

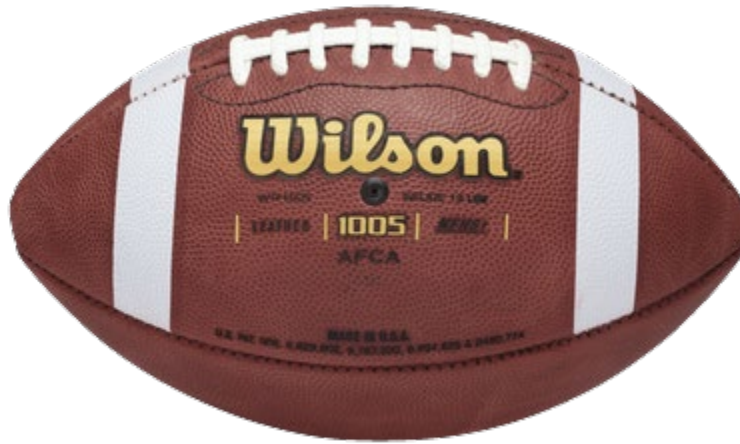


2024 FOOTBALL TOURNAMENT MANAGERS MANUAL

SELECTION SUNDAY

Oct. 27, 2024

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



8-PLAYER

Regional Semifinal – Nov. 1 or 2

Regional Final – Nov. 8 or 9

Semifinal – Nov. 16

Final – Nov. 22 or 23

11-PLAYER

District Semifinal – Nov. 1 or 2

District Final – Nov. 8 or 9

Regional Final – Nov. 15 or 16

Semifinal – Nov. 23

Final – Nov. 29 or 30

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 that host playoff games, whether they are competing schools or neutral sites:

| Round of Tournament | Host Share | Local Expenses | Travel for Opponents |
|----------------------------|-------------------|-----------------------|---|
| District Semifinals | 25% of gross | Yes | 10% of gross |
| District Finals | 25% of gross | Yes | 5% of gross |
| Regionals | 25% of gross | Yes | 5% of gross |
| Semifinals | 20% of gross | Yes | \$500/school plus \$500/hotel & mileage |
| Finals | None | N/A | \$500/school plus \$500/hotel & mileage |

- **No minimums for host or opponents.**
- **Expense of game officials is deducted from remainder of gross profits after the school's share has been deducted.**
- **Cost of line to gain crew can be included as an expense.**

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 - Managers must fill out and submit to the MHSAA the appropriate Financial Report form following the completion of the tournament. Once the financial report is received by the MHSAA, our office will provide a reimbursement payment to the host school for all applicable expenses and revenue.

Financial reports for all levels of tournament play shall be returned by the tournament manager within 14 days. 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.
 - a. Ticket Pricing:
 1. District Semifinals & Finals: \$7
 2. Regionals: \$9
 3. Semifinals: \$10
 4. Band members and cheerleaders in full uniform representing competing schools will be admitted without charge. Infants carried by adults should not be charged.
6. 8-Player Tickets – All Regional, and Semifinal game tickets will be sold using GoFan digital ticketing.
 - a. Ticket Pricing:
 1. Regional Semifinals \$7
 2. Regional Finals: \$9
 3. Semifinals: \$10
 4. Band members and cheerleaders in full uniform representing competing schools will be admitted without charge. Infants carried by adults should not be charged.
7. Manager's Honorarium - Tournament honorariums will come from the schools share of receipts and determined by the host site.
8. Expenses -
 - a. Fee Structure- Each official will be paid the following game fee at each level.
 1. District Semifinals: \$110 game fee + mileage
 2. District: \$110 game fee + mileage
 3. Regional: \$110 game fee + mileage
 4. Semifinal: \$125 game fee + mileage
 - b. Mileage- Beginning with the 51st mile, mileage will be reimbursed at \$.40 per roundtrip mile.
9. 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. A maximum of four (4) scouting passes will be given to competing schools for the game played in the opposite bracket.
10. 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

11. 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."

12. 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.
13. 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.
14. 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.
 - a. 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.
 - b. 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.
 - c. The cost for repair or replacement to facilities damaged because 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.
15. 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.
 - a. 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.
 - b. If 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.
16. Bands - Pregame and Halftime Entertainment –
 - a. The host District Semifinal, District Final, Regional, Semifinal, and Final management will select the P.A. announcers and timers.
 - b. 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.
 - c. Coin toss at 20-minute mark.

