



Regional Tournament Operations Manual

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Appendix 1: PARTICIPANT WAIVER

National Campus Championship Series

Accident Waiver and Release of Liability Form

In consideration of being allowed to participate in any way in NIRSA Services Corporation (NSC) related events and activities, the undersigned:

1. Agree that the participant should inspect the facilities and equipment to be used, and if the participant believes anything is unsafe, he or she should immediately advise his or her coach or supervisor of such condition(s) and refuse to participate.
2. Acknowledge and fully understand that each participant will be engaging in activities that involve risk of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from their own actions, inactions, or negligence but the action, inaction, and negligence of others, or the condition of the premises or of any equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time.
3. Assume all the foregoing risks and accept personal responsibility for the damages following such injury, permanent disability or death.
4. Release, waive, discharge and covenant not to sue NIRSA or NIRSA Services Corporation, its affiliated clubs, their respective administrators, directors, agents, and other employees of the organization, other members/participants, sponsoring/hosting agencies/universities, sponsors, advertisers, and if applicable, owners and lessors or premises used to conduct the event, all of which are hereinafter referred to as "releases," from any and all liability to each of the undersigned, his or her heirs and next of kin for any and all claims, demands, losses, or damages on account of injury, including death and damage to property, caused or alleged to be caused in whole or in part by the negligence of the releases or otherwise.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident and or illness during this event.

I understand that at this event or related activities, I may be photographed; I agree to allow my photo, video or film likeness to be used for any legitimate purpose by the event holders, producers, sponsors, organizers and or assigns.

I understand that NIRSA does not provide insurance for me, and I have personal health insurance coverage.

This AWRL shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I have read the above waiver and release, understand that I have given up substantial rights by signing it and sign it voluntarily.

Participant's Name: _____ Age: _____

Participant's Signature: _____ Date: _____

College/University: _____

Insurance Company and Policy Number: _____

Parent/Guardian Waiver for Minors (Under 18 years old)

The undersigned parent and natural guardian or legal guardian does hereby represent that he/she is, in fact, acting in such capacity and agrees to save and hold harmless and indemnify each and all of the parties referred to above from all liability, loss, cost, claim or damage whatsoever which may be imposed upon said parties because of any defect in or lack of such capacity to so act and release said parties on behalf of the minor and the parents or legal guardian.

Parent's or Guardian's Signature: _____ Date: _____



Appendix 2: CODE OF CONDUCT

NIRSA National Campus Championship Series (NCCS)

Code of Conduct

The Code of Conduct shall serve as a standard for how individuals are expected to behave when participating in <LIST THE NIRSA CHAMPIONSHIP SERIES EVENT> part of the **NIRSA Championship Series**. Students and staff enrolled in an institution of higher learning assume an obligation to conduct themselves in a manner compatible with the college/university's function as an educational institution. When involved in an event sponsored or endorsed by the NIRSA Championship Series, the participant indicates, by his or her registration in the event, he or she agrees to represent his or her club/team and college/university in a way that does not detract from the reputation of the institution he or she represents, and to act morally and display sportsmanship-like behavior, before, during and after any competition.

Guidelines of conduct include, **but are not limited to**, the examples outlined below.

PARTICIPANTS/COACHES/OFFICIALS/STAFF SHALL NOT:

- Use drugs, except for medical purposes, while traveling, competing, socializing and/or using facilities including lodging spaces;
- Consume alcohol while traveling, competing or spectating;
- Attend any part of the tournament while intoxicated;
- Strike, attempt to strike or otherwise physically abuse any individual;
- Intentionally engage in or incite participants and/or spectators to engage in abusive or violent conduct;
- Use verbal, or non-verbal profanity, disrespectful language, obscene gestures or behavior; bullying or homophobic, and transphobic expressions of any kind are strictly prohibited.
- Violate any rules or policies of NIRSA Championship Series Events, Tournament Host Hotels and Facilities, or city, state or governmental entities.

VIOLATION of the Code of Conduct may result in:

- Suspension from the game/match;
- Suspension from the Tournament;
- Forfeiture of any individual or team awards;
- Ejection from the Tournament hotel(s);
- Ejection from the tournament site or any tournament sponsored event;
- Forfeiture of all games/matches won and possible team elimination from current and future NIRSA Championship Series sponsored or endorsed events;
- Liability for all monetary damages arising from, or caused by, a participant's conduct while participating in, and attending, a NIRSA Championship Series event.
- Notification to University Officials for any violation of the Standards of Conduct by an individual or team. –October 31, 2007-

College/University: _____ Please have all players/coaches sign. Use back of form if necessary.

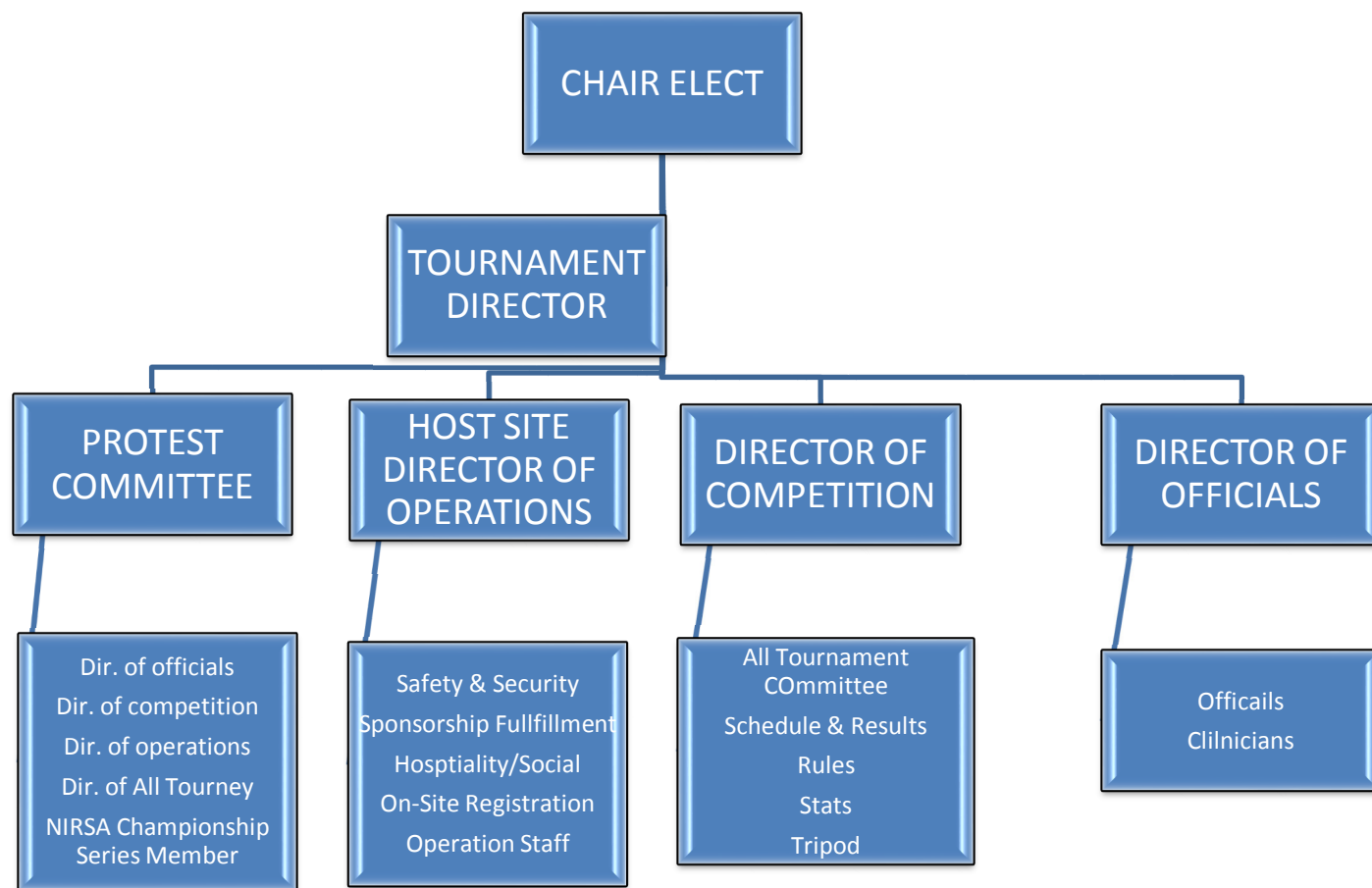
I hereby agree, and the team collectively agrees, to abide by the **NIRSA Championship Series Standards of Conduct** set forth above and acknowledge: 1) I have read all of the Tournament guidelines in regard to team and individual eligibility, and 2) should I violate any standard of conduct set forth above, I may be subject to disciplinary actions as set forth in this document, including, but not limited to: notification of such violation to university officials; payment of fines, penalties and monetary damages arising from, or caused by, my conduct while attending and/or participating in the Tournament; possible expulsion from the Event.

