

# Utah High School Football Officials Association

Study Topics - 2026

## **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 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](https://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:

## **Initiate – Co-ordinate – Communicate**

- 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
- 4-5- or 6-man mechanics
- 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  
Watch games on HUDL*



# 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 - 2026

## **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.



# Today: Game Survival Skills

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

Refer to **HUDL** Playlist:

[2026-27 Season/Misc/Game Footage/Crew Chief Training Part 2](#)



# Game Survival Skills

**The Paramount Principle:**

**Anticipate and Expect the Worst**

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

**No Surprises.**



# 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
- **June 30, 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**

**Build Your Crew -- Lead Your Crew**



# Questions

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# Utah High School Football Officials Association

Study Topics - 2026

## **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**
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**Apply What You Learn**

**Build Your Crew -- Lead Your Crew**



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