

2009 FOOTBALL ANNOUNCEMENTS

Very Important Dates

August 17	First practice without pads
August 20	First practice with pads
Aug.-Sept.	Series 1 Area Supervisors' meetings
August 30	Due Date - Online submission of answers - NFHS exam
Sept. 2	First possible date for competition
Sept. 4	First Friday date for competition
Sept.-Oct.	Series 2 Area Supervisors' meetings
October 7	2010-2011 Scheduling Meeting, Salina (10:00 AM)
October 12	Football Facilities & Officials Recommendations DUE to KSHSAA
November 3	Bi-District games (Class 4A, 3A, 2-1A and 8-Man Division I & II)
November 6	Regional games (Class 6A and 5A)
November 7	Regional games (Class 4A, 3A, 2-1A and 8-Man Division I & II)
November 13	Sub-state games (8-Man Division I & II) — Sectional games (11-Man)
November 20	Sub-state games (11-Man)
November 21	State Championships (8-Man Division I & II)
November 28	State Championships (11-Man)



KSHSAA RULES MEETINGS

1. Beginning this school year (2009-10) KSHSAA registered football officials and head football coaches (MS/JH and HS) have two options for meeting the requirement of attending a KSHSAA football rules meeting. Option 1) is to attend in person one of the KSHSAA conducted rules meetings. Option 2) is to view the KSHSAA rules meeting off the KSHSAA web site. Complete information re: the process to follow to use the on-line web site rules meeting was sent to all KSHSAA football officials and to all KSHSAA member schools during the summer.
2. Attendance Cards for all Varsity MS/JH and HS head football coaches and for all KSHSAA registered football officials attending in person the KSHSAA rules meeting were sent to schools and officials. Extra attendance cards are available at all KSHSAA rules meetings for any coaches or officials who failed to bring their attendance card with them to the meeting.
3. Rule 10 Coaches—turn in the **WHITE** coaches attendance card and indicate “RULE 10” on the card

prior to turning the card in at the end of the meeting.

4. Officials—turn in the **GREEN** colored rules meeting attendance card at the conclusion of the rules meeting.
5. Online Rules—Meetings attendance information for officials and coaches will be recorded following their completion of the on-line rules meeting.

PLAYER SAFETY

6. Coaches and officials are both responsible for promoting the safety of all students participating in football by:

Coaches responsibilities include but are not limited to the following:

- Making sure that **each football helmet** has a **VISIBLE, EXTERIOR WARNING LABEL** (labels maybe secured from the school helmet supplier, reconditioner or manufacturer) and the **NOCSAE** label for both the helmet and the face mask;
- Checking the **size and fit** of all player equipment (both at the time of check out and during the course of the season);

- **Reviewing and applying** the information and safety guidelines in the “Hot Weather Tips”, “Heat/Cold Index” and “Lighting Guidelines” provided to each KSHSAA member school;
- **Monitoring and following up** on any injury sustained by a student (**especially any involving the head and/or spinal cord**);
- **Teach only legal blocking and tackling techniques** – correct any techniques that are not legal by rule;

Official’s responsibilities include but are not limited to the following:

- **Penalize illegal blocking and tackling techniques;**
- **Working as a team, keep all players in view** during play;
- **Have good “off-ball” coverage during play.**
- **By working together a safe environment for the players can be provided.**

FOOTBALL TESTS

7. **All head coaches (MS/JH and HS) and all KSHSAA registered football officials MUST** take the NFHS 2009 Part I football test.

8. NFHS Part I tests were mailed to the AD's at all schools. Coaches who do not score 90% on this test are required to take the KSHSAA Part II football exam.
9. NFHS Part I tests were included in the Officials football packet. There is no "re-test" for officials – officials who fail to score 90% on the NFHS test are not eligible for post-season assignment for that year.
10. **All head coaches and all officials** are to submit answers to the NFHS Part I test using the on-line submission process. Coaches will need to use your school ID and the coach/sponsor password in order to submit your answers on-line. Officials will need to use your officials number and password to submit your answers on-line. **BOTH COACHES AND OFFICIALS** – keep a copy of your on-line submission verification form in case challenges to the on-line submission process arise.
11. **The due date for submission of the answers to the NFHS Part I test is AUGUST 30, 2009.**
12. The KSHSAA permits officials-coaches to work on the test individually or as part of a group. Review-discussions as you work through the questions on the test will assist in understanding the NFHS rules. **NOTHING IS GAINED IF OFFICIALS AND/OR COACHES ONLY COPY SOMEONE ELSE'S ANSWERS!** If that happens, no one gains – everyone involved in such a process for securing answers to test questions loses – plus it reflects poorly upon the professionalism of all parties involved. If the questions require clarification **CONTACT THE KSHSAA.**
13. The member school will be assessed a fine if the head coach does not submit the answers on-line by the due date (August 30).

