



OSAA / U.S. Bank / Les Schwab Tires
3A-2A-1A FOOTBALL STATE CHAMPIONSHIPS
EVENT MANAGEMENT INFORMATION



This 12-page .pdf is being sent to all schools that could potentially host a state championship game. Please keep this information in case you host more than one state championship game this fall.

Additional information available on the OSAA website, www.osaa.org/football/

PRE-EVENT

1. **EVENT MANAGEMENT CHECKLIST:** This communication is vital to a successful contest and should take place as soon as the teams are finalized. Each host school should send a completed Event Management Checklist and a diagram of the seating plan to potential opponents.
2. **GAME TIMES:** Friday, 7 p.m. / 7:30 p.m., or Saturday, 1 p.m. 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. Please notify steve@osaa.org immediately when a game time has been determined so we can assign officials.
3. **OFFICIALS:** There shall be five certified game officials for all state championship games. Officials shall be assigned by the OSAA and paid from the OSAA office. See OSAA Handbook, [Executive Board Policy, Officials – Host School Responsibilities](#) for additional information.
4. **SPONSOR INVITATION:**

As we have done the past couple of years, the OSAA is asking HOST athletic directors to contact your local U.S. Bank branch manager and Les Schwab Tires Center store manager and invite them to your Football playoff game each week as your guest.

If they are able to come, we ask that you take a moment before the game or at halftime to introduce them and publicly acknowledge their support over the PA system. Something like “Please welcome Jane Doe of U.S. Bank and Joe Smith from Les Schwab Tires and join us in thanking them for their continued support of the Oregon School Activities Association and state championship events such as this game.” If they are unable to attend, please thank them for their support.

Thank you for your cooperation with this request. Contact Peter Weber, 503.682.6722, ext. 231, or at peterw@osaa.org if you have any questions.

5. **OSAA BANNER:** The OSAA along with our title sponsors, U.S. Bank and Les Schwab Tires, purchased and distributed a 3' x 10' banner for all member schools in recent years. The banner recognizes your school as a member of the OSAA. We encourage you to display this banner prominently when you are hosting a state championship event. Thank you in advance for your cooperation.
6. **PA SCRIPT:** Please ensure that your announcer has a copy of the attached PA script and reads these announcements during each state championship game.
7. **PROGRAMS:** The host school has the right to produce a roster sheet / game program through the semifinals. These may be handed out or sold by the host school. The OSAA will produce and sell programs at the state championship semifinals and finals.
8. **TICKET BOOTH SIGNS:** There are four signs attached, Ticket Prices, Pass Gate, Spectator Conduct and OSAA Online Tickets. Please ensure that these signs are posted at your gates prior to each state championship game.
9. **ADMISSION:**
 - a. **Reserved Seating:**
 - 1) Only schools offering reserved seating for regular season games may sell reserved seats for playoff games. Schools cannot increase the price of reserved seats for the playoffs. Regardless of what the school charges, the OSAA must receive their regular ticket price of \$6.
 - 2) If schools have not had reserved seating during regular season play, they may not institute such a policy for playoffs.
 - b. **General Admission Tickets:**

