



## **PRE-GAME CONFERENCE**

FOR A CREW OF **FIVE** OFFICIALS

## **10 screw-ups, or causes of screw-ups**

### **1. *Lack of Concentration***

2. Lack of Hustle
3. Lack of dead-ball coverage
4. Inadvertent Whistle (usually caused by #1 or #2)
5. Talking too much
6. Not talking enough
7. Not knowing the eligible receivers
8. Not counting players
9. Getting beat or being in the way

### **10. *Lack of Concentration***

***HAVE A HUGE HEART FOR SERVICE ...***

**BUT DON'T CONFUSE A HEART FOR SERVICE FOR LACK  
OF BACKBONE.**

## Settle In

1. Be polite, professional and extremely courteous to game administrator. We are the guest, he / she is the host.

***Remember ... they're the customers, you're the vendor***

2. Quiz administrator of all logistics
  - a. Team locker rooms
  - b. Head coaches names
  - c. Pre-game events
  - d. Halftime events
  - e. Where game administration will be located throughout the evening, and how to quickly reach them
  - f. Find out when clock operators will arrive
3. "Water is really all we need at halftime" - **it is inappropriate to ask for food**
4. Synchronize watches with B, he is the official time until the game clock is activated at one hour prior to kickoff.
5. Check to make sure you have everything (uniform, equipment, etc.)
6. Go over pre-game agenda with crew.

## **Pre-Game with coaches (R & U)**

1. Game time
2. Length of halftime
3. We'll be responsible for getting the teams on and off the field in time and without incident. Talk about routes the teams take when entering field, be sure coaches know to advise players to stay outside hashes (preferably the numbers).
4. Are all players properly equipped?
5. Game balls (secure and mark). Explain the purpose of the mark.
6. Captains names and numbers,
7. Unusual plays
  - a. Formations
  - b. Fake punts, field goals
  - c. Reminder about holder's knee
8. Keep sidelines clear (let us know if or how we can help)
9. Preference for coin toss
10. Location of crew's locker room, and time the crew will enter field.

### **On-filed Pre-Game Presence, Duties**

1. No hands in pockets, no arms folded
2. Refer all questions pertaining to game administration to R
3. Don't congregate
4. B & L - Have good pre-games with ball boys
5. H – Have good pre-game with chain crew
  - a. Keep them off the field
  - b. Advise box man "Don't move the box until told"

## **Coin Toss**

1. Cover the time when the L and B get captains
2. H be with chain crew, but always be prepared to restrain players if needed
3. U & R conduct coin toss at 3 minutes before kickoff
4. If either team is not out, L or B go get them
- 5. All officials must always be ULTRA PARANOID when teams enter the field. Be sure teams are escorted and create barriers.**

## Basics

1. Count players on every play.
2. Process / procedure if you count 12 players.
3. Whistles are NEVER necessary.
4. Be shy and reserved with your whistle.
5. Be aggressive and positive with your voice.
6. When in doubt, drop a bean bag.
7. Stay relaxed ... let the play come to you.
8. See the whole play. Only flag what you are 100% sure. Make them be obvious.
9. Get control of the game early with your voice.
10. Anticipate the play, not the foul.

## **Pre-Game with Clock Operators (B & L)**

1. Ask them to identify blind spots
2. Ask them to identify previous problems
3. B pre-games play-clock operator
  - a. Make sure R is giving clear signals to start play clock during the game
  - b. Make sure the play clock gets reset
  - c. Make sure the play clock operation is consistent throughout the game
  - d. Let them know that after 2 or 3 misapplications/issues, we'll keep on the field
4. L pre-games game clock operator
  - a. Discuss halftime timing
  - b. Find out how to communicate with clock operator if we need to add or subtract time
5. Discuss who has clock if game clock goes down
  - a. B takes game clock
  - b. R takes play clock
6. Discuss communications with sidelines if clock kept on the field.

## **Kickoff (regular)**

1. Positions, coverages, responsibilities
2. Communicate with each other
3. Protect the kicker
4. Starting the clock
5. Anticipate ... Onside kick on the opening kickoff
  - a. Coverage of surprise onside
6. Anticipate ... Pooch kick on the opening kickoff
7. Anticipate ... Fair catch on the opening kickoff
  - a. Make sure the catch is completed
8. Anticipate ... Muff into the end-zone on the opening kickoff
9. Anticipate ... fumble on the opening kickoff
10. Anticipate ... kick out of bounds on the opening kickoff
  - a. Cover the options of KOB
11. Anticipate ... momentum on the opening kickoff
12. Anticipate ... breakout on the opening kickoff
13. Anticipate ... change of possession on the opening kickoff
  - a. Coverage switches
14. Anticipate ... fumble into the end-zone going in
15. Watch for illegal blocks, holding
16. Spots ... only need one official getting the spot. Place the ball on the nearest yard line

