

2018 FOOTBALL POSTSEASON MANUAL

POSTSEASON PAIRINGS AND SITE SELECTIONS FOR ALL GAMES

PLAYOFFS-

First-Round Games (All Classes)

Friday, October 26, 2018 @ 7:00 PM

Quarterfinal Round Games (All Classes)

Friday, November 2, 2018 @ 7:00 PM

SEMIFINAL ROUND: All semi-final round games will be played in the UNI-Dome.

Thursday, November 8, 2018	8 Player--	Game 1 @ 9:00 AM
		Game 2 @ 12:00 PM
	Class 3A--	Game 1 @ 5:30 PM
		Game 2 @ 8:15 PM
Friday, November 9, 2018	Class A--	Game 1 @ 10:00 AM
		Game 2 @ 1:00 PM
	Class 4A--	Game 1 @ 4:00 PM
		Game 2 @ 7:00 PM
Saturday, November 10, 2018	Class 1A--	Game 1 @ 10:00 AM
		Game 2 @ 1:00 PM
	Class 2A--	Game 1 @ 4:00 PM
		Game 2 @ 7:00 PM

CHAMPIONSHIP ROUND: Thursday and Friday, November 15th and 16th at Cedar Falls, UNI-Dome.

Game times:	Thursday, November 15th	Friday, November 16th
	8-player @ 10:00 AM	Class 1A @ 11:00 AM
	Class A @ 1:30 PM	Class 2A @ 2:00 PM
	Class 3A @ 7:00 PM	Class 4A @ 7:00 PM

EIGHT PLAYER, CLASS A, 1A, 2A, 3A, AND 4A DISTRICT POSTSEASON QUALIFIERS

CANCELLATION/FORFEITURE POLICY

- 1) The season starts with the first game. If a team does not play a game, it does not have a season and this is considered a cancellation, not a forfeiture. Per Board of Control Policy, January, 2015 the continuation of the season for a team that forfeits a regular season game shall be determined by the IHSAA administrative staff and the school's administration.
- 2) If it is mutually agreed upon to cancel a game, no points will be figured; however, if a forfeiture takes place, it will be treated as a win/loss.
- 3) A cancellation is when two school administrators mutually agree not to play the game. A season starts with the first game.
- 4) If a game is canceled or forfeited and it is the last game on the team's schedule, the Board of Control will have sole authority to determine whether or not this action will disqualify the team(s) from the football playoffs. There are those situations where it would be possible, mathematically, for a team to qualify for the playoffs if they were to not play their last game. This would not be in the best interest of football and would defeat the purpose of our interscholastic program. This situation will not be tolerated by the Board of Control and the member schools.
- 5) If a regular season game that has been suspended cannot be completed by the ninth Friday of the football season, that game will be considered final at the point of suspension.

A team is permitted to play a maximum of nine regular season games, unless approval is given by the Board of Control for an additional game to help a school with a scheduling conflict. All regular season football games must be played by the ninth Friday of the football season (calendar week #16).

In the event of inclement weather, a postponed 9th game must be played. Suspended game provisions apply to games in progress & postponed. For teams that qualify for the playoffs, their season ends when they are defeated in playoffs.

DISTRICT POSTSEASON QUALIFYING PROCEDURES

The Iowa High School Athletic Association will use RPI to determine its at-large playoff qualifiers in football.

What is the RPI formula? RPI stands for Ratings Percentage Index.

The RPI number will range between .0000 and 1.000 with higher numbers being "better" in terms of a rating. In short, it is a way to measure a team's strength relative to other teams, based largely on the strength of their schedules.

What percentages are being used in the formula? The IHSAA decided to weigh three criteria in its first football RPI.

WP = Your own winning percentage (weighted 37.5%), OWP = Your opponents' composite winning percentage (weighted 37.5%), and OOWP = Your opponents' opponents' composite winning percentage (weighted 25%)

The RPI formula used for the 2018 football season is: $RPI = (.375 \times WP) + (.375 \times OWP) + (.25 \times OOWP)$

How are the components of the formula specifically calculated? Winning percentage (WP): Divide the number of wins by the number of total games played. Opponents' winning percentage (OWP): Total the number of wins of your opponents and divide by the total games played by your opponents. Opponents' opponents winning percentage (OOWP): The same process as described above, except calculated for the opponents of a team's opponents. Note that there is an exception for out-of-state teams, which is addressed below.

How will out-of-state opponents be handled? When calculating out-of-state opponents, their direct winning percentage (for example, .750 with a 6-2 record) will count toward the formula through the Thursday of Week 9 of the regular season, but each of their opponents will have a .500 winning percentage assigned.

What data will be used in the RPI formula? All games played in the regular season will be counted toward the RPI calculation.

How will cross-classification games be handled? Schools will not be penalized or rewarded for playing a school in a different class. A win over a Class A school is calculated the same as a win over a Class 4A school.

What happens if two teams are tied in the final RPI standings? We have created a tiebreaker for this unlikely scenario. It is as follows:

1. Head-to-head result between the two teams
2. Winning percentage
3. Opponents' winning percentage
4. Opponents' opponents winning percentage
5. Alphabet Draw (Even numbered years, first alphabetical, odd numbered years, last alphabetical)

Do road wins count differently than home wins in the RPI? There is no advantage in the formula for winning on the road or at home. All wins and losses are factored in equally.

Does the score of the contest matter in the RPI formula? Only in that it provides a winner and a loser. There is currently no factor for score differential in the RPI formula. A 14-13 win counts the same as 70-0 win.

What happens if a game is cancelled and can't be rescheduled? Because the RPI system works off averages, it will not matter to the final formula if a game cannot be rescheduled. It would not penalize, nor benefit, any team involved in that scenario.

