

2011 FOOTBALL ANNOUNCEMENTS

Very Important Dates

August 1	ONLINE FOOTBALL RULES MEETING GOES LIVE (for both officials and coaches) ONLINE FOOTBALL EXAM GOES LIVE (for both officials and coaches)
August 15	First practice without full pads - helmets only
August 18	First practice with full pads
August 22	Deadline for football officials to register with the KSHSAA
August 26	ONLINE FOOTBALL RULES MEETING ACCESS ENDS
August 30	ONLINE FOOTBALL EXAM SUBMISSION ENDS
August 31	First possible date for games
Aug.-Sept.	Series 1 Area Supervisors' meetings – schedule posted on KSHSAA web site
Sept. 2	First Friday date for competition
Sept.-Oct.	Series 2 Area Supervisors' meetings – schedule posted on KSHSAA web site
October 5	Release 2012 & 2013 Football Districts Scheduling meeting at Salina Bi-centennial Center – 10:00 am
October 10	Football Facilities & Officials Recommendations DUE to KSHSAA
November 1	Bi-District games (Class 4A, 3A and 8-Man Division I & II)
November 4	Regional games (Class 6A, 5A and 2-1A)
November 5	Regional games (Class 4A, 3A and 8-Man Division I & II)
November 11	Sub-state games (8-Man Division I & II) — Sectional games (11-Man)
November 18	Sub-state games (11-Man)
November 19	State Championships (8-Man Division I & II)
November 26	State Championships (11-Man)



KSHSAA RULES MEETINGS – OFFICIALS MECHANICS MEETINGS

1. Beginning this year, **ALL KSHSAA RULES MEETINGS WILL BE PRESENTED ONLY VIA THE ONLINE RULES MEETING METHOD**—there will no longer be face-to-face rules meetings conducted by KSHSAA Staff.
2. Information re: the procedure coaches are to follow to access the online rules meeting will be sent to the Athletic Directors at each KSHSAA member school.
3. On an every other year basis, the KSHSAA will be conducting face-to-face **OFFICIALS' MECHANICS MEETINGS**. These meetings will be conducted the year that the NFHS Officials' Manuals will be printed. The **FOOTBALL OFFICIALS' MECHANICS MEETINGS** will be held in the summer/early fall of 2012. All KSHSAA registered football officials will be required to attend the Mechanics Meetings. A rules meeting will be included as part of the Officials' Mechanics Meetings.

4. Information re: the procedure officials are to follow to access the online rules meeting will be included in each officials packet sent to officials after they have registered.

Football Officials and football Head Coaches failing to complete the football online rules meeting during the period from August 1 through August 26 will not receive credit for fulfilling the rules meeting requirement.

OFFICIALS' REGISTRATION

5. Officials may register online or may print off a registration card from the "new officials" information posted on the official's side of the KSHSAA web site. Print off the registration card, fill it out and send to the KSHSAA with applicable fees in order to register. For the 2011-12 school year, officials must register online between June 1 and August 22.
6. Individuals who were not previously registered with the KSHSAA as a football official must fulfill both the rules meeting requirement AND comple-

tion of the online rules examination requirement or their football officials' registration with the KSHSAA will be voided.

RULES EXAMINATION

7. A rules examination will be sent to each KSHSAA member school Athletic Director during the summer of 2011. The rules examination will be included in the materials sent to the official by the KSHSAA when the official has registered with the KSHSAA. The rules examination for both coaches and officials will include the same set of total questions. When a head coach or an official begins the online submission of answers to the rules examination, the official or coach will be asked to provide answers to a series of questions taken from all of the questions that are included on the examination sent to the schools or included in the official's packet. Neither coaches nor officials will be required on the online examination to answer all of the questions but rather selected questions taken from the examination.

8. Coaches and/or Officials may study and review the questions on the examination as part of a group. However, when taking the online examination, officials and coaches may not be asked the same set of questions off the initial set of examination questions. The point being – study together but be prepared to be asked a different set of questions than someone you may have studied with is asked.
9. Officials who fail to score 90% or higher on the online examination will be ineligible for selection and assignment to any football playoff games (Bi-district, Regional, Sectional, Sub-State, State).
10. Head Coaches failing to fulfill the online rules examination by the due date, their school will be assessed a monetary fine by the KSHSAA.
11. Head Coaches who fail to score 90% or higher on the online examination will be required to complete the KSHSAA Part II football examination. If a coach fails to successfully complete the KSHSAA Part II football examination, the name of their school will be published in the KSHSAA Activities Journal.

The online examination begins on August 1 and end on August 30. Officials or Head Coaches failing to submit answers to the online during this period **WILL NOT RECEIVE CREDIT** for fulfilling the KSHSAA examination requirement.