Participant's Name - Printed

Participant's Signature



Appendix 3: TOURNAMENT STRUCTURE



INCOME

		Total	Entry fee	
Team Entry Fees	Mens	15	\$250.00	\$3,750.00
	Womens	9	\$250.00	\$2,250.00
	Host discount	2	-\$125.00	-\$250.00
NCCS NIRSA Sponsorship* (expiring)				\$1,000.00
NIRSA Insurance		240	-\$2.00	-\$480.00
Total Income				\$7,270.00

EXPENSES

Wages	# Games	# Staff	Rate	Total	
Referees	38	3	\$ 10.00	\$ 1,140.00	\$2,372.00
Scorekeepers	38	1	\$ 7.00	\$ 266.00	
Time Keepers	38	1	\$ 7.00	\$ 266.00	
Operations	100	1	\$ 7.00	\$ 700.00	
Note: Operations includes student staff assisting with event - 4 each hour of games plus set up/strike					

TRAINERS

	Hours	Staff	Rate	Total	\$450.00
Friday	4	1	\$ 25.00	\$ 100.00	
Saturday	10	1	\$ 25.00	\$ 250.00	
Sunday	4	1	\$ 25.00	\$ 100.00	

Hotel

(out of town guests)

	# Staff	# Rooms	# Nights	Rate	Total	\$1,500.00
Referees	20	5	2	\$ 75.00	\$ 750.00	
Clinicians	6	3	2	\$ 75.00	\$ 450.00	
All Tournament	2	1	2	\$ 75.00	\$ 150.00	
Operations	2	1	2	\$ 75.00	\$ 150.00	

Meals/Hospitality



	#	Rate	Total		\$1,750.00
Friday Dinner	50	\$ 7.00	\$ 350.00	Referees - 22	
Sat Breakfast	50	\$ 3.00	\$ 150.00	Clinicians - 8	
Sat Lunch	50	\$ 5.00	\$ 250.00	All Tourn - 4	
Sat Dinner	50	\$ 7.00	\$ 350.00	Ops guests - 2	
Sun Breakfast	50	\$ 3.00	\$ 150.00	SKs - 4	
Sun Lunch	50	\$ 5.00	\$ 250.00	Timers - 4	
Water	50	\$ 2.00	\$ 100.00	Ops students - 6	
Snacks	50	\$ 3.00	\$ 150.00	Total - 50	

APPAREL/GIFTS					
	#	\$	Total		\$1,190.00
Player T-shirts	250	3	\$ 750.00		
FT staff Shirts	20	10	\$ 200.00		
Staff T-shirts	60	3	\$ 180.00		
Staff Gifts	20	3	\$ 60.00		

AWARDS					
	#	\$	Total		\$3,090.00
Team Trophies	6	50	300		
Individual	40	5	200		
All Tournament	12	5	60		
Entry Fees Nat	2	300	600		
Travel Stipend	2	750	1500		
Referee Award	3	10	30		
Referee Travel	2	200	400		

ADMINISTRATIVE				
Postage - Mailout #1		\$100.00	\$100.00	
Office Supplies			\$100.00	
Balls/Nets/Jerseys			\$500.00	
Mailing Envelopes		\$15.00	\$15.00	
Printing and Duplicating		\$15.00	\$15.00	
Total			\$730.00	

Total Expenses		\$11,082.00
Expense sub-total		\$11,082.00
Administration fee	\$11,082.00	0 \$0.00

Grand Total Expenses \$11,082.00

Tournament Budget	INCOME	\$7,270.00
	EXPENSE	\$11,082.00
	REVENUE	-\$3,812.00

Host Site Recreational Sports Contribution \$3,812.00

Wages, office supplies, equipment absorbed by dept. OR donations

\$0.00



Appendix #5: Budget Sample (48 Teams—Basketball)

INCOME

		Total	Entry fee	
Team Entry Fees	Mens	33	\$250.00	\$8,250.00
	Womens	15	\$250.00	\$3,750.00
	Host discount	4	-\$125.00	-\$500.00
NIRSA Sponsorship				\$2,000.00
NIRSA Insurance		480	-\$2.00	-\$960.00
Total Income				\$12,540.00

EXPENSES

Wages					
	# Games	# Staff	Rate	Total	
Referees	78	3	\$ 10.00	\$ 2,340.00	\$4,482.00
Scorekeepers	78	1	\$ 7.00	\$ 546.00	
Time Keepers	78	1	\$ 7.00	\$ 546.00	
Operations	150	1	\$ 7.00	\$ 1,050.00	
Note: Operations includes student staff assisting with event - 4 each hour of games plus set up/strike					

TRAINERS

	Hours	Staff	Rate	Total	\$600.00
Friday	4	1	\$ 25.00	\$ 100.00	
Saturday	14	1	\$ 25.00	\$ 350.00	
Sunday	6	1	\$ 25.00	\$ 150.00	

Hotel

(out of town guests)					\$2,400.00
	# Staff	# Rooms	# Nights	Rate	Total
Referees	28	7	2	\$ 75.00	\$ 1,050.00
Clinicians	10	5	2	\$ 75.00	\$ 750.00
All Tournament	5	2	2	\$ 75.00	\$ 300.00
Operations	5	2	2	\$ 75.00	\$ 300.00

Meals/Hospitality

	#	Rate	Total	\$2,450.00
Friday Dinner	70	\$ 7.00	\$ 490.00	
Sat Breakfast	70	\$ 3.00	\$ 210.00	
Sat Lunch	70	\$ 5.00	\$ 350.00	
Sat Dinner	70	\$ 7.00	\$ 490.00	
Sun Breakfast	70	\$ 3.00	\$ 210.00	
Sun Lunch	70	\$ 5.00	\$ 350.00	
Water	70	\$ 2.00	\$ 140.00	

Referees - 30
Clinicians - 12
All Tour - 6
Ops guests - 6
SKs - 4
Timers - 4



Snacks	70	\$	3.00	\$	210.00	Ops students - 8
						Total - 70

APPAREL/GIFTS						
	#		\$	Total		\$2,115.00
Player T-shirts	500	\$	3.00	\$	1,500.00	
FT staff Shirts	30	\$	10.00	\$	300.00	
Staff T-shirts	75	\$	3.00	\$	225.00	
Staff Gifts	30	\$	3.00	\$	90.00	

AWARDS						
	#		\$	Total		\$3,090.00
Team Trophies	6		50	300		
Individual	40		5	200		
All Tournament	12		5	60		
Entry Fees Nat	2		300	600		
Travel Stipend	2		750	1500		
Referee Award	3		10	30		
Referee Travel	2		200	400		

ADMINISTRATIVE			
Postage - Mailout #1		\$100.00	\$100.00
Office Supplies			\$100.00
Balls/Nets/Jerseys			\$500.00
Mailing Envelopes		\$15.00	\$15.00
Printing and Duplicating		\$15.00	\$15.00
Total			\$730.00

Total Expenses	\$15,867.00
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Tournament Budget	INCOME	\$12,540.00
	EXPENSE	\$15,867.00
	REVENUE	-\$3,327.00

Host Site Recreational Sports Contribution	\$3,327.00
Wages, office supplies, equipment absorbed by dept. OR donations	\$0.00



Appendix #6: Obtaining Local Partnerships/Sponsorships

Local Partnerships/Sponsors

Host schools are encouraged to pursue local sponsor and/or partners in assisting them to provide amenities not necessarily affordable through team registration fees only. In some cases, it may be necessary to request 3rd party support in order to attain a balanced budget or to operate with positive cash flow. The NIRSA Services Corporation Board of Directors encourages partnership and sponsorship development on the local level that may assist the host school in any way deemed appropriate for the host institution.

Note: Host school administration should contact the NIRSA Services Corporation when potential 3rd party partners/sponsors are identified to verify these are not in conflict with secured NIRSA partners.

Should NIRSA secure a Title or Presenting Partner/Sponsor, host schools will be asked to consider, in good faith, allowing these partners/sponsors to fully implement their brands as a partner in the NIRSA Championship series event.

There are a number of successful NIRSA Championship Series Regional events that make money for respective host institutions. These events cover tournament expenses, and provide other opportunities for host departments to offer amenities not only for participants in the NIRSA Championship Series events but for other campus-wide events. Some have even created leadership stipends and scholarships from the proceeds of the Championship Series event.

Partnership vs. Sponsorship

Normally a Partnership can be identified as a greater than one time or one year investment and usually implies a long-term commitment. The 3rd party partner becomes a stakeholder in the outcome of the events/programs, not necessarily only the event itself. These outcomes may be the provision of leadership stipends for students and professional staff, student scholarships, learning outcomes for both students and staff and/or evidence of student engagement and success. As the relationship grows, Recreational Sports can be in a position to set aside funds from partnership events that can lead to endowed scholarship programs. Once a 3rd party stakeholder believes they are actually contributing to the above-mentioned outcomes, it is not inconceivable that the Director of Recreational Sports and/or a University Advancement Officer would be in a position to request a contribution large enough to endow either scholarships, programs or even operational costs.

