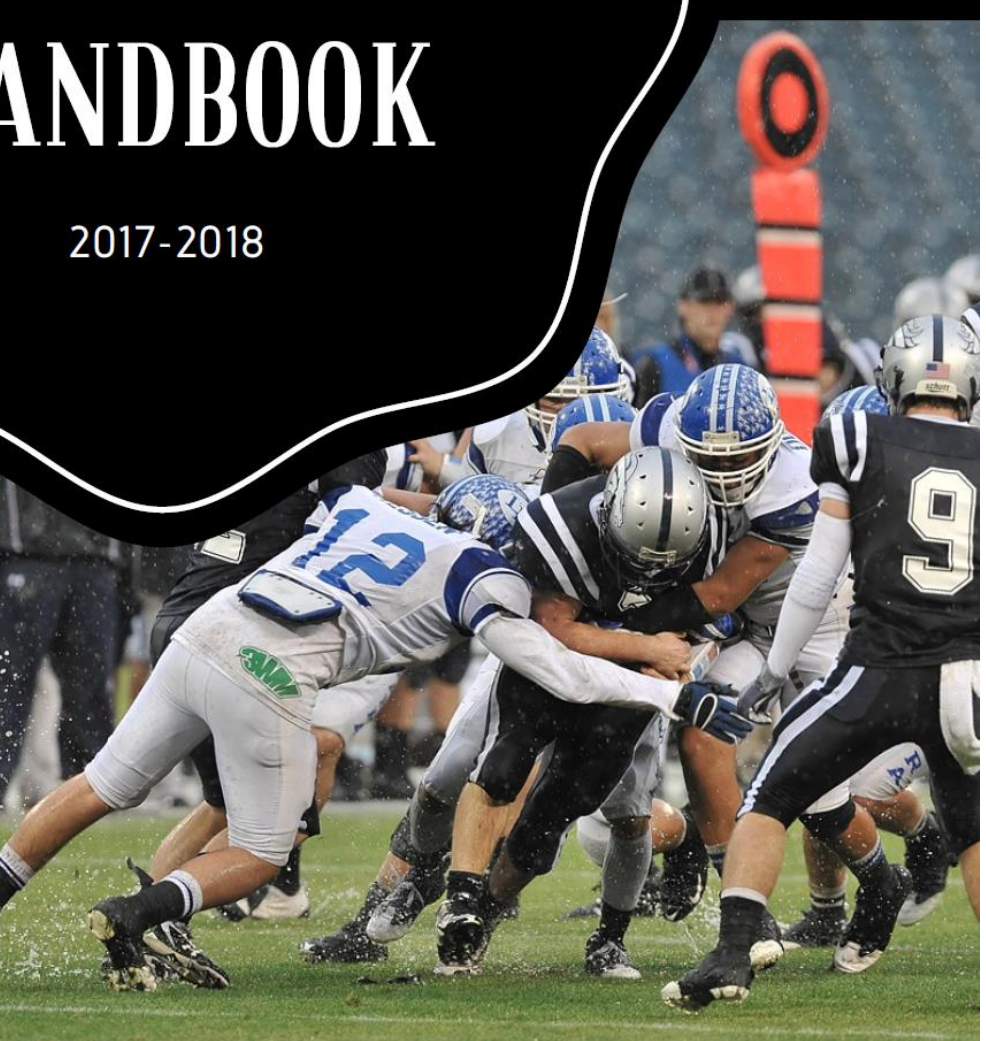
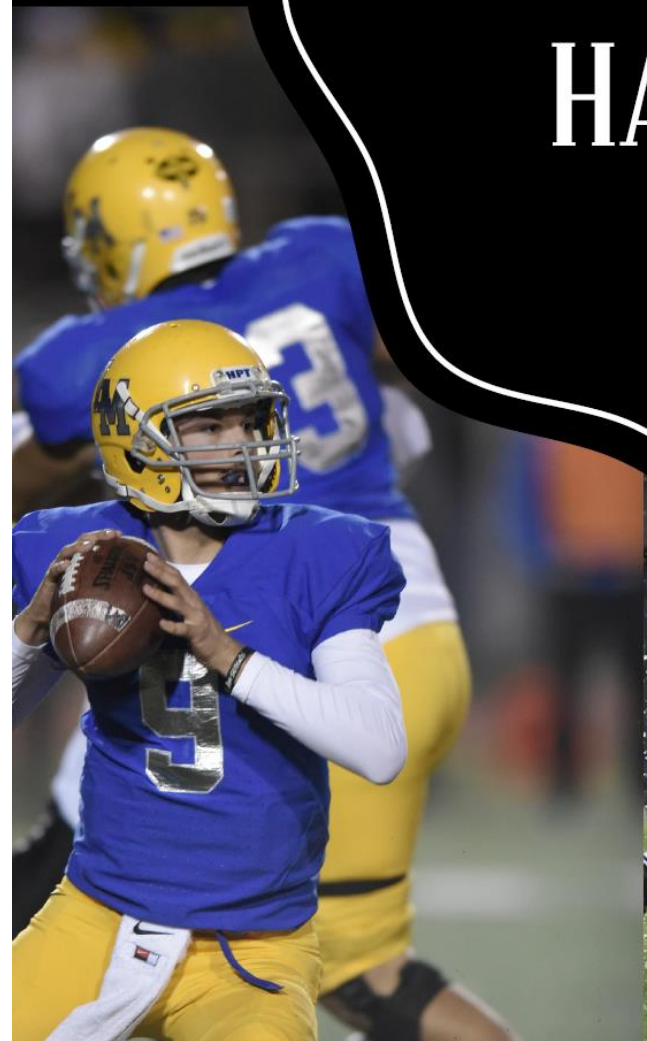


CIF SOUTHERN SECTION

# FOOTBALL HANDBOOK

2017-2018



# **2017-18 FOOTBALL PLAYOFF HANDBOOK**

## ***POLICIES AND PROCEDURES GOVERNING CIF SOUTHERN SECTION FOOTBALL PLAYOFFS***

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## **A WELCOME MESSAGE FROM THE COMMISSIONER**

The 2017 C.I.F. Southern Section Football Playoffs are here! Like every high school football fan, I look forward to the outstanding competition we will see in the weeks ahead. I want to congratulate each of our member schools for your achievements so far, this season and wish you continued success as you begin competing for a championship.

As we prepare for the games to come, I hope you will find this Playoff Handbook useful to you. I urge you to make sure that school administrators, athletic directors and coaches all familiarize themselves with what is contained in this document. It is designed to help you manage these contests, whether you are the host team or visitor, while also outlining financial policies and procedures, and serving as an excellent resource to answer your questions. Please know that along with this information, our dedicated staff is at the ready to help you in any way we can. Do not hesitate to contact us for anything we can do to assist you.

Finally, as you get ready to hit the field, I want to remind you to keep good sportsmanship and fair play in your minds and in your hearts. These games will create lifetime memories for all who are involved. Let us resolve to always Pursue Victory with Honor and make sure those memories are ones we will be proud of.

Congratulations again and good luck to all of you.

All the best,

Rob Wigod  
Commissioner of Athletics

## GENERAL INFORMATION

In accordance with Article 33, Section 3300 of the CIF Southern Section Blue Book, all playoffs shall be under the management of the Commissioner of Athletics, who will have final authority and responsibility for their conduct.

### PLAYOFF DATES

The football playoff dates for 2017 as established by the Southern Section Council are as follows:

11-MAN	- First round	November 10, 2017
	- Second round	November 17, 2017
	- Semi-Finals	November 24, 2017
	- Finals	December 1/2, 2017
-	State Regional Football Games	December 8/9, 2017
-	State Championship Bowl Games	December 15/16, 2017
	(For information on these contests, go to <a href="http://www.cifstate.org">www.cifstate.org</a> )	
8-MAN	- First round	November 3, 2017
	- Second round	November 10, 2017
	- Semifinals	November 17, 2017
	- Finals – Divisions 1 and 2	November 24/25, 2017

Playoff games are to be played on the specific dates, however, contests may be conducted on other dates if mutually agreeable to both competing schools and **upon approval from the CIF-SS.**

(PLEASE NOTE: The Commissioner has the final authority, with reference to playing date and game site should any situations arise that necessitate a change.)

