



# Kansas State High School Activities Association 2017 FOOTBALL ANNOUNCEMENTS

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## Very Important Dates

July 25	<b>ONLINE FOOTBALL RULES MEETING GOES LIVE</b> (for coaches) <b>ONLINE FOOTBALL EXAM GOES LIVE</b> (for both coaches and officials)
August 14	First practice without full pads - helmets only
August 18	First day of live action/full contact practice
August 24	Deadline for football officials to register with the KSHSAA
August 27	<b>ONLINE FOOTBALL RULES MEETING ACCESS ENDS</b>
August 27	<b>ONLINE FOOTBALL EXAM SUBMISSION ENDS</b>
August 30	First possible date for games
September 1	First Friday date for competition
Aug.-Sept.	Series 1 Area Supervisors Meetings – schedule posted on KSHSAA website
Sept.-Oct.	Series 2 Area Supervisors Meetings – schedule posted on KSHSAA website
October 4-11	Officials Recommendations to be submitted to KSHSAA for postseason consideration
October 31	Bi-District games (Class 3A)
November 3	Regional games (Class 6A, 5A, 4A DI, 4A DII, 2-1A, 8-Man DI and 8-Man DII)
November 4	Regional games (Class 3A)
November 10	Sectional games (All Classes)
November 17	Sub-State games (All Classes)
November 25	State Championships (All Classes)

## KSHSAA Rules Meetings – Officials Meetings

- 1. KSHSAA Rules Meetings for officials and head coaches will be presented online. The KSHSAA will present face-to-face meetings in August for officials and coaches who want to attend. These dates are located on the KSHSAA website.**
- On an every-other-year basis, KSHSAA face-to-face OFFICIALS MEETINGS will be required. The 2017 face-to-face meeting is optional for officials.
- Information on the procedure coaches are to follow to access the online rules meeting will be sent to the athletic directors at each KSHSAA member school.

**Football head coaches failing to complete the football online rules meeting during the period from July 25 to August 27 will not receive credit for fulfilling the rules meeting requirement.**

## Officials Registration

- Officials may register online or may print off a registration card from the “new officials” information posted on the official’s side of the KSHSAA website. Print off the registration card, fill it out and send to the KSHSAA with applicable fees. For the 2017-18 school year, officials must register online between June 1 and August 24.
- Individuals who were not previously registered with the KSHSAA as a football official must fulfill both the rules meeting requirement AND complete the online rules examination or their football officials registration with the KSHSAA will be voided.

## Rules Examination

- A rules examination will be sent to each KSHSAA member school athletic director during the summer of 2017. The rules examination will also be included in materials sent to officials when officials have registered with the KSHSAA. The rules examination for both coaches and officials will include the same set of total questions. When

a head coach or an official begins the online submission of answers to the rules examination, the official or coach will be asked to provide answers to a series of random questions taken from all of the questions that are included on the examination sent to the schools or included in the official’s packet. Neither coaches nor officials will be required on the online examination to answer all of the questions, but rather selected random questions taken from the examination.

- Coaches and/or officials may study and review the questions on the examination as part of a group. However, when taking the online examination, officials and coaches may not be asked the same set of questions off the initial set of examination questions. The point being – study together but be prepared to be asked a different set of questions than someone you may have studied with.
- Officials who fail to score 90% or higher on the online examination will be ineligible for selection and assignment to any football playoff games (bi-district, regional, sectional, sub-state, state).

4. If head coaches fail to fulfill the online rules examination by the due date, their school will be assessed a monetary fine by the KSHSAA, and a second exam will be mailed to the school.
5. Head coaches who fail to score 90% or higher on the online examination will be required to complete the KSHSAA Part II football examination. If a coach fails to successfully complete the KSHSAA Part II football examination, the name of their school will be published in the *KSHSAA Activities Journal*.

