

Utah High School Football Officials Association

Study Topics- 2025

Referee/Crew Chief Expectations Part 1



The Purpose

This class is for all Crew Chiefs who need to communicate.

Hint: That's all of us.

There is a lot more to our jobs than just working the game.

If you want to advance to better and better assignments:

1. Finish the detail work every time.
2. Learn to manage (survive) games and lead crews.
3. Polish your presentation skills.



The Agenda

Tonight we'll cover:

- Pre Season Duties
- Pre Game Duties at Home
- Pre Game Duties On Site
- Everything up until kickoff

Part 2 will cover:

- Game management
- Crew leadership
- Conflict resolution
- Mid-game adjustments

Part 3 will cover:

- Presentation and announcements
- Post game on- site
- Post game at-home



Pre-Season Duties

- Register with all your groups and sub-groups
- Pay your Dues
- Get your equipment ready
- Log in and be familiar with ArbiterSports.com
- Calendar your available dates with your family and work.
- **Set up your blocked dates**
- Watch your email for assignments
- Accept or decline your assignments promptly (**Hint: *never decline***)
- Attend your meetings, complete your test ***on time***.
- Update your equipment inventory



Pre-Game Duties At Home

- Before any assignment ever comes
- When the assignment is first given
- Once all have accepted
- Communication before game day
 - To the crew
 1. Notification and logistics coordination
 2. Pre-game agenda
 3. Penalty report/reporter
 - To the School/Coaches/AD's
- Physical preparation & dress



Pre-Game On Site

- Prepare your pre-game agenda & plan
- Follow your agenda, and start on time
- How to participate in a pre-game
- Meet and Identify Key Host Personnel
- On field pre-game (plan for this time, don't just wander)
- Coach meetings
- National Anthem
- Coin Flip
- Exit Strategy – (plan it here, not later).



Prepare early for Game Situations

- Kickoffs
- Running game
- Passing game
- Punts
- Goal Line In/Out
- Two Minute Drill
- Intentional Grounding
- Field Goals & Try's
- Turnovers
- Clock
- Measurements
- Penalty Administration
- Special Situations – prepping the crew

Read your Mechanics Book



Summary

- ❖ Pre-Game at Home: Communicate Expectations
- ❖ Pre-Game On Site: Discuss and Reach Consensus
- ❖ During the Game: Act Decisively and Confidently
 - ❖ Half Time and Post-Game: Make Adjustments
 - ❖ Post-Game At Home: Provide Guidance that Grows Officials

Apply What You Learn

Build Your Crew -- Lead Your Crew



Questions

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Utah High School Football Officials Association

Study Topics - 2025

Referee/Crew Chief Expectations Part 2 – Survival Skills



The Purpose

This class is for all Crew Chiefs who need to communicate.

Hint: That's all of us.

There is a lot more to our jobs than just working the game.

If you want to advance to better and better assignments:

- 1. Finish the detail work every time.**
- 2. Learn to manage (survive) games and lead crews.**
- 3. Polish your presentation skills.**



The Agenda

Tonight we'll cover:

- **Game management**
- **Crew leadership**
- **Conflict resolution**
- **Mid-game adjustments**

Last time we covered:

- Pre Season Duties
- Pre Game Duties at Home
- Pre Game Duties On Site
- Everything up until kickoff

Part 3 will cover:

- Presentation and announcements
- Post game on-site
- Post game at-home



Review: Pre-Season Duties

- Register with all your groups and sub-groups
- Get your equipment ready
- Calendar your available dates with your family and work.
- **Set up your blocked dates**
- Accept assignments promptly (**Hint: *never decline***)
- Study, attend meetings, complete tests ***on time***.



Review: Pre-Game Duties At Home

- Communication before game day
 - **To the crew**
 1. Notification and logistics coordination
 2. Pre-game agenda
 3. Penalty report/reporter
 - **To the School/Coaches/AD's**
- Physical preparation & dress



Review: Pre-Game On Site

- Prepare your pre-game agenda & plan
- Follow your agenda, and start on time
- Meet and Identify Key Host Personnel
- On field pre-game
- Coach meetings, Anthem, Coin Flip
- Exit Strategy.



