

## 2008 FOOTBALL PLAYOFF INSTRUCTION BOOKLET

### TIME LINE CHECKLIST

#### Information Needed:

Call-In Form: 11-Man Qualifiers (Classes 1-4)  
 Call-In Form: 11-Man Qualifiers (Classes 5-6)  
 Call-In Form: 8-Man Qualifiers  
 Qualifiers' Reports Due to MSHSAA  
 Call-In Form: 8-Man Finalists  
 Call-In Form: 11-Man Finalists  
 Contest Pass List  
 Visiting School Financial Report  
 Host School Financial Report

#### Date Required:

November 2 (See Form)  
 November 3 (See Form)  
 November 3 (See Form)  
 November 3 (See Instructions)  
 November 17 (See Form)  
 November 23 (See Form)  
 Hand carry to host school.  
 Hand deliver to Host **ON** game day (meal receipts may be mailed to MSHSAA Office).  
 Mail within 5 days of contest completion.

### FOOTBALL MANUAL REFERENCES

The following items are major changes or points of emphasis which should be reviewed in the 2008 Football Manual.

Page 3-4, Item A. **Note:** Game times for week night contests will be 7:00 p.m. and 1:30 p.m. for Saturday contests for the Regional, Sectional, Quarterfinal and Semifinal contests. Also note, game times and dates of the various championship games.

Page 8, Items A11 and A12. The Board of Directors has prohibited any type of explosive devices that pose a possible hazard to be used at Regional through the Show-Me Bowl final. Also, the sale of T-shirts at Regional through the Show-Me Bowl contest is prohibited without prior approval of the MSHSAA Office.

Pages 8-9, Item B. **Film & Video Tape:** You are reminded of the policy for exchanging films/videotapes of football contests. Coaches should review the policy.

Page 11, Item C2. **Note:** If one school is the host, but does not play the game on its home field, the expenses for rental (in excess of \$500.00), field marking, team transportation, meals and game administration costs shall be paid from the host school's share and shall not be charged as expenses on the financial report. Host schools shall not charge rental for use of their own facilities.

Page 11, Item A15. Team Benches for regional through semifinal contests: If spectator bleachers are available on only one side of the field, the visitors may have the option to be placed on the side away from the spectator bleachers. Additional security may be needed to assist in keeping spectators away from the bench areas. The request for special arrangements shall be made at least 48 hours in advance.

<b>NOVEMBER 2008</b>						
<b>FOOTBALL PLAYOFF CALENDAR</b>						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 Qualifiers call in <u>Class 4</u> 12-1:30 pm <u>Class 3</u> 1:30-3 pm <u>Class 2</u> 3-4:30 pm <u>Class 1</u> 4:30-6 pm	3 Qualifiers call in <u>Class 5</u> 8:30-10 am <u>Class 6</u> 10-11:30 am <u>8-Man</u> 11:30 am-1 pm	4	5 11 Man Regionals <u>Classes 1-5</u> 7 pm	6	7 11 Man Sectionals <u>Class 6</u> 7 pm	8 <u>8 Man</u> Quarterfinals 1:30 pm
9	10 11 Man Sectionals <u>Classes 1-5</u> 7 pm	11	12	13	14 11 Man Quarterfinals <u>Class-6</u> 7 pm	15 <u>8 Man</u> Semifinals 1:30 pm 11-Man Quarterfinals <u>Classes 1-5</u> 1:30 pm
16	17 <u>8-Man</u> Finalist call-in 10-11 am	18	19	20	21 11-Man Semifinals <u>Class 5-6</u> 7 pm	22 11-Man Semifinals <u>Classes 1-4</u> 1:30 pm
23 Finalist call in <u>Class 6</u> 12-12:30 pm <u>Class 5</u> 12:30-1 pm <u>Class 4</u> 1-1:30 pm <u>Class 3</u> 1:30-2 pm <u>Class 2</u> 2-2:30 pm <u>Class 1</u> 2:30-3 pm	24	25	26	27	28 SHOW-ME BOWL  <u>8-Man</u> – 9:00 am <u>Class 1</u> – 1:00 pm <u>Class 3</u> – 4:15 pm <u>Class 5</u> – 7:30 pm	29 SHOW-ME BOWL  <u>Class 2</u> – Noon <u>Class 4</u> – 3:15 pm <u>Class 6</u> – 6:30 pm

**CHECKLIST FOR 8-MAN QUALIFIERS FOR STATE FOOTBALL**

If you feel you have qualified for the playoff series, you are requested to call the MSHSAA Office according to the following schedule:

- A. If you have qualified **PRIOR** to the final district game being played - call the MSHSAA Office immediately on Tuesday, October 28.
- B. If you have qualified following the last district contest, you must call the MSHSAA Office on Monday morning, November 3 following that contest between 11:30 AM and 1:00 PM.
- C. FAX this form as soon as you qualify so it is received no later than 11:00 PM on Saturday, November 1.

