



	<b>This information is for all crews. This will help us to be more consistent from week to week and from crew to crew.</b>	
<b>Time Before KO</b>	<b>GAME DAY - Recommended PRE GAME ITINERARY</b>	
<b>3 hr-180 min</b>	Arrive at Pre-Game Site- Inform Game Administration crew is there.	
<b>90 min</b>	Game Balls to Officials Locker Room B-checks legality & pressure 12.5-13.5 psi. Official Conf. ball is the Rawlings ST5 NAI/A	
<b>90 min</b>	Kickers to use their side of the field "L formation" goal line	
<b>62 min</b>	<b>Crews on the field</b>	
<b>45 min</b>	Chain Crew and ball boys to be available on the field to meet with officials	
<b>30-20 min</b>	Officials to locker room for last minute crew discussions (as long as one team has left the field) Discuss HC plays & concerns HEART Protocol requires Both Teams off the field 15 mins prior to KO	
<b>8 min</b>	<b>SJ &amp; FJ</b> Give team 8 minute warning - and begin to leave locker room with captains	
<b>5 min</b>	<b>SJ &amp; FJ Leave locker room with captains. Be on sideline ready at midfield 3:30</b>	
<b>3 min</b>	<b>LJ &amp; BJ</b> should have Remainder of teams on the field by 3 minutes for Coin Toss	
<b>ALL</b>	<b>Clock Operators</b> should visit the officials locker room no later than <b>90 (60 mins Heart Min protocol) minutes prior</b> . Introduce & thank them <b>R, SJ</b> (lead topic), <b>LJ</b> talk with game clock operator. Discuss new clock rules with less than 3 seconds on game clock (discuss announcement for end of a half with him). <b>R</b> , then meet with <b>BJ</b> (leading topic) & play clock operator. <b>Discuss resetting play clock when ball spotted with less than 25 seconds remaining.</b> GET NAMES OF <b>BOTH TIMERS</b>	
	If not available meet with them on field after Head Coach meeting. <b>B L &amp; S</b> find the timers for instructions on field.	
<b>Position</b>	<b>GAME DAY INFORMATION FOR ALL OFFICIALS</b>	
<b>ALL</b>	<b>Crew enters the field no later than 62:00 minutes prior to Kick-Off.</b>	
<b>GCO</b>	<b>Game Clock Operator starts game clock at 90:00 before Kick-Off.</b> (recommended) (Heart Protocol/manual requires 60 min). <b>Discussing changing quarter or putting up time for extra periods. Always allow game clock to run to zero.</b>	
<b>ALL</b>	<b>At 45 min prior to Kick-Off</b> - The field will be split 50-50. The kicking "L" will end. If the other team leaves the field - then they may kick at either end.	
	<b>At 45 min prior to Kick-Off --- The Buffer Zone will be from 45-45. No players in this area.</b> Coaches & officials may be in the Buffer Zone but no PLAYERS. (Agreement change '14)	
<b>Teams</b>	<b>Teams should be on field for National Anthem. ( or HEART Protocol) At 6:00-5:00 on Game Clock The National Anthem is to be Played.</b> (BE Flexible and patient with band and ceremonies)	
	<b>Meet with home team head coach</b> at the 60 minute mark (If possible). Umpire listen, only talk about equipment. Record any coach's concerns or unusual plays. <b>Have the two sideline officials close by so you can introduce to head coach when finished.</b>	
<b>R&amp;U</b>	1. Introduce R & U-Hand HC crew card	7. Any unusual plays we need to be prepared for?
