



# ***FOOTBALL***

**2020 STATE PLAYOFFS  
ROUNDS 1-4 INSTRUCTIONS  
FOR MANAGERS AND PARTICIPATING TEAMS**

# ***DRAFT***

**THE INFORMATION INCLUDED WITHIN  
THESE INSTRUCTIONS IS TENTATIVE AND  
SUBJECT TO CHANGE**



# 2020 State Football Playoffs - Rounds 1-4 Instructions

## Table of Contents

- Important Notice for Football Playoffs for 2020** ..... 3
- KHSAA Contact List**..... 3
- Covid-19 Guidance** ..... 3
  - Masks, Face Coverings and Social Distance (Required) ..... 3
  - Cross-Reference to Other Guidance..... 4
  - Season Limitation and Contest Adjustments ..... 4
  - Administrative and Field Setup..... 4
  - Footballs and Football Cleaning ..... 5
  - Player Equipment ..... 5
  - Officiating (Mechanics)..... 6
  - Pre-Game, Pre-Game Conference, Coin Toss and Overtime Procedures (Adopted for 2020-21) ..... 6
  - Officiating (Rules) (Adopted for 2020-21) ..... 7
- Duties Summary Statement**..... 7
- Reference to Team Alignment**..... 7
- Pre-Event Logistics**..... 8
  - Game Manager ..... 8
  - Postseason Rosters ..... 8
  - Bylaw 22 - Requirement to Accompany ..... 8
  - Required Ball Type ..... 8
- Playoff Pairings, Brackets, Home Sites** ..... 8
  - Playoff Games - Dates, Sites, Times ..... 8
  - Playoff Pairings..... 9
  - Playoff Brackets - Second Round, All Classes..... 9
  - Playoff Brackets - Third Round, All Classes ..... 9
  - Playoff Brackets - Fourth Round, All Classes..... 9
- Game Arrangements - Mutual Agreement Required**.. 9
  - Game Schedule..... 9
  - Expenses..... 9
  - Tickets ..... 10
  - Concessions..... 10
  - Insurance..... 10
  - Rosters ..... 10
  - Ceremonies..... 10
  - Officials ..... 10
  - Agreement on Finances and Game Proceeds..... 10
- Playoff Officials, Fees and Requirements** ..... 11
  - All Rounds ..... 11
  - First Round ..... 11
  - Second Round ..... 11
  - Third Round ..... 11
  - Fourth Round ..... 11
- Facilities and Security**..... 12
  - COVID-19 Guidelines..... 12
  - Risk Management Responsibility..... 12
  - KHSAA Requirements ..... 12
  - Signage, Balloons, Noisemakers and Band Performances... 12
  - Water - COVID-19 Guidance ..... 12
- Medical Provisions** ..... 12
- Emergency Action Plan**..... 13
- Inclement Weather Procedures**..... 13
- Media and Intellectual Property Rights**..... 13
  - Radio Broadcasts (Rounds 1-3) ..... 13
  - Radio Broadcasts (Round 4) ..... 14
  - General Media Rights..... 14
  - Telecast/Webcast Including NFHS Network Restrictions ..... 14
  - Music Copyright ..... 15
  - Filming..... 15
  - Team Videotaping..... 15

- Event Merchandise**..... 16
- Post Event Responsibilities** ..... 16
  - Reporting Results ..... 16
  - Finances and Financial Report ..... 16
  - NFHS Statistics Survey ..... 16
  - Video Submission ..... 16
  - Future Hosts ..... 16
  - Disputes..... 16
- Trophies**..... 16
  - Second Round ..... 16
  - Third Round ..... 17
  - Fourth Round ..... 17
- Important Website Links** ..... 17

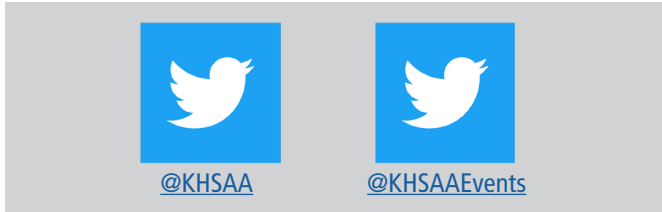
**Throughout these instructions, portions that are different from previous seasons, or changed due to COVID-19, have been highlighted yellow.**



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### 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
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- Physical Plant Director ..... Roy Tatum





## 2020 State Football Playoffs - Rounds 1-4 Instructions

### IMPORTANT NOTICE FOR FOOTBALL PLAYOFFS FOR 2020

All information should be considered tentative and subject to continual change.