First Round – Quarterfinals

Adults – \$6

Students – \$4

- c. **Complimentary Tickets:** Each school that participates in a championship game will receive the following Complimentary Tickets: 3A – 10 tickets; 2A –10 tickets; 1A – 6 tickets. The **host school** is to provide these tickets for all games through the quarterfinals.
- d. **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. See the Pass Gate Sign in this information.
10. **STATE CHAMPIONSHIP SEATING:** Schools are reminded that a state championship game is an OSAA event and not a home school's game. Seating for all football state championship games is to be determined by the home field policy as established for all league contests with the following procedures required:
- Representatives of the two schools must communicate prior to the game and provide for as equitable as possible seating arrangements for the visitor based on: (a) Home seating policy; and (b) Facility limitations.
 - There shall be no change in the host school's regular season seating policy unless it is to increase the number seats available for the visitor.
 - If the two representatives are unable to agree on seating arrangements, an OSAA representative will assist the two parties in reaching an agreement.
 - It is recommended that the visitor's seating have the visitor's parents and students seated together. It is preferred that, when fair and possible, this seating be located behind the visiting team's bench.
 - Neutral sites shall provide for equal and equitable seating. OSAA will determine seating for semifinals and finals.
11. **HALFTIME PROCEDURES:** Please review the policies listed below as adopted by the Executive Board regarding state championships.
- STATE CHAMPIONSHIPS – PEP BAND EXPECTATIONS** (*OSAA Handbook, Executive Board Policies*): Complimentary admissions will be given for band members in uniform to the contest in which their school is playing. 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 band are expected to exhibit the highest standards of good sportsmanship. If two pep bands are playing at an athletic contest, the groups shall alternate performances and split the halftime. The directors of the two groups shall meet prior to the contest to confirm how the time will be shared for that particular event. Additional information regarding halftime entertainment can be found in the OSAA Handbook, Executive Board Policies, State Championships – Support Group Policies.
 - CHEERLEADING – SQUAD SIZE LIMITATIONS** (*OSAA Handbook, Executive Board Policies*): "C. The number of cheerleaders permitted at Football State Championship contests shall be 20. (Revised Spring 2006)" Complimentary admissions will be given to varsity cheerleading members (plus one advisor) in attendance during the game in which their school is playing. Cheerleaders are to enter the facility at the main entrance. Schools may buy tickets for additional cheerleaders but may not place more than the maximum number cited above on the sidelines at any one time. Squad size for routines performed prior to the contest, during time outs and for halftime entertainment may exceed the maximum limit so long as the additional members return to the stands when the contest resumes.
 - DANCE / DRILL TEAMS:** Complimentary admissions will be given for Dance / Drill teams that are performing at the contest.
 - STATE CHAMPIONSHIPS – SUPPORT GROUP POLICIES** (*OSAA Handbook, Executive Board Policies*): Please review the support group policies and additional information regarding halftime entertainment as adopted by the Executive Board regarding state championships.
12. **OFFICIAL BALL ADOPTION:** Wilson is the officially adopted football of the OSAA. Due to contractual obligation the OSAA will mandate use of these balls for all state championship games, first round through final sites. It is the host school's responsibility to provide an official Wilson football for games at home sites. Wilson footballs will be provided at state championship semifinal and final sites by the OSAA. Any model of Wilson football will be allowed for use during the state championships provided it has an NFHS authenticating mark.
13. **FIELD PHONES:** Each school has the responsibility to provide field phones for their own use.
14. **STATE CHAMPIONSHIPS – RADIO, TELEVISION AND INTERNET BROADCASTS** (*OSAA Handbook, Executive Board Policies*): "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. The OSAA will coordinate arrangements with media outlets at all final sites. (Revised Fall 2007)”

POST-EVENT

1. **REPORT FINAL SCORE:** Email stevev@osaa.org or call 503.682.6722, ext. 232, and report the final score IMMEDIATELY following your game. Be sure to say which classification, sport, and gender you are reporting. Results will be posted each evening to www.osaa.org/football/.
2. **NFHS FOOTBALL STATE CHAMPIONSHIP GAME STATISTICS:** www.osaa.org/football/fbstat.htm
We are asking for your continued support and cooperation in gathering specific football game statistics for use by the National Federation Football Rules Committee.
3. **EVENT MANAGEMENT EXPENSES:** **Within one week** after completion of each game the host school shall forward the following to the OSAA office:
 - a. **Event Management & Ticket Report** – Please use this form to record ticket sales, and event management expenses such as PA announcer, scoreboard operator, ticket-takers, sellers, and supervision. Programs and game films are not reimbursable expenses.
 - b. **Important Reminders** –
 - 1) Expenses are **not** to be withheld from ticket sales.
 - 2) Use only one report form per game.
 - 3) Receipts must be attached.
 - 4) OSAA will pay officials through the commissioner.

Congratulations on your success so far this season and good luck in your remaining games!

If you have any questions please contact Kristie at our office, 503.682.6722, ext. 222, or kristiep@osaa.org.



