

2018 ASAA FIRST NATIONAL BOWL Football State Championships Policies & Procedures



Date: October 6, 12-13, 19, 2018
Location: Anchorage Football Stadium | Machetanz Field - Palmer HS

**ASAA FIRST NATIONAL BOWL
DI/DII/DIII Football State
Championships
October 5-6, 12-13, 19
High Seed/Palmer/AFS**

Qualifying Process/Bracketing Match-ups: Each of the following divisions/conferences have berths to the ASAA First National Bowl Football State Championships. Qualifiers based on season and game results:

DIVISION I PLAYOFFS

- Cook Inlet Conference: 4 Berths
- Chugach Conference: 4 Berths
- Play In Games @ Higher Seed
- Game 1: Chugach #4 @ Cook Inlet #1
- Game 2: Cook Inlet #3 @ Chugach #2
- Game 3: Cook Inlet #4 @ Chugach #1
- Game 4: Chugach #3 @ Cook Inlet #2
- Semifinals @ Higher Seed
- Winner Game #1 vs. Winner Game #2
- Winner Game #3 vs. Winner Game #4
- Championship @ Anchorage Football Stadium
- Winners Play

DIVISION II PLAYOFFS

- Northern Lights Conference: 2 Berths | Railbelt Conference: 2 Berths
- Semifinals @ Machetanz Field - Palmer
- Game 1: RBC #2 vs. NLC #1 | Game 2: NLC #2 vs. RBC #1
- Championship @ Machetanz Field - Palmer; Winners Play

Schedules: Each classification has a little different playoff structure. Please look at your division carefully and plan accordingly. Complete game schedule is located on ASAA365.com and ASAA.org.

Quarter & Semifinal Procedures:

- Host schools will use ASAA gate prices. Region passes will not be honored.
- ASAA will issue participant passes to teams in the semifinals and assess a participation fee.
- Roster size limits are in effect beginning with the quarter finals.
- ASAA program will include teams in the semifinals.
- Teams will equally split any net profit.
- Host schools have the broadcast rights.
- Host schools are responsible for selecting and all expenses related to officials. ASAA official conflict of interest policy is in effect.

DIVISION III PLAYOFFS

- Aurora Conference: 2 Berths
- Peninsula Conference: 2 Berths
- Play In Games @ Higher Seed
- Aurora #2 @ Peninsula #1
- Peninsula #2 @ Aurora #1
- Championship @ Machetanz Field - Palmer
- Winners play

Saturday, Sept. 29 - 10:00pm

- Email State Qualifiers and home site game dates & times to championships@asaa.org

Sunday, Sept. 30 - 2:00pm

Football Team Forms

- Roster Form (with photo)
- Team Season Record Form
- Good Sport Nomination Form
- Code of Conduct Form

Sideline Cheer Squad Forms

- Roster Form
- Code of Conduct Form

Tuesday, Oct. 3: DII - 2:00pm

Tuesday, Oct. 10: DI/DIII - 2:00pm

- Academic Award Entry Form

Saturday, Oct. 6 - 11:00am

- Mandatory DII Coaches Meeting at Palmer HS

Saturday, Oct. 13 - TBA

- Mandatory DIII Coaches Meeting at Palmer HS

Friday, Oct. 19 - 3:00pm

- Mandatory DI Coaches Meeting at Anchorage Football Stadium



- Assistance for travel is the same as the regular season.

ASAA Hosted Games (DII School Semifinals & All Finals): All travel and lodging costs are the responsibility of the teams involved. All gate revenue will be retained by ASAA and used to pay for the costs of officials, staff, awards, facilities, rentals, and more.

Rules: Each football game will be conducted under the rules of the 2016 NFHS Football Rule Book. ASAA rules regarding the mercy rule and ejections will be in effect throughout the entire playoffs including championship games.

Mandatory Coaches Meeting: There is a mandatory coaches meeting. All FNBS policies and procedures will be reviewed, coaches packets, and passes will be dispersed. See list of deadlines above for location & time.

Practice Times: DII & DIII schools you can arrange practice time at Palmer High School. Please contact Dale Ewart Palmer High School Athletic Director edward.ewart@matsuk12.us. Division I Schools there aren't any practice times available at Anchorage Football Stadium due to other scheduled events. Please contact a local Anchorage School District school in order to schedule a practice time. If you need help in contacting an ASD school please contact Isaiah Vreeman.

