Regional Tournament Operations Manual
APPENDICES

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2013 NIRSA Regional Flag Football Championships
Accident Waiver and Release of Liability Form

In consideration of being allowed to participate in any way in NIRSA and 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, affiliated clubs, their respective administrators, trustees, officers, directors, agents, and other employees of the organizations, other members/participants, sponsoring/hosting agencies/universities, volunteers, 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 NIRSA, NSC, event holders, producers, sponsors, organizers and or assigns.

I understand that NIRSA does not provide insurance for me, and I represent and warrant that 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/Guardian's Signature: _____ Date: _____

2015 NIRSA Regional Flag Football Championships
Code of Conduct

The Code of Conduct shall serve as a standard for how individuals are expected to behave when participating in a **NIRSA Regional Flag Football Championship.** 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 NIRSA, the participant indicates, by his or her registration in the event, he or she agrees to represent his or her 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 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;**
- **Participants cannot use verbal or non-verbal profanity, disrespectful language, obscene gestures or behavior; bullying, homophobic, and transphobic expressions of any kind are strictly prohibited;**
- **Violate any rules or policies of NIRSA Events, Tournament Host Hotels and Facilities, or city, state or governmental entities.**

Violation of the Code of Conduct may result in:

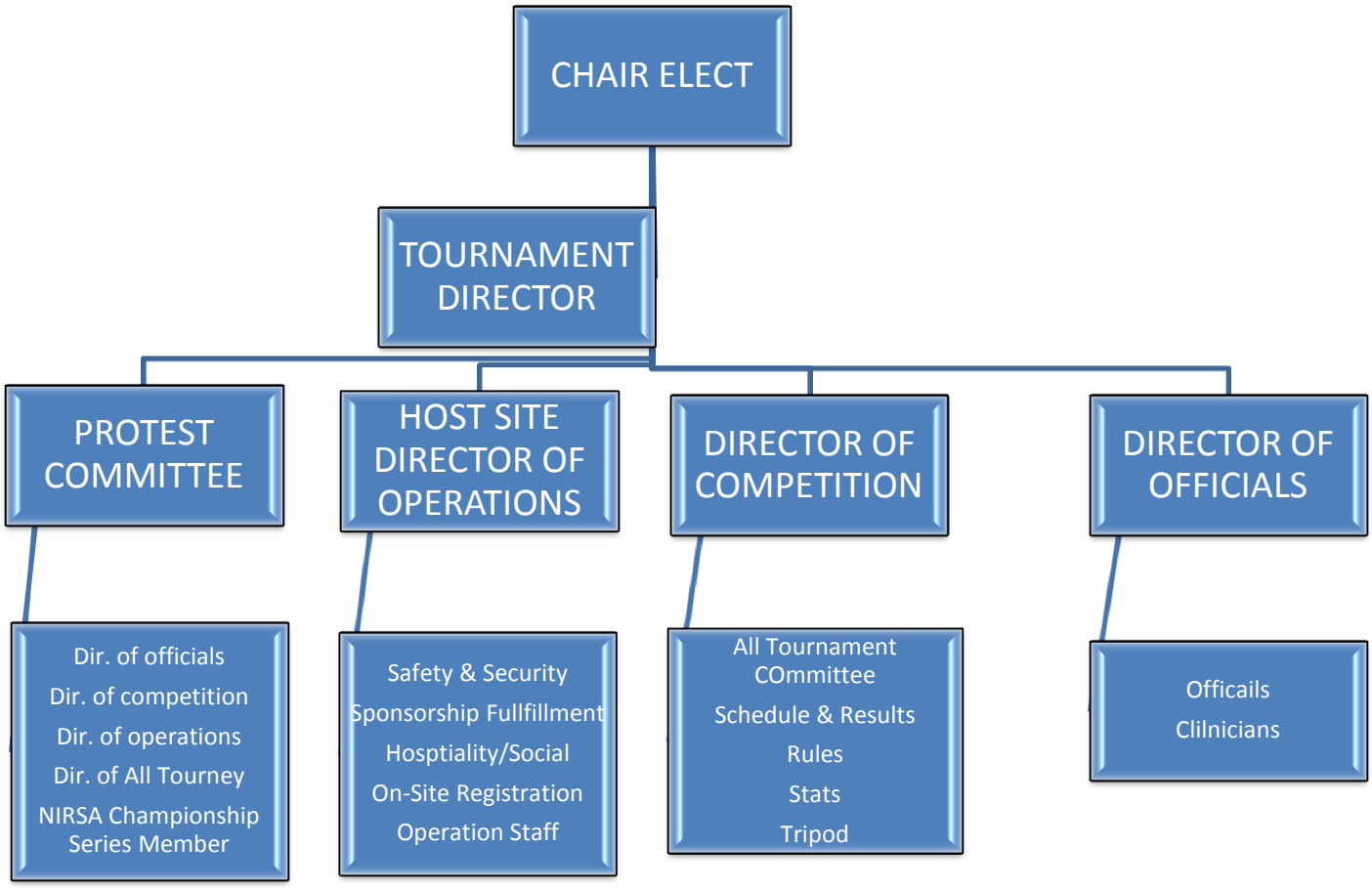
- **Suspension from the game/match;**
- **Suspension from the tournament;**
- **Forfeiture of any individual or team awards;**
- **Ejection from the tournament hotel(s);**
- **Ejection from the tournament site or any tournament sponsored event;**
- **Forfeiture of all games/matches won and possible team elimination from current and future NIRSA 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 Code of Conduct by an individual or team. –December 2, 2014-**