OSAA / U.S. BANK / LES SCHWAB TIRES
STATE CHAMPIONSHIPS
Event Management Checklist



Each school hosting a state championship contest must complete this form and send a copy to the guest school. It is necessary to contact the guest school in order to confirm some of the information needed. Communication is vital to a successful contest and should take place as soon as the teams are finalized. In addition, some of the information may not apply to your school's facilities. If you have any questions, please call the OSAA office, 503.682.6722.

1. _____ vs. _____
2. Location of game _____ Date _____ Time _____
3. Names of Principals: Host _____ Visitor _____
4. Names of Athletic Directors: Host _____ Visitor _____
5. Names of Head Coaches: Host _____ Visitor _____
6. Others:
 - Host _____ Visitor _____
 - Host _____ Visitor _____
7. Contact persons in charge of event:
 - Host _____ Phone _____
 - Visitor _____ Phone _____
8. Seating plan sent to visiting school? Yes No Seating capacity _____
9. Number of tickets available to visiting school _____
10. General Admission Ticket Prices: Adults: \$6 Students: \$4

OSAA Reserved Seating Policy: Only schools offering reserved seating for regular season games may sell reserved seats for playoff games. Schools cannot increase the price of reserved seats for the playoffs. Regardless of what the school charges, the OSAA must receive their regular ticket price of \$6. If schools have not had reserved seating during regular season play, they may not institute such a policy for playoffs.

11. Time ticket gates will open _____
12. Dressing room location _____
13. Location of visiting team bench _____
14. Color of uniforms: Host _____ Visitor _____
15. School colors: Host _____ Visitor _____
16. Was program information sent to host school? Yes No
17. Introduction of Players? Yes No If yes, time _____
18. National anthem to be played by _____ Time _____
19. Host school band present? Yes No
20. Visiting school band present? Yes No
21. Halftime entertainment provided by host school? Yes No Length of performance _____
22. Halftime entertainment provided by visiting school? Yes No Length of performance _____
23. Concession(s) available? Yes No
24. Athletic Trainer, EMT or Doctor present or on call? Yes No
25. Parking location(s) for team and spectator buses _____
26. Cultural and socio-economic issues discussed?
27. Other items of concern: Security Announcer Publicity of the game
 Field / Facility markings & equipment Notify OSAA and media of scores



Oregon School Activities Association
25200 SW Parkway Avenue, Suite 1
Wilsonville, OR 97070
503.682.6722 fax: 503.682.0960 www.osaa.org



SPORTSMANSHIP GUIDELINES FOR HOSTING AN ATHLETIC EVENT

When hosting an athletic event the home team should:

- Provide an environment that is free of safety hazards. Provide appropriate number of supervisory personnel for the activity.
- Develop a plan of action to address inappropriate behavior at interscholastic contests. This procedure should be discussed and explained to all involved.
- Make contact with the visiting school's administrator and / or coaching staff.
- Meet and accompany visiting schools and officials to their locker rooms.
- Assure that visiting team and officials' locker rooms are secure.
- Escort officials and visiting team from playing area to their locker rooms at the completion of the contest.
- Provide the same services that are available to the home team to the visiting team, such as an athletic trainer, filming area, access to the press box, whiteboards, etc.
- Provide beverages and food to officials prior to, during and after contests whenever possible.
- Allow only positive cheers that boost their own team / spirit without antagonizing the opponents or the officials.
- Establish a designated area for cheerleaders to stand that causes the least distraction to players.
- Provide students and fans from the visiting school adequate seating and cheering areas. During playoff or rivalry contests, the student sections shall be specifically marked and separated (such as by ropes, pennants, or other barrier) from the general spectator seating areas. In the interest of sportsmanship and positive behavior, the student sections for competing teams shall not be adjacent to each other or directly behind the bench of the opposing team.
- Monitor the music played by bands, performance groups or over the PA system to assure that it is appropriate and is played at the proper time during the athletic contest.
- Have the public address announcer read a prepared citizenship / sportsmanship message prior to each contest.
- Assure that the announcer acts in a professional manner absent of emotional favoritism and editorial comment.
- Remain at the site upon completion of contest to assure that all needs and concerns are met.
- An administrator from each participating school, the host site administrator and representative of the game officials shall make contact prior to game time to reiterate the site's guidelines for student cheer and spirit groups, discuss the sportsmanship goals of the contest, and confirm the physical location of the school administrators during the contest.

