

# **NORTHERN CALIFORNIA OFFICIALS ASSOCIATION SACRAMENTO**

## **FOOTBALL OFFICIATING MECHANICS Revised July 2009**

5 Person Crews

For use in games involving the rules of the  
NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS

**This is the official mechanic manual for our association.**

All officials will familiarize themselves with the contents of this manual.  
The four person and three person manuals are based upon this book.

Prepared by

NCOA Sacramento - Mechanics 2005 Committee

Joel Miller - Group Leader

William Stannard - Editor

Steve Casagrande, Michael Murtagh, Jerry Stannard, Dennis Ward - Content

Material provided in this manual has come from the following sources:

California Football Officials Association

National Federation Officials Manual

Collegiate Officials Association 5 man mechanics

Referee Magazine's Football Officials Guidebook

# Table of Contents

<b>FORWARD A: GENERAL OFFICIATING PRINCIPLES .....</b>	<b>5</b>
<b>FORWARD B: RESPONSIBILITY OF OFFICIALS .....</b>	<b>8</b>
<b>CHAPTER 1: PRE-GAME DUTIES IN THE DRESSING ROOM.....</b>	<b>9</b>
<b>CHAPTER 2: PRE-GAME DUTIES ON THE FIELD .....</b>	<b>12</b>
<b>CHAPTER 3: FIVE MINUTES BEFORE GAME TIME .....</b>	<b>15</b>
<b>CHAPTER 4: COIN TOSS PROCEDURE .....</b>	<b>16</b>
<b>CHAPTER 5: AFTER EACH SCRIMMAGE DOWN.....</b>	<b>16</b>
<b>CHAPTER 6: COUNTING PLAYERS .....</b>	<b>18</b>
<b>CHAPTER 7: TIME OUTS .....</b>	<b>19</b>
<b>CHAPTER 9: FUMBLES.....</b>	<b>22</b>
<b>CHAPTER 10: PENALTY FLAG AND BEAN BAG.....</b>	<b>23</b>
<b>CHAPTER 11: CALLING FOULS.....</b>	<b>24</b>
<b>CHAPTER 12: ENFORCEMENT OF PENALTIES.....</b>	<b>25</b>
<b>CHAPTER 13: USE OF THE WHISTLE.....</b>	<b>27</b>
<b>CHAPTER 14: MARKING PROGRESS .....</b>	<b>28</b>
<b>CHAPTER 15: MEASUREMENT FOR FIRST DOWN.....</b>	<b>30</b>
<b>CHAPTER 16: TOUCHDOWN SIGNAL .....</b>	<b>32</b>
<b>CHAPTER 17: RELAYING THE BALL .....</b>	<b>33</b>
<b>CHAPTER 18: SIDELINE WARNING.....</b>	<b>34</b>
<b>CHAPTER 19: TIMING OF THE GAME.....</b>	<b>35</b>

<b>CHAPTER 20: BETWEEN QUARTERS.....</b>	<b>36</b>
<b>CHAPTER 21: HALFTIME AND THREE MINUTES BEFORE 2<sup>ND</sup> HALF KICKOFF.....</b>	<b>38</b>
<b>CHAPTER 22: KICKOFF POSITIONING OF OFFICIALS – "BOX MECHANICS" .....</b>	<b>39</b>
<b>CHAPTER 23: KICKOFF PLAYS - BOX MECHANICS .....</b>	<b>41</b>
<b>CHAPTER 24: SHIFTING RESPONSIBILITIES ON KICKOFF RETURN BOX MECHANICS.....</b>	<b>44</b>
<b>CHAPTER 25: POSITIONING - "ON" MECHANICS FOR FLANK OFFICIALS – SCRIMMAGE PLAYS.....</b>	<b>45</b>
<b>CHAPTER 26: "ON" MECHANICS FOR OFFICIALS - SCRIMMAGE PLAYS .....</b>	<b>46</b>
<b>CHAPTER 28: RUNNING PLAYS DOWN THE MIDDLE - "ON" MECHANICS .....</b>	<b>51</b>
<b>CHAPTER 29: RUNNING PLAYS INTO THE SIDE ZONE - "ON" MECHANICS .....</b>	<b>52</b>
<b>CHAPTER 30: FORWARD PASS - "ON" MECHANICS.....</b>	<b>54</b>
<b>CHAPTER 31: POSITIONING – "OFF" MECHANICS FOR FLANK OFFICIALS - SCRIMMAGE PLAYS .....</b>	<b>56</b>
<b>CHAPTER 32: "OFF" MECHANICS POSITION OF OFFICIALS ON SCRIMMAGE PLAYS .....</b>	<b>57</b>
<b>CHAPTER 33: SCRIMMAGE KICKS - POSITIONS.....</b>	<b>59</b>
<b>CHAPTER 33: SCRIMMAGE KICKS – POSITIONS .....</b>	<b>60</b>
<b>CHAPTER 34: SCRIMMAGE KICK – “ON” MECHANICS .....</b>	<b>61</b>
<b>CHAPTER 35: SCRIMMAGE KICK OUT OF BOUNDS - BALL IN THE AIR.....</b>	<b>63</b>
<b>CHAPTER 36: SCRIMMAGE KICK OUT OF BOUNDS – BALL CONTACTS THE GROUND .....</b>	<b>64</b>
<b>CHAPTER 37: GOAL LINE PLAYS .....</b>	<b>65</b>
<b>CHAPTER 38: REVERSE GOAL LINE .....</b>	<b>67</b>
<b>CHAPTER 39: FIELD GOAL AND TRY COVERAGE.....</b>	<b>68</b>
<b>CHAPTER 40: SPREAD FORMATION.....</b>	<b>72</b>

**CHAPTER 41: FREE KICK AFTER A SAFETY..... 72**

**CHAPTER 42: FREE KICK AFTER A FAIR CATCH..... 72**

**CHAPTER 43: PROCEDURES FOR AN EMERGENCY SITUATION ..... 72**

**APPENDIX A: GLOSSARY OF FOOTBALL OF TERMS..... 73**

**APPENDIX B: UNIFORM..... 76**

**APPENDIX C: POSITION DIAGRAMS..... 78**

## Forward A: General Officiating Principles

The game of Football deserves the finest kind of officiating. Proper officiating demands not only the finest performance from each official, but also intelligent and cooperative teamwork from all. The essentials of good officiating include:

1. Ability to handle players in a firm, fair and friendly fashion, maintaining unchallenged control of the game and discipline of its players.
2. Letter perfect knowledge, understanding and application of the rules, and fair, fearless, intelligent enforcement.
3. Knowledge of and adherence to the approved mechanics with a thorough mastery of the assignments and duties of every position.

The football officials of this organization are reminded that this manual of mechanics is simply to place the official in the RIGHT PLACE AT THE RIGHT TIME to observe the action. However, it is mandatory that at top notch football official must realize that he must exercise discriminating judgment based upon the effect created by the players in a given situation and the application of the rules. There is not a need in football officiating for over technical officials, but rather those who use and exercise good common sense. John Bunn described it best when he wrote, "It is the purpose of the rules to penalize a player who by reason of an illegal act has placed his opponents at a disadvantage."  
(1) Bunn, John. Art of Officiating Sports. Prentice-Hall, ISSO

AS A FOOTBALL OFFICIAL, REMEMBER THIS: "IT IS NOT ONLY WHAT HAPPENS, BUT WHAT EFFECT IT HAS ON THE PLAY."

Certain sound officiating principles should be used by all officials and are applicable throughout this manual. Be it a 3, 4 and 5 Person crews, it would be well for all officials, inexperienced and veteran alike, to review these principles prior to every game.

These general principles are:

1. Each official, being engaged solely for the purpose of efficient administration of a game, is morally obligated to appear well before the starting time and be prepared MENTALLY and PHYSICALLY for the work expected of him.
2. The basic objective of good officiating alignment is to BOX THE PLAY IN AT ALL TIMES with at least one official available for coverage of each sideline and to observe the play in the field of play as seen from the outside looking inward.
3. Observing everything while seldom being noticed is the ideal situation, and development of the observation of happenings away from the ball is essential.
4. Application of the rules to any given set of circumstances depends upon being at the most advantageous spot at the proper moment and, the ABILITY TO THINK QUICKLY WHEN THE ACTION OCCURS.
5. Never sacrifice accuracy for speed in making officiating decisions.
6. There is such a thing as the spirit of the rule, and while this is not much upon which to depend upon in a controversy, it is certainly worthy of consideration.
7. Knowing WHAT TO LOOK FOR AND WHERE TO LOOK is a requirement that must be met by every official who hopes to become a very competent official.
8. ANY FOUL THAT HAS A MATERIAL EFFECT ON THE PLAY OR GIVES AN ADVANTAGE TO ONE TEAM SHOULD BE PROMPTLY CALLED, AS SHOULD ALL FOULS INVOLVING UNNECESSARY ROUGHNESS INVOLVING PLAYER SAFETY and UNSPORTSMANLIKE CONDUCT.

9. Judgment, in the final analysis, is the application of common sense, and common sense tells us that extremes are not desirable in officiating.
10. NEVER FAIL TO CALL THEM AS YOU SEE THEM - YOU HAVE TO LIVE WITH YOURSELF.
11. In calling a foul, report the team to the Referee using the jersey color, number and offense-defense terminology. For example, "I have red defensive 42 for P. I. at this spot". Include in the report the status of the ball (i.e. foul was during live ball, dead ball, while the ball was loose, during the run back, during the kick, before/after change of possession, etc.).
12. Being positive in making a ruling is the surest way to avoid trouble.
13. EXPERIENCE IS OF VALUE ONLY WHEN IT RESULTS IN THE DEVELOPMENT OF THE MAN, AND ENHANCES THOSE QUALITIES SO NECESSARY TO BE A COMPETENT FOOTBALL OFFICIAL.
14. Efficiency in officiating depends entirely upon the cooperation and efforts of ALL OF THE OFFICIALS.
15. Cooperation means looking at the tough ones, and not away from them. It means being pleasant. It means quietly and privately questioning any doubtful ruling, not openly and loudly. It means that you go to the other official, giving desired information without waiting to be dragged in and questioned. It means that everyone helps the others in order to make the game the pleasant experience it should be.
16. If a fellow official questions your call, don't fence yourself in by saying, "Yes, he caught it!" or, "Yes, he had possession crossing the goal line plane." or, "Yes. he grabbed the face mask, not the pads.". If you do, you've ended the conversation! You might have been screened and you might be wrong.
17. The division of the many duties in modern officiating makes each position just as important as the others.
18. The stationing of officials working a game is based upon the position of the Linesman. He is always the fixed target, and the side of the field that he works (usually opposite the press box) must be known to the others so that they can station themselves accordingly.
19. BE CONSISTENT IN YOUR USE OF THE WHISTLE IN CALLING THE BALL DEAD.
20. Being sure of where the ball is ("seeing leather" before blowing your whistle), applies to all officials.
21. Keeping the game under control by being on the spot and letting the players know you are there and ready to act. If this should fail, be prompt to enforce the foul. Most players will be on their best behavior when they notice the officials are on the job.
22. Any official who marks the out-of-bounds spot, SHOULD ALWAYS BE SURE THAT NO MEASUREMENT IS NECESSARY FOR A FIRST DOWN BEFORE THE BALL IS MOVED. (If it looks close, hold the forward progress spot, and place the ball there.)
23. NEVER WAIT FOR ANOTHER OFFICIAL TO CALL A FOUL THAT YOU ARE SURE-SHOULD BE CALLED.
24. The official calling the foul should get the number of the offending player, as the Captain and the Coach will want to know who committed the foul. Reporting to the coach is a secondary responsibility.
25. The best procedure when calling a foul is to drop the flag and continue to officiate, as the rest of the play must be covered. Report to the Referee only after the ball becomes dead.
26. Be pleasant, but firm and fearless.
27. Forward pass interference is basically and primarily a matter of judgment.
28. WHEN AN OFFICIAL HAS DEFINITELY DETERMINED THAT THERE HAS BEEN INTERFERENCE, IT IS FATAL FOR HIM TO WAIT FOR AN EXPRESSION FROM ANOTHER OFFICIAL.
29. Be felt, not heard, as much as possible.
30. An officiating SIN - to move the chains without the Referees consent.
31. The foremost duty of the Umpire is to promptly penalize unfair acts which may cause injury, and to curb to the greatest extent the less serious fouls which may lead to the development of more serious ones.
32. AN OFFICIAL SHOULD NEVER, NEVER. NEVER DROP HIS FLAG AND THEN STAND OVER IT, GUARDING IT! KEEP OFFICIATING!

33. He who hesitates loses control of the game.
34. Be in position to rule on a lateral pass. Keep in mind that unless a pass goes forward it is considered a backward pass, even though it may travel in a direction exactly parallel to the line of scrimmage. **RULE LATERAL PASS PLAYS PROMPTLY.** When in doubt the pass is forward.
35. All officials in a crew, be it 5, 4, or 3 are **JOINTLY RESPONSIBLE** for the enforcement of all rules and must cooperate closely in facilitating the orderly conduct of the game. **ALL** officials are part of the same team and are equally responsible if the game is well officiated or poorly officiated.
36. Officials who wear eye glasses off the field should use them on the field as well. It is a mistake to allow false pride to cause one to hide his need for glasses, and thus decrease his efficiency.
37. To be apologetic or hesitant conveys the feeling of uncertainty, whereas a movement which denotes sureness transmits a feeling of confidence to others.
38. The following should be noted whenever a foul is called:
  - a. **WAS THE BALL LOOSE OR IN PLAYER POSSESSION?**
  - b. **WAS THE BALL A LIVE BALL OR A DEAD BALL?**
  - c. **WHERE WAS THE BALL WHEN THE FOUL WAS COMMITTED?**
  - d. **BE CONSISTENT. KNOW - DON'T GUESS!**
39. Don't have rabbit ears. Your job is tough enough on the field without letting crowd or sideline remarks get to you. You will lose the respect of the fans if you answer their remarks. Be thick skinned and let criticism bounce off.
40. Do not smoke. If you have to smoke, you must do so before or after the game and off the school grounds.
41. Do not fraternize with coaches. or spectators before, during, or after the game.
42. Be professional, do not give any information that might be of value about a team that you have worked, to the coaches of a future opponent.
43. Seek the happy medium between excessive strictness and complete laxity with regards to rule enforcement. Football sense must supercede "a letter of the law" technical approach to rule enforcement.
44. Preventive officiating is your best weapon towards maintaining game control- A word of warning at the right time goes a long way. If a player is baiting, or having words with an opponent, warn the player and inform his captain.
45. In handling player opponent complaints, ask him to be specific who and what. Observe for the foul, and if you see none, let the complaining player know you were watching.
46. Correct incorrect rulings on the field, not in the locker room.
47. Develop a complete impartial appearance with coaches.
48. **REMEMBER: NO FAN EVER PAID TO SEE AN OFFICIAL OFFICIATE!** You have done a good job if you have remained in the background, kept the game moving according to the rules, and the fans don't even know there were officials present, much less who they were.

## Forward B: Responsibility of Officials

ALL

1. All officials have equal jurisdiction on the field.
2. All officials are jointly responsible for the enforcement of all rules and must cooperate closely in facilitating the orderly conduct of the game.
3. All officials need to work together as a team, keeping the two competing teams covered in a box formation on all plays and shifting to meet all variations.
4. All officials should do all they can to keep the game moving with a good mechanics and hustle.
5. At the end of a play, any official can call time out for any player obviously injured or disabled.
6. Following any long gain or change of possession, the covering official should always tell the Referee what happened. Many times, he cannot see your hand signals. Remember to keep the Referee informed at all times.
7. The Referee has general supervision and control of the game. He is the sole authority for the score; the sole judge of forfeiture of the game by rule, and his decisions upon all matters not specifically placed under jurisdiction of other officials is final.
8. Application of the rules to any given set of circumstances depends upon being at the most advantageous spot at the proper moment, and the ability to think and react quickly when that point is reached.
9. Call any foul that is seen that puts a team at a disadvantage, or any personal foul (player safety). Work together as a team. Back each other up. If there is more than one flag because of overlapping coverage, GOOD!
10. Do not throw a flag when YOU DIDN'T SEE THE FOUL that a fellow official has thrown his flag for... That's not backing him up, that's poor officiating.
11. The Umpire is final judge of the legality of equipment.
12. All should know and, use prescribed signals when calling fouls, dead ball, time-out, touchback, and when indicating a score.
13. Sound the whistle loud and clear at the proper time.
14. Do not rush into making a mistake. Take your time.
15. If a fellow official questions your decision, hear them out by REVERSING THE QUESTION, "What do you think?" Remember, more than one official has been screened out, and we are very lucky when we get help from a fellow official.
16. DO NOT BE AFRAID TO STICK YOUR NECK OUT WHEN YOU KNOW YOU ARE RIGHT.
17. It is not an ego trip. All we ever seek is the correct decision. ("Get the play right.")

# Five-Person Officiating

## Chapter 1: Pre-Game Duties in the Dressing Room

ALL

1. Arrive one (1) hour before the game or as directed by the Referee.
2. All officials are expected to wear a complete uniform (See Appendix for complete uniform) and the proper game equipment.
3. Confirm the game uniform to be worn (short or long sleeve, shorts or knickers,) with the Referee.
4. The purpose of a pre-game conference is to prepare the crew mentally. It is important to solidify the thinking of officials in regards to procedures, rules interpretations and enforcement. Referees will vary their approach to a pre-game conference but the value of organizing and unifying the techniques to be employed in a game cannot be overemphasized.
5. The pre-game conference should take at a minimum 25 minutes to complete.
6. Unauthorized visitors should not be allowed in this important session.