	2. Get card signed for legally equipped	8. Any questions about new rules?
	3. Get numbers that need to be checked	9. Discuss foul enforcement approach
	4. Home team captains & numbers.	10. Referee - Introduce the two sideline officials
	5. Do you have any concerns?	for first half then go to the other coach.
	6. Discuss any special events for today	11. Discuss today's media TO format (red hat).
	<b>Be sure to share coaches concerns and special plays with crew.</b>	
<b>Wings</b>	<b>Meeting With head coach Should Not Be More Than 1-Minute.</b>	
	1. Ask who will be his get back coach.	
	2. Let him know you will communicate all fouls to him.	
	3. If he wants to talk to the "R" remind him to go through you and you will get the "R"	
	4. Let coach know how we will use mechanics on 10 sec. run off.	
	5. Meet other head coach on your own sometime during warm-ups.	
	<b>Meet with visiting team head coach</b> (Same Amount of time as home team head coach). Umpire listen, only talk about equipment. Record any coach's concerns or unusual plays. <b>Have the two sideline officials close by so you can introduce to head coach when finished.</b>	
<b>R &amp; U</b>	1. Introduce R & U-Hand HC crew card	7. Any unusual plays we need to be prepared for?
	2. Get card signed for legally equipped	8. Any questions about new rules?
	3. Get numbers that need to be checked	9. Discuss foul enforcement approach
	4. Visiting team captains & numbers.	10. Referee - Introduce the two sideline officials
	5. Do you have any concerns?	for first half then go to the other coach.
	6. Discuss any special events for today	11. Discuss today's media TO format (red hat).



**2015  
Game Day Procedures  
for 7-man crews**



	<b>Be sure to share coaches concerns and special plays with crew.</b>	
<b>R</b>	<b>Check QB's for right or left handed.</b>	Find the Kickers & Punters - Left or Right?
	Find game host - see if they have lightning meter!	- Take FJ & SJ for better communication.
	Know & Find out where to Exit-Half & After the Game.	Determine where security will be located.
	Locate personnel in charge of the mic and perform a mic check <b>in multiple places</b> in their presence.	
	Referees are to carry spare batteries (AA, AAA, 9volt) -- <b>CHANGE AT HALFTIME - EVERY GAME!</b>	
<b>R &amp; U</b>	<b>Together visit with QB &amp; Center</b> - visit about the stop sign on substitution	
<b>U</b>	<b>Check legality of equipment - coaches list.</b>	Watch the long snappers.
	Watch offensive and defensive linemen.	Work snaps with both offenses.
<b>HL</b>	<p><b>Walk the field</b> and check the pylons for placement and check all of the field markings. Look for any obstacles that you may run into on your sideline. (ex jumping pits) Check player uniforms, and make sure they are wearing them properly. Report any violations to the <b>SJ</b>. Monitor players at mid-field and keep them separated. When teams begin running offense, look at snaps and read formations and anything that looks unusual. When chain crew arrives - pre-game with them (<b>together with LJ</b>) as to how we will communicate with them and my expectations of them. (<b>30</b> minutes before kick-Off) the sideline opposite the press box. Find get-back coach and meet with him and <b>SJ</b>. <b>SJ &amp; FJ</b> will talk to the ball boys while you talk to the chain crew. If they have a line to gain orange throw down marker on your sideline - make sure they put it down at least 1/2 foot beyond the line to gain. Have a discussion with down/distance recorder guy (clip guy). Emphasize how important he is to us.</p>	
<b>SJ</b>	<p>Place the penalty board under the 20yd marker on my side of the field if you don't see the penalty recorder before. Walk the field with the HL and check the pylons for placement and check all of the field markings. Look for any obstacles that you may run into on your sideline. (ex-jumping pits) Check the legality of my teams equipment and uniforms. <b>Record this information on the index card, review with HL</b>, then compare with FJ for consistency before giving it to an assistant coach/equipment manager prior to team leaving the field. Introduce yourself to the chain crew. Watch punters kickers, record numbers. Watch receivers and defensive backs as they warm up. Find get-back coach and meet with him and HL. Talk to ball boys with <b>LJ, FJ &amp; SJ</b> on the sideline <b>30</b> minutes before kick-off. Help other officials in middle of field until linemen come out. Then check uniforms of linemen. Check for a quiet radio channel to use today. Go with <b>HL</b> to our team's locker room. Give 5 minute warning (if not already out) and bring the captains to the sideline. No more than 4 captains. Escort captains to 9 yard marks. Have captains at the 50 no later than 3:00 on the field clock. <b>HL</b> will bring team.</p>	
