

WIAA // GESA CREDIT UNION

# **POSTSEASON STANDARD OPERATING PROCEDURES**

# **FOOTBALL**

**DECEMBER 1-2, 2023**

All Classifications - Husky Stadium (Seattle)

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# COACH INFORMATION

## EVENT SCHEDULE

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## SITE DETAILS

- State Finals @ Husky Stadium:
  - Tournament Managers: [Johnny Lee](#) & [Tim Graham](#)
- State Semifinals:
  - Each site will send a specific syllabus for participating teams.
  - If you do not receive information from the site director please reach out to them directly.

## ROSTER INFORMATION SHEETS

- Rosters and information sheets are exchanged between coaches on the Monday before the game.
- Two copies must also be sent to the game manager by noon on the Wednesday before the game.

## GAME PROCEDURES

The following time schedule will be followed for all non-televised playoff games:

- First Game:
  - 5 minutes on the clock: Captains to center of the field with officials.
  - 4 minutes on the clock: Captains rejoin the team.
  - 3 minutes on the clock: National Anthem (first game only).
  - 1 minute on the clock: Players to the bench.
  - 0 minutes on the clock: Announcer introduces the teams
    - Players line up on the sideline, run to the 40-yard-line as names are called, and face the 50-yard-line.
    - After introductions, players shake hands on the 50-yard-line and return to the sideline.
    - NOTE: The time on the clock will be 5 minutes fast to allow for introductions after the clock reads "00."
- Second Game
  - There will be 20 minutes placed on the clock at the end of the first game.
  - Follow the same time schedule as in the first game, but without the National Anthem.
- Warm-Up & Halftime Intermission
  - Each team is guaranteed at least 15 minutes to warm up before introductions of each game.
  - Halftime Intermission, starting when the teams leave the field, shall be 15 minutes in length.
  - Teams shall be allowed an additional three minutes for warm-up activities.
  - Each team's warm-ups will be from the 30-yard-line of their respective end zone and will run until awards presentations are completed.

## EVENT PHOTOGRAPHY

NW Sports Photography will post all of the action and awards pictures online at [4nsp.com](https://www.4nsp.com).



## CHEERLEADERS

Cheerleaders, in uniform and accompanied by their coach, will be admitted at no charge through the pass gate if a cheer roster has been submitted per the [Tournament Registration Instructions](#).

## STREAMING

- All matches will be streamed live on the [NFHS Network](#) and available for viewing on demand.
- Live streaming of any WIAA State event is not permitted during or after the tournament.
- Any such action is a direct violation of WIAA/NFHS media rights and will not be allowed.

# SPORT-SPECIFIC REGULATIONS

## TEAM ROSTERS & PASS GATE LIMIT

- Rosters and team photos must be updated per the [Tournament Registration Instructions](#).
- For all rounds of the Playoffs, maximum squad sizes are as follows:
  - 4A - 65
  - 3A - 65
  - 2A - 60
  - 1A - 50
  - 2B - 40
  - 1B - 35
- If a 1B/2B school does not offer sub-varsity competition, all regular season participants may play in the Playoffs.
- Larger schools (1A-4A) may purchase additional tournament passes for eligible players.
  - The roster number cited above will serve as the reimbursement number for potential revenue sharing.
- Teams may change rosters between Round 2 and the Semifinals, as well as the Semifinals and Finals.
- Substitute players must have been listed on a school's eligibility list as of the ninth playing date.
- Pass Gate personnel for qualified teams will consist of the following individuals:
  - 12 Coaches
  - 8 Team Staff
  - 2 Supervisors
  - 1 Medical (must be a licensed health care provider)
  - 5 School Board Members
  - 1 Superintendent
    - Combine schools will be allowed five school board member passes and one superintendent pass.
    - Districts with multiple high schools will receive five school board member passes and one superintendent pass, regardless of the number of teams to qualify.
- Additional team staff must be district-approved adults or 7<sup>th</sup> through 12<sup>th</sup> grade students from the school district.
- Sideline passes must be worn by all coaches, managers, statisticians, and student media personnel at all times.
- Each team can choose to **purchase** additional squad and/or sideline passes for their team.
- It is the responsibility of each team to keep all personnel inside the team box on the playing field.
- Benches are restricted to certified coaches, substitutes, trainers, physicians, and student managers/statisticians.
- A maximum of two individuals per school may be in the press box. Sideline passes must be worn at all times.
- Coaches wishing to scout their next opponent must contact the Game Manager by Tuesday prior to the game
  - A maximum of four coaches per team may be added to the Pass Gate list.

