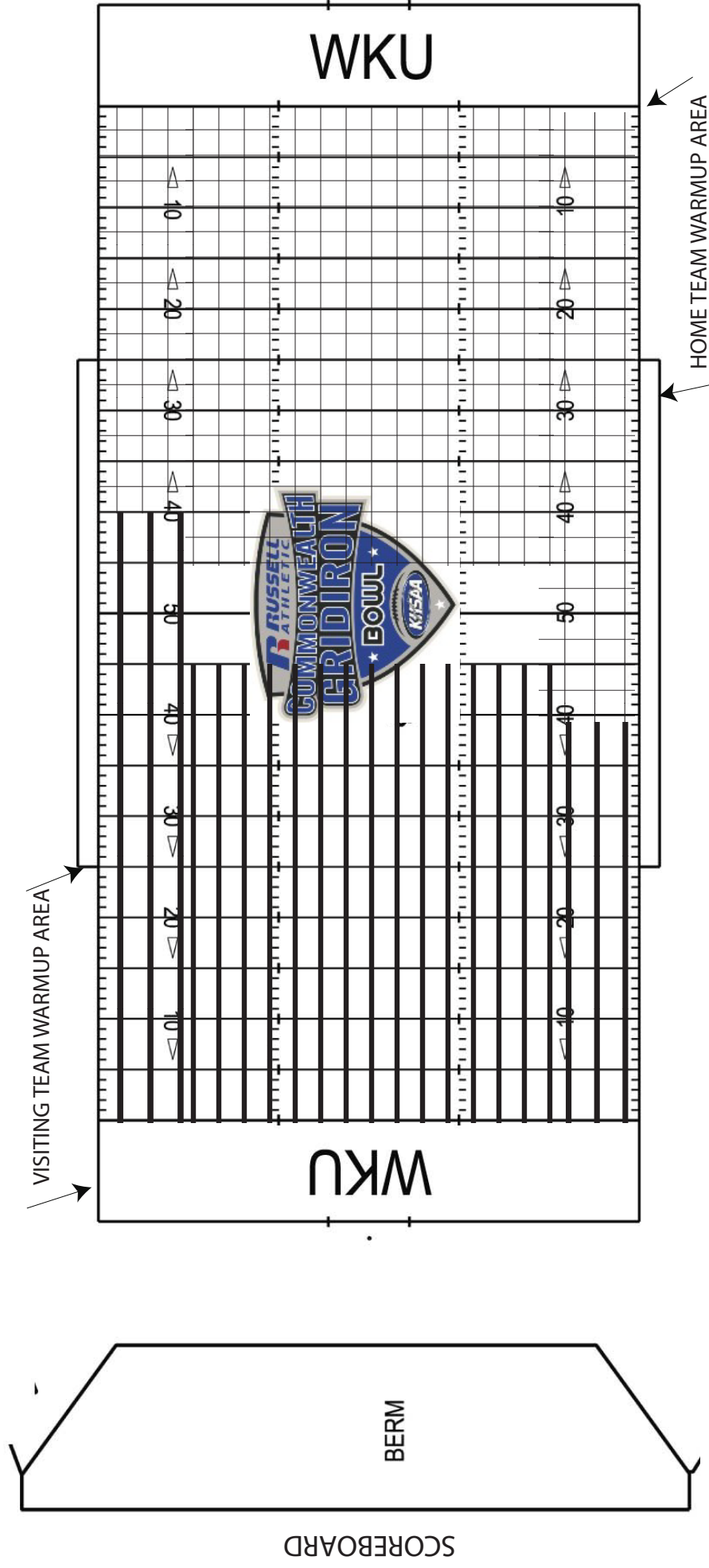
***Note:** Look for red signs for directions to bus loading, unloading and parking. A Shuttle will provide transportation to and from the DUC Service Drive across from the Stadium for drivers.

