

BIG NINE FOOTBALL STANDARD OPERATING PROCEDURES

LEAGUE CONTESTS-

1. TYPE OF FOOTBALL – Any football that meets National Federation specifications.
2. SCHEDULE –
 - A. For the 2008 season each team will have six division games, two non-league games, one divisional crossover game (week 9) and one GSL/Big Nine game (week 10). For 2009 the Columbia division schools will have the same schedule make-up as the 2008 schedule. Cascade schools will have seven division games, one non-league (week 1), one divisional crossover game (week 9) and one GSL/Big Nine game (week 10).
 - B. Varsity games are scheduled for Friday evenings. When teams that share a facility are scheduled for the same night, one of the games may be played on Thursday or Saturday. Any other change to the approved schedule must have **mutual** agreement of both schools involved and the league football coordinator must be notified for approval.
 - C. J-More games are scheduled for Monday nights following the scheduled varsity contest and are at opposite home/away site rotation of the varsity schedule. J-More games are scheduled for a 5:00 PM start unless there is a facility conflict or both schools mutually agree to an alternate start time.
 - D. Freshman games are scheduled for the Thursday (or the day prior to the varsity game) prior to the scheduled varsity contest. The Freshman schedule will follow the varsity home/away site rotation. When possible and both teams agree, the Freshman games may be scheduled as double-headers with the varsity contest. In this situation the Freshman game would have a 4:00 PM start time.
3. GAME TIME – All Friday and Saturday varsity games will begin at 7:30 PM unless otherwise mutually agreed by the two schools involved. Thursday varsity games will start at 7:00 PM.
4. DIVISION CHAMPIONSHIP – Each division will have a Division Champion. The Division Champion will be determined by the win-loss record of the divisional schedule.
5. Electronic Video Exchange (proposed 5-7-09)
 - A. All league schools will use the DSV film exchange system.
 - B. Each school must follow the agreed upon timelines for up-loading their videos for use by member schools.
 - C. Schools will not grant video access to any third party schools: i.e. non-leagues schools or league schools who are not their next opponent.
 - D. All school will acquire and maintain the minimum level of technology to successfully film and exchange game films using the DSV system.
 - E. Teams will release three sideline films to the upcoming opponents. The films of the “current” game must be up-loaded by the home team by 11:00 PM on the day of the game and by 8:00AM on the day following the game for visiting teams. Video from previous games will be released by noon on the Thursday of the week of the current game. Teams will not be required to exchange end zone video.
 - F. League schools will not provide accommodations for video cameras and power outlets for visiting schools that are doing third party scouting. All third party scouting must be done from the spectator seating area.

- G. Schools who fail to follow the established procedures related to filming and video exchange will have loss of film-exchange privileges for three league contests. The offending school must still provide opponents with films during this three week period.
 - H. League schools may not provide district or ASB money for videoing any contests other than their next opponent. (third part scouting)
6. FIELD PHONES - Home schools/facilities are not required to provide field phones for visiting schools. If host teams/facilities have extra field phones available, they have the option of providing them for use by the visiting team. The working condition of either the visiting or home phones will have no impact on the other team's usage of their phones....in other words if one teams system is not working, the other team does not have to turn their phones off.
7. OFFICIAL – Five (5) officials will be used for league varsity contests and four (4) will be used for non-varsity contests.
8. SCOUTING –
- A. Visiting scouts at games will be in the stands unless the facility has accommodations in the press box for visiting scouts.
 - B. There will be no scouting of practices.
9. MEDICAL – A physician or equivalent should be available for each varsity home game. A stretcher should be on site. It is highly recommended that an ambulance be on site for all varsity and sub-varsity contests.
10. PRE-GAME –
- Upon arrival of the officials the home athletic director meets with them.
 - 1. Referee shown official's dressing room.
 - 2. Length of half-time discussed.
 - 3. Problems relating to administration of game discussed.
- 50 Minutes Prior to Game
- 1. Simulated coin flip of mutually agreed by both schools.
- 25 Minutes Prior to Game
- 1. Athletic director, officials, official's timer, chain crew and the announcer meet to coordinate the administration of the game
- 20 Minutes Prior to Game to 10 Minutes Prior to Game
- 1. Twenty (20) Minutes should be placed on the score clock and it should be started at exactly 20 minutes prior to the scheduled game start time so that it will run down to zero at the scheduled game start time. If teams are not on the field by the time the clock runs down to zero, a delay of game penalty will be assessed.
 - 2. Officials meet with home and visiting team coach...
 - 3. Receive game ball.
 - 4. Inspect players if necessary.
 - 5. Questions concerning contest.
 - 6. Line-up introduced at 20 minutes prior to scheduled game start time.
- 15 Minutes Prior to Game
- 1. Band may be on the field for pre-game music. Both teams off the field.
- 5 Minutes Prior to Game
- 1. Band will play the National Anthem and both teams **must** be on the field.
 - 2. Coin toss will immediately follow the National Anthem. (Actual or simulated)
- 1 Minute Prior to Game
- 1. Teams on the field ready for kick-off.