# Chapter 1: Pre-Game Duties in the Dressing Room

(Continued)

R

1. Conduct a pre-game conference with all officials using a prepared written outline.
  - a. Review pertinent rules and interpretations. Invite questions from fellow officials.
  - b. Discuss any questions or concerns.
2. Review and discuss the following mechanics:
  - a. Retrieving and handling ball on incomplete passes and out of bounds plays as well as marking punts going out on the fly.
  - b. Methods of spotting the ball and instructing ball boys.
  - c. Handling fumbles.
  - d. Coordinate use of whistle at the end of quarter between official charged with timing and the Referee.
  - e. Position and coverage on:
    - i. Kick-off.
    - ii. Time-outs.
    - iii. Running plays.
    - iv. Forward passes.
    - v. Punts and run backs
    - vi. Man-in-motion.
    - vii. Goal line plays.
    - viii. Reverse goal line
    - ix. Sideline plays.
    - x. Out-of-bounds plays.
3. Discuss procedures in calling fouls and enforcing penalties.
  - a. Review the following signals:
    - i. Touchdown
    - ii. Prior to Kick.
    - iii. Dead ball, Inbounds, Out of Bounds, Double Stakes.
    - iv. First down.
    - v. Fouls.
    - vi. Progress.
    - vii. Time-outs (especially on punts out of bounds.)

# Chapter 1: Pre-Game Duties in the Dressing Room

(Continued)

R

4. Responsibility for counting eleven players on each team.
5. Sideline control.
6. Review the momentum rule.
7. Method of re-checking each other on decisions.
8. Mandatory Communications between officials and key words to be used:
  - a. "Close, close".
  - b. "Dead ball, dead ball".
  - c. Foul during loose ball play.
  - d. Foul during a running play.
  - e. One-half distance penalty inside the 10 and inside the 30.
  - f. Umpire - signal that he has the ball in end zone.
  - g. Back Judge - when he gives up the goal line.
  - h. Back Judge - how he will cover a two tight end, no flanker formation.
  - i. Linesman and Line Judge should discuss hand signals and overall line of scrimmage communication.
9. If the Referee is late for the pre-game, than the next senior official will conduct the pre-game conference.
10. If, for any reason, the official assigned to Referee the varsity game does not show up or is unable to continue to perform crew chief duties during the game (s), the next senior official (by years of service in the NCOA -Sacramento) will assume the duties of the crew chief. The next senior official will then assign the game officials to work the position he/she determines to be in the best interests of that game and the participating teams.
11. Leave the dressing room together so as to arrive on the field 30 minutes before game time.

## . Chapter 2: Pre-Game Duties on the Field

### ALL

1. Arrive on field as a unit 30 minutes before kickoff of the first game.
2. Split up into two groups and inspect the field for proper markings, game equipment (clock, chains, goal-post pads, etc.) and possible hazardous conditions.
3. Flanks to review their respective sidelines to the hash marks.
4. Back Judge and Umpire to inspect the center of the field between the hash marks.
5. Back Judge to inspect the goal post pads and the entire end zone at both ends of the field.

### R

1. Remedy hazardous obstructions. Inform officials of any unusual situations.
2. Visit the coaches on the field twenty minutes prior to game time (or as soon thereafter as possible) with the Umpire.
3. Confirm the length of half time with the Home Team coach. Inform the Visiting Team coach of the same.
4. Obtain the names, numbers and positions of the captains and record the information.
5. Remind the Head Coach that he may now request a time-out himself. Emphasize that the calling official must clearly identify that it is the Head Coach making the request before it will be granted.
6. Ask about an unusual plays, formations, etc.
7. Have the Head Coach certify that all of the players are legally equipped.
8. Notify the Head Coach that the crew will not tolerate foul language, racial slurs and taunting and that this serves as the first warning.
9. Give the Head Coach a coach evaluation form with a card that has the crew and positions listed.
10. Find out who is the "get back" coach and remind the Head Coach to keep his sidelines clear for the official.
11. Secure legal game ball(s).
12. Ask the game administrator or the home team Head Coach if they are ready to start the game.
13. Ask if they have any concerns or questions.
14. Arrange for meeting of captains and officials at center of the field for the toss 3 to 5 minutes before game time.

### U

1. The Umpire is the final authority on all player equipment. Check player equipment as required prior to the start of the game.
2. Instruct ball boys. Have them bring the balls and hand them directly to you.
3. Check the 3-yard marks at (for placement of the ball on PAT's) at both ends of the field.
4. The Umpire will be with the Referee when the Referee talks to the Head Coach. The Umpire listens and verifies the information given to the Referee.
5. The Umpire will be present as a witness when the Referee asks the Head Coach if all the players are properly equipped.

## Chapter 2: Pre-Game Duties on the Field

(Continued)

LJ

1. Confirm that the game clock is operational and is responsible for correct game clock operation. (The BJ is still responsible for all timing.)
2. Introduce yourself to the Head Coach on your sideline.

L

1. Secure and check down-marker and chains.
2. Before the game, the Linesman should put a piece of tape in the middle of the chains. This will be 5 yards from each end.
3. Operate the chains and down box six (6) feet outside the sideline opposite the press box.
4. Provide the clip man with chain clip(s). Show him how to mark it on the sideline, move chains back 6 feet from sideline, then remove other clip.
5. Organize and instruct assistants in their duties:
  - a. To set rods and down marker as directed and to move them only on direction of Linesman.
  - b. To refrain from making remarks to players or expressing of opinions concerning any ruling.
  - c. Box man to hold point of last down, previous down showing, until signaled to move to next down spot.
  - d. Marker is not to be changed until arriving at the new spot. "Old spot, old down; new spot, new down."
  - e. Box man to hold marker 6 feet back from sideline, even with forward point of the ball.
  - f. On all measurements, if there is a penalty flag showing, leave the down box with the previous down showing at the previous spot. If not a penalty, direct the down box man to the forward rod with the previous down showing.
  - g. To remove themselves and all equipment several yards outside the sideline on all free kicks. If runner comes towards the sideline, drop chain equipment and get back out of the way.
  - h. When the line to gain is in the field of play, both rods are always to be maintained and upright, six feet from the sideline at the start of every play. When the line to gain is the goal line, remove the chains safely from the sideline with just the down box being used.
  - i. In instructing the chain crew, tell them give the next down number, just the down box man moves, and when you wind your arm fully, everyone moves. If there is a flag on the ground, no one moves, regardless of signal.
  - j. The Linesman will go to the sideline and personally mark the spot for the chains to set to on each new 1st down. There is no exception to this mechanic.
  - k. Assign at least one member of the chain crew to be behind the goal post on any extra point and field goal attempts to retrieve the ball for the Back Judge.
6. Introduce yourself to the Head Coach on your sideline.

## Chapter 2: Pre-Game Duties on the Field

(Continued)

BJ

1. Instruct the game clock operator on his duties. Instruct him as to when the clock should be started stopped, and the horn sounded ONLY when the play ends and not during the play.
2. Inspect pads on main goal post support
3. Review time-out and starting the clock signals.
4. Receive legal game balls from Referee.
5. Arrange to meet your captains 5 minutes before kickoff at the sideline.

All

1. After the Referee has met with both Head Coaches, all officials will meet with the Referee to receive game information from the Referee.
2. Record the numbers of the team captains.
3. Discuss any unusual plays for formations received from the coaches.

## **Chapter 3: Five Minutes Before Game Time**

(Ref: Position Diagram 3-1)

R

1. Referee lines up alone in middle of the field at the 50 yardline facing the scoreboard.

LJ, U

1. The Line Judge and Umpire are on the same sideline as the press box.
2. The Line Judge introduces his captain to the Umpire at sideline.
3. The Line Judge (at the 50 yardline) has the speaking captain next to him; all other captains will be between the speaking caption and the Umpire (at the 45 yardline).

BJ, L

1. The Back Judge and Linesman are on the sideline opposite the press box.
2. The Linesman introduces his captain the Back Judge at the sideline.
3. The Linesman (at the 50 yardline) has the speaking captain next to him; all other captains will be between the speaking caption and the Back Judge (at the 45 yardline).

ALL

1. At the signal from the Referee, all officials will escort their captains to the center of the field.
2. The LJ is on the side of his captains nearest the R.
3. The LJ will introduce his captains to the R.
4. The L is on the side of his captains nearest the R.
5. The L will introduce his captains to the R.

NOTE - USE THE SAME PROCEDURE THREE MINUTES BEFORE 2<sup>ND</sup> HALF KICK OFF.

## Chapter 4: Coin Toss Procedure

(Ref: Position Diagrams 4-1 & 4-2)

All

1. Go to the 45 yardline that the Referee is facing and stand in the following order, LJ-U and BJ-L (Flanks nearest their sideline).
2. Record results of coin toss and the captain's choices on game data card.

R

1. Have captains face each other with their backs to their sideline.
2. Introduce captains to each other. Introduction of game officials is optional.
3. Announce that you are going to catch the coin, and if you drop it, you will flip it again.
4. Prior to the toss, instruct the visiting captain to give his choice of "heads or tails". Ask the captain to speak loudly enough that the Umpire can hear his choice.
5. Toss and catch the coin. Ask the Home Team captain to confirm the Visiting Team captain's selection of head or tails. Reveal the result of the toss to both captains. Ask the losing captain to confirm that the winning team has won the coin toss.
6. After making the toss and determining the winner, face the press box and place a hand on the winning captain's shoulder.
7. Explain the options to winning captain by stating, "You may choose to kick or receive, you may choose to defend a goal, or you may defer your choice to the second half".
8. If the winner chooses not to defer and makes a choice, obtain the losing captain's choice of the remaining options.
9. If the winning captain elects to defer his choice to the second half, point to him again and give the penalty-declined signal. Give the losing captain his choice of options, followed by the deferring captain's choice of options.
10. Place captains in position facing each other with their backs to the goal that they will defend.
11. While facing in the same direction as the first choosing captain, signal his choice in this manner:
  - a. Swinging a leg to indicate kicking
  - b. Make a catching motion simulating receiving
  - c. If the first choosing captain elected to defend a goal, point with both arms extended horizontally toward that goal line. Then move to the other captains and give the appropriate signal for their choice.
12. You are responsible that the game starts on time. Give signal to crew to go to their kickoff positions.

BJ

1. Spot the ball on the 40 yardline of the kicking team when the Referee indicates this choice.

LJ, U

BJ, L

1. Umpire step forward to observe all activity when the Referee begins to speak to the captains.
2. When the choices are completed record the information on your game card.
3. Join the Referee at the 50 yardline and quickly confirm the choices made. All officials must agree.
4. Be ready on the Referee's signal to move to kickoff positions.

## Chapter 5: After Each Scrimmage Down

## ALL

1. Always at the same time interval (namely, right after the Referee gives the ready for play signal) change the down on your rubber band or indicator to the correct down.
2. Call out and indicate the next down number by show of fingers above the head, use closed fist to indicate 4<sup>th</sup> down, go through your mind down and distance. IF THE LINE TO GAIN IS MORE THAN 10 YARDS, INDICATE THIS AFTER THE READY FOR PLAY SIGNAL BY A CROSSED WRIST SIGNAL IN FRONT OF THE FACE.
3. Know the yardage to be gained.
4. Observe the down box marker behind the Linesman and tell him if the box man has the wrong down by using the "roll the box" signal.
5. Observe all player and non-player activity. Emphasize keeping coaches off the field. If a coach comes onto the field and is giving "static" to a flank official, the Referee should not hesitate to flag the coach.

## U

1. The Umpire in a 4 and 5 person crew is responsible to use a rubber band on his fingers to keep the position of the ball on the field. The outside finger and thumb represent the left and right hash marks, the 2<sup>nd</sup> and 4<sup>th</sup> fingers represent the left and right goal posts, and the middle finger represents the middle of the field.
2. The Umpire is given the responsibility, along with the flank officials, of keeping the neutral zone clear after the ready for play signal.
3. The Umpire will always stand over the ball facing the Referee until the Referee gives the ready for play whistle or the Referee instructs the Umpire to take his position behind the defensive line.

## L, LJ

1. The flank officials will line up on the sideline for the start of every play. (At the direction of the Referee, flank officials may lineup closer to the player nearest to their sideline for game control purposes.)
2. The flank officials are given the responsibility, along with the Umpire, of keeping the neutral zone clear after the ready for play signal.
3. Linesman should have old spot - old down. Change the down box once the chains have arrived at the to new spot. Think OLD SPOT, OLD DOWN: NEW SPOT, NEW DOWN.

## Chapter 6: Counting Players

R, U

1. The Referee and Umpire count the offensive players before each down.
2. On free kicks, the Referee and Umpire will count the Receiving Team.

L, LJ

BJ

1. The Line Judge, Back Judge and Linesman count the defensive players before each down
2. On free kicks, the Linesman counts the Receiving Team. The Line Judge and Back Judge will count the Kicking Team.

All

1. Officials are responsible for counting players before every play.
2. Official will confirm to each other that 11 players have been counted and are properly on the field when the offensive team breaks their huddle.
3. Confirmation of the count of 11 players will be by use of a closed fist signal. To be visible to the other officials, the closed fist will be extended forward by the Referee, Umpire, and Back Judge and extended toward the defensive team by the Linesman and Line Judge.
4. Officials will use a thumb-down signal ("Not enough players") for situations where 10 or less players are counted or properly on the field when the offensive huddle is broken.
5. Officials first will use a thumb-up signal ("Too many players"), followed by a "one handed" squirrel cage signal ("Count this team again") for situations where 12 or more players are counted or are on the field when the offensive huddle is broken.

## **Chapter 7: Time Outs**

(Ref: Position Diagrams 7-1 & 7-2)

### ALL

1. Any official may grant a legal time out.
2. After granting a team time-out, record the time-out, the number of the requesting player (or Head Coach), period and game time when the time-out was called.
3. Only the Referee shall signal the team that is charged with the timeout.
4. Officials should not bunch together or visit with players or coaches.
5. Indicate by your fingers the number of time outs a team has left, not which time-out they have just called. Officials must use the same terminology throughout the game to fellow officials, players and coaches to avoid confusion.

### R

1. Sound whistle and signal "time out".
2. If a charged time-out is requested, indicate by moving both arms three times in a horizontal position towards that team.
3. If it is an official's time-out, indicate by tapping your chest with both hands.
4. Make eye contact with the Back Judge and be ready to receive his communication that 10 seconds remain in the time-out period.

### U

1. Take position over the ball and remain there until you are directed to leave by the Referee.
2. Point out the defensive captain to the Referee when the play is about ready to resume.

### L, LJ

1. Take a position near the huddle of your team. (Preferably between ball and sideline of your team).
2. Locate your captain and point him out to the Referee.
3. Remain with your team until ready for play is declared.
4. Notify Head Coach the number of timeouts they have remaining.
5. After notification to the teams that ten seconds are remaining, move quickly to your starting position.

### BJ

1. Stand clear of the ball and time the 60-second interval.
2. Remain visible to the Referee at all times.
3. Notify the Referee when 10 seconds remain in the time-out period and again when the 60-second interval expires.

## Chapter 7: Time Outs

(Continued)

### WHEN TIME IS RESUMED

R

1. Announce to both teams that the timeout is over, direct on-the-field coaches to return to their team box, and have both teams return to the proper side of the line of scrimmage.
2. Get the captains' reply that his team is ready for play.
3. Give the ready-for-play after both teams and the other officials are ready to resume.
4. At the Referee's discretion, the ball may be marked "ready for play" if either team fails to be ready to play after having been previously directed to do so.

R, U

1. Check offensive team for eleven players.

BJ, L

LJ

1. Check defensive team for eleven players.

### INJURY TIME OUTS

All

1. If you are convinced that a player is injured, immediately stop the clock after the play is over. Signal the player's sideline that the player needs assistance.
2. Permit as much time as is necessary to administer to the injured player.
3. SAFETY of the injured player is most important.
4. NEVER TOUCH AN INJURED PLAYER.
5. Coach(es) on the field to attend to an injured player may not confer with other players.
6. Players may go near the sideline to communicate with coaches who are not on the field to attend to an injured player. Players must remain on the field and the coaches must remain in the coaching box as during any period between downs.
7. If play is stopped for an apparently injured player, that player must leave the field for at least one down.
8. Make certain that the injured player has been replaced before the ball is made ready for play.

## Chapter 8: Declaring the Ball Ready For Play

### R

1. Referee should announce new down, prior to the spotting of the ball by the Umpire to give Linesman a chance to move the down box.
2. The ball should be declared ready for play within three seconds of the ball being placed down by the Umpire. (with exceptions)
3. If the ball is muddy and teams are in the huddle, give the ready signal AND HAVE THE UMPIRE DRY THE BALL OFF. HE WILL SPOT IT WHEN THEY BREAK THE HUDDLE.
4. ON EACH DOWN, ANNOUNCE DOWN AND YARDAGE TO BE GAINED.
5. On each down, blow the whistle and give the ready to indicate to the Back Judge to start the 25-second clock.
6. To reset the 25-second clock, the Referee gives an open palm upward pumping action several times above the head.
7. If the clock is to be started following an officials' time-out, the Referee ONLY will give the signal.
8. NEVER MARK THE BALL READY FOR PLAY UNTIL ALL OFFICIALS ARE IN PLACE AND READY.

## Chapter 9: Fumbles

ALL

1. Note whether the loss of possession (fumble) occurs before or after the ball is dead. REMEMBER, A DEAD BALL CANNOT BE FUMBLED. A RUNNER LOSING THE BALL SIMULTANEOUSLY WITH HITTING THE GROUND HAS NOT FUMBLED. THE BALL BECAME DEAD AS SOON AS HE HIT THE GROUND.
2. Use beanbag to mark spot of fumble when you see the ball become loose. (If you do not actually see the ball become loose, do not use a beanbag.)
3. The first official that is certain who has the ball in the pile, will signal and not be concerned with who comes out with the ball, this could change many times.
4. If there is a change of possession, stop the clock first and then signal direction of recovering team.
5. Know who last possessed the ball if it goes out of bounds.

## Chapter 10: Penalty Flag and Bean Bag

### ALL

1. Use your gold flag as a marker ONLY WHEN YOU HAVE CALLED A FOUL.
2. Have beanbag in your hand on free kicks to mark first touching.
3. Line Judge, Linesman, and Back Judge have beanbag in hand on scrimmage kicks to mark first touching.
4. Always drop the beanbag; never throw it - even if spot is on the other side of field. You can line up spot across the field.
5. Drop a beanbag at the spot where you see a loss of player possession (fumble) of the ball. The beanbag marks a spot for penalty enforcement.
6. The beanbag will be dropped to mark the appropriate spot when, during a down:
  - a. Any player goes out of bounds voluntarily.
  - b. A member of A or K inadvertently steps out of bounds.

