



2017 RUSSELL ATHLETIC/KHSAA COMMONWEALTH GRIDIRON BOWL STATE FOOTBALL CHAMPIONSHIPS CLASS 1A, 2A, 3A, 4A, 5A AND 6A STATE FINALS INSTRUCTIONS



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

KHSAA STATE CHAMPIONSHIP INFORMATION

CONTENTS	5
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INTRODUCTION AND CONTACT INFORMATION	3
KHSAA STAFF CONTACTS	4
PRE-EVENT DETAILS AND LOGISTICS	4
REQUIRED TEAM CONFERENCE CALL INFORMATION	4
MATERIALS PROVIDED TO CHAMPIONSHIP TEAMS – FROM SEMIFINAL HOST	4
SECOND MAILING TO CHAMPIONSHIP TEAMS	
MATERIAL PROVIDED TO TEAM UPON ARRIVAL AT STADIUM	4
ROSTER	
FORMS AND INFORMATION TO BE COMPLETED BY COMPETING TEAMS	5
HOUSING FOR TEAMS AND PLAYERS	5
COMMEMORATIVE BAG TAGS	5
GPS LOCATION OF COMPETITION	5
STADIUM DIRECTIONAL REFERENCES	
DRIVING DIRECTIONS TO KROGER FIELD	
TEAM PARTY PARKING	
PARTICIPATING TEAM LOADING/UNLOADING/PARKING OF BUSSES/VEHICLES	6
LOADING AND UNLOADING	
BAND AND PEP BUSSES	
BUS DRIVERS	
SPECIAL NOTE ABOUT FRIDAY FAN PARKING	
GENERAL FAN PARKING	
COMPETITION DATES, PRACTICE AND SCHEDULE	
SCHEDULE OF GAMES AND PREGAME TIMETABLE (ALL TIMES E.T.)	
PRACTICE PRIOR TO THE GAME, WARMUP TIME	
ADMISSION INTO THE VENUE	7
PARTICIPATING TEAM TICKET SALES	7
COMPLIMENTARY TICKETS/PASSES ADMISSION POLICY	8
WHEELCHAIR/A.D.A. ACCOMMODATIONS	8
CLEARING THE STANDS BETWEEN GAMES	
OFFICIAL PARTICIPATING TEAM TRAVELING PARTY ADMISSION	8
FIELD LEVEL ADMINISTRATORS	
FIELD LEVEL COACHES AND OTHERS IN THE TEAM BOX (NOT INCLUDING PLAYERS IN UNIFORM)	8
COACHING BOX PASSES AND REGULATIONS	9
TEAM VIDEO PASSES (COACHING PURPOSES ONLY) AND REGULATIONS	9
CHEERLEADERS ADMISSION	9
BUS DRIVERS AND ADMISSION	9
BAND ADMISSION	9
FIELD ACCESS	
SPECIAL NOTE REGARDING SECURITY PROCEDURES AT STATE CHAMPIONSHIP EVENTS	10
VENUE LOGISTICS	
LOCKER ROOM ACCOMMODATIONS, BENCH LOCATIONS AND ACCESS	
LOCATION OF TEAMS, JERSEYS, BENCHES, LOCKER ROOM ASSIGNMENTS FOR 2017	
CONDUCT OF THE EVENT, INTROS, PRE-GAMES, TIMEOUTS, ETC.	
PREGAME INTRODUCTIONS	
HALFTIME	
TIMEOUTS	12

