

**Pregame conference outline • Kevin Edwards • Washington District Football Officials
Assn.**

Note: This outline can be reviewed in its entirety in 35-40 minutes with the active participation of the crew. Sections 24-31 may be omitted or abbreviated to save time.

Administrative items (R leads discussion)

1. Timing
 - A. Current time (BJ)
 - B. Kickoff time
 - C. Clock operator
 - i. Procedures for handling malfunctions (backup stopwatch, whistle?)
 - ii. Procedures if we lose less than 5 seconds
 - a. Outside 2 minutes either half, ECO will stop/start on next play as appropriate
 - b. Inside 2 minutes either half, we will add/take away time before next snap
 - iii. Don't run clock down to zero in pregame
 - iv. Run clock during halftime on R's signal (2002 mechanics change)
 - v. Stop clock on any official
 - vi. Start clock on R and BJ only
 - D. Four-minute warning – discuss whether needed
 - E. 25-second count – R (or SJ in 6-man crew)
 - F. Timeouts – U
 - G. Humidity timeouts – discuss whether needed based on today's weather
2. Distribution of Probationary/Associate Observation Reports
3. Review captains, special plays, get-back coach, pregame and halftime locations of teams
4. Review current year rules changes, particularly early in the season
5. Review current year mechanics changes, particularly early in the season
6. Review county-specific medical rules, if any — primarily involves Southern Maryland
7. Weather concerns, including WDFOA Lightning / Thunder Policy
8. Bulletins from the Commissioner
9. Penalty reporting
 - A. Record your own fouls — one official must “own” each accepted penalty
 - B. Remember to enter your accepted fouls on the WDFOA web site following the game

Crew review (all participating)

10. Pregame responsibilities
 - A. Field check (R [inside] & LJ [outside])
 - B. Equipment (U)
 - C. Chain crew (HL)
 - D. Ball persons (BJ) – make sure we have coverage behind posts on FGs/tries
11. Coin toss
 - A. Captains and teams to sideline on time at 3 minutes before kickoff (BJ & LJ)
 - B. Have ball for kickoff (BJ & LJ)
12. Kickoffs
 - A. Regular positions
 - B. Counting K & R
 - C. Onside kick positions
 - D. Kick out of bounds
 - i. Nearest official get option from head coach
 - ii. If R opts to keep ball, it must go on near hash (no option to spot anywhere between hashes)

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13. Dead-ball interval
 - A. Be great dead-ball officials — there are as many as 44 players going off and coming on
 - B. Counting
 - i. Offense: wing officials can help with this call if 12th offensive player runs off on your side
 - C. Status of game clock during dead-ball interval (BJ)
 - D. Crisp ball handling with short, underhand passes. No balls bouncing on the ground.
 - E. Ball rotation: BJ is primary; R assists if needed
 - i. No-huddle or hurry-up offense: U spot ball and go immediately to position
 - F. Communication between HL and R between downs
 - i. Let R see previous down
 - ii. Know whether it's a “short 5” or a “long 5”
14. Running plays
 - A. Forward progress is vital
 - i. Obvious first downs – LJ stop clock
 - ii. When in doubt, say “take a look”
 - iii. Inside 2 minutes of either half, LJ stop clock when in doubt
 - B. R stationed on QB's passing arm side, keys opposite tackle
 - C. Coverage in bench
 - D. Crackbacks – wing officials are primary
 - E. QB and pitchman coverage
 - i. Forward pitch — behind line, beyond line
 - F. Fumble mechanics
 - i. Get a bean bag down
 - ii. Obvious recoveries: point first, then kill clock unless time is a factor
 - iii. Pileups:
 - a. 1st black hat digs
 - b. 2nd official controls the clock
 - c. Other officials control the players and unpile them
 - G. Motion man coverage
 - H. Illegal shift on backs – wing officials do not assume R sees it. If you see it, call it.
 - I. Players on line (signals for 2-3-4)
15. Pass plays
 - A. Keys (BJ takes first key, then wing officials)
 - B. Cover-ups / eligibility
 - C. Traps
 - D. Tips
 - E. Forward / backward (off-side wing official often has the best look)
 - F. Line of scrimmage responsibility / ball crosses L.O.S. / passer crosses L.O.S.
 - G. Intentional grounding
 - H. Interceptions
 - i. Force / touchback
 - ii. Momentum
 - I. Incomplete passes — crew procedures for retrieving and re-spotting ball