The MSHSAA must talk with each qualifier, so please assist us by following the above schedule.

1. HOST: \_\_\_\_\_ (Regular Season: Wins \_\_\_\_\_ Losses \_\_\_\_\_)  
a) Who will serve as local manager? (To be paid from host's share).

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Office: \_\_\_\_\_ Cell: \_\_\_\_\_ Press Box: \_\_\_\_\_

- VISITOR: \_\_\_\_\_ (Regular Season: Wins \_\_\_\_\_ Losses \_\_\_\_\_)  
b) Who will serve as contact person?

Name: \_\_\_\_\_ Home: \_\_\_\_\_ Office: \_\_\_\_\_

2. Site of game? \_\_\_\_\_  
(Check to see that site selected meets minimum requirements, as outlined in Minimum Facility Guidelines, Section 2 of the Football Manual).
3. Date of Game? November 8 Time of Game? 1:30 (Any change in date or time must have **PRIOR** approval by MSHSAA).
4. Officials - assigned by MSHSAA Office - see Football Manual, Section 6.
5. Footballs - Being shipped Tuesday (November 4) - see Football Manual, Section 6.
6. The host school will be receiving a UPS shipment that will include all items needed to manage the semifinal. **IF YOU WIN THE SEMIFINAL GAME, BE SURE TO GET THE WINNER'S PACKET FROM THE GAME MANAGER BEFORE LEAVING THE SITE!**
7. Ticket sales (student and adult) may be sold through participating schools. All tickets priced at \$6 for quarterfinals and semifinals.  
(There is no reduced advance sale of tickets).
8. Pass List. In semifinal games, use pass list -- duplicate as needed from this booklet). In the final games, the MSHSAA Office will provide passes. See Section 6 of the Football Manual for a listing of those eligible to be placed on pass list.
9. **Game manager is to call results to the MSHSAA Office as per instructions in packet. Please follow all instructions carefully. The results of your game should be phoned into 573-875-1112 no later than 15 minutes after the conclusion of your game.**

**CHECKLIST FOR 11- MAN QUALIFIERS FOR STATE FOOTBALL CHAMPIONSHIPS**

If you feel you have qualified for the playoff series, you are requested to call the MSHSAA Office according to the following schedule:

- A. All Classes - If you have qualified **PRIOR** to the final district game being played - call the MSHSAA Office Monday, October 27.
- B. Classes 1, 2, 3, and 4 - If you have qualified following the last district contest, you must call the MSHSAA Office on Sunday afternoon, November 2 from 12:00 - 1:30 for Class 4, from 1:30 – 3:00 for Class 3, from 3:00 - 4:30 for Class 2, and from 4:30 – 6:00 for Class 1.
- C. If you have qualified following the last district contest, you must call the MSHSAA Office on Monday morning, November 1 from 8:30 - 10:00 for Class 5 and from 10:00 - 11:30 for Class 6.
- D. FAX this form as soon as you qualify so it is received no later than 11:00 PM on Saturday, November 1.

The MSHSAA must talk with each qualifier, so please assist us by following the above schedule.

1. HOST: \_\_\_\_\_ (Regular Season: Wins \_\_\_\_\_ Losses \_\_\_\_\_)  
 a) Who will serve as local manager? (To be paid from host's share).

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Office: \_\_\_\_\_ Cell: \_\_\_\_\_ Press Box: \_\_\_\_\_

- VISITOR: \_\_\_\_\_ (Regular Season: Wins \_\_\_\_\_ Losses \_\_\_\_\_)  
 b) Who will serve as contact person?

Name: \_\_\_\_\_ Home: \_\_\_\_\_ Office: \_\_\_\_\_

Cell: \_\_\_\_\_

2. Site of game? \_\_\_\_\_  
 (Check to see that site selected meets minimum requirements, as outlined in Minimum Facility Guidelines, Section 2 of the Football Manual).

3. Date of Game? \_\_\_\_\_ Time of Game \_\_\_\_\_ (Any change in date or time must have **PRIOR** approval by MSHSAA).

4. Officials - assigned by MSHSAA Office - see Football Manual, Section 6.

5. Footballs - Being shipped Monday for Classes 1, 2, 3, 4, 5 Regionals and Tuesday for Class 6 Quarterfinals - see Football Manual, Section 6.

