Football Manual
2020

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

Kansas State High School Activities Association

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KSHSAA Administrator
Mark Lentz, mlentz@kshsaa.org
Checklist for Participating Teams

- Football Rules Exam due online to KSHSAA by September 2
- Football Officials Recommendations Form due at the KSHSAA from October 7-14
- Send State Football Program Roster to KSHSAA by November 23
- Send a team photo to KSHSAA by November 23, earlier if possible.
- Contact state site manager for your team’s halftime band performance by November 23
- Send to state site manager for your class: School Pass Gate List by November 23
- Review information from the state site manager and KSHSAA by November 23

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Projected Calendar Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
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<tbody>
<tr>
<td>Beginning Practice Date</td>
<td>Aug. 17</td>
<td>Aug. 16</td>
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<tr>
<td>First Possible Jamboree Date</td>
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<td>Sectional – All Classes</td>
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<td>Sub-State – All Classes</td>
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<td>Nov. 18</td>
<td>Nov. 17</td>
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<td>Nov. 27</td>
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State Championship Game Information

**November 28, 2020**

<table>
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<tr>
<th>Class</th>
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<tr>
<td>6A</td>
<td>Emporia State University-Welch Stadium</td>
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<td>5A</td>
<td>Pittsburg State University-Carnie Smith Stadium</td>
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<td>4A</td>
<td>Topeka-Hummer Sports Park</td>
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<tr>
<td>3A</td>
<td>Hutchinson Community College-Gowans Stadium</td>
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<td>2A</td>
<td>Salina USD 305 District Stadium</td>
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<td>1A</td>
<td>Fort Hays State University-Lewis Field</td>
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<tr>
<td>DII</td>
<td>Newton-Fischer Field</td>
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<tr>
<td>DI</td>
<td>Newton-Fischer Field</td>
<td>3:00 p.m.</td>
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</table>
Kansas State High School Activities Association

Football Manual

Contest Managers, School Administrators, Officials, Football Coaches and News Media:

This 2020 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 nine sections and is generalized to apply to all playoff games.

Section I  Sports Medicine Guidelines
Section II  General KSHSAA Policy Information
Section III General Information – Game Administration
Section IV  KSHSAA Football District System
Section V  KSHSAA Playoff Games – General Information
Section VI  Playoff Host Information
Section VII  Ticket Arrangements – Financials – Pass Gates
Section VIII State Championship Game Information
Section IX  KSHSAA Media Information

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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Bill Faflick
Executive Director
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KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION  
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)

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 12 hours prior to a contest in which I will be involved.
12. I will not use tobacco or e-cigarette products while directly involved in interscholastic activities.
Section I

Sports Medicine Guidelines

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) who has been authorized to perform this examination by a Kansas licensed supervising physician, or an advanced practice registered nurse (APRN) who has been authorized to perform this examination by a Kansas licensed supervising physician. 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 17), the following practice rules apply:

a. 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.

b. 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.

c. 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.

d. 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.

e. 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.

f. 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.

I. 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.

II. Practice Limitations:

1. 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.

2. 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.

3. 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.
Section II

General KSHSAA Policy Information

KSHSAA Coach/Sponsor CPR/AED Training Requirement

Per KSHSAA Board 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. To participate in a preseason jamboree, a member school team must have completed ten (10) days of practice, prior to the preseason jamboree date.
5. Each individual player must participate in at least nine (9) days of practice before that individual is permitted to participate in the preseason jamboree.
6. A preseason jamboree can be held no earlier than Friday or Saturday of SCW #8, so long as all other requirements are met. The 2020 dates are August 28 or 29.
7. Participating in a preseason jamboree is optional for member high schools (not required).
8. NO SCHOOL MAY RUN MORE THAN THIRTY-SIX (36) OFFENSIVE PLAYS ON A PRESEASON JAMBOREE DATE. For example, if the jamboree consists of four (4) teams, then each team can run twelve (12) offensive plays against each of the other three (3) teams. No individual player should be involved in running more than 36 plays, as well. Defense is another 36.
9. 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 5-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.
10. 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.

11. No kicking or special teams are permitted.

12. 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.

13. All NFHS football playing rules shall apply with one exception: Coaches may be on the field to provide instruction.

14. The preseason jamboree shall be officiated by registered KSHSAA football officials.
   a. Consideration should be given for training of officials at these events.

15. Charging admission is up to the host school.

16. Supervision is the responsibility of the host school and all participating schools.

### JAMBOREE INTERPRETATION

The 36-play limit is established for each team. For example: In a 3-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 plays, as stated in the guidelines.

### 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.

### 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.

### 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.**
Section III

General Information - 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 Game-Ending Procedures and Running Clocks
In 8-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 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.
Section IV

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. (8-Player assignments are limited to schools of 100 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.