College/University: _____ Please have all players and coaches sign.

I hereby agree, and the team collectively agrees, to abide by the **NIRSA Code 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 Name (please print)	Participant Signature

Appendix #3: Tournament Structure



Appendix #4: 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
Sponsorship				$2,000.00
Total Income				**$12,540.00**

EXPENSES

Wages — $4,482.00

	# Games	# Staff	Rate	Total
Referees	78	3	$ 10.00	$ 2,340.00
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 — $600.00

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

Hotel — $2,400.00

(out of town guests)

	# 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 — $2,450.00

	#	Rate	Total
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
Snacks	70	$ 3.00	$ 210.00

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

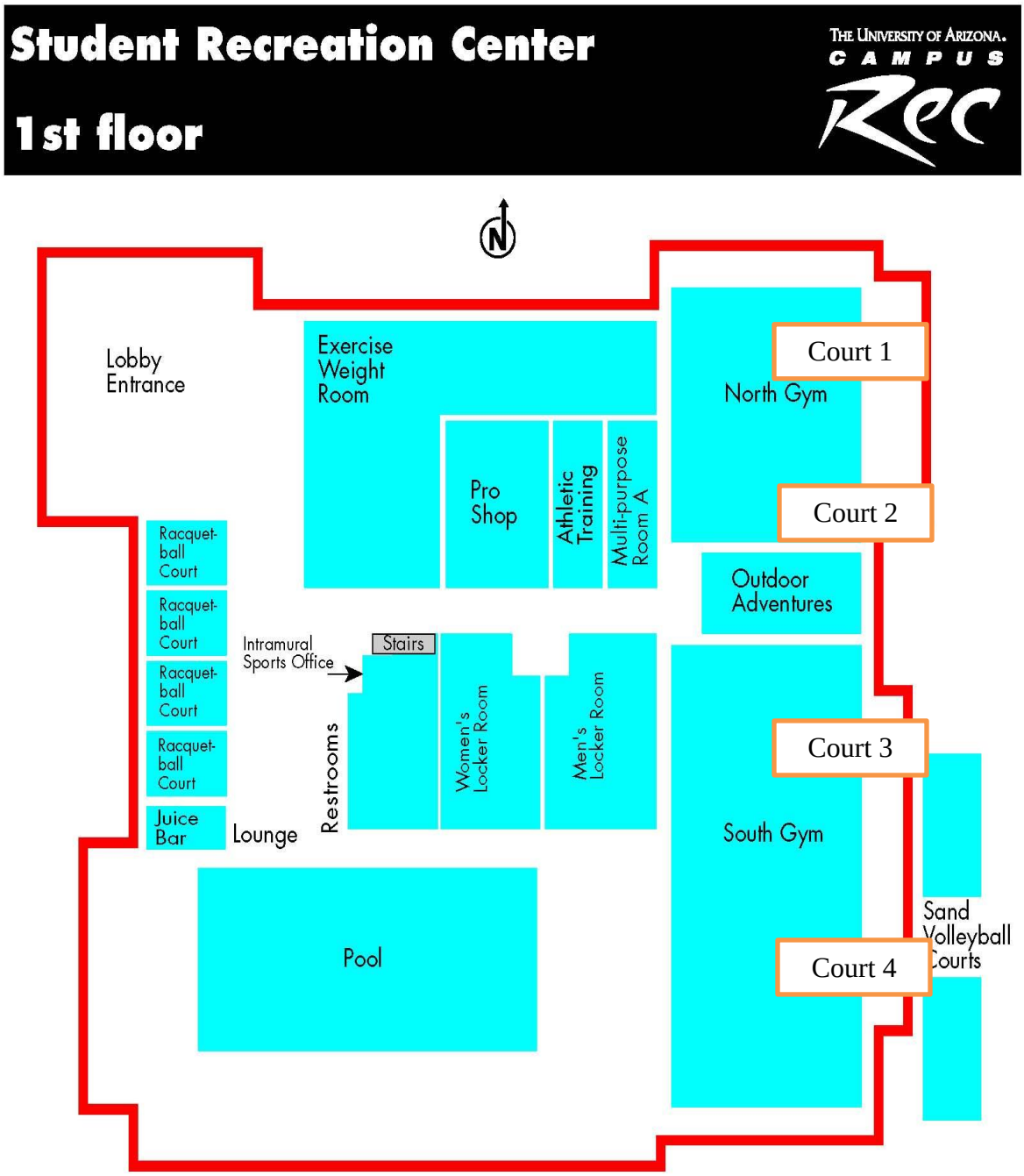
AWARDS				
	#	$	Total	$3,090.00
Team Trophies	6	50	300	
Individual	40	5	200	
All Tournament	12	5	60	
Entry Fees Nat	2	300	600	
Travel Stipend	2	750	1500	
Referee Award	3	10	30	
Referee Travel	2	200	400	