Game Survival Skills

- 1. Game Management**
- 2. Crew Leadership**
- 3. Conflict Resolution**
- 4. Mid-Game Adjustments**



Game Survival Skills

The Paramount Principle:

Anticipate and Expect the Worst

Don't Rely on being "LUCKY"



Game Survival Skills

1. Game Management

- Routine isn't Routine (51)
- Caught Off Guard (13)



Prepare early for Game Situations

- Kickoffs
- Running game
- Passing game
- Punts
- Goal Line In/Out
- Two Minute Drill
- Intentional Grounding
- Field Goals & Try's
- Turnovers
- Clock
- Measurements
- Penalty Administration
- Special Situations – prep the crew



Read your Mechanics Book



Game Survival Skills

2. Crew Leadership

- **Mechanics Consistency (3)**
- **Start Smart – Always (212)**



Game Survival Skills

3. Conflict Resolution (Avoidance)

- **Remain Watchful - See it Brewing (166-167)**
- **Focus Failure Consequences (127-130)**



Game Survival Skills

4. Mid-Game Adjustments

- **Know Everyone's Mechanics (79)**
- **Mental Focus – Vigilance at all times (43)**



Game Survival Skills

The Paramount Principle:

Anticipate and Expect the Worst

Don't Rely on being **"LUCKY"**

LUCK isn't **LEADERSHIP**



The Agenda

We Have Covered:

- Game management
- Crew leadership
- Conflict resolution
- Mid-game adjustments
- Pre Season Duties
- Pre Game Duties at Home
- Pre Game Duties On Site
- Everything up until kickoff

Part 3 Will Cover:

- Presentation and announcements
- Post game on-site
- Post game at-home
- **Date change July 15, 7:00pm**



Summary

- ❖ Pre-Game at Home: **Communicate Expectations**
- ❖ Pre-Game On Site: **Discuss and Reach Consensus**
- ❖ During the Game: **Act Decisively and Confidently**
- ❖ Half Time and Post-Game: **Make Adjustments**
- ❖ Post-Game At Home: **Provide Guidance that Grows Officials**

Apply What You Learn

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Questions

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Utah High School Football Officials Association

Study Topics - 2025

Referee/Crew Chief Expectations Part 3 – Presence & Leadership



The Purpose

This class is for all Crew Chiefs who need to communicate.

Hint: That's all of us.

There is a lot more to our jobs than just working the game.

If you want to advance to better and better assignments:

- 1. Finish the detail work every time.**
- 2. Learn to manage (survive) games and lead crews.**
- 3. Polish your presentation skills.**



The Agenda

Tonight we'll cover:

- “Stage Presence” and announcements
- Post game on-site
- Post game at-home

Part 1 covered:

- Pre Season Duties
- Pre Game Duties at Home
- Pre Game Duties On Site
- Everything up until kickoff

Part 2 covered:

- Game management
- Crew leadership
- Conflict resolution
- Mid-game adjustments



Review: Pre-Season Duties

- Register with all your groups and sub-groups
- Get your equipment ready
- Calendar your available dates with your family and work.
- **Set up your blocked dates**
- Accept assignments promptly (**Hint: *never decline***)
- Study, attend meetings, complete tests ***on time***.



Review: Pre-Game Duties At Home

- Communication before game day
 - **To the crew**
 1. Notification and logistics coordination
 2. Pre-game agenda
 3. Penalty report/reporter
 - **To the School/Coaches/AD's**
- Physical preparation & dress



Review: Pre-Game On Site

- Prepare your pre-game agenda & plan
- Follow your agenda, and start on time
- Meet and Identify Key Host Personnel
- On field pre-game
- Coach meetings, Anthem, Coin Flip
- Exit Strategy.



Game Survival Skills

- 1. Game Management**
- 2. Crew Leadership**
- 3. Conflict Resolution**
- 4. Mid-Game Adjustments**



Game Survival Skills

The Paramount Principle:

Anticipate and Expect the Worst

Don't Rely on being "LUCKY"



PART 3: Presence and Leadership

Identifying and Seizing the Moment
Four Steps to Effective Administration
Stage Presence
Post Game Leadership



Why It's Important

Administration is critical to establishing the crew's credibility.

