

# 2011 NCS/LES SCHWAB TIRES FOOTBALL CHAMPIONSHIPS

*Presented by Farmers*

*North Coast Section, CIF*

*5 Crow Canyon Court, Suite 209, San Ramon CA 94583*

*P 925-263-2110 F 925-263-2120*

[www.cifncs.org](http://www.cifncs.org)

TO: DIVISION 1, 2, 3, 4 AND 5 FOOTBALL COACHES,  
PRINCIPALS, ATHLETIC DIRECTORS, OFFICIALS  
ASSOCIATIONS, LEAGUE COMMISSIONERS, SITE  
DIRECTORS, PREP MEDIA, NCS PREP EDITOR, AND NCS STAFF



FROM: Karen Smith, Associate Commissioner

DATE: August 2011

## \*\*\*IMPORTANT NCS/LES SCHWAB TIRES CHAMPIONSHIP DIVISION 1-5 FOOTBALL DATES\*\*\*

### FRIDAY, OCTOBER 7, 2011

Deadline for each **officials' association** to submit electronically Form A, their association's alphabetized list of recommended officials, using the interactive Form A on the NCS website Officials' Home Page. NCS will post the list of recommended officials on the Football Home Page so that coaches may complete Form B to submit to the NCS Office.

### MONDAY, OCTOBER 24, 2011

Deadline for the following items to be submitted:

- TEAM ROSTER submitted via website  
STEPS TO SUBMIT ROSTER:
  - Go to the football homepage at [www.cifncs.org/football/](http://www.cifncs.org/football/)
  - Click on ROSTER INPUT
  - Input ALL information and submit
  - Check to ensure that the NCS has received your roster by going to the football home page ([www.cifncs.org/football/](http://www.cifncs.org/football/)) and clicking on "Championship Forms Verification"
- EVALUATION OF OFFICIALS' FORM (Form B), page 8 fax to (925) 263-2120 or mail to above address.

**NOTE:** Two (2) bonus complimentary tickets will be provided to those coaches that comply with the deadline of returning the roster and officials' form in the proper format and according to the instructions:

### SATURDAY, NOVEMBER 12, 2011

#### DEADLINE for Automatic and At-Large Entries/Applications

- Submit Application online at [www.cifncs.org](http://www.cifncs.org) Applications **must be** submitted by the deadline to be considered for the NCS/Les Schwab Tires Championships.
- Submit Application to host form pages 9-10 (This form only needs to be submitted, if the yearly application to host was not submitted previously.)



Final date for league competition. Deadline date for determining league champion.

League Commissioners - please FAX name of the automatic qualifiers to the NCS Office.

### SUNDAY, NOVEMBER 13, 2011

#### FOOTBALL AT-LARGE & SEEDING MEETINGS

9:00 a.m. – Division 1, 2, 3, 4 and 5

**Coaches do not attend the at-large and seeding meeting. Please read below.**

North Coast Section Office – 9:00 a.m. Meeting begins – Each school, automatic and at-large applicant, must submit online the At-large & Seeding Form to the NCS Office by 10:00 p.m., Saturday, November 12<sup>th</sup>. This selection and seeding meeting will be conducted as a closed meeting. NCS member schools have authorized the use of one committee comprised of representatives from each NCS Conference (NCS consists of six conferences – Humboldt Del Norte, Coastal Mountain, Marin-Sonoma-Mendocino, Bay Shore, Tri-Valley and Bay Area Conferences). Each committee will be responsible for selection of the at-large teams and seeding of each tournament. The committees have been selected and committee members are currently monitoring the football competition of NCS member schools. The names of committee members will not be released in order to protect the integrity of the selection and seeding process. Tournament brackets will be posted on the NCS website as they are developed.

## **MATERIALS FOR HOSTING**

When brackets are posted Sunday, November 13, 2011, a hosting school representative (except CMC or HDNL hosting schools) must pick-up game materials at the NCS Office between the hours of 1:00 p.m. and 5:00 p.m. Game materials include the gate bag for the game you are hosting, your school's team packet, footballs for your school and the visiting school's team certificates.

CMC and HDNL teams should refer to the progress letter sent out mid-season to determine how their materials will be picked up.

Any team not hosting in the first or quarterfinal round must print their team packet using the link on the NCS football homepage; OR a school may pick-up their team packet and souvenirs on Sunday, November 13, 2011 at the NCS Office. Those representatives/coaches who purchase souvenirs on Sunday, November 13, 2011 will receive a 5% discount on team orders of \$250 or more.

