



2021 FOOTBALL TOURNAMENT MANAGERS MANUAL



**11-Player DIST.
SEMIFINALS**
Oct. 29 or 30

**8-Player REGIONAL
SEMIFINAL**
Oct. 29 or 30

**11-Player DISTRICT
FINALS**
Nov. 5 or 6

SELECTION SUNDAY
Oct. 24, 2021

8-Player REGIONAL FINAL
Nov. 5 or 6

11-Player REGIONAL
Nov. 12 or 13

8-Player SEMIFINAL
Nov. 12 or 13

11-Player SEMIFINAL
Nov. 20

8-Player FINAL
Nov. 20

11-Player FINAL
Nov. 26-27



All games of the MHSAA Football Playoffs will use Wilson Footballs.



michigan high school athletic association

Mark Uyl, Executive Director | Will McKoy, Assistant Director

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TO: 2021 MHSAA Football Playoff Qualifiers
FROM: Will McKoy, Assistant Director
DATE: October 2021
SUBJECT: Playoff Football Regulation

Congratulations on qualifying for the 2021 MHSAA Football Playoffs.

As was shared with you during the rules meetings, the MHSAA will welcome Wilson as the official game ball provider for all levels (District Semifinals thru Finals) of the 2021 Football Playoffs. Each school that qualifies for the tournament will receive one free ball. Each competing school will present three (3) National Federation and MHSAA legal, approved game balls of its choice from the Wilson product line.

Playoff participants are **REQUIRED** to use a legal Wilson football for every down during the 2021 tournament. Here are three scenarios for your school to consider:

#1: Both teams properly check in Wilson footballs prior to the game. **RULING:** This is the expectation of all teams and the game will begin without incident.

#2: Team A properly checks in Wilson footballs while Team B refuses. Team B's coach states "go ahead and penalize us 15 yards but we will use our non-Wilson football." **RULING:** Team B will use Team A's Wilson footballs. If Team B refuses, the game will be forfeited to Team A. Note that Team B cannot use non-Wilson footballs even with taking a penalty to begin the game.

#3: Neither Team A or Team B has Wilson footballs. **RULING:** The tournament manager will secure a Wilson football to play the game. If a legal Wilson football cannot be secured, the game will not be played and neither team will advance in the playoffs series.

Please be clear that the use of Wilson footballs is not optional for the tournament series. No game will be conducted, and no play will occur, without a Wilson football on the field.

Please contact the MHSAA if you have any further questions.

Thank you.

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CONCUSSION PROTOCOLS

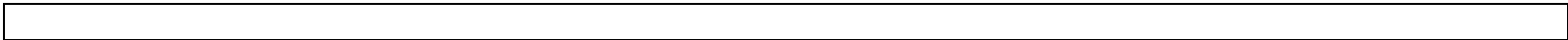
“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.” The language above, which appears in all National Federation sports rule books, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion. This language reflects an increasing focus on safety and acknowledges that the vast majority of concussions do not involve a loss of consciousness. This protocol is intended to provide the mechanics to follow during the course of contests when an athlete sustains an apparent concussion.

1. The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious. Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a health care professional for an exact determination of the extent of injury.
2. If it is confirmed by the school’s designated health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may reenter competition pursuant to the contest rules.
3. Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.
 - a. The clearance may not be on the same date on which the athlete was removed from play.
 - b. Only an M.D., D.O., Physician’s Assistant or Nurse Practitioner may clear the individual to return to activity.
 - c. The clearance must be in writing and must be unconditional. It is not sufficient that the M.D., D.O., Physician’s Assistant or Nurse Practitioner has approved the student to begin a return-to-play progression. The medical examiner must approve the student’s return to unrestricted activity.
 - d. Individual school, districts and leagues may have more stringent requirements and protocols including but not limited to mandatory periods of inactivity, screening and post-concussion testing prior to the written clearance for return to activity.
4. Following the contest, an Officials Report shall be filed with a removed player’s school and the MHSAA if the situation was brought to the officials’ attention.
5. Member schools are required to complete and submit the forms designated by the MHSAA to record and track head injury events in all levels of all sports.
6. In cases where an assigned MHSAA tournament physician (MD/DO/PA/NP) is present, his or her decision to not allow an athlete to return to activity may not be overruled.

<https://www.mhsaa.com/portals/0/documents/health%20safety/returntoplay.pdf>

UNMANNED AERIAL VEHICLE (DRONE) POLICY

The use of unmanned aerial vehicles (“UAV”), also known as drones, is prohibited for any purpose by any persons at MHSAA tournament venues. Tournament management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, tournament management shall remove anyone attempting to use a UAV and/or confiscate the UAV until the event has been completed. For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device. An exception to this policy may be made in specific cases for MHSAA broadcast partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the MHSAA.



FOOTBALL PLAYOFF MANAGER'S INFORMATION MANUAL

TOURNAMENT RULES - MHSAA tournaments will be conducted in accordance with the rules, regulations and interpretations (as minimum standards), all as published in the current MHSAA Handbook and qualifications as published in the MHSAA Bulletin, General Information Bulletin, or Tournament Managers Manual and the sport rules as published in the National Federation Football Rules Book.

FINANCIAL PLAN

1. Admissions (Federal Tax) - As a result of previous rulings of the Collector of Internal Revenue, Detroit, and a verbal opinion from the Lansing Internal Revenue Office, MHSAA, District, Regional, Semifinal and Final Football Playoff games ARE NOT SUBJECT to the collection of Federal Admissions Tax.

2. Finances (Host Schools)

MHSAA member schools may not charge a rental fee for MHSAA tournaments. The following stipends will be granted to schools which host playoff games whether they are competing schools or neutral sites:

11-Player District Semifinals *

Host retains 25% of gross & pays all local expenses. Remainder of gross sent to MHSAA, minus amount to pay officials. ♦

MHSAA forwards 10% of gross to opponent who pays own travel. □

11-Player District Finals/8-Player Regional Finals *

Host retains 25% of gross & pays all local expenses.

Remainder of gross sent to MHSAA, minus amount to pay officials. ♦

MHSAA forwards 5% of gross to opponent who pays own travel. □

11-Player Regionals/8-Player Regional Final *

Host to retain 25% of gross & pays all local expenses.

