

WIAA // GESA CREDIT UNION

**POSTSEASON STANDARD OPERATING PROCEDURES**

# **GIRLS FLAG FOOTBALL**

FEBRUARY 13-14 (1A/2A, 3A, 4A)

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# COACH INFORMATION

## SITE DETAILS

- Semifinals, Finals & 3rd/4th @ Federal Way Memorial Stadium
- Tournament Manager: [Aaron Roetcisender](#)

## PARKING & SITE MAP

Please review the [Site Map](#) for parking, entrance, and field information.

## EVENT SCHEDULE

### Friday, February 13th

- 10:00 AM - 1A/2A Semifinal #1
- 11:30 AM - 1A/2A Semifinal #2
- 1:00 PM - 3A Semifinal #1
- 2:30 PM - 3A Semifinal #2
- 4:00 PM - 4A Semifinal #1
- 5:30 PM - 4A Semifinal #2

### Saturday, February 14th

- 10:00 AM - 1A/2A 3rd/4th
- 11:30 AM - 3A 3rd/4th
- 1:00 PM - 4A 3rd/4th
- 2:30 PM - 1A/2A Championship
- 4:00 PM - 3A Championship
- 5:30 PM - 4A Championship

## PRE-TOURNAMENT PRACTICES

Schools may contact the tournament manager to request practices for Thursday, February 12th. One-hour slots will be available up until 6pm.

## FIELD ORIENTATION

Games will be played parallel to the football sidelines, as shown in the site map. The high seed will have the bench closest to the stands. Fans of the high seed will be directed to sit on the right side of the bleachers, and low seed to the left, when looking at the site map.

## **COMMEMORATIVE PATCHES**

Commemorative patches will be distributed on site for players to wear during Semifinal and Championship games. Patches should be placed on the left chest of the jersey. If that location is occupied by another logo, the patch may be placed in an alternate position.

## **WARMUPS**

Players will not be permitted on the competition field prior to their assigned warmup period. Teams may facilitate dynamic warmups and stretching outside of the locker rooms before warmups begin.

Once on site, teams must coordinate with Tournament Manager Aaron to complete a full warmup, including passing, on the baseball fields, Aaron will escort teams to the field. Teams warming up for the upcoming game will receive priority access.

## **COUNTDOWN CLOCK**

### **Semifinals & 3rd/4th**

**25:00** Countdown Clock Begins

**20:00** Head Coaches meet with Officials

**5:00** Equipment Check/Coin Toss

**2:00** Player Introductions & National Anthem

**0:00** Game Starts

### **Championship Games**

**25:00** Countdown Clock Begins

**20:00** Head Coaches meet with Officials

**5:00** Players Line Up for Intros

**2:00** Equipment Check/Coin Toss/National Anthem

**0:00** Game Starts

## **CHEERLEADERS**

Cheerleaders, in uniform and accompanied by their coach, will be admitted at no charge through the pass gate if a cheer roster has been submitted per the [Tournament Registration Instructions](#).

## **STREAMING**

- All matches will be streamed live on the [NFHS Network](#) and available for viewing on demand.
- Live streaming of any WIAA State event is not permitted during or after the tournament.
- Any such action is a direct violation of WIAA/NFHS media rights and will not be allowed.

## **SPEAKERS**

- Speakers may not be used in the stadium, except for inside the locker room.

# SPORT-SPECIFIC SOPs

## ROSTER LIMIT & PASS GATE

- Rosters and team photos must be updated per the [Tournament Registration Instructions](#).
- Roster limit:
  - 21 players
- Personnel:
  - 3 Coaches
  - 4 Sport Staff
  - 6 School Personnel
- Sideline passes must be worn by all coaches, managers, statisticians and student media personnel at all times.
- It is the responsibility of each team to keep all personnel inside the team box on the playing field.

