

2024-25

FOOTBALL MANUAL

Kansas State High School Activities Association

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WELCOME

The official manual for high school football with information concerning football regulations and management of playoff games.

This 2024-25 KSHSAA Football Manual is prepared and designed to provide general information for the administration of KSHSAA football games. A copy has been sent to every member school administrator, game manager and to members of the media (newspaper, radio and television). Numerous questions arise prior to and during the course of playoffs, and we believe that many of your questions will be answered by a thorough review of the contents of this publication. The manual is divided into ten sections and is generalized to apply to all playoff games.

We are aware of the increased responsibilities each of you will assume during the championship series and we are committed to assisting in any way possible. We take this opportunity to thank all personnel, including managers, school administrators, coaches, players, officials, members of the press and thousands of loyal football fans for their efforts and interest during the contests.

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Checklist for Participating Teams

- Football Rules Exam due online to the KSHSAA by September 3
- Football Officials Recommendations Form due to the KSHSAA from October 9-16
- Send State Football Program Roster and Booster Club Ad to the KSHSAA by **noon** the day after sub-state
- Send a team photo to the KSHSAA by **noon** the day after sub-state
- Send School Pass Gate List to the KSHSAA by **noon** the day after sub-state
- Contact state site manager for your team's halftime band performance by November 25
- Review information from the state site manager and the KSHSAA by November 25

Projected Calendar Dates

	SCW	2024-25	2025-26	2026-27	2027-28	2028-29
Beginning Practice Date	7	8/19	8/18	8/17	8/16	8/14
Jamboree Scrimmage	8	8/30 or 31	8/29 or 30	8/28 or 29	8/27 or 28	8/25 or 26
Earliest Possible Competition	9	9/4	9/3	9/2	9/1	8/30
First Football Playing Friday	9	9/6	9/5	9/4	9/3	9/1
Week #9 Bracket Games	17	10/31-11/1	10/30-31	10/29-30	10/28-29	10/26-27
Regional	18	11/8	11/7	11/6	11/5	11/3
Sectional	19	11/15	11/14	11/13	11/12	11/10
Sub-State	20	11/22	11/21	11/20	11/19	11/17
State	21	11/29 or 30	11/28 or 29	11/27 or 28	11/26 or 27	11/24 or 25

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01 STUDENT HEALTH & SAFETY

Pre-Participation Physical Evaluation (PPE)

No student is eligible to represent any school team (in practice and games) until there is on file with the superintendent or principal a statement (physical form) certifying that the student has passed an adequate physical examination and is physically fit to participate. The form must be signed by any of the following licensed health care providers: a physician, a chiropractor, a physician assistant (PA) or an advanced practice registered nurse (APRN). The statement (form) must also be signed by a parent or legal guardian, stating the student has permission to participate. The physical examination shall not be taken earlier than May 1 preceding the school year for which it is applicable.

KSHSAA Concussion and Head Injury Information Release Form

This form must be signed by all student-athletes and parent/guardians before the student participates in any athletic or spirit practice or contest each school year.

Concussion Management / Kansas Law

Below is a summary of our recommendations to our member schools to comply with the state law and the NFHS playing rule. A complete and detailed version can be found on the KSHSAA website in the sports medicine and safety section.

1. If concussion consistent signs or symptoms are observed in an athlete, the athlete should be immediately removed from the practice or contest.
2. The athlete should not be allowed to return to any practice or contest until written clearance is obtained from a health care provider (MD or DO).
3. The KSHSAA and the NFHS strongly recommend the athlete not be allowed to return to the practice or contest the same day the concussion consistent signs or symptoms were observed.
4. A gradual return-to-play protocol should be followed before the athlete is allowed to return to unrestricted participation in their sport.
5. The signed concussion and head injury information release form must be on file with the school.
6. Be sure all of your coaches view the free online course from the *NFHS: Concussions in Sports, What You Need to Know*. This course can be accessed through the sports medicine and safety section of our website or directly through www.nfhslearn.com. Schools may choose to use this course in group settings with parents, students or with school staff at in-service meetings.

NFHS Guidelines on Handling Practices and Contests during Lightning or Thunder Disturbances

Proactive Planning

1. Assign staff to monitor local weather conditions before and during practices and contests.
2. Develop an evacuation plan, including identification of appropriate nearby safe areas.
3. Develop criteria for suspension and resumption of play:
 - a. When thunder is heard or a cloud-to-ground lightning bolt is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for 30 minutes and take shelter immediately.
 - b. Thirty-minute rule: Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed before resuming play.
 - c. Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.

At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.

4. Review annually with all administrators, coaches and game personnel.
5. Inform student-athletes of the lightning policy at the start of the season.
6. No matter how weather is monitored, hearing thunder or seeing lightning should always take precedence in decision making over information obtained from other sources.

KSHSAA Required Contact Limitation Plan

The following plan has been approved by the KSHSAA Executive Board and Board of Directors for implementation with all KSHSAA member high schools and middle/junior high schools. The plan was derived from information provided by the NFHS Concussion Summit Task Force, the KSHSAA Sports Medicine Committee, staff and national data as a proactive approach to help minimize risk for member school athletes participating in interscholastic football at both the senior high and middle/junior high school level.

Beginning Monday of SCW #7 (August 19), the following practice rules apply:

1. Only one practice per day is permitted for the first five days of practice. All individuals shall only practice once per day for the first five days the individual practices, no matter when the person joins the team or if the person misses days due to injury or illness.
2. No single practice may last longer than three hours. All warm-up, stretching, conditioning and weight lifting is included as part of the three-hour limit.
3. A separate walk-through is permitted in addition to the single practice. The walk-through cannot be longer than one hour and must be separated from practice by at least three hours of rest. A walk-through is defined as a teaching opportunity with the athletes in which no protective equipment is worn. No physically exerting activity, including any conditioning or weight lifting, may take place during the walk-through.
4. Beginning on practice day #6, double practice sessions are permitted for any individual who has completed five days of single practices. Double practice sessions cannot be held on consecutive days. The day following a double practice day would be either a single practice day or a rest/recovery day.
5. On days of multiple practice sessions, no single practice may last longer than three hours and total practice time combined shall not exceed five hours.
6. To be deemed a practice, a majority of the team members must participate in the organized team training session.

Each member school will follow the same levels of contact, which have been defined by USA Football. The levels of contact focus on varying levels of intensity throughout practices to build confidence and to ensure risk minimization. Five intensity levels of contact will be used.

1. Level of Contact Defined by USA Football:

- a. **Air** = Players run drills unopposed without contact.
- b. **Bags** = Drills are run against a bag or another soft-contact surface.
- c. **Control** = Drills are run at an assigned speed until the moment of contact; one player is pre-determined the winner by the coach. Contact remains above the waist and players stay on their feet.
- d. **Thud** = Drills are run at assigned speed through the moment of contact; no pre-determined winner. Contact remains above the waist, and the players stay on their feet and a quick whistle ends the drill.
- e. **Live Action** = Drills are run in game-like conditions and are the only time players are taken to the ground.

2. Practice Limitations:

- a. Players must have a minimum of one day of recovery during any week (Sunday-Saturday), beginning on Monday of SCW #7 and continuing through SCW #21. Only team meetings, walk-throughs (no equipment, including helmets), conditioning or weight lifting is permitted on a recovery day.
- b. Week 1 guidelines (SCW #7):
 - **Days 1 & 2 of practice: Helmets only are permitted (Air and Bags only are permitted)**

- **Days 3 & 4 of practice: Helmets and shoulder pads are permitted (Day 3: Control permitted; Day 4: Thud permitted)**
 - **Day 5 of practice through Saturday of SCW #9: Full pads are permitted (Air, Bags, Control, Thud and Live Action are permitted). On any day involving multiple practices, only one practice may involve Control, Thud or Live Action.**
- c. Beginning Monday of SCW #10 and continuing through the remainder of the football season:
- Full Contact (Live Action and/or Thud combined) is permitted, but may account for no more than 90 minutes total per week of team practice.
 - Players may participate in Air, Bags, Control or Thud only practice periods the day after playing in a game. No Live Action is recommended for those student-athletes.
 - Players may not participate in football games on consecutive days, more than two games per week, or more than four quarters in any one day.
 - Teams shall have at least three days between scheduled games.
- d. Each individual player shall participate in at least 12 days of practice with the team prior to participating in a game taking place prior to Monday of the Standardized Calendar Week 13 (September 30, 2024) of the current school year. Each athlete shall participate in a minimum of seven (7) days of practice with the team prior to participating in any game taking place on or after Monday of Standard Calendar Week 13 of the current year.
- Dual sport fall season student-athletes competing prior to Monday of SCW 13, may use up to three (3) cross country or soccer practices to count towards the football minimum practice requirement.

Statement on Performance Enhancing Drugs and Nutritional Supplements

In order to promote the health and safety among all student-athletes, reduce health risk, maintain ethical standards as well as reduce liability risk, students should not use any drug, medication (over-the-counter or prescription) or nutritional supplement, as defined by the World Anti-Doping Agency, for the purposes of performance-enhancement. All school personnel, including coaches and school nurses, should never recommend the use of any drug, medication (over-the-counter or prescription) or nutritional supplement, as defined by the World Anti-Doping Agency, for the purposes of performance-enhancement.

School personnel should not dispense or administer any drug, medication (over-the-counter or prescription) or nutritional supplement, unless the student-athlete is under the direct care of a licensed health professional, licensed to practice in the state of Kansas and practicing within their scope of practice as defined by the Kansas Board of Healing Arts, and only as prescribed.