Remainder of gross sent to MHSAA, minus amount to pay officials. ♦

MHSAA forwards 5% of gross to opponent who pays own travel. □

11-Player & 8-Player Semifinals *

Host sites. Host retains 20% of gross and pays all local expenses.

Remainder of gross sent to MHSAA, minus amount to pay officials. ♦

MHSAA sends \$500 to each school, plus \$500 hotel & mileage reimbursements by formula if required.

11-Player & 8-Player Finals

No change in current policy.

* No minimums for host or opponents.

♦ Includes line to gain officials ("chain crew", not scorer or timer).

□ MHSAA pays \$500 if hotel is required & mileage bonus as follows:

151 to 250 miles one way = \$500

251+ miles one way = another \$500

3. Worker Reimbursement - "The MHSAA will not reimburse workers who are hired by the local tournament manager for any activity which will produce revenue for the local site. This includes concession workers, sellers of programs or merchandise, and parking attendants."

4. Financial Report Form - The form should be filled out and returned to the MHSAA, along with a check or money order for surplus funds and unsold tickets within seven days of the game for audit. The form can be found when logged into MHSAA.com on the sport page.

Checks should be made payable to the Michigan High School Athletic Association, Inc., and returned to Mark Uyl, Executive Director, Michigan High School Athletic Association, Inc., 1661 Ramblewood Drive, East Lansing, Michigan 48823. Keep one copy of the form for your records.

Financial reports for all levels of tournament play shall be returned by the tournament manager within 14 days. Also to note, failure to return the required financial reports by July 1st of each year will cause the host school to lose any expense reimbursement they might otherwise have received.

5. **11-Player Tickets – All District, Regional, and Semifinal game tickets will be sold using GoFan digital ticketing.**

• Ticket Pricing:

- District Semifinals & Finals: \$7.30
- Regionals: \$9.40
- Semifinals: \$10.45
- Band members and cheerleaders in full uniform representing competing schools will be admitted without charge. Infants carried by adults should not be charged.

At neutral sites where multiple games are played and a single admission is charged, tickets will be priced at \$9.40 for Regional and \$10.45 for Semifinal games.

8-Player Tickets – All Regional, and Semifinal game tickets will be sold using GoFan digital ticketing.

• Ticket Pricing:

- Regional Semifinals \$7.30
- Regional Finals: \$9.40
- Semifinals: \$10.45
- Band members and cheerleaders in full uniform representing competing schools will be admitted without charge. Infants carried by adults should not be charged.

At neutral sites where multiple games are played and a single admission is charged, tickets will be priced at \$7.30 or \$9.40 for Regional and \$10.45 for Semifinal games.

6. **Manager's Honorarium** - Tournament honorariums will come from the schools share of receipts and determined by the host site.

7. **Officials Expenses** -

Fee Structure- Each official will be paid the following game fee at each level;

District Semifinals: \$65 game fee + mileage

District: \$65 game fee + mileage

Regional: \$68 game fee + mileage

Semifinal: \$70 game fee + mileage

Mileage- Beginning with the 51st mile, mileage will be reimbursed at \$.30 per roundtrip mile.

8. **Passes** - Each competing school is to receive 10 game passes for crowd management purposes. League passes, coaches passes, local booster club passes, officials association passes, etc., are not to be honored at any tournament. Passes from accredited media outlets are to be honored. You may want to post signs at entrances indicating there will be no pass-outs.

A maximum of four (4) scouting passes will be given to competing schools for the game played in the opposite bracket.

9. **No Reserved Seating** - All tickets shall be general admission only and no effort should be made to reserve special sections for season ticket holders, etc. Host schools may designate special seating areas for opposing teams fans, but there should be no special reserved seating.

GAME MANAGEMENT

10. **Injunction/Restraining Order** - Managers are reminded of the following statement adopted by the Representative Council and which is in effect for all MHSAA tournaments: "In the interest of fairness to all participants, if an injunction or restraining order is served or presented at an MHSAA tournament site and such purports to require the eligibility of or participation by a student or team which a school and/or the MHSAA has ruled to be ineligible under MHSAA regulations, the on-site tournament manager is to suspend the entire competition (team competition) or events in which that student is intending to participate (individual competition). If the meet or game has begun, it shall be completed."

11. Tournament Forfeiture Policies - Losing teams or individuals cannot advance in tournament play or receive awards when the game has been "forfeited" because of the use of an ineligible player.

12. Spectator Conduct – Per Representative Council action in May 2003, tunnels for players by spectators, bands or others (but not cheerleaders) at any location and any level of MHSAA tournament play *is prohibited*. Tournament management may request that spectator sections not stand during play if standing will block the view of other

spectators. If possible, policies which prohibit spectator sections from standing during play should be communicated to participating teams in advance of their arrival at the tournament site.

Participant Celebrations -During contests, officials will penalize under applicable sportsmanship or playing rules student-athletes or coaches who leave the field of play and contact or approach spectator areas for celebrations.

Each school shall assign an acceptable number of crowd control supervisors to be stationed in front of its student cheering sections. These individuals are to be admitted into the contest, enforce this policy and include a school administrator. Each tournament manager or the MHSAA Staff will determine the acceptable number of crowd supervisors necessary for each school dependent on the situation.

At the conclusion of contests, prior to or after the awards are presented, athletes shall not enter spectator areas or physically contact spectators in the stands. After awards are presented, athletes may approach their spectators (e.g. stand in front of their sections while on the field of play) but for safety reasons athletes are not to enter or physically contact spectators in the stands. Crowd supervisors are to ensure that spectators do not press the facility and possibly cause damage.

The cost for repair or replacement to facilities damaged as a result of celebrations shall be paid by the school involved directly to the host facility within 30 days of the bill being submitted to the school. MHSAA reimbursement or revenue sharing will be withheld until paid by the offending school. Future tournament hosting privileges or school reimbursements to offending schools may be withheld if payment is not made.

13. Game Balls - Each competing school will present (3) NFHS legal, and MHSAA approved game balls of its choice from those listed in the Wilson product line. Each tournament qualifying team will receive one Wilson ball.

