



**2016 KHSAA STATE FOOTBALL
PLAYOFFS
CLASS 1A, 2A, 3A, 4A, 5A AND 6A
ROUNDS 1-4
INSTRUCTIONS AND PROCEDURES**



KHSAA FOOTBALL PLAYOFFS CHECKLIST AND INSTRUCTIONS

PLAYOFF GAMES - DATES, SITES, TIMES	2
HOME TEAM/GAME MANAGER-DUTIES BEFORE GAME	3
REGULATIONS, SCHEDULE, TROPHIES AND OFFICIALS	3
FACILITIES AND SECURITY	3
MEDICAL COVERAGE	3
BOTH TEAMS – BEFORE GAME	3
GAME CONTACT AND COMPETITION RULES	3
GAME ARRANGEMENTS – MUTUAL AGREEMENT REQUIRED	4
GAME SCHEDULE AND EXPENSES, TICKETS, CONCESSIONS, INSURANCE, ROSTERS, CEREMONIES	4
AGREEMENT ON FINANCES AND GAME PROCEEDS	4
TEAM VIDEOTAPING	5
RADIO BROADCAST	5
WEBCASTING AND TELECASTING	5
OTHER MEDIA RIGHTS	5
MERCHANDISE, TRADEMARK AND MEDIA RIGHTS AND USE OF MARKS	6
ROSTERS	6
BAND PERFORMANCES AND HALFTIME	6
INCLEMENT WEATHER	6
TROPHIES	6
FIRST ROUND	6
THIRD ROUND	7
FOURTH ROUND	7
OFFICIALS	7
ALL ROUNDS	7
FIRST ROUND OFFICIALS	7
SECOND ROUND OFFICIALS	7
THIRD ROUND OFFICIALS	8
FOURTH ROUND OFFICIALS	8
GAME BALLS	8
DISPUTES	8
SPECIFIC DUTIES FOR HOST TEAM/GAME MANAGER-AFTER GAME	8
PLAYOFF PAIRINGS	8
FIRST ROUND, CLASS 1A THROUGH 4A	8
FIRST ROUND, CLASS 5A	9
FIRST ROUND, CLASS 6A	9
SECOND ROUND, ALL CLASSES	9
THIRD ROUND, ALL CLASSES	9
FOURTH ROUND, ALL CLASSES	10
IMPORTANT WEBLINKS	10

PLAYOFF GAMES - DATES, SITES, TIMES

- A complete bracket of each Class is constantly updated on the KHSAA website
- The parameters for developing the playoff brackets are at the end of these instructions
- Playoff competition will begin on the Thursday, Friday or Saturday three weeks prior to Thanksgiving Day (November 3, 4, or 5, 2016)

- All playoff contests shall be held on Friday at 7:30 p.m. unless there exists a mutual agreement between the schools to hold the game on another day due to field conditions or availability, availability of officials, or in the mutual best interests of the competing teams

HOME TEAM/GAME MANAGER-DUTIES BEFORE GAME

REGULATIONS, SCHEDULE, TROPHIES AND OFFICIALS

- The home team shall determine game manager, although Principal of host school is ultimately responsible
- This game manager should review the KHSAA Competition rules for football in the competition rules section of the KHSAA Handbook on the KHSAA website or at the link at the end of these instructions
- Be familiar with these rules prior to contacting the visiting team
- Be prepared to contact the Commissioner's office to resolve any disputes
- The game manager shall set the site for the game
- If rental of a field is required, know that mutual agreement will be required in order for that expense to be taken out prior to the split, otherwise, it is the sole responsibility for the home team
- Each week, as soon as it is known and prior to 10:00 a.m. Monday, complete the information to submit your game date and time to the KHSAA via the online link listed in these instructions
- The host will receive trophies for the first, third and fourth rounds, which should be inspected upon arrival
- Review the procedures related to the game officials that are listed herein
- Review all procedures and protocol regarding inclement weather

FACILITIES AND SECURITY

- The host school shall make every effort to ensure that the facility is safe for the fans, participants, contest officials, and others who may attend the contest, to include the following requirements:
 - Adequate police and other security protection inside and outside the stadium is to be arranged for by the manager in accordance with KHSAA Security practices policy in the KHSAA Handbook, policies section
 - Review the KHSAA policy on inclement weather in the KHSAA Handbook, policies section

