

DFOA Referee Standard

As of May 24, 2013

Sunday/Monday Prior to Game:

1. The week starts on the Sunday or Monday before that week games.
 - a. Check the weather for the following week games.
 - b. Call or email everyone on each crew and verify:
 - i. Game time.
 - ii. Time to show up at locker room.
 - iii. Position.
 - iv. Uniform.
 - v. Car pool.
 - vi. Provide comment from prior game(s).
 - c. Call or email the athletic director or athletic secretary of the home school and verify:
 - i. Crew members and positions.
 - ii. Game location.
 - iii. Dressing room location.
 - iv. Homecoming or senior night.
 - v. Game manager.
 - vi. If email, ask for reply back for confirmation.
 - d. Call or email assignor, if needed, to clear any incidental matter.
 - e. Rules study during the week and especially covering trouble spots from the week(s) before.
 - f. Prepare game cards:
 - i. Three card minimum for coaches and announcer.
 - ii. If TV game, prepare a fourth card.
 - g. Research the teams:
 - i. Names of head coaches.
 - ii. Team records.
 - iii. Team statistics.
 - iv. Team tendencies.
 - h. Prepare uniform and gear.

Game Day:

1. Arrive 15 minutes before you have asked your crew to be at the game site.
 - a. Talk with stadium managers.
 - b. Talk with TV producers.

Pregame:

1. Be prepared to give a pregame that covers most of the game situations that you'll see in that game. Keep in mind that you probably won't cover everything but remember those for the next game (or half time).
2. Review any area director, DFOA, CFOA or CHSAA information to keep the crew up-to-date.
3. Topics that need to be covered include:

- a. Kick-off positioning (regular and on-sides)
 - b. Running plays
 - c. Pass plays
 - d. P.A.T.'s and field goals
 - e. Punts
 - f. Measurements
 - g. Change of quarters
 - h. Keep your crew involved in the pre-game and have another crew member alternate responsibility for a pre-game "topic" in the future.
4. Get any crew questions taken care of before you take the field.
 5. Make sure the BJ has a game card for the announcer and knows what he is going to talk to the time keeper about. He should also go over overtime and the mercy rule with the timekeeper.
 6. Make sure the HL knows what he is instructing his chain crew and ball boys as well as the LJ and his ball boys.
 7. Attach the microphone transmitter securely to your belt and practice using the switches without looking.

Taking Control of the Field:

1. Take control of the field no less than one half hour before the game starts.
2. Check field conditions.
3. Conduct head coach conferences first.
4. Observe offensive formations and tendencies.
5. Conduct final crew pregame near but not on the field, gathering any final matters the crew needs. Be sure to be out of "ear shot" of other people.
6. Test the microphone on the field before the game begins.
7. Captains at the 50 yard line at five minutes and toss the coin at three minutes.
8. Introduce yourself to captains of both teams.

Halftime:

1. Be prepared to talk about corrections or adjustments that need to be made.
2. Talk about overtime if you think that could be a possibility.
3. If needed, send your BJ back to revisit with the time keeper about overtime procedures.
4. Confirm from the appropriate Wing official the 2nd half kick-off option.

Positions for Plays:

1. Kick-offs:
 - a. On the goal line, at the hash on the HL side of the field.
2. On-sides kick:
 - a. Always deeper than the deepest receiver.
 - b. Responsible for the goal line, end line and deep sidelines.
3. Scrimmage plays - running and passing:
 - a. Always on the passers throwing arm, 11 to 14 yards deep and approximately 5 to 8 yards wider than the tight end/tackle on that side of the field.
 - b. R is responsible for dead ball infractions against the opposite tackle.
 - c. R is the back-up for snap infractions by the center in case the U gets blocked out.

