

TO: Athletic Directors and Head Coaches of Football Playing Schools
FROM: Greg Stahl, MSHSAA
SUBJECT: 2017 Football Playoff Instructions
DATE: October 11, 2017

As the football regular season winds down and Week/Game 10 approaches there are a few items that need to be completed to make the post-season run smoothly and efficiently.

SCHEDULES:

- Check your football schedule online to be sure that all scores are listed correctly.
- If you had a forfeit game, be sure it was marked correctly and scored 13-0.
- Be sure that all games that went in to overtime are marked correctly (**this is very important**).

OFFICIALS:

- First round (Week/Game 10) District Playoff officiating crews will be **assigned by the MSHSAA Office**.
- When officials registered for the post-season (deadline-September 1st), they marked their availability for Week 10 as well as the remainder of the post-season dates.
- Head Football Coaches had until October 2, 2017, to submit officials' recommendations for the post-season.
- We will have a meeting here at the MSHSAA office on Sunday, October 15, 2017, at 12:00 pm. to assign officials to Week 10(district first round) games. With the data/information that we will have on each crew, as well as your information on crews from your association and with your support, we can assign these games in five hours.
- We will take care of all notifications and changes that will occur after the initial assigning of Week 10 games.

BRACKET PROCESS:

- ALL scores must be posted immediately after all Week 9 football games have concluded.
- As soon as we can confirm the scores of **ALL TEAMS** in each district, we will begin the confirmation process of district seeds and brackets for each district which will then be posted on the MSHSAA website on the Football page.
- There are games being played on Saturday, October 14, 2017. This means that the brackets cannot be official until all games are completed. The last game is scheduled to start at 7:00 p.m. Saturday night.

HOSTING DISTRICT/PLAYOFF GAMES:

8-Man/Class 6:

Districts: The better(higher) seed will host all district games.

Semifinal: The host team for the semifinal round will be determined by the following:

- 1) First, total the number of playoff games each team has hosted (including forfeits that occur after the district seeds have been finalized and finalized district brackets have been posted and including games each team was supposed to host, but did not, due to lack of adequate facilities or a lack of lights). If one team has hosted more games than the other, the host will be the team that has hosted the least. **Note: A school receiving a bye "does not" count as hosting a playoff game. A bye occurs when a school has dropped football after the release of district assignments and prior to the posting of district brackets or when there is a district with less than eight teams at the release of district assignments.**
- 2) If both teams have hosted the same number of games, the host will be the team that did not host the quarterfinal round;

- 3) If both teams have hosted the same number of games and in the event that both teams hosted or did not host the quarterfinal round, the host will be the team on the top of the bracket in odd-numbered years and the team on the bottom of the bracket in even-numbered years.

HOSTING DISTRICT/PLAYOFF GAMES:

11-MAN: Classes 1-5

Districts: The better(higher) seed will host all district games.

Quarterfinal: The host team for the quarterfinal round will be determined by the following:

- 1) First, total the number of playoff games each team has hosted (including forfeits that occur after the district seeds have been finalized and finalized district brackets have been posted and including games each team was supposed to host, but did not, due to lack of adequate facilities or a lack of lights). If one team has hosted more games than the other, the host will be the team that has hosted the least. **Note: A school receiving a bye “does not” count as hosting a playoff game. A bye occurs when a school has dropped football after the release of district assignments and prior to the posting of district brackets or when there is a district with less than eight teams at the release of district assignments.**
- 2) If both teams have hosted the same number of games, the host will be the team that did not host the district championships.
- 3) If both teams have hosted the same number of games and in the event that both teams hosted or did not host the district championships, the host will be the team on the top of the bracket in odd-numbered years and the team on the bottom of the bracket in even-numbered years.

Semifinal: The host team for the semifinal round will be determined by the following:

- 1) First, total the number of playoff games each team has hosted (including forfeits that occur after the district seeds have been finalized and finalized district brackets have been posted and including games each team was supposed to host, but did not, due to lack of adequate facilities or a lack of lights). If one team has hosted more games than the other, the host will be the team that has hosted the least. **Note: A school receiving a bye “does not” count as hosting a playoff game. A bye occurs when a school has dropped football after the release of district assignments and prior to the posting of district brackets or when there is a district with less than eight teams at the release of district assignments.**
- 2) If both teams have hosted the same number of games, the host will be the team that did not host the quarterfinal round;
- 3) If both teams have hosted the same number of games and in the event that both teams hosted or did not host the quarterfinal round, the host will be the team on the top of the bracket in odd-numbered years and the team on the bottom of the bracket in even-numbered years.

