Championship Operations Packet
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Contact Information

Football Committee

State Coordinator: Gary Vanderzee
Section 1: Susan Dullea
Section 2: Bob Dorrance
Section 3: Bob Campese
Section 3: Keith Kempney
Section 4: David Garbarino
Section 5: Scott Barker
Section 6: Ken Stoldt
Section 7: Pat Keleher
Section 8: Matt McLees
Section 9: Tom Cassata
Section 9: Dave Coates
Section 10: Matt Tessmer
Section 11: Tim Horan

NYSPHSAA Staff

Executive Director: Robert Zayas
Assistant Director: Todd Nelson
Assistant Director: Joe Altieri
Assistant Director: Kristen Jadin
Director of Sales & Marketing: Chris Joyce
Director of Communications: Chris Watson
Director of Finance: Lisa Hand
Administrative Assistant: Sandy Schanck
Distribution Coordinator: Jill Gregorius

Cicero-North Syracuse High School
Tournament Director: Tim Bednarski
Welcome Letter
Welcome to Cicero-North Syracuse High School. It is our honor to once again host the NYSPHSAA West Semifinal Football games. Our staff is prepared to ensure that your experience at Michael J. Bragman Stadium is enjoyable and successful. Please feel free to contact us at any time during this process with questions or concerns.

Included in this packet is event and safety information that will prove to be invaluable as these events unfold. Please take the time to review these documents.

Please complete the enclosed information and email back to Tim Bednarski (Cicero-North Syracuse Athletic Director).

Thank you

Sincerely,

Tim Bednarski
Cicero-North Syracuse High School Director of Athletics
Tbednars@nscsd.org
(315)-247-2325 cell
(315)-218-4115 office
Tournament Information

Championship Dates (West Semifinals)
November 22, 2019
Class D – 5:00pm  
Class A – 8:00pm

November 23, 2019
Class C – 12:00pm  
Class B – 3:00pm  
Class AA – 6:00pm

Championship Site (West Semifinals)
Cicero-North Syracuse High School  
6002 NY-31  
Cicero, NY 13039

Note: The use of sunflower seeds and tobacco products, especially chewing tobacco, is strictly prohibited on the NSCSD campus. Offending teams will be charged for the costs of cleaning the turf.

Directions
From West – Take NYS Thruway (90) East to Exit 36. Take 81 North to Exit 30 (Cicero). Make a right onto Route 31 off the ramp, HS is one mile down on the right

From East – Take NYS Thruway (90) West to Exit 34A. Take 481 North to 81 North. Take 81 North to Exit 30 (Cicero). Make a right onto Route 31 off the ramp, HS is one mile down on the right

From North – Take 81 South to Exit 30. Make a left onto Route 31 off the ramp, HS is one mile down on right

From South – Take 81 North to Exit 30. Make a right onto Route 31 off the ramp, HS is one mile down on right

Championship Schedule
Use the following link to access the championship brackets for all classes:  
http://nysphsaa.org/Sports/Football/Brackets

Admission & Ticket Sales
Admission is $10 cash at the gate (semifinals & finals). Tickets are general admission. Bus drivers with proper ID will be admitted to regionals, semifinals and finals free of charge. There are no discounts for senior citizens or students. Children age 5 and under are free. Only NYSPHSAA passes will be honored at the championship site. No Section Lifetime, Service or other passed will be accepted. Regional ticket prices are determined by the host section.

Advance Sale
$8 online (plus service fee) for semifinals and finals at www.gofan.co/nysphsaa
2019 Football Championship Operations Packet (West Semifinals)

**CP Sportswear – Official NYSPHSAA Merchandiser**
CP Sportswear, NYSPHSAA Official Merchandiser, will be selling T-shirts, championship programs, and other products at the throughout the tournament. Use the following link to access Championship merchandise: [http://shop.cpsportswearonline.com/default.asp](http://shop.cpsportswearonline.com/default.asp)

**Official Ball**
The Spalding ALPHA is the official ball of the NYSPHSAA State Tournament.

**Submitting Team Roster/Photo**
Section coordinators/schools/coaches must follow the roster/photo submission procedure to ensure their roster/photo appears in the program. This should have been completed at the beginning of the season. However, if not, it needs to be complete at the completion of Section Finals.

