

**NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION**  
Route 130 North, P. O. Box 487      Robbinsville, NJ 08691

**TO:**            **ATHLETIC DIRECTORS OF PARTICIPATING SCHOOLS**

**FROM:**        Jack DuBois, Assistant Director (*Cell – 609-610-4264*)  
                 Bill Bruno, Assistant Director (*Cell – 732-278-5385*)  
                 Kim Deritter, Kean University Sports Information Director (*908-737-0615*)  
                 Jack McKiernan, Kean University Site Director (*Cell – 732-406-3927*)  
   (*Office – 908-737-0604*)  
                 Jay Sgaramella, (*Cell – 973-930-5854*) (*Office – 908-737-6611*)

**DATE:**        November 2017

**RE:**            **ADMINISTRATIVE REGULATIONS FOR KEAN UNIVERSITY**  
                 **Friday, December 1, 2017 – 7 p.m.**  
                 **Saturday, December 2, 2017 – 10:00 a.m., 1:00 p.m., 4:00 p.m. and 7:00 p.m.**

Please find enclosed a set of Administrative Regulations relative to your playoff game at Kean University. I also included a timing sequence, which you might want to review with appropriate personnel, including the Band Director.

Also in this packet you will find complimentary admission tickets and a ***School Security Staff form*** **and** ***Band form*** which must be filled out and returned to the NJSIAA by **Monday, November 27, 2017.**

**SPORTSMANSHIP POLICY DEALING WITH BIAS INCIDENTS**

**Any person (athletic department, staff member, student-athlete, or a fan or spectator associated with a member school) who engages in any verbal, written, or physical conduct related to race, gender, ethnicity, disability, sexual orientation or religion shall not be tolerated, could subject the violator to ejection, and may result in penalties assessed against your team. In addition reports of such violations will be forwarded to the New Jersey Division on Civil Rights.**

**TAILGATING REGULATIONS**

**Only rear vehicle tailgating with no alcoholic beverages in a single parking space will be permitted.**

## SCHOOL SECURITY STAFF FOR FOOTBALL PLAYOFF GAME

Please fax (609-259-3047 OR e-mail ([jdubois@njsiaa.org](mailto:jdubois@njsiaa.org)) this form to the NJSIAA Central office by Monday, November 27, 2017

SCHOOL: \_\_\_\_\_

GROUP/SECTION: \_\_\_\_\_

It is expected that each school provide a minimum of five (5) school security representatives to monitor their student sections. The Athletic Director of each competing school must submit this form to the NJSIAA with the names and titles of their school security staff by **Monday, November 27, 2017**.

At ***Kean University***, School Security Staff should enter through the front gates and meet 30 minutes prior to game time at the west end of the field to review security procedures.

THE FOLLOWING SCHOOL STAFF MEMBERS ARE DESIGNATED AS SCHOOL SECURITY AND WILL BE AT THIS WEEKEND'S FOOTBALL GAME:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## BAND INFORMATION FOR FOOTBALL PLAYOFF GAME

Please fax (609-259-3047 OR e-mail ([jdubois@njsiaa.org](mailto:jdubois@njsiaa.org)) this form to the NJSIAA Central office by Monday, November 27, 2017

SCHOOL: \_\_\_\_\_

GROUP/SECTION: \_\_\_\_\_

PLAYOFF SITE: \_\_\_\_\_

PLAYOFF DATE: \_\_\_\_\_

BAND DIRECTOR'S NAME: \_\_\_\_\_

BAND DIRECTOR'S CELL PHONE: \_\_\_\_\_

BAND DIRECTOR'S E-MAIL \_\_\_\_\_

\_\_\_\_\_ Our band will be at the football game

\_\_\_\_\_ We do not have a band/Our band will not be at the football game

**\*\*\*Athletic Director: Please share the attached regulations with the Band Director\*\*\***

Your band will be assigned seating in a section designated by the hosting venue.

Free admission for band members and band fronts including drill teams, majorettes, color guard, and flag squad provided they are in full uniform and enter as a group.

Support personnel (5), Band Director, Assistants will be admitted.