How do schools that drop programs affect the RPI? If a school drops a program prior to the start of the competitive season, no forfeits will be involved. Instead, their opponents now have open dates in the spots where they were scheduled to play the teams who dropped their program, and they are free to try and find another game, if possible. If a school drops a program after the competitive season has started, that team shall forfeit their remaining games to their opponents. In this instance, the competitive season is defined as week 5 of the NFHS Standardized Calendar.

Qualifiers for the football post-season tournament will be the district champion(s) and at-large qualifiers in Classes 4A, 3A, 2A, 1A, A and 8-Player (16 qualifiers in each class).

- I. Determining the **district champion**:
 1. The team with the fewest district losses will be the district champion.
 2. If a tie exists between **two** teams with the fewest district losses, the tie will be broken by:
 - a. Head to Head competition, winner is district champion.
 - b. Loser enters into the at-large field of potential qualifiers.
- II. Determining **district champion when three or more schools tie with the fewest district losses**:
 1. Head to Head Competition will be used, loser(s) out.
 2. If all teams have defeated each other, the team with the highest RPI will be determined to be the district champion and have the opportunity to host.
 3. The remaining teams are potential automatic qualifiers.
- III. In the situation in which due to multiple three way or additional ties for the district championships that the number of district champions exceeds the number of teams to qualify in each class (16), the 16 teams with the highest RPI will be determined to be the 16 qualifiers. For example. In Class 3A, 4 districts have 3- way ties for the district championship in which all three teams have one loss and all three teams defeated each other. All 12 teams will potentially automatically qualify for the postseason. In the remaining 5 districts, we have a single district champion. We now have a total of 17 district champions for 16 spots. A district champion will be determined for each district based on the criteria listed above. After the district champion is determined, the remaining teams will be placed as potential at large qualifiers. According to the number of qualifiers available, the teams with the highest RPI's will be selected and placed into the at large positions.

SITE ASSIGNMENTS CLASSES 4A, 3A, 2A, 1A, A, 8-PLAYER

For the **first round** games:

The RPI at the end of week 9 will be used to determine site assignments for first round contests.

When a district champion plays a district champion, the district champion with the highest RPI will be the home team.

When a district champion plays an at-large qualifier, the district champion will be the home team.

For the **quarterfinal-round** games:

The RPI at the end of week 9 will be used to determine site assignments for quarterfinal round contests.

For **semifinal round** games:

The RPI at the end of week 9 will be used to determine site assignments for semi-final round contests.

All teams will play in the UNI-Dome, Cedar Falls. The IHSAA will use the RPI to seed the remaining 4 teams in each class. The team with the highest RPI will play the team with the 4th highest RPI and the team with the 2nd highest RPI will play the team with the 3rd highest RPI. The two teams with the highest RPI's will be considered the home teams.

CLASS 4A, 3A, 2A, 1A, A & 8-Player PLAYOFF ASSIGNMENTS/PAIRINGS

CLASS 4A, 3A, 2A, 1A, A & 8-Player:

1st Round-

District Champions have the opportunity to host

In Class 4A, one at-large qualifier with the highest RPI will have the opportunity to host.
In Classes 3A, 2A, and 1A, one district champion with the lowest RPI will be a traveling team.
In Class A, two district champions with the lowest RPI's will be traveling teams.
All attempts will be made to avoid champions and runner-ups from the same district playing in the first round.
Champions and additional qualifiers from the same district beside the runner-ups could be assigned to play each other in the first round.
Preset brackets will be made for the playoffs through the quarterfinals.
All attempts will be made to create as close to a "true" bracketing format using the RPI to seed to the first two rounds.
Geography will be the final factor when creating brackets.

Quarterfinal Round-

The RPI at the end of week 9 will be used to determine site assignments for quarterfinal round contests.

Semifinal Round-

The RPI at the end of week 9 will be used to determine site assignments for quarterfinal round contests.
The IHSAA will use the RPI to seed the remaining 4 teams in each class. The team with the highest RPI will play the team with the 4th highest RPI and the team with the 2nd highest RPI will play the team with the 3rd highest RPI. The two teams with the highest RPI's will be considered the home teams.

Final Round-

The RPI at the end of week 9 will be used to determine site assignments for final round contests.
The two semi-finalist winners will play in the final round. The team with the highest RPI will be considered the home team.

GAME PROCEDURES (ALL QUALIFIERS)

Policy to be used when schools sharing facilities qualify for the post -season and both will host on the same night:

- a. The school that owns the facility will have first priority regarding hosting the contest.
- b. The school not owning the facility will have the opportunity to find another site to host the contest, or the contest will be held at the opponent's facility. All efforts should be made to find a facility that is no further than the opponent would have had to travel to the host school for the contest.
- c. If neither school owns the facility, the team with the higher finish in their respective district will host the contest.
- d. If both teams have the same district finish, head to head competition will be used to determine the host.
- e. If the two teams did not play each other, the team with the better overall record will host the contest.
- f. Finally, the alphabet will be used to determine the host. FIRST alphabetical will host the even years, while LAST alphabetical will host the odd years.
- g. The IHSAA does not recommend that doubleheaders be held on natural grass facilities.
- h. The IHSAA may play doubleheaders on artificial grass facilities.

ACCESS TO LOCKER ROOMS: 90 minutes prior to kickoff.

ACCESS TO FIELD: 30 minutes prior to kickoff or any pre game activities that require the teams to leave the field prior to kickoff time/No earlier than one hour before kickoff time.

