

FOOTBALL

A. First, Second, Third Round and Championship Games:

1. Based on the Football Rating Plan, the top 16 teams will be selected for the playoffs from the three classes: **AAA, AA, and A.**
2. The pairings, sites, dates (Weeks 19, 20, 21, 22), times, and admission fee will be determined by the rating plan or the Board of Directors.
3. The WVSSAC will appoint a game director for each game site. His/Her responsibilities are:
 - a. Acting as the WVSSAC representative, please see that all rules and regulations are followed.
 - b. Engage statisticians and provide them with WVSSAC forms. The host school is responsible for reporting game results to wire service.
 - c. Provide competent timer, scoreboard operator, announcer, chain crew, and two (2) ball persons (if teams do not have their own).
 - d. Make arrangements for managing concessions.
 - e. Arrange to have physician and emergency vehicle available at game site.
 - f. Secure ticket sellers and takers.
 - g. Assign dressing rooms to the teams and game officials
 - h. Make necessary arrangements for marking field in accordance with National Federation rules.
 - i. The host school will furnish the equipment for the chain crew. **Registered officials in uniform** shall be used. Each man will be paid \$25.00, deducted from gate receipts. If travel is necessary, \$.31 per mile for one (1) car will be allowed. No less than three (3) and preferably four (4) shall be selected as these assistant officials.
 - j. Each school will be permitted one (1) pass for fifteen (15) cheerleaders.
 - k. The visiting school will be permitted five (5) chaperones with no admission charge.
 - l. The WVSSAC will supply tickets for the first, second, and third round games. The winning school will have tickets available to sell immediately. The game director will have the tickets for the second and third round games.
 - m. Advance ticket prices will be \$5.00 for students and \$7.00 for adults for the first, second and third round. All tickets will be \$7.00 at the gate. Advance ticket prices for the Super Six Championship will be \$6.00 for students and \$8.00 for adults. All tickets will be \$8.00 at the gate. Book tickets for the three games will be \$21.00.
 - n. It is required that phone services on the playing field be available to both teams. Otherwise, neither team may use the service.
 - o. The WVSSAC will provide programs for all play-off games. In order to assist in preparing a program for all games in playoff series, it is necessary that each school provide the WVSSAC with a squad picture (glossy), plus a list of all players. This list should contain the numbers, position, weight, height, and class of each boy in numerical order. Coaches received this information in their Coach's Packet.

- p. Please inform teams and bands where their buses shall be parked and the location of the dressing room as well as seating arrangements for the fans.
- q. It is the responsibility of the host school to provide adequate police protection.
- r. Each game director will be paid \$125.00, deducted from gross receipts.
- s. Each game director will appoint a media coordinator to coordinate media coverage and needs. A local representative of this profession would be ideal to handle this area.
- t. Only handheld signs, worded or displayed in good taste, are acceptable. The use of confetti or shredded paper is prohibited. Amplified horns and cannons are not permitted at play-off games. Directors should refer to the Spectator Support Information printed in The Interscholastic.
- u. It is recommended that electrical outlets be provided for sideline heaters and, if heaters are provided for the “**home school**,” that same service shall be made available to the “**visitor**.”
- v. The home management is responsible for flag presentation and the playing of the “Star Spangled Banner.”
- w. Teams are to leave the playing field 15 minutes before game time and return promptly at five (5) minutes before kick-off time. Upon returning to the playing field, the captains will participate in the coin toss.
- y. There can be no practice on the home field anytime during the week of the game unless the field has artificial playing surface.
- z. **Sideline Passes:** Sideline Passes shall be given at the discretion of the tournament director. Passes must be worn by all coaches, managers, trainers, doctors, statisticians, and other members of the official party. No person will be permitted on the field unless wearing an official field pass or in a playing uniform. Sideline passes shall be presented at the pass gate for admittance.
- aa. Length of half-time shall be 20 minutes.
- bb. **Bands:** Band members, in uniform of the two participating schools, shall be admitted to the game free. During the half-time intermission of the game, the **visiting** team band shall perform first and be prepared to start its performance immediately after the end of the first-half play. Performance by the **visiting** team band shall not exceed **ten (10) minutes** including time to get on and off the field. Performance by the home team band shall not exceed ten (10) minutes including time to get on and off the field. The field must be cleared for the mandatory three-minute warm-up drills for players. If a special announcer is required for a band show, previous arrangements shall be made with the game director in order to gain access to the public address system.
- cc. The team designated as the **home team will wear dark colored jerseys** and the **visiting team will wear light colored jerseys**. The team finishing the highest in the final WVSSAC rating will be considered the home team for all levels of play-off competition.
- dd. Each participating school shall present two (2) **Wilson** footballs for game use as per **Rule 1-3-(1-2-3)** to the referee at least thirty (30) minutes prior to the scheduled kickoff. The referee shall retain these footballs and, after approving them, present them to the umpire for game use.
- ee. Only the official Wilson football may be used in a play-off game. Schools cannot use a product from another company. This was approved unanimously by the Football Coaches' Committee and the Board of Appeals.
- ff. At the conclusion of the game, you will:

- (1) Notify the WVSSAC office of the name of the winner.
 - (2) Complete the Financial Report Form and forward to the WVSSAC office as soon as possible (**Form F1**).
 - (3) Participating schools will report the advance sale of tickets to the WVSSAC office (**Form F2**).
 - (4) Make necessary agreements for awards presentations.
- gg. The officials will be selected by WVSSAC office, and checks will be mailed to you for payment.
- hh. Radio and Television Contracts
- (1) Radio and Television Contracts are included in this manual.
 - (2) There will be no delayed or live televising of any championship football game(s) unless approved by the WVSSAC and Board of Directors. If any person(s) or TV station requests a delayed taping, please direct them to contact the WVSSAC office. Also, no delayed broadcasting or viewing is permitted within **24 hours** of the actual game. The fee for delayed broadcasting or viewing is explained in the television contract. Request for a live telecast must have prior approval from the Board of Directors.
 - (3) A radio station desiring to broadcast any game, live or delayed, must contact the game director to secure permission to broadcast. The live broadcast fee is as follows: **AAA, AA, A - Championship Games - set by METRONEWS. First, Second and Third Round - \$100.00 - A; \$125.00 - AA; \$150.00 - AAA.** The fee for a delayed broadcast of more than **24 hours** is **\$75.00** per game.
 - (4) When broadcasting facilities are limited at the site of the game, the two stations representing the two participating schools shall be assigned the two best facilities, and each school shall designate which radio station is to be given this preference. This is left to the discretion of each individual school that participated in the play-offs. After the first two selections are made, the third best facility should be occupied by a station representing the host school. Thereafter, choice of facilities shall be filled in order of request.
 - (5) All requests for space shall be done through the game director.
 - (6) The Board of Directors reserves the right to discontinue broadcasting of any station at any time in the event that such broadcasting is considered by the Board to be in poor taste or incompatible with educational dignity or propriety of the high schools of the State of West Virginia. During the game or tournament, there shall be no political, tobacco, liquor, or malt spirit advertising. There shall not be any criticism of the tournament game or game officials and their decisions either directly or indirectly. A maximum number of three passes may be provided for any authorized radio station.
 - (7) The rights to any future use for commercial purpose(s) of any video tapes or radio broadcasts connected with these playoffs are reserved by the WVSSAC.

WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION
2875 STAUNTON TURNPIKE, PARKERSBURG, WV 26104

Form F1

CLASS _____

FOOTBALL FINANCIAL REPORT
FIRST, SECOND, THIRD ROUND GAMES
(please circle)

Played at _____ WV Date _____

Participants _____ vs _____

RECEIPTS

_____ Adults @ \$ 7.00 \$ _____

_____ Students @ \$ 5.00 \$ _____

TOTAL RECEIPTS \$ _____

NUMBER ADMITTED WITH C&I CARD _____ (Attach Sign-In Form)

DISBURSEMENTS

(Board of Directors approved disbursements ONLY)

Director's Fee \$ 125.00

Chain Crew [4 x 25.00] \$ 100.00

PA Announcer (max. of 1) \$ 35.00

Timer (max. of 1) \$ 35.00

Stats (max. of 1) \$ 20.00

Ticket Sellers / Takers [x 25.00] \$

Clerical (max. of 1) \$ 35.00

Stadium Rental Fee/Miscellaneous Fees [400.00 or 10% of gross (whichever is greater)] \$

Ambulance (if charged) \$

Police (if charged) \$

Total Disbursements by Director \$

Total to WV Secondary School Activities Commission \$

Director

Mail one copy to WVSSAC office at the above address.

PLEASE INDICATE THE SCORE _____

**WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION
2875 STAUNTON TURNPIKE, PARKERSBURG, WV 26104**

**FINANCIAL REPORT
OF
ADVANCE SALE AT SCHOOLS
FIRST, SECOND, THIRD ROUND GAMES
(please circle)**

Played at _____ WV Date _____

Participants _____ vs _____

RECEIPTS

_____	Adult tickets @	\$7.00	\$ _____
_____	Student tickets @	\$5.00	\$ _____
	TOTAL RECEIPTS	\$ _____

All unsold tickets and the check for the Total Receipts MUST be returned to the Host School Director.

Principal / Director