### PLAYOFF TIMES

All games are scheduled for **7:30** p.m. on the specified dates (for 8-Man divisions only, the host team may schedule playoff contests on either Friday at 7:30 p.m. or Saturday at 1:00 p.m.) However, contests may start at another time, if mutually agreeable to both competing schools and **upon approval from the CIF-SS.**

### PLAYOFF DIVISIONS

The CIF Southern Section Football Playoffs shall be conducted in 13 playoff divisions. Leagues have been placed in their divisions based on Blue Book rule 3319.1. All divisions will be 16-team brackets.

## FREE LANCE

Please note freelance teams: Boron HS (Division 12), Ribet Academy (Division 13) and Vasquez (Division 13). If, by meeting the qualifying standards, these teams are selected by the Football At-Large Selection Committee to enter the playoffs, they will be placed in the divisions mentioned above.

## PAIRINGS

It will be the responsibility of the Commissioner, and his staff, to establish the pairings in each first-round game for all divisions.

## DETERMINATION OF PARTICIPANTS

### 8-Man Football

All 8-Man Division League Champions will be guaranteed one entry. All other remaining 8-Man berths will be filled with at-large teams. An 8-Man Football At-Large Selection Committee will meet on Sunday, October 29, 2017 in the CIF Southern Section office, to review the at-large applications submitted by 8-Man schools.

All 8-Man schools not guaranteed entry, and wishing consideration for an at-large entry, **must** have a listing of opponents and scores of all games played, into the CIF-SS office by 11:00 p.m., **Saturday, October 28, 2017**. The committee will then meet to review the applications. Schools that do not have their information into the CIF-SS by **11:00 p.m., Saturday, October 28, 2017** will **not** be considered for the playoffs.

All At-Large participants will be posted on [www.cifss.org](http://www.cifss.org) on Sunday, October 29, 2017 at 6:00 pm.

## 11-MAN FOOTBALL

**In all divisions, 4 and 5 team leagues are guaranteed two entries**  
**6 to 8 team leagues are guaranteed three entries**  
**9 or more-team leagues are guaranteed four entries**

Freelance teams will be placed in appropriate divisions and will be considered for the playoffs along with the other at-large entries in those divisions. For a freelance school to be considered for the playoffs they must fill out an at-large form on [www.cifsshome.org](http://www.cifsshome.org) as their entry.

The 11-Man Football At-Large Selection Committee will meet on Saturday, November 4, 2017 in the C.I.F. Southern Section office to select the at-large teams. This committee is comprised of one member from the CIF-SS Executive Committee, an administrator at-large, a representative from the Football Coaches Advisory Committee and one football coach at-large. It is to be understood that no person will serve on the committee whose team is in contention for one of the at-large berths. The following criteria and procedures will accommodate this policy:

- (1) Leagues will have the option of entering an at-large team for consideration should they desire. Leagues will utilize the same guideline of designating a No. 1 entry, a No. 2 entry, or No. 3 entry. In the event there is a tie for the at-large team, the league must specify which school will be submitted as the at-large entrant.
- (2) All entries must be submitted to the CIF-SS office by 11:00 p.m., Friday, November 3, 2017.

**At Large teams must have a .500 record or better for their complete schedules to be considered. A tie will count as a ½ win and ½ loss as the criteria for .500 or better record. (A record of 4-4-2 would be considered as qualifying). In the sport of football, in order to alleviate byes, if there are no .500 teams entered or all .500 or better teams have been taken, then the next best record as submitted by leagues will be taken. However, no team under .500 will be placed until all .500 at-large entries have been placed.**

- (3) Schools who are being submitted as an at-large entry, MUST submit to the CIF-SS office by 11:00 p.m., Friday, November 3, 2017, the proper form, which lists all contests played, results of same, and further background information the Selection Committee should be apprised of, in determining the teams which will be selected for the filling of byes.
- (4) The Selection Committee, with the full support of the CIF-SS Football Coaches Advisory Committee, will utilize the following criteria in its selection process for at-large teams with each category below having the specific weight listed:  
The Selection Committee will also use the following criteria for elimination-teams where the total number of guaranteed entries exceeds the bracket size.



- (a) Head-to-head competition of teams under consideration (4 points)
- (b) Overall strength of the league from which the team is entered based on the end of season rankings (1 point)
- (c) Overall win-loss record (1 point)
- (d) Strength against common opponents (1 point)
- (e) Strength of schedule (2 points, using overall win-loss record of opponents)
- (f) Free lance teams will be part of the pool for the filling of at-large berths

(5) The At-Large Selection Committee will meet in the CIF-SS Office on the Saturday afternoon of the weekend in which the playoff draw is to be finalized. The administrator so designated from the CIF-SS Office for Football shall act as a resource person and chair the meeting.

REMINDER: All material relating to at-large entries MUST be submitted to the CIF-SS office no later than 11:00 p.m. on Friday, November 3, 2017. If the material considered is not submitted, the team will not be placed under consideration, as the Selection Committee will have no statistical data from which to draw.

### **LEAGUE DESIGNATION OF REPRESENTATIVES**

Under the playoff format, leagues have the responsibility of developing and identifying the priority for their representatives into the playoffs as noted under Article 330 (Playoffs) of the CIF Southern Section Blue Book.

**Leagues are guaranteed their appropriate number of entries into the Southern Section Championships, per current Southern Section Blue Book Rule 3314, with the exception of football. In football, League Champions will have first priority, followed by 2nd place teams, 3rd place teams and so on from each league. Once the total number of guaranteed entries from each league are submitted, the At-Large Selection process outlined in the Football Playoff Bulletin will be used to select at-large teams to fill any byes in the draw, or to eliminate teams from the draw, in order to create a 16-team bracket for each division.**

**NOTE: If two or three automatic entry teams from the same league are tied at the end of league competition, and are in different playoff divisions, they may all carry the same designation into their respective playoff division. For example, if School A and School B tie for their league's championship, and are in different playoff divisions, they can both be designated as League #1 in their respective playoff divisions. However, leagues may not exceed their total allowable guaranteed entries regardless of what playoff division those schools would enter. In this instance, you would let us know in the entry notes that there was a tie within the guaranteed entry.**