Official Team Rosters: Coaches must verify official rosters at the coaches meeting. A copy of your submitted roster via the online form or ASAA365 will be included in the coaches' packet. At the end of the coaches meeting ALL head coaches must turn in either their confirmed roster or corrected roster (name, jersey number), at that time. Following the coaches meeting, no changes to roster personnel may be made. If jersey number changes, coaches must notify scorekeepers prior to the start of the game.

Roster / Entry: All students participating in the state tournament must be on the official roster submitted to ASAA. To submit a roster, go to the eligibility roster found in the roster menu in Arbiter Athlete and choose the students comprising your state competition team. Additional roster information such as uniform number, position, etc. should be entered as well. ASAA is using Arbiter Athlete for its School Activities Reporting System (SARS). Schools will need to submit team rosters within this system. This can be done by accessing the activity's eligibility roster and indicating that the student is a member of the state team.

Passes: Each participating school will be issued passes for state championships, based on the following guidelines.

- **Coaches:** To qualify for a Coach's pass the coach must currently meet all criteria required by ASAA Bylaw, Article 10, Section 1 and be listed on the school's sport specific eligibility list. Additionally, the coach must have been part of the program all season. The bench/sideline numbers will not increase regardless of the number of passes issued. At all times, coaches must wear or have on their person, their pass while on the bench or sideline. If not, the school will be fined \$25 by ASAA championship staff.
- **Participant Passes:** For state championships participants are based on the submitted roster/state qualifiers for competition. Participant passes will not exceed the amount of the sport/activity state roster limit. Managers will be considered individual participants. Sideline cheer passes are based on the submitted varsity roster and will be considered individual participants. All participants must wear or have on their person, their pass while on the bench or sideline unless in uniform. If not the school will be fined \$10 by ASAA championship staff.
- **Administration:** One pass will be provided for each qualifying school's administrator. There is no charge for this pass. The supervising administrator should check in at the event entrance or with an ASAA staff member upon arrival to receive a pass.



- **Extra Passes:** Schools may acquire extra passes for injured players, statisticians, videographers, or chaperones. Not all passes will allow bench access and the bench/sideline numbers will not increase regardless of extra passes issued. Requesting extra passes doesn't automatically mean you will receive those passes. ASAA Administrators will review the request and decide. When having to purchase extra passes, the teams can pay cash, or ASAA can bill the school ONLY with approval from the administration.
- **Adult Medical Passes:** Schools medical team members must check in with ASAA staff or ASAA Medical Staff at the state championship site prior to competition to receive a medical pass.
- **All passes are non-transferable and will be confiscated if used fraudulently.**
- **Coach passes allow access into the State Championship Hospitality Room.**
- **At all times, coaches/students must wear or have on their person, their pass while on the bench or sideline. If not, the school will be fined \$25 (for coaches/adults) or \$10 (for players/managers) by ASAA championship staff.**
- **Security and ASAA staff members will be checking each player and coach. You will not be allowed access into the facility without a pass.**
- **If you lose a pass you will have to purchase regular tickets or your school may be billed.**

Bench Area & Personnel Rules:

- At all times, coaches/students must wear or have on their person, their pass while on the bench or sideline. If not, the school will be fined \$25 (for coaches/adults) or \$10 (for players/managers) by ASAA championship staff.
- To gain access to the facility the coaches/players/managers must wear or have on their person, their pass, if not, they will be not allowed into the facility.
- Your team sideline can include players and a combination of managers and coaches, or all adults, or just student managers, that is coaches discretion. However, the maximum number allowed on the sideline will not increase.
- ONLY student participants/managers, and adult coaching staff are allowed in the bench area.
- Non-roster players that are not part of the student managers, fulfilling a managerial role, or one of the purchased passes are not allowed on the bench.
- Due to safety concerns it has been mandated by ASAA that only individuals of 7th grade school age or above may be on the sideline area during state championship games, but only with a pass.
- Any coach who is ejected in a previous game may NOT be in the facility for the next game.
- Clean up your bench area after your games and matches. This includes cups, water bottles, trash, etc. ASAA security and staff will be inspecting the sidelines and locker rooms after each game. Fines, damage cost, and/or cleaning costs will be billed to the school.

Officials: ASAA has selected certified officials for this event and are assigned to a classification during the playoffs based on a rotation system. Official nominations have come from officials associations, coaches, and school administrators.

Home Team Designation: After teams have qualified for the semifinals or finals, ASAA will designate which team is the home team based on teams seeds.