0 Minutes

1. Kick-off

**Any variation to this pre-game schedule needs mutual agreement of both teams involved in the contest.

11. PROGRAM INFORMATION – Each member school is responsible for e-mailing program information to the host school at least two (2) days in advance of the contest. This includes sub-varsity contests.
12. COURTESY INFORMATION/LEAGUE CONTESTS – A courtesy call on the should be made by 3:00 PM on the day before varsity contests from the visiting school to the host school letting them know if they are sending a rooster bus and any knowledge they have of their radio station broadcasting the contest.
13. STARTING LINE-UP INFORMATION – Each visiting coach must have (15) copies of their starting line-up (media sheet) for the game manager one hour prior to the start of the contest. This sheet will include offensive starters, defensive starters, punters, kick-off specialist, FG/PAT kickers, captains, coaches and any roster changes from the original e-mailed rosters. The form should include year in school, height, weight, position and uniform number of each player listed on the media sheet.
14. TIE GAMES – The modified Kansas Tie-Breaking Plan recommended by the WIAA shall be used to break ties in all division games and division crossover games. It will be used for tie games at all levels.
15. FIFTH QUARTER – Freshman games can include a 5th quarter and shall be for those players who were non-starters and who played two (2) quarters or less in the regular contest. The addition of a 5th quarter will be determined prior to kick-off and by mutual agreement of both schools involved. The 5th quarter shall not include kick-offs, punts, PAT's or field goals. The official score of the regular contest is determined by the score at the end of the regular contest. At the start of the 5th quarter a coin toss will be held, the winner of the toss will determine if they want the ball or choice of goal they will defend. Each possession will start on the offensive teams' forty-yard line. The offensive team will keep the ball until they score, fail to make a first down or turn the ball over. When the offensive team scores, fails to make a first down or turns the ball over, the defensive team will take possession on their forty-yard-line. The quarter continues with alternate possessions and time being kept the same as for a regular game.
17. 4A LEAGUE TIES – (approved 3/17/05)
The Big Nine criteria for determining places for post-season play if ties occur in the final divisional standings will be as follows:
 - A. Two-way tie for any playoff positions:
 1. Head to head in divisional play. (The winner of the regular season game gets the position)
 - B. Three-way ties for any of the playoff positions:
 1. If one team has defeated the other two in division games, that team would be the highest entry. The winner of the division game between the remaining two teams would be the next highest entry and the remaining team would be the next entry.
 2. Wins and losses against divisional opponents applying the point system.
 3. If the highest entry is determined using criteria #2, then the winner of the divisional game between the remaining teams would be the next highest entry and the third team would be the next entry.
 4. A draw will be made by the League Athletic Directors prior to the season to determine entries in cases where teams will not be eliminated and the above criteria can not determine positions.
 5. In the case of situations where there is a three-way tie in which one or more teams will be eliminated from the play-offs and criteria 1-3 does not decide the ties, a mini tie-breaker will be held on the Tuesday following the last scheduled divisional game. The contest will

be held at a neutral site which is closest to the schools involved and approved by the league. The Big Nine approved playoff procedure will be used. (see below) The following format will be followed: The Athletic Directors will draw numbers prior to the playoffs. The team with the lowest number will have a bye. The other two teams will play following the Big Nine adopted format. The winner of this contest will play the team that had the bye. The winner of this game will be the highest seed. If a second seed needs to be determined the following will apply. If the if the winner of the first game defeats the bye team, the remaining two teams will play for the second position. If the bye team defeats the winner of the first game, the winner of the first game will get the second position.

6. Once the playoff tie-breaker system has been used, all ties for teams involved in the tie-breaker will be determined using the results of the mini-playoff. At no time will it revert back to criteria 1-3.