Playoff Football Format for Classes 6A, 5A and 4A
A. The KSHSAA will establish the sixteen (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.

B. Each school will schedule their own games from week #1 to week #8.

C. 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.

D. PLAYOFF BRACKET SEEDING CRITERIA:
1. Win-loss percentage in all games played from week #1 to week #8.
2. Head-to-head games if all teams tied for a seed played each other during the current 8-game schedule.
3. 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 #1 and #2 are not able to break the tie.
   • The total 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 thirteen (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.

4. Drawn by lot (the KSHSAA will draw, with at least one witness from the KSHSAA).

E. All schools hosting a week #9 game are responsible for contracting game officials (five registered game officials) for this game. League Commissioners are assigning.

F. 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.

G. 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.

H. Playoff round designations: Week #9 = 1st bracketed game, Week #10 = Regional, Week #11 = Sectional, Week #12 = Sub-State, Week #13 = State (no awards provided week #9)
District Football Assignments

*District Assignments for 2020: Classes 3A, 2A, 1A and 8-Player DI and DII 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 home 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.**

### 4-TEAM DISTRICT EXAMPLE

<table>
<thead>
<tr>
<th>6th Week</th>
<th>7th Week</th>
<th>8th Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 at 2</td>
<td>2 at 1</td>
<td>4 at 1</td>
</tr>
<tr>
<td>1 at 3</td>
<td>3 at 4</td>
<td>2 at 3</td>
</tr>
</tbody>
</table>

### 5-TEAM DISTRICT EXAMPLE

<table>
<thead>
<tr>
<th>4th Week</th>
<th>5th Week</th>
<th>6th Week</th>
<th>7th Week</th>
<th>8th Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 at 4</td>
<td>3 at 1</td>
<td>5 at 3</td>
<td>2 at 5</td>
<td>4 at 2</td>
</tr>
<tr>
<td>2 at 3</td>
<td>4 at 5</td>
<td>1 at 2</td>
<td>3 at 4</td>
<td>5 at 1</td>
</tr>
<tr>
<td>5 bye</td>
<td>2 bye</td>
<td>4 bye</td>
<td>1 bye</td>
<td>3 bye</td>
</tr>
</tbody>
</table>

### 6-TEAM DISTRICT EXAMPLE (started in 2018)

<table>
<thead>
<tr>
<th>4th Week</th>
<th>5th Week</th>
<th>6th Week</th>
<th>7th Week</th>
<th>8th Week</th>
<th>9th Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 at 2</td>
<td>6 at 1</td>
<td>1 at 5</td>
<td>4 at 1</td>
<td>1 at 3</td>
<td>Bracket Play</td>
</tr>
<tr>
<td>6 at 3</td>
<td>5 at 2</td>
<td>4 at 6</td>
<td>3 at 5</td>
<td>2 at 4</td>
<td></td>
</tr>
<tr>
<td>4 at 5</td>
<td>3 at 4</td>
<td>2 at 3</td>
<td>6 at 2</td>
<td>5 at 6</td>
<td></td>
</tr>
</tbody>
</table>

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 page 23).

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 page 23).

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

After the final district contests, the chairperson of each district will report the district results to the KSHSAA no later than 10 p.m. on the night of the last district game. It is recommended that this information be emailed to the KSHSAA (mleintz@kshsaa.org). The district qualifiers will be verified by the KSHSAA. In all football districts (3A, 2A, 1A and 8-Player), four teams from each football district will advance into the playoff bracket.

The four teams qualifying from each district shall be determined on the percentage of games won in district competition. The team(s) with the best district win-loss record will qualify for the playoffs.
• Should a school voluntarily forfeit a district contest, that school is considered removed from contention as a possible qualifier from the district for the remainder of the current season, even though it may play the other district games remaining on their schedule.

• A school that has been required to forfeit a district game as a sanction for a violation of KSHSAA rules is not automatically considered removed from contention as a possible qualifier from the district. Such sanction (i.e., removal from contention in district play) may be imposed upon the offending school but such sanction must be one imposed upon the school by the KSHSAA.

Twenty-One (21) Point Tiebreaker – Determining the Points for 3A, 2A, 1A and 8-Player

Total the margin of points each team had in all district contests. Marginal points will be the point difference in final game score. No team will add or subtract more than twenty-one (21) points in any district contests. No team will add or subtract more than one (1) point in any district contest which was tied at the end of regulation time and the winning team was eventually determined in overtime.

In overtimes, extra points (PAT) would not be attempted if the winner has been determined.