INDOOR CONTESTS

- At least one empty row must serve as a buffer between the floor and the student sections.
- The student sections for competing teams shall not be directly behind either goal or directly behind the bench of the opposing team.
- At no time should cheerleaders be stationed directly underneath the goal.



OSAA / U.S. Bank / Les Schwab Tires

EVENT MANAGEMENT & TICKET REPORT

To receive OSAA reimbursement, this form must be completed. Use only one form per game report. Please submit within one week of contest.



_____ vs. _____ Class: _____ Date of game: _____

Reimbursement for Expenses

Do Not Deduct From Gate Receipts

Sport: _____ Boys Girls (Check one)

- _____ Ticket takers @ \$20.00 per game = \$ _____
_____ Ticket sellers @ \$20.00 per game = \$ _____
_____ Announcer @ \$20.00 per game = \$ _____
_____ Clock @ \$20.00 per game = \$ _____
_____ Score Book @ \$20.00 per game = \$ _____
_____ Supervision @ \$20.00 per game = \$ _____
Other with prior approval: _____ = \$ _____
Other with prior approval: _____ = \$ _____
\$ _____

Approval must be granted by the OSAA for any expense that is beyond your normal expenses to host a league game. These might include, but would not be limited to, field rental, additional security or police, portable bleacher rental, portable restrooms. Receipts must be attached.

TICKET SALES - The OSAA auditor has requested a record of beginning and ending ticket numbers.

SCHOOLS WILL BE HELD RESPONSIBLE FOR TICKETS SOLD AND CASH RECEIVED.

Table with columns: Event, Event, No., x, Price, TOTAL \$
Begin # - Ending # = Sold
Student
Adult
Reserved

*TOTAL \$ _____ *Please attach check.

Send to: Oregon School Activities Association 25200 SW Parkway Avenue, Suite 1 Wilsonville, OR 97070

School: _____

Address: _____

MAKE ADDITIONAL COPIES AS NEEDED

Principal / AD Signature: _____

2008 OSAA / U.S. BANK / LES SCHWAB TIRES
FOOTBALL

STATE CHAMPIONSHIPS
1st Round - Quarterfinals

TICKET PRICES

ADULT: \$6 STUDENT: \$4*
(HS and younger)

RESERVED (IF AVAILABLE): _____

**Student is defined as any child that occupies a seat up to a senior in high school.*

Passes accepted with photo ID:

OSAA "Gold Card" OSAA VIP Pass OSAA Media Pass
OSAA Football Media Pass OSAA Football Discount Ticket

No school, athletic district, officials association, etc., passes.

