

# Playoff Info

## SECTION 3 PLAYOFF DETAILS

### 1. Site Host Responsibilities-

#### 1.1. Minimal Requirements-

- 1.1.1. Send opponent playoff information electronically for teams, program, restaurant lists, map and/or campus diagram.
- 1.1.2. Ensure proper signage for parking.
- 1.1.3. Provide locker rooms teams.
- 1.1.4. Mark designated seating for home fans, visiting fans, media or any other special guests.
- 1.1.5. Secure an experienced scoreboard/clock operator.
- 1.1.6. Provide water, cups for both benches.
- 1.1.7. Have a certified athletic trainer on site before, during and after a competition.
- 1.1.8. Report (text or call) results and scores to Susan Steadman (336.414.3637) or Chappell Carter (828.231.4254) as soon as possible at the conclusion of the game. Please include the name of both teams and exact scores.

#### 1.2. General Requirements-

##### 1.2.1. Admissions:

##### 1.2.1.1. Complimentary Tickets:

##### 1.2.1.1.1. Pass List-

1.2.1.1.1.1. Each team must submit a roster of coaches, players, manager, and statistician participating in the tournament to the Site Director/Sport Chair.

1.2.1.1.1.2. These participants will be admitted free throughout the tournament.

##### 1.2.1.1.2. NCISAA Athletic Director & Coaches' Passes-

1.2.1.1.2.1. These passes are intended for varsity coaches and Directors of Athletics and will be accepted at any NCISAA playoff event.

##### 1.2.1.2. Gate:

1.2.1.2.1. The NCISAA receives 100% of the gate receipts after expenses in final playoff competition.

1.2.1.2.2. The NCISAA Office may suggest adjustments to admission costs after recommendation from the Board of Advisors.

<b>TABLE 1:</b>		
<b>Football</b>	<b>1st Round</b>	<b>Quarters, Semis &amp; Finals</b>
Child (8 and under)	Free	Free
Students	\$5.00	\$5.00
Adults	\$7.00	\$10.00
<b>Golf, Swimming, XC, Wrestling, T&amp;F</b>	<b>Championships</b>	
Child (8 and under)	Free	

Students	\$5.00	
Adults	\$10.00	
<b>All Other Playoffs</b>	<b>1st, 2nd &amp; Quarterfinals</b>	<b>Semifinals &amp; Finals</b>
Child (8 and under)	Free	Free
Students	\$5.00	\$5.00
Adults	\$7.00	\$10.00

**1.3. Budgeting:**

**1.3.1. Financial Reports:**

- 1.3.1.1. Hosts of all playoff events must submit a financial report within 10 school days following the playoffs
- 1.3.1.2. Please use the online Tournament Expenses and Income form found in the Action Guide/Forms Section of NCISAA admin website.
- 1.3.1.3. The NCISAA grants concession rights to any member school hosting a playoff event. Therefore, all expense and income stays in house and will not be reported to NCISAA office.

**1.3.2. Valid Expenses-**

- 1.3.2.1. Game balls are to be provided by the host school when they are not supplied by a sponsor.
- 1.3.2.2. The NCISAA expects rent free facilities from member schools.
- 1.3.2.3. Valid tournament expenses include officials, security, janitorial service, gate-keepers, clock operators, announcers, line runners in soccer, timing devices, and a trainer or medical professional.
- 1.3.2.4. Any other expenses must be approved prior to the playoffs by the NCISAA Office.
- 1.3.2.5. The NCISAA does not subsidize programs, field paint, or other non-approved playoff items. Contact NCISAA Office for non-approved items.
- 1.3.2.6. Schools will be billed for unauthorized expenses.

**1.4. Medical Coverage:**

- 1.4.1. A North Carolina State Licensed Athletic Trainer is required for all NCISAA playoff contests..
- 1.4.2. All member schools must have an automated external defibrillator (AED) available for all athletic events. Location of the AED must be included in each school's emergency action plan for each athletic venue.