Good administration is often how people judge an entire crew.

The only sanctioned opportunity to communicate to all participants and spectators.

Right or wrong – it affects your ranking and promotion.

We need to get much better, individually and as a group.



Administration **vs.** Enforcement

Administration is a separate and distinct task from penalty **Enforcement**.

Both are essential to good officiating.

Good penalty enforcement protocols can be completely undone by poor administration.

The **KEY** to doing this correctly involves four separate steps.



The Four Steps to Good Administration

Good administration involves four steps to assure every detail is covered and the game will be properly managed.

The acronym to help you remember is – **N C A A**

1. **NOTICE** – observe the details of the current situation
2. **COLLECT** – gather information from the rest of the crew
3. **ADMINISTER** – make the decisions and apply the rules
4. **ANNOUNCE** – let everyone know what you've done

Each step is sequential, and must be fully completed before moving on to the next one.



The Four Steps to Good Administration

Step 1: **N**otice

Notice: The first step is to stop and take note of lots of small details that you can observe on your own, as soon as the down has ended. Missing things at this stage is the biggest contributor to mistakes in administration.

- Ball position
- Down just played
- Clock Status
- Line to gain
- Previous spot
- Time remaining
- Did the clock stop??
- Play's end – In/Out/Inc/CoP/Score
- Where did the run end
- Where are the bean bag spots
- Where are the flag spots
- Injuries



The Four Steps to Good Administration

Step 2: **C**ollect

Collect: The next step is to gather information from the rest of the crew, which you (as the R) may not currently have. These factors are critical to proper administration and good communication.

- What happened on the play
- What was the play result
- Fouls
 - **Who** did **What**
 - **When** did the foul(s) occur
 - **Where** did the foul(s) occur
- Ejections if warranted
- Player numbers
- Anything else (time out requests, injury stoppages)
- Weird stuff



The Four Steps to Good Administration

Step 3: **A**dminister

Administer: The third step is the actual administration. Here is where you **inform and instruct the crew** what to do, and what will happen next. Before you announce what you've done, make the assignments and get moving.

- Determine appropriate penalties, enforcements and spots for each
- Get accept/decline decisions from the offended team(s)
- Get clock status decision from Coach (if applicable)
- Assign crew to inform both Coaches
- Discuss unusual situations with Coach
- Assign crew members and chain crew to mark off yardage
- Inform crew and chains of next down, distance and clock status



The Four Steps to Good Administration

Step 4: **A**nnounce

Announce: The final step is the announcement. Here is where you **inform and instruct the public** about what you've done, and what will happen next. Announcements must be crisp, decisive, accurate, and brief -- yet complete.

Announcements directly reflect each crew's professionalism and preparation. Delivered clearly and confidently, trust and credibility is built with everyone on the field and in the stands; when fumbled, the crew's authority is undermined.



The Parts of Announcing

- **Equipment**
- **Words - Spoken and not Spoken**
- **Body Language**
- **Final Hints**



The Equipment

Toggle Switch:

- ✓ Right or Left Side of Belt (Several Inches Away from Flag)
- ✓ Make Certain the Switch is Easy to Reach
- ✓ Check Every 3 Plays to Make Sure Switch is Off

Pack:

- ✓ Back Side of Belt (Same Side as Toggle Switch)
- ✓ Check Batteries Before Game, **ALWAYS** Change at Half

Microphone:

- ✓ Clip On or Near Zipper 3" to 5" From Top of Shirt
- ✓ Face Microphone Upward Toward the Chin
- ✓ Make Certain a Windscreen is Attached



The “**TOP TEN LIST**”

How Word Choice Can Make or Break an Announcement

- 10** Use Consistent Order: Foul, Number, Team, Penalty, Down
- 9** Know the Difference Between Fouls, Flags & Penalties
- 8** Use Words/Phrases the Common Fan Understands

7 ALWAYS USE:

“Disqualified”

“Added To”