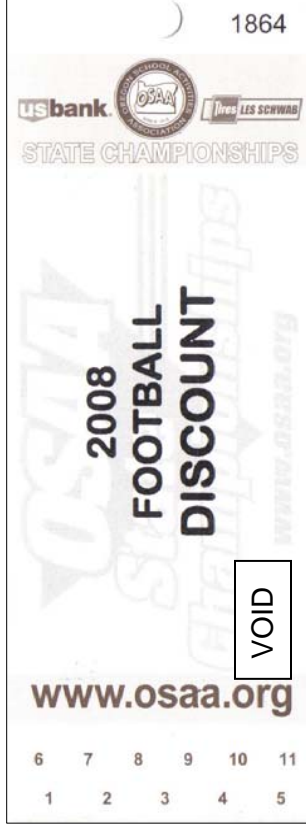
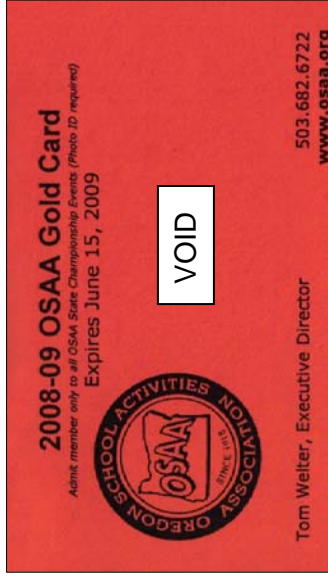
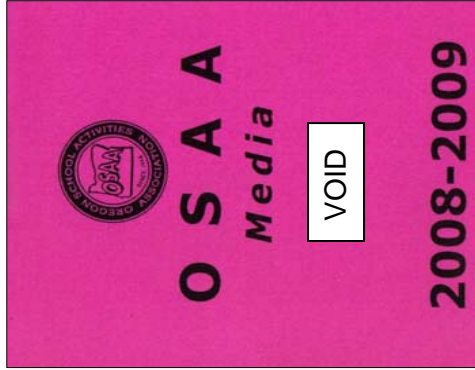
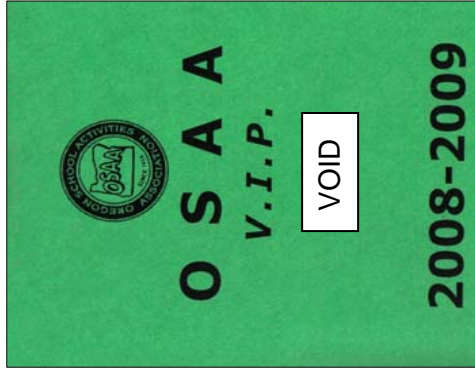


Football State Championships

PASS GATE



Passes accepted with photo ID:



No school, athletic district, officials association, etc., passes.

SPECTATOR CONDUCT

- 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.
- Spectators are not permitted to have signs or banners (larger than 8 ½ by 11 inches), confetti, balloons or glass containers. Spectators are required to wear shirts.
- Spectators are not permitted to have artificial noisemakers. Some examples of artificial noisemakers are Thunder Stix, cowbells, clappers and air horns.
- 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.
- Spectators who fail to comply with Association or site management spectator conduct expectations may be expelled from the contest.

OSAA Handbook, Executive Board Policy, Spectator Conduct at OSAA Sanctioned Events

Be LOUD! Be PROUD! Be POSITIVE!



ONLINE TICKETS



**TO PURCHASE YOUR TICKETS
FOR THE FINALS GO TO**

WWW.OSAA.ORG

**CLICK ON THE TICKET ICON. YOUR
TICKETS WILL BE WAITING FOR YOU AT
THE EVENT WILL CALL WINDOW!**

**OSAA / U.S. Bank / Les Schwab Tires Football State Championships
Public Address Script**

Good afternoon/evening ladies and gentlemen and welcome to today's/tonight's OSAA Football State Championship playoff game sponsored by U.S. Bank and Les Schwab Tires. The Oregon School Activities Association is proud to partner with the participating schools in presenting this game between the visiting _____ and your _____!

Good sportsmanship is a vital component of high school athletics. The OSAA and our student-athletes recognize that judgment calls – either by coaches, officials or the players themselves – are made in good faith and should be respected. We encourage you to support your team in a positive manner while pursuing victory with honor. Sportsmanship is all about respecting the game, each other and yourselves. Be Loud, Be Proud, Be Positive!

INTRODUCTIONS

Now let's meet the starting lineups for this state championship playoff game.

Visiting team offense or defense and coaches

Home team offense or defense and coaches

OFFICIALS

The officials for this game are:

Referee:	_____
Umpire:	_____
Head Linesman:	_____
Line Judge:	_____
Back Judge:	_____

NATIONAL ANTHEM

Ladies and Gentlemen we now ask that you please stand and remove your hats as we honor America with the playing our National Anthem.

OSAA SPONSOR ANNOUNCEMENTS

Sponsor announcements are for use during breaks in the action and can be read more than once.

