TO: District Football Representatives
FROM: University Interscholastic League
DATE: Fall 2014
SUBJECT: Football Playoff Procedures

Congratulations on representing your football district in the playoffs. Since your school is about to begin bi-district competition, please read the following procedures for the playoff games.

Playoff Packet
This will be the only packet for the playoffs.

If you need to contact Mark Cousins, UIL Athletic Director, on the weekend or at night during the playoffs, call 512-496-4764 or you can call Assistant Athletic Directors Darryl Beasley—512-238-0968; Peter Contreras—512-393-1958; Traci Neely—512-775-9021.

Playoff Schedule
District representatives are bracketed for weekly playoffs leading to a state championship beginning the first weekend after the designated date for determining district champions.

See the UIL website (www.uiltexas.org) for the brackets to determine the elimination schedule for each conference.

In Conference 1A-six man football, both Division I and Division II advance two teams from each district to the playoffs, with each division playing to a state championship.

In Conference 2A, both Division I and II advance three teams from each district to the playoffs, with each division playing to a state championship.

In Conference 3A, and 4A both Division I and II advance four teams from each district to the playoffs, with each division playing to a state championship.

In the Conferences 5A, and 6A playoff structure, the top four teams from each district advance to the playoffs. The two advancing schools with the largest enrollments in grades 9-12 are bracketed into Division I and the other two schools are bracketed into Division II, with both divisions playing to a state championship.

Enrollment figures utilized for determining division I and division II status for 5A and 6A can be found on the UIL website at http://www.uiltexas.org/football/alignments.

Playoff games past the district level may not be scheduled earlier than the first Thursday after the certification date for district champions. Other playoff games may be played on Thursday, Friday or Saturday as bracketed. Section 1250(e)(4) of the Constitution and Contest Rules states: Minimum Time Between Playoff Games. No team or student in any conference shall be permitted to take part in more than one playoff game within six calendar days, unless mutually agreeable to play within five calendar days.

District representatives in all Conferences must be determined and certified no later than November 8. If two or more schools are tied for district representation at the end of the regular season, the district executive committee must devise a policy to select the schools to represent the district in post-district play.

For tie games in the playoffs, Section 1250 (h) of the Football Plan in the Constitution and Contest Rules applies in all conferences.
Site Of The Game
All potential neutral and home sites (town and stadium) should be designated prior to any coin toss.
Using the Guidelines and Example below:

Guidelines

Constitution and Contest Rules: Section 1250: FOOTBALL PLAN

(i) SITE AND DAY OF GAME.
   (3) Playoff Games. Unless mutually agreeable otherwise, the place for playing a playoff game shall be determined on a “home and home” basis for the past two football seasons. (Exception: state championship games.) The team that was the visiting team the last time the two teams met on a home field in a post-district playoff game may require the game be played at its home field. In case of disagreement between two teams who have not played a post-district playoff game during the past two football seasons, the game site shall be decided by a coin toss. A school cannot be required to flip for a playoff site that is not large enough to accommodate the fans from both schools.

Constitution and Contest Rules: Section 1208: ATHLETIC REGULATIONS
(p) SITES DEFINED FOR ALL TEAM SPORTS.
   (1) Home Sites. When two schools flip for two separate sites other than their home field or court, the sites are considered home sites unless both sites are near mid-point.
   (2) Neutral Sites. A site mid-point or near mid-point, or a site agreed on by both schools as neutral, is a neutral site. Unless mutually agreeable, a site cannot be neutral if its distance from either school is more than two-thirds the total distance between the two schools.

Example
San Antonio and Dallas have not met in the playoffs for the past 2 years:

Step 1: Designate potential sites. San Antonio: Belton-neutral; Alamo Stadium-home. Dallas: Temple-neutral; Cotton Bowl-home.
Step 2: Flip for type of site (either neutral or home and home).
   Heads for home and home.
   Tails for neutral.
   Comes up heads.
Step 3: Flip to see who wins home.
   Dallas calls tails for home.
   San Antonio calls heads for home.
   Comes up tails.
   Game is played at the Cotton Bowl as the Dallas home site.

Gate Receipts
The following paragraph is taken from the Football Plan.