“Encroachment”



NEVER USE:

“Ejected”

“Tacked On”

“Offside”

“**WE GOT**”



The “**TOP TEN LIST**”

How Word Choice Can Make or Break an Announcement

6 When There are Two Fouls, Start with the Following:

“There are Two Fouls on the Play, Both by the Offense”

“There are Fouls by Both Teams on the Play”

5 Change of Possession/Kick Plays, Use the Following:

Team Name / Mascot **OR**

Return/Kicking Team **OR**

Intercepting/Recovering Team – **Never by Color**

4 Use The Following ONLY When:

“Replay” – Down Was 1st & Chains Will NOT Move, Fouls Offset, or on a Try

“Results In” – Yardage Gives Team A 1st Down After Enforcement

“Penalty Leaves Ball Past LTG” – Team A Spot Foul / Big Gain

“Illegal” – Necessary in the Statement of the Foul

“Automatic” – First Down is specified by rule



The “**TOP TEN LIST**”

How Word Choice Can Make or Break an Announcement

3 Make Statements that Matter:

During the Kick/Return

After the Interception

Entered the Neutral Zone Causing the Offense to React

Lined Up in the Neutral Zone

Prior to the snap / After the play

Only Add the Enforcement Spot When Necessary

2 Complex Announcements:

Slow Down, Buy Time, Talk with Another Official

State Announcement Out Loud to Umpire

Make Sure Line Judge Stays Close to Help With Numbers



#1

When in Doubt, Say Less



Body Language Sends a Strong Message

Before You Speak - Set the Stage:

- ✓ When a Flag is Thrown, the Camera Finds You Quickly
- ✓ Make All Actions Appear Confident
- ✓ Communicate Efficiently with Umpire to Begin Administration
- ✓ Find an Open Space Efficiently (May Be Behind You)
- ✓ Do **NOT** Walk Into Your Announcement
- ✓ Do **NOT** Turn On Microphone Until Announcement is Ready
- ✓ Look Toward the Camera, Head Up
- ✓ Be Aware of Facial Expressions & Gestures, the Camera Sees All



Body Language Sends a Strong Message

While Announcing - Own the Moment:

- ✓ Keep Signals In the Frame, But Away From the Face
- ✓ Give Strong Signals that Exude Confidence
- ✓ Stay Calm, Demonstrate Control
- ✓ Time Signals with Words
- ✓ Multiple Fouls on Same Team, Only Point Once
- ✓ Do **NOT** Let Distractions Detract From Your Presentation

AFTER - Exit with Conviction:

1. Stop Talking
2. Turn off the **MIKE**
3. Only then, Walk Out of Your Announcement



Final Hints

If You (the Referee) Have a Foul:

- Slow Down & Use your “**Nine Whistles**”
- Give a Quick Preliminary to the Umpire
- Give the Camera Time to Find You

Preliminary Signals are **NOT** Necessary Unless:

- Multiple Fouls Called & Discussion Will Take Place
- Single Foul Called, But More Info is Needed from a Coach

Make Enforcement Decision, Then Verify -- Glance at Coach Foul on the Offense (Generally Speaking):

- If Yardage Gained, Accept Foul (Unless Going to 4th Down)
- If Yardage Lost, Decline Foul (Down is More Important)

Only Change your Down Indicators

AFTER Announcement



Building your Presence: Summary

Good administration and proper enforcement of penalties are equally important.

There are Four Steps to Good Administration:

1. **Notice** all the details at the time of stoppage
2. **Collect** vital information from the rest of the crew
3. **Administer** the penalties correctly according to the rules
4. **Announce** what you've done to all in attendance

Take your time and fully complete each step.

Build the image and credibility of you and your crew.



Post Game: Don't Quit Now

Safe Exit

- ✓ All 5 leave together
- ✓ Plan it ahead of time
- ✓ Get the clips
- ✓ Don't strand anyone for any reason
- ✓ Know who has the key & where they are



Post Game: Don't Quit Now

5 Minute Wrap Up

- ✓ Key Play Review
- ✓ Have ejecting official text ejection data to JC right away
- ✓ Review Penalty Report – take a pic, text to crew
- ✓ How did the halftime adjustments work
- ✓ Avoid Deep issues
- ✓ No uncomfortable or confrontational discussions.

