

TO: Home Athletic Director / Site Director
FROM: CIAC
RE: Quarter-final Football Game Management
DATE: November, 2013

First, congratulations to you and your football team on making it into the State Football Championships and securing a home game in the quarter-final round. Since you are the host school, we have included the attached packet of information to assist you and your site personnel in running the event. The following list should help you in organizing and running a trouble-free event:

The host school will provide the following:

- Medical Coverage – MD must be on site in addition to an athletic trainer or EMT
- Ambulance Services – must be on site
- Security – Police or school security adequate for the event
- Game workers, ticket takers, sellers, etc. – adequate for the event
- Announcer
- National Anthem – American Flag
- Officials, including chain crew, will be assigned by CIAC – the school is responsible for on-site coordinator

For the officials:

- Provide locker room area – separate from teams, if possible
- Shower facilities
- Parking
- Security before and after the game
- CIAC will assign and pay ALL game officials / chain officials

Ticket Sales *– As per CIAC (***Subject to change depending on venue**)

\$5.00 - Senior Citizens (65 and older)

\$5.00 - Students

\$8.00 - Adults

No charge - Children 5 years and under

Pre-Sale Tickets – **NO pre-sale tickets will be sent to the schools. Pre-sale tickets can be purchased online on the CIAC website – www.ciacsports.com**

Comp Tickets – There will be NO comp ticket lists at the gates. Each school is allowed up to ten (10) comp tickets. To receive your ten (10) comp tickets go to the Eligibility Center – Football Options. There will be a link under Football Options that says Download Comp Tickets. This will allow you to download ten (10) comps in a pdf file. **All of these tickets will have a number on them so they can only be used once.**

Passes – The site will honor CIAC complimentary **2013 football** tournament passes, and CIAC **football** official's association membership cards that MUST include the sport of football – the passes are for **ONE** person only.

Expenses – Home site will receive **up to \$1,700** reimbursement for expenses for all game expenses with the exception of fees for officials. **Schools must submit a complete list of all their expenses.**

Tie Breaker Policy – Review this policy in the CIAC football tournament packet.

Media – For the quarter-finals the media will contact the school directly. CIAC will coordinate all media for the semi-finals and finals. Questions regarding the media should be directed to Joel Cookson at CAS-CIAC – (203) 250-1111 or Cell – (973) 216-8715 .

Game Films – Playoff teams must make available to their opponents films or video tapes of any two of their games that the opposing coach desires. (Note: For quarter-final games – not later than Saturday following Thanksgiving Day; for semi-final games – not later than Wednesday preceding the quarter-finals and by Monday following the semi-finals.) If one of the teams does not take game films, films of their games taken by opponents will be obtained.

ADVANCE NOTICE FOR ALL TEAMS THAT ADVANCE TO THE FINALS:

A PRESS CONFERENCE AND LUNCH IS SCHEDULED FOR TUESDAY, DECEMBER 10 FROM 11:00 – 2:00 p.m. AT THE AQUA TURF FOR ALL TEAMS THAT ADVANCE TO THE FINALS. The head coach, captains, athletic director and principal of the winning teams are invited to attend this press conference (a maximum of 14 per school). Information regarding the finals will be provided at the event. Representatives from print media and television will be on hand to conduct interviews with the players and coaches. The head coach will be asked to say a few words about their team and being in the finals at the press conference.

Contacts:

CIAC Football Chairman	Leroy Williams	School – (203) 497-7600 Cell – (203) 804-4876
CIAC Football Tournament Director / CIAC Football Officials Coordinator	James Benanto	Home – (203) 735-0904 Cell – (203) 906-4064
CIAC Central Office - Associate Executive Director	Paul R. Hoey	Office – (203) 250-1111 Home – (860) 529-3681 Cell – (860) 985-1658
Media	Joel Cookson	Office – (203) 250-1111 Cell – (973) 216-8715

GAME TIMING SHEET

<u>Actual Time</u>		<u>Game Clock</u>
4:30 p.m.	Team Arrivals	
5:30 p.m.	Team Warm-ups	60:00
6:20 p.m.	Coin Toss	10:00
6:27 p.m.	National Anthem	3:00
6:30 p.m.	Kick Off	0:00

TO: Principals of the Schools in the 2013 Football Championships
FROM: CIAC Football Committee
DATE: November 2013
RE: Sportsmanship at the Football Championships

The CIAC Football Committee is requesting your help in making the CIAC Football Championships number one in sportsmanship.