6. The host school will be receiving a UPS shipment that will include all items needed to manage the sectional. Included will be an expense form for the visiting team. The manager should give this form to the visiting team as soon as they arrive so it may be completed and returned to the manager before leaving the site. District winner plaque (if applicable) is included in the manager's packet -- please award plaque prior to the start of the Regional/Sectional contest. Suggested procedure is included in Regional/Sectional Managers Packet. **IF YOU WIN THE REGIONAL/SECTIONAL GAME, BE SURE TO GET THE WINNER'S PACKET FROM THE GAME MANAGER BEFORE LEAVING SITE!**

7. Ticket sales (student and adult) may be sold through participating schools. All tickets priced at \$5 for regionals and sectionals and \$6 for quarterfinals and semifinals. (There is no reduced advance sale of tickets).

8. Pass List. In regional, sectional, quarterfinal, and semifinal games, use passlists. In the final games, the MSHSAA Office will provide passes. See Section 6 of the Football Manual for a listing of those eligible to be placed on pass list.

9. **Game Manager is to call results to the MSHSAA Office as per instructions in packet. Please follow all instructions carefully. The results of your game should be phoned into 573-875-1112 no later than 15 minutes after the conclusion of your game.**

# Playoff Qualifiers

*Read All Instructions Carefully*

**Forms Must Be Submitted by Email by November 3**

**GENERAL INSTRUCTIONS:** After qualifying from your District Tournament, you must complete the Qualifiers Report Forms—found on the MSHSAA website ([www.mshsaa.org](http://www.mshsaa.org))—and submit them by email to the MSHSAA, **no later** than 12 Noon on **November 3** (all classes). You must also submit a team photo and school athletic logo.

**HOW TO DOWNLOAD FORMS:** The reports can be found on the MSHSAA web site by going to [www.mshsaa.org](http://www.mshsaa.org) clicking on the “Schools” tab on the top of the page, and then logging in with your user ID and password. Follow the instructions below to obtain the forms. **Faxed copies of the forms will not be accepted.**

## Instructions:

1. Go to [www.mshsaa.org](http://www.mshsaa.org) and click on the “Schools” tab at the top of the page.
2. Log in using your registered email and password. If you do not have a user name and password, please make sure your athletic director gets you registered into the system immediately.
3. Once you are logged onto the system, click on the “Downloadable Forms” link on the left side of the page. You will then click on the “District Winners Reports” link and select the appropriate sport.
4. The District Winner’s Report Forms are available in Microsoft Word format and Rich Text Format (RTF). If you have the current version of Microsoft Word, make sure to select the “Microsoft Word Files” folder. If you are using any other word processor on your computer, you must select the “Rich Text Format” folder to access your forms.
5. Begin completing the information on your computer using the style and format shown on the pages. **Please do not use all caps or vary from the format shown (a style sample is included at the top of each report page). Make sure to complete all sections completely, including the team totals on the statistics page.**
6. Once you have completed all pages, save the document on your computer or on a disk.
7. Print a completed copy of your forms for your records.
8. Go to your email server and compose an email message to [photo@mshsaa.org](mailto:photo@mshsaa.org)
9. In the email subject line, put- (Your School Name) Football Winner’s Report
10. Attach the District Winner’s Report to the email. Most email programs have a paper clip or icon that says “attachments” that allow you to attach files. Also attach a team photo (see instructions below) and school athletic logo with this email.
11. Once the file is attached, click send (Keep a printed copy on file for your records, but do not mail the originals).

**LATE OR INCOMPLETE FORMS:** Note that a \$25 fine is in place for forms that are late, incomplete or illegible. The fine may also be issued if we do not receive your team photo by the appropriate deadline.

**TEAM PHOTO:** Please email an electronic photo to the MSHSAA by the deadline listed above. If you only have a printed copy of your photo that your school cannot scan, please mail your photo by means so that it arrives by the deadline listed above. All mailed photos should be sent via express courier to:

**MSHSAA  
Attn: Program Information  
1 North Keene St.  
Columbia, MO 65201**

## Photo Requirements:

1. Your photo should be cropped horizontally.
2. Emailed photos must be scanned at a size of 4x6, at a resolution of at least 300 dpi, and should be saved in JPEG format only. The specifications are very important.
3. Mailed photos should be sent in 5x7 or 8x10 size.
4. No Polaroids, newspaper cutouts or laser printed copies will be accepted.
5. Emailed photos should be sent in the same message and to the same email address as your District Winner’s Report form and athletic logo ([photo@mshsaa.org](mailto:photo@mshsaa.org)).