**1.5. Media, Publications & Signage:**

**1.5.1. Media-**

- 1.5.1.1. Prepare and circulate a media release announcing playoffs and arrange for game results to be included in their reports.
- 1.5.1.2. Call in press releases and scores (local and teams' home media)
- 1.5.1.3. Prepare programs for media.
- 1.5.1.4. Report media names to gate.

**1.5.2. Publications**

- 1.5.2.1. Host should set up format, assemblage and printing of programs.

1.5.2.2. Proceeds from the sale of the programs should cover the cost of producing them.

1.5.2.3. Programs should include:

1.5.2.3.1. Team rosters

1.5.2.3.2. Records

1.5.2.3.3. Pictures

1.5.2.3.4. Final brackets

1.5.3. Signs and Posters

1.5.3.1. Prepare or secure signage for:

1.5.3.1.1. Front gate

1.5.3.1.2. Team gate

1.5.3.1.3. Outside parking

1.5.3.1.4. Hospitality room

1.5.3.1.5. Dressing rooms for officials

1.5.3.1.6. Locker rooms for each team

1.5.3.1.7. Designated seating areas for home and away fans

1.5.3.1.8. Tournament brackets

1.5.3.2. Corporate Sponsorship

1.5.3.2.1. Wells Fargo is the NCISAA's longest standing corporate sponsor whose contributions help to sustain the awards and trophies given at all NCISAA playoff events. In exchange for their continued support, we have agreed to display Wells Fargo's name and logo whenever possible at playoffs. This will be done in three ways:

1.5.3.2.1.1. A table banner has been created displaying the NCISAA and Wells Fargo logos. This banner will be sent to playoff sites along with the awards. Please place this banner on the table for the awards ceremony.

1.5.3.2.1.2. When programs are printed for playoffs, please place the Wells Fargo logo either on the back cover or on a prominent page inside the program.

1.5.3.2.1.3. Please have the announcer take a few seconds to acknowledge Wells Fargo's support of NCISAA awards at the beginning of the awards ceremony.

**1.6. Game Administration:**

1.6.1. Clock

1.6.1.1. Secure scoreboard operator for each contest.

1.6.2. Scorer's table, Anthem, PA system

1.6.2.1. Set up sound system prior to first game of each day.

1.6.2.2. Secure PA announcer for each contest.

1.6.3. Trainers

1.6.3.1. Schedule a trainer to be assigned to each contest.

1.6.3.2. Ensure water set-up for teams. This should include coolers with water and ice, cups and waste receptacles.

1.6.4. Awards Presentation-

1.6.4.1. Awards:

1.6.4.1.1. The NCISAA subsidizes all playoff awards and has an exclusive agreement with Al Cheek of Excalibur Awards. No other awards

vendor is authorized to produce playoff awards and trophies for NCISAA events.

- 1.6.4.1.2. These awards will likely be sent directly to host site. However, it is necessary to make sure all of the following awards can be accounted for prior to awards presentation:
  - 1.6.4.1.2.1. Trophies for champions and runners-up.
  - 1.6.4.1.2.2. Individual medals for champions and runners-up.
- 1.6.4.1.3. Presentation- Awards should be announced and presented in the following order:
  - 1.6.4.1.3.1. Runner-Up Team Trophy
  - 1.6.4.1.3.2. Runner-Up Individual Medals
  - 1.6.4.1.3.3. Champion Team Trophy
  - 1.6.4.1.3.4. Champion Individual Medals
- 1.6.4.1.4. The NCISAA provides a specific number of medals per sport for state champions and runner-ups (see Sports Specific playoff info for details). If your roster exceeds the number of medals, you may purchase additional medals from Al Cheek of Excalibur Awards at 336.778.2121 or toll free at 1.877.978.2121. Email: [info@excaliburgroup.biz](mailto:info@excaliburgroup.biz); Address: 2575 Old Glory Road, Suite 600, Clemmons, NC 27012.