MEDICAL COVERAGE

- The host school is responsible for securing medical coverage for the event including alerting local ambulance service to serve in an on-call status if such cannot be present at the competition site
- It is recommended that an ambulance be present at the game
- A doctor (M.D. or D.O.) must be present at the game
- An emergency action plan should be distributed to both schools
- The Kentucky High School Athletic Association has long recommended and continues to recommend, that medical coverage be present at all athletic practices and contests
- Due to the unique skill set of Certified/Licensed Athletic Trainers it is recommended that one of these individuals be present at all practices and contests
- It is also strongly recommended that the member schools utilize only Certified/Licensed Trainers per the Kentucky Board of Medical Licensure, and not members of any other vocation making this claim but without this legal designation
- While acknowledging the expense of providing a certified/licensed trainer, it is nonetheless noted that this shall be an integral part of your contest planning process
- Any fees associated with medical coverage are to be taken from gate receipts of the home team

BOTH TEAMS – BEFORE GAME

GAME CONTACT AND COMPETITION RULES

- Each team shall determine a primary game contact
- Each game contact shall review the KHSAA Competition rules for football in the KHSAA Handbook on the KHSAA website or at the link at the end of these instructions and be familiar with these rules to eliminate disputes

GAME ARRANGEMENTS – MUTUAL AGREEMENT REQUIRED

GAME SCHEDULE AND EXPENSES, TICKETS, CONCESSIONS, INSURANCE, ROSTERS, CEREMONIES

- The representatives of the two schools involved shall discuss and must agree in advance on all items incidental to playing the game including:
 - Starting Date and Time
 - NOTE: All games are on Friday night at 7:30 p.m. unless by mutual agreement of the two schools
 - Mileage (and other travel allowances) for the traveling team
 - NOTE: For the fourth round, schools are encouraged to consider a mileage allowance to be paid to the visitors prior to the gate split due to substantial travel distances involved regardless of the method for dividing the gate
 - The price of admission, the number of passes for each school and the distribution of reserved seats (if any)
 - The concession rights (common practice to give to home team in exchange for use of the field)
 - Liability insurance if additional is needed
 - The maximum number of players to be in uniform, if limits are desired or necessary
 - Any activities or functions proposed by the home team to recognize individuals, groups or sponsors that are not indicative of the game being played at a neutral site, including a halftime extension to 20 minutes
- ### **AGREEMENT ON FINANCES AND GAME PROCEEDS**
- The proceeds of all playoff games, with the exception of the final game in each class, will be used to defray the expenses of the visiting team, officials, trophies, and other necessary expenses
 - If no other agreement is reached, and a required rent is to be paid, the host shall take the cost of rental from its share of proceeds after the division of proceeds and payment of approved expenses
 - The schools shall reach agreement on the division of game proceeds
 - Allowable expenses must be mutually approved
 - There are two common methods of dividing the proceeds of the playoff games
 - The first and more commonly used method is to simply split the gate receipts after the payment of the trophy bill and the cost of officials
 - In addition, for the fourth round, many schools agree to allow a fixed rate mileage allowance prior to making this division of the gate or a lodging allowance due to cross-state travel
 - This method of dividing proceeds encourages the visiting team to minimize the travel expenses and the home team to control game costs and eliminates the perception of inflated costs by either the traveling team or home management
 - The second method is a split of the gate after agreed expenses, which would involve:
 - Allow for the cost of the trophies and the game officials
 - Determine and agree in advance on the expenses of the home team for staging the game including charges for police and security, ticket sellers and takers, P.A. announcer, dressing room attendants, parking, ushers, statistics, etc.
 - Determine and agree in advance on the expense allowance for the visiting team for mileage, meals and lodging if applicable
 - If no other agreement can be reached, using the state expense allowance is recommended (\$5 per meal per player, \$2 per mile for travel)
 - Split the balance between the two teams after payment for the items listed above
 - If no agreement exists in advance, the first method as detailed above shall govern the finances
 - All expenses must be agreed by the two schools PRIOR to the game or they will not be allowed
 - The schools shall reach agreement on the division of game proceeds, including the method of dividing net proceeds

TEAM VIDEOTAPING

- By mutual agreement, and if space is available and if such taping does not violate existing, acknowledged, written copyright protection or intellectual property agreements, participating teams in KHSAA events shall be allowed space for the purpose of recording the contest
- Such recording may not be re-broadcast in any form including internet and social media
- Press box taping access, angle and availability shall be the same for both teams
- If space is deemed available, each participating school choosing to tape or film acknowledges that the Association shall be held blameless for any and all liability to those parties involved in the taping, and that the school shall make no copies of the tape or film
- All videotaping shall comply with the adopted video standards in the competition rules