Rosters/photos should only be submitted via MaxPreps website. Instructions are below:

1. After you sign into [maxpreps.com](http://maxpreps.com) with your email and password, hover over the "head and shoulder" icon in the upper righthand corner to access your admin account. Click on your team admin under "Admin Accounts."
2. Once you go to your team page you can upload your roster by clicking “Roster” in the horizontal menu bar.
3. From the Roster page, you have a few options to update your roster: a. You may "Import" a roster b. To add individual athletes, select “+Athlete” c. You may also email your roster (Word or Excel file) to [rosters@maxpreps.com](mailto:rosters@maxpreps.com) and MaxPreps team will load them in three to five business days.
4. To load your team photo, go back to your team admin homepage by clicking “HOME” in the horizontal menu bar.
   a. Then click on “Photo” in the “Mascot & Team Photo” section in the lower right-hand section of the admin homepage.
   b. From there simply click “Choose File” and select the file from your computer, then click “Submit” and you are done! NOTE: The photo file must be a .jpg image no larger than 5MB in size. Image must be in square or landscape orientation.

For detailed questions about MaxPreps partnership with the NYSPHSAA you may contact MaxPreps New York Representative Eric Frantz at 937-554-0477 or efrantz@maxpreps.com. FOR INQUIRIES WITH THE NYSPHSAA OFFICE, CONTACT Chris Watson at cwatson@nysphsaa.org.

***The photo/roster from MaxPreps are used in the Championship program. The photo/roster should be entered into MaxPreps by **Tuesday, November 12*****

If your roster/photo has not been entered onto MaxPreps by the date above, please visit [http://nysphsaa.org/ADs-Coaches/Submit-Information-Online/Roster1](http://nysphsaa.org/ADs-Coaches/Submit-Information-Online/Roster1) to submit your roster online. To submit photo, email Todd Nelson directly at [tnelson@nysphsaa.org](mailto:tnelson@nysphsaa.org) ***
Transportation
Transportation expenses at the rate of $1.35 per mile, per grid chart, for competing NYSPHSAA member schools will be paid by NYSPHSAA upon submission of a State Voucher by the participating Section Treasurer, directly to NYSPHSAA, 8 Airport Park Boulevard, Latham, New York 12110, Attn: Assistant Director.

- Regionals: All on-site expenses will be paid by the treasurer of the host section. All profit or loss at this level will be the responsibility of the competing sections.
- Semifinals and finals: All on-site expenses will be paid by NYSPHSAA after submission of approved vouchers. Travel vouchers are available at nysphsaa.org.

Hotel Accommodations for Teams/Fans/Parents
NYSPHSAA is proud to announce a partnership with the IHG Hotels of Upstate New York as the Official Hotel Partners of the NYSPHSAA Championships. Tell your fans, families, and friends to contact the Holiday Inn location for their tournament accommodations.

Please note that your team may have room blocks arranged at different hotels for this event.

Holiday Inn Syracuse North Airport
5860 Carmenica Drive
Cicero, NY 13039
315-288-5700

Holiday Inn Syracuse/Liverpool
441 Electronics Parkway
Liverpool NY 13088
315-457-1122

Holiday Inn Express Syracuse Airport
5418 S Bay Rd
North Syracuse NY 13212
315-454-0999

Holiday Inn Express Hotel & Suites Dewitt
5908 Widewaters Parkway
East Syracuse NY 13057
315-373-0123

Holiday Inn Express Syracuse Fairgrounds
6946 Winchell Rd
Warners NY 13164
315-701-5000

Team Supervision & Discipline
We urge all players to conduct themselves in a sportsmanlike manner consistent with the principles of
NYSPHSAA athletic participation. Each individual spending the night in a tournament hotel shall be responsible for any vandalism done to the room, including theft. Coaches are specifically responsible for the conduct of their respective teams during all phases of the Tournament, including all nonplaying time as well as travel to and from the tournaments.