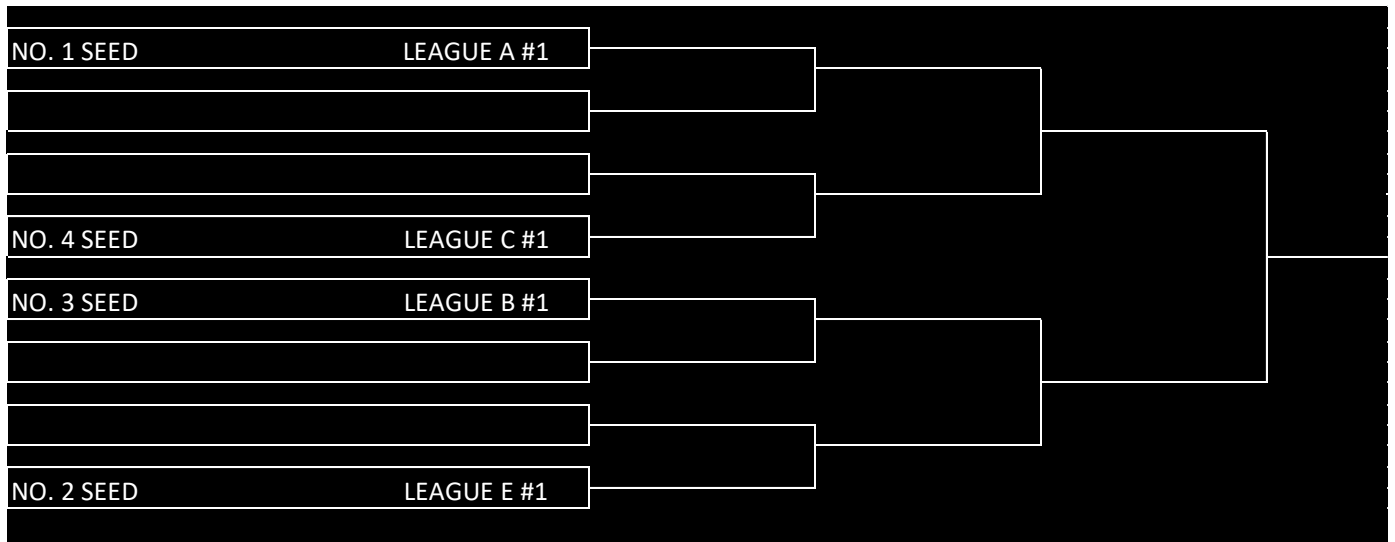
## PLAYOFF PAIRING FORMAT

How in the world did I ever draw them for the opening round of the playoffs?

With that introduction, let's take an in-depth look at the protocol utilized by the CIF Southern Section Office in the development of post season playoff pairings.

**SEEDS B** The initial step is to designate four teams (maximum) as seeds, with No. 1 and No. 4 placed in the top bracket and No. 2 and No. 3 in the bottom bracket (see diagram 1). An exception to this procedure would be if seeds in the same half of the bracket are from the same league.

### DIAGRAM #1

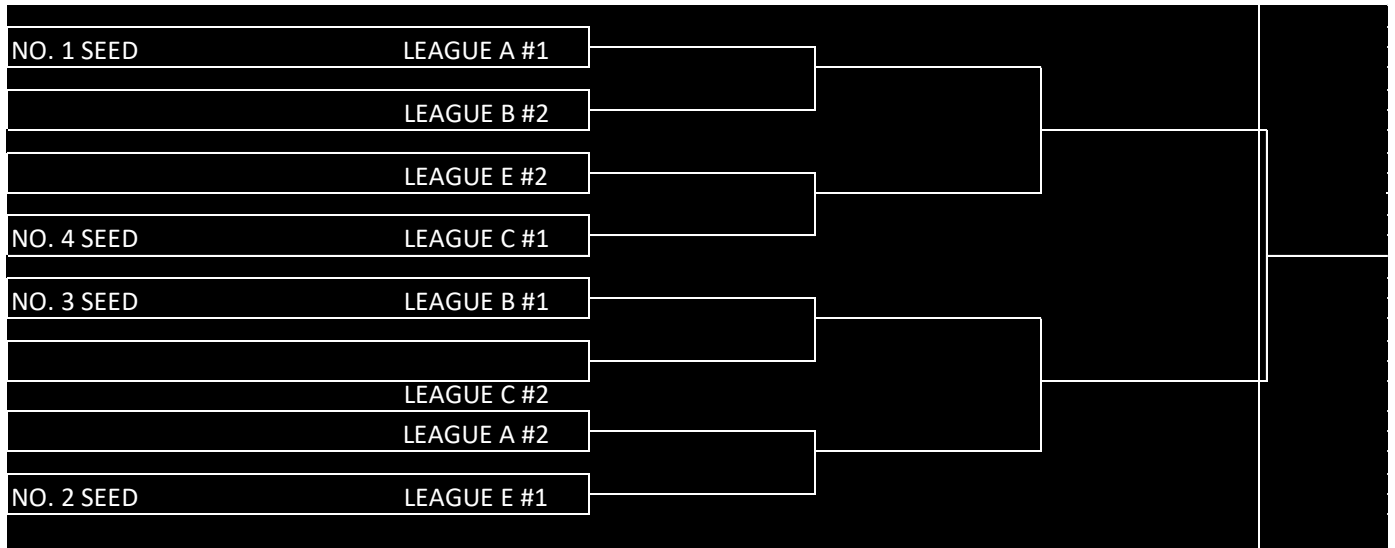


Is it possible to designate more than four seeds?

The task would be virtually impossible on two counts. Attempting to delineate which team is the No. 7 seed, as opposed to No. 8 or No. 12 rather than No. 13 would result in 25 different answers by 25 different people. Additionally, an attempt at a true seed would be in opposition to the CIF-SS Constitution and By-Laws, which specify a league's designated No. 1 entry, shall meet a No. 3 entry and a No. 2 shall meet another No. 2 where the draw provides for same in the opening round.

FILLING THAT DRAW - The next step is to fill the bracket draw and a simple guideline provides the ground rules for same. Assuming for the moment the top four seeds are all No. 1 teams, the procedure calls for the No. 2 teams from each of these leagues to be placed in the opposite half of the bracket (see Diagram 2).

### DIAGRAM #2



Consider there are five leagues assigned to this particular bracket, it now becomes necessary to place the only league not represented thus far, League D. The No. 1 designee is placed in either half of the bracket, with League D #2 in the opposite half (See Diagram #3).

### DIAGRAM #3



The final step is to place the No. 3 teams from each of the respective leagues in the open slots, attempting to place each in one of the remaining A quarters of the bracket where the league is not represented. This process eliminates the aspect of schools from the same league meeting in the second round of competition.

An exception to this procedure occurs where geography does not permit wide placement. The Office then follows the directive of the CIF Southern Section Council from its meeting on March 13, 1980, which directs schools be placed in the same half and if necessary, quarter of the bracket to curtail excessive travel.

Another factor utilized by the Office when formulating initial pairings is to review the playoff bracket for the previous years in an effort not to match identical teams which may have been paired the previous year or two years back. This would not preclude two leagues being matched in consecutive years, but with two different representative schools.

## COIN FLIPS

Coin flips, when necessary, are conducted in public by the Commissioner, or his designated administrator, in the CIF-SS lobby. It should be noted that all necessary coin flips are conducted, even though one or both teams involved are not present, due to travel distance, etc., in order that they might be verified by other administrators and/or coaches present.

In an effort to give schools as much time as possible to prepare for football playoff contests, we will be conducting coin flips for home teams **one week in advance**. Coin flips for the **2017 11-Man Football Playoffs** will take place according to the following schedule:

- Second round – Sunday, November 5 - 1:00 p.m. at the CIF Southern Section Office. Results will be posted on [www.cifss.org](http://www.cifss.org) immediately following.
- Semifinal round – Saturday, November 11 – 9:00 a.m.  
Office hours – 9:00 a.m. to 10:30 a.m.
- Final round – Saturday, November 18 – 9:00 a.m.  
Office hours – 9:00 a.m. to 10:30 a.m.

The coin flips for the **2017 8-Man Football Playoffs** will follow the schedule below:

- Second round – Monday, October 30, immediately after 1<sup>st</sup> round pairings are released
- Semi-final round – Monday, November 6, 9:00 a.m.
- Final round – Monday, November 13, 9:00 a.m.

## DETERMINATION OF SITES/DATES

In the first round of the playoffs, the arrangement shall be as follows: The Commissioner shall match the teams for first-round playoff contests and the host school for these games shall be pre-determined by the Commissioner. In cases where a first team representative meets a second team representative in an opening-round game, the first team representative will be designated as the host team. Where two first, two second-team or two third representatives meet in the opening round, a coin flip will take place to determine the host school, prior to the publishing of the draw, to determine the host school. Leagues are responsible for developing the priority for their representatives, and the finish of a team in league play will have no bearing, unless it is reflected in the leagues priority. For example, if a co-champion had a league priority of a second team representative, it would have no special consideration, as compared to a second - place finisher from another league, who had a second team priority.

