

REGION 5A SECTION FOOTBALL PLAYOFF POLICIES.....M.S.H.S.L.

Revised 12/27/11

1.0 SEEDING MEETING - ADVISORY COMMITTEE

1.1 **DATE/TIME** - To be set by the Coordinator at the Section Pre-Seasonal Meeting with consideration from member schools present at that meeting.

2.0 RATING PROCEDURE

2.1 If a point rating system is used within your section, it is mandatory that the MSHSL "QRF" system be used. The other options for seeding is a "face to face" seed using a coaches vote or seeding electronically.

2.2 If a team forfeits a game due to an ineligible player, or a team that chooses not to play in a game as a result of ineligible player(s) or an administrative decision, the forfeiture policy adopted by the MSHSL shall be used.

2.3 Procedure for determining a team's total point accumulation for seeding purposes shall be determined by the QRF. (see 2.1 for other seed options.)

2.4 If a complete eight game schedule is not available for any section school, they would be awarded points based on the QRF formula. The QRF formula will also be used for breaking ties in the seeding. If another seeding method is used, the *tie breaking procedure must be approved by the coaches doing the seeding prior to seeding the teams.*

3.0 TEAM PAIRING FORMAT

3.1 All teams involved in tournament play will be placed into team tournament. Teams in each class will be established by the MSHSL and assigned to a specific administrative region. Only the top eight seeded teams in the Section will participate in the playoff tournament.

3.2 Pairing will be: Seed 1 vs. lowest seed, seed #2 vs. the second lowest seed etc. Teams with the highest seed will receive the bye when the number of teams in tournament play constitutes such action.

3.3 As per Region 5A committee, the site for all playoff games through the semi-finals will be at the highest seeded team. The site of the finals will be determined by the Section Coordinator in conjunction with Region 5A.

3.4 If there are non seeded teams (i.e. more than 8 teams in the section) a ninth game between non seeded teams will be optional to the schools involved.

3.5 It will be the coaches responsibility to arrange a film exchange within two hours of the initial QRF posting for the quarterfinals and any first round games. The semifinal and final game film exchange will be made by 9 am. the day after the previous game. Film exchange will include any two games of the opponent's choice along with a current roster including player weight.

3.6 Coaches should make an attempt to be at home or at a cell phone number where they can be reached ASAP on the evening after the final regular season game. If a controversy exists regarding the seeding process, coaches will be informed and the coordinator will call a meeting the following day.

4.0 DATES AND TIMES

4.1 Game times for the Quarter-finals will be 7:00 p.m. (unless a team does not have lights.) *Semi-final Saturday game times will be determined by a vote of the football coaches (along with their AD) in the Section (except for Section 4A). Each semifinal game can be played at different times. Even after the vote on semifinal game times, that time can be changed by mutual consent of the two teams involved. Game times for the finals will be determined by the Football Coordinators along with the Executive Secretary of Region 5A. Changes to game start times can be altered when mutually agreed upon by both teams or because of field availability. If one participating school has a conflict due to ACT testing, game time will be moved to an early afternoon start. Games throughout the playoffs will be played at the site of the highest seed, with the exception of the finals, which will be played at a location established by the Section Coordinator and Region 5A. The high seed will be the home team for the finals.

* Section 4A: Semi-final Saturday games will be played at 1 pm. That time can be changed by mutual consent of the two teams.

4.2 First Round will be played on the Tuesday following the last regular season game.

4.3 The semifinal game will be played on the Saturday following the quarterfinal games.

4.4 The Championship Game shall be played on Thursday-Saturday following the Semifinal game.

4.5 In case of an "Act of God" the schools shall mutually agree to time and site; if they cannot, the Region 5A Executive Committee shall determine the site and time of the game(s).

5.0 GAME MANAGEMENT

5.1 **Game Manager:** Will be the host school's Athletic Director or a designated replacement. A manager fee of \$100.00 will be paid.