#### 1.6.5. General Hospitality

- 1.6.5.1. Hospitality Room:
  - 1.6.5.1.1. Provide food and beverage donations.
  - 1.6.5.1.2. Secure volunteers to coordinate and maintain the hospitality room during the playoffs.
  - 1.6.5.1.3. Provide drinks in the officials' dressing room.
- 1.6.5.2. Concession stand:
  - 1.6.5.2.1. Secure workers.
  - 1.6.5.2.2. Order food and drink supplies.
- 1.6.5.3. Custodial care:
  - 1.6.5.3.1. Provide bathroom maintenance as needed.
  - 1.6.5.3.2. Maintain cleanliness in spectator areas as needed.
- 1.6.5.4. Parking:
  - 1.6.5.4.1. Ensure space for team buses.
  - 1.6.5.4.2. Define spectator parking.
- 1.6.5.5. Event Apparel:
  - 1.6.5.5.1. T-shirts will be sold at a separate table by Fine Designs. Fine Designs Imprinted Sportswear is the only vendor authorized to provide event related apparel for sale at NCISAA playoff events. For additional information please contact Sergey Dzhuga at 704-677-6932 or [sergfinedesigns@yahoo.com](mailto:sergfinedesigns@yahoo.com).

## 2. Sport Director Responsibilities

- 2.1. Each NCISAA Sport Director is a member of the Board of Advisors and is charged with overseeing the administration of his/her assigned sport. The Sport Manager is expected to:
  - 2.1.1. Serve as a resource person for issues or concerns which might arise during the regular season and attend coaches meetings if possible.

- 2.1.2. Serve as liaison between the Sport Chairs, the NCISAA Office and the Board of Advisors. Keep the NCISAA Office informed of any potential problems that might arise during the tournaments.
- 2.1.3. Assist the Sport Chair/Site Director with selection of the tournament site and the organization of the tournament. Keep lines of communication open with the Sport Chair during the process of planning the tournament. The list of tournament rules and host guidelines should be reviewed.
- 2.1.4. Review the preliminary tournament expense budget with Sport Chairs/Site Directors to ensure that the expenses are those approved by the NCISAA. After the event, the Tournament Expense and Income report is sent to the NCISAA Office within 10 school days following the tournament.
- 2.1.5. Have knowledge and understanding of directives in the sport-specific section of the Handbook and the general rules of the sport.
- 2.1.6. Prior to the summer board meeting, recommend to the Board of Advisors a Sport Chair for each classification for the sport you manage.
- 2.1.7. Be responsible for obtaining and submitting all pertinent information as well as additions and corrections relative to each sport to the NCISAA Office before the summer meeting.

### **3. Sport Chair/Site Director Responsibilities**

- 3.1. Some sports require a separate Sport Chair and Site Director, but in some cases a single individual serves both positions. These guidelines are intended to clarify and facilitate their shared responsibilities.
  - 3.1.1. Determine and organize the playoff site(s). Consult with the Sport Manager to determine game times other than those listed in the Handbook.
  - 3.1.2. Send a preliminary budget of tournament expenses to the Sport Manager for review.
  - 3.1.3. Chair the seeding/selection committee. Ensure that all seeding committee members are informed well in advance of the meeting, are aware of their responsibilities, and are prepared to have all necessary information at the time of the meeting.
  - 3.1.4. Ensure that all playoff information (hotels, directions, etc) is electronically distributed well in advance of the tournament date.
  - 3.1.5. Read and follow the appropriate Handbook sections including the sportsmanship code, regular season & tournament rules and regulations, tournament procedures, site standards, and sport specific regulations. Assist with the production of a tournament program when appropriate.
  - 3.1.6. Provide the necessary support staff.
  - 3.1.7. Cooperate with the host school in handling disputes, problems, inquiries, and administration of penalties during the playoffs.
  - 3.1.8. Report (text or call) results and scores to Susan Steadman (336.414.3637) or Chappell Carter (828.231.4254) as soon as possible at the conclusion of the game. Please include the name of both teams and exact scores.
  - 3.1.9. Oversee the presentation of awards at the conclusion of the tournament event.
  - 3.1.10. Sport Chairs and Site Directors should be present at all tournament events for their given sport.

- 3.1.11. Send a copy of the Tournament Income and Expense report to the NCISAA Office within 10 school days following the playoffs.