

# PREGAME OUTLINE

## **I. Crew Assignments:**

### Referee:

- Visit each dressing room or meet on field; give the head coaches a list of officials.
- Ask head coach to verbally verify in presence of umpire, that all players are legally and properly equipped in compliance with National Federation rules.
- Check with each head coach for any unusual plays or formations, including any that require prior notification.
- Check to see if there is any extended halftime. If there is...ask Home Team Coach if Visiting Team is aware, and remind Visiting Coach when you talk to him.
- Ask where the game balls are located, so you will have access to inspect and MARK.
- Secure name of coaching staff personnel who will be responsible for sideline control of team members and report this information to all officials.
- Ask if there is a doctor or medical personnel in attendance, and inform Home Team Head Coach that you may need to request assistance from them in the event that the Visiting Team does not have adequate medical personnel available.

### Umpire:

- Accompany referee and examine any player equipment about which the coach has a question of legality.
- Ask the coach if any players have eye shields (if so, they must be clear).
- Review any appropriate documentation for equipment and pads.

### Line Judge and Linesman:

- Check line-to-gain equipment and meet crew. Instruct that you will be switching sides at halftime.
- Instruct ball person(s) to hold football(s) that are not in use by moving up and down sideline. When dead following change of possession, hand ball to nearest official. Ball person should not enter field unless beckoned.
- Make sure that you have **TWO** clips for the chains, a chain repair kit, and tape to mark the 5 yd. spot on the chains.

### Back Judge:

- Take Clock Operator Instructions and Signal Sheet to Press Box. Remind Clock Operator to set at 15 minutes (unless extended halftime) and start it when directed by (White Hat) - reset 3 minutes and time warm-ups once both teams have entered field.
- Give Info Card with Officials names to P.A. (Then get down on the field)
- Be responsible for all timing situations, including 25-second count.

## **II. Review coin-toss mechanics.**

## **III. Discuss free kicks reviewing positions and responsibilities.**

## **IV. Review coverage during scrimmage plays:**

- Running plays, position and coverage.
- Forward passes, eligibility of receivers and interference.
- Illegal forward passes.
- The umpire is responsible for checking numbering requirements.

**V. Review positions and coverage during scrimmage kicks:**

- First touching by K.
- Fair catch situations.
- Kicks out-of-bounds.
- Kick catching interference.
- Numbering requirements.

**VI. Review "momentum" rule as it applies inside the 5-yard line on kicks and interceptions.**

**VII. Goal line play and try (Variation of positions near goal line.)**

- YES Madison Central's version of the Swinging Gate is legal.

**VIII. Review the following:**

- Substitution rule.
- Starting and stopping clock.
- Procedures during measurement.
- Duties during time-outs and intermission between periods.
- Penalizing personal and unsportsmanlike fouls.
- Penalty administration.
- Overtime procedure.

**IX. Responsibilities following conference:**

**All Officials:**

- Enter field together at least twenty (30) minutes before game time.
- Walk the field....even if Artificial Turf
- Perform duties in business-like manner.
- Performance and tempo sets tone for way in which the game will be officiated.
- Referee, Line Judge will go together on press box side of field; Linesman and Umpire and Back Judge together will proceed to side of field opposite press box.

**Referee:**

- Inspect playing field and pylons. Inspect both 3 yard marks.
- Direct game management to remove any hazards on or near field.
- Keep official score.
- Secure and approve game ball - use assigned ball person.

**Umpire:**

- Check player equipment of players that coaches may have mentioned in conference. Scan the field looking for anything that may need attention (knees covered, missing pads etc,) You are the final authority on legality of equipment.
  - **Do not permit use of any illegal equipment.**

#### Linesman and Line Judge:

- Inspect field with referee.
- Secure and check the line-to-gain equipment and down markers plus all auxiliary equipment.
- Make sure the chains have tape at the 5 yard measurement.
- Check whether game management has distinctive vests or jackets for the crew.
- Remind crew of their duties and responsibilities.
- Instruct Chain Crew that you will be switching sides at halftime.
- Instruct crew that you will use your heel to mark at sideline where rear rod is to be placed for every first down.
- Instruct ball person(s) to hold ball not in use moving up and down sideline. When dead following change of possession, long incomplete pass or ball dead in side zone hand ball to nearest official. Ball person should not enter field unless beckoned.
- No less than 8 minutes before scheduled kickoff, will return to team dressing area to notify head coach when to bring team onto field and remain with team to see it arrives on time at start of each half.

#### Back Judge:

- Inspect field with referee
- Responsible for 25 second count and one minute time outs.
- Responsible for keeping the game clock if timing device malfunctions.
  - **Know procedures to follow before this occurs.**