

TO: Athletic Directors and Coaches of Football Playing Schools
FROM: Harvey Richards, MSHSAA
SUBJECT: 2013 Football Playoff Instructions
DATE: October 9, 2013

As the football regular season winds down and Game 10 approaches in the second year of the new playoff system, 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 1-0.
- Be sure that all games that went in to overtime are marked correctly (**this is very important**).

OFFICIALS:

- First round (Game 10) District Playoff officiating crews will be **assigned by the MSHSAA Office**.
- When officials registered for the post-season (the deadline was September 1, 2013), they marked their availability for Week 10 as well as the remainder of the post-season.
- Coaches and Athletic Directors had until October 1, 2013, to submit officials' recommendations for the post-season.
- We will have a meeting here at the MSHSAA office on Sunday, October 27, 2013, at 12:00 pm. 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 the contest on Week 9.
- As soon as we can confirm the scores of **ALL TEAMS** in each district, the bracket for that district will be posted.
- There are 15 games being played on Saturday, October 26, 2013. 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:

8-Man/Class 6:

Districts: The better 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 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;
- 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.

11-MAN: Classes 1-5:

Districts: The better 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 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;
- 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 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;
- 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:

- If two teams have played head-to-head and their seeds are consecutive (4-5, 6-7, 1-2), they may appeal the seed to Harvey Richards at the MSHSAA office.
- Appeals should be **e-mailed** (harvey@mshsaa.org) immediately and definitely no later than 7:00 a.m. on Saturday morning, October 26, 2013.
- MSHSAA will contact all schools involved in the appeal by e-mail requesting their vote.
- A vote will occur between the district schools for the seeded positions in question only; the two schools involved in the appeal cannot vote.
- The remaining six (6) schools will vote; it will take four (4) votes to change the seed.
- In classes where only seven (7) teams are seeded, it will take three (3) votes to change the seed.
- If an appeal is granted and a switch is made in the seeding, another appeal cannot be made with the new seeding.
- This entire process must be completed by 12:00 p.m. on Saturday.
- Please be aware of your district standings and the possibility of an appeal. Athletic Directors in districts where this may occur should be considering the situation now and know that they will need to be available for a vote on Friday night (if all information is available) or Saturday morning.

The current appeals process is set up to be used between two teams who are consecutive in the seeding and who have played head-to-head competition. In reviewing the data over the last few years, we knew that this could occur, which would leave it to a vote of all the athletic directors in that class/district. After following this year's points and the equality of play in some districts, a unique situation may occur in some districts. This situation would involve more than two teams where a domino effect could occur. For example:

- | | |
|-------------------|-------------------|
| 1. 4 has beaten 3 | 2. 2 has beaten 1 |
| 5 has beaten 4 | 3 has beaten 2 |
| 6 has beaten 5 | |

All records, as well as points, are very close. Once an appeal has been made to one of the head-to-head match-ups, the consecutive relationship would be lost. So who gets to appeal? We have put a lot of thought into this, and we have come up with the following procedure:

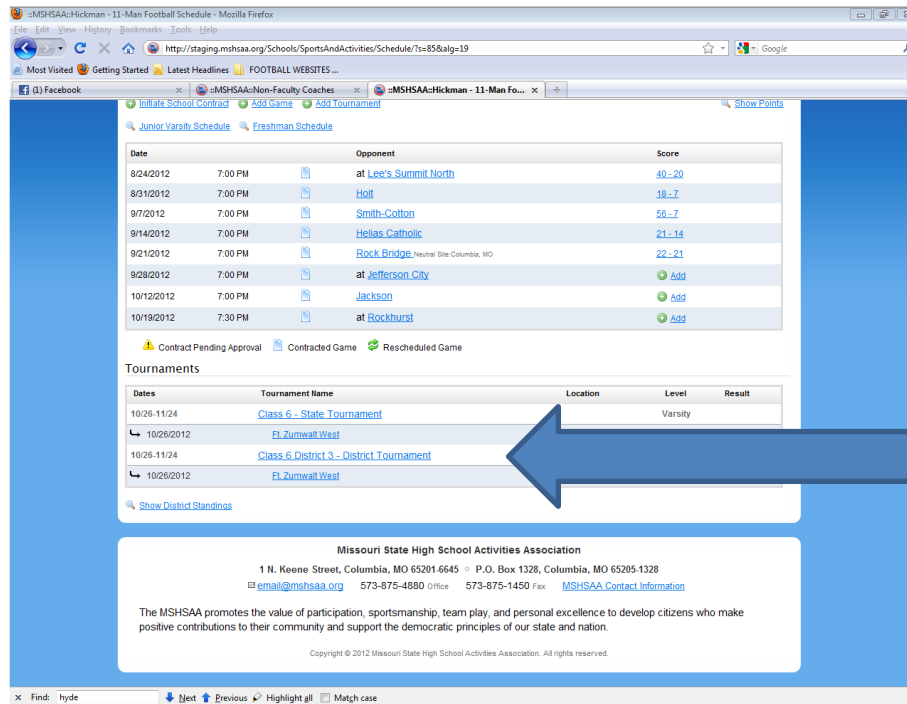
1. First, **all Athletic Directors** of the district would vote on if the bracket should stay as seeded because of the equality of play throughout that district (a simple majority vote would put this into place) or vote to continue with the appeals process.
2. If the appeals process continues, the team with the better seed involved would go first (i.e., from the first example above, "4 has beaten 3" would have priority).
3. If an appeal is granted and a switch is made, the better seed that has been moved down is protected from further appeal.