The decision of who shall be the host team, after the first round of competition, is the responsibility of the Commissioner. In cases where two teams are paired after the first

round of the playoffs, the team having the fewest number of host games in playoff competition in the entire draw, shall be designated as the host team. When both teams have had an equal number of host playoff contests, the Commissioner shall toss a coin to decide that host team. When a school has been designated as the host school for a playoff contest, it shall (1) act in that capacity unless excused by the Commissioner, and (2) be considered the host team regardless of where the game is being played.

The designation of “host” does not guarantee the game will be played at the host school’s facility. It does designate the responsibility for management of the contest, which includes suggesting a site that will handle the anticipated crowd. A host school may use its home site facility if it can safely provide for the anticipated crowd. Approval of the site will be made by the Southern Section office, after taking into consideration input from the participating schools and evaluation of crowd sizes from previous years.

### **CHAMPIONSHIP GAMES DATES + TIMES**

All 11-Man divisions will play on Friday nights for semi-final contests.

**Friday, December 1, 2017 – 7:30 p.m. Divisions 2-13 to be announced 11/25/17**

**Saturday, December 2, 2017 – 7:30 p.m., Divisions 2-13 to be announced 11/25/17**  
**Division 1 – Cerritos College – 7:30 pm.**

**The Cerritos College - Saturday, December 2:** The Division 1 Championship Game will be played at 7:30 pm. There will be no rain clause.

**No Courtesy Cards will be accepted for admission**

**Eight Man Division 1 – Friday/Saturday, November 24/25, 2017**  
**Eight Man Division 2 – Friday/Saturday, November 24/25, 2017**

## CIF-SS OFFICE ARRANGEMENTS

With a very limited amount of time between each round of the playoffs, a tremendous strain is placed on the staff at the CIF-SS office, in arranging the myriad of details connected with insuring a successful playoff activity. Game sites must be established, officials secured, tickets mailed, press credentials issued and press releases distributed. To expedite matters, our staff will be in the office on Sunday, November 5, Saturday, November 11, Saturday, November 18 and Saturday, November 25 during the playoffs. Saturday/Sunday office hours are 9:00 a.m. - 10:00 a.m.

With the numerous specifics involved in conducting playoffs, the host school **MUST SEEK APPROVAL FROM THE CIF-SS BY 3 P.M. MONDAY, AS TO THE EXACT SITE OF THE UPCOMING PLAYOFF CONTEST.** This deadline must be met, in order for game officials to be assigned, information to be distributed to the press for advance publicity and to allow ample time for field inspection, if necessary. As indicated earlier, schools are to have sites tentatively under reservation in advance, thus allowing for a quick answer by 3 p.m. each Monday.

## TEAM BENCHES

During CIF-SS playoff games, the team benches will be restricted to authorized personnel consisting of substitutes, coaches, student managers, trainer and team physician. Parents, members of booster clubs and other such unauthorized personnel must sit in the stands. Schools are urged to issue visible sideline tags to those that are authorized for easy recognition.

## OFFICIALS

The Commissioner, on the basis of the merit of the particular official's work during the regular season, will appoint officials for all playoff games. Official's fees shall be charged to game expense. In the playoff rounds in all divisions, the referee will receive \$88.00 and the other four officials will receive \$86.00. In the championship game in all divisions, each official will receive a fee of \$99.00. One alternate official will be assigned to all championship games and they will receive a fee of \$49.00. Mileage will be paid to the Head Official, when necessary. Please see page 22 for official's mileage breakdown.

**The home school will be notified of the appointed officials for all playoff contests. Please do not call the CIF-SS office, or any assignors, for your game officials prior to Thursday. In the event that you have not been notified by Wednesday, please call Bob McQueen at 626- 285-6608 for those names. For 11-Man Football there will be 7 Man Official Crews for Semifinal and Championship Rounds.**

## CHAIN CREWS

At all CIF-SS football games the persons assigned to the "Chain Crew", responsible for marking down and distance on the field, shall be responsible adults.

## PROTESTS

By action of the CIF-SS Council, protests of playoff contests involving National Federation Rules will no longer be entertained following the conclusion of the contest.

Coaches may direct questions to the game officials, as they pertain to a possible misapplication of the rules, in accordance with the National Federation rules governing that sport. No protest may be carried forth once the contest is completed. Coaches are encouraged to carry National Federation rulebooks with them for all playoff contests.

Schools will still have the opportunity to protest a contest, in accordance with Southern Section Rule 1111.2, as it pertains to use of an ineligible player or violations of any CIF-SS rule in connection with the contest.

## RULES

All playoff games will be played under the 2017 National Federation Football Rules, except where superseded by Blue Book rulings or this handbook.

## LENGTH OF GAMES

The timing of the game will be under current National Federation Rules.

## JERSEYS

The host team shall wear the dark-colored jerseys and visiting team white colored jerseys for all playoff contests.

## EQUAL FACILITIES

Although it is necessary that one team be designated as the host team, it shall be kept in mind that the game belongs equally to both competing schools. **A pre-game planning meeting must be held to cover all details connected with the staging of every playoff contest.**

**Blue Book Rule 3316:** The visiting school in dual team playoff contests is entitled to equal facilities, including one-half of the seating, locker rooms, phone lines, spotting facilities, etc.

If headphones are provided for one team, they must also be provided for the other team. If equal headphones cannot be provided, neither team may use the phones. The same principle of equal facilities applies to camera sites, dressing facilities, press box seats for spotters, etc.

The time period between the first and second half should be equally divided so that each school will have an opportunity to present its band and drill team. If one school does not wish to provide any half-time entertainment, it may relinquish its time. If mutually agreeable to both teams, the half-time period may be extended to 20 minutes.



## PRESS BOX ACCOMMODATIONS

The host school is responsible to supervise proper accommodations in the press box. An adult should be assigned to handle this important function. Press box seats should be reserved for members of the news media. They have been advised to call ahead and reserve seats. Sometimes this is not possible and the person in charge of the press box should use sound logic in admitting bona fide members of the press to the Press Box.

Too often the press box loses its meaning when faculty members, friends, relatives, district personnel, board members, etc., occupy it. This is not the purpose of the press box. Schools are reminded of the importance of maintaining good public relations and are encouraged to cooperate fully with members of the media.

## FILMING

By action of the CIF-SS Council, there will be no restrictions on schools videotaping/filming opponent's games. Host schools will maintain game management rights and responsibilities.

## VIDEO EXCHANGE:

**There shall be a mandatory exchange of four game videotapes between the competing schools.** Each coach will have his choice of any four of his opponent's game videotapes which may include the most recent game. These original copies of videotapes shall be unedited and shall include all plays as originally videotaped. In addition to the mandatory exchange, it shall be permissible for either coach to secure from other sources, any game videotape of his opponent that he may desire to view for the purpose of preparing for his next playoff game. If a school entering the playoffs has not videotaped any of its games, it should communicate that fact to the Commissioner, prior to the beginning of the playoffs.

It is mandatory that coaches exchange game film electronically or bring their videotapes with them to a mutually agreed upon site on the day the initial pairings are announced. All subsequent exchanges will take place at a mutually agreed upon location by Noon, the day after each playoff game. The coaches shall return the tapes to one another the night of their playoff game.

Any violation of the mandatory videotape exchange rule (refusal to cooperate) should be reported at once to the CIF-SS office. Such violation may subject a team to disqualification from the playoffs.

## **SUGGESTED GUIDELINES FOR FILMING**

- A. Filming should be from a height of 30 feet or higher.
- B. Videotape/DVD should include the entire contest.
- C. Filming should start before the snap/kick and continue until the play is over. The camera should not continue to run when the play is dead.
- D. Picture should be clear and the numbers of players readable. Picture should include enough players on both teams to recognize offensive and defensive formations. The camera should follow its own team during kick plays.