1. Tie(s) (in either win-loss percentage or in marginal points) involving two teams is first broken on the basis of district head-to-head game results between those two teams. In such a two-way tie, the team that won in district play the game between the two tied teams shall advance or be identified as the first qualifier. The other team that was tied in either district win-loss percentage or in marginal points with the first qualifying team will be the second qualifier from that district.

2. If more than two teams are tied in either district win-loss percentage or in total district marginal points, and one team won over the other teams it is tied with, that team shall be identified as the first qualifier. If the remaining teams are still tied in win-loss percentage or in total district marginal points for the second playoff spot, and one team won over other teams it is tied with, that team shall advance.

3. If there is no common winner (one team defeated all the others it is tied with) or there is no common loser (one team was defeated by all of the other teams it is tied with and thus eliminated as one of the tied teams) then the 21-point tiebreaker procedure is applied to determine the qualifying teams (subject to points 1 and 2).

4. After determining the points using the 21-point tiebreaker, the team with the greatest number of total district marginal points (as determined by the results of all games between the teams in that district) will be the first qualifier. If another qualifier is to be determined, the team with the second highest total of marginal points will be the qualifier. If two teams are tied in marginal points, the team that defeated the other in head-to-head district play will be the qualifier.

5. In the case of more than three teams tied in district win-loss record, and if two of those teams are also tied with the most marginal points, the head-to-head results of the game between those two tied teams will be used to break the two-way tie.

6. If teams are not tied in total district marginal points (one or more teams have thus been eliminated from the tie on the basis of total district marginal points), then the district head-to-head game results between those teams (in either win-loss percentage or in total district marginal points) is used to break that tie.

7. If after determining total district marginal points in all district games the tie involving more than two teams remains, then marginal points among only the tied teams when they played each other in district games will be calculated to break the tie.

8. In the event that ties involving three or more teams cannot be broken as outlined and through application of the 21-point tiebreaking procedure, the following criteria will be used to identify the first qualifying team:

   e. If a tie remains after application of the above criteria, the qualifying teams will be determined by lot (the qualifying team will be drawn from a hat).

Example: Since D is not in contention as a tied team based on D's district win-loss record, of the three teams tied in win-loss record, the total of marginal points for all district games would be used to break the three-way tie between teams A, B and C. In this example, team B would be declared the winner of the district (based on the district game results and application of the 21-point tiebreaker procedure). With B now identified as the district winner, to determine the second qualifying team (between teams A and C) the marginal points would be used. Since A had more marginal points, A is the second qualifying team.
Section V
KSHSAA Playoff Games – General Information

Playoff Games Information
1. Playoff brackets will be posted on the KSHSAA website (www.khsaa.org) by 10 a.m. on the morning following the last regular season game, if not earlier.

2. Classifications 6A, 5A, 4A, 3A, 2A, 1A, 8-Player DI and 8-Player DII 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 2020, 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.

Thursday, October 29, 2020 or Friday, October 30, 2020 --------------------------- Week #9 Bracket Game – All Classes
Friday, November 6, 2020 ----------------------------------------------------------Regional – All Classes
Friday, November 13, 2020 ----------------------------------------------------------Sectional – All Classes
Friday, November 20, 2020 ----------------------------------------------------------Sub-State – All Classes
Saturday, November 28, 2020 ------------------------------------------------------State Championships – All Classes

Selection of Host Sites for Playoff Games
1. The host school in week #9 is the school with the better seed.

2. The host school in the regional round in classes 3A, 2A, 1A, 8-Player DI and 8-Player DII will be the school with the better seed.

3. In all classifications other than 6A, 5A, and 4A in all subsequent rounds after the regional round, the host school will be the school hosting the least number of playoff games this year. If both teams have hosted an equal number of playoff games, then the East-West formula will be used to determine the host site.

4. The host school is responsible for contacting (email or telephone) the KSHSAA to verify first round game sites and start times. Please contact the KSHSAA prior to 8:30 a.m. on the day following district competition (calling the night of game time completion is preferred).

East-West Formula
When questions arise as to which school is farthest east or west when applying the formula, the KSHSAA will make the determination. Final determination will be based on the location of the front door for the high school attendance center of the two schools involved.

FARTEST EASTERN SCHOOL WILL SERVE AS HOST IN THESE ROUNDS/CLASSES
2020 Sectional Round – 3A, 2A and 1A
2020 Sub-State Round – 8-Player Divisions (If the teams playing are from the same district, then the district winner will host.)

