

(610) 828-7047 Fax  
(610) 389-0351 Cell

**James D. Maconaghy**  
**Coordinator of Football Officials**  
**Colonial Athletic Association**  
**Ivy League & Patriot League**  
**34 East Germantown Pike**  
**#124**  
**East Norriton, Pa. 19401**  
**[jimmaconaghy@comcast.net](mailto:jimmaconaghy@comcast.net)**

(610) 825-1426

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### **IMPORTANT PRESEASON INFORMATION**

To: Colonial Athletic Association, Ivy League and Patriot League Athletic Directors, Head Football Coaches, Directors of Football Operations, Sports Information Directors, Game Day Management Directors, Ticket Managers, Video Coordinators, Technical Advisors, Officials, Clock Operators

### **COLONIAL ATHLETIC ASSOCIATION/IVY LEAGUE/PATRIOT LEAGUE FOOTBALL OFFICIATING CLINIC**

The pre-season clinic was held on July 19, 20 & 21, 2013 at the Radisson Conference Center in Bensalem, Pennsylvania.

### **POINTS OF EMPHASIS / FOOTBALL CODE FOR 2013**

Points of Emphasis / Football Code for the 2013/14 Football Season should be reviewed in detail and can be found in the 2013/14 Football Rules and Interpretations Book pages seven through twelve. The basic areas mentioned in detail include proper sideline control, protection of defenseless players, helmets, safety considerations, sportsmanship, coaching ethics & conduct.

**Zebraweb** <https://www.zebraweb.org/sec/cip/>

All officiating game assignments for the 2013 Football Season are located on the **Zebraweb** <https://www.zebraweb.org/sec/cip/> web site. This site includes staff rosters, schedules, payment information, various documents, institutional links and other useful information. Kevin Edwards will handle Web Site coordination and can be reached at [edwardsk@verizon.net](mailto:edwardsk@verizon.net) if you experience any problems or need "log on" information.

### **VIDEO COORDINATORS**

#### **1) Pre-Game Video Meeting (usually Friday evenings)**

Officials will view films the night before the game at 8:00 PM their hotel.  
**The video will be provided by the Coordinator of Officiating.**

## **2) Uploading of Game Films**

The **home team Video Coordinator** for each game officiated by Colonial, Ivy or Patriot officials shall **upload Full Game video**, correctly labeled as continuous intercut with sideline and end zone views. **This video should be uploaded within 24 hours following the completion of the game to the Zebra web video site.** A separate set of instructions has been sent to each Video Coordinator.

## **3) Questionable Plays for Review (“QWIKREF” & “ZEBRAWEB”)**

There are certain plays that occur during a game which a team may want the Coordinator of Officiating to review and evaluate.

**QwikRef** is the site to be used by Coaches for (1) submission of questionable plays for review and (2) submission of officials evaluations. Plays for review should be submitted using the **“submit plays for review” function under the “find games” menu on the QwikRef Web Site** indicating the specific concern or question requiring review. The form is self explanatory. All Coordinator responses will be recorded on the **QwikRef** site and the Coach will be notified when the responses are available via an email alert.

**Zebra web** is the site for video uploading of supporting video clips of “questionable plays and full length game video for the Coordinator and Technical Assistants.

The team Video Coordinator for each game officiated by Colonial, Ivy or Patriot officials shall upload **Questionable Plays for Review** video, correctly labeled as continuous intercut with sideline and end zone views. **This video should be uploaded within two days following the completion of the game to the Zebra web video site.** A separate set of instructions has been sent to each Video Coordinator.

## **PENALTY SUMMARY REPORTS FOR REFEREES- “QWIKREF” SOFTWARE**

The Referee **shall review the game report at half-time and at the end of the game with all the officials. The Referees will also file their reports on the “QwikRef” Web Site by noon the day following the game.** However, if there is an incident with a fight, ejection of a participant or possible further action for flagrant personal fouls, you must contact the Coordinator by phone immediately following the game.

**Additionally, all coaches will be able to access and utilize the electronic penalty summary report and cumulative penalty report for their respective teams on the “QwikRef” Web Site by Sunday afternoon of each week. A Coaches Game/Officials Rating Report is located on the “QwikRef” Web Site under Coaches report.**

<http://www.QwikRef.org/cfonew/login.aspx>

## **REPORTING FORMS FOR COACHES (“QWIKREF”) SOFTWARE**

All coaches should use “**QwikRef**” to 1) access penalty data for their respective teams, 2) to submit Coach’s Plays for Review and 3) to submit evaluation reports on the officials working their games.