1. 1st round game time on Friday night is 7:00 PM. Quarterfinal games will be played on Friday night at 7:00 PM. All semifinal games will be played at the UNI-Dome. It is recommended that home management have the **flag presented** and the **Star-Spangled Banner played**. **The Iowa High School Athletic Association requires that both teams be on the field of play for the playing of the Star-Spangled Banner.**

2. If the home team's marching band is to perform on the field, teams are to leave the playing field approximately 15 minutes before game time and return approximately five minutes before the kickoff. Make sure that teams are guaranteed 30 minutes of warm-up prior to leaving the field. Upon returning, the captains will participate in the coin toss. Through a recommendation of the coaches, a coin toss could take place earlier in the dressing room and a mock flip will take place three minutes prior to the game time. If no marching band is to perform prior to kick-off, the teams may stay on the field until 5 minutes prior to kick-off.

3. Only the official squads, including the players, will be permitted on the field of play.

4. Only members of the media will be permitted on the sidelines. They must be issued tickets. Two representatives from each school will be permitted on the sidelines insofar as yearbook photographers and writers are concerned. The home newspaper of each team is permitted to have two writers and one photographer. All other sports coverage must be by certified members of the media only.

5. A 4 inch wide broken restraining line shall be placed around the outside of the field, at least 2 yards from the sidelines and end lines, as an extension of the line limiting the team box area. These lines should be 12 inches in length and separated by 24 inches.

6. The half-time will be 15 minutes long with a three-minute warm-up period, if there is no marching band participating at half-time. If the marching band performs at half-time, the half-time will be 20 minutes long with a three-minute warm-up period. Pre-game and half-time routines should be arranged with the playoff manager. No half-time routine will be longer than 12 minutes.

DRONES

IHSAA TOURNAMENT EVENTS OR VENUES:

The use or possession of unmanned aircraft or aerial systems (UAS), also known as drones, is prohibited for any purpose by any person or entity at any IHSAA post-season tournament events or venues. An exception to this policy may be granted in writing by the IHSAA executive director to law enforcement, public safety agencies, IHSAA media partners, or other entities or individuals.

This prohibition applies to the area above and upon all spectator areas, fields of play, courts, arenas, stadiums, mats, gym floor or pool, practice facilities, parking areas, and includes a ban on the entire facility or property being used as part of the IHSAA event.

For purposes of this policy, a UAS is any unmanned airborne device or aircraft. The IHSAA reserves the right to refuse admission to anyone possessing, operating, or attempting to operate a UAS or to request the immediate removal of any person using or attempting to use a UAS in violation of this policy.

MARCHING BANDS

The home team in the football playoffs has the option to perform on their home field. This simply means the home team will have the option of having their band perform pre-game and half-time routines if the school desires. Visiting teams will not have the option of having a marching band. If the game is played on a neutral field, there will be no marching band performance. Pre-game and half-time routines should be arranged with the playoff manager. No half-time routine will be longer than 12 minutes. Marching band members of the home team will be admitted free if they are marching for the game.

OTHER PRE-GAME & HALF-TIME PERFORMANCES

The home team dance or drill team, along with cheerleaders may perform a routine no longer than 12 minutes in length.

PEP BANDS

Both schools are permitted student pep bands if they desire. There will be no limit as to the number of pep band members. ***Pep band members must pay admission.*** Only marching band members of the home team will be admitted free, if they are marching for the game. No other musical entertainment shall be performed.

7. Prior to the start of the game the fans are not to make a human tunnel nor are the cheerleaders to have a **hoop** which the players can run through prior to the start of the game. The fans are to remain off the field. In addition, no media personnel or equipment are allowed on the field of play prior to the game.

8. The Unified Activities Conduct Counts initiative is in effect for all post- season contests.

POSTSEASON ADMINISTRATION INFORMATION

The IHSAA executive director or designee will appoint a tournament manager for each tournament site. The tournament manager will administer the game according to the regulations established by the Board of Control. The duties shall include:

1. Communicate that the home team will wear dark uniforms and the visitors will wear light uniforms.
2. Provide participating schools with any necessary information not included in this manual.
3. Engage statisticians and designate one as the official scorer.
4. Arrange for a timer, scoreboard operator, announcer, four ball boys (junior high school age recommended), and the chain crew.
5. Make arrangements for managing of concessions (profits to go to host school).
6. Arrange to have a licensed health care provider, emergency medical provider and/or ambulance present at the game site, if possible.
7. Secure ticket sellers and ticket takers. Tickets are to be sold until the third quarter is completed.

8. Assign dressing rooms to the teams and game officials.
9. Designate seating sections for each team.
10. Notification by the IHSAA of the names of the game officials at least two (2) business days prior to the game.
11. Make necessary arrangements for marking the field in accordance with the official rulebook.
12. Host schools shall furnish the equipment for the chain crew and also select the individuals to run the chain equipment.
13. For the first round, the IHSAA will provide the host school three (3) Spalding J5V Horween leather rubberized lace footballs. The balls will become the property of the host school following the game. The IHSAA will deduct \$40 per football from the host allowance for the purchase of the balls. A school hosting the quarterfinals will receive two (2) footballs unless it did not host a first round or contest, in which it will then receive three (3) footballs.

Each team will provide three (3) Spalding J5V Horween leather rubberized lace footballs to the umpire prior to the game for inspection and use in the postseason contest.