RADIO BROADCAST

- The teams must agree on what, if any rights fee is to be charged to any radio station broadcasting the event
- This fee is to be mutually agreed, and is to be included in the gross revenue prior to distribution and is payable to the host school

WEBCASTING AND TELECASTING

- The KHSAA reserves the rights to include any playoff game not already exempted from the contract, into the available content for the NFHS Network per the network agreement
- Entities other than the member schools which are members of the NFHS Network desiring to produce live or delayed video broadcast (including webcasting) shall pay the requisite fees to the KHSAA prior to webcast/broadcast
- No web streaming may be approved for any outlet without the payment of the requisite fee as mandated by the KHSAA/NFHS Network agreement, with the sole exception of a waiver for those schools participating in the School Broadcast Program of the NFHS Network
- For football playoffs, the minimum webcast fee (webcast via internet only) is \$125 per game payable to the KHSAA via the link at the end of these instructions
 - These fees will be allocated by the KHSAA, 35% to each member school, 30% to the KHSAA
 - Payment for these fees may only be made by credit card
 - The KHSAA will distribute the revenue for these fees back to the schools and these amounts are not included in calculating the proceeds of the game
- For football playoffs, the minimum over air/cable fee is \$300 per game, payable to the KHSAA via the link at the end of these instructions
 - These fees will be allocated by the KHSAA, 35% to each member school, 30% to the KHSAA
 - Payment for these fees may only be made by credit card
 - The KHSAA will distribute the revenue for these fees back to the schools and these amounts are not included in calculating the proceeds of the game

OTHER MEDIA RIGHTS

- At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA
- The Commissioner is the manager of all rounds of other championship play, but in accordance with adopted Competition Rules, has designated the home game manager to assist at the local level
- All matters concerning radio and other broadcasts that are not addressed by regulations included in these instructions shall be by mutual agreement
- All matters concerning videotaping, press box access and communication equipment shall be by mutual agreement
- No member school can sign or execute an exclusive agreement for a postseason round (district, region, sub-section, section) without approval of the KHSAA Office, including full compliance with the restrictions of the NFHS Network and the KHSAA participation in the network

- At all levels of competition, including district, regional, 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

MERCHANDISE, TRADEMARK AND MEDIA RIGHTS AND USE OF MARKS

- 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

ROSTERS

- Team rosters must be maintained through the KHSAA member school website prior to the end of the regular season
- Only those players appearing on the school postseason roster as of the Monday of the first playoff week are eligible to participate in the playoffs in any round
- There may be no additional players added to the team roster following the first day of the first week of the playoffs, including for those teams that advance to the finals
- This roster information is also used for advance preparations in case of a team qualifying for the state championship
- This roster serves as the required eligibility listing for the team in any reference to an eligibility listing

BAND PERFORMANCES AND HALFTIME

- The playing of the National Anthem will be the responsibility of the home team
- The band is not to play or cheers be given when the ball is live by rule
- Persons subject to the rules, including bands, shall not create any noise that prohibits a team from hearing its signals
- Drums, cymbals, bells and mechanical noisemakers shall not be used to assist cheering
- The home team shall have the right to perform first if both bands desire to play
- Halftime shall be 15 minutes unless lengthened by mutual agreement to 20 minutes

INCLEMENT WEATHER

- In accordance with the playing rules, 30 minutes prior to the contest beginning, and during the contest, the officials shall make determinations as to stoppage of play
- It is the duty of the game manager in consultation with the officials, participating teams and the KHSAA, to make decisions with regards to re-start or re-scheduling in the event of stoppage or postponement and ensure that all teams, media outlets and schools are properly notified
- Special attention should be paid to, and both teams should review, the inclement weather policies on the KHSAA website
- In the event of a lightning delay, it is recommended that a maximum of 75 to 90 minutes, by mutual agreement of the teams, be the maximum waiting period before making a decision to postpone
- Any postponed game shall be rescheduled in accordance with the provisions in the Competition Rules for interrupted games

TROPHIES

FIRST ROUND

- A trophy labeled District Champion will be sent to the manager of the top seed in the district prior to the first round game
 - This trophy should be presented before the first round game

- A trophy labeled District Runner-up will be sent to the manager of the second seed in the district prior to the first round game
 - This trophy should be presented before the first round game
- The trophy bill is to be paid for from the proceeds of the first round game and the check shall be made directly to the trophy company
- The invoice is mailed under separate cover to allow for accurate shipping costs
- The trophies should arrive no later than Wednesday
- For planning and budget purposes, the cost of the trophies for district winner and runner-up is approximately \$64.75 plus shipping