- d. Team Introductions at 4-minute mark: (teams not required to be on the field).
 - e. 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).
 - f. Kick off immediately after the National Anthem observance.
 - g. **Note: Teams are required to be on the field and on respective side lines for the playing of the national Anthem**
 - h. 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.
 - 1. **Pregame** - Bands from schools designated "home" teams may play the National Anthem. If they prefer not to play, the "visiting" team may play.
 - 2. **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.
 - i. 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.
 - j. If the home team's marching/pep band will be in attendance, the visiting team must be afforded the same courtesy. The home team must find adequate seating accommodations for visiting marching/pep bands.
17. Line to Gain Crew - The home management is responsible for having at least four personnel available to work as the line to gain members. 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. Home management should also provide the chain crew with vest or other identifiable apparel and will be reimbursed \$15 per individual per game (no mileage).
18. 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.**
19. 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.
20. Crowd Control (Security) - It is evidence of good tournament management to have adequate security at playoff games. Managers should make every effort to have enough 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.

21. Game Times –
- a. **11-Player District Semifinal Games & 8-Player Regional:**
 1. Unless teams mutually agree to a different time...
 1. Friday: 7:00 PM, 7:30 PM, or
 2. Saturday: 1:00 PM, 7:00 PM, or 7:30 PM
 - b. **District Final and Regional Games** –
 1. When the distance between competing schools is within 75 miles, the host school will determine the day and time of the game...
 1. Friday: 7:00 PM or 7:30 PM, or
 2. Saturday: 1:00 PM, 7:00 PM, or 7:30 PM.
 2. If the distance between schools is over 75 miles agreement as to date and time must be made by both schools.
 1. If agreement is not reached, the game must be played on **Saturday afternoon**.
 - c. **Semifinal Games:**
 1. Saturday: 1:00 PM
 2. At sites where two games are scheduled, game times will be:
 1. 11:30 AM & 3:30 PM
 2. Times may be adjusted with the approval of the MHSAA and opposing schools.
22. 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.
- a. 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:
 1. Trainers are an allowed expense and encouraged, but not required.
 2. All MHSAA concussion protocols will be followed. ([Concussion Protocol](#))
 3. MHSAA policy on tornado watches and warnings shall be followed.
 4. MHSAA policy on managing heat and humidity shall be followed.
 - b. When MHSAA tournament contests are conducted at non-school facilities, plans should be developed for the following needs and/or circumstances:
 1. Student, coach, and spectator shelter for outdoor events
 2. Host facility emergency equipment such as AED's, fire escape, etc.
 3. Emergency communications, i.e. phone numbers, school administration contact
 4. Coordination with facility management regarding evacuation, first aid, on-site responsibilities
 5. Medical transport or first responder contact procedures
 6. Proximity/directions of nearest medical facility
 - c. Return to Activity:
 1. [Return To Activity Form](#)
23. Overtime Procedure - The 10-yard line overtime rule outlined in the Football Rule Book will be in effect for all Playoff games.
24. 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.

- a. Pregame clock starts at least 20 minutes before kickoff.
 - 1. Clock should be set so time is at 0:00 five minutes prior to kick off time.
 - 2. For example: 7pm game time, place 55 minutes on clock at 6:00pm – clock will be at 0:00 at 6:55pm anthem start.
 - b. Coin toss at 20-minute mark.
 - c. Team Introductions at 4-minute mark: (teams not required to be on the field).
 - d. 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).
 - e. Kick off immediately after the National Anthem observance.
 - f. **Note: Teams are required to be on the field and on respective side lines for the playing of the national Anthem.**
25. Timeouts - All timeouts are not to be less than 70 seconds. This includes breaks between quarters and breaks taken after scoring plays.
26. Uniforms –
- a. **District Semifinal, District Final and Regional Games** –
 - 1. Home teams (teams with the highest playoff average) are to wear dark colored jerseys and the visiting teams will wear white jerseys.
 - b. **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. 13, 2023. 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.
 - 1. Home teams (teams with the highest playoff average) are to wear dark colored jerseys and visiting teams will wear white jerseys.
 - c. **Final Games** –
 - 1. Home teams (teams with the highest playoff average) are to wear dark colored jerseys and visiting teams will wear white jerseys.
27. 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.
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.
- a. Tournament managers will receive both trophies and medals together in one shipment from ESCO.
 - b. The box containing the trophies and medals should be opened immediately upon delivery and inspected for accurate amounts, engraving, etc.
 - c. Tournament managers should contact ESCO directly (not the MHSAA) at 800-852-4266 with any questions or problems regarding trophy and medal shipments.
 - d. 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.