### BJ

1. Drop a beanbag at the end of a scrimmage kick (punt or unsuccessful field goal attempt) that crosses the expanded neutral zone. The beanbag marks the spot for PSK penalty enforcement.

## Chapter 11: Calling Fouls

ALL

1. When calling a foul that is not a spot foul (false start, encroachment, unsportsmanlike acts, etc.) throw your flag high in the air so that it lands in front of you. (It looks poor to drop your flag or toss it lazily into the air.)
2. When calling a foul that is a spot foul (holding, clipping, personal fouls, etc.) throw your flag in the air and into the general vicinity of the foul. (It is not expected that the flag will always land on the exact spot of the foul, so make a mental note of the yardline where the foul occurred.) Remember: you can move the flag to the proper yardline after the play is over. (It looks poor to observe a foul and then run down the field to throw a flag into the ground at the exact spot of the foul.) **GET THE GOLD FLAG INTO THE AIR WHERE IT MAY BE SEEN IMMEDIATELY.**
3. When you call a foul that occurs while the ball is alive, withhold your whistle until the ball is dead.
4. When a false start or encroachment occurs, immediately blow your whistle to signify that the ball remains dead. **DO NOT LET THE PLAY CONTINUE IF THE BALL IS SNAPPED.**
5. When you call a dead ball foul that occurs before the snap (false start, encroachment), throw the flag so that it lands on the offending team's side of the line of scrimmage.
6. Note the number of the offending player and whether the ball is loose, in possession, or dead.
7. As soon as the ball is dead, give the time-out signal, and continue to officiate.
8. If the foul occurred on the line of scrimmage, do not give an official's signal from the sideline, but hustle to the middle and report orally to the Referee. Let the Referee know that you have a penalty by a series of short whistle blasts. (Chirp, chirp, chirp .....)
9. Make sure the box man is holding the previous spot and that the chains stay put.
10. Assist in getting captains to the Referee.
11. Officials should inconspicuously check enforcement of penalties for fouls they have called. Be sure to be facing the team's goal when penalties are enforced.
12. An official not making the penalty call should hold the dead ball spot until the Umpire calls for the ball.
13. If the Referee gives the wrong options to the Captains, the Umpire or the official making the call should "alert" the Referee to this possibility of error by stating "WOULD YOU PLEASE REPEAT THE PENALTY OPTIONS AGAIN, MR. REFEREE?" If still given wrong, then inconspicuously correct him.

## Chapter 12: Enforcement of Penalties

(Ref: Position Diagram 12-1)

R

1. As soon as the ball becomes dead, give the time out signal and make certain that one official is holding the dead-ball spot and that the down box and chains are not moved.
2. Place the ball on the ground before giving any signal. Then give a preliminary signal to the Press Box side of the field only.
3. If the offended team's most advantageous choice is obvious, enforce the penalty without consulting the captain. (It looks poor to see a Referee asking a defensive captain, "If you refuse this penalty it will be a first down for the offense at this point".)
4. Give a clear signal for the foul. Facing offending team's goal, VISUALIZE distance to be penalized, and then mark off the penalty. Avoid "stepping off" the penalty. Signal for the foul committed WHILE FACING THE PRESS BOX. Make sure captains are ready and declare the ball ready for play.
5. The Referee will have the Umpire walk off the penalties.
6. Notify offending team's captain of foul called. On any 15 yd. or loss of down penalty, give this information to flank official so it may be relayed to offending team's coaches.
7. If a microphone is used, give only the foul and the offending team - "offense" or "defense". Do not identify the offending player by name or number.
8. If the choice IS NOT OBVIOUS, go to approximate spot of enforcement and call both captains together. Face the press box and give a clear preliminary signal of foul committed by pointing with one arm toward offending team's goal. Notify captain of team that committed the foul and explain options to the offended captain.
9. If penalty is declined or if the fouls are offsetting, call for the ball and see that it is properly spotted. Then take position in clear where you can be seen and give the "penalty declined" or "no play" signal to the press box.
10. If the flag was mistakenly thrown and there is no foul, the Referee will use the signal #13 (disregard the flag) to indicate that no foul has been called.
11. Be sure each team is ready and declare the ball ready for play.
12. On plays where more than one foul is to be enforced:
  - a. Give the proper signal for the first foul, march off the distance penalty for that foul, and spot the ball on ground;
  - b. Give the proper signal for the second foul, pick up ball, march off the distance penalty for that foul, and spot the ball;
  - c. Check that both teams are ready to resume play, declare ball ready for play.
13. If Team B fouls on a successful try for point in which the penalty is to be enforced on the succeeding kickoff;
  - a. Referee will give the scoring signal, then turn and face the center of the field and give the signal for the foul.
  - b. From K's free kick line, the Back Judge will face the press box and give the foul signal, march off the distance penalty, spot the ball at the new free kick line, and repeat the signal while facing the press box.
14. The dead ball signal will be given prior to all foul signals if the foul was a dead ball foul. This applies to all scrimmage infractions where the ball was not put in play.

## **Chapter 12: Enforcement of Penalties**

(Continued)

(Ref: Position Diagram 12-1)

ALL

1. Check on the correctness of the penalty. When conflicting opinions exist, fairness requires that the ruling be withheld until an attempt is made to establish a common ground. If agreement cannot be reached by the crewmembers holding conflicting opinions, the Referee is charged with making the final decision.
2. If it is a case of the down box being moved or having a questioned down appearing, utilize the press box "stat man" to determine absolutely the correct situation.
3. Remember not to rush into a wrong decision. It is much better to take a little time to come up with the correct answer.

## Chapter 13: Use of the Whistle

### ALL

1. All officials will carry and use whistles.
2. The official or officials covering an area where the ball becomes dead SHOULD BLOW THE WHISTLE.
  - a. When the runner (ball) stays in the center of the field (between the hash marks) - *and is behind the line of scrimmage* - the Referee is primarily concerned with the action centered around the ball carrier and should blow the whistle to stop play.
  - b. When the runner stays in the center of the field (between the hash marks) - *and is beyond the line of scrimmage and stays in front of the Umpire* - the Umpire should blow the whistle to stop play.
  - c. When the runner stays in the center of the field (between the hash marks) - *and is beyond the Umpire* - the Back Judge around is primarily concerned with the action centered around the ball carrier and should blow the whistle to stop play.
  - d. When the runner (ball) goes into the side zone, the Linesman or Line Judge (depending on whose side zone) is primarily concerned with the action centered around the ball-carrier and should blow the whistle to stop play.
3. Whistles should not be sounded by all officials. The whistle is not used as a backup mechanic.
4. Each official has equal responsibilities and duties. Proper coordination of the officials, plus uniform judgment in declaring forward progress stopped, will rarely cause a need for more than one whistle on the play.
5. Remember the act kills the ball, not the whistle. If you see a runners' knee hit the ground while in possession and then the ball goes free, blow your whistle even - if late. Do not allow it to be treated as a fumble, as the knee touching killed the ball. REMEMBER; A DEAD BALL CANNOT BE FUMBLED.
6. If an Inadvertent Whistle occurs, DO NOT LET THE PLAY CONTINUE. All officials will sound there whistles immediately after recognizing that an inadvertent whistle has been occurred.

### LJ, L

### BJ

1. On completed passes beyond the line of scrimmage, on intercepted passes or punt returns, the Linesman, Line Judge and Back Judge act as a team in covering the ball carrier as far as use of the whistle is concerned.
2. Each official is primarily concerned with the ball carrier when he is in his area of responsibility and will blow the whistle when the ball becomes dead.

## Chapter 14: Marking Progress

### ALL

1. The official marking the progress of the ball should face in toward the center of the field, his back to his sideline, WITH BOTH FEET TOGETHER, NOT ONE AHEAD OF THE OTHER. (STAND NATURAL)
2. The forward foot that is in the direction the ball is going marks the forward progress of a dead ball.
3. Any official on the "inside" who has a clear view of the forward progress of the ball when a runner is knocked backwards and the ball becomes dead should alert the flank official that he had the "progress" of the ball marked.
4. Continue to hold the progress mark with your foot until the official taking that progress has spotted the ball on the ground.
5. Do not assume that the inbounds official or spotting official has your mark until after it is placed on the ground, or he has given you a signal that he has your spot.
6. If possible, the flanks shall get all progress spots.
7. When needed the Back Judge will give spots if the runner breaks through the middle or gets deep in the side zone.

### R

1. On any play in which the Linesman or Line Judge have been drawn downfield (Quarterback roll-out pass play, delayed pass behind the line of scrimmage, etc.) the Referee will go into the side zone to mark progress even if it means going to the sideline.
2. On plays near the line of scrimmage, that go out of bounds in the team box area, the Referee will go to the spot where the covering flank officials has marked progress with the beanbag and hold the progress spot - even if it means going to the sideline. The Referee will also be vigilant for unsportsmanlike acts that may take place between opposing team members in the team box area.

### U

1. The Umpire will spot the ball on plays up the middle, taking progress from the flank officials.
2. The Umpire will face the flank official that he is taking progress from when spotting the ball.
3. The correct procedure for spotting the ball is to place the ball against the instep of your forward foot.
4. Announce as soon as possible to the flank official you are taking progress from that you have the spot - "I have your spot" - so that the official can get into proper position for the next play.
5. On plays going into the side zone in which the Linesman or Line Judge may have been drawn downfield, key off the Referee as to who spots the ball at the inbounds spot. If the Referee is in the side zone then you go to the hash and vice versa.
6. Be aware when officials do not mark the same progress spot. Unless told otherwise, make a conscious decision as to which official is more likely to have had the best look at the forward progress spot - i.e. which spot is more likely to be correct. Never "split the difference" between the spots. Discretely advise the Referee as to which spot you are using - and why.

## Chapter 14: Marking Progress

(Continued)

LJ, L

1. All flank officials will "square off" when marking forward progress and when "mirroring" their fellow official.
2. Whenever you are giving a mark of forward progress to either Referee or Umpire from a flank position, you should pinch in from your flank position and then remain stationary.
3. When marking a forward progress spot that is near the line to gain (possible 1<sup>st</sup> down) or other critical spot, pinch in "as far as possible" and then remain stationary. Be ready to place the ball at your feet (for the exact progress spot) prior to measuring for a 1<sup>st</sup> down when close to the line to gain.
4. Flank officials in pinching in should not jump over fallen players or run around players to get closer in.
5. If the ball went out of bounds, the flank official so indicates with his arms fully extended and wrists crossed in front of his body. He holds it until acknowledged by the Referee or Umpire. If runner is not out of bounds, you should indicate this by giving a small circular motion with the wrist and index finger in front of the waist.
6. If the runner goes out of bounds in the team box area, bag the spot and go into the team area to prevent unsportsmanlike acts by opposing team members. Escort players back into the field of play.
7. If a flank official does not have the progress, he continues to move into the pile to help the Referee find the ball.
8. If a runner is tackled near a sideline (within two yards) and driven sideways or driven back and out of bounds, flank official should immediately give the "wind the Clock" signal to indicate progress was stopped inbounds and the clock is to remain running.

BJ

1. On plays that go out of bounds in the team box area, the Back Judge will go into the side zone and note the yardline where the covering flank officials has marked progress with the beanbag. The Back Judge will also be vigilant for unsportsmanlike acts that may take place between opposing team members in the team box behind the covering flank official.

## Chapter 15: Measurement For First Down

(Ref: Position Diagram 15-1)

### ALL

1. All officials should be alert to call out "CLOSE, CLOSE", when the dead ball is close to the 1<sup>st</sup> down stake, to alert everyone not to move the ball.
2. When the ball goes out of bounds (on a run or fumble), and there is doubt as to a first down, measure at spot on sideline.
3. The ball should be placed with the long axis parallel to the sidelines before measurement.

### R

1. In case of a possible measurement, you should take the ball to the official marking the progress and hand it to him.
2. The official that has marked the progress should take the responsibility of placing the ball on the ground in the position of progress.
3. If, after measuring, the ball is beyond the line-to-gain, give the signal declaring it 1<sup>st</sup> Down.
4. If, after measuring, the ball is behind the line-to-gain, and measurement took place between sidelines and inbound markers, hold the chain at the foremost point of the ball, and then reestablish the spot of the ball at the inbounds spot.

### L

1. If there is a penalty, direct the box man to remain at previous spot with the down box, old down remaining. If there is not a penalty, direct the box man to forward rod, old down remaining.
2. Place chain snap or harness snap at intersection of sideline and "2<sup>nd</sup> Yard line Back" from most forward rod to enable the greatest amount of stretching of chains when the measurements takes place.
3. Carry chains in with assistants.
4. Place chain with clip at intersection of the chalk line (marked by the Line Judge's foot) and grip firmly. When ready, announce to the Umpire, so that he may stretch the forward rod.
5. If a 1<sup>st</sup> down release rod and personally go to the sideline and mark spot of the new first down.
6. When the ball goes out of bounds or becomes dead in the side zone, and there is doubt as to a 1<sup>st</sup> down - measure at the sideline on the inbounds spot. Never move the ball to the hash mark before measuring.
7. Reminder: Before the game, the Linesman should put a piece of tape in the middle of the chains. This should be five (5) yards from each end.

## Chapter 15: Measurement For First Down

(Continued)

(Ref: Position Diagram 15-1)

### U

1. When Linesman announces "ready", stretch the rod forward while holding it perpendicular to the ground.
2. Check for any kinks or knots in the chain.
3. If Referee declares it short of a first down within a side zone, take rod to inbounds mark and stretch it for re-locating of the ball when Linesman says ready.

### LJ

1. Observe activity of the players during the dead ball period.
2. Place your foot in line with the ball on the "2<sup>nd</sup> Yard line Back" for the Linesman and his chain crew to set the chains on for measurement. Properly set, the chains will be set at a "right angle" to the line, with the front stake next to the football.

### BJ

1. The Back Judge will ensure the ball remains stationary by placing his hand on the ball during the measurement.

## Chapter 16: Touchdown Signal

### ALL

1. The first covering official to see the ball in possession of a runner touch or cross the goal line (vertical plane) shall in a controlled motion signal touchdown (see goal line, see ball cross goal line, see ball in end zone, signal. Do this by extending both arms overhead.
2. On all passes caught in the end zone, the Linesman and/or Line Judge will check with the Back Judge before signaling a touchdown.
3. Decisions must be given promptly and convincingly.
4. If you have a touchdown in a close situation, you must "sell" the call.

### R

1. Check to see if any fouls were called on the play; if not, give the official touchdown signal.
2. If, after giving the "touchdown" signal, a nullifying foul is reported, the Referee will give Signal #10 (No Score) and proceeds as usual.
3. On plays in which the Umpire signals that the ball is in the end zone (hand to chest), check with both flank officials to ensure they do not have a progress spot short of the end zone before signaling the touchdown.

### U

1. You should never make an immediate call of a close touchdown, nor should the Referee, from a position in front of, or behind, the runner.
2. You should indicate the ball is in the end zone by placing your right arm across your chest.
3. It is preferable that you notify the Referee that you have a ball in the end zone. This allows the Referee to check with both flank officials before the Referee signals the touchdown.
4. ALWAYS REVIEW THIS MECHANIC DURING THE PREGAME!

### LJ, L

1. You are in the best position to observe the scoring of a touchdown on close goal line plays (stay wide).
2. If you are positive that the ball was short of the goal, pinch in from the flank while blowing your whistle, and mark the forward progress spot. Verbally "sell" the call.
3. When ruling on a play ending very near the goal line, you must "sell" your call by being decisive in signaling either touchdown or the next down at the yardline where the runner was stopped short of the goal line.
4. If from the flank position you are obscured from seeing the ball because of player action, take a step into the backfield and continue towards the center of the field until you can see the ball, or you cannot progress any farther because of downed players.
5. Let the Referee and the Umpire know that you do not have a spot vocally.

## **Chapter 17: Relaying the Ball**

(Ref: Position Diagram 17-1)

ALL

1. Officials need to hustle at all times; hustle to cover the play and hustle to spot the ball for the next play.
2. In retrieving the ball, form a chain and relay ball by short, underhand passes.
3. Most of the time the Referee or Umpire will cover the dead ball spot, and spot the ball. (A hustling flank official may help also.)
4. On long incomplete passes or passes incomplete in the side zones or out of bounds, either the Linesman or the Line Judge will recover the ball and relay it to the Back Judge, who in turn will relay it to either the Linesman or Line Judge and finally to the Umpire or Referee, who will spot it at the previous spot.
5. On short incomplete passes over the line, the Umpire can recover the ball and initiate relaying it.

## Chapter 18: Sideline Warning

### All

1. The Flank official calls timeout and reports to the Referee that he is giving a sideline warning for a violation of the team box rule. (Note the time and quarter of warning on game card.)
2. The official requesting the sideline warning will personally notify the Head Coach that his team is getting their one and only warning. The official will also advise the Head Coach that any additional infraction will result in a penalty.
3. A warning can be given anytime during the game, whether the clock is running or not.
4. Good judgment will dictate when a warning is to be given.
5. The official on the opposite side of the field will notify that Head Coach that a warning is being given.

### R

1. The Referee gives signal #15 (sideline warning) from the center of the field while facing the press box and then points to the offended team's sideline to indicate the offending team.
2. The Referee will mark the ball ready for play, and start the clock if it was running prior to the warning.

## Chapter 19: Timing of the Game

BJ

1. Back Judge is primarily responsible for timing the game in 5-Person mechanics.
2. When the game clock is stopped, the Line Judge along with the Back Judge in a Five-Person crew will immediately verify that the clock is stopped.
3. All time-outs, intervals after scoring plays, intermissions between quarters, and the 25-second count are timed by the Back Judge.
4. Be sure you have a watch that will time both the game (in case there is a malfunction of the game clock) and keep the 25-second clock.
5. In timing the 25-second count, the last five seconds should be a silent voice count with the Back Judge watching the snap of the ball, so as to avoid blowing the whistle for violation of the 25 second count after the ball has been snapped.
6. Do not give a visual hand signal for the last 5 seconds.