We recommend that coaches, athletic directors, nurses and other school personnel develop strategies that address the prevalence and growing concerns of using any drug, medication or nutritional supplement for the purpose of performance-enhancement. Athletes should be encouraged to pursue their athletic goals through hard work, appropriate rest, proper hydration and good nutrition, not unsubstantiated shortcuts. School personnel, coaches and parents should allow for open discussion about dietary supplement use, and should strongly encourage obtaining optimal nutrition through a well-balanced diet.

(adopted by the KSHSAA Sports Medicine Advisory Committee and Executive Board, April 2017)

KSHSAA POLICY INFORMATION

KSHSAA Coach/Sponsor CPR/AED Training Requirement

Per *KSHSAA Handbook Rule 10-1-9*: Any person serving in the role of a head or assistant sport coach/aide or a head or assistant activity sponsor/aide in a KSHSAA member school shall be certified or trained in Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) administration.

Components of the rule are as follows:

1. Following an initial 30-day grace period from the start of the season, personnel are not eligible to work as a coach or sponsor for their school until proof of completion of CPR/AED training is on file with their school.
2. Every coach/sponsor must complete CPR/AED training every two (2) years.
3. The training shall be coordinated by a certified CPR instructor.
4. Online only training courses are not accepted.
5. There must be a hands-on educational component to the training process.
6. On an annual basis by activity, a school administrator must acknowledge through the KSHSAA website that each coach/sponsor is currently trained in CPR/AED administration. To acknowledge rule compliance, a school administrator should login to the KSHSAA website and go to the Coach/Sponsor Requirements page. Select the activity and enter the date of CPR/AED training next to each coach/sponsor name. If you do not see the coach/sponsor listed, add that person through the Update Directory process online. All head and assistant coaches/sponsors should be listed for every activity!

Training could be obtained from the following organizations:

- American Heart Association
- American Red Cross
- American Safety & Health Institute / Medic First Aid
- National Safety Council

Potential sources for locating a certified CPR instructor:

- School nurse
- School/community athletic trainer
- Local emergency personnel: EMTs, firefighters, police officers
- Community hospital
- Contacting the organizations listed above

KSHSAA High School Football Preseason Jamboree

A preseason jamboree is an opportunity for member high schools to participate in a controlled scrimmage per the following conditions:

1. A jamboree consists of three (3) or four (4) member school teams. Two (2) teams are not permitted. In addition, five (5) or more schools are not permitted.
2. Only KSHSAA member high schools may participate in a preseason jamboree.
3. A member school is limited to one preseason jamboree date.
4. Each individual player must participate in at least nine (9) days of practice before that individual is permitted to participate in the preseason jamboree.

5. A preseason jamboree can be held no earlier than Friday or Saturday of SCW #8, so long as all other requirements are met. The 2024 dates are August 30 or 31.
6. Participating in a preseason jamboree is optional for member high schools (not required).
7. NO SCHOOL MAY RUN MORE THAN 36 OFFENSIVE PLAYS ON A PRESEASON JAMBOREE DATE. For example, if the jamboree consists of four (4) teams, then each team can run 12 offensive plays against each of the other three (3) teams. No individual player should be involved in running more than 36 offensive plays. Defense is another 36.
8. Each preseason jamboree should be divided into sessions. Team A vs Team B and Team C vs Team D is considered one session. Once a session has been completed, a five-minute rest period is required before starting the next session. The next session will involve Team A vs Team C and Team B vs Team D, etc.
9. The rotation of teams and where to run the plays from will be established by the participating head coaches prior to the start of the preseason jamboree. For example, some plays may be held on the goal line and others from the 40 yard line, etc.
10. No kicking or special teams are permitted.
11. We recommend schools develop contracts with those schools participating, so all know the details of the preseason jamboree. Please note: If only one (1) team shows up, the preseason jamboree cannot take place with two (2) teams.
12. All NFHS football playing rules shall apply with one exception: Coaches may be on the field to provide instruction.
13. The preseason jamboree shall be officiated by registered KSHSAA football officials.
 - a. Consideration should be given for training of officials at these events.
 - b. Officials should talk with teams before or after a jamboree.
14. Charging admission is up to the host school.
15. Supervision is the responsibility of the host school and all participating schools.
16. A sportsmanship component should be addressed with parents and participants.

Jamboree Interpretation

The 36-play limit is established for each team. For example: In a three-team rotation, varsity school teams may participate on one end of the field and sub-varsity teams on the other, with both teams getting 36 offensive plays for the event, provided that no player gets more than 36 offensive plays, as stated in the guidelines.

KSHSAA Ejection Policy

Requirements for Ejected Coaches

Coaches who are ejected from a contest (at all levels grades 7-12) are required to complete the *NFHS Teaching and Modeling Behavior* course prior to coaching in their next game. (The course fee is \$20 and can be completed in one hour.) The next game is defined as the next regularly scheduled day of competition. In addition, the school administrator is responsible to provide the KSHSAA football administrator a copy of the coach's certificate of completion of the online course. (The coach may print this as the final step on the online course.) Recurring ejections result in a requirement to repeat the course.

Requirements for Ejected Players

Any player ejected from a contest at any level of play (grades 7-12) for unsporting conduct or behavior will be required to successfully complete the free *NFHS Sportsmanship Course* online, prior to the KSHSAA and school reinstating his/her eligibility privileges. The school principal or athletic director is responsible to oversee compliance of this requirement. There is no cost for the course which takes approximately 20 minutes to complete. Schools are not required to submit the student's certificate of completion to the KSHSAA but should retain it on file.

Ejection Policy for Player, Coach, Spectator Involving an Official

Any participant (player, coach, spectator) who is ejected for making contact with an official, who is ejected for unsporting behavior directed toward an official, or who negatively confronts an official following a contest, shall be subject to

a non-appealable suspension from the next contest at that level and for all contests at any level (in that activity) until the suspension has been served. Local school leadership may levy additional sanctions as they deem appropriate.

The KSHSAA staff reviews all ejection reports.

NOTE: The requirement for all ejected students to complete the *NFHS Sportsmanship Course* and the requirement for all ejected coaches to complete the *NFHS Teaching and Modeling Behavior* course prior to being reinstated remains in effect.

Unmanned Aircraft Systems or UAS (Drone Policy)

Unless granted special permission by the KSHSAA Executive Director, the use of drones (UAS) for any purpose is not permitted at any KSHSAA state tournament or postseason game or event. This prohibition applies to all fields of play, courts, arenas, mats, gym floors or pools and includes a ban on the entire facility being used as part of the KSHSAA event, including the spectator areas and parking areas. During the regular season, member schools should have a drone policy. At no time should a drone be on or over the field of play during the game, even if the school policy permits the use of drones during the regular season.

KSHSAA Pre-Activity Timeout

Purpose: As a proactive communication measure, schools are expected to designate a time prior to the start of any interscholastic contest to share event critical information with stakeholders. The following information should be shared/reviewed prior to the first contest at each location:

1. Introduction of home and visiting administration on duty (identify primary point of contact).
2. Identify the location of athletic trainer(s) or other qualified medical professionals.
3. Identify the location of the AED(s).
4. Identify emergency entrance/exits for the facility.
5. Identify the storm shelter location and communication plan for evacuation.
6. Identify the rapid body cooling plan (location of cold water immersion tub).
7. Identify the communication plan for leadership.
8. Identify the communication plan for respective groups (students, coaches, fans).
9. Identify any special events or concerns relative to the event.

These nine items are to be reviewed prior to the event by the ranking school leader of every school involved in the contest. Each participating school is to be represented in this pregame meeting. If an administrative representative is not in attendance, this responsibility belongs to the head coach.

HAVE A PLAN. COMMUNICATE YOUR PLAN.

Rule 52 - Citizenship/Sportsmanship

INTRODUCTION—The effective American secondary school must support both an academic program and an activities program. We believe that these programs must do more than merely coexist—they must be integrated and support each other in “different” arenas. The concept of “sportsmanship” must be taught, modeled, expected and reinforced in the classroom and in all competitive activities. Therefore, all Kansas State High School Activities Association members stand together in support of the following sportsmanship policy.

PHILOSOPHY—Activities are an important aspect of the total education process in the American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of SPORTSMANSHIP and teamwork. They are an opportunity for coaches and school staff to teach and model SPORTSMANSHIP, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for our youth as respected representatives of society. **Sportsmanship is good citizenship in action!**

ALL ACTIONS are to be FOR, NOT AGAINST; POSITIVE, NOT NEGATIVE or DISRESPECTFUL!

Section 1: General Regulations (apply to grades 7-12)

Art. 1: SPORTSMANSHIP is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification:

- a. Be courteous to all (participants, coaches, officials, staff and fans).
- b. Know the rules, abide by and respect the official's decisions.
- c. Win with character and lose with dignity.
- d. Display appreciation for good performance regardless of the team.
- e. Exercise self-control and reflect positively upon yourself, team and school.
- f. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Art. 2: Enforcement Procedure:

- a. It is encouraged and recommended by the Kansas State High School Activities Association that local boards of education adopt these regulations and reinforce them as indicated herein.
- b. The Executive Board of the Kansas State High School Activities Association shall be responsible for the interpretation of these regulations, including "desirable and unacceptable behavior" and shall publish them in the association's *Citizenship/Sportsmanship Manual*.

