

FOOTBALL PLAY-OFF GUIDELINES FOR PRELIMINARY ROUNDS

ADMISSION AND PASSES

- A. Gate admission prices are: Students and Adults - \$6.00. (Except for at gate admission for the championship games at War Memorial Stadium advance sales \$6.00 students and general admission \$7.00. At gate – general admission adults and students \$7.00) The AAA will furnish tickets to each school hosting preliminary round games.
- B. The following shall be admitted without charge:
1. Cheerleaders in uniform.
 2. Dance/Drill team in uniform.
 3. Band members in uniform.
 4. School groups that have been previously authorized to perform at the event.
 5. Authorized AAA Identification Passes
 6. AAA Media Press Credential Tag

ONLY PERSON NAMED ON THE PASS MAY USE THE PASS. IDENTIFICATION WILL BE CHECKED.

NOTE: Authorized identification passes have an AAA logo and current date or are indicated to be Honorary Lifetime Identification Passes.

SCHOOL'S RESPONSIBILITIES

- A. The host school shall be responsible for the administration of the play-off game and the expenditures incurred in conducting the game. Both schools will share halftime evenly. The host school shall receive all receipts for the sale of programs and concessions, except in the event the AAA furnishes programs the host shall receive a fee for selling such programs.
- B. Host school sportsmanship responsibilities
1. Ensure that fans and parents remain off the field and sidelines while teams are warming up and during the game.
 2. Players may not be recognized during a play-off game. (Ex. Senior Night, Homecoming, etc.)
 3. No highlight videos may be shown during play-offs.
- C. The gross receipts will be disbursed as follows:
1. 5% of the first round games to each of the participating schools' conferences.
 2. 30% of the first round games to host schools and 30% of subsequent games.
 3. 40% of the first round games to visiting schools and 40% of subsequent games.
 4. 20% of the first round games and 30% of subsequent games to the AAA from which the awards and officials shall be paid.

AAA'S RESPONSIBILITIES

- A. Officials - The Arkansas Activities Association shall be responsible for assigning and paying game officials.
- B. Awards - Winner and runner-up trophies shall be purchased and awarded by the Arkansas Activities Association.

HALFTIME

A regulation halftime is 15 minutes. Upon request to the officials and mutual consent, the halftime may be extended to a maximum of 20 minutes. If there are bands or performing groups from both schools, the halftime will be shared evenly unless a prior mutual agreement is made. A mandatory three-minute warm-up is given to the teams following the halftime activities.

TIED PLAY-OFF GAME

The 10-yard line overtime procedure in the current National Federation Football Rule Book shall be utilized for the purpose of resolving a tied score in a play-off game.

BROADCAST RIGHTS

PLEASE REFER ALL INQUIRIES CONCERNING THESE RIGHTS TO THE AAA. Broadcast Rights will be listed on the AAA website. Go to www.ahsaa.org, go to SPORTS, then click Football. Inform your gatekeepers, and do not permit unauthorized radio or TV broadcast personnel to enter with broadcast equipment. (Cameras for highlights and news shots are permitted.)

NEWS MEDIA

Good media coverage is important to our high school programs. Check your press box for adequate seating, lighting, etc. If your facility is limited, reserve additional seating in your bleachers. After the game has ended, make phones available or tell reporters where they may find one and, when requested, make arrangements for both coaches to meet in a press conference 5 to 10 minutes following the game.

SECURITY

Take adequate precautions! Be sure to have sufficient security available to ensure the safety of fans, players, officials, etc. Better to be safe than sorry.

Determining Conference Champions and Play-off Procedures

I TIEBREAKING PROCEDURE.

- A. If two teams tie, and one of the teams has defeated the other in a regular schedule conference game, the winner shall be declared the conference play-off representative. Three or more tied teams shall first be considered in sets of two-way ties.

NOTE: If three or more teams are tied, use head to head record among the tied teams (a mini-conference) to break ties for seeding. Only utilize points to break ties among teams when the ties are a perfect triangle with each team having the same record among the tied teams (mini-conference).