R, BJ

1. The 25-second count starts as soon as the Referee spots the ball and declares the ball ready by signaling with a chopping motion of the arm or a winding motion of the arm if the clock is to start.
2. If the Referee needs to reset the 25-second count, he will signal the Back Judge by giving a pumping motion of the open palm above his head several times.

**If the game clock becomes inoperable:**

BJ

1. Will then keep the game time on the field.
2. Will call an official's time-out with 4 minutes remaining in each half and notify the Referee of the time remaining (4 minute warning).

LJ

1. Will then keep the 25-second clock.

R

1. Take an official's time-out with approximately four minutes remaining the second and fourth periods.
2. Inform both captains of the time remaining
3. See that both head coaches are notified of the time remaining.

## Chapter 20: Between Quarters

### ALL

1. Be alert for ending of the period.
2. The Referee or Back Judge, depending on who is facing the clock, is responsible to watch the clock; to be sure the ball is not snapped if time expires before the snap.
3. Note and record team in possession, yard line, down, and yardage to be gained at conclusion of 1<sup>st</sup> and 3<sup>rd</sup> quarters.

### R

1. Hold the ball above the head to signal the end of each quarter.
2. Measure distance from nearest chalk line to forward point of ball carefully; estimate distance from inbound lines; relocate ball with the Umpire at corresponding point on the other side of field.
3. Make eye contact with the Back Judge and be ready to receive his communications that there are 15 seconds left in the time between periods.
4. Declare ball ready for play at the end of the intermission between quarters.
5. At halftime, turn the ball over to the Back Judge.

### U

1. Between 1<sup>st</sup> and 2<sup>nd</sup> and 3<sup>rd</sup> and 4<sup>th</sup> quarters double check with the Referee regarding positioning of ball at its new location in the other end of the field.
2. Stand by the ball until the Referee releases you to start the 25-second count.

### L

1. Mark point of yardage chain with a snap where chalk line intersects sideline; reverse yardage chain and two assistants holding rods; move quickly to the corresponding chalk line on other end of the field (same sideline); hold previously marked point on chain on sideline at intersection of the chalk line, and have assistants pull chain taut.
2. After this is done - stand by your team huddle.
3. Notify the Head Coach on your sideline of the number of time outs the team has remaining.

### LJ

1. Go to the corresponding yardline at the opposite end of the field and verify, by standing on the new yardline, the correct positioning of the down box.
2. Notify the Head Coach on your sideline of the number of time outs the team has remaining.

## Chapter 20: Between Quarters

(Continued)

BJ

1. Time the 1-minute interval between the 1<sup>st</sup> & 2<sup>nd</sup> and the 3<sup>rd</sup> & 4<sup>th</sup> periods.
2. Go straight to the chain crew and escort the "box man" to the succeeding spot. Be sure the down marker is properly aligned with the placement of the ball by the Umpire.
3. Make eye contact with the Referee and inform him that there are 15 seconds remaining between periods.
4. Stand by the defensive team huddle after the ball has been relocated.
5. Double check the Linesman in his duties.

## Chapter 21: Halftime and Three Minutes Before 2<sup>nd</sup> Half Kickoff

LJ, L

1. Immediately at the end of the half, remind the Head Coach on your side of the length of time for the intermission that was determined prior to the start of the game.
2. Remind the Head Coach that his captain(s) must be available to meet on the field for the "coin toss" during the 3-minute mandatory warm-up period that follows the intermission.
3. Remind the Head Coach that he WILL NOT be alerted by any official to bring his team back to the field. That is the responsibility of the Head Coach.

ALL

1. Use the same procedure for bringing the team captains to the center of the field that was used before the start of the game.
2. Confirm with the other officials which team will have the choice in the 2<sup>nd</sup> half.

R

1. Have captains face each other with back to sidelines.
2. Obtain the option of the captain who has the first choice for the 2<sup>nd</sup> half (kick, receive, or defend a goal).
3. Face press box, place captains in position facing each other with back to the goal that they will defend.
4. Signal choice of the captain by swinging leg simulating a kick or making a catching motion, while facing the same direction as that captain.
5. If he elects to defend a goal, point with both arms extended toward that goal line and then by signal indicate whether he will be kicking or receiving.

LJ, U

BJ, L

1. 3-minutes prior to the start of the 2<sup>nd</sup> half, bring your captain(s) to the middle of the field.
2. Leave the Referee and captains and stand at the 45 yardline facing the Referee.
3. When the choice is completed, join the Referee at the 50 yardline and quickly review results.
4. Be ready on signal to move to kickoff positions.

BJ

1. Back Judge has the game ball of the kicking team.
2. Back Judge places the ball at K'S free kick line as soon as this choice has been indicated.

## Chapter 22: Kickoff Positioning of Officials – "Box Mechanics"

(Ref: Position Diagram 22-1)

### R

1. The Referee will take a position at the goal line on the sideline opposite of the press box.
2. The Referee may make adjustments in his positioning for the kicker's kicking depth.
3. The Referee will count the Receiving Team players and confirm that he has 11 players with the Umpire and Linesman.

### U

1. Umpire is out of bounds on press box sideline (opposite the Referee).
2. The Umpire will be a minimum of five yards in advance of the Referee.
3. The Umpire will count the Receiving Team players and confirm that he has 11 players with the Referee and Linesman.
4. The Umpire will have his beanbag in his hand before the kickoff.
5. If there is a possibility for an onside kick, the Umpire moves up opposite the L at the 50 yardline and the Referee moves to the middle of the field at R's 10.

### L

1. Linesman is out of bounds at the Receiving Team's free-kick restraining line (usually R's 50) on the sideline opposite of the press box.
2. The Linesman will count the Receiving Team players and confirm that he has 11 players with the Referee and Umpire.
3. The Linesman will have his bean bag in his hand before the kickoff

### LJ

1. Line Judge is out of bounds at the Kicking Team's free-kick line (usually K's 40) on the sideline opposite the Linesman (the press box side of the field.)
2. The Line Judge will count the Kicking Teams players and confirm that he has 11 players with the Back Judge.
3. The Line Judge will have his beanbag in his hand before the kickoff.

### BJ

1. Back Judge is on the Kicking Team's free-kick line (usually the 40-yard line) in the middle of the field and at the ball.
2. The Back Judge will count the Kicking Teams players and confirm that he has 11 players with the Line Judge.

## Chapter 22: Kickoff Positioning of Officials – "Box Mechanics"

(Continued)

(Ref: Position Diagram 22-2)

### KICKOFF POSITIONING COMMENTS

All

1. For all 5 Person Crews, The Northern California Officials Association - Sacramento Football uses just one mechanic for all kickoffs. This is our traditional Box Mechanic with the Referee and Umpire on their sidelines on the 5 yard line (Referee on same side as L) the Linesman and Line Judge handling the receiving and kicking teams restraining lines, and the Back Judge in the middle of the field at the ball.
2. In the event that an "on-sides" kickoff is anticipated, a modification of the box mechanics for kickoffs is recommended. The important thing is whether the kick crosses R's restraining line or not. Therefore, two officials are placed there to judge the plane and the ball's progress as well as the touching by any player. The Back Judge remains at the ball and the Umpire takes a position at the 50 on the same side of the field as the Line Judge who has the kicking team's restraining line. The Linesman is at the 50 on the sideline opposite the press box.

## Chapter 23: Kickoff Plays - Box Mechanics

### ALL

1. Keep unauthorized persons away from side and end lines.
2. Signal readiness by extending one hand overhead and keeping aloft until Back Judge has acknowledged you.
3. Responsible for all play situations (fumbles, muffs, laterals, runs, fouls) in own zone of coverage.
4. Watch for kickoff going out of bounds.
5. Nearest official covers ball until declared dead.
6. Watch for players going out of bounds during play.
7. Shift positions to keep ball and play well in view.
8. Use spheres' of coverage, know your responsibilities, and continue to dead ball officiate.

### R

1. Lineup near B's goal line on the sideline at the Linesman side of the field (opposite of the press box). Adjust your positioning according to the kickers ability to kick the ball.
2. If a short kick is anticipated, position near B's ten yardline.
3. Count the receiving team players. Notify the captain(s) if the correct number of players is not on the field.
4. Get ready signal from other officials and captains.
5. Blow your whistle and give signal to indicate start of game and declaring ball ready for play.
6. Unless a team refuses to comply, the Referee should never declare the ball ready for play until both teams have the correct number of players on the field.

### U

1. Take position on the sideline opposite the Linesman (nearest the press box) at least five yards in advance of the Referee.
2. Count the receiving team players. Confirm your count with the Referee by "punching out" with a closed fist.
3. Raise your arm above your head when ready for play.
4. Watch for kickoff going out of bounds behind goal line and deep near goal line.

## Chapter 23: Kickoff Plays - Box Mechanics

(Continued)

L

1. Line up in the middle of the field at the 50 (or 10 yards from the kicker's restraining line if the ball has been moved by penalty). Remind the receiving team that they are not to step forward onto or over their free kick restraining line until the ball is kicked.
2. Count the receiving team players and notify the team captain if the correct number of players are not on the field.
3. When the correct number of players are on the field, move to a position just outside the sideline opposite of the press box.
4. Raise your arm above your head when ready for play
5. Watch the restraining line for encroachment fouls.
6. Be prepared to rule whether the ball crossed the restraining line on a short free kick.
7. You are the guardian of your sidelines throughout any kickoff return. Remember the Referee and Umpire will be looking from the "inside to the outside".
8. Be alert for short kicks, first touching, kicks going out of bounds, and whether the ball traveled far enough. Have beanbag in your hand.
9. Watch for short kicks caught and advanced or a runner going out of bounds. STAY ON THE OUTSIDE.

LJ

1. Take a position on the nearest the press box, at the kicking teams free kick line (normally the 40 yardline unless moved by a penalty).
2. Count the kicking team players and notify the team captain if the correct number of players are not on the field.
3. When the correct number of players are on the field, acknowledge your count with the Back Judge.
4. Raise your arm above your head when ready for play.
5. You are the guardian of your sideline throughout any kickoff return. Remember the Referee and Umpire will be looking from the "inside to the outside".
6. Watch restraining line for encroachment fouls.
7. Be alert for short kicks, first touching, kicks going out of bounds, and whether the ball traveled far enough. Have beanbag in your hand.
8. Watch for short kicks caught and advanced or a runner going out of bounds. STAY ON THE OUTSIDE.

## Chapter 23: Kickoff Plays - Box Mechanics

(Continued)

BJ

1. Be in the middle of field on kickers 40. After the kicker place the ball on the tee, take a position between the ball and the kicker.
2. Count the kicking team players and notify the team captain if the correct number of players are not on the field.
3. When the correct number of players are on the field, acknowledge your count with the Line Judge.
4. Point out the Referee to the kicker and instruct him to wait for Referee's whistle.
5. Check with the Line Judge, Linesman and Umpire that they are ready for play.
6. Wave to the Referee when players and officials are ready for play.
7. After the Referee declares the ball ready for play away from the ball and tell the kicker that he has 25 seconds to kick the ball.

## Chapter 24: Shifting Responsibilities on Kickoff Return Box Mechanics

All

1. Cooperate and coordinate with fellow officials. Shift position and duties according to movement of the ball. Keep play and runner well boxed in and sidelines covered at all times.
2. On kickoff returns down the center of the field, the Referee and Umpire should keep the runner, and the play around the runner, boxed in between them with the Linesman and Line Judge covering the sidelines and secondary zones for fouls.
3. If the runner shifts into either side zone, the two officials covering that side of the field (Referee and Linesman, or Umpire and Line Judge) will cover the play with the Line Judge or Linesman covering the sideline and the Referee or Umpire covering the inbounds line, depending on what side zone the runner is in. The Back Judge officiates in front of the runner.
4. If the kickoff return is in the Line Judge's side zone, both the Line Judge and Umpire will cover the play around the runner, keeping the play well boxed in. The Line Judge covers the sideline and the Umpire covers the inbounds line. The Linesman and Back Judge will then cover the play in front of the runner and the Referee will cover the play to the side and behind the runner.
5. If the kickoff return is in the Linesman's side zone, both the Linesman and Referee will cover the play around the runner, keeping the play well boxed in. The Linesman covers the sideline and the Referee covers the inbounds line. The Line Judge and Back Judge will then cover the play in front of the runner and the Umpire will cover the play to the side and behind the runner.
6. Official closest to the runner will blow the whistle and declare ball dead when the runner is tackled, downed, or goes out of bounds.
7. In any situation there should be three officials covering the secondary zones away from the ball carrier.
8. The Back Judge should stay in the middle of the field, and officiate from the inside out. He can observe the fringe areas around the ball. He should cover the ball carrier if the runner comes directly toward him.
9. On a traditional deep kick, field coverage of the deep receiver(s) should be split between the Referee and the Umpire to determine who has the ball carrier and who has the first wall of blockers.

## Chapter 25: Positioning - "On" Mechanics for Flank Officials – Scrimmage Plays

(Ref: Position Diagram 25-1)

### R

1. Referee lines up approximately 3 yards outside and 3-5 yards deeper than deepest back.
2. Positioning will vary with A's formation, player capabilities, offensive tenancies after and giving consideration to the following:
  - a. Passing arm side of the quarterback,
  - b. The wide side of the field,
  - c. Depth of the drop being used by the quarterback during passing plays.
  - d. Position of the tight end and Umpire,
  - e. Maintaining a clear view of the offensive tackle and backs on the opposite side of the formation from your position.

### U

1. The Umpire should take a position approximately 5 to 7 yards from the ball, between the tackles, opposite the tight end.
2. The Umpire should always be deeper than the linebackers.

### L

1. Line up at a position on the line of scrimmage, on or outside of the sideline, on the side of the field opposite of the press box.
2. Remain there until the ball is snapped and you move according to the play.

### LJ

1. Line up at a position on the line of scrimmage, on or outside of the sideline, on the press box side of the field.
2. Remain there until the ball is snapped and you move according to the play.

### BJ

1. The Back Judge lines up behind the deepest defensive back about 15 to 20 yards from the line of scrimmage, and favoring the wide side of the field.

## Chapter 26: "On" Mechanics for Officials - Scrimmage Plays

### ALL

1. After each play, check for first down; decide whether there is need for measurement. If ball is dead in side zone, measure before moving the ball.
2. Keep each play properly boxed-in at all times.
3. Everyone cooperate in picking up signals for out of bounds, stopping the clock, timeout and scoring.
4. Know the down and yardage and position of the ball on every play.

### R

1. Spot ball and announce down and distance to be gained.
2. Signal either ball ready for play (Signal #1) or start the clock (Signal #2) as appropriate.
3. Note position of QB behind the snapper.
4. Check on legality of formation, illegal shift, false starts, and interference with snapper.
5. Check and know eligible receivers in the backfield.
6. Watch blocking backs, offensive interference, and defensive line for illegal use of hands, arms, forearms, knees and any other illegal play before and after ball has been snapped, kicked, passed, or is in runner possession during play.
7. Be alert for unusual plays or formations.

### U

1. The Umpire will stay over the ball until the Referee marks the ball ready for play or until released by the Referee.
2. Move left or right, five to seven yards deep, between the tackles, to the side of the field that is away from the tight end.
3. In passing situations, be prepared to move up slowly to the line of scrimmage, to rule on ineligible down field and an illegal forward pass. Watch for receivers running a crossing route in front of you.
4. Vary your routine, keep out of the player's way.
5. Check and know ineligible receivers on the line.
6. Anytime with short yardage, (example- 3<sup>rd</sup> and 2), keep your eyes on the hand of the center and be alert for squeezing motion to draw offside.
7. Check on all false starts on the interior line.
8. The Umpire is in best position to keep the play clean. Maintain game control.

## Chapter 26: "On" Mechanics for Officials - Scrimmage Plays

(Continued)

L

1. After each play, see that down box is properly placed to mark the balls forward point off your front foot and give the number of the down by hand signal to Referee.
2. When the ball becomes dead, mark progress, then indicate the next down to the Referee by holding up the appropriate number of fingers with your arm extended perpendicular to the ground in front of you.
3. When the Referee acknowledges the next down, turn and face downfield with one foot forward to mark the line of scrimmage. The box will be correctly set at the new spot by lining up on your foot and the foremost point of the ball.
4. After Referee signals first down, return to sideline and personally locate the new spot for the down box. Check to see that the chains are six (6) feet off the line.
5. DO NOT ALLOW THE DOWN BOX TO MOVE UNTIL AFTER REFEREE SIGNALS YOU TO DO SO.
6. Anticipate any call for measuring for 1st down.

L, LJ

1. Your position on the line in ON mechanics is: Start by lining up on or outside the sideline at the start of the play. When the play develops, adjust in toward the play or stay on the sideline depending on the action. You should never have to retreat toward the sideline at the start of the play.
2. Keep all flankers and man-in-motion inside of you.
3. Use hand and arm signals to communicate with your opposite flank official.
4. Point to the offensive backfield to indicate that the widest player on your side in the backfield. There is no signal if he is on the line of scrimmage.
5. Observe the other flank officials' signals and be alert for any changes in his signals.
6. If opposite official has same signal. START COUNTING BACKS BEHIND THE CENTER. If you have more than four at snap, both Officials should throw penalty flags for either illegal formation (less than 7 players on the line of scrimmage or illegal substitution (12 players). If it is illegal formation throw the flag but do not blow the whistle. It is a live ball foul. Let the play go. If it is illegal substitution blow the whistle, throw the flag and do not let the play go. It is a dead ball foul.
7. HOLD YOUR ARM SIGNAL UNTIL OPPOSITE OFFICIAL GIVES YOU A RECOGNITION SIGNAL BY POINTING AT YOU.
8. If after signaling, your man shifts up to the line, so indicate by placing your hand on the opposite shoulder meaning he no longer is in the backfield. IF THE OPPOSITE FLANK OFFICIAL HAS A PENALTY FLAG, MAKE SURE THAT HE KNOWS YOUR BACK HAD MOVED UP THE LINE AND YOU HAD SIGNALLED THIS WITH YOUR ARM ACROSS YOUR CHEST. IT MAY RESULT IN THAT OFFICIAL HAVING TO PICK UP HIS/HER PENALTY FLAG.