FARTEST WESTERN SCHOOL WILL SERVE AS HOST IN THESE ROUNDS/CLASSES
2020 Sectional Round – 8-Player Divisions
2020 Sub-State Round – 3A, 2A and 1A (If the teams playing are from the same district, then the district winner will host.)
**KSHSAA FOOTBALL BRACKET 2020 SEASON**
Classes 6A, 5A and 4A

**WEEK #9**  
Friday, October 30  

1 East  
16 East  
8 East  
9 East  
4 East  
13 East  
5 East  
12 East  
2 East  
15 East  
7 East  
10 East  
3 East  
14 East  
6 East  
11 East  

**REGIONAL**  
Friday, November 6

**SECTIONAL**  
Friday, November 13

**SUB-STATE**  
Friday, November 20

1 West  
16 West  
8 West  
9 West  
4 West  
13 West  
5 West  
12 West  
2 West  
15 West  
7 West  
10 West  
3 West  
14 West  
6 West  
11 West  

**HOME TEAM**

**STATE CHAMPIONSHIP GAME**  
Saturday, November 28

**VISTOR TEAM**

**Exception:** The KSHSAA will establish the state championship home team.

**The higher seed will serve as home team.**
2020 FOOTBALL BRACKET
CLASSES 3A and 2A

**WEEK #9**
Friday, October 30

**REGIONAL**
Friday, November 6

**SECTIONAL**
Friday, November 13

**SUB-STATE**
Friday, November 20

**STATE**
Saturday, November 28

- District 1 - #1
- District 2 - #4
- District 2 - #2
- District 1 - #3
- District 3 - #1
- District 4 - #4
- District 4 - #2
- District 3 - #3
- District 2 - #1
- District 1 - #4
- District 1 - #2
- District 2 - #3
- District 4 - #1
- District 3 - #4
- District 3 - #2
- District 4 - #3
- District 5 - #1
- District 6 - #4
- District 6 - #2
- District 5 - #3
- District 7 - #1
- District 8 - #4
- District 8 - #2
- District 7 - #3
- District 6 - #1
- District 5 - #4
- District 5 - #2
- District 6 - #3
- District 8 - #1
- District 7 - #4
- District 7 - #2
- District 8 - #3
Section VI

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.

<table>
<thead>
<tr>
<th>Recommended Seating for Football Playoff Games</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adequate</td>
</tr>
<tr>
<td>REGIONAL</td>
</tr>
<tr>
<td>6A</td>
</tr>
<tr>
<td>5A</td>
</tr>
<tr>
<td>4A</td>
</tr>
<tr>
<td>3A</td>
</tr>
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<td>2A</td>
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<tr>
<td>1A</td>
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<tr>
<td>8-Player</td>
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<tr>
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<td>5A</td>
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<td>2A</td>
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<tr>
<td>1A</td>
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<tr>
<td>8-Player</td>
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<tr>
<td>1A</td>
</tr>
<tr>
<td>8-Player</td>
</tr>
</tbody>
</table>

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.


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 five (5) game officials for all playoff games. Assignments will be made through Arbiter and communicated to each of the host schools. The fee for all playoff games will .36 per mile (round trip) to the designated driver(s). State officials are paid by the KSHSAA.

<table>
<thead>
<tr>
<th>Tournament</th>
<th>Fee Per Official</th>
</tr>
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<tbody>
<tr>
<td>Regional</td>
<td>$75 per official</td>
</tr>
<tr>
<td>Sub-State</td>
<td>$85 per official</td>
</tr>
<tr>
<td>Sectional</td>
<td>$80 per official</td>
</tr>
<tr>
<td>State</td>
<td>$95 per official</td>
</tr>
</tbody>
</table>

Team Awards (8-PLAYER AND 11-PLAYER)

<table>
<thead>
<tr>
<th>Award Type</th>
<th>Award Type</th>
<th>Applies To</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Champion</td>
<td>Plaque</td>
<td>Applies to 8-Player, 3A, 2A, and 1A</td>
</tr>
<tr>
<td>Regional Champion</td>
<td>Plaque</td>
<td>Applies to All Classifications</td>
</tr>
<tr>
<td>Sectional Champion</td>
<td>Plaque</td>
<td>Applies to All Classifications</td>
</tr>
<tr>
<td>Sectional Runner-Up</td>
<td>Plaque</td>
<td>Applies to All Classifications</td>
</tr>
<tr>
<td>Sub-State Champion</td>
<td>Plaque</td>
<td>Applies to All Classifications</td>
</tr>
<tr>
<td>Sub-State Runner-Up</td>
<td>Plaque</td>
<td>Applies to All Classifications</td>
</tr>
<tr>
<td>State Champion</td>
<td>Trophy</td>
<td>Applies to All Classification</td>
</tr>
<tr>
<td>State Runner-Up</td>
<td>Trophy</td>
<td>Applies to All Classifications</td>
</tr>
</tbody>
</table>

Artificial Noisemakers

By policy of the Executive Board, the use of fireworks, cannons, air concussions, hand-held 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 is 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 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.
**Section VII**

**Ticket Arrangements – Financials – Pass Gates**

**Ticket Prices**

The KSHSAA will provide tickets to the host manager, with the prices as follows:

<table>
<thead>
<tr>
<th></th>
<th>K-12</th>
<th>Adults</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional</td>
<td>$5.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>Sectional</td>
<td>$5.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>Sub-State</td>
<td>$6.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>State</td>
<td>$6.00</td>
<td>$9.00</td>
</tr>
</tbody>
</table>

**Ticket and Financial Report Information for Game Managers**

Tickets will be sent or delivered to the managers or chairpersons by parcel post. This will consist of General Admission tickets for students and adults.