MEDIA TIMEOUTS	12
FIELD CONDITIONS/GOAL POSTS/HASH MARKS	12
FIELD PHONES	12
GAME BALLS AND BALL PERSONS	12
TOWELS AND OTHER SUPPLIES	
OFFICIAL STATISTICS	13
MEDIA INTERVIEWS DURING CHAMPIONSHIPS	13
POSTGAME INTERVIEWS AND MEDIA NEEDS	13
PRESENTATION OF TROPHIES, MEDALS AND AWARDS	14
FANS, PARENTS AND PLAYERS AFTER THE GAME	14
RULES EMPHASIS, REMINDER, BANDS	14
OVERTIME	14
BAND PERFORMANCES	14
PROHIBITED ITEMS	
SPORTS MEDICINE/TRAINERS/EMERGENCY ACTION PLAN	15
TRAINERS/DOCTORS	15
EMERGENCY TREATMENT	15
VENUE SAFETY/EMERGENCIES	15
OFFICIALS	16
SPORTSMANSHIP	16
GENERAL SPORTSMANSHIP	16
FAN BEHAVIOR AND ACTIONS	16
MEDIA, CORPORATE, TV, RADIO, WEBCAST, TRADEMARKS	
CORPORATE PRESENCE AND LOGOS	16
KHSAA MEDIA, INTELLECTUAL PROPERTY AND VIDEOTAPE REGULATIONS	17
INTELLECTUAL PROPERTY RIGHTS	17
TRADITIONAL MEDIA	
PHOTOGRAPHY INCLUDING COMMERCIAL PHOTOGRAPHY	
SCHOOL STUDENT PRESS REPRESENTATIVES AND ADMISSION	17
DESIGNATION OF COMMERCIAL TEAM RADIO STATION	
WEBCAST/INTERNET BROADCAST OF GAMES (VIDEO AND AUDIO)	
MEDIA/OTHER VIDEOTAPING/FILM	
FAN VIDEOTAPING	18
CHAMPIONSHIP MERCHANDISE	
CHAMPIONSHIP T-SHIRTS	
POST EVENT AND OTHER LOGISTICS	
TEAM EXPENSE REIMBURSEMENT	
LODGING	
MEALS	
MILEAGE	
RECEIVING YOUR REIMBURSEMENT	
IMPORTANT WEBSITE LINKS	20

INTRODUCTION AND CONTACT INFORMATION

- 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 2017 Russell Athletic/KHSAA Gridiron Bowl State Football Championships

KHSAA STAFF CONTACTS

- Administrators and Coaches should contact Commissioner Julian Tackett (<u>jtackett@khsaa.org</u>), Associate Commissioner Butch Cope (<u>bcope@khsaa.org</u>) or Mr. Tackett's Administrative Assistant Marilyn Mitchell (<u>mmitchell@khsaa.org</u>) at the KHSAA offices should you have any questions
- Media and Statistics Inquiries should be directed to Communications Director Joe Angolia at the KHSAA offices (jangolia@khsaa.org)
- Additional inquiries may also be directed to the KHSAA offices at (859) 299-5472 and any member of the staff should be able to refer you to the correct party

PRE-EVENT DETAILS AND LOGISTICS

REQUIRED TEAM CONFERENCE CALL INFORMATION

- There will be a conference call on Monday prior to the championships at 9:00 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

MATERIALS PROVIDED TO CHAMPIONSHIP TEAMS - FROM SEMIFINAL HOST

- Prior to the semifinal contest, representatives of the host school were shipped a box containing four Spalding Alpha footballs to be given to the winning team
 - 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 Spalding 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, and cannot be replaced if lost
 - PARKING PASSES
 - 10 Parking Passes are to be sent to each school

MATERIAL PROVIDED TO TEAM UPON ARRIVAL AT STADIUM

- Upon arrival at the stadium, an additional packet of material will be provided to each team with the following material:
 - FIELD LEVEL ADMINISTRATOR PASSES (ALSO VALID FOR ADMISSION IF ARRIVING SEPARATE FROM TEAM)
 - Four passes to allow for school administration to be on the field in front of the team cheering section to assist as needed and will be issued on arrival to the stadium
 - 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
 - Each team will be provided 45 leg bands for field level access only during that specific game (including warmups and postgame) and will be issued on arrival to the stadium
 - 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
 - These credentials cannot be used for still photo or video purposes
 - COACHING BOX PASSES
 - Four coaching box passes will be provided to each team and will be issued on arrival to the stadium
 - For those coaches using those passes, a Leg Band will also be required if those individuals come on to the field
 - These credentials cannot be used for still photo or video purposes
 - VIDEO PASSES
 - Two school video passes will be provided to each team and will be issued on arrival to the stadium

- 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)
 - $\circ~$ A participant tag, one for each person on the postseason roster online by the school, plus 18 additional will be issued on arrival to the stadium