The Representative Council has affirmed that all games of the MHSAA Football Playoffs will use any approved model of the Wilson Footballs that are consistent with National Federation Football Specifications.

In the event that one of the participating schools does not provide appropriate game balls those schools will use one of the approved Wilson models provided by the opposing school. If the school refuses to use the opposing team ball the game will be forfeited.

14. Bands - Pregame and Halftime Entertainment –

The host District Semifinal, District Final, Regional, Semifinal, and Final management will select the P.A. announcers and timers.

Pre-game clock starts at least 20 minutes before kickoff. Clock should be set so time is at 0:00 five minutes prior to kick off time. (For example: 7pm game time, place 55 minutes on clock at 6:00pm – clock will be at 0:00 at 6:55pm anthem start.

Coin toss at 20-minute mark.

Team Introductions at 4-minute mark: (teams not required to be on the field).

Playing of the National Anthem with 0:00 on clock, (Bands either in the stands or in either end zone, no further than the 25-yard line).

Kick off immediately after the National Anthem observance.

Note: Teams are required to be on the field and on respective side lines for the playing of the national Anthem

Bands may play during the pregame, any dead ball, halftime and after the game, and that bands may play from the official's dead ball whistle until players break the huddle for traditional huddle offenses or to the official's whistle for ready to play when non-traditional, no-huddle offenses are used. **Pregame** - Bands from schools designated "home" teams may play the National Anthem. If they prefer not to play, the "visiting" team may play. **Halftime** - Bands from schools designated "visitors" may perform the first seven (7) minutes of the half. The "home team" band may perform the second seven (7) minutes of the half. Time allotted includes entering and leaving the field. Bands must be off the field at least 3 minutes before the start of the second half.

Schools may use pom-pom routines, choral or other school groups if they wish, but the maximum time allotted per

school is seven minutes. Local management is not to be expected to furnish risers, backdrops, etc. If a school chooses not to perform, the opposing school may use their allotted time (not to exceed 14 minutes). If a specific announcer is required for the halftime show, arrangements must be made the preceding week with managers of Regional and Semifinal game sites.

15. Line to Gain Crew - The home management is to select a *four*-person line to gain crew per Representative Council action in May 2003. The fourth person is to manage the spot of the ball and the placement of the clips for on-field measurements. It is recommended that registered officials should work the yardage chains; however, local management may use their home crew if they have been regulars in that capacity. If possible, the crew is to be in full officials' uniform and will be reimbursed \$15 per individual per game (no mileage).

16. Cheerleaders - A maximum of twelve (12) cheerleaders in uniform, including mascots, from each competing school may be admitted without charge on the night/day their school competes and a maximum of twelve (12) may lead cheers from the field. Schools with more than twelve varsity cheerleaders may include those cheerleaders during the playoffs, but sub-varsity cheerleaders may not be brought up for the postseason games.

All cheer squads should adhere to all guidelines provided by the Tournament Manager.

17. Coin Toss - At twenty minutes, prior to game time, the officials will call team captains together for the coin toss. Visiting team captains will call first.

18. Crowd Control (Security) - It is evidence of good tournament management to have adequate security at playoff games. Managers should make every effort to have sufficient numbers of supervisory personnel on hand to deal with crowd management problems. Ten passes should be made available to competing schools for crowd control purposes and, in some cases, uniformed officers may be necessary.

19. Game Times – 11-Player District Semifinal Games & 8-Player Regional – Unless teams mutually agree to a different time, games will be scheduled on Friday, at 7 or 7:30 p.m. or on Saturday games shall be at 1 p.m., 7 p.m. or 7:30 p.m. **District Final and Regional Games** - When the distance between competing schools is within 75 miles, the host school will determine the day and time of the game. Games may be played at 7 or 7:30 p.m. Friday night, or at 1 p.m. 7 or 7:30 p.m. on Saturday night. If the distance between schools is over 75 miles agreement as to date and time must be made by both schools. If agreement is not reached, the game must be played on Saturday afternoon. **Semifinal Games** - The games will be played Saturday afternoon at 1 p.m. as pre-determined. At sites where two games are scheduled, game times will be 11:30 a.m. and 3:30 p.m. Times may be adjusted with approval of the MHSAA and opposing schools.

20. Locker room privacy policy - Using devices of any kind to capture or transmit images is strictly prohibited in locker rooms, dressing areas, training rooms, weigh-in rooms, showers, restrooms, or other areas where there is an expectation of privacy during MHSAA tournament events. Tournament managers or athletic directors that discover such use should move immediately to have the device removed and inform the head coach or athletic director of the identity and nature of the activity of the person involved.

21. Medical Personnel - Schools should furnish their own **TEAM PHYSICIAN**. The host manager, however, is required to have medical personnel on duty and to secure emergency ambulance service if possible.

Medical emergency policy - Host school Tournament Managers should follow all local school district policies regarding medical emergencies for participating athletes, coaches, student and adult spectators for competition conducted in school facilities. It is advised that AED devices be readily available during tournament competition. In addition:

- Trainers are an allowed expense and encouraged, but not required
- All MHSAA concussion protocols will be followed.
- MHSAA policy on tornado watches and warnings shall be followed.
- MHSAA policy on managing heat and humidity shall be followed.

When MHSAA tournament contests are conducted at non-school facilities, plans should be developed for the following needs and/or circumstances:

- Student, coach and spectator shelter for outdoor events
- Host facility emergency equipment such as AED's, fire escape, etc.

- Emergency communications, i.e. phone numbers, school administration contact
- Coordination with facility management regarding evacuation, first aid, on-site responsibilities
- Medical transport or first responder contact procedures
- Proximity/directions of nearest medical facility

<https://www.mhsaa.com/portals/0/documents/health%20safety/returntoplay.pdf>

22. Overtime Procedure - Point Differential Rule - The 10-yard line overtime rule outlined in the Football Rule Book will be in effect for all Playoff games.

The Point Differential Rule will be in effect for all MHSAA football games during the regular season and during the playoffs. (A copy of the Point Differential Rule is at the end of this publication.)