14. The game officials are to report to the home management no later than 1 hour, 30 minutes before game time.
15. The Association will not provide programs for first round and quarterfinal games. We ask that the home school furnish a program for the contest. The Association will not reimburse the home school for the program. However, if the school desires to have a program and sell advertising or just sell the program, this is permissible with the condition that no advertisement in programs represent alcoholic beverages, tobacco, or any other item that is not appropriate for the occasion. It is permissible for the home team to sell the programs they make available for first round, or quarterfinal games. A program for the semifinal games and final games will be produced by the IHSAA. It will have pictures of the teams and information concerning their players as well as the school.
16. Please inform the teams where their buses should be parked, the location of the dressing rooms, the seating arrangements for their fans, and any other information you feel would be beneficial to the teams. In doing this we will have a better feeling of cooperation insofar as the teams are concerned.
17. The home school will select four ball boys. The IHSAA recommends junior high school age. Two will work for the home school and two for the visitors.
18. The host school is required to report the results of the game to the IHSAA either by phone, text, twitter, or e-mail.
19. No banners or noisemakers (cowbells, air horns, thunder sticks, etc.) will be permitted at any postseason football contest, including the UNI-Dome at any time, whether it is a first round, quarterfinal, semifinal, or championship game. This prohibition of noisemakers includes any sirens, cannon explosions, fireworks, or bells that are sounded after a home team score. Music played over the public address will only be allowed during the pre game and during half-time if no marching band is performing. Music over the public address is prohibited during time-outs, after scores, between quarters and between plays.
20. The Board of Control of the IHSAA adopted a policy that shirts and shoes will be the required attire for all in attendance at any indoor IHSAA-sponsored athletic events. In the sport of football, this rule would apply to the UNI-Dome in Cedar Falls.
21. No items deemed a safety hazard (helmets, etc) will be permitted to be worn at any postseason football contest, including the UNI-Dome at any time, whether first round, quarterfinal, semifinal, or championship game.
22. Each school that qualifies for the postseason will receive a state qualifying banner. Host schools will receive their banner along with their host tickets and other supplies. Traveling schools deciding to sell advanced tickets will receive their banner along with their tickets. Traveling schools deciding not to sell advanced tickets will have their banner sent to the host site of their contest. Medals will be given to the losers in the first round and quarterfinals. Trophy and medals will be given to the losers in the first round, quarterfinal round, and semifinal round games. The winners of the semifinal round games will advance to the championship games and receive their trophies and medals at the conclusion of the championship games. The IHSAA will make an effort to have the trophies and medals sent to the host schools for presentation following the game. The trophies and medals will be shipped directly to the host school manager. If they are not available, they will be mailed to the school that is to receive the trophies and medals. There will be no additional name plate sent to schools. The name plate on the trophy you receive is the only name plate the IHSAA will send to you.
23. Each participating school may have *SIXTEEN cheerleaders and one mascot* admitted free of charge for the first round, quarterfinal, semifinal and final round games **ALONG WITH TWO CHEERLEADING SPONSORS**. Additional cheerleaders will need to purchase a ticket. These cheerleaders will be asked to sign in at the pass gate. For the first round and quarterfinal round, there will be no limit on the number of cheerleaders who may perform, however, only 16 will be admitted free of charge. For the semi-final and final games at the UNI-Dome, each participating school will be issued SIXTEEN passes for their cheerleaders, one mascot and two cheerleading sponsors. Any other cheerleaders the school desires to have must purchase a ticket. **ONLY TWENTY CHEERLEADERS WILL BE PERMITTED ON THE SIDELINE DURING THE SEMI-FINAL AND FINAL ROUND GAMES. IF ADDITIONAL CHEERLEADERS ARE TO CHEER, ANY CHANGES CAN OCCUR ONLY DURING THE HALF-TIME INTERMISSION.**
24. Each school will be permitted *FIVE* chaperones for supervision with no admission charge. The chaperones admitted free are not to have access to the playing field.
25. **TICKET PRICES FOR: FIRST ROUND AND QUARTERFINAL GAMES WILL BE \$8. SEMIFINAL ROUND TICKETS WILL BE \$10. CHAMPIONSHIP ROUND TICKETS WILL BE \$10.**
ALL PATRONS SCHOOL-AGED AND ABOVE ARE REQUIRED TO PURCHASE A TICKET.

26. The Association will provide a supply of tickets for first round, quarterfinal, semifinal and final games. In addition, the host school for first round and quarterfinal rounds contests will receive tickets for the next round to provide to the winning team. The winning school will then have tickets available to sell immediately so there will be no reasons to worry about not having the tickets arrive on time.

27. The UNI-Dome staff requires that only molded plastic cleats or tennis shoes be worn in the UNI-Dome. Football shoes with removeable cleats, whether completely plastic or with a metal tip are prohibited in the UNI-Dome.

28. The Board of Control will set up the pairings on Friday, October 19, 2018.

29. The host school must meet the following minimum standards:

- 8-Player must provide seating for 500 people;
- Class 1A and A schools must provide seating for 800 people;
- Class 2A schools must provide seating for 1200 people;
- Class 3A schools must provide seating for 2000 people;
- Class 4A schools must provide seating for 3200 people.

The host school must also provide adequate restroom facilities. If the member school cannot meet these minimum standards, they will select a site which meets these standards and which is no greater distance for the visitors than if the game had been played at the home school's own field. If the home school does not want to ask a member school to host a tournament, the IHSAA Office will select the site.

30. If the IHSAA feels that a facility is not adequate, even though it meets the specifications, the IHSAA has the right to change the site after reviewing the facility. This decision will be final.

31. For all postseason games played in the UNI-Dome, end zone cameras are permitted. Schools should communicate with host sites regarding the availability and use of end zone cameras.

GENERAL INFORMATION FOR PARTICIPATING SCHOOLS

1. Schools that qualify for the playoffs will be posted on the IHSAA Web site following Friday night. Any school that disagrees with the qualifiers, the points earned, etc., **MUST notify the IHSAA Office no later than 12 AM Saturday morning**, otherwise, all qualifiers will be final. This procedure is being used for the convenience of the teams that make it to the playoffs.

2. **At no time will a team be able to practice or scrimmage in the UNI-Dome.** If a team travels to the playoff site the day prior to the game, they may not practice on the official playing field; however, another facility could be used for the team to loosen up and exercise.

