



TO: District Football Representatives
FROM: University Interscholastic League
DATE: Fall 2015
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 Susan Elza, UIL Athletic Director, on the weekend or at night during the playoffs, call 214-418-3591.

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.uil texas.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 2013, 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.uil texas.org/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 7. 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.

Site Of The Game

All potential neutral and home sites (town and stadium) should be designated prior to any coin toss. As a pilot study for the 2015 football season in 6A only, for the first round of the playoffs only, the higher seed 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. As a pilot study for the 2015 football season in 6A only, for the first round of the playoffs only, the higher seed 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 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 must submit playoff game results and any information about the next round via MaxPreps through the assigned coach/admin account. The score reported by the coach will automatically fill in the bracket. The completeness of the data on the brackets and 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.)
- 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 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) - <u>Make Check Payable to:</u> 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

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 (1) radio broadcast; (2) telecast; or (3) tape delay of the contest, with the understanding that any income from said broadcast/telecast shall be considered in the gross receipts.

Signed in duplicate:

Superintendent/Principal

High School

Superintendent/Principal

High School
(Revised 1-2000)

(Duplicate as needed.)



Football Officials Assignment Request Form

Home Team Information

Home Team Contact Name *

Home Team Email *

Home Team Cell Phone *

Home Team School *

Visiting Team Information

Visiting Team Contact Name *

Visiting Team Email *

Visiting Team Cell Phone *

Visiting Team School *

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

EXAMPLE ONLY
Please complete this form online at:
<https://uil.arbitersports.com>



Football Officials Evaluation Form

Your Information

Your Name *

Your Email Address *

Your Phone Number

What type of evaluator are you?

Contest Information

Date of the Contest *

Home School *

Visiting School *

Contest Site *

Level of Competition *

Officials Information

Officiating Chapter *

Names or description of officials

Officials Evaluation Questions

EXAMPLE ONLY
Please complete this form online at:
<https://uil.arbitersports.com>