## **GAME FILMS**

When brackets are posted Sunday, November 13, 2011, NCS will have contact information for each coach to make arrangements with their opponents to exchange game films. Coaches may meet at the NCS office to exchange their films. Game films from the HDNL will be available at the NCS office and will be exchanged at the NCS office.

It is **mandatory** for each participating school that films its games to furnish two game films to its opponent. The opponent may choose the two films that it desires. If either of the competing schools does not film its games, neither school shall be obligated to supply films. It shall be permissible for either coach to secure from other sources, any game film of his opponent that he/she may desire to view for the purpose of preparing for his/her next playoff game. Coaches of competing schools in the two area games must exchange two game films. Any violations of the mandatory film exchange rule (refusal to cooperate) should be reported at once to the NCS Office. Schools that are in violation shall be subject to disqualification from the playoffs.

## **VIDEOTAPING OR FILMING**

Schools participating in NCS Championship Series Events may videotape their game or games. Videotaping by a school is a "teaching tool" for the school and cannot be lent out to anyone including the media without first securing the permission of the North Coast Section Commissioner. Electronic communication equipment, other than an audio tape recorder, including but not limited to computer, film, television and video tape, shall not be used for coaching purposes during the game or between periods.

## **DIVISIONS**

*DIVISIONS* - ACCORDING TO ENROLLMENT-refer to the [www.cifnccs](http://www.cifnccs.com) Football home page

SCHOOLS WISHING TO MOVE TO A DIVISION OF HIGHER ENROLLMENT OR WHO WISH TO RETURN TO THEIR ACTUAL ENROLLMENT DIVISION MUST DECLARE BY PETITION TO THE NORTH COAST SECTION OFFICE. PETITIONS MUST BE RECEIVED IN THE NCS OFFICE NO LATER THAN FRIDAY, SEPTEMBER 16, 2011. THERE WILL BE NO EXCEPTIONS. Petitions will be faxed or mailed to all Principals August 9, 2011.

Note: Schools who petition up in division will remain at that division during the current year and future years. Schools who petition up in division may move back to their actual division in accordance with the time schedule set by the NCS Board of Managers.

Final division placement will be posted on the NCS website Football Home Page after petitions have been received and acted upon.

## **FORMAT AND ENTRIES**

### **1. Minimum Qualifying Record**

To be accepted as a participant in the NCS/Les Schwab Tires Football Championships, a team shall have compiled an overall record of at least an equal number of wins and losses; or an overall record of at least an equal number of wins and losses against teams in its own division; or at least an equal number of wins and losses in its own league. (*Board of Managers 5/1/06*)

Exception: league champions shall gain automatic entry.

- a. "Teams in its own division" is defined as **any** team (note exception b and c below) whose grades 9-12 enrollment fall within the school's NCS Football Division or has petitioned to a higher division.

- b. Games against teams outside of the United States will not be counted in determining the "winning record within a division".
  - c. When a team's petition is approved to play in a division of greater enrollment, that division for which the team is approved shall be its division for the respective year.
- 2. Automatic Qualification of League Champion**  
Each league's championship school shall automatically qualify for its (school's) respective NCS Football playoff division provided the school has submitted and Automatic/At-Large Application online.
- 3. Designated League Champion**  
The team designated as the league winner receives the automatic berth in the section championships provided the school has submitted and Automatic/At-Large Application online. The league determines prior to the season, in writing, how the league winner is determined. If a league has more than one winner, i.e., round-robin winner and playoff winner, the league will determine which winner gets the automatic berth. For North Coast Section purposes that designee is the league champion.
- 4. At-Large Teams (See Bylaws 511H through 516H of the NCS Sports & General Rulings Handbook)**  
After each league championship school has been placed in its respective division's bracket, any remaining berths in the divisions' bracket shall be filled with at-large teams selected from schools which are classified in the respective division.

## CRITERIA FOR AT-LARGE SELECTION

The criteria for selection of at-large teams for NCS/Les Schwab Tires Championship Series in football shall be a balance between:

- 1) Record over-all
  - a. League/Place co-champion
  - b. Non-league (pre-season-other)
- 2) Strength of Schedule
  - a. Record against top 3 opponents
  - b. Record against teams in the same division  
List your most significant victories/defeats
  - c. Record against teams in a higher division  
List your most significant victories
  - d. Head-to-head against teams which have qualified or are being considered.
  - e. Record against common opponents
  - f. Coaches' Rating

## SEEDING

The respective Seeding Committee shall be responsible for the pairing and seeding of the NCS/Les Schwab Tires Football Championship Series Events per the format as adopted by the Board of Managers.

