

**2018**



**COMMONWEALTH GRIDIRON  
BOWL INSTRUCTIONS  
FOR PARTICIPATING  
TEAMS**



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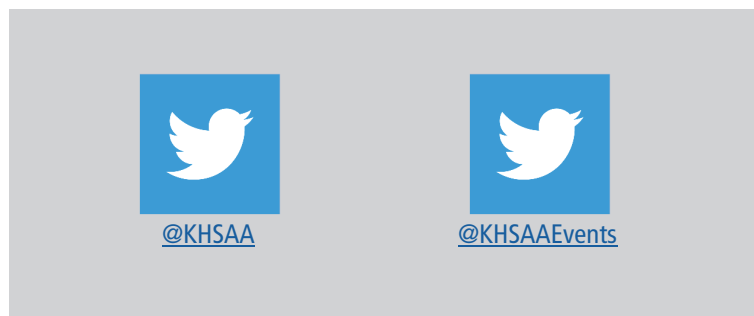
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2280 Executive Drive | Lexington, Ky., 40505 | [www.KHSAA.org](http://www.KHSAA.org)

**KHSAA Staff**

- Commissioner ..... Julian Tackett
- Associate Commissioner ..... Butch Cope
- Assistant Commissioner..... Mike Barren
- Assistant Commissioner.....Darren Bilberry
- Assistant Commissioner..... Sarah Bridenbaugh
- General Counsel..... Chad Collins
- Communications Director..... Joe Angolia
- Information Technology Director ..... Rob Catron
- Event Management Specialist..... Dan White
- Administrative Assistant/Office Manager.....Marilyn Mitchell
- Administrative Assistant .....Kara Howard
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- Administrative Support Specialist .....Jeanie Molloy
- Administrative Support Specialist ..... Marsha Day
- Administrative Support Specialist ..... Ginger Gilbert
- Physical Plant Director ..... Roy Tatum





# 2018 KHSAA Commonwealth Gridiron Bowl Instructions

## BRIEF WELCOME

Congratulations on behalf of the Kentucky High School Athletic Association Board of Control and staff on winning your semi-state championship game and advancing to the KHSAA Commonwealth Gridiron Bowl.

Refer to this manual and the important website links included at the end to guide you through preparation for your participation in the state football championships.

## KHSAA CONTACTS

Administrators and coaches should contact Commissioner Julian Tackett ([jtackett@khsaa.org](mailto:jtackett@khsaa.org)), Associate Commissioner Butch Cope ([bc cope@khsaa.org](mailto:bc cope@khsaa.org)) or Mr. Tackett's Administrative Assistant Marilyn Mitchell ([mmitchell@khsaa.org](mailto:mmitchell@khsaa.org)) at the KHSAA offices should they have any questions.

Media and statistics inquiries should be directed to KHSAA Communications Director Joe Angolia ([jangolia@khsaa.org](mailto:jangolia@khsaa.org)).

Questions 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.

## QUALIFYING FOR PARTICIPATION IN CHAMPIONSHIP

Teams competing in the KHSAA Commonwealth Gridiron Bowl have advanced through the first four rounds of the state playoffs.

The first and second round games are paired from the district standings and the third round is the Region Championship.

The region champions then meet in the semi-state, fourth round for the right to play for a state title.

### PRE-EVENT LOGISTICS

## CONFERENCE CALL

A video web conference will be held among all participating team's coaches and athletic directors at 9 a.m. ET on the Monday prior to the championships.

Schools will be emailed additional instructions regarding the call that morning.

Participants can join the video conference call from any location.

## PRE-EVENT MATERIALS

On Monday of the championship week, representatives of the host school are to be shipped four Spalding Alpha footballs to be given to the winning team.

These balls may be used in the championship game or be retained by the school for future use.

The balls are provided courtesy of Spalding as part of its long-term KHSAA sponsorship package.

On the Monday or Tuesday of championship week, teams will be shipped 10 parking passes that cannot be replaced if lost.