### **BALL**

The NFHS rule book specifies that either a rubber covered or leather covered football is legal. In cases where either school desires to use a different type of ball, each school will furnish its own ball for the game and there will be no charge made to game expenses. **Spalding is the official football of the CIF-SS and is the required football to be used in all playoff games. In all Championship Finals, a football for each team will be furnished by Spalding and the CIF-SS.**

### **CHECK TIMER**

The check timer for playoff games shall be a faculty member or responsible adult. The host team will supply a faculty timer. It is recommended that a sound device be used to denote the end of each period.

### **PHYSICIAN**

Medical coverage for all C.I.F. Southern Section Football Playoff games is defined by Blue Book Rule 2029.2: A licensed medical doctor, or the primary health provider designated by the home team as team physician or team doctor, shall be in attendance at all playoff games. The fee shall be paid from the gross game receipts.

### **CHEERING SECTIONS**

Fan/Student cheering sections are encouraged to cheer and support their own team and should display proper sportsmanship with respect to the opposing team and the game officials. They are expected to follow the following guidelines and failure to do so may lead to removal from the contest and/or forfeiture of the contest.

1. No noisemakers (horns, bells, victory bells, sirens, chimes, wooden blocks, balloons, thunder sticks, etc.). Megaphones may only be used by the school's

- uniformed cheer squads.
2. Cheering devices such as rally towels, pom poms and pennants are acceptable when used within the bounds of good sportsmanship.
  3. It is the expectation that cheering section behavior will be monitored by the assigned school staff of the school that they represent. All improper behavior/language should be addressed and corrected immediately by school staff supervisors.
  4. Face painting is acceptable from the neck up only and shall not include any inappropriate letters or symbols. Assigned school staff shall monitor their cheering sections in regards to face painting.

If your school is fortunate enough to advance to the Championship Finals, there is an added responsibility that we ask of your administrations. Our Championship Finals are an intense experience for all involved, as they should be. However, with the passion brought by your school and your communities comes your obligation to assist us in maintaining proper control of all students and fans. Our action plan always includes working with your administration first for assistance with any issues that relate to your crowd. To effectively manage all aspects of these contests, we ask your school for the following...

- 1) Participating schools will provide the required number of faculty supervisors we request at the event and make sure to inform our staff when they are present.
- 2) Assist in briefing those supervisors before the start of your game on the responsibilities they have in maintaining proper control of your students and fans.
- 3) Strongly emphasize with all involved that there will be swift action taken against anyone who behaves inappropriately.
- 4) Assist us in taking action against those who violate appropriate standards of behavior and sportsmanship.

A school's failure to monitor their students and fans may result in sanctions being placed against your school such as loss of future home playoff contests, payment for damages caused, etc. Be sure to review with your constituents the seriousness of these consequences so we may prevent any problems from occurring.

It is our hope that we can provide a memorable championship experience for all of our stakeholders and with your help and cooperation there is no doubt that will be accomplished.

## ANNOUNCER

The announcer should be a responsible adult who can set the tone of the game by calling spectators attention to the following points of reference:

1. CIF-SS playoff contests are conducted under the strictest code of good sportsmanship.
2. The officials are neutral people, representing the Commissioner and have been selected because of demonstrated ability.
3. Rooters are encouraged to support their own team, but are requested to refrain from booing the opponents or officials' decisions.

**A copy of the “Football Public Address Announcer Guidelines” and “Game Suggestions” are contained in the football playoff bulletin.**

## TIE GAMES

The twenty-five yard line tiebreaker system will be used in all divisions and all games, **(including finals)**, of the CIF Southern Section football playoffs, when games end in regulation time with the score tied. Although the ball will be placed on the 25-yard line for tiebreakers, we will adopt the National Federation 10-yard tiebreaker rules, with the exception that teams will be able to make first downs. Because of concerns regarding inconsistency **WE WILL NOT BE USING NCAA RULES**. Complete details for the 10-yard line tiebreaker are listed on pages 84 - 86 of the 2015 National Federation Official High School Football Rules. This will apply to all playoff games including the championship games.

## HOW THE TIE-BREAKER WORKS

If the score at the conclusion of regulation play is tied, there will be a timeout. The captains of the two squads will meet at midfield, with the officials, for a flip of the coin. The winner of the toss will have the option to defend a goal or to determine possession.

Then, each team will have the opportunity to score from the 25-yard line and the team which outscores the other in the “overtime” session will be the winner, following the rules of football.

.... For example, the team on offense first will have one series of downs in which to score a touchdown (and try to kick for a one-point conversion or a run-pass for a two-point conversion) or kick a field goal. The other team will have one series of downs in which to equal, or surpass, the points scored by the first team. If the second team on offense does not equal or surpass the first team on offense, the first team on offense wins. If the second team scores more points than the first team, the second team wins. If the second

team scores an equal number of points, the whole procedure is repeated until a winner is determined.

If either team has a pass intercepted, or fumbles and loses possession, the ball will be blown dead immediately, its series of downs comes to an end, regardless of what down (No. 1, No. 2, No. 3, or No. 4) the interception or fumble occurs.

If the score remains tied after each team has been given one series of downs in an overtime period, then the procedure shall be repeated with other overtime periods until a game winner is determined. In this case, there shall be an intermission of two minutes. At the subsequent meeting of teams captains, the loser of the overtime coin toss will be given first choice of the options. If additional overtime periods are required, then first options will be alternated with no coin toss.

### **BANDS AND PEPSTERS**

Bands from both schools can be admitted free of charge, as long as they are in uniform with an instrument and accompanied by their instructor. Cheerleaders/pep squads can also be admitted free of charge, as long as they are in uniform and accompanied by their advisor. All others must purchase a ticket.

### **WHEN CAN A BAND PLAY?**

While there is no specific rule cited in the 2017-2018 National Federation of High Schools Football Rule Book, or in the 2017-2018 C.I.F. Southern Section Blue Book regarding this issue, the standard procedure for football contests, as interpreted by this office and the California Football Officials Association is as follows:

A band can play during a contest, but only during breaks in the action. For example, between plays, during timeouts, between quarters, half-time, and so on. If a band is playing during the game, it is considered unsportsmanlike conduct by the team whose band is playing. The playing of music during the game can be a distraction to the competing teams, and the officials, and can result in placing teams at an advantage or disadvantage as a result. It is the expectation of the C.I.F., and the game officials, that the administration of the offending school will make sure that the band adheres to this standard. If the playing of music during game action continues, then the officials have the authority to penalize the offending team 15 yards for unsportsmanlike conduct, every time it happens.

This also applies to schools that use mobile D.J.'s or recorded music during the game.

## INCLEMENT WEATHER

It is difficult to predict what the weather conditions will be like for our football playoffs. During late November and early December, the weather can pose many problems for school administrators charged with the responsibility of staging football playoff games. Rain and fog constitute the major problems and each must be handled in a different manner.

Accepted policy provides that the host management is solely responsible for determining whether or not the game will be started. After it is under way, the decision as to whether or not it should be continued, suspended, or called, rests solely with the game officials.

**RAIN**: A game can be played even though it rains prior to, or during, a contest. Some of the questions which should be considered in a decision to postpone playoff football games due to rain are:

1. Has the rain made the field unplayable?
2. If a game is being played in a junior college or community owned stadium, will the stadium manager permit the game to be played in the event of rain?  
Do weather conditions, and the forecast for the following day, justify postponing the contest to the next afternoon or night?

**FOG**: Over the years fog has caused the most serious problem in the staging of playoff football games. In such situations it is foggy during the day, while at other times, the fog continues to increase in density as the evening progresses. Many times the surrounding area has fog, while in the stadium itself it is fairly clear. The reverse of this can also occur.