## Chapter 26: "On" Mechanics for Officials - Scrimmage Plays

(Continued)

9. You are to observe the legality of motion of any player going in motion away from you. They are still your responsibility if they stop and reverse direction. KNOW WHETHER THIS MAN IS MOVING TOWARD THE LINE OF SCRIMMAGE BEFORE THE SNAP.
10. You are responsible for your sideline, end line to end line.
11. Be in position to cover your sidelines at all times.
12. Check for encroachment, false starts, illegal shifts, interference with snapper, backs in motion, legality of wing back, and at least 7 offensive linemen on the line.
13. Always keep ball and play in view. Never turn your back on the play. IF YOU FIND YOURSELF IN TOO CLOSE TO THE PLAY ON A WIDE SWEEP COMING YOUR WAY, RETREAT INTO THE OFFENSIVE BACKFIELD RATHER THAN BACK PEDALING TOWARDS YOUR SIDELINE- This permits you to keep action in front of you at all times.
14. Be in position to properly observe the neutral zone. Watch particularly the play of the offensive end, the defensive end. The Umpire will be concerned with the interior linemen.
15. If there is a wide flanker on the line of scrimmage on your side, OBSERVE THE SECOND MAN IN ON THE OFFENSIVE LINE TO SEE IF HE GOES DOWN FIELD. If he does and a forward pass is thrown on this play, throw a penalty marker for ineligible downfield. (Note: forward pass must cross the scrimmage line for forward pass rule to apply).
16. Watch for defensive holding, illegal use of hands and arms and other illegal play.
17. Watch for players going out of bounds. Protect your sideline.
18. Be alert for unusual plays or formations.
19. The primary responsibility for the crack back block is given to the flank official on the side of the play.
20. Inform any flanker who asks if they are a back or lineman, "My foot is the line of scrimmage".
21. If no flanker is outside the tight end, the flank official will watch the tight end.

## Chapter 26: "On" Mechanics for Officials - Scrimmage Plays

(Continued)

BJ

1. You should be at least 15-20 yards from the ball and always favoring the wide side of the field. You are always be deeper than the deepest defensive back.
2. The Umpire's position has no bearing on your position. You both may be on the wide side of the field.
3. As the offense comes out of the huddle, locate the tight and make sure there is an offensive player (flanker) outside of him.
4. You are responsible for the tight end and his opponent on the line of scrimmage. Continue to watch the action of the tight end and the defensive player who covers him
5. EXCEPTION: IF NO FLANKER IS OUTSIDE THE TIGHT END, THE FLANK OFFICIAL WILL WATCH THE TIGHT END. YOU SHOULD IMMEDIATELY SHIFT YOUR ATTENTION TO THE SECOND MAN IN FROM THE WIDEST OFFENSIVE PLAYER ON THE OPPOSITE SIDE OF THE LINE. OBSERVE HIM AND HIS OPPONENT AT SNAP AND AFTERWARDS. DISCUSS IN PRE-GAME HOW YOU WILL COVER A DOUBLE TIGHT END
6. You are the sole guardian of the end line on every play throughout the game.

## Chapter 27: Shifting Responsibilities of Officials During A Running Play

ALL

1. Maintain position until play commits itself and then adjust accordingly, keeping the play boxed-in, and shifting zones and responsibilities, to give full coverage to the play.
2. Watch for fumbles, muffs, illegal forwards, lateral passes.
3. Be in position to determine recovery of a fumble, or if a pass is forward or backward.
4. Be ready to rule on fumbles and fouls as to whether they occurred before or after the ball became dead.
5. Be ready on forward passes to cut the field in half from the line of scrimmage to the end line. The Referee and Umpire can assist in overlapping coverage in the area 10 yards down field in the flats and the area behind the line of scrimmage.

## Chapter 28: Running Plays Down the Middle - "On" Mechanics

### R

1. Cover runner behind and to the side. Do not pursue the runner too closely and get trapped.
2. Watch play ahead and around the ball carrier for any illegal use of hands or other type fouls.
3. Make sure all blocks are legal behind the line.
4. If play is dead behind the line, get the ball and toss to Umpire for spotting.
5. If play is dead beyond the line, be alert for piling and allow the Umpire to spot the ball.
6. If play comes toward the Referee, he waits. If it is a deep play, he backs up and picks up the runner as he goes in front of him.

### U

1. Initially center attention on three offensive linemen on one side of the ball or other. Normally (on a "T" formation) a balanced line would be a tackle, guard and center. Also, observe the defensive linemen opposite the offensive three.
2. After the play has developed, center your attention on the blockers in front of the runner.
3. Be prepared to give ground right or left, or back peddle, in order to avoid blockers and tacklers.
4. Watch the blockers and tacklers several seconds after the runner is down.
5. The Umpire kills the ball on any plays up the middle and does the spotting of the ball for the Referee.
6. If you killed the ball because a knee touched the ground, the play is dead. THIS IS A DEAD BALL AND CANNOT BE A FUMBLE.
7. In spotting the ball, face the flank official from whom you will take the spot. Note: If either flank official is moving in toward you, he is indicating that he DOES NOT HAVE PROGRESS TO GIVE.
8. Player control is your main job.

### L, LJ

1. Move downfield as the play progresses (side-side fashion at first) keeping the play fully in view and always square in at the spot where the ball becomes dead.
2. As runner is downed or ball becomes dead, mark the forward progress with the downfield foot. Stand natural with both feet together. Face in towards the center of the field, not facing down field. If screened from point of progress, do not stand still holding a spot, but move in. Referee/Umpire will then take it from the other flank official. If you do not have the spot, let the Referee and Umpire know so that they may take the other flanks spot.
3. When moving downfield with the runner, watch for any illegal forward pass or fumble and be ready to rule on it immediately.

### BJ

1. The action of the tight end at the snap will help you determine if it is a run or pass.
2. On running plays down the field, move slowly towards the runner and assume primary responsibility for fouls in front of the runner.
3. Take over the runner when he breaks long up the middle.

## Chapter 29: Running Plays Into The Side Zone - "On" Mechanics

R, L  
LJ

1. Referee and Linesman or LJ (depending on whose side play is run) will keep the play and ball carrier boxed-in between them, watching for any illegal play around the runner and ahead of the runner.
2. REFEREE SHALL ADVANCE INTO THE SIDE ZONE WHENEVER POSSIBLE (don't stop at hash marks), TO ASSIST OTHER OFFICIALS IN COVERING THE PLAY. THIS MEANS GOING CLEAR TO THE SIDELINE IN SOME CASES. This is especially true on Quarterback roll out run-pass option plays.
3. When ball becomes dead, either the Referee or Umpire will spot the ball at the inbounds spot.
4. Declare ball ready for play after it is spotted.
5. When runner goes out of bounds, give ground to A's goal and then cover the sideline.
6. On an option type pass or run play, be it by the QB on a roll-out, or by a back on a pitch out, the Referee goes into the side zone and stays with the runner-passer. This releases the Flank Officials to start down the field side-side fashion before the pass is thrown- If it develops into a run, the Flank Official should stop and not attempt to come back to the runner, but continue to observe the action around the runner and downfield. A Flank Official attempting to come back to the runner would be subject to "blind-side" blocks or clips.

U

1. Be alert for a quick pitch-out from the "T" formation as a clue for end runs. When noted, shift eyes quickly from lineman to the flanks. Look for the crack back block of a flanker on an end, and mentally answer the question, "HOW DID HE MAKE THE TURN"? Was it a legal block or a clip?
2. Be alert for offside linemen on offensive team circling back on an end run and clipping would-be tacklers from behind as they go in to make a tackle.
3. Move laterally across the playing field on wide plays observing action of blockers in front of and to the rear of the ball carrier.
4. When runner goes inside the inbounds marker or out of bounds, hustle to get the ball, BUT ALWAYS LOOKING FOR LATE ACTION, PILING ON, TACKLING OR ROUGHNESS OBVIOUSLY OUT OF BOUNDS.
5. It is a sin for an Umpire not to hustle on every play. Wide plays are your best opportunity to show this hustle in getting the ball and spotting it immediately.
6. Be ready to assist the Flank Official on progress if you have a clear look at it and he is screened off.

## Chapter 29: Running Plays Into The Side Zone - "On" Mechanics (Continued)

L, LJ

1. As play moves into your side zone, give ground to A's goal line.
2. By starting every play on the sideline, an official will never be forced to back peddle into a sideline.
3. Never turn your back on the play; always keep the play fully in view.
4. Be prepared to take over runner and ball all the way to the goal line.
5. As runner is down, blow whistle, move to mark forward progress spot and prevent piling on. HOLD THE PROGRESS SPOT WITH YOUR FOOT, FORGET THE BALL. The Umpire or Back Judge gets the ball and takes it into the Referee. If the runner was not out of bounds, indicate this by giving a small circular motion with the wrist and index finger in front of the waist until acknowledged by the Umpire and Referee.
6. If runner goes out of bounds, be ready to mark out of bounds spot with your foot. Indicate it was out of bounds with crossed wrist signal in front of the body until acknowledged by inbounds Umpire or Referee.
7. If a runner is tackled neat the sideline, the covering official should immediately give the start the clock signal (#2) - indicating that the clock is to remain running. If the play results in a 1<sup>st</sup> down - Signal #2 should immediately be followed by the stop the clock signal (#3).
8. If necessary to retrieve the ball, mark the out of bounds spot with your beanbag unless measurement is needed. When a player leaves the field of play and enters the opposing team box area the covering official shall mark the out of bounds spot with a beanbag and move into the team box area to protect players and escort players back to the field of play.
9. On running plays towards the opposite side of the field, square in towards the play and clean up BEHIND THE RUNNER and behind the line of scrimmage, watching for late blocks, tackles, and illegal play.
10. On a "pass-run option" type of play into your side zone, START DOWN THE FIELD IN A "SIDE-SIDE" FASHION BEFORE THE PASS IS THROWN. ("Side-Side means looking in, chest facing the opposite sideline, while moving down the sideline.) The Flank Official's movement is governed by the "flow" of the play action. Things will happen within 3 to 4 seconds. That is, it will be a pass or a run. If a run develops and you are already downfield, do not attempt to come back to the line of scrimmage. Rather, continue to observe the player action in and around the runner, maintaining your position. You continue to be responsible for your sideline coverage.
11. The primary responsibility for, the legality of a crack block is given to the Flank Official on the side of the block.

BJ

1. If the ball goes out-of-bounds, keep your eyes on the area even after the ball is dead.
2. Go to the sideline and out of bounds if necessary, to officiate the action and help retrieve the ball.
3. Be alert for wide sweeps that end up with an optional forward pass.
4. You keep the play boxed in by looking from the inside out towards the sideline that are always covered by the Linesman and Line Judge.

## Chapter 30: Forward Pass - "On" Mechanics

### R

1. Stay with the passer; check on legality of the pass as to whether it is a forward or a lateral.
2. Check any illegal play near passer, before and after the ball is in the air.
3. Check on the eligibility of any backfield receiver.
4. Know whether forward pass was thrown from beyond or behind the line of scrimmage.
5. Watch for forward pass touching any ineligible receiver on or behind the line.
6. Cover delayed passes behind the line of scrimmage.
7. You are responsible for any roughness against or around the passer.
8. Watch for any late illegal blocks against passer.
9. You are responsible for ruling on the legality of play by/against the offensive tackle on the opposite side of the formation.
10. Announce when the forward pass has been thrown - "Ball is gone", "Pass is away", or similar.

### U

1. Look for clues that the play is going to be a forward pass play, such as a drop back type blocking of five ineligible linemen forming a cup for the passer.
2. Vary your movements. When you move up to the line of scrimmage on a pass play, be alert for the draw play and a runner coming your way.
3. If it is a draw play right at you, you should freeze at your spot. Do not move.
4. Be prepared to throw a penalty marker if linemen shoot out in their blocking to get a linebacker that is more than one yard beyond the line of scrimmage. Remember a pass must be thrown beyond the line of scrimmage before a penalty for ineligible receiver down field can be called.
5. In being responsible for the five ineligible linemen, first locate the tight end and count quickly the next five linemen inside the end - they are ineligible.
6. On a wide sweep that appears to be an end run and ends up in a forward pass play 20 to 30 yards downfield, be quick to turn to see if any offside ineligible are downfield. They could escape your vision on the run.
7. If a forward pass is thrown forward across the neutral zone with a **FLAT** trajectory, the Umpire should rotate with the ball to assist in ruling complete or incomplete. If the Umpire judges such a pass to be complete, do not wait to see if anyone else is ruling, as the Umpire should aggressively and emphatically rule the pass to be incomplete.
8. If a pass is thrown near the line of scrimmage, you will have primary responsibility to determine if it was from beyond or behind the line of scrimmage. Both Flank Officials may also help rule on this.
9. When a pass is released, let the offensive and defensive linesmen know the status by verbally announcing, "Ball is gone", "Pass is away", or similar.
10. The Umpire has primary responsibility for determining if a pass goes beyond the line of scrimmage.

## Chapter 30: Forward Pass - "On" Mechanics

(Continued)

L, LJ

1. The Flank Official will not necessarily be employing "off line" mechanics on every forward passing situation. Therefore, the following mechanics relate to his duties when he is "on" the line and a forward pass play occurs, quickly move down field to cover the field.
2. You should be able to assist the Umpire in determining whether a forward pass was thrown from beyond or behind the line of scrimmage
3. Know whether forward pass touches an eligible beyond or behind the line of scrimmage or neutral zone.
4. After observing the initial play of the linemen, drift side-side (at first) to cover the receivers. After the pass is thrown, run quickly to within ten (10) yards of where the ball will arrive. Do not watch the ball. Watch the receiver and defender(s). Stop your movement prior to the pass arriving.
5. Watch for pass interference by either team downfield before and after the pass has been thrown and before touched by any player.
6. You have responsibility for action downfield when forward passes are thrown beyond the line. The Referee stays with the "passer".
7. If a pass is completed and receiver is downed, sound whistle and mark spot of dead ball.
8. If you are the covering official on a play in which a pass is intercepted and the runner is downed; sound your whistle, stop the clock, then give the first down signal by pointing in direction that the team that intercepted the pass will be going. This will allow the other officials to know the outcome of the play.
9. If you are the covering official on a play in which a pass is intercepted, the runner is downed, and a penalty flag has been thrown; sound your whistle and stop the clock as in Mechanic #8, but do not give the first down signal.
10. If pass is incomplete, the covering official gives the incomplete pass signal followed by the time out signal. All other officials involved then will give the "time out" signal. Watch for late fouls.
11. Be decisive when ruling if a pass is forward or backward (a lateral). Rule quickly, but without appearing to be rushed.
12. Prior to the snap, identify all of the eligible receivers on your side of the ball. This will allow you to rule on any legally numbered players on the line who might be an ineligible pass receiver because he is "covered" by another player on the line of scrimmage. You will be the only official who can rule on this ineligible receiver being illegally downfield or committing forward pass interference.
13. Be alert to recover your position if a run should develop.

BJ

1. The action of the tight end is the key that helps determine if it will be a pass or a run.
2. Observe the defensive player who is blocking the tight end as he attempts to go into his pass pattern.
3. When you read pass, move backwards and do not let any receivers get behind you.
4. When the pass is thrown, observe both offensive and defensive players for illegal contact and move toward the spot of the potential reception/interception.
5. You are the sole guardian of the end line at all times. Be there to rule on it.

## **Chapter 31: Positioning – "Off" Mechanics for Flank Officials - Scrimmage Plays**

(Ref: Position Diagrams 31-1 & 31-2)

All

1. Prior to the snap, the Line Judge or Linesman (directed by the Referee to become the "Off" official) moves down the sideline to a position 10 yards in advance of the line of scrimmage.
2. The opposite flank official, now the "On" official, remains at the sideline and on the line of scrimmage. The "On" official has responsibility for the entire line of scrimmage and will rule on all line of scrimmage related infractions.
3. The Referee moves his position slightly wider and is always on the side of the field of the "Off" Official.
4. The Umpire's position is the same as "On" mechanics.
5. Either flank official may be directed by the Referee to go into the "Off" position except on punts. On punt plays, only the Line Judge may be put into the "Off" position.
6. The Back Judge is behind the deepest defensive back about 15 to 20 yards from the line of scrimmage and favoring the side of the field opposite of the "Off" official.

## Chapter 32: "Off" Mechanics Position of Officials on Scrimmage Plays

### All

1. The Referee will determine when a crew will use "off" mechanics and will direct which flank official will be the "off" official.
2. Be aware that either the Line Judge or Linesman may take an off the line position when "off" mechanics are to be used. The position of the Referee (usually on the wide side of the field) will help determine which Flank Official will be directed by the Referee to be the "Off" official.
3. The duties of the Linesman are taken over by the Line Judge when he is on the line and the Linesman is off. When the Linesman is off the line, he takes over the Line Judge's responsibilities and duties down the field.
4. The Umpire should be particularly alert to give help on short flat passes to the side of off line official and aiding in any possible trap catches.