## PRE-EVENT MAILING

On Monday or Tuesday of championship week, schools will be shipped a package to include the following items:

Field Level Administrator Passes - 4

- Field Level Credentials - 40
- Coaching Box Passes - 4
- Participant Passes - For number on postseason roster plus 25
- Video Passes - 2
- Parking Passes - 10

## GPS COORDINATES

Kroger Field: 38.0227° N, 84.5052° W



## DIRECTIONS

Address: 1540 University Drive, Lexington, Kentucky, 40506-0222

From Bluegrass Parkway:

- When the Parkway ends, 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 Ave. alongside St. Joseph's Hospital. Pass over the railroad tracks and continue straight through the light to the intersection of Nicholasville Rd. and Cooper Drive. Kroger Field is located on the right hand side.

Going South I-75/I-64 E or W towards Lexington

- Take exit 113 (marked Paris/Lexington), turn right off the exit ramp onto N. Broadway (U.S. 68), and continue through downtown for approximately 6 miles. After Logan's Steakhouse take a left at the intersection onto Waller Ave., alongside St. Joseph Hospital. Pass over the railroad tracks and continue straight through the light at the intersection of Nicholasville Rd. 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 Rd. & Man O' War. Follow Man O' War to the intersection at Alumni Dr. and take a right. Follow Alumni Drive through the Tates Creek intersection. Kroger Field is located on the right hand side.

Participating teams should note the published maps on the KHSAA website, which are also included as a link at the end of these instructions.

There are many directional references (North, South, East, West) within the maps and stadium.

For those familiar to Lexington, but not the stadium, the following should help:

- The South side of the stadium is the Alumni Drive side, furthest from downtown.
- 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.
- 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.
- While the team, cheerleaders and official party will enter Gate 1, the only other pass gate will be Ticket Gate 9.5 as indicated on the map.

## TEAM PARTY PARKING

Clearly identified 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 to the lots as detailed in the online parking maps.

Team parking passes will be mailed to the school's Athletic Director and are included with the team party passes.

These passes have no special location, but do offer free parking for members of the team party displaying them appropriately in the vehicle.

## LOADING AND UNLOADING

Teams will load and unload players, and equipment trucks will load and unload equipment at Gate 1 before proceeding to the Farm Road parking area unless otherwise directed by University personnel.

## BAND AND PEP BUSES

All drivers of band, cheerleader and other support personnel busses should be directed to the online maps which are included as links at the end of these instructions.



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Pep busses may drop off students holding tickets at any available entry gate.

Cheer and band busses should plan on dropping the students near Gate 1 on the directional map before proceeding to the Farm Road parking area.

## **BUS DRIVERS**

Bus drivers must be prepared at any time to move the team bus.

The driver must be given a team party credential and will only be admitted at Gate 9.5, near the box office.

Driver admission will be assisted by the pass gate staff.

### **SPECIAL NOTE ABOUT FRIDAY FAN PARKING**

- On Friday, it is anticipated that parking adjacent to the stadium will be somewhat 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. ET for Friday only from the Immanuel Baptist parking lot to Gate 9.

## **GENERAL FAN PARKING**

Access to all parking is in the lots as detailed on the maps on the KHSAA website.

Parking will be provided at no charge for those holding an admission ticket.

## **LODGING**

VisitLEX - The Lexington Convention and Visitor's Bureau - has coordinated the assignment of teams to housing for this year's finals.

No housing allowances are provided to teams within 40 miles of the site. If those teams desire housing, they must make their own accommodations.

Schools are responsible for all lodging bills and will be reimbursed the allowance if eligible.

School administrators should contact John Pohl, VisitLEX's Director of Sports and Equine Sales, at (859) 749-2101, regarding your pre-arranged 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 complete listing of assigned hotels will be placed online after arrangements and team assignments are finalized.

## **BYLAW 22 - REQUIREMENT TO ACCOMPANY**

You are reminded that KHSAA Bylaw 22 requires a principal, coach or another approved individual of the school to be present along with any student-athlete who is representing a member school.

