



UNIVERSITY INTERSCHOLASTIC LEAGUE  
P.O. Box 8028 Austin, TX 78713-8028  
(512) 471-5883 FAX (512) 471-6589

TO: District Football Representatives  
FROM: The University Interscholastic League Office  
DATE: Fall, 2009  
SUBJECT: Football Playoff Procedures

Congratulations on representing your football district in the playoffs. Since your school is about to begin bi-district competition, please read the following procedures for the playoff games.

#### **Playoff Packet**

**This will be the only packet for the playoffs. Please duplicate forms as needed.**

If you need to contact Cliff Odenwald, UIL Athletic Director, on the weekend or at night during the playoffs, call 512-944-0992 or you can call Assistant Athletic Directors Darryl Beasley—512-238-0968; Peter Contreras--512-396-2853; Traci Neely—512-775-9021; Sheila Henderson 512-626-3398.

#### **Playoff Schedule**

District representatives are bracketed for weekly playoffs leading to a state championship beginning the first weekend after the designated date for determining district champions.

Bi-district games will be arranged in numerical order (according to brackets in all conferences). Playoff game site will be determined according to the Constitution and Contest Rules. See the Football Manual for the brackets to determine the elimination schedule for each conference.

In the Conference 1A-eleven man, 2A and 3A playoff structure the largest school from each district that finishes in the top three in district is bracketed into Division I, and the two smaller schools are bracketed into Division II, with each division playing to a state championship.

In the Conferences 4A and 5A playoff structure, the top four teams from each district advance to the playoffs. The two advancing schools with the largest enrollments in grades 9-12 are bracketed into Division I and the other two schools are bracketed into Division II, with both divisions playing to a state championship.

In Conference 1A-six man football, both Division I and Division II advance two teams from each district to the playoffs, with each division playing to a state championship.

Playoff games past the district level may not be scheduled earlier than the first Thursday after the certification date for district champions. Other playoff games may be played on Thursday, Friday or Saturday as bracketed. Section 1250(e)(4) of the Constitution and Contest rules states: *Minimum Time Between Playoff Games*. No team or student in any conference shall be permitted to take part in more than one playoff game within six calendar days, unless mutually agreeable to play within five calendar days.

District representatives in all Conferences must be determined and certified no later than November 7 (Conferences with byes, November 14). If two or more schools are tied for district representation at the end of the regular season, the district executive committee must devise a policy to select the schools to represent the district in post-district play.

For tie games in the playoffs, Section 1250 (h) of the Football Plan in the *Constitution and Contest Rules* applies in all conferences.

## **Site Of The Game**

All potential neutral and home sites (town and stadium) should be designated prior to any coin toss. Using the Guidelines and Example below:

### *Guidelines*

Constitution and Contest Rules: Section 1208: ATHLETIC REGULATIONS

#### (p) SITES DEFINED FOR ALL TEAM SPORTS.

- (1) *Home Sites*. When two schools flip for two separate sites other than their home field or court, the sites are considered home sites unless both sites are near mid-point.
- (2) *Neutral Sites*. A site mid-point or near mid-point, or a site agreed on by both schools as neutral, is a neutral site. Unless mutually agreeable, a site cannot be neutral if its distance from either school is more than two-thirds the total distance between the two schools.

### *Example*

San Antonio and Dallas have not met in the playoffs for the past 2 years:

Step 1: Designate potential sites. San Antonio: Belton-neutral; Alamo Stadium-home. Dallas: Temple-neutral; Cotton Bowl-home.

Step 2: Flip for type of site (either neutral or home and home).

Heads for home and home.

Tails for neutral.

Comes up heads.

Step 3: Flip to see who wins home.

Dallas calls tails for home.

San Antonio calls heads for home.

Comes up tails.

Game is played at the Cotton Bowl as the Dallas home site.

## **Gate Receipts**

The following paragraph is taken from the Football Plan.

FIFTEEN PERCENT POST DISTRICT PLAYOFF RECEIPTS. Fifteen percent of the gross receipts of post-district games in the state championship races shall be paid to the League office to maintain a fund for investigating eligibility questions and to supplement printing, salary, office appropriations relating to football, and for the purchase of medals, trophies and awards in Interscholastic League State Meets. The radio broadcasts receipts and the telecast receipts are considered a part of the game receipts in all post-district games.

The school that handles the receipts of the game, usually the "home team", submits a financial form to the UIL office (forms enclosed for all potential playoff games). **The check should be made out to The University Interscholastic League, and mailed to the UIL, Box 8028, Austin, Texas 78713-8028.**

Note: This memo is being written to each bi-district participant since we do not have a list of home teams in bi-district games.

## **Officials**

Dressing facilities should be available for officials at least 1 1/2 hours prior to the game. Officials should be at the site of the game at least one hour before kickoff. Timers, statisticians and the "chain crew" should meet with the officials at least 30 minutes prior to the game

A police escort should meet the officials at the half and after the game at a designated place. They should accompany the officials to the dressing room.