OFFICIALS

14. Officials not previously registered with the KSHSAA in football who fail to attend a KSHSAA football rules meeting or who fail to submit the answers for the NF Part I test will have their registration voided.
15. Officials previously registered with the KSHSAA in football who fail to attend a KSHSAA football rules meet-

ing or who fail to submit the answers for the NF Part I test will be placed on probation or suspended.

16. It is now possible for officials to view via the KSHSAA web site their own officiating history with the KSHSAA. Information regarding this on-line history is accessible only to the registered official. Information on accessing your history was provided as an insert in your football official packet.

AREA SUPERVISORS MEETINGS

17. Officials are encouraged to attend meetings conducted by KSHSAA Area Supervisors during the season. These meetings assist officials in understanding rules via information, situations, play rulings and interpretations discussed at the meetings.
18. The **IVORY** area meeting card is to be turned in at Series 1 meeting. The **YELLOW** area meeting card is to be turned in at Series 2 meeting. The **BLUE** card is to be turned in if you attend a KSHSAA approved FB Officials Clinic.
19. Unless employed as league commissioners, KSHSAA Area Supervisors are not assigning agents. They may, by request, assist schools seeking officials to work games.
20. Area Supervisors are **NOT** to rule on problems of sportsmanship or eligibility or interpret KSHSAA rules concerning student eligibility.
21. Officials who miss either a KSHSAA rules meeting or an area supervisor's meeting due to illness, emergency or employment obligations beyond their control may request consideration from the KSHSAA to make up **ONE** of these meetings. Requests will be evaluated based on their individual merits. **Any request to make up a missed meeting must be submitted in writing to the KSHSAA and should reach the KSHSAA office within one week of the missed meeting.**

LOCAL OFFICIALS' ASSOCIATIONS

22. Meetings conducted by LOA's may count in lieu of area supervisors' meetings **PROVIDED** the LOA sends a clinician to the KSHSAA pre-season meeting with the KSHSAA

Area Supervisors. That meeting will be held in Topeka at the KSHSAA office on **August 9** and will begin at **10 a.m.**

CONTRACTS AND REPORTS

23. All game contracts between officials and schools should be in writing and should clearly set the date(s), time and financial arrangements. Please refer to the *KSHSAA Officials' Handbook* "Contracts and Contests" section for more information.
24. Officials should use the **NCR form** (*Officials' Report of Unusual Situations*) and schools should use **Form S** (*accessible online*) to report both positive and negative situations involving officials, coaches, players and fans. Such items as unprofessional or unsportsmanlike actions, misapplication of rules or flagrant unsportsmanlike actions should be reported to the KSHSAA. Additional forms are available from the KSHSAA.
25. All reports (positive or negative) are reviewed and followed up on by KSHSAA staff.

8-MAN 45-POINT RULE

26. All 8-Man games are subject to the 45-point rule. Any time following the first half of play, if one of the teams reach a point differential of 45 points or more, the game is ended. During the regular season (including District games), an exception to the 45-point may be used. The exception permits the following:

"Leagues or the administration from the two teams may agree, before the game, to allow a continuous running clock for the remainder of the game after a 45-point differential has been achieved. Only during officials' time outs, team time outs, end of the third quarter and for injuries will the clock stop. If the score drops below the 45-point differential, the clock will continue to run with the above exceptions."

This exception does not apply to bi-district, regional, sectional, sub-state or state championship games.

27. Officials—check with the **Administration** of the two schools **prior to the game** to see if they have mutually agreed to use the exception.

GAME ENDING PROCEDURES

28. KSHSAA permits by league adoption or by contractual agreement member schools to adopt a mercy rule. NF rules permit the shortening of periods or termination of the game in any emergency by mutual agreement of the coaches and referee.
29. 11-Man games during the playoffs are not subject to any league or contractual agreement regarding a mercy rule. The only applicable game ending rules for playoff games are KSHSAA or NF rules.
30. The "10-Yard Line Overtime Procedure" as published in the *NF Football Rules Book* shall be used to break ties in senior high varsity level football games. All senior high football games played in Kansas with in-state or out-of-state opponents during the regular season and all playoff games are subject to the 10-yard overtime procedure. For sub-varsity and/or middle/junior high school football games, schools may enter into agreements either through their leagues or by contract as to whether or not tied games will be subject to the overtime procedures.