<b>LJ</b>	<p>Walk the field with <b>FJ</b> &amp; end up on the <b>chain</b> side. Check pylons for placement and check all of the field markings. Look for any obstacles that you may run into on your sideline. (ex jumping pits) Check uniforms, and make sure they are wearing them properly. Report any violations to the <b>FJ</b>. Watch long snappers and kickers to see if snaps are legal. Watch sideline catches and see catch &amp; feet as they get close to sideline. Find get-back coach and meet with him and the <b>FJ</b>. Help other officials in the middle of the field, keep the teams separated. Talk to the ball boys on sideline along with <b>FJ, SJ &amp; HL</b> (<b>30</b> min. before game). Instruct, if they have one - the person that will place the orange throw down marker for the Line To Gain. Place about 1/2 foot beyond the LTG. If they have an auxiliary box man - visit with him - Stay at previous spot until next snap! <b>When chain crew arrives - pre-game with them (together with LJ)</b></p>	
<b>FJ</b>	<p>Walk the field with <b>LJ</b> &amp; end up on the chain side. Check pylons for placement and check all of the field markings. Look for any obstacles that you may run into on your sideline. (ex-jumping pits) Check the legality of my teams equipment and uniforms. Record this information on the index card; review with <b>LJ</b>, then compare with <b>SJ</b> for "consistency" before giving it to an assistant coach/equipment manager prior to team leaving the field. Find get-back coach and meet with him and <b>LJ</b>. Talk to ball boys along with <b>LJ, SJ &amp; HL</b> on the sideline <b>30</b> minutes before kick-off. Help other officials in middle of field until linemen come out. Check for a quiet radio channel to use today. Check uniforms of linemen. Watch punters &amp; receivers warm up. Go with <b>LJ</b> to our team's locker room. Give 5 minute warning (if not already out). Get captains &amp; be at the 50 with 3:00 on the game clock. <b>LJ</b> will bring the team.</p>	
<b>BJ</b>	<p>Walk the field with <b>R</b> after coaches conferences, checking for hazards. Position at 50 yard line to ensure teams are separated and no unsportsmanlike conduct occurs between the two teams. Communicate with both special teams coaches about fair catch signals, get away signals, and shading the eyes. Hand should be close to helmet. If the hand gets away from the helmet we will make it a fair catch signal and shut the play down after the catch. <b>Observe &amp; talk to both teams kickers</b> - check their distance. Observe both teams receivers. Synchronize watch with game clock.</p>	
<b>H,L,F,S</b>	<b>Re-check player equipment when teams return to the sideline. Get any issues fixed.</b>	



COIN TOSS	
<b>R&amp;U</b>	<b>R &amp; U</b> center of field <b>3:15</b> . Come in from pressbox side. <b>FJ &amp; SJ</b> send captains to <b>R &amp; U</b> at <b>3:00</b> . <b>FJ &amp; SJ</b> make sure <b>the speaking captain is closest to the Referee</b> . <b>Place Captains with their back to the 1/2 of field they warmed up.</b>
<b>ALL</b>	Keep all players away from the middle of the field and outside the numbers. After the toss --- All officials meet in middle of field. ----- <b>HL</b> - Bring Ball for Kick-Off and give Ball to <b>BJ</b> . Try to break to positions with 1:00 on clock.
<b>F&amp;S</b>	<b>FJ</b> and <b>SJ</b> are responsible to have their team on field ready to play for <b>EVERY</b> kickoff ( <b>be ready to play when clock hits zero</b> ). <b>HUSTLE</b> to your position
TIMEOUTS	
<b>R</b>	<b>Signal and announce</b> - Time Out "School's Name" - First charged of the half. Record the time-out on your game card. Signal other officials the number of time-outs remaining. If anything is of concern during the timeout go and talk to other officials. If possible - go and talk to the Down & Distance guy. Emphasize how important he is. <b>Notify head coach when he is out of time-outs.</b>
<b>CREW</b>	Make sure entire crew communicates number of time-outs remaining each team to all crew mates.
