

**2013 KENTUCKY MIDDLE SCHOOL FOOTBALL
STATE CHAMPIONSHIP
PARTICIPATION CHECKLIST
For Playoff & Quarter-Final Games**

Pre-Playoff Game Information

KYMSFA

1. KYMSFA Championship Coordinator (“KYMSFA Coordinator”) will seed brackets for member teams of the KYMSFA that qualify in accordance with the KYMSFA 2013 Rules.
2. KYMSFA Coordinator will designate home/away team for each playoff game. KYMSFA Coordinator will also approve requested game uniform. KYMSFA Coordinator will assign officials for each game and provide officials with KYMSFA 2013 Rules. Officials must be certified, neutral and assigned by the KYMSFA Coordinator, unless approved by the KYMSFA Coordinator. Chain crew assigned to the game must be appropriately trained and at least 18 years of age. A copy of the Line-To-Chain Crew Instructions is attached for reference.
 - Playoffs – All playoff games will be played at fields selected on a regional basis by the KYMSFA Coordinator. The 1st round of playoff games will start on October 12th. The designated home team will make all arrangements for field and to pay assigned officials.
 - Quarter Finals – All quarter final games will be played at fields selected on a regional basis by the KYMSFA Coordinator. Coin toss by the Championship Coordinator will be the deciding factor again for home team designation. A neutral field will be used if travel distances of the teams require.
 - Semi-Finals and Championship - All semi-final games (November 2nd) will be played at either Lexington Catholic High School and/or another field located in central Kentucky. All Championship games (November 3rd) will be played at Lexington Catholic High School or another field located in central Kentucky. Game times and additional information will be provided to teams that qualify, including arrangements for overnight stay should it be requested. KYMSFA Awards presentation will occur on the evening of Saturday, November 2nd, including playoff MVP awards, All-State team awards, and Cheerleading competition awards. All participating teams are asked to attend.
3. All games will be conducted under the KYMSFA 2013 Rules and verified by KYMSFA representative

4. KYMSFA will provide a script for use during each playoff game which will include information on the conduct of the game and information to be read during each game.
5. KYMSFA will provide t-shirt information for display and sale of T-shirts.

EACH PARTICIPATING TEAM

6. **Verified Rosters** - Verified Rosters will control players permitted to dress for game. E-mail verified roster of participating team, including coaching staff. Copy of all players birth certificates or completed KYMSFA Form 4 must be held on the sideline by the coach in case of a question of age by the opposing coach or the KYMSFA. Medical consent forms should on file with each team for every player and copies held on field in case of injury. All teams shall maintain insurance coverage on their players, coaches and staff.
7. **Team Pictures** - E-mail participating team picture to the KYMSFA for inclusion in program and other press information: kymsfa@kymiddleschoolfootball.com.
8. **Team Logo/Graphics** - E-mail participating team logo or mascot picture/graphic to KYMSFA for use in sponsorship material and t-shirts: kymsfa@kymiddleschoolfootball.com;
9. **Team Sponsorship** – Any participating team that wants to provide sponsors for their teams may do so on the KYMSFA Team Sponsorship Form. Any team sponsor will receive the benefit as noted on the form and such funds will be applied to pay for State Championship T-Shirts and other benefits for the team. There is no requirement to obtain team sponsors. Additional information on sponsorship will be provided separately, together with information to order and collect the necessary funds. **See T-Shirt Order Information** for the additional information.
10. **Cheerleaders** – E-mail picture of cheerleaders, including names and contact information for cheerleading squad. All cheerleading squads participating will be invited to compete during the semi-final games on November 2nd. To compete in the State Cheer Championship, the cheerleading coach must return the Entry Form. KYMSFA Form 4 or other acceptable consent forms should be held on the field in case of injury. All cheerleading squads should maintain insurance coverage on their cheerleaders and staff. **See State Cheer Championship Entry Form.**
11. **Team Coordinator Information** - E-mail your team coordinator contact information. A script for each game will be provided to assist the announcer with information on the State Championship, the sponsors and other information which should be read during the playoff games.