The "Visiting Team" band only will present a **maximum** nine (9) minute pre-game show. The National Anthem for the first game of each day will be from the stands. Unless prior arrangements have been made to sing the Star Spangled Banner, visiting band can play the National Anthem. Please note:

The "Home Team" band only will present a **maximum** nine (9) minute half-time show followed by a three (3) minute routine by each cheerleading squad. All cheerleading music must be pre-approved by the Administrations of each participating school.

Bands will play before game and half-time unless weather conditions do not permit.

Please advise venue if your band has equipment vehicles which have to access the field.

NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION  
1161 Rt. 130 North, P.O. Box 487 Robbinsville, NJ 08691

TO: ATHLETIC DIRECTORS, COACHES & TEAM LEADERS

FROM: **Jack DuBois, Assistant Director (Cell – 609-610-4264)**  
**Bill Bruno, Assistant Director (Cell – 732-278-5385)**  
**Kim Deritter, Kean University Sports Information Director (908-737-0615)**  
**Jack McKiernan, Kean University Site Director**  
**(Cell – 732-406-3927) (Office – 908-737-0604)**  
**Jay Sgaramella (Cell – 973-930-5854) (Office – 908-737-6611)**

DATE: NOVEMBER 2017

RE: **TIMING SEQUENCES FOR THE GAMES AT KEAN UNIVERSITY**  
**Friday, December 1, 2017**  
**Saturday, December 2, 2017**  
**Teams must bring two (Wilson GST F1003) footballs to their game. (Previously distributed by NJSIAA) Substitute Wilson Balls are permitted**

**7:00 P.M. GAME FRIDAY. DECEMBER 1, 2017**

5:30 p.m. Team arrival  
Warm-up on baseball outfield  
(Home team – left field) (Visiting team – right field)

6:30 p.m. Teams exit warm-up field

6:35 p.m. School Security Staff Meeting (South end zone with B. Bruno, NJSIAA)

6:40 p.m. Visiting band begins **9 minute show**

6:50 p.m. Visiting band finishes 9 minute show and exits the field

6:55 p.m. Teams re-enter the field for National Anthem and Coin Toss

7:00 p.m. KICK OFF!!!

**10:00 A.M. GAME SATURDAY. DECEMBER 2, 2017 (First game)**

8:30 a.m. Team arrival

9:00 a.m. Warm-up on the field

9:30 a.m. Teams exit the field

9:35 a.m. School Security Staff Meeting (South end zone with B. Bruno, NJSIAA)

9:40 a.m. Visiting band begins **9 minute show**

9:50 a.m. Visiting band finishes 9 minute show and leaves the field.

9:55 a.m. Teams re-enter the field for National Anthem and Coin Toss

10:00 a.m. KICK OFF!!

**1:00 P.M. GAME SATURDAY. DECEMBER 2, 2017 (Second game)\***

11:30 a.m. Team arrival  
Warm-up on baseball outfield  
(Home team – left field; Visiting team – right field)

12:30 p.m. Teams exit warm-up field

12:35 p.m. School Security Staff Meeting (South end zone with B. Bruno, NJSIAA)

12:40 p.m. Visiting band begins **9 minute show**

12:50 p.m. Visiting band finishes 9 minute show

12:55 p.m. Teams enter the field for National Anthem and Coin Toss

1:00 p.m. KICK OFF!!!

**4:00 P.M. GAME SATURDAY. DECEMBER 2, 2017 (Third game\*)**

- 2:30 p.m. Team arrival
- Warm-up on the baseball outfield  
(Home team – left field) (Visiting team – right field)
- 3:30 p.m. Teams exit warm-up field
- 3:35 p.m. School Security Staff Meeting (South end zone with B. Bruno, NJSIAA)
- 3:40 p.m. Visiting band begins **9 minute show**
- 3:50 p.m. Visiting band finishes 9 minute show and leaves the field.
- 3:55 p.m. Teams enter the field for National Anthem and Coin Toss
- 4:00 p.m. KICK OFF!!