A Sponsorship can be identified as a short time investment, maybe for one event or one amenity item, such as a tee-shirt sponsor or food sponsor. The 3rd party sponsor usually expects promotion and/or advertisement and recognition for their business or organization. There is great value in seeking and securing sponsors of in-kind contributions. Bottom line – in-kind contributions of goods/products positively impact the bottom line thus allowing cash resources to be directed towards programming.

Recruiting and securing financial partners and sponsors are not necessarily an easy assignment. Some junior staff does not have both the professional and life experiences to do the asking for the Department. For the most part, the Director or Associate Director is best suited to do the actual asking in a face to face meeting with a potential new



partner or sponsor. If appropriate, the programmer or administrator of the event should accompany the Director during the face to face meeting. A sample of a follow up correspondence is provided in Addendum A.

Caution: Each campus is different regarding raising funds from 3rd party partners and/or sponsors. This concept of fundraising should be discussed with respective campus Advancement/Development Officers. An Advancement Officer may view long-term partnership development as a conflict of interest with a specific 3rd party business, corporation or its CEO. This business or CEO may already be contributing to the University Foundation or may be on the radar screen for future recruitment by the Foundation.

How Do Long Term Partnerships Begin?

Relationships! Relationships! Relationships! Building relationships one at a time and through face-to-face interaction bring about the best long term partners. It may be that timing for a particular business is not conducive to their annual operating budget, but always leave the door open for a more timely invitation to participate as a partner with your programs. Invite the business to come out to the program/activity to personally witness student and staff development along with benefits derived from your program/activity. Below are some helpful tips for “selling” your program or event:

- Sell image of the program, not the event itself.
- Sell student development, not flag football.
- Sell professional work ethics of staff.
- Demonstrate student and staff learning.
- Demonstrate how partners name will be associated not only with the program, but more importantly with your department and university/college.
- Always make your presentation to potential partners (do not refer to them as a sponsor) with material (printed handout) that can be left with the potential partner.
- Don't leave it up to the potential partner to contact you – be proactive with either another face-to-face meeting or phone call. Do not text or email the message.
- Always follow-up with written thank you for the face-to-face (see Addendum A - Letter) and most importantly, follow-up post event with thank you letter that contains the highlights of the partnership/sponsored activity making sure the prestigious-ness of the event is captured in the note of appreciation (see Addendum B - Letter).
- Present a framed photo of partner (CEO) making presentation to participants of the activity/program supported. Hopefully, they will locate the picture somewhere easily seen within their business.
- Host an appreciation breakfast or lunch inviting all partners/sponsors along with your Assistant VP or Vice President attending to also thank them for their support. The Vice President may recognize other contributions to the university/college unrelated to your specific activity/program. During this event, make gesture for next year's commitment; bring a couple of students who benefitted from the patron's contribution. You will want to assist the students in the development of a testimony of appreciation.



Long Term Partnerships

Attempt to secure a partnership/sponsor for three years with a one year roll over, always keeping a three-year commitment. If not possible then shoot for two years. Hold the partnership/sponsorship fee stable along with amenities/promotion received for the three or two years, only going up on fees in the fourth year of a three-year commitment or third year of a two-year commitment, provided a rollover agreement exists.

Rationale- creating the relationship takes a great deal of time and hours of work to secure the partnership, therefore it is not a good use of time and energy to be starting over each year with a different partner. Sometimes it may take two or three years for a sponsor to become a partner, then a three-year agreement can be secured.

Economic Impact

A very important item to consider is the economic impact benefitting the community and/or the region. Money spent on lodging, food, gas, sporting goods stores, and registration fees all have a positive impact on the local economy. Each region of the country has a formula for economic impact regarding the turnover dollars. Regional and national events bring in new money to the area – that stays in the area. Chambers of Commerce, Convention and Visitors Bureaus, Sports Authorities/Commissions have multiplier formula for their respective areas. Normally it can be expected that an economic multiplier will be a minimum of 1.35-1.5 meaning that dollars spent rollover within the local economy 135-150%. Depending on the sophistication, length of event and volume dollars spent, multipliers can be as high as 3.0 or better.

Categories of Partnerships/Sponsorships

Title (cash and in-kind) – reserve for potential large sponsorships/partnerships – five figures or more. Partner may be associated with NIRSA National Sponsorship.

Presenting (cash) – this partnership/sponsorship can be associated with larger aspects of competition:

- Officials Training Program
- All Tournament Officials
- Men's Championship
- Women's Championship
- Co-Rec Championship
- Club Division Championship
- Open Division Championship
- Men's All Tournament
- Women's All Tournament
- Co-Rec All Tournament
- Club Division All Tournament
- Open Division All Tournament (FFB only)
- Sportsmanship Award

In-kind Sponsors

- Meals for staff
- Meals for participants
- Meals for training programs
- Team Pictures
- Trophy/plaques
- T-shirts
- Staff Polos/Jackets (if not sponsored nationally)
- Hotel rooms for officials
- Hotel rooms for staff
- Officials development opportunities (camps, clinics, workshops)



Franchises vs. Locally-Owned Businesses

Interestingly enough, franchises of national brands have less flexibility in providing cash than locally-owned, home-grown businesses. Of course, there are exceptions where franchises have large advertising/promotion budgets with the flexibility of working with community partners. Franchises are normally very good in making in-kind gifts of food, prizes, apparel, sporting equipment, etc. In most cases, there is a process in requesting cash from a franchise which includes an application that must be submitted to corporate headquarters for confirmation. This is usually a long, drawn out process that could take months.

Locally, home-grown businesses are usually vested into the community and can find great value in creating a long-term relationship with a campus partner. Decision making, for the most part, will be in the hands of the CEO and/or President of the local business, therefore, providing opportunity for quick turnaround regarding confirmation of a cash partnership.

Packaging Events/Programs

Some partners/sponsors find it desirable for regional competition to be packaged with greater local exposure opportunities as IM flag football, basketball, soccer, softball, fitness, 5k runs, and other special events. Sponsor's image/logo placed with 3-4 programs/events can easily bring about a five-figure number (see Addendum C – Letter).

Scholarship Packaging

Providing scholarships or leadership stipends are appealing to local partners/sponsors. When partners/sponsors know their contribution or a portion of their contribution is providing scholarships to students or academy/leadership stipends for student/professional development, there is a sense of a long-term benefit not only for the business, but more importantly, the benefit to student development. Portions of the contributions can be set aside until there are enough funds to make an award to students. The partner/sponsor should be present when announcing or presenting the award to students – a great photo opportunity. Don't stop there – make sure the photo along with supporting news release is submitted both locally and regionally to media outlets. (Note – the partner/sponsor should approve a release going public). This type of media exposure serves to acknowledge students, your program and partners. Releases can also serve as a tool for recruiting other future partners.

It is conceivable for endowed scholarships to occur over a period of time with local businesses/partners. It is known that some colleagues have created numerous endowed scholarships from 10-20 year relations with local businesses/partners.



ADDENDUM A
Sample Follow-up Letter
After Face-to-Face Meeting
With Potential Partner/Sponsor

Mr. John Smith
John Smith Companies
1111 John Smith Lane
Hattiesburg, MS 39409

February 20, 20--

Dear John,

Thank you for the opportunity to meet last week and discuss the Southern Miss Regional Flag Football Championships scheduled for November 22-24. Per our discussion this special event will bring over 500 college students to Southern Miss and Hattiesburg to compete for the right to advance to the National Championships. Of course, the tangible benefit to these students besides competition is exposure to the City of Hattiesburg, skill development, ability to meet students from other campuses and, most importantly, student development. Another element of your partnership with Southern Miss provides an economic benefit to the Pine Belt area as money spent by visitors multiplies at a rate of nearly 150%* on each dollar spent.

Your support both financially and in kind will assist our department and Southern Miss in creating an environment that will be both educational and memorable. For your generous contribution, the John Smith Companies will be listed in the official tournament program as a presenting sponsor and included on all field banners.

Thank you for consideration of a \$1,000 partnership and the donation of box lunches for all of the players, student officials and volunteer staff. \$500 of your contribution will be used as a stipend to send a Southern Miss Team to Nationals. We will work with you for a date that a photo opportunity can occur on site at John Smith Companies with the student team you will be supporting to compete in the National Championships. A media release will be provided regionally to recognize your support of Southern Miss students as well as the Regional Championships.

For your convenience, please make your check payable to USM Recreational Sports or USM Foundation, whichever method is in your best interest. Either method may be able to provide you a tax benefit for your contribution.

Sincerely,

Mark Crager
Director for Recreational Sports



ADDENDUM B
Sample Follow-up Letter
After Event To Partner/Sponsor

Mr. John Smith
John Smith Companies
1111 John Smith Lane
Hattiesburg, MS 39409

December 3, 20--

Dear John,

Thank you for coming out to the Southern Miss Regional Flag Football Championships and taking the time to personally experience a one-of-a-kind event. As promised, John Smith Companies and your logo were prominently displayed during the kick-off program and throughout the Regional.

Your contributions helped make a difference in Southern Miss Recreational Sports Department's ability to manage a very successful special event. More than 600 students, student sports officials and volunteer staff truly benefitted from your commitment.