The Commissioner's office will advise you of additional protocol and procedures as the playoffs proceed during this challenging time.

Communication from the office can supersede material in these instructions at any time.

### KHSAA CONTACT LIST

The primary contact for football is Commissioner Julian Tackett ([jtackett@khsaa.org](mailto:jtackett@khsaa.org)). If Mr. Tackett is for some reason not available, Associate Commissioner Butch Cope ([bcope@khsaa.org](mailto:bcope@khsaa.org)) is the backup contact.

Media, broadcast/webcast and statistics inquiries should be directed to 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 can refer you to the correct party.

### COVID-19 GUIDANCE

The KHSAA's complete "Healthy at Sports, Stage 3 - Performance, Return to Competition: Considerations for Fall Sports" document for football can be found at the following link: <https://bit.ly/3nnFr0o>.

In addition to football specific guidance, this document includes guidance for all sports, officials and officiating, COVID-19 Medical Evaluation and Return-to-Play protocol, as well as the KHSAA's COVID-19 Return to Play Form.

The information in this document should be thoroughly reviewed by all managers, participants and spectators attending a playoff contest.

REMINDER - Any individual with symptoms of COVID-19 or failing the required temperature check shall not be admitted.

Guidance is broken into three areas:

- **REQUIRED-** These standards are required at all sanctioned contests.
- **RECOMMENDED-** These standards are best practices during all contests during the pandemic and are therefore recommended for all contests.
- **CONSIDER-** While these items are also best practices during this time, local site discretion should be exercised to determine if these items are practical and feasible for use at the contest.

### MASKS, FACE COVERINGS AND SOCIAL DISTANCE (REQUIRED)

**Public Health Standards and General Areas of Consideration for Both Practices and Contests by Students, Staff and all Involved**

#### BASIC MASK/FACE COVERING INFORMATION

All individuals entering a venue before, during, and after a contest shall wear a mask/face covering.

Failure to adhere to the mask/face covering requirement will be grounds to be removed from the premises without refund for ticketing.

All administrators, spectators, workers, coaches and non-competitors (including substitutes and sideline cheerleaders shall wear a mask/face covering at all times.

Only the exercising athletes and assigned contest officials in the game on the court/field/mat at that specific moment are exempt from wearing a mask/face covering at all times.

A "gaiter" with multiple layers of cloth complies with this requirement provided it is properly worn covering the nose and mouth when the player is not participating and can easily slip down around the neck during participation.

A splash shield attached inside a football helmet covering both the upper and lower parts of the inside of the helmet to cover the nose and mouth complies with the requirement provided the helmet is being worn.

Anyone who is not engaged in strenuous physical activity as a participant is to be wearing a mask/face covering.

All spectators must wear masks unless they are eating or drinking at the moment, or seated more than six-feet away from all other spectators and only seated with individuals who reside in the same household.

If these individuals move to another venue location, they are to wear masks when moving.



## 2020 State Football Playoffs - Rounds 1-4 Instructions

Being more than six-feet away from other individuals does NOT waive the requirement to wear a mask unless all of the group resides in the same household.

### **MASK/FACE COVERINGS DURING WORKOUTS, PRACTICES AND COMPETITIONS BY ATHLETES**

A mask/face covering is permitted for all participants at any time.

If a mask becomes saturated with moisture from breathing or sweat, a coach or athlete should change into a dry mask as a wet mask is less efficient at filtering bacteria and viruses.

Masks should only be worn once during practice, workouts, or competition and then replaced with a fresh mask.

All reusable cloth masks should be cleaned ideally in a washer with hot water and soap and then dried before the next use.

Ironing a cloth on the highest setting possible for the material can also assist with disinfection after washing and drying.

There are now multiple commercial reusable mask options available for use during exercise.

### **SOCIAL DISTANCING (ALL REQUIRED WHERE PRACTICAL AND FEASIBLE)**

Social distancing of at least 6 feet shall be maintained at all times, where feasible.

No hugging, high fives, shaking hands, or fist bumps for support/encouragement.

Behavior shall be modeled by adults, who must insist on compliance by students.

Social distancing shall be maintained during the National Anthem and on sidelines.

Outdoor sports may need to extend bench areas to permit social distancing.