NOTE: Multiple appeals can occur in the same district if the schools are not all consecutive. For example: 2 has beaten 1; they may appeal. **AND IF** 7 has beaten 6; they may also appeal.

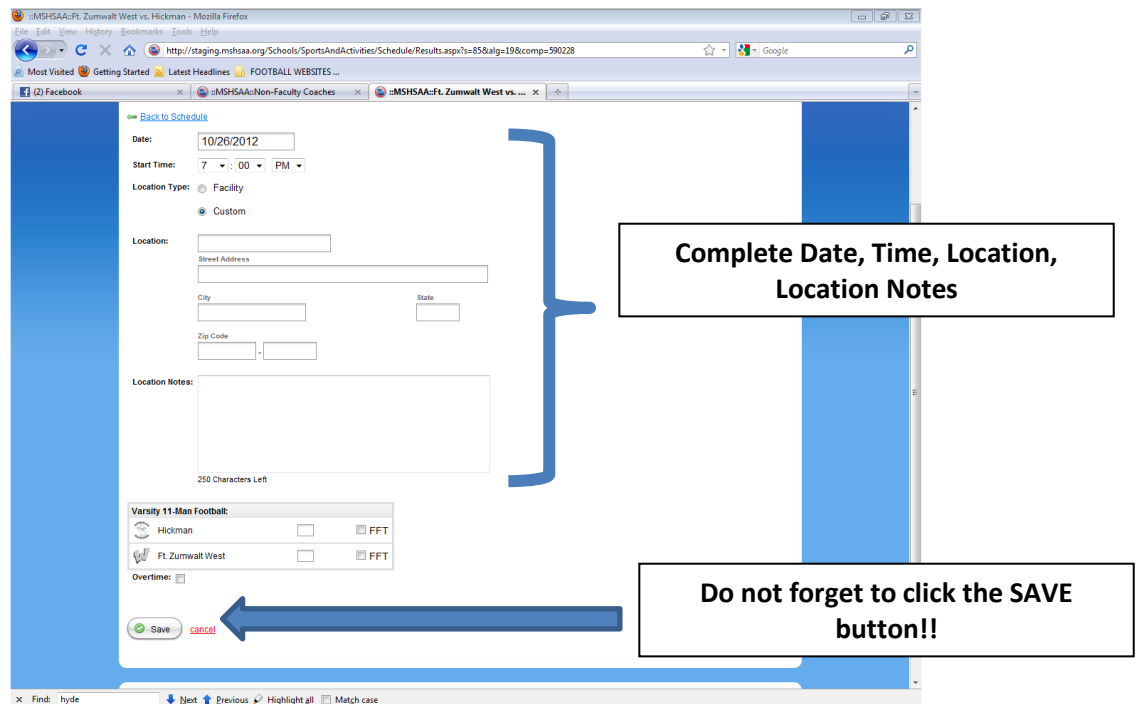
ONCE THE BRACKET HAS BEEN POSTED:

- **This process must be completed even if there is going to be an appeal.**
- **Only the Athletic Director or Head Football Coach can complete this information.**
- If your team is seeded 1-4, please follow the instructions below:
 1. Log on to the MSHSAA website (www.mshsaa.org) and go to your school's page.
 2. Click on Schedules (under Sports and Activities).
 3. Click on 11-Man Football or 8-Man Football.

