

DFOA Crew Standard

As of May 11, 2013

Pregame

1. Arrive to the game dressing room 75 to 90 minutes before game time. No less than 75 minutes.
2. For pregame head coach conference, always talk to the home coach first.
3. During the R & U pregame conference with the head coach, be ready to discuss situations when the head coach says “how are you going to call the game when “XXXX” happens or can you interpret “XXXX” for me or a play was called this way at our game last week, what way will you call the play today?”
4. Discussion matters for pregame head coach conference:
 - a. Remind coach to send game video to Hudl. Inquire if a game DVD will be available after the game.
 - b. Officials names on game card. Point out wing official for the appropriate sideline.
 - c. Are players properly equipped?
 - d. Captain numbers.
 - e. Do we need to look at casts, braces or validate clear eye shields?
 - f. Unusual plays and/or rule interpretations and/or formations.
 - g. During the first two weeks of the season, ask the coach if there are any questions about new rules. Be ready to summarize their questions of the new rules.
 - h. Remind coach the BJ counts 25 seconds and uses an arm count from 20 through 25 seconds.
 - i. Right / Left – Passer / Kicker. Ask the coach if backup players will be interchanged affecting this status.
 - j. Ask the coach if a “swinging gate” formation will be used during a try.
 - k. Coin toss time. Captains at the 50 yard line at five minutes and toss the coin at three minutes.
 - l. Coin toss option. Do not let them kick, unless a good reason.
 - m. Intermission length. Is this game a 20 minute homecoming?
 - n. Address sideline expectations.
 - o. Who is the game manager?
 - p. Who is the get back coach?

Prior to Kickoff

1. After the referee/coach pregame conference, share the information from both coaches with the entire crew.
2. All officials walk the field prior to the game looking for:
 - a. Remove auxiliary stuff that individualizes players, i.e., bicep bands and jewelry.
 - b. White towel only with no logo – minimum 4x12 – maximum 18x36.
 - c. Face paint.

- d. A pant over knee braces is no longer required.
 - e. Pads in pants.
 - f. Pant with pad over the knee.
 - g. Umpire checks any “hard material” cast.
3. All officials should check field for any unusual field conditions and report to R.
 4. Wings meet with ball boys and introduce self to respective coach and HL introduces self to chain crew and has game review with chain crew.
 5. All officials should never warm-up/stretch on playing field.
 6. All officials should observe team warm-up drills from their respective positions. Understand what the formations are.
 7. Wings are responsible for securing captains from locker room. BJ can take this role for his sideline if HL is busy with chain crew.
 8. R faces clock at coin toss.
 9. All officials should record coin toss results and captain’s choice.
 10. Run to kickoff spots.
 11. Before and during the game, be cordial and professional and communicate effectively at all times

Halftime

1. All officials should know if teams are exiting in the same location and quickly move to keep teams separated as they are leaving and returning to field.
2. Two officials need to discuss the 2nd half option with the head coach during the 3-minute warm up period. It is recommended to point in the direction the kick will occur to not leave any misunderstanding.
3. As a crew, review overtime procedures.

General Game

1. Coach on the field
 - a. During a dead ball period, no more than 1 to 2 steps, signaling plays to players on the field. Thereafter, he retreats to proper team box area.
 - i. Answer: let it go.
 - b. During dead ball period, the coach comes to the numbers, yelling at officials who made a call not to his favor.
 - i. Answer: Unsportsmanlike penalty.
2. Head linesman signaling down number:
 - a. Do not signal until R gives his signal.
 - i. There can be an exception here once established crews become familiar working with each other.
 - b. Remind R of next down by holding the number of the next down on chest.
 - c. Do not use a “behind the back” signal to box operator.

- d. HL, pre-game discussion, instructs the box operator to not change the number of the next down until HL signals.
3. U and BJ should always look at the R just before the ready for play signal to help with status of the clock.
4. R and U concur with each other with arm signal for offensive player count, BJ counts defensive players, then the Wings can use these arm signals to ascertain their formations.
5. BJ job in between quarters:
 - a. Go to team huddle on HL side of field and monitor the team for start of next quarter. Note this not the HL responsibility because the HL is busy setting the chains.
6. LJ job in between quarters:
 - a. LJ is does the same job monitoring the team huddle on his side of the field.
7. Wings stay with sideline team huddle during timeouts and after try and be ready to get the next down ready for play.
8. Wings do not turn your back to the field when retreating back to the sideline during the dead ball period. Always keep view of the field and back step to the side line.
9. U needs to work outside of hash when retrieving ball. Also, go all the way to the ball if offense is in "hurry-up" with less than two minutes before end of half or end of game.
10. LJ has to always be prepared to take over the game clock.
11. BJ has 45 second warning to R when time-out is about to expire.
12. BJ tracks fouls during the game.
13. BJ should stand with TV person on the field to help be ready to notify R that the game is about to become live on TV. Exception is if the TV contact is on the same end of the field as the R.
14. Send players to sideline during TV timeouts.
15. Officials do not need to visit with each other during a time out. R needs to confirm time outs and clock status with crew members.
16. If a touchdown is scored on the last timed down of a game, and the final score of the game is such the point differential is not important, the try is not attempted.
17. Wings need to monitor sideline team huddle during timeouts and prior to free kicks.
18. Develop a system to convey penalty information from the field to the wings so they can inform the coach.