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

FORMS AND INFORMATION TO BE COMPLETED BY COMPETING TEAMS

- Login to the KHSAA school system and update your statistics for the semifinal game prior to noon on Monday via the school subdomain using the link at the end of these instructions
- Complete the KHSAA radio station designation form (SI113) by noon on Monday via the form listed in the links at the end of these instructions
- Complete the school participating team information form (GE63) by noon on Monday via the form listed in the links at the end of these instructions
- Complete the KHSAA school student media form (SI103) by noon on Tuesday via the form listed in the links at the end of these instructions
- Complete the request for reimbursement (GE64) by noon Tuesday via the form listed in the links at the end of these instructions
- Complete the two-deep roster form (FB134) by noon on Tuesday via the form listed in the links at the end of these instructions

HOUSING FOR TEAMS AND PLAYERS

- The VisitLEX the Lexington Convention and 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 John Pohl, Director of Sports and Equine Sales, VisitLEX the Lexington Convention and Visitors Bureau, (859) 749-2101, regarding your housing for the finals if you have issues
- Mr. Pohl has been in contact with all semifinal teams and you are reminded to follow the directions to be sure you are able to obtain housing, if desired
- The rooms have been pre-arranged and you should only need to contact him 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 the team lodging allowance
- The complete hotel listing will be placed online later in the week when arrangements and team assignments are finalized

COMMEMORATIVE BAG TAGS

- Each participating team is issued commemorative bag tags to be given to each person (including coaches and support staff) on the online roster
- The bag tags will be given to the official school representative upon arrival at the stadium
- The number of tags will be the number of individuals on the postseason roster, plus an additional eighteen (18)

GPS LOCATION OF COMPETITION

- The GPS address for locating the Kroger Field is 1540 University Drive, Lexington, KY 40206 *STADIUM DIRECTIONAL REFERENCES*
- For reference, there are many North, South, East and West references within the maps and the stadium
- For those with familiarity to Lexington, but not to the stadium, the following should help:

- \circ The South Side of the stadium is the Alumni Drive side of the stadium, furthest from downtown
- \circ The North Side of the stadium is parallel to Cooper Drive, closest to downtown
- The East End of the stadium is parallel to Nicholasville Road
- o The West End of the stadium is parallel to Tates Creek Road
- Gate 1 (Team loading and unloading) is at the NorthEast Corner of the stadium, Cooper Drive Side, near the Indoor training facility
- Other than the team, cheerleaders and official party entering at Gate 1, the only other Pass Gate will be Ticket Gate 9.5 as indicated on the locator map

DRIVING DIRECTIONS TO KROGER FIELD

- Participating teams should note the published maps both in this manual, and on the KHSAA website
- For information, go to the diagrams at the link to State Finals Information and links at the end of this manual
- From Bluegrass Parkway
 - When the Parkway ends you exit right onto route 60 (Versailles Road), go approximately 10 miles and turn right on Mason Headley Road beside Cardinal Hill Hospital
 - Continue straight through the lights, you will pass a golf course and the Campbell House Inn
 - At the light continue straight through the intersection onto Waller Avenue along side St Joseph's Hospital
 - Pass over the railroad tracks and continue straight through the light to the intersection of Nicholasville Road and Cooper Drive
 - Kroger Field is located on the right hand side
- Going South I-75/I-64 E or W towards Lexington
 - o Take exit 113 (marked Paris/Lexington), turn right off the exit ramp onto N
 - Broadway (US 68), and continue through downtown for approximately 6 miles
 - o Take a left at the intersection onto Waller Avenue, just prior to St. Joseph Hospital
 - Pass over the railroad tracks and continue straight through the light at the intersection of Nicholasville Road to Cooper Drive
 - Kroger Field is located on the right hand side
- Going North on I-75 from Knoxville
 - Take exit 104 (marked Athens/ Lexington), turn left off of the ramp onto Athens-Boonesboro Road
 - Take a left at the intersection of Richmond Road & Man O' War
 - Follow Man O' War to the intersection at Alumni Drive and take a right
 - Follow Alumni Drive through the Tates Creek intersection
 - Kroger Field is located on the right hand side.

