



OSAA State Championship brackets will be posted to <http://www.osaa.org> by 9am the morning after each classification’s cutoff date. Teams will be placed on the brackets according to the procedures outlined in [Executive Board Policy – State Championships – Rankings](#).

ADMINISTRATIVE INFORMATION

Additional information available on the OSAA website, <http://www.osaa.org/activities>

1. **EMERGENCY PLAN:** In the event of an emergency, natural disaster, fire, war, etc. that forces postponement or cancellation of an OSAA State Championship event, information will be posted to the home page of the OSAA website (<http://www.osaa.org>) and distributed to statewide media outlets.

2. **EVENT MANAGEMENT INFORMATION:** <http://www.osaa.org/activities/fbl/>

Download this packet, which includes necessary information for any school hosting a state championship match, including general information, Event Management Checklist, Reserve and General Admission ticket information, **NEW ONLINE Event Management & Ticket Report**, Event Signage and OSAA PA script for your announcer, etc.

3. **ADMISSION:**

A. **General Admission Tickets:** *Student is any child age 5 & up through a senior in high school.*

First Round – Quarterfinals	Adults – \$6	Students – \$4
Semifinals	Adults – \$10	Students – \$5
Finals	Adults – \$10	Students – \$5

B. **Online Ticket Orders:** <http://www.osaa.org/activities/fbl/tickets>

- 1) **6A Football Semifinals.** Beginning Sunday, November 19. Pre-order General Admission Tickets for the 6A Football Semifinals. Tickets are available online until 10am, Wednesday, November 23. All orders will be placed at the event Will Call window and available for pick-up the day of the game.
- 2) **6A Football Finals.** Beginning Sunday, November 26. Pre-order General Admission Tickets for the 6A Football State Championship. Tickets are available online until 10am, Thursday, November 30. All orders will be placed at the event Will Call window and available for pick-up the day of the game.

C. **Semifinals and Finals Sites Ticket Purchases:**

1) **Locations and Times:** <http://www.osaa.org/activities/fbl/>

Locations and times for the semifinals and finals will be posted to the Football page of the OSAA website when determined. Please direct your fans and local media to go there for the most current information.

- 2) All sites will be selling General Admission Tickets the day of the event.
- 3) Personal checks and American Express cards are not accepted at any sites.
- 4) Cash, VISA / MasterCard accepted at all sites.

D. **Member School Discount Tickets:** Tickets are good for all games, first round through finals site. Each school may purchase up to 10 discount tickets for \$30 each.

E. **Complimentary Tickets:** Each school that participates in a state championship game will receive the following Complimentary Tickets: 6A – 15 tickets.

- 1) The **host school** is to provide these tickets for all games through the quarterfinals.
- 2) The OSAA office will provide these tickets for the semifinals and finals. Schools may pick up their tickets at the “Will Call” window in the name of the school. **Photo ID and a signature will be required to pick up tickets at “Will Call.”** No additional passes will be available at the championship site. Coaches may gain admission with their OSAA Gold Card and photo ID.

F. **Bus Drivers:** Schools are responsible for taking care of any bus driver admissions. The OSAA does not provide passes for bus drivers.

G. **Passes:** ONLY the OSAA Gold Card, OSAA VIP pass, OSAA Media pass, OSAA Football Discount ticket and OSAA Football Media pass, which will admit the **bearer only with photo ID**, are to be honored at any OSAA State Championship event. NO school, athletic district, officials association, etc., passes are to be accepted.

4. **SEMIFINAL PRESALE TICKETS** – The OSAA will UPS tickets (when necessary) the Monday prior to the semifinal games. **Semifinal PRESALE tickets will be shipped on Monday, November 20, and should arrive by Tuesday, November 21.**

This is Thanksgiving Week – If your school is closed for this entire week please contact Kristie (kristiep@osaa.org) with an address to send your semifinal tickets to. Address MUST BE a physical address for UPS to deliver – NO PO Boxes.