## SITE SELECTION

League Champions will have the first option to host first and semifinal games provided the league champion is able to comply with the facility, personnel and sponsorship criteria stated on the Application to Host form (pages 9-10). If two league champions are competing, the higher seeded team will have the first option to host. If two non-league champions are competing, the higher seed will have the first option to host.

Finals will be played at sites determined by the NCS office. Staff will be allowed to adjust "sites" and site criteria for the maximum benefit of the respective tournament and to address the lack of appropriate facilities in the areas of the competing schools.

### **NOTE: NCS Sports & General Rulings Handbook Bylaw 524H Designated Site Adjustment**

When schools provide a site for NCS/Les Schwab Tires Championships in football that meets the criteria for site selection and agree to host playoff games regardless of whether or not their team(s) will be involved, the site will be treated as a designated site. Thus, the host school, provided it proceeds through the elimination process and is the highest seeded team in the respective contest, could play a semifinal or championship contest on its own facility.

## APPLICATION TO HOST

Schools may host NCS/Les Schwab Tires Championship Series events provided they are able to comply with the facility, personnel and sponsorship criteria defined by the NCS Board of Managers. Schools desiring to host contests must either fax/email the yearly "Application to Host" form or email/fax the "Application to Host" form provided in this championship bulletin to the At-large & Seeding meeting.

- 1) The "Application to Host" form will allow participating schools to designate their willingness to host and arrange for a facility, either their own or another, at no cost to NCS, that complies with facility, personnel and sponsorship criteria defined by the NCS Board of Managers.
- 2) In the event that a participating school's own facility does not meet the criteria, the school must notify NCS of the facility they have arranged to use in the next round of competition no later than the conclusion of the

previous round. If a school fails to notify NCS staff of the arranged facilities by this deadline, NCS staff will offer the opportunity to host to the scheduled opponent in the next round.

- 3) In the event that a school verifies site criteria information on an "Application to Host" form for an NCS/Les Schwab Tires Championship Event and the information is later determined to be inaccurate the school shall lose the right to host an NCS/Les Schwab Tires Championship Event for a period of two years. The two-year penalty shall start on the Sunday following the falsification.

#### NORTH COAST SECTION/LES SCHWAB TIRES CHAMPIONSHIP SERIES SCHEDULE

##### 1st ROUND (All Divisions)

FRIDAY OR SATURDAY, NOVEMBER 18 OR 19

Tentative Sites: League Champion or Highest Seed Host

**TIMES:** Friday or Saturday night – 7:00 p.m. and Saturday afternoon – 1:00 p.m.

##### QUARTERFINALS (Divisions 1, 2, 3, 4) and SEMIFINALS (Divisions 5)

FRIDAY OR SATURDAY, NOVEMBER 25 OR NOVEMBER 26

TENTATIVE SITES: League Champion or Highest Seed Host

**TIMES:** Friday and Saturday night – 7:00 p.m. and Saturday afternoon – 1:00 p.m.

##### SEMIFINALS (Divisions 1, 2, 3, 4) and CHAMPIONSHIP CONTESTS (Divisions 5)

FRIDAY OR SATURDAY, DECEMBER 2 OR DECEMBER 3

TENTATIVE SITES: League Champion (Divisions 1, 2, 3, 4) or Highest Seed Host (Division 5)

**TIMES:** Friday and Saturday night – 7:00 p.m. and Saturday afternoon – 1:30 p.m. Championship game times will be determined by NCS staff.

##### CHAMPIONSHIP CONTESTS (Divisions 1, 2, 3, 4)

FRIDAY OR SATURDAY, DECEMBER 9 OR 10

Site selection and times will be established by NCS staff.

##### CIF STATE CHAMPIONSHIP BOWL GAMES

Selection of teams will occur Sunday, December 11, 2011 by Section Commissioners. Schools must declare by the NCS At-large & Seeding meeting whether their school will participate in the State CIF Bowl Championship Series if selected.

**LOCATION OF GAMES:** Home Depot Center, Carson – Southern California

**FRIDAY, DECEMBER 16, 2011**

Division 4 – 4:30 p.m. and Division 1 – 8:00 p.m.

**SATURDAY, DECEMBER 17, 2011**

Division 3 – 12:00 pm, Division 2 – 4:00 pm and Open Division – 8:00 pm

OPEN Division – the top team selected from the north will play the top team selected from the south, regardless of enrollment.