C. Four-way ties for any playoff positions:

1. If one team has defeated the other three in division games, that team would be the highest entry. If one of the remaining three teams has defeated the other two teams in divisional play that team would be would be the next highest entry and the winner of the divisional game between the remaining team would be the next entry. The fourth team would be the next entry.
2. Wins and losses against divisional opponents applying the point system.
3. If the highest entry is determined using criteria #2, then criteria 1 and 2 would be applied to the remaining three teams. If this provided the second position, then criteria one would be used to determine the third and fourth positions.
4. A draw will be made by the League Athletic Directors prior to the season to determine entries in cases where teams will not be eliminated and the above criteria can not determine positions.
5. In the case of situations where there is a four-way tie in which one or more teams will be eliminated from the play-offs and criteria 1-3 does not decide the ties, a mini tie-breaker will be held on the Tuesday following the last scheduled divisional game. The contest will be held at a neutral site which is closest to the schools involved and approved by the league. The Big Nine approved playoff procedure will be used. (see below) The following format will be followed: The Athletic Directors will draw numbers prior to the playoffs. The team with the lowest number will play the team with the highest number in the first game. The team with the second lowest number will play the team with the third lowest number in the second game. The winners of game one and two will play in the third game with the winner getting the highest seed and the loser getting the second position. If more than two positions are in question, then the losers of games one and two will play for the remaining third and/or fourth positions.
6. Once the Big Nine tie-breaker system has been used, all ties for teams involved in the tie-breaker will be determined using the results of the mini-playoff. At no time will it revert back to criteria 1-3.

Big Nine Playoff procedures:

When a playoff for seeded positions is needed, the teams will play an abbreviated game consisting of two eight (8) minutes halves. All NFHS rules will apply. The games will include all aspects of a regular game.....kickoffs, punts, PAT's , filed goals and regulation timing procedures. Each team will be allowed one (1) timeout per half which can not be carried over. Pre-game procedures will be followed. If the abbreviated game is tied, the WIAA approved modified Kansas tie-breaker procedures will be used.

The following are the point values used, based on the end of season division standings, to assist in breaking ties for end of the season playoffs. Teams tied for 1st are all considered number ones and teams tied for second are all

number two's, etc. (This format and the point totals will be adjusted based on the number of teams in each division, the example below is for seven teams in a division.)

Team Beaten	Equals
#1	7pts.
#2	6pts.
#3	5pts.
#4	4pts.
#5	3pts.
#6	2pts.
#7	1pt

Example of applying the point system:

Teams A, B, and C are tied for 1st place with 5-2 records. Team A lost to team B and team D. Team B lost to team C and team E. Team C lost to team A and team D. The team standings at the end of the season were as follows:

#1	A	7pts.
#2	B	7pts.
#3	C	7pts.
#4	D	4pts.
#5	E	3pts.
#6	F	2pts.
#7	G	1pt

Teams A's points would be 6,3,2,1 equaling 12 pts.

Team B's points would be 6,4,3,1 equaling 14 pts.

Team C's points would be 6,3,2,1 equaling 13 pts.

Team B would be the #1 entry. Team A defeated C during classification play and they would be the #2 entry. Team C would be the #3 entry.

SELECTION OF THE BIG NINE ALL-CONFERENCE TEAMS (Each division will have a team)

- Step 1: Each school nominates players from their team and is limited to the following numbers:
- Eleven (11) positions plus the number division wins
 - The nominations are to be sent to each coach in the classification and the league statistician by the Tuesday following the school's last game of the season.

EXAMPLE: First place team wins seven (7) division games. They can nominate as many as eighteen (18) players. A team does not have to use all of their nominations, but they may not use more than their allowed amount.

- The same players nominated as an offensive and defensive player will use up two nominations.
- Players should be ranked as to ability and team value.

STEP 2: Select players for each of three teams (a coach may not vote for his own athletes): First (1st), Second (2nd), and Honorable Mention and should be placed according to position using the following format:

- Defensive Team
 - Four (4) Defensive Backs
 - Four (4) Linebackers
 - Four (4) Down Linemen
- Offensive Team
 - Fiv (5) Offensive linemen
 - One (1) Tight End

- III. Three (3) Wide Receivers
- IV. One (1) Quarterback
- V. Two (2) Running Backs

c. Specialty Team

- I. Punter
- II. Extra point and field goal kicker
- III. Kick off/punt return specialist
- IV. Special Teams Player

Player selection points will be awarded as follows:

First Team	10
Second Team	6
Honorable Mention	3

- STEP 3: Each school shall send their list of players to the other division schools, and each coach will make an official all conference list from the sum total of all players names he has received.
- a. Each coach should bring a compiled list with him to a meeting in the week following the last game.
 - b. The positions and statistics of each coach's players should be brought to the meeting.
 - c. Coaches will then discuss and select the official team using the lists and statistics the coaches have compiled.
- STEP 4: An outstanding offensive player, outstanding defensive player, and offensive lineman will be selected to represent each Big Nine division.
- STEP 5: A coach of the year will be selected for each Big Nine division in the following categories: Varsity, Offensive Assistant, Defensive Assistant and Freshman.
- STEP 6: A press release will be prepared at the time the Big Nine All-Conference team is selected.