A relevant segment of that bylaw states:

"The principal, coach or another individual approved by the local Board of Education shall accompany the team to all contests. His or her expenses, when he or she accompanies the contestants, shall be paid in the same manner as those of the contestants. Individuals fulfilling this requirement shall adhere to the requirements of KRS 161.185."

## **COMPETITION DATES AND SCHEDULE**

The 2018 KHSAA Commonwealth Gridiron Bowl will be held Nov. 30-Dec. 2 at Kroger Field on the campus of the University of Kentucky in Lexington.

FRIDAY, NOV. 30

- 1A Championship - 2 p.m. ET
- 3A Championship - 7 p.m. ET



SATURDAY, DEC. 1

- 2A Championship - 1 p.m. ET
- 4A Championship - 4:30 p.m. ET
- 6A Championship - 8 p.m. ET

SUNDAY, DEC. 2

- 5A Championship - 2 p.m. ET

A complete timetable for these championships and schedule of events is posted on the KHSAA website.

It is advisable to be familiar with this timetable and adhere to the restrictions that are in place.

### **PRACTICE/WARM-UP**

There is no practice time allowed on Kroger Field's playing surface prior to the game other than the prescribed 40 minute warm-up period.

On the day of the contest, teams may not be on the field wearing any football equipment (including turfs, helmets, pants or pads) prior to 50 minutes before kickoff for any game.

This allows for a 40-minute warm-up time with five minutes remaining for pregame introductions.

There will be no exceptions to these time frames. Schools violating this policy face the possibility of a fine or other punishment permissible by KHSAA Bylaw 27.

### **PRE-TOURNAMENT, ON-SITE MEETING**

There will be no mandatory pre-tournament meeting at the venue and schools should use the conference call to ask any questions.

Any ground rules will be explained in the pre-game meeting between coaches, captains and officials.

## **ADMISSION INTO VENUE**

### **GENERAL TICKET SALES**

Any individual not holding a team-party or participant pass will be required to have a ticket for admittance.

Children six (6) and under are admitted free.

Any tickets allotted to be sold by the school will be prepaid, general admission tickets at a cost of \$13 each, which includes parking.

Each team has been shipped 1,500 General Admission tickets to be sold in pre-sales.

Each advance ticket shall sell for \$13, which includes any applicable parking charges

For the initial allotment, settlement shall be made with KHSAA designated staff at the ticket office at Gate 9, not less than 2 hours prior to game time.

Schools will return the form FB113 from the ticket mailing when settling the original ticket allotment.

Checks for the initial block of tickets (1,500) shall be made payable to the KHSAA or a credit card may be used.

The check or payment for the original block of tickets shall be submitted with the FB113 settlement form.

Schools will be able to complete Form FB139 to designate an individual who can provide information on the purchase an additional block of tickets if necessary, which if prepaid, may be sold for \$13.

University of Kentucky ticket office representatives will contact the person designated on form FB139 to arrange for the printing and pickup of additional tickets.

Settlement for the additional (not the original) allotment of tickets shall be made PAYABLE to the UK Athletics, or a credit card may be used.



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The check or payment for the additional block of tickets shall be submitted upon pickup of the tickets, and the additional block is NOT sold on consignment.

All other single game, Field Club or Woodford Reserve Club ticket sales for the event, other than school pre-sale, will be exclusively through Ticketmaster via the KHSAA, UK host or ticketmaster.com websites.

Single-game prices will be \$15 for General Admission, \$25 for Field Club or \$30 for Woodford Reserve Club.

## COMPLIMENTARY TICKETS/PASSES

No passes, other than those produced by the Association for the championships, will be honored at the gate.

Examples of passes NOT accepted include, principal passes and cards, coach passes and cards, athletic director passes, official passes and any other type of identification.

## 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 field level.

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

A shuttle will be available for patrons parking in the green accessible parking lot and needing to go to the ticket office.

## CLEARING THE STANDS BETWEEN GAMES

Each game fits into a distinct ticketed session. Therefore, efforts will be made to clear the stands between games.

The Woodford Reserve and Field Club seating areas, which are not general admission, will be cleared following each game.

## PARTICIPANT ADMISSION

A participant pass will be provided for each person on the online postseason roster for each school, along with 25 extra to allow for other participants.

