

Notes for the New Official

I. Preseason

- A. Confirm all games with the home Athletic Director in writing
- B. Check all equipment
 - 1. Do your shirts/pants still fit?
 - 2. Condition of whistles and lanyards
 - 3. New pair of shoes
- C. Your condition
 - 1. Schedule your annual physical before the season begins
 - 2. Begin jogging/running regimen
- D. Transportation
 - 1. Give your car a physical
 - 2. Maps -- Know how to get to the schools you are scheduled to work

II. In-season

- A. Confirm assignment the day of the game
 - 1. Ask who your partner is -- maybe you can share a ride or warn him if you will be late
- B. Always keep an extra bag in your car -- you never know when you will be needed
- C. Arrive at the game site at least 30 minutes prior to game time
 - 1. Check-in with the Athletic Director or Site Manager
 - 2. Watch the table personnel -- how competent are they
 - 3. Watch the sub varsity teams
 - a. Usually run the same offenses and defenses
 - 4. Where is the scoreboard
 - 5. Where is the official's locker room
 - 6. Be invisible in the stands -- don't draw attention to yourself
- D. Keep a diary throughout the season
 - 1. Be honest about your performance
 - a. What did you do well
 - b. What didn't you do
 - c. Bizarre situations
 - 2. Write down the names of officials you worked with
 - 3. Note the names of coaches in case you see that team later in the season