



**2017-2018**  
**FOOTBALL**  
**Playoff Information**  
**Handbook**

# UNIVERSITY INTERSCHOLASTIC LEAGUE

## FOOTBALL PLAYOFF HANDBOOK

Congratulations on representing your district for the football playoffs. Since your school is advancing to the playoffs, the following points should clarify questions asked by participating schools. If the League office can be of further assistance during your tournament preparation period, please call.

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## IMPORTANT DEADLINES

### Dates and Links:

- **UIL Playoff Reporting Form:** Coaches are required to submit playoff results immediately following their contest. The winning school should submit playoff game results and next round information 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 [www.uiltexas.org/athletics/uil-maxpreps](http://www.uiltexas.org/athletics/uil-maxpreps).
- **Certification of District Representatives:** The last dates for certifying the district champions to the League office is **November 11th**. It is mandatory that the **district chairs certify the district representatives** on the UIL webpage <http://www.uiltexas.org/football/forms> as soon as they are finalized.
- **Week One:** The match must be played between **November 16, 17, or 18**. The winning team is REQUIRED to report the score immediately following the game online through MaxPreps.
- **Week Two:** The match must be played on **November 23, 24 or 25**. The winning team is REQUIRED to report online the score and win/loss record immediately following the game through MaxPreps.
- **Week Three:** The match must be played on **November 30, December 1 or 2**. The winning team is REQUIRED to report the score immediately following the game online through MaxPreps.
- **Week Four:** The match must be played on **December 7, 8, or 9**. The winning team is REQUIRED to report the score immediately following the game online through MaxPreps.
- **Week Five:** The match must be played on **December 14, 15, or 16**. The winning team is REQUIRED to report the score immediately following the game online through MaxPreps. (Conference 1A Six-Man will not play on Week Five)
- **State Championships: December 20-23.**

**Team Information & Pictures:** Teams advancing to semifinals must submit the following materials to the UIL no later than **Monday, December 11, 2017**.

- Team Information Form (list of players, coaches, etc.; and list of all games played) – fill out online on the UIL website - <http://www.uiltexas.org/football/forms>
- Team Picture – 1MB, color, email to [pictures@uiltexas.org](mailto:pictures@uiltexas.org)
- Picture of Head Coach (head and shoulder shot) – 1 MB, email to [pictures@uiltexas.org](mailto:pictures@uiltexas.org)
- School's Mascot (camera ready art work if possible, if not a copy of the mascot from your letterhead, etc.) – 1MB email to [pictures@uiltexas.org](mailto:pictures@uiltexas.org)

Failure to submit this information could result in a range of penalties as described in Section 27 (b) of the UIL Constitution and Contest Rules or your team not appearing in the State Tournament program.

**Inclement Weather:** If weather conditions make it impossible to determine a winner before certification, **UIL must be contacted for an extension**. The next round opponent(s) or regional site must also be contacted to inform them that the deadline has been extended.

Extreme scheduling difficulties could result in a coin flip, which would determine the representatives to the next round.

## POSTSEASON GAME INFORMATION

**Site Selection:** All potential neutral and home sites (town and stadium) should be designated prior to any coin toss. As a continued pilot study for the 2017 football season in 6A only, for the first round of the playoffs only, the higher district finish will determine whether the game is played on its home field or mutually agree to play the game at a neutral site.

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. Exception: As a pilot study for in 6A only, for the first round of the playoffs only, the opponent with the higher district finish will determine whether the game is played on its home field or mutually agree to play the game at a neutral site. If the opponents have the same district finish, the two teams will flip a coin or agree on a neutral site.

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.

- **Contracts:** All playoff arrangements between two schools should be made in writing and signed to protect both parties. Sample football game contracts for use of schools can be found on our website: [http://www.uiltexas.org/files/athletics/forms/Football\\_Game\\_Contract.pdf](http://www.uiltexas.org/files/athletics/forms/Football_Game_Contract.pdf)

### Gate Receipts

The following paragraph is taken from the Football Plan.

(j) SIXTEEN PERCENT POST-DISTRICT RECEIPTS. Sixteen percent of the gross receipts of post-district games shall be paid to the UIL. The radio broadcast 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. The updated football financial form can be found on the football forms page on our website: <http://www.uiltexas.org/football/forms>.

### **Championship Structure (advancement structure):**

- **Playoff Qualifiers:** 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](http://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 Conferences 2A, 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, as submitted in October 2015, 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/alignments>

- **Playing dates:** 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.
- **Ties:** 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.
  - (h) TIED GAMES.
    - (1) *Non-District Varsity, District Varsity and Post-District Games.* The NCAA overtime system shall be used in all non-district varsity games, district varsity games and post-district games tied at the end of regulation play. (See manual.)
    - (2) *Other Games.* The NCAA overtime system shall not be used in any sub-varsity games or junior high games.

**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.

- **Requesting Officials:** The League office may assign officials if the two schools cannot reach mutual agreement. This can be done on the UIL website: <https://www.uiltexas.org/form/officials-request/football.php>
- **Official Evaluations:** After your contest, you may fill out the officials evaluation form on the UIL website: <https://www.uiltexas.org/form/officials-evaluation/submit.php?sport=Football>

**Broadcasting** - Below is information to assist you with questions about telecasts, webcasts or radio broadcasts of UIL postseason events. The UIL has all rights to postseason contests, and has granted rights to its broadcast partners. The rights to contests not selected by UIL broadcast partners may be sublicensed to interested media outlets that meet certain criteria.

#### **Live Streaming**

Using live streaming sites including Facebook Live, Instagram Live, Twitter Live and YouTube Live to stream the game is strictly prohibited and in direct violation of the UIL's agreement with its broadcast partners. Please notify media, fans and parents of this policy.

#### **Football Playoff Telecasts**

Media outlets interested in telecasting a football playoff contest must have permission from FOX Sports Southwest. More information can be found here: [UIL Football Playoffs TV Guidelines](#)

### **UIL Member School Playoff Telecasts (all sports)**

A school can request to telecast a postseason event by submitting the [UIL Member School Playoff Telecast Request](#) Form on the UIL website before noon the business day prior to the event.

Schools approved for an NFHS Network School Broadcast Program can webcast the event live. Schools approved for an Academic Broadcast, can webcast the event delayed. The UIL defines an Academic Telecast 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.

### **Radio Playoff Guidelines (all sports)**

Radio stations must follow the [Radio Playoff Guidelines](#) found on the UIL website. Radio stations must play two minutes of commercials, read the state championship promotional information, and submit the [Radio Playoff Request](#). The Radio Playoff Request form is for tracking purposes only, the UIL will not approve or deny radio broadcasts. **The radio station must receive permission from schools involved in the contest and the venue.**

**Injury Reporting Form in Playoffs** – All schools in the playoffs 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.)
- Under Tasks, select 'Football Injury Report'.
- 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 9/2/17. Reports for that week are due by the following Tuesday, 9/5/17).
- 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