- B. If two teams tie and the tied teams split or have not played each other in a conference game (no round robin) the team with the greater sum of winning margin using the following point system, shall be the play-off representative.
- C. If more than two teams remain tied after applying (A) above, the following point system shall be used to eliminate all but two teams. Tabulate the sum of the winning margins of each team's conference games as indicated in the following:
1. If the margin of victory is more than 13 points only 13 points shall count.
 2. Losses shall be tallied as 0 (zero) points.
 3. Forfeited games. Offended teams shall receive 13 points when tabulating the sum of the winning margins for breaking conference ties.
- D. After tabulating the sum of the winning margins, all teams except the two with the greater sum shall be eliminated, and the selection process shall begin again with paragraph (A).
- E. If teams remain tied after the above procedures are applied, the play-off representative shall be determined by a coin toss. The coin toss, supervised by the Executive Director, shall be used to eliminate all but two teams and then begin again with paragraph (A).
- F. In the event the conference is eligible for more than one play-off representative, each subsequent play-off representative shall be chosen by reapplying the procedures above.
- G. All conferences will use the AAA adopted procedures for breaking ties that occur in the order of standings when round robin schedules are completed.

II PLAY-OFF QUALIFIERS

Play-off Representatives. Conferences shall certify their representatives to the state play-offs by a method accepted by a majority of the schools within that classification.

III SCHOOLS SHARING A STADIUM

In the event a school district has more than one play-off

team assigned the home site on a given Friday of a play-off series and has only one stadium, scheduling shall be required as follows.

- A. The game of the host team having the highest seeded position in the bracket shall be scheduled to play Friday.
- B. The game of the host team with the next highest seeded position shall be rescheduled to play Saturday.
- C. If three teams of a school district with only one stadium are required by rule to play the same day, the lowest seeded team's game shall be rescheduled to be played on Thursday.

IV STADIUM REQUIREMENTS FOR PLAY-OFFS

- A. A school shall have the following minimum facilities to host a football play-off game:
1. Separate dressing rooms for each team, each with hot showers, toilets, and washbasins.
 2. Two rest rooms for public use.
 3. Bleachers having masonry or metal understructure with footboards and seating properly maintained for both visitor and home fans.
 4. Total bleacher linear feet for seating of fans shall be at least equal to or greater than:
 - 2500 ft. for Class 2A (1500 capacity)
 - 2500 ft. for Class 3A (1500 capacity)
 - 2700 ft. for Class 4A (1600 capacity)
 - 3000 ft. for Class 5A (1800 capacity)
 - 3400 ft. for Class 6A (2000 capacity)
 - 3400 ft. for Class 7A (2000 capacity)
 5. An automatic scoreboard and clock plainly visible to officials, players, and fans.
 6. Working 25-second clocks.
 7. A fenced facility with controlled access.
- B. Also recommended for hosting a play-off game:
1. Five yards of unobstructed space outside the playing field along the sideline and end zone.
 2. Restraining cables, fences, walls, etc. from goal line to goal line to separate fans from each team area along the sideline.
 3. Press box facilities with 50 square feet of floor space equipped with a public address system.
- C. In the event the play-off school assigned the site fails to have minimum stadium facilities, the Executive Director shall require the school to make arrangements for a stadium of their choice that meets minimum requirements.
- D. In the event a school is uncooperative in administering the above requirement, the Executive Director may award the opponent school the site for the game, or arrange for another stadium and charge the expense to the host school's share of the play-off game gate receipts. **NOTE:** A decision must be made by noon Tuesday of the game week.

Determining Conference Champions and Play-off Procedures cont. . .

V 10-YARD LINE OVERTIME PROCEDURE

- A. If at the end of the 4th quarter the teams have identical scores, the tie shall be resolved as follows. All game rules will apply except:
1. The line-to-gain shall always be the goal line;
 2. No try will be made if the winner of the game has been determined;
 3. If Team B scores a safety or touchdown, the game is ended;
 4. If a safety is scored by A, the succeeding spot will be the 10-yard line in possession of Team B provided they have not already had their series;
 5. If Team B gains possession, the down and series for A ends immediately;
 6. No free kick privileges are awarded following a fair catch or awarded fair catch;
- B. When the score is tied at the end of the fourth quarter, the referee will instruct both teams to return to their respective team boxes. There will be a three-minute intermission during which both teams may confer with their coaches. All officials will assemble at the 50-yard line to determine the number of time-outs remain for each team. The linesman will go to the team on the side of the field where the line-to-gain equipment is located, and the line judge to the other team, to inform the coaches of the number of time-outs each team has remaining and escort the respective team captains to the center of the field for the coin toss.
- C. At the coin toss, the visiting team captain shall be given the privilege of calling the coin while it is in the air. The winner of the toss shall be given his choice of defense or offense, or of designating the end of the field at which the ball will be put in play. The referee will indicate the winner of the toss by placing a hand on his shoulder. To indicate which team will be on offense first, the referee will place a ball in that team captain's chest area while he is facing the goal toward which his team will advance and give the 1st down signal. The other team captain will face the offensive captain with his back toward the goal that he will defend.
- D. NFHS Rule 3-5-1: The option to carry over unused second-half time-outs into overtime has been removed. The NFHS-recommended Resolving Tied Games procedure continues to provide for one time-out per overtime period with the revisions stipulating that unused time-outs do not carry to subsequent overtime periods.
- E. To start the overtime, the offensive team shall put the ball in play, 1st and goal on B's 10-yard line anywhere between the inbounds lines. Team A shall have a series of four downs. The series shall be terminated by any score by A or if B has possession at the end of any down. Team A shall be awarded a new series when:
1. Team A recovers a scrimmage kick (field-goal attempt) between the goal lines after it has been touched first by B beyond the neutral zone;
 2. When B is guilty of roughing the kicker, placekick holder or passer.
- F. If Team A scores a touchdown, it is entitled to the opportunity to try for point, except when it is unnecessary to break the tie. A field-goal attempt is permitted during any down. If the defensive team gains possession, the ball becomes dead immediately and A's series is ended.
- G. After Team A has completed its series, Team B will become the offensive team with the ball in its possession at the 10-yard line anywhere between the inbounds lines. The same end of the field will be used for both possessions in order to insure equal game conditions and conserve time.
- H. If the score remains tied after each team has been given one series, the procedure shall be repeated with another period(s) until a winner is determined. There will be an intermission of two minutes during which the loser of the coin-toss will be given first choice of the options. If additional periods are required, first choice of options will be alternated.

