



**2024**  
**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 Dates

### Certification of District Representatives

- The last date for certifying the district to the League office is **November 9th**. District chairs will be submitting directly to MaxPreps via the UIL Portal. Once district certifications are submitted, the online brackets will auto-populate with the teams from your district. The district chairs must **certify the district representatives** through the UIL Portal as soon as they are finalized. Instructions can be found here. **NOTE: Each district certification must have a separate 1<sup>st</sup> through 4<sup>th</sup> place finisher based on district standings.**
- **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.)

**Week One:** The game must be played between **November 14 - 16**.

**Week Two:** The game must be played on **November 21 - 23**.

**Week Three:** The game must be played on **November 28 - 30**.

**Week Four:** The game must be played on **December 5 – 7**.

**Week Five:** The game must be played on **December 12 - 14**

- **EXCEPTION: 2A Division II may play on Dec 11<sup>th</sup>**.
- (Conference 1A Six-Man will not play on Week Five)

**State Championships: December 18 – 21, 2024**

**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.

- **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. This rule also applies to the first playoff game.

## Playoff Representatives

### 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, 4A, and 5A, both Division I and II advance four teams from each district to the playoffs, with each division playing to a state championship.

In the Conference 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 2023, 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 6A can be found on the UIL website at <http://www.uiltexas.org/alignments>

### **Brackets. (required for each round of playoffs)**

- Updating playoff information in the brackets is **REQUIRED** starting with Bi-District results.
- Winning teams must submit playoff game results (scores) and next-round details (location, date, and time) immediately after each game via MaxPreps. (If the location is unknown immediately following the game, it should be updated as soon as possible)
- The accuracy of UIL brackets depends on timely updates from coaches.
- UIL syncs schedules, scores, and rosters from MaxPreps to uiltexas.org for postseason publications. Keep this information current throughout the season.
- Make sure that you have admin access to your team in MaxPreps so you can report scores for the UIL playoffs. Coaches and ADs may reach out to MaxPreps representative Alisa Dancer at [adancer@maxpreps.com](mailto:adancer@maxpreps.com) to add admin access to their account.
  - For more information, see <http://www.uiltexas.org/athletics/uil-maxpreps>. To create an account, please go to [MaxPreps](#).

**Team Information & Pictures:** Teams advancing to the semifinals must submit the following materials to the UIL no later than **Monday, December 9, 2024**.

#### • **Team Information Form**

- List of coaches, managers, trainers, statisticians, etc., and **ALL** games played) –
  - To be completed online at <https://www.uiltexas.org/forms/team-info-football>
- **Team Roster – NEW** - Your team's roster information will be **automatically** retrieved from MaxPreps to complete the team information forms. Therefore, you don't need to manually enter your roster on this team information sheet. However, it is crucial to ensure that your roster information in MaxPreps is accurate before the deadline.
  - Rosters of active players should be completed **entirely** with number, name, class, and position. These four categories are utilized by our media department and should be completed on all active players.
  - If your MaxPreps account is linked to Hudl, MaxPreps automatically syncs your active roster from Hudl. This also means that the Hudl sync will override changes made directly in MaxPreps. Make sure only the student-athletes you want to appear on MaxPreps and subsequently on the UIL page are marked to sync from Hudl.

#### • **Pictures Submission Form**

- To be completed online at <https://www.uiltexas.org/machform/view.php?id=949239>
  - Team Picture
  - Head Coach Picture
  - Logo

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.

### **POSTSEASON GAME INFORMATION**

**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 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.

**Contracts:** All playoff arrangements between two schools should be made in writing and signed to protect both parties. Sample football game contracts for use by schools can be found on our website:

[http://www.uil-texas.org/files/athletics/forms/Football\\_Game\\_Contract.pdf](http://www.uil-texas.org/files/athletics/forms/Football_Game_Contract.pdf)

**Site Selection:** All potential neutral and home sites (town and stadium) should be designated prior to any coin toss. **For the first round of the playoffs in classifications 5A and 6A only, the higher district finish** will determine whether the game is played on the top seed's home field or mutually agree to play the game at a neutral site.

### **PLAYOFF SITES AND DAY OF GAME**

- Excluding state championship 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.
- 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 to be played at its home field. **(2022 & 2023 Playoffs)**
  - **EXCEPTION:** 5A/6A first round language below.
- 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.
- **In 5A and 6A, 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. This Supersedes the “flipping home fields for the past two seasons” language below.
  - If the opponents have the same district finish, the two teams will flip a coin or agree on a neutral site.
- **Home Sites.** When two schools flip for two separate sites other than their home field, the sites are considered home sites unless both sites are near a mid-point.
  - **NOTE:** Home Site is not considered Home Field.
- **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 the 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.

The game is played at the Cotton Bowl, the Dallas home site.

***NOTE: In the 1<sup>st</sup> round of the playoffs, each district team must be represented by a 1<sup>st</sup> through 4<sup>th</sup> place finish from their district play. Home field advantage for 5A & 6A is determined by district finish.***

### **Gate Receipts**

(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.uil texas.org/football/forms>.