**7:00 P.M. GAME SATURDAY. DECEMBER 2, 2017 (Fourth game)\***

- 5:30 p.m. Team arrival
- Warm-up on baseball outfield  
(Home team – left field) (Visiting team – right field)
- 6:30 p.m. Teams exit warm-up field
- 6:35 p.m. School Security Staff Meeting (South end zone with B. Bruno, NJSIAA)
- 6:40 p.m. Visiting band begins **9 minute show**
- 6:50 p.m. Visiting band finishes 9 minute show
- 6:55 p.m. Teams enter the field for National Anthem and Coin Toss
- 7:00 p.m. KICK OFF!!!

**\* TIMES TO BE ADJUSTED IF NEEDED**

**NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION**  
Route 130, P. O. Box 487  
Robbinsville, NJ 08691

**2017 NJSIAA FOOTBALL PLAYOFF GAMES**  
**ADMINISTRATIVE REGULATIONS**

***KEAN UNIVERSITY***

The following administrative regulations will be in effect for the 2017 NJSIAA Football Championship Playoff Games at Kean University. Please share this information with any concerned parties.

Game Dates and Times (Higher Seeded Team will be the Home Team)

Friday, December 1, 2017 – 7:00 p.m.

Saturday, December 2, 2017 – 10:00 a.m., 1:00 p.m., 4:00 p.m., 7:00 p.m.

A. Kean University Specific Team Information

1. Team Buses – Drop off at Harwood Athletic Arena – Park in lot as directed by Kean University staff. (Security for personal possessions will not be provided)
2. Band and Cheerleader – Drop off at Harwood Athletic Arena – Park in lot as directed by Kean University staff. Uniformed Band and cheerleaders will enter here.
3. First game teams will arrive at the stadium and take the field for warm-ups 1 hour prior to kick-off. Second, Third and Fourth game teams (Saturday) will arrive at the stadium at 11:30 a.m., 2:30 p.m., and 5:30 p.m. respectively and warm-up on the baseball/softball outfield.
4. School Security Staff should enter through Media Pass Gate. There will be a list there with names. Security Staff do not need a ticket. There will be a meeting 25 minutes prior to game time at the scoreboard end of the field for all security staff.

B. Locker Rooms – Teams will come dressed ready to play

1. **Available for pre-game and halftime only.**
2. Home Team – So designated.
3. Visitor Team – So designated.
4. Schools must supply their own towels. Training tables will be available.
5. Teams must secure their own valuables
6. Do not leave anything in locker room
7. Bring chalk and dry erase markers for white boards

C. Game Operations

Teams are to arrive no sooner than one and one-half hour prior to game time.

1. Home team will enter the playing field first
2. Visitors Bench – West Side; Home Bench – East Side (Kean Side)
3. Uniforms – Higher Seed – Dark Visitor – Lower Seed – White
4. Game Balls – Each team must bring two (2) Wilson GST F1003 footballs that were provided by NJSIAA for second round games.

The Wilson game ball will be the choice of each participating team. The Wilson game ball will then be changed by the officials as the offense and defense changes. Each team will be

responsible for having a “ball boy”, twelve (12) years of age or older, with drying towels assigned to the officials working the game. If a school chooses to use a Wilson football other than the Wilson GST F1003 that school must supply three (3) Wilson footballs of their choice.

5. Each team must bring their own sideline phones. Self-contained wireless units are encouraged. Communication hookup and self-contained will be limited to two (2) per team. Call Jack McKiernan (908)737-0604 or Kim Deritter (908)737-0615 for capability of hookups. The Kean side spotting boxes will be available- Visiting team lower; home team upper.
6. Each team shall be provided a two-person set-up in the press box area for film. Admission by sideline pass.
7. Please note that the width of the goalpost is 18'6" as compared with the standard high school posts of 23'4". Regular high school hashmarks will be used at 53'4" from the sidelines.
8. The Head Coach will be notified when extended timeouts for television will be utilized on a one per quarter basis. One (1) minute between quarters will also be used.
9. Regular field turf shoes may be worn on the field.

