



Wisconsin Interscholastic Athletic Association

2025 FOOTBALL PLAYOFF MANUAL

8-PLAYER

LEVEL 1 - October 16-17-18

LEVEL 2 - October 24-25

SECTIONALS - Oct. 31-Nov. 1

STATE SEMIFINAL - November 7-8

11-PLAYER

LEVEL 1 - October 24-25

LEVEL 2 - Oct. 31-Nov. 1

SECTIONALS - November 7-8

STATE SEMIFINAL - November 15-16

**For Use By
Playoff Game Managers & Participating Schools**

The information in this booklet applies only to games played on the dates listed above.

THIS INFORMATION DOES NOT NECESSARILY APPLY TO GAMES PLAYED IN MADISON.

INTRODUCTION

1. REPORTING RESULTS

Please submit the score of the game(s) you are hosting by using the **online score reporting form** on the WIAA website (link below). Please provide this reminder and link to the individual you have identified as responsible to report the scores if you are not the person that will be reporting them. (You will need to be certain they can access the score form, or they must use the AD login/password.)

The Online Score Reporting form can be found on the website (Grey menu bar) – you must be logged in to find it.

Direct link: <https://www.wiaawi.org/ScoreCenter>

Only if necessary, (if you are unable to report the score utilizing the online form) you may email the score to tclark@wiaawi.org.

2. This manual has been compiled for use by schools hosting Levels 1, 2, Sectionals, or State Semifinal games, as well as schools participating in those games.

The manual is intended to supplement the Football Playoff materials as printed in the 2025 WIAA Fall Season Regulations. Before calling, you should review the Football Tournament Procedure section of the Season Regulations (pages 14-21). If, however, there are questions unanswered, do not hesitate to call the WIAA office.

The APPENDIX section of this manual includes an outline for you to use as a check list in preparation for and follow-up after the game you host. It is simply a guide and is meant to be used as such. There will be a form provided by this office on which you are to submit your final financial report.

Any game you host will run more smoothly as a result of thorough planning/preparation and effective communication. Be certain to communicate with your event staff, the officials, both head coaches, media, and the visiting school's A.D. You are encouraged to duplicate any information contained in this manual and distribute it as you deem appropriate.

NOTE NOTE NOTE

1. Campaigns, promotions, lotteries, raffles, fundraising, contests and solicitation are prohibited at WIAA Playoffs.

2. All audible music used before, during and following a contest must be reviewed and have school administration approval. Lyrics may not be lewd, offensive or profane and must be appropriate for an educational setting.
3. Respect the American flag and National Anthem. For additional information and protocol for the flag and Anthem, please visit the following Web sites for details: www.legion.org/flag/code. The following script may be used as an introduction to the National Anthem.

"To honor America and those defending our freedom, we ask those who are able, to stand, remove your hats, and place your hand over your heart for the playing/singing of our National Anthem."

Any non-editorial, commercial or other unauthorized use of any transmission, internet stream, photo, image, film, videotape, audio tape, any play-by-play depiction or description of any competition and/or game action and/or any non-editorial or commercial use of any team school name or logo, is prohibited without written consent of the WIAA.

4. State Finals qualifiers will receive a tournament planning kit from their State Semifinal host following their game. The materials you will receive in the planning kit will have your team, coaches, fans, etc. ready to go.

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I. RULES GOVERNING PLAYOFF COMPETITION – ALL LEVELS

All specifications of No. 16 under SEASON REGULATIONS (page 13) will apply with these exceptions and additions:

Reminder: Campaigns, promotions, lotteries, raffles, fundraising, contests and solicitation are prohibited at WIAA Playoffs.

Game Film Exchange: Teams meeting in the playoffs at every level will exchange copies of their two most recent games within 24 hours.

A. Rosters

(1) A school may change its squad make-up from one playoff game to the next.

Note: See reimbursement limitations under Tournament Finances Section in HANDBOOK.

B. Jersey Colors

The host team shall wear their home jerseys in Levels 1-2-Sectionals. At neutral sites, the following procedure will be used. The first school alphabetically will wear white jerseys during the even-numbered years (2026, 2028, etc.), and the **second** school alphabetically will wear **white** jerseys during the odd-numbered years (**2025**, 2027, etc.).

Note: The host school, if playing in a game, is not automatically the home team.

C. Game Balls

For playoff games at Sectionals, State Semifinals and the State Finals, only Wilson footballs may be used.

For Levels 1 and 2, any legal football may be used.

Note: Wilson will provide one new game ball to each team qualifying for Sectional and State Semifinal playoff games.

D. Coin Toss

The team wearing dark colored jerseys shall be heads. The team wearing **white** jerseys shall be tails.

E. Only the designated number of players, comparable to a normal traveling squad for a regular season game, will be permitted to enter the playing area and allowed to be on the sidelines during the contest.

F. Game management, with assistance from the WIAA, if necessary, will determine which school will use the home side of field as its sideline in all Levels 1, 2, Sectional and State Semifinal games.

G. Rescheduling Because of Weather

*Host schools determine until 30 minutes prior to game time.

*Game Officials assume authority 30 minutes prior to game time.

*Do not leave the site without a clear agreement on make up date and time.

***No** changes after leaving site.

H. Space for Teams' Representative in Press Box/Communication Center

Space should be adequate to provide for (in order of priority):

(1) Game management personnel, i.e., scoreboard operator(s), announcer, and spotter to assist the announcer.

(2) One position for each participating team.

(3) Space to accommodate media personnel that might be expected, i.e., radio, newspaper.

Have equal space available for both teams. It is not required that you provide field phones for both teams. If, for example, you have only one set, you may leave them in place for whichever team is assigned that bench or they may use their own. Ultimately the participating schools are responsible for furnishing their own field phones and filming equipment.

The host is responsible only for being certain both schools have equal "space" available from which to spot and/or film.

I. Length of Half Time

The half time will be 15 minutes plus the 3 minute warm-up.