The KSHSAA would like to call your attention to the following points:

1. Tickets will be serially numbered.
2. Before the contest begins, check the tickets with the report form that is sent from the KSHSAA.
3. Instruct your sellers to be sure that all unsold tickets are in consecutive serial number order, meaning the remaining unsold tickets are consecutively numbered without intermittent tickets having been sold.
4. If tickets are sold from more than one booth, it is satisfactory to sell them from two or more rolls at the same time. This will avoid having to sell from removed portions of a roll.
5. Return all unused tickets to the KSHSAA immediately after your contest.
6. Managers are to use only those tickets which are supplied by the KSHSAA. We hope we have anticipated your needs, but if you have reason to feel you will need more, call us and we will forward an additional supply.
7. After taxes, regional, sectional and sub-state gate receipts will be distributed as follows:
   a. The host school receives 30% of the net receipts (gate receipts minus sales tax) plus all concession and program sales.
      • Officials’ fees are paid prior to balance being sent to the KSHSAA.
   b. 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

**NEW - Ticket Accountability for Postseason Events**

In an effort to strengthen and streamline the ticket accountability process for our member schools, the KSHSAA has developed a new online process to provide an easier and more accurate procedure for staff at school sites hosting regional and sub-state events. The process will be initiated by the KSHSAA via digital communication with the school-based staff. This communication will provide online access to ticket reporting which will be an interactive form. The school staff will need to verify rolls of tickets received, the ending number of tickets sold and the applicable local tax rate. Once that information is entered, the form is ready for submission. All calculations are built into the electronic form.

**SPECIAL NOTICE TO ALL MANAGERS AND SCHOOLS**

Each person paying admission must be given the ticket he or she buys. All tickets are to be torn in half when the purchaser is admitted. If the sale and admittance is handled at the same location then the purchaser is entitled to and shall be given one-half of his or her ticket. Such ticket stubs are not to be used as pass-out tickets.

For any pass-out system, a rubber stamp should be used to mark the back of the person’s hand for re-admittance.
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 all playoff football games:

- **FB-2 Regional Pass Gate**: Due on Monday, November 2 to host Athletic Director
- **FB-3 Sectional Pass Gate**: Due on Monday, November 9 to host Athletic Director
- **FB-4 Sub-State Pass Gate**: Due on Monday, November 16 to host Athletic Director
- **FB-5 State Pass Gate**: Due on Monday, November 23 to the KSHSAA

Management will admit a maximum of 85 players in uniform, five (5) coaches and two (2) managers for 11-player football contests. In 8-player, a maximum of 45 players in uniform, three (3) coaches and two (2) managers will be admitted. The superintendent, principal, athletic director, faculty cheerleader sponsor and varsity cheerleaders (maximum of 10) in uniform shall also be admitted free. These names must be listed on the Football Pass Gate List found online at www.kshsaa.org, signed by the principal and submitted to game management prior to the contest. Faculty student supervisors assigned by the school principal shall be admitted free as per the following schedule. They shall sit or be located in the schools' cheering sections. (Assistant principals may be admitted free provided they are included in the allotted number of faculty student supervisors.)

- **Class 6A, Class 5A, Class 4A = 6**
- **Class 3A, Class 2A, Class 1A, and 8-Player = 3**

The KSHSAA suggests that managers not provide tickets for the participating schools, but use a checklist and a special entrance for those authorized as per the above policy.

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. Drill team members will be permitted to attend at no charge, provided they are in school approved uniform and perform on the field during the halftime of their school's game. School performances will be limited to a total maximum of eight (8) minutes.

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
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 can save embarrassment and eliminate the manager's problems by reviewing the following information and discussing 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 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. Following are samples of the five complimentary passes issued by the KSHSAA which you should accept.
KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION
certifies that _______________________________ is an Area Supervisor of football, volleyball, basketball or wrestling activities for the _________-______ school year.

Date

KSHSAA Executive Director

NOT TRANSFERABLE

(White card with black printing)
Area Supervisors

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION
Certifies _______________________________ as a member of the KSHSAA Board of Directors or KSHSAA Appeal Board, and is entitled to admission without charge to all events sponsored by the Kansas State High School Activities Association from July 1, _______ to June 30, _______.