Division 1: NCS Div. 1, CCS Open & Div. 1, SJS Div. 1

Division 2: NCS Div. 2, CCS Div. 2, NS Div. 1, OS, SFS, SJS Div. 2 & 3

Division 3\*: NCS Div. 3, 4 & 5, CCS Div. 3 & 4, NS Div. 2, 3, 4, SJS Div. 4, 5, 6

Division 4: 500 and below

\*If a Division 3 Section Champion is within the Division 4 enrollment parameters of 1-500, it will be moved to that Division for bowl game consideration. If fewer than three schools are available for selection in Division 4, the smallest remaining Division 3 School will be moved into the Division 4 selection pool.

##### ADMINISTRATOR-IN-CHARGE

Each school, which is participating in a NCS team championship series, must have an administrative level representative or designee, in addition to the team coach, in attendance before, during, and after the event each time that the school competes. The school's principal must indicate in writing the name of the person (certificated faculty member or certified coach under Title V for public schools, contracted faculty/approved coaching staff members for private schools) provided the person is not coaching (neither the head coach or an assistant coach) who is the Administrator-in-Charge (responsible for crowd control, student behavior, and injury care) whenever that school's team is participating in the respective NCS event. This letter shall be presented to the Site Director when the person reports to the Site Director as instructed at the orientation meeting.

Note: The Administrator-in-Charge Registration form may be signed by any school administrator (vice principal and assistant principal) and/or the school athletic director. (*Board of Managers 1/23/98*)

##### TICKETS

|                        | First rd., quarterfinals, semifinal Rounds | Championships round |
|------------------------|--|---------------------|
| General:               | \$9.00*                                    | \$10.00*            |
| Student:               | \$6.00*                                    | \$7.00*             |
| Child/Senior Citizens: | \$6.00*                                    | \$7.00*             |

\*Listed ticket prices do not apply to games played at the Oakland-Alameda County McAfee Coliseum or other university or professional facilities.

## **PRE-SALE STUDENT TICKETS**

Each participating school may sell pre-sale tickets to its student body cardholders and other interested adults and children. Each school's head football coach will receive their school's tickets at the orientation meeting prior to the 1st round games. Each school's administrator-in-charge will be responsible for picking up pre-sale tickets from the site director(s) at the conclusion of all contests beyond the 1st round. All unsold tickets and ticket receipts less the sales commission earned by the selling school must be returned to the NCS Office no later than five (5) working days after the game. Each participating school will be responsible for notifying the site director of the hosting school or the NCS Office in the championship round game, of the number of tickets sold for each game, no later than two o'clock the day prior to the game.

## **OFFICIAL GAME BALL**

The RAWLINGS ST5 football is the official ball for the NCS/Les Schwab Tires Football Championships. Each NCS/Les Schwab Tires Football Championship contest must be played with a Rawlings football that meets the National Federation Football Rules Book specifications.

## **PASSES**

Only NCS Board of Managers, Superintendents, Management Committee, Honor Coaches, NCS and CIF issued, Media and Photo passes, and lifetime passes (metal) and Courtesy passes will be honored at the gate. \* **NO LEAGUE OR SCHOOL PASSES WILL BE RECOGNIZED.** \*Passes will not be honored at any contests conducted at the Oakland-Alameda County McAfee Coliseum. Holders must arrange in advance to have tickets mailed based on the pass, present their NCS pass at NCS Will Call or exchange their comp tickets at NCS Will Call.

## **FIELD PASSES**

Each Site Director will issue field passes to persons authorized to be on the field; all others will be required to stay in the stands and spectator areas. The press box team spotter passes will be given to each team provided there is sufficient space. A maximum of 15 field passes (for coaches, doctors, managers, statisticians, principal, etc.) per team will be allowed. Field passes only allow the individual to be on the field. Field passes **will not** admit an individual entrance to the game.

## **SOUVENIRS**

Souvenir programs will be on sale at all contests for \$3.00. Schools may order NCS championship Football T-Shirts (\$17.00, XX Lg. shirts are \$19.), Long sleeve T-Shirts (\$20.00, XX Lg. shirts are \$22.), sweatshirts (\$33.00, XXLg. Sweatshirts are \$35.00), hats (\$17.00), Windshirts (\$48.00, XXLg. \$50.00), patches (\$17.00) and Polo shirts (\$28.00, XXLg. \$30.00) at selected sites. Schools may also order NCS championship T-Shirts and patches at the At-Large and Seeding meeting. Coaches may use check, cash, MasterCard, Visa, school purchase order, requisition form and school billing to purchase souvenirs. See the Souvenir order form to order souvenirs. Call the NCS office if you have any questions. Information regarding souvenirs is also available at the NCS Internet Web Site - <http://www.cifncs.org>.

