

2018



**STATE FOOTBALL PLAYOFFS
ROUNDS 1-4 INSTRUCTIONS
FOR PARTICIPATING
TEAMS**



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BRIEF WELCOME

Congratulations on completing the regular season and good luck from the Board of Control and staff of the Kentucky High School Athletic Association as you begin competition in the State Football Playoffs.

It is hoped that these instructions answer most questions about participation in the 2018 playoffs.

KHSAA CONTACTS

Administrators and coaches should contact KHSAA Commissioner Julian Tackett (jtackett@khsaa.org) or Associate Commissioner Butch Cope (bcope@khsaa.org) should they have any questions.

Media, broadcast/webcast and statistics inquiries should be directed to Communications Director Joe Angolia (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.

REFERENCE TO TEAM ALIGNMENT

ALIGNMENT LIST

Teams are aligned into eight (8) districts within six (6) enrollment based classes as detailed in the KHSAA Competition Rules. If a school is not on the current list of teams and desires to be entered, contact Commissioner Tackett.

PRE-EVENT LOGISTICS

GAME MANAGER

The home team shall determine a Game Manager, although the Principal of the host school is ultimately responsible.

The Game Manager shall determine the site for the game in accordance with any published criteria.

Each week, as soon as it is known and prior to 10 a.m. ET Monday, complete the information via Form FB106 to submit your game date and time to the KHSAA via the link listed at the end of these instructions.

The Game Manager should review the KHSAA Competition Rules for football available on the KHSAA website and as a link at the end of these instructions.

Prior to contacting the visiting team, the Game Manager should be familiar with this manual and the Competition Rules.

Be prepared to contact the Commissioner's office to resolve any disputes.

GAME CONTACT

Each team shall determine a primary game contact.

Game contacts shall review the Competition Rules for football and be familiar with them to eliminate any disputes.

ROSTERS

Team rosters must be maintained through the KHSAA member school website prior to the end of the regular season.

Roster entry is locked on the first date of the postseason.

POSTSEASON ROSTERS

Schools must log into the KHSAA website and designate their postseason roster.

Only players appearing on the school's postseason roster as of the Monday of the first playoff week are eligible to participate in any round of the playoffs.

No additional players may be added to the 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 questions regarding eligibility.



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 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.”

EMERGENCY ACTION PLAN

Each Game Manager, per KRS 160.445, is expected to have and maintain a venue-specific emergency action plan which shall be distributed to both schools.

Emergency action plans shall be practiced and referred to prior to competition.

Before the start of a contest, the Game Manager should identify themselves to both schools and game officials and establish a designated area where they can be reached in the event of an emergency.

REQUIRED BALL TYPE

Participating teams shall use any legally approved Spalding brand football in all playoff games.

The game balls used must contain the NFHS authenticating mark and must be a Spalding brand football.

Violations of this policy will result in penalties under Bylaw 27 including but not limited to, a maximum fine for the school in noncompliance.

There is no requirement that the ball contain a KHSAA logo.

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 brand ball in the championship game.

PLAYOFF PAIRINGS, COMPOSITION OF BRACKETS, HOME SITES

PLAYOFF GAMES - DATES, SITES, TIMES

A complete bracket of each Class is regularly updated and posted 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 1, 2 or 3, 2018).

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.

PLAYOFF PAIRINGS

The top four teams as determined by intra-district records, after all tiebreakers 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 in Class 2A, 3A, 4A, 5A and 6A will be “cross-bracketed” in accordance with the previously adopted cross-brackets approved by the Board of Control.

The first round game cross-brackets are listed on the KHSAA website at the link listed at the end of these instructions.

The host site determinations, to help guide the pairings, are listed on the KHSAA website at the link listed at the end of these instructions.

A complete “bracket builder” to help clarify the brackets is listed on the KHSAA website at the link listed at the end of these instructions.



Within the cross-bracket pairings, the first place team in a district will host the fourth place team from the other district, the second place team will host the third place team from the other district, the third place team will travel to the second place team from the other district and the fourth place team will travel to the first place team in the other district.

For the first round, the first and second place teams serve as hosts.

PLAYOFF BRACKETS - SECOND ROUND, ALL CLASSES

In the second round, the winner of the game between slots one (1) and two (2) will play the winner of three (3) and four (4), and so on through the bottom of the original 32-team bracket.

In all second-round games, the team with the highest seeded position (finishing position in district) shall host the game.