Date

KSHSAA Executive Director

NOT TRANSFERABLE

(Ivory card with black printing)
BOD/Appeals Boards

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION
It Certifies that _______________________________ and one guest are entitled admission without charge to all events sponsored by the Kansas State High School Activities Association.

Date

KSHSAA Executive Director

NOT TRANSFERABLE

(Light blue card with dark blue and red printing)
Executive Board

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION
2020-2021
KSHSAA EVENT PASS
FOR USE BY ONE SCHOOL EMPLOYED CERTIFIED ATHLETIC TRAINER
VALID ONLY AT KSHSAA EVENTS
Designated by ________________________________ High School

Date

KSHSAA Executive Director

(Gray card with red and blue printing)
Athletic Trainer
Section VIII

State Championship Game Information

Game Managers and Media Contacts**

**FISCHER FIELD, NEWTON**
Brian Bascue (bbascue@newtonrec.org)
Newton Recreation Commission
415 Poplar Street, Newton, KS 67114
Phone: 316-283-7330, Fax: 316-283-5314
**Bart Peace
Phone: 316-283-7330, Fax: 316-283-5314

**FORT HAYS STATE UNIVERSITY**
Brad Haynes (behaynes@fhsu.edu)
Athletic Department
Busch-Gross Coliseum, Hays, KS 67601
Phone: 785-628-4050, Fax: 785-628-4383
**Ryan Prickett
Phone: 785-628-5903, Fax: 785-628-4383

**HUTCHINSON COMMUNITY COLLEGE**
Josh Gooch (goochj@hutchcc.edu)
Director of Athletics
1300 N. Plum Hutchinson, KS 67501
Phone: 620-665-3530, Fax: 620-665-3394
**Steve Carpenter
Phone: 620-665-3593, Fax: 620-665-3394

**SALINA DISTRICT STADIUM**
Tiffany Benien (tbenien@salinakansas.org)
Salina Area Chamber of Commerce
120 W. Ash / Box 586, Salina, KS 67401
Phone: 785-827-9301, Fax: 785-827-1081
**Tiffany Benien
Phone: 785-827-9301, Fax: 785-827-1081

**HUMMER SPORTS PARK, TOPEKA**
Annette Wiles (awiles@tps501.org)
Sports Park Director
501 Center Circle Drive, Topeka, KS 66606
Phone: 785-295-3750, Fax: 785-295-3147
**Annette Wiles
Phone: 785-295-3750, Fax: 785-295-3147

**PITTSBURG STATE UNIVERSITY**
Nate Davis (nldavis@pittstate.edu)
Director of Athletic Operations
1701 S. Broadway St., Pittsburg, KS 66762
Phone: 620-235-4486, Fax: 620-235-4631
**Nate Davis
Phone: 620-235-4486, Fax: 620-235-4631

**EMPORIA STATE UNIVERSITY**
Kent Weiser (kweiser@emporia.edu)
Director of Athletics
1200 Commercial, Emporia, KS 66801
Phone: 620-341-5350, Fax: 620-341-5603
**Don Weast
Phone: 620-341-5526, Fax: 620-341-5603

Congratulations to the 2019 State Football Champions

Class 6A..............................................................................Derby ............................................. (13-0 Record)
Class 5A..............................................................................Shawnee-Mill Valley .......................... (10-3 Record)
Class 4A ..............................................................................Shawnee Mission-Bishop Miege ....... (11-2 Record)
Class 3A ..............................................................................Andale ........................................... (13-0 Record)
Class 2A ..............................................................................Seneca-Nemaha Central .................... (11-2 Record)
Class 1A..............................................................................Centralia ........................................... (12-1 Record)
8-Player DI ........................................................................Canton-Galva ..................................... (13-0 Record)
8-Player DII ......................................................................Osborne ........................................... (13-0 Record)
**Determination of Home and Visiting Teams**

For the 2020 season, the team on the top of the bracket will be considered the home team and wear dark colored jerseys. The team on the bottom of the bracket will be considered the visiting team and will wear white jerseys.

**Manager’s Information Letter**

Each manager will send a letter to the participating schools prior to the state championship game, giving specific details, dressing facility assignments, seating assignments, pass gate location, etc., to those schools attending their site. 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 scheduled game time.