- A. **Athletic Directors** – If your team wins, Brad Garrett will confirm that your school wishes to receive presale tickets.
- B. **A Ticket Report** will be included with each pack of tickets. Give tickets, the report and a copy of this information to your bookkeeper.
- C. **Verify the ticket numbers** – Match each beginning ticket pack with the “Event Beginning #” column on your ticket report. Do this for ALL of the Adult and Student General Admission Tickets and the Adult and Student Season Tickets. **Immediately report any discrepancies to Kristie, 503.682.6722 x222.**
- D. **Reconciliation of the Ticket Report.**
 - 1) At the end of the sales, record the first ticket number remaining on each ticket pack in the “Event Ending #” column on the ticket report. NOTE: If an entire ticket pack is sold ADD 1 to the last number of the ticket pack. Example – ticket pack ends with 005750 – you record 005751 in the “Event Ending #” column.
 - 2) Complete the form; make a copy for your records. All remaining tickets, the original ticket report and a check for the total amount of sales should be mailed on the Monday following the event to the OSAA, ATTN: Kristie Patterson, 25200 SW Parkway Avenue, Suite 1, Wilsonville, OR 97070.

5. **FINALS PRESALE TICKETS** – The OSAA staff member at the semifinal site will bring the finals presale tickets to all semifinal sites. **These tickets are for the school to pre-sell beginning on Monday, November 27.**

- A. **Athletic Directors** – If your team wins, find the OSAA staff member at your event and pick up your FINALS presale tickets.
- B. **A Ticket Report** will be included with each pack of tickets. Give tickets, the report and a copy of this information to your bookkeeper.
- C. **Verify the ticket numbers** – Match each beginning ticket pack with the “Event Beginning #” column on your ticket report. Do this for ALL of the Adult and Student General Admission Tickets and the Adult and Student Season Tickets. **Immediately report any discrepancies to Kristie, 503.682.6722 x222.**
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6. **EXPENSES:** <http://www.osaa.org/docs/forms/ReimbursementFormula.pdf>

Team expenses will be paid by check at the conclusion of the fall sports season according to the 2017-18 Reimbursement Formula.

7. **LODGING AND VISITOR INFORMATION:** TBD. Schools are to make their own arrangements for lodging.

8. **[STATE CHAMPIONSHIPS – SUPPORT GROUP POLICIES](#) (OSAA Handbook, Executive Board Policies) (Revised Fall 2017)**

Following are the support group policies as adopted by the Executive Board regarding state championships:

- A. **Admission.** ***Members of support groups shall be given complimentary admission from game management for contests during which their school is participating. Members shall enter the facility in uniform as a group and must be accompanied by their coach/director for verification.***
 - 1) ***Cheerleading.*** ***The number of cheerleaders permitted is limited to members of the varsity cheer team for that sport season. Venue space, as determined by game management, may limit the number of cheerleaders able to cheer on the sideline. Squad size for routines performed prior to the contest, during timeouts and for halftime entertainment may exceed the venue sideline limit so long as the additional members return to the stands when the contest resumes.***