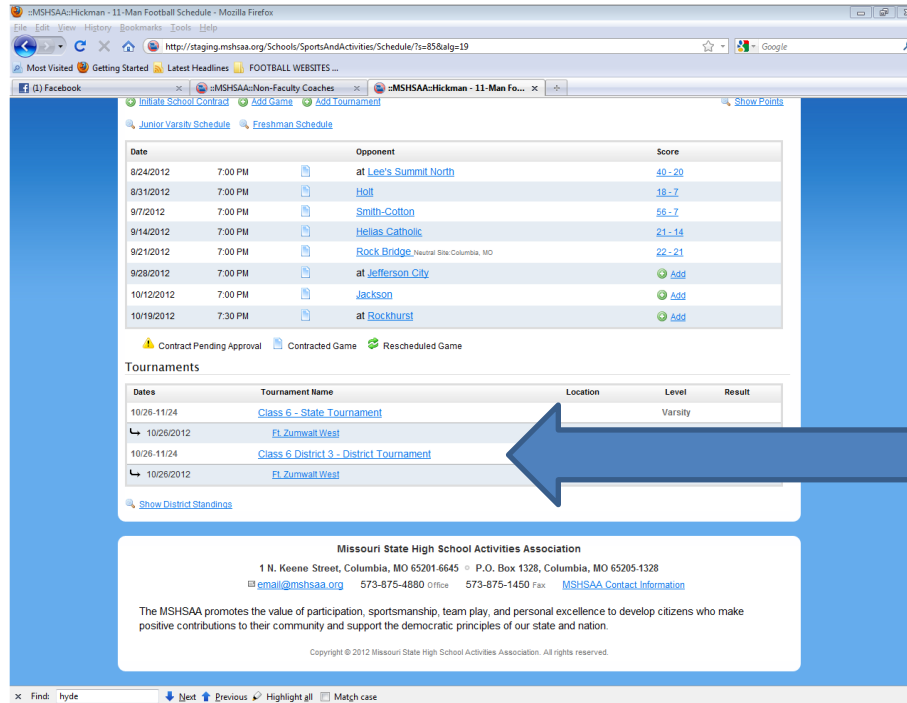
SEEDING APPEALS PROCESS:

- The Football Advisory Committee voted at its 2013 meeting to repeal the appeal process.
- There will be an automatic seeding adjustment if two teams who are consecutive in the seeding have played head-to-head competition.
- If a seeding switch is made, the better seed that has been moved down is protected from further movement.

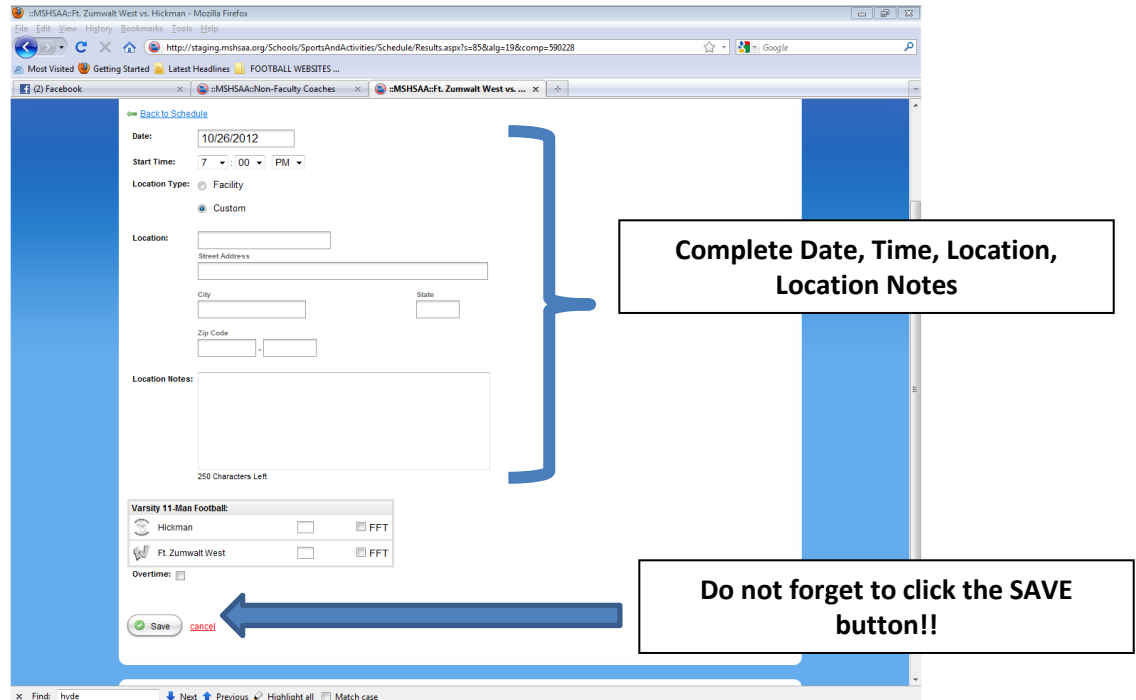
ONCE THE BRACKET HAS BEEN POSTED:

- **Only the Athletic Director or Head Football Coach can complete the game details information.**
- If your teams is seeded 1, 2, 3 or 4 , please follow the host school instructions below:

1. Log on to the MSHSAA website (www.mshsaa.org) and go to your schools page.
2. Click on Schedules (under Sports and Activities).
3. Click on 11-Man Football or 8-Man Football, whichever applies.
4. Here you will see your school's football schedule.
5. Scroll down until you see TOURNAMENTS.