KSHSAA OFFICIALS' HANDBOOK

12. The KSHSAA prints semi-annually the KSHSAA Officials' Handbook. This handbook will be new with the 2011-12 school year. The answers to many questions a person may have once they register with the KSHSAA as an official can be found in this publication. Since this year is a publication year for this Handbook and with the many changes that have been made in the rules meeting and examination requirements, it is important that ALL officials review this publication.

FOOTBALL AREA SUPERVISORS MEETINGS

13. There are no changes this year in the football officials' area supervisors meetings. Football area supervisors will be conducting two (2) meetings during the course of the 2011 season. Each area supervisor will conduct a Series I and a Series II meeting.
14. Materials and items discussed at the Series I meeting will vary from that discussed at the Series II meeting. These meetings are designed to provide officials with an opportunity to discuss and review

football rules items in more depth and detail than can be done during the online rules meetings.

15. While it is not a requirement that an official must attend these meetings in order to remain a registered football official, it is a requirement that an official must attend both a Series I AND a Series II meeting if they want to be considered for selection and assignment to any KSHSAA post-season football game.
16. If an official is unable to attend one series of meetings conducted by a football area supervisor they may request permission for the KSHSAA to "make-up" one series meeting. **SUCH REQUEST MUST BE IN WRITING AND SENT TO THE KSHSAA FOR CONSIDERATION.**
17. Neither area supervisors nor league commissioners are to rule on KSHSAA eligibility questions, KSHSAA participation rules or sportsmanship issues. Those items/concerns are to be brought to the attention of the KSHSAA (specifically the KSHSAA Assistant Executive Director who is the administrator for that sport).

For both veteran and new officials attending an area supervisors meeting is an important networking avenue for officials – this is especially important to a new or first year registered official.

OFFICIALS REPORT OF UNUSUAL SITUATIONS

18. Officials are asked to report any unusual situations (both positive and negative situations) to the KSHSAA through the submission of an "Officials Report of Unusual Situations".
19. This form is available to all KSHSAA registered officials on the individual official's page from the KSHSAA web site – log on to the officials' side of the KSHSAA web site using your officials ID and Password.
20. By submitting the form "online" it significantly speeds up the process through which schools and the KSHSAA can address those issues.
21. Additional information concerning these reports can be found in the KSHSAA Officials' Handbook.

SCHOOL REPORT ON OFFICIALS

22. If a KSHSAA member school coach/administrator believes an official(s) misapplied NFHS rule(s) or acted in an unsportsmanlike or inappropriate manner while carrying out their officiating duties, school administrators are asked to submit a "School Report on Officials". This form is available to each KSHSAA member school after

the school has logged on to the KSHSAA web site using the school ID and password for their school.

GAME ENDING PROCEDURES – KSHSAA POLICIES

8-man games – regular season

23. These games are subject to the 45-point rule. This rule provides that 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.
24. During the regular season (including District games), an exception to the 45-point rule may be used. This 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."

8-man games – post-season

25. In bi-district, regional, sectional, sub-state or state championship games, if a 45-point differential is reached any-time following the first half, the game is ended. The exception permitted in 8-man games during the regular season **DOES NOT APPLY** in post-season.

11-man games – regular season

26. The KSHSAA permits by league adoption or by contractual agreement KSHSAA member schools may adopt a "mercy" rule – game ending rule. Such league adopted mercy rules apply only during the regular season (including district games involving two schools from the same league).
27. NFHS rules permit the shortening of periods (including the use of a "running clock") or the termination of a game in any emergency by the mutual agreement of the head coaches and the referee (NFHS football rule 3-1-3). "Emergency" may be when weather, mechanical issues, unanticipated score differential issues, etc. occurring during the course of a game.

11-man games – post-season

28. The KSHSAA Executive Board has adopted the following policy.
 - a. A running clock shall be utilized in the second half of all KSHSAA 11-man playoff games once a differential of 45 points or more has been reached.
 - b. Once implemented, the running clock shall be utilized for the remainder of

the game, even if the point differential falls below 45 points.

- c. During a running clock, the clock shall be stopped only for charged time-outs, player injuries, at the end of the period/quarter, and following any score.
- d. In all 11-man post-season playoff football games other than the state championship game, the use of the running clock is mandatory.
- e. A running clock will not be used during the 11-man state championship football games.