J. Sideline Heaters

Sideline heaters are permissible if the participating schools wish to provide them themselves. They should not be allowed, however, if they cause the host school additional expense, pose any kind of safety problem, or block the view of spectators. Heated benches are not allowed to be brought by a visiting team.

- K. National Anthem
The host school decides which school will play the National Anthem. If both schools have a band present and wish to play, a coin toss will decide the school.
- L. After the first quarter, when the score differential reaches 35 points or more, a mandatory running clock will be used. If the score differential goes back under 35 in the second or third quarter normal clock operating procedures resume.
- M. Campaigns, promotions, lotteries, raffles, fundraising, contests and solicitation are prohibited at WIAA Playoffs.
- N. State Tournament game ball will be: Wilson GST

II. GAME FACILITIES AND EQUIPMENT

- A. Seating
 1. Neither team is to be designated the "home" team in any way other than possibly on the scoreboard.
 2. **The host school should make every effort to accommodate the anticipated number of spectators and it is preferred that seating be equally divided between the two sides of the field, or split at the middle if quality seating is on one side only, or if there is limited seating on the visitor's side. Since no one is officially the "home" team, you can assign seating to the participating schools on the basis of the number of fans you anticipate each will bring.**
- B. Surface
The surface should be in as good playing condition as possible. Factors that will affect this and, therefore, must be considered are:
 1. The number of regular season games played on it.
 2. Ability to drain or absorb moisture.
 3. Staffing and equipment available for snow removal.
- C. Press Box*
Space should be adequate to provide for (in order of priority):
 1. Game management personnel – i.e., scoreboard operator(s), announcer, and spotter to assist the announcer.
 2. One position (coach) for each participating team. More, if space is available.
 3. Space to accommodate media personnel that might be expected, i.e., radio, newspaper, cable TV.

* See Section V. B. on page 9.
- D. Dressing Facilities
It is preferred the dressing facilities be at the field either in the stadium itself, or in a school building, or other structure adjacent to the field. Facilities should provide chalkboard, taping table, restrooms, and water.
- E. Goal Posts
All goal posts must be padded up to 6' above the ground.
College goal posts maybe used in playoff games at top quality facilities where changing goals would be impossible or result in great expense.
- F. No Practice at Site
Participating schools are not to be allowed a practice session on the field. They are to be restricted to the normal warm-up before the game. This regulation does not apply to a team involved in a game on their home field.
- G. Field Markings
Check all markings to be certain they are all clear and most important legal. Recent rule changes provide the team box area to be from 25 yard line to 25 yard line and 9 yard marks on each side of the field.
National Federation rules now require a broken line 2-yards or more outside the out-of-bounds line (both sidelines and endlines). This change is intended to keep people on the sidelines a safe distance from the playing field. The people you assign to sideline control should make it clear to all that everyone including the chain crew must stay back from the sideline at all times. This includes statistician, media, medical, etc.
- H. Restraining Rope or Fence
Check to be sure the rope or fence, required for regular season games, is in place and **completely encircles the field including end zones.**

I. Footballs

Each school will be responsible for furnishing their own game balls. Each team may use leather or rubber and should submit three of the same kind to the referee prior to the game. Note: Only Wilson footballs may be used at Sectionals and State Semifinals. Wilson will provide one new game ball to each team qualifying for Sectionals and State Semifinal playoff games.

J. Awards

See page 41 of the WIAA HANDBOOK or page 19 of Football Season Regulations.

III. WORKING PERSONNEL

A. Game Officials (Five)

1. The WIAA will assign 5-man crews, meeting specified criteria, to work all games.
2. Assignments of officials will be posted on the Football and 8-Player Football Tournament page under Officials Assignments (www.wiaawi.org). You will be able to access information regarding the crew assignments for Level 1 games on the Tuesday prior to each level at 10 a.m. The list of crews and their numbers is also provided on this web page.
 - a. **Host schools should contract each official (no change), but will not be issuing payment to contracted officials (NEW).**
 - b. **WIAA officials number & exact mileage to be paid to each official will be recorded on the financial statement. Financial forms should be returned to the WIAA office ASAP.**
 - c. **Officials will be paid by the WIAA.**
3. Officials will be paid:
 - a. Officiating Fee - \$95. (Contracts to be issued by the host school. **Payment will be issued by WIAA.**)
 - b. Expenses - 55¢ per mile (round trip) for travel.
 - c. Officials shall travel together when geographically feasible with mileage paid to one official. If officials choose to travel separately, the mileage for the longest trip may be split between the officials.
 - d. There is no separate meal and/or room allowance.
4. Managers, after getting the name of officials detailed in 2. above, contact the referee to provide details regarding such things as specific game time, location, dressing areas, parking, etc.
5. Family members or other individuals accompanying officials to the contest must pay full admission and are not to be allowed on the sideline.
6. Review with your officials any pregame or halftime instructions and ceremonies which are planned. It is vital you start such activities **early enough so the kickoff will be exactly as indicated in your program.** These arrangements should be reviewed with the coaches as well (preferably in advance of teams arriving at the contest site).
7. You might want to have a substitute official in mind in case of an injury or other emergency involving the contracted individuals.
8. Be sure officials know how to contact contest administration at any time during the game.
9. Have someone assigned to meet the officials upon their arrival and escort them to their locker room.
10. Assign a supervisor to the officials locker room after the game. This individual should also be available to escort the officials to their vehicles after the game.

B. Line-to-Gain Crew

Contact four (includes a clip man) individuals to serve as a line-to-gain crew. These individuals should have as much experience as possible. Be sure to introduce the crew to the game officials. The fees for the line-to-gain crew, if any, are determined by the host school and paid by the host school from their percentage of the game receipts or host school allowance. **Chains should be outside the team box behind the restricted area.**

C. Ball Persons

Each school is to have two experienced ball persons on hand. Have them introduced to the officials who will give them instructions regarding their duties. Be sure they have a supply of towels; especially if the weather is bad. If possible, have them wear a jacket or vest that can be seen easily by the officials. They are to receive free admission.