TEAM PARTY PARKING

PARTICIPATING TEAM LOADING/UNLOADING/PARKING OF BUSSES/VEHICLES

- The team busses will not need parking passes after unloading but need to follow the parking map to the bus parking area on Farm Road
- Each team is issued 10 parking passes, which are valid for admission on Friday to the Red, Green, Blue or Purple lots as detailed in the online parking maps, or on Saturday/Sunday to the Red, Green, Blue, Orange or Purple lots as detailed in the online parking maps
- The team parking passes will be mailed on Monday to the school Athletic Director
- These passes have no special location, but do offer free parking for the members of the team party displaying them appropriately in the vehicle

LOADING AND UNLOADING

- Teams will load and unload players and equipment at Gate 1, and then proceed after unloading to Farm Road parking area
- Equipment trucks, etc. will load and unload equipment at Gate 1, and then proceed after unloading to Farm Road parking area unless otherwise directed by University personnel

BAND AND PEP BUSSES

- Band busses, cheerleading transportation and other support personnel should be directed to any of the available parking entry gates
- Pep busses may use drop students holding tickets at any available parking entry gate
- Cheer and band busses should plan on dropping the students near Gate 1 on the directional map, and then proceed to the Farm Road parking area for busses using the parking locator maps online
 - *BUS DRIVERS* The driver must be prepared at any given time to move the team bus
- The driver must be prepared at any given time to move the team bus
 The driver will only be admitted by checking in at the Pass Gate at Ticket Gate 9
 - SPECIAL NOTE ABOUT FRIDAY FAN PARKING
- On Friday, it is anticipated that parking adjacent to the stadium will be limited
- The University of Kentucky and the KHSAA have secured additional parking for fans at Immanuel Baptist Church, 3100 Tates Creek Road, Lexington, KY 40502
- There will be a shuttle provided from 10 a.m. to 11 p.m., for Friday's games only, for fans parking in the Immanuel Baptist parking lot and will drop fans at Gate 9

GENERAL FAN PARKING

- Access to all parking on Friday is in the Red, Green, Blue or Purple lots as detailed in the online parking maps, or on Saturday/Sunday to the Red, Green, Blue, Orange or Purple lots as detailed in the online parking maps
- Parking will be provided at no charge for those holding an admission ticket
- See the parking map on the KHSAA event website for details

COMPETITION DATES, PRACTICE AND SCHEDULE

SCHEDULE OF GAMES AND PREGAME TIMETABLE (ALL TIMES E.T.)

- The game dates and times have been set for this week's championship contests:
 - Friday, December 1st 1A 2 PM, 3A 7 PM
 - Saturday, December 2nd 2A 1 PM, 4A 4:30 PM, 5A 8:00 PM
 - Sunday, December 3rd 6A 2 PM
- A complete timetable for these championships and schedule of events is posted on the KHSAA website and it is advisable to be familiar with this timetable and adhere to the restrictions that are in place

PRACTICE PRIOR TO THE GAME, WARMUP TIME

- There is no practice time allowed on Kroger Field's playing surface prior to the game other than the prescribed forty (40) minute warmup 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 50 minutes before kickoff for any game
- PLEASE REMEMBER THAT THIS ALLOWS A 40 MINUTE WARMUP 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

ADMISSION INTO THE VENUE

PARTICIPATING TEAM TICKET SALES

- All ticket sales to the event will be through Ticketmaster.com and the KHSAA website
- There will be no advance allotment of tickets sent to each school
- Schools will be able to complete form FB139 to designate a single individual to be provided with information on the purchase of a block of tickets
- The person designated on form FB139 will be contacted by the University of Kentucky ticket office on Monday to make arrangements

- Any tickets purchased by the person designated on form FB139 will be prepaid, General Admission tickets, at \$13 per ticket, which includes parking charges
- Children ages 6 and under will be admitted free

COMPLIMENTARY TICKETS/PASSES ADMISSION POLICY

- No passes other than those produced by the Association for the championships will be honored at the gate, including Principal passes and cards, Coach passes and cards, Athletic Director passes, Official passes or any other type of identification
- Participants not competing in the current game may be admitted as a group through Gate 1 and may be seated in the general admission seating bowl
- If attending on the other date, complimentary admission for the team entering as a group will only be through Gate 1