11-MAN PLAYOFF FORMAT

31. Playoff format changes enacted with the 2002 football season affected both school teams and officials. **Please review the 2009-10 KSHSAA Football Manual to assist your understanding of the playoff format and process of qualification into the playoffs.**
32. Beginning with the 2010 football season, class 2-1A 11 man football teams will be assigned to 8 districts instead of 16 districts as is the case for the 2009 season. Their post season football playoff dates will mirror those of Class 6A and 5A.

8-MAN CHANGES

33. 8-man football fields should have either "7-yard marks" or properly numbered 5/10 yard lines to comply with NFHS rule. (See Eight-Player Rule 1 of 2009 NFHS rule book.)

OFFICIALS PLAYOFF ASSIGNMENTS

34. Assignment of officials to work playoff games will be done by the KSHSAA staff. Please review the *KSHSAA Officials' Handbook* for more explanation of the assignment process.

35. Officials must fulfill the following requirements for playoff assignment:
- Be a KSHSAA registered official in good standing with the KSHSAA;
 - Attended a KSHSAA FB rules meeting this year;
 - Completed and scored 90% or better on the NF Part I examination;
 - Attended both a series I and II area supervisors meeting (or fulfilled an in lieu of meeting requirement); and
 - Submitted an application for playoff assignment.
36. Due to the number of games conducted the first week of the playoffs, priority of game assignments will be given to crews whose members have fulfilled all requirements. This does not mean that only complete crews will be considered for assignment. All officials should still submit applications as mixed crews may be used for certain games and/or rounds.
37. To assist in making assignments, we are asking each referee to complete and send to the KSHSAA a "CREW CARD". We would request that this card be mailed to the KSHSAA on or before October 1, 2009.

38. **ALL SCHOOLS** are to complete and submit the **Officials' Recommendation form** found on the KSHSAA website and send it to the KSHSAA by **October 12**. Schools who fail to submit this form will be assessed a \$25 penalty.
39. Recommendations from schools will be factored into determining playoff assignments for officials.
40. From December 1 to December 31, officials may check to see how many total recommendations for post-season football assignment from KSHSAA member schools they received during the season. A detailed explanation of how to access that information will be provided in the Officials Football Packet.
41. Officials are not to solicit recommendations from coaches and/or schools. Please review *KSHSAA Officials' Handbook* for guidance on this matter.

KSHSAA RULES

42. Only coaches certified by the State Board of Education as a teacher/administrator or those individuals approved under the KSHSAA Rule

10 Coaches Aid process may coach at a KSHSAA member school. Do not use volunteers as coaches unless they have been approved under the KSHSAA coaches aid procedure.

43. Do not allow any student to practice or participate in any interscholastic game until their eligibility is verified. Eligibility rules regarding enrollment, attendance, age, transfer, scholastic standards and bona fide student status should be reviewed with the school administration prior to permitting a student to practice.
44. Coaches should check with your school administration prior to any coach or student involvement/participation in any football related activities outside the school practices or games to avoid violation of any KSHSAA rules.
45. **NO STUDENT (7-12) SHOULD BE ALLOWED TO PRACTICE UNTIL THEY HAVE ON FILE WITH THE SCHOOL A CURRENT KSHSAA PHYSICAL EXAMINATION FORM.**
46. **KSHSAA Rule 35:** No middle/junior high or high school football **team** may participate in an interscholastic football game until it has **14 days of team practice**. No **student** may participate in an interscholastic football game until they have participated in **9 days of team practice**.

STATE ASSOCIATION ADOPTED PRE-GAME COIN-TOSS

- At the meeting between the coaches and officials, a decision will be made regarding the game coin-toss.
- The coin-toss will be conducted under the following guidelines. One of two possible procedures will be used.
 - A preliminary coin-toss will be conducted no later than fifteen (15) minutes prior to the scheduled game starting time. A simulated coin-toss will then be held on the game field three (3) minutes prior to the scheduled game time.
 - If no preliminary coin-toss is conducted, the coin-toss will be conducted three (3) minutes prior to the scheduled game time on the game field.
- If coaches can not agree on which procedure to follow, then one coin-toss will be conducted on the game field three (3) minutes prior to the scheduled game time.
- Team captains from both teams will be present at any coin-toss or simulated coin-toss.