Sectional chairman will constitute a discipline committee. Any questions concerning discipline of participating players and coaches shall be referred directly to members of this committee who, in turn, shall communicate the complaint to the Tournament Chairman.

**School Gate Lists**

ID badges will be provided to participants, coaches and support staff. Fifty-five (55) participants and fifteen (15) team personnel (coaches, statisticians, managers, etc.) will comprise the traveling squad and will be admitted to the tournament site. Bus drivers are provided admission free to the facility with proper ID.

Each championship team is required to submit a School Gate List (attached) to the NYSPHSAA office two days prior to the championship event. Athletic Directors and school administrators should be listed on the School Gate List. Keep in mind, this list ONLY provides entry into the facility. It does **NOT** provide field access.

Athletic Directors should submit the School Gate List to Kristen Jadin at the NYSPHSAA office by **Wednesday, November 20, 2019**. Individuals listed on the School Gate List must check in at a ticket sales gate for admittance to the tournament.

**Adults are not permitted to wear athlete badges. If it is determined they are, the badge will be confiscated and they will be removed from the game site.**

**ID Badges for FINALS**

**WINNING TEAMS ARE REQUIRED TO BRING THEIR ID BADGES TO THE DOME FOR ENTRY.**

**Sideline Passes**

Each team is allowed a maximum of 19 sideline passes, which includes 4 spotters. Sideline passes should be for football personnel like coaches, trainers, doctors, etc. Anyone not in a full football uniform on the sideline must be wearing a sideline pass. NYSPHSAA reserves the right to limit the number of people on the sidelines.

**Spotters/Headphones**

Please provide your own wireless system.

**Fan Protocol**

If there is a problem with a patron and he or she is determined to be a student at one of the schools involved in the games, personnel from the CNS will report the problem to a school representative to determine further action. School representatives will be paged over the public address system. Please list the appropriate person to page on the space provided on the Team Questionnaire.
Signs & Banners
Patrons are allowed to hang banners and signs. They must not interfere with patron safety, building mechanical systems or aisle markers. Signs for each team should be hung on their own side of the field. The signs must be in good taste. "Good Taste" will be determined by the CNS athletic department. No signs with initials are allowed. Also, no banners on sticks are allowed.

Parking

Busses
Drop-off in front of stadium in the designated area (veer right when entering high school). Once team is dropped the busses will park in front (North side) of the building near bus overhang.

Officials
Park on West side of high school (veer right when entering high school) in designated area.

Spectators
Park on East side of high school (veer left when entering high school).
Auxiliary Parking at Aldi Plaza (turn right into plaza just before high school entrance).

Handicapped Parking
Ample handicap parking is available on West side of high school (veer right when entering high school).

Team Drop-off
Veer right when entering the high school

Disabled Spectators
Disabled spectators should park and enter by the stadium entrance. Wheelchair platforms are located on both sides of the home stands.
**Press**

Chris Watson, NYSPIAA Director of Communications will accept media credential requests prior to the tournament. The Director of Communications must be satisfied that the request for a credential is made by a bona fide member of the working press (daily/weekly newspaper, broadcast/community television station, and/or broadcast radio station). Bona fide members of the working press must contact Chris (cwatson@nysphsaa.org) prior to **Tuesday, November 19 at NOON** to assure a credential(s) will be available for them. ALL MEDIA REQUESTS will be reviewed prior to the tournament.

Any requests for radio coverage of the state quarterfinals, semifinals or championship game must be handled through the NYSPIAA office one week prior to the contest. For radio contracts, visit nysphsaa.org and click on Media to download a tournament contract. Print and complete the contract and then fax (518-690-0775) or email to Chris Watson, Director of Communications, at cwatson@nysphsaa.org. He will approve all radio requests and forward an approved contract back to you with site information. The radio broadcasting fee is $250 per contest for semifinals and finals. A radio broadcasting agreement must be completed for EACH game. For any questions, contact Chris at 518-690-0771.

**Press Parking**

Once approved by Chris Watson they will be added to the VIP parking list. They will be admitted FREE by presenting proper Media Credential.

