

## 4. PRE-GAME CHECKLISTS

### 4.1 - Before the day checklist

In the days prior to the game each official should check:

1. the location of the venue
2. the kickoff time
3. the time the crew is going to meet
4. the location where the crew is going to meet
5. who is going to travel together (particularly to minimise expenses)
6. the competition regulations applying to the game, including its duration and whether extra periods may be played
7. the weather forecast for game day
8. the type of field surface (grass/turf)
9. whether there is history between the two teams
10. the results of each team's recent games
11. what colour uniform each team will be wearing
12. who the Head Coach of each team is
13. whether any personnel from either team are serving suspensions
14. contact details for other members of the crew
15. their radios and other electronic equipment are fully charged
16. the schedule for pre- and post-game activities
17. [how their personal nutrition and hydration needs will be met<sup>4</sup>](#)

In addition, for an international game, and/or one where unusually long travel is involved, and/or where an overnight stay is required, each official should check:

18. their travel arrangements
19. their accommodation arrangements
20. any pickup or dropoff arrangements to/from airports, hotels, the stadium

### 4.2 - Game management checklist

At the earliest possible opportunity after arriving at the venue, the officials should check all appropriate items from the following list with the representative(s) of game management:

1. adequacy of playing area, field markings, padding of posts, removal of hazards, etc.
2. jersey colours
3. confirm kickoff time
4. the time the teams will enter the field
5. whether a player identity check is to be performed and, if so, when and by whom
6. stadium clocks and clock operators
7. public address announcer
8. team announcements and the time they will begin and end
9. any VIPs or special arrangements for coin toss ceremony
10. national anthems
11. half-time activities, length of interval, etc.
12. end of game activities
13. public radio
14. payment of game fees
15. chain, chain crew and the time they should be available
16. balls, ball persons and the time they should be available
17. towels
18. medical facilities
19. changing room security
20. if the officials can have a copy of the game video
21. whether drinks will be provided for the officials at half-time and the end of game

### 4.3 - Team checklist

At least 60 minutes before kickoff, the Referee or other officials should check all appropriate items from the following list with the Head Coach and management of each team:

1. player numbering/eligibility
2. player equipment
3. everyone in the team area has appropriate credentials
4. roster form
5. numbers of captains

6. whether all quarterbacks are right-handed
7. whether all kickers are right-footed
8. number of the long snapper(s)
9. unusual plays, formations or situations
10. who will be their team's first responder(s) to injured players
11. rule queries
12. sideline control, including the name of the "get-back coach"
13. procedure for calling for a timeout or coach's conference
14. procedure for calling for a replay review

#### **4.4 - Medical checklist**

Before kickoff, the officials should check all appropriate items from the following list:

1. location of medical personnel during the game
2. signals to be used to summon medical help to the field