### R

1. Your position on non-kicking plays is always ON THE WIDE SIDE OF THE FIELD, freeing that Flank Official to take an off the line position at snap.
2. On kicking situations, you are always on the Line Judge's side facing the Linesman.
3. Assist your Flank Officials by orally calling out "OFF" if you think the down and yardage and score situation calls for one of the two flank man to be off the line. Likewise, do not hesitate to call them back to an on position if it is a 3<sup>rd</sup> and 1 situation and a run appears likely.
4. Be in a position to observe the backfield group behind the center and to "stay with the passer" if a forward pass play comes up.
5. On running plays down the middle, stay wide and behind to the runner, keeping him "boxed-in" with the ON official.
6. Take progress from the "On" official or yourself on all short gains.
7. On a break away run, the "Off" official may come back and pick up his progress, or carry him all the way to the goal line.
8. YOU ARE RESPONSIBLE FOR THE RUNNER ON RUNS INTO THE SIDE ZONE ON THE "OFF" OFFICIAL'S SIDE OF THE FIELD. The Flank Official that is on the line will take over in his side zone. You follow the runner into the side zone and you will always have help on the sideline (whether the runner is in or not) from the off official, who WILL COME BACK TOWARDS THE LINE IF A RUN AND WHO ALWAYS IS THE GUARDIAN OF THE SIDELINE, THE SAME AS "ON" MECHANICS.
9. Blow the ball dead in side zone and prepare to relay it to the Umpire at the inbounds marker.
10. Give the "ready-for-play" signal at the inbounds spot.
11. On passes, stick with the passer, always viewing him and the action around him from the offensive backfield. (The off official has 100% responsibility for your sideline on passes.)

## Chapter 32: "Off" Mechanics Position of Officials on Scrimmage Plays

(Continued)

)

U

1. Be aware of the fact that the off official is off the line and be ready to assist on a quick flat pass to the flanks on his side of the field. You may be in the best position to rule whether it is caught or trapped on a situation where he is deep.
2. Take the inbounds spot on any play into the Referee's side zone, as he will be with the ball. Flank Official may serve as relay man getting you the ball.
3. On Linesman's side, you are still the relay man when the ball is dead in his side zone. The Referee will be at the inbounds spot on the Lineman's side.

L, LJ

1. In an obvious kicking situation, the Off official will always be the Line Judge. This applies to a Field Goal attempt as well. In a 5-Person Crew, Off mechanics may be for a single play such as 2<sup>nd</sup> and 19, and then On mechanics when it is 3<sup>rd</sup> and 1. Off Mechanics may be used permanently if the score dictates lots of passing. The off official should always communicate with the Referee before taking an off position. All officials must be aware when off mechanics are being employed.
2. The Referee is in charge of the crew and he may at any time direct the Flank Official to take off the line positioning with regards to mechanics.
3. When playing off, use the line-to-gain on long distances for determining how far off the line at snap the official should be. This is based on the philosophy that the line to gain should be given as much priority as the goal line.
4. Even though you are initially downfield at the snap, you are THE GUARDIAN OF YOUR SIDELINE AT ALL TIMES ON BOTH PASS PLAYS AND RUNNING PLAYS. YOU MUST BE IN POSITION TO SEE IF A RUNNER STEPS ON A SIDELINE AND IF A PASS RECEIVER CATCHES A PASS JUST BEFORE OR AFTER STEPPING ON YOUR SIDELINE.
5. At the snap - watch from your position downfield the action of the offensive end on your side and the defensive end and tackle opposite him.
6. If the play develops into a pass, stay in position to rule on any receivers on your sideline. After the ball is thrown, go to the ball.
7. On running plays into your side zone, stay on the outside and remember the Referee will cover the action.

BJ

1. The action of the tight end at the snap will help you determine if it is a run or pass.
2. On running plays down the field, move slowly towards the runner and assume primary responsibility for fouls in front of the runner.
3. Take over the runner when he breaks long up the middle.

## Chapter 33: Scrimmage Kicks - Positions

(Ref: Position Diagrams 33-1 & 33-2)

### ALL

1. Following any kick, quickly observe if any penalty flags have been thrown.

### R

1. Take a wide position, 10-15 yards from the potential kicker and 2 to 3 yards deeper, on the side opposite the Linesman.
2. Maintain a position to see if the kicker's foot actually contacts the ball, if the defensive player touches or blocks the kick, and if the defensive player is blocked into the kicker.
3. If a fake kick, be ready to assist in covering the sideline on your side of the field.

### U

1. Take a position 10 yards downfield in an upright position (not crouched) maintaining a sight line to the ball.
2. Remain in an upright position so you can see the status of the ball after the snap. Favor the Line Judge side, but no wider than the offensive tackle on that side.
3. Remind the receiving team not to hit the snapper while the snapper's head is down.
4. On kicking situations, note the ineligible interior linemen numbered other than 50 through 79. Write their numbers down. Know where they were if a forward pass crosses the neutral zone.

### L

1. The Linesmen does not leave the line of scrimmage until the kick has crossed the neutral zone.
2. You determine if the kick crossed the neutral zone or not.
3. If the ball is not touched, your responsibility is player action of both teams, not the ball.
4. Following any kick, never move your chain crew, without first receiving the Referees approval.
5. If he forgets, go to him and get his approval first. There may be a penalty flag down that you did not see.

### LJ

1. Be on the line of scrimmage until the ball is controlled by the kicker and then release immediately down field.
2. After releasing from the line of scrimmage, the Line Judge will move down the sideline into a position to rule on play in front of the receiver(s).

## **Chapter 33: Scrimmage Kicks – Positions**

(Continued)

(Ref: Position Diagrams 33-1 & 33-2)

BJ

1. Initially align yourself 3 to 5 yards behind of the receiver and 7 to 10 yards to the side of him, on the Linesman side of the field.
2. Adjust your positioning in relation to the receiver as the play develops so that you may correctly rule on any possession, fumble, muff, or touching of the kick by the receiver.
3. Never allow yourself to be directly behind any receiver. You cannot rule on possession, fumble, muff, or touching from behind a receiver.

## Chapter 34: Scrimmage Kick – “On” Mechanics

### R

1. Observe the motion of backs within line of vision and cover as usual if a run or pass.
2. Before the snap, check for any illegal inner-locking of legs by offensive linemen.
3. Stay with the kicker. You are solely responsible for roughing the kicker. If the kicker fakes being roughed or falls down at slight contact (which you do not consider a foul) give hand motion to Kicker to get up.
4. Be clear in your mind what is and what is not roughing the kicker and give him protection.
5. When the kick is away, call out verbally “kick is away”, “kick is away”
6. Remain behind the scrimmage line after the kick is made and until all players have moved out of the area. Then clean-up by observing player action as you move downfield.
7. If kick is going out of bounds, and you know the direction you may give assistance to the flanks. Review these procedures during the pregame.
8. On a kick out of bounds, Linesman, Line Judge or Back Judge will get on the sidelines and you signal them to move along the sidelines by the following method:
  - a. Open hand straight above head - move towards you.
  - b. Arm pointing at shoulder level - move away.
  - c. Chopping motion from either (a) or (b) means STOP.
  - d. Following any kick, check for penalty flags. If O.K. to move, the chains, signal the Linesman by a full arm extension and a finger pointing signal.
9. If there are no fouls, the Referee will signal the linesman to move the chain crew by pointing at him.

### U

1. Before the snap, check for any illegal inner locking of legs by offensive linemen.
2. Remind the receiving team not to hit the snapper while the snapper's head is down.
3. When the kick is away, call out verbally “kick is away”, “kick is away. This is preventive officiating.
4. If the ball is not touched, your responsibility is player action of both teams, not the ball.
5. Watch the defensive line for a key as to what kind of return they are trying. Follow the defensive lineman; they will take you to the ball.
6. After all linemen have moved away from the line, turn and drift cautiously downfield - alert for all open field fouls.
7. On a kick out of bounds, be prepared to spot the ball at the inbounds line, and cover the ball until released by Referee.

## Chapter 34: Scrimmage Kick - "On" Mechanics

(Continued)

L, LJ

1. If the ball is not touched behind the line of scrimmage, your primary responsibility is the player action of both teams (not the ball), until the kick ends.
2. When "On", watch contact of nearest offensive back with in-charging; linemen, cautiously side step downfield until situation clears. Then move briskly downfield and cover ball and receiver. Stay in front of, and to the outside of, the receiver.
3. Watch for contact of end and halfback, clipping, illegal blocking, fair catch signal. Watch for interference with opportunity to make a catch.
4. Keep play well in view and check particularly for personal fouls.
5. Both the Linesman and Line Judge are responsible for knowing if the scrimmage kick hits the ground or a player (A or B) first beyond the neutral zone.
6. The Line Judge may begin moving (side-stepping) down the sideline toward the receiver(s) after the snap has been controlled by the kicker.
7. The Linesman must stay on the line until the kick clearly crosses the line and will remain beyond the line. The Linesman must be prepared to rule on whether a kick crossed the neutral zone and whether it was touched beyond the neutral zone.
8. Observe what happens around the receiver as the Back Judge watches the ball. Line Judge - be aware of any fair catch signals or illegal blocks occurring in the area of the "up" receivers.
9. Following any kick, the Linesman should not move the chain crew until he received the Referee's OK. (Remember, there may be a reason that he has not signaled for the chains to be moved.)

BJ

1. Align yourself 3 to 5 yards behind of the receiver and 7 to 10 yards to the side of him (on the Linesman side of the field) so that you may correctly rule on possession, fumble, muff, or touching of the kick by the receiver.
2. Have a beanbag in your hand to mark touching of the ball by the receiver.
3. Know the difference between a fumble and a muff. Be prepared to correctly and decisively rule on this call.
4. If the ball is not touched by the receivers, you must continue to observe what happens to the ball.
5. You determine if the fair catch signal was legal or not.
6. BE AWARE OF ACTION NEAR AND ON THE FAIR CATCH SIGNALER. Be prepared to rule on fair catch interference.
7. If ball is first touched by the kicking team, mark spot of first touching (illegal touching) with your beanbag and continue to observe play until the ball is dead. KEEP WHISTLE OUT OF YOUR MOUTH.
8. BE PREPARED TO JUDGE INSTANTLY WHETHER KICK CROSSED GOAL LINE OR NOT. When the kick ends in a touchback give the proper signal.
9. Cover the receiver all the way on a punt return. The Linesman and Line Judge split the field in half in determining the coverage of the ball carrier and the blockers in front of the ball carrier.
10. When you do not have a spot on a kick that goes out of bounds, look to the Referee to see if he is giving you a signal to move forward or backward. Stop when the Referee chops his arm, face the middle of the field, and signal team possession. This will be the yardline that begins the next series of downs.
11. Mark the spot where the kick ends with a beanbag. (This may be the spot of PSK enforcement.)

## Chapter 35: Scrimmage Kick Out Of Bounds - Ball in the Air

### All

1. The covering official will give the timeout signal when the ball is dead.
2. All other officials pick up and repeat time out signal.

### R

1. If the Referee has observed where ball went out of bounds, line up behind the kicker.
2. The Referee uses two distinct signals to the sideline official (L, LJ, or BJ) which indicates whether the official is to come towards the Referee or to move away from the Referee. These signals are:
  - a. One hand open clearly above the head - move toward the Referee.
  - b. One arm shoulder level pointing - move away from the Referee.
3. When the flank official is at the correct point, the Referee will so indicate by giving a chopping motion of the arm.
4. Drift down field to get in position for next play.
5. After confirming that the correct game ball has been spotted, release the Umpire from the inbound spot and declare it ready for play.

### LJ, L

### BJ

1. Depending on whose side it went out on, be prepared to get on the sideline at the approximate spot where the ball crossed the sideline.
2. Do not enter the end zone, start at the goal line.
3. If the Referee has his hand above his head, move towards him until you receive a chopping motion of his arm. Hold that point.
4. If the Referee's arm is shoulder level pointing at you, move backwards slowly until the chopping motion of the arm tells you to stop.
5. If the ball is out of bounds on the side opposite you, drift down field and watch for fouls in secondary zones.
6. If kick goes out of bounds in the end zone resulting in a touchback, you will so indicate by raising one arm aloft and waiving it sideways.

### U

1. Cover the secondary zone for any fouls.
2. Take the out of bounds spot from the covering official and mark it at the inbounds line.
3. Have the new game ball brought onto the field if necessary.
4. Remain at the ball until the Referee is present and releases you.

## Chapter 36: Scrimmage Kick Out Of Bounds – Ball Contacts the Ground

### All

1. The nearest official immediately marks the spot on sideline and signals time-out.
2. All other officials pick up and repeat time out signal.

### R

1. Clean-up by observing player action as you move downfield to get into position for the next play.
2. After confirming team possession and that, the correct game ball has been spotted, release the Umpire from the inbound spot and mark the ball ready for play.

### U

1. Mark the out of bounds spot on corresponding inbounds line.
2. Have the new game ball brought onto the field if necessary after a change in team possession.
3. Confirm team possession and ball status with the Referee.
4. Remain at the ball until released by the Referee.

### LJ, L

### BJ

1. Depending on whose side it went out on, be prepared to get on the sideline at the spot where the ball crossed the sideline.
2. Do not enter the end zone, start at the goal line and move up field if necessary.
3. If the ball is out of bounds on the side opposite you, drift down field and watch for fouls in secondary zones.
4. If kick goes out of bounds in the end zone resulting in a touchback, you will so indicate by raising one arm aloft and waiving it sideways.

## Chapter 37: Goal Line Plays

(Ref: Position Diagram 37-1)

### ALL

1. Officials should signal in a smooth, fluid motion on scoring plays.
2. Officials have relatively smaller zones to work and should work in close coordination with other officials.
3. Use same consistency in calling fouls as you would at any spot of the field.
4. Remember, an official's touchdown signal does not always make it a touchdown. A foul may cause a replay or the play may have been ruled to have been dead prior to the ball crossing the goal line. **YOU SHOULD IMMEDIATELY MARK THE DEAD BALL SPOT AND GIVE PROGRESS TO THE REFEREE. THIS IS NOT A TOUCHDOWN BY RULE EVEN IF ANOTHER OFFICIAL GAVE THE TOUCHDOWN SIGNAL.**
5. Always remember: A dead ball cannot be fumbled or score a TD. It is imperative that you be certain in giving this ruling of a dead ball. When you know it was dead, it is very poor officiating to allow someone else call it a TD while you stand by and remain quiet.
6. Be sure you know if a foul occurs before or after a touchdown is scored. If the foul occurs before, it could cancel the TD, if the foul occurs after, then the score will stand.

### R

1. Be in a position to cover runner and see any fumbled ball short of the goal line. Watch play behind the line and keep it clean.
2. Be cautious in making touchdown ruling from behind the runner.
3. Avoid following the runner too closely. Do not get trapped by a quick sweep or pitch-out in your direction.
4. If TD signal has been given, check first to see if any official has called a foul or marked the ball dead, if not, give the TD signal facing the majority of the players.

### U

1. Play a little closer to the ball than you normally do in other parts of the field. Suggest four to five yards deep.
2. Look for, and take, the foremost progress mark of either the Linesman or the Line Judge.
3. The Umpire is not in the best position to rule on a TD, but there are times when you are the only one who can. If you see the ball in player possession in the end zone, discretely advise the Referee placing one hand to the chest. The Referee will then be responsible to determine if a touchdown has been scored.

## Chapter 37: Goal Line Plays

(Continued)

L, LJ

1. Both are on the line of scrimmage at the snap of any play starting on or inside the five yardline.
2. If you see the ball become dead, or you blow the runner's progress dead SHORT OF THE GOAL LINE, DO NOT PERMIT THE OTHER OFFICIAL'S SIGNAL TO STAND AS FINAL.
3. Point out to the Referee that the ball became dead by rule short of the goal line (such as knee touching, ball short of goal, or your blowing the forward progress dead, short of the goal).
4. On any close goal line play where players obscure your vision of the ball, DO NOT STAND FAST - THIS INDICATES YOU ARE MARKING PROGRESS - INSTEAD, MOVE IN TOWARDS THE REFEREE INDICATING YOU'RE HELPING HIM DIG OUT THE BALL.
5. On plays where the ball was spotted at, or inside, the ten yardline (going in); immediately after the snap begin moving in a side-to-side fashion directly to the goal line. Go out of bounds if necessary so that you can observe the plane of the goal line extended. You must at the goal line to see the ball break the plane of the goal line while in possession of the runner who is inbounds.
6. If the ball breaks the plane of the goal line while in the possession of a runner who is inbounds, give the TD signal with both hands aloft.
7. Be alert for fumbles, before or after the ball crosses the goal line.
8. If the ball is fumbled from the field and into the end zone, be prepared to give either the touchdown or the touchback signal, depending upon who recovers the ball in the end zone.

BJ

1. Be alert for sweeps where there is holding from the outside that is responsible for the score.
2. Be aware that a sweep might end up in being an pass option play.
3. Stay on the end line of the end zone until play is over. Then be alert for any late hits or other dead ball fouls.

## Chapter 38: Reverse Goal Line

(Ref: Position Diagrams 38-1 & 38-2)

R

1. When the ball is to be snapped at, or inside of, the five yardline, the Referee shall announce that the crew is in "reverse goal line" mechanic. Confirm specifically with both of the flanks (Linesman and the Line Judge) that the mechanic will be used.
2. If the end of the play is near the goal line, give the offense the benefit of the doubt. The ball is in the field of play. When in question, the ball is in the field of play.
3. If you are positive the ball is dead in the end zone, go up slowly with the safety signal.
4. If the ball is visibly away from you, visually check with the opposite flank to see if he has the ball in the field of play or in the end zone.

LJ, L

1. When the ball is to be snapped at, or inside of, the five yardline, the Referee shall announce that the crew is in "reverse goal line" mechanic. If the Referee does not declare a "reverse goal line", prior to the teams coming to the line discretely ask the Referee if the crew is in a "reverse goal line" mechanic.
2. Your first movement at the snap will be toward the goal line. Do not leave the goal line until the ball is beyond the five yard line has clearly moved into the field of play. Mark progress as in standard scrimmage play.
3. If the end of the play is near the goal line, give the offense the benefit of the doubt. The ball is in the field of play. When in question, the ball is dead in the field of play.
4. If you are the covering official and rule the result of the play is a safety give the safety signal (signal #6).

## Chapter 39: Field Goal and Try Coverage

(Ref: Position Diagrams 33-1 & 33-2)

### All

1. PRIOR TO ANY FIELD GOAL ATTEMPT (Not a try in Federation) ALL OFFICIALS SHOULD REMIND THEMSELVES BY USING THE FALSE START/ILLEGAL FORMATION SIGNAL (#19) THAT THE BALL REMAINS ALIVE EVEN IF THE KICK IS BLOCKED.

