



FOOTBALL OFFICIALS' PRE-GAME REMINDERS (updated 6.3.24)

- Contact host school **three days prior to the contest.**
- All officials should arrive at the game site at least 1½ hours before the scheduled game time.
- Report directly to game management.
- A pregame conference should be held before each game.
- The back judge will be responsible for the correct time and all officials will synchronize their watches accordingly.
- All crew members should be **dressed alike in matching uniforms.**
- Officials should take the field a **minimum of 30 minutes prior** to the start of the game.
- Entire crew shall inspect the field.
- **Perform all duties in a business-like manner.**

PRE-GAME DUTIES

- All crew members meet with head coach of both teams.
- All crew members will be present for the coin flip.
- When observing warm-up, Referee and Line Judge should position themselves on the press box sideline, one on each 40 yard line. Umpire on the opposite sideline 50 yard line and the Linesman and Back Judge on each of the 40 yard lines.
- Crew members are encouraged to move about the playing field in an effort to better observe the teams as they warm up and notify the head coach of all uniform violations.
- Keep conversations with coaches and other team personnel to a minimum.
- Do not engage or converse with fans / spectators.
- If both teams leave the field, all crew members shall also leave the field together and should return to pre-game positions when one or both teams return to the field.
- If teams are on the field during the national anthem, crew members should leave their pre-game positions. R & LJ should move out of the team box area and stand together. U, L & BJ should also move out of the team box area and stand together.
- All crew members meet in the middle of the field 30 seconds prior to kickoff for last minute instructions and then move to your KO positions.
- All officials need to know whether kickers/punters are left or right-footed and whether QB's are right or left-handed.



REFEREE:

1. Meet with each head coach, starting with the home team, **give coaches a list of game officials** and notify them of the length of intermission.
2. Ask each head coach to verbally verify in the presence of all game officials that all players have been issued required/legal equipment that will be worn in compliance with NFHS rules, and that good sportsmanship is expected to be exhibited throughout the game.
3. Check with each head coach for any unusual plays or formations.
4. Secure name of coaching staff personnel who will be responsible for sideline control.
5. Discuss with head coach the team box and restricted area guidelines.
6. Secure name of the captain or team representative who will make decisions regarding acceptance or declination.

UMPIRE:

1. Accompany R as he visits with each head coach.
2. Examine and rule on any player equipment about which the coach has a question of legality.
3. You are the final authority on legality of equipment.
4. Do not permit use of any illegal equipment.
5. Review any appropriate documentation for equipment or pads.

LINESMAN:

1. Accompany R as he visits with each head coach.
2. Check line-to-gain equipment and meet crew.
3. Remind chain crew of their duties, responsibilities and **that they are officials, not fans.**

Line Judge:

1. Accompany R as he visits with each head coach
2. Secure game balls for referee's approval and meet with ball persons.
3. Be responsible for game clock timing if the game clock is not available.

Back Judge:

1. Accompany R as he visits with each head coach.
2. Be responsible for all other timing situations, including the pay-clock, time-outs, period change and the time between a score and the succeeding kick-off (1-minute).
3. Review starting time and be sure an auxiliary stopwatch, which records accumulated time is available.



Coin Toss:

The coin toss should be conducted twenty minutes prior to kick-off along the sideline on the press box side of the field. The entire crew should be present.

If you have a mock coin flip at mid-field, do so at the 3:00 minute mark prior to kickoff. All crew members shall be present for the coin flip.

At the coin toss or simulated coin toss conducted three minutes prior to the scheduled starting time on the field of play, not more than four captains from each team may be present at the coin toss and only one from each team shall be designated as its spokesperson. All other team personnel must remain outside the field of play.

Second Half Choices:

Second half choices are to be determined at the conclusion of the intermission as the teams return to the field for warm-ups.