D. Medical Coverage

Make every effort to have a physician and/or emergency vehicle present. Introduce medical emergency personnel to the officials so they know them on sight and know where they will be during the course of the contest.

The following is taken from the **WIAA Medical Policies and Procedures Manual**. Most, if not all, is applicable.

WHEN LICENSED PHYSICIAN (M.D. or D.O.) IS PRESENT

The designated tournament manager should assume responsibility for the following items:

- I. SEND THE TOURNAMENT PHYSICIAN THE FOLLOWING ITEMS AND INFORMATION PRIOR TO THE EVENT
 - A. Tickets or information as to where they can be picked up.
 - B. Parking information and pass, if necessary. Reserve a space for physician.
 - C. Specifically where and to whom to report upon arrival at contest site.
 - D. Reminder to bring along normal emergency materials.
 - E. Copy of WIAA policies regarding tournament physicians.
 - F. Make hospitality room available to tournament physician and guest.
- II. UPON THE PHYSICIAN'S ARRIVAL
 - A. Familiarize him/her with the facilities including:
 1. Where he/she will be seated.
 2. Location of training room, if one is available and phone number for this room.
 3. Location of telephone
 4. Where the tournament manager will be located.
 - B. Provide him/her with:
 1. Normal procedures for calling an emergency vehicle.
 2. A pad of paper on which to make notations regarding injuries attended to during the course of the event, instructions for an athlete, a coach, a parent, a legal guardian, second tournament official, etc.
 - C. Introduce him/her to:
 1. Licensed athletic trainer, if one is available.
 2. Participating coaches.
 3. Physicians traveling with the competing teams, if any.
- III. FAMILIARIZE YOURSELF AND THE TOURNAMENT PHYSICIAN WITH THE FOLLOWING WIAA POLICIES
 - A. The tournament physician's relationship to:
 1. Licensed athletic trainers – The tournament physician's opinion shall always supersede that of a licensed athletic trainer. (Be certain all on-site medical staff/EMT's have been introduced to each other and to officials, pre-game)
 2. Physician traveling with a competing team.
 - a. If the coach wishes, he/she may have such a "team physician" attend to his/her player. Such a "team physician" must be seated on the team bench if he/she is to do the initial examination of an injured athlete.
 - b. If such a "team physician" is seated elsewhere, the tournament physician shall be the first responder with the athlete, and then at an appropriate and convenient time, turned over to the "team physician."
 - c. Teams should be alerted to the requirement that any "team physician" they bring with them must be identified and introduced to the tournament manager, tournament physician and contest officials.
 - d. To avoid creating any situation in which the tournament physician and "team physician" might be in disagreement as to whether or not an athlete can continue to compete, the decision will be made by the tournament physician.
 3. Forms provided by the WIAA are to be used to ensure that an athlete does not continue in competition until he/she has followed all instructions given him/her by the attending physician and/or licensed athletic trainer.
 - B. Tournament physician's responsibility and authority:
 1. Basic purpose of having a tournament physician in attendance is to:
 - a. Render medical assistance.
 - b. Render medical judgments regarding whether or not athletes should be allowed to continue to participate.
 - c. Neither the coach nor official can deny a licensed athletic trainer or physician an opportunity to examine the athlete.
 2. In some cases, it may be necessary to defer final judgment regarding further participation for a given athlete to the next

attending tournament physician whether it be in another session of the same tournament or in a subsequent tournament. Note: It is imperative that the tournament physician notify the tournament manager and/or the WIAA staff member in attendance of the need for future physician examination of an athlete before continued participation. It is highly desirable that details be provided any subsequent tournament physician in writing by the original tournament physician.

3. Before leaving a tournament, or an individual tournament session, a tournament physician should notify the WIAA personnel on hand and/or tournament manager of any significant injuries he/she has attended to. Written records of such injuries should be kept and should include the following information:
 - a. Number and/or name of injured athlete and school.
 - b. Nature of the injury.
 - c. Treatment given.
 - d. Instructions given and to whom:
 - (1) Coach
 - (2) Athlete
 - (3) Parent
 - (4) Legal guardian
4. It should be understood by all that the tournament physician has the authority and would be expected to proceed onto the area of play even though action may be continuing because the game officials are unaware of an injured participant. The team of the injured athlete should not be assessed a time out or any other penalty for such action by the tournament physician.
5. Tournament managers might wish to provide visiting schools with emergency telephone numbers and/or physicians' names for use during off hours in the event they find themselves in need of medical attention, prescription medicines, etc.
6. Notify the WIAA promptly following competition in all instances where serious injury has occurred and/or an athlete is transported to a healthcare facility.

WHEN NO PHYSICIAN AND/OR LAT IS PRESENT

The host school athletic director should assume responsibility for the following items. In some situations, the athletic director may wish to have each head coach assume this responsibility for their home contests.

I. TELEPHONE

- A. Be certain a telephone is accessible or have a cell phone on location.
- B. Have the following numbers on hand:
 1. Local EMS
 2. Physician (if agreed upon in advance)
 3. Police department
 4. Hospital
- C. Post all numbers at telephones.
- D. Give all numbers to:
 1. Announcer.
 2. Coaches (visiting and home).
 3. Managers and trainers.

II. EMERGENCY FACILITY AND SERVICE

- A. Alert local medical services to the fact that you are conducting an event.
 1. Hospital emergency room.
 2. Ambulance service.
 3. Rescue squad.
 4. Prior to season, alert physicians to schedule and possible need for assistance.

III. WHEN AN EMERGENCY OCCURS

- A. Be prepared in the event that you must transport an athlete without the services of an emergency vehicle.
 1. Have a plan for method of transportation of an athlete that requires non-emergency medical care. Designate an adult to transport.