We have asked our Referees to enter their foul reports in “**QwikRef**” by Sunday noon the day following the game. After entry by the R’s, Coaches will be able to access their respective electronic penalty summary reports and view cumulative foul data for their respective teams on the “**QwikRef**” Web Site at:

<http://www.QwikRef.org/cfonew/login.aspx>

Your usernames and passwords are the same as last season. However, I will be forwarding to each Head Coach by separate e-mail your QwikRef username and password.

The following reports and functions are available to each Head Coach at the QwikRef site:

a. **Coach’s Report.** Coaches, after logging into QwikRef, can access the 8 sub-reports that comprise the “Coach’s Report” from under the Find Games menu:

- Respective Conference (CAA, Ivy or Patriot) Quick Look
- Game Summary
- Game Report (chronological foul report)
- Season Foul Summary
- Season Foul Detail
- Season Fouls Per Week
- Fouls Per Player
- Fouls Per Quarter

b. **Evaluation Report.** A Coaches Game/Officials Evaluation Report is also located on the “QwikRef” Web Site under the Find Games menu. The Coach’s Game Evaluation Report includes a place to rate each of the officials. Completing the form is self-explanatory. There are subjective evaluations on a 1-10 scale for each official and a text box to enter comments for each official. An additional text box is located at the bottom of the form to enter any general / overall comments about the Crew.

c. **Coach’s Plays For Review.** As in season’s past, coaches should use QwikRef to submit “plays in question” for which the Coach requests the Coordinator to review. Please complete the form “on-line” in QwikRef and list the questionable plays. Supporting video for review plays should be submitted via Zebraweb as noted above and as in season’s past.

d. **Crew Foul Summary.** Provides historical data of fouls called per CIP crew.

## **PRE-GAME COACHES CONTACTS REGARDING OPPONENTS**

If a coach wishes to bring any issues regarding future opponent to the attention of the officials all coaches should to adhere to the following procedure:

1. Contact the Coordinator of Officiating with questions no later than **Wednesday** of game week.
2. The Coordinator will answer any questions regarding the rules or other issues.
3. The Coordinator will bring the rule or the concern to the attention of the opponents (if necessary) and the game Referee, without disclosing the teams or the individuals involved in the question, with instructions to the officiating crew to review specific rules prior to the game but without dwelling on it unduly.
4. Coaches are requested not to discuss these situations with officials on game day and officials should politely withdraw from any such conversations should they occur.
5. Coaches are also discouraged from providing game tapes to be reviewed by the officiating crew on Friday evenings or Saturday mornings prior to a game. The Referees have been instructed to mail them to the Coordinator unopened for his review only.

### **GAME ADMINISTRATION RESPONSIBILITIES**

Although all schools are familiar with game administration procedures, the following information is intended to serve as a reminder in regard to officiating considerations as well as **HOME TEAM** responsibilities.

#### **CHAIN CREW**

The host institution will be responsible for providing a Chain Crew for each home game. The crew is to be comprised of four, preferably five, mature and capable persons who will be responsive to the directives of the Head Linesman. **The crew should meet with the Head Linesman 45 minutes before game time on the field then 25 minutes prior to the game on the sideline. They should also meet the Head Linesman five minutes prior to the second half kick off.** The chain crew may wear Association/League slipover vests supplied by the Association/League office. The rules permit but do not require an unofficial down indicator and line-to-gain indicator on the sideline opposite the official indicator.

#### **BALL PERSONS**

The Home team should provide a minimum of four ball persons (sixteen years of age or older is required) to act as ball retrievers. Two should be located on each side of the field, both possessing two or more spare balls of the team for which he/she is responsible. The ball persons should report to the Field Judge and Side Judge 30 minutes before game time on the field at the 50 yard lines

and five minutes prior to the second half kickoff. It is important for continuity of game administration that the ball persons be mature and responsible individuals. The ball persons are as essential to the proper administration of the game as the chain crew. Good ball persons help with the flow of the game and are invaluable in inclement weather.

### **EXTRA GOAL POSTS**

Rule 1-2-5-f entitles a team to a kicking “point after a touchdown” even if both goals have been taken down. The home team is responsible for the availability of replacement or portable goals if the original goals have been removed during the game. Referees should check as to the availability of replacement goals prior to the game.

### **HOME TEAM GAME ADMINISTRATOR**

An administrator from the host institution must identify himself or herself to the officials prior to kickoff and he/she should be responsible for any administrative concerns prior to or during the game.