23. Public Address - Timer Procedures - The host District Semifinal, District Final, Regional, Semifinal, and Final management will select the P.A. announcers and timers. The MHSAA will provide scripts for the P.A. announcers on the MHSAA website.

Pre game clock starts at least 20 minutes before kickoff. Clock should be set so time is at 0:00 five minutes prior to kick off time. (For example: 7pm game time, place 55 minutes on clock at 6:00pm – clock will be at 0:00 at 6:55pm anthem start.

Coin toss at 20 minute mark.

Team Introductions at 4 minute mark: (teams not required to be on the field).

Playing of the National Anthem with 0:00 on clock, (Bands either in the stands or in either end zone, no further than the 25 yard line).

Kick off immediately after the National Anthem observance.

Note: Teams are required to be on the field and on respective side lines for the playing of the national Anthem

24. Timeouts - All timeouts are not to be less than 70 seconds. This includes breaks between quarters and breaks taken after scoring plays.

25. Uniforms – (dark and white jersey colors may be switched if mutually agreed upon by the two competing teams.) **District Semifinal, District Final and Regional Games** - Home teams (teams with the highest playoff average) are to wear dark colored jerseys and the visiting team light colored jerseys. **Semifinal Games** - Assignments to Semifinal sites will be made by the MHSAA staff following the completion of Regional Championship games. A public release announcing sites and times will be made Monday morning, Nov. 14, 2021. Based on available venue Internet connectivity, as many Semifinal games as possible will be streamed live on the ballysports.com/detroit; and MHSAA.tv Websites. Home teams (teams with highest POP are to wear dark jerseys; visiting teams are to wear white jerseys). **Final Games** – Home teams are the teams with the highest POP and are to wear dark jerseys; visiting teams are to wear white jerseys.

26. Player Maximums (Roster) – Per Representative Council action in May of 2003, there are no roster limits for all levels of the Football Playoffs. A maximum of seven (7) school coaches and four (4) managers/ statisticians will be permitted in the team boxes during all playoff games. All persons not in uniform and near the sideline must have a pass. Head coaches must be mindful of sideline control issues that will be officiated to the spirit and letter of the rule, including the restricted area. All substitutes must be in the same color and design legal uniform.

27. Programs - It is expected that host sites will provide printed programs for sale to spectators. At minimum, the programs should (a) identify the event as being under the sponsorship of the MHSAA and (b) provide rosters with numbers and names of competing teams. Tournament managers may cover the cost of producing their programs by securing local advertising. This is an acceptable practice of keeping the cost of the programs to the spectator to a minimum. Advertisers should be selected with care, and should not include mention of products or services in conflict with MHSAA philosophies, such as tobacco, liquor or beer and/or their sale at bars, lounges, party stores and restaurants; the lottery, gambling and casinos; and team summer camps. If you have questions regarding programs, please address them to Rob Kaminski, MHSAA Publications Coordinator.

28. Trophies and Medals - The MHSAA Tournament trophies and medals will be provided by one company, ESCO of

Milwaukee, Wisconsin, the same people who have been the MHSAA medal providers for many years. You will notice a new trophy design and some design changes in medals as well, with a much more efficient process of production, ordering and delivery working with one company. Tournament managers will receive both trophies and medals together in one shipment from ESCO. The box containing the trophies and medals should be opened immediately upon delivery and inspected for accurate amounts, engraving, etc. Tournament managers should contact ESCO directly (not the MHSAA) at 800-852-4266 with any questions or problems regarding trophy and medal shipments. A trophy and 50 medals (11-player) or 30 medals (8-player) will be awarded to the winning team at each District and Regional Playoff game. (No trophies or medals 11-player District Semifinal competition or 8-player regional Semifinal.) Host managers should receive both trophy and medals by Thursday preceding the game. If a team has more than 50 players on their roster, it will be the individual schools' responsibility to purchase additional medals for those players over that amount. Additional medals may be purchased by filling out the extra medal order form at the end of these materials and forward along with the necessary payment.

29. Bus Parking - Park opponent buses at opposite ends of your lot. It will be a deterrent to after-game problems.

30. Media/Multimedia - Providing accommodations and services to the media covering MHSAA tournaments is the responsibility of the host tournament manager.

The tournament manager shall communicate the results of the draw and game results at the conclusion of each contest to the MHSAA and the local media outlets of the participating schools. Draw results shall include the dates, locations and starting times. Game results shall include the final score or team standings, team records (when applicable), individual event results (by weight, distance, discipline, etc.), who qualifies to further play and the upcoming schedule. Some media may be willing to receive such information via e-mail.

News media representatives are encouraged to call managers in advance of the events they desire to cover, but it is not unusual for a working member of the media to show up unannounced. Your gate attendants should be alert for MHSAA Tournament Media Pass holders, and admit those individuals – as long as they are attending the game in a working capacity. Managers are under no obligation to admit or provide press row/box accommodations for non-working companions of media members, or for individuals showing other forms of media identification. It is recommended that managers designate a specific door for media entrance.

Outlets broadcasting tournament games – audio or video – on over-the-air, cable or internet – live or delayed – must receive advance permission from the MHSAA to originate the event. Tournament managers will receive approval by e-mail for each outlet.

Press pass/seating arrangements should allow the media attending at your site to arrive on their timetable. Under no circumstances should a member of the media who makes advance arrangements for accommodations be required to arrive early to ensure seating or venue access. Press row/box seating should be not used to accommodate non-workers such as school administration, board members, booster clubs, etc. Radio stations are limited to 2 seats when originating broadcasts in all sports. Newspapers should be limited to 2 seats, unless its circulation (Daily newspapers only) exceeds 40,000, when a third seat may be granted on a space-available basis. Websites should be limited to 1 seat. Daily newspapers may receive a maximum of 2 photo passes, and weekly newspapers may receive 1 photo pass. The distribution of in-game scoring updates on any platform – including social media - does not meet the standard necessary for the granting of a seat.

A complete list of credentialing guidelines can be found in the MHSAA Multimedia Regulations, available on the Media page of the MHSAA Website.

Media should also be provided information about the participating teams (usually in the form of a program for team sports, or heat/flight sheets), and printed results as available (if you're providing printouts for participating schools, they should also be provided to the media).