OFFICIALS PLAYOFF ASSIGNMENTS

29. Assignment of officials to work playoff games will be done by the KSHSAA staff. Please review the KSHSAA Officials' Handbook for more detailed information and explanation of the assignment process.
30. Once officials are selected by the KSHSAA staff for post-season playoff assignment, officials will be notified of the assignment via the ARBITER program.
31. Officials must fulfill the following requirements before they can be considered for assignment to any playoff game:
 - a) Be a KSHSAA registered official in good standing with the KSHSAA,
 - b) Attended a KSHSAA Football (on-line rules meeting),
 - c) Attended the KSHSAA Officials Mechanics Meeting in years that these meetings are conducted (first year for this requirement for football officials will be summer/fall of 2012),
 - d) Completed and scored 90% or better on the required Football rules examination,
 - e) Attended both a series I and II area supervisors meeting (or fulfilled and in lieu of one of these meetings attended a make-up meeting or completed a make-up exam),
 - f) Submitted a post-season assignment application to the KSHSAA.
32. 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** the only complete crews will be considered for assignment. **NOR DOES IT MEAN** that any crew whose members have met all requirements will automatically receive a playoff assignment.
33. To assist in making assignments, the KSHSAA is asking each referee to complete and send to the KSHSAA a "CREW CARD". This card should be

mailed to the KSHSAA on or before October 1, 2011.

SCHOOL RECOMMENDATIONS

34. All schools are to complete and submit the Officials' Recommendation form found on the KSHSAA website. School administrators are to use this form to recommend those officials they believe are capable of working post-season playoff games.
35. These recommendations are due at the KSHSAA no later than October 1. Schools which fail to submit this form will be assessed a \$25.00 penalty.
36. Officials may see how many total recommendations they received from KSHSAA member schools between December 1 to December 31.
37. Officials are not to solicit recommendations from KSHSAA member schools. Please review the KSHSAA Official's Handbook for a discussion of this policy.

STARTING THE SEASON - COACHES

38. Do not allow any student to practice or participate in any interscholastic game until their eligibility is verified.
39. Do not allow any student to participate in any practices until they have completed and presented to the school administration a KSHSAA Physical Examination form.
40. Check with your school administration prior to your or any members of your coaching staff or student athlete's involvement or participation in any football related activities outside of school practices or games.
41. No middle/junior high or high school football TEAM may participate in an interscholastic football game until the team has had fourteen (14) days of team practice. A majority of a team must be present in order to consider it a team practice. Multiple practices in a day only counts as one day of practice.
42. No middle/junior high or high school STUDENT may participate in an interscholastic football game until the student has participated in nine (9) days of team practice.

STARTING THE SEASON - OFFICIALS

43. Get into shape – physically and mentally!
44. Check your uniform – if it needs to be replaced, get it replaced!
45. Ask if you and/or your crew can "work" local school scrimmages/practices.
46. Read – review – discuss – study the rules of the game.

PLAYER SAFETY – THROUGHOUT THE SEASON

Coaches and officials share a joint responsibility for promoting the safety of all students participating in football through a number of ways:

- a) Provide appropriate and any necessary breaks during practices or during a game when the weather conditions are such that athletes need to replenish body fluids (WATER).
- b) Review and apply the information and safety guidelines contained in the "Hot Weather Tips", "Heat/Cold Index" and "Lightning Guidelines" that can be found on the KSHSAA web site.
- c) If thunder is heard or lightning is observed, conditions are such that play should be suspended – no one can outrun lightning! Don't place the safety of players, coaches, officials and/or spectators in jeopardy when thunder or lightning is close enough to be seen or heard.
- d) Provide and ensure that players are wearing the appropriate and required equipment – including a helmet that has a visible and exterior warning label and that the helmets carry the NOCSAE label.
- e) Provide proper fitting equipment – coaches check the size and fit of all player equipment at initial equipment check-out and during the course of the season (during which students may be gaining or losing weight from that initial check-out time).
- f) Ensure that required equipment has not been altered from the manufacturer's original design.
- g) If a player shows any signs, symptoms or behaviors consistent with a concussion, the player should be removed from the game and should not return until they have been released by an appropriate health care provider. **IF IN DOUBT – SIT THEM OUT** until they have been released to return to play/practice.
- h) Coaches – monitor and follow-up on any injury sustained by a student.
- i) Coaches – Teach only legal blocking and tackling techniques – correct any techniques that are not legal under NFHS rules.
- j) Officials – Penalize any illegal blocking and tackling techniques
- k) Officials – all players need to be within the field of view of one or more officials. Understand and apply "off-ball" coverage during and between plays.

STATE ASSOCIATION ADOPTED PRE-GAME COIN-TOSS

1. At the meeting between the coaches and officials, a decision will be made regarding the game coin-toss.
2. The coin-toss will be conducted under the following guidelines. One of two possible procedures will be used.
 - a. 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.
 - b. 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.
3. 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.
4. 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.