Your efforts to have the following accomplished at the championship game in which your school is participating is earnestly requested.

- A. Have someone from your school's administrative team at the game. This person must make his/her presence and whereabouts known to the site director.
- B. **Limit access to the sideline to your coaches, trainers, student statisticians.** Do not permit booster club members and friends and family who are basically spectators on the field.
- C. Take measures to prevent fans from going onto the playing area after the game.
- D. Observe the exiting and entrance of your team to make sure they are not harassed and that proper protection is provided for their movement on and off the field.
- E. Insist that unruly spectators be removed from the game.
- F. Your coach must at all times be marked by dignity and self-control. He should not use provocative language or engage in unsportsmanlike actions or behavior.
- G. Use the help of the site director and the security officers on duty to resolve any problems that you judge to be a pot boiling that should be cooled.

The CIAC Championship football games receive considerable media attention and each school participating will be showcased around the state. It is important that no member school or the school's community be embarrassed at these games.

We wish you the best possible experience as well as good luck in this endeavor.

To: Quarter-final Teams
From: CIAC Football Committee
Re: Sideline Management
Date: November 2013

Only team players in uniform, coaches, medical personnel, managers and school administration will be permitted in the team bench area.

Cheerleaders and their advisor(s) will be permitted behind the team bench area.

Band members, in full dress uniforms will be permitted on the field at half time.

NO family, friends, or children will be allowed on the sideline.

MaxPreps is the official photographer for the finals and will be allowed on the sideline. They will have their credentials visible.

2013 CIAC FOOTBALL PLAYOFF INFORMATION
Sponsored by IGA, Subway, CT DOT, MaxPreps and Spalding

TIE GAMES

If a playoff game ends in a tie, a tie-breaker system will be used as follows:

1. Immediately following the conclusion of the fourth quarter, a coin toss is to be held with the visiting team captain calling heads or tails. The winner of the toss shall be given the choice of OFFENSE OR DEFENSE, OR DESIGNATING THE END OF THE FIELD. The loser GETS THE REMAINING OPTION.
2. After a three-minute rest period, during which both teams may confer with their coaches, the offensive team shall put the ball in play, first and goal, on the ten (10) yard line.
3. The rules for loss of possession are the same as during the regulation game. If a touchdown is scored the try for an extra point(s) will follow. Field goal attempts are permitted during any down. When a team scores via either a field goal or the try for point following a touchdown it gives up possession of the ball.
4. If the score remains tied after each team has been given one series of downs in an overtime period, then the procedure shall be repeated with other overtime periods until a game winner is determined. In this case, there shall be an intermission of two minutes. At the subsequent meeting of team captains, the loser of the overtime coin toss will be given first choice of the options. If additional overtime periods are required, then first options will be alternated with no coin toss.
5. Each team will be PERMITTED ONE TIME OUT DURING EACH OVERTIME PERIOD.
6. Rules pertaining to offensive and defensive pass interference remain the same in the overtime period.
7. If the defensive team gains possession of the football by recovering a fumble or intercepting a pass, the ball immediately becomes dead. The defensive team may not score points.
8. The team scoring the greater number of points in the overtime shall be declared the winner. In the final game(s) teams will continue using the above tie-breaker procedures until a winner is declared. Beginning with the third overtime period, teams must go for two after a touchdown.

2013 CIAC FOOTBALL PLAYOFF INFORMATION
Sponsored by IGA, Spalding, CT DOT, MaxPreps and Subway

POSSIBLE SITES FOR SEMI-FINALS

Sites for Semi-finals will be announced Wednesday morning, December 4.