Photographers – still and video – may be granted appropriate access to shoot (i.e. sidelines, baselines), if they are from an accredited media outlet, or an individual identified by a school administrator to the Tournament Manager who is authorized to capture such content exclusively for the school's publication, promotional, educational or public relations uses. For outdoor team events (baseball, football, lacrosse, soccer, softball), a school may have a maximum of two

authorized representatives to capture still images, one to capture moving images. For indoor team events (basketball, competitive cheer, ice hockey, volleyball, team dual wrestling), a school may have a maximum of one authorized representative for still images, and one for moving images. Because of the large number of teams involved for individual events (bowling, cross country, golf, gymnastics, skiing, swimming & diving, tennis, track & field, individual wrestling), no passes and access will be authorized for schools.

Photographers MAY use electronic flash/strobe cameras during the progress of a sporting event as long as, in the opinion of the contest officials, the flash does not hinder the actions of or endanger the contestants. The final decision as it relates to electronic flash/strobe equipment rests with the judgment of the site management and contest officials when MHSAA staff is not present at an event. **IMPORTANT** -- When determining whether or not the use of electronic flash/strobe equipment represents a hindrance to an event, do not evaluate the situation while looking directly at the strobe, but rather by taking the view of the game participant or the official who is focusing on the action, not the strobe, and is not aware of when the strobe is about to go off. Strobes properly positioned **DO NOT** pose a threat to the conduct of most contests. If, after careful consideration, the strobe is determined to be a problem, game management should work with the photographer using the strobe to review the strobe's placement, flash strength and direction. Sometimes, adjusting a strobe so that the flash bounces off the walls or ceilings will correct any potential problems. The only sports in which the use of electronic flash/strobe equipment is prohibited are: competitive cheer, gymnastics and diving. Requests to use strobe lights mounted to fixed positions shall be made well in advance of the contest. As a courtesy, contest managers or the MHSAA should inform participating coaches and contest officials that photographers have been approved to use strobe lights in fixed positions. Strobes should be placed in corner or ceiling positions, and should never be placed in the direct line of a basket in basketball or focal point common to that sport. Camera-mounted strobes must always be positioned similarly as fixed strobes. A camera operator with an on-board strobe shall shoot outside the edges of the free throw lane in basketball, for example.

Photographers for other sports shall be placed in positions in accordance with National Federation of State High School Associations National Rules. In the sport of football, for example, photographers shall be positioned behind the restraining line, which is two or more yards from the sidelines and end zones. In addition, photographers shall not be positioned in the team boxes between the 25-yard lines. Also, in the sport of softball, photographers are prohibited from being in live ball areas. The allowance for a designated media area in softball has been discontinued by NFHS Rules. In baseball, if a designated media area is used, it shall be established before the game begins, shall be a lined area and shall be considered a dead ball area, even if unoccupied. In soccer, photographers should not be positioned within two yards of any sideline or endline. In basketball, rules prohibit anyone from being between the lines of the free throw lane behind the basket. Some venues and events will have designated areas where photographers may shoot from. Game officials and host management have the authority to remove any member of the media for not staying in their designated area in any sport.

31. Parking Policy and Concessions - The MHSAA discourages charging for the parking of cars and other vehicles at Football Playoff sites. If directed parking is necessary schools may charge for the service. It is recommended that the price for such service be \$1 for all vehicles unless the customary charge during the regular season is higher. In no event shall parking charges exceed \$3 per vehicle.

Concession stands, whether operated by school or non-school groups, must confine sales to non-alcoholic beverages, edible items and general school spirit items that were available at regular-season home contests

32. Game Results - Reporting Scores - **Managers or designated individuals they MUST report the game score online at MHSAA.com immediately after the game.**

CALLS SHOULD BE MADE TO THE FOLLOWING OUTLETS: In addition, please be sure to notify your local media. If you keep statistics, be prepared to give statistical leaders.

ASSOCIATED PRESS: Detroit, local calls (not long distance) Dial 259-0650. From all other areas of the state Dial - WATS Line 1-800-642-4125. (If no response, call collect - Area Code 313-259-0650).

DETROIT NEWS: Detroit, local calls (not long distance), dial 222-2260. From other areas of the state, call 1-800-804-1773.

DETROIT FREE PRESS: Detroit, local calls (not long distance), dial 222-6661. From other areas of the state, call toll free, 1-800-678-6400, or call collect 313-222-6661.

33. Sale of Merchandise - The selling of tournament-related merchandise is limited to programs offered by the MHSAA and its authorized vendors, which may be in contact with you regarding their availability. Such programs may include, but are not limited to, the following categories: T-shirts, DVDs and photography. Regardless of the availability of such authorized programs, schools may not produce their own tournament-specific merchandise items to sell at MHSAA tournament sites.

34. 50-50 Raffles and Other Fundraising Events - Are not allowed at MHSAA playoff games. This includes pregame and halftime contests and drawings.

35. Hospitality - BY REPRESENTATIVE COUNCIL ACTION, THE MHSAA IS NOT PERMITTED TO REIMBURSE TOURNAMENT HOSTS FOR REFRESHMENTS SERVED TO COACHES AND OTHER INVITED GUESTS. SUCH HOSPITALITY IS VERY GENEROUS AND SHOULD BE CONTINUED, BUT THE MHSAA CAN NO LONGER ASSUME THE FINANCIAL RESPONSIBILITY.

36. Signs - Be aware of signs prepared by spectators - generally pep clubs. They should not be offensive or derogatory in any way. Alert gate attendants to be on the lookout for unusual entries. **Posted signs are not allowed in Ford Field.**

37. Videotaping or Filming

Competing Schools – Per Representative Council, unless other arrangements are mutually agreed upon, as a last resort, each school will make available by 9 a.m. on Monday in the office of its school principal the required film or videotape for the “exchange.” Teams will exchange videos/films of their latest two games prior to competition by 9 a.m. Monday following “Selection Sunday” unless both schools agree on another arrangement. The procedure of exchanging videos/films of the two previous games played prior to the scheduled playoff game will continue throughout the tournament. Schools refusing to cooperate will be reported to the MHSAA. A competing school desiring to videotape or film a District Semifinal, District Final, Regional, Semifinal and/or Final Football Playoff game must receive permission to reserve space in the press box from the tournament manager. Films of losing teams in the playoffs taken at the District Semifinal, District Final, Regional or Semifinal games may not be used for scouting purposes by winning teams in the opposite bracket. Schools wishing to videotape/film games at other sites may do so without securing advanced permission but must film from the stands or spectator standing area if press box space is not available. End zone filming is permitted by competing teams during the MHSAA tournament with equipment that is easily transported and that is specifically designed for end zone filming. Placement of allowed equipment must be approved by host manager. The film/tape is not to be used to second-guess decisions made by game officials and may not be sold, rented, or loaned for commercial purposes.