Penalty for violation of football rule pertaining to practices: Any team that violates the abovementioned rule is automatically eliminated from playoff consideration. If they are participating in the playoffs, the team they last defeated in the playoffs will advance. If the championship games have been played prior to the knowledge of the violation, all trophies, medals and certificates will be collected and returned to the IHSAA. If it is the championship team that violates the rule, the runner-up becomes champion. If it is the runner-up team that commits a violation, then there will be no runner-up team for that year.

3. By recommendation of the Football Coaches Association and the Football Playoff Committee, teams will be permitted to dress all **varsity** players for any playoff game (*home or away*). Players and sideline/pressbox personnel on the varsity squad will be left to the discretion of the local school district's Athletic Director and Football Coach with the understanding the IHSAA will provide awards for 33 players in 8-player and class A, 44 players in classes 1A and 2A, and for 55 players in classes 3A and 4A.

The Football Playoff Committee recommended, and the Board of Control approved, that school administrators will verify playoff rosters and sideline/pressbox personnel for first round playoff games and subsequent rounds. If the number of sideline/pressbox personnel is more than the allotted number by the State Association, the schools will purchase tickets for those individuals in addition to the allotted number and they will be allowed to be on the sideline.

The IHSAA allotted numbers for sideline/pressbox personnel are as follows:

(1st Round, 2nd Round, Quarterfinal, Semi-Final)

Classes A & 8-Player Schools -- 8 sideline/pressbox personnel

Classes 1A & 2A -- 10 sideline/pressbox personnel

Classes 3A & 4A -- 14 sideline/pressbox personnel

Any additional sideline/pressbox personnel more than the numbers listed above must purchase a ticket. NOTE: Varsity players are defined as those players who suit up and participate or who are considered backup players for varsity positions due to loss of a varsity player in varsity games during the regular season. Varsity players do not include players who only played Freshman, Sophomore, or Junior Varsity teams during the regular season. Varsity squad sizes will be left to the discretion of the local schools Athletic Director and Football Coach.

4. Football playoff expense allowances for 8-player schools and A schools will be based on a 33-player squad, plus expenses for 8 additional people. Football playoff expense allowances for 2A and 1A schools will be based on a 44-player squad, plus

expenses for 10 additional people. For classes 4A and 3A, expense allowance will be based on a 55-player squad, plus expenses for 14 additional people. This policy was agreed upon by the Iowa Football Coaches Association and the Football Playoff committee when squad sizes were eliminated by the Board of Control.

5. All members of the varsity squad of a school which is participating may attend and dress for the football playoff finals at the UNI-Dome in Cedar Falls as determined by the school's Athletic Director and Football Coach.

6. Videotaping or filming is permissible in scouting your opponent.

7. Managers and participating schools shall send all gross ticket sales to the IHSAA and return all unsold tickets. All tickets will be supplied by the IHSAA.

8. A prerequisite for receiving any expense allowance from the IHSAA is that your school must travel to another town for the tournament participation. The following shall determine the expense allowance for participating schools as defined in Item #4:

First Round through Quarterfinals: Travel for 8-player, Class A, 1A, and 2A schools will be reimbursed at \$4.20 per mile, one way. The Class 3A and 4A schools will receive \$7.35 per mile, one way. Schools will receive additional allowances of \$8.50 per participant if travel is a distance greater than 149 miles one way.

Semifinals: Travel for the 8-player, Class A, 1A, and 2A schools will be reimbursed at \$4.20 per mile, one way. The Class 3A and 4A schools will receive \$7.35 per mile, one way. Each school will receive an additional allowance of \$10.00 per individual, provided the school travels a distance greater than 99 miles. Schools traveling greater than 99 miles and not using lodging will be paid \$20.00 per individual. Schools traveling greater than 99 miles electing to use lodging will be paid \$40.00 per individual.

Finals: Travel for the 8-player, Class A, 1A, and 2A schools will be reimbursed at \$4.20 per mile, one way. The Class 3A and 4A schools will receive \$7.35 per mile, one way. Each school will receive an additional allowance of \$10.00 per individual, provided the school travels a distance greater than 99 miles. Schools traveling greater than 99 miles and not using lodging will be paid \$20.00 per individual. Schools traveling greater than 99 miles electing to use lodging will be paid \$40.00 per individual.

9. The host schools shall receive a fee of \$700 guaranteed for hosting football playoffs. The following schedule will be used for determining whether the host school is to receive more than \$700:

11% of gross gate receipts up to \$15,000 gross receipts, plus 5% of gross receipts beyond \$15,000, with a minimum host allowance of \$700.

Example 1) \$18,000 Gross Gate Receipts:
 11% of \$15,000 = \$1,650
 5% of \$3,000 = 150
 Total Payment \$1,800

Example 2) \$6,000 Gross Gate Receipts:
 11% of \$6,000 = \$660
 Payment \$700 Minimum

Expenses for security/police protection will be as follows: \$35 per police officer with the following maximums:

Class 8-Player & Class A: 2

Class 1A & Class 2A: 3

Class 3A: 5

Class 4A: 7

It is recommended that the class A and 8-Player playoff hosts furnish two policemen in uniform. The IHSAA will reimburse a maximum of \$35 per policemen. For Class 1A and 2A, it is recommended playoff hosts furnish three policemen in uniform. The IHSAA will reimburse a maximum of \$35 per policemen. For the class 3A, it is recommended the host school provide five policemen in uniform and the IHSAA will reimburse the host school a maximum of \$35 per policemen. For the class 4A, it is recommended the host school provide seven policemen in uniform. The IHSAA will reimburse the host school a maximum of \$35 per policemen.