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 patron wheelchairs allowed on the field level

All requests for accessible seating shall be handled by the ticketing staff at Gate 9.5

CLEARING THE STANDS BETWEEN GAMES

- Each game is intended to be a distinctly different ticketed session, therefore, there will be efforts to clear the stands between games
- Physical efforts to clear the stands will be focused on the Woodford Reserve and Field Club Seating areas
- The Woodford Reserve and Field Club seating 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 Gate 1
- Unless involved in that day's play, these teams should find seating in the general admission area
- A designated member of the KHSAA playoff staff will meet each school upon arrival
- All persons with the traveling party must wear the appropriate field level credential unless the person is in full competition uniform including shoulder pads
- This includes participating coaches, managers, doctors, bus drivers, non-dressing 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 and may not be on field level

FIELD LEVEL ADMINISTRATORS

- Each team is to complete form GE63 via the link at the end of these instructions, which will be provided to security and local law enforcement in case of any issues with fans or in the case when administrative support is needed from the school
- 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 credential 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 passed have been issued to each team
- These are only valid for the areas between the 25-yard lines and these credentials cannot be used for still photo or video purposes

- 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 during the contest
- 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 passes for 2 individuals who will have access for taping the team for coaching purposes
- 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 1 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 the Ticket Booth at Gate 9.5 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 1
- 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
- Band cases will be subject to inspecting to ensure presence of an instrument
- 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

FIELD ACCESS

• Per KHSAA standard policy, no coach, high school, collegiate or professional, may be on the playing surface from the start of official warmups until following the awards ceremony, with the exception of coaches from participating teams

SPECIAL NOTE REGARDING SECURITY PROCEDURES AT STATE CHAMPIONSHIP EVENTS

- 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
- Those individuals involved with this determination are adhering to applicable Federal, State and Local guidelines, and your cooperation is appreciated
- Refer to the list at the end of these instructions for a complete list of prohibited items
- Travel plans should be made accordingly and arrive in time to allow the venue to properly execute its security plan
- All bags brought into the stadium shall fit in a sizing bin no larger than 13.5 x 10.7
- The KHSAA will not utilize the SEC Clear Bag policy, but all bags must fit in the sizing bins

VENUE LOGISTICS

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
- It is strongly suggested that schools use a "valuables bag" which should then be taken to the team bench for added security

LOCATION OF TEAMS, JERSEYS, BENCHES, LOCKER ROOM ASSIGNMENTS FOR 2017

- Friday, December 1, 2 p.m.
 - Class 1A, BOTTOM half of the bracket
 - Benches and fans on the SOUTH side of the field, where the Woodford Reserve and Field Club seating is located;
 - Home team on the scoreboard;
 - Dark colored jersey;
 - Locker Room 2
 - Class 1A, TOP half of the bracket
 - Benches on the NORTH side of the field;
 - Visiting team on the scoreboard;
 - White jersey;
 - Locker Room 4
- Friday, December 1, 7 p.m.

- Class 3A, BOTTOM half of the bracket
 - Benches and fans on the SOUTH side of the field, where the Woodford Reserve and Field Club seating is located;
 - Home team on the scoreboard;
 - Dark colored jersey;
 - Locker Room 1
- Class 3A, TOP half of the bracket
 - Benches on the NORTH side of the field;
 - Visiting team on the scoreboard;
 - White jersey;
 - Locker Room 3
- Saturday, December 2, 1 p.m.
 - Class 1A, BOTTOM half of the bracket
 - Benches and fans on the SOUTH side of the field, where the Woodford Reserve and Field Club seating is located;
 - Home team on the scoreboard;
 - Dark colored jersey;
 - Locker Room 2
 - Class 1A, TOP half of the bracket
 - Benches on the NORTH side of the field;
 - Visiting team on the scoreboard;
 - White jersey;
 - Locker Room 4
- Saturday, December 2, 4:30 p.m.
 - Class 4A, BOTTOM half of the bracket
 - Benches and fans on the SOUTH side of the field, where the Woodford Reserve and Field Club seating is located;
 - Home team on the scoreboard;
 - Dark colored jersey;
 - Locker Room 1
 - Class 4A, TOP half of the bracket
 - Benches on the NORTH side of the field;
 - Visiting team on the scoreboard;
 - White jersey;
 - Locker Room 3
- Saturday, December 2, 8 p.m.
 - Class 5A, BOTTOM half of the bracket
 - Benches and fans on the SOUTH side of the field, where the Woodford Reserve and Field Club seating is located;
 - Home team on the scoreboard;
 - Dark colored jersey;
 - Locker Room 2
 - Class 5A, TOP half of the bracket
 - Benches on the NORTH side of the field;
 - Visiting team on the scoreboard;
 - White jersey;
 - Locker Room 4
- Saturday, December 3, 2 p.m.
 - Class 6A, BOTTOM half of the bracket