When fog has been present during the week, or is predicted for the weekend, the host management should check out the stadium the night before the scheduled game and keep in close contact with weather personnel. If conditions warrant, a decision to postpone the game should be made before the gates are opened. With nearly all games scheduled for Friday nights, a postponement to Saturday afternoon would be in order.

If fog conditions are uncertain, and it is the best judgment of the host management to attempt to play the game, the following precautions should be taken:

1. "Rain checks" should be prepared and given to each person entering the stadium.
2. Prior arrangements should be made regarding the time, date, and location of the game, in the event it is to be postponed due to rain or fog.
3. The public-address announcer should keep the spectators informed of the following:

- 1) If one half of the game is completed, and the game is subsequently called because of unplayable conditions, it will be an official contest and the score will stand.
- 2) If one half of a game is completed, with the score tied, it will not be an official contest. The contest will then be played in its entirety on the date, and at the time and place previously agreed upon, prior to the game.
- 3.) If the game is called before one half has been completed, it will not be an official game. The contest will then be played in its entirety on the date, and at the time and place previously agreed upon, prior to the game.

Further questions should be directed to the CIF-SS office, relative to rain and fog conditions.

### **PLANNING MEETING**

Member schools, on occasions, have reported they have encountered problems in crowd control at night football games. In some instances, there have been fights, games suspended, reports of vandalism and serious problems in the parking lots. This again points up the extreme need for proper preparation and pre-game planning for all football playoff contests.

It is **required** that administrators from the two competing schools get together to discuss details connected with the staging of the contest. Visiting students and supporters should be given detailed information regarding the best method of reaching the site of the contest, where to park, where to enter the stadium and where their allotted seats are located. The half-time entertainment, and all activities connected with the game, should be thoroughly worked out.

TO: MEMBER SCHOOLS  
FROM: CIF SOUTHERN SECTION STAFF  
SUBJECT: MILEAGE FOR OFFICIALS IN THE PLAYOFFS  
DATE: NOVEMBER, 2017

C.I.F. Southern Section Blue Book Rule 1211.5 is the rule regarding the issue of mileage for officials in the playoffs and has been adopted by the C.I.F. Southern Section in all sports.

1. The point of origination for mileage will be determined by the location of the meeting place for that officials association.
2. A flat fee will be used to compensate officials for travel during the playoffs, based on the following scale... (All mileage is round trip).

51 – 75 miles =	\$13.00
76 – 125 miles =	\$19.00
126 – 175 miles =	\$31.00
176 – 250 miles =	\$43.00
251 – 350 miles =	\$55.00
351 – 450 miles =	\$73.00

451 miles and above = For distances beyond 450 miles, the following formula will be utilized:

Begin with \$73.00, which represents 450 miles round trip.  
Add \$2.40 for every additional 15 miles traveled round trip.

Example: 525 miles round trip = \$73.00 – First 450 miles  
Additional 75 miles = \$12.00 – 75 divided by 15 = 5, multiply by \$2.40  
Total Mileage Reimbursement = \$85.00

3. The mileage stipend will be paid to the Head Official of all officiating crews in all sports.



## 2017-2018 Courtesy Card

CIF Southern Section Courtesy Cards were distributed to:

*Administrators and Athletic Directors at our 586 schools,  
Corporate Partners, and  
School District Superintendents*

A Courtesy Card admits the bearer and one guest to any athletic event

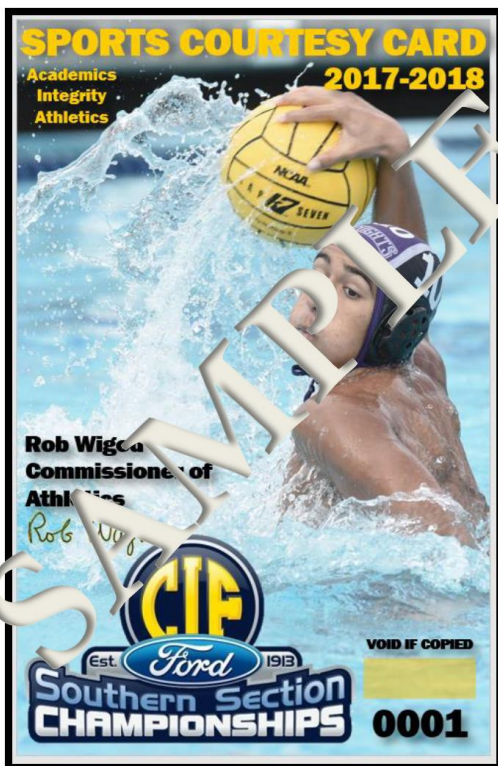
Conducted by the CIF-SS or one of its member schools, except for:

*CIF-SS Boys and Girls Basketball Final Championship Games*

*CIF-SS Master's Wrestling Meet*

*Any special event so identified by the CIF-SS*

*Commissioner of Athletics*



This card is transferable and may be presented by an adult only.

Please admit one (1) ADULT bearer and one (1) guest upon presentation of this card to any athletic event conducted by the CIF Southern Section, or one of its member schools, except as noted below. This card may only be used one time per event. EXPIRES JUNE 30, 2018.

This card is **NOT** valid for use at:

- CIF-SS-Ford Boys and Girls Basketball Championship Finals
- CIF-SS-Ford Boys Masters Wrestling Meet
- Any special event so identified by the CIF-SS Commissioner of Athletics

Abuse or multiple use of this card at the same event will result in the permanent confiscation of this card and removal from the event. Misuse of this card will result in sanctions placed against the institution to whom this card was issued.

Expires June 30, 2018.

**THERE WILL BE NO COURTESY CARDS ACCEPTED AT THE DIVISION 1 CHAMPIONSHIP FOOTBALL GAME!**

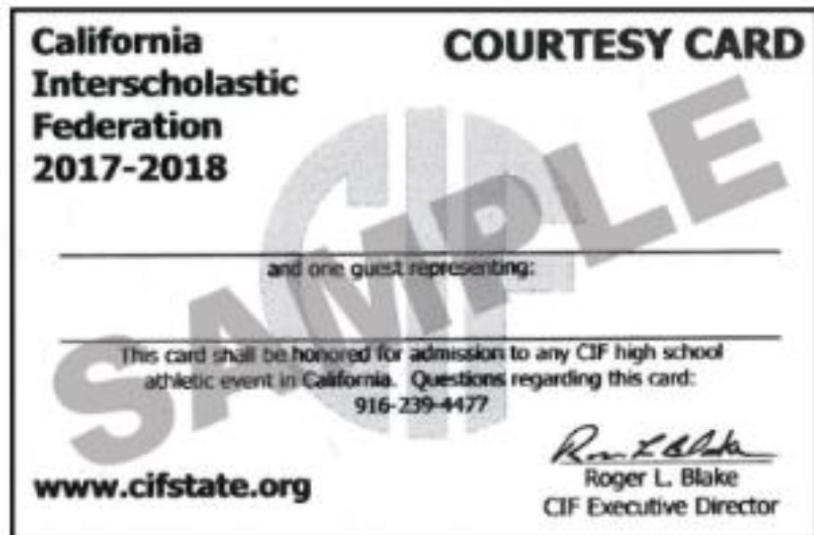
*2017-2018 State Courtesy Card*

The State Courtesy Card admits the bearer and one guest to any athletic event  
Conducted by the CIF-SS or one of its member schools.

FRONT



BACK



## 2017-2018 Media Credentials

CIF Southern Section Press and Photo Cards are distributed to:

### Media Outlets

(Media Outlets include: Newspapers, Radio Stations, Television & Cable Stations, Publications & Agencies, and Internet)

FRONT



BACK

Please admit the bearer upon presentation of this pass to all practice, league, invitational and playoff events within the CIF Southern Section through **June 30, 2018**.