**Photography**

School photographers or independent photographers representing schools will be furnished a media credential or permitted on the sidelines with the approval of the NYSPIAA Office. Schools should make their request in writing to cwatson@nysphsaa.org (Chris Watson) by **Tuesday, November 20 at NOON**. The photographer must review and adhere to the NYSPIAA media policy and procedures. Sales of the photographs is prohibited. Schools will be permitted a MAXIMUM of 1 team photographer MaxPreps is the official tournament photographer and photos will be available for anyone to purchase.

**Broadcasting/Streaming/Videotaping**

The NFHS Network has exclusive rights to stream NYSPIAA Regional and Championship events. No other streamed broadcast of a NYSPIAA Regional and/or Championship event will be permitted. This includes social media streaming. The cost to view the championships on the network is $10.95 for one month of service.

Spectrum (Charter Communications) has exclusive rights to “televise” NYSPIAA Regional and Championship events. No other televised broadcast of a NYSPIAA Regional and/or Championship event will be permitted.

Schools who wish to have a school videographer attend a NYSPIAA Regional or Championship, must contact Chris Watson, NYSPIAA Director of Communications **Tuesday, November 19 at NOON**.

Videotaping by the two schools that are playing in each contest, for instructional purposes only, will be permitted with approval of NYSPIAA.
Press Box Assignments
ID Badges are needed to enter the press box.

Home and Away Teams will be provided access to the press box and rooftop. Assignments will be posted and must be adhered to. Press Box passes and lanyards will be monitored by security. E

The Press box will also be shared by NYSPHSAA Staff, CNS Event Staff, Spectrum, Media, Officials and the NYSPHSAA Football Committee. Please be cognizant of your assigned areas and noise levels while occupying the press box.

Championship Format
Uniforms & Home Teams
In the WEST Semifinals:
All Classes - Sections 5 & 6 will be home (dark jersey) and 3 & 4 will be visitor (white jersey).

In the EAST Semifinals:
Class AA – At-Large (3) or 1 will be home and Sections 2 or 9 will be visitor
Class A – At-Large (3) or 1 will be home and Sections 2 or 9 will be visitor
Class B – Sections 1 or 9 will be home and 2, 7, or 10 will be visitor
Class C – Sections 1 or 9 will be home and 2, 7, or 10 will be visitor
Class D – At Large (3) or 1 will be home and 2 or 7 will be visitor

In NYSPHSAA State Championship games for 2019, the EAST semifinal winners will be the HOME team (dark jersey). The WEST semifinal winners will be the VISITOR (wear white jersey).
*Note: Even if the same section ends up playing each other in the championship, the EAST semifinal winner will be designated the home team.

For all games, teams shall have a maximum of twenty-five (25) minutes for pre-game warm up. No team will be allowed on the field more than twenty-five (25) minutes prior to game time.

It is strongly encouraged for teams in both semifinals and finals to bring BOTH uniforms.

Locker Rooms
Locker rooms are available for changing and showering. Your team will be the only ones in your locker-room and they will be locked behind you.

Please keep locker rooms clean so they may be used by the next team.

On Field Pre-Game Warm-Ups
Pre-game warm-ups are at least 20 minutes. Starting line-ups will be announced during the warm-up period. The Home Team warm-up area is nearest the scoreboard.
• 3 game balls will be provided by each team to the officiating crew prior to the game
• 2 experienced ball persons from each team will meet with the officials prior to the game
• Experienced play clock & game clock operators will meet with the officials prior to the game
Concession & Novelty Stands
Concession & novelty stands will be open during all games.

Scouting
Scouting is restricted to the Grandstand. The press box and rooftop are off limits to Scouting Teams. Scouting may only occur in the grandstands. The end zone areas are off limits for scouting purposes.

Halftime Length/Schedule
Halftimes are 15 minutes in length, followed by the mandatory 3-minute warmup period.

Half-time performances will be no more than 10 minutes in length. They are divided up as follows:

- One Band: 10 minutes
- Cheerleaders: 3 minutes

There will be NO DEVIAITON from this schedule.