Site Directors

- | | |
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| * <u>Bunnell High School, Stratford</u>
Dave Johnson , Athletic Director | Office – (203) 385-4260
Cell – (203) 906-4831
Home – (203) 375-6642 |
| * <u>West Haven High School</u>
Jon Capone , Athletic Director

Chris Everone , Director of Facilities
WHS - Ken Strong Stadium | Office – (203) 937-4360 x 328
Cell – (203) 619-4784

Cell – (203) 410-9362 |
| * <u>Middletown High School</u>
Mike Pitruzzello , Athletic Director | Office – (860) 704-4558
Cell – (860) 250-1112
Home – (860) 388-9016 |
| * <u>Cheshire High School</u>
Steve Trifone , Athletic Director | Office – (203) 250-2552
Cell – (203) 215-3793
Home – (203) 250-1198 |
| * <u>Trumbull High School</u>
Mike Herbst , Athletic Director | Office – (203) 452-4557
Home – (203) 261-6383 |
| * <u>Falcon Field, Meriden</u>
Rich Katz , Athletic Director, Platt High School | Office – (203) 235-7963 x 139
Cell – (203) 910-1226
Home – (203) 271-1168 |
| * <u>Sheehan High School, Wallingford</u>
VJ Sarullo , Athletic Director | Office – (203) 294-5924
Cell – (203) 506-9380 |
| * <u>Jonathan Law High School, Milford</u>
Michael Hoggatt , Athletic Director | Office – (203) 783-3574 x 1840
Cell – (203) 824-3707 |
| * <u>Pomperaug High School, Southbury</u>
Joe Velardi , Athletic Director | Office – (203) 262-3244
Cell – (203) 887-5660
Home – (203) 393-0191 |
| * <u>East Lyme High School</u>
Steve Hargis , Athletic Director | Office – (860) 739-6946 x 2520
Cell – (860) 961-6664 |
| * <u>Wolcott High School</u>
Lisa Riggi , Athletic Director | Office – (203) 879-8173
Cell – (203) 509-4028 |

CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE

CIAC FOOTBALL PLAYOFFS

Crowd Control Policies

I. Duties of Site Coordinator – Be familiar with the CIAC Manual for Tournament Operations

A. Before a Game --

1. Together with site director exercise close control over ticket sales for the game.
2. Closely supervise the issuance of passes. Official CIAC 2012 Football pass and CIAC Football Officials pass (one person per pass) will be honored.
3. Telephone check with site director, preferably well before a game -- no later than early on the day of the game -- to insure that the best possible arrangements have been made to anticipate all potential problems. Make any “ad hoc” arrangements necessary.

B. During a Game --

1. Attend the game. Look for improvements that can be made in handling of games the next year.
2. Lend assistance to site director if needed.
3. Wear identifying CIAC badge, tag or armband.

C. After a Game --

1. Observe post-game activity. Look for ways of improving post-game procedures of games next year.
2. Lend assistance to site director if needed.

II. Duties of Site Director – Be familiar with the CIAC Manual for Tournament Operations

A. Before a Game --

1. Hire all personnel necessary for the proper and safe conduct of the game.
2. Confer with the Site Coordinator, preferably well before a game -- no later than early on the day of a game. Make any “ad hoc” arrangements necessary.
3. Arrange for sale of tickets at the game site. ***Do not oversell the seating capacity.*** Where feasible sell and collect tickets at field entrance.
4. Instruct ticket takers to honor only State Police passes and CIAC Football Committee passes.
5. Meet with all working personnel at least one hour before game time. Issue printed instructions to police and others, if necessary. Go over duties of all working personnel. Issue identifying badges, tags or armbands.
6. Arrange for hospitality to visiting teams, coaches and game officials.
7. Do not seat the opposing crowd behind a team’s bench, if possible.
8. ***Game Sellout*** -- If it is known in advance that a particular game is a sellout, notify the participating schools as early as possible to ask the radio stations serving their area to get the message announced so that people will not travel some distance only to find that no tickets are being sold. Police officers should be stationed outside the field area (front and rear) to notify disappointed fans of the situation and also to keep them at some distance from the entrance gate.
9. Report ticket sales to Site Coordinator.

B. During a Game --

1. Move about, keeping in close contact with police officer in charge.
2. Keep the playing area clear of spectators.
3. Keep exits, passageways and parking areas safe and clear of loiterers and unauthorized personnel.
4. Work with other assigned personnel to discourage unsportsmanlike conduct.
5. Handle disruptive incidents quickly -- call on police when necessary.
6. Assist the coach in case of injury to a player.

C. After a Game --

1. Do everything possible to insure the safety of players, game officials and spectators. Assign people to guard exits, parking lots, locker rooms, busses, etc.
2. Arrange police escort for busses to highways if necessary.
3. Communicate with CIAC and principal of any school whose coach, players or fans exhibited undesirable behavior.