## **Onside Kickoff Anticipated**

1. Who initiates the shift
2. Coverages and responsibilities
3. Anticipate ... kickers offside
4. Anticipate... kick out of bounds
5. Anticipate ... kick illegally batted
6. Anticipate ... blocks below the waist
7. Anticipate ... muff
8. Anticipate ... first touching
9. Anticipate ... breakout

**Pre-Snap Routines (each official discusses PSR for scrimmage plays, punt plays, field goal / PAT, kickoff, short kickoff)**

1. Referee
2. Umpire
3. Line Judge
4. Back Judge
5. Headlinesman

## Pass Plays

1. Keys
2. Legal formations
3. Know eligibles
4. Zone coverage
  - a. When
  - b. Coverages
5. Quick pass coverage
  - a. Questionable catch or view blocked
6. Deep passes
7. Sideline coverage, out-of-bounds coverages, end-zone corners, signals
  - a. Eye contact is a must!
8. Always honor incomplete. If one has incomplete ... THERE IS NO DISCUSSION.  
MOVE ON IMMEDIATELY.
9. Cover legal vs. illegal passes and administrations
10. Momentum rule
11. Whistles are not necessary on incomplete passes, unless possible trapped pass
12. R – you must protect the QB
13. U – help over the middle

## Running Plays

1. Keys
2. Once we read run cover responsibilities
3. As play moves downfield, cover responsibilities
4. Coverage on plays that go into the sidelines
5. Getting a new ball
  - a. When
  - b. How
6. Wings that are opposite side of action MUST get backside. Protect QB after handoff.
7. Fumbles
  - a. Who digs
  - b. Get perimeter
  - c. Signal the right way the FIRST time

## **Punt Plays**

1. COUNT PLAYERS!
2. Verbalize your eligible receivers by the players' numbers.
3. Cover fake kicks, pass coverages
4. Cover short kicks near the neutral zone, muffed by either team.
  - a. Review rules pertaining to balls muffed near neutral zone and end-zone.
5. Cover bad snap coverage
6. Fair catch signals ... who is helping B
7. Fair catch coverage
  - a. Anticipate a muff
  - b. B - hold your whistle
8. Balls kick out of bounds (R signals with L or H or even B if needed)
9. Discuss the coverage responsibilities while punt is in flight
  - a. B – keep plenty of distance from receiver
10. Discuss the coverage responsibilities shifts after ball is caught
  - a. Box in the play
11. Review PSK requirements

### **Field Goal / Try Attempts**

1. COUNT PLAYERS!
2. Verbalize eligibles
3. Anticipate ... fake or fire
4. Goal line coverage if run or pass
5. Anticipate ... blocked kick
6. Anticipate ... swinging gate
7. Anticipate .. change of possession
8. Who / when blows whistle to kill play

## Goal Line Plays

1. Goal line is sacred!
2. When does B give it up to wings
  - a. Who initiates, communicates
3. Discuss coverage and eye contact
4. Discuss communication in pile-up
5. Wings
  - a. Pinch on anything inside the 1
  - b. Stay outside of the end-zone
  - c. Maintain all the depth that you can

### **Free-kick After Fair Catch**

1. Count players!
2. This is an unusual occurrence so inform both teams' captains, coaches and benches of the basic rules.
3. B & L – Take the time to clearly designate both restraining lines for the teams.
4. H – cover the goal line
5. R & U – each under an upright

## **Reporting Fouls (relaxed, concise, deliberate, purposeful)**

1. Pass plays
  - a. What was the result of the play
    - i. Complete or incomplete or change of possession
    - ii. When did the foul occur in relation to the pass
2. Kick plays
  - a. Before, during, after kick
  - b. Determine PSK if scrimmage kick
3. Was a first down achieved by A?
4. Was the foul live or dead ball
5. Offense or defense
6. Spot of the foul (if material)
7. Player number
8. Stick around to allow R to repeat all the information if needed
9. U – Be 100% clear on the details before stepping it off.

## **Penalty Enforcement**

1. Enforce spot fouls from the spot, especially if outside the hash
2. Discuss each official's duties during administration
3. Discuss how to handle timeout requests during penalty administration
4. Discuss how to handle coach / referee conference requests
5. Before coach / referee conference
  - a. Be sure to confirm number of timeouts remaining with crew
  - b. Be sure to confirm the down with crew

## **First Downs / Measurements**

1. If close
  - a. L must
    - i. Pinch
    - ii. Determine whether to stop clock
    - iii. Communicate to R and crew
2. If determined first down
  - a. R must clearly indicate as such, then quickly move on. No hesitation.
  - b. Employ the yard line guidelines. Start every series on a yard line.
3. If measurement requested or determined necessary
  - a. Discuss roles of all officials
  - b. Communicate with captains
  - c. Get water for players

## Notes

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