IV. IMMEDIATE CARE

- A. Know who will administer first aid or immediate care if needed.
 - 1. Coach or designated medical provider covering event.
 - B. Alert all individuals involved in the contest as to who will administer first aid and where they can be found.
 - C. Be aware that WIAA and NFHS rules prohibit an athlete from returning to competition after being rendered unconscious and/or displays symptoms of concussion (unresponsive to verbal stimuli).
- V. DETERMINING WHETHER OR NOT ATHLETE MAY RETURN TO COMPETITION
- A. Coach has basic responsibility; however, an official can rule that an athlete may not continue.
- VI. EQUIPMENT
- A. Have all emergency equipment on hand and readily available.
 - 1. Have close at hand and well-labeled.
 - 2. Alert all to its location.
 - 3. Be sure it is in working order.
 - 4. Be certain someone present knows how to use it.
- VII. NOTIFICATION
- A. Have a procedure set for notifying parent or legal guardian of an injured athlete.
 - 1. Have telephone numbers available (home, work, other).
 - 2. Notify the WIAA promptly following competition in all instances where serious injury has occurred and/or an athlete is transported to a healthcare facility.
- VIII. FOLLOW-UP REPORTS
- A. File a report on each incident in the student's personal file. Use a standardized accident/injury report form, or give at least the following information:
 - 1. The name of the individual involved.
 - 2. Date of the incident.
 - 3. Type of injury.
 - 4. Mechanism of the injury.
 - 5. First aid given.
 - 6. Where the individual was sent, i.e., home, hospital, physician's office.
 - 7. Who was notified of the injury.
 - 8. Notation regarding any instructions given to the injured party regarding follow-up.
 - E. Sideline Control

It is important that game administration review expectations for all sideline personnel. They should clearly understand they are NOT present on the sidelines as spectators and subsequently must keep emotions in check. All sideline personnel should work cooperatively with all contest officials.

Enforce the sideline restrictions rigidly!! The only people who should be near the sidelines are the squads and their coaches and team attendants in the team box. Two or three medical personnel may be allowed to follow the ball so long as they are outside the 2-yard restraining line. The only other individuals that should be allowed on the sideline are the chain crew, statisticians (two per school), ball boys, and press. **IT IS IMPORTANT EVERYONE REMAIN BEHIND THE RESTRAINING LINE.** Please assign someone the responsibility of keeping the sidelines clear of unauthorized personnel. It is required that the line to gain chain and markers (Chain Gang) be 6 feet from the sideline.

Members of the press must be kept out of team boxes unless the coach does not object to them being there. They also must be kept out of the 2-yard belt. They should never be standing in those areas and must go around not through them when moving up and down the sideline.
 - F. Stadium Announcer and Field Clock Operator

Be sure you have a competent stadium announcer and field clock operator on hand. **Please remind your stadium announcer that they are to be impartial, give factual information only, and not become involved in a description of the contest.** The field clock operator and stadium announcer are to be introduced to the game officials prior to the start of the game.

REMEMBER: At all WIAA tournament sites, the public address system is only to be used for announcements necessary for the administration of the contest.

G. Other

We have made no specific mention of many other workers you will need. They include: ticket sellers, ticket takers, parking attendants, security personnel, and crowd control personnel.

The number of each will vary from site-to-site. As the manager, you must decide which ones you need and how many of each.

IV. GAME SCHEDULE

A. **Pre-Event Emergency Action Plan Meeting** (with head coaches, head official, meet management, all medical personnel)

- Availability of emergency medical services, including location, access points to the venue, capabilities, and personnel responsible for initiating their services.
- What medical care is available to each team, and in what situations or areas of the venue they will be responsible for providing care
- Location of the nearest Automated External Defibrillator (AED) and the person responsible for obtaining it in the case of an emergency
- Special heat issues relevant to the venue, season, and weather such as the presence of lightning detectors, heat timeouts, etc.
- Any other topic as determined by the game administrator or medical staff (ie evacuation plan, weather shelter, etc).

B. Review with your officials any pregame or halftime introductions and ceremonies which are planned. It is vital you start such activities **early enough so that kickoff will be exactly as indicated in the program.** These arrangements should be reviewed with the coaches as well. We suggest you introduce starting line-up only.

The half time is to be 15 minutes plus 3 minute warmup. BE SURE YOU MAKE ARRANGEMENTS FOR SOMEONE TO NOTIFY THE TEAMS AND OFFICIALS REGARDING THE AMOUNT OF TIME LEFT IN THE HALF TIME INTERMISSION. **THIS IS NOT THE RESPONSIBILITY OF THE OFFICIAL, BUT IS YOUR RESPONSIBILITY AS GAME MANAGER.**

C. Any decision regarding inclement weather and whether or not to start the game rests with the officials. Whether or not to interrupt it also rests with the officials. They have been instructed to confer with you before making their final decision. See APPENDIX C for additional details.

Note: After the first quarter, when the score differential reaches 35 points or more, coaches may mutually agree to implement the use of the running clock. A running clock shall be used in the second half anytime the score differential reaches 35 points or more.

D. Schedule Changes

1. School Closure due to Infectious/Communicable Disease

In the event scheduled classes are interrupted or terminated due to infectious/communicable disease, refer to WIAA Bylaws, Article II, Section 6-A. (p. 25) of WIAA SENIOR HIGH HANDBOOK.

2. Schedule Changes Because of Conflicts with other WIAA Tournaments.

Host and participating schools hopefully work cooperatively to adjust times of games if either or both are also in the State Volleyball Tournament, or if there are any other conflicts (i.e., swimming, soccer, etc.) during the playoffs.

3. Rescheduling Because of Weather

In the event of inclement weather or other circumstances causing a game to be postponed either prior to start of play or suspended after play has begun, the WIAA and game manager will decide on all aspects of rescheduling.

V. THE TEAMS AND THEIR NEEDS

A. Locker Rooms

Be sure you let teams know where their locker room is and, if possible, have someone meet them to escort them to it.

Access to the team locker rooms should be controlled. Only team personnel should be admitted unless the head coach has identified other individuals that he wishes you to allow in. This might include administrative personnel from his school, press people, etc. Unless, however, he has identified such individuals in advance, you should help protect the teams and coaches from unwanted visitors.