<b>U</b>	<b>If you see the signal, sound whistle and stop the clock.</b> Provide <b>R</b> the number of timeouts used for his announcement. Go directly over the ball. Note timeout, team and time on game card. Check timeout totals with Referee. Signal timeouts that remain for each team with fellow officials. At end of timeout, remain over ball until released by Referee and hold center (with stop sign) until ready whistle has been blown.
<b>HL</b>	<b>Stay between numbers and sideline.</b> Record timeout on card and signal how many remain to my fellow officials. <b>When I hear a double tweet of the whistle from the BJ I will help get my team ready to take the field.</b> If we have more than 11 players in our huddle try to make sure only 11 go toward the playing field. It is possible the SJ will be closer to the team and he will make sure they are notified we have 15 seconds before we start the ready for play.
<b>SJ</b>	<b>Check game clock status,</b> go to area between numbers and sideline. Record timeout on card and signal how many remain to my fellow officials. <b>When I hear a double tweet of the whistle from the BJ - I will help get my team ready to take the field.</b> If we have more than 11 players in our huddle try to make sure only 11 go toward the playing field. It is possible the HL will be closer to the team and he will make sure they are notified we have 15 seconds before we start the ready.
<b>LJ</b>	<b>Stay between numbers and sideline.</b> Record timeout on card and signal how many remain to my fellow officials. <b>When I hear a double tweet of the whistle from the BJ - I will help get my team ready to take the field.</b> If we have more than 11 players in our huddle try to make sure only 11 go toward the playing field. It is possible the FJ will be closer to the team and he will make sure they are notified we have 15 seconds before we start the ready.
<b>FJ</b>	<b>Check game clock status,</b> go to area between numbers and sideline. Record timeout on card and signal how many remain to my fellow officials. <b>When I hear a double tweet of the whistle from the BJ - I will help get my team ready to take the field.</b> It is possible the LJ will be closer to the team and he will make sure they are notified we have 15 seconds before we start the ready.
<b>BJ</b>	<b>Time the timeout period. Maximum timeout is 1:30.</b> At :50 seconds tweet your whistle two times. This notifies all officials, players, & coaches that we have 15 seconds before the Referee will put the ball in play.
MEASUREMENTS	
<b>R</b>	<b>Move to the location of the ball.</b> Wait for the umpire to set the stake and determine if they have enough for a first down. If they have met the line to gain, signal to the pressbox first down. If they <b>are short</b> hold up the next down. If they don't make the first down grab the chain and the new ball and move it to the correct hash mark.
<b>U</b>	<b>Clear the area of players</b> so measurement can take place smoothly. Note the next down if line to gain is not met, communicate this with R and nearby crew members. Take forward stake from chain crew on side of ball opposite press box. Slack the chain, pull behind ball, and place stretched chain on press box side. Note the result of measurement. If 1st down, release chain to <b>H or L</b> and chain crew, leave ball at 1st down spot or move to hash. If not 1st down and outside hash, bring in chains (with R holding spot on chain) to hash, extend chain again, wait until R places ball, and release chain to <b>H or L</b> and chain crew. Stand over ball until <b>H or L</b> has set chains. Back off ball when R releases U.
<b>LJ / HL</b>	<b>H or L must spot the ball if the line-to-gain is threatened.</b> Instruct Box Man to move to front stake. Tell yourself what down it will be if short. Check and see if the clip is on the front or back of the line. Communicate with LJ and say we are on the front or the back of the line with the clip.
<b>FJ / SJ</b>	<b>Go to the area where the ball is</b> and keep the players out of the way of the press box so the coaches and fans have a clear view of the measurement.



