



# Local Supervisor Roles and Responsibilities

## Contents

- 1. General Responsibilities..... 2
  - 1.1. Primary contact for Conference RIC ..... 2
  - 1.2. Primary contact for local teams ..... 2
  - 1.3. Venue ..... 2
- 2. Game Responsibilities..... 3
  - 2.1. Pregame ..... 3
  - 2.2. Game Day ..... 3
  - 2.3. Post-Game..... 4
- 3. Evaluations ..... 5
  - 3.1. Video ..... 5
  - 3.2. Game Evaluations ..... 5
- 4. Travel & Official Exchanges ..... 6
  - 4.1. General..... 6
  - 4.2. Regular Season..... 6
  - 4.3. Post-Season..... 6
- 5. Covid-19 ..... 6
  - 5.1. Game Day and Travel Policies ..... 6



## 1. General Responsibilities

### 1.1. Primary contact for Conference RIC

- Responsible for providing qualified on-field officials and support crews for home games.
- RIC will generally send communications about rules, standards, clinics, etc to the Local Supervisors, who are then expected to pass on that information to their local officials.

### 1.2. Primary contact for local teams

- Provide officials for scrimmages & exhibition games, conduct rules clinics as required for local teams.
- Game-related questions from coaches are to be referred to the Referee-in-Chief.

### 1.3. Venue

- Ensure that the game venue has adequate change facilities for on-field and support crew.
- If parking access is restricted, ensure that arrangements are made, or passes are available for the on-field and support crew.



## 2. Game Responsibilities

### 2.1. Pregame

- Provide roster of game officials to RIC & both teams not later than 48 hours prior to the advertised game start.
  - Use the provided Game Report Template.
- Work with local FOA to assign on-field & timing support crews for local games.
  - Ensure that on-field support crew are fully aware of and capable of executing their responsibilities.
- Determine if any crew members require taping. Inform Home Team of this as early as possible and set up a mutually acceptable time & place. Inform official(s) if this will require them to be at the game venue earlier than normal.

### 2.2. Game Day

- Attend each home game or ensure that a competent substitute is there.
  - Attendance at pre-game meeting is recommended but not required.
  - Be at the field not later than 60 minutes prior to advertised start.
  - Test Game Clock & Play Clocks to ensure that they are functioning properly.
  - Confirm that all required stadium equipment is present and functional (Downs Box, Yard Sticks, Picket, field pylons, padding, etc.).
  - Determine if a house or TV microphone will be required for the Referee. These should be delivered to the officials' dressing room not later than 45 minutes prior to advertised start.
  - Ensure that game balls are delivered to the officials' dressing room not later than 60 minutes prior to advertised start time.
- Coaches are required to certify that all players have and understand the use of all required equipment. This certification is made to the Umpire before the game, usually in the pre-game meeting with the coach.
  - If the local FOA does not incorporate this certification into their Game Card, then use the template provided.
  - During pregame warmups, introduce yourself to each Head Coach, observe players of both teams for potential uniform violations. Inform both Head Coaches and game officials of any issues. Check again when the teams come out for the start of the game to make sure that any identified equipment issues have been addressed, and to ensure that no new ones have occurred.
  - Submit a copy of the completed certification to the RIC after the game. A photograph of the completed form is acceptable. This may be delegated to the Crew Umpire.
- Capture notes on performance of officials, unusual plays or game situations, and penalties.
  - Notes may be used for post-game debriefing with officials.
  - Use the Game Report Template.



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- In the event of delay due to weather, work with the Team Coaches and Venue Manager to manage return to play.
  - The safety of the players and officiating crew is the primary consideration.
  - For delay due to lightning, the procedures are described in the Amateur Rule Book.
    - Identify the primary contact for each team and ensure that the required procedures are understood.
    - Facilitate the process if needed, but at the minimum ensure that the officiating and officiating support crews are aware of the situation and given adequate notice about start time, postponement, etc.
  - The final decision on whether to postpone or end a game due to inclement weather belongs to the teams.

### 2.3. Post-Game

- Prepare Penalty Report for all penalties called during the game.
  - Review the Penalty Card with game officials immediately after the game and before leaving the dressing room to ensure penalties are correctly recorded. Minimum information required for each penalty includes:
    - Quarter & Game Time (end of play)
    - Official(s) who called each penalty
    - Team & Player Number (Team Name for PFC or University Name for CW)
    - Infraction
    - Offense or Defense for designated infractions (Offside, Pass Interference, Illegal Substitution/Too Many Players, BBW)
  - For all general Unnecessary Roughness & Objectionable Conduct penalties a description of what the official(s) saw or heard that resulted in the call being made.
  - Submit a copy of the Penalty Report to each Head Coach & RIC within 24 hours of the end of the game.
  - Use the provided Game Report Template.
- A formal Game Incident Report is required for all Targeting, Rough Play, and Objectionable Conduct Disqualification penalties. This report must be submitted to the RIC by each official involved prior to leaving the dressing room. This includes potential Targeting calls that were not made on the field but identified by either the Game Supervisor or on-field officials.
- Submit the completed Game Report Template to the Evaluations Lead within 24 hours of the end of the game.
  - For the 2022 season, the Evaluations Lead is Darryl Baron.



### 3. Evaluations

#### 3.1. Video

- Game videos for both CW & PFC are available for post-game review through Hudl.
- Officials, Game Supervisors, and officials' coaches/mentors have access to all game video.

#### 3.2. Game Evaluations

- Both PFC and CW use designated Game Evaluators to do a formal evaluation of each official's performance based on the Game Supervisor's notes and the game film.
- Evaluators are assigned by the Referee-in-Chief.



## 4. Travel & Official Exchanges

### 4.1. General

- Contact officials traveling into your city as soon as possible to confirm travel, accommodation, and transportation requirements.
- Ensure that traveling officials are provided with all required information regarding pre-game meeting, venue, etc.
- Ensure that all officials are aware of and adhere to local policies regarding mixed-gender dressing rooms, COVID protections, etc.

### 4.2. Regular Season

- The Referee-in-Chief will assign a number of games to participants in the Top Tier program. Travel expenses for these games will be covered by the Referee-in-Chief.
- Additional exchanges may be arranged at the discretion of Local Supervisors and FOAs. If Local Supervisors and FOAs are interested in doing exchanges, then the local FOAs will be responsible for travel costs.
  - Payment arrangements for additional exchanges are to be determined by the Local Supervisors.

### 4.3. Post-Season

- All post-season assignments for on-field officials for PFC & CW are made by the Referee-in-Chief, based on recommendations from the Evaluations Team and nominations by Local Supervisors.
- The Referee-in-Chief will request nominations for post-season play throughout the year
  - USport Bowl Games & Vanier Cup
  - CW & PFC Conference semi-finals & finals
  - CJFL Playoffs
- For Conference Playoffs & Finals, the home team is responsible for paying officials. The host Supervisor will be responsible for arranging payment for traveling officials. Traveling officials should be paid on game day, either by cash or cheque.
- Traveling officials will be responsible for booking accommodations, flights and game-day transportation, if needed.

## 5. Covid-19

### 5.1. Game Day and Travel Policies

- Policies that address requirements for game day and travel have been developed for Prairie Junior and Canada West.
- Pre-Game Screening forms are available on the Google Drive.
  - Timers, Stick Crew, and Ball Crew are not required the Pre-Game Screening.
  - The Referee-in-Chief will monitor form submissions and address any omissions directly with the persons involved.
- Ensure that officials traveling to your site are made aware of local and institutional requirements not later than 24 hours before their scheduled departure from their home base.