



**2015 RUSSELL ATHLETIC/KHSAA
COMMONWEALTH GRIDIRON BOWL
STATE FOOTBALL CHAMPIONSHIPS
CLASS 1A, 2A, 3A, 4A, 5A AND 6A
STATE FINALS INSTRUCTIONS**





**2015 RUSSELL ATHLETIC/KHSAA COMMONWEALTH GRIDIRON BOWL
STATE CHAMPIONSHIP FOOTBALL GAMES
HOUCHENS/L.T. SMITH STADIUM, BOWLING GREEN, KY**

CONTENTS

| | |
|--|----|
| OFFICIAL INSTRUCTIONS TO SCHOOLS INVOLVED IN CHAMPIONSHIP GAMES..... | 3 |
| PRE-EVENT DETAILS AND LOGISTICS | 3 |
| REQUIRED TEAM CONFERENCE CALL INFORMATION..... | 3 |
| SCHEDULE OF GAMES (ALL TIMES C.T.) | 4 |
| TIMETABLE FOR CHAMPIONSHIPS | 4 |
| MATERIALS PROVIDED TO CHAMPIONSHIP TEAMS – FIRST MAILINGS..... | 4 |
| SECOND MAILING TO CHAMPIONSHIP TEAMS..... | 4 |
| FORMS AND INFORMATION TO BE COMPLETED BY COMPETING TEAMS..... | 5 |
| HOUSING FOR TEAMS AND PLAYERS..... | 5 |
| PARTICIPATING TEAM TICKET SALES | 5 |
| COMPLIMENTARY TICKETS/PASSES ADMISSION POLICY..... | 6 |
| WHEELCHAIR/A.D.A. ACCOMMODATIONS..... | 6 |
| CLEARING THE STANDS BETWEEN GAMES | 6 |
| OFFICIAL PARTICIPATING TEAM TRAVELING PARTY ADMISSION..... | 6 |
| FIELD LEVEL ADMINISTRATORS..... | 6 |
| FIELD LEVEL COACHES AND OTHERS IN THE TEAM BOX (NOT INCLUDING PLAYERS IN UNIFORM)..... | 6 |
| COACHING BOX PASSES AND REGULATIONS | 7 |
| TEAM VIDEO PASSES (COACHING PURPOSES ONLY) AND REGULATIONS | 7 |
| CHEERLEADERS ADMISSION | 7 |
| BUS DRIVERS AND ADMISSION..... | 7 |
| BAND ADMISSION..... | 7 |
| DIRECTIONS – PARKING AND LOADING/UNLOADING | 8 |
| DRIVING DIRECTIONS TO HOUCHENS/LT SMITH STADIUM..... | 8 |
| PARTICIPATING TEAM LOADING/UNLOADING/PARKING OF BUSES/VEHICLES..... | 8 |
| FAN PARKING..... | 8 |
| SPECIAL NOTE REGARDING SECURITY PROCEDURES AT STATE CHAMPIONSHIP EVENTS | 9 |
| CHAMPIONSHIP INFORMATION AND LOGISTICS - GAMES..... | 9 |
| CORPORATE PRESENCE AND LOGOS | 9 |
| PRACTICE PRIOR TO THE GAME, WARM-UP TIME..... | 9 |
| LOCKER ROOM ACCOMMODATIONS, BENCH LOCATIONS AND ACCESS | 9 |
| LOCKER ROOM ASSIGNMENTS | 10 |
| PREGAME INTRODUCTIONS..... | 10 |
| HALF-TIME..... | 10 |
| FANS, PARENTS AND PLAYERS AFTER THE GAME | 10 |
| MEDIA TIME-OUTS | 10 |
| POSTGAME INTERVIEWS AND MEDIA NEEDS | 11 |
| PRESENTATION OF TROPHIES, MEDALS AND AWARDS | 11 |
| FIELD PHONES | 11 |
| OFFICIALS | 11 |
| FIELD CONDITIONS..... | 12 |