38. Awards and Promotional Handouts - Only MHSAA awards and handouts have been approved for distribution at MHSAA events. Therefore, requests from ALL OTHER groups must be denied. Trophies and medals will be awarded to District and Regional winners. Our supplier will be notified on Monday prior to the game and shipment to the site will be made at that time and should arrive on Thursday prior to your game via UPS.

39. Competing School Information – District Semifinal, District Final, Regional and Semifinal Managers are encouraged to send pertinent information to site managers to be given to the winning team. Include game time, location, housing facilities, restaurants, etc. The MHSAA will distribute similar information to Semifinal winners.

40. Procedures For Suspensions/Disqualifications At MHSAA Tournaments -

A. COACH

1. General - Unless a school or the MHSAA applies additional conditions, suspension from coaching requires at least that the coach not be at or near the team bench before, during or after the contest, not be in or near the locker room before, during or after the contest, and not give instructions directly or indirectly to coaches or players from any position in or near the gymnasium or field of play.

If a school fails to enforce a suspension which is required by the MHSAA, tournament management

shall require the coach to comply with the terms of suspension and shall report the school to the MHSAA for further action.

If the coach fails to comply with the terms of suspension, tournament management shall report the school and coach to the MHSAA, which shall prohibit the school from the remainder of the current tournament and impose additional penalties as circumstances warrant.

Note: Suspensions are required for violations of Regulation I, Section 10 and Regulation II, Section 13(A) and 15 and may be imposed under Regulation V in all other circumstances.

2. Unsportsmanlike Conduct in Previous Contest - A coach who is ejected during a contest for unsportsmanlike conduct shall be prohibited by his/her school from coaching at or attending at least the next day of competition for that team. This is true even if the coach is a parent of a player.

If a school fails to enforce the subsequent disqualification with respect to its coach or the coach fails to comply, the tournament manager or any registered official or representative of a member school who becomes aware of the violation shall report it to the MHSAA, which shall prohibit the school from the remainder of the current tournament. Note: Reference Regulation V, Section 3(D).

B. PLAYER

1. General - Unless a school or the MHSAA applies additional conditions, a suspended player is treated as an ineligible player, which means that student shall not participate. It is permissible, but is not recommended, that the player may sit with the team, even in uniform. The minimum requirement is that the suspended student shall not enter the contest as a participant.

If a school fails to enforce a suspension with respect to one of its students, which is required under MHSAA regulations, tournament management or any representative of a member school who becomes aware of the violation shall report it to the MHSAA for further action, which shall include (but not be limited to) forfeiture of the contest and thus elimination from the remainder of the tournament.

Note: Suspensions are required for violations under Regulation I, Sections 10, 11, 12 and 13 and Regulation II, Section 15 may be imposed under Regulation V in all other circumstances.

2. Unsportsmanlike Conduct in Previous Contest - A player who is ejected during a contest for sportsmanlike conduct shall be withheld by his/her school for at least the next day of competition for that team.

If a school fails to enforce the subsequent disqualification with respect to one of its students, the tournament managers or any registered official or representative or a member school who becomes aware of the violation shall report it to the MHSAA, which shall prohibit the school from the remainder of the current tournament. Note: Reference Regulation V, Section 3(D).

C. COACH AND PLAYER

Any coach who is disqualified for unsportsmanlike conduct two or more times during a season, any player who is disqualified for unsportsmanlike conduct three or more times during a season, and any coach or player who is ejected for spitting at, hitting, slapping, kicking, pushing or intentionally and aggressively physically contacting an official at any time during that season, is not eligible to participate in the MHSAA tournament for that sport that season. If the tournament disqualifying ejection for that individual occurs during the MHSAA tournament, that player or coach is ineligible for the remainder of that tournament.

The school of the disqualified coach or player must prohibit that person from being present on the property of the tournament venue for the remainder of the tournament series. If that school fails to enforce this, the tournament manager, any registered official or representative of a member school who becomes aware of the violation shall report it to the MHSAA, which shall prohibit the school from the remainder of the current tournament.

Note: Reference Regulation V, Section 3(D).

41. Tobacco and alcohol policy - Use of alcohol or tobacco, including e-cigarettes or other smoking devices, is prohibited at MHSAA tournament events by players, coaches and spectators. Managers should stress in coaches meetings that they are not to use tobacco at the tournament venue.

42. Sportsmanship - When a contest is interrupted or it ends prematurely because of breakdown of proper sportsmanship and whether or not the on-site officials forfeit the contests to one team, one or both schools may be subjected to any or, but not limited to, the following: censure, probation with competition, probation without competition, forfeiture, loss of privilege of revenue sharing, expulsion. In addition, it may be required of one or both schools that their coaches and administrators appear before the Executive Committee to indicate why additional action should not be taken.

Taunting includes any actions or comments by coaches, players or spectators that are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters.

Examples of taunting that would lead to ejection include but are not limited to, 'trash talk'; physical intimidation outside the spirit of the game; reference to sexual orientation; 'in the face' confrontation by one player to another; standing over/straddling a tackled or fallen player.

In all sports, officials are to consider taunting a flagrant unsportsmanlike foul that disqualifies the offending bench personnel or contestant from that contest/day of competition (and the next contest/day of competition). A warning may be given but is not required before ejection.

At all MHSAA tournament venues, tournament management may give spectators one warning for taunting. Thereafter, spectators who taunt others are to be ejected by security.