- Benches and fans on the SOUTH side of the field, where the Woodford Reserve and Field Club seating is located;
- Home team on the scoreboard;
- Dark colored jersey;
- Locker Room 2
- Class 6A, TOP half of the bracket
 - Benches on the NORTH side of the field;
 - Visiting team on the scoreboard;
 - White jersey;
 - Locker Room 1

CONDUCT OF THE EVENT, INTROS, PRE-GAMES, TIMEOUTS, ETC.

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 as directed by event staff, 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)

HALFTIME

• Halftime will be 15 minutes for each game

TIMEOUTS

• All timeouts will be 1:15 in length, including the timeouts after a score.

MEDIA TIMEOUTS

There will be no media timeouts during the games

FIELD CONDITIONS/GOAL POSTS/HASH MARKS

- Kroger Field is a synthetic surface
- 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

FIELD PHONES

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

GAME BALLS AND BALL PERSONS

- For the championship games, each team is to provide Spalding footballs which may be used as the game balls when that team is on offense
- It is not required that the provided balls be used, but it is required that any ball used by either team be a Spalding 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

MEDIA INTERVIEWS DURING CHAMPIONSHIPS

- KHSAA Digital and Online Network
 - During the pregame, a representative of the KHSAA radio network will visit with each coach as a means of introduction and identification
 - o 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 Communications Director Joe Angolia 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 are not permitted to make exceptions to this policy
- Pregame and Locker room
 - The KHSAA does not allow individuals with media credentials in the participating locker rooms for any reason, which ensures equal access for all reporters, irrespective of gender or media type
 - School officials and members of the athletics and coaching staffs may not make exceptions to this policy
 - Pregame interviews by media representatives should be done outside of the locker rooms
- Halftime
 - The KHSAA Digital and Online network representatives may be interviewing the coach who is leading on the scoreboard as that coach leaves the field 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 Digital and Online network representatives may be interviewing the player selected as player of the game as that player leaves the field 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 POSTGAME INTERVIEWS AND MEDIA NEEDS
- The coaches will be introduced during warmups 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.
- 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

- Teams advancing to the finals will be expected to participate in the awards ceremonies with the entire team and participants
- No presentation of any trophy will be made until the field of play is cleared of all fans, coaches and players
- Teams should return closer 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, which will be selected by the tournament press box staff
- Each school is to designate a representative to be on the field immediately following the game to receive the trophy and medals
- 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 presentation, a group picture will be taken and the teams then dismissed
- 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. 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 stadium waiting for team members and you have already exited via the back entrance
- Your cooperation is appreciated
- The school representatives designated on Form GE63 (using the link at the end of these instructions) will be contacted should any student member of the cheering section exhibit conduct such that local police must get involved
- Security shall 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. and postgame celebrations must be held following stadium departure

RULES EMPHASIS, REMINDER, BANDS

OVERTIME

• The NFHS recommended tie-breaking procedure (10-yard series) will be used in the event the contest is tied at the end of the game

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

PROHIBITED ITEMS

- Amplified sound systems of any type, even if used by cheerleaders
- Animals of any type