PLAYOFF BRACKETS - THIRD ROUND, ALL CLASSES

For the region championship (third round), the pairings will be the teams winning games 33 and 34, 35 and 36, 37 and 38, and so on through the bottom of the list of games (33-48) 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 and 55 vs. 56 the Region 4 winner.

The highest seeded team from its finishing position in the district shall host the Region 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 game 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.

PLAYOFF BRACKETS - FOURTH ROUND, ALL CLASSES

For the semi-state round (fourth round), the Region 1 champion will play the Region 2 champion, while the Region 3 champion will play the Region 4 champion.

The team representing the even-numbered region shall host the game 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.

GAME ARRANGEMENTS - MUTUAL AGREEMENT REQUIRED

The representatives of the two schools involved shall discuss and must agree in advance on all items incidental to playing the game, including:

GAME SCHEDULE

Starting date and time, which shall be on Friday night at 7:30 p.m. local time, unless the two schools mutually agree to a change.

EXPENSES

Mileage and other travel allowances for the visiting team.

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.

TICKETS

The price of admission, number of passes given to each school, and the distribution of any reserved seats.

CONCESSIONS

The concession rights, which are commonly given to the home team in exchange for use of the field.

The division of game proceeds, including the method of dividing net proceeds.



INSURANCE

Purchasing additional liability insurance if needed.

ROSTERS

A maximum number of players allowed to be in uniform on the sideline if limits are desired or necessary due to space limitations.

CEREMONIES

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. This includes the option to extend halftime to 20 minutes.

OFFICIALS

For the first and second rounds, the use of seven officials is permissible if agreed by both teams.

AGREEMENT ON FINANCES AND GAME PROCEEDS

The schools shall reach agreement on the division of game proceeds, including the method of dividing net 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 facility rental fee 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.

Allowable expenses must be mutually approved in advance.

There are two common methods of dividing the proceeds from playoff games:

Method 1:

- 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 follow a fixed rate mileage allowance for the traveling team 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 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.

Method 2:

- The second method is a split of the gate after agreed expenses, which would involve the following:
- Allowing for the cost of the trophies and the game officials.
- Determining and agreeing 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.
- Determining and agreeing in advance on the expense allowance for the visiting team for mileage, meals and lodging if applicable.
- If no other agreement on mileage or visiting team travel 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 upon by the two schools PRIOR to the game or the expenses will not be allowed to be included prior to the division of net proceeds.



TOURNAMENT OFFICIALS, FEES AND REQUIREMENTS

ALL ROUNDS

Officials are assigned to each contest by the KHSAA.

There is no mileage paid to football playoff officials as a mileage allowance is built-in to the fee to be paid.

Requests for a seven-person crew for a first or second round game shall be submitted to the KHSAA on the playoff information form (FB106) that is submitted by the home team no later than noon on Monday of the week of the contest.

No official will be assigned to work a contest in their "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. ET 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.

FIRST ROUND

A crew of five (5) officials will be assigned to each first round playoff game, unless a seven-person crew is requested by the home team.

Each official is to be paid a game fee of \$100 for the first playoff round for a five-person crew.

If a seven-person crew is requested for the first playoff round, the fee per official shall be \$90.

SECOND ROUND

A crew of five (5) officials will be assigned to each second round playoff game, unless a seven-person crew is requested by the home team.

Each official is to be paid a game fee of \$110 for the second playoff round for a five-person crew.

If a seven-person crew is requested for the second playoff round, the fee per official shall be \$100.

THIRD ROUND

A crew of seven (7) officials will be assigned to each third round playoff game.

Each official is to be paid a game fee of \$110 for the third playoff round for a seven-person crew.

FOURTH ROUND

A crew of seven (7) officials will be assigned to each fourth round playoff game.

Each official is to be paid a game fee of \$120 for the fourth playoff round for a seven-person crew.

FACILITIES AND SECURITY

RESPONSIBILITY

The host school shall make every effort to ensure that the facility is safe for fans, participants, contest officials and others who may attend the contest.

It is the responsibility of the Game Manager to secure adequate police protection and other security precautions inside and outside the stadium in accordance with the KHSAA Security Practices policy in the KHSAA Handbook.

The Game Manager should ensure the supervision of fans, watching for inappropriate behavior. During sportsmanship announcements, remind fans that foul language and harassment of officials is strictly prohibited and could result in removal.

After the game, have the officials escorted to the locker room and/or parking lot.



KHSAA REQUIREMENTS

The KHSAA requires a game administrator, other than the coach, at each game site.

- Since the coach needs to devote full attention to the team, someone other than the coach must deal with any outside difficulties.
- Unsporting conduct by spectators is a growing concern.
- The presence of a game administrator sends the message that such behavior will not be tolerated.

MEDICAL PROVISIONS

The host school is responsible for securing medical coverage for the event including athletic trainers and 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.

- It is strongly recommended that the authorized medical coverage be staffed by individuals who can determine whether or not a suspected concussion has occurred per KRS 160.445(3)(a) and the KHSAA Board of Control policies, page 18 of the document.
- An athlete demonstrating the signs and symptoms of a concussion will be presumed to have sustained a concussion and withdrawn from competition for the remainder of that day. If he/she can be immediately evaluated at the game site by an M.D. (Medical Doctor), D.O. (Doctor of Osteopathy), P.A. (Physician Assistant), ARNP (Advanced Registered Nurse Practitioner), ATC (Certified Athletic Trainer); or LAT (Licensed Athletic Trainer) and be determined that a concussion has not been sustained, a coach may return a student-athlete to play, but only with that required evaluation.

A doctor (M.D. or D.O.) must be present at each playoff game.

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.

- While acknowledging the expense of providing a Certified/Licensed Athletic Trainer, it is nonetheless noted that this shall be an integral part of your contest planning process.
- 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.

Any fees associated with medical coverage are to be taken from gate receipts of the home team.

INCLEMENT WEATHER PROCEDURES

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 regarding re-start or re-scheduling in the event of stoppage or postponement.

In the event that changes are made to the schedule, ensure that all teams, media outlets and schools are properly notified.

Any postponed game shall be rescheduled in accordance with the provisions in the Competition Rules for interrupted games.

The Game Manager shall also report the revisions to KHSAA Communications Director Joe Angolia (jangolia@khsaa.org) to ensure the Riherds.com/KHSAA Scoreboard is updated.

The Game Manager, working with the certified athletic trainer and facility staff, shall monitor and adhere to the KHSAA Board adopted policy with regard to lightning and thunder.

Play shall be suspended at the first sound of thunder or sight of lightning and shall be suspended a minimum of 30 minutes following any subsequent sound/sighting.

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.

Special attention should be paid to, and both teams should review, the inclement weather policies on the KHSAA website prior to the game.

TRADEMARK, MEDIA RIGHTS, TEAM VIDEO, USE OF MARKS, WEBCASTING

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.

TEAM VIDEOTAPING

Participating teams in KHSAA events shall be allowed to record the contest if space is available at the discretion of the Game Manager.

The filming must not violate existing, acknowledged, written copyright protection or intellectual property agreements.

The film cannot be broadcast in any form, including internet and social media.

Press box taping access, angle and availability shall be the same for both teams.

If filming space is deemed available, each participating school choosing to film is required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the filming, and that the school shall make no copies of the tape.

All videotaping shall comply with the adopted video standards in the Competition Rules as follows:

- All Visiting teams will be given the same area to record from as the home team.
- All exchange video should be recorded digitally with a digital camera.
- All exchange video should be recorded in DVD format or Online.
- All exchange video shall be recorded using a tripod.
- All exchange video shall be recorded from the highest possible point in the stadium.
- All exchange video shall be recorded so that the teams' numbers are visible.
- All exchange video shall be recorded from the huddle to a few seconds past the end of the play (5-10 seconds).
- If the team is a no huddle team, the video shall begin recording before any shifts or motions and continue past the end of the play (5-10 seconds).
- If there is a penalty, the video shall continue to record until the penalty has been enforced.
- All exchange video shall be recorded from the deepest offensive back to the safety to begin the play, then zoom in closer to the play in order to see the numbers on the players as the play progresses.
- On all punts and punt returns, the video should NOT follow the ball.
- On all punts and punt returns, the video should begin with a wide view showing both the punt and punt return teams, and then zoom in to the return team after the ball is punted and received.
- On all kickoffs and kick returns, the video should NOT follow the ball.
- On all kickoffs and kick returns, the video should begin with a wide view of both the kickoff and return teams and then zoom in to the return team after the returner has received the ball.
- The video shall show the down and distance with a short shot of the downs marker between plays.
- The video shall show the scoreboard after every score, at each timeout, and between quarters.
- All teams shall make available at least two (2) copies to exchange (choice made by the opponent).
- All teams shall exchange an updated roster, clearly indicating offensive and defensive starters.
- All video shall be available by 8 a.m. on the day following the game if online exchange is utilized, or by noon on the day following the game if there is a physical exchange of video.



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.

Any rights fee is to be made payable to the host school.

WEBCASTING AND TELECASTING

At all levels and rounds of competition during postseason play, control of media access and location at those contests is with the KHSAA.

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 webstreaming 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.

Payment for these fees may only be made by credit card via the link on the KHSAA website and at the end of these instructions. These fees will be allocated by the KHSAA, 40% to each member school, 20% to the KHSAA. The amount of revenue distributed back to the schools is not included in calculating the proceeds of the game.

For football playoffs, the minimum webcast fee (webcast via internet only) is \$120 per game, the minimum over air/cable fee for a live broadcast is \$300 per game and the minimum over air/cable fee for a delayed broadcast (at least 12 hours after) is \$200 per game.

OTHER MEDIA RIGHTS

At all levels and rounds 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, including media rights not otherwise specified in these instructions.

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 or any football playoff round) without approval from the KHSAA, including full compliance with NFHS Network restrictions and the KHSAA's participation within it.

At all levels of KHSAA sponsored postseason events, including district, regional, sectional and state competition, managers are encouraged to make allowances for television media to film the contests at no charge as long as the sole purpose is for newscast highlights.

BAND PERFORMANCES AND HALFTIME

The playing of the National Anthem will be the responsibility of the home team.

By rule, 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.



MUSIC COPYRIGHT

KHSAA schools are reminded to adhere to all music copyright laws.

EVENT MERCHANDISE

If desired by the tournament manager, TEAM IP (Official KHSAA Merchandise Vendor) may be contacted about turnkey event merchandise at the postseason tournaments.

Contact the KHSAA for more information.

POST EVENT

REPORTING RESULTS

Game scores should be reported to the Riherd's.com/KHSAA Scoreboard at 1-800-453-6882.

Contact your local media with score after you contact the KHSAA Scoreboard.

If your team wins, the individual stats for that game must be entered via the KHSAA website within 48 hours.

Any questions or issues with the reporting of results can be sent to KHSAA Communications Director Joe Angolia (jangolia@khsaa.org).

FINANCES AND FINANCIAL REPORT

Complete the Financial Report form (FB102) and return to the KHSAA via email at fb@khsaa.org within one week of the game.

NFHS SURVEY

Complete the National Federation survey using Form FB105 at the link included at the end of these instructions and submit to the KHSAA within one week of the game.

VIDEO SUBMISSION

Arrange for your coaching staff to send the video of the contest immediately following the game to the KHSAA via Hudl.com by creating an exchange and searching for KHSAA as the destination team.

FUTURE HOSTS

If you advance and are to host the next week, as soon as an agreement has been reached and prior to 10 a.m. ET Monday, use Form FB106 at the end of these instructions to submit your game date and time to the KHSAA.

DISPUTES

For further instructions and guidance, read the KHSAA Handbook, Football Competition Rules.

The Commissioner's office will assist in settling problems of disagreement related to the contest.

Contact Commissioner Tackett if you have a dispute at (859) 299-5472 or email jtackett@khsaa.org.

TROPHIES

The host will receive trophies for the first, third and fourth rounds, which should be inspected upon arrival.

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 \$68.86 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, Nov. 14. For planning and budget purposes, the cost of the trophies is \$144.92 for the two trophies plus shipping.

FOURTH ROUND

A trophy for each semifinal 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, Nov. 21. For planning and budget purposes, the cost of the trophies is \$148.58 for the two trophies plus shipping.

Please notify the Association by 9 a.m. ET on Monday, Nov. 14 if you desire an alternative shipping location due to the holiday.

IMPORTANT WEBSITE LINKS

- [Brackets and Other Information](#)
- [FB102 - Financial Report \(DOCX\) or \(PDF\)](#)
- [FB105 - NFHS Stats Report](#)
- [FB106 - Game Time and Date Submission](#)
- [Officials Assignments](#)
- [Competition Rules](#)
- [KHSAA Handbook, Policies Section](#)
- [Complete Football Information](#)
- [Webcast/Broadcast Fee Payment](#)
- [Regional Cross Bracketing Chart \(all classes\)](#)
- [2018 Bracket Builder](#)
- [Football Cross Bracket Host Teams](#)