Jersey Colors: The team designated as home is to wear the dark jerseys and sit on the Grandstand side. The visiting team is to wear light colored jerseys and sit on the far side. If the two teams have similar colors, ASAA will determine the specific team color for that game.



Stadium Rules: Anchorage Football Stadium & Mchetanz Field at Palmer High School have basic rules for their turf fields:

- NO FOOD/DRINK (besides water) allowed on field or sidelines
- NO SUNFLOWER SEEDS
- NO GUM
- NO DOGS
- NO FIELD HEATERS OF ANY TYPE ARE ALLOWED (gas/electrical/etc)

Warm Up Area/Time: DII and DIII Schools are allowed to warm up before their game on the grass field East of the turf field if you are the second game. Division 1 Schools will have access to the field two (2) hours prior to schedule start time of the game for warmup.

Division I Locker Rooms: There will be locker rooms available at Anchorage Football Stadium for both teams. The locker rooms can hold anywhere from 45-60 people depending on the size of players. Teams are highly encouraged to keep their bus on site during the entire game so you can use that for halftime as well.

Division II & III Locker Rooms: There will be locker rooms available at Palmer High School. Both areas will be secure and have access to bathrooms. Locker Rooms will have team signs on them.

Football: Each team provides game balls for when their team is on offense. Teams need to designate a manager to ensure balls are available and kept dry throughout the contest.

Water: Water is available for managers to fill up water bottles from the hose hook up on the outside of the main building at AFS. Water will also be available at Palmer High School.

Music: All music played for warm-ups and during the game is provided by ASAA. Teams may not submit music to be played.

Bus Parking: Anchorage Football Stadium - Buses can drop players off at the front entrance of AFS and then park on the backside of the stadium. Another possibility is to go behind Mulcahy Stadium, park, and drop the players/coaches there. Security will be present at both locations to direct buses and teams to the right place. Palmer High School - Buses can park near the facility. Upon arrival please get in touch with stadium security staff.

Team Game Film: Video service of each game will not be provided by ASAA. Teams are encouraged to make other arrangements if they wish a video copy of their game. The Press Box space on top at the Anchorage Football Stadium is limited and being used by crews for webcast and TV broadcast. Do not count on using that space for taping your game. If you are making arrangements please contact ASAA Isaiah Vreeman (isaiah@asaa.org) on WEDNESDAY before the contest to confirm if your arrangements are possible. End-zone cameras are allowed to film games with one person for set-up/take-down and during the game. Only Team Video, ASAA Credential Media, ASAA Photographer, and ASAA approved TV/Webcast production crews are allowed to photograph and video inside the fenced football field unless otherwise granted by ASAA Staff. DRONES ARE NOT ALLOWED AS ASAA EVENTS.

School/Yearbook/Team Photo or Video Personnel: These individuals must remain in the spectator areas. Special and limited arrangements can be made for a school yearbook staff. Yearbook staff includes the yearbook teacher and students enrolled in yearbook class. These arrangements must be made WEDNESDAY before the state event begins. Please contact Isaiah Vreeman (isaiah@asaa.org) with these requests. Last minute requests will not be



approved.

Championship Game Timelines: Championship game timelines will be provided to each head coach in their coaches packet. These timelines must be followed!

National Anthem & Color Guard: The home and visiting team for each game are given opportunity to perform the National Anthem or present the colors. Isaiah Vreeman will contact the home school first about which they would like to provide. The visiting team will have second choice. The Large School Championship Game the presentation of the colors will be done by West Anchorage High School ROTC and their large flag.

Halftime: Performances at halftime of these First National Bowl Series games are arranged ahead of time. School cheer squads are allowed to perform at halftime of their teams game. However, no music is allowed.

Concussion Information: During the ASAA First National Bowl Series only licensed medical team doctors with concussion training or the licensed medical professionals that ASAA provides will have "Return to Play" capabilities. ASAA Concussion Policy will be in effect. Policy at - [ASAA Concussion Management](#).

Hospitality Room: There will be a hospitality room for each day of games during the ASAA First National Bowl Series. These hospitality rooms are for championship staff, coaches, school administration, officials, ASAA sponsors, and dignitaries. No kids are allowed access. Others not allowed access will be removed.

Sideline Cheer Squads: School sideline cheer squads are encourage to accompany their teams to the state championships! There are rules and guidelines that cheerleaders must follow. You can find more detailed information on ASAA First National Bowl Sideline Cheer Policies and Procedures document. Please be sure your cheer coaches review their documents.

