



MEETING CHECKLIST OFFICIALS AND CLOCK OPERATORS

Meet The Crew

Clock Operators should visit the officials locker room no later than 90 minutes prior to the scheduled kickoff. Officials should prepare their pre-game in a way that will make them available at this time

Officials

Each official should introduce themselves to the clock operators and thank them for their assistance

Game Clock Operator

GCO should meet with the Referee, Side judge and Line Judge. Referee should allow the SJ and LJ to handle the meeting after introductions and answering any questions

Play Clock Operator

PCO should meet with the Referee. Referee should allow the Back Judge to handle the meeting after introductions and answering any questions

Game Clock Operator Checklist

1. Where is your physical location in the press box
2. If we have more than one game clock, which one is the official clock?
3. Let Referee know if you started count down at 90:00 or that you will start it at 60:00
4. 10 Second Subtraction – Will not run clock down – just reset the game clock
5. I will automatically reset the game clock if needed after a False Start or Defensive offside with contact. I will use by play by play clock stoppage chart for information
6. Overtime – No game clock
7. Either my helper or myself will record the time of every clock stoppage
8. What equipment will be used to communicate with the Referee from the sideline if needed
9. Is there any difficulty in resetting the game clock
10. What is the alternative timing device, if the game clock goes down?
11. Helmet off Rule – Stop the clock if it's the runners helmet. Stop the clock at the end of the down if it is any other player

Play Clock Operator Checklist

1. Where is your physical location in the press box
2. Where is the location of the play clocks on the field
3. I will test the clocks when I get to the press box – notify you if we have problems
4. Have there been any mechanical problems with the play clocks?
5. Do you have any difficulty seeing any official on the field?
6. I will only change the play clock from the Referee's signal. Not the Back judge
7. 40 / 25 Play Clocks – if one malfunctions I will shut them both off
8. Overtime – Play clock same in overtime as in regular play
9. Back Judge will handle 40 / 25 play clock timing on the field if they stop working
10. Helmet off rule – Set the play clock at 25 if the player is on offense and 40 if the player is on defense. With 1 minute or less there is a possible 10 second runoff and play clock sets at 25. If a timeout is available it can be avoided