Exiting the Locker Room

- ✓ Clean up the locker Room
- ✓ Exit to Parking lot together



Post Game: Don't Quit Now

At Home

- ✓ Ensure ejecting official completes his ejection report form
- ✓ Enter Foul Report
- ✓ Watch for film to be published
- ✓ Review your game
- ✓ Communicate to and thank your crew
- ✓ Provide an open channel for them to ask for feedback
- ✓ Use the opportunity to Build Better Officials



PART 3: Presence and Leadership

Identify and Seize the Moment

Four Steps to Effective Administration

Stage Presence

Post Game Leadership



Summary

- ❖ Pre-Game at Home: **Communicate Expectations**
- ❖ Pre-Game On Site: **Discuss and Reach Consensus**
- ❖ During the Game: **Act Decisively and Confidently**
- ❖ Half Time and Post-Game: **Make Adjustments**
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Apply What You Learn

Build Your Crew -- Lead Your Crew



Questions

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 PURPOSE

This session focused on the **leadership responsibilities** of Referees and Crew Chiefs. Communication, preparation, and crew development are essential to your success and advancement.

 Part 1 - TOPICS COVERED

1. Pre-Season Duties

- Register with all associations and sub-groups
- Pay dues and prepare equipment
- Update Arbiter (calendar availability and blocked dates)
- Watch for assignments and respond promptly
- Attend meetings and complete required testing

2. Pre-Game Duties at Home

- Coordinate with crew: logistics, expectations, penalty reporter
- Communicate with school/coaches/ADs as needed
- Dress and prepare physically and mentally

3. Pre-Game Duties On-Site

- Follow a written pre-game agenda
- Begin on time, meet host personnel
- Conduct coach meetings, coin flip, anthem coordination
- Establish an exit strategy

4. Game Situational Readiness

- Kickoffs, run/pass plays, punts
 - Goal line, two-minute drill, turnovers
 - Clock, measurements, penalties, FG/TRY
 - Review the Mechanics Manual
-

 KEY TAKEAWAYS

Phase	Focus
At Home	Communicate clear expectations
On-Site	Build consensus with your crew
During Game	Be decisive and confident
Post-Game	Guide and help your crew improve

Meeting summary for Referee / Crew Chief Prep School. Meeting #2 of 3. (06/30/2025)

Key takeaways

- Referees must anticipate and expect the worst scenarios rather than rely on luck
- Leadership and crew management are critical for successful game officiating
- Proper mechanics and positioning must be maintained consistently throughout the game
- Small mistakes can snowball into major conflicts if not addressed promptly
- Pre-game preparation and communication with crew members is essential

Discussed topics

Referee Positioning and Mechanics

- **Details**
 - Bob: Emphasized importance of proper positioning according to the Mechanics Book
 - Jay: Discussed how being out of position can lead to missed calls
 - Scott: Suggested deeper positioning for better field coverage
- **Conclusion**
 - Referees should follow mechanical guidelines while adapting to game situations
 - Proper positioning enables better game management and conflict prevention

Game Management and Leadership

- **Details**
 - Bob: Highlighted importance of crew communication and preparation
 - Multiple participants: Discussed handling end-of-game situations
 - Jay: Emphasized importance of managing potential conflicts early
- **Conclusion**
 - Referees must maintain control through proper mechanics and communication
 - Early recognition of potential issues helps prevent escalation

Conflict Resolution and Prevention

- **Details**
 - Multiple examples showing how small errors lead to larger conflicts
 - Discussion of proper down management and penalty enforcement
 - Analysis of fight prevention in lopsided games
- **Conclusion**
 - Address issues immediately rather than hoping they resolve themselves
 - Maintain focus even in seemingly routine situations

Quarter Changes and Special Situations

- **Details**
 - Bob: Reviewed proper procedures for quarter changes
 - Discussion of chain crew management
 - Analysis of coordination between officials during transitions
- **Conclusion**
 - Special situations require specific choreography and coordination
 - All officials must understand their roles in transitional periods

