**Referee Microphone Guidelines**

The use of the Referee’s microphone is to announce penalties and improve communication regarding unusual situations with press box and fans. The following guidelines have been developed for proper use of the microphone.

**Microphone Suggestions**

Practice, Practice, Practice

Practice turning the microphone on and off

Watch good Referees—use what works for you

Be yourself—Don’t try to invent a personality

Be friendly, yet confident. Don’t look angry or be emotional when giving an announcement

Develop a list of written announcements and practice delivery

Keep informative explanations short and sweet

**Microphone Placement**

Microphone should be placed on the right/left front or side, away from flag/bean bag. The signal would be blocked if placed in the back.

Black electrical tape can be used to secure the microphone.

**Using Microphone**

Test microphone in three places midfield and both red zones.

Microphones are delayed—pause for 2 seconds prior to announcement.

Do not come out/wander too far, find a spot, the camera will find you.

Stay still, don’t be moving or walking when giving announcements.

Know what you are going to say prior to facing the press box.

Speak slow and clearly—Do not rush your announcement, it will sound garbled.

Talk in normal tone—Don’t yell.

Keep talking if you think the microphone isn’t working. Tap receiver.

Have crew watch/listen to announcements.

**Remember to turn the microphone off.**

**Announcements**

* Turn on microphone before the visiting captain calls the toss (heads or tails) and keep it on until teams are moved around and directions are announced.
* Penalty information

**Announcement with appropriate Officials Signal:** Penalty, offended team (See Note Below), number (except in a CIF State final), accept, decline or offset and down.

For multiple fouls, have someone nearby, off camera to help.

**Note:** Offended team: offense/defense, kicking team/return team, passing team/intercepting team, fumbling team/recovering team.

**Note 2:** Back Judge doesn’t have to do penalty signal on free kick enforcements.

* Waving flag off.

**Announcement with Official Signal S13:** No foul on the play... (Brief description)

* Any down corrections.

**Announcement with hand raised with correct down**

* Correcting game clock.

**Announcement:** Game clock operator please reset the game clock to (Correct time) after corrected…Thank you.

* Any unusual plays and situations.

**Announcement:** Ruling on the field is… (Brief description)

* End of 1st, 2nd or 3rd period.

**Announcement with Official Signal S14**

* End of regulation time if going to extra periods.
* **Announcement with Official Signal S14**
* Timeouts

**Announcement with Official Signal S3 pointing to the calling team’s end:** Team who called it, number of timeouts used.

* Explaining extra period procedures. (Optional)
* Any unusual ruling decisions.

**Announcement with appropriate Officials Signal:** Ruling on the field is… (Brief description)

* Media timeouts

**Announcement with Official Signal S3 and S4**

**Note:** No announcement replaces the use of Officials Signals.