6. Click on the link of the OPPOSING TEAM (in this case Ft. Zumwalt West). The following screen will appear.



- a. Make sure that the DATE of the game is correct; if it is not, enter the correct date.

- b. Make sure that the TIME of the game is correct; if it is not, enter the correct time.
- c. Type in the location of the game.
- d. Type in any location notes for the game (i.e., parking directions, etc.).
- e. BE SURE TO SCROLL DOWN AND CLICK THE **SAVE** button.

PLAYOFF SCHEDULE:

DATE	CLASS	ROUND	LEVEL
Friday-Saturday: 10/20 or 10/21	Class 1 – 6 and 8-man	1 st round	Districts
Friday-Saturday: 10/27 or 10/28	Class 1 – 6 and 8-man	District Semis	Districts
Friday-Saturday: 11/3 or 11/4	Class 1 – 6 and 8-man	District Finals	Districts
Friday-Saturday: 11/10 or 11/11	Class 1 – Class 5	State	Quarterfinals
Friday-Saturday: 11/10 or 11/11	Class 6 – 8-man	State	Semifinals
Friday-Saturday: 11/17 or 11/18	Class 1 – Class 5	State	Semifinals
Saturday: November 18	Class 6 – 8-man	State	Championship
Friday-Saturday: November 24-25	Class 1 – 5	State	Championship

PLEASE NOTE:

- Game time is 7:00 p.m. for Friday contests.
- Game time is 1:00 p.m. for Saturday contests.
- If a school does not have lights, the game can be played at Saturday at 1:00 p.m. If two teams share a local field and both teams qualify as a host team, the better-seeded team will have the first option of hosting the game on their field on Friday night. The second host team will then play on Saturday at 1:00 p.m.
- Week/Games 10-11-12(district 1st round, district semi-finals, district finals) will be played on Friday unless the field is unlit; if unlit, the game will be played on Saturday.
 - If two schools in the same district share a playing field, the higher seed will play on Friday; the lower seed will play on Saturday.
 - Teams mutually agree to play on Saturday by the time bracket information is due.
- Week/Games 13-14(quarterfinals, semi-finals) will be played on Saturday at 1:00 p.m. unless teams mutually agree to play on Friday by the time bracket information is due.

SHOW-ME BOWL SCHEDULE (University of Missouri and Missouri State University):

DATE	TIME	CLASS
Saturday, November 18, 2017	3:00 p.m.	8-man - MSU
Saturday, November 18, 2017	7:00 p.m.	Class 6 - MSU
Friday, November 24, 2017	3:00 p.m.	Class 2 - Mizzou
Friday, November 24, 2017	7:00 p.m.	Class 4 - Mizzou
Saturday, November 25, 2017	11:00 a.m.	Class 3 - Mizzou
Saturday, November 25, 2017	3:00 p.m.	Class 1 - Mizzou
Saturday, November 25, 2017	7:00 p.m.	Class 5 - Mizzou

FINANCIAL INFORMATION:

Week 10 (District – 1st Round):

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- The better seed (1-4) will host the game.
 - The officials will be assigned by the MSHSAA office. **THE HOST SCHOOL PAYS THE OFFICIALS FOR THE WEEK 10 GAME ONLY.**
 - Please see the Mileage Zone Chart below for calculating the officials' pay. Pay is based on the one-way travel of the **crew chief**. All members of the crew get paid the same amount. You must look up the one-way distance that the crew chief traveled to your school to figure out the game fee.

- The local host school will set the ticket prices for this game.
 - You may honor your local passes, but please remember to do the same for the opposing team.
 - The host school will take out of the ticket revenue any expenses that they normally incur for hosting a home contest.
 - The remaining profit will then be split 60/40 with the visiting school.
- There is no financial information to be submitted to MSHSAA for the Week 10(district first round) game.**

WEEK 10 Zone Chart	One-Way Mileage Crew Chief	Game Fee for All Officials
Zone 1	1 – 40	\$83.00
Zone 2	41 – 80	\$98.00
Zone 3	81 – 120	\$123.00
Zone 4	121 – 160	\$138.00
Zone 5	161 – 200	\$163.00
Zone 6	201 – 240	\$178.00
Zone 7	241 – 280	\$203.00
Zone 8	281 – 320	\$218.00