THIRD ROUND

- A trophy for each Region winner and runner-up is being sent to the manager of each of the third round games
 - These trophies should be presented after the third round game
- This trophy bill is to be paid for from the proceeds of the game and the check shall be made directly to the trophy company
- The invoice for the trophies will be mailed under separate cover to allow for accurate shipping costs
- The trophies should arrive no later than Wednesday
- For planning and budget purposes, the cost of the trophies is \$135.92 for the two trophies plus shipping

FOURTH ROUND

- A trophy for each Region winner and runner-up is being sent to the manager of each of the fourth round games
 - These trophies should be presented after the fourth round game
- This trophy bill is to be paid for from the proceeds of the game and the check shall be made directly to the trophy company
- The invoice for the trophies will be mailed under separate cover to allow for accurate shipping costs
- The trophies should arrive no later than Wednesday
- For planning and budget purposes, the cost of the trophies is \$138.50 for the two trophies plus shipping
- Please notify the Association by Monday a.m. if you desire an alternative shipping location due to the holiday

OFFICIALS

ALL ROUNDS

- Officials are assigned to each contest by the KHSAA
- No official will work a contest in his/her "home" association
- The names of the officials and the amount of their fees will be posted on the KHSAA website by 10:00 a.m. on Wednesday of the week of the contest
- Assignments will be available through the KHSAA member school login system
- The manager will pay the officials from the game receipts
- Payment to officials should be made on game night unless prohibited by published Board of Education policy
- The KHSAA will inform you within the assignments of the amount of money to be paid to the officials for mileage
- Disputes over mileage and other allowances are to be referred to the Commissioner's office

FIRST ROUND OFFICIALS

- In addition to mileage or travel allowance for a maximum of two (2) cars, each official is to be paid a game fee of \$70 for the first playoff round

SECOND ROUND OFFICIALS

- In addition to mileage or travel allowance for a maximum of two (2) cars, each official is to be paid a game fee of \$75 for the second playoff round

THIRD ROUND OFFICIALS

- In addition to mileage or travel allowance for a maximum of two (2) cars, each official is to be paid a game fee of \$80 for the third playoff round

FOURTH ROUND OFFICIALS

- In addition to mileage or travel allowance for a maximum of two (2) cars, each official is to be paid a game fee of \$85 for the fourth playoff round

GAME BALLS

- Participating teams may use any legally approved Rawlings or Spalding brand football in all playoff games
- The game balls used must contain the NFHS authenticating mark and must be a Rawlings or Spalding brand football
- There is no requirement that the ball contain a KHSAA logo
- Violations of this policy will result in penalties under Bylaw 27 including but not limited to, a maximum fine for the school in noncompliance
- For the championship games, the Spalding Company will be providing four (4) footballs which will be sent to the participating schools
- Each participating school may choose to utilize these balls, or any other Spalding or Rawlings brand ball in the championship game

DISPUTES

- For further instructions and guidance, read the Kentucky High School Athletic Association Handbook, Football Competition rules
- The Commissioner's office will assist in settling problems of disagreement related to the contest
- Contact Commissioner Julian Tackett if you have a dispute
- You may call (859) 299-5472, or email jtackett@khsaa.org

SPECIFIC DUTIES FOR HOST TEAM/GAME MANAGER-AFTER GAME

- Report the score by contacting the KHSAA/Riherds Scoreboard at (800) 453-6882 (toll free call)
- Complete the National Federation survey form (FB105) at the link near the end of these instructions and return to the KHSAA within one week of the game
- Complete the KHSAA Financial Report form (FB102) and return to the KHSAA within one week of the game
- Arrange for your coaching staff to send the video of the contest immediately following the game, to the KHSAA through hudl.com by creating an Exchange, searching for KHSAA as the destination
- Contact your local media after you contact the KHSAA scoreboard
- If you are to host the next week, as soon as agreement has been reached and prior to 10:00 a.m. Monday, complete the information located at the link at the end of these instructions to submit your game date and time to the KHSAA
- If your team is successful and wins its game, the individual stats for that game must be entered via the KHSAA website

PLAYOFF PAIRINGS

- The top four teams as determined by intra-district records after all tie breakers have been applied will qualify for the championship playoffs
- The finishing position within the Region shall hereinafter be referred to as the "seeded position"
- The first round games will be listed as below from top to bottom in a 32-slot bracket in the order as listed