Indoor sports may need to use lower-level bleachers or multiple levels of seating to ensure social distancing among team members before addressing attendees.

Be mindful as we teach the students, it won't be like this forever!

### **CROSS-REFERENCE TO OTHER GUIDANCE**

While this section deals with sports-specific guidance, all involved in the athletic program are expected to reference all guidance standards, including the many that may be non-sports specific.

These differences in the guidance are necessitated by the differences in sports, facilities, and geographic areas, differences which are pronounced during normal years, and magnified this school year.

Portions of the football specific section of the document are included below.

### **SEASON LIMITATION AND CONTEST ADJUSTMENTS**

The limit of games for the season (not including postseason) is 9 with no more than one (1) game per week at each level.

Each athlete is limited to eight quarters per week from Friday through the following Thursday, starting September 11:

- Games in which periods are longer than six minutes, each quarter played counts as one (1) quarter towards this limitation.
- Games in which periods are six minutes or less, each quarter played counts as ½ quarter toward this limitation.

The last official regular season contest can be held on November 7.

Postseason play, at this time, is scheduled to begin the week of November 9 with championship play currently scheduled to end the week of December 7.

All teams eliminated would be permitted to play additional contests before the week of the state championship provided teams don't exceed the contest limit.

Due to contracts and re-scheduling, there are no scheduling grid restrictions for member schools having to adjust district games.

### **ADMINISTRATIVE AND FIELD SETUP**

Rules revisions regarding the team box shall be marked for each contest with either temporary or permanent markings. (REQUIRED)

Rosters are restricted to a limit of 60 players in uniform and participating in warm-ups and competition. (REQUIRED)

All non-uniformed team members who are not essential to game management shall be seated in the bleachers or general seating area and able to socially distance from other groups. (REQUIRED)

Suspend pregame protocol of shaking hands during introductions. (REQUIRED)



## 2020 State Football Playoffs - Rounds 1-4 Instructions

Suspend postgame protocol of shaking hands. (REQUIRED)

Before, during, and after the contest, players, coaches, game officials, team personnel and game administration officials should wash and sanitize their hands as often as possible. (RECOMMENDED)

Maintain social distancing of 6 feet at all times while on the sidelines and on the field of play when possible. (REQUIRED)

Everyone should have their own drink container that is not shared. (REQUIRED)

Cloth face coverings are permissible for all coaches and team staff and all game administration officials. (REQUIRED)

Gloves are permissible for all coaches and team staff and all game administration officials. (REQUIRED)

Try and limit the number of non-essential personnel who are on the field level throughout the contest. (REQUIRED)

If available, dressing facilities for game officials and teams should be large enough for them to use social-distancing protocols and shall be properly cleaned and sanitized before their arrival. (REQUIRED)

It is a recommendation RECOMMENDED to eliminate the normal "circle" huddle for those teams that use a huddle and to utilize a choir huddle (example listed at <https://bit.ly/3aWReNw>). (RECOMMENDED)

### FOOTBALLS AND FOOTBALL CLEANING

All footballs should be regularly and routinely cleaned.

Balls should be managed by competent individuals (ball managers) who are capable of the rigors of keeping them sanitized without game delay.

The ball may be switched as often as the ball managers can efficiently allow for sanitization and return, up to and including changing balls each play.

The ball managers should attempt to keep at least three good game balls always available, one in play, one being cleaned, and one ready for the next play.

Spalding Sport Ball cleaning recommendations follow CDC, state, and local guidelines for health and safety.

The following link provides common definitions for Sterilization, Disinfection, and Cleaning in Healthcare Facilities, but may be useful for one attempting to clean a ball (including; basketball, softball, football, soccer, volleyball, and baseball) with cover material made of leather, composite, or PU leather - <https://bit.ly/31qomK9>

To ensure applicable health and safety protocols, the user is responsible for determining the best method based on ball covering material, playing environment, and cleaning intervals.

#### Soap and Water Method

- Dirt and debris can be removed by using a damp cloth with soap and water, using moderate pressure.
- Be careful not to oversaturate the ball.
- Allow to air dry.

#### Disinfecting Wipe Method

- Limited disinfecting may be achieved by using a disinfecting wipe and moderate pressure to wipe the entire surface of the ball.
- Be careful not to oversaturate the ball.
- Allow to air dry.