## OFFICIAL TEAM PARTY ADMISSION

### GENERAL TEAM PARTY PROVISIONS

Each school will be provided 45 team-party passes with field-level access only during its respective game, including warm-ups and postgame.

These are the ONLY field-level credentials provided and must be worn by ALL individuals that are not uniformed players or the administrators mentioned below, including all on-field members of the coaching staff.

Photographers and videographers may not use these credentials and those issued these credentials may not have photo equipment.

An official team traveling party entering as a group will be allowed admission to any session of the championships by entering through Gate 1 for your specific game, or at Gate 1.5 for other games during the weekend.

All members of the traveling party must wear their field-level credential unless they are in full competition uniform, including shoulder pads or cheerleading uniform.

- This includes coaches, managers, doctors, bus drivers, non-dressing players, cheerleading coaches and all other personnel wanting access to the games and field.

All other 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, included as a link at the end of these instructions, to be given to security and local law enforcement in case of any issues with fans or for when administrative support is needed from the school.

Teams are issued up to four (4) Field Level Administrator passes.



These allow school administration to be on the field in front of the team cheering section to assist with crowd control as needed.

Administrators are expected to make themselves known to field-level KHSAA staff in case they are needed.

The Field Level Administrator pass includes contest admission.

### **FIELD LEVEL COACHES AND OTHERS IN TEAM BOX (NOT PLAYERS IN UNIFORM)**

Individuals needing field access, but not in playing uniform, will need to be issued a Field Level Credential from the allotment given to each team.

This field access is only for the areas between the 25-yard lines and cannot be used for still photography or video purposes.

Field-level access is only good for the game in which the credential holder's team is playing and are only valid for admission at Gate 1.

No one may come onto the playing field without a Field Level Credential.

Administrators should include coaches, coaches' wives/husbands, administrators, cheer coaches, etc., in their plans for distributing the passes.

If using a field pass, each person will be required to stay within the team box except for performing necessary functions (statistics, team doctors, etc.). Credentialed persons are liable for a penalty should they be out of the box for any other reason.

School's are accountable for the conduct of all persons in the team box with regards to the competition rules.

When in doubt, non-essential persons to the playing of the game should be in the stands.

### **COACHING BOX PASSES AND REGULATIONS**

The four (4) Coaching Box Passes do not include field-level access during the contest.

If a coach comes down to the sideline before, during or after the game, they must have a Field Level Credential as well.

All coaches in the box must be on the school's approved list, meeting all Bylaw 25 criteria.

Photographers and videographers may not use these credentials and those issued these credentials may not have photo equipment.

### **TEAM VIDEO PASSES AND REGULATIONS (COACHING PURPOSES ONLY)**

Event staff will assist the up to two (2) persons holding Video Passes with identifying the permissible locations for filming.

Field Level Credentials must be provided to these individuals as well if they come down to the sideline before, during or after the game.

As a reminder, Team Video Passes are granted for coaching purposes ONLY.

### **CHEERLEADERS ADMISSION**

Cheerleaders from competing schools (in uniform only), with a maximum of 30 members, will be admitted at Gate 1 for the relevant game only.

The squad must enter AS A GROUP, INCLUDING THE COACHES.

If the coach is to be on the sideline and not in the stands, they must be issued a Field Level Credential.

There will be a fine issued to the member school (not to exceed \$1,000) for having more than 30 squad members on the field.

Cheer coaches must accompany the group in order to receive free admission.

Any members of the squad not entering with the group will not be entitled to complimentary admission and will be directed to a ticket window.

### **BAND ADMISSION**

Band members from participating schools will be given complimentary admission at Gate 1 for designated rows in the stadium.





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Bands must enter AS A GROUP, INCLUDING THE DIRECTOR/SPONSOR.

Each admitted member must be carrying an instrument with the exception of the director/sponsor.

Cases will be subject to inspection to ensure presence of an instrument.

Band members not entering with the group will not be entitled to complimentary admission and will be directed to a ticket window.