This card is **NOT** valid for use at the following events:

- Football Championships at Angel Stadium, the Division 1 Football Final
- All Boys and Girls Basketball Finals
- Wrestling Master's Meet
- All Baseball Championships
- Division I Baseball Semifinals
- Divisional and Master's Meet Track Finals
- Any special event so identified by the CIF-SS Commissioner of Athletics

**Credentials for these special events will be issued by the CIF-SS Media Relations Office when written request is presented by legitimate media organizations.**

This pass will entitle bearer to admission at both the entrance of the athletic contest, and the working press facility, if such facility is available, for the purpose of covering the event.

Acceptance of this credential constitutes agreement by the bearer and his/her organization to abide by the foregoing conditions and any rules stipulated by the host organization. Any violation of these rules can and will result in ejection from the facility.

**Expires June 30, 2018.**

## 2017-2018 Media Credentials

CIF Southern Section Press and Photo Cards are distributed to:

### Media Outlets

(Media Outlets include: Newspapers, Radio Stations, Television & Cable Stations, Publications & Agencies, and Internet)

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Acceptance of this credential constitutes agreement by the bearer and his/her organization to abide by the foregoing conditions and any rules stipulated by the host organization. Any violation of these rules can and will result in ejection from the facility.

**Expires June 30, 2018.**

CIF Life Pass



For the Life Pass please admit the bearer plus one other person

# FINANCIAL REGULATIONS

## ADMISSION PRICES

### Playoff Admission Prices (Non Championship Games)

Adult General Admission Ticket - \$10.00

High School Student Ticket (With HS Identification) - \$5.00

Children Ticket (Ages 3-13) - \$5.00

Students who do not present a high school picture ID at the gate will have to pay \$10.00 for admission.

### Championship Games

Adult General Admission Ticket - \$12.00

High School Student Ticket (With HS Identification) - \$5.00

Children Ticket (Ages 3-13) - \$5.00

Students who do not present a high school picture ID at the gate will have to pay \$12.00 for admission.

**There will be no Courtesy Cards accepted for admission to the Division 1 championship football game**

## RESERVED SEATS

It is permissible for a school, which has done so during the regular season, to have a reserved seating section for playoff games. It is recommended that when seats are reserved, ticket prices be increased to \$11.00, to cover the extra cost of having such tickets printed and the use of additional ushers. Administrators from the two competing schools should discuss, and agree beforehand, if reserved seating is to be used in a playoff game.

## TICKETS

The CIF-SS office will have tickets available in all prices for all playoff football games. Schools. Please refer to the 11-Man Football Bulletin for pick up locations/ordering instructions.

→ SPECIAL NOTE: All unused tickets must be returned to the CIF-SS office so that a proper accounting can be made. These unused tickets may be returned as third class mail.

## PRE-GAME TICKET SALES

Each school will have the opportunity to conduct ticket sales the week before their game. Please refer to the Football Playoff Bulletin for ticket pick up locations/instructions.

As soon as possible after the contest schools should do the following:

- 1) Complete playoff financial report for all advance ticket sales (via [www.cifsshome.org](http://www.cifsshome.org)),

- 2) The visiting team should input travel expenses, including mileage of transportation, lodging, and/or meals, where approved (via [www.cifsshome.org](http://www.cifsshome.org)).
- 3) Each team should send any unsold tickets to the CIF-SS Office with the Returning Ticket Form provided in the Football Playoff Bulletin.

## **COMPLIMENTARY TICKETS**

Each school participating will receive the following complimentary tickets

- **11-Man Football Playoff Teams** - an allotment of 25 general admission tickets for each game in which they compete.
- **8-Man Football Playoff Teams** - an allotment of 10 general admission tickets for each game in which they compete.

If additional tickets are desired, they must be purchased at the prevailing rate by the school. Drivers of team and roter buses must be provided with tickets by the school, they will not be admitted without a ticket. These tickets are also to be used for scouting purposes. The 25 (11-Man) or 10 (8-Man) complimentary tickets should be removed from one stack of general admission tickets and so noted on the ticket control sheet.

## **GATE PROCEDURES**

All schools, hosting playoff games should make certain that gate personnel handling tickets are advised of the following procedures:

1. Tickets presented for admission are to be taken at the admission gate.
2. All tickets are to be checked for appropriate color. This is to prevent someone from entering with a ticket designated for another game, or with a ticket that was used for the previous playoff round. This also prevents an adult from entering with a student ticket, a student with a child ticket, etc.
3. Do not accept cash in large bills unless absolutely necessary.
4. Check large bills for authenticity (hold up to the light). \$100 bills will have a vertical marking as well as a facial picture off to one side. Counterfeit bills do not have this watermark.
5. Do not accept personal checks.
6. Tear ticket and return stub to spectator.

All schools hosting playoff games should have one entrance gate designated as the "Pass Gate". This gate, properly identified with an appropriate sign and staffed by a qualified person, would be used exclusively for the admission of all holders of CIF-SS Courtesy Cards, Press Passes, Photo Passes, and Gold Life Passes.

**It is highly recommended that the visiting team have a faculty member, or other**

representative, assigned to the main entrance gate prior to and during the game.

## OFFICIAL FINANCIAL REPORT

Each school entering the 2017 Football Playoffs can access the Game Management Report forms on [www.cifsshome.org](http://www.cifsshome.org). This information should be completed by the financial manager or Athletic Director of the host school, and returned to the CIF-SS office, prior to each playoff game. Due to the time factor, many management reports may not arrive in our office prior to the contest. Therefore, any unusual or abnormally high expenses must be cleared by telephone, prior to the contest.

## FINANCIAL REPORTS

The host school will account for the revenue from the game, pay all expenses for the game and compile the financial report. Host schools are required to submit a Financial Report for each playoff game. Using the link below, please find your game, complete the report and submit within ten (10) days following the completion of the game.

CLICK HERE --> [www.cifsshome.org](http://www.cifsshome.org) Click on Playoff Finances on the left column  
**Need Help? There is a tutorial titled "Playoff Finances" under the help tab on the lower left column**

Visiting schools are required to submit a Financial Report for each playoff game. Using the link below, please find your game, complete the report and submit within three (3) days after the completion of the game.

CLICK HERE --> [www.cifsshome.org](http://www.cifsshome.org) Click on Playoff Finances on the left column  
**Need Help? There is a tutorial titled "Playoff Finances" under the help tab on the lower left column**

**In all playoff games in the 11-Man divisions, the net profit will be divided as follows: 20% to each competing school and 60% to the CIF-SS.** Any loss will be split equally by the two schools. Schools are expected to submit only the expenditures. In all cases, these expenses shall be within the maximum established.

By vote of the 8-Man schools, there will be no allowable expenses for 8-Man playoff contests. With the distances traveled and crowd sizes, it was felt it would be more cost efficient to pay no expenses. The host team will be responsible for game management expenses and the visiting team will cover their own travel expenses. The gross gate will be split 40% to each school, and 20% to the Southern Section.



## TRAVEL EXPENSE REPORT

The visiting school shall pay its own traveling expenses and submit a statement of these expenses, after the game (within three days), via [www.cifsshome.org](http://www.cifsshome.org). These expenses would include mileage for transportation, lodging, and/or meals, where approved by the CIF. Traveling expenses of the visiting team are considered part of game expenses.

## ALLOWABLE TRAVEL EXPENSES

Traveling shall be limited to a maximum of 44 in the party including players, coaches, managers and administrators. Schools may take additional personnel if they wish, but at their own expense. A maximum subsidy of \$3.50 per mile, round trip, will be approved for either chartered or school bus transportation. Distances obtained from the [www.mapquest.com](http://www.mapquest.com) shall be used, when available, for computing expenses.

## MEALS AND LODGING

**No subsidy will be permitted towards assisting with meals or lodging without prior approval of the CIF-SS.** This is necessary to insure uniform subsidies for all schools.

Where approved, maximum subsidies are:

- \$3.00 for breakfast, for a party of 44
- \$5.00 for lunch, for a party of 44
- \$8.00 for dinner, for a party of 44.