03 GAME ADMINISTRATION

General Responsibilities of Host and Visiting Schools

1. The administrators of both schools are responsible for the general organization, management and supervision of student bodies and crowds before, during and following each event, with the home school assuming the major role.
2. Communicate prior to date of contest concerning visitors' parking area, entrance and exit locations for fans, seating sections, etc.
3. Provide adequate supervision prior to and during each contest, to continue until at least one-half hour after the game or until all groups have dispersed. While no complete listing of inappropriate actions is possible, among the inappropriate and unsportsmanlike actions of individuals are actions such as: actions designed to denigrate a school's name, mascot or logo; actions designed to "challenge or degrade" a school team, mascot, playing surface, etc.
4. It is recommended those staff members representing the participating schools for the purpose of game administration and/or supervision meet prior to the contest. They should introduce themselves to the officials prior to the contest and let them know where they will be located during the game.
5. Faculty supervisors or adults delegated by the school administrators should carry some type of identification.
6. The conduct of coaches is the single most important factor in crowd control. They are professional educators and must control themselves under stress in order to set the proper example for the immature students on their teams, student body and the heterogeneous combination of spectators in the stands. It is not enough to be professional only when there is no pressure. Coaches are usually the stabilizing influence in an emotionally-charged situation, and they must assume this important responsibility. Also, they must recognize that the future of high school athletics is more important than winning or losing the game.
7. **Alcoholic beverages are prohibited.**
8. Any person, school-connected or otherwise, who commits assault and/or battery against students, school employees or game officials shall make amends to the offended person or persons, and the Executive Board of the KSHSAA shall be satisfied that the public interest does not require prosecution or further disciplinary action. Unless the person or group has made amends to the offended person or persons, then charges should be filed. It is the host school's responsibility to file such charges. Ordinary order and discipline at interscholastic events should be enforced by prosecution and action in the courts.
9. The host and visiting schools' administration and adult supervisors shall make every effort to keep the field clear of spectators prior to and at the conclusion of each game.

Specific Responsibilities of Host School

1. Designate specific seating locations for visiting and host schools.
2. Arrange for the presence of law enforcement officials inside and outside the contest area. It is suggested the inside supervision be handled by paid police and the outside by the local police department.
3. School officials should give specific directions to hired policemen. Do not assume they understand their responsibilities. Place them on a staggered schedule so that all will not arrive and leave at the same time. It may be necessary to have only a small number present prior to game time, with more as the contest progresses and is concluded.
4. Arrangements should be made with local police to direct traffic away from the parking area so spectators can leave quickly.
5. Reserved parking locations should be set aside for the game officials, and they should be notified of the location prior to their departure for the game site.
6. The host school should provide two adult chaperons or security personnel to escort officials to and from their dressing facilities and the field at halftime and following the conclusion of the game and to their cars.
7. The officials' dressing quarters are private. No one should be admitted, and this includes personnel from the host school.
8. **The host school should have an ambulance available or on call.**
9. Any unusual incidents or developments should be reported to the KSHSAA immediately.

Specific Responsibilities of Visiting School

1. An administrator and adequate faculty or adult supervisors should be present at each contest in order to supervise their own students and adult fans. Prevent unsportsmanlike behavior prior to, during and after the contest.
2. See that all bus drivers and delegated drivers are informed of the special parking locations provided by the host school.
3. Inform all student spectators and the team of proper entrance and exit locations.
4. See that supervision is available prior to the arrival of your spectators and until all groups have dispersed.
5. Report any unusual incidents to the host school administration immediately.
6. Give complete cooperation and assistance to the host school when it is necessary to file charges against any individual causing a disturbance.

Responsibilities of the Public Address Announcer

The announcer is a key figure and carries a great responsibility. What is said and the way it is said will influence the crowd. The announcer may find it necessary to make special announcements in case of emergencies. The following items may assist announcers in doing their job with excellence:

1. Be impartial. Announce the game with no show of favoritism.
2. Use proper language at all times.
3. Be enthusiastic, but calm.
4. Be aware of the entire playing area so calm directions can be given in an emergency. Serious situations can often be avoided if the announcer will caution the crowd against coming onto the field, throwing things, etc.
5. Let no one except those in charge of the event use the microphone. The announcer is responsible for whatever is said over the P.A.
6. Do not criticize officials' decisions, directly or indirectly.
7. Announce convenient routes for leaving the parking area and caution the crowd to drive carefully.

Officials

1. Neither a member school nor an approved school shall take any action to prevent an athletic official from officiating a contest because of the official's race, sex, religion or national origin. Neither shall a member school or an approved school participate in a contest for which an athletic official has been excluded from officiating because of the official's race, sex, religion or national origin.
2. KSHSAA Registered Officials are required for all varsity football games.
3. A private dressing room is required for officials — Very Important!

NOTE: The referee may request the timer and/or sideline crews meet in this room prior to the game.

Game Jersey Color Determination

The host school shall wear its dark jerseys. The visitors are to wear white jerseys.

Team Box Occupants

During a game the team box may be occupied by the eligible substitutes, coach, assistant coaches, faculty representative, bona fide team managers, bona fide team statisticians, bona fide team trainer or physician, and any disqualified players unless they have been instructed to remove themselves from the team box.

Game Ball Provisions

Each team shall provide at least one legal game ball to the referee at the time the game officials assume authority for the contest. (Each school shall provide a ball boy.) (PLAYOFFS - Starting with the Regional round, the game ball must be a WILSON NFHS-approved football.)

Coin-Toss Procedure

1. 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 15 minutes prior to the scheduled game starting time. A simulated coin-toss will then be held on the game field three minutes prior to the scheduled game time.
 - b. If no preliminary coin-toss is conducted, the coin-toss will be conducted three minutes prior to the scheduled game time on the game field.
2. If the coaches cannot agree on which procedure to follow, then one coin-toss will be conducted on the game field three minutes prior to the scheduled game time.
3. Team captains from both teams will be present at any coin-toss or simulated coin-toss.

Game-Ending and Running Clock Procedures

NFHS football playing **Rules (3-1-2)** provide that a state association may adopt game-ending procedures or procedures/guidelines for running clocks.

KSHSAA 8-Player & 6-Player Game-Ending Procedures and Running Clocks

In 8-player and 6-player games any time following the end of the first half of play, once one team has a 45-point differential in team score over their opponent, the game is ended. **EXCEPTION:** 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 halftime and when a 45-point differential has been achieved. Only during officials' timeouts, team timeouts, 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 regional, sectional, sub-state or state championship games. 8-player and 6-player playoff games (regional, sectional, sub-state and state championship) are subject to 45-point differentials.

KSHSAA 11-Player Game-Ending Procedures and Running Clocks

During the nine-game regular season for 11-player football, the KSHSAA has authorized leagues to adopt game-ending procedures or running clock procedures for games involving two teams from the same league.

NFHS rules provide that "A period or periods may be shortened in any emergency by agreement of the opposing coaches and the referee. By mutual agreement of the opposing coaches and the referee, any remaining period may be shortened at any time or the game terminated." Running clocks are permitted only under league adopted guidelines for two schools from the same league and with agreement of administration of the schools or via application of NFHS **Rule 3-1-3**. Again, this applies to the regular season.

KSHSAA 11-Player Playoff Game Running Clock Procedures

1. A running clock shall be utilized in the second half of all KSHSAA 11-player playoff football games once a differential of 45 points or more has been reached.
2. Once implemented, the running clock shall be utilized for the remainder of the game, even if the point differential falls below 45 points.
3. During a running clock, the clock shall be stopped only for charged timeouts, player injuries, at the end of the period (quarter), and following any score.
4. In all 11-player postseason playoff football contests, other than state championship games, the use of the running clock is mandatory.
5. A running clock will not be used during the 11-player state championship football games.

KSHSAA FOOTBALL DISTRICT SYSTEM

General Explanation

Participation in football playoffs is optional, as in all other KSHSAA activities. Football playoffs are scheduled in 11-Player for Classes 6A, 5A, 4A, 3A, 2A and 1A. Playoffs shall also be scheduled for two divisions of 8-Player and one division of 6-Player. (8-Player assignments are limited to schools of 100 students or less in grades 9, 10 and 11 and 6-Player assignments are limited to schools of 55 students or less in grades 9, 10, and 11.)

District Assignment Criteria

The following criteria have been adopted by KSHSAA Executive Board policy and were used in making the district assignments:

1. Assignments are to be made according to geographical location, to keep travel at a minimum.
2. Assignments should enhance and facilitate overall scheduling insofar as possible.
3. League affiliations are to be respected and league schools assigned to the same district insofar as possible.

District Football Assignments

District Assignments for 2024: Classes 3A, 2A, 1A, 8-Player DI and DII and 6-Player are posted on the KSHSAA website.

District Chairperson's Responsibilities for District Game Schedule

The following guidelines have been established for each football district:

1. The schools in each district have elected a chairperson.
2. This person will serve for the duration of the two-year assignment.

District Game Scheduling

1. The school shall have a two-year home and away contract. All district contests shall be played during the last playing dates of the regular season, *unless otherwise approved by the KSHSAA.*
2. The schools in each district must play all other schools in that district. The entire district schedule must be structured before contracts for games with schools other than in their district will become binding.
3. If the district teams cannot, by unanimous vote of those in the district, agree to the district schedule, then each team will draw a number and the schedule will be determined according to the appropriate formula. The second year's schedule will be identical with the exception of revising home and away contests. **All district schedules shall be sent to the KSHSAA upon completion.**

Examples

4-TEAM DISTRICT

- 6th Week - 4 at 2, 1 at 3
- 7th Week - 2 at 1, 3 at 4
- 8th Week - 4 at 1, 2 at 3

5-TEAM DISTRICT

- 4th Week - 1 at 4, 2 at 3, 5 bye
- 5th Week - 3 at 1, 4 at 5, 2 bye
- 6th Week - 5 at 3, 1 at 2, 4 bye
- 7th Week - 2 at 5, 3 at 4, 1 bye
- 8th Week - 4 at 2, 5 at 1, 3 bye

6-TEAM DISTRICT

- 4th Week - 1 at 2, 6 at 3, 4 at 5
- 5th Week - 6 at 1, 5 at 2, 3 at 4
- 6th Week - 1 at 5, 4 at 6, 2 at 3
- 7th Week - 4 at 1, 3 at 5, 6 at 2
- 8th Week - 1 at 3, 2 at 4, 5 at 6
- 9th Week - Bracket Play

District Game Arrangements

All arrangements for district contests will be made by the participating schools. The KSHSAA will not be involved until postseason (*regional, sectional, sub-state and state*) contests are played. For the district games the participating schools shall:

1. Set the game date, game time and game location. If the two schools cannot mutually agree on these items, the KSHSAA will set game date, game time and game location.
2. Hire registered officials approved by both schools.
3. Establish a policy on banners and signs, if it deviates from the policy published in other portions of this manual applicable to postseason play (*see Section 06*).
4. Establish a policy on the use of artificial noisemakers, if it deviates from the policy published in other portions of this manual applicable to postseason play (*see Section 06*).
5. In the event issues come up which were not addressed by the schools involved prior to the contest, a policy will be established by home game management.