**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**


![Diagram of Team Warm-up Area](image)

**Pregame Introduction Procedure**

1. The manager will arrange to have the National Anthem played 10 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 officials, the visiting team will be introduced. The players will be announced in numerical order of their game jerseys. The first player will start onto the field when the announcer says, “Now for the introduction of the (School Name) High School football team.” The players are to line up between the 40-yard lines (30-yard lines - 8-Player), facing their team box. After players and managers have been introduced, the coaching staff, athletic director, principal and superintendent will be presented. They are to stand in front of the team, facing their team box. The introduction of the principal and superintendent is optional and is to be left up to the administrators of the two participating teams. The manager should determine in advance if they want to be introduced and adjust the introductions accordingly. Both teams are to remain on the field until each has been introduced. These introductions should proceed as rapidly as possible.
6. The home team will then be introduced using the same procedure followed for the visiting team. All players for both teams will be present for team introductions and for the National Anthem.

7. Immediately following the introduction of both teams, the captains will go to the sideline on the 50-yard line (40-yard line - 8-Player) to meet the officials, where they will be escorted to the center of the field for the coin flip. The following diagram shows the appropriate locations for each team.

8. In case of inclement weather and if both coaches agree, introductions may take place while the teams remain in the locker rooms.

---

**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 (not to exceed 66 in 11-Player and 36 in 8-Player). 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. (Additional medals may be ordered by contacting the KSHSAA.)

**Game Manager Reports**

The KSHSAA will send four (4) different report forms to the managers which must be completed and returned to the KSHSAA following the completion of each game:

1. Regular Financial Report
2. Ticket Sales Report
3. Program Sales Report
4. 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, 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

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 web streaming 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 time-out per quarter will be provided in addition to any team time-outs 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.
Art. 1: SPORTSMANSHIP is a general way of thinking and behaving. The following sportsmanship policy items are listed for clarification:

a. Be courteous to all (participants, coaches, officials, staff and fans).
b. Know the rules, abide by and respect the officials’ 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 Procedures

a. It is encouraged and recommended by the KSHSAA that local boards of education adopt these regulations and reinforce them as indicated herein.

b. The Executive Board of the KSHSAA 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.

Citizenship/Sportsmanship Rule 52-1-1c: Prohibits victory celebrations on the playing surface at the conclusion of a contest for the following reasons:

a. Allows the participants and coaches of the teams to shake hands at the end of the contest;
b. Safety of the participants;
c. Avoids confrontation between exuberant fans and downhearted players and fans of the school which was defeated;
d. Preserves citizenship/sportsmanship atmosphere;
e. Allows awards, where appropriate, to be presented within a reasonable period of time;
f. Protects the time schedule of contests which are followed by subsequent contests on the same playing surface;
g. Protects the playing surface.

The Kansas State High School Activities Association, through its member schools, defines sportsmanship as those qualities of behavior which are characterized by generosity and genuine concern for others.

“All actions are to be for your school, not against your opponent!”
Sportsmanship

When considering sportsmanship, many may first think only of the game participants (athletes and coaches) within the timeframe of the game. However, proper sportsmanship also includes the pregame warm-up period, postgame handshake activity, spectator behavior (both students and adults), parents of the athletes, public-address announcer, bands and cheerleaders. All have a role in promoting good sportsmanship.

Players and coaches are the most visible in their displays of sportsmanship. Their behavior sets the tone for fans, game officials and others. As recognizable personalities, it is an expectation that coaches model good behavior. Players must represent their schools and communities as ambassadors of good sporting behavior beginning with pregame activities and concluding with end-of-game activities.

Game officials generally do not assume control until taking the field approximately 30 minutes prior to the scheduled kickoff. Therefore, coaching staffs and game administrators must be vigilant and responsible for ensuring proper sportsmanship during this time. Once the contest begins, school administrators are responsible for the proper conduct of all spectators. This may take the form of reading a sportsmanship public-address announcement prior to the contest and remaining vigilant for possible issues during the contest. Student bodies and spectators in general should be reminded that any behaviors conducted at the expense of the opponents is unacceptable and will be addressed accordingly.

Public-address announcers are responsible for delivering the pertinent game-related information – not to be a play-by-play person or cheerleader. Taking liberties with biased and/or inflammatory announcements must not be tolerated. Their purpose is not to editorialize the quality of play or incite the home crowd in any way.

Working with the band/music director, the school administration must set proper guidelines and ensure compliance regarding when live or recorded music may be utilized.

Good sportsmanship does not occur on its own. Only with specific planning and coordination by all constituents is good sportsmanship achievable. Good sportsmanship is about respect. Good sports win with humility, lose with grace and do both with dignity.

Intentional Grounding

Due to growing prevalence of televised football, one of the most misunderstood rules at the high school level is intentional grounding. Under NFHS rules, intentional grounding is a foul whenever a legal forward pass is thrown into an area not occupied by an eligible receiver, or when a pass is thrown to prevent a loss of yardage or to conserve time. The only exception to this rule is when the passer intentionally throws the ball forward to the ground immediately after receiving the snap.