B. Equal Space for Spotters, Video Taping, and Team Communications (Field Phones)

Have equal space available for both teams. It is not required that you provide field phones for both teams. If, for example, you have only one set, you may leave them in place for whichever team is assigned that bench or they may use their own. Ultimately the participating schools are responsible for furnishing their own field phones and taping equipment. The host is responsible only for being certain both schools have equal "space" available from which to spot and/or tape.

C. Coin Toss

The team wearing dark jerseys will be heads and the team wearing **white** jerseys will be tails.

D. Sideline Heaters

Sideline heaters are permissible if the participating schools wish to provide them themselves. They should not be allowed, however, if they cause the host school additional expense, pose any kind of safety problem, or block the view of spectators. Heated benches are not allowed to be brought by a visiting team.

E. Jersey Color, Benches, and Designation of Home and Visitor

Neither team is to be designated the "home" team. The host school, if playing in the game, is not automatically the "home" team. The deciding factor in determining team bench and spectator seating is the size of the team and crowd anticipated from each school.

The host team shall wear their home jerseys in Levels 1-2-Sectionals. At neutral sites, the following procedure will be used. The first school alphabetically will wear white jerseys during the even-numbered years (2026, 2028, etc.), and the **second** school alphabetically will wear **white** jerseys during the odd-numbered years (2025, 2027, etc.).

Game management with assistance from the WIAA, if necessary, will determine which school will use the home side of the field as its sideline and therefore on the scoreboard as the home team.

F. Squad and Coaching Staff Size

A school may change its roster from one playoff game to the next.

Only the designated number of players, equal to a normal travel squad for a regular season game, will be permitted to enter the playing area and be allowed on the sidelines during the contest.

Note: See reimbursement limitations under FINANCES (page 12).

Schools will be asked by the WIAA office to provide a list of players along with other pertinent information for purposes of State program preparation.

Players in the team area, not suited up to play must (a) wear a team game jersey and (b) have been a member of the regular season traveling squad.

Note: Any Code of Conduct violation which results in an athlete missing any WIAA tournament competition results in ineligibility for the remainder of the tournament series in that sport.

Athletes who are ineligible during the WIAA Tournament (for any reason) may not appear in uniform, participate in warm-ups, and may not participate in the awards ceremony at the WIAA Tournament. Exception: An injured athlete will be allowed to participate in the awards ceremony provided he/she is included in the roster allotment for that game. During the regular season, schools should establish their own policy as to whether athletes are allowed to be in uniform and participate in pregame and postgame activity, if they are ineligible to compete due to flagrant and/or unsportsmanlike conduct, athletic and/or academic code violations, or for any other reason.

G. Drones are not allowed without written permission of WIAA. See Drone Policy on WIAA website under AD Resources.

VI. SPECTATORS AND TEAM PERSONNEL

A. Tickets (Prepare Your Own)

1. Allocation if a sellout is anticipated.

- a. If host school is one of the two teams playing a game, no less than 50% of the tickets must be made available to the visiting team.
- b. If host school is not one of the two teams playing a game, each of the two participating schools must be given an opportunity to purchase a minimum of 45% of the tickets with the remainder to be allocated at the discretion of the host school.
- c. Host or contest management, with assistance from the WIAA, will determine which school will use the home side of the field for its spectators.

If time permits you should contact participating schools to arrange for advance sales in their buildings.

Be certain you have enough sellers to accommodate the crowd. Special plans may be in order if the weather is such that you expect fans to arrive at the last minute.

B. Free Admissions

1. Each school participating in a playoff game shall be allowed free admissions in the form of field passes for a party not to exceed the normal traveling squad in uniform.

2. A maximum of eight cheerleaders.
3. A maximum of eight school personnel designated by the school.
Note: If the host school is not one of the two teams playing a game, it will be entitled to a maximum of eight free admissions.
4. Game officials, ticket takers and sellers, ushers, and concessionaires along with the game manager and a person designated as assistant shall be admitted without charge but must be identified by means of a ribbon or tag. Workers are entitled to free admission only for themselves, and may not be provided with an additional ticket for a companion.
5. Provisions must be made for working members of press, radio, and television services.
6. No other persons from any school or any community (including the host school and community) shall be provided with complimentary admissions. If the host school wishes to permit its usual complimentary ticket contingent to see a game at no cost, the host school must purchase tickets for such persons. Exception: See D. 1. (below) regarding bands.
7. Free admissions permissible under the above paragraphs are not transferable.

C. Ticket Prices

1. Prestate championship playoff (each game)
Child/Student/Adult Level 1 - \$6 Level 2 - \$6 Sectionals - \$7 State Semifinals- \$7
2. Host schools may sell, if their facilities permits, a \$1 ticket for children under 6 years of age, if accompanied by a parent.

D. Bands

Regulations regarding bands for football playoffs are an exception to the regulations for bands on the field at the State Finals.

1. **If a band performs on or off the field prior to a game or during intermission of a game or if a host school band participates in pre-game activities, free admission shall be given to band members.**
2. Pregame performances must be limited to the area between the two 30-yard lines. This is to accommodate teams that wish to remain on the field for warm-ups right up to the time of introductions.

You should contact the band director in each school to find out whether or not they will send their band. You will want to know how large a section of the bleachers they will need.

If both schools are sending a band, you are to determine which, if either, will play the National Anthem. If both wish to, flip a coin to make the choice. You will also want to coordinate when the bands will be allowed on the field if either or both wish to perform. They may prefer to split the time available at half time or one perform before the game and the other at half time. **Remember the half time for playoff games is 15 minutes plus 3 minute warm-up.** Band routines must be kept to **no more than 6 minutes** if both perform at half time. **Ten minutes** if only one band performs. **There is no provision for extended half times** (20 minutes) in the playoff series.

Remind band directors they are not to play while the clock is running. They can play during time outs, between quarters, half time, and before and after the game. *They are not allowed to use electronic amplifying devices without your permission.* You might also remind them that it might be necessary to cancel any half time activities if, because of the weather, the field is extremely soft and muddy. In such a case they should still receive free admission if you are unable to notify them before they leave their home town.