- Any form of laser light shone toward a participant at any time including players, coaches, officials and field level administrators
- Band music or performance played at any time other than pregame, halftime, post-game and timeouts
- Electronic amplification equipment (except official band instruments)
- Electronic, mechanical or semi-mechanical noisemakers including stereos, speakers, cannons, fireworks, electronic horns, tanks, etc. used anywhere outside of the locker room
- Large field level objects including oversized mascots that obstruct or could obstruct the view of any fan, participant or media representative
- Posters/signs/placards adhered to any permanent surface with any glue or adhesive material (Signs may be attached to railing as long as done with easily removable string, tape or rope and doesn't obstruct existing signage and must be removed immediately following the contest)
- Posters/signs/placards containing derogatory language or sayings or negatively refer to the name of an opponent or member of the team
- Posters/signs/placards that are blocking the view of any patron
- Tobacco-related products by players, coaches, support personnel (i.e., managers and trainers), game personnel (officials, chain crews and table crews) and staff in all sports during practice and competition (including banquets, press conferences, post-game interviews, and at all stadium areas is prohibited
- This prohibition is applicable to all activities at the venue including press box areas and locker rooms
- Umbrellas (if opened during play)
- Non-official traveling party member being on the field of play during the game beginning with the introduction of teams
- No recorded music or other type of reproduction subject to copyright restrictions will be permitted

SPORTS MEDICINE/TRAINERS/EMERGENCY ACTION PLAN

TRAINERS/DOCTORS

- Information from University of Kentucky Sports Medicine, led by Rob Ullery, will be provided to each of the competing teams
- Mr. Ullery 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
- An ambulance will be on site as well as first aid stations in the stadium
- KHSAA Staff will, in consultation with the Athletic Training Staff and Venue personnel, develop an Emergency Action Plan for this event
- This plan will be available upon arrival on site from the Athletic Training Staff
- A trainer will be provided at all games and stationed outside the end zone during games
- Trainers will be available for one hour before each game for assistance as well as during and after each game EMERGENCY TREATMENT
- Ambulance services will be on call/on site for this event
- Should emergency medical treatment be necessary, the injured person(s) will be transported to A.B. Chandler Hospital, 800 Rose Street, Lexington, KY 40506
- 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

VENUE SAFETY/EMERGENCIES

- Persons who attend KHSAA events may be injured as a result of the risks inherent in being a spectator at such events
- Attendance at events is a vital family and community based activity which is encouraged

• Please advise KHSAA or venue personnel of any situation you encounter which you or a squad member feels should be addressed to minimize risk to all involved

OFFICIALS

- In compliance with the Federal Court Decree, the Commission composed of the Commissioner and the four assistants will all assign all officials
- The officials will be appointed and announced by the Kentucky High School Athletic Association
- Officials will be assigned based upon performance review and advancement of teams within the event
- Copies of the assignments will be posted for review on the KHSAA website not later than Wednesday before the contests

SPORTSMANSHIP

GENERAL SPORTSMANSHIP

- The Kentucky High School Athletic Association requires officials to enforce sportsmanship rules
- High school athletics emphasize positive values
- All parties have worked hard to create a sense of teamwork, response, responsibility, and perspective
- Officials expect good behavior and will quickly penalize misconduct
- Let this competition reflect mutual respect among all participants and officials
- 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 the field to go into the 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 as well as restricted items
- 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 onto 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.
- Schools will be penalized to the fullest extent of KHSAA Bylaw 27 as a violation of Bylaw 16 for violations of these provisions

MEDIA, CORPORATE, TV, RADIO, WEBCAST, TRADEMARKS

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
- The official name of the championship venue is Kroger Field

KHSAA MEDIA, INTELLECTUAL PROPERTY AND VIDEOTAPE REGULATIONS INTELLECTUAL PROPERTY RIGHTS

• 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

TRADITIONAL MEDIA

- Traditional media members (print, TV, radio, online) interested in covering KHSAA State Championship events should apply for credentials through the KHSAA's online system
- Applications should be submitted by the editor or director at each organization
- Freelance photographers will not be granted access to KHSAA events unless the requisite media rights fee is paid