## **RULES & REGULATIONS**

- A mandatory video exchange program will be implemented for the State Football Tournament.
  - Round 1: Coaches must provide video copy of their three most recent games to their opponent within 30 minutes of the brackets being posted.
  - Subsequent rounds: Coaches must provide video copy of their three most recent games to their opponent no later than 12 pm on the Sunday following the previous contest.
  - The WIAA will contact the Athletic Director at the non-compliant school if the timeline is not met.
  - If video is not received by 9 am on Monday, the Head Coach may not coach the following week.
- National Federation Rule 3-1-2 (40-point differential) will be in effect during all 1B playoff games.
- Neutral site Game Managers are appointed by the Districts, Leagues, and schools involved in the Playoff game.
  - For games hosted by a participating school, the Game Manager shall be the home school's Athletic Director.
- The WIAA Office will select all Semifinal Game Managers.
- Five officials, as determined by WIAA staff, are assigned to the Playoff Semifinals and Finals for all classifications.
- First Round and Quarterfinal game officials are chosen from the participating Districts, unless participating Districts agree to use officials from the nearest neutral association.
- Selected officials are chosen from a survey-based list on top-rated officials, voted on by all District schools.

## **SITE REGULATIONS**

- Pending availability, up to three pregame practices are allowed at a Playoff location with a synthetic field for competing schools without access to such a surface.
- Practices may not exceed two hours in length.
- Any expenses involved in this practice will be paid by the individual schools using the facility for practice.
- There will be no pregame practice at any site with a grass field.

## **SITE SELECTION & ADMINISTRATION**

- Host WIAA Districts will submit three to five potential Round 1 and Round 2 Playoff sites per classification.
- Sites for all Round 1 and Round 2 games will be determined by the District Directors of the participating Districts.
- Suitability of potential sites will be determined based on the following criteria:
  - Condition of playing field.
  - Ability to control admission for ticket sales.
  - Adequate seating for anticipated crowds, Both home and away. Covered seating is preferable.
  - Availability of conveniently located locker rooms/meeting rooms, restrooms for both teams.
  - Availability of conveniently located restrooms for both home and visitor spectators.
  - Equal access to press box facilities for both teams.
  - Adequate parking for anticipated crowds.
  - Availability of emergency medical treatment.
- Semifinals and Finals sites will be set by the WIAA office.

## **SCHEDULE**

- Athletic Directors of the participating schools will determine dates and times for Rounds 1 & 2.
  - If they fail to reach an agreement, games default to Saturday at 1 pm.
- If multiple contests take place at a single site, a two-game schedule will default to 1 pm and 4 pm on Saturday; a three-game schedule will default to 1 pm, 4 pm and 7 pm on Saturday.
- The visiting team with the farthest travel will have first choice of game time.

## **TIEBREAKERS**

- A 25-yard-line overtime procedure is used to break ties in all playoff games.
- Both teams will have the opportunity to score, starting at the 25 yard line.
- If the score remains tied after each team possesses the ball, a second series will start at the 25 yard line.
- If the score remains tied, both teams will start each possession at the 10 yard line until the game is decided.
- All other overtime rules in the National Federation Rule Book shall apply.
- This form of the Kansas City Tie-Breaker may be adopted by leagues for regular season games.

## **GAME BALL**

Each team will provide their own Wilson game balls that must be used during all rounds of the playoffs.

# **GENERAL REGULATIONS**

## **ALLOCATIONS**

Postseason berths are allocated to WIAA Districts based on the total number of schools offering the sport in that classification/gender.