Timing

1. Every official has clock responsibility at all times.
2. 25 second clock management after the ready for play is given is critical. 25 seconds means 25 seconds!
3. During the general course of a game, if the game clock is more than 5 seconds off with less than 5 minutes, the clock discrepancy needs to be fixed.

Signaling

1. R does not give "untimed down" signal prior to ready for play for a try.

2. Wings only need to use the “kill the clock” signal when a ball is still inbounds near the sideline and a first down has been achieved. R will start the clock after the chains are moved with his “wind the clock - ready for play” signal.
 - a. Here, the Wing needs to be prepared to signal the R that the ball will start on the ready or the snap. Use the palms in - palms out signal.
3. Same as #2a above, for sideline clock situations, Wings should always be prepared to help the R whenever the R needs to know the status of the ball in terms of if the clock needs to start on the ready for play or the snap.
4. For an incomplete pass, all officials should signal. Off-ball officials should be giving the kill the clock signal and the on-ball official(s) should be giving the incomplete pass signal. This is especially critical for the official opposite of the press box (most often the HL).
5. BJ has the crossbar and one upright and the other official has the other upright.

Goal Line

1. BJ on the end line at 10 and in.
2. Wings to the goal line at 5 and in.
3. When wings signal touchdown at the goal line be sure you are straddling the goal line. Conversely, do not signal a player is short of the goal while standing in the end zone.
4. U should never signal touchdown during a normal scrimmage down.
5. With a swinging gate try the U goes under the upright and stays regardless of the offensive formation changing.
6. U must be prepared to cover the goal line pylon during a free kick.

Penalty Administration

1. U should always stand with R when penalty choices are presented to the captain.
2. Penalty administration:
 - a. HL marches with U.
 - b. LJ holds basic spot for penalty enforcement and does the math for result of the administration done by U.
3. U & LJ both need to be prepared to give R status of clock after R gives the press box the final penalty announcement. The reason for the LJ to be aware is the R is facing the press box and is already facing the LJ while looking at the press box.
 - a. As an alternative, an established crew may use the BJ in this situation.
 - b. Generally speaking, this matter is best determined as a crew objective determined during the pregame meeting.
4. Each Wing must have a flag out with an illegal formation.
5. Player ejections require name and number from the head coach soon as the head coach is notified of the ejection. Coach ejections require the coach to leave the stadium.
6. All safety related personal fouls must be flagged.
7. Mercy rule is 40 points and the clock continues to run even if the points subsequently become less than 40 points.

- a. Note the clock starts immediately once a point differential is 40 points or more.
 - b. The point differential for 6-man classification is 45 points.
8. Be ready to look for the head coach with some critical accept/not accept penalties.
9. For a measurement, the R will direct chains to the field and separate players away from measurement area, the BJ will hold the ball, the LJ will find the perpendicular position from the ball on a solid yard line and mark the spot with his foot, the HL will come onto the field with the two chain men securely holding the clip and place the clip at the spot designated by the LJ.
 - a. If a measurement is outside the hash and the measurement is short, the R will first give the next down signal then grab the ball and chain and march the chains to the hash, or last dead ball spot, and reset the ball accordingly. The HL will hold the clip all the way back to the sideline and reset the clip and chains. The same occurs if inside the hash, except the ball stays at the same spot or the next dead ball spot between the hashes.
 - b. If a measurement is outside the hash and the measurement is a first down, the R will first give the first down signal and the U will grab the ball to take to the hash, or last dead ball spot, and reset the ball accordingly. The chains can retreat on their own to the sideline and reset for first down and ten or first and goal. The same occurs if inside the hash, except the ball stays at the same spot or the next dead ball spot between the hashes.

Post Game

1. For next week's games, discuss the game crew, meeting times and locations prior to leaving the final game of this week.
2. If needed, review area meeting discussions or area director's comments.