2013 KHSAA COMMONWEALTH GRIDIRON BOWL STATE FOOTBALL FINALS-SEATING, WARM-UP, BENCHES

VISITING TEAM FAN SEATING AND SIDELINE (DIDDLE SIDE, PRESS BOX SIDE)

Friday, 12/6, Top Bracket (1A), Top Bracket (3A), Top Bracket (6A)

Saturday, 12/7, Top Bracket (2A), Top Bracket (4A), Top Bracket (5A)



HOME TEAM FAN SEATING AND SIDELINE (OPPOSITE PRESS BOX, BASEBALL SIDE) -

Friday, 12/6, Bottom Bracket (1A), Bottom Bracket (3A), Bottom Bracket (6A)

Saturday, 12/7, Bottom Bracket (2A), Bottom Bracket (4A), Bottom Bracket (5A)

Western Kentucky Orthopaedic & Neurosurgical Associates

165 Natchez Trace, Suite 100
Bowling Green, KY 42103
(270) 782-7800

Dr. Lynn Olson
Dr. Craig Beard
Dr. John Burch
Dr. Keith Morrison
Dr. Phil Singer

Dr. David Richards
Dr. Kirk Fee
Dr. Greg Malmquist
Dr. Chris Patton
Dr. William Schwank

ProRehab Athletic Training Staff

Mike Carby (270) 535-0191
Andrew Bolt (270) 535-3758
Susie Bell (248) 565-6008
Mark Hickerson (270) 996-8131

The Medical Center @ Bowling Green

250 Park Street
Bowling Green, KY
(270) 745-1000

Greenview Regional Hospital

1801 Ashley Circle
Bowling Green, KY
(270) 793-1000

UrgentCare Clinic

1225 Fairway Street
Bowling Green, KY
(270) 781-3910



165 Natchez Trace
270-782-7800

**Western Kentucky Orthopaedic
& Neurosurgical Associates**

- Total Joint Replacement
- Arthroscopic Surgery
- Sports Medicine
- Physical Therapy
- Neuralgia
- Treatment of Spinal/Brain Tumors
- MRI
- Spine Surgery
- Hand Surgery
- Occupational Therapy
- Cranial Aneurysm
- Bone Density



Lynn D. Olson
M.D.



Craig A. Beard
M.D.



John T. Burch
M.D.



Phillip J. Singer
M.D.



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Christopher M. Patton
M.D.



Gregg A. Malmquist
M.D.



William A. Schwank
M.D.

American Board of Orthopaedic Surgery

Orthopaedic Surgeons

Lynn D. Olson, M.D.
Craig A. Beard, M.D.
John T. Burch, M.D.
Phillip J. Singer, M.D.
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Christopher M. Patton, M.D.
Gregg A. Malmquist, M.D.

American Board of Neurological Surgery

Neurosurgeon

William A. Schwank, M.D.

165 Natchez Trace, Suite 100 • Bowling Green, KY • (270) 782-7800
Russellville Franklin Scottsville
(270) 725-8200 (270) 586-0286 (270) 622-3288
Telephone Answered 24 Hours www.wkona.net



STATE FOOTBALL PLAYOFFS EXPENSE VOUCHER

PLEASE RETURN SIGNED BY THE PRINCIPAL WHEN YOU SETTLE YOUR ADVANCE TICKET SALES. YOU
WILL NOT BE REIMBURSED WITHOUT SUBMITTING THIS FORM

I hereby acknowledge that my team, _____ High School, has participated in the State Football Playoff Finals and desires expenses reimbursed for said participation.

EXPENSE REIMBURSEMENT

GENERAL POLICY

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

LODGING

A lodging allowance shall not be paid for teams failing to stay in the property assigned by the Association. The lodging allowance shall be \$13.00 per night, for a maximum of 59 persons (and not greater than twenty more than the number of players in uniform), and will be paid for one night provided the lodging is utilized. Schools outside a forty mile one-way radius from Lexington will not receive a lodging allowance. Schools are responsible for all bills for lodging, and will be reimbursed the lodging allowance. Please have your school or Board of Education's Sales Tax Exempt number with you at check in to allow the hotel to deduct the sales tax from the room bill.