## **STATE TOURNAMENT TICKETS**

The WIAA has transitioned to paperless ticketing with State Tournament tickets available for purchase digitally through GoFan, the WIAA's ticketing partner. Fans are encouraged to purchase tickets online in advance of the events but will have the ability to purchase digital tickets onsite by accessing the GoFan digital ticketing site using their mobile devices. Limited paper tickets will be available at most sites on the day of the event. **SERVICE FEES APPLY TO ALL TICKETS SOLD. The Tacoma Dome, Yakima Valley SunDome, and Spokane Arena manage their own tickets. Venue-imposed fees apply.**

- **SENIOR:** Age 62 and over
- **MILITARY:** Active Duty, Veterans, Guard, and Reserves with proper Military I.D.
- **STUDENT:** Children aged 5-11 and students aged 12 and over with a valid high school or middle school ASB card (the actual ASB card must be presented; pictures of ASB cards on cell phones will not be accepted)
- **Children under the age of 5 are admitted free**
- 1st and 2nd Round ticketing for Soccer and Football is managed by the respective WIAA host Districts
- Tickets are valid only at the site/event for which they are purchased EXCEPT for Regional Basketball and Semifinal Football where tickets are valid at all sites on the day for which they are purchased

## **QUALIFYING TOURNAMENTS/EVENTS**

Qualifying events must be completed by the Saturday prior to the start of the WIAA State Tournament.

## **PASSES**

Passes are to participating schools according to the respective sport-specific guidelines.

- **Supervisory Passes**  
Supervisory passes are to be used only by the designated school staff who are in attendance to supervise the student body fan section.
- **School Media**  
School Photographers will be granted entry and may be granted floor privileges for the contest(s) in which their school participates. Each must be added to the school's pass list based on the allocated spaces in

FinalForms. These positions are intended for student media, however, adults will be allowed to fill these spaces if necessary.

- **Schools Billed for Pass Gate Entry**

Schools will be billed following for any school personnel who enter through the Pass Gate that are not included on the Pass Gate List. The billing rate will be for an All-Tournament ticket.

- **College Coaches**

Passes shall not be issued to college coaches for scouting purposes.

## **ALL-TOURNAMENT TEAMS**

- The WIAA does not select/announce an 'All-Star' or 'All-Tournament' team.
- If one is selected, it is announced and publicized by an outside group.

## **INSURANCE**

- Leagues, Districts, and the WIAA maintain General Liability insurance policies for their League, District, and State Championships.
- The WIAA also provides a Catastrophic insurance policy for post-season/Championship events.
- All other coverage, including accident insurance, is the responsibility of participating schools and or individuals.

## **GAMES COMMITTEES**

- Tournament Managers will appoint and name a Games Committee that will be onsite or readily accessible by phone for all postseason qualifying and/or State events.
- Participating coaches will be informed of the process and makeup of the Games Committee prior to the start of each event.
- Questions concerning infractions may be brought to the Games Committee by the Head Coach or a school administrator, NOT by a contestant, parent, or spectator.
- The Games Committee shall be composed of no fewer than three (3), nor more than five (5), members.
- Games Committee members may not have a conflict of interest with the teams/individuals involved with the game/contest under dispute.

### **Games Committee Duties:**

- Assist the Tournament Manager as needed and be immediately available at all times during the event.
- Act as an arbitration board of dispute on questions or protests that might arise - the final decision must be the consensus of the Games Committee.
- The Games Committee WILL include:
  - The Tournament Manager or designee;
  - The Head Official;
  - A Coach, Athletic Director, or School Administrator;And MAY include:
  - The Official Scorekeeper, OR
  - Another member of the event staff

## **PROTESTS**

In all WIAA State Tournaments, the following process will be conducted for protests:

### **Protest Process:**

- If a Head Coach believes there has been a misinterpretation/misapplication of a specific rule, the coach shall notify the game officials following the incident and prior to the resumption of action that the contest is under protest.
- The official(s) will suspend the contest until a decision of the Games Committee has been determined. The Games Committee will meet immediately or as soon as is reasonably possible upon receiving notification of the protest.
  - During the Games Committee meeting, the coach shall be afforded the opportunity to present rationale and justification including the specific rule(s) in question, how the officials misapplied/misinterpreted the rule(s), and the desired outcome of the protest.
  - The official(s) shall be afforded the opportunity to present the rule and its implementation in the protested situation.
- The Games Committee will consult with the WIAA staff member who oversees that sport; will follow any additional protest procedures covered in the specific NFHS rule book; and will utilize the NFHS and/or WIAA playing rules, scorebook, and/or statistics to determine the appropriate ruling.
- The Games Committee will deliberate in a closed session.
- The decision of the Games Committee is final and cannot be further appealed.
- Protests of an official's judgment will not be heard.