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16. Goal-line plays
 - A. Eligibles
 - B. Switching goal-line responsibility (typically at 10-yard line)
 - C. “In the end zone” signal — U
 - D. Don’t be in a hurry if you aren’t sure – touchdowns are forever
 - E. Goal-line coverage going in and coming out
 - F. Activity after score or goal-line stand
17. Punts
 - A. Count players (5 yd. illegal sub. vs. 15 yd. illegal participation)
 - B. Eligibles
 - C. Neutral zone responsibility: Kick touched/recovered by K behind / beyond NZ
 - D. Snap over punter’s head / blocked kick
 - E. Know the status of the ball when foul occurs
 - F. BJ carry two bean bags and bag the end of all kicks (PSK enforcement)
 - G. R stationed on kicking-leg side
 - H. Out-of-bounds in the air / what to do when R doesn’t help with the spot
 - I. Goal line / touchback / momentum
 - J. Moving the chains
18. Field goals
 - A. Positions
 - B. Remember it’s a live ball — same as a punt
 - C. Need a bean bag for PSK if the end of the kick occurs in the field of play
19. Tries
 - A. Positions
 - B. Goal-line coverage (2-point attempts) — only the goal line counts. Wing officials be there.
20. Measurements
21. Foul reporting/enforcement
 - A. Cover the flag
 - B. Discuss R’s preference for how fouls are reported (A/B, jersey color, offense/defense, etc.)
 - C. Report offender’s number to his coach. BJ responsible for relaying number to opposite side.
 - D. U: If not certain what enforcement is, ask R
 - E. U confirm succeeding spot with HL before spotting ball
 - F. LJ hold enforcement spot
 - G. If multiple flags, discuss — a flag “buys you in” to the conversation.
 - H. All officials have not only the right but the obligation to speak up immediately if enforcement is questionable
22. Between periods
 - A. R, U, HL come together and record down, distance, yardline, etc.
 - B. Does HL want BJ to help with box or clip?
23. Halftime: Discuss 35-point rule (Maryland games) or overtime rule based on game conditions

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Final thoughts (R leads discussion)

24. Unusual situations / crew conference
 - A. Tell what you know
 - B. If you cannot contribute, stay out of the conference and keep the players away
 - C. R will make final decision and will explain to both coaches if necessary
25. Injured or ill official — discuss who rotates where
26. Philosophy on calling fouls
 - A. Get the big ones. Use common sense. Don't be a rulebook official.
 - B. Communicate with each other, with coaches, with players
 - C. Coach-Referee conference: Wing officials make sure the coach knows it'll cost him a timeout for the R to come over. If he just wants an explanation, we'll get it to him. If he requests a conference with the R, it'll cost him a timeout.
 - D. When you have warned a player about anything (holding, lining up in the neutral zone, unsportsmanlike conduct, etc.), discreetly be sure his coach knows and the crew knows
 - E. Ejection mechanics
 - i. Ejecting official and R go to sideline with ejected player
 - ii. If R is ejecting official, wing official from ejected player's sideline accompanies R
27. Should have only one whistle (or no whistle) on almost every play
28. See the ball before you blow the whistle
29. Equipment check
 - A. Flag(s), bean bag(s), down indicator(s), whistle(s), game card(s) and pencil(s)
 - B. Coin — R
 - C. Chain clip — HL
30. Stretch
31. Depart for field