MEALS

A meal allowance of \$5.00 per meal will be reimbursed for a maximum of 59 persons (and not greater than twenty more than the number of players in uniform) with the amount of meals corresponding to the use of housing. Your school is responsible for all meal arrangements for your team.

MILEAGE

Each school is reimbursed \$2.00 per mile, round trip for two vehicles, from the school location to the host city, in accordance with mileage numbers provided by the American Automobile Association.

RECEIVING YOUR REIMBURSEMENT

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

TOTAL PARTICIPANTS (MAX. 59 AND NOT MORE THAN 20 MORE THAN PLAYERS IN UNIFORM) _____

SIGNED BY: _____ POSITION: _____

REPRESENTING: _____ High School

FOR KHSAA USE ONLY

Lodging occupied _____ Meals _____ Participants _____



KHSAA SCHOOL MEDIA CREDENTIAL REQUEST APPLICATION

Each member school may apply for one (1) credential to KHSAA State Championships, to be used by the student designated by the school through the Principal or Designated Representative in conjunction with published restrictions and policies for the specific event. If approved, media credentials will be available one hour before the start of the event, and will be available at the Media Will Call entrance to the venue. Credential request MUST be submitted to the KHSAA by the deadline as listed in the tournament participation information for each event.

DATE	
-------------	--

Must Type or Print

School	
Address	
City, State, ZIP	

KHSAA Event:	
Date of Event:	
Site of Event:	

	NAME (PRINT)	TYPE (CHECK ONE)		
		PRESS	PHOTO	VIDEO
SCHOOL MEDIA REPRESENTATIVE				

Principal/Designated Representative Endorsement

I hereby certify that applicant is representing this KHSAA member school and is authorized to receive the requested credential as a student at the school. The applicant is aware that cheering for a team in one of the professional areas (i.e. press row) is not permitted as this is a work area.

The applicant understands the admission policies and understands that the credential is solely for their usage and may not be transferred.

The applicant understands that the product of his/her work may not be sold or re-sold.

Signature		Date	
------------------	--	-------------	--



State Football Finals Participating Team Pass Information
RETURN IMMEDIATELY
MUST BE RETURNED BY 5:00 P.M. MONDAY PRECEDING FINALS

School: _____
 AD / Designated Contact: _____
 Daytime Phone Number: _____
 Cell Number: _____
 Fax Number: _____
 Email Address: _____
 Staying at _____ Home _____ Hotel- Name of Hotel _____
 Will be seated (check one) _____ With student section _____ In section _____

The entire team official party, including managers, trainers, coaches and players, will be admitted as a unit through the team entry gate at Houchens-L.T. Smith Stadium. Stragglers or those otherwise arriving late will have to be admitted with a ticket through the ticket gate. The list of authorized personnel granted admission will be restricted to the entire roster (including coaches) who were entered online using the KHSAA web site roster entry.

Coaching Box Passes Requested (all individuals must meet Bylaw 25 coaching criteria and be on coaches listing on roster (4 Maximum). THESE INDIVIDUALS WILL ONLY BE ADMITTED FREE IF ENTERING WITH THE TEAM, AND WILL HAVE A SEPARATE BAND FOR FIELD ACCESS		ALL NON PLAYERS ON THE SCHOOL ROSTER WILL BE ISSUED FIELD LEVEL CREDENTIALS. THESE CREDENTIALS WILL BE LEG BANDS AND MUST BE WORN AT ALL TIMES
1		
2		
3		
4		
Video Location Passes (2 Maximum) for individuals taping the game for the school THESE INDIVIDUALS WILL ONLY BE ADMITTED FREE IF ENTERING WITH THE TEAM, AND WILL HAVE A SEPARATE BAND FOR FIELD ACCESS		
1		
2		
Field Level Administrator Passes for those not on the roster but assisting with fan section control (maximum 4).		
1		
2		
3		
4		

Submitted by _____

Signature _____

Date _____



**RUSSELL ATHLETIC/KHSAA
COMMONWEALTH GRIDIRON BOWL
STATE FOOTBALL FINALS
PARTICIPATING TEAM
RADIO STATION DECLARATION FORM**

***RETURN IMMEDIATELY
MUST BE RETURNED BY 12:00 P.M. MONDAY PRECEDING FINALS***

ATTENTION: SCHOOL PRINCIPAL


This is to inform the Kentucky High School Athletic Association that by qualifying for the Russell Athletic/KHSAA Commonwealth Gridiron Bowl State Football Championships, the Radio Station listed below is the selected station to broadcast games involving our school.