#### D. Post Game Procedures

1. Coaches and players should immediately conduct a “Good Sportsmanship” handshake at the 50-yard line.
2. Teams, coaches and team personnel should clear the field immediately at the conclusion of the game.
3. Championship Team/Captains/Head Coach should be available for award presentations and pictures immediately at the conclusion of the game at mid-field.
4. Post-game television interviews will take place, if televised, with the winning coach and selected players in the scoreboard end zone.
5. Press/Photographers/Broadcasters shall meet with Coaches/Players in a staging area in the scoreboard end just off the field.
6. News 12 Varsity announcers **MUST HAVE FIRST OPPORTUNITY** for post-game interviews. Please go over this with your head coaches prior to the game. NJSIAA staff will point this person out.

#### E. Other

1. An NJSIAA staff member will remain with the team to coordinate all on-site pre-game/game/post-game activities.
2. Each school will be provided 25 sideline wristband passes upon arriving at Kean University Stadium. These passes must be used by the Head Football Coach, Assistant Coaches, Administrative Personnel, Cheerleader Advisor, Doctor(s) and Dentist(s), Trainer(s), Managers and Statisticians, and any injured players who are not in uniform. Only those individuals wearing a sideline pass shall be permitted on the sidelines of their respective team during the game, with the exception of team members in full uniform. THIS REGULATION WILL BE STRICTLY ENFORCED.
3. The normal varsity compliment of fully dressed squad members will be permitted on the playing field.

4. Ice chests and cups will be provided at team benches with water in the coolers in addition to your water coolers and ice.
5. No spectators shall be allowed on the field at the conclusion of the game.
6. Each team shall provide one (1) spotter to assist the announcer in the announcer's box during the game. The spotter should report to the box 20 minutes before game time.
7. EXCHANGE OF GAME FILM/VIDEO TAPE - The Director of Athletics or the Head Football Coach of each team involved in a particular football playoff game will arrange for the exchange of a minimum of two (2) full games of huddle game tapes or other types of game videos of your final opponent NO LATER THAN 24 HOURS after the announced pairings.

The opposing coaches will be permitted to select the game of their choice unless there are extenuating circumstances which then shall be reviewed with the NJSIAA Central Office.

Only two individuals from each school shall be permitted admittance to the press box area to take playoff game films. Sideline pass will be required by these game film personnel.

**THERE IS TO BE NO BLOW-UP/AIR COMPRESSOR RUN THROUGH DEVICE FOR ANY TEAM. CHEERLEADERS MAY FORM A RUN-THROUGH LINE. THIS IS A NEUTRAL FIELD. NO HOME FIELD PRE-GAME/POST-GAME RITUALS ALLOWED.**

8. Overtime Procedure for Tournament Play

The NJSIAA has adopted a 25-YARD LINE PROCEDURE to determine a winner in regular season games at the varsity level, which end regulation play in a tie. This 25-YARD LINE PROCEDURE will utilize the National Federation OVERTIME PROCEDURE with the following modifications:

- (a) At the end of regulation playing time, the referee, in the presence of the field captains, shall toss a coin which the visiting team shall call. All other regulations as detailed in the 2017 National Federation Football rules then prevail.
- (b) To start the overtime, the offensive team shall put the ball in play, 1<sup>st</sup> and 10, from the 25-yard line of their opponents unless a penalty shall cause the ball to be placed elsewhere.
- (c) It is possible for a team to earn or be awarded a first down during a team's possession; thus giving them an additional four (4) downs during their possession to move the ball ten (10) yards for a new series or to score. Since it is possible to earn a first down, THE LINE TO GAIN EQUIPMENT MUST BE USED DURING THE 25-YARD LINE PROCEDURE.
- (d) The defense may score during the OVERTIME PROCEDURE. The ball remains alive if there is a change of possession. Any foul which occurs after a change of team possession is automatically refused. If there is a change of possession and the team in possession fouls and subsequently scores, the score is cancelled and A's series has ended. If neither team scores after a change of possession, A's series has ended if B scores, they are the winners and the game is over. If a foul occurs before the change of possession, it will be treated as any foul is treated in the regular game. If there is an inadvertent whistle after a change of possession, the team with the ball will have the option of accepting the play or to replay the down. This will also be the end of A's series.