The online examination begins on July 25 and ends August 27. Officials or head coaches failing to submit answers online during this period WILL NOT RECEIVE CREDIT for fulfilling the KSHSAA examination requirement.

## KSHSAA Officials Handbook

1. The KSHSAA prints the KSHSAA Officials Handbook semi-annually. This handbook was new with the 2016-17 school year. Answers to many questions a person may have once they register with the KSHSAA as an official can be found in this publication.

## Football Area Supervisors Meetings

1. There are no changes this year in the football officials' area supervisors meetings. Football area supervisors will be conducting two (2) meetings during the course of the 2017 season. Each area supervisor will conduct a Series I and a Series II meeting.
2. Materials and items discussed at the Series I meeting will vary from that discussed at the Series II meeting. These meetings are designed to provide officials an opportunity to discuss and review football rule items in more depth and detail than can be done during the online rules meetings.
3. While it is not a requirement that an official attend these meetings in order to remain a registered football official, it is a requirement that an official must attend both a Series I and a Series II meeting if they want to be considered for selection and assignment to any KSHSAA postseason football games.
4. If an official is unable to attend a series meeting conducted by a football area

supervisor they may request permission from the KSHSAA to "make-up" one series meeting. **Such request must be in writing and sent to the KSHSAA for consideration within one week after the missed meeting.**

5. Neither area supervisors nor league commissioners are to rule on KSHSAA eligibility questions, KSHSAA participation rules or sportsmanship issues. Those items/concerns are to be brought to the attention of the KSHSAA (specifically the KSHSAA Assistant Executive Director who is the administrator for that sport).

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

## Officials Report Of Unusual Situations

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

## Game Ending Procedures - KSHSAA Policies

### 8-man games – regular season

1. These games are subject to the 45-point rule. This rule provides that any time following the first half of play if one of the teams reaches a point differential of 45 points or more, the game is ended.
2. During the regular season (including district games), an exception to the 45-point rule may be used. This exception permits the following:  
"Leagues or the administration from the two teams may agree, before the game, to allow a continuous running

clock for the remainder of the game after a 45-point differential has been achieved. Only during officials' time-outs, team time-outs, end of the third quarter and for injuries will the clock stop. If the score drops below the 45-point differential, the clock will continue to run with the above exceptions."

### 8-man games – postseason

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

### 11-man games – regular season

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

### 11-man games – postseason

6. The KSHSAA Executive Board has adopted the following policy.
  - a. A running clock shall be utilized in the second half of all KSHSAA 11-man playoff games once a differential of 45 points or more has been reached.
  - b. Once implemented, the running clock shall be utilized for the remainder of the game, even if the point differential falls below 45 points.
  - c. During a running clock, the clock shall be stopped only for charged time-outs, player injuries, at the end of the period/quarter, and following any score.
  - d. In all 11-man postseason playoff football games other than the state championship game, the use of the running clock is mandatory.
  - e. A running clock will not be used during the 11-man state championship football games.

## School Report On Officials

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

## Officials' Playoff Assignments

1. Assignment of officials to work playoff games will be set by the KSHSAA staff. Please review the KSHSAA Officials Handbook for more detailed information and explanation of the assignment process.
2. Once officials are selected by the KSHSAA staff for postseason playoff assignment, officials will be notified of the assignment via the ARBITER program.
3. Officials must fulfill the following requirements before they can be considered for assignment to any playoff game:
  - a) Be a KSHSAA registered official in good standing with the KSHSAA,
  - b) Attend a KSHSAA football rules meeting. Attendance at a face-to-face rules meeting is required every other year. In alternating years when an online rules meeting is available, officials may choose to attend either a face-to-face rules meeting or the online rules meeting to meet this requirement.
  - c) Completed and scored 90% or better on the required football rules examination,
  - d) Attend both Series I and II area supervisors meetings. If an official is unable to attend one series meeting, they may request permission from the KSHSAA to make up the meeting.
  - e) Submit a postseason assignment application to the KSHSAA.
4. Due to the number of games conducted the first week of the playoffs, priority of game assignments will be given to crews whose members have fulfilled all requirements. **THIS DOES NOT MEAN** that only complete crews will be considered for assignment. **NOR**

DOES IT MEAN that any crew whose members have met all requirements will automatically receive a playoff assignment.

