

PROCEDURES TO GOVERN EASTERN PENNSYLVANIA INTERSCHOLASTIC FOOTBALL CONFERENCE

CHAMPIONSHIP GAMES

Conducting the Annual Conference Championship Games entails much preparation to assure a successful promotion.

A large part of the preparations is similar to those carried out for a regular season game. It is the purpose of this outline of procedures to serve as a guide in assisting the contesting schools in the arrangements necessary to stage the annual classic.

The participating schools may have to modify procedures listed herein or include procedures not listed. If this is necessary, any adjustments or additional procedures shall be agreed to by the participating schools and the Conference President. However, in all cases, the regulations pertaining to the Conference Championship Games listed in the Conference Constitution and By-Laws shall not be amended or excluded unless consented to by the Conference Membership.

DUTY OF THE CONFERENCE PRESIDENT

Following the certification by the Conference of the Championship participants, the Conference President shall call a meeting of the Principal and Athletic Director or other designated persons of the participating schools with members of the Steering Committee to thoroughly discuss all the game arrangements.

DATE-TIME-SITE OF GAME

1. The Conference Championship for all Divisions shall be played on the first Friday following the completion of their regular season schedules, unless the host school has no lights and needs to play Saturday afternoon. By mutual agreement of both schools, the game can be played Thursday.
2. All Play-Off games shall be played in accordance with Eastern Standard Time. The time of the contest shall be 1 PM afternoon (unless SAT date) or 7:00 PM evening unless these schools involved mutually agree to some other time.

OFFICIALS

1. Seven certified P.I.A.A. football officials shall officiate at the game; namely, a referee, umpire, head linesman, linesman, field judge, side judge, and a back judge. The chain crew and clock operator will be provided by the host school.

2. The Conference will designate current league assignors to secure officials based on proximity to the host site.
3. Each official working on the field shall receive, as full compensation, a fee of \$98.00 for all playoff games. Other fees are: scoreboard operator of \$45.00 and the chain crew will be paid \$40.00 each. Official fees shall be paid by the Eastern Conference to the host school via ArbiterPay. Chain Crew & Scoreclock Operator shall be paid by the host site. All the above shall be paid at the conclusion of the Championship contests.

FOOTBALL

1. Each participating school shall select and provide two new game footballs. The referees shall approve the game balls.

WORKING PERSONNEL

1. The Conference shall appoint a host site manager for all playoff games. This person shall serve as liaison for the participating schools. The fee of the host site coordinator will be \$100 per game and is to be considered as a fixed game expense.
2. The home school shall hire all the personnel necessary to perform the duties required to conduct the game. Ticket sellers, ticket takers, ushers, game announcer, etc. and shall be paid the rate that prevailed during the home school's regular season. These fees are taken from the host school's percentage from gate receipts. The scoreboard operator and chain crew are considered fixed expenses and will be paid by the Eastern Conference via check made payable to the host school after the contest.

TICKETS

1. Tickets for the Conference Championship games will be ONLINE ONLY via the Hometown Ticketing Platform.
2. All tickets will be \$6.00. Sr. Citizens 65 and older, upon presenting proof of age at the gate, shall be admitted free.
3. Ten (10) complimentary admissions shall be permitted for each school. This list should be provided to the host site manager 24 hours in advance of the contest.

SCHOOL BANDS AND CHEERLEADERS

1. Expenses incurred transporting the visiting school band, marching unit, and cheerleaders will be absorbed by the visiting team from their percentage of the game receipts.

GAME PROGRAM / 50-50

1. Host Sites may sell game programs and/or 50-50 tickets and may keep all proceeds.

BROADCASTING AND TELECASTING

1. The fee for radio broadcasting / audio webcasting the Championship Games shall be \$150.00 per station. The check is payable to the Eastern Football Conference and provided to the Site Manager. Media fees collected should then be forwarded to the Conference Treasurer.
2. The fee for telecasting / video webcasting the Championship Games shall be \$1,500.00 Live and \$1,000.00 Delay. The check is payable to the Eastern Football Conference and provided to the Site Manager. Media fees collected should then be forwarded to the Conference Treasurer.
3. Delayed broadcasts cannot start earlier than one (1) hour after the designated kickoff time.

AWARDS

A trophy will be awarded to the winner of the championship game in every division. Also 50 gold medals and 50 silver medals will be awarded in the championship game in each division.

FINANCIAL REPORT

1. The fixed charges for championship games are limited to the following areas:
 - a. Officials ($\$98.00 \times 7 = \665.00)
 - b. Scoreboard Operator (\$45.00)
 - c. Chain Crew ($\$40.00 \times 3 = \105.00)
 - d. Conference Treasury (\$400.00)
2. After all fixed game expenses are paid, profits will be shared according to the following percentages:
 - a. Host school receives 65%
 - b. Visiting school receives 35%
 - c. All losses shall be shared equally by the participating schools.
3. The host site manager, within 72 hours following the game, shall email the Game Report to the Conference Secretary/Treasurer.

TIE BREAKING PROCEDURES

1. Any games tie at the end of regulation will follow the PIAA Overtime Procedure.