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**

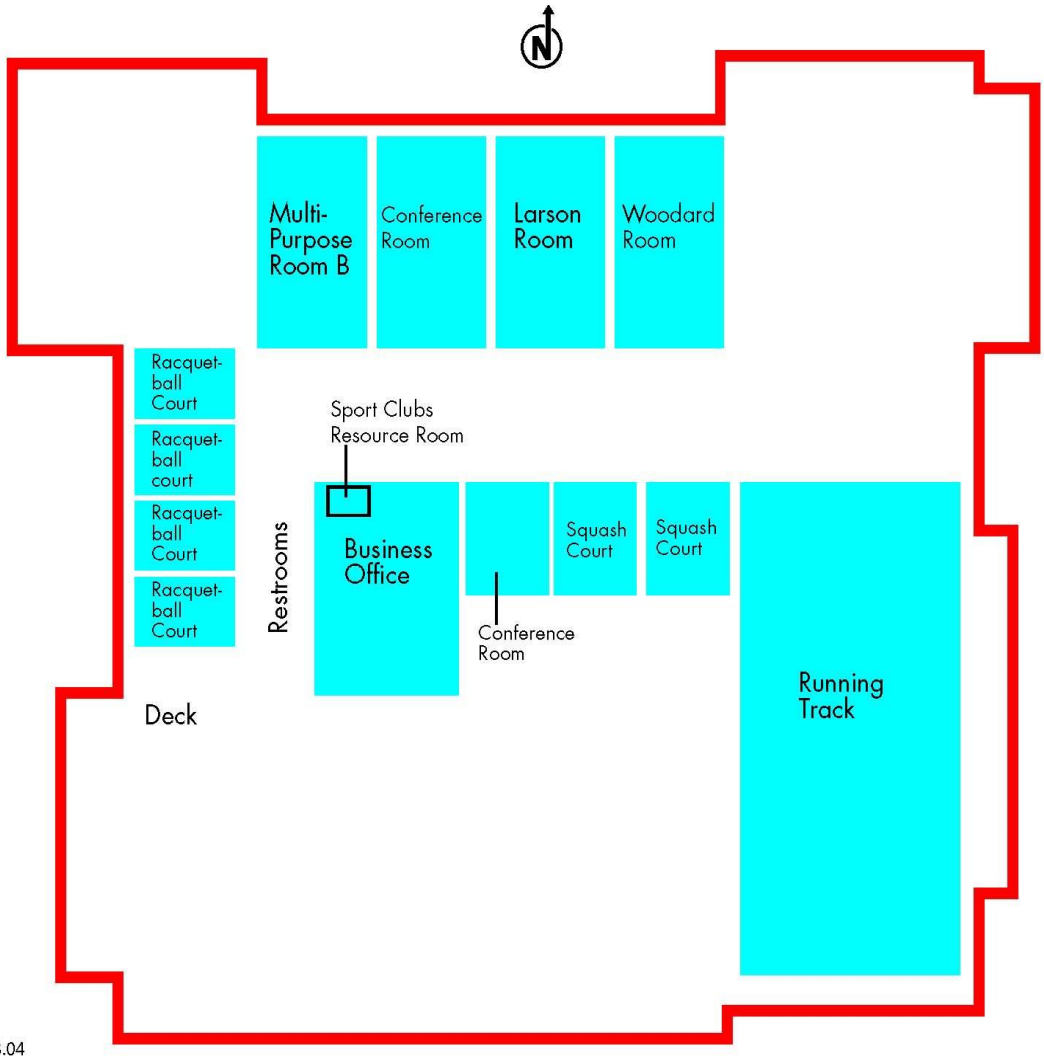
Tournament Budget		
	INCOME	**$12,540.00**
	EXPENSE	**$15,867.00**
	REVENUE	**-$3,327.00**

