

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. the schedule for pre- and post-game activities[§]

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:

12. their travel arrangements
13. their accommodation arrangements
14. any pickup or dropoff arrangements to/from airports, hotels, the stadium
15. how their personal nutrition and hydration needs will be met

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. confirm kickoff time
3. the time the teams will enter the field
4. whether a player identity check is to be performed and, if so, when and by whom
5. stadium clocks and clock operators
6. public address announcer
7. team announcements and the time they will begin and end
8. any VIP's or special arrangements for coin toss ceremony
9. national anthems
10. half-time activities, length of interval, etc.
11. end of game activities
12. radio microphone
13. payment of game fees
14. chain, chain crew and the time they should be available
15. balls, ball persons and the time they should be available
16. towels
17. medical facilities
18. changing room security
19. if the officials can have a copy of the game video
20. 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. coach's report card
6. numbers of captains
7. whether all quarterbacks are right-handed
8. whether all kickers are right-footed
9. number of the long snapper(s)[§]
10. unusual plays, formations or situations
11. who will be his team's first responder(s) to injured players
12. rule queries
13. sideline control, including the name of the 'get-back coach'
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