Besides great competition, tangible benefits included: demonstration of good sportsmanship, camaraderie, meeting of new friends from different colleges, and exceptional learning for developing student sports officials and young professional staff. The educational and training sessions for student sports officials brought about an array of student learning outcomes that will be applied on campuses throughout the region.

Additionally, I am pleased to report the local impact our visitors had while participating in this year's Regional. Our visitors stayed a combined 150 bed nights at one of our local hotels. The hotel lodging economic impact, utilizing the local multiplier*, translated into an excess of \$20,000. And of course, lodging is only one of the areas where those who attended the tournament spent money.

As a result of your support, we will be in a position to send an extra Southern Miss team and student sports official to the National Championship, scheduled to take place January 3-5, 20—in Pensacola, Florida. We would like to schedule a photo opportunity with your sponsored team, the Southern MissFits and staff of John Smith Companies. If convenient, will next week, December 10-12 work for your schedule? Please advise the best day and time.

Thanks again for your commitment to Southern Miss and our students and programs. Next year's Regional will be November 23-25. Looking forward to your continued partnership.

Sincerely,

Mark Crager
Director for Recreational Sports

CC: Vice President for Student Affairs
Vice President for USM Foundation



ADDENDUM C
Sample Follow-up Letter
To Partner/Sponsor (Packaged Events)

Mr. John Smith
John Smith Companies
1111 John Smith Lane
Hattiesburg, MS 39409

June 10, 20--

Dear John,

As our school year comes to a close, it is important that I communicate to you and John Smith Companies our appreciation for your support of Southern Miss students and those programs that serve as retention elements in assisting students to be successful.

Although the focus of our partnership is through both the Southern Miss Student Affairs Golf Classic and Southern Miss Classic Rodeo, you should know, besides the exposure and value provided by these two events to John Smith Companies, numerous students are the beneficiary as noted on the back page of the attached Golf Classic and Rodeo Dinner programs. During the 2013-14 school year, over 80 different students benefitted from your generosity.

We would not be in a position to continue supporting these students and those who follow them without your commitment and understanding of how valuable your contributions are to their success.

For your information, next year's Golf Classic is scheduled for Saturday, October 4 and the Southern Miss Classic Rodeo is scheduled for February 20-21.

Sincerely,

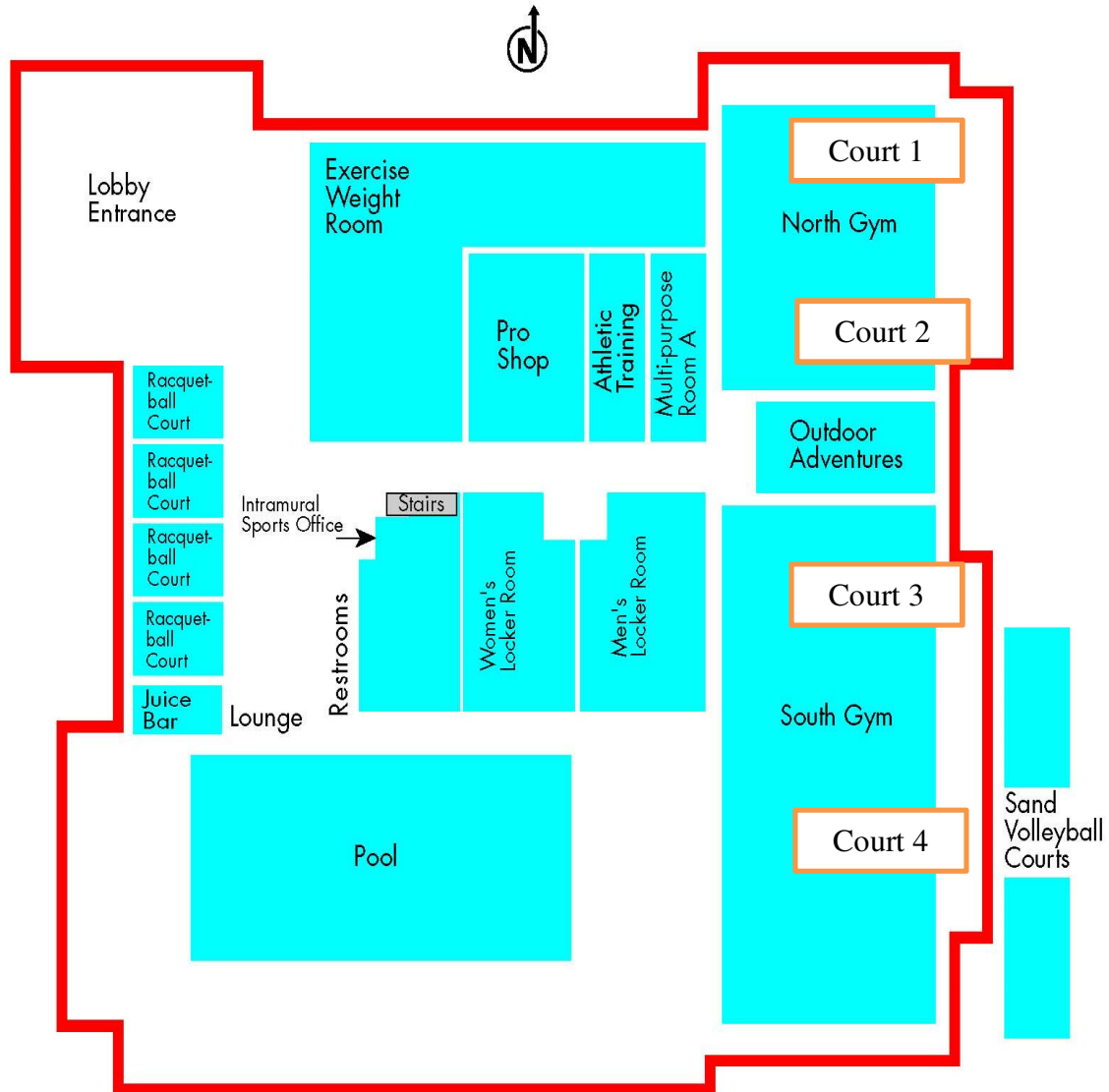
Mark Crager
Director for Recreational Sports