#### **TEAMS/INDIVIDUALS UNABLE TO ARRIVE FOR SCHEDULED COMPETITION AT A STATE EVENT**

Teams/individuals earning the right to participate in State events should have those rights protected as much as possible. Participating schools must also realize that these events are held to certain restrictions with facilities, game officials, and all other game administration and operations.

- A WIAA State event shall be defined as any tournament event managed by the State Office.
- Competing schools are responsible for notifying the WIAA Staff or the Tournament Manager in a timely manner if they are having difficulty traveling to the event site due to weather or an emergency and may not arrive in time for their scheduled competition.
- School personnel have the responsibility of making alternative travel plans based on weather forecasts and other foreseeable barriers to travel.
- As a common practice, input and recommendations are to be sought from the Highway Patrol and/or the Department of Transportation.
- Specific circumstances not covered by this policy are left to the discretion of the WIAA Staff.
  - If a team/individual is unable to arrive at a State event site for their scheduled competition due to circumstances beyond their control (e.g., an earthquake, all passes closed, roads closed due to flooding, etc.), that team/individual will be allowed to participate in their scheduled event provided they arrive at the event site and are able to compete on the day of their scheduled event.
  - The WIAA Staff, in cooperation with the Tournament Manager, shall adjust the schedule of the event for the purpose of allowing maximum participation for all qualified teams/individuals.
  - If the team/individual is unable to arrive to compete on the day of its event, a forfeit is recorded and that team/individual shall move into the consolation bracket or be dropped from competition, whichever is applicable to that particular stage of the event.

## **INCLEMENT WEATHER**

- In the interest of safety, weather/conditions beyond the control of the participating teams/individuals and/or Tournament Manager, there may be times that it becomes necessary to delay, postpone, or cancel a contest or tournament, though the intent of this policy is to accommodate teams/individuals by rescheduling.
- Thunder & lighting:
  - When thunder is heard or lightning is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
  - Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed prior to resuming play.
  - Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.

### **The following practices shall be observed:**

- If severe weather conditions affect a participating team/individual, but not the tournament, the team must notify the Tournament Manager.
- If severe weather conditions affect the tournament, the WIAA Staff will make the final decision concerning tournament postponement or rescheduling.
- Play will resume on the next playable date.
- Changing of sites, postponement, or cancellation of events will be determined by the WIAA Staff.

### **Procedures to follow if contests are rescheduled:**

- The WIAA Staff has the final authority on contest rescheduling.
- If contests are rescheduled on the same day as originally scheduled but at a different site, the Semifinal and Championship contests will be scheduled at the same time or later than originally scheduled.
- The time between contests may be shortened. *Example: If contests were originally scheduled at two (2) hour intervals, they may be rescheduled at one and one half (1½) hour intervals.*
- Individuals/teams shall be granted a minimum of twenty (20) minutes for rest between contests.
- Whenever possible, contests played on the final day of the tournament shall be scheduled to allow individuals/teams to return to their home community that day.
- If during the last scheduled day of a tournament, contests are unable to be restarted, requiring overnight postponement, only those teams/individuals still in contention for the Championship will continue play.
- Teams/Individuals not in contention for the Championship shall be awarded a tie for the highest placing that could have been earned if postponement had not been necessary.
- Ticket revenue will not be refunded in the event the schedule and/or day(s) of the event are changed due to inclement weather.

## **TEAM CEREMONIES**

Except for the postgame awards presentations, team ceremonies held before or after a contest must be conducted in the locker room or on the sideline so as not to delay the start of the contest or impact any other participating teams.

## **UTILIZING STUDENTS FOR SUPPORT POSITIONS AT ATHLETIC EVENTS**

Students younger than high school age will not be allowed for any support positions at a WIAA State Championship UNLESS the school signs a waiver ahead of time and the school assumes all risk.



- [Underage Worker Form](#)

## **SUPERVISORY PERSONNEL**

Participating schools must register a supervisory staff member in FinalForms to monitor their student fan section.

- **Supervisor Duties:**
  - Report to the Tournament Manager upon arrival.
  - Wear a WIAA-issued 'Supervisor' pass for easy identification.
  - Monitor fan behavior as outlined in the [WIAA's Fan Expectation Guidelines](#).
  - Assist the facility security staff or Tournament Management staff when necessary.