HOME TEAM/NEUTRAL SITE

12. **T-Shirt Sales** - We ask that the designed home playoff team set-up a table to pre-sell additional T-Shirts and other items for the KYMSFA to help defray the cost of the Championship. The design of the State Championship T-shirts will be made available before the playoff game.
13. **Officials** - If you are the designated host playoff team, the KYMSFA Coordinator will e-mail officials' names and contact information; The home team is responsible for paying for the officials assigned.
14. **Chain Crew** - Chain crew assigned to the game must be appropriately trained and at least 18 years of age. A copy of chain crew instructions are attached.
15. **Home Team Coordinator** - Designate Principal/AD or someone within the host playoff team organization who will sign-off that everything is arranged as required on the checklist and complete the **Playoff Verification Form** at the conclusion of the game.

Playoff/Quarter-Final Game Instructions

- **Script** - Instruct announcer on the use of the Script;
- **Clock Operator** – Instruct clock operator on correct length of game (please use trained clock operator);
- **Gate** - Make sure gate charged for Playoff Game is **\$5.00** (students may be charged \$3.00);
- **VIDEO** - Make sure someone is filming/recording game with copy of DVD to be mailed to the KYMSFA;
- **T-Shirt Orders** - Make sure table is set-up to take T-Shirt orders and display information on T-Shirt;
- **Statistics** – Make sure game statistics for both teams and scores signed by KYMSFA representative;
- **Chain Crew** - Make sure the chain crew is properly assigned to individuals knowledgeable and at least 18 years of age and comply with the General Instructions For Football Line-To-Gain Crews;
- **Facilities** - Make sure locker rooms and facilities are ready for the game;
- **Photography** – Please have photographer to take pictures of teams prior to game and at conclusion with copy of pictures to be provided to KYMSFA;
- **Verification of Results** - Make sure gate officials know that a representative from the KYMSFA will see them after the game to verify gate receipt and results.

Post Playoff Game Instructions

- **Stats/Scores** - E-mail game statistics for both teams and scores signed by KYMSFA representative;
- **Film/Pictures** - Mail a copy of DVD of the playoff game and copy of pictures to KYMSFA;

- **Receipts** - Submit gate receipt information to the KYMSFA representative and to both participating teams. The only deductions permitted from the gate receipts are for the cost of the officials. **No additional expenses shall be deducted before disbursement without the express written permission of the KYMSFA Board.**
- **Gate Split for Playoff and Quarter-Final Games** – Each participating team shall receive 30% each with the remaining 40% to the KYMSFA. The home or neutral site shall receive all concession funds. Please make check payable to the opposing team for their 30% share and to the KYMSFA for its 40% share to support the State Championship; Note: If neutral site is used, gate split is 25% to each participating team; 10% to neutral site (unless neutral site charges for use of the facility) and 40% to KYMSFA.

Please e-mail information as specified above. If you have any questions, please e-mail gmitchell@kymiddleschoolfootball.com (KYMSFA President) and JMann@kymiddleschoolfootball.com (KYMSFA State Championship Coordinator/Director). Cheerleading questions should be directed to statecheercompetition@kymiddleschoolfootball.com. Information submissions go to kymsfa@kymiddleschoolfootball.com. The address for the KYMSFA is Kentucky Middle School Football Association, 250 West Main Street, 2800 Lexington Financial Center, Lexington, Kentucky 40507.

Basic Rules/Instructions:

2013 KYMSFA Rules
 General Instructions For Football Line-To-Gain Crews;
 KYMSFA 2013 Roster Form
 KYMSFA Form 4 or Addendum (verifies eligible players and provides medical consent)
 KHSAA Clock Instructions for FB Clock Operators

Required Forms/Instructions:

2013 KYMSFA T-Shirt Order Form
 2013 Team Sponsorship Form
 Script
 KYMSFA To All Administrators 2013 Playoffs – Quarter-Finals
 KYMSFA Game Validation Form 2013

Optional Forms/Information/Instructions:

2013 State Cheer Championship Entry Form
 2013 State Championship Sponsorship Form
 2013 KYMSFA Football Cheer Competition Format
 KYMSFA Broadcast Job Participation Form
 KYMSFA Broadcast/Media Form