Only playing members of the band and the director/sponsor will be given complimentary admission. All others will be directed to a ticket window.

No one associated with the band is permitted on the playing field.

## VENUE LOGISTICS

### SPECIAL NOTE REGARDING SECURITY PROCEDURES

Be aware that when you enter the 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 stadium.

The individuals involved with this determination are adhering to applicable Federal, State and Local guidelines and your cooperation is appreciated.

Refer to the link at the end of these instructions for a complete list of prohibited items.

Please arrive to the stadium 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.

### LOCKER ROOMS

Teams should note that the locker rooms will not be available until two (2) hours prior to game time.

Only individuals with the team party or players in uniform will be allowed in the locker room.

Please inform 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 assistants to help with the locker rooms.

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

### LOCATION OF TEAMS, JERSEYS, BENCHES, LOCKER ROOM ASSIGNMENTS

Friday, Nov. 30, 2 p.m. ET

- 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, Nov. 30, 7 p.m. ET

- 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, Dec. 1, 1 p.m. ET

- Class 2A, 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 2A, TOP half of the bracket

- Benches on the NORTH side of the field

- Visiting team on the scoreboard

- White jersey

- Locker Room 4

Saturday, Dec. 1, 4:30 p.m. ET

- 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, Dec. 1, 8 p.m. ET

- Class 6A, BOTTOM half of the bracket



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- 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 4

Sunday, Dec. 2, 2 p.m. ET

- 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 1

### FIELD ACCESS RESTRICTIONS

Per KHSAA policy, no coach - high school, collegiate or professional - may be on the playing surface from the start of official warm-ups until following the awards ceremony.

- The only exception to this policy is for coaches of participating teams.

### OFFICIALS

In compliance with the Federal Court Decree, the Commissioner will assign all officials.

The officials will be announced by the Kentucky High School Athletic Association during the finals week.

Officials will be assigned based upon performance review and advancement of teams during the playoffs.

Copies of the assignments will be posted for review on the KHSAA website no later than Wednesday before the contests.

### 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 that contain 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 during warm-ups and competition (including banquets, press conferences, post-game interviews, and at all stadium areas).

The tobacco prohibition is applicable to all activities at the venue including press box areas and locker rooms.

Umbrellas (if opened during play).

No recorded music or other type of reproduction subject to copyright restrictions will be permitted.

### CONDUCTING THE EVENT

## ROSTERS

The online roster may not be changed or supplemented as it became final during week one of the playoffs per the notification to member schools.

For athletic administrators, it is the "postseason" roster that is utilized in the school subsystem.

## FORMS AND INFORMATION TO BE COMPLETED BY TEAMS

All of the following links and forms are included at the end of these instructions:

Log in to the KHSAA website and update your statistics for the semifinal game prior to noon on Monday via the school subdomain.

Complete the following forms by noon on Monday:

- Radio Station Designation Form (SI113)
- School Participating Team Information Form (GE63)

Complete the following forms by noon on Tuesday:

- School Media Form (SI103)
- Request for Reimbursement Form (GE64)
- Two-Deep Form (FB134)

## INCLEMENT WEATHER PROCEDURES

In the event of inclement weather, is the duty of the KHSAA to make decisions with regards to postponement or rescheduling, including getting proper notification to all teams, media outlets and schools.

Staff will utilize the KHSAA website and Twitter to provide updates.

KHSAA officials will make every effort to learn the weather forecast prior to the start of play as the safety of the public and participants is the most important factor in any decision.

## WARM-UPS

Warm-up time will start 50 minutes prior to kickoff before each game.

## PRE-GAME INTRODUCTIONS

There will be no introductions of individual players.



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The team and head coach will be introduced as a unit from an end zone corner and then proceed to their sideline.

Teams will be directed by event staff from the end zone to run up the middle of the field before coming together as a team on the sideline.

This process should go fast and will begin five minutes prior to kickoff with 0:00 showing on the clock.

## **TIMEOUTS**

NFHS timeout rules will be used at this event.

All timeouts will be one minute and 15 seconds (1:15) in length, including timeouts after a score.

There will be NO media timeouts during the games.

