



Penalty Reports / Penalty Charters

Here is the way we would like penalty reports to be handled this season. This is a new concept to many of you, but informative I'm sure. Please remember, these reports are for your benefit and use when reviewing video on HUDL. This process also aids in acclimating new officials to the scholastic game experience. This activity is totally voluntary for charters. This activity however is mandatory for clock operators. Our approach to this is to be professional.

Penalty charters, unless JV officials are used, are not members of the IPFO but first year officials, so they are not on the Arbiter. They will be contacting the referee, introducing themselves, and asking for pre-game information. I'll provide them with the name, cell number and email address of the referee. Some of these new officials may be local, some may accompany their local clinic crew. I will ask them for their preference in location, then assign them to a game that does not have a clock operator assigned to it. This activity is a privilege extended to new officials and JV officials alike. If their conduct, attitude or appearance does not meet our standards, the referee is to notify me and that privilege shall be revoked for the remainder of the season.

***Penalty reports are only required for varsity games because we are not reviewing JV games on HUDL. If you have a JV clock assignment, you will not be required to complete the form.

Here is the format:

1. Penalty forms can be downloaded from either the Arbiter, under "Forms", or the IPFO web site under "Documents". Each penalty charter or clock operator should have the form with him when he arrives at the site. I would encourage all referees to carry some spare forms in the event one is forgotten. Charters should bring a clip board with them so they have something to write on.
2. If a Technical Advisor is at the game, he will be charting penalties whether a clock operator or charter is assigned or not. However his presence does not eliminate the responsibility of the clock operator or charter to record penalties. Penalty reports will not accompany a game evaluation report when reviewed by a TA on video.

3. Charters are to be in full uniform, less flag, whistle, and bean bag. Referees are to inform both head coaches that these officials are in training and are not available as a substitute if an official goes down. Clock operators are available for service since they are members of the IPFO.

4. Charters shall be positioned on the Line Judge side of the field, behind the restraining line. Avoid the team box area as much as possible. Charters are not to interfere or fraternize with the game officials, players, coaches or other sideline personnel. The job is to chart penalties and your focus is not to be swayed. **Do not express an opinion to anyone regarding a call or an official. Doing so will result in suspension for the remainder of the season.** If you need to get a quick clarification from the LJ during a dead ball interval about a penalty, be brief, he has a job to do.

5. The form is pretty straightforward. Print legibly or the form is useless. As a reference, the instructions are next to the officials name boxes. When describing a penalty, abbreviations may be used. (Examples: OPI - offensive pass interference; USC - unsportsmanlike conduct) If you can't get a number or position of the player in question, put a question mark in the box. The official that threw the flag will know his responsibility regarding players and should know who it was when the game film is reviewed.

6. Following the game, the referee (or crew member that has the resources) shall secure the report, make copies, and send them to the crew for reference. If no one in the crew can do this, the referee can mail the document to me and I will scan it and send it to them via email. If anyone feels that I need a copy of the form because of the unusual nature of your game, please feel free to send it to me.

7. If a Technical Advisor attends your game, he will forward to you the game evaluation along with the penalty/play report. The penalty/play report from the TA will be more detailed than a crew report.

I hope everyone benefits from this new process and understands its' merits. Please let me know if you have any questions. Thanks.