

GEORGIA HIGH SCHOOL ASSOCIATION
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SPECIAL BULLETIN TO SCHOOLS THAT MAY BE IN FOOTBALL PLAYOFF GAMES

The forms to be used for the Football Playoffs are found in your GHSA FORMS NOTEBOOK – Football Section. Radio Broadcast will be handled by the GHSA Office.

1. The regulations which govern playoff games are found in the GHSA Constitution and By-Laws in the football section. If there is any question that is not clear, please contact the State Office.
2. A copy of the Football Playoff Game Contract should be faxed to the GHSA Office as soon as completed. (“Contract for GHSA Football Playoff Game” is in the GHSA FORMS NOTEBOOK – make copies as needed.) In order to avoid any possible confusion or misunderstanding, be sure the game contract is completely filled out while discussing arrangements for the game.
3. Admission is with a ticket, GHSA pass, or media pass only. All chaperones for bands and other support groups must have a ticket. Each competing school may purchase tickets, but there are no complimentary tickets for each school.
4. Twelve percent (12%) of the total gate receipts, including any broadcasting fees received, is payable to the State Office as provided in the GHSA Constitution and By-Laws. Local services charges, stadium charges, etc., are not deductible prior to nor during the calculation of the percentage of the gate receipts. All such expenses are the responsibility of the home or host school.
5. In order that the State Office may have complete records of all playoff games for statistical and information purposes, please have a copy of the financial statement of the game forwarded to the State Office along with the check for 12% of the gross gate receipts. (“Football Playoff Financial Report” form is in the GHSA FORMS NOTEBOOK – make copies as needed.)
6. A record of admission of individuals at the Pass Gate is required for state playoff games. A form is provided in the Football Section of the Forms Book for use at the Pass Gate. A copy of the form should be kept on file with other financial reports of the game.
7. Special attention should be given to providing working space for the representatives of the press. Newspapers are anxious to give good coverage to these games. Someone should be available to direct the press to their working space. Provide the press with names and number of players (programs). Press space should be limited to press representatives.
8. A. The GHSA owns, controls and exercises all authority to broadcast rights for all playoff games after the regions determine their playoff representatives. Radio stations should contact GHSA for contracts and for the amount of the broadcasting fee. Checks will be made out to the host school and added into the gross gate receipts for the division.

B. Live broadcast requests and requests from Cable TV stations MUST be handled through the GHSA Office.
9. See the GHSA Constitution and By-Laws for information on tie games in playoffs.