| | |
|---|----|
| GAME BALLS AND BALL PERSONS | 12 |
| TOWELS AND OTHER SUPPLIES | 12 |
| OFFICIAL STATISTICS | 12 |
| TRAINERS/DOCTORS AND EMERGENCY TREATMENT | 12 |
| COMMEMORATIVE BAG TAGS | 12 |
| BAND PERFORMANCES | 13 |
| TOURNAMENT INFORMATION AND LOGISTICS – MEDIA AND INTELLECTUAL PROPERTY..... | 13 |
| KHSAA MEDIA, INTELLECTUAL PROPERTY AND VIDEOTAPE REGULATIONS | 13 |
| DESIGNATION OF COMMERCIAL TEAM RADIO STATION..... | 13 |
| WEBCAST/INTERNET BROADCAST OF GAMES (VIDEO AND AUDIO)..... | 14 |
| MEDIA/OTHER VIDEOTAPING/FILM | 14 |
| PHOTOGRAPHY INCLUDING COMMERCIAL PHOTOGRAPHY | 14 |
| SCHOOL STUDENT PRESS REPRESENTATIVES AND ADMISSION | 15 |
| MEDIA INTERVIEWS DURING CHAMPIONSHIPS..... | 15 |
| POST EVENT AND OTHER LOGISTICS..... | 16 |
| SPORTSMANSHIP..... | 16 |
| FAN BEHAVIOR AND ACTIONS | 16 |
| UMBRELLAS..... | 16 |
| SIGNS, BANNERS, NOISEMAKERS, LASER LIGHTS | 17 |
| CHAMPIONSHIP T-SHIRTS | 17 |
| TEAM EXPENSE REIMBURSEMENT..... | 17 |
| LODGING | 17 |
| MEALS | 18 |
| MILEAGE..... | 18 |
| RECEIVING YOUR REIMBURSEMENT | 18 |

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. It is hoped that these instructions answer most questions about participation in the 2015 Russell Athletic/KHSAA Gridiron Bowl State Football Championships.
- Administrators and Coaches should read this manual thoroughly. In addition, much of the material is on the KHSAA website, <http://www.khsaa.org/football>, and available by clicking on State Finals Information and Instructions. It is advisable to download every map, form and diagram from the KHSAA website to be familiar with the stadium and its access points.
- Administrators and Coaches should review the KHSAA Competition Rules for football, in the Competition Rules section of the KHSAA Handbook (attached at the end of these instructions) to eliminate or minimize problems.
- Administrators and Coaches should inform the band and cheerleaders of restrictions regarding admission that are contained in these instructions.
- Administrators and Coaches should 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. The entire Board and staff wishes each school the best of luck in the championship game.

PRE-EVENT DETAILS AND LOGISTICS
REQUIRED TEAM CONFERENCE CALL INFORMATION

- There will be a conference call on Monday, November 30 at 9:30 a.m. ET to finalize details of the Championship games. School representatives will be emailed information that morning on how to access the conference.

- The Principal and his/her designee such as the Athletic Director, as well as the football coach should be 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. Note that all games are Central Time (local to Bowling Green). The schedule will be as follows --
 - Thursday, Dec. 3rd – 1A – 7 PM
 - Saturday, Dec. 5th – 6A – 5 PM, 5A – 8 PM
 - Sunday, Dec. 6th – 2A – 1 PM, 3A – 4 PM, 4A – 7 PM

TIMETABLE FOR CHAMPIONSHIPS

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

MATERIALS PROVIDED TO CHAMPIONSHIP TEAMS – FIRST MAILINGS

- After the semifinal contest, representatives of each winning team have been shipped a box with the following items inside:
 - Ticket allotment to be sold at the school
 - Form FB113 indicating initial ticket allotment
 - Copies of these instructions
- After the semifinal contest, representatives of each winning team have been shipped a box containing four Rawlings brand footballs. These balls may be used in the championship game, or may be retained by the school for future use.
- These balls are provided courtesy of Rawlings as part of the long-term KHSAA sponsorship package.