## **FAN/SPECTATOR EXPECTATIONS**

The WIAA supports social justice, racial equity, and sportsmanship. Derogatory cheers, slurs, and hateful comments relating to identity (race, ethnicity, gender expression, disability, religion) are not permitted. Tournament Managers and event personnel have the authority to remove individuals for inappropriate behavior or comments. If you witness any of the above behavior from those in attendance, you can report the incident to the WIAA via the [Discrimination & Harassment Reporting Form](#).

- Participating schools are encouraged to share the [WIAA's Fan Expectations](#) with their communities and student bodies prior to attending State events for policies regarding Cheers, Signs, Artificial Noisemakers, Mascots, Face Painting, Continuous Standing, Clean-Up Expectations, Drones, and more.

## **PEP BAND EXPECTATIONS**

- Restrict playing to timeouts, between periods, pre and postgame, or other dead ball situations.
- Maintain appropriate fan behavior as outlined in the [WIAA's Fan Expectation Guidelines](#).

## **CHEERLEADER EXPECTATIONS**

- Use only school district-approved cheers at appropriate times.
- Direct cheers and chants towards your school's team only.
- Maintain appropriate fan behavior as outlined in the [WIAA's Fan Expectation Guidelines](#).

## **TEAM ARRANGEMENTS**

- **Lodging:**
  - Participating teams are responsible for their own lodging.
  - Schools must provide supervision for all school representatives at their place of lodging.
- **Locker Rooms:**
  - Teams must be supervised by school personnel while in their assigned locker room.
  - Participants are responsible for leaving locker rooms in undamaged condition.
  - Tournament Management is not responsible for lost or stolen items.
- **Physicians/Trainers:**
  - Teams are encouraged to supply their own physician/trainer. Use [this link](#) to do so.
  - Athletes removed from participation and attended to by a physician cannot reenter competition until authorized by the physician who made the original decision.
- **Participant Admission & Roster Limitations:**
  - The roster limits for each of the State events are listed in the respective sport-specific regulations.
  - Only those participants included on the roster can be in uniform.

- Students not included on a team's roster/squad must pay admission or included on the Pass Gate list.
- Participant admission/asses is non-transferable.

### **STATE TOURNAMENT IDENTIFICATION AND SPONSORSHIP**

The WIAA has registered the WIAA logo and identification term, "State High School Championships," with the Secretary of State, establishing the ownership of events through legal action and WIAA Executive Board policies. Phrases such as "On to State," "On the Road to State" or any other phraseology that implies State High School Championships are included.

- The WIAA has licensed only one company to print, sell, and/or distribute WIAA-registered merchandise and schools are encouraged to contact the [WIAA Staff](#) directly for information regarding that partnership.
- Only official, pre-approved merchandise will be sold on-site before, during, or after the event.
- WIAA member schools that wish to produce merchandise utilizing any of the phraseology outlined above must utilize any one of the following processes:
  - Contact the [WIAA Staff](#) to procure desired merchandise through the WIAA's merchandise partner, or
  - Remit a percentage of the gross revenue of merchandise sold to the WIAA; the percentage will be agreed upon by the school and WIAA.
- Permission to distribute items onsite at a State event must be approved by the WIAA Staff..
- Advertising or recognition of non-school organizations/products is limited to WIAA-approved sponsors.
- Political displays and/or solicitation are prohibited.

### **EXPECTATIONS DURING AWARDS PRESENTATIONS DURING STATE EVENTS**

- Spectators will not be allowed onto the competition floor or field.
- All individuals (coaches, participants, managers, statisticians, etc.) will remain on the competition floor or field until all awards have been presented.
- **Losing Team Expectations:**
  - Send the entire team to the center of the field/court/competition area to receive their award,
  - Cooperate with the school supervisors and spirit squads to dispel any rude comments directed to the opposing team or tournament officials,
  - Remain on the field/floor until after the award has been presented to the winning team,
  - Display appropriate congratulatory efforts towards the winning team.
- **Winning Team Expectations:**
  - Remain on their own side of the floor or field until after the award has been presented to the other team,
  - Cooperate with the school supervisors and spirit squads to subdue overly exuberant fans until after the award has been presented to the other team.
  - Demonstrate respect for the opposing team.