Pep Bands/Drum Lines: School pep bands and drum lines are encouraged to accompany their teams to the state championships! IF YOUR SCHOOL HAS A PEP BAND/DRUM LINE WANTING TO PARTICIPATE, THE DIRECTOR/AD MUST NOTIFY ISAIAH VREEMAN (isaiah@asaa.org) THE MONDAY PROIR TO THE GAME. Space is limited and will be granted ONLY if ASAA has been notified, walk up requests will be denied. Specific guidelines must be followed as to when bands may play (only at pre-game, after a score, and the end of quarters). Musical instruments may not be used as noise makers during the contests. HEATERS ARE NOT ALLOWED!

Team/Medical Ice: Medical coverage will be provided by OPA and Team One. Ice will be available in emergencies. Local teams please bring your own ice, and if it runs out OPA will have some for emergencies.

Medical: Orthopedic Physicians of Anchorage (OPA) is the official ASAA State Championships Medical provider. They will be onsite during the entire championship tournament to help provide medical help for injuries. Each team must provide all their own materials and supplies - including tape - if athletes are going to be taped. ASAA's official concussion protocol supervision team is OPA. OPA will run their tests on athletes with suspected concussions and if they conclude there is a suspected concussion, that player will not be able to return to play without going through the concussion return to play protocol. Team doctors, physicians, etc will not be able to over rule an OPA suspected concussion case, ASAA will be taking the OPA's conclusion.

Concessions: Palmer High School and a group at Anchorage Football Stadium will be providing concessions throughout the playoffs. Other specific vendors will be approved and assigned by ASAA to provide concessions during the contests. No other unauthorized food providers will be allowed.



Spectator Support Items | Artificial Noise Makers: ASAA prohibits laser pointers, whistles, and any explosive devices or explosive sounds at ALL its state championship events. Once play starts there will not be any noise makers are allowed.

Event Supervision: Each participating school will be requested to identify an administrator or other person approved in advance by the principal who is responsible for the conduct of its coaches, participants and fans throughout the contest, as defined in the ASAA bylaws Article 6, Section 4. Please have the designee check in with ASAA staff upon arrival at the event.

Spectator Etiquette: All spectators are restricted to the spectators areas. The tournament/meet director and ASAA officials are empowered to remove anyone displaying unacceptable conduct from the area and may temporarily suspend the meet, if necessary.

State Merchandise: Northwest Designs is the Official State Merchandise Vendor. NWD will have a large variety of apparel and feature on-site printing with customized made to order commemorative items. A web store is also available online at ASAA.org homepage [Northwest Designs Link](#).

Fundraising: ASAA approves certain groups or others to sell items inside the gates prior to or during any State Events. All these groups must have the permission of ASAA. Non-approved groups will not be allowed access and asked to leave the facility. Contact Isaiah Vreeman (isaiah@asaa.org) for request and approval.

Awards: Following each championship game, the following awards will be presented on the football field:

Large and Medium School Awards

- ASA First National Bowl Series Traveling Trophy
- First and second place trophies
- 48 individual players, one team manager, and one head coach medallion for each of the first and second place teams
- Team Sportsmanship Award
- Academic Award (All teams participating in playoffs beginning with the semi-finals).
- 14 All Tournament Team medallions awarded for outstanding tournament play, regardless of player position on the field.
- Two Good Sport Team Members Per Team Members are selected by their head coach to be honored for outstanding citizenship and sportsmanship throughout the entire season.

Small School Awards

- ASAA First National Bowl Series Traveling Trophy
- First and second place trophies
- 30 individual players, one team manager, and one head coach medallion for each of the first and second place teams
- Academic Award (All teams participating in playoffs beginning with the semi-finals).
- Seven Championship Game Outstanding Player Medals: Awarded for outstanding tournament play, regardless of player position on the field.
- Two Good Sport Team Members Per Team Members are selected by their head coach to be honored for citizenship/sportsmanship throughout the entire season.



Awards: ASAA will award "Good Sport" awards and "Player of the Game" to the students from those teams reaching the finals. **The ASAA Academic Award will be awarded to schools reaching the quarter-finals in Division I, and for school reaching the semi-finals in Divisions II and III. In Addition, ASAA will consider for the All-Tournament team students from all schools playing in the quarter-finals and semi-finals.**

Participation Fee: The Board of Directors has authorized the assessment of a participation fee for all state championships and festivals. The fee for athletic teams will be \$10 per student participant with a maximum fee of \$150 for those teams of 15 or more participants.