FIFTEEN PERCENT POST DISTRICT PLAYOFF RECEIPTS. Fifteen percent of the gross receipts of post-district games in the state championship races shall be paid to the League office to maintain a fund for investigating eligibility questions and to supplement printing, salary, office appropriations relating to football, and for the purchase of medals, trophies and awards in Interscholastic League State Meets. The radio broadcasts receipts and the telecast receipts are considered a part of the game receipts in all post-district games.

The school that handles the receipts of the game, usually the "home team", submits a financial form to the UIL office (forms enclosed for all potential playoff games). The check should be made out to University Interscholastic League, and mailed to the UIL, Box 8028, Austin, Texas 78713-8028.

Officials
Dressing facilities should be available for officials at least 1 1/2 hours prior to the game. Officials should be at the site of the game at least one hour before kickoff. Timers, statisticians and the "chain crew" should meet with the officials at least 30 minutes prior to the game.

A police escort should meet the officials at the half and after the game at a designated place. They should accompany the officials to the dressing room.
Officials may be assigned by the League office if mutual agreement cannot be reached by the two schools. This can be done on the UIL website:

https://www.uiltexas.org/form/officials-request/football.php

Playoff Reporting

Coaches are required to submit playoff results immediately following their contest. The winning school should submit playoff game results and information about the next round via MaxPreps through the assigned coach/admin account. The score reported by a coach on a team’s page will automatically fill in the bracket. The completeness of the data presented on the UIL Texas Scoreboard will be dependent upon the participation of schools and coaches. For more information, please see http://www.uiltexas.org/athletics/UIL-MaxPreps

Broadcasting

See last page for UIL Football Playoffs TV guidelines. Contact the UIL Media department with questions related to radio and television broadcasting. http://www.uiltexas.org/media/football

Forms

Injury Report Form

All schools are to go online and submit an Injury Report for each game played. To access the injury report form, login to UIL Gateway (http://utdirect.utexas.edu/UILGate/index.WBX) and follow these instructions:

- If you are logging in for the first time:
  - a. You will need to create a UT EID following the instructions listed.
  - b. You will need to identify any UIL related job titles you hold. (In order to submit injury reports, your title needs to either be related to football, Athletic Director, Athletic Trainer, Weight Management Assessor, or Athletics Secretary.)
- Select the correct sport and search for your school’s TEA code. Select the correct week (please note: date listed is the end of the current week. For example, Week One ends on 8/30/14. Reports for that week are due by the following Tuesday, 9/3/14).
- Select ‘Create a new injury report for Week #’.
- If there were no injuries, click ‘No Injuries’ in the blue box. To report one or more injuries, complete the information for each injury and save. Then click ‘Add another injury’ to repeat the process for each additional injury.
- When you have completed entering all injuries for this reporting period, click ‘Finish and print

Football Game Report Form

Send a copy of your Football Game Report Form to your District Executive Committee Chairman and keep one for your records. http://www.uiltexas.org/files/athletics/forms/fb-game-report.pdf

Team Information Form and Photos

Each team that advances to the semi-finals shall provide a Team Information Form (https://www.uiltexas.org/forms/team-info-football) in order to pre-build championship game program pages and television graphics for the game the following week. Additionally, each team will be required to send a team photo, coach head shot, and mascot/logo to the UIL. All information and photos should be sent via email to pictures@uiltexas.org.

Officials Evaluation Form

You may fill out this form online at https://www.uiltexas.org/form/officials-evaluation/submit.php?sport=Football

With your continued cooperation, Texas will continue to have the finest high school football championship program in the nation.
FINANCIAL REPORT FOR FOOTBALL PLAYOFF GAMES
UNIVERSITY INTERSCHOLASTIC LEAGUE

Please complete and return to: University Interscholastic League
PO Box 8028 - University Station
Austin, TX 78713-8028

Date: __________________________________________ Conference: __________________________ Division __________________________
Visiting Team: ___________________________ Home Team: ___________________________

1. Reserved Seats ___________________________ x ___________________________ = ___________________________
2. Adult General Admission ___________________________ x ___________________________ = ___________________________
3. Student Admission ___________________________ x ___________________________ = ___________________________
4. Pre-Game Home Team ___________________________ x ___________________________ = ___________________________
5. Pre-Game Visiting Team ___________________________ x ___________________________ = ___________________________
6. Special-Other ___________________________ x ___________________________ = ___________________________
7. Total Gross Receipts: ___________________________ * ___________________________

* Use as the basis for 15% due UIL. Payment and financial report are due 30 days from the date the game is played.