### **EQUIPMENT FURNISHED TO OFFICIALS**

The Home management should furnish the officials with the following:

- a) A suitable dressing room with showers where the “pre-game conference” may be conducted.
- b) At least one hour prior to the game at least three footballs (up to a maximum of six footballs) for game use and a pressure gauge for testing same. More balls may be supplied prior to the game during inclement weather situations. If the visiting team elects to use a different ball, they too must provide at least three balls (up to a maximum of six footballs) prior to the game. More balls may be supplied prior to the game during inclement weather situations. The balls must remain with the officials once they have been tested and approved.
- c) Game programs and towels.
- d) Snacks and beverages should be provided in the dressing room at the stadium immediately following the game. No alcoholic beverages are permitted in the officials’ dressing room.

### **GAME CREDENTIALS/PRESS PASS**

The Coordinator of Officiating and/or the Technical Advisor gain admittance to the stadium and the press box via a press pass. The press pass should be an "**All Area Access**" pass since access to the officials' locker room, field and press box is needed prior to and after the game. A "**Parking Pass**" should also be provided. All appropriate game credentials should be furnished to the Coordinator or Technical Advisor by mail **seven days prior to game day.**

**Please furnish the Coordinator of Officiating a Season Pass or full set of credentials with parking or a set of all single home game passes with parking prior to the start of the season.**

### **COMPLIMENTARY TICKETS AND PARKING PASSES**

Conference/League schools should provide each game official with two complimentary tickets for the game. The Technical Advisor and Clock Operators also are entitled to two complimentary tickets if requested. Requests for tickets should be made no later than two weeks before the game. Three parking passes for the crew should be provided to the Referee. The Technical Assistant and each Clock Operator should also be provided with a parking pass.

### **TIMING OF HALF-TIME**

At the end of the half, the Referee will signal the clock operator to start the 20 minute half-time clock. This is not a time for discussions with coaches but any reasonable questions will be answered.

### **GAME RELATED INFORMATION**

#### **PLAYERS UNIFORMS AND EQUIPMENT**

In an effort to ensure that all players are properly equipped pursuant to Rule 1-4-3, and Rule 1-4-4 Mandatory Equipment, Rule 1-4-5 Jersey Color and Design, Rule 1-4-6 Optional legal Equipment and Rule 1-4-7 Illegal Equipment all Equipment Violations (Rule 1-4-8) shall be brought to the head coaches attention as necessary before or during the game. Additionally, NCAA Rule 1-4-9 requests the head coach (or designee) to certify by signature on a card the Umpire will carry and present to him that all players are legally equipped.

#### **POST GAME TELEPHONE CALLS**

The Coordinator will contact all Referees and Technical Assistants by Sunday afternoon. If there is an incident at any game that could require attention the Referee must call my cell phone immediately following the game.

#### **CLOCK OPERATORS**

It is especially important that you arrive at the game 2 hours early to fully test the clocks and to have repairs made if necessary. Also, familiarize yourself with any new equipment which may have been installed.

**The Play Clock must be tested at both 25 second countdown and forty second countdown to be sure it operates correctly. The Clock Operators must report any equipment or timing problems to the Back Judge and Side Judge immediately.**

**The Clock Operators must also visit the officials' locker room one hour and thirty minutes prior to each game to review procedures with the officials and at half-time when timing problems have occurred during the first half. Following the game the Clock Operators are expected to meet the Referee in the locker room.**

### **ASSISTING MEDIA – OFFICIALS**

In accordance with the 2013 CCA 7 Man Manual it is our personal responsibility to protect all information that we may gain as a part of games or scrimmages that we may officiate. No one associated with a conference officiating program should have conversations with any members of the media without the express approval of that conference's Coordinator of Officials. That includes on field officials, technical assistants, clock operators etc. There must be no exceptions. In addition, the use of any electronic devices to reproduce or share on any media sight the games or game conversations between officials, coaches, players or administrators regarding any games is not permitted. This includes (but is not limited to) the use of "tweets", "Emails", "Voicemail", photos, recordings or videos. Our integrity is very important! However, officials may offer, in response to questions, explanations of unusual play situations, rule applications or interpretations. Controversial judgment calls shall not be discussed but immediately forwarded to the Coordinator. The Referee and one other official may meet with one pool reporter and the home team Director of Athletics or his designee for this purpose. This procedure should be handled at the conclusion of the game after the Referee has had sufficient time to review game situations with the other officials.

**Please call me at my office or my cell phone (see letterhead) if you have questions regarding this correspondence.**

***All mailing should be directed as follows***

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