III. Duties of Administrators of Competing Schools

The Principal of the participating school is responsible for the knowledge of, distribution, and implementation of the CIAC crowd control regulations which are mailed to each participating school.

A. Before a Game --

1. See to it that an education program on proper crowd behavior at games is conducted for the students over the intercom a few days before the game.
2. Be certain that at least one top level administrator attends the playoff game (principal or assistant). This administrator is to identify him/herself to the site director who will issue him/her the identifying badge, tag, or armband. Arrive well before game time.
3. Encourage as many faculty members as possible to attend the game.

B. During a Game --

Observe his team, his coach and his fans. Do all that he can to help the site director if undesirable incidents occur.

C. After a Game --

Remain after the game until he is certain that all is well. Help anywhere that help is needed.

IV. Duties of Athletic Directors of Competing Schools

A. Before a Game --

1. Arrange ticket sale to pupils and adults at his school. Make report of ticket sales to site director at proper time and return unsold tickets and money collected to site director well before game time.
2. Arrange for busses for team and spectators from his school.
3. Publish directions for getting to game site in local newspaper and announce same over school intercom.
4. Work with his principal to educate student body re. Proper behavior at tournament games.
5. Arrive at the game site well in advance of game time. Identify yourself to site director. He will issue to you identifying badge, tag or armband.

B. During a Game --

Sit where you can observe the conduct of your coach, team and students. Be alert for disruptive acts and do what you can to assist the site director in such an eventuality.

C. After a Game --

Remain after the game long enough to satisfy yourself that your team, your coaches, your equipment and your pupils are safely clear of the playing field.

V. Duties of Personnel Hired by Site Director to Work at Game

A. Before a Game --

1. Report for duty at least one hour before game time for briefing by site director. Be sure to wear identification badge, tag or armband.
2. Extend every courtesy to all teams, officials, press, spectators.

B. During a Game --

1. Perform assigned duties conscientiously.
2. Report immediately to site director or to police any disruption or threat of disruption.
3. Do what you can to keep exits, passageways and parking lots clear of unauthorized persons or loiterers.
4. Do everything possible to discourage unsportsmanlike conduct on the part of anyone.
5. Assist the site director and the police in any way you can.

C. After a Game --

Be at assigned station and perform duties as assigned by site director until dismissed by him.

VI. Duties of Policemen Working Tournament Games

(It is assumed that the number of police will vary according to the circumstances surrounding the game. This may be decided after consultation between site coordinator and site director.)

A. Before a Game --

1. Report for duty as requested by site director. (At least one hour before game time.)
2. Take posts and perform duties as assigned by officer in-charge after officer in-charge receives his instructions from site director.

B. During a Game --

1. Keep the playing area clear of spectators.
2. Guard exits, passageways, locker rooms, staging areas, busses, etc., as assigned.
3. Be alert for disruptive incidents and take whatever actions were agreed upon in pre-game conference with site director.
4. The officer in-charge shall radio for additional police help if it is deemed necessary by officer in-charge and/or site director.

C. After a Game --

1. Be at assigned station and perform duties as assigned by site director through officer in-charge. Do all within your power to ensure orderly departure of officials, players and spectators.
2. Provide police escort for player and/or spectator busses if deemed necessary by site director or officer in-charge.
3. Remain on duty until dismissed by site director.

VII. Duties of Coaches of Competing Teams

A. Before a Game --

Arrive at the site with your team. Stay with your players at all times during the pre-game period. Keep your players together.

B. During a Game --

Conduct yourself as a gentleman. Set a good example for your players and fans. Do not engage in theatrics, or engage in unsportsmanlike conduct of any description.

C. After a Game --

Leave the field with your players. Keep your players together. Stay with them in the locker room. Accompany them to the bus. Travel with them back to your school.

VIII. Duties of Players of Competing Teams

A. Before a Game --

Stay together upon arrival at site. Remain in area of locker rooms and playing field.

B. During a Game --

Display good sportsmanship at all times.

C. After a Game --

1. Remain with your teammates. Stay together as a group from the time you leave the playing field until you board the bus for the trip home.
2. Avoid trouble with any provocateurs who may be lingering inside or outside of the building.

Special Note -- Public Relations (Or “Game Comments to News Media”)

Use discretion in comments to officials, press and public-at-large before, during and after game.