Appendix #7: Facility Diagrams

Student Recreation Center

1st floor

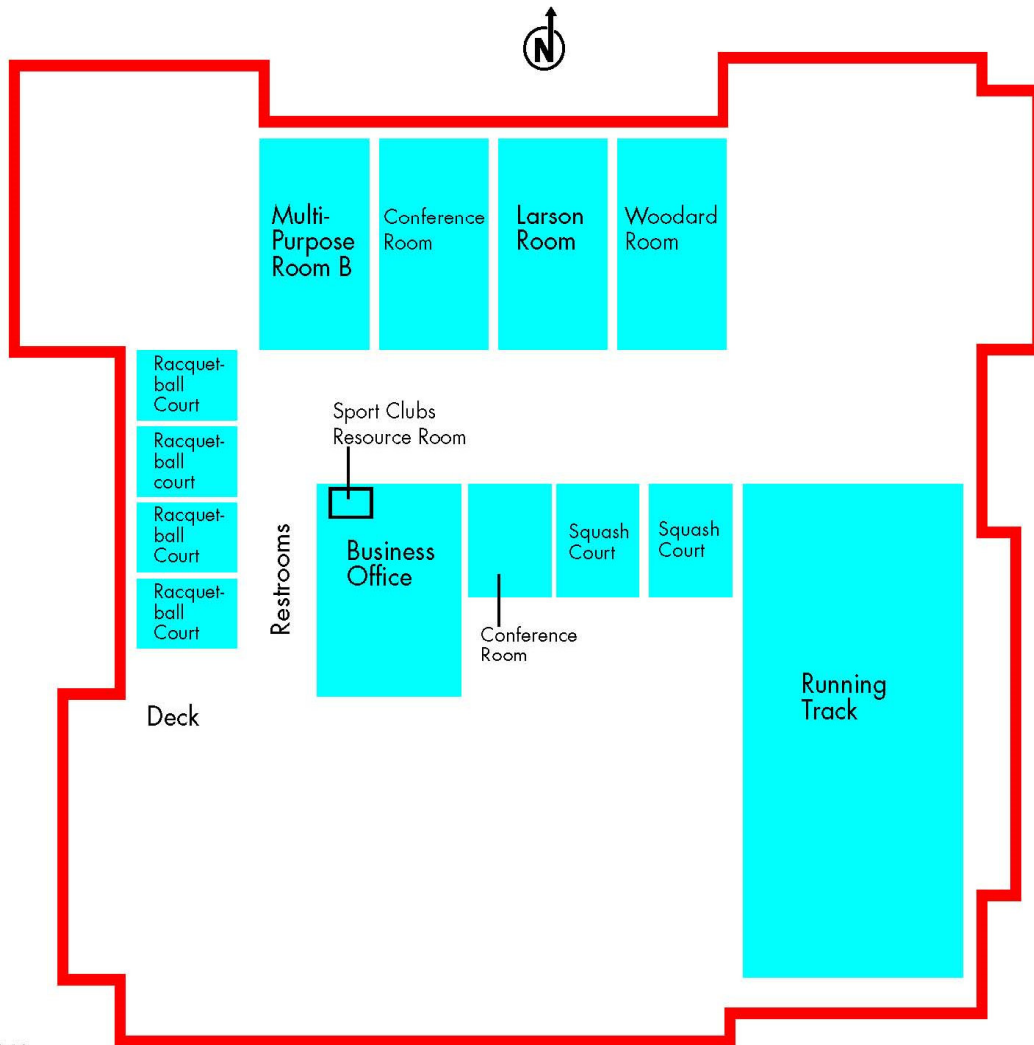


11.03.04



Student Recreation Center

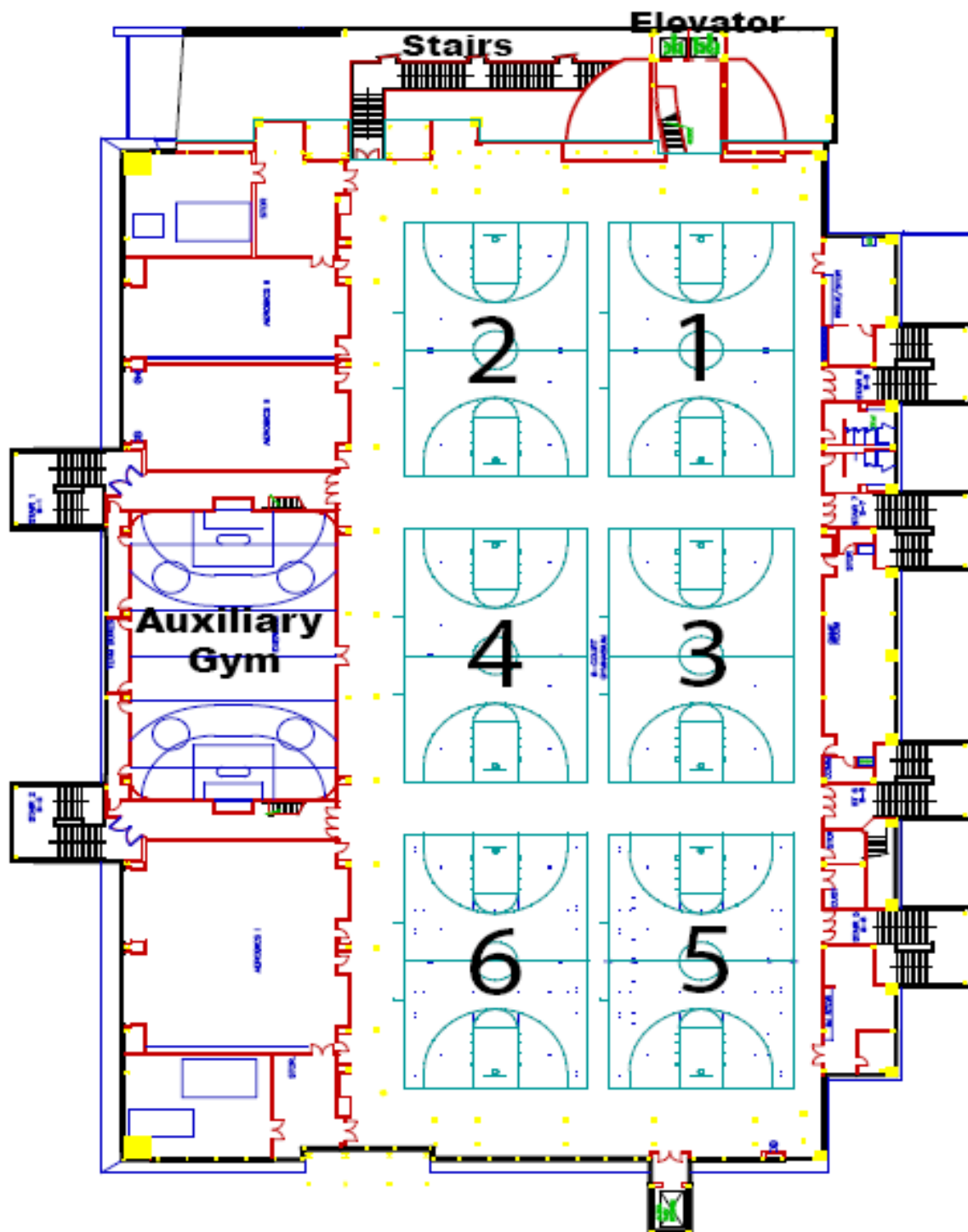
2nd Floor



11.03.04

Appendix #8: Court Diagram

4TH FLOOR



Appendix #9: School/Host Site



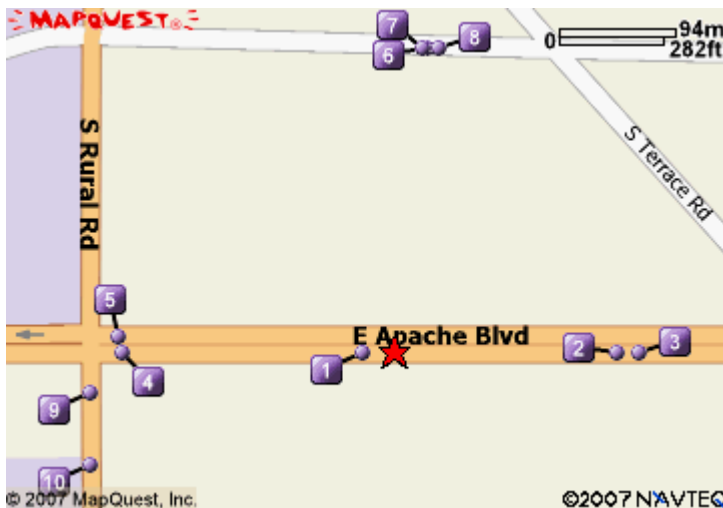
P = PARKING

Appendix #10: Hotel Map

COUNTRY INN SUITES – 808 N. Scottsdale Road



1. **Jack in the Box**
901 E. Curry Road
2. **La Fonda Mexican Food**
1126 N. Scottsdale Road
3. **Denny's**
650 N. Scottsdale Road
4. **Crazy Fish**
710 E. Gilbert Drive
5. **In & Out Burger**
920 E. Playa Del Norte Drive
6. **Burger King**
1210 N. Scottsdale Road
7. **Layalena**
1290 N. Scottsdale Road
8. **Subway Sandwiches**
1380 N. Scottsdale Road
9. **Don Juan's Mexican Food**
1428 N. Scottsdale Road



1. **Pete's Fish and Chips**
1017 E. Apache Blvd
2. **King Tut Café**
1125 E. Apache Blvd
3. **Ramiro's Restaurant**
1135 E. Apache Blvd
4. **Ducks Restaurant**
915 E. Apache Blvd.
5. **Taco Bell**
912 E. Apache Blvd.
6. **Hungry Howie's Pizza**
1045 E. Lemon Street
7. **Kohinoor Cuisine of India**
1043 E. Lemon Street
8. **Copper Kettle-Salads**
1050 S. Rural Road
9. **Wendy's**
1314 S. Rural Road

TWIN PALMS HOTEL – 225 E. Apache Blvd.



- 1. IHOP Restaurant**
225 E. Apache Blvd.
- 2. Dairy Queen**
950 S. Mill Avenue
- 3. Vine Tavern & Eatery**
801 E. Apache Blvd.
- 4. Steps of Rome**
222 E. University Drive
- 5. Chuck Box**
202 E. University Drive
- 6. India Bistro**
130 E. University Drive
- 7. Dave's Dog House**
130 E. University
- 8. Subway Sandwiches**
130 E. University Drive

Appendix #11: Pregame Script

Good morning / afternoon and welcome to _____(name of venue) in _____(city), _____(state), for the NIRSA Regional _____ Championships.

This is the _____ Regional Championship game featuring _____ and _____.

[At this time, we ask our teams to take their positions at _____ for player introductions.] - Read if needed to get teams in position

And now, let's meet the teams. First for _____ who will be the Home team.

[Number and Name of Each Player]

Next, _____ who will be the Guest.

[Number and Name of Each Player]

Please rise and remove your hats for the playing of our national anthem.

Good luck to both teams. The captains meeting will occur in just a moment.

Appendix #12: Captain's Meeting Script

The officials for today's game are

NIRSA encourages and promotes sportsmanship by student-athletes, coaches, and spectators. Offensive language including profanity, racial or ethnic slurs or other intimidating actions directed at officials, event staff, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the competition site.

Sportsmanship matters! We thank you for your cooperation.



(Optional) Today's game is being live streamed on the internet and will also be archived for you to watch later. Visit nirsaplay.com or follow us on Twitter @NIRSAchamp or the hashtag #_____ for a link to the broadcast.

A special thank you goes out to the _____(host), _____(sponsors), for their support of the NIRSA Regional _____ Championships.

Appendix #13: In-Game Announcements Script

Follow us on Twitter and Instagram @NIRSAchamp or hashtag #_____.