The host school shall furnish police protection as outlined previously, as well as ticket sellers, ticket takers, groundskeepers, timers, statisticians, and PA announcer.

11. The IHSAA will not reimburse any amount of money for the filming of the postseason games, whether it be first round, quarterfinal, or semifinal games.

12. The team designated as the home team will wear dark jerseys and the visiting team will wear light jerseys.

13. Even though the IHSAA has requested that the host school playoff manager secure the services of medical personnel to be in attendance at the playoff game, we are asking that each team provide their own medical personnel to be in attendance, whether they are the home team or the visiting team, for the purpose of providing medical attention to any player who is in need of it.

14. Each school will be responsible for their own valuables. Have a 'valuable bag' for each game and have someone responsible for picking up items of value. *Do not leave them in the locker room.* Keep them under your team's supervision. The IHSAA nor the host school will be responsible for your personal belongings.

15. The team bus driver will be permitted to sign in at the pass gate and identify him/herself as the team bus driver, signing his/her name and the school.

16. Each school is permitted up to five (5) chaperones for supervision with no admission charge.

17. All tickets are \$8 for first round and quarterfinal games. Semi-final round tickets are \$10. (School Age and Up)
Each member football school will be allotted two complimentary tickets of admission per game. **Superintendent, Principal, and Athletic Director administrator identification cards entitle the school administrator and spouse complimentary admission into first round and quarterfinal round games, only.**

STATE PLAYOFFS PROGRAM INFORMATION

If your team qualifies for the postseason, we need your team photo prepared to be SENT AFTER YOU WIN YOUR FIRST ROUND GAME. If your team advances, the photo will be used for program purposes.

E-mail photos to: ccuellar@iahsaa.org

a. Once the qualifying teams have been decided, the IHSAA office will send you a program questionnaire. Do not use any other form as you may inadvertently omit information. This may be faxed to (515) 432-2961.

b. **A GOOD QUALITY, SHARP 5x7 or 8x10 PICTURE OF YOUR OFFICIAL FOOTBALL SQUAD INCLUDING COACHES AND MANAGERS IS IDEAL.** Individual identification is not necessary; however please write your school's name in the subject line of the e-mail. Don't send photos via mail. Your efforts are appreciated in sending an e-mail photo in this area. The program can only be as good as the pictures and information we receive from you!

FILM EXCHANGE

The Football Playoff Committee, through a recommendation from the Football Coaches Association, has recommended that any violations which occur in film exchange during the playoffs, will be reported to the Football Coaches Association Board of Directors. This board will publicly reprimand any coach in violation of football playoff film exchange policy after due process procedures have been exhausted. The Board of Control at the January, 2015 meeting approved the following policy for football playoff teams film exchange as submitted by the Board of Directors of the Iowa Football Coaches Association. The policy is as follows: *If an agreement cannot be reached on the films to be exchanged, then number the films and exchange as follows:*

First-round (Games 7-8-9);

Quarterfinals (Games 8-9-10);

Semifinals (Games 9-10-11);

Finals (Games 10-11-12);

(NOTE: Teams playing an 8-game schedule would exchange games (6-7-8) for first round games; (7-8-9) for quarterfinal round games; (8-9-10) for semifinal games; (9-10-11) for the championship games; (10-11-12) .

The Football Coaches Association and the Football Playoff Committee feel that the film exchange is a vital part of our football playoff program.

Videotaping or filming is permissible in scouting your opponent. Space for taping or filming for scouting is not required of host school.

VIDEO GUIDELINES FOR POSTSEASON EXCHANGE

The Iowa Football Coaches Association feels that the exchange of game tapes is a vital part of our football program. Each year both the Iowa Football Coaches Association and the Iowa High School Athletic Association receive concerns regarding the quality and integrity of game tapes. The Iowa Football Coaches Association based, on a recommendation from the Football Playoff Advisory Committee has created the following guidelines to help with the consistency of how games are recorded and exchanged. Any issues or concerns regarding postseason film exchange need to be addressed with the Iowa Football Coaches Association. The Iowa Football Coaches Association understands and appreciates that often times volunteers and students are those that have the responsibility to videotape. Hopefully, these general guidelines will allow practice and improve consistency in the game exchange process.

General Points:

1. Close up shots are not often necessary. Zoom in on the players as the play ends to see how both teams are moving, blocking, and tackling.
2. Do not zoom out too much. The idea is to see the players, not empty grass. There is no need to see things off the football field.
3. Focus on the action. When the play starts, try to have all of the players on the screen. You should have the entire offensive backfield on one side and the entire defensive backfield on the other side.
4. Hold the camera as steady as possible and mute the sound if at all possible. Be sure that you are on "Record" or "Pause". Check this before each play.
5. Remember, more is better. It is better to stop later than too soon. The coaches can edit time, but cannot regain a play.

Special Teams: Kickoff, Punt, Field Goal & Point after Touchdown

1. Take a wide angle shot of the teams as they line up. Keep all the players in the picture before the kick.
2. After the kick, focus on the return team. Do not track the ball in the air. Simply pan back to the returner and capture the blockers and coverage as they come to him.
3. Keep the returner on one side of the screen and slowly zoom in as the players converge on the returner.

Scrimmage Plays:

1. Start to record as the offensive team breaks the huddle. Show the defensive front seven and the offensive line. Then zoom back to show the formation and any motion.
2. Running Plays- Follow the runner to include the blockers and defenders in the area as you close in on the action.
3. Passing Plays- Zoom out to include all players on the screen. The quarterback should be on one side of the screen with defenders and pass patterns on the other side of the screen. Once the ball is thrown, treat like a kick. Do not film the ball in the air, but instead follow the action on the field.
4. After the play ends, zoom in so the runner/receiver, blockers and tacklers can be seen as they unpile.
5. Film referee's preliminary signal after each penalty.
6. Film the scoreboard after each score and at the start of each quarter.