- B. **Pep Band Expectations.** *The purpose of performances by pep bands at athletic events is to entertain, promote school spirit and support cheerleaders in providing positive crowd participation activities. All members of the pep band are expected to exhibit the highest standards of good sportsmanship.*
- 1) ***Musical selections including rhythmic percussion cadences in support of cheerleaders may be performed only during the following times:***
 - a) ***Prior to the game.***
 - b) ***During time outs.***
 - c) ***Between quarters or at halftime.***
 - d) ***Following the game.***
 - e) ***Exceptions:***
 - (1) ***Rhythmic percussion cadences in support of cheerleaders may be performed during play at outdoor venues only.***
 - (2) ***No musical selections may be performed during injury time outs.***
 - 2) ***Amplified instruments are permitted at basketball contests unless the State Championship Director determines that space availability or distance to an electrical outlet precludes its use. The State Championship Director has the authority to control the volume of any amplified instrument.***
 - 3) ***If two pep bands are playing at an athletic contest, the groups shall alternate performances and split the halftime. In football, the performance time after a touchdown or point after goes to the band representing the school that has scored regardless of which band performed last. The directors of the two groups shall meet prior to the contest to confirm how the time will be shared.***
- C. **Halftime Entertainment.** *The following halftime procedures shall be utilized:*
- 1) ***Basketball.***
 - a) ***Schools participating in the Basketball State Championships will be given first choice to entertain during halftime intermission of all basketball games. Other schools will be considered in order of application received. It shall be understood that schools not participating in the state championships shall not bring a band.***
 - b) ***All halftime entertainment must be approved by the State Championship Director.***
 - c) ***Individuals or groups shall provide their own equipment for music accompaniment.***
 - d) ***Total halftime entertainment shall not exceed eight minutes.***
 - e) ***Participating schools are to mutually agree on how the eight-minute halftime is to be shared.***
 - f) ***The facilities will not be blacked out nor will fire of any nature be permitted for entertainment.***
 - g) ***Individuals or groups must wear appropriate gym floor shoes.***
 - h) ***Questions concerning halftime entertainment shall be directed to the State Championship Director.***
 - 2) ***Football.***
 - a) ***Halftime entertainment shall be approved by game management.***
 - b) ***If special announcer is required for support group performances, previous arrangements shall be made with game management in order to gain access to public address system.***
 - c) ***Advisor of the support group shall give exact number of seats needed to game management.***
 - d) ***Total halftime entertainment shall not exceed 14 minutes (See below).***
 - e) ***The game clock shall be in operation during halftime and shall be started at the conclusion of the first half. Clock will show 15 minutes (See below).***
 - f) ***The visiting school support group shall perform first (unless the two schools mutually agree otherwise) and shall be prepared to start performance within 30 seconds after end of first half. Performance by visiting school support group may not exceed seven minutes, including time to get on and off the field.***

- g) *The second support group shall be prepared to start performance within 30 seconds after the first support group clears the field. The second support group performance may not exceed seven minutes, including time to get on and off the field (See below).*
- h) *The field shall be cleared for mandatory three-minute warm-up drills by the two teams.*
- i) *Delaying the start of the second half shall be subject to reprimands and/or penalties by the Executive Board.*
- j) *If game management wishes to extend the halftime entertainment per the National Federation Rules Book, two minutes shall be added to each performance (total time of 18 minutes instead of 14 minutes) and clock will show 20 minutes at start of halftime.*

3) **Soccer.** *Same as for football, except total time for entertainment at halftime is eight minutes (four minutes for each school support group).*

9. **DAMAGE:** Any damage to a facility, including the removal of goal posts, is the responsibility of the school whose students or patrons inflict the damage.

10. **SPECTATOR CONDUCT AT OSAA SANCTIONED EVENTS** (OSAA Handbook, Executive Board Policies) (Revised Winter 2015)

In addition to the general expectations included in the OSAA Constitution, Rule 3, that school officials "...shall take all reasonable measures to ensure that the school's students and supporters maintain a sportsmanlike attitude toward all events..." the following specific expectations regarding spectator conduct at all OSAA sanctioned events, including regular and post season competition, are provided:

- A. All cheers, comments and actions shall be in direct support of one's team. No cheers, comments or actions shall be directed at one's opponent or at contest officials. Some examples of inappropriate conduct or actions that are not permitted are: turning backs, holding up newspapers or jeering at cheerleaders during opposing team introductions; disrespecting players by name, number or position; negative cheers or chants; throwing objects on the floor.
- B. Spectators are not permitted to have signs or banners (larger than 8 ½ by 11 inches), confetti, balloons or glass containers. "Fathead" type items are considered signs and shall not be larger than 8 ½ by 11 inches. Spectators are required to wear shirts.
- C. Spectators are not permitted to have artificial noisemakers. Some examples of artificial noisemakers are Thunder Stix, cowbells, clappers and air horns.
- D. Spectators shall not be permitted to use vulgar/offensive or racially/culturally insensitive language. Spectators shall not be permitted to engage in any racially / culturally insensitive action.
- E. Spectators who fail to comply with Association or site management spectator conduct expectations may be expelled from the contest.

11. **STATE CHAMPIONSHIPS – VIDEOTAPING** (OSAA Handbook, Executive Board Policies)

Any school or spectator may videotape state championships from the stands, providing they do not obstruct the view of others or require extra space. Use of a tripod in the stands is prohibited for safety reasons. When a school films its own team during a state championship, the official school representative will be granted the privilege of filming from the designated area established by the OSAA. NOTE: Videotaping or filming is for private use only. Televising, including live or delayed broadcasts and cable, is prohibited unless a contract is signed with the OSAA.