- e. No trophies or medals 11-player District Semifinal competition or 8-player regional Semifinal.
 - f. Host managers should receive both trophy and medals by Thursday preceding the game.
 - g. 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.
 - h. 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 ([Extra Tournament Medals](#)).
29. Bus Parking - Park opponent buses at opposite ends of your lot. It will be a deterrent to after-game problems.
30. Media/Multimedia
- a. For information on credentials, drones, locker room privacy policy, microphones, photographers, flash photography, postgame interviews, press box, results, streaming (audio and video), and videotaping, go to this [Media/Streaming Information PDF](#).
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.
- a. 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 MUST report the game score online at MHSAA.com immediately after the game. Statewide media rely on the MHSAA.com scoreboard for accurate scores for their publication on game nights. Posting a score on social media is not a substitute for posting it on the MHSAA website.
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 Raffle—New in 2024-25: 50/50 Raffles are allowed during MHSAA tournaments. If you are hosting and want to conduct a 50/50, the school must request and receive the appropriate license from the State of Michigan.
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. Political signage of any kind is prohibited inside or outside of any MHSAA tournament event. **Posted signs are not allowed in Ford Field.**

37. Videotaping or Film Exchange –

a. **Competing Schools** – Per Representative Council, unless other arrangements are mutually agreed upon, as a last resort,

1. Each school will exchange the previous two game videos online using an agreed-upon film exchange product by 10 p.m. the night of the announcement of the bracket. IE” Selection Sunday.” In proceeding weeks, the exchange must occur by noon the day following the game played.
2. The procedure of exchanging videos/films of the two previous games played prior to the scheduled playoff game will continue throughout the tournament.
3. Schools refusing to cooperate will be reported to the MHSAA.
4. 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. Space in the press box is not guaranteed, and access is at the discretion of the tournament manager.
5. Film 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.
6. 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 unavailable.
7. 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.
8. Placement of allowed equipment must be approved by host manager.
9. 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.
10. **DRONE POLICY** – For the purposes of this policy the word “drone” applies to all Unmanned Aerial Vehicles. The policy is written for all MHSAA tournament contests. Local laws and policies control all regular-season contests. Drones are prohibited for all indoor tournament contests in all sports. For outdoor sports, local, state, and federal laws govern the use of drones. Drones may never be flown over spectators, athletes, or the playing surface. All drones must stay outside of the “restraining line” or the normal footprint of the playing surface. This includes never flying over bleachers, press box, or anywhere that spectators sit or gather for a contest. The operator of the drone must be registered with the FAA and follow local, state, and federal law when flying the drone. [Register Your Drone.](#)
Drones can never be used for the purposes of scouting opponent’s games or practices. Facilities reserve the right to restrict drones on their property. 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

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 - Please refer to the disqualification guide. [Disqualification Guide](#)
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 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.
 - a. Taunting includes any actions or comments by coaches, players or spectators that are intended to bait, anger, embarrass, ridicule, or demean others, whether 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.
 1. 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.
 - b. 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.
 - c. 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.
 - d. 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 Guidelines (Inclement Weather) – Please refer to the Game Suspension/ Inclement Weather Policy on our website ([Game Suspension/ Inclement Weather](#))
 - a. **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 –

- a. 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. **Time-outs** (charged to a team)
 2. **Intermission** (between 3rd and 4th quarters) and after a score
 3. **Penalty enforcement** (whistle to ready-to-play)
 4. **Safety reasons** (injuries, etc.)
- b. 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.
 - c. 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 –

- a. 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 –

- a. 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. Artificial Noisemakers –

- a. The use of artificial noisemakers is prohibited during the MHSAA football tournament.
- b. List of artificial noisemakers includes, but not limited to: cowbells, airhorns, drums, megaphones, thunder sticks, sirens, bells, etc.

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.
 - a. Know who you will be contacting for specific problems and/or emergencies. Having access to immediate communication such as through a walkie-talkie is invaluable.
 - b. 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: | \$110 game fee + mileage |
| District Finals: | \$110 game fee + mileage |
| Regionals: | \$110 game fee + mileage |
| Semifinals: | \$125 game fee + mileage |

5. Mileage- Beginning with the 51st mile, mileage will be reimbursed at \$.40 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.
6. 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
7. 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 Sam Davis at the MHSAA in advance.

MHSAA Office Phone Number: 517-332-5046

Football Tournament Staff: Will McKoy

Cell Phone:

313-428-0018

Sam Davis

517-230-5836

NFHS 2024 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: _____