Comment - All National Federation rule books give officials/umpires/judges authority to penalize what is generally considered taunting. The purpose of the MHSAA's action is to be more specific in the definition, more emphatic in the penalty of disqualification, and more uniform in the application of the definition and enforcement from sport to sport.

43. Game Suspension Policies (Inclement Weather)

- I. On threatening days, game management should consult with contest officials about steps to be followed if conditions worsen.
- II. When suspending an outdoor contest, officials and game management shall follow these policies.
 - A. When lightning is observed or thunder is heard, the contest must be suspended. The occurrence of lightning or thunder is not subject to interpretation or discussion -- *lightning is lightning; thunder is thunder*.
 - B. Severe weather in the form of rain or snow may make the field unplayable.
- III. When a contest is suspended, the home school administration shall attempt to arrange for the security of all participants.
 - A. Contestants and support personnel shall be moved to appropriate indoor facilities.
 - B. When lightning is observed or thunder is heard and the contest is suspended, contestants shall not return to the playing field until lightning has been absent from the local sky and thunder has not been heard for 30 minutes.
 - C. Spectators shall be advised of the action being taken to seek shelter. (Some hosts may be able to offer shelter to spectators but are not required to do so.)
- IV. In considering resumption of competition, the following steps shall be followed.
 - A. Delays for contests scheduled **prior** to 3 p.m. must not exceed three hours. Delays for contests scheduled for **3 p.m. or later** must not exceed one and one half hour. **Delays on nights not followed by school for all the competing teams may be longer by mutual agreement of participating schools.** A postponed contest shall be rescheduled on a date/time mutually agreed to by the schools involved.

- B. A decision to resume the contest within the time frame must be made by the officials who shall consult the home team administration and visiting school administration present at the contest.
- C. The home school is responsible for facilities and will be given priority consideration in the final decision if there is not consensus among the three parties.
- D. The final decision shall consider liability and conditions of facilities as well as future schedules, need to play the contest and finally the quality of all other options.

Note: **MHSAA tournament policies for MHSAA tournament contests or more restrictive local policies for regular-season contests** would supersede these policies and should be shared with the opponents and officials prior to the contest, preferably in writing. Otherwise, and to the extent allowed by the playing rules code, the official(s) shall make the final decision regarding game suspension once the game begins.

44. MHSAA Football Point Differential Rule - The running clock, 35-point margin Point Differential Rule will be used for all football games, regular season and playoffs, varsity and sub-varsity, high school and junior high/middle school. After the first half, anytime the score differential reaches 35 points or more, the following changes, and only these changes, will be made regarding rules determining when the clock will and will not be stopped: The clock will run continuously except for the following situations when it will be stopped:

TIPS

- (1) **T**ime-outs (charged to a team)
- (2) **I**ntermission (between 3rd and 4th quarters) and after a score
- (3) **P**enalty enforcement (whistle to ready-to-play)
- (4) **S**afety reasons (injuries, etc.)

Normal timing procedures will resume if the point differential is reduced to less than 35 points. Additionally, should the point margin increase to a 50 point differential anytime in the second half, the clock will run continuously except for officials' timeouts for injured player.

NOTE: The use of this option does not preclude the use of Rule 3-1-3 that reads: "A period or periods may be shortened in any emergency by agreement of the opposing coaches and the referee. By mutual agreement of the opposing coaches and the referee any remaining periods may be shortened at any time or the game may be terminated".

45. Tournament Withdrawal Policy - Tournament management is to contact the MHSAA office if a school withdraws or fails to show for scheduled competition after the draw is completed for team sports or the pairings, heat assignments or flights are determined for individual sports of the first level of the MHSAA tournament in that sport. The MHSAA staff person responsible for the sport will request from the school principal a written explanation for the no-show/withdrawal. If the reason is determined to be unacceptable by MHSAA Staff, the MHSAA Executive Director will place the school on probation for the next two school years. A second offense within the two-year probationary period will cause the school to be prohibited from tournament play in that sport for the two years following the second offense.

46. YOUTH PROTECTION POLICY - During the MHSAA Tournament events, the MHSAA expects all designated managers, volunteer or paid staff assisting in the event, officials or any other personnel to follow local school district policy and state statute regarding the mandatory reporting of child abuse, bullying, hazing and sexual harassment. A report of such activity shall be made to legal authorities and to the MHSAA Executive Director or his designee.

47. PARTICIPATING TEAM/SPECTATOR INTERNET STREAMING - The broadcast and streaming rights of MHSAA post-season tournament events belong exclusively to the N-F-H-S Network, Bally Sports Detroit, the M-H-S-A-A, and those media outlets which have pre-arranged to secure those rights. Managers: Please post the sign (found at the end of these materials).

Teams participating in MHSAA Tournaments are prohibited from streaming live video of any portion of an event over the Internet - including using social media platforms like Periscope and Facebook – or any other method. Likewise, individual spectators are also prohibited from streaming video through any means.

Participating schools are responsible for informing their students, parents and other fans of this policy and to assist the MHSAA upon request in enforcing it. Participating schools are asked to help promote where their particular game may be viewed when being streamed by the MHSAA, one of its television partners, or a media outlet which has pre-arranged to secure such rights.

SECURITY CHECKLIST

Prior to each event, a systematic approach must be taken to establish proper security for the specific nature of each event. With appropriate security, the event will be conducted in a friendly environment that minimizes risk. The staff and management will be prepared to prevent, anticipate and handle problems.

Listed below is a basic checklist that will be adjusted accordingly for each event.

1. **Review changes** – In the preplanning stages, review any changes to be made from the previous year's event.
2. **Meet with the head of security** – Prepare to meet with the head of security for the event and host management. Written materials outlining needs, location, hours to work and responsibilities should be prepared.
3. **Review ushers assignments** – In your meeting with site representatives and security, review how many security officers will be in place and their location. Review ushers assignments and any supervisory responsibilities they will have. Provide, in writing, specific policies you have which would prohibit specific actions. Be certain to plan carefully for entrance and exit to playing area and by whom.