There will be no subsidy for after game snacks. The number of meals allowed each school will be determined by the CIF-SS on the basis of distance. **For trips less than 140 miles round trip, no meals will be approved.** Where lodging is authorized, the maximum shall be \$6.00 per person for a group of not more than 44 people. No lodging will be permitted unless the distance is over 550 miles round trip. Please contact CIF-SS Office for meal and lodging approval prior to the scheduled playoff contest.

## BLEACHER RENTAL

**Schools complementing their spectator seating capacity by renting additional bleachers, are to call the CIF-SS office in advance for approval to charge the bleacher rental to game expense. If this is not done, the bleacher expense will be charged to the host school and may not be deducted from gate receipts.**

## CONCESSIONS AND PROGRAMS

**Where concessions and programs are involved in a playoff contest, the profit or loss from such enterprises shall not be included in the financial report. The CIF-SS will furnish programs and sellers for all finals games.** Additionally, CIF-SS T-shirts and hats will be provided at some finals sites. The programs, T-shirts, and hats income will not be part of the gate receipts. No other programs, T-shirts, or hats will be allowed. In all other games, the host school reserves the right to handle the program and concessions as a separate venture and need not share the profit, nor expect the CIF-SS or the visiting school, to share in any loss.

## **ADMISSION PRICE POSTERS**

The CIF-SS will supply, free of charge to all schools hosting a playoff contest, an adequate supply of placards on which will be listed the correct admission prices for all playoff games. Schools hosting more than one game should retain the original posters for use in later contests. For schools picking up their tickets in person, placards will be available at that time.

## **GAME PERSONNEL**

The host management is responsible for staffing the stadium with the personnel necessary to conduct the contest. The same pay schedule followed for league contests should be used to reimburse ticket sellers, ticket takers, police, physician and custodial help.

In playoff contests, payment to faculty personnel to supervise a rooting section is not an allowable expense and may not be charged to game expense. It is realized that some schools pay faculty persons to supervise rooting sections in league contests, but because this is **not** the policy in many schools, the Executive Committee has ruled that if a school (host or visitor) desires to pay such personnel, it shall do so out of its share of the net receipts and not charge the cost to game expense.

There is a wide disparity of staffing policies for athletic contests among schools in the Southern Section. Because of this, schools in the playoffs are asked to assign the minimum number of personnel necessary to assure efficiency and safety. Specific numbers and costs are to be detailed in the Game Management Report, due at the CIF-SS office, prior to each playoff contest.

## **FOOTBALL FINANCIAL REPORTING**

All Financial Reports for both 11-Man and 8-Man Football (Home and Visitor) need to be completed online. Click on the Link below to access our new Financial Reporting Website. There are tutorials that will give you easy, step by step instructions on how to complete your financial reports. Click on the "Help" tab on the lower left of the homepage

<http://www.cifsshome.org>



# **UNITED WE STAND**

## **Together, for California.**

California Correctional Peace Officers Association

### **TICKET CONTROL SHEET**

Although, no longer required, ticket roll numbers may be recorded on ticket control sheets, which can accompany the unused tickets upon return to the CIF-SS. Please instruct your ticket sellers on the proper procedure in filling out the form. Also, twenty-five (25) complimentary tickets for 11-Man Football, ten (10) for 8-Man Football, should be removed from one (1) roll of general admission tickets and this should be noted on the ticket control sheet. The tickets should be given to the appropriate parties for distribution and use.



## **MEDIA INFORMATION**

Regular 2017-18 Press and Photo Credentials, issued by the CIF-SS, will be honored at all football playoff games, except the Finals at Cerritos College.

Members of the media are urged to contact host schools and request press accommodations in advance of scheduled games. There will be occasions when this is not possible. Therefore, the host school is requested to make every effort to arrange a suitable working area for the covering media.

In any championship contest directly managed by the CIF-SS (Division 1 Final at Cerritos College) special press and photo credentials will be issued. Credential requests should be made in writing a minimum of 10 days in advance. **Championship Final at Cerritos College Media Credential requests can be made at [www.cifss.org](http://www.cifss.org)**

## **CIF-SS PLAYOFF BROADCASTS**

The CIF Southern Section retains broadcast rights for all playoff contests and has the sole authority to approve radio and/or television coverage. Prior approval for any broadcast of any playoff contest must be secured from the Director of Communications one week in advance of the contest.

## **RADIO BROADCASTS**

Radio stations planning to broadcast a CIF-SS playoff contest in any sport must request prior permission from the CIF-SS.

Please contact Thom Simmons at the C.I.F.-SS Office to obtain the charges for all rights fees.

All rights fees for radio broadcasts are to be filed directly with the CIF-SS, they are not to be included as part of the host school contest financial report.

The CIF Southern Section reserves the right to contract independently with a radio, television, cable-television production companies or Internet streaming entity for exclusive coverage rights to any CIF Southern Section playoff or championship event.

There will be no fee charged for periodic progress reports made by a radio station during a playoff contest, provided there are no more than six of these reports for any single game. Such reports may not exceed two (2) minutes in duration, and may not contain play-by-play descriptions of live action.

## **TELEVISION & INTERNET BROADCASTS**

The CIF Southern Section retains the broadcasting and cablecasting and live streaming rights for all playoff contests, and permission for the same must be secured from the Director of Communications, who will have the sole authority to approve the coverage, a minimum of one week in advance.

DELAYED TELECASTS OF CIF-SS playoff games are permissible, but may not be aired prior to 11:00 p.m. on the date of the contest. Consideration of any LIVE TELECAST will necessitate contractual negotiations with the CIF-SS Commissioner of Athletics, a minimum of 10 days prior to the event.

For CIF-SS football playoff and championship contests a rights fee shall be paid DIRECTLY TO THE CIF-SS in advance.

Rights fees for television broadcasts of CIF-SS playoff contests are to be filed directly with the CIF-SS and are not to be included in the host schools financial report. By action of the CIF-SS Executive Committee, the rights fee for all broadcasts will be retained by the Southern Section to offset costs for all schools.

Payment of rights fees shall be required for any television broadcast, cablecast or livestreaming coverage of CIF-SS playoff contests, regardless of the commercial, or non-commercial, intent of the coverage.

News report film or video tape of any CIF-SS playoff contest is permissible, without payment of fees or prior approval provided the intent of such film or tape is used for news reports only. Such reports may not exceed two (2) minutes in duration and may not contain play-by play descriptions of live action.

## **AUDIO AND VIDEO REPRODUCTION EQUIPMENT**

All CIF Southern Section playoff contests are copyrighted events of the CIF-SS. Any rebroadcast of a CIF-SS playoff contest, live or delayed, by any medium, will be subject to an advance rights clearance from the CIF Southern Section Commissioner of Athletics.

# **ADMISSION OF FACULTY PERSONNEL**

## **BOTH SCHOOLS**

Only those regular faculty personnel from the competing schools, who have been assigned definite supervisory responsibilities for the playoff game, will be admitted free of charge. No other administrators, counselors, faculty, or staff members will be admitted free, without a complimentary ticket. NO CIF-SS Courtesy Cards will be accepted for admission into the Division 1 Football Championship game at Cerritos College.

## **HOST SCHOOL**

The host school shall submit its designated number of working faculty personnel (i.e., supervisors for reserved seat areas or rooting sections, and other related assignments) as part of the Game Management Report, which is required by the CIF-SS, prior to each scheduled playoff game. A list of these persons should then be placed at the "Pass Gate", and the faculty members admitted, upon presentation of proper identification.

## **VISITING SCHOOL**

The visiting school shall submit its list of working faculty personnel (i.e., supervisors for rooters' buses and rooting sections) directly to the host school, prior to the date of the game, with a copy to be forwarded to the CIF-SS, for attachment to the appropriate Game Management Report.