### R

1. Take a wide position, 10-15 yards from the potential kicker and 2 to 3 yards deeper, on the side opposite the Linesman.
2. If a fake kick, be ready to assist in covering the sideline on your side of the field.
3. Observe the motion of backs within line of vision and cover as usual if a run or pass.
4. Before the snap, check for any illegal inner-locking of legs by offensive linemen.
5. Before the snap, observe any linebackers that may be attempting to shoot the gap to block the kick.
6. Immediately after the snap, shift your eyes to the holder and mentally rule if his knee was down on receiving the snap.
7. When the kick is away, call out verbally "kick is away", "kick is away".
8. You are responsible if the kicker or holder is roughed.
9. After the kick, and determining that there is no roughing, shift your observation to the offensive line. This is an area where "cheap shots" and personal fouls may occur.
10. After you have observed the Line Judge and Back Judge's signal on the kick REPEAT THEIR SIGNAL AS TO THE SUCCESS OR FAILURE OF THE ATTEMPT, FACING THE LINE OF SCRIMMAGE TO WATCH FOR ANY FOULS THAT MIGHT OCCUR WHILE GIVING SIGNAL. DON'T FACE THE PRESS BOX.
11. On a broken play or a fake field goal, you are responsible for sideline coverage all the way to the end line. The Linesman will rule on the ball breaking the plane of the goal line.

### U

1. Stay over the ball until the Referee waves you off; this is especially true on a Field Goal attempt with the clock running.
2. Lineup at least even with Referee and outside widest defensive lineman, and yet still be able to protect the snapper about 10 yards from the line.
3. Your position will be similar to the Line Judge in 3 man off mechanics. DO NOT PLAY OVER THE SNAPPER.
4. Check for use of numbering exception by team A.
5. Watch for ineligible down field.
6. Watch line play, especially after kick is over.
7. When the kick is away, call out verbally "kick is away", "kick is away".

## Chapter 39: Field Goal and Try Coverage

(Continued)

(Ref: Position Diagrams 39-1 & 39-2 & 39-3)

L

1. Take a Position on the line and observe neutral zone.
2. After the snap, your duties are not that of the place kick holder and kicker. Observe the legality of the blocks of the backs protecting the kick.
3. You are solely responsible for the goal line plane on a fake try or broken field goal play that starts with the ball being snapped inside the 15 yard line.
4. If a pass, observe any ineligible lineman downfield. This is your responsibility along with the Umpire.
5. If a field goal attempt that is partially blocked (Not a try in Federation), you are solely responsible to determine if the kick crossed the neutral zone.
6. If a field goal attempt goes beyond the goal line, move quickly to a position near the teams to assist the Referee and Umpire in player control in the area of the line of scrimmage.

## Chapter 39: Field Goal and Try Coverage

(Continued)

BJ

1. Take a position one yard behind your goal post. You should be on the Linesman side of the field.
2. You are responsible for your upright and the cross bar. You have the whistle.
3. Know who the eligible receivers are by stating them out-loud to the Line Judge.
4. Back Judge is responsible to whistle the ball dead as soon as the attempt is over. Continue to observe all players for any dead ball personal fouls.
5. Orally communicate with each other as to success or failure of the kick using the words "Yes" and "No".
6. If the attempt is good, both officials will immediately step out together to a position in front of the goal post and use the Points after Touchdown signal (Signal #5 - "touchdown").
7. If the attempt is unsuccessful, both officials will immediately step out together to a position in front of the goal post and use the No Score signal (Signal #10 - "incomplete pass").
8. Hold the signal long enough for the Referee to know the result of the kick.
9. When the Lines Judge's post is threatened:
  - a. The Line Judge will notify the Back Judge of his ruling if the kick passed inside the upright extended using the words "Yes" or "No".
  - b. The Back Judge will rule if the kick passed above the crossbar using the words "Yes" or "No".
  - c. Both will withhold any signal until after they have confirmed their respective rulings to each other.
  - d. Both officials will then step out together to a position in front of the goal post and simultaneously give either Signal #5 or #10.
10. If the ball strikes the crossbar, the Back Judge is responsible for the ruling.
11. Know what the coverage of the Line Judge will be, and verbalize between yourselves on what would be happening in case of a broken play or a fake field goal:
  - a. If the snap occurs beyond the fifteen yard line, confirm with the Line Judge that on a broken play or a fake field goal, you will step up to the end line and officiate inside out, he will goal line and officiate from the inside out.
  - b. If the snap occurs inside the fifteen yardline, confirm with the Line Judge know that on a broken play or a fake field goal, you will both move laterally on the end line to the hash marks.
  - c. On a play that threatens the end line that both you and the Line Judge are covering, communicate with Line Judge prior to the ruling.

## Chapter 39: Field Goal and Try Coverage

(Continued)

LJ

1. Take a position one yard behind your goal post. You should be on your side of the field.
2. You are responsible for your upright. The Back Judge has the whistle.
3. Know who the eligible receivers are by stating them aloud to the Back Judge.
4. Orally communicate with each other as to success or failure of the kick.
5. If the attempt is good, both officials will immediately step out together to a position in front of the goal post and use the Points after Touchdown signal (Signal #5 - "touchdown").
6. If the attempt is unsuccessful, both officials will immediately step out together to a position in front of the goal post and use the No Score signal (Signal #10 - "incomplete pass").
7. Hold the signal long enough for the Referee to know the result of the kick.
8. When the Lines Judge's post is threatened:
  - a. The Line Judge will notify the Back Judge of his ruling if the kick passed inside the upright extended using the words "Yes" or "No".
  - b. The Back Judge will rule if the kick passed above the crossbar using the words "Yes" or "No".
  - c. Both will withhold any signal until after they have confirmed their respective rulings to each other.
  - d. Both officials will then step out together to a position in front of the goal post and simultaneously give either Signal #5 or #10.
9. Know what the coverage of the Line Judge will be, and verbalize between yourselves on what would be happening in case of a broken play or a fake field goal:
  - a. If the snap occurs beyond the fifteen yard line, confirm with the Line Judge that on a broken play or a fake field goal, you will step up to the end line and officiate inside out, he will goal line and officiate from the inside out.
  - b. If the snap occurs inside the fifteen yardline, confirm with the Line Judge know that on a broken play or a fake field goal, you will both move laterally on the end line to the hash marks.
  - c. On a play that threatens the end line that both you and the Line Judge are covering, communicate with Line Judge prior to the ruling.

## **Chapter 40: Spread Formation**

ALL

1. Officials should widen their position.
2. Referee is responsible for eligibility of backs directly behind the ball.
3. Linesman and Line Judge are responsible for eligibility of backs and ends spread to their side of the field.
4. The Umpire can loosen up as deep as 10 yards to be in a position to assist on some forward passes.
5. The Linesman and Line Judge will aide the Umpire by watching the 2<sup>nd</sup> man in on the offensive line.
6. The Back Judge moves about 5 yards deeper than normal, staying well behind the deepest back

## **Chapter 41: Free Kick after a Safety**

ALL

1. Each official takes same position and assumes same duties as on a kickoff.
2. Kickoff is normally the 20, unless there is a foul penalty.

## **Chapter 42: Free Kick after a Fair Catch**

ALL

1. Officials line up as though it was a kickoff using box mechanics.
2. The Referee and Umpire will rule on the kick.
3. The chains are used to establish the kickers and receivers free kick lines.

## **Chapter 43: Procedures for an Emergency Situation**

All

1. Have teams leave the field immediately.
2. If it is determined that it will take some time to correct the problem, then have the teams return to the locker room.
3. Record all pertinent information on your game card.

## Appendix A: Glossary of Football of Terms

(The majority which come from "Football Officials Guidebook-Referee magazine")

**Balanced Formation:** An offensive formation in which three linemen are on each side of the snapper.

**Ball carrier:** The player in possession of the ball. Also known as the runner.

**Blitz:** A defensive strategy in which several players commit to rushing the passer.

**Box:** Apparatus (aka: down marker) used by the chain crew to show ball position and the current down.

**Brush Blocks:** Tactic in which an offensive player makes minimal contact with an opponent. The purpose of a brush block is not to move or direct the opponent, but to momentarily impede the opponent, then move down field. Brush blocks are common on punts and screen passes.

**Chain Crew (or chain gang):** Non-officials in charge of the line-to-gain equipment and box.

**Chuck:** Signal used to indicate which team has called a timeout.

**Cleaning up after the play:** Mechanic in which the official not responsible for the ball carrier observes action behind and around the ball carrier.

**Dead-ball officiating:** Activity during the time immediately after the ball becomes dead. Good dead ball officials do not stop officiating when the ball is dead. They continue to watch the players and prevent problems.

**Downfield:** Refers to the direction the offensive team is moving with the ball. On a scrimmage down, it is the area beyond the neutral zone.

**Echoing a signal:** Giving the same signal as a crewmate (i.e. stop the clock, touchdown)

**Flanks:** The Linesman and Line Judge.

**Flat:** The area behind the offensive linemen where backs go to receive short passes. A pass to a back in the flat is thrown shortly after the snap, thus making it different from a screen pass.

**Free Kick:** A kick from a tee that starts either half or follows a score (also awarded fair catch if elected to do so). A kickoff is a free kick.

**Halo Concept:** Technique involving imaginary circles around players that help define coverage areas for officials. (First, Second and Third rings.)

**Hash marks:** Also known as the inbounds marks, the lines on the field from which the ball is snapped if it becomes dead in a side zone or out of bounds.

**Inside-out look:** Pivot that turns an official's back toward the middle of the field, allowing him an angle to action in a side zone or on the sideline. Refers to the Referee, Umpire and Back Judge.

**Key:** An action or reaction by a player that gives the official a tip as to what type of play the offense will run; a player an official observes for all or part of a down.

**Line-to-gain equipment:** Ten yard chain connected at each end to poles used to indicate the line team A has to reach in order to achieve a first down. The box is also considered to be part of the line-to-gain equipment.

**Look through:** Use of depth of field vision to observe a player lined up inside the nearest player.

**Mirror a spot:** Mechanic, usually used by wing officials, in which one official marks the spot of forward progress and another indicates the same spot from across the field.

**Nine yard marks:** The yard line identification numbers painted on the field. The distance from the sideline to the top of the numbers is nine yards.

**No-call:** A conscious decision by the official that an action was not worthy of a penalty, because it had no effect on the play.

**Officiate back to the ball:** Mechanic in which a wing official who has moved toward team B's goal line moves back toward the play in order to determine the spot of forward progress.

**Onside kick:** A free kick intentionally kicked a short distance in the hope of recovering the ball. Not to be confused with a squib kick.

**Pick play:** Pass play on which one receiver runs a short route, drawing a defender, and another receiver runs a slightly deeper route. The receiver on the short route blocks an opponent, freeing his teammate from coverage. The act is illegal if a pass crosses the neutral zone.

**Pitchout:** A backward pass, usually thrown by the quarterback to a running back.

**Placekick:** A kick when the ball is placed on a tee or when the ball is held by a teammate.

**Player designations:** For ease of reference, team A is the team that was in possession of the ball when the ball was snapped; team B is the team that was on defense when the ball was snapped; team K is the team that free-kicked the ball or kicked a scrimmage kick (including field goals and kick tries); and team R is the team that was to receive the free kick or scrimmage kick or was defending on the field goal or kick try attempt.

**Point of attack:** On a running play, the area in advance of the runner through which they run; on a passing play, anywhere in the vicinity of the passer or any player attempting to reach the passer; on a kick play anywhere in the vicinity of the kicker or any player attempting to reach the kicker or block the kick.

**Preventive officiating:** Refers to action by officials who prevent problems from occurring by talking to players and coaches. Preventive officiating is often related to dead-ball officiating.

**Pulling:** Tactic by offensive linemen used especially on sweeps. After the snap, pulling lineman moves quickly from his normal position to the end of the line or the opposite side of the formation in order to block an opponent.

**Runner:** See ball carrier.

**Screen pass:** Short pass play on which the receiver (usually a back) catches the ball behind a wall of blockers.

**Scrimmage kick:** A kick made from scrimmage that precedes a change of team possession. A punt, field goal and kick try are scrimmage kicks.

**Scrimmage kick formation:** An offensive formation in which the punter or holder and place-kicker are at least seven yards behind the snapper. Not to be confused with a 'Shotgun' which is a formation generally used for scrimmage plays and not for kicking plays.

**Selling the call:** Placing emphasis on a call with louder voice and whistle, and slightly more demonstrative signals. Selling only occurs on close calls and should be used sparingly. It is designed to help the call gain acceptance and show the official's decisiveness.

**Short side (of the field):** The side of the field from the hash mark to the nearer sideline when the ball is snapped from the hash mark; opposite of the 'Wide side'.

**Shotgun:** An offensive formation in which the quarterback is several yards behind the snapper.

**Showing Blitz:** The defense places eight or players within four yards of the snap, making no secret of the fact it intends to place pressure on the quarterback or kicker.

**Shuffle step:** Movement used mainly by wing officials on pass plays. The torso remains perpendicular to the line of scrimmage and the feet are alternately scraped along the ground (not a crossover step) in order to move downfield.

**Side zone:** The area of the field between the sidelines and the hash marks.

**Slot Back:** An offensive player who lines up in the offensive backfield and in the open area between the offensive tackle and a wide out.

**Square off:** Ninety-degree turn made by an official when marking the spot of forward progress.

**Squib kick:** A free kick, usually low and short, kicked in an effort to prevent a fast runner from returning the kick.

**Stacked:** One player lined up directly behind a teammate (e.g. a linebacker positioned immediately behind a defensive tackle.)

**Stakes:** Poles at either end of the chain used to indicate the line team A has to reach in order to achieve a first down.

**Strong side:** The side of the offensive line on which there are more eligible receivers outside of the tackles; opposite of 'Weak side'.

*Trap block:* Tactic in which offensive linemen permit a defensive lineman to penetrate the line, then block the defender from the side.

*Trips:* Three eligible receivers on one side of an offensive formation.

*Upfield:* The direction the defense or receiving team is moving. Opposite of 'Downfield'.

*Weak Side:* The side of the offensive line on which there are fewer eligible receiver outside of the tackles; opposite of the 'Strong Side'.

*Wide side (of the field):* The area from the opposite hash mark through the middle of the field and side zone to the sideline when the ball is snapped from the opposite hash mark. Opposite of the 'Short side'.

*Wide out:* An eligible receiver who lines up outside the last player on the offensive line, on the line of scrimmage.

## Appendix B: Uniform

The official uniform for the NCOA Football Sacramento is as follows:

- A. **Shirt:** Standard black and white vertically striped shirt, long tail, complete with black collar and black cuffs. It will have a pocket on the left breast. Each official shall have both a long sleeve shirt and a short sleeve shirt. The crew will all wear the same style shirt.
- B. **Pants:**
  - Knickers:** Standard all white, regulation football knickers with belt loops shall be worn overlapping the knee but not more than three inches.
  - Shorts:** Optional for hot weather. Standard all white, regulation football shorts with belt loops. Shorts worn underneath the shorts may not extend below the game shorts.
  - The crew will all wear the same style pants.
- C. **Socks:**
  - With Knickers:** Northwestern Style one piece tube sock.
  - With Shorts:** Plain white sweat socks that are about five inches above the ankle.
- D. **Shoes:** Black shoes with black laces and the appropriate soles and cleats.
- E. **Belt:** Black belt at least one inch to a maximum of two inches wide.
- F. **Hat:** Black officiating hat with white piping for all officials except the referee. The referee will wear a white hat with black piping. There will be no logos or emblems on the hat.
- G. **Undershirts:** A solid black undershirt shall be worn under the striped shirt. In hot weather, a gray undershirt may be worn under the striped shirt. In cold weather, a long black sleeve turtleneck may be worn under the striped shirt.
- H. **Jackets:** A jacket is optional; however, if worn, it shall be a standard black and white striped jacket with black edging at the collar and black cuffs.
- I. **Whistle:** All officials shall be equipped with a game whistle and a spare whistle. The whistle shall be on either a lanyard or a finger mount and shall be black in color. A tooth protector is recommended on all whistles.
- J. **Penalty Flag:** All officials shall be equipped with two solid gold penalty flag, which measures 15" by 15 ". It should be weighted with sand, beans, or other non-injuring type material. The flag should be concealed inside the back pocket or in front, inside the belt.
- K. **Bean Bags:** All officials shall be equipped with two bean bags measuring 2" by 4" or 3" by 3" to be used for marking spots.
- L. **Down Indicator:** Every official shall be equipped with a wristband that is used as a down indicator. It may be white or black.