## **HALFTIME**

Halftime will be 15 minutes for each game.

## **FIELD CONDITIONS, GOAL POSTS, HASH MARKS**

Kroger Field is a synthetic surface.

Goal posts at the state finals are set at the college width, which has been consistent since the mid-1970s.

Based on the goal post width, the hash marks will be 60 feet from the sidelines, slightly toward the middle of the field from the normal high-school dimensions.

In the event of inclement weather, the KHSAA and game officials will make any determinations with regard to field conditions and playability.

## **FIELD PHONES**

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

Additional equipment will be provided as a backup by the University of Kentucky and by the Association.

Schools utilizing their own equipment will not have equal access provisions in the event that their headsets are not working as this is solely a school issue.

## **GAME BALLS AND BALL PERSONS**

For the championship games, each team is to provide Spalding footballs which may be used as the game ball when that team is on offense.

It is not required that the provided balls are used, but it is required that any ball used by either team be Spalding brand.

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 their own towel.

### **RULES EMPHASIS, REMINDERS, BANDS**

National Federation Playing Rules will be utilized without exception.

## **OVERTIME**

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



## **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.

The home team shall have the right to perform first.

All band performances must be from the stands.

## **HEALTH INFORMATION**

### **ATHLETIC 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 to communicate not only with the school representatives, but with the assigned medical staff from your school.

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.

A trainer will be provided and stationed outside the end zone during all games.

Trainers will be available for consultation one hour before each game, as well as during and after the contest.

### **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 for 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 be brought for each athlete to the finals.

### **VENUE SAFETY**

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 in which you or a team member feels should be addressed to minimize risk to all involved.

### **EMERGENCY ACTION PLAN**

KHSAA staff will, in consultation with the athletic training staff and venue personnel, develop an Emergency Action Plan for this event.

The plan will be available upon arrival to the site from the athletic training staff.

## **SPORTSMANSHIP**

### **GENERAL SPORTSMANSHIP**

The Kentucky High School Athletic Association requires officials to enforce sportsmanship rules.



## 2018 KHSAA Commonwealth Gridiron Bowl Instructions

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

The Field Level Administrators are expected to assist in ensuring that fans do not come onto the playing field.

Please make regular announcements to the student body regarding stadium damage and restricted items.

Remind fans 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, including parents, are to stay in the stands before, during and after the game

Please make certain you inform your student body and the team family that the school will be financially liable for damage to any part of the stadium.

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 15 for violations of these provisions.

Parents may meet team members following the game outside Gate 1.5.

MEDIA, CORPORATE, TV, RADIO, WEBCAST, TRADEMARKS AND PHOTOS

### SCHOOL MEDIA CREDENTIALS

Each school is permitted one (1) School Media Pass at KHSAA State Championship events.

The School Media Pass is valid only for a full-time staff member or a student for the sole purpose of reporting the events and for taking non-commercial pictures for yearbooks, school publications, etc.

This School Media Pass must be requested by the school's principal in advance of the start of the event through the KHSAA website.

A link to the School Media Pass Form (SI 103) is located at the end of these instructions.

The individual receiving the School Media Pass shall be admitted into the game via credential which may be picked up at Gate 9.5.

No School Media Pass will be issued at the gate the day of the game without advance application.

Persons issued a School Media Pass are not permitted in the team box (between the 25-yard lines)

There is to be NO cheering or team support from approved school media representatives.

Outside entities such as professional photographers, videographers or parents may not utilize the School Media Pass

No one who is selling the product being produced (photo, video, webcast) may be issued a School Media Pass but must use the traditional media credentialing system to apply for credentials.

Photographers retained by the school, school system or booster organizations who subsequently sell any of the end product (photo collages, individual pictures, video) may not be issued a School Media Pass but must use the traditional media credentialing system to apply for credentials.



### **TRADITIONAL MEDIA CREDENTIALS**

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.

A link to the application system is included at the end of these instructions.

### **MEDIA RIGHTS FEE**

Freelance/commercial photographers and radio stations interested in originating a broadcast of a KHSAA State Championship event are subject to a media rights fee.