## **REIMBURSEMENT POLICY**

**Division 1 Schools** - each participating school will be reimbursed for the cost incurred for one bus (round trip). The actual cost of the bus will be paid, provided the cost is consistent with transportation cost incurred by the school throughout the season. There is no lodging or per diem allowed.

**Division 2, 3, 4, 5 Schools** - each participating school will be reimbursed for the cost incurred for one bus (round trip). The actual cost of the bus will be paid, provided the cost is consistent with transportation cost incurred by the school throughout the season. Lodging and per diem will be allowed for schools which travel to the Humboldt-Del Norte League, and the Humboldt-Del Norte schools which travel to the Marin, Sonoma County or East Bay area.

## **LODGING AND PER DIEM**

In Divisions 2, 3, 4 and 5 **only**, schools which travel to the Humboldt-Del Norte League, and the Humboldt-Del Norte schools which travel to Marin, Sonoma Counties and East Bay, may be reimbursed for a team party up to 35 people for Division 4 and 5 and up to 45 people for Divisions 2 and 3 schools which shall include players, coaches, managers, physicians and statisticians for one night's accommodations.

The following people will be eligible for lodging and per diem.

**Players** - Only players, who are currently eligible and have been listed on the varsity roster for the entire league season, are eligible for the lodging and per diem reimbursement. Reimbursement will be made only after other tournament expenses including travel mileage have been paid. All receipts for lodging and per diem must accompany the bill when

presented to the North Coast Section Office. All requests for reimbursement must be received within 30 days of the Championships.

Coaches - Only coaches who meet the requirements of the California Education Code and the California Administrative Code Title 5 and who have been under contract by that school to coach the varsity football team during the entire current season shall be eligible for lodging and per diem reimbursement.

In the case of a non-public school only coaches who have been under contract to coach that school's varsity football team for the entire current season and engaged by that school on a yearly contract basis or a regular member of the school's teaching staff and certified by the administration of that school as competent for the position of varsity football coach, shall be eligible for lodging and per diem reimbursement.

Team Support Personnel - Physicians, trainers, managers, and statisticians who have served the team for the entire current varsity football season may be eligible for lodging and per diem.

School Administrative Staff - School administrative staff performing supervisory responsibilities may be eligible for lodging and per diem reimbursement.

Under no circumstances will the NCS reimburse for more than the stated people in the football traveling party.

#### Limitations

- a) Lodging: members of the traveling party shall be assigned rooms on a minimum ratio of 3 persons per room. Students in the traveling party shall be assigned three persons per room (one person per bed).
- b) Per diem: the school may be reimbursed for each eligible member of the traveling party at a maximum rate of \$15.00 per diem. A maximum of one day of per diem and lodging expenses will be reimbursed for eligible members of the schools traveling party for each NCS/Les Schwab Tires Championship football series event game which qualifies in accordance with the above mileage provisions.

## **DEADLINE FOR SUBMISSION OF EXPENSE REIMBURSEMENT**

Schools will only be reimbursed after actual copies of transportation invoice, lodging receipts and verification of per diem are received by the NCS Office according to the following scale:

- 1 - 30 days of the Championship series event = 100% of approved amount
- 31 - 45 days of the Championship series event = 75% of approved amount
- 46 - 60 days of the Championship series event = 50% of approved amount
- past 60 days = 0% of approved amount**

## **GAME JERSEYS**

The home team shall wear dark colored jerseys. The visiting team shall wear white jerseys. If a school does not have appropriate jerseys, an alternative color may be worn only with the approval of the site director of that game.

## **HALF-TIME**

The half-time period shall be divided equally so that each school will have an opportunity to present its band, drill team, etc. If one school does not wish to provide half-time entertainment, it may relinquish its time. If mutually agreeable to both schools, or adjusted by NCS staff, the half-time period may be extended from 15 to 20 minutes.

## **NEW! MERCY RULE**

### **18.111H FOOTBALL MERCY RULE**

At the conclusion of the third quarter or any point thereafter, if there is a point differential of 35 or more points, a running clock shall be instituted for the remainder of the game regardless of the score. The game clock shall stop only for a score, a free kick following a fair catch or awarded fair catch, a charged team timeout, a coach-referee conference or an officials' timeout. This bylaw applies to all levels of play.