**ATHLETIC LOGO:** Your school’s official athletic logo may be emailed to the MSHSAA (or sent via mail with your team photo.) Electronic versions of your logo should be emailed in JPEG format only and saved as a stand-alone file (not part of a Word document, for example). Please include this attachment with your winner’s report forms and team photo in the same email message.

**QUESTIONS/PROBLEMS:** If you have any questions or problems, contact Jason West or Julie Calfee at the MSHSAA (573) 875-4880.

## **DETAIL ITEMS TO BE CONSIDERED WHEN HOSTING A FOOTBALL PLAYOFF GAME**

(Reference Football Manual For Additional Details)

1. Secure suitable site (odd numbered district in odd years, even numbered district in even years). Reference the MSHSAA Minimum Facility Guidelines for Hosting Football Playoff Games.
  - a. Adequate seating available for both home and visiting fans.
  - b. Satisfactory and separate locker rooms with ample space including showers, toilets, wash basins, etc. for both home and visiting teams.
  - c. Restrooms for public use - men and women.
  - d. Press box accommodations or equivalent for both home and visiting teams, including radio broadcasting lines and seating locations. Every effort should be made to accommodate all broadcast media with power, cover and an ideal broadcast vantage.
  - e. Automatic field clock visible to officials, players, and spectators.
  - f. Public Address System in good working order.
  - g. If a playing site is deemed inadequate to properly handle the expected crowd, the MSHSAA may require the host school to make more satisfactory arrangements. Every effort is to be made by the host school to see that the visiting team accommodations are comparable to those of the host school.
  - h. Team Benches for regional through semifinal contests: If spectator bleachers are available on only one side of the field, the visitors may have the option to be placed on the side away from the spectator bleachers. Additional security may be needed to assist in keeping spectators away from the bench areas. The request for special arrangements shall be made at least 48 hours in advance.
  - i. The use of any explosive device is prohibited within the vicinity of any contest (regionals through finals) that may pose a possible hazard to spectators or participants.
2. Provide tickets as explained in the Football Manual.
3. Arrange for appointing or hiring service help:
  - a. Security guards (number determined by manager).
  - b. Parking attendants and traffic control (number determined by manager).
  - c. Field clock operator - experienced and fully informed of responsibilities and importance of the job.
  - d. Public Address announcer - see that he is properly informed.
  - e. Experienced "chain crew".
  - f. Ticket sellers and ticket takers.
  - g. Doctor or nurse.
  - h. Ambulance on site if at all possible; at least on standby with telephone number readily available for immediate contact if needed.
  - i. Supervisors for crowd control.
  - j. Arrangements for concessions.
  - k. Reserved parking spaces for visiting team buses and game officials.
  - l. Arrangements for performing bands of participating teams.
  - m. Provide location of special pass gate for those authorized to enter on passes or pass lists.
  - n. Have student manager or school representative meet visiting team bus and act as host throughout contest.
  - o. Have student manager or school representative meet game officials and act as host throughout contest.
  - p. Be prepared to provide security protection for game officials.
  - q. Provide game balls to game officials prior to game time.
  - r. Arrange for "Star Spangled Banner" to be played by a band or recording.
  - s. Each school will be responsible for making its own arrangements for travel, meals, etc., but may contact local manager for any assistance that he can give.
4. Prepare and provide programs. (Not an allowable expense. Expenses and proceeds are the responsibility of and belong to the host school.)
5. Appoint someone to serve as media coordinator. (media packet is sent to all host managers)
6. Call in results of game to MSHSAA Office immediately after the game - following directions found in the manager's instructions.

**MSHSAA MINIMUM FACILITY GUIDELINES  
FOR HOSTING FOOTBALL PLAYOFF GAMES**

The minimum standards listed below are to be used as guidelines in determining the adequacy of available facilities for a member school to host a football playoff game. These guidelines are deemed necessary in order to equitably administer the event.