Note: See APPENDIX Item A. 1.

E. Cheerleaders

Be certain you enforce the regulations regarding cheerleader restrictions. They read as follows:

For reasons of safety, the following provisions apply at all levels of WIAA tournament competition:

1. Mini-trampolines, other rebounding devices and related pieces of equipment, are prohibited.
2. The use of pyramids/mounts is restricted as follows: All individuals in the pyramid/mount who are not in contact with the cheering surface must be supported by one or more individuals who are in direct weight bearing contact with the cheering surface (base).

Cheerleaders should be outside the restraining fence. If, however, there is no room for them other than inside the fence, they are **not** to be on the sideline and are **not** to follow the ball up and down the field. They should remain in front of their fans and as far from the sideline as possible. They are not allowed to use electronic amplifying devices.

Note: See VIII. BANNERS, CONFETTI, ETC. and APPENDIX Item A. 2.

VII. PROGRAMS

There are NO programs printed by the WIAA for any games prior to the state finals. Host schools are urged to prepare some type of program for these games although it is recognized there is little time for preparation. Any receipts from sale of programs are to be retained by the host school.

VIII. LASER POINTERS, BANNERS, CONFETTI, TAPE DECKS, RECORDED MUSIC, AMPLIFYING EQUIPMENT, AND NOISEMAKERS

Laser Pointers – Remind spectators that laser pointers are not allowed at any WIAA tournament. Any individual using a laser pointer will be ejected from the tournament for the remainder of the event.

Banners, pom poms, pennants, etc., are not necessarily to be banned completely. As the game manager, you should ban such items if they are derogatory, obscene, hazardous, block spectators' view or pose a problem for you in terms of stadium clean up. You are to be the final authority in this area. Except for "breakthroughs", if you allow them, all banners must be stationary.

Paper confetti, because it is a fire hazard, and because it requires tedious cleanup, is prohibited. Schools using confetti may have their expense share reduced by the cost of such clean-up.

Recorded music - Lyrics may not be lewd, offensive or profane. Recorded music is allowed before and after contests, during warm-ups, between periods or during time-outs. It is not allowed during playing action or brief pauses during playing action (between plays, assessing penalties/fouls/infractions).

TAPE DECKS AND RELATED AMPLIFYING EQUIPMENT MUST BE APPROVED BY YOU IF THEY ARE TO BE USED.

1. Airhorns, vuvuzela horns, whistles and devices which simulate gunfire are not allowed. (Cannons, cap pistols, etc.).
2. Noise makers may not be used during playing action.
3. Noisemakers such as cow bells are not prohibited unless they interfere with the orderly progress of the event. Game officials may request they be removed. Game management may also remove noisemakers if they find them excessively loud.

IX. CONCESSIONS

Whether or not you arrange for concessions is up to you. If you do, finances are not to be included in your report to the WIAA. They are strictly a local matter.

X. USE OF WIAA LOGO ON APPAREL, LICENSING POLICY

The WIAA logo, acronym and any variations are registered trademarks with the U.S. Patent Office. Member schools are permitted and encouraged to use the logos in any print application they wish. For apparel such as T-shirts, or any merchandise items that bears the WIAA logo, the actual manufacturer must become a licensed vendor and is subject to a nominal royalty fee based on the wholesale price. Schools should have their supplies, screen printers, etc., contact the WIAA in order to become properly licensed vendors in accordance with the WIAA licensing and royalty policies. Information is available through Todd Clark, Director of Communications at the WIAA office.

XI. SNOW

Do some planning for the eventuality you have an amount of snow that must be removed prior to game time. If a parks department, for example, has a street sweeping machine that can be used, this will work under certain circumstances. It may be necessary to have someone shovel off the yard lines and sidelines under certain circumstances. It is impossible for us to suggest to each site how to handle this kind of problem, but we expect each manager to have a contingency plan and sufficient personnel ready in case it is needed.

XII. MEDIA

A. Sideline Media

All reporters and photographers must receive permission to be on the sideline. Those given permission by you should be given some sort of clearly visible identification, e.g., arm bands or string tags. Team statisticians (maximum of two per school) should be given similar identification.

School photographers should also have identification if they work from the sideline. Only one individual per school will be allowed as a school photographer and this person must remain in the team box.

Members of the press and team statisticians must be kept out of team boxes and the 2-yard belt in front of it. They should never be standing in those areas and must go around, not through them, when moving up and down the sideline.

B. Press Box

The host school is responsible for supervising accommodations in the press box. An adult should be assigned this important function. Press box seats should be reserved for members of the news media, and game management personnel.

We would suggest the following priority in making press box assignments:

1. Four game management people (scoreboard operator, announcer, etc.).
2. Remainder for radio, TV, and newspaper representatives.

- C. Radio & Audio Streaming
 - 1. Radio stations interested in carrying games must communicate with the host game manager prior to the contest. There are fixed fees for radio broadcasting as outlined below.
 Note: It is NOT necessary for a game manager to communicate with the WIAA office in regard to radio broadcasting.
 - 2. The following is the fee schedule for radio broadcasting:

Audio Transmissions	\$50
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- D. All Television/Cable & Video Streaming
 - 1. All parties interested in streaming, broadcasting, or videotaping with the intent to air or broadcast on cable access must complete the Pre-State Video Transmission Application on the WIAA website for clearance to air the event. (See page 54 of Senior High Handbook for additional info.)
 - 2. Television, cable broadcast, or internet video stream live or delayed, is prohibited without expressed consent of WIAA and the NFHS Network.
- E. Advertising of tobacco, alcohol, lottery, and gambling and lewd material is prohibited.
- F. The host school will furnish press credentials and accommodations for bona fide members of the print and electronic media. It is suggested that each media outlet be provided with two passes, but legitimate requests for additional passes should be honored. WIAA has instructed/encouraged media outlets to develop their own media credentials which should be honored when outlets call ahead with intentions to cover games.