HL / LJ	<b>Help clear the area of players</b> to make room for the chains coming in. Look at the ball position and line up perpendicular to sideline. Place foot down on spot just to the press box side of ball for HL. Help HL with which side of solid line the clip will be placed. Once clip is down, place foot on chain so that there is no chance of it moving.
SJ / FJ	<b>Bring a new ball to the proper hash mark.</b> (Two balls on 4th down) Clear measurement area so Press Box can see procedure.
BJ	<b>Position downfield and opposite of Press Box.</b> Hold the ball so it does not move during the measurement.
<b>BETWEEN QUARTERS (2 min)</b>	
R	<b>Note down &amp; distance, and ball position.</b> Communicate with U & make sure U spots ball correctly. Check with SL officials whether either coach needs to talk to you.
U	<b>Note down &amp; distance, and ball position.</b> Communicate with R & spot ball correctly.
LJ / HL	Record information on card <b>and verify with R&amp;U. Once confirmed,</b> move chains. Stay with chains. Help get my team ready to take the field.
SJ	<b>Go to the succeeding spot</b> and communicate with players where the ball will be spotted. When R & U get there - leave and make sure your sideline is ready to play. Help get my team ready to take the field.
HL / LJ	<b>Note down &amp; distance, and ball position.</b> Check that everyone is correct. Move to new spot. Help get my team ready to take the field.
FJ	<b>Go to the succeeding spot</b> and communicate with players where the ball will be spotted. When R & U get there - leave and make sure your sideline is ready to play. Help get my team ready to take the field.
BJ	<b>Time the period between quarters. TWO Minutes between quarters</b> - Two tweets on whistle at 1:45. Point to Referee at 2:00 to confirm time has expired.
H-S, L-F	Check in with your sideline's head coach (if appropriate) to answer questions, or if he needs to talk to the Referee. Notify team on length and 15 sec before ready signal notify them play is about to begin.
<b>HALFTIME</b>	
ALL	<b>When the players and coaches leave the field,</b> make sure we keep them from crossing paths. All officials will meet at the pre-designated location. When both teams have left the field the <b>R</b> will wind the clock, and this should start the 20:00 halftime. At halftime discuss unusual plays, and concerns, or adjustments from the first half. <b>Sideline officials discuss issues from your sideline that the other sideline officials should know.</b> Review penalty sheet and fouls called in first half. <b>Sideline officials secure game balls from your sideline and bring to the locker room.</b> The <b>SJ – HL, FJ - LJ</b> will go to their teams locker room and give them the 5 minute warning. <b>SJ – FJ</b> returns to the field with the head coaches second half choice for kickoff. <b>BJ</b> will enter from the press box side with game ball for kickoff. <b>HL</b> visit briefly with chain crew. Crew moves to position for the 2nd half kick-off at 1:00 minute on the game clock.
H	Responsible for having football needed to start the second half and give to LJ.
<b>OVERTIME</b>	
All	Meet as crew center of field to review procedure. Sideline officials go to sideline and remind Coach he has one time-out - answer questions - bring captains out for coin toss.
H&L	<b>Get choices for additional extra periods from your coach.</b>
<b>GAME OVER</b>	
F&S	Near end of game have ball boys sort and get footballs into bags. Make sure ball boys return ball bag to each team.
All	Get everyone to designated meeting place as soon as possible & <b>go off field together.</b> Review penalty sheet and fouls called in second half. Complete all required reports. <b>No hand-shakes until crew is in the locker room.</b>
All	Review any warning, plays, issues that teams may have had concerns. Each official prepare Individual Foul Reports for crew reference. Post-game Crew Analysis
<b>MISC.</b>	
All	In league ( <b>HAAC</b> ) games - when playing with a league ball, no need to change game ball after every change of possession, unless it needs to be changed due to it being an unplayable condition of the ball.
All	In non-league games, Visiting team game balls will need to be delivered to the locker room at the same time Home team balls are delivered. This means, that with every change of possession, a new ball from the press box sideline will come in to play. being an unplayable condition of the ball.