SECOND MAILING TO CHAMPIONSHIP TEAMS

- On Monday/Tuesday of championship week, each team are to be shipped a box containing the following items, which will be described later in these instructions. These items, if lost, cannot be replaced.
 - PARKING PASSES. 10 Parking Passes are to be sent to each school.
 - FIELD LEVEL ADMINISTRATOR PASSES (ALSO VALID FOR ADMISSION IF ARRIVING SEPARATE FROM TEAM). Four passes are to be sent to each school to allow for school administration to be on the field in front of the team cheering section to assist as needed. These do not count against pass limitations and administrators are expected to make themselves known to field level KHSAA staff in case they are needed.
 - FIELD LEVEL CREDENTIALS (NOT VALID FOR ADMISSION IF ARRIVING SEPARATE FROM TEAM). Each team are to be sent 45 leg bands for field level access only during that specific game (including warm-ups and postgame). These are the ONLY field level credentials that will be provided and must be worn by ALL individuals that are not players in game uniform, including all members of the coaching staff that desire field access.
 - COACHING BOX PASSES (NOT VALID FOR ADMISSION IF ARRIVING SEPARATE FROM TEAM). Four coaching box passes are to be sent to each team. For those coaches using those passes, a Leg Band will also be required if those individuals come on to the field.
 - VIDEO PASSES (NOT VALID FOR ADMISSION IF ARRIVING SEPARATE FROM TEAM). Two school video passes are to be sent to each team. For a maximum of two individuals to video the game for COACHING PURPOSES only from areas designated in the instructions.
 - PARTICIPANT BAG TAGS (NOT VALID FOR ADMISSION). Participant Bag Tags. A participant tag, one for each person on the postseason roster online by the school, plus 18 additional are to be sent to each team.

FORMS AND INFORMATION TO BE COMPLETED BY COMPETING TEAMS

- Login to the KHSAA school system (<http://schools.khsaa.org>) and update your statistics for the semifinal game prior to noon on Monday.
- Go to the KHSAA website at <http://khsaa.org/school-radio-station-designation-form/> and complete the KHSAA radio station designation form (SI113) by noon on Monday.
- Go to the KHSAA website at <http://khsaa.org/fb124-state-finals-participating-team-information/> and completed the school participating team information form (FB124) by noon on Monday.
- Go to the KHSAA website at <http://khsaa.org/school-media-request-form/> and complete the KHSAA school student media form (SI103) by noon on Tuesday.
- Go to the KHSAA website at <http://khsaa.org/ge74-request-for-team-reimbursement/> and complete the request for reimbursement (GE74) by noon Tuesday.
- Go to the KHSAA website at <http://www.khsaa.org/football/> and download the two-deep roster form (FB134), complete the form using Microsoft Excel, and return it via email to Joe Angolia by the close of business on Tuesday. Joe's email is jangolia@khsaa.org.
- The FB113 form contained in the ticket mailing should be returned along with the school check for advance sales to the stadium when you reconcile your advance tickets.

HOUSING FOR TEAMS AND PLAYERS

- The Bowling Green Area Convention & Visitors Bureau has coordinated the assignment of teams to housing for this year's finals. Neither housing nor a room allowance is provided for teams within forty (40) miles of the site and as such, if those teams desire housing, they must find accommodations.
- School administrators should 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 or if unable to make contact with the hotel.
- Any team staying in any other property other than the assigned property shall forfeit of the team lodging allowance.
- The complete hotel listing will be placed online later in the week when arrangements and team assignments are finalized.

