

PROCEDURES TO GOVERN EASTERN PENNSYLVANIA INTERSCHOLASTIC FOOTBALL CONFERENCE

CHAMPIONSHIP GAMES

Conducting the Annual Conference Championship Games entails much preparation to assure a successful promotion.

A large part of the preparations is 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 Championship 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 Championship participants, the Conference President shall call a meeting of the Principal and Athletic Director or other designated persons of the participating schools with members of the Steering Committee to thoroughly discuss all the game arrangements.

DATE-TIME-SITE OF GAME

1. The Conference Championship 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 PM afternoon or 7:00 PM 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, linesman, field judge, side judge, and a back judge. The chain crew and clock operator will be provided by the host 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 \$83.00 for all playoff games. Other fees are: scoreboard operator of \$35.00 and the chain crew will be paid \$25.00 each. These fees shall be paid by the Eastern Conference to the host school or individual official via check or ArbiterPay. All the above shall be paid at the conclusion of the Championship contests.

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 manager 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, etc. and shall be paid the rate that prevailed during the home school's regular season. These fees are taken from the host school's percentage from gate receipts. The scoreboard operator and chain crew are considered fixed expenses and will be paid by the Eastern Conference via check made payable to the host school after the contest.

TICKETS

1. Tickets for the Conference Championship games will be ONLINE ONLY via the Hometown Ticketing Platform.

2. All tickets will be \$6.00. Sr. Citizens 65 and older, upon presenting proof of age at the gate, shall be admitted free.

3. Ten (10) complimentary tickets shall be permitted for each school. Online Comp Ticket instructions will be provided to participating schools.

4. 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 proceeds from program sales goes directly to the home school.

BROADCASTING AND TELECASTING

The fee for radio broadcasting / audio webcasting the Championship Games shall be \$150.00 per station. The check is payable to the Eastern Football Conference and provided to the Game Manager or Site Manager. Media fees collected should then be forwarded to the Conference Treasurer.

The fee for telecasting / video webcasting the Championship Games shall be \$1,500.00 Live and \$1,000.00 Delay. The check is payable to the Eastern Football Conference and provided to the Game Manager or Site Manager. Media fees collected should then be forwarded to the Conference Treasurer.

Delayed broadcasts cannot start earlier than one (1) hour after the designated kickoff time.

AWARDS

A trophy will be awarded to the winner of the championship game in every division. Also 50 gold medals and 50 silver medals will be awarded in the championship game in each division.

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 ($\$83.00 \times 7 = \581.00)
 - b. Scoreboard Operator ($\$35.00$)
 - c. Chain Crew ($\$25.00 \times 3 = \75.00)
 - b. Game Coordinator ($\$60.00$)
 - c. Conference Treasury ($\$400.00$)
2. After all fixed game expenses are paid, profits will be shared according to the following percentages:
 - a. Host school receives 65%
 - b. Visiting school receives 35%
 - c. All losses shall be shared equally by the participating schools.
3. The home school, within one week following the game, shall furnish a detailed financial statement of the game to the Visiting School, the Game Coordinator, and the Conference Secretary/Treasurer.

TIE BREAKING PROCEDURES

1. In all championship 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.