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


Student Recreation Center
1st floor
THE UNIVERSITY OF ARIZONA.
CAMPUS
Rec
N
Lobby Entrance
Exercise Weight Room
Pro Shop
Athletic Training
Multi-purpose Room A
North Gym
Court 1
Court 2
Outdoor Adventures
Racquet-ball Court
Racquet-ball Court
Racquet-ball Court
Racquet-ball Court
Juice Bar
Lounge
Intramural Sports Office
Stairs
Restrooms
Women's Locker Room
Men's Locker Room
Court 3
South Gym
Court 4
Sand Volleyball Courts
Pool
11.03.04

Student Recreation Center

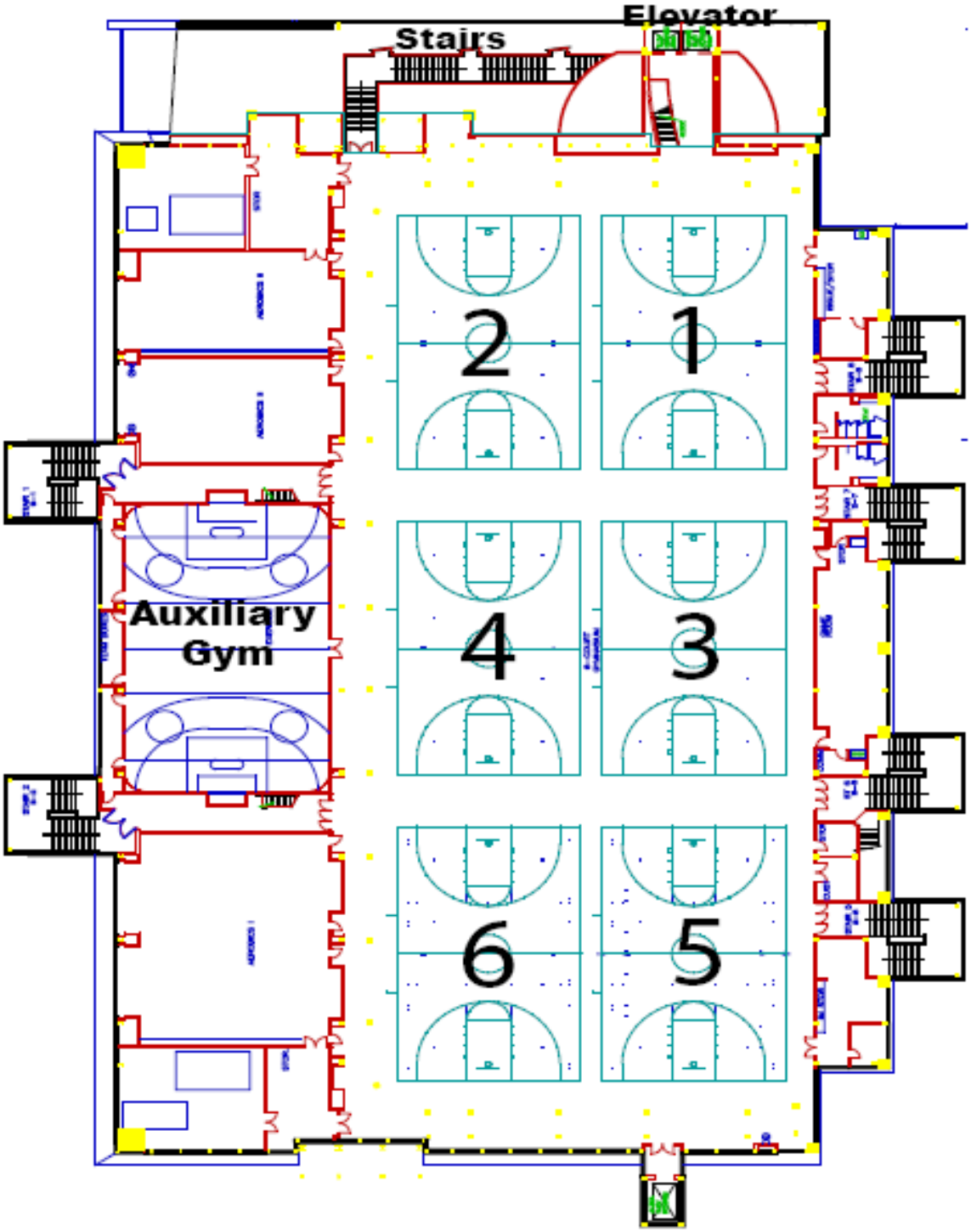
2nd Floor



11.03.04

Appendix #6: Court Diagram

4TH FLOOR



Appendix #7: School/Host Site

P = PARKING

Appendix #8: 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

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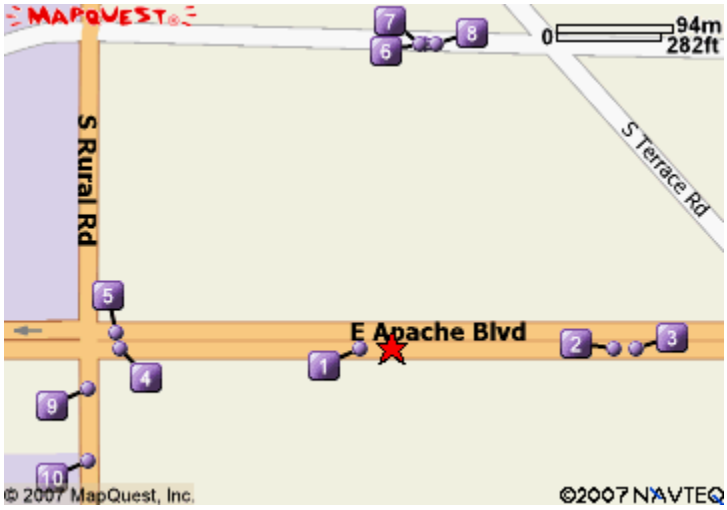

1. **Pete's Fish and Chips**
1017 E. Apache Blvd
2. **King Tut Café**
1125 E. Apache Blvd
3. **Ramiro's Restaurant**
1135 E. Apache Blvd
4. **Ducks Restaurant**
915 E. Apache Blvd.
5. **Taco Bell**
912 E. Apache Blvd.
6. **Hungry Howie's Pizza**
1045 E. Lemon Street
7. **Kohinoor Cuisine of India**
1043 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 #9: Announcer's Game Script

Pre-Match

Welcome everyone to the championship match for the 20___ NIRSA Championship Series Regional Championship presented by _____.

Two days ago we started with ____ teams and now we're down to the final 2!

At this time I'd like to introduce the participating players for this year's championship game between _____and the _____

First for_____**:**

- Read Team line-up

And now for the_____**:**

- Read Team line-up

At this time please rise for the singing/playing of our **National Anthem**

Followed by - Coin Toss w/ Umpire

Followed by - 5-minute warm-up

Post-Match

Congratulations to both teams for a great championship match.

Here to present the championship awards is _____, from _____.

Remarks by _____ (introduces _____, from _____. on hand to hand out awards)

Give a big hand for this year's Runner-Up Team: _____

And now, your 20____NCCS Regional _____Champions: _____!