IHSAA POLICY FOR BROADCASTING FOOTBALL PLAYOFF GAMES

1. Board of Control policy for live video coverage of IHSAA-sponsored first and second round playoff games is:
 - a. Live video broadcasts are eligible for purchase by media outlets and other interested parties. Outlets must complete an application and follow all IHSAA fee structures and event policies.
 - b. Applications must be submitted to the IHSAA and the postseason host site manager at least 48 hours before the scheduled time and date of the selected game. Payment must be submitted to the IHSAA within two business days of the game occurring.
 - c. Advertisements or promotions associated with alcohol, tobacco, firearms, gambling, performance enhancing substances, or lewd subject matter are strictly prohibited.
 - d. If the host site cannot and/or will not facilitate a broadcast, or NFHS Network accepts a broadcast after a third party has applied for game access, applicants will be refunded by the IHSAA.
 - e. Accepted access fees and applications do not grant exclusivity of broadcasts.
 - f. Policies and forms to be submitted to the IHSAA are available online at www.iahsaa.org. It can be found following: INFORMATION → GENERAL → POLICIES, as "Postseason Live Video."
2. Any radio station wishing to produce audio broadcasts of games, live or delayed, must contact the host site manager to secure permission to broadcast. There is no charge for first round and/or quarterfinal games. Stations must make their own arrangements for necessary internet or telephone services.
3. The Iowa High School Sports Network is the exclusive rights holder for audio, video, broadcast, and other media rights for the semifinals and finals. Radio stations wishing to produce audio broadcasts or audio updates from games must apply for credentials and follow rights fees and regulations established by the IHSSN. Video streaming and other live or delayed video broadcasts of the semifinals and finals are prohibited.
4. If broadcasting facilities are limited at the site of a game, each school will designate a station or outlet to be assigned to the best available facilities. There may be more than one or more outlet in a given community, and the station or outlet that has been covering games all season should have first preference. This is left to the discretion of each school that participates in the playoffs. Thereafter, selection of available facilities should be filled in the order of their request.
5. The delayed broadcast must not originate until 24 hours after the completion of the live event.
6. Replay of the broadcast is for a four week period only, beginning 24 hours after the completion of the live event.

AWARDS PRESENTATIONS

The losing team in the first round and of the playoffs will be awarded medals, only. The losing team in the quarterfinals, and semifinals will be awarded a trophy and medals. **COACHES, MAKE SURE YOUR TEAM STAYS ON THE FIELD FOR THIS PRESENTATION.** This will serve as an opportunity for both teams to show respect and good sportsmanship toward their opponent. In championship games, both teams will be awarded trophies and medals. It is important that teams pay respect to the victors as well as the losers. **Coaches, have your players line up in front of their benches facing their opponents while the trophies are awarded.** Additional medals may be ordered by contacting the IHSAA. The school is responsible for the cost of additional medals.

IHSAA AWARDS PRESENTATION POLICY

It is the goal of the IHSAA is to protect the safety and well being of all participants, spectators, coaches, officials, and tournament staff as well as demonstrate the sportsmanship philosophy of the IHSAA and its member schools with regard to respect for the opponent during all IHSAA award presentations. In furtherance of this goal and the requirement that member schools should insure that their contestants, coaches & spectators practice the highest principles of sportsmanship and ethics of competition, the following policy has been adopted by the Board of Control:

No team(s) student body/spectators are allowed on the playing surface at the conclusion of an IHSAA post-season event without the express permission of the tournament manager.

Penalty: Team or individual awards will not be presented to the participant(s) immediately following the competition and said award(s) will be delivered to the school administration of the respective teams at a time to be determined by the Executive Director or designee of the IHSAA.

This penalty is in addition to any other penalty or sanction which may be imposed by the Board of Control, its Executive Director, or designee as a result of a violation of any other policy, rule, bylaw, or regulation of the IHSAA.

The policy shall be enforced at all IHSAA sponsored tournaments that have an awards presentation following the completion of the event. The enforcement of this policy will be at the discretion and judgment of the specific tournament manager.

The Board of Control also requests school administrators be present and visible when their respective teams are playing and assist in making sure spectators do not come onto the playing surface at the conclusion of the event until such time it is permissible following awards and recognition presentations.

IHSAA POLICY ON PRAYER

The IHSAA Board of Control's action February 24, 2001, states: "Prayer shall not be permitted prior to IHSAA sponsored events in accordance with the Supreme Court ruling June 19, 2000: 'The Supreme Court of the United States, Santa Fe Independence School District versus Jane Doe, #99-62.'"

PUBLIC CONDUCT ON SCHOOL PREMISES

CONDUCT COUNTS

In this EDUCATIONAL INSTITUTION these behaviors are NOT acceptable:

- **Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event.**
Penalty - EJECTION
- **Throwing articles onto the contest area.**
Penalty - EJECTION
- **Entering the contest area in protest or celebration.**
Penalty - EJECTION
- **Physical confrontation involving contest officials, coaches/directors, contestants or spectators.**
Penalty - EJECTION
- **Spectator interference with the event.**
Penalty - EJECTION
- **Jumping up and down on the bleachers.**
Penalty - Warning/EJECTION
- **Use of artificial noisemakers, signs or banners.**
Penalty - Warning / EJECTION
- **Chants or cheers directed at opponents.**
Penalty - Warning/EJECTION



SITE OF FINAL GAMES

The UNI-Dome in Cedar Falls will be the site of the finals. The times of the games will be as follows:

Thursday, November 15th, 2018: The 8-player game will be played at 10:00 AM. At the conclusion of the 8-player game, and after presentation of awards, Class A will have a guaranteed 30-minute warm-up period and game time will not be before 1:30 PM. At the conclusion of the Class A game and the presentation of awards, the UNI-Dome will be cleared. The Class 3A game will be at 7:00 PM.