Officials may be assigned by the League office if mutual agreement cannot be reached by the two schools. Schools may specify such things as:

1. Chapters from which they do not want officials.
2. Division of officials.
3. Number of officials (e.g. statistician, timer, back judge, referee, umpire, linesman and judge).
4. Coaches may call Cheridah Vaughn at 512-232-4963 on Monday morning to request officials.

## **Forms**

### *UIL Playoff Reporting Form*

This form is to be filled out on the UIL website by all district representatives teams before the bi-district game. The winning school should fill the form out after each playoff game. There are two parts to this form. ***The WINNING TEAM shall report immediately following your game by either going online (www.uil.utexas.edu) or by telephone (512-232-4976) and tell the UIL who won the game and the score. The next school day you will need to go back online and fill out the form telling us the next round information.*** This information is very important. We will also use this information in our official record book. (UIL website: [www.uil.utexas.edu](http://www.uil.utexas.edu); Telephone Number: 512-232-4976.) ***Do not fax or mail this form.***

### *Injury Report Form*

All schools are to go online and submit an Injury Report for each game played (<http://utdirect.utexas.edu/uilgate>).

### *Officials Evaluation Form*

All schools are to send an officials evaluation for each game to the UIL office. (Fax: 512-471-6589; UIL address: UIL, PO Box 8028, Austin, TX 78713)

### *Football Game Report Form*

Send a copy of your Football Game Report Form to your District Executive Committee Chairman and keep one for your records.

With your continued cooperation, Texas will continue to have the finest high school football championship program in the nation.

/crv

Attachments: Playoff Reporting Form for Football  
Financial Statement  
Game Report  
Injury Report instructions  
Broadcasting Agreement  
Football Agreement  
Official Evaluation Form

# UIL PLAYOFF REPORTING FORM FOOTBALL

**IMPORTANT:** This form is to be filled out on the UIL website by all district representative teams before the bi-district game. The winning school should fill the form out after each playoff game. There are two parts to this form. You will be asked to immediately following your match to either go online or telephone and tell the UIL who won the game and the score. The next school day you will need to go back online and fill out the form telling us the next round information. This information is very important. We will also use this information in our official record book. (UIL Website: [www.uil.utexas.edu](http://www.uil.utexas.edu); Telephone Number: 512-232-4976)

## **Immediately Following Game - Playoff Game Results:**

School Name: \_\_\_\_\_

Conference and District Number: \_\_\_\_\_

Opponent: \_\_\_\_\_

Score: \_\_\_\_\_

## **Complete the next school day - Next Round Playoff Information:**

School Name: \_\_\_\_\_

Conference and District Number: \_\_\_\_\_

District Finish (check one):             1st             2nd             3rd

Division (check one):             I             II

Season Record: \_\_\_\_\_

Head Coach: \_\_\_\_\_

School Phone Number (Coach's Office): \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Athletic Director: \_\_\_\_\_

School Phone Number: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

(give Superintendent info if AD is same as head coach)

Round of Playoffs (bidistrict, area, regional, etc.): \_\_\_\_\_

Next Round Opponent: \_\_\_\_\_

Next Round Opponent's Season Record: \_\_\_\_\_

Site of Game: \_\_\_\_\_

Date of Game: \_\_\_\_\_

Time of Game: \_\_\_\_\_

FINANCIAL REPORT FOR FOOTBALL PLAYOFF GAMES  
UNIVERSITY INTERSCHOLASTIC LEAGUE

Please complete and return to: University Interscholastic League  
PO Box 8028 - University Station  
Austin, TX 78713-8028

Date: _____	Conference: _____	Division: _____
Visiting Team: _____	Home Team: _____	
1. Reserved Seats _____	x _____	= _____
2. Adult General Admission _____	x _____	= _____
3. Student Admission _____	x _____	= _____
4. Pre-Game Home Team _____	x _____	= _____
5. Pre-Game Visiting Team _____	x _____	= _____
6. Special-Other _____	x _____	= _____
7. <b>Total Gross Receipts:</b> _____		* _____

\* Use as the basis for 15% due UIL. Payment and financial report are due 30 days from the date the game is played.