- (e) Each team will be permitted only one (1) time-out during each OVERTIME PROCEDURE. Any unused time-outs from the regulation game or a previous overtime procedure WILL NOT BE PERMITTED.
- (f) Except as specifically provided above, the 2017 National Rules and Regulations, as adopted by the NJSIAA, shall prevail. There is no need to use the scoreboard time during the 25-YARD LINE OVERTIME PROCEDURE.
- (g) During the Football Playoffs, the maximum three (3) series overtime limit will not be in force. The overtime series will continue until a winner is determined using the 2-point try in the third and additional periods if necessary.

9. Suspended Football Game Regulations

Games interrupted/suspended due to reasons beyond anyone's control, e.g., electrical storms, torrential rains, and the like. All games to be continued will be at the site of the interrupted game unless otherwise agreed upon by competing schools.

- (a) If both schools agree, the game will be a completed game or the game will be continued from the point of interruption, but no later than Tuesday of the following week.
- (b) The NJSIAA will resolve the issue if the two teams don't agree as follows:
  - 1) If the point difference is twenty-two (22) points or more, the game shall be a completed game regardless of the point of interruption.
  - 2) If the interrupted game has completed three (3) quarters, the game will be a completed game.
  - 3) If the game is interrupted after the completion of the first half and the point difference is fifteen (15) or more points, the game shall be a completed game.
  - 4) All other games, except as provided in #5, will be continued from the point of interruption no later than Tuesday of the following week. If the schools cannot agree on the date, the game will be continued on the Monday following the game at 3:00 p.m.
  - 5) Whenever it is not considered prudent to complete an interrupted game, the Executive Director will have the authority to rule on the status of the game.
- (c) The Kean University Athletic Facilities are equipped with the Thor Guard Lightning Prediction System. In the event that the system activates, proper evacuation policies and procedures will be implemented. NJSIAA agrees to follow said policies and procedures and adhere to them as directed by the on-site administrator from Kean University.

10. Any neutral sites (venues) who cancel will result in the higher seeded team being the host team provided the venues can't provide the facility in adequate time. Any game scheduled for Friday would become a Saturday game at the home site. Saturday's game would become Sunday and Sunday's game would become Monday with a 1 p.m. time. Any mutual agreement will be honor

11. Sideline Management and Control

Head Coaches and Assistant Coaches should not be on the field of play, for coaching purposes. Assistant Coaches, spectators, team attendants, medical personnel, and others who congregate between the sideline and the limit line, marked two (2) yards outside the sideline, create a definite hazard to players, officials, themselves and others around them. The 2-yard area

outside the sideline must be kept clear, except for three coaches allowed within the team box. Game officials have been instructed to strictly enforce these regulations.

### Admission Tickets

All tickets will be General Admission and will be sold (cash only) at Kean University Stadium with ticket booths opening one hour prior to the first game.

The ticket prices for the Championship Playoff Games are as follows:

General Admission (Adults):	\$5.50
Students(K-12 & Sr. Citizens):	\$2.00

**NOTE:** One daily admissions ticket allows the purchaser to see all games on that day. Any fans leaving the Stadium will have to pay a second admission to return (no pass-outs).

### Cheerleaders (See Parking – Page 1)

1. Free admission, provided they are in full uniform and enter as a group.
2. Advisor will be admitted with a sideline pass.
3. They will enter the so marked gate and proceed to their seats/field.

### Bands (See Team Parking – Page 1)

They will enter the so marked gate and proceed to their seats/field.

Free admission for band members and band fronts including drill teams, majorettes, color guard, and flag squad provided they are in full uniform and enter as a group.

Support personnel (5) Band Director, Assistants will be admitted.