5.2 **Site Fee:** MSHSL policy states that "No rental fee can be charged for a school owned facility in which that school is participating." Custodial fees may be paid to cover the expenses of overtime. Reimbursements allowed for materials and supplies will be \$100.00 or actual cost (whichever is higher). Additional snow removal allowance of \$150 (max.) will be allowed when such a need exists and approved by the Region 5A Executive Committee. Other documented expenses may be approved at the discretion of the Region Committee.

5.3 **Host School Responsibilities:** Allowance maximum of \$500.00, will include:

Ticket Staff	Supervisors	Chain Gang
Police Service	Program	Press Box Crew

Medical Service - Arrangements must be made to have medical certified staff on site during the game.

Medical service costs will be reimbursed by the Region. (This expenditure will not be considered part of the \$500 allowance).

Miscellaneous - Each item must be listed separately and a complete financial report is to be sent to the Regional 5A Executive Director following the game.

5.4 **Official Squad:** Regular season roster.

5.5 **Cheerleaders:** Varsity cheerleaders of competing schools will be admitted free of charge if in uniform. No expenses for cheerleaders will be allowed.

5.6 **Admission Prices:** Admission prices will be determined by Region 5A. Only the two competing schools will conduct a pre-sale of adult and student tickets. All other tickets are to be purchased at the gate.

5.7 **Band:** Band members will be admitted free if they are identified by their school. No allowance will be paid to the school bands. Band members will be admitted free from each participating school. Bands should contact the host schools A.D. at least two days in advance of the contest. The band of the high seed will play the national anthem.

5.8 **Passes:** Section 5A passes will be sent out by the Executive Director. Only Region 5A and MSHSL passes will be accepted.

5.9 **Publicity:** Each school will be responsible for doing everything possible to publicize the contest.

5.10 **Television/Radio/Internet:** Broadcasts of the game will be allowed as per the Region 5A policy. *Schools must contact the Executive Director of Region 5A at least five days prior to the contest if they plan on live streaming or televising the game.* Radio stations must contact host schools a minimum of 48 hours prior to game to secure access to facility.

5.11 **Newspapers:** Working press will be admitted with valid press pass.

5.12 **Concessions:** The host school will keep any money derived from concessions.

5.13 **Scouting:** Scouts will be allowed beyond the end line for the purpose of scouting for regular season and playoffs unless game referees determine such presence interferes with the contest. The use of video equipment as a means of scouting is prohibited by a coach team member or any third agent.

5.14 **Host School Expenses:** Host school will transfer all gate receipts and expenses, including official's fees, to the Region 5A Secretary. Expenses will be reimbursed back to the host school by the Region 5A Executive Secretary.

5.15 **Sideline Passes:** Host school is to regulate people on the sidelines.

5.16 **Programs:** The host school will furnish programs.

5.17 **Spotters for Game:** The tournament manager will arrange for equal advantage for each team regarding, for spotters and video personnel.

5.18 **Game Ball:** Each participating school must provide their own game ball.

5.19 **Cell Phone Policy:** NO cell phones of any kind will be allowed in locker rooms.

6.0 AWARDS

6.1 **Trophies:** Trophies will be awarded to the Champion and Runner-Up Teams according to M.S.H.S.L. guidelines.

6.2 **Medals:** Individual medals will be awarded to the Official Squad of the Championship and Runner-Up Teams according to M.S.H.S.L. guidelines.

6.3 **Extra Awards:** Extra individual medals may be ordered through the Region 5A Secretary at the school's expense.

7.0 OFFICIALS

7.1 Five M.S.H.S.L. registered officials will be hired for all section play-off games. They will be paid at a rate determined by Region 5A.

7.2 The Coordinator will assign officials to the various sites to the best of his/her abilities.

7.3 Payment for officials will be made by the host school with reimbursement from Region 5A. Another option is for host schools to request direct payment of officials from Region 5A. The section coordinator will make arrangements for payment for the championship game.

7.4 No practices or scrimmages are allowed at sub-section or section sites two weeks prior to the event, except for schools that use the facility for their home events. Schools can be fined and/or suspended from an activity for breaking this rule. Coaches will also be disciplined by the Region and/or their own school.