For the latest information on upcoming NIRSA Championship Series events, visit nirsaplay.com And, follow us on Twitter @NIRSAchamp

A special thank you goes out to our staff of over _____ student officials and recreation professionals who have traveled to _____ from across the country to support this year's event. Thank you for making the NIRSA Regional _____ Championships a success!

Appendix #14: Awards Ceremony Announcements Script

It is time to present our regional championship team and All-American awards for the _____ division.

Please direct your attention to _____ for the award presentation.

Before we begin, we would like to recognize those who have made this year's tournament a success. First, we extend a huge thank you to all of our participating teams and players. Without your support for this event and your passion for _____, this event would not be what it is today.

Secondly, we would like to thank all of the tournament volunteers and officials who have come from throughout the country to help put on this tournament. In addition, please join us in recognizing the following Tournament Staff:

Tournament Director–

Director of Officials –

Director of Competition –



Director of Operations –

Director of the All Tournament Committee –

And the _____ (host university) staff.

Finally, a thanks to our sponsors: _____.

First, the presentation of the All-Tournament and MVP awards recognizing the top players in the tournament.

To present these awards, please welcome...

Next, our Sportsmanship Award which honors the team which displayed positive sportsmanship toward opponents, game officials and staff throughout the weekend. For the _____ division, we honor...

We will now recognize the Champion and Runner-Up teams.

To present the team awards is...

Congratulations to this year's finalist in the _____ division:

Will the team captain come forward to receive the plaque.

And, your 20__ _____ Regional Champions...

Congratulations! Thanks for participating in the 20__ Regional _____ Championships. We hope to see you again next year!

Appendix #15: In-Game Promos Script

_____ (host) is grateful for the support of our outstanding sponsors _____. Thanks for making The NIRSA Regional _____ Championships possible!



The NIRSA Championships Series is more than a competition. It's a chance to participate. It's a chance to better yourself. It's a chance to learn from your teammates, from your friends, from the guy facing you down. From players to fans to volunteers, the NIRSA Championship Series supports healthy communities through recreation, sport, and wellness. That's what NIRSA is all about. Learn more at nirsaplay.com

NIRSA continues to find ways to support student officials at this tournament through the Student Officials Development Campaign. Your student officials have worked hard to get to this tournament and build upon their officiating skill set and hopefully advance to the next level. Please visit play.nirsa.net for more information and how you can support the tremendous student development campaign.

Appendix #16: Official's Clinic and Meeting Agendas: NIRSA Championship Series Tournament Officials Clinic & Meeting Schedule

Friday

- | | | |
|------|---|------------|
| I. | Official's Committee Meeting (<i>1pm start</i>) | 45 minutes |
| | a. Tournament overview | |
| | b. The NIRSA way | |
| | i. Role | |
| | ii. Professionalism | |
| | iii. Expectations | |
| | c. Evaluating effectively | |
| II. | Welcome and Check-in | 25 minutes |
| | a. Introduction of committee | |
| | b. Introduction of officials | |
| | c. General tournament information | |
| | d. Payroll information | |
| | e. Anything else for the good of the order | |
| III. | Pre-Tournament Test (<i>closed book</i>) | 25 minutes |
| IV. | Goals & Expectations (<i>Director of Officials</i>) | 15 minutes |
| | a. Get better | |
| | b. Have fun | |
| | c. Professionalism | |
| | d. Appearance | |
| | e. Evaluation process | |
| V. | Tournament-Specific Rules (<i>Officials Committee Member</i>) | 10 minutes |
| | a. Timing | |
| | b. Technical fouls/ejections (philosophy/procedures) | |



- c. State high school variations

Officials committee members will be responsible for the grading of tests, reporting results for top 1/3, and the scheduling of the first night of games (top 1/3 will be crew chiefs, mix the rest appropriately. Avoid as much as possible two people from the same institution working together, as well as a person from an institution officiating his/her own school)

DIVIDE INTO TWO GROUPS

45 minutes

- VI. Group 1 (*Officials Committee Member*)
 - a. Three-person mechanics (PowerPoint)
 - b. Dead-ball officiating
 - c. Sportsmanship
 - d. Play Calling
- VII. Group 2 (*Officials Committee Member*)
 - a. Refereeing 201: game awareness
 - b. Pre-gaming effectively

CONVENE ON THE COURT

40 minutes

- VIII. 4 Group On-Court Rotation
 - a. Positions and Rotations (flex) (*Officials Committee Member plus others to use as live examples*)
 - b. Free throw administration (*Officials Committee Member*)
 - c. Jump ball administration and transitions (*Officials Committee Member*)
 - d. Foul calling, reporting, and selling tough calls (*Officials Committee Member*)
- IX. Crew Assignments and report to courts (Director of Officials)
- X. End

Meeting Notes:

- 1. Officials Committee meeting
 - a. Welcome back
 - b. Introductions
 - c. Notes of interest
 - i. 2 track system (how and why)
 - ii. See every ref and give them something useful
 - iii. Handle protests unless you need help
 - iv. Tape breakdown – one half, and cover the three major areas of improvement with them: positioning, body language, and call selectivity (was it right?)
 - v. Tape breakdown – one half, and cover the three major areas of improvement with them: positioning, body language, and call selectivity (was it right?)
 - vi. Meeting schedule:
 - 1. Officials Committee meetings: Friday night, Sat before lunch, Sat night, Sunday before cuts are made each round
 - 2. All staff meetings: sat morning, sat lunch (or just to release schedules), Sunday morning



- d. NIRSA way
 - i. Committee/sub-committee roles
 - ii. Expectations
 - iii. Be professional, approachable, and honest
- e. Evaluating effectively
 - i. Sandwich of Love
 - ii. Focus on the Big
 - iii. Assess Comprehension
 - iv. Do Nots
 - 1. 2 hand reporting
 - 2. Open hand / fist for block calls
 - 3. Hand up for stopping clock before pointing out of bounds
 - 4. 1 finger for pointing or all fingers and thumb
 - 5. Significant impact or effect on game/communication**
 - v. Talking Points
- f. Work team splits to discuss pertinent prep things

Talking points

1. Play calling
2. Positioning
3. Whistle
4. Crew communication
5. Game management
6. Table presentation
7. Rule knowledge
8. Open look vs. Closed look
9. Rotations and switches
10. Conflict management

Ref training notes

- XI. Goals & Expectations (*Director of Officials*) 15 minutes
- a. Get better
 - i. Learning outcome = be better in one of the three major areas (game management, rule knowledge, and mechanics/positioning) than I was when I got here at the moment I leave.
 - b. Have fun
 - i. Tiers of pay in the Big XII (1700 to 3000), still don't get paid enough to deal with the stress and decision making that has to happen on the court if you don't develop some type of love for the game. Find a way to smile at some point every game you work.
 - c. Professionalism



- i. Don't do something off the court that affects your ability to perform on the court. (social, meeting times, fraternizing, bad mouthing, etc.)
- d. Appearance
 - i. Tuck stripes in, pants or shorts pulled up on our waists, hustle and effort... all shows a person playing or evaluating that you want to be here and are here for the right reasons.
- e. Evaluation process
 - i. First mechanic we all need to learn as refs... (Dave Libby from the PAC 12 – shake your head “okay”)
 - ii. Don't get defensive, just listen.
 - iii. It is so much more important to be considered coachable than to be considered right.
 - iv. When offered info, give the impression that the info is accepted, and don't leave it up for interpretation.
 - v. How important is it for you to let the clinician know what you saw vs. what they saw?
 - vi. Don't be a bad partner
 - 1. Don't talk about their plays, and don't throw anyone under the bus.

XII. Tournament-Specific Rules (*Director of Officials*)

10 minutes

- a. Timing
 - i. 2 20 min halves
 - ii. Clock stops in last 2 of each half
 - iii. 3 time outs a game
 - iv. Federation rules
 - v. Technical fouls/ejections (philosophy/procedures)
 - 1. No emotion/ doesn't have to be 2 techs/
 - 2. Contact a ref = tournament
 - 3. The second unsportsmanlike technical foul or one flagrant = game and meeting
 - 4. A player's third unsportsmanlike technical = tournament
 - 5. The third unsportsmanlike technical by the same team = game over
 - 6. **fourth** unsportsmanlike technical = tournament
- b. State high school variations
 - i. Things that matter will be our focus
 - 1. Will look at Free throw mechanics
 - 2. Not single/double hand reporting

Refereeing 201:

This is about:

- 1. Getting plays right
- 2. We are going to make mistakes, but the key is to make mistakes less and less
- 3. Stay out of marginal contact and be aware of it all the time
- 4. Putting whistles on illegal contacts



Quick thinking points:

1. Always assume a ball handler will shoot... be ready to move prior to the play
2. There is no magic spot on the floor
3. Know the consequence of your whistle
4. Dick Bavetta's pause for poise mechanics improvement

Chemical Agents – things that send your game into the wood chipper. The beautiful thing is, not all of our partners need to know this, but one definitely does.