Determining the District Qualifiers

Following the final district contest, the four teams qualifying for the bracket from each district, will be determined from the following criteria:

1. Win-loss percentage in all district games played.
2. Head-to-head games if all teams tied for qualifying positions from each district.
3. Twenty-one (21) Point Tiebreaker Procedure:
 - a. A 21-point tiebreaker procedure will be used to determine district seeds when there are two or more teams still tied in a district after criteria #1 and #2 are not able to break the tie.
 - b. The total average margin of points each team had in all district games. Marginal points are the point differences in final game score. No team will add or subtract more than 21 points in any district game. No team will add or subtract more than 1 point in any district game which was tied at the end of regulation time and the winning team was eventually determined in overtime.
 - c. If more than two teams are tied in win-loss percentage and there was no common winner between those teams, then marginal points will be used to establish the first seed from those tied. The tiebreaker process will begin again with the remaining teams. This process will continue until all teams tied have been seeded onto the bracket.
4. Drawn by lot (the KSHSAA will draw, with at least one witness from the KSHSAA).

Regular Season Forfeiture Policy

1. If a regular season game (including invitational tournaments) is not played due to a team/school not having enough players to field a legal team, and both schools agree that a make-up date cannot be determined, the game will count as a forfeit and a win in postseason seeding for the team who was willing and able to play. The game would count as a loss for postseason seeding for the team lacking players.
2. After a school starts the season with a team but is unable to finish the season due to lack of players, all games scheduled will count as a forfeit win unless the school losing a contest can find another opponent. The school with a discontinued team must notify the KSHSAA that they are no longer participating and the KSHSAA will make updates to the win/loss record form.
3. If a team forfeits and marginal points are used as seeding criteria, the maximum marginal points allowed will be awarded (+/-13 or +/-21 in football, +/-15 for basketball)
4. The team forfeiting must pay officials fees unless officials are re-assigned.

Regular Season Games Not Played Policy

1. Games not played because of weather or other unforeseen circumstances do not count as a win or a loss for either team when seeding postseason tournaments. Reasonable efforts should be made between school administrators to reschedule all contests, but if schools are unable to reschedule the game it does not count as a forfeit win or loss and will be recorded as "no game played". When determining seeding for postseason tournaments the number of wins is divided by the number of games played to determine the winning percentage.
2. This policy applies to both regular season and invitational tournament games. If a tournament is played and a team does not participate due to weather or unforeseen circumstances, the tournament manager will advance a team in the bracket but neither the team advanced nor the team going to the back side of the bracket will count the game as a win or loss. It simply counts as no game played.
3. Only when the originally scheduled opponent agrees that no reschedule is possible, a school may seek a different opponent to complete the schedule.

PLAYOFFS - GENERAL INFORMATION

Playoff Games Information

1. Playoff brackets will be posted on the KSHSAA website (www.kshsaa.org) when the information is received from the member schools.
2. Classifications 6A, 5A, 4A, 3A, 2A, 1A, 8-Player DI, 8-Player DII and 6-Player will play regional, sectional, sub-state and state playoff games. Regional games will be played on the Friday following the ninth playing date (bracket game), unless otherwise approved by the KSHSAA. All playoff games are at 7 p.m. unless otherwise approved by the KSHSAA.
3. Sectional and/or sub-state games scheduled to be played on Friday may be scheduled on Saturday if agreed upon by the participating schools and approved by the KSHSAA.
4. Playoff brackets are set up to ensure two teams qualifying from the same district would not possibly meet each other until the sub-state round of the playoffs.

Playoff Dates

In 2024, all games (unless otherwise approved by the KSHSAA) will be played on the dates below. Friday games requiring the visiting school to travel 175 miles or more (one way) can make a request to the KSHSAA for an earlier game time, but the KSHSAA will have the final say. All game times are set for 7 p.m., unless otherwise approved by the KSHSAA.

Week #9 Bracket Game – Thursday, October 31, 2024 or Friday, November 1, 2024

Regional – Friday, November 8, 2024

Sectional – Friday, November 15, 2024

Sub-State – Friday, November 22, 2024

State Championships – Friday, November 29 and Saturday, November 30, 2024

Playoff Football Format for Classes 6A, 5A and 4A

1. The KSHSAA will establish the 16 schools located on the eastern and the western sections of the state in each of these three classes. They will be released with the classifications and football assignments.
2. Each school will schedule their own games from week #1 to week #8.
3. The KSHSAA will seed all Class 6A, 5A and 4A football playing schools from #1 to #16 in both the eastern and western sections of the state. Once seeding is completed, the teams will be placed on the playoff bracket for games to be played in week #9 and beyond.
4. **PLAYOFF BRACKET SEEDING CRITERIA:**
 - a. Win-loss percentage in all games played from week #1 to week #8.
 - b. Head-to-head games if all teams tied for a seed played each other during the current 8-game schedule.
 - c. Thirteen (13) Point Tiebreaker Procedure:
 - A 13 point tiebreaker procedure will be used to determine seeds when there are two or more teams still tied after criteria a. and b. are not able to break the tie.
 - The total average margin of points each team had in all games prior to week #9 (eight regular season games is the maximum). Marginal points are the point differences in final game score. No team will add or subtract more than 13 points in any game. No team will add or subtract more than one (1) point in any game which was tied at the end of regulation time and the winning team was eventually determined in overtime.
 - If more than two teams are tied in win-loss percentage and there was no common winner between those teams, then marginal points will be used to establish the first seed from those tied. The tiebreaker process will begin again with the remaining teams. This process will continue until all teams tied have been seeded onto the bracket.
 - d. Drawn by lot (the KSHSAA will draw, with at least one witness from the KSHSAA).

5. All schools hosting a week #9 game are responsible for contracting game officials (five registered game officials) for this game. League Commissioners are assigning.
6. **All schools hosting a week #9 game are required to split the gate receipt revenue (50%/50%) with the visiting team. Other costs of game administration will be paid by the home team from their share of the revenue (this only applies to Classes 6A, 5A, 4A).**
7. The higher seeded team will always serve as the playoff host school. The exception is the state championship game. The KSHSAA will rotate the host school between the east and west.
8. Playoff round designations: Week #9 - 1st bracketed game (no awards provided), Week #10 - Regional, Week #11 - Sectional, Week #12 - Sub-State, Week #13 - State.

***NEW - Playoff Seeding Format for Classes 3A, 2A, and 1A**

1. The East and West teams are seeded 1-16 based on their District Game results and their overall eight game record. (The higher seeded team will host each playoff game)
 - a. District champion teams will be seeded 1-4.
 - b. District runner-up teams will be seeded 5-8.
 - c. District 3rd place teams will be seeded 9-12.
 - d. District 4th place teams will be seeded 13-16.
2. Seeding Criteria: (criteria is the same as used in 6A, 5A, and 4A, with differences state above).
 - a. District placing.
 - b. 8 game win/loss record.
 - c. Head-to-Head results from games of teams being considered for a seed.
 - d. Marginal point differential (\pm 13) if b and c are equal.

Determining Playoff Game Hosts

Classifications 8-Player DI, 8-Player DII and 6-Player

1. The first-round host (week #9) will always be the district winner and runner-up.
2. The higher seeded team will host the regional playoff game.
3. The number of times a school has hosted a playoff round game this year is the first factor considered in determining a host site between two schools BEFORE considering the *East-West* formula.
EXCEPTION: In the sub-state round, if the teams playing each other are from the same district, then the district winner will host the game. The number of games hosted in the playoffs will not be a determining factor.
4. If the *East-West* formula is used to determine which of two schools will host, the formula is as follows this year (an odd numbered year):

Farthest east school will serve as host in these rounds/classes:

Sub-State round - 8-Player, 6-Player

Farthest west school will serve as host in these rounds/classes:

Sectional round - 8-Player, 6-Player

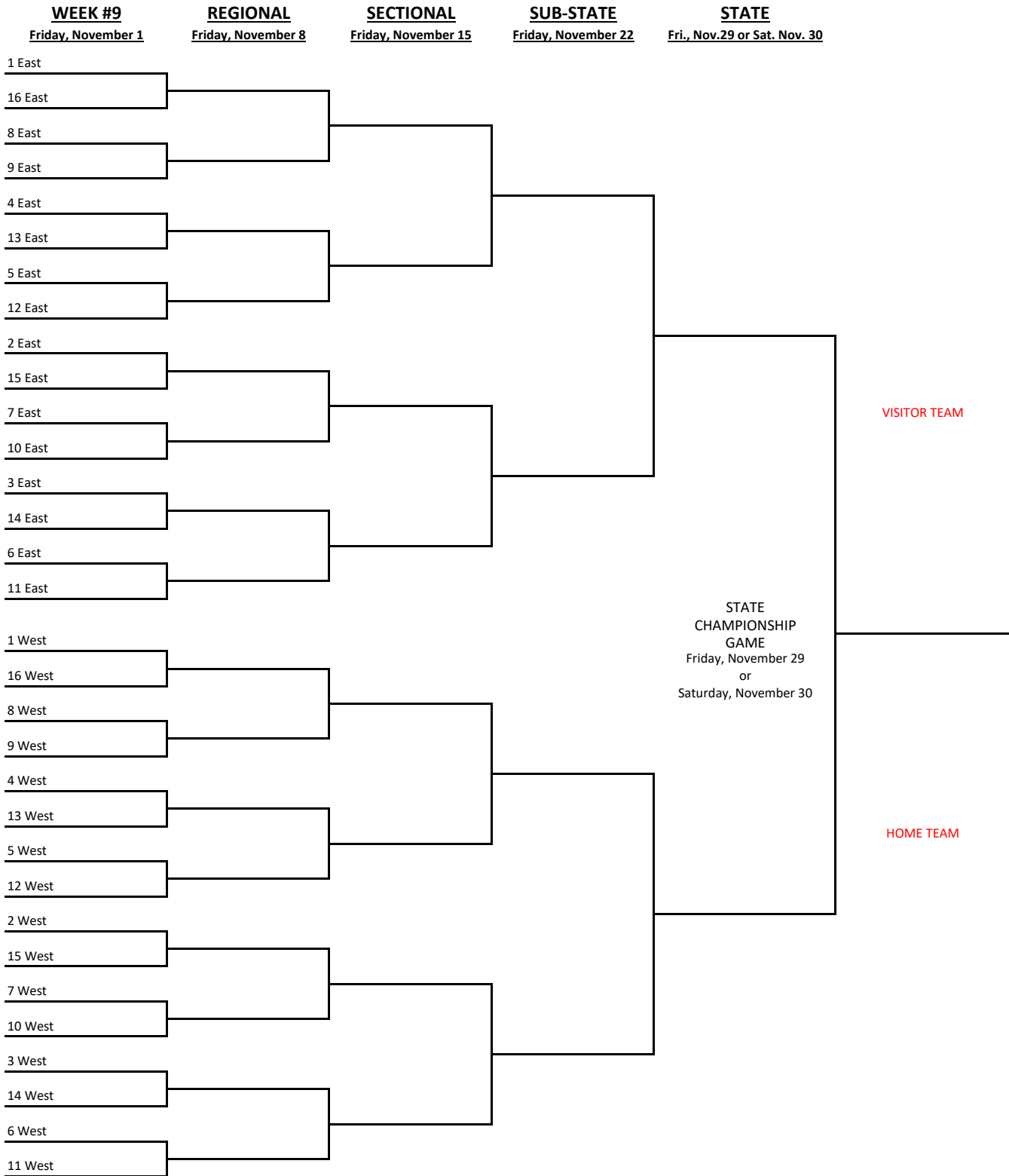
Classifications 6A, 5A, 4A, 3A, 2A and 1A

1. All playoff games will be hosted by the higher seeded team in each round of the playoffs.

State Championship Games

1. State Championship Games will use an *East-West* formula for determining the home team. For 2024, the team on the **BOTTOM** of the bracket will be considered the home team and will wear dark jerseys. The team on the **TOP** of the bracket will be considered the visiting team and will wear white jerseys.

6A, 5A, 4A BRACKET



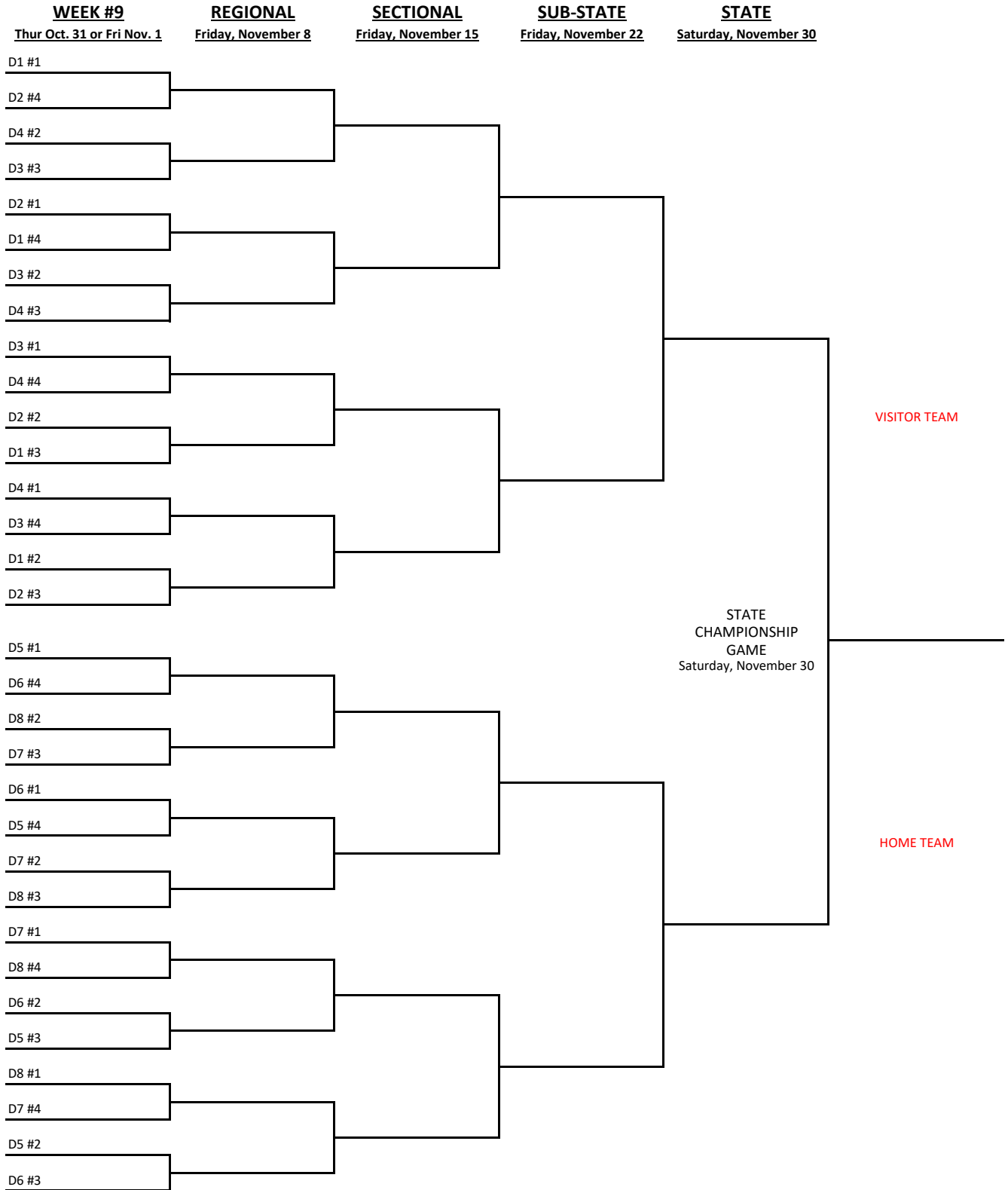
VISITOR TEAM

HOME TEAM

3A, 2A, 1A BRACKET



8-PLAYER BRACKET



6-PLAYER BRACKET



PLAYOFF HOST INFORMATION

Hosting Facilities

The participating schools shall determine if the host school has adequate facilities by using the following guidelines. Should the host school's facility not meet adequate requirements, then arrangements must be made to use a nearby facility.

1. The football facility must be fenced with the ability to take admission and ensure crowd control.
2. The field should have a safe playing surface.
3. The field should be lighted to supply a minimum of 20-foot candles (30-foot candles are recommended).
4. Adequate dressing and shower facilities near the playing facility must be available for the teams.
5. Restroom facilities for spectators must be adequate.
6. See the chart for the recommended seating capacity. Only those seats elevated four or more feet above ground level may be counted. Eighteen inches of seat space per person should be assumed.

Recommended Seating for Football Playoff Games

REGIONAL	<i>Adequate</i>	<i>Ideal</i>	SUB-STATE	<i>Adequate</i>	<i>Ideal</i>
6A	2000	3000	6A	3200	4000
5A	1700	2500	5A	2300	4000
4A	1600	2200	4A	2200	3000
3A	1500	2000	3A	2000	2500
2A	1200	1600	2A	1500	2000
1A	1200	1600	1A	1500	2000
8-Player	700	1100	8-Player	1000	1200
6-Player	600	1000	6-Player	800	1000
SECTIONAL			STATE		
6A	2100	3500	6A	4000	6000
5A	2000	3000	5A	4000	6000
4A	1800	2300	4A	4000	6000
3A	1700	2000	3A	3000	4000
2A	1400	1900	2A	2000	3000
1A	1400	1900	1A	2000	3000
8-Player	900	1100	8-Player	1600	2500
6-Player	800	1000	6-Player	1500	2500

Playoff Game Administration

Each game shall be administered by a local manager, selected by the host school, who will:

1. Provide participating schools and officials with any necessary information not included in this manual.
2. Provide both the home and visiting teams with adequate press box facility needs. They should be as equal as possible.
3. Make necessary arrangements with the news media. The schools have first press box requirements.
4. Arrange for a competent timer, public address announcer, scoreboard operator and line-to-gain crew.
5. Arrangements for concessions, with the profits going to the host school.
6. Arrange for an adequate number of law enforcement officers or security.
7. Provide dressing facilities for both teams and the game officials.
8. Provide at least one (preferably two) adult individuals to escort officials to and from their dressing facility and to their cars after the game.
9. Secure ticket sellers and ticket takers.
10. Designate seating sections for each school.
11. Make arrangements for halftime school band activities (20 minute intermission if both bands perform).
12. File financial reports with the KSHSAA as soon as possible following the game.