Only one band may perform per half-time. The home team band will have first choice to perform. If they choose not to perform, the visiting team band may perform. Whichever band performs at half-time, the other school's cheerleaders may do a half-time routine on the field. If neither band performs, both school's cheerleaders may perform.

CNS must be notified in advance if your cheerleaders will be performing at half-time. If your cheerleaders perform with music, the music should be in an MP4 file and given to the Athletic Director at CNS as you enter the building.

Cheerleaders
Participating schools may send cheerleading squads. Cheerleaders & 1 mascot must be in uniform and the uniform will serve as their pass to the tournament site. Cheerleading squads will be limited to the varsity squad and one (1) advisor for admission purposes only. All travel, housing and meal expenses for cheerleading squads must be borne by the school. No cheerleading expenses will be paid by NYSPHSAA.

Cheerleading squads will be greeted by a representative from CNS, who will provide instruction as to how and when they may enter the field. An area for pregame stretching will be made available in the upper level concourse. Cheerleaders must stay on the track behind their benches.

Schools are reminded that the regulations relative to pyramids and vaulting devices as established by the NYSPHSAA must be strictly adhered to during all regional, semifinal, and championship competitions.

School Bands
It may be possible for one school band per school to attend all tournament games. NYSPHSAA policy states that, for football only, school bands shall be admitted free of charge to the State Championship sites (regional, semifinal, and final) pursuant to the following conditions:

- Band members must be in full school uniform
• Authorized supervisors will be admitted with proper identification
• No amplifiers are permitted.

If your school is planning to bring its band, please include this information on the Team Questionnaire. **Bands must enter the stadium North gate.** A representative from CNS will meet and escort them to a reserved seating section.

All chaperones must have a ticket to enter the facility. **NO THEATRICAL STAGING OR BACKDROPS WILL BE PERMITTED!** The National Anthem will be played only once per day, just prior to the first game of the day.

**Chain Gang/Ball Persons**
Each team is responsible for their own ball person. Chain crew will be provided by the NYSPHSAA.

**Post-Game**
An Awards Ceremony will commence on the game field at the end of all championship games. Teams are to line up on their respective 45-yard line on the same side of the field that you warmed up on. Ceremony will begin directly after the traditional post game handshake.

**Awards**
For all NYSPHSAA Semifinal Games, a semifinalist plaque (losing team) will be awarded to teams in all classifications. The winning team will receive their finalist or champion awards after the finals.

**Post-Award Ceremony**
If a game is scheduled directly after your scheduled contest, we would appreciate it if you would leave the field immediately after the awards ceremony and clear the locker room as soon as possible. Do not hold a post-game huddle/meeting on the field before or after the awards ceremony. **Please vacate the field and locker rooms asap after the conclusion of the awards ceremony if there is another game after your game.** Press interviews should be carried out as you exit the locker room.

**Film Exchange**
There is a MANDATORY two game film exchange between opponents (previous 2 games) in the state tournament. Game films should be exchanged via HUDL in a timely matter.

In addition, please share (exchange) your game video through Hudl with the New York State Officials Assignor as soon as possible after the conclusion of the contest (semifinals & finals). The video will be used to grade the performance of the officials, as well as to help with the on-going training of officials from across the state. Here is the required info: Ric Hamblin, NYS Officials Assignor, Hudl Site: HSFOC, 518-217-2597, ehamblin@rochester.rr.com.

**Protests & Appeals**
Any and all questions and/or protests as to game rules or as to the conduct of the game shall be heard and decided by the game committee established by the Sectional, Regional, or State Championship committee, as the case may be, and such decision is final with no right of appeal. The protest and appeals committee shall consist of the site chairman and at least two (2) designees.
Medical Information
One Athletic Trainer will be on the site to deal with emergencies and injuries.

