

PROCEDURES TO GOVERN EASTERN PENNSYLVANIA INTERSCHOLASTIC FOOTBALL CONFERENCE

CHAMPIONSHIP PLAY-OFF GAMES

Conducting the annual conference Championship Play-Off Games entails much preparation to assure a successful promotion.

A large part of the preparations are similar to those carried out for a regular season game. It is the purpose of this outline of procedures to serve as a guide in assisting the contesting schools in the arrangements necessary to stage the annual classic.

The participating schools may have to modify procedures listed herein or include procedures not listed. If this is necessary, any adjustments or additional procedures shall be agreed to by the participating schools and the Conference President. However, in all cases, the regulations pertaining to the Conference Play-Off Games listed in the Conference Constitution and By-Laws shall not be amended or excluded unless consented to by the Conference Membership.

DUTY OF THE CONFERENCE PRESIDENT

Following the certification by the Conference of the Playoff participants, the Conference President shall call a meeting of the Principal and Athletic Director or other designated persons of the participating schools with him and members of the Steering Committee to thoroughly discuss all the game arrangements. The home school shall submit an Eastern Conference pre-approval game agreement form at this meeting for review by the participating schools, Conference Officials and Steering Committee prior to final agreement. Variations from this agreement shall be approved by the President.

DUTY OF PARTICIPATING SCHOOLS

It will then be the responsibility of the home school, with the cooperation of the visiting school and the Conference President, to carry out the agreed arrangements as stated in the Procedures to Govern Championship Play-Off Games.

DATE-TIME-SITE OF GAME

1. The conference Championship Play-Off for all Divisions shall be played on the first Thursday or Friday following the completion of their regular season schedules, unless the host school has no lights or has a problem procuring a game site.

2. All Play-Off games shall be played in accordance with Eastern Standard Time. The time of the contest shall be 1 p.m. afternoon or 7:00 p.m. evening unless these schools involved mutually agree to some other time.

OFFICIALS

1. Seven certified P.I.A.A. football officials shall officiate at the game; namely, a referee, umpire, head linesman, field judge, a back judge, and a timer. The chain crew will be assigned by the home school.

2. The Conference President or his designee shall select the officials. The officials shall come from a neutral division. If any of the officers are from the involved schools, the designee shall select the officials.

3. Each official working on the field shall receive, as full compensation, a fee of \$80 for all playoff games. Other fees are: timer, \$35 and the chain crew will be paid \$25 each. These fees shall be paid from game receipts. All the above shall be paid in advance on the day of the game.

FOOTBALL

1. Each participating school shall select and provide two new game footballs. The referees shall approve the game balls.

WORKING PERSONNEL

1. The President of the Conference shall appoint a game coordinator for all playoff games. This person shall serve as liaison for the participating schools, and will make any conference level decisions on the day of the game. The fee of the game coordinator will be \$60 per game and is to be considered as a fixed game expense.

2. The home school shall hire all the personnel necessary to perform the duties required to conduct the game. Ticket sellers, ticket takers, ushers, game announcer, and the score board operator shall be paid the rate that prevailed during the home school's regular season.

RESERVED SEATS (Or Section) and EXTRA SEATING

1. Additional seating - this item to be agreed upon by the participating schools and the Conference President.

2. Reserved Seats (or Section) - if participating schools decided to have reserved seats or section, the cost of preparation, if any, shall be paid by the home team's percentage of the game receipts.

TICKETS

1. Tickets for the Conference Play-Off game shall be ordered in advance by the Conference. The Conference will be reimbursed by the participating schools from the game receipts.

2. Prices of tickets shall be as follows:

Students (in advance) - \$2; Adults - \$5

Student tickets shall be sold only by the participating schools.

The price of all tickets at the gate will be \$5.

3. Two passes will be issued to each member school upon request, at the conclusion of the regular season. These passes will allow admission to all Play-Off Games.

4. Twenty (20) complimentary tickets shall be issued to each participating school. Any additional complimentary tickets shall be mutually agreed upon by the participating schools.

5. The Secretary shall provide game passes to the press, radio, television, and fulfill requests from the college coaches.

Media and college coach passes shall be provided to the participating schools by the Eastern Conference.

6. Past Conference officials and past Steering Committee members shall receive a lifetime pass good for admission to all regular season games, conference and championship playoff games. They shall receive one ticket for the post-season banquet upon request.

SCHOOL BANDS AND CHEERLEADERS

1. Expenses incurred transporting the visiting school band, marching unit, and cheerleaders will be absorbed by the visiting team from their percentage of the game receipts.

GAME PROGRAM

1. Home school shall decide on a game program. Any profit/loss derived from the program shall not be added/subtracted to/from the game receipts.

BROADCASTING AND TELECASTING

The fee for radio broadcasting the championship games shall be \$100.00 per station. The check is payable to the home school. Payment is due before the game and will be part of the gate receipts.

The fee for televising the championship games shall be determined by the competing schools and by the television company. The participating schools must agree to live telecast. The check is payable to the home school and is due before the games. The check is included in the gate receipts.

The fee for taping conference championship games shall be determined by the competing schools. Tape replays are not to be shown before twenty-four (24) hours of game completion. This fee is included in the gate receipts.

AWARDS

A trophy shall be awarded by the Conference to the winning team in each division. The wildcard entry and other representative teams will also receive a plaque. Another trophy will be awarded to the winner of the championship game in every division. Also 50 medals will be awarded in the championship game.

POST-SEASON CONFERENCE BANQUET

1. A post-season banquet of members schools shall be held. The arrangements for the banquet shall be made by the Conference officers and designees.
2. The site of the post-season banquet shall be determined by the league president.
3. Upon request, two banquet tickets will be provided to each present member school, free of charge. Additional tickets may be purchased through the Conference Secretary.

FINANCIAL REPORT

1. The fixed charges for championship games are limited to the following areas:
 - a. Officials
 - b. Game Coordinator
 - c. Conference Treasury (\$500)
2. After all fixed game expenses are paid, profits will be shared according to the following percentages:
 - a. Division III & IV -- 57% (H) and 43% (V)
 - b. Division I & II -- 60% (H) and 40% (V)

All losses shall be shared equally by the participating schools.

3. The home school, within one month following the game, shall furnish a detailed financial statement of the game to the visiting School, the Game Coordinator, and the Conference Secretary.

TIE BREAKING PROCEDURES

1. In all playoff games - a winner must be determined.

2. If any games end in a tie, the National Federation of State High School Association "10 Yard Line Overtime Procedure" will be used to resolve the tie.

COACHES ARE URGED TO FAMILIARIZE THEMSELVES WITH THIS PROCEDURE PRIOR TO SEMIFINAL GAMES.