(Approved May 2011 Federated Council)

## **INTRODUCTION OF PLAYERS**

Each school's entire roster will be introduced over the public address system. Each participating school will provide a list of players including first and last name, number, position and grade, to be introduced to the public address announcer approximately 20 minutes prior to kickoff time. The players to be introduced will gather behind their respective end zones. Upon introduction, each player will run under the goal posts, down the center of the field to midfield and then to his team's bench.

## **PHYSICIAN/AMBULANCE/EMT OR CERTIFIED ATHLETIC TRAINER**

A physician, ambulance, EMT, Certified Athletic Trainer or Paramedic shall be in attendance at all NCS playoff games. NCS, in conjunction with Children's Hospital, will assign approved medical personnel to each game. When NCS and Children's Hospital are not able to assign approved medical personnel to a game, NCS staff will ask the participating schools, home school first, to provide either a physician, ambulance, EMT, Certified Athletic Trainer or Paramedic for the game. When

possible, an ambulance will be present or on standby assignment. The expense required for medical personnel and ambulance is part of the game expense.

## **INCLEMENT WEATHER**

The game management is solely responsible for determining whether or not a game will be started. After it is underway, the decision as to whether or not it should be suspended rests solely with the game officials.

Rain: A game can be played even though it rains prior to, or during a contest. Some of the factors that must be considered as far as postponing a game because of rain are as follows:

- 1) Has the rain made the field unplayable?
- 2) If a game is being played in a junior college or community owned stadium, will the stadium manager permit the game to be played in the event of rain?
- 3) Do weather conditions and the forecast for the following day justify postponing the contest to the next afternoon or night?

Fog: When fog has been present during the week or is predicted for the weekend, the game management will check out the stadium the night before the scheduled game and keep in close check with weather forecasters. If conditions warrant, a decision to postpone the game should be made before the gates are opened. If a game is scheduled for Friday night, a postponement to Saturday afternoon or evening would be in order.

If fog conditions are uncertain, and it is the best judgment of management to attempt to play the game, the following precautions must be taken:

- 1) Rain checks must be prepared and given to each person as he or she enters the stadium.
- 2) Prior arrangements should be confirmed as to the time, date and location of the game in the event it is to be postponed.
- 3) The public address announcer should keep the spectators constantly informed as follows:
  - a. If one half of the game is completed and then subsequently called because of unplayable conditions, it will be an official contest and the score will stand.
  - b. If the game is called before one half has been played, it will not be an official game. The contest will then be replayed in its entirety on the date and at the time and place previously agreed upon prior to the game.

## **PRESS BOX ACCOMMODATIONS**

Press box seats are reserved - as available - for the public address announcer, the scoreboard operator, the announcer's spotters, the official statisticians, the site director, three spotters from each school, and working members of the media.

## **AWARDS**

Individual medals will be presented to the 35 members (Division 4 & 5) or 45 members (Division 1, 2, & 3) of the first and second place teams. A plaque will be presented to the first place teams in each division. The plaque will become the property of the school and will not be returned to the Section Office the following year. Pennants will be presented to the first and second place teams in each division.

## NORTH COAST SECTION FOOTBALL CHAMPIONSHIP SERIES OFFICIALS EVALUATION FORM

Coaches must submit an evaluation of any officials who appear on Form A (found on the NCS website ([www.cifnccs.org/football](http://www.cifnccs.org/football) ) who are unacceptable. Please rate officials crossed off **FORM A** in each category and explain why the official(s) is unacceptable. Return the completed form to the NCS Office, 5 Crow Canyon Court, Suite 209, San Ramon, CA., 94583, or FAX to (925) 263-2120 **on or before Monday, October 24, 2011**. Officials rated as unacceptable will not be assigned to any games in which your team participates in the NCS/Les Schwab Tires Football Championship Series.

Only rate officials you believe are unacceptable to officiate games involving your school in the NCS/Les Schwab Tires Football Championship Series.

| 1: Superior |       | 2: Acceptable |          | 3: Unacceptable |         | COMMENTS |
|-------------|-------|---------------|----------|-----------------|---------|----------|
| OFFICIAL    | RULES | MECHANICS     | JUDGMENT | HUSTLE          | OVERALL |          |
|             |       |               |          |                 |         |          |
|             |       |               |          |                 |         |          |
|             |       |               |          |                 |         |          |
|             |       |               |          |                 |         |          |
|             |       |               |          |                 |         |          |
|             |       |               |          |                 |         |          |
|             |       |               |          |                 |         |          |

Please check the appropriate box below:

- All other officials are acceptable; or
- All officials listed on Form A are acceptable.

