

School Notification

The information listed below is to be communicated via email to the home team Activities Director, Assistant Activities Director (if appropriate), and the Activities Department Administrative Assistant.

Lower Level Games

- Subject Line – Officials for N Grade Football Game on MM/DD/YYYY
- List name of the officials
- Sport and Level of Play
- Date and Time of the game
- Location of the game (note the game may not be at the high school)
- Field game is played on (if noted in Arbiter)
- Sender of the email should include their cell phone number
- Sender cc the other officials assigned to the game
- Officials that are cc'd on the email, must acknowledge, by "Replying All" to the sender that you received the email

The email should be sent at least two school days before the date of the game.

The official sending the email to the school must cc the other officials assigned to the game. One of the officials on the game must take the initiative to send the email. If an email is not sent, all assigned to the game are held accountable.

Varsity Games

White hat will determine who will communicate with the school

Include the above information, plus the following in your communication:

- Ask who the game administrator will be, and their cell phone #
- Indicate the time you will be arriving
- Indicate if you will need dressing facilities – **Strongly encourage not requesting dressing facilities**
- Ask if there is an area where you should park
- Ask if there are any pre-game activities
- Ask the length of half-time
- Ask if they are using a visible play clock
- Request the game clock operator, and play clock operator (if applicable), meet with the head referee on the field twenty minutes before game time. Provide the game clock operator with the MSHSL Running time rules
- If there is a play clock operator, provide them with the 25/40 second clock reference document found on MSHSL website – Central Hub. Thoroughly review this with the play clock operator.
 - Remind play clock operator that the 25/40 second runs on kickoffs; extra point plays; and all plays during overtime

The communication should be sent four days before the date of the game. The referee is responsible for this communication. \

If you do not receive a confirmation from the school two days before the game, call them to confirm. Forward any information received back from the school to your crew.

See next page for examples

Non-varsity Game

Subject Line: Football Officials for Nth Grade Game Thursday 9/9/2021

Jim xxxxxxx, Mary zzzzzz, and Tom yyyyy have been assigned to work:

- 9th Grade Football
- Thursday 9/8, starting at 4:30
- Washington High School; field #4

Please advise if there are any changes.

Tom Jones

763-555-5555

Varsity Game

Subject Line: Varsity Football Officials Friday 9/10

Our crew has been assigned to work your Varsity Football Game on Friday 9/10/2021, starting at 7:00 PM, at Washington High School.

List names of each crew member

- We will be arriving at approximately 5:30 PM
- We will need not dressing facilities

Please provide the following information:

- What is the name and cell phone # of the Game Administrator?
- Is there is an area where we should park? We will need space for N vehicles?
- Are there any special pre-game activities planned?
- What will be the length of half-time?
- Will you be using a visible play clock?
- Please have the game clock operator, and play clock operator (if applicable), meet with the head referee on the field twenty minutes before game time.

Please advise of any changes.

Looking forward to seeing you on Friday night.

First Name Last Name

Cell phone number