13. REPORT GAME RESULTS:

- a. The host schools shall email (mlentz@kshsaa.org) immediately upon completion of their game. **This is very important for updating the brackets in all rounds of the playoff system.**
- b. Report final scores to media outlets.

Game Officials

The KSHSAA shall assign (5) game officials for all playoff games. Assignments will be made through Arbiter and communicated to each of the host schools.

The KSHSAA will take care of payment to officials during postseason contests. Please remember to communicate with your officials prior to all contests.

Team Awards - All Classes

Plaque

- District Champion (only applies to 6-Player, 8-Player, 3A, 2A and 1A and is sent to District Chairperson)
- Regional Champion
- Sectional Champion
- Sectional Runner-up
- Sub-State Champion
- Sub-State Runner-up

Trophy

- State Champion
- State Runner-up

Medal

- State Champion (Team)
- State Runner-up (Team)

Artificial Noisemakers

By policy of the Executive Board, the use of fireworks, cannons, air concussions, handheld explosives and other similar devices are not permitted at any KSHSAA postseason athletic event. Member schools have the authority to determine if they permit such devices at their regular season activities.

Artificial noisemakers (including megaphones), bands (including the beating of drums) or taped electronic music are not to be used while the game is in progress. They may be permitted during charged timeouts or intermissions only.

Banners and Signs

Banners and signs will be permitted provided they are not personal, negative, unsportsmanlike or vulgar. Signs or banners may not be attached or fastened to a building or facility unless approved in advance by the manager. The school who puts the signs up with permission should also be responsible for removing them following the contest. **Parades with flags, signs or banners are prohibited.**

Game Times

Playoff games played Monday through Friday will be played at 7 p.m., unless otherwise approved by the KSHSAA. Saturday game times will be mutually agreed upon (with approval from the KSHSAA) or set by the KSHSAA. The halftime intermission will be 15 minutes plus a mandatory three minute warm-up period. If both bands perform, the intermission will be 20 minutes.

TICKETS, FINANCIALS, PASS GATES

Ticket Prices

Ticket prices are as follows:

Regionals, Sectionals and Sub-State - K-12 \$6; Adults \$8 (*PreK and under are free.*)

State: K-12 and Adults - \$10 (*PreK and under are free.*)

Postseason Ticket Protocol

*Update: KSHSAA will no longer be supplying paper ticket rolls to postseason hosts.

When hosting a KSHSAA postseason event, there are three options for ticketing:

OPTION #1 (PREFERRED): Use the GoFan digital ticketing system. If you already use GoFan, use your own account to create the event and ticket options. If you are new to GoFan, set up an account at <https://hq.gofan.co/login>.

- When creating the event, be sure to use the correct ticket prices provided by the KSHSAA.
- Setup the event as event-based payment (not calendar-based).
- DO NOT include the service fee as part of the ticket price.
- Fans will show their tickets at the gate on their personal mobile device.
- A walk-up credit card purchase option (Box Office option) is available for GoFan schools. Contact GoFan for more details.
- Details on how to use the GoFan platform can be found at <https://get.gofan.co/digital-ticketing-guide>.

OPTION #2 (PREFERRED): Use the GoFan digital ticketing system as described above **and** provide a cash purchase option. Cash purchases should be handled in the same manner as your regular season events. You will need to keep an exact count of all adult tickets and student tickets sold (keep separate counts) to report to the KSHSAA. If you choose to use paper tickets, plan to use your own. ***The KSHSAA no longer supplies paper tickets to hosts.**

OPTION #3: Sell paper tickets in the same manner as your regular season events. You will need to keep an exact count of all adult tickets and student tickets sold (keep separate counts) to report to the KSHSAA. If you choose to use paper tickets, plan to use your own. ***The KSHSAA no longer supplies paper tickets to hosts.**

GoFan is the only digital ticket system that may be used for KSHSAA postseason events.

Ticket and Financial Reports

KSHSAA regional/sectional/sub-state postseason event hosts will submit all ticket and financial reports online through the KSHSAA website. This process will be used for all types of ticket sales (digital, paper or a combination). This process will handle all calculations and provide the host the final amount to be sent to the KSHSAA as well as the amounts to be paid to the contest officials (official's fees are paid by the host school and deducted from the total KSHSAA share).

After the event, complete your post-event ticket and financial reports within 10 days.

- Login at [KSHSAA.org](https://www.kshsaa.org) > Schools > Postseason Host
- Be prepared with the number of adult and student tickets sold (use GoFan reports and gate counts), the officials' information including round-trip mileage, and your local tax rate.

After taxes, regional, sectional and sub-state gate receipts will be distributed as follows:

- The host school receives 33% of the net receipts (gate receipts minus sales tax) plus all concession and program sales.

- The balance will be sent to the KSHSAA and will be used as follows:
 - Plaques, trophies and medals
 - Liability insurance
 - To underwrite losses at other playoff sites
 - To operate non-self-supporting activities
 - To contribute to the overall operating costs of the Association

*** All schools hosting a week #9 game are required to split the gate receipt revenue (50%/50%) with the visiting team (after officials are paid). Other costs of game administration will be paid by the home team from their share of the revenue (this only applies to Classes 6A, 5A, 4A).**

Pass Gate

Schools represented in the football playoffs should follow the pass gate and roster requirements from the KSHSAA. The following forms are required to be submitted as follows for the playoff football games:

- Regional Pass Gate - Due on Monday, November 4 to the host school Athletic Director
- Sectional Pass Gate - Due on Monday, November 11 to the host school Athletic Director
- Sub-State Pass Gate - Due on Monday, November 18 to the host school Athletic Director
- State Pass Gate - Due on Monday, November 25 to the KSHSAA (electronically) by 10 a.m.

Management will admit a maximum of the following:

- Class 6A - 85 players in uniform, 4 managers
- Class 5A - 85 players in uniform, 4 managers
- Class 4A - 70 players in uniform, 3 managers
- Class 3A - 65 players in uniform, 3 managers
- Class 2A - 60 players in uniform, 2 managers
- Class 1A - 50 players in uniform, 2 managers
- 8-Player DI - 40 players in uniform, 2 managers
- 8-Player DII - 30 players in uniform, 2 managers
- 6-Player - 30 players in uniform, 2 managers

Any football coach listed in the KSHSAA directory who has met all KSHSAA coaching requirements will be included on the postseason pass gate list.

In addition, management will admit the superintendent, principal, athletic director, cheerleader sponsor and varsity cheerleaders (maximum of 10) in uniform. These names must be listed on the pass gate form submitted. The form also permits the school to list the names of the faculty student supervisors that are assigned by the school principal (six are permitted in classes 6A, 5A and 4A, and three are permitted in classes 2A, 1A, 8-player and 6-player.)

Marching band members in uniform will be permitted to attend at no charge, provided they perform on the field during the halftime of their school's game. In the absence of a school's marching band, pep bands, not to exceed 50 members and two directors, will be admitted to their school's postseason football games. Dance team members will be permitted to attend at no charge, provided they are in their school approved uniform and perform on the field during the halftime. School performances will be limited to a total maximum of 8 minutes.

Additional tickets should be purchased using the sites advanced ticket purchasing system. Do not make checks payable to the KSHSAA.

Charitable Contributions – Solicitations

With the assembly of people at events of this type, managers will be confronted with requests pertaining to donations and contributions to the various organizations which rely upon this system of financing for their programs. The passing of hats, receptacles, blankets, etc., at any Association-sponsored event for the purpose of contributions shall not be permitted.

Complimentary Tickets for Playoff Games = FREE ADMISSION

1. News Media
2. Host High School Board of Education Members
3. KSHSAA Complimentary Lifetime Passes
4. KSHSAA Annual Complimentary Passes (issued to KSHSAA Board of Directors and Appeal Board members)
5. KSHSAA Area Supervisors of Officials Passes

Managers shall adhere to all regulations pertaining to complimentary admissions. It would be unfair and defeat the purpose of the program if at some games, persons were to be admitted without charge when they do not qualify for such admission. Administrators should review the following information and discuss it with their coaches, faculty members, drivers and playing squads. In the past, managers have reported that administrators and coaches have insisted on their spouses being admitted free. Unless they are listed on the Football Pass Gate List, this is a violation of regulations. Bus drivers or others transporting team members not listed on the school's pass gate list are also obligated to pay.

Any representative of the working news media who actually covers the games may be admitted free. A professional newspaper staff photographer may also be admitted free.

When your school is the host site at regional, sectional and sub-state games, members of your Board of Education and their spouses may be admitted free. Likewise, the working crew necessary to sell and collect tickets, and supervise and direct game activities are to be admitted free.

Lifetime passes have been issued to those who have served on the Kansas State High School Activities Association Executive Board and Hall of Fame Selection Committee. Similar passes have been issued to the Governor, members of the State Board of Education and State Commissioner of Education. An annual complimentary pass is issued to members of the KSHSAA Board of Directors and Appeal Board members and, should be admitted free. KSHSAA area supervisors of officials are to be admitted free. Please honor such passes presented to your ticket takers at the KSHSAA-sponsored tournaments. No other passes, including Kansas Coaches Association passes, are permitted.