XIII. FINANCES

- A. Host School Allowance
 - 1. A financial report on forms provided by the WIAA must be filed by each school conducting a game.
 - 2. The following items are authorized for payment out of tournament receipts:
 - a. The school will receive 35% of receipts or \$770, whichever is greater to cover such items as workers, lights, chain crew, etc., including game managers fee of \$110.
 - b. Fees and expenses of officials - **payment will be issued by WIAA.**
 - 3. The WIAA will receive the balance of receipts to cover tournament administrative costs, awards, etc.
 Note: The WIAA may make special financial arrangements, if necessary, with host schools which conduct playoff games in nonschool facilities. However, these arrangements must be approved in advance by the WIAA.
- B. Ticket Prices
 - 1. Pre-State championship playoff (each game)

Child/Student/Adult	Level 1 - \$6	Level 2 - \$6	Sectionals - \$7	State Semifinals- \$7
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 - 2. Host schools may sell, if their facilities permits, a \$1 ticket for children under 6 years of age, if accompanied by a parent.
- C. Officials will be paid:
 - 1. Officiating Fee - \$95. (Contracts to be issued by the host school. **Payment will be issued by WIAA.**)
 - 2. Expenses - 55¢ per mile (round trip) for travel.
 - 3. Officials shall travel together when geographically feasible with mileage paid to one official. If officials choose to travel separately, the mileage for the longest trip may be split between the officials.
 - 4. There is no separate meal and/or room allowance.

XIV. APPENDIX

A. Information for:

1. Performance Groups

Information for: Band Directors, Drill Team/Pom Coaches, etc.

Congratulations to you and your school on earning a place in the Football Playoff Series.

There are several WIAA regulations you will be in a position to help enforce and/or should be aware of.

- a. **If a band performs on or off the field prior to a game or during the intermission of a game, or if a host school band participates/performs in pregame activities, free admission shall be given to band members.**

Pom pon squads/drill teams are not considered part of the band and are not entitled to free admission.

- b. Pregame performances must be limited to the area between the two, 30-yard lines. This is to accommodate teams that wish to remain on the field for warm-up right up to the time of introductions.
- c. Half time WILL be 15 minutes in length. If both schools have a performance group (band, spirit squad, drill team, pom, etc.) that wish to perform on the field, you must limit your total time on the field to **6 minutes**. If only one school has a performance group, you may use **10 minutes**. This would not include time for playing the National Anthem if you perform before the game.
- d. Bands are not permitted to play (or use instruments as noisemakers) while the clock is running. They can play during time outs, between quarters, half time, and before and after the game.
- e. No electronic amplifying devices can be used without the permission of game management.
- f. The game manager will contact both schools regarding:
- (1) Who will play the National Anthem.
 - (2) Order of half time appearance and time allocations.
 - (3) Where your band will be seated.
- g. It may be necessary for game management to cancel any planned programs and/or half time ceremonies if the field becomes wet and muddy. If you are notified of such cancellation before you leave your school, you will not be entitled to free admission.

2. Cheerleaders

Congratulations to you and your school on earning a place in the Football Playoff Series.

You and your fellow cheerleaders can help make the game a success in many ways. We would like to make special mention of several WIAA regulations which are meaningful to you.

For reasons of safety, the following provisions apply at all levels of WIAA tournament competition.

- a. Mini-trampolines, other rebounding devices and related pieces of equipment, are prohibited.
- b. The use of pyramids/mounts is restricted as follows: All individuals in the pyramid/mount who are not in contact with the cheering surface must be supported by one or more individuals who are in direct weight bearing contact with the cheering surface (base).
- c. Whether or not you will be allowed to use a breakthrough will be up to the game manager (typically the athletic director of the host school).

You may not use electronic amplifying devices. You are encouraged to lead appropriate cheers, but must do so from a place well removed from the sideline. Only if there is no room outside the 5-yard barrier, will you be allowed inside. If you are allowed inside the barrier, you are to stay in front of your fans and **are not to follow the ball up and down the field**. Please stay as far away from the field as possible. The game manager will talk to you about where you may and may not go when you arrive at the game site.

Thanks for your help and good luck!!!!

B. Information for Medical Personnel

Schools are encouraged to share the following information with any physicians, athletic trainers, therapists, etc., that cover their football games. This is information they must be aware of as they care for athletes needing their attention.

The best procedure would be to make copies of this information and mail it to them in advance of contest, or hand it to them upon their arrival for the contest.

FOOTBALL RULES MEDICAL PERSONNEL NEED TO BE AWARE OF

1. ILLEGAL EQUIPMENT INCLUDES:

a. Medical Alert Bracelets or Necklaces

These items are not considered jewelry. If worn, they must be taped to the body so as to remain visible.

b. Hard Substance in Final Form

Such items as leather, rubber, plastic, plaster or fiberglass when worn on the hand, wrist, forearm or elbow unless covered on all exterior surfaces with no less than 1/2 inch thick, high-density, closed-cell polyurethane or an alternate material of the same minimum thickness and similar physical properties to protect an injury.

c. **Knee Braces**

Knee and ankle braces which are altered from the manufacturer's original design/production must be padded. If unaltered, they do not require additional padding.

Knee braces worn over the pants must be padded, as well as shin guards that do not meet the NOCSAE specifications.

d. **Eye Shields**

Eye shields which prevent visual examination of a player's eyes. A legal eye shield must be 100% clear without presence of any tint.

e. Equipment

Any equipment judged by the official to be potentially dangerous is illegal.

2. ARTIFICIAL LIMBS

Wisconsin has authorized the use of artificial limbs which are no more dangerous to players than the corresponding human limb and do not place an opponent at a disadvantage.

3. BLEEDING

If an official discovers a player who is bleeding, or has an open wound, or has an excessive amount of blood on his uniform, such player shall be considered an injured player and must leave the game until the bleeding is controlled and cleaned up.