EXPENSES

8. Interscholastic League Fee (15% of gross gate) -

Make Check Payable to:
University of Texas at Austin

9. Visiting Team Travel Guarantee (if any) ___________________________
10. Officials ___________________________
11. Other Expenses (list) ___________________________

________________________________________________

12. Total Expenses of Game: ___________________________
13. Less Visiting Teams’ Travel Guarantee (if any) ___________________________
14. Sub-total (line 12 minus line 13) ___________________________
15. Net to be Divided: (line 7 minus line 14) ___________________________

DIVISION

16. Visiting Team’s Share ___________________________
17. Visiting Team’s Travel Guarantee ___________________________
18. Sub-total (line 16 plus line 17) ___________________________
19. Visiting Team’s Sales ___________________________

20. Reserved Seats ___________________________ @ ___________________________ = ___________________________
21. General Admission ___________________________ @ ___________________________ = ___________________________
22. Student Admission ___________________________ @ ___________________________ = ___________________________
23. Special Tickets ___________________________ @ ___________________________ = ___________________________

24. Total gate retained by visiting team ___________________________
25. Net Check to Visiting Team (line 18 minus line 24) ___________________________
26. Home Team’s Share of Gate (line 15 minus line 18) ___________________________

Playoff Site: __________________________________________
Address __________________________________________
City/Zip __________________________________________
Contact Person ___________________________ Phone # ( ______ )

USE FOR FOOTBALL PLAYOFF GAMES ONLY
Duplicate This Form As Needed

Revised 11/03
UIL Football Playoffs TV Guidelines

During the coming UIL football playoffs there may be opportunities for participating schools to have their games broadcast. Please find below important information concerning game broadcasts for schools participating in the playoffs and schools that will host a playoff game. As outlined in the UIL Constitution and Contest Rules, the UIL owns the telecast rights for all UIL football playoff games. FOX Sports Southwest has obtained the television and other telecast media rights, except for radio, from the UIL for all playoff games and will serve as the primary rights holder for those events.

FOX Sports Southwest will sub-license those rights to broadcast stations in markets across Texas interested in televising playoff games either live or taped-delayed. FOX Sports Southwest must approve any media outlet that wishes to televise or webcast playoff games, live or tape-delayed. The UIL has also recently partnered with the NFHS Network. The NFHS Network may broadcast online select games not broadcast by FOX Sports Southwest or its sub-licensees.

In order for a game to be broadcast, it must be approved by noon the Wednesday prior to the game each week of the playoffs. If a media outlet has not approached your school by the Wednesday before the game, your game will not be televised that week. Requests for Academic Telecasts must also be submitted by noon Wednesday of each week of the playoffs.

The TV format for playoff games will mirror FOX Sports Southwest’s State Championship TV format so as not to interfere with the flow of the game:

- Each school is encouraged to discuss with the broadcasters prior to the game when TV timeouts should not occur.
- TV timeouts will not be taken during any series of downs or after turnovers to avoid impacting or changing momentum and game flow.
- TV timeouts will occur during halftime, during injury stoppages and after a score.

The sublicensed media outlets that partner with FOX Sports Southwest will be responsible for communication with the schools selected for broadcasts. The sublicensed broadcasters will schedule the set-up and tear-down times for their TV equipment with the schools and the venues. FOX Sports Southwest or its sublicenses are responsible for any expenses associated with the telecast. The same guidelines apply to any playoff games that are selected for online broadcast by the NFHS Network.

One school may not have two consecutive games or three or more total games broadcast without prior approval from the UIL.

FOX Sports Southwest will have the ability to “cut-in” live to playoff games on its FOX Football Friday six-hour programming block, a show dedicated to high school football televised statewide. FOX Sports Southwest will also promote ticket sales during the playoffs for the UIL Football State Championships at AT&T Stadium. Political announcements or advertising of alcohol, tobacco, gambling, adult entertainment venues, and firearms are prohibited during telecasts of any UIL activities.

If your school has a student-media telecast team that wishes to telescast your football playoff game, you may apply for an Academic Telecast. A school administrator should fill out the form at the following link: https://www.uiltexas.org/machform/view.php?id=35916. The request form must be submitted by noon Wednesday in order to telecast that week’s playoff game. An Academic Telecast is defined as a broadcast with an educational purpose that is produced solely by a UIL-member school and/or school district primarily using school facilities, equipment, staff and students without any commercial relationship for the financial benefit of another party. An Academic Telecast may be aired no earlier than one hour after the completion of the game.