District Semifinals - State Semifinals:

- **The Athletic Director from the host school for each game played will have access to a link on their school home page of the MSHSAA website titled “Football Manager Options”. Use this link to access an “Event Settlement” page that you will be required to use to complete each playoff game financial information.**
- At the district semifinal through state semifinal level, MSHSAA ticket prices are as follows: (5 and Under – Free)
 1. District Semifinals: \$7.00
 2. District Championship: \$7.00
 3. State Quarterfinals: \$7.00
 4. State Semifinals: \$7.00

NOTE: ADMISSION SIGNS FOR ALL FOOTBALL PLAYOFF ROUNDS CAN BE FOUND ON THE FOOTBALL PAGE OF THE MSHSAA WEBSITE IN THE CHART TITLED “FOOTBALL PLAYOFF INFORMATION”.

- Each host school will receive a stipend for hosting the contest and 20% of the ticket revenue after the officials have been paid (**MSHSAA PAYS THE OFFICIALS FOR GAMES BEGINNING WITH DISTRICT SEMI-FINALS**) and the stipend has been taken out.
- A bonus amount of \$500.00 will be added to the stipend if 2,000 tickets are sold for the contest and \$500.00 additional will be added at every 1,000 tickets sold from that point (i.e. 4,000 tickets sold would get the host school an additional \$1,500.00)
- The stipends are as follows:
 1. District Semifinals: \$750.00
 2. District Finals – State Semifinals: \$1,000.00
- There is no reimbursement to the visiting team.
- The MSHSAA Pass List, located on the Football page of the MSHSAA website under “Football Playoff Information”, is to be used during this time.

REPORTING PROGRAM INFORMATION and STATISTICS:

The MSHSAA staff strives to publish the most accurate materials for all Championship events. Since a majority of the information contained in Championship publications is submitted by qualifying schools, it is imperative that the MSHSAA office receive correctly-spelled names, accurate classifications (year in school), season results, statistics of participants and coaching

information. The MSHSAA Board of Directors has approved a fine process for all late, incomplete or illegible submissions for MSHSAA Championship publications. Schools that do not submit their information to MSHSAA in a timely, legible, complete and accurate manner will be fined \$25 per offense (Board Policy #20). Electronic reports must be submitted by the appropriate deadline in the format and style included with the report instructions. **It is the responsibility of the school to verify that MSHSAA has received its program information, team photo and any other required information by the appropriate deadline.**

In addition to the appropriate roster and schedule information, the following statistical information will be requested for football teams advancing to the Show-Me Bowl:

Rushing: Include up to four players, team totals and opponent totals

Attempts: Rushing Attempts for the season to date
Yards: Rushing yards for the season to date
Avg. per Carry: Total yards divided by attempts
Rushing TD: Touchdowns scored by run only
Yards per Game: Rushing yards divided by games played for that player

Passing: Include up to two players, team totals and opponent totals

Att: Passing attempts to date
Comp: Pass completions to date
Yards: Passing yards to date
TD Passes: Touchdowns thrown
Interceptions: Interceptions thrown

Receiving: Include up to four players, team totals and opponent totals

Rec: Passes caught to date
Yards: Total reception yards to date
Avg. Per Rec: Total yardage divided by receptions
Receiving TD: Pass receptions for touchdowns
Yards per Game: Total yardage divided by games played for that player
Note: Team receptions must equal the team total for pass completions; team TD receptions must equal team TD passes thrown

Defense: Include up to six players

Total Tackles: Includes solo tackles and assisted tackles
Sacks: Only tackles for loss on passing plays
Tackles for Loss
Interceptions
Fumbles Forced
Fumbles Recovered

Punting: Include up to two players

Punts
Yards: Yardage from line of scrimmage to point where punt was caught or
downed
Punt average: Yards divided by punts

Kicking: Include up to four players

PAT: Point after kicks converted
PAT Att: Attempts at PAT kicks
FG: Field goals converted

FG Att: Field goals attempted
Long FG: Yardage of longest successful FG kick

Scoring: Include up to four players

TD: Touchdowns scored
PAT Kick: Points after kicked successfully
PAT 2 pt: Two-point conversions scored
FG: Field goals converted
Total Pts: Total number of points scored by individual (TD=6, PAT= 1, etc.)

Team Stats: Include for both team and opponents

First Downs
Points Scored
Turnovers
Shutouts

Note:

- 1) These stats will be part of a report sent to only the semifinalists and are only needed for teams advancing to the Show-Me Bowl.
- 2) Each Playoff Host School will be asked to submit individual game stat forms following each playoff game beginning with the first round of districts.
- 3) If you have any statistical questions, do not hesitate in contacting Jason West in the MSHSAA office by e-mailing jason@mshsaa.org or calling (573) 875-1077.