

## Weekly Preparation

- *Evaluation of previous game*
  - Coordinator/supervisor feedback – maintain positive attitude, and approach evaluation in a constructive way.
  - Feedback from peers – sharing play situations leads to exchange of ideas that all will benefit from. Solicit feedback from peers in other conferences as well.
  - Self-evaluation – reviewing all significant decisions from game after the fact. Did you come to the same conclusion?
  - Review of previous game should be complete no later than Wednesday.
- *Communication*
  - Weekly call with Referee. If not assigned to crew then one call with Referee from previous game and one with Referee for upcoming game. Review items such as specific play situations and communication.
  - Weekly call with Communicator (same as Referee).
  - Collaboration with crew (if assigned) and conference replay staff. This may include conference calls, group texts, or emails.
  - Weekly logistics email - technician, communicator, recorder/assistant communicator, TV producer, school/stadium contact.
- *Rules/Mechanics Review*
  - Weekly rules quiz – CFO/conference/crew.
  - Regional rules meetings/calls.
  - Individual rules study – casebook review.
  - Film study – review plays from other games (conference and non-conference). Watch games from other conferences/NFL.
  - Training videos – CFO and conference.
- *Upcoming Game*
  - Scouting report – review formations and tendencies, most importantly tempo.
  - Review stadium and system feedback (QwikRef) from previous games at upcoming site to identify any operational issues.
  - Prepare pregame meeting presentation.
  - Maintain healthy routine including exercise, diet, and sleeping patterns.
- *Pregame Meeting*
  - Weekly presentation – play situations from previous game or around conference/country, communication procedures including O2O, mechanics and operations (normal and contingencies), reviewable play situations (casebook section review).

## Pregame Timeline

- Arrive at stadium no later than 2:30 prior to kickoff.
- Go to officials' locker room to check equipment.
- Go to TV truck for pregame discussion.
  - Number and location of cameras
  - Communication protocols – establish who is communicating and when. Exchange cell phone numbers as backup. When game is stopped replay will call truck and relay exactly what is being reviewed. TV will then send best angles related to that aspect of play.
  - Confirm whether TV clock is synced with scoreboard.
  - Review score/turnover confirmation process.
  - Review end of half/game procedures.
- Go to field to review camera locations and confirm equipment set up. Initial communications check.
- Attend pregame production meeting (if required by conference).
- Conduct pregame meeting with Sideline Replay Assistant (SRA).
- Go to replay booth.
  - Review booth configuration and confirm setup complies with NCAA guidelines. Confirm the replay system status with technician.
  - Conduct pregame with all replay booth personnel. Establish expectations and clearly define roles and responsibilities. Review normal operating procedures as well as emergency procedures.
  - Review game stoppage procedures with Medical Observer.
- 60 minutes prior to kickoff conduct communication equipment check – SRA headset, O2O, pagers, command center (if applicable), TV truck ringdown.
- Review camera angles and quad setup (if applicable).
- Re-familiarize yourself with jog/shuttle and run through practice plays.
- Visit TV booth to talk to talent and answer any questions they may have,
- Everyone in booth ready to go no later than 10 minutes prior to kickoff.
- Final communications check following coin toss.