Congratulations to everyone for participating in this year's event and helping to make it so special. *(Photos of both teams)*

Appendix #10: Announcer Award Ceremony Script

Welcome to the Awards Ceremony for the 20___ NIRSA Championship Series Regional _____ Championships.

Thanks to all the staff, volunteers, officials and players who made this tournament a success.

Please give a round of applause to NIRSA Championship Series and host institution _____on conducting this great event.

The presenters for tonight's Award Ceremony are: _____

The Runner Up for The _____ (Men's/Women's/Co-Rec) Division is: _____
Please come forward and receive your trophy.

The _____Regional Champion is: _____
Please come forward and receive your trophy.

Congratulations to everyone!

And now for the All-Tournament Team and Most Valuable Player awards:

For the _____ Men's/Women's/Co-Rec Division
The All-Tournament Team is: _____

The _____Most Valuable Player is: _____

Congratulations to all and thank you for coming. We hope to see all of you next year.

-*Same for each of the divisions.*

Appendix #11: Official's Clinic and Meeting Agendas:
NIRSA Championship Series Tournament Officials Clinic & Meeting Schedule

4:00 pm **Officials Committee Meeting**

- Tournament overview
- Role of the committee/Committee Professionalism/Chair Expectations
- Evaluation process – importance of writing comments

5:00 pm **Official Check In, Welcome and Introductions, General Info:** Introduction of committee

- Introduction of officials
- General Tournament Information
  - Team info/Tournament format
  - Site supervision/Trainer/Table Personnel
- Payroll Info
- Official's Training Format
- Other odds and ends

5:15 pm **Goals for the Weekend:**

- Officials' Goals – What do you hope to get out of the weekend?
- Goals of the committee/Role of the Committee
  - Evaluation Process
  - Information on the National Tournament

5:25 pm **Professionalism & Appearance**

5:30 pm **Tournament Specific Rules:**

- Tournament rules
- Timing
- Technical Fouls/Ejections (Philosophy/Procedures)
- State High school variation

5:40 pm **Three Person Mechanics**: – **60 minutes**

- In-class PowerPoint presentation – **15 minutes**

Divide officials into 4 groups

- On-the-court stations at 10 minutes each (required) – **40 minutes**

1. Foul Calling/Reporting
2. Jump Ball and Transition
3. Free throw administration
4. Rotations (Flex)

6:45pm **Additional Information** (court-side)

- Dead Ball Officiating
- Play/Coach Relations
- Sportsmanship

7:00 pm **Closing Remarks**

- Announcement of the next meeting time

NIRSA Championship Series Regional/National Tournament
Officials Clinic & Meeting Schedule

Friday – Site TBA

4:00 pm **Officials Committee Meeting**
- Tournament overview
- Role of the committee/Committee Professionalism/Chair Expectations
- Evaluation process – importance of writing comments

5:00 pm **Official Check In, Welcome and Introductions, General Info:** Introduction of committee
- Introduction of officials
- General Tournament Information
  - Team info/Tournament format
  - Site supervision/Trainer/Table Personnel
- Payroll Info
- Official's Training Format
- Other odds and ends

5:15 pm **Goals for the Weekend:**
- Officials' Goals – What do you hope to get out of the weekend?
- Goals of the committee/Role of the Committee
  - Evaluation Process
  - Information on the National Tournament

5:25 pm **Professionalism & Appearance**

5:30 pm **Tournament Specific Rules:**
- Tournament rules
- Timing
- Technical Fouls/Ejections (Philosophy/Procedures)
- State High school variation

5:40 pm **DIVIDE OFFICIALS INTO TWO GROUPS**

5:45 pm **Points of Emphasis: *ADVANCED OFFICIALS***
- Advantage/Disadvantage
- Game flow
- When is a foul a foul?

5:45 pm **Three Person Mechanics: *INTERMEDIATE OFFICIALS***
- Classroom power point

6:00 pm **Open Forum of Topics – *ADVANCED***
- Case & Tricky Plays/Other
- Why is that foul a foul?