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
Thursday-Friday: 10/31 – 11/01	Class 1 – Class 5	1 st	Districts
Friday-Saturday: 11/01 – 11/02	Class 6 – 8-man	1 st	Districts
Wednesday: 11/06	Class 1 – Class 5	2 nd	Districts
Friday-Saturday: 11/08 – 11/09	Class 6 – 8-man	2 nd	Districts
Monday: 11/11	Class 1 – Class 5	Championship	Districts
Friday-Saturday: 11/15 – 11/16	Class 6 – 8-man	Championship	Districts
Saturday: 11/16	Class 1 – Class 5	Quarterfinals	
Friday: 11/22	Class 5 – Class 6 – 8-man	Semifinals	
Saturday: 11/23	Class 1 – Class 4	Semifinals	

PLEASE NOTE:

- Game time is 7:00 p.m. for weeknight contests.
- Game time is 1:30 p.m. for Saturday contests.
- Weeknight Games (Classes 1-5): In the event the host school's playing site does not have lights, it is the responsibility of the host to secure an adequate site with lights. The game may be played during the afternoon only if the host school does not have lights and the visiting school administration agrees to play in the afternoon.

BRACKET PLAY:

Class(es)	District Play			
1, 2, 3, 4, 5	District 1 vs. District 2	District 3 vs. District 4	District 5 vs. District 6	District 7 vs. District 8
6	District 1 vs. District 4	District 2 vs. District 3		
8-man	District 1 vs. District 3	District 2 vs. District 4		

SHOW-ME BOWL SCHEDULE (Edward Jones Dome, St. Louis):

DATE	TIME	CLASS
Friday, November 29, 2013	9:30 a.m.	8-man
Friday, November 29, 2013	1:00 p.m.	Class 4
Friday, November 29, 2013	4:15 p.m.	Class 2
Friday, November 29, 2013	7:30 p.m.	Class 6
Saturday, November 30, 2013	11:00 a.m.	Class 3
Saturday, November 30, 2013	2:15 p.m.	Class 1
Saturday, November 30, 2013	5:30 p.m.	Class 5

FINANCIAL INFORMATION:**Week 10 (Districts – 1st Round):**

- The better seed (1-4) will host the game.
- The officials will be assigned by the MSHSAA office. **THE HOST SCHOOL PAYS THE OFFICIALS** out of the ticket revenue from this game.
- 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.
- **A financial worksheet will be e-mailed to the manager from each host school at the beginning of Week 10** (October 28, 2013). These forms should be e-mailed back to the office (diane@mshsaa.org) after completion. The visiting team will receive an e-mail from MSHSAA, but no financial form.
- A copy of the completed financial worksheet should be sent with a check (40% of profits) to the visiting school and a copy to the MSHSAA office. **NO money is remitted to the MSHSAA office during Week 10.**

WEEK 10 Zone Chart	One-Way Mileage Crew Chief	Game Fee for All Officials
Zone 1	1 – 40	\$78.00
Zone 2	41 – 80	\$93.00
Zone 3	81 – 120	\$118.00
Zone 4	121 – 160	\$133.00
Zone 5	161 – 200	\$158.00
Zone 6	201 – 240	\$173.00
Zone 7	241 – 280	\$198.00
Zone 8	281 – 320	\$213.00

District Semifinals - State Semifinals:

- Prior to each contest, the host school will be e-mailed a financial worksheet. These forms should be e-mailed back to the office (diane@mshsaa.org) after completion.
- At the district semifinal through state semifinal level, MSHSAA ticket prices are in effect as follows:
 1. District Semifinals: \$5.00
 2. District Championship: \$6.00
 3. State Quarterfinals: \$6.00
 4. State Semifinals: \$6.00
- 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**) 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; this calculation will be made at the end of the year through a state playoff reimbursement as discussed during our MSHSAA 101 Meetings.
- The MSHSAA Pass List is to be used during this time. An electronic copy has been attached. A copy is also available on the MSHSAA website.

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.