Know who you will be making contact with for specific problems and/or emergencies. Having access to immediate communication such as through a walkie-talkie is invaluable.
Discuss how problems in the crowd will be handled. For example: Crowd behavior will first be channeled through the school administration and if severe will go to security; standing in aisles or the throwing of objects, sitting in restricted areas will go through the workers; and potential problems with crowd location will work with association staff, the school administrators and ushers.
4. **Written Emergency Plan** – Prepare a written plan for emergency situations. Steps should be outlined in advance as to the procedures to be followed during the event of an emergency (i.e. weather, crowd, structure, catastrophic injury.) Public address announcements, security personnel assistance, emergency procedures, etc., need to be discussed.
5. **Who needs to know** – Host administration needs to work with any sponsoring organization to determine a core group of individuals that would need to be involved if a major decision regarding the event needs to be made. Representatives of the officiating crew, host administration, security, etc., may need to be involved, depending on the situation that arises.
6. **Public Relations** – Thought needs to be given to the statements that will be made to the spectators in the event of an emergency and/or necessary change of venue. The announcer must be kept apprised of changing circumstances so that attendees can be kept calm and knowledgeable of action to be taken. Further, following an occurrence the media should be provided with a statement regarding the situation and its handling. Coverage of the event will be more accurate if administration works proactively with the media.
7. **Contingency Plan** – A Contingency Plan should be in place to deal with a facility, structural or equipment problem that would prevent the contest from taking place. Back-up sites and/or equipment should be arranged. Further, the event contract should address the settlement that would take place if the contest is canceled or moved.
8. **Entry/Exit Plan** – All administrators involved in oversight of the event need to be familiar with the entries and exits at the site. This information needs to be readily at hand for the announcer as well.
9. **Parking and Traffic Flow** – Host administration and security officials need to address parking arrangements and the flow of traffic. Assistance from local police/sheriff can assist in this process. High traffic times should be identified; preparations and schedules should be set accordingly.
10. **Crowd Expectation** -- Expectations of spectators, teams, and schools need to be outlined in advance. Such groups need to be made aware of these expectations through documentation and/or announcements.



MHSAA FOOTBALL PLAYOFF OFFICIALS INFORMATION

1. Five officials will be assigned to your site by the MHSAA (seven officials for semifinal sites). These are the only officials that are to work your game, and any replacement of these officials must be made by MHSAA staff.
2. Your site must provide a safe and secure changing area for the officiating crew that is available two hours prior to kickoff. This area shall be private and for the exclusive use of the officiating crew, only, during pregame, halftime and postgame.
3. Your school will have information regarding your officiating crew on the Tuesday prior to your game through the MHSAA Postseason Arbiter account 107891. Feel free to contact the MHSAA if you have not received this information by 3:30pm on Tuesday.
4. Fee Structure- Each official will be paid the following game fee at each level;

District Semifinals:	\$65 game fee + mileage
District:	\$65 game fee + mileage
Regional:	\$68 game fee + mileage
Semifinal:	\$70 game fee + mileage

1. Mileage- Beginning with the 51st mile, mileage will be reimbursed at \$.30 per roundtrip mile. You will need to calculate this mileage and add it into the payment amount for each official using Google Maps or other mapping service. **PLEASE DO NOT USE THE MILEAGE LISTED IN ARBITER.**
- 2.
3. The crew contact person will be contacting your school prior to the game. Please provide this person with the following information at a minimum:
 - Game date and kickoff time
 - Parking location
 - Location of changing area
 - Any detours or traffic issues getting to your facility
 - Any other special instructions or information
4. In rare cases, a crew may be entitled to a possible per diem fee and/or overnight housing. If you believe your game may qualify for this, please contact Will McKoy or Brent Rice at the MHSAA in advance.

Contact Information for MHSAA Staff:

MHSAA Office Phone Number: 517-332-5046

Will McKoy
Cell Phone: 313-428-0018

Brent Rice
Cell Phone: 386-523-4619

NFHS 2021 Football Play-off Game Statistics Summary
*****INDIVIDUAL SCHOOL PLAY-OFF SUMMARY*****

Please return promptly to MHSAA – *immediately after game - Thanks*

	Total number of games reported
	Total minutes of (not average) length of all games reported from kickoff to final horn
	Total score of winning teams
	Total score of losing teams
	Total number of overtime games
	Total number of overtime periods or series
	Total number of running plays — winners
	Total number of running plays — losers
	Total number of pass plays — winners
	Total number of pass plays — losers
	Total number of punts — winners
	Total number of punts — losers
	Total yards rushing — winners
	Total yards rushing — losers
	Total yards passing — winners
	Total yards passing — losers
	Total yards penalized — winners
	Total yards penalized—losers
	Total number of 15-yard penalties — winners
	Total number of 15-yard penalties — losers
	Total number of 10-yard penalties — winners
	Total number of 10-yard penalties — losers
	Total number of 5-yard penalties — winners
	Total number of 5-yard penalties — losers
	Total number of players disqualified with two unsportsmanlike fouls
	Total number of coaches disqualified with two unsportsmanlike fouls

PREPARED BY: _____

SCHOOL: _____



EXTRA TOURNAMENT MEDAL ORDER

Additional team medals can be ordered by a winning school's administration by submitting this form along with a check or money order. Please provide all requested details. Extra medals will not be engraved. Medals will be shipped from the MHSAA as soon as payment is received.

SPORT: _____

BOYS: _____ GIRLS: _____

DIVISION/CLASS: _____

YEAR: _____

<u>MEDALS:</u>	<u>QUANTITY</u>	<u>TOTAL</u>
_____ DISTRICT	_____ @ \$4 =	\$ _____
_____ REGIONAL	_____ @ \$4 =	\$ _____
_____ FINAL _____ PLACE (1 st Gold – 2 nd Silver – 3 rd + Bronze)	_____ @ \$5 =	\$ _____

CHECK OR MONEY ORDER TOTAL
Payable to MHSAA (includes shipping)

\$

ATHLETIC DIRECTOR _____ SCHOOL ID _____

SCHOOL _____

ADDRESS _____

CITY _____ ZIP _____

Date _____ Signature _____

(Athletic Director)

*** ORDERS WILL NOT BE PROCESSED WITHOUT FULL PAYMENT**
SEND TO MHSAA, 1661 RAMBLEWOOD DR,
EAST LANSING, MI 48823