PARTICIPATING TEAM TICKET SALES

- Administrators should inspect the ticket package to ensure that the requisite number of tickets were received along with the FB113 form. Each 1A and 2A team has been shipped 1,000 tickets for pre-sale, 3A, 4A and 5A teams have been shipped 1,500 and 6A teams have been shipped 2,000.
- If a school needs 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.
- Participating teams were provided tickets to be sold in advance of game day at \$10 each to the fans of the school regardless of age (for anyone over the age of six). These tickets will be \$12 for all persons (over the age of six) at the gate. Children ages 6 and under will be admitted free.
- Member schools will receive 50¢ per ticket sold by the school in advance as a rebate for assisting with advance sales. This reimbursement will come following the tournament through the expense settlement. **DO NOT REDUCE CHECK TO KHSAA BY THIS AMOUNT, REMIT THE ENTIRE BALANCE FOR SALES.**
- Any checks for these additional tickets as well as the check for the original allotment shall be made payable to the KHSAA. No checks from other individuals will be accepted.
- Upon arrival at the Stadium, administrators shall proceed to Ticket Gate 3/4 to settle your tickets and you will be directed to the designated playoff staff upon arrival.

- Unsold tickets should be returned to KHSAA Game Management personnel at ticket gate 3/4 to check at the stadium two hours before game time with the FB113 form.

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, complimentary admission for the team entering as a group will only be through Gate 3/4 behind the Press Box.

WHEELCHAIR/A.D.A. ACCOMMODATIONS

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

CLEARING THE STANDS BETWEEN GAMES

- 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.
- The Club seating (upstairs) will be cleared following each game.

OFFICIAL PARTICIPATING TEAM TRAVELING PARTY ADMISSION

- 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.
- All additional persons entering the stadium other than as a group 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 ADMINISTRATORS

- Each team is to complete form FB124, which will be provided to security and local law enforcement in case of any fan issues or in the case when administrative support is needed from the school. This form is completed on line at <http://khsaa.org/fb124-state-finals-participating-team-information/>.
- Each team has been issued a maximum of four (4) FIELD LEVEL ADMINISTRATOR passes for administrators to assist with cheering section crowd control as needed. 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).
- This pass will include contest admission.

FIELD LEVEL COACHES AND OTHERS IN THE TEAM BOX (NOT INCLUDING PLAYERS IN UNIFORM)

- Individuals needing field access but not in playing uniform will need to be issued a FIELD LEVEL access leg band (from the allotment of 45 bands given to each team) which must be worn to allow the non-uniformed person on the sideline. These passes have been issued to each team.

- These are only valid for the areas between the 25-yard lines.
- 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 passes are only for the game in which the team is playing.
- No one is to come on the playing field without a FIELD LEVEL pass. Administrators should 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!

COACHING BOX PASSES AND REGULATIONS

- 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 must 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.

TEAM VIDEO PASSES (COACHING PURPOSES ONLY) AND REGULATIONS

- Each school has been 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.
- The two passes may be used on the side, or in the end zone of the stadium. If end zone camera coverage is desired, event staff will assist the school with identifying the only permissible locations for such filming.
- Field level access passes must be provided (leg bands) to these individuals and must be worn if these individuals come down to the sideline before, during or after the game.

CHEERLEADERS ADMISSION

- Cheerleaders of competing schools (in uniform only) and with a maximum of thirty (30) 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 and not in the stands, 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 AND ADMISSION

- Administrators are to inform the bus drivers to go to Ticket Booth 3/4 following parking, and their admission will be assisted by the pass gate staff. They may not enter the field without a leg band.

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.

DIRECTIONS – PARKING AND LOADING/UNLOADING
DRIVING DIRECTIONS TO HOUCHENS/LT SMITH STADIUM

- Our hosts at Western Kentucky University have gone to great lengths to alleviate any 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 website. 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.

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, fans may be forced to return items to your car and/or hotel prior to entering the arena. All should understand that those individuals involved with this determination are adhering to applicable Federal, State and Local guidelines, and your cooperation is appreciated.
- Teams and fans should make travel plans accordingly and arrive early enough to allow time for the venue to properly execute its security plan.