### **Postseason Halftime Structure:**

- Playoff games – Halftimes shall be 24 minutes for post-season games. The intermission between halves for post-season games may be 28 minutes if mutually agreed upon by both schools.
- State Championship Games - Halftimes shall be 24 minutes. (20 for 1A)

**Video Trade** - Playoff teams are required to exchange all videos leading up to the playoff game to include regular season and post-season games. Upon mutual agreement, teams may agree on trading a specific number of games.

(1) All videos must be traded by noon on the day following the last game played by the two teams involved. Example: Team (A) plays on Friday, and Team (B) plays on Saturday; all videos must be traded by noon on Sunday. By mutual agreement, games may be traded earlier.

**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 a mutual agreement. This can be done on the UIL website: <https://www.uil texas.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>

**Credentials at State Championship Games** – To help teams prepare for the state championship games, we are providing details on the number of credentials that will be allocated to teams qualifying for the championship games. As you advance through the playoffs, please keep these numbers in mind. Although the UIL does not regulate credentialing for playoff venues prior to the state championship, we recommend that teams aim to follow these guidelines to ensure readiness for the final event.

Team Credential Numbers				
	All-Access	Field Only	Pregame/Halftime/ Postgame	Total
1A	30	10	10	50
2A	35	15	20	70
3A	40	20	30	90
4A	45	15	40	100
5A	50	20	50	120
6A	55	25	60	140

**Broadcast Opportunities for UIL Member Schools:**

**Broadcasting** - Live or tape-delayed video broadcasts of a postseason contest require approval from the UIL. The UIL retains all broadcast rights to postseason contests and has granted rights to its broadcast partners, who have first rights to all postseason activities. The UIL's broadcast partners are the NFHS Network. Please see below for more information. Any questions should be directed to the UIL Media Department: [pr@uilTEXAS.org](mailto:pr@uilTEXAS.org)

**1. Non-Commercial Academic Video Broadcasts**

Schools interested in doing a non-commercial Academic Video Broadcast must submit this form by noon the business day prior to the event: [UIL Member School Playoff Video Broadcast Request](#). There are no fees to do an academic broadcast.

The UIL defines an Academic Broadcast 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.

To be approved, the broadcast must feature at least one high-definition camera and an on-air broadcaster. Any use of professional broadcasters should be an exception on a limited basis and a non-paid, volunteer basis. Regular-season commercial obligations cannot be applied to postseason academic broadcasts.

Schools may air postseason broadcasts LIVE if approved by UIL. Additionally, schools may distribute the broadcast via their school or district website or via their official school-affiliated social media or YouTube channels. Other commercial .com websites are prohibited. The web page where the broadcast is to appear should be free of sponsor logos.

Failure to comply with the above may result in future prohibition of academic broadcasts.

## **2. NFHS School Broadcast Program Webcast**

Schools who are members of the NFHS Network School Broadcast Program (SBP) and wish to broadcast an event on the network must submit this form by noon the business day prior to the event: [UIL Member School Video Playoff Broadcast Request](#). There are no fees to do an NFHS School Broadcast Program webcast.

### **WHAT IS THE NFHS SCHOOL BROADCAST PROGRAM?**

The School Broadcast Program (or SBP) lets high schools produce and broadcast their own games, pep rallies, news shows, and any other event live on the NFHS Network. The NFHS Network has a dedicated support team and account managers to assist these schools with using the platform to stream their events. Most of these events are done by actual students, and it is a great way for them to get real-world experience and exposure to an always-evolving technology platform. To learn more about SBP, please visit: <https://www.nfhsnetwork.com/sbp>

### **Media Outlets**

Media outlets and third-party, non-school affiliated broadcast entities interested in video broadcasting a postseason contest have two options, abbreviated below. Full information can be found online, [linked here](#).

#### **1. NFHS Production Partner**

Media outlets may enter into an agreement with Sports in Action on behalf of the NFHS Network to produce and distribute one or more postseason contests exclusively on the NFHS Network. Outlets interested in participating should contact Sports in Action at [sublicense@sportsinaction.com](mailto:sublicense@sportsinaction.com) to be set up as an NFHS Production Partner.

#### **2. Sublicense Video Rights**

In the occurrence the contest is not being produced by UIL broadcast partners, the contest may be sublicensed to interested media outlets. Media outlets must complete this form by noon the business day prior to the event: [Playoff Video Broadcast Request form](#) and receive an approval email from Sports In Action.

The approved broadcaster is responsible for communication with the schools for selected broadcasts. The approved broadcaster will schedule the set-up and tear-down times for equipment with the schools and the venues. The approved broadcaster is responsible for any expenses associated with the broadcast. UIL approval does not guarantee preferred placement; accommodations are at the discretion of the host venue.

**Radio** - Live or delayed audio broadcast of a contest that can be transmitted through AM/FM radio, Internet audio stream, podcast, high-definition radio, satellite radio, smartphone apps, tablet computer apps, or any other medium.

- [Radio Broadcast Agreement Form](#) - Provided as a resource/example for the regular season only. This is not required and does not need to be submitted to the UIL.
- [Football Radio Broadcast FAQs](#)
- [Radio Playoff Guidelines](#)