Spalding does not recommend using bleach and alcohol-based cleaning products, or excessively frequent cleanings, as those may degrade ball covering material and ball markings, and impact overall ball performance.

Spalding will continue to review all available information and will update recommendations as new developments occur.

### PLAYER EQUIPMENT

#### TOOTH AND MOUTH PROTECTORS [RULE 1-5-1D(5)] (FROM AUGUST 2020 NFHS SMAC POSITION STATEMENT)

The best evidence to date shows us that the COVID-19 is spread through respiratory droplets.

Saliva from mouthguards is unlikely to be a significant source of infection transmission.

However, we recognize that parents and others may find the prospect of athletes frequently placing and removing a mouthguard concerning.



## 2020 State Football Playoffs - Rounds 1-4 Instructions

Given this reality, the NFHS SMAC suggests that state associations develop statements instructing athletes to refrain from the removal of mouthguards while on the playing field, court, rink, or mat.

If mouthguards are removed on the sidelines or bench area, the athlete should use hand sanitizer each time after touching the mouthguard.

A properly fitted mouthguard is required by rule in Football.

### **TOOTH AND MOUTH PROTECTORS [RULE 1-5-1D(5)]**

All tooth and mouth protectors shall be attached to the helmet. (REQUIRED)

### **SPLASH SHIELDS, FACE SHIELDS, AND HELMETS WITH FACE MASKS (SECTIONS ADAPTED FROM THE NFHS SPORTS MEDICINE ADVISORY COMMITTEE, POSITION STATEMENT, AUGUST 2020)**

Splash Shields may be attached to the inside of the helmet and inside of the face mask to prevent respiratory droplets from spreading.

Face shields may be of a commercial brand or third-party created but must be absent of tint as concussion recognition remains critical.

Cloth masks/face coverings (that tie to the head or loop around the ears under the helmet) are permissible to be worn under the face mask. (REQUIRED)

These types of masks/face coverings have no restrictions on color. (REQUIRED)

The NFHS SMAC does not recommend anything – mask/face covering or shield on the outside of any face mask for any sport but it should be worn on the inside of the face mask for risk minimization issues as they want the face mask in front of it. (REQUIRED)

Plastic shields covering the entire face (unless integrated into the face mask and attached to the outside of the mask of the helmet and clear without the presence of any tint) are not allowed during the contest per NFHS rules.

The NFHS SMAC is always concerned that any product or device that attaches to the helmet and/or face mask will void the National Operating Committee on Standards for Athletic Equipment (NOCSAE) certification and will automatically void the manufacturer's warranty and/or lead to the potential of an unintended injury. NOCSAE stated the following with regards to facial coverings attached to the face mask: "A face covering attached to a faceguard would not automatically void the NOCSAE certification of compliance with our NOCSAE standard, assuming it does not attach permanently to the faceguard and has no rigid components that might protrude in to the facial area." "The helmet/faceguard manufacturer has the ultimate final say as to what can and cannot be attached to their face mask." (CONSIDER)

Please be aware of this information from the NOCSAE as it does apply to products that were not made by the manufacturer of the helmet and/or face mask: <https://bit.ly/3jbtHet> (CONSIDER)

### **OFFICIATING (MECHANICS)**

The position of the Umpire in a 5- and 7- person crew shall have the initial position in the offensive backfield, on the side of the center opposite the Referee. (ADOPTED FOR 2020-21)

The position of the Umpire in a 3- or 4- person non-varsity crew shall be 9 to 10 yards behind the defensive line of scrimmage. (RECOMMENDED)

The repositioning of the Umpire does not change any responsibilities and coverage assignments. (REQUIRED)

There will be no requirement to work a pre-determined number of games per position for the 2020-21 playoff contests. (ADOPTED FOR 2020-21)

### **PRE-GAME, PRE-GAME CONFERENCE, COIN TOSS AND OVERTIME PROCEDURES (ADOPTED FOR 2020-21)**

During the pre-game field inspection period, perform the coin toss, limit attendees to the referee, umpire, and the head coach from each team.

If the host requests the toss to be re-enacted before the game, only the Referee, Umpire and Head Coach will come onto the field and all should maintain social distancing principles during the reenactment.

No handshakes before and following the coin toss.

Maintain social distancing of 6 feet while performing all pregame responsibilities with all officiating crew members, game administration staff, line-to-gain crew, clock operators, individuals handling the balls during the game, and team personnel.