CHAMPIONSHIP INFORMATION AND LOGISTICS - GAMES **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.

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 PREGAME 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.

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 2015, 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 pregame ceremony.
- For 2015, 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 pregame 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, South Warren, Warren Central, Warren East), and arrange for dressing at their school before coming down to the stadium.
- Locker room assignments will be made and distributed on Tuesday.
- Various dressing rooms will be used throughout the week including the locker room (1 team) on the Diddle Arena side of the stadium, the large locker area at the Preston Center (across the street from the stadium), the baseball dressing rooms (across the WKU practice fields behind the Club side of the stadium, and for a limited number of games, the WKU locker room (both sections) under the Club side of the stadium.
- These placement decisions will be made upon arrival in consultation with WKU staff.

PREGAME 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.

FANS, PARENTS AND PLAYERS AFTER THE GAME

- Please inform your parents and family members as to your postgame procedure for leaving the stadium. It causes security problems when fans loiter near the end of the arena waiting for team members and you have already exited via the back entrance. Your cooperation is appreciated.
- The school representatives designated on Form FB124 (<http://khsaa.org/fb124-state-finals-participating-team-information/>) will be contacted should any student member of the cheering section exhibit conduct such that local police must get involved. While it is our hope that this does not occur, it is something we must be prepared to address.
- Security will assist in getting the teams to the dressing room IMMEDIATELY following the awards presentation. There is not time for special pictures with trophies, players going into the stands, etc.
- Postgame celebrations must be held following stadium departure.

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 affect the flow of play.
- All full-length time-outs (media or team) will be 1:00 in length, regardless of the team's readiness to play.

POSTGAME INTERVIEWS AND MEDIA NEEDS

- 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 postgame celebrations, etc. This should be done immediately following the game.
- All postgame 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. This award will be selected by the tournament press box staff.
- After each game, a member of the winning or runner-up squad will be selected to receive the Rihards.com Above and Beyond Award. Procedures for nominating players for this award will be sent to the schools and nominations are due by Wednesday, December 2.
- After each game, a member of the winning or runner-up squad will be selected to receive the National Guard Leadership Award. Procedures for nominating players for this award will be sent to the schools and nominations are due by Wednesday, December 2.
- 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.
- Following the championship presentation, a group picture will be taken and the teams then dismissed.
- After the presentation of awards, teams may THEN proceed to postgame 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 website not later than Tuesday before the contests.

FIELD CONDITIONS

- Houchens/L.T. Smith Stadium is a synthetic surface (Field Turf), and the surface was been replaced for 2015.
- 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, slightly toward the middle of the field 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 shipped four new balls championship 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.
- Each team should be prepared to provide ball persons for each side of the field to help with game administration. These individuals will be provided with identifying vests which must be returned following the game.
- Under no circumstances are the ball persons to go onto the playing field. 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 STATISTICS

- 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 website 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.

COMMEMORATIVE BAG TAGS

- Each participating team has been issued commemorative bag tags to be given to each person (including coaches and support staff) on the online roster. The online roster may not be changed or supplemented as it became final during playoff week one per the notification to the member schools. For athletic administrators, it is the "postseason" roster that is utilized.

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.

TOURNAMENT INFORMATION AND LOGISTICS – MEDIA AND INTELLECTUAL PROPERTY **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 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 "Shut out" its opponent from any audio, video streaming or having the opportunity to do so.
- 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.
- Entities 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.

DESIGNATION OF COMMERCIAL TEAM RADIO STATION

- Each team advancing to a state championship event can be represented by one (1) radio broadcast team. This determination is made by the local school, and only one station per school will be permitted to originate a broadcast. The online form at <http://khsaa.org/school-radio-station-designation-form/> can be utilized for this designation.
- The station originating the broadcast will be subject to a Radio Rights Fee, which is paid online as part of the online credentialing system and must be paid prior to the event.
- Radio stations not permitted to originate a broadcast at the football, basketball or baseball championships can make arrangements with the Association to carry the KHSAA Network feed.