Officials
Only NYSACFO members in good standing will be assigned games. Officials selected will be notified by the Football Chairman of those sections involved. For Regional and NYSPHSAA semi-final games, the fee will be $105.00 per game plus $0.42 per mile travel according to the transportation mileage grid chart, one car per chapter. Toll charges (w/receipts & E-Z Pass) will be reimbursed for round-trip travel. A maximum of five (5) on-field officials will be assigned each game. Chain crew personnel, three (3) people; fee will be $32.00 per game – no expenses.
2019 NYSPHSAA Football West Semifinals

Team Questionnaire

School __________________________________________ Nickname __________________________________________

Address _______________________________________________________________________________________

Mailing Address _________________________________________________________________________________

Athletic Director ___________________________ Head Coach ____________________________
Telephone # Office ___________________________ Office ____________________________
Fax ___________________________ Fax ___________________________
Home ___________________________ Home ___________________________

Is your Band Attending? ______ YES ______ NO

If yes, Band Arrival Time ______ Will they perform at halftime? ______ YES ______ NO

Are your Cheerleaders Coming? ______ YES ______ NO

Will they perform at halftime? ______ YES ______ NO

Band and cheer contact information _______________________________________________________________

School Administrator who will be attending game ___________________________________________________

VIP Parking:
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NYSPHSAA Championship

School Gate List

This list is for TEAM SPORTS during the State Semifinals & Finals ONLY.
For information regarding Regional events, contact the HOST Section.

School: __________________________________________

Championship Event: __________________________________________

Championship Date: __________________________________________

Championship Site: __________________________________________

Please write down the number of players and bench personnel your school will be bringing to the Championship event. Please note that each sport has a maximum number of players and team personnel allotted for each school. These individuals will receive credentials to gain access to the facility. If your school chooses to list more than the maximum number allowed, NYSPHSAA will bill the school for the difference. Please keep in mind, credentials and awards will be provided only for the maximum number allowed.

# of Student-Athletes: __________ # of Team Personnel: __________

This list below is designated for school administration and appropriate school personnel. The list is limited to a maximum of 8 individuals and is exclusive of the participating student-athletes and team personnel. This list ONLY provides entrance into the facility. It DOES NOT provide field/floor access. If your school wishes to have more than 8, NYSPHSAA will bill the school for the additional individuals. Team photographers and videographers should contact Chris Watson (cwatson@nysphsaa.org) for a media credential PRIOR TO THE EVENT. They DO NOT need to be listed below. This list should be faxed to the NYSPHSAA office (518-690-0775) or sent via email to Kristen Jadin at kjadin@nysphsaa.org two days prior to the championship event. Please type or print names and titles below.

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NYSPHSAA Staff Approval: ____________________________ Date: ____________

(signature)
CNS Facility
Local Restaurants

Twin Trees III (Pizza)  
310 North Main Street  
North Syracuse, NY 13212  
(315) 458-9311

Tully’s Good Times  
7838 Brewerton Road  
Cicero, NY 13039  
(315) 452-5656

Frank’s Plank Road Restaurant  
8350 Brewerton Road  
Cicero, NY 13039  
(315) 699-9119

CooperTop Tavern  
7777 Brewerton Rd  
North Syracuse, NY 13212  
(315) 458-1999

Nestico’s Restaurant  
412 North Main Street  
North Syracuse, NY 13212  
(315) 458-5188

Basil Leaf  
3920 Brewerton Road  
North Syracuse, NY 13212  
(315) 458-5800

Cracker Barrel  
8400 Pardee Road  
Cicero, NY 13039  
(315) 698-4319

Cicero Country Pizza  
8292 Brewerton Road  
Cicero, NY 13039  
(315) 699-2775

Borio’s Restaurant  
8891 McDonnell’s Pkwy  
Cicero, NY 13039  
(315) 699-2249

Applebee’s  
628 South Main Street  
North Syracuse, NY 13212  
(315) 452-5670

Twin Tree’s Pizza (Cicero)  
6259 State Hwy 31  
Cicero, NY 13039  
(315) 699-6422

Spera’s Meat Deli and Grocery  
6250 Route 31  
Cicero, NY 13039  
(315) 699-4422

Chick-Fil-A  
7932 Brewerton Rd  
Cicero, NY 13039

Moe’s  
5663 W. Circle Dr  
Cicero, NY 13039  
(315) 214-0130