- d. If it is a “shot-gun” formation, line up about 5 - 7 yards deeper than the quarterback.
 - e. If the snap is from the 5 or inside you are responsible for the end line.
 - f. Never leave the quarterback if there are defensive players close. He is your responsibility all game long.
4. Scrimmage kicks - punts:
- a. On the kicking leg side, about 2-3 yards deeper than the kicker and about 3-5 yards wider than the tightest player on the line of scrimmage.
 - b. Watch for fouls on your tackle then shifting to the kicker and watching for fouls on the kicker.
 - c. Be sure to move in behind the kicker to line up the BJ, LJ or HL for kicks that go out of bounds.
 - d. If the punter lines up in the end zone you are responsible for the end line so you might as well start there.
5. Scrimmage kicks - P.A.T.'s & field goals:
- a. Line up opposite the kicking leg, about 2-3 yards deeper than where the ball will be spotted and as wide as you feel comfortable.
 - b. R responsible for the corner of the goal line/end zone that the HL or LJ have vacated.

General Game:

1. Measurements:
- a. Give time out signal two times (S #3) and tap on chest.
 - b. Keep the whole crew involved the measurements.
 - c. Pre-season or pre-game the mechanics of measurements.
 - d. Make sure the press box can see the ball and stick and not your backside.
 - e. Have an extra ball available if the measurement is from outside of the hash if there isn't a first down. If there is a first down outside the hash, signal so, but leave that ball on the field and get another ball to be placed down before the other one is moved.
2. Time outs:
- a. Give time out signal three times (S #3) and pump both arms three times in the direction of the calling team.
 - b. Stand away from coaches coming on to field.
 - c. Validate timeouts remaining with members of the crew.
 - d. Tell the coach when their final timeout has been used.
 - e. Tweet whistle at 45 seconds indicating the ball will be ready for play in 15 seconds.
3. Injury time outs:
- a. Give time out signal two times (S #3) and tap on chest.
 - b. Summon game medical personnel to the field.
 - c. Clear the area around the injured player.
 - d. Coaches cannot talk to players while out on the field.
 - e. If the injury is extended with time, send the players to the sideline for water. Do not bring water to the field during an injury timeout.
 - f. If a concussed player is observed, the R and appropriate Wing official should walk the player to the head coach and inform him an injury timeout is in progress and inform him of the nature of the player showing signs of concussion.
 - g. R should record all instances of a concussed player being reported to the head coach.
 - h. R should inquire with the trainer as to the status of the injured player.

- i. If the injury requires a great amount of time, send the players to their bench. If an overwhelming amount of time passes, allow the players to warm up after the injured player has cleared.
4. Penalty enforcement:
 - a. If there is one flag that official should come to you with the penalty.
 - b. If there are two flags both officials should come together and talk about their flags before coming to the R.
 - c. There could be one or more penalties on any one play. Make sure you know what the offended team captain, and possibly coach, want to do with the penalty (accept or decline).
 - d. Get to an open spot on the field to make your announcement.
 - e. The U should be marking off the penalty(s) along with the HL while the LJ stays at the spot that the infractions are being enforced from.
 - f. After U has marked off penalty distance, LJ should check the new spot and signal U that he is agreement.
5. Spotting the ball:
 - a. Don't be afraid to help the U in spotting the ball. If the U goes beyond the hash marks for the ball the R can be at the spot to place the ball down.
 - b. If the ball has made the line to gain you should be close to the line when giving the point for a first down. If it is not a first down, give the next down signal then get back to your position. If the game is under 2 minutes left in the half or the end of the game let the U handle the ball (unless there is a dead ball time) to cut down on the possibility of the officials putting the ball on the ground and wasting time.
 - c. Anytime team is in hurry up offense U should spot ball.
6. Marking the ball ready for play:
 - a. Make sure that all your crew members are in their positions to be able to officiate the next play before you whistle the ball ready. A good rule of thumb is making sure everyone is ready while you're counting to a slow 3 then whistle it ready for play. Be sure to have eye contact with your U and/or BJ, as they can help you with running the clock or not on the ready.
 - b. Be sure the ready for play signal is visible to the clock operator. When possible, face the clock operator.
7. Counting the offense:
 - a. After whistling the ball ready and while you are getting to your position try to count the offense while they are still in the huddle. If you don't have eleven count again to make sure. If the number still isn't enough look at your U and both of you should be mirroring the same signal which is closed fist for 11 or 2 open hands on chest for less than 11.
8. Change of quarters:
 - a. Hold the ball in the air to signal the end of the quarter.
 - b. Confirm with U the down, distance, location on the field and the direction you will be going. Then go to the HL to see the clip and move with the entire chain crew, then go back to U and confirm.
 - c. The R will meet the HL down field at the place where the down box will next be and confirm it all.
 - d. Between the third and fourth quarters is a great time to thank the chain crew for their help. The R can even like to shake all of their hands while thanking them.
9. "Clean-up" sideline plays or plays out of bounds:

- a. Adjust the distance and situation that a BJ comes up to the ball. The premise is to keep two officials away from the end of a play as to keep all players in view, and to only have three officials close to the action on plays that end up near a sideline or out of bounds. The system requires the R and BJ to make the necessary adjustment depending on if the play is coming to or away from the R. If the play is coming towards the R, the R goes in for clean-up and the BJ will keep back. If the play is going away from the R, the BJ goes in for clean-up and the R will keep back.
10. Pace of game:
- a. R sets the pace of the game. You cannot hurry up to start the next play if not everyone on the crew is in the right place to officiate the next play.
 - b. With the no huddle – hurry-up offenses that we are seeing more of this will come more into play.
 - c. The 3 second count can help keep that pace constant.
 - d. If you need to go a little faster, let the U handle the ball all the time. It probably doesn't get any more total plays for the game but the coaches think it does.
 - e. During hurry up offense, emphasize the number of timeouts remaining to keep the pace going.
11. Great dead ball officials:
- a. There is more dead ball time during a football game than live ball so your head, along with all the crews' heads, needs to be on a swivel and paying attention.
 - b. After a play is over and the R, or any one on the crew, is the official to get the ball off the ground and back to the U, wait for the teams to separate before you get in the middle and possibly get hurt. There usually is no big rush to get the ball when the play is over.
12. Fumble:
- a. Only one official digs for ball.
 - b. Other officials give color of team in possession to R.
 - c. R should step away from pile and signal the direction of the team in possession.
 - d. If the offensive team retains possession, R should wind the clock, if warranted.
13. 25 second count:
- a. Let the quarterback know the BJ counts 25 seconds and uses an arm count from 20 through 25 seconds.
14. Water for players:
- a. Team timeouts is the only time water should be brought on the field.
 - b. For injury timeouts send the players to their sideline for water.
15. Microphone:
- a. Sequence of statements:
 - i. Foul.
 - ii. Team – offense or defense – receivers or kickers.
 - iii. Penalty administration.
 - iv. Next down.

- b. Walk away from players and other officials, look at the press box, stand still while talking and speak clearly.
- c. Use only the words needed in the sequence of statements. Do not elaborate.
- d. Use crisp signals. Practice with a mirror.
- e. Use a “pause” in your voice:
 - i. For example, “HOLDING (pause) OFFENSE (pause) 10 YARD PENALTY FROM SPOT OF THE FOUL (pause) REPEAT SECOND DOWN.”

Post Game:

1. Jog off the field as a crew immediately after the game and go straight to the locker room. Stress with crew to not have discussion with other people near the field.
2. Game review with the crew:
 - a. Talk about the good and the bad of the game and as the R give them your thoughts of the good and bad from your perspective. Be honest that only makes you and your crew better.
3. Next game:
 - a. Take advantage of your crew being together to discuss any matter for the next game.
4. DVD:
 - a. Secure a copy of the game DVD from the stadium video crew.
5. Game report:
 - a. Either the R or designated representative on the crew needs to submit the game report to CHSAA within the 24 to 48 hours after the game.
 - b. Submittal to CHSAA in 24 hours is a must if there has been an ejection.
 - ~~c. If you do have an ejection, call the school the next business day and talk to the Athletic Director personally. Confirm the player’s name, number and inform the A.D. of the ejection and what the player had done. Tell the A.D. that the report is already submitted to CHSAA. Never change your mind with an ejection while talking to the A.D. A good idea for a game report with an ejection is to furnish CHSAA with the rule number, how the rule reads and an explanation of what had happened. If foul language was part of what happened, make sure that that is quoted in your report also.~~
 - d. Submit an ejection only to CHSAA. Never report an ejection to the school or the school AD. In fact, never call the school for any post game review or to report any matter regarding a game that has been completed. If you have any matter that is relevant to report for a completed game, talk and correspond only with CHSAA.