6:30 pm **On-court station work (10-12 minutes per) – *INTERMEDIATE***

- **Station 1 –** jump ball/front court coverages/primaries/transition
- **Station 2 –** FT administration and positioning
- **Station 3 –** Foul reporting/table mechanics/special situations

7:00 pm **Break and reassemble entire group – Court Side**
If time does not permit for scrimmage games – end the clinic here

7:10 pm **Wrap-up/On-court Scrimmage Format Discussion**

- **Get 2 teams from host institution, if possible.**
- **Can be 2 teams in tourney if desired/needed.**

7:25 pm **Move to court/prep for scrimmage/assign 3 groups**

- **2 small groups – INTERMEDIATE**
- **1 group - ADVANCED**

7:30 pm **On-court Scrimmage – *ALL OFFICIALS***

- **Intermediate with 2-3 clinicians, discussing plays that occur**
- **Advanced officials with 2-3 clinicians, discussing plays that occur**
- **3 clinicians officiate; other clinicians break into 2-3 groups and evaluate.**
- **Do 10-15 minutes of game time running clock, stop last 1:00 if you want to cover end of game plays.**

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

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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

Clinic Length: 2.75 hours (Break time/transitions not allotted in figure)

Materials Needed: Projector and screen, Computer with internet access, dry erase board, pencils/pens, tables, chairs, flag belts, footballs, penalty flags, and field marker cones

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

Agenda may be altered to include time for guest speakers.

3:00 pm Introductions of staff and officials

A. Expectations (timeliness, professionalism, discussion of teams and other officials, behavior off campus, uniform, etc.)
B. Meeting times/locations
C. What evaluators are looking for from officials (receptiveness to feedback, interaction with evaluators & other officials, adaptability, etc.)

3:10 pm Current NIRSA Rule changes

3:15 pm Tournament Rules (differences, if any)

e.g. Field Dimensions

3:20 pm 4 Person Mechanics (field station work if possible)

(Note: 1. Station work should be based upon the NIRSA Teaching Stations,
2. If station work is not possible, review NIRSA Flag Football Officials' Training DVD (Referee, Line Judge and Back Judge positions only) or the Flag Football Training website)

A. Play Coverage (Referee and Line Judge)
B. Play Coverage (Field Judge and Back Judge)
C. Goal Line and Reverse Goal Line Mechanics
D. Kick Coverage
E. Hash Mark Mechanics

NOTE: Discuss the importance of crew communication in each station.

4:00 pm Whistles and signals (station work if possible)

NOTE: If using field stations transition time will need to be added.

A. Whistle Mechanics (Out of Mouth, Know before you blow) and Inadvertent whistles
B. Flag Football Signals (Selling the call)
C. Throwing the Flag (Spot vs. No spot fouls, Continuing to officiate, Covering flags)

4:30 pm Game Control and Sportsmanship

A. Communication/Relationships between officials and teams
B. Know the difference between personal fouls and unsportsmanlike conduct
C. Basic tournament expectations and answering reasonable questions

D. Guidelines for handling different types of play situations (profanity, demonstrations, taunting, dissent, etc.)

5:00 pm Penalty Enforcement

A. Terminology (All-But-One, Double Foul, Multiple Foul, Clean Hands Principle, Half the Distance)
B. Basic Spots (Previous Spot, End of the Run, Succeeding Spot, Spot of Foul)
C. Loss of Down (5 LOD Penalties) and Auto First Down (3 AFD Penalties)
D. Live Ball and Dead Ball (Field and Mishaps)

5:20 pm Two-Minute Mechanics

A. When the clock starts/stops
B. Out of bounds Mechanics
C. First Downs
D. Starting the clock (whistle vs snap)
E. Communication (signals & mechanics)

5:25 pm Co-Rec Rules

A. Scoring
B. Open/Closed plays and penalties
C. Mercy Rule
D. Illegal Advancement vs. Illegal forward pass through the neutral zone

5:30 pm Pre-game duties/Overtime Procedures

A. Have pregame with fellow officials (communication, plays)
B. Meeting the Captains
C. Player Equipment
D. Coin toss and team options (offense, defense, defer)
E. Overtime

5:40 pm Closing

A. Protest procedures/Ejections/Injuries
B. Payroll, Housing Arrangements, Meals, Transportation (if applicable)
C. Questions
D. Crew Assignments

Appendix #12: Ed Hochuli's "Ten Commandments of Observing"*adapted*
Released on MyReferee: 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 #13: 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: _____

_____

_____