**EXPENSES**

8. Interscholastic League Fee (15% of gross gate) - <b><u>Make Check Payable to:</u></b> University of Texas at Austin		
9. Visiting Team Travel Guarantee (if any)	_____	_____
10. Officials	_____	_____
11. Other Expenses (list)	_____	_____
_____	_____	_____
_____	_____	_____
12. <b>Total Expenses of Game:</b>		_____
13. Less Visiting Teams' Travel Guarantee (if any)		_____
14. Sub-total (line 12 minus line 13)		_____
15. <b>Net to be Divided:</b> ( line 7 minus line 14)		_____

**DIVISION**

16. Visiting Team's Share		_____
17. Visiting Team's Travel Guarantee		_____
18. <b>Sub-total</b> (line 16 plus line 17)		_____
19. Visiting Team's Sales		_____
20. _____ Reserved Seats @ _____	=	_____
21. _____ General Admission @ _____	=	_____
22. _____ Student Admission @ _____	=	_____
23. _____ Special Tickets @ _____	=	_____
24. <b>Total gate retained by visiting team</b>		_____
25. <b>Net Check to Visiting Team</b> (line 18 minus line 24)		_____
26. <b>Home Team's Share of Gate</b> (line 15 minus line 18)		_____

Playoff Site: \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # (    ) \_\_\_\_\_

USE FOR FOOTBALL PLAYOFF GAMES ONLY  
Duplicate This Form As Needed



FOOTBALL AGREEMENT  
PLAYOFF GAMES

TEAMS: 1): \_\_\_\_\_ 2): \_\_\_\_\_

SITE OF GAME: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

(Settle all details before site of game is determined.)

ADMISSION: Adults: \_\_\_\_\_ Bands: \_\_\_\_\_

Students: \_\_\_\_\_ Pep Squads: \_\_\_\_\_

Reserved Seats: \_\_\_\_\_ Passes: \_\_\_\_\_

EXPENSES: Police (Guards): \_\_\_\_\_

Advertising: \_\_\_\_\_

Tickets: \_\_\_\_\_

Ticket Sellers and Takers: \_\_\_\_\_

Ushers: \_\_\_\_\_

Lights: \_\_\_\_\_

Lime: \_\_\_\_\_

Ball: Cost: \_\_\_\_\_ Kind: \_\_\_\_\_

Expenses of Visiting Teams: \_\_\_\_\_

OFFICIALS: Referee (Name): \_\_\_\_\_ \$ \_\_\_\_\_

Umpire (Name): \_\_\_\_\_ \$ \_\_\_\_\_

Head Linesman (Name): \_\_\_\_\_ \$ \_\_\_\_\_

Field Judge (Name): \_\_\_\_\_ \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

OTHER COSTS: \_\_\_\_\_

GATE CHECKERS: \_\_\_\_\_

CONCESSIONS AND PROGRAMS: \_\_\_\_\_

RADIO BROADCAST: \_\_\_\_\_

TIE GAME: \_\_\_\_\_

15% GROSS TO LEAGUE (All Conferences): \_\_\_\_\_

SIGNIFICANCE OF GAME: \_\_\_\_\_

REMARKS: \_\_\_\_\_

Signatures of parties to Agreement:

\_\_\_\_\_  
Name School

\_\_\_\_\_  
Name School

## SECURING PLAYOFF OFFICIALS

In selection of officials for playoff games, both schools must agree to the officials to be used. The host (home) school (as determined by the coin flip) is responsible for securing the officials agreed upon, making final arrangements with the officials and payment of officials.

If officials cannot be agreed on, schools should phone Cheridah Vaughn at the League office to have officials assigned. Phone number 512-232-4963.

When officials chapters are contacted directly, the following "check off" list should be used to avoid any misunderstanding on the part of the schools and/or officials.

### Checklist:

Sport \_\_\_\_\_ School \_\_\_\_\_

TASO Football Chapter \_\_\_\_\_

Name of Secretary \_\_\_\_\_

Name of person serving  
as school liason/host \_\_\_\_\_

Telephone Number \_\_\_\_\_  
(day) (night)

Date of contest \_\_\_\_\_ Location of contest \_\_\_\_\_

### INFORMATION:

Dressing room: \_\_\_\_\_

Parking: \_\_\_\_\_

Telephone # in case of emergency at game time: \_\_\_\_\_

Payment: (method, etc.) \_\_\_\_\_

Other Information: \_\_\_\_\_

\_\_\_\_\_



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 P.O. Box 8028 Austin, TX 78713-8028  
 (512) 471-5883 FAX (512) 471-6589

TO: Schools Participating in Football Playoffs  
 FROM: UIL Athletic Office  
 SUBJECT: Agreement on Officials to be Assigned by the UIL Office

This form is to be used when the two schools in a playoff game cannot agree on officials and want the UIL office to make the assignment. Requests for officials should be made on Monday by phone to the League office --Phone 512-232-4963. Coaches may check with the UIL the day of the game to obtain names of officials working their game if they have not yet received notification by phone or letter. After schools have agreed to have the UIL assign officials, the coaches should not contact the officials or officiating chapter. This prevents one school from "requesting" certain officials.

Person responsible for contacting UIL: \_\_\_\_\_

\_\_\_\_\_  
 (School) (City)  
 Vs.