PHOTOGRAPHY INCLUDING COMMERCIAL PHOTOGRAPHY

- The KHSAA employs, 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 the KHSAA photos site within 72 hours of the completion of the finals, using the link at the end of these instructions
- 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 or parents of participants are not permitted to gain access to a state championship event by using a school student press 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)
 - 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.)
- Any commercial enterprise seeking media credentials should be directed to apply using the link at the end of these instructions
- Each principal is responsible for submitting the appropriate online form through the KHSAA website if school media access is desired using the link at the end of these instructions
- No school media representatives will be admitted at the gate the day of the game without advance application
- No school media personnel will be admitted to press box
- There is to be no cheering or team support from approved media representatives

- 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 Gate 9.5

DESIGNATION OF COMMERCIAL TEAM RADIO STATION

- The KHSAA is the only entity permitted to originate or authorize a video broadcast of KHSAA State Championship events
- By paying the requisite fee, each school qualifying for a KHSAA State Championship event may designate one (1) radio station or website to originate an AUDIO-only broadcast of each game in which its affiliated school participates
- This determination is made by the local school, and only one station per school will be permitted to originate a broadcast using the link at the end of these instructions
- The radio station/website shall then apply for championship credentials through the KHSAA's online credentialing system
- 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 stream all six games and is the exclusive home for such live webcasts, which will also be a

- part of the NFHS Network and available on a subscription basis
 The audio from the KHSAA Digital and Online will be streamed live for all games of the 2017 Russell
- Athletic/KHSAA Commonwealth Gridiron Bowl
 The audio and video links can be found at www.khsaa.org by clicking on KHSAA.tv (streaming) and mixlr.com/KHSAA (audio) and are also listed at the end of these instructions
- No other entity will be permitted to produce live video from the 2017 Russell Athletic/KHSAA Commonwealth Gridiron Bowl with the exception of approved media outlets solely recording highlights for news use
- No entity including the media may continuously stream content from the championship games including the use of social media products such as Facebook® Live and Periscope (via Twitter®)
- 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 each game the event, 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 the professional media link at the end of these instructions 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 external power sources, or use of the Kroger Field power sources are permitted

FAN VIDEOTAPING

- Spectators may videotape with a hand-held camera from the spectator area
- No use of house electricity is permitted

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CHAMPIONSHIP MERCHANDISE

CHAMPIONSHIP T-SHIRTS

- KHSAA State Championship apparel will be available for sale at the event and online post-event
- TeamIP is the exclusive vendor of championship apparel, please look for their tent at the championship event to purchase memorabilia
- No outside merchandise representative of the event may be produced by any other entity and sold or distributed inside the playing facility
- 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

POST EVENT AND OTHER LOGISTICS

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

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 2017-18, 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 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 2017-18, 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 Google Maps using the link at the end of these instructions
- Mileage will be calculated by the KHSAA and an in-area allowance for travel between the hotel and playing facility may be added
- For 2017-18, 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

IMPORTANT WEBSITE LINKS

- KHSAA Football Information <u>http://www.khsaa.org/football</u>
- State Finals Information and Instructions http://khsaa.org/state-finals-information-and-instructions/
- Statistics Entry Form <u>http://schools.khsaa.org</u>
- Link to Professional Media Credentials <u>http://khsaa.org/news-stats-pubs/media-resources/media-credentials/</u>
- Links to Live Webstreaming of Football Finals <u>http://khsaa.tv/</u>
- Links to Live Radio Broadcasts of Football Finals <u>http://mixlr.com/khsaa/events/</u>
- Links to Event Photos for Football Finals <u>http://khsaa.zenfolio.com/f795265864</u>
- Site to calculate estimate mileage to be reimbursed or traveled <u>https://goo.gl/xDAJhy</u>
- Two Deep Roster Form <u>http://khsaa.org/forms/fb134.xlsx</u>
- School Media Request Form <u>http://khsaa.org/si103-school-media-request-form/</u>
- School Expense Reimbursement Form (GE64) <u>http://khsaa.org/ge64-request-for-team-reimbursement/</u>
- Team Radio Station Designation http://khsaa.org/si113-school-broadcast-designated-radio-form/
- Designated Participating Team Ticket Contact <u>http://khsaa.org/fb139-designated-participating-team-ticket-contact/</u>
- Participating Team Information Form (GE63)- http://khsaa.org/ge63-team-sport-team-information-form/