STATE CHAMPIONSHIP INFORMATION

State Sites, Game Managers and Media Contacts

EMPORIA STATE UNIVERSITY

Class 6A - Friday, November 29 at 2:00pm

Class 4A - Saturday, November 30 at 1:00pm

Class 5A - Saturday, November 30 at 7:00pm

David Spafford (dspaffor@emporia.edu), Director of Athletics, 1200 Commercial, Emporia, KS 66801

Contact Information - Phone: 620-341-5350, Fax: 620-341-5603

Media Contact - Don Weast, Phone: 620-341-5526, Fax: 620-341-5603

HUTCHINSON COMMUNITY COLLEGE

Class 2A - Friday, November 29 at 6:00pm

Class 3A - Saturday, November 30 at 12:00pm

Class 1A - Saturday, November 30 at 5:00pm

Josh Gooch (goochj@hutchcc.edu), Director of Athletics, 1300 N. Plum Hutchinson, KS 67501

Contact Information - Phone: 620-665-3530, Fax: 620-665-3394

Media Contact - Steve Carpenter, Phone: 620-665-3593, Fax: 620-665-3394

KIOWA COUNTY HIGH SCHOOL, GREENSBURG

Class 8-Player DII - Saturday, November 30 at 11:00am

Class 6-Player - Saturday, November 30 at 3:00pm

Class 8-Player DI - Saturday, November 30 at 7:00pm

Travis Powell (tpowell@usd422.org), 720 S. Main, Greensburg, KS 67054

Contact Information: 620-723-2164

Media Contact - Travis Powell

Manager's Information Letter

Each manager will send a letter to the participating schools attending their site prior to the state championship game, giving specific details, dressing facility assignments, seating assignments, pass gate location, etc. Dressing facilities will be available no later than two and one-half hours prior to the game time.

Ticket Gates

Ticket gates should open two hours prior to the first game of the day.

Determination of Home and Visiting Teams

For the 2024 season, the team on the bottom of the bracket will be considered the home team and wear dark colored jerseys. The team on the top of the bracket will be considered the visiting team and will wear white jerseys.

Sideline Passes

For the state championship game only, each team will be issued passes for their team sideline for use by team attendants, team statisticians, team medical personnel, etc. Individuals issued these passes are expected to follow all National Federation (NFHS) rules, KSHSAA rules and policies and any directions from the site manager or officials working the game.

Practice and Warm-up

Teams are not permitted to practice on their championship game field at any time following their sub-state game. The fields are available 90 minutes prior to the scheduled game time for teams and individuals to warm up and stretch.

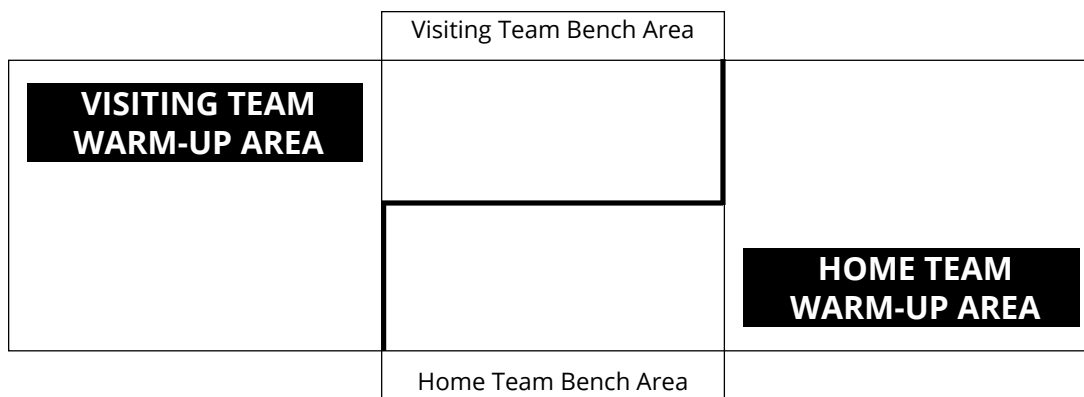
Artificial Playing Surfaces

The playing surfaces for all championship sites are artificial. At each site, any legal football shoe may be worn and facility guidelines must be followed.

Official KSHSAA T-Shirts

The KSHSAA has an exclusive merchandiser contract for event souvenir items at all KSHSAA state championship contests, events and activities. Souvenir items are available for sale at the championship games. Only items provided under this exclusive merchandiser contract may be sold at the game site.

Team Warm-up Area



Pregame Introduction Procedure

1. The manager will arrange to have the National Anthem played five minutes before game time. Prior to the National Anthem (before the first contest if two games are played), teams are to be assembled in their team boxes.
2. The announcer should begin with "Welcome to this state championship football contest sponsored by the Kansas State High School Activities Association and its member schools."

3. The announcer should make a statement regarding sportsmanship.
4. Immediately following the National Anthem, the game officials who are to be located on the scoreboard end and on the 20-yard line will be introduced. Introduce by position and by name only. (Do not mention where they live.)
5. Immediately following the introduction of the officials, the captains will go to the sideline on the 50-yard line (40-yard line - 8-Player, 6-Player) to meet the officials, where they will be escorted to the center of the field for the coin flip.

Spectators Must Stay Off the Playing Field

It is the responsibility of the administration of the participating schools to keep the game field clear of fans prior to and after each playoff and state championship game. Please inform your fans well in advance to stay off the playing field. Station your adult supervisors in front of your area to assure the enforcement of this policy.

Postgame Presentation Ceremony Procedure

The teams will form ranks in the middle of the field, facing their team box area. The awards will be made as follows:

1. The head cheerleader of the second-place team will present team medals to the head coach. This will be followed by the second-place trophy presentation.
2. The head cheerleader of the winning team will present team medals to the head coach. The championship trophy will then be presented to the team captains and/or head coach.
3. Number of medals awarded to each team (*additional medals may be ordered by contacting the KSHSAA*):

Class 6A - 86 medals

Class 5A - 86 medals

Class 4A - 71 medals

Class 3A - 66 medals

Class 2A - 61 medals

Class 1A - 51 medals

8-Player DI - 41 medals

8-Player DII - 31 medals

6-Player - 30 medals

Game Manager Reports

There are three (3) different report forms that must be completed by the managers and returned to the KSHSAA following the completion of each game:

1. Online Financial Report
2. Online Ticket Sales Report
3. Game Statistics

Care of Receipts

The game manager shall be responsible for the loss of any funds. It shall be considered negligence for a manager to keep receipts in a school vault unless such a vault is adequately insured.

KSHSAA MEDIA INFORMATION

Media Passes

Media members will be administered media credentials for state events in September of the current year. The credential will be good for admittance to all state events so long as the media member submits attendance in the "SITE NOTIFICATION" tab to a specific state location by the deadline provided on each media member's "login" page at www.kshsaa.org > media > login > site notification. Each media member must adhere to policies and regulations stated on the back of each credential or credential will be revoked. KSHSAA media credentials are for postseason state events only. Schools may accept them during the regular season should they choose to do so. Contact Jeremy Holaday in the KSHSAA office with any questions, jholaday@kshsaa.org.

Action Pictures

Cameras may be used during the entire game by any official photographer. However, all media personnel are required to stay behind the marked restraining line, which is a minimum of two yards off the playing surface. Team boxes are restricted to team personnel.

Radio Broadcasting

Radio broadcasting shall be permitted at no charge for space or the right to broadcast, if space is available. If space is limited, stations from towns with participating teams should receive first choice.

Radio stations desiring to broadcast any game shall contact the school administration or the state manager at least 48 hours prior to the game. Contracts provided by the Kansas Association of Broadcasters are available on the KSHSAA website under Media. The broadcasting station shall complete the contract for the purpose of all parties understanding the guidelines of the broadcast.

This procedure has been approved by the KAB and the KSHSAA.

Telecasting of Games

There shall be no extensive live telecasting of any playoff games unless an appropriate financial arrangement is approved in advance by the KSHSAA.

Delayed telecasting may be approved by the KSHSAA provided notification is made in advance of the contest to the KSHSAA (contract form available upon request), and the following stipulations are met:

1. The agreed compensation be paid to the KSHSAA for each game to be televised and that the total sum be submitted with this agreement. It is understood the airing time of the telecast shall not conflict with other scheduled KSHSAA sponsored athletic events within the viewing area. The desired time of delay, with correlative sum (to be invoiced by the KSHSAA), is listed below:

\$75.00	72-hour delay
\$100.00	48-hour delay
\$200.00	24-hour delay
\$500.00	For a same-day playback following the last contest of the day/evening
\$2,000.00	For live telecasting (daily fee for multi-day events)
2. After approval by the KSHSAA, the televising company shall contact the host school at least 24 hours prior to the game or event.
3. That four 30-second announcements provided by the Kansas State High School Activities Association be read during the telecast of each contest.

4. That the televising stations give advance publicity to the actual live event for a minimum of three days preceding the event and that the advance publicity contain information about contestants, contest dates, times, sites and all ticket prices.
5. That no individual or organization be permitted to sponsor any part of the telecast for the purpose of advertising any product that is contrary to the principles of good athletic training, such as alcoholic beverages, tobacco products, etc.
6. That no individual or organization be permitted to sponsor any part of the telecast for the purpose of advertising for a political candidate or political party.
7. That a list of all sponsors of all televising stations be submitted to the KSHSAA, PO Box 495, Topeka, KS 66601-0495, for approval before the telecast.
8. That the company provide competent and professional announcers and telecasting; and that no dramatization shall be made of any unsportsmanlike conduct, incidents or displays on the part of the participants or fans.
9. That the televising company shall provide the KSHSAA with documentation of how many homes this rebroadcast is reaching.
10. That the Kansas State High School Activities Association reserves the right to discontinue this agreement at any time in the event any of these stipulations are violated or any aspect of the company's televising is considered to be in poor taste or incompatible with the educational objectives of the Association.
11. That the televising company provides a copy of the broadcast to the KSHSAA for archive use.