5. To assist in making assignments, the KSHSAA is asking each referee to complete and send to the KSHSAA a "CREW CARD." This card should be mailed to the KSHSAA on or before September 27, 2017. **The card can be completed online!**

## School Recommendations

1. All schools are to complete and submit the Officials Recommendation Form found on the KSHSAA website. School administrators are to use this form to recommend those officials they believe are capable of working postseason playoff games.
2. These recommendations are due to the KSHSAA October 4 to October 11, 2017. Schools which fail to submit this form will be assessed a \$25.00 penalty.
3. Officials may see how many total recommendations they received from KSHSAA member schools between December 1 and December 30.
4. Officials are not to solicit recommendations from KSHSAA member schools. Please review the KSHSAA Officials Handbook for a discussion of this policy.

## KSHSAA Football Contact Limitation Plan

The following is a draft derived from information provided by the National Federation of State High Schools (NFHS) Concussion Summit Task Force and the Kansas State High School Activities Association (KSHSAA) Sports Medicine Committee, staff, focus group and the KSHSAA Executive Board to minimize risk for member-school athletes participating in interscholastic football at both the senior high and the middle/junior high school level.

### 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 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 is the only time that 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 Monday of SCW #7 through SCW #21. Only team meeting, walk-throughs (no equipment, including helmets), conditioning or weight lifting is permitted on a recovery day.
2. Week One Guidelines: (SCW #7)
  - Day 1 of practice: Helmets only (Air and Bags only are permitted)
  - Day 2 of practice: Helmets and shoulder pads are permitted. (Air and Bags only are permitted).
  - Day 3 of practice: Helmets and shoulder pads are permitted. (Air, Bags and Control are permitted).
  - Day 4 of practice: Helmets and shoulder pads are permitted. (Air, Bags, Control and Thud are permitted).
  - Day 5 through Saturday of SCW #9: Full Contact/Live Action (Air, Bags, Control, Thud and Live Action are permitted) may begin with the following guidelines: 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:
  - a. 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.
  - b. 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.

- c. Players may not participate in football games on consecutive days.

## Uniform Policy for Football Officials:

1. The officials' uniform should fit properly, be clean, be neat and professional.
2. ALL CREW MEMBERS MUST BE DRESSED IN THE SAME UNIFORM. THERE ARE NO EXCEPTIONS TO THIS POLICY AT ANY LEVEL SPONSORED BY THE KSHSAA.

## 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 products while directly involved in interscholastic activities.

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

**The safety of athletes (participants), spectators, coaches/directors, school personnel, and all others present at an athletic contest must be the first and foremost concern to the contest officials and building administrators.**

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

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

- f. If any other life-threatening condition occurs, play should be suspended immediately and predetermined directions to safe locations will be announced.
- g. Should a game be suspended for any reason, school team videotapes, etc., of the game should be confiscated by building level administrators until the game is resumed. NFHS rule (1-6-1) provides that it is unsportsmanlike conduct to use such items for coaching purposes during the game. Since the game has not concluded, it would be a violation for coaches to review/use such items during the period of the suspension of the game.

2. When a suspension of a contest occurs, the following should be considered:
  - a. If the suspension is 45 minutes or greater, resuming at a later date should be considered;
  - b. When it appears that weather conditions are no longer a threat to the safety of participants, spectators or contest officials, administrators from all schools involved will meet with the head contest official to determine if play will continue. If any administrator or the head contest official casts a negative vote for play to resume, the suspension should continue;
  - c. If play is to be resumed, contestants will be given a least a fifteen (15) minute warm-up period prior to competition.