VI ADMISSION AND PASSES

- A. Admissions are - 1st, 2nd, 3rd and 4th rounds - General Admission Adults and Students-\$6.00; Finals— Advance Sales \$6.00 Students and \$7.00 General Admission. Finals at gate - General Admission Adults and Students- \$7.00.
- B. The following shall be admitted without charge-
1. Cheerleaders in uniform.
 2. Band members in uniform.
 3. School groups that have been previously authorized to perform at the event.
 4. Authorized AAA identification passes for the current school year and lifetime identification passes.
 5. Complimentary passes identified for this event.

VII EXPENSES, RECEIPTS, DISBURSEMENTS

- A. The host school shall be responsible for the administration of the play-off game and expenditures incurred in conducting the game except for game officials. The schools shall share allotted halftime of the game. In the event the game is to be at a neutral site, each school shall be equally responsible for the game administration and expenses and shall share equally in the receipts. The host school shall receive all receipts for the sale of programs and concessions, except in the event the AAA furnishes programs the host shall receive a fee for selling such programs.

- B. The gross receipts will be disbursed through the semifinal rounds as follows -
 1. 5% of the first round games to each of the participating schools' conferences.
 2. 30% of the first round games to host schools and 30% of subsequent games.
 3. 40% of the first round games to visiting schools and 40% of subsequent games.
 4. 20% of the first round games to the AAA , and 30% of subsequent games to the AAA from which all awards and officials shall be paid.
- C. Reimbursements for the championship games shall be disbursed as provided in the AAA Handbook.

VIII HALFTIME

- A. A regulation halftime is 15 minutes. Upon request to the officials and mutual consent of both schools, the halftime may be extended to a maximum of 20 minutes. If there are bands or performing groups from both schools the halftime will be shared evenly unless a prior mutual agreement is made.

IX AAA RESPONSIBILITIES

- A. Officials - The Arkansas Activities Association shall be responsible for assigning and paying game officials.
- B. Awards - Winner and runner-up plaques shall be purchased and awarded by the Arkansas Activities Association.
- C. Radio and TV Rights - Broadcast rights belong to the AAA. Permission for radio or television broadcasts must be requested from the AAA.

X HOST SCHOOL SPORTSMANSHIP RESPONSIBILITIES

- A. Ensure that fans and parents remain off the field and sidelines while teams are warming up and during the game.
- B. Players may not be recognized during a play-off game. (Ex. Senior Night, Homecoming)
- C. No highlight videos may be shown during play-offs.

Canceled or Suspended Play-Off Game Procedures

Play-off games that are canceled or suspended shall be resumed from the point of interruption no later than Monday of week following the date of the originally scheduled event. The time and date of resumption shall be agreed upon by both schools. If an agreement cannot be met, the game will be resumed on Monday, no later than 7:00 p.m. at the original host site or a site agreed upon by both schools. Officials for the game will be assigned by the AAA if the contracted officials cannot return for the completion of the game. If both administrations agree to terminate the contest, the score will stand as is.

Remember that your influence is very important in exhibiting and promoting **GOOD SPORTSMANSHIP!** Your good example is a good reflection on your school and community.

GOOD LUCK!