Information regarding the fee for each event is available through the online credentialing system and is included as a link at the end of these instructions.

Freelance or other professional photographers will not be granted access to KHSAA events unless the requisite media rights fee is paid.

### **TEAM BROADCASTS**

The KHSAA is the only entity permitted to originate or authorize a video broadcast of any type at 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 its affiliated school participates in.

An official representative of the participating school shall designate to the KHSAA which station/website will be permitted to broadcast its game using the School Broadcast Designated Radio Form (SI113) included at the end of these instructions.

The radio station/website shall then apply for championship credentials through the KHSAA's online credentialing system.

Stations not chosen by the participating school may apply for an auxiliary credential which does not include broadcast privileges.

Additional area radio stations desiring to air a game can contact Joe Angolia (jangolia@khsaa.org) for information about embedding the KHSAA's Mixlr channel broadcast into its website.

### **WEBCAST/INTERNET BROADCAST OF GAMES (AUDIO AND VIDEO)**

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.

Audio from the KHSAA broadcasts will be streamed live for all games as well at KHSAA.net.

The audio and video links can be found at KHSAA.org by clicking on KHSAA.tv (streaming) and KHSAA.net (audio) and are also listed at the end of these instructions.

No other entity will be permitted to produce live video from the 2018 KHSAA Commonwealth Gridiron Bowl, with the exception of approved media outlets solely recording highlights for news use.

No entity, including media members, may stream live video content during state level events including the use of social media products such as Facebook® Live and Periscope (via Twitter®).

### **FILMING/VIDEO RECODING**

There shall be no filming (or other digital recording) of any football playoff final, other than by media members credentialed by the KHSAA or those involved with the approved coaching tape.

Credentialed outlets' entire recording unit must be contained within their seat and present no obstruction to other spectators.

Those wishing to film the game from field level for postgame highlights must have their credential clearly displayed and stay within the marked media area.

### **FAN FILMING**

Spectators may film with a handheld camera from the general seating areas.





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No live streaming is allowed through any platform.

No external power sources or Kroger Field power sources may be used by patrons.

### 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 sell their work, regardless of contract holder, must come through the credentialing system and will pay a rights fee.

### OFFICIAL STATISTICS

The KHSAA provides official statistics for the games.

Official stats will be available live on the KHSAA website and a final box score will be posted following the game.

Due to space constraints, there is no space provided in the press box for team statisticians.

### MEDIA INTERVIEWS DURING CHAMPIONSHIPS

KHSAA Digital and Online Network

- During the pregame, a representative of the KHSAA radio network will likely 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 locker room.

During Game and Special Program

- Any media member desiring special accommodations, including the "wiring" of a coach, etc., must seek permission through KHSAA Communications Director Joe Angolia (jangolia@khsaa.org) as this is precluded by rules due to event copyrights and equal access policies.
- Please direct any inquiries for interviews/accommodations of this type to Mr. Angolia.
- School officials and members of the athletic 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 inside team locker rooms for any reason to ensure equal access for all reporters, irrespective of gender or media type.
- School officials and members of the athletic and coaching staffs are not permitted to make exceptions to this policy.
- Pregame interviews by media representatives should be done outside of the locker rooms.

Halftime

- KHSAA Digital and Online Network representatives may interview 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 athletic and coaching staffs are not permitted to make exceptions to this policy.

### POSTGAME INTERVIEWS AND MEDIA NEEDS

- KHSAA network representatives may interview the selected player of the game as they leave the field following the game.



- This walk-off interview should last only a few seconds.
- Your cooperation is expected and appreciated.
- After a short celebration period, KHSAA representatives will direct the coaches and players back to the sidelines
- BOTH teams are expected to return to the sidelines after a short celebration period.
- Postgame interviews will be conducted IN THE VICINITY of the team benches after the trophy presentation.
- No locker room interviews will be permitted under any circumstances.
- School representative are not permitted to make exceptions to the locker room policy.
- Please inform your local media of the need to adhere to this restriction.