4. CONCUSSION AND/OR UNCONSCIOUS PARTICIPANT

No athlete shall return to play or practice on the same day of being diagnosed with a concussion. Any athlete suspected of having a concussion must be evaluated by an appropriate health-care professional that day. Any athlete with a concussion must be medically cleared by an appropriate health-care professional prior to resuming participation in any practice or competition. Return to play must follow a step-wise protocol which includes provisions for delaying return to play based upon the return of any signs or symptoms. Any athlete deemed unconscious must have medical evaluation and clearance before being allowed to return to participation.

5. OXYGEN/IV FLUIDS

Oxygen administered by mechanical means for recuperative purposes is not permitted.

Fluids provided intravenously is considered an invasive procedure used only in emergency situations. An athlete may not return to competition the same day.

NOTE: See Section III. D. beginning on page 4 for additional medical information.

C. WEATHER DELAYS

1. Circumstances vary so much from one situation to another no set of detailed guidelines can be issued for the entire state. Distances teams travel, weather forecasts for game day, as well as the day following, time of game if it is a weather interruption, etc., all have bearing and must be considered in making a decision.

2. Who makes the decision?

* Host school determination until 30 minutes prior to game time.

* Game Officials assume authority 30 minutes prior to game time.

3. General guideline is to play the game if at all possible.

* Guidelines you use during the regular season will probably serve you well.

* Foremost concern has to be **safety**, e.g., lightning, extreme wind chill.

4. When to make the decision.

* As late as possible.

* Don't decide to postpone and then find out you could have played.

- * Better to assume you can play and find out later you must postpone. Even if this means someone makes a trip and doesn't play.
- 5. Arrange in advance to get weather information on a regular basis. Arrange to call:
 - * Television.
 - * Radio.
 - * Sheriff's Department.
 - * Document your information and source!
- 6. Rescheduling postponed games.
 - * Reschedule Friday's games for Saturday and Saturday's games for Monday. If both schools agree, postponed Saturday's game may be rescheduled for Sunday.
- 7. Completing a suspended game.
 - * Resume from point of interruption.
 - * Resume that night/day if at all possible.
 - * If not possible to resume on game day, resume Friday's game on Saturday and Saturday's game on Monday. If both schools agree, postponed Saturday's game may be resumed for Sunday.
 - * Please contact the WIAA Office with make-up date and time.

D. FOOTBALL TOURNAMENT MANAGERS' CHECK LIST

1. PRE-EVENT PLANNING

Football playoffs present a unique problem in that team and site selection and games occur in such a short time span. As a tournament manager, you can do much to alleviate the resulting problems through careful pre-event planning.

Reminder: Lotteries, raffles, fundraising, contests and solicitation are prohibited at WIAA Playoffs.

- a. Preassigned details – If you suspect you may receive a playoff game, you can prepare the following items in advance of notification.
 - (1) Field preparation and marking. Keep your grounds crew personnel well informed.
 - (2) Concessions.
 - (a) Who will provide this service.
 - (b) Arrangement with supplier for supplies and delivery times.
 - (c) Workers to man station and work the stands.
 - (3) Tentative line-up of personnel needed.
 - (a) Line-to-gain crew.
 - (b) Stadium announcer and field clock operator (two people).
 - (c) Ticket sellers and takers.
 - (d) Crowd control (auxiliary and regular police).
 - (e) Doctor and emergency unit.
 - (f) Ball persons.
 - (g) Hosts for teams, officials, media. (Arrange location to meet officials upon arrival.)
 - (h) Program sellers.
 - (i) Locker room supervision and/or surveillance.
 - (j) Escort for game officials (upon arrival, halftime, post game and departure).
 - (4) Tickets.
 - (a) Recommend setting up a separate tournament account.
 - (b) Ticket preparation – print or use your own.
 - (c) Prepare complimentary tickets, media passes, and workers' badges.
 - (d) Write up ticket records forms, participating team presales, game sale.
 - (e) Make up ticket price matrix for sellers.
 - (5) Prepare an information sheet for the schools; include the following information.

- (a) Date, time, and place of game; maps.
 - (b) Team concerns – roster limitation, entry time, locker room assignments, towels, field phones, jersey colors, etc.
 - (c) Tickets – presale numbers, price, sections of the stands assigned, and complimentary tickets.
 - (d) Information for performance groups and cheerleaders (see APPENDIX).
 - (e) Media coverage and admissions.
 - (f) Pregame time schedule – warm-ups, anthem, introduction. Be sure to tell the officials.
 - (g) Possible eating places in area.
 - (h) Contact information on game manager.
- b. Pre-event duties
- (1) Confirm personnel – time and job descriptions.
 - (a) Contact the game officials, prepare contracts and game fee checks.
 - (b) Medical personnel.
 - (c) Game control workers (e.g., sidelines).
 - (d) Crowd control workers.
 - (e) Service workers – programs, concessions, hosts.
 - (2) Mail information sheet to schools.
(Mail or deliver tickets to schools involved.)
 - (3) Work out pre game/halftime performance schedule with schools.
 - (4) Check equipment.
 - (a) Down marker and chains.
 - (b) Scoreboard.
 - (c) Public-address system.
 - (d) Towels/refreshments for officials.
 - (e) First-aid equipment.
 - (5) Pregame details.
 - (a) Cash boxes – concessions, tickets, programs.
 - (b) Aprons.
 - (c) Checks for payment of workers and officials.
2. CONDUCT OF EVENT
- a. Be at the site early.
 - (1) Meet arriving team(s) and officials.
 - (2) Program delivery.
 - (3) Concessions' delivery.
 - (4) Handle last minute details.
 - b. Let your workers do their jobs.
 - c. Escort game officials to their vehicles after the game.
 - d. Count monies, justify with tickets, and secure or deposit money the same day of the game.
3. POST EVENT RESPONSIBILITIES
- a. **Report outcome of contest to WIAA and local media – Immediately after the contest online <https://www.wiaawi.org/ScoreCenter>.** Notify the WIAA of any serious injury and when athletes have been transported for medical attention.
 - b. Prepare WIAA financial report.
 - c. Make necessary payments – WIAA and participating schools.
 - d. Keep all reports and records on file for one year.