



Weekly Timeline

Day	Time	Position	Discussion / Directive
Please review and utilize the timelines below to prepare each week for your game. This is a general time line for your use. Specific interactions called for with the members schools should occur as outlined. Each school has been provided this document and will have the expectation that it will be followed. If you have any questions please feel free to contact Todd Allen @ todd@aahto.com			
Monday week of the game		Referee	Email head coach and athletic director with the information about your crew. Please include your contact number so the athletic director can contact you directly on game day if needed. I would also recommend you have each member of your crew complete a W-9 IRS form. Create one file and drop all of the forms there. Email this file to the school on Monday so they have all of your documentation needed to pay your crew. Here is a link to the IRS W-9 Form you can fill out online.
		Crew	https://www.irs.gov/pub/irs-pdf/fw9.pdf
Tuesday		Referee	Assign Pre-game duties to your crew members for Friday nights game.
Wednesday		Crew	Review previous weeks game evaluation from the association if you worked a game evaluated by the AAHSO. Discuss this with the members of your crew. You want to put all of your discussion about last weeks game behind you before you start this week's pregame. Forgive yourself, your crew mates, the coaches and players and the evaluator for any mistakes. Remember this quote: "Forgiveness means giving up all hope for a better past" When this is done, focus 100 percent on what's coming up this Friday night.
Friday	2:00 Before kickoff	Crew	Arrive at stadium and alert game management you have arrived. Complete pregame discussion and dress. Arrive at the stadium wearing business casual clothing. No shorts, no t-shirts, no sandals. No not wear any other football league or team logos, no any association shirts to the game site. (Exception: AOA or AAHSO shirts are except from this requirement as long as they are colored and neat in appearance.)
	75 minutes before kickoff	BJ	Confirm with game management that game clock has 60 minutes on and will start exactly 60 minutes prior to kickoff.
	75 minutes before kickoff	R and U dressed in game uniform meet with home coach. See discussion points	Confirm all players are legally equipped. Provide card for coach to sign attesting to players legally equipped. Provide coach with a card that has all crew members names. Remind him who is on his sideline he can communicate with. Confirm correct time of day. Confirm length of halftime from your email Monday with game management QB Left handed right handed Kicker left footed right footed Punter left footed right footed Any player playing injured with equipment the umpire needs to inspect. Any usual plays (ran on purpose) he could tell you about to prevent you making an officiating error. Would he like the ball first half or second half? Ask him where he will dress and tell him what time the wing official will come to the locker room to make sure captains are out and team follows for on time kickoff.
	70 minutes before kick off	Referee / Umpire	Meet with visiting coach and conduct duplicate pregame meeting.
	60 minutes before kick off	Crew	Game clock should begin countdown to kickoff. Crew on the field any time both squads are on the field together warming up.
	60 minutes before kick off	BJ/L/H	Secure team balls from both squads and check and mark no more than 6 balls for each team. If raining, an additional six balls may be submitted for verification and marking. Only balls previously checked and marked should be utilized during the game. Teams may warm up with their balls after they have been marked.