### **CORPORATE PRESENCE AND LOGOS**

The KHSAA Commonwealth Gridiron Bowl is under exclusive rights with several major companies regarding promotional material and equipment.

As such, the KHSAA is legally compelled to enforce the restrictions of those contracts and will take whatever action necessary, including confiscation of items for the duration of the finals, in order to protect those agreements.

Commonwealth Gridiron Bowl is a registered trademark of the KHSAA.

The official name of the championship venue is Kroger Field.

### **INTELLECTUAL PROPERTY RIGHTS**

The intellectual property, corporate, broadcasting and media rights to all state championship rounds of the KHSAA postseason 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.

### **EVENT MERCHANDISE**

KHSAA State Championship apparel will be available for sale at the event and online post event via the TeamIP link on all pages of the KHSAA website.

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**

#### **RESULTS**

Scores and statistics will be posted on the KHSAA/Riherds Scoreboard and on the KHSAA website following each game.

#### **TROPHIES**

Each school is to designate a representative to be on the field immediately following the game to receive the trophy and medals.

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.



## 2018 KHSAA Commonwealth Gridiron Bowl Instructions

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 Most Valuable Player Award, which will be selected by the tournament press box staff.

The team trophy will be presented to the runner-up team, as well as medals for 59 individuals.

- Additional medals may be ordered by school representatives by contacting the KHSAA.
- Following the runner-up presentation, a group picture will be taken (unless specifically declined by the runner-up team administrators) and the team is dismissed from the ceremony to return to the sideline.
- Following the runner-up awards, the team trophy will be presented to the winning team, as well as medals for 59 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 team is dismissed to depart.
- 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 when they have already exited via the back entrance.

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 locker room IMMEDIATELY following the awards presentations.

There is not an opportunity for special pictures with trophies, players going into the stands, etc.

Teams will be penalized in accordance with Bylaw 27 for players attempting to climb or otherwise go into the stands following the game.

Event staff has been instructed to remove the trophy and take toward the team locker room to ensure the orderly flow and exit following the game.

Postgame celebrations must be held following stadium departure.

### EXPENSE REIMBURSEMENT GENERAL POLICY

An expense allowance will be paid for lodging and meals and shall be paid for a traveling squad of 59 persons (and not greater than 20 more than the number of players in uniform).

This expense allowance includes players, cheerleaders, coaches, 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 will only be paid provided lodging is utilized.

Schools outside a 40-mile, one-way radius from the event site will not receive a lodging allowance under any circumstance.

Schools are responsible for all lodging bills and will be reimbursed the allowance within adopted policies.

School representatives must be prepared with any appropriate documentation, including sales tax certificates, at check-in.

For 2018-19, the lodging allowance is \$13 per permitted night, per individual within the 59-person limit.

### MEALS

A meal allowance shall be paid for teams traveling to the football finals. It 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 2018-19 the rate of allowance is \$5 per permitted meal per individual.

### **MILEAGE**

Each school is reimbursed per mile as published in these instructions for the round-trip distance from the school location to the host city, in accordance with mileage numbers provided by Google 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 2018-19, the rate of allowance is \$2 per school for football, per mile, round trip.

### **RECEIVING YOUR REIMBURSEMENT**

To receive your team reimbursement, you must complete form GE64 (Request for Team Reimbursement) which is included as a link at the end of these instructions.

The expense check will be mailed from the KHSAA offices no later than 30 days following the state 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.

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 Website](#)
- [State Finals Information and Instructions](#)
- [Statistics Entry Form](#)
- [Form GE04 \(Physical Exam Form\) \(Spanish Version\)](#)
- [Participating Team Information Form](#)
- [Designated Participating Team Ticket Contact](#)
- [Two-Deep Roster Form](#)
- [Media Credential Request Form](#)
- [School Media Credential Request Form](#)
- [Team Radio Station Designation](#)
- [GE64 Request for Team Reimbursement Form](#)
- [Estimate Mileage](#)
- [Official KHSAA Championship Photos](#)
- [Live Webstreaming](#)



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- [Live Radio Broadcast](#)
- [Media Rights Fee Schedule](#)