FIRST ROUND, CLASS 1A THROUGH 4A

- In each Region in Classes 1A, 2A, 3A and 4A, the first place team from District 1 (1-1) will host the first round game against the fourth place team from District 2 (4-2), the second place team in District 2 (2-2) will host

the third place team from District 1 (3-1), the second place team from District 1 (2-1) will host the third place team from District 2 (3-2), and the first place team from District 2 (1-2) will host the fourth place team from District 1 (4-1)

FIRST ROUND, CLASS 5A

- In each Region in Class 5A, the regional pairings are created by cross-bracketing in the random chart drawn and approved by the Board of Control
- For 2016, Districts 1 and 2 shall form Region 1; Districts 4 and 5 shall form Region 2; Districts 3 and 6 shall form Region 3 and Districts 7 and 8 shall form Region 4
- In each Region in Class 5A, the first place team from the first listed district (1-first) will host the first round game against the fourth place team from the second listed district (4-second), the second place team in the second listed district (2-second) will host the third place team from the first listed district (3-first), the second place team from the first listed district (2-first) will host the third place team from the second listed district (3-second), and the first place team from the second listed district (1-second) will host the fourth place team from the first listed district (4-first)

FIRST ROUND, CLASS 6A

- In each Region in Class 6A, the regional pairings are created by cross-bracketing in the random chart drawn and approved by the Board of Control
- For 2016, Districts 1 and 3 shall form Region 1; Districts 2 and 4 shall form Region 2; Districts 5 and 7 shall form Region 3 and Districts 6 and 8 shall form Region 4
- For postseason competition, in Class 6A, 5th place from District 1 become the 4th place in District 2 for playoff brackets; 5th place from 3 would become the 4th place in 5 for playoffs in odd numbered years; 5th place from 3 would become the 4th place in 6 for playoffs in even numbered years; 5th place from 4 would become the 4th place in 6 for playoffs in odd numbered years; 5th place from 4 would become the 4th place in 5 for playoffs in even numbered years
- In each Region in Class 6A, the first place team from the first listed district (1-first) will host the first round game against the fourth place team from the second listed district (4-second), the second place team in the second listed district (2-second) will host the third place team from the first listed district (3-first), the second place team from the first listed district (2-first) will host the third place team from the second listed district (3-second), and the first place team from the second listed district (1-second) will host the fourth place team from the first listed district (4-first)

SECOND ROUND, ALL CLASSES

- In the second round, the winner of the game between slots 1 and 2 will play, 3 and 4, 5 and 6 through the bottom of the original 32-team bracket
- In all games in the second round, the team with the highest seeded position (finishing position in district) shall host the game

THIRD ROUND, ALL CLASSES

- For the regional championship (third round), the pairings will be the teams winning games 33 and 34, 35 and 36, 37 and 38 through the bottom of the list of games 33 to 48 that compose the second round
- The 49 vs. 50 game will determine the Region 1 winner, 51 vs. 52 the Region 2 winner, 53 vs. 54 the Region 3 winner, 55 vs. 56 the Region 4 winner
- The highest seed (finishing position in the district) shall host the regional championship game (third round)
- Should teams with the same seeding meet in the third round, the team representing the even-numbered District shall host the games in even-numbered years, while the team representing the odd-numbered District shall host the game in odd-numbered years
- If the paired districts are both even or both odd, the highest numbered district shall host the game in even numbered years and the lowest numbered district shall host the game in odd numbered years

FOURTH ROUND, ALL CLASSES

- For the semi-state round (fourth round), the champion of region 1 will play the champion of Region 2 while the champion of Region 3 will play the champion of Region 4
- The team representing the even-numbered Region shall host the games in even-numbered years, while the team representing the odd-numbered Region shall host the game in odd-numbered years
- Winners of the fourth round games will play for the class championships

IMPORTANT WEBLINKS

- Game time and date submission - <http://khsaa.org/fb106-football-playoff-site-information/>
- Brackets and other information - <http://khsaa.org/2016-playing-season-and-final-statsresults/>
- NFHS Stats Report - <http://khsaa.org/fb105-football-playoff-statistics-form/>
- FB102 Financial Report - <https://goo.gl/beRBMX> (PDF) or <https://goo.gl/ZUxgCe> (DOCX)
- Officials Assignments - <http://schools.khsaa.org/>
- Competition Rules - <http://khsaa.org/handbook/competitionrules/fbcompetitionrules.pdf>
- KHSAA Handbook, policies section - <http://khsaa.org/handbook/20162017/policies.pdf>
- Complete Football Information - <http://www.khsaa.org/football>
- Webcast/Broadcast Fee Payment - <http://www.khsaa.org/payments/football-web/broadcast-fees/>