## 2020 State Football Playoffs - Rounds 1-4 Instructions

For the overtime procedure, use the same procedure as used at the start of the contest for the coin toss.

### **OFFICIATING (RULES) (ADOPTED FOR 2020-21)**

#### **TEAM BOX (RULE 1-2-3G)**

The team box is extended on both sides of the field to the 10-yard lines (for both teams) for more social-distancing space for the teams.

The coaches' area (sideline to two yards off the field) is eliminated for 2020 and is a restricted area at all times except for a charged time-out to allow for freedom of movement and social distancing by officials, chain crews, and ball runners.

Maintain social distancing of 6 feet at all times while in the team box.

Do not share uniforms, towels, and other apparel and equipment.

#### **BALL (RULE 1-3-2)**

The ball should be cleaned and sanitized throughout the contest as recommended by the ball manufacturer (see FOOTBALL AND FOOTBALL CLEANING section of this document).

The ball holders should maintain social distancing of 6 feet at all times during the contest.

#### **HELMET FACE MASKS/FACE SHIELDS [RULES 1-5-1A, 1-5-3C(4)]**

Cloth face coverings are permissible by players in the game.

Plastic shields covering the entire face (unless integrated into the face mask and attached to the inside of the helmet and clear without the presence of any tint) shall not be allowed during the contest.

See the details of FACE SHIELDS AND HELMETS WITH FACE MASKS in this section and the details of the main document labeled MASKS/FACE COVERINGS for important details.

#### **GLOVES (RULE 1-5-2B)**

Gloves are permissible but still must comply with Rule 1-5-2b by meeting either the NOCSAE Standard or the SFIA Specification.

#### **STATE ASSOCIATION ADOPTIONS (RULE 1-7)**

Each state association may adopt other playing/administrative rules for football for the 2020 season that would decrease exposure to respiratory droplets and COVID-19.

This notation will allow for leniency for individuals (at the discretion and with approval of the coach deciding to wear gloves provided they don't unfairly enhance the ability of the player to catch or maintain a grip on the football.

#### **CHARGED TIME-OUTS AND AUTHORIZED CONFERENCE (RULES 2-6-2, 3-5-3, 3-5-8)**

A single charged time-out may be extended to a maximum of two minutes in length as needed to ensure water distribution.

The authorized conference for the charged time-out should take place between the 9- yard marks and not at the sideline for social-distancing purposes. (It would be permissible for more than one coach to be involved in this conference and for technology to be used.)

Each game official and player should have their drink container brought out to them on the field.

Player hydration standards should reflect the section labeled "HYDRATION/FOOD" in the All Sports Guidance.

#### **INTERMISSION BETWEEN PERIODS AND AFTER SCORING (RULE 3-5-7L)**

The intermission may be extended to a maximum of two minutes between the first and second and the third and fourth periods and following a try, successful field goal or safety, and before the succeeding free-kick. (REQUIRED)

### **DUTIES SUMMARY STATEMENT**

Refer to the Kentucky High School Athletic Association Handbook rules and regulations governing the football playoffs, which is included as a link at the end of these instructions.

You should familiarize yourself with these provisions and review them at your meetings to ensure understanding from the coaches and the management of a smooth event.

Any required forms for your reports are included at the end of these instructions as links.

### **REFERENCE TO TEAM ALIGNMENT**

Teams are aligned into eight (8) districts within six (6) enrollment based classes.



## 2020 State Football Playoffs - Rounds 1-4 Instructions

The current alignment is available on the football page of the KHSAA website and included as a link at the end of these instructions.

Only schools on the list of aligned teams are eligible to enter the playoffs.

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

#### POSTSEASON ROSTERS

Postseason participants must be designated from the freshmen, junior varsity or varsity rosters, which are maintained through the KHSAA member school website throughout the regular season.

Roster revisions must be made before the first date of the postseason when online rosters are closed and considered final.

Schools must log into the KHSAA website and designate their postseason roster, which is separate from the regular-season varsity roster.

Only players appearing on the school's postseason roster as of the first date of the postseason are eligible to participate in any round. No additional players may be added to the roster following that deadline, including those teams that advance to the state tournament.

The online, postseason roster may be printed from the KHSAA website as the valid listing of available players.

This roster information is also used for advance preparations for state qualifying teams.

#### 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.

#### 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, Spalding will be providing four (4) footballs which will be sent to the participating schools.