## RULES & REGULATIONS

- The WIAA Flag Football Manual will be the official rules for all games.
- Officials for the postseason are assigned by the WOA Office, utilizing WOA Officials.
- The distance between the 17-yard lines to gain on either side of midfield may be shortened to accommodate fields with limited distance between sidelines (back of the end-zone) and track or other barriers.
- The WIAA Office will select all State Tournament sites, game managers, and officials.

## GAME BALL

- The [Wilson GST Speedskin Heir Women's Official](#) ball shall be the Official Game Ball used during the State Tournament.

# 2025-26 GENERAL SOPs

## ALLOCATIONS

Postseason berths are allocated to WIAA Districts based on the total number of schools offering the sport in that classification/gender. Additional information can be found on the WIAA's [Tournament Berths](#) page.

## QUALIFYING TOURNAMENTS/EVENTS

Qualifying events must conclude by the Saturday before the WIAA State Tournament begins.

## STATE TOURNAMENT TICKETS

The WIAA partners with GoFan to offer digital ticketing. Fans are encouraged to buy tickets online in advance but can also purchase digital tickets onsite. Limited paper tickets will be available at most sites on event day.

- The Tacoma Dome, Yakima Valley SunDome, and Spokane Arena manage their own tickets. Venue-imposed fees apply.
- Visit the WIAA's [State Tournament Tickets](#) page for detailed ticket information.

- Service fees apply to all tickets.

## **PASSES**

Passes are provided to participating schools according to the respective Sport-Specific Guidelines.

- **SUPERVISORY PASSES:** Supervisory passes are provided for the school staff designated to supervise student fans.
- **SCHOOL MEDIA:** School photographers will receive entry and, depending on the event, may also be granted floor access for their school's contests if they are pre-registered on the Pass List in FinalForms. Spots are intended for student media but may be filled by adults if requested by the school..
- **COLLEGE COACHES:** Passes will not be issued to college coaches for scouting purposes.

## **ALL-TOURNAMENT TEAMS**

The WIAA does not select/announce an 'All-Star' or 'All-Tournament' team. If one is announced and publicized, it is not organized by the WIAA.

## **INSURANCE**

Leagues, WIAA Districts, and the WIAA maintain General Liability for their respective tournaments. The WIAA also provides catastrophic insurance for its postseason events. All other coverage, including accident insurance, is the responsibility of participating schools and/or individuals.

## **GAMES COMMITTEE**

Tournament Managers will appoint a Games Committee available onsite or by phone for all postseason qualifying and State events. Full details regarding the members and duties of the Games Committee can be found in Rule 22.0.0 of the [WIAA Handbook](#).

## **PROTESTS**

All WIAA State Tournaments will follow the Protest Process outlined in Rule 29.0.0 of the [WIAA Handbook](#). Please visit the [Postseason Protest Procedures](#) resource page for general and sport-specific guidelines.

## **INCLEMENT WEATHER: TEAMS/INDIVIDUALS UNABLE TO ARRIVE FOR A STATE EVENT**

Teams and individuals qualifying for State Events should have their participation rights protected, while participants must also understand these events follow specific facility, officiating, and operational restrictions. For safety reasons, uncontrollable weather may require delaying, postponing, or canceling a contest or tournament, though the goal is to accommodate teams/individuals by rescheduling. Detailed information regarding the WIAA's Inclement Weather Policy and procedures for postponement or rescheduling can be found in Rule 25.4.0 of the [WIAA Handbook](#).

### **Thunder & Lighting:**

- If thunder is heard or lightning is seen, play is suspended for at least 30 minutes and people are immediately moved to a designated safe location.
- After suspension, wait at least 30 minutes after the last thunder or lightning before resuming play. Any new thunder or lightning resets the clock to another 30 minutes.

## **TEAM CEREMONIES**

Except for postgame awards, team ceremonies before or after contests must occur in the locker room or on the sideline to avoid delaying the contest or affecting other teams.