Live Video Over Internet

The named company wishes to produce live video over the Internet using a maximum of one camera for the stated event listed below, sponsored by the Kansas State High School Activities Association, Inc. (KSHSAA). The named company understands the rights to video live are granted by the KSHSAA with the following stipulations:

1. After approval by the KSHSAA, the company shall contact the host site manager at least 24 hours prior to the event.
2. That the agreed compensation be paid to the KSHSAA for each contest; and that the total sum be submitted with this agreement.
 - No charge – Member schools for playoff games. State championship games are not permitted.
 - \$200.00/contest – All others (will be invoiced)
3. That four (4) 30-second announcements provided by the KSHSAA (see website) be read during the telecast of each contest.
4. That the televising company give advance publicity to an actual live event for a minimum of three days preceding the event; and that the advance publicity contain information on contestants, contest date, contest time, contest site and all ticket prices.
5. That no individual or organization be permitted to sponsor any part of the broadcast for the purpose of advertising alcoholic beverages, tobacco products, performance enhancing products, gambling, etc., that is contrary to the principles of educationally-based activities.
6. That no individual or organization be permitted to sponsor any part of the telecast for the purpose of advertising for a political candidate or political party.
7. That a list of all sponsors of the event/contest on each televising station be submitted to the KSHSAA, Box 495, Topeka, KS 66601-0495 for approval before the telecast.
8. That the televising company provide competent and professional announcers and telecasting; and that no dramatization shall be made of any unsportsmanlike conduct, incidents or displays on the part of the participants or fans.
9. That the televising company shall provide the KSHSAA with documentation on the number of homes reached by the specified rebroadcast.
10. That the KSHSAA reserves the right to discontinue this agreement at any time in the event any of these stipulations are violated or any aspect of the company's televising is considered to be in poor taste or incompatible with the educational objectives of the Association.
11. That the webstreaming company provide a copy of the broadcast to the KSHSAA for archive use.

Live Telecast Provisions – Regular Season

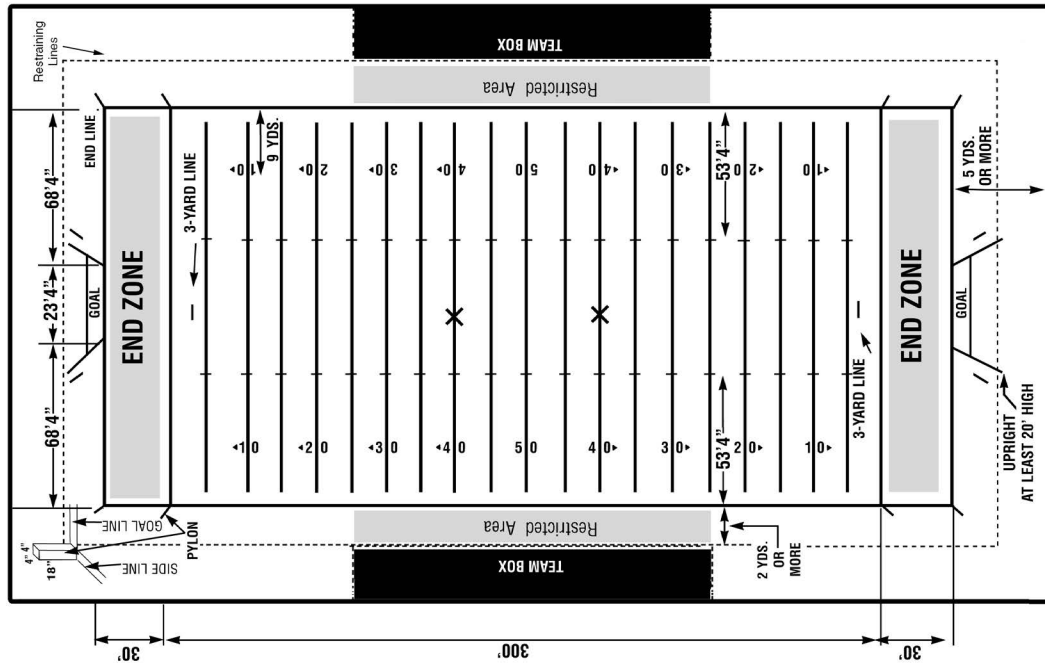
1. Game starting times will be set back (later) by five (5) minutes – or set by the KSHSAA.
2. One TV timeout per quarter will be provided in addition to any team timeouts used.
3. A one-minute break will be provided prior to the next snap after a change of team possession.
4. Halftime will remain 15 minutes, unless 20 minutes is needed for performances. The maximum is 20 minutes.

Webcasting Postseason Contests

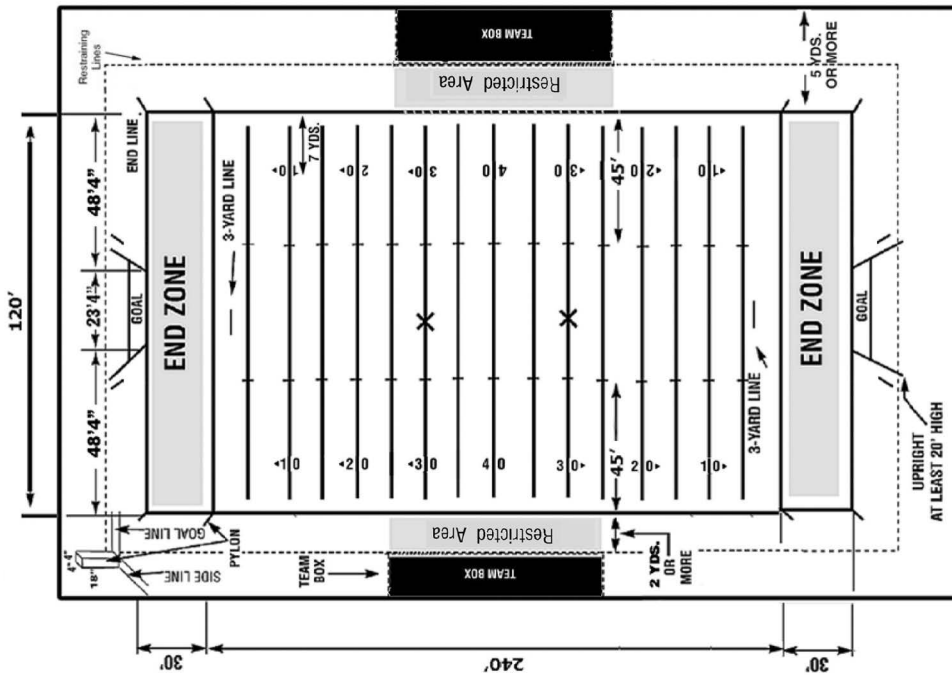
By KSHSAA Executive Board adoption the home team will now determine one school to be the webcast provider for the contest.

It has been a long-standing policy that member schools may elect to webcast their postseason game at no charge for a rights fee. These are meant to be educational in nature for students who have interest in the broadcast realm. The no charge option for member schools is still available, however now it will only be granted to either the host or the visiting school. As streaming becomes more efficient, many schools have begun to stream their games home or away. During the postseason, the host school athletic director has many items to coordinate. Narrowing down webcasts can aid in the logistics of hosting postseason play.

11-player Football Field



Eight- and Six-player Football Field



NOTE: By state association adoption, the dimensions of the field may be altered.

Checklist for Regional, Sectional, Sub-State and State Game Managers

1. Confirm availability of field, locker rooms and other facilities.
2. Make arrangements for concessions.
3. Arrange for preparation and sale of programs.
4. Arrange for ticket sellers and ticket takers.
5. Arrange for ushers in the event reserved sections are used. See that ticket price signs are made and posted outside ticket windows.
6. Assign and clearly inform a public address announcer.
7. Arrange for timer, scoreboard operators, and line-to-gain (chain gang) operators.
8. Provide chain and box operators with contrasting-colored vests.
9. Inspect awards upon arrival. These will be delivered to you in person or by mail.
10. Arrange to have a physician present if at all possible.
11. Arrange to have an ambulance stand by if available.
12. Arrange for an adequate number of law enforcement officers.
13. Arrange for payment of officers if not voluntary.
14. Arrange for traffic control if needed.
15. Arrange for parking attendants if needed.
16. Arrange for presentation of awards following contest.
17. Reserve parking spaces for visiting team buses and officials. Notify game officials and visiting team of parking and dressing facilities.
18. Make arrangements with performing bands. Halftime intermission will be 20 minutes in length if both bands perform.
19. Arrange for the National Anthem to be played.
20. Assign pep club locations. Do not permit decorations on the cross bar or uprights above the cross bar.
21. See that banners or signs displayed at the game are approved under the provisions outlined.
22. Assign spaces in the press box for radio, media, etc.
23. Provide a special entrance and a checklist for admittance of authorized superintendents, principals, athletic directors, players, managers, coaches, cheerleaders, student supervisors and news media.
24. Have a person meet the visiting team bus and serve as host throughout the contest.
25. See that a person meets officials and provides them with towels and refreshments at halftime.
26. See that game balls are available to officials prior to game time.
27. Have towels and ball boys available on field to dry footballs if they should become wet or muddy.
28. See that no one enters the officials' dressing room at halftime or following the contest.
29. Provide security for officials and visiting team dressing rooms.
30. The host school shall provide two adult chaperones to escort officials to and from their dressing quarters and to their cars after the game.
31. If field phones are available, see that they are ready and working.
32. Provide visiting team and officials with complimentary programs.
33. See that awards are delivered to game site and available at conclusion of contest.
34. Send KSHSAA a copy of game program.
35. Submit a financial report to the KSHSAA and send a copy to each participating school.
36. Submit a ticket sales report to the KSHSAA.
37. Submit game statistics to the KSHSAA.