12. **STATE CHAMPIONSHIPS – RADIO, TELEVISION AND INTERNET BROADCASTS** (OSAA Handbook, Executive Board Policies) (Revised Fall 2007)

The OSAA owns the rights to and coordinates any radio, television and/or Internet broadcasts for state championship events, first round through championship final. Media outlets that wish to broadcast any state championship event must contact the OSAA for permission and/or to negotiate a rights fee well in advance of the event. The OSAA shall contact the host school athletic director if a media outlet has been granted permission to broadcast an early round event. If the OSAA has not contacted the host school athletic director to confirm that permission has been granted, the broadcast shall not be allowed. It shall be the responsibility of the media outlet to make all necessary arrangements with the host school athletic director and to pay for any phone line charges or installation fees for any early round event.

NOTE: The OSAA will coordinate arrangements with media outlets at all final sites. Contact Steve Walker, OSAA Sports Information Director, at steveuw@osaa.org with any questions. The NFHS Network is the exclusive broadcast rights holder of this postseason event. Any individual streaming a game is strictly prohibited and is in direct violation of the OSAA's contract with the NFHS Network.

13. **WITHDRAWAL FROM STATE CHAMPIONSHIPS** (OSAA Handbook, Executive Board Policies)

(Revised Fall 2008)

By entering participants in a state championship meet, contest or tournament, each member school certifies that, barring injury, illness or unforeseen events, or a withdrawal to avoid violating the religious convictions of team members, the team or individuals representing the school will participate in every game or competition, that is part of that championship event, until the final conclusion of the meet, contest or championship. Any withdrawal or intentional forfeiture for reasons other than those specified shall be considered a sportsmanship violation, and shall be subject to reprimand and/or other penalties as determined by the Executive Board. See **Executive Board Policies, "Withdrawal During a Competition"** for more information.

COACH / TEAM INFORMATION

Additional information available on the OSAA website, <http://www.osaa.org/activities>

GENERAL INFORMATION

1. **STATE CHAMPIONSHIPS – TEAM SIZE** (OSAA Handbook, Executive Board Policies)

(Revised Fall 2013)

A. The following limitations shall apply to replacement players and maximum team sizes for team sport State Championship events, first round through championship final. **NOTE:** Only players in uniform are allowed to participate in pre-game warm-ups.

B. **Penalties for excessive team size:** Suiing up, warming up, or playing too many players shall be considered a gross act of unsportsmanlike conduct and may be punishable by fines, forfeiture and/or other penalties as determined by the OSAA Executive Board.

3) **Football.** Team: Replacement of players applies to each game. A player replaced on the roster may be reinstated to the roster in subsequent games. Maximum in uniform: 6A-60, 5A-50; 4A-40; 3A-33, 2A-33; 1A-24.

2. **PRACTICE:** If a game is scheduled to be played on artificial turf, a team is limited to one practice at that facility during the week preceding the game if that facility is available (unless it is the school's own facility). The school shall make all arrangements through the facility manager and shall assume any costs involved.

3. **FOOTBALL – VIDEO EXCHANGE** (OSAA Handbook, Executive Board Policies)

(Revised Fall 2010)

Each school participating in the Football State Championships, excluding schools assigned to the 1A Classification, shall be required to exchange at least two videos with their next opponent. The opposing coaches choose which videos to receive, and the exchange must be completed by noon on the Sunday preceding the game in which the two schools meet.

FIRST ROUND – QUARTERFINALS INFORMATION

1. **GAME TIMES:** Schools need to log on to the OSAA website to submit the time of their game for each playoff round prior to the semifinal site. A location for the game should only be added when the game isn't being played at the host school's campus. Friday, 7pm / 7:30pm, or Saturday, 1pm for all first round through quarterfinal games; OSAA to determine the day and time for semifinal and final games. **NOTE:** Except in those instances where the OSAA designates the day and time, games are to be played at times indicated above unless both schools involved agree otherwise and approval is obtained from the OSAA office. If schools cannot mutually agree on day and time, the OSAA will make the final decision.