Friday, November 16th, 2018: The Class 1A game will be played at 11:00 AM. At the conclusion of the Class 1A game, and after presentation of awards, Class 2A will have a guaranteed 30-minute warm-up period and game time will not be before 2:00 PM. At the conclusion of the Class 2A game and the presentation of awards, the UNI-Dome will be cleared. The Class 4A game will be at 7:06 PM.

All schools participating in the championship games at the UNI-Dome in Cedar Falls will be notified by 11 AM Tuesday, November 14th by a member of the UNI athletic department. You will receive instructions with regard to ticket information, where to enter the building, what side your fans will sit on, etc.

Each school must make its own arrangements for housing and food at the site of the championship game, as well as furnishing their own towels and being responsible for their valuables. Outside food is not allowed in the UNI-Dome. Please contact the UNI-Dome staff in regards to bringing in outside food into the locker room area.

All schools participating in the championship games will be invited to attend a teleconference provided by the IHSAA. Pertinent information will be provided during this teleconference. The teleconference will take place at 7:30 AM on Monday, November 13th. All other information will be e-mailed directly from the IHSAA Office to each school qualifying for the finals.

INFORMATION TO TEAMS IN THE CHAMPIONSHIP GAME

1. The team with the highest RPI will be the home team and will wear the dark uniform.
2. Home team will be on east sideline and their fans will be seated on the east side of the Dome.
3. Visiting teams, the team wearing light-colored jerseys, will be on the west sideline and fans will sit on the west side of Dome.
4. When your team arrives at the UNI-Dome, you may unload your bus north of the Dome in the Physical Education Complex parking lot. This is where your locker rooms will be located and an attendant will meet your team to direct you to your locker room. IHSAA personnel will also be available to answer any questions you may have.
5. Bus drivers, after you have unloaded your team and equipment, you will park your bus in the north parking lots, north of the Physical Education Complex. A UNI parking lot attendant will give you directions as to where your bus should be parked.
6. Participating team bus drivers will be permitted to sign-in at the pass gate (Annex between McLeod Center and UNI-Dome) by identifying him/herself and signing his/her name and school.
7. Teams are assured of at least a 30 minute warm-up period before their game, however, there may be more than 30 minutes depending upon when the previous game is concluded, the awards presented, and the field cleared.
8. The IHSAA allotted numbers for sideline/pressbox personnel are as follows:
 - Classes A & Eight-Player teams will have 12 sideline/pressbox passes.**
 - Class 1A, 2A, & 3A teams will have 15 sideline/pressbox passes.**
 - Class 4A teams will be issued 18 sideline/pressbox passes.**

The coaches in the press box team booth are required to have a sideline/pressbox pass.

Schools may purchase additional sideline personnel passes at the Annex between the McLeod Center and the UNI-Dome.

9. Team expenses for championship game-

Travel for the 8-player, Class A, 1A, and 2A schools will be reimbursed at \$4.20 per mile, one way. The Class 3A and 4A schools will receive \$7.35 per mile, one way. Each school will receive an additional allowance of \$10.00 per individual, provided the school travels a distance greater than 99 miles. Schools traveling greater than 99 miles and not using lodging will be paid \$20.00 per individual. Schools traveling greater than 99 miles electing to use lodging will be paid \$40.00 per individual.

10. Following the game, there will be an awards presentation for both teams. Please respect your opponent and return to the vicinity of your sideline and respect your opponent receiving their awards and trophies.

11. Do not leave valuables in your locker room. Have a 'valuables bag' and assign someone on your staff to be responsible for your players' and coaches' valuables. Do not leave them in the locker room area.

12. The IHSAA will provide game footballs.

13. Coaches, all post-game interviews will take place in the designated interview room located near the locker rooms. **NO interviews will be conducted on the field, in the tunnels, garage areas, or any area leading to the interview rooms. Interviews are to take place approximately 15 minutes after the completion of the game.**

14. Athletic training services will be available to your team by the UNI Athletic Training Staff, if you desire.

15. Autograph footballs will be provided to each team in the Championship Game the week prior to the Championship Game.
Autograph Ball Allocation:

Eight-Player & Class A- number on roster up to 33 players plus coach and school (35 footballs)

Classes 1A, 2A-number on roster up to 44 players plus coach and school (46 footballs)

Classes 3A, 4A-number on roster up to 55 players plus coach and school (57 footballs)

Please Note: Additional autograph footballs may be purchased through the IHSAA FOR \$30 each.

16. All tickets for championship games are \$10. (School Age and Up)

Each member football school will be allotted two complimentary tickets of admission per game. **Superintendent, Principal, and Athletic Director administrator identification cards entitle the school administrator and guest complimentary admission into the semi-final round games and final round contests. These cards DO NOT PROVIDE ACCESS TO THE FLOOR.**

17. Team pictures will be taken 1 hour and 30 minutes before your scheduled final game time. An IHSAA staff member will escort your team to the picture area.

18. Team Plaques will be provided to each team in the Championship Game after the completion of the season. Team Plaque Allocation:

Eight-Player & Class A- number on roster up to 33 players plus coach and school (35 plaques)

Classes 1A, 2A-number on roster up to 44 players plus coach and school (46 plaques)

Classes 3A, 4A-number on roster up to 55 players plus coach and school (57 plaques)

At the time of the original order to our office additional plaques will cost \$24.45.

After the time of the original order to our office, additional plaques will cost \$37.