Seating as a group on respective side of the field as indicated below:

Visitors (West)	Section – So designated
Home (East)	Section – So designated

1. THE "VISITING TEAM", BAND ONLY, WILL PRESENT A MAXIMUM NINE (9) MINUTE PRE-GAME SHOW. THE NATIONAL ANTHEM (OPTIONAL) WILL BE PERFORMED FROM THE SEATED AREA OF THE BLEACHERS PRIOR TO THE GAME. THE BAND SHALL ENTER AND EXIT FROM THE PLAYING FIELD THROUGH THE SOUTH ENTRANCE. UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE TO SING THE STAR SPANGLED BANNER, VISITING BAND CAN PLAY THE NATIONAL ANTHEM. (IF A SCHOOL OPTS NOT TO PLAY THE NATIONAL ANTHEM, A TAPE WILL BE PLAYED.)
2. THE "HOME TEAM" BAND ONLY WILL PRESENT A MAXIMUM NINE (9) MINUTE HALF-TIME SHOW. THE BAND SHALL ENTER AND EXIT FROM THE PLAYING FIELD THROUGH THE SOUTH ENTRANCE.
7. Bands will play before game and halftime unless weather conditions do not permit.
8. Please advise Kean University if your band has equipment vehicles which have to access the field. Call Jack McKiernan for clearance at (908)737-0604 or Kim Deritter at (908)737-0615.

### Complimentary Passes (32)

NJSIAA passes will be issued for your school with the game operation and participant notification information.

### Complimentary Passes At Main Gates

12	Superintendent/Board of Education
2	Principal
10	Athletic Director (include passes for school security and public address spotter)
1	Head Football Coach
5	Band Personnel
2	General

### Press Passes

NJSIAA will provide free individual admission to NJSIAA tournaments to members of the media who present a credential from the "New Jersey Sports Writers/NJSIAA."

The regulation applies to all media members, print or electronic. Specifically, sports writers and other journalists, photographers, radio, television and cable TV sports journalists and radio and TV producers and crews.

The regulation is being implemented in order to ensure proper working conditions for bona fide sports media members and eliminate unauthorized individuals in the press/media areas.

This individual credential may be obtained by a request made in writing to NJSIAA by Sports Editors/Broadcasters on official letterhead listing the names of their staff requiring said credentials.

### **BROADCASTING REGULATIONS**

- A. The NJSIAA has granted to the News 12 Varsity Network and the NFHS Network the exclusive rights to create, distribute and license programming in connection with NJSIAA tournaments (and NJSIAA sporting events, to the extent the NJSIAA controls or otherwise has authority to grant such rights with regard to NJSIAA sporting events) in all media currently existing or yet to be developed. This includes, without limitation, network and cable television broadcast, pay-per-view television, radio, webcasting, streaming, podcasting, distribution over wireless telephone networks, optical media including DVD, and print publications. The foregoing shall not be interpreted to restrict NJSIAA member schools from producing print publications (i.e. programs, or similar) for distribution on school property during the regular season NJSIAA sports events, or to restrict the NJSIAA from producing print publications (i.e. programs, or similar) for distribution during post-season NJSIAA tournaments.
- B. Any third party seeking to create, distribute or otherwise exploit programming in connection with the NJSIAA sporting events in any media will be directed to the News 12 Varsity Network and the NFHS Network, as applicable, by the NJSIAA or the applicable member school. The News 12 Varsity Network and the NFHS Network shall have the right to enter into license arrangements with such third parties.
- C. The News 12 Varsity Network and the NFHS Network may create NJSIAA programming for distribution over media outlets owned or controlled by Advance Publications.
- D. Notwithstanding anything herein to the contrary, including but not limited to Sections A and B above, NJSIAA member schools may broadcast regular season (but not playoff, post-season tournament, or championship) athletic contests involving such schools' own teams or athletes, without charging any fee to any viewer or other third party, on such schools' own commercial-free television networks, their own commercial-free websites, or on commercial-free public access television channels (provided that any agreement between an NJSIAA member school and a commercial-free public access television channel does not permit sublicense or other use of the telecast).

General Information (Please announce to school and community prior to game day.)

1. Parking: Commuter lots – Free  
**Only rear vehicle tailgating with no alcoholic beverages in a single parking space will be permitted.**