2. **LOCATIONS:** First through Quarterfinal Rounds – All games are to be played at the designated home site unless permission is granted by the OSAA.

3. **STATE CHAMPIONSHIPS – ADOPTED BALL** (OSAA Handbook, Executive Board Policies)

(Fall 2010)

The OSAA shall require that the officially adopted ball for that sport be used in all state championship contests, first round through final sites.

A. **State Championship Contests at Home Sites.**

2) **Football.**

a) **Procedure.** Officials shall confirm that both teams use the officially adopted ball (**Wilson Footballs**). If either team uses balls that are not the officially adopted balls, the contest shall be played, and officials shall report the school or schools in violation to the OSAA.

b) **Penalty.** A school, which is found to have used a non-adopted ball in an OSAA state championship contest, shall be subject to fines, forfeiture and/or other penalties as determined by the OSAA Executive Board.

B. **State Championship Contests Administered by OSAA Staff.** Officially adopted balls (**Wilson Footballs**) shall be provided by OSAA staff administering the contests.

4. **OFFICIALS:**

- A. **First Round:** The host school is to obtain five officials from the association that services its home games. OSAA will pay the officials through each commissioner. See OSAA Handbook, [Executive Board Policy, Officials – Host School Responsibilities](#) for additional information.
 - B. **All Additional Rounds:** Five officials will be assigned and paid by OSAA through the commissioner. Officials have been instructed to contact the host school AD to reconfirm game times and locations prior to the day of the contest.
5. **FIELD PHONES:** Each school has the responsibility to provide field phones for their own use. If a phone problem arises during a contest, a school may be required to discontinue use of a phone(s) so that an equal number of phones are maintained. The OSAA and / or host school will not provide back-up phones for use at any point during the game.
6. **MEDICAL COVERAGE:** It is the responsibility of the home school to provide adequate medical coverage for each state championship contest.

SEMIFINAL AND CHAMPIONSHIP SITE INFORMATION

1. **LOCATIONS AND TIMES:** <http://www.osaa.org/activities/fbl/>

- A. Semifinals (November 24-25) and Finals (December 2) – All games will be played at sites, days and times designated by the OSAA.
- B. Locations and times for the semifinals and finals will be posted to the Football page of the OSAA website when determined. Please direct your fans and local media to go there for the most current information.

2. **STATE CHAMPIONSHIPS – MEDICAL CHAIN OF COMMAND** (OSAA Handbook, Executive Board Policies) (Effective Fall 2012)

The OSAA provides an official medical team that consists of State of Oregon registered athletic trainers and/or licensed physicians at state championship events administered by OSAA staff whenever possible. If provided, this OSAA designated medical team shall have final authority on all injury evaluations, participation status and return-to-play decisions.

3. **SERVICE ANIMALS:** Trained guide dogs and service animals assisting guests are welcome at OSAA State Championships. All other animals are prohibited. All service animals must remain on a leash or in a harness, and be in full control of the handler, at all times. Handlers are responsible for any damage or injuries caused by their animals, must properly dispose of waste in appropriate containers and must take appropriate precautions to prevent property damage or injury.
4. **LOST AND FOUND:** During the event, Lost & Found will be at the OSAA Event Office or other location designated by the host facility / OSAA Staff. Beginning the first business day after the event, please email kristiep@osaa.org to claim any missing items.
5. **AWARDS:** Team trophies will be presented immediately following each championship game. Medals will be distributed to the athletic director of each school following each championship game.
- A. **Trophies:** Trophies will be presented to the champion and second place teams in each classification. A trophy will also be sent to each semifinal team.
 - B. **Medals:** The following number of medals will be presented to the champion and second place teams in each classification: 6A – 65
 - C. **Moda Health Player of the Game:** One player from each team in each classification's semifinal and final games will be recognized as that team's Moda Health Player of the Game. The winners will be announced over the PA and on the OSAA Radio Network broadcast at the conclusion of each classification's semifinal and final games. A certificate and commemorative gift from Moda Health will be mailed to the student's athletic director shortly after the event.