## **UTILIZING STUDENTS FOR SUPPORT POSITIONS AT ATHLETIC EVENTS**

Students younger than high school age may only hold support positions at WIAA State Championships if the parent signs the Underage Worker Form on the [Tournament Registration Page](#) and assumes all risk.

## **SUPERVISORY PERSONNEL**

Participating schools must register a Supervisory Staff member on their [Pass Gate](#) with the following expectations:

- Upon arrival, Supervisor will check in with Event Staff at the Pass Gate and receive a WIAA-issued 'Supervisor' pass to be worn for easy identification during their team's contests.
- Supervisor will monitor fan and student behavior for their crowd as outlined in the WIAA's [Fan Expectations](#) and assist the facility security staff or Event Staff when necessary.

## **FAN/SPECTATOR EXPECTATIONS**

- The WIAA supports social justice, racial equity, and sportsmanship. Derogatory cheers, slurs, and hateful comments about identity (race, ethnicity, gender, disability, religion) are prohibited. Tournament Managers and event staff may remove offenders. Witnesses can report incidents using the WIAA's [Discrimination & Harassment Reporting Form](#).
- Schools are encouraged to share the WIAA's [Fan Expectations](#) with their communities and students prior to attending State Events for policies regarding cheers, signs, artificial noisemakers, mascots, face painting, continuous standing, clean-up, drones and more.

## **PEP BAND EXPECTATIONS**

Restrict playing to timeouts, between periods, pre and postgame or other dead ball situations, and maintain appropriate fan behavior as outlined in the WIAA's [Fan Expectations](#).

## **CHEERLEADER EXPECTATIONS**

Use only school district-approved cheers at appropriate times, direct cheers/chants only toward their school's team, and maintain appropriate fan behavior as outlined in the WIAA's [Fan Expectations](#).

## **TEAM ARRANGEMENTS**

- **LODGING:** Participating teams are responsible for their own lodging and must provide supervision for all school representatives at their place of lodging.
- **LOCKER ROOMS:** Teams must be supervised by school personnel while in their assigned locker room.
  - Participants are responsible for leaving locker rooms in undamaged condition.
  - Tournament Management is not responsible for lost or stolen items.
- **PHYSICIANS/TRAINERS:** Teams interested in supplying their own physician/trainer must complete the [School Athletic Trainer/Physician Form](#) and return it to the Tournament Manager.
- **PARTICIPANT ADMISSION & ROSTER LIMITATIONS:**

- Roster limits for each State Event are listed in the respective sport-specific regulations. Only those participants included on the roster can be in uniform.
- Students not included on a team's roster/squad or school pass list must pay admission or be included on the Pass List.
- Participant admission/access is non-transferable.

### **RETURN TO PLAY AUTHORIZATION**

Athletes removed from participation and attended to by a physician cannot re-enter competition until authorized by the physician who made the original decision.

### **STATE TOURNAMENT IDENTIFICATION AND MERCHANDISE**

The WIAA has registered the WIAA logo and identification term, "State High School Championships," with the Secretary of State, establishing the ownership of events through legal action and WIAA Executive Board policies.

- The WIAA has licensed [Rush Team Apparel](#) to print, sell, and/or distribute WIAA-registered merchandise. Schools are encouraged to contact the [WIAA Staff](#) for information regarding that partnership.
- Only official, pre-approved merchandise will be sold on-site before, during, or after the event.
- Schools interested in producing merchandise using any of the approved phrases listed above must do one of the following:
  1. Contact the [WIAA Staff](#) to procure merchandise through [Rush Team Apparel](#), or,
  2. Remit a percentage of the gross revenue of merchandise sold to the WIAA. The percentage will be agreed upon by the school and the WIAA.
- Permission to distribute items onsite at a State Event must be approved by the WIAA Staff.

### **SPONSORSHIP/VENDOR PRESENCE**

Advertising or recognition of non-school organizations/products is limited to WIAA-approved sponsors. Political displays and/or solicitation are prohibited.