1. Separate dressing rooms for each team. Each dressing room to contain showers, toilets, and wash basins.
2. Two restrooms for public use.
3. Adequate unobstructed space outside of and around the perimeter of the playing field. (Rule Book recommends 15 feet or more).
4. Bleachers with strong under structure (recommend masonry or steel) with foot boards and properly maintained for both visitor and home fans.
5. Seating capacity:

8-Man	750
Class 1	1000
Class 2	1300
Class 3	1600
Class 4	1900
Class 5	2200
Class 6	2500
6. Press Box with 50 square feet of floor space. (see media packet for listing of press box seating priority)
7. Public Address System.
8. Automatic field clock visible to officials, players, and spectators.
9. Specified and supervised parking areas.
10. Adequate security and protection for players, spectators, game officials, workers, etc.
11. Field phones shall be provided for both teams or if they are not available, the "visiting" team shall be advised of this well in advance of the game.
12. Team Benches for regional through semifinal contests: If spectator bleachers are available on only one side of the field, the visitors may have the option to be placed on the side away from the spectator bleachers. Additional security may be needed to assist in keeping spectators away from the bench areas. The request for special arrangements shall be made at least 48 hours in advance.

Each playing site will be judged on an individual basis in accordance with the minimum criteria. The MSHSAA reserves the right to approve playoff game sites and require a change of sites when deemed necessary, for example, if it is judged the playing site cannot properly handle the expected crowd, the MSHSAA may require the host school to make more satisfactory arrangements.

**MSHSAA -- FOOTBALL PLAYOFF PASS LIST**

**REGIONAL    SECTIONAL    QUARTERFINAL    SEMIFINAL**  
(Circle One)  
**8-Man    Class:    1    2    3    4    5    6**  
(Circle One)

School: \_\_\_\_\_

INSTRUCTIONS: This pass list is to be used for school administrators, pep club sponsors and bus drivers.  
**Pass list shall be hand carried to site manager.**

<u>LAST NAME, FIRST NAME</u>	<u>POSITION</u>	<u>LAST NAME, FIRST NAME</u>	<u>POSITION</u>
1. _____	_____	16. _____	_____
2. _____	_____	17. _____	_____
3. _____	_____	18. _____	_____
4. _____	_____	19. _____	_____
5. _____	_____	20. _____	_____
6. _____	_____	21. _____	_____
7. _____	_____	22. _____	_____
8. _____	_____	23. _____	_____
9. _____	_____	24. _____	_____
10. _____	_____	25. _____	_____
11. _____	_____	26. _____	_____
12. _____	_____	27. _____	_____
13. _____	_____	28. _____	_____
14. _____	_____	29. _____	_____
15. _____	_____	30. _____	_____

SCHOOL VERIFICATION - This pass list shall be signed by the school principal, superintendent or athletic administrator to verify its compliance with item A-5, page 8 of the Football Manual and that there is NO abuse of these provisions and that all unused spaces are voided.

I certify that the persons, \_\_\_\_\_ in number, meet the criteria which has been established and which is listed in the Football Manual.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**GAME MANAGER - Include all pass lists with financial report forms mailed to the MSHSAA Office.**

**MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION**  
**VISITING SCHOOL**  
**FOOTBALL FINANCIAL REPORT**

Game \_\_\_\_\_ VS \_\_\_\_\_  
**Visiting School** **Home School**

Date Played: \_\_\_\_\_ Class: \_\_\_\_\_ Level: **Regional, Sectional, Quarterfinal, or Semifinal**  
(Circle one please)

**RECEIPTS REMITTED TO HOST SCHOOL:**

	Tickets @ \$5.00 (Regional)	
	Tickets @ \$5.00 (Sectional)	<b>TOTAL \$</b> _____
	Tickets @ \$6.00 (Quarterfinal)	
	Tickets @ \$6.00 (Semifinal)	

**EXPENSES:**

**Mileage:** (\$1.20 per mile for one vehicle, one round trip, for transporting football squad)

\_\_\_\_\_ Miles @ \$1.20 \$ \_\_\_\_\_

**\*Meals:** (Refer to Football Manual, Section 5)

\_\_\_\_\_ Breakfasts @ \$3.00 \$ \_\_\_\_\_

\_\_\_\_\_ Lunches @ \$4.50 \$ \_\_\_\_\_

\_\_\_\_\_ Dinners @ \$7.00 \$ \_\_\_\_\_

**\*Lodging:** (Refer to Football Manual, Section 5)

\_\_\_\_\_ Persons @ \$11.00 \$ \_\_\_\_\_

**\*\*Receipts for meals and lodging MUST be attached to be reimbursed.**

**TOTAL EXPENSES** ..... \$ \_\_\_\_\_

*Host school is to receive from visiting school receipts for advance tickets sold.*

Signed: \_\_\_\_\_  
**Principal/Superintendent** **Date**

\*\*\*\*\*

**HOST SCHOOL ACKNOWLEDGMENT:**

I have received the financial report form listed above.

\_\_\_\_\_ \_\_\_\_\_  
**For the Host School** **Date**