## Appendix B: Uniform

(Continued)

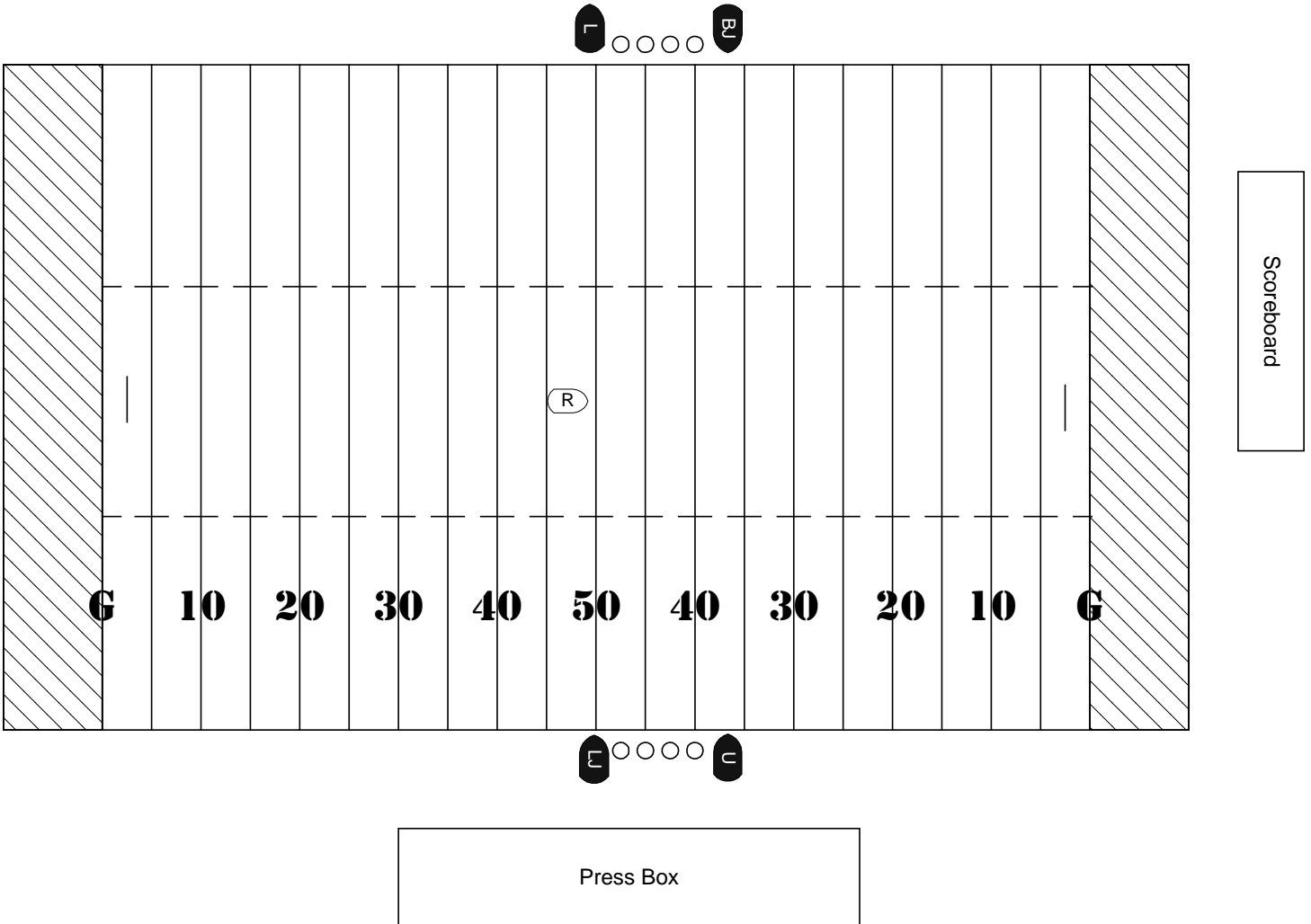
- M. **Field Ball Position Marker:** The umpire will be equipped with a field ball position marker to aid them in returning the ball to the proper spot on the field after incomplete passes, penalty enforcement, etc. It may be white or black.
- N. **Game Card & Pencil:** All officials shall be equipped with a game card and pencil to record scores, timeouts, penalties, ejections and other critical game information.
- O. **Chain Clip:** Every official should have a chain clip to be used by the chain crew for keeping accurate placement of the chains during the game.
- P. **Watch:** The back judge and the line judge shall be equipped with watches capable of timing the 25-second ready for play and the interval of timeouts. The watches should also have the capability of running from 12 minutes or less to 0 seconds with the ability to start and stop on demand. It is recommended that every official have a watch with this capability.
- Q. **Coin:** The referee shall have a coin with clearly marked front and back sides to use for the coin toss. It would also be used at the beginning of overtime.
- R. **Ball Towels:** The umpire shall have at least two ball towels with him when he takes the field. The purpose of the towels is to keep the ball dry between downs on wet nights.
- S. **Officials Card /Coaches Evaluation:** The referee shall present to each varsity head coach an official card with the names and positions of the officials and a coach's evaluation form that the head coach will/may complete and return to the Group Leader.

The decision as to wear shorts versus knickers and short sleeve shirt versus long sleeve shirts will be decided by the referee.

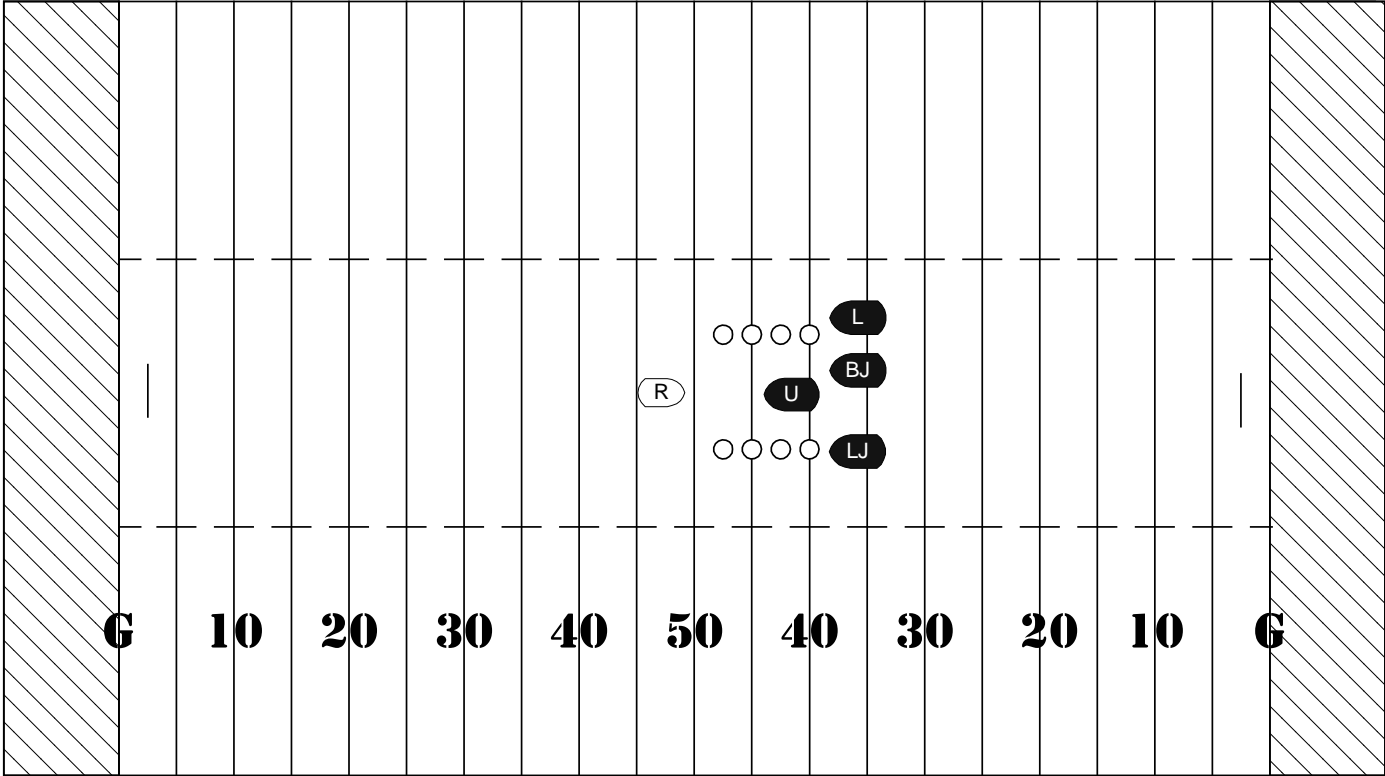
Football Official's uniform shall be clean and in good condition.

# Appendix C: Position Diagrams

## Position Diagram 3-1 Five Minutes Before Game



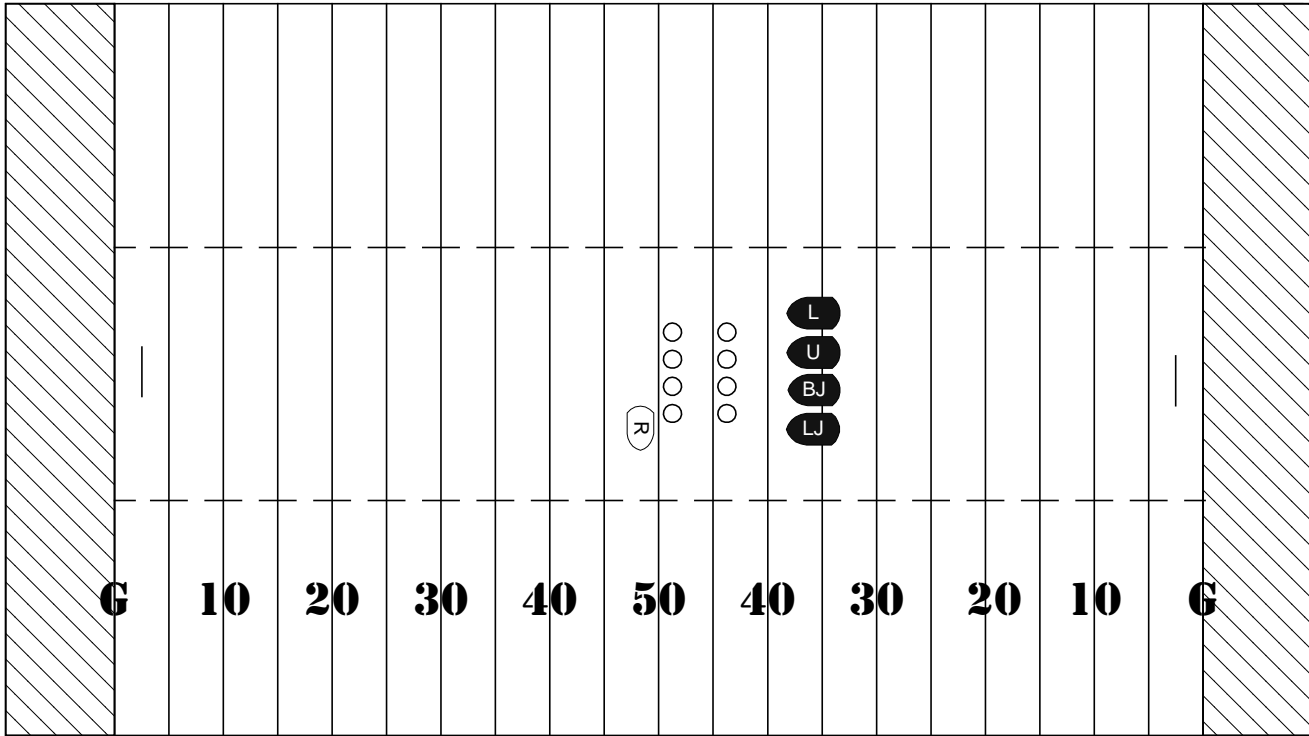
# Position Diagram 4-1 Coin Toss Procedure



Scoreboard

Press Box

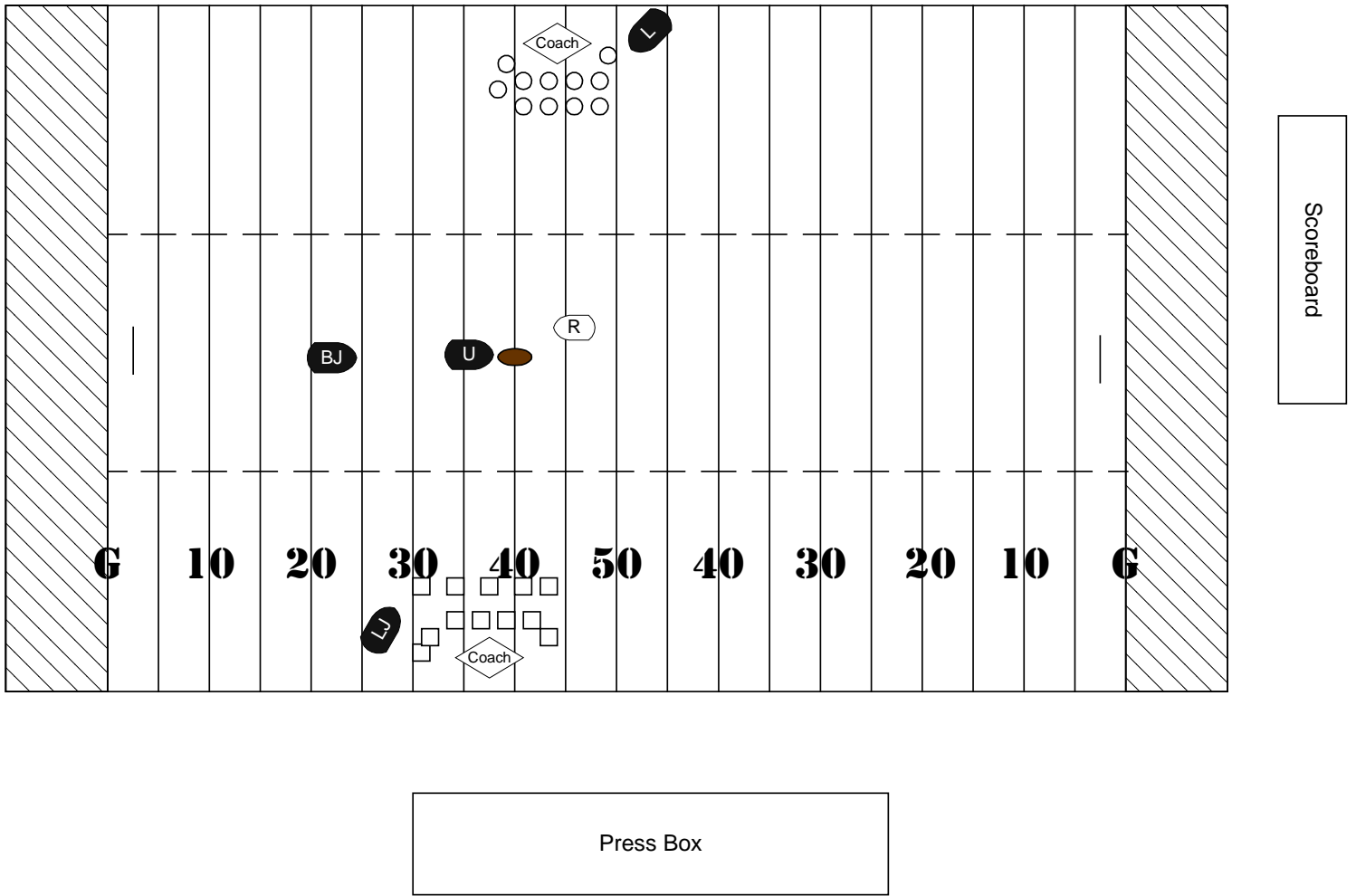
## Position Diagram 4-2 Indicating Winner of Coin Toss



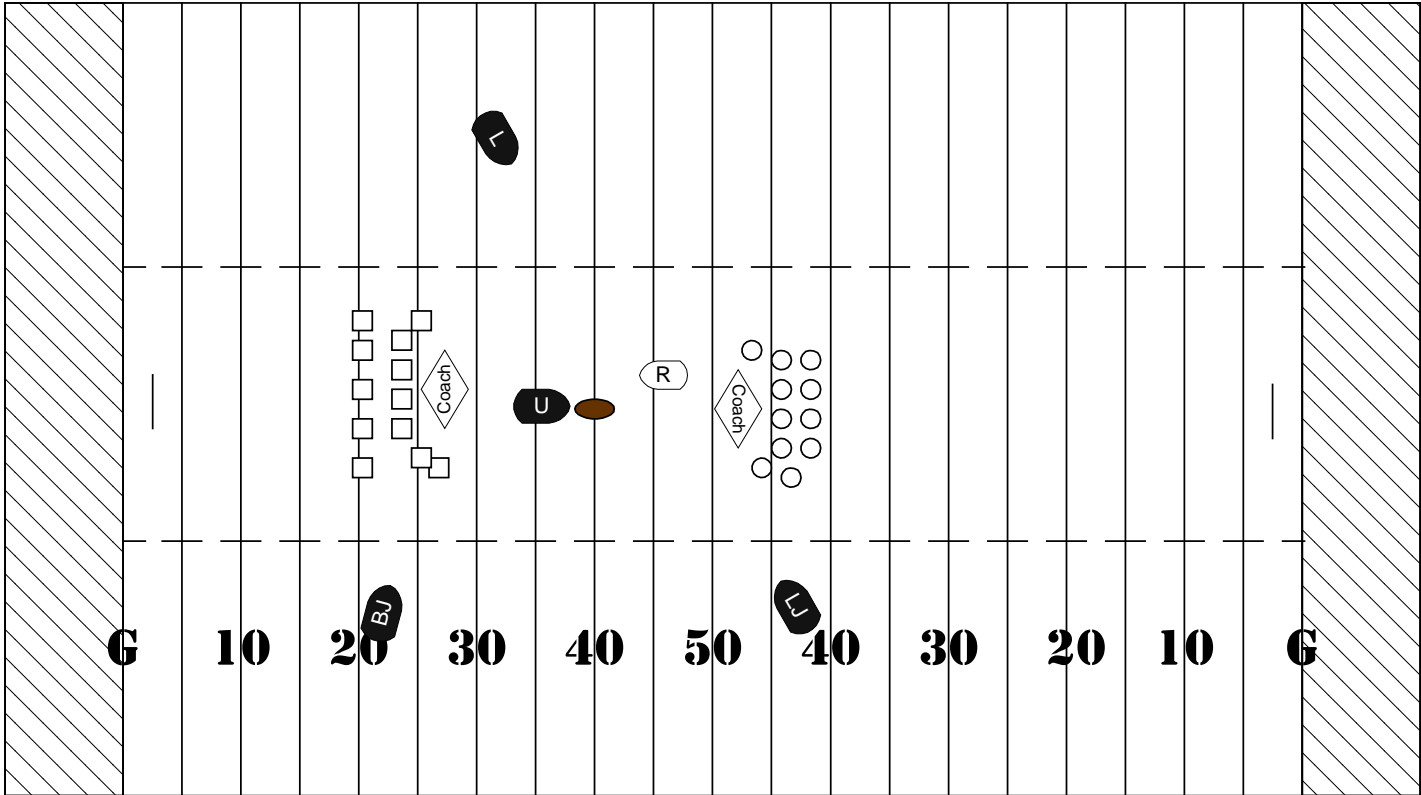
Press Box

Scoreboard

## Position Diagram 7-1 Time Out On Side Of Field