1. Marginal fouls/plays on impact players (players that are counted on by their team to have a major impact.. their stud)
2. Marginal plays at key times (bonus free throws, late in games, etc.)
3. Marginal plays during lopsided scenarios (lopsided score, FT's or team fouls)
 - a. Example: team a has 8 fouls, team b has 1 foul... the chemical agent here is going to 9 to 1 on a marginal call, OR staying 8 to 1 after an obvious foul against team A
4. Inconsistent handling of similar plays
 - a. Black and white plays stay black and white, period.
 - b. Gray plays, by definition can go either way... so be consistent with those
 - c. Key point: you cannot take a black and white play and make it gray.
5. Missed obvious plays or coming out of your PCA for marginal plays
 - a. When do you come out of your primary?
 - i. Obvious or blatant plays that will save the crew
 - ii. "thanks" plays
 - iii. Plays that make you say OMG
 - iv. Plays that would put the crew in jeopardy
 - v. Trust the open look

Pre-Game

1. Steve Javie's 4 things:
 - a. Stay in your primary
 - b. Referee the defense
 - c. Call the obvious
 - d. Trust your partner... don't guess
2. Be aware of :
 - a. Key matchups and impact players (shooters, shot blockers, disruptors, stoppers/defensive specialists) and their tendencies (hand/dribble preferences, etc.)
 - b. Routine Eye contact
 - c. Help plays
 - d. Team officiating (dual areas, transition, pick and rolls, multiple defender plays, obvious plays at various angles, double whistles)



Station work: Foul calling, foul reporting, selling tough calls

1. Foul calling and reporting
 - a. Concept = put whistles in illegal plays, and stay away from marginal plays
 - b. What do we do at the spot?
 - i. Color, number, result
 - ii. Don't leave before you have all the info you need and have told everyone what is about to happen
 - iii. Don't leave if you have players on the ground in your play until they are up safely
 - iv. Don't run through the players, go around them as you move to take care of your business
 - v. Do hustle
 - vi. Do be loud and use the crap out of your voice
 - c. What do we do at the table?
 - i. Come to a stop
 - ii. Color, number, foul, result
 1. And ones go first
 - iii. Report in the box
 - iv. Strong and clear with eye contact
 - v. Don't rush
 - vi. Don't get so close to the table that you can write the foul yourself
 - vii. Don't let subs enter before you are done handling your business
 - viii. Let your partners handle/remember who should be shooting as far as the number is concerned
 - ix. Be aware of bench decorum
 - d. What about when the game is on the line?
 - i. A calls and B level calls
 - ii. Do practice them
 - iii. Don't over use them

NIRSA Championship Series Flag Football Tournament National Officials Clinic Agenda

Clinic Length: 4.25 hours (Break time not allotted in figure)

Materials Needed: Projector and screen, Computer with internet access, dry erase board, pencils/pens, tables, and chairs



Day before Tournament begins:

Meet with officials' staff 30 minutes prior to clinic to review schedule, evaluation format, expectations, and any miscellaneous items.

3:00 pm Introduction of Staff (Officials and Evaluators/Clinicians)

3:05 pm Guidelines & Expectations

- A. Expectations - Timeliness, discussion of teams and other officials, behavior off campus, receptiveness to feedback, interaction with evaluators & other officials, adaptability, etc.
- B. Professionalism
- C. Uniform and Equipment
- D. Crews/Assignments - Given each morning
- E. Meetings - Before and after each day of competition
- F. Payroll
- G. All American Selections
- H. Awards Ceremony
- I. Discuss Scorekeeping and Sportsmanship - Review score sheet and proper completion
- J. Housing arrangements
- K. Meals
- L. Transportation
- M. Protests
- N. Ejections
- O. Injuries

3:35 pm Mechanics Review

(Note: The NIRSA Flag Football Officials' Training (only Referee, Line Judge and Back Judge positions) or the Flag Football Training website could be used to cover mechanics)

- A. New Mechanics
- B. Areas of Coverage
- C. Mental Checklist/Keys
- D. Goal Line & Try
- E. Reverse Goal Line
- F. Kick Coverage and Punts out of bounds
- G. 2 Minute Mechanics
- H. Crew communication

4:15 pm Rules and Points-of-Emphasis

- A. Rule Changes for Current Year
- B. Co-Rec
- C. Pass Interference
- D. Flag Guarding
- E. Blocking/Rushing contact



- F. Extension of Periods
- G. Unusual plays
- H. Momentum

5:00 pm Penalty Enforcement Review/Test

(Note: The NIRSA Flag Football Officials' Training DVD available to review terminology and types of plays)

- A. Terminology
- B. Types of plays, basic spots
- C. Penalty Enforcement Test

5:45 pm Review and breakdown of videotape plays

(Video source: NFL Official Review on NFL Total Access)

6:30 pm Game Control and Sportsmanship

- A. Know difference between personal fouls and unsportsmanlike conduct
- B. Basic tournament expectations
- C. Communication with players and coaches
- D. Guidelines for handling different types of play situations (profanity, demonstrations, taunting, dissent, etc.)

7:15 pm Wrap-Up and last minute points

7:25 pm Guest Speaker(s) if available

NIRSA Championship Series Flag Football Tournament Regional Officials Clinic Agenda

Friday, November 11, 2016

12:00 – 2:30pm (Official's Check-in)

2:00 – 2:25pm (Official's Committee Meeting)

2:30pm – 5:30pm (Mandatory Official's Clinic)

5:30pm (Officials Dinner)

7:00pm (1st set of games)

- All meetings will be in the main classroom at the Campus Recreation.
- All games will be played on our UTD Soccer Complex fields (S2-S10), parking will be in Lot U and the Captain's and Official's Meetings will take place in the Activity Center (northeast of the fields across Lot J and labeled AB on the map). <http://www.utdallas.edu/maps/>.
- Dinner Friday, Lunch & Dinner Saturday, Lunch on Sunday.
- There will be snacks provided during the event.



Clinic Agenda

12:00 p.m. – 2:00p.m.

Check-in

2:00 p.m. – 2:25 p.m.

Staff Meeting – Officiating Staff

2:30 p.m. – 2:40 p.m.

Tournament Host Welcome

2:40 p.m. – 2:50 p.m.

Introduction of Staff

Overview & Expectations – Director of Officials (15 mins)

2:50 p.m. - 3:15 p.m.

Penalty Enforcement (Class Room)

CoRec

3:15 p.m. – 3:30 p.m.

Crew Assignments (Director of Officials)

Officials transition to Football Fields (hustle)

3:30 p.m. – 4:05 p.m.

Station Work – Clinicians

Field Mechanics (Divide into 3 groups, 10 minutes each – Detailed instructions are later in this document)

- A. Field Judge Line To Gain/Goal Line Spots
- B. Line Judge Play Coverage / Field Judge Cross Field Mechanics
- C. Back Judge / Field Judge Pass and Punt Coverage

4:05 p.m. – 4:40 p.m.

Station Work – Clinicians

Field Mechanics (Divide into 3 groups, 10 minutes each – Detailed instructions are later in this document)

- A. 2-Minute Timing Mechanics
- B. Referee Announcements
- C. Line Judge Pre-Snap Mechanics

Transition Back to the Recreation Center (10 minutes)



5:00 p.m. – 5:00 p.m.

Bunch Plays

Wrap up and last minute points

5:30 p.m.

Dinner – Pre-game with your Crew (eat with them)

6:45 p.m.

Be at your field ready to go

7:00 p.m.

Tournament Begins

Saturday, November 12th

Officials Meeting: 7:30am

Roll Call – Director of Officials (5 minutes)

Tournament Rules Updates – (15 mins)

- A. Timing
- B. Overtime
- C. Sportsmanship Rules and Protest Procedures

Game Management Techniques – (15 mins)

Motivation – Director of Officials (5 mins)

Crew Assignments – Director of Officials (5 mins)

Games Begin: 9:00 a.m.

Sunday, November 13

Officials Meeting: 7:30am

Roll Call

Points of Emphasis from Evaluation Staff (15 minutes)

Game administration and Crew Assignments (10 minutes)

Field Judge Line-to-Gain / Goal Line Mechanics

- Initial positioning (10 yards at 45 degree angle)
- Keys and responsibilities
- 3rd / 4th down positioning (what if it's 3rd/4th and less than 2 yards?) Be a step or two off until the ball is snapped



- Stress that the FJ has primary coverage of the LTG and the GL.
 - o We do **NOT** split the line. We do **NOT** bump the line.
 - o Field Judge starts on Goal Line 15 yards and in.
 - o The FJ and LJ should only confirm with each other when both are straddling the line at the time the runner crosses. In most cases, the LJ should still defer to the FJ on GL plays.
 - o The LJ will assume GL responsibility only when the runner is near the sideline.

(Split the group into two for the activities)

Activity: Goal line coverage

- Split the field in half between LJs and FJs. Start the FJs on the GL and the LJs at the 5.
- Have a runner simulate crossing the goal line, or coming up short. Vary between being in the middle of the field and near the sideline.
- Have the officials practice calling touchdowns from both FJ and LJ. The goal is to make sure the FJ is taking most of the calls. Also, we want to be aware of potential blarges on the GL and try to prevent them.