If you have any questions, please direct them to the following individuals:

Paul Lenau (for television station questions regarding access to games)
(972) 868-1450
Paul.Lenau@fox.com

Jon Heidtke – FOX Sports Southwest Senior Vice President/General Manager
(972) 868-1804
Jon.Heidtke@foxsports.net

UIL Media Department
(512) 471-5883
pr@uiltexas.org
University Interscholastic League
Football Game Contract

THIS AGREEMENT, entered into this _____ day of _______________, 20_____, by and between _________________________,
_________________________(title), _________________________(home town), High School, hereinafter designated as the part of
the first part, and _________________________, _________________________, of _________________________(visiting team),
High School, hereinafter designated as the party of the second part, stipulates as follows:

1. The said parties mutually agree to cause the _________________________ teams of the high school of which they are
   respectively officials to meet in the city of _________________________ on the _____ day of _______________, 20_____, and
   then and there engage in a game of _________________________, said game to start at or about __________ o’clock, p.m.

2. The above mentioned game of _________________________ shall be conducted under the University Interscholastic League
   rules and regulations in force at the time of the game, with the provisions of which rules and regulations each of the signers hereto
   declares himself to be familiar, and any provision of this contract contravening any rule of the League shall invalidate the whole
   contract.

3. The part of the first part agrees to provide a playing field or court for said game, to collect admission fees and to make a business
   settlement under the terms of this contract within a reasonable time after the conclusion of said game.

4. The party of the first part agrees to pay the part of the second part:
   (a) the sum of $_______________ for playing said game or, in lieu thereof, at the option of the party of the second part,
   (b) actual traveling expenses of a party to the number of _________________________, said expenses to consist of cost of
       transportation of the party to the number of _________________________, from _________________________, Texas, to
       _________________________, Texas, and reasonable hotel expenses, together with one-half of the net gate receipts of said
       game. It is agreed that the above mentioned traveling expenses shall be considered as an expense of the game in computing
       the net gate receipts.

5. Both parties agree that in case they fail mutually to agree upon officials for said above mentioned game at least 7 days prior to the
   time set for the game, the Athletic Director of the Interscholastic League shall have authority to appoint the officials necessary for
   the proper conduct of said game.

6. In case either party fails to produce his team and play the said game on said date and at said place, or breaches any clause of this
   agreement, the party so in fault agrees to pay to the party not in fault the sum of $_______________ as a forfeit within one week
   of the date on which said breach of contract shall occur, together with all expenses incurred in pursuance of this contract by the
   team which is not at fault, such payment to be conclusive of further damages, except in case of breach of Clause Number 4 above.

7. In case either the _________________________ High School or the _________________________ High School shall be suspended
   in the sport of _________________________ from the Interscholastic League, this agreement shall become null and void.

8. Both parties agree to the radio broadcast; with the understanding that any income from said broadcast shall be considered in the
   gross receipts.

Signed in duplicate:

________________________________________________________________
Superintendent/Principal
__________________________ High School

________________________________________________________________
Superintendent/Principal
__________________________ High School

(Duplicate as needed.)

(Revised 11-2014)
# Football Officials Assignment Request Form

**Home Team Information**

- **Home Team Contact Name** *
  
- **Home Team Email** *
  
- **Home Team Cell Phone** *
  
- **Home Team School** *
  
**Choose One**

**Visiting Team Information**

- **Visiting Team Contact Name** *
  
- **Visiting Team Email** *
  
- **Visiting Team Cell Phone** *
  
- **Visiting Team School** *
  
**Choose One**

**Game/Match Information**

- **Where are you playing? (High School and City)** *
  
- **Venue (Stadium or building name or location)**
  
- **Date** *
  
- **Time** *
  
**Additional Notes on the Game or Match**

---

Please complete this form online at: [https://uil.arbitersports.com](https://uil.arbitersports.com)
Football Officials Evaluation Form

Your Information

Your Name *

Your Email Address *

Your Phone Number

What type of evaluator are you?
Choose One

Contest Information

Date of the Contest *

Home School *

Visiting School *

Contest Site *

Level of Competition *
Choose Level

Officials Information

Officiating Chapter *
Choose a Chapter

Names or description of officials

Officials Evaluation Questions

Please complete this form online at: https://uil.arbitersports.com