- A radio station not chosen to broadcast by the participating school may apply for an auxiliary credential.
- Additional area radio stations desiring to air the games of the tournament can contact Joe Angolia for information about embedding the KHSAA's mixlr channel broadcast into that station's website.

WEBCAST/INTERNET BROADCAST OF GAMES (VIDEO AND AUDIO)

- The KHSAA will exclusively produce all games of the 2015 Russell Athletic/KHSAA Commonwealth Gridiron Bowl live via webcast (video).
- The audio from the KHSAA Radio Network will be streamed live for all games of the 2015 Russell Athletic/KHSAA Commonwealth Gridiron Bowl on the KHSAA Radio Network, available at mixlr.com/KHSAA.
- The video links can be found at www.khsaa.org by clicking on KHSAA.tv (streaming) and mixlr.com/KHSAA (audio).
- Schools desiring to show the webcast via their own school website may do so by contacting the KHSAA for specific embed codes.
- No other entity will be permitted to produce live video from the 2015 Russell Athletic/KHSAA Commonwealth Gridiron Bowl with the exception of approved media outlets solely recording highlights for news use.
- Internal school groups desiring to produce a webcast (audio only, not over the air and no video) will have a fee charged of \$200 for the tournament, which includes access to data or phone lines, and must apply through the credentialing system at <http://credentials.khsaa.org>.
- Any non-school entity desiring to produce an audio-only internet broadcast (including over the air transmission) of the games at the tournament must apply through the credentialing system at credentials.khsaa.org and will be subject to the one per school radio station limitation, designated by the school.
- Questions about any of these procedures should be directed to Communications Director Joe Angolia at the KHSAA, jangolia@khsaa.org.

MEDIA/OTHER VIDEOTAPING/FILM

- Professional and commercial 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 request credentials directly through <http://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 videotaping (or other digital recording) of any football playoff final, other than by KHSAA designees (including the approved coaching tape) and outlets or by persons whose entire recording 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).
- No application will be approved for webcasting or streaming of the video of the championship games. The KHSAA will stream all six games and is the exclusive home for such telecasts, which will also be a part of the NFHS Network.

PHOTOGRAPHY INCLUDING COMMERCIAL PHOTOGRAPHY

- The KHSAA employees, at a significant expense, commercial photographers to take pictures during the championships, including all awards ceremonies, pre and postgame events, and action shots during the game.
- These photographs will be online for sale through <http://khsaa.zenfolio.com> within 72 hours of the completion of the finals.
- All other photographers should be directed to the KHSAA for credentialing, and not through any school media pass.

- All photographers who will resell work regardless of contract holder must come through the credentialing system and will pay a rights fee.

SCHOOL STUDENT PRESS REPRESENTATIVES AND ADMISSION

- Each school that is represented by a team or individual at a state championship event is permitted one (1) School Media Pass.
- The use of the School Media Pass is restricted to students or full-time staff members at the participating school.
- The School Media Pass can be used for non-commercial photography, student journalism and/or video production. Professional photographers are not permitted to gain access to a state championship event by using a school pass.
- The School Media Pass must be requested in advance of the start of the championship. A school press pass will not be issued to any individual who is selling the product being produced (photo, video, webcast).
- Any commercial enterprise seeking media credentials should be directed to apply at credentials.khsaa.org. This restriction includes any photographer retained by the school or school system (including booster organizations) who subsequently sells any of the end product (i.e. photo collages for parents, individual picture or video sales, etc.)
- Each principal is responsible for submitting a written request through the KHSAA website at <http://khsaa.org/school-media-request-form/> if school media access is desired.
- No school media representatives will be admitted at the gate the day of the game without advance application. This name must be designated in writing by the school.
- No school media personnel will be admitted to press box.
- There is to be no cheering or team support from approved media representatives.
- This pass may be utilized for a school photographer, but may not be utilized for a commercial photographer or anyone who desires to sell any pictures. See the section on Commercial photography for details on those individuals.
- This individual shall be admitted via press credential and shall pick that credential up at Ticket Booth 3/4.