Line Judge Play Coverage / Cross Field Mechanics

- Initial positioning (leave the LOS no later than one second after the snap).
- Reverse Mechanics (10 yards and In)
- Keys and responsibilities
 - o LJ must work to try to stay even with the play, includes covering backwards pitches across the field.

(Split the group into two for the activities)

Activity: Spotting the Ball

- Rotate the officials between being a runner and the LJ.
- Have the runner simulate getting deflagged either in bounds, or running out of bounds. Emphasize cleaning up out of bounds.

Activity: Cross Field Mechanics

- Split the field in half between LJs and FJs. Use standard initial positioning.
- Have the runner get deflagged on the FJs side of the field (outside the hash mark).
- The FJ should blow the whistle for the deflag. The LJ should then spot the ball as the whistle is blown
- Stress to the FJs that they do not need to run upfield to spot the ball because the LJ is even with the play and has the spot. Exception: Runner goes out of bounds on the FJ sideline.

Back Judge/Field Judge Pass and Punt Coverage

Play Coverage:

- BJ covers the endline. FJ covers the sideline
- When play is dead, blow whistle first and signal incomplete or TD
- Don't forget eye contact
- Stress pre-call communication
- Pass Interference
 - When it starts for each team
 - 7 PI categories (Cut Off, Early Contact, Playing Through, Hook and Turn, Arm Bar, Grab and Restrict, Face Guarding) – Demonstrate each

(Split the group into two for the activities)

Activity: Half of the officials are the BJ and start on the end line. The other half will be the FJ starting on the GL. Ball is snapped from the 3. QB will throw various routes into the endzone. Focus on passes that are close to the sideline, end line and corner. Vary between complete and incomplete passes. If it is incomplete, the covering official will signal. If it is a TD in the corner, both officials should make eye contact with each other and signal TD. Make sure the belt is checked.

Punt Coverage Overview

4-man: Positions are the same, except FJ move down 5 yards ahead of deepest receiver.

- R asks team if they want to punt and then announces decision
- LJ informs team not to cross LOS until the ball is kicked
 - If set at snap, allowed to run up as long as they don't cross LOS before kick
- BJ drops beanbag at spot of possession or K's first touching

2-Minute Timing Mechanics

Show and explain what the clock signals mean:

- Clock winding, Stopping the clock, starts on whistle (one-hand), Blowing RFP and then winding to start clock, Clock starts on snap (one-hand)

(Split the group into two for the activities)

Activity: Ask the officials when the clock stops under 2 minutes. Also, ask them when the clock will subsequently start.

- Incomplete pass (on snap)
- Out of bounds (on snap)
- First down inbounds (on ready); out of bounds (on snap)
- Timeout (on snap)
- Penalty that ended in bounds (on ready); out of bounds (on snap)
- Dead ball foul (depends on the previous play)
 - Delay of Game = always start on snap
- Touchdown (untimed try, starts on succeeding snap)
- Change of possession (on snap)

Activity: Give each official a stopwatch that is set to two minutes. The clinician will explain that the clock will start on the ready. When the RFP is blown, and chopped, the officials will start their clocks. The clinician will then lead them through a two-minute drill, using various situations like the ones in exercise #3. When the clock runs out, the official should kill the clock and announce that the half is over.

- Ex. The clinician will yell “Incomplete,” where the officials should blow their whistles, give the signal and stop the clock. Following the play, the officials will tell the clinician the clock status (time + when it starts).

Referee Announcements

- Review the four W’s and what needs to be reported to the Referee.
 - Who Fouled?
 - When did the Foul?
 - Where the Foul occurred?
 - What type of play it was?

(Split the group into two for the activities)

Activity: Reporting and Announcing

- Create note cards with a variety of penalties and situations (at least 15 different ones).
- Split the group into officials and referees, having them rotate. Everyone should report at least one foul.
- Give a notecard to an official, who will then report that foul to the referee.
- The referee will then step away and make the announcement and the corresponding signals.
- There is no need to mark off the penalties as they will do that in another station.

Line Judge Pre-Snap

Rules Overview / Mechanics

- Dead Ball Fouls
 - FIELD
 - Exercise: Ask them what FIELD stands for.
 - Blowing whistle / Flag high
 - Signaling
- Simultaneous with Snap fouls
 - MISHAPS
 - No whistle / Flag high
 - Signaling

(Split the group into two for the activities)

Activity: Officials are the LJ. Have the players do random situations. Rotate between FIELD and MISHAPS. We want the officials to officiate the play properly. So, for FIELD, they should blow the whistle to kill the play and then throw the flag high in the air. If a false start or encroachment, they should give the preliminary signal while moving in towards the Referee. For MISHAPS, they should throw the flag high in the air, but refrain from blowing the whistle.

- A. Questions
- B. Crew Assignments

Appendix #17: Ed Hochuli's "Ten Commandments of Observing" *adapted*
Released on My Referee: October 2009
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Let's keep some things in mind when evaluating/observing/teaching:

1. **Be Fair and Impartial.** We all know many officials we are watching. That should not, and cannot, affect our opinions and evaluations. We are doing a disservice to the players, coaches, officials, and even to our friends we are observing, when we are not honest and fair. We must be above reproach.
2. **We Do Not Know All the Answers.** Find out why he/she did what he/she did before criticizing him/her for it. Find out what happened and why. Then offer suggestions on how it could be done better next time.
3. **Be Constructive.** Remember the purpose of observers is first and foremost to improve the quality of the officiating. Also, remember that the only way your comments can help an official to improve is if you share the comments with the official. Approach each official at halftime and after the game, whenever possible. Our officials may be learning the game for the first time, so be patient, calm, and answer all their questions, if possible.
4. **Be Consistent.** We really need to do our best to evaluate everyone on the same scale, and give everyone the same information. The most frustrating thing that can happen to an official is when one observer tells him/her something in one game, and the next game(s) he/she is told something just the opposite by a different observer.
5. **Think Big Picture First When Observing.** Too often observers "nit-pick" officials rather than look at the major officiating fundamentals—initial position, read and react then flow, communication with fellow officials and players, dead ball officiating, etc. Concentrate on the major items first. Then Be Specific—explain in some detail what happened and how it can be corrected.
6. **Be Discreet with Your Constructive Comments.** Our criticisms should be shared with the crew but not with other officials. We should be a positive influence on the program, and should not criticize officials to other officials or in front of players, coaches, or spectators.
7. **Praise at Least Three Times as Much as You Criticize.** We all know people respond better to positive comments than negative, so whenever possible, cast even your comments in a positive manner — perhaps by praising someone else on the crew as a means of pointing out to another crew member a better way "to do it."
8. **Don't be Afraid to Say "I Do Not Know."** Often, we are asked what we thought about a particular play, whether the pass was caught, what the proper mechanic or Rule is, or what happened on a particular play. And often we do not know. Admit it when you do not know. If it is a Rule or mechanic addressed in the NIRSA Rules Book and Officials' Manual, determine the correct answer and follow up with the official.
9. **Be Careful When Judging Fouls From the Sideline.** Our job as observers is primarily "mechanics oriented" rather than "penalty oriented." We will occasionally be able to comment on a foul that was called, but normally, we will not see it, or we will not get nearly as good a look at it as the official got.
10. **Don't Forget What It is Like to be on the Field.** Remember how quickly things happen on the field. Remember the angles on the field are different and people can be screened or distracted by other action.

Appendix #18: Official's Committee Members Evaluation

Please note that this instrument will be used to help our clinicians individually improve their communication and evaluation technique. Please provide constructive comments in each category regardless of the mark you give them so that they can learn from this experience.

Evaluator's Name: _____

Communication

The evaluator presents information:

Logically and easy to comprehend	N/A	Needs improvement	Satisfactory	Excellent
Concisely and briefly	N/A	Needs improvement	Satisfactory	Excellent
Allows/answers questions from officials	N/A	Needs improvement	Satisfactory	Excellent

Comments: _____

Attitude

The evaluator is:

Friendly and easily approachable	N/A	Needs improvement	Satisfactory	Excellent
Positive, yet constructive	N/A	Needs improvement	Satisfactory	Excellent
Understands the officials' perspective	N/A	Needs improvement	Satisfactory	Excellent

Comments: _____

Rules Knowledge

The evaluator:

Demonstrates mastery of rules	N/A	Needs improvement	Satisfactory	Excellent
Communicates the rules accurately	N/A	Needs improvement	Satisfactory	Excellent

Comments: _____

Mechanics & Positioning Knowledge

The evaluator:

Accurately explains mechanics	N/A	Needs improvement	Satisfactory	Excellent
Accurately explains positioning	N/A	Needs improvement	Satisfactory	Excellent

Comments: _____

OVERALL

The evaluator helped me improve as an official. N/A Disagree Neutral Agree

I had a positive experience working with this evaluator. N/A Disagree Neutral Agree

What recommendations for improvement do you have for this evaluator? _____

Comments: _____