Under NFHS rules, it is a foul if there was no eligible receiver in the area of the pass, regardless of the passer's position on the field. Across the country, we are seeing more high school quarterbacks throw the ball away to avoid a sack when outside the pocket, thinking this is legal based on what is seen on television. High school referees need to be aware of these situations and, with the help of the line judge and linesman, make the correct call under NFHS football rules. This is a foul that should be called after the game officials have gathered and discussed the play. When a foul does occur, the penalty flag needs to be thrown by the referee. The penalty is 5 yards from the spot of the foul and a loss of down.

Ineligible Downfield and Line of Scrimmage Formation

In order for the offensive team to have a legal scrimmage formation at the snap (assuming the numbering exception is not being used), at least five Team A players, numbered 50-79, must be on the line of scrimmage. Also, no more than four Team A players may be backs. Only one player may not be on the line but still penetrate the vertical plane through the waistline of his nearest teammate who is on the line. This player must be in position to receive a hand-to-hand snap, but does not have to actually receive it. By rule, he is the only player allowed to be positioned in “no man's land” at the snap. All other players not on the line must be clearly positioned as backs.

Some clarification was recently provided in identifying when an ineligible Team A player is illegally downfield on a pass play. By rule, ineligible Team A players may not advance beyond the expanded neutral zone on a legal forward pass play before a legal forward pass that crosses the neutral zone is in flight. The neutral zone expands 2 yards behind the defensive line of scrimmage following the snap. The position of the ineligible Team A player at the moment of the legal pass is the only factor in determining if the player is illegally downfield. When identifying Team A players who are illegally downfield, it is important to make sure that the Team A player is clearly beyond the expanded neutral zone (2 yards) at the moment that the pass is in flight. Players can travel multiple yards in a quick period of time. These players can be legally within the expanded neutral zone when the pass is thrown but beyond as the pass moves downfield. If B touches the pass in or behind the neutral zone, this restriction is terminated.
Defining Team Designated Representative for Penalty Decisions [1-4-1, 1-4-4 (NEW), 2-32-5, 3-5-2, 10-1-1, 10-1-2, 10-2-4]

Prior to the game, the head coach will notify the referee of the designated representative (coach or player) who will make decisions regarding penalty acceptance or declination.

Halftime Intermission Option Following Weather Delay [3-1-6c EXCEPTION (NEW)]

The halftime intermission may be shortened by mutual agreement of opposing coaches if a weather delay occurs during the last three minutes of the second period.

40-Second Play Clock Clarification [3-6-1a(1)e EXCEPTIONS 2 and 3 (NEW)]

To eliminate a potential timing advantage gained by the defensive team, the rules committee approved the play clock being set to 40 seconds when an officials' time-out is taken for an injury to a defensive player or a defensive player has an equipment issue.

25-Second Play Clock Clarification [3-6-1a(1)f (NEW)]

Following a legal kick when either team is awarded a new series, the play clock will be set to 25 seconds.

Disconcerting Act Foul and Penalty Reclassified [7-1-9 (NEW), 7-1-9 PENALTY (NEW)]

Disconcerting acts or words by the defense has been reclassified from a unsportsmanlike foul to a disconcerting act foul, and the penalty changed from 15 yards to 5 yards.

Spiking the Ball to Conserve Time (7-5-2e EXCEPTION, TABLE 7-5-2e EXCEPTION, TABLE 7-5e EXCEPTION)

The exception to allow a player to conserve time by intentionally throwing the ball forward to the ground immediately after receiving the snap has been expanded to include any player positioned directly behind the center. This exception now includes snaps that are not hand-to-hand.

2020 EDITORIAL CHANGES

NOCSAE Warning Label, 1-3-1d and g, 1-3-1i (NEW), Table 1-7, 2-33-2, 2-41-9, 3-1-6 (NEW), 3-1-7 (NEW), Table 3-1, 3-4-8, 3-4-9 (NEW), 7-2-5a, 7-5-12, Table 7-5, 8-2-4, 9-5-1d, 9-9 PENALTY, 10-4-2 EXCEPTION, 10-5-1j, Penalty Summary, Official Signal 17 (NEW) and 23, Appendix H (NEW), Index
Football Field Diagrams

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 and tickets 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 chaperons to escort officials to and from their dressing quarters and to their cars after the game.

31. Arrange for officials' checks and see that they receive them following the contest.

32. If field phones are available, see that they are ready and working.

33. Provide visiting team and officials with complimentary programs.

34. See that awards are delivered to game site and available at conclusion of contest.

35. Send KSHSAA a copy of game program.

36. Submit a financial report to the KSHSAA and send a copy to each participating school.

37. Submit a ticket sales report to the KSHSAA.