Action items

- **All Referees**
 - Review The Mechanics Book, particularly regarding proper positioning
 - Practice quarter change procedures in Thursday games
 - Prepare pre-game communication strategies
- **Meeting Participants**
 - Attend next session on July 15th for presentation announcements and post-game procedures
 - Review provided video clips for additional learning
- **Association Members**
 - Register with state and local associations
 - Complete required tests and attend mandatory meetings
 - Obtain new uniform items for upcoming season

Meeting summary for Referee / Crew Chief Prep School. Meeting #3 of 3. (07/15/2025)

Quick recap

A comprehensive training session for football officials, covering administrative procedures, and communication protocols. The meeting emphasized the importance of professionalism, teamwork, and effective game management, including proper announcement equipment handling and penalty administration (not penalty enforcement). Officials were reminded to continuously improve their skills, maintain composure, and provide constructive feedback to ensure fair and well-managed games.

Summary

Crew Chief Preparation and Professionalism

Paul Binns discussed the importance of communication and presentation skills for crew chiefs, emphasizing the need for stage presence, especially with the increased TV coverage of games. He reminded everyone to register for preseason activities, order new shirts and hats, and prepare for the upcoming season by blocking dates, studying rules, and practicing conflict resolution. Paul also stressed the importance of maintaining confidence and professionalism on the field, as coaches and players can tell who is prepared and who is not.

N.C.A.A. Framework for Game Administration

Paul discussed the importance of administration in sports, emphasizing that it is separate and distinct from enforcement. He introduced the N.C.A.A. acronym (Notice, Collect, Administer, Announce) as a framework for effective game administration. He stressed that administration involves observing details, gathering information from the crew, making decisions, and announcing outcomes, with each step being sequential and essential for proper game management. He highlighted that missing details early on can lead to mistakes in administration and affect the overall game.

Enhancing Football Officials' Awareness (Notice Details)

Paul discussed the importance of being aware of various game situations and administrative roles during football games. He emphasized the need for officials to notice and address issues such as ball position, clock management, and penalties quickly and accurately. He stressed that all officials, including those with less experience, should be vigilant and prepared to handle a variety of scenarios. He also highlighted the importance of communication and teamwork among the officiating crew to ensure a smooth and fair game flow.

Gathering information (Collect it, then Administer it)

The importance of collecting detailed information from the crew was discussed, stressing the need to gather facts such as what happened on the play, the result of the play, and any injuries, while also highlighting the importance of efficient communication with coaches and crew members. The role of announcements in maintaining professionalism and authority was introduced, based on information from the Sioux Falls officials training.

Announcements and Equipment Review

Proper equipment handling and communication during announcements, emphasizing the need for familiarity with various audio systems and ensuring comfort with equipment placement was presented, emphasizing awareness of potential issues like equipment malfunctions or miscommunication. The significance of clear and concise announcements was highlighted, suggesting a structured approach to avoid errors.

Football Officials Communication Guidelines (The words spoken)

Key rules and practices of using consistent terminology, such as "disqualified" instead of "ejected," and avoiding colloquial phrases during announcements, as well as the need to clearly distinguish rule book terminology. Officials were advised to take extra time during complex plays to ensure accurate and clear communication, and recommended rehearsing common phrases and rules before games to maintain professionalism and consistency.

Body Language During Announcements

Physical presence is of equal importance as the words spoken, so various hints included finding an open spot for announcements, avoid looking down, and stop talking once finished. Paul also stressed the need for effective communication with umpires and coaches, particularly when making penalty enforcement decisions. The section covered proper procedures for double foul situations, preliminary signals, visibility to the Press Box and cameras.

Post-Game Leadership and Protocols

Post-game procedures, communication protocols, and leadership principles were discussed, emphasizing the importance of maintaining professionalism and composure after games, including proper exit procedures from the field and locker room. The need for officials to provide constructive feedback to younger officials was stressed. The session concluded with a reminder that no official has a perfect game, but continuous learning and improvement are key to becoming better officials.