1. Osaa.org is the online home of the OSAA Football State Championships. The official website of the OSAA has updated results and brackets, plus links to purchase tickets and souvenir merchandise. You can also find year-by-year results from past football state championships and links to media coverage throughout the state. Be sure to visit osaa.org.
2. U.S. Bank is dedicated to helping students build a strong financial future. They offer an entire package of products and services designed just for students. Visit your local U.S. Bank to learn more about their banking products. U.S. Bank, proud sponsor of the OSAA State Championships.
3. Teamwork – it's crucial to success in any business, activity or sport. At Les Schwab, they're proud to be a title sponsor of the OSAA State Championships. They encourage you to get involved. It helps build a stronger tomorrow, by supporting our young people today.

4. Visit osaastore.com to purchase official Football State Championship playoff t-shirts, sweatshirts, letterman patches, lapel pins, and hats from Sports U, official merchandiser of the OSAA. Order your official OSAA merchandise today at osaastore.com.
5. High school athletics emphasize positive values. These participants have worked hard to create a sense of teamwork, respect, responsibility and perspective. The OSAA and the participating schools remind you to set a good example and treat everyone with respect.
6. The Dairy Farmers of Oregon are proud to join OSAA in its recognition of outstanding performance by Oregon student athletes, both on the field and in the classroom. The Academic All-State program recognizes teams for earning the highest cumulative Team Grade Point Average in each OSAA-sanctioned activity. Visit osaa.org to see where your team finished in the standings and thanks to Oregon's Dairy Farmers for sponsoring this outstanding student recognition program.
7. The Oregonian, the Northwest's largest daily circulation newspaper, is proud to sponsor The Oregonian Cup. This prestigious award is presented to the school in each classification with the best all-around performance in academics, activities, athletics and sportsmanship throughout the entire school year. Look for Fall standings in The Oregonian and at osaa.org in mid-December.
8. The OSAA Foundation was started in 2005 by the OSAA and its member schools. Through contributions, we're able to enhance the future of high school activities through education and involvement. To find out how you can make your very own tax-deductable donation visit osaafoundation.org.
9. Listen LIVE when the OSAA Radio Network broadcasts all semifinal and final games of the 2008 OSAA Football State Championships. Hear all the action from each classification's biggest games on osaa.org. The broadcasts are brought to you by Pacific Office Automation, where they've been supporting their local communities for more than 30 years. Learn more at pacificoffice.com.
10. The OSAA and its member schools are working together to promote good sportsmanship by students, coaches and spectators. We encourage you to positively support these teams and to remember what high school activities are all about – participation, teamwork, effort and sacrifice.
11. U.S. Bank is proud to celebrate its 24th year of sponsoring the OSAA State Championships and salutes the spirit of teamwork and achievement throughout the communities it serves. U.S. Bank, home of the five star service guarantee. How many stars does your bank have?
12. OSAA and Sports U have teamed up to help commemorate your teams season with a shirt that includes the name and logo of every school in the playoffs. These classification specific, championship t-shirts will be available exclusively online at osaastore.com shortly after the playoff teams are announced. Make this trip to the playoffs a memorable one with your very own playoff shirt by Sports U.
13. At Les Schwab Tires, pride in performance isn't just a slogan; it's a way of life. You come in, they come running. It's a commitment they're proud of. They're also proud to be a title sponsor of the OSAA State Championships.
14. Northwest Game Films is the official videographer of the OSAA Football State Championships. To find out which football games they'll be filming each week of the playoffs and to place your order, visit them online at nwgamefilms.com. Cost is \$25 per DVD and all orders include shipping. Leave your camera at home and enjoy the game with a DVD from the OSAA and Northwest Game Films.
15. When it comes to making footballs, Wilson is untouchable. Using exclusive patterns and innovative technology, Wilson provides the best game football for every level of play. That's why they're the official football of the Oregon School Activities Association. Visit them online at wilson.com.

END OF GAME ANNOUNCEMENT

Special thanks to OSAA title sponsors U.S. Bank and Les Schwab Tires. Please visit osaa.org for updated Football State Championship brackets, locations and game times. The OSAA thanks you for your support of high school activities and encourages you to drive home safely.