Coach \_\_\_\_\_ School \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NORTH COAST SECTION**  
**5 Crow Canyon Court, San Ramon CA 94583**  
**TEL (925) 263-2110 / FAX (925) 263-2120**  
**Website: www.cifncs.org**  
**APPLICATION TO HOST NCS/LES SCHWAB TIRES FOOTBALL**  
**CHAMPIONSHIP EVENT**

**\*\*\*FAX (925-263-2120) or EMAIL (ksmith10@cifncs.org) TO THE NCS prior to November 13, 2011\*\*\***

**DATE:** \_\_\_\_\_ **SCHOOL:** \_\_\_\_\_ **LEAGUE:** \_\_\_\_\_

**DIVISION:**        1        2        3        4        5        (Circle One)

**A. HOME SITES**

League Champions may host first and semifinal round games provided they are able to comply with the facility, personnel and sponsorship criteria defined below. If two league champions are competing, the higher seed of the two will host. If two non-champions are competing, the higher seed will host.

- 1) The "Application to Host" form will allow participating schools to designate their willingness to host and arrange for a facility, either their own or another, at no cost to NCS, that complies with facility, personnel and sponsorship criteria defined by the NCS Board of Managers.
- 2) In the event that a participating school's own facility does not meet the criteria, the school must notify NCS of the facility they have arranged to use in the next round of competition no later than the conclusion of the previous round. If a school fails to notify NCS staff of the arranged facilities by this deadline, NCS staff will offer the opportunity to host to the scheduled opponent in the next round.
- 3) In the event that a school verifies site criteria information on an "Application to Host" form for an NCS/Les Schwab Tires Championship Event and the information is later determined to be inaccurate the school shall lose the right to host an NCS/Les Schwab Tires Championship Event for a period of two years. The two-year penalty shall start on the Sunday following the falsification.
- 4) Any school which indicates a willingness to be a "Designated Site", then withdraws after its team has been eliminated in the first, second or semifinal round of the playoffs shall lose the right to host any NCS Championship Event for a two year period beginning with the last day of the respective NCS Championship Tournament. See NCS Sports & General Rulings Handbook Bylaw 525H

**B. CRITERIA FOR HOSTING AN NCS Division 1, 2, 3, 4, & 5 FOOTBALL GAME:**

1. The football field and equipment conform with all of the requirements stated in the National Federation football rules book.
2. Rest room and dressing facilities (including shower facilities when a school travels mileage exceeds 60 miles one-way, upon request of the visiting school) are available for both teams (before, at half-time and after the games)for home and visiting teams use before, at half-time and after the game..
3. There is adequate and safe lighted parking for spectators within a reasonable distance to the facility.
4. There are adequate rest room facilities for spectators.
5. There is a telephone that is easily accessible in case of emergency.
6. The field may be secured and admission will be charged for the contest.
7. The field's bleacher seating capacity exceeds 2500 (Division 1), 1,250 (Divisions 2 & 3), 750 (Division 4), 500 (Division 5) in the first round and 2700 (Division 1), 1,500 (Division 2 & 3) or 1,000 (Division 4), 600 (Division 5) in the semifinals (Championship game for Division 5).
8. The public address system is in working order and will be used for the contest.
9. Provide the required site personnel
10. Pay the site personnel in accordance with the NCS fee schedule
11. Display NCS sponsorship banners unless the school has an exclusive agreement with a competing sponsor.
12. Make the required NCS public address announcements
13. Hosting schools must make arrangements to provide a doctor for the game.
14. Sites must conform to the American Disabilities Act.
15. Site costs must be within the costs allowed by NCS for the respective activity. Note: Additional costs shall be the responsibility of the host school.

**C. REQUEST TO HOST NCS/Les Schwab Tires FOOTBALL CHAMPIONSHIPS.**

Please read the following carefully and check the appropriate statement:

- \_\_\_\_\_ Our school desires to host NCS games regardless of whether or not our team is involved. Therefore, our facility will be declared a designated site and if our team is involved in the championship game and our school is the higher seed may play on our home football field.
- \_\_\_\_\_ Our school desires to host NCS games in which only our team is involved.
- \_\_\_\_\_ Our school does not want to host an NCS game even if our team is involved, because:
- \_\_\_\_\_ Our school is unable to meet the minimum standards, or

\_\_\_\_\_ Our school's field is not available and our school has chosen to not secure another facility

**D. TEAMS HOSTING FIRST ROUND GAMES**

1. Schools desiring to host first and semifinal round games must submit the Application to Host to the North Coast Section prior to the At-Large and Seeding meeting. The Application to Host form must include:
  - a. Certification by the school's principal that the school's football field meets the facilities criteria and that the school is willing to comply with all of the following conditions.
  - b. If a school intends to host a game, either its own facility or at a facility other than its own, it must do so **at NO expense** to the North Coast Section, other than custodial (maximum of two (2) hours overtime) to the North Coast Section (NCS staff must grant approval at the seeding meeting for any other change.), and
  - c. A map showing the direction to the facility must be provided.