***The KSHSAA Code of Ethics
for Coaches, Directors, Aides,
Adjudicators, Judges and Officials***

Believing that mine is an important part in the nationwide school activity program, I pledge to act in accordance with these principles:

1. I will honor contracts regardless of possible inconvenience or financial loss.
2. I will study the rules, observe the work of other coaches, directors, adjudicators, judges, or officials and will, at all times, attempt to improve myself and the activity.
3. I will conduct myself in such a way that attention is drawn not to me but to the young people participating in the contest.
4. I will maintain my appearance in a manner befitting the dignity and importance of the activity.
5. I will cooperate with the news media in the interpretation and clarification of rules and/or other areas relating to good sportsmanship, but I will not make statements concerning decisions made during the contest.
6. I will uphold and abide by all rules of the KSHSAA and the National Federation.
7. I will shape my character and conduct so as to be a worthy example to the young people who participate under my jurisdiction.
8. I will give my complete cooperation to the school which I serve and to the KSHSAA which I represent.
9. I will cooperate and be professional in my association with other coaches, directors, adjudicators, judges or officials and will do nothing to cause them public embarrassment.
10. I will keep in mind that the contest is more important than the wishes of any individual.
11. I will make responsible decisions about consumption of alcohol, including abstinence from alcohol at least twelve hours prior to a contest in which I will be involved.
12. I will not use tobacco products while directly involved in interscholastic activities.

***KSHSAA Recommended
Procedures to Consider When
Inclement Weather Occurs During
a Contest***

KSHSAA Recommended Procedures to Consider When Inclement Weather Occurs During a Contest
The safety of athletes (participants), spectators, coaches/directors, school personnel, and all others present at an athletic contest must be the first and foremost concern to the contest officials and building administrators.

1. When an interscholastic contest has been scheduled and dangerous playing conditions exist or severe weather is anticipated, the following should be considered:
 - a. Prior to beginning an athletic contest when severe weather is anticipated the head contest official and the principals of each school, or their designees, will meet to review the suspension and/or postponement procedures. This would include any playing rule book coverage;
 - b. The host school administrator will be responsible for informing contest officials, visiting school administrators and, if applicable, the individual responsible for public address announcements of designated shelter areas;
 - c. If a tornado WATCH has been issued, the host team building administrator and the head contest official will notify coaches, school administrators and, if applicable, the individual responsible for public address announcements that the possibility of abrupt suspension of play exists;
 - d. If a tornado WARNING has been issued, the contest should be suspended immediately. Participants, spectators, and all personnel involved with the contest will be advised to "take cover." The procedure will be announced, when available, over public address system;
 - e. Game officials and on site school administrators should monitor all weather conditions. If dangerous or severe weather is anticipated, on site school administrators should either have with them monitoring equipment to alert them to the threat of lightning or have access to emergency weather information which can

provide them with information as to the threat of lightning within the vicinity. When lightning is observed in the vicinity of a contest conducted outdoors, play should be suspended. If dangerous or severe weather conditions occur, on site school administrators should inform the game officials and a suspension of play should occur. Student participants should be removed from the field at that time. On site school administrators and game officials should monitor weather conditions in order to make a determination as to whether play should resume or the game postponed and resumed at a later date/time. If the decision is made to resume the game, the game will be resumed from the point of interruption.

- f. If any other life-threatening condition occurs, play should be suspended immediately and predetermined directions to safe locations will be announced.
 - g. Should a game be suspended for any reason, school team videotapes, etc., of the game should be confiscated by building level administrators until the game is resumed. NFHS rule (1-6-1) provides that it is unsportsmanlike conduct to use such items for coaching purposes during the game. Since the game has not concluded, it would be a violation for coaches to review/use such items during the period of the suspension of the game.
2. When a suspension of a contest occurs, the following should be considered:
 - a. If the suspension is forty-five minutes or greater, resuming at a later date should be considered;
 - b. When it appears that weather conditions are no longer a threat to the safety of participants, spectators or contest officials, administrators from all schools involved will meet with the head contest official to determine if play will continue. If any administrator or the head contest official casts a negative vote for play to resume, the suspension should continue;
 - c. If play is to be resumed, contestants will be given a least a fifteen (15) minute warm-up period prior to competition.
-