\_\_\_\_\_  
 (School) (City)

\_\_\_\_\_  
 (Date of Game) (Time of Game)

\_\_\_\_\_  
 (Place of Game)

Omit the following chapters:

Circle officials to be assigned:

Referee	Umpire	Head Linesman	Statistician
Line Judge	Back Judge	Chain Crew	Others

This certifies that we agree on the chapters to be omitted when officials are assigned by the UIL Athletic Office and is to be signed by representatives from both schools.

\_\_\_\_\_  
 Signature Position

\_\_\_\_\_  
 Signature Position

This form is to be retained by schools involved - - **do not** mail to the UIL office.

### UIL FOOTBALL OFFICIALS' RATING FORM

TASO Football Chapter \_\_\_\_\_ Game Date \_\_\_\_\_

Home School \_\_\_\_\_ Score \_\_\_\_\_

vs.

Visitor \_\_\_\_\_ Score \_\_\_\_\_

District \_\_\_\_\_ Conference \_\_\_\_\_ School \_\_\_\_\_

Name of Coach Reporting \_\_\_\_\_

Please rate officials objectively using the following ratings:

1 = excellent; 2 = good; 3 = average;  
4 = poor; 5 = unacceptable.

*Name*

*Rating*

Referee \_\_\_\_\_

Umpire \_\_\_\_\_

Linesman \_\_\_\_\_

Field Judge \_\_\_\_\_

Back Judge (if used) \_\_\_\_\_

Reasons must be given for poor and/or unacceptable ratings or card will be returned to the school for comments.

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Fax (512-471-6589) or Mail to UIL Office (P.O. Box 8028-University Station, Austin, TX 78713) no later than the Monday following the game.

**BROADCASTING AGREEMENT BETWEEN**

**RADIO STATION \_\_\_\_\_ AND \_\_\_\_\_ HIGH SCHOOL**

\_\_\_\_\_ High School grants permission to Radio Station \_\_\_\_\_ at \_\_\_\_\_ to broadcast the \_\_\_\_\_ game between \_\_\_\_\_ and \_\_\_\_\_ from \_\_\_\_\_ field.

Radio Station \_\_\_\_\_ agrees to pay the sum of \$\_\_\_\_\_ to the \_\_\_\_\_ High School in advance of the broadcast for the privilege of broadcasting the above listed game.

This privilege is granted on the following conditions:

- 1) There shall be no political announcements or advertising of liquor, malt spirits, or tobacco during the broadcast.
- 2) The Station is to be responsible for any expense incidental to setting up the broadcasting arrangements.
- 3) This Station shall not feed this broadcast of the game to any other Radio Station without the signed approval of the two schools playing the game.
- 4) The \_\_\_\_\_ High School shall not be liable for any expenses incurred by Station \_\_\_\_\_ in putting on the broadcast.
- 5) There shall be no destructive criticisms of officials' decisions.
- 6) No mention shall be made of injuries, unpreventable accidents, or other incidents which may cause any anxiety on the part of listeners.
- 7) There shall be no discussion of University Interscholastic League policies which are of a controversial nature.

\_\_\_\_\_  
Station Representative

\_\_\_\_\_  
Superintendent or Principal of High School

**DUPLICATE AS NEEDED**

## 2009-10 UIL Constitution and Contest Rules

### Section 868: RADIO AND TELEVISION CONTRACTS

- (a) CONTRACT RECOMMENDATION. The UIL director may recommend a contract to UT General Counsel for broadcasting and televising regional, quarter-final, semifinal and final contests for baseball, basketball, football, softball, soccer, volleyball and marching band. Broadcasting and televising include every nature of transmitting audio or visual whether over the radio, television, internet, or other.
- (b) RIGHTS GRANTED. The broadcasting and telecasting rights granted in the contract shall be for both live and delayed broadcasts, and live and film telecasts of the contests. Delayed broadcasts are defined for the purposes of this rule as beginning at least one hour after the completion of the contest.
- (c) FOOTBALL CONFERENCES COVERED. The contract for broadcasting football games for the football season shall apply only to conferences 3A, 4A and 5A. Schools in conferences 2A, A and six-man football may make their own arrangements for football broadcasts in accordance with the provisions of the contract forms supplied by the League office. The UIL retains the right to arrange for telecasts of all final football games.
- (d) LIVE FOOTBALL TELECAST LIMITED. Live telecasts of League football playoff games shall be permitted if:
  - (1) mutual consent of the participant schools is given;
  - (2) the games are sold out forty-eight (48) hours prior to game time; and
  - (3) the UIL radio-television contract so permits.
- (e) RADIO BROADCASTS NOT COVERED BY STATE CONTRACT.
  - (1) Participating schools shall enter into mutual agreements prior to the contest in all contests when the gate receipts are shared.
  - (2) When gate receipts are not shared between participating schools, the host school may permit radio broadcasts.