MEDIA INTERVIEWS DURING CHAMPIONSHIPS

- KHSAA Radio Network
 - During the pregame, a representative of the KHSAA radio network will visit with each coach as a means of introduction and identification. This will facilitate the pregame, halftime and postgame interviews. This interview will be done outside the dressing room.
- During Game and Special Program
 - Any media member desiring special accommodations, including the "wiring" of a coach, etc. must seek permission through the KHSAA as this is precluded by rules. Please direct any inquiries for interviews / accommodations of this type to the Communications Director at the KHSAA offices. School officials and members of the athletics and coaching staffs may not make exceptions to this policy.
- Pregame and Locker room
 - The KHSAA does not allow media representatives in the participating locker rooms for any reason. Pregame interviews should be done outside of the locker rooms. This ensures equal access for all reporters, irrespective of sex or media type.
 - School officials and members of the athletics and coaching staffs may not make exceptions to this policy.
- Halftime
 - The KHSAA radio network representatives may be interviewing the coach who is leading on the scoreboard as that coach leaves the floor at halftime. If the score is tied, the person being interviewed

- will be randomly selected. This walk-off interview should last only a few seconds. Your cooperation is expected and appreciated.
- School officials and members of the athletics and coaching staffs may not make exceptions to this policy.
- Postgame
 - The KHSAA radio network representatives may be interviewing the player selected as player of the game as that player leaves the floor following the game. This walk-off interview should last only a few seconds. Your cooperation is expected and appreciated.
 - Following the championship game, interviews will be conducted IN THE VICINITY of the team benches.
 - No locker room interviews will be permitted under any circumstances. School officials and members of the athletics and coaching staffs may not make exceptions to this policy.

POST EVENT AND OTHER LOGISTICS
SPORTSMANSHIP

- Participating teams shall 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).
- Teams cannot leave field to go to stands and meet parents.

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.
- 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.
- 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.

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.

TEAM EXPENSE REIMBURSEMENT

- 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.
- 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.

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 as published in the tournament instructions, for a maximum of the number specific in the tournament instructions and will only be paid provided the lodging is utilized.
- Schools outside a forty mile one-way radius from the event site 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.

- For 2015-16, the rate of allowance is \$13 per permitted night per individual.

MEALS

- A meal allowance shall be paid for teams traveling to the Field Hockey, Soccer, Volleyball, Football, Basketball, Baseball and Fastpitch Softball tournaments, which shall be paid corresponding to the approved length of lodging stay (breakfast following elimination).
- For commuting teams (not using housing), two meals per day will be paid at the approved meal rate on each competition day.
 - For teams approved to stay one night, three meals will be reimbursed.
 - For teams approved to stay two nights, five meals will be reimbursed.
 - For teams approved to stay three nights, eight meals will be reimbursed.
 - For teams approved to stay four nights, 11 meals will be reimbursed.
 - For teams approved to stay five nights, 14 meals will be reimbursed.
 - For teams approved to stay six nights, 17 meals will be reimbursed.
- Your school is responsible for all meal arrangements for your team.
- For 2015-16, the rate of allowance is \$5 per permitted meal per individual.

MILEAGE

- Each school is reimbursed per mile as published in the tournament instructions, round trip from the school location to the host city, in accordance with mileage numbers provided by the <http://www.google.com/maps>.
- Mileage will be calculated by the KHSAA and an in-area allowance for travel between the hotel and playing facility may be added.
- For 2015-16, the rate of allowance is \$2 per school for football, per mile, round trip.

RECEIVING YOUR REIMBURSEMENT

- The 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/stands/court or playing facility that can be directly attributed to the student body or representatives of the school and by requesting reimbursement, the school acknowledges 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.