6. **STATE CHAMPIONSHIP RESULTS:** <http://www.osaa.org/activities/fbl/>

Results, including statistics, will be posted to the Football page of the OSAA website following each semifinal and final. Please direct your fans and local media to go there for results.

Please direct your questions or comments regarding officials, schedule, coaches or other pertinent information, as it relates to the championship, to Brad Garrett, 503.682.6722 x229 or email bradg@osaa.org.

SOUVENIR INFORMATION

Additional information available on the OSAA website, <http://www.osaa.org/shop>

1. **SPORTS U MERCHANDISE:** <http://www.osaastore.com>

- A. **Finals Site:** Sports U will be onsite at the finals with a wide variety of Football State Championship souvenir merchandise. Stop by the merchandise booth on the concourse level to purchase t-shirts, sweatshirts, letterman patches, sweatpants, hats

and much more. Items not sold at the event will be available for purchase online after the state championships while supplies last.

- B. **Official Letterman Patches:** Get your official OSAA Football State Championship letterman patch onsite or by ordering online. Forget to get one last year? You can order an official letterman patch for any year in any OSAA activity by ordering online.
- C. **Sports U Contact Information:** Sports U is the official merchandise vendor of the OSAA. For more information, contact Sports U at 503.227.2051 or via email at erics@sportsu-store.com.

2. **NORTHWEST SPORTS PHOTOGRAPHY (NSP):** <http://4nsp.com/PhotosAction.aspx>

- A. **Action and Awards Photos:** NSP will shoot action and awards photos at this year's finals. Action and award photos will be available online for purchase by Sunday evening following the event.
- B. **Team Photos:** NSP will have a photographer available to shoot team photos on Saturday's final. Coaches will receive order forms from NSP in the mail during the week of their championship game. All team photos will be available online for purchase by Monday evening following the event.
- C. **NSP Contact Information:** NSP is the official photographer of the OSAA. For more information, contact NSP at 800.446.5758 or via email at customerservice@4nsp.com.

3. **BROADCAST INFORMATION:**

- A. **OSAA Radio Network:** <http://www.osaa.org/radio-network>

The OSAA Radio Network, sponsored by Pacific Office Automation, will broadcast LIVE audio of all Football State Championship semifinal and final games via the Internet. Tune in to the action beginning five minutes before each game. Each OSAA Radio Network broadcast will be archived on the OSAA website so you can listen anytime.

- B. **NFHS Network:** <http://www.nfhsnetwork.com/associations/osaa>

The NFHS Network will be streaming LIVE video of all Football State Championship semifinal and final games via the internet. Subscription fees are \$9.95 per month. Events will be archived for free viewing 72 hours after the event conclusion. Order DVD's online.

4. **OSAA CHAMPIONSHIP PROGRAMS:** <http://www.osaa.org/shop#programs>

Official Football State Championship programs will be available at the OSAA merchandise booth on the concourse level at for \$5. This year's program includes state championship brackets, a full-page roster and picture plus season results for each participating team, historical state championship records and an 11"x17" color map of all OSAA member schools. Forget to get yours at the event? Order online or by calling 503.682.6722 x221.

5. **MINI REPLICA TROPHIES:** <http://www.osaa.org/shop#trophies>

The OSAA is proud to be able to offer mini replicas of the trophies presented at the OSAA State Championships. Mini replica trophies are 8" tall x 10" wide x 5" deep and make a great gift for coaches, students, parents, etc. Mini replicas can be produced for teams and individuals for any year in any OSAA activity. Each mini replica trophy is \$50 and that includes a personalized nameplate, shipping & handling. Order online or by calling 503.682.6722 x233.

6. **JOSTENS CHAMPION RINGS:** <http://www.jostens.com/sports/osaa.html>

Both team and individual champions can now celebrate their hard work, dedication and success with an Official Champion Ring from Jostens. Champion rings come in eight stone colors with a metal choice of either White Lustrium or Yellow Suncaat. Customize the sides of your ring with your name, number, school or mascot. The OSAA logo and activity panel depicting your championship will decorate the sides of your Champion Ring. You may also order a Champion Ring from previous years. Contact your Jostens representative or call 800.839.7125 to order.