Each school principal may designate only one local radio station to originate games involving their particular team. The station will be responsible for the usual KHSAA rights fees involved in broadcasting state championship events. Any other stations wishing to broadcast games of the tournament must pick up the Russell Athletic/KHSAA Radio Network feed.

School _____
Principal _____
Radio Station _____
Contact _____
Phone Number _____
Fax Number _____
Principal's Signature _____
Date _____

**Please Fax this form
to the KHSAA
FAX: (859) 293-5999
by 4 p.m. on Monday
prior to the finals or
email to Joe Angolia
at jangolia@khsaa.org**

For more information on the Russell Athletic/KHSAA Radio Network,
contact the KHSAA at (859) 299-5472.

TEAM NAME (RECORD)	Left Tackle ## - NAME ## - NAME	Left Guard ## - NAME ## - NAME	Center ## - NAME ## - NAME	Right Guard ## - NAME ## - NAME	Right Tackle ## - NAME ## - NAME	Tight End ## - NAME ## - NAME
	OFFENSE					
	Wide Receiver ## - NAME ## - NAME	Running Back ## - NAME ## - NAME	Quarterback ## - NAME ## - NAME	Full Back ## - NAME ## - NAME	Wide Receiver ## - NAME ## - NAME	
	Linebacker ## - NAME ## - NAME	Left End ## - NAME ## - NAME	Left Tackle ## - NAME ## - NAME	Right Tackle ## - NAME ## - NAME	Right End ## - NAME ## - NAME	Linebacker ## - NAME ## - NAME
	DEFENSE					
	Corner ## - NAME ## - NAME	Strong Safety ## - NAME ## - NAME	Middle Linebacker ## - NAME ## - NAME	Free Safety ## - NAME ## - NAME	Cornerback ## - NAME ## - NAME	
CLASS xA COMMONWEALTH GRIDIRON BOWL ♦ HOUCHENS-SMITH STADIUM ♦ BOWLING GREEN ♦ DEC x, 2011 ♦ x:xx						
TEAM NAME (RECORD)	Left Tackle ## - NAME ## - NAME	Left Guard ## - NAME ## - NAME	Center ## - NAME ## - NAME	Right Guard ## - NAME ## - NAME	Right Tackle ## - NAME ## - NAME	Tight End ## - NAME ## - NAME
	OFFENSE					
	Wide Receiver ## - NAME ## - NAME	Running Back ## - NAME ## - NAME	Quarterback ## - NAME ## - NAME	Full Back ## - NAME ## - NAME	Wide Receiver ## - NAME ## - NAME	
	Linebacker ## - NAME ## - NAME	Left End ## - NAME ## - NAME	Left Tackle ## - NAME ## - NAME	Right Tackle ## - NAME ## - NAME	Right End ## - NAME ## - NAME	Linebacker ## - NAME ## - NAME
	DEFENSE					
	Corner ## - NAME ## - NAME	Strong Safety ## - NAME ## - NAME	Middle Linebacker ## - NAME ## - NAME	Free Safety ## - NAME ## - NAME	Cornerback ## - NAME ## - NAME	
TEAM SPECIALISTS						
Kickoff ## - NAME	 KHSAA Form FB134 Rev 11/12			Kickoff ## - NAME		
Punter ## - NAME				Punter ## - NAME		
Placekicker ## - NAME				Placekicker ## - NAME		
Long Snapper ## - NAME				Long Snapper ## - NAME		
Kickoff Returns ## - NAME, ## - NAME				Kickoff Returns ## - NAME, ## - NAME		
Punt Returns ## - NAME, ## - NAME				Punt Returns ## - NAME, ## - NAME		