**E. SITE INFORMATION**

- a. Name of Site Director \_\_\_\_\_ Home Telephone \_\_\_\_\_  
 Work Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Pager: \_\_\_\_\_
- b. Please list all costs other than those stated in #1 below if they are requirements for using your school's football field. (Additional costs will be reason for not conducting a NCS first or semifinal round contest(s) at your school).
- c. The seating capacity of our field for football is \_\_\_\_\_.  
 (NCS staff use the criteria that one seat equals 18" of bleacher space. Therefore, as an example, bleachers that are 15' long and five rows high will seat approximately 50 spectators.)

**F. CONDITIONS REQUIRED OF HOST SCHOOLS**

If your site is selected to host a contest(s) the following conditions must be met:

1. NCS is limited to paying the following personnel  
Division 1, 2, 3, 4, & 5  
 Site Director  
 Ticket Manager  
 Ticket Seller  
 Announcer  
 Scoreboard  
 Doctor/Trainer  
 Ticket Taker
2. The host school operates the concession stand. It is responsible for all income and expense and retains all profit or loss.
3. Hang, recover and return all NCS sponsor banner(s) to the NCS office and read sponsor announcements in accordance with the provided instruction.
4. Ensure that the announcer announces the game in an absolutely NEUTRAL presentation.
5. Provide a map that includes directions to your school to the visiting school(s).

I will accept personal responsibility for ensuring that our school's facility meets all of the criteria and that our school will comply with all of the above conditions should it host a NCS Football game(s).

Principal's Name \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_\_\_

Principal's Signature \_\_\_\_\_

Principal's Home Tel. No. (to be used only in case of emergency) (\_\_\_\_\_) \_\_\_\_\_

**USE THE AREA BELOW ONLY IF YOUR SCHOOL HAS ARRANGED FOR ANOTHER FACILITY**

If your school has arranged for a facility other than your own the principal or authorized agent of a non-school facility must also sign this form.

Name of facility arranged for: \_\_\_\_\_

Print Principal's or Authorized Person's Name \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_

Principal's or Authorized Person's Signature \_\_\_\_\_



5 Crow Canyon Court, San Ramon CA 94583  
Phone:(925) 263-2110 Fax:(925) 263-2120  
[www.cifncs.org](http://www.cifncs.org)

## ADMINISTRATOR-IN- CHARGE REGISTRATION

FROM THE NCS SPORTS HANDBOOK AND GENERAL BYLAWS:

### 604H Administrator-in-Charge

Each school, which is participating in a NCS team championship series, (football, volleyball, water polo, basketball, soccer, baseball, softball and team tennis) must have an administrative level representative or designee, in addition to the team coach, in attendance before, during, and after the event each time that the school competes. The school's principal must indicate in writing the name of the person (certificated faculty member or certified coach under Title V for public schools, contracted faculty/approved coaching staff members for private schools) provided the person is not coaching (neither the head coach or an assistant coach) who is the Administrator-in-Charge (responsible for crowd control, student behavior, and injury care) whenever that school's team is participating in the respective NCS event. This letter shall be presented to the Site Director when the person reports to the Site Director as instructed at the orientation meeting.

Note: The Administrator-in-Charge Registration form may be signed by any school administrator (vice principal and assistant principal) and/or the school athletic director.  
(Board of Managers 1/23/98)

\_\_\_\_\_ High School will be represented by  
School Name

\_\_\_\_\_ at the NCS \_\_\_\_\_  
Name Sport

Championship Series contest to be conducted on \_\_\_\_\_  
Date

at \_\_\_\_\_.  
Location

This individual meets the requirements of bylaw #605H as detailed above.

Principal's Name \_\_\_\_\_

Principal's Signature \_\_\_\_\_

\_\_\_\_\_ Date

### NOTE:

THIS FORM MUST BE PRESENTED TO THE SITE DIRECTOR BY THE PERSON IDENTIFIED ABOVE NO LATER THAN 15 MINUTES PRIOR TO THE SCHEDULED START OF THE CONTEST.