Each participating school in the finals may choose to utilize the provided balls, or any other Spalding brand ball in the championship game.

### PLAYOFF PAIRINGS, BRACKETS, HOME SITES

#### PLAYOFF GAMES - DATES, SITES, TIMES

As of Nov. 7, 2020, the planned date for playoff competition to begin is Friday, Nov. 20, but is subject to change based on current events.





## 2020 State Football Playoffs - Rounds 1-4 Instructions

All playoff contests shall be held on Friday at 7 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.

A complete bracket of each Class is regularly updated and posted on the KHSAA website.

The parameters for developing the playoff brackets are contained in these instructions.

### PLAYOFF PAIRINGS

The top four (4) teams in each district as determined by intra-district records, after all tiebreakers have been applied, will qualify for the championship playoffs.

The finishing position within the district shall hereinafter be referred to as the "seeded position."

The first and second round games in all classes will be played within district.

The first place team in a district will host the fourth place team from that district and the second place team will host the third place team from that district.

A complete "bracket builder" to help clarify the brackets will be posted on the KHSAA website at the link listed at the end of these instructions.

### 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.

The winner of the second round games will be the District Champion and the team not winning that second round game will be the District Runner-up.

### PLAYOFF BRACKETS - THIRD ROUND, ALL CLASSES

For the region championship (third round), the pairings will be based on the Playoff RPI of the remaining teams as determined at the end of the regular season in all classes with pairings as follows:

- Highest remaining seed in regions 1-4 will host the fourth-highest remaining in regions 1-4;
- 2nd highest remaining seed in regions 1-4 will host the third-highest remaining seed in regions 1-4;
- Highest remaining seed in regions 5-8 host the fourth-highest remaining in regions 5-8;
- 2nd highest remaining seed in regions 5-8 host the third-highest remaining seed in regions 5-8.

### PLAYOFF BRACKETS - FOURTH ROUND, ALL CLASSES

For the semi-state round (fourth round), the pairings will be based on the Playoff RPI of the remaining teams as determined at the end of the regular season in all classes with pairings as follows:

- Fourth round playoff games, for the purpose of determining the home team, will be based on Playoff RPI in all classes.
- Highest remaining seed hosts the fourth highest remaining seed;
- 2nd highest remaining seed hosts the third highest remaining seed.

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

The representatives of the two schools involved shall discuss and must agree in advance on the starting date and time, which shall be on Friday night at 7 p.m. local time, unless the two schools mutually agree to a change.

### EXPENSES

The representatives of the two schools involved shall discuss and must agree in advance on mileage and other travel allowances for the visiting team.



## 2020 State Football Playoffs - Rounds 1-4 Instructions

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 representatives of the two (2) schools involved shall discuss and must agree in advance on the price of admission, number of passes given to each school, and the distribution of any reserved seats.

### CONCESSIONS

The representatives of the two schools involved shall discuss and must agree in advance on 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

The representatives of the two schools involved shall discuss and must agree in advance on the purchasing additional liability insurance if needed.

### ROSTERS

Rosters are restricted to a limit of 60 players in uniform and participating in warm-ups and competition.

All non-uniformed team members who are not essential to game management shall be seated in the bleachers or general seating area and able to socially distance from other groups.

### CEREMONIES

The representatives of the two schools involved shall discuss and must agree in advance on 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 consideration includes the option to extend halftime to 20 minutes.

### OFFICIALS

For the first round, the use of seven (7) officials is only permissible if agreed by both teams.

For all other rounds, the assignment of officials will be for a seven-person crew in accordance with the details mentioned later in these instructions.

### AGREEMENT ON FINANCES AND GAME PROCEEDS

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

Per the Constitution of the Association, the proceeds of all playoff games through the third round shall remain with the schools.

Per Board of Control action and unless otherwise altered, the proceeds of all fourth round games shall remain with the schools.

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.

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

- Method 1:
  - o 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.
  - o 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.
  - o 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:
  - o The second method is a split of the gate after agreed expenses, which would involve the following:
  - o Allowing for the cost of the trophies and the game officials.



## 2020 State Football Playoffs - Rounds 1-4 Instructions

- o 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.
- o Determining and agreeing in advance on the expense allowance for the visiting team for mileage, meals and lodging if applicable.
- o 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).
- o Split the balance between the two teams after payment for the items listed above.

If no agreement exists in advance, the Method 1, as detailed above, shall govern the finances.

All expenses not agreed to by the two schools PRIOR to the game will not be allowed to be included prior to the division of net proceeds.

### PLAYOFF 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.

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 only 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 following mutual agreement.

Requests for a seven-person crew for a first 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.

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 following mutual agreement.

Requests for a seven-person crew for a 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.

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.



## 2020 State Football Playoffs - Rounds 1-4 Instructions

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

### FACILITIES AND SECURITY

#### COVID-19 GUIDELINES

The host is responsible for adherence to COVID-19 guidelines in accordance with normal home event procedures.

#### RISK MANAGEMENT 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.

Due to the fact that 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 unsporting behavior will not be tolerated.

#### SIGNAGE, BALLOONS, NOISEMAKERS AND BAND PERFORMANCES

Signs/banners are permitted at the facility but must be of good taste and sportsmanship.

The signs/banners must be handheld or attached in a manner not to damage the existing structure.

The signs/banner shall not cover any corporate signage or obstruct the view of patrons.

Amplified noisemakers or items that replicate game management cues are not permitted inside the facility. These items include, but are not limited to: air horns, electronic amplifiers, portable sound systems, instruments that require additional electricity, game clock horns and whistles.

Artificial noisemakers (non-mechanical and non-powered) are permitted provided they do not interfere with game administration, however, the admittance of the items is a venue specific decision.

Balloons, which can block the view of other patrons, are not permitted at the event.

Only venue provided amplified music and band performances are permissible, but only during pregame, natural and planned breaks/timeouts and when the clock is stopped and the ball is not in play.

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

Halftime shall be 15 minutes.

The home team shall have the right to perform first if both bands desire to play.

The admission price (if any) of school pep bands is a local decision.

#### WATER - COVID-19 GUIDANCE

Coaches and athletes are reminded to bring their own water bottles and no community dispensers can be used.

Refer to the "All Sports Guidance" section of the "Healthy at Sports" document (<https://bit.ly/3nnFr0o>) for multiple references to water, hydration and food guidelines.

### 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.



## 2020 State Football Playoffs - Rounds 1-4 Instructions

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 10 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.

### 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.

### 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](mailto:jangolia@khsaa.org)) to ensure the [Riherds.com/KHSAA](http://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.

### MEDIA AND INTELLECTUAL PROPERTY RIGHTS

#### RADIO BROADCASTS (ROUNDS 1-3)

A broadcast, as used in these instructions, is a non-video, audio only, live or delayed account, including play by play, of any contest.

The participating teams must agree on what, if any, rights fee is to be charged to a radio station broadcast team (radio or online) or outlet (radio or online) broadcasting the event.



## 2020 State Football Playoffs - Rounds 1-4 Instructions

This fee is to be included in the gross revenue prior to distribution and is payable to the host school.

### **RADIO BROADCASTS (ROUND 4)**

No host manager of a fourth-round game or school may approve a live broadcast (radio or online) of a contest, as such requests shall be referred to the Communications Director of the KHSAA.

A broadcast, as used in these instructions, is a non-video, audio only, live or delayed account, including play by play, of any contest.

A rights fee is to be charged to a radio station broadcast team (radio or online) or outlet (radio or online) broadcasting the event. The mandated minimum fee schedule will be published annually by the Commissioner's office on the KHSAA website.

### **GENERAL MEDIA RIGHTS**

At all levels of competition during postseason play, control of media access and location at those contests is with the KHSAA, and as such, there are necessary policies and restrictions concerning this event and these provisions will be vigorously enforced.

In general, management of the execution of those assignments is assigned to the host KHSAA school's game manager.

The intellectual property, corporate, broadcasting and media rights to all postseason rounds belong exclusively to the KHSAA, including titling agreements and sponsorships.

No member school can sign an exclusive agreement for a postseason round (district, region, section, semi-state, quarterfinal) without agreement between the schools and approval from the KHSAA, including full compliance with NFHS Network restrictions and the KHSAA's participation within that network.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, managers shall make allowances for television media to record video of the contests, without play by play, at no charge as long as the sole purpose is for newscast highlights.

At all levels of KHSAA sponsored postseason events, including district, regional, semi-state, quarterfinal and state competition, managers are encouraged to make allowances for other media outlets to be admitted to the contests as long as the sole purpose is for reporting of the actions taking place at the contest and promoting the event.

Participating teams in KHSAA events shall be allowed to record the contest, for coaching purposes only, if space is available with such availability at the discretion of the tournament manager and may be required to sign a waiver indicating that the KHSAA shall be held blameless for any and all liability to those parties involved in the video recording.

Any video recording must not violate existing, acknowledged, written copyright protection or intellectual property agreements and cannot be broadcast in any form, including internet and social media.

If space is deemed available, the tournament manager has the right to designate a specific area for video recording and no video recording will be allowed outside of that area.

The determination of space availability is solely with the tournament manager and shall be equitable for all teams.

### **TELECAST/WEBCAST INCLUDING NFHS NETWORK RESTRICTIONS**

The KHSAA is a full member of the NFHS Network and as such, restrictions exist on all postseason levels.

A telecast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest over the air.

A webcast, as used in these instructions, is a video, live or delayed account, including play by play, of any contest distributed using the internet.

For district and region play, a fee schedule shall be approved annually by the Commissioner for any telecast/webcast and only those outlets paying such fee in advance shall be permitted to originate a telecast or webcast. The mandated, minimum fee will be published on the KHSAA website.

For district and region play in all KHSAA sports, a majority vote of the participating schools may set a higher fee than the required minimum and such vote may also recommend to the KHSAA that no broadcast be approved.

Any approved webcast (or telecast simulcast on a website) shall require the originator to provide a link to the telecast/website not less than 24 hours prior to the origination of the contest, and such link shall permit the Association to add the content to the NFHS Network menu of contests.

Failure of any approved webcast (or telecast simulcast on a website) to provide a link for inclusion on the NFHS Network will result in denial of approval.





## 2020 State Football Playoffs - Rounds 1-4 Instructions

The KHSAA is the only entity permitted to produce live or delayed video from state championship events including semi-state, quarterfinal and state rounds, and is the sole authority for approval of any other.

No entity, unless given prior approval by the KHSAA shall be permitted to produce video telecasts or broadcasts, with the exception of approved media outlets solely recording highlights for news use.

No host manager or school may approve live webcast or telecast of a contest, such requests shall be referred to Communications Director of the KHSAA.

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

For all postseason play, all questions regarding live or delayed broadcast or telecast policies, including requests for approval shall be referred to the Communications Director for approval by the Commissioner.

### **MUSIC COPYRIGHT**

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

### **FILMING**

External power sources may not be used by patrons.

Spectators may film with a hand-held camera from the spectator area, but may not in any manner transmit live video through any resource, including personal social media accounts.

Violators are subject to removal.

### **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.



## 2020 State Football Playoffs - Rounds 1-4 Instructions

- 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.

### 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 RESPONSIBILITIES

#### 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](mailto:jangolia@khsaa.org)).

#### FINANCES AND FINANCIAL REPORT

Complete the Financial Report form FB102 and return to the KHSAA via email at [fb@khsaa.org](mailto:fb@khsaa.org) within one (1) week of the game.

#### NFHS STATISTICS 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 (1) 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](mailto:jtackett@khsaa.org).

### TROPHIES

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

There are to be no post-game mass gatherings to present awards.

#### SECOND ROUND

A trophy labeled District Champion and a trophy labeled District Runner-up will be sent to the manager of the second round games.

These trophies should be delivered to the teams as they are exiting the stadium for presentation by the school at a later time.



## 2020 State Football Playoffs - Rounds 1-4 Instructions

The trophy bill is to be paid for from the proceeds of the second 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 \$139.76, 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 delivered to the teams as they are exiting the stadium for presentation by the school at a later time.

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 \$147.08 for the two trophies plus shipping.

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

### 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 delivered to the teams as they are exiting the stadium for presentation by the school at a later time.

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 \$150.80 for the two trophies plus shipping.

### IMPORTANT WEBSITE LINKS

- [KHSAA Football Website including Brackets, Cross Bracketing Charts and Bracket Builder Guides](#)
- [Healthy at Sports, Stage 3 - Performance, Return to Competition: Considerations for Fall Sports - Football](#)
- [COVID-19 Media Guidance](#)
- [Football Broadcast Fee Payment](#)
- [Competition Rules](#)
- [KHSAA Handbook, Policies Section](#)
- [FB102 - Financial Report - \(DOCX\) \(PDF\)](#)
- [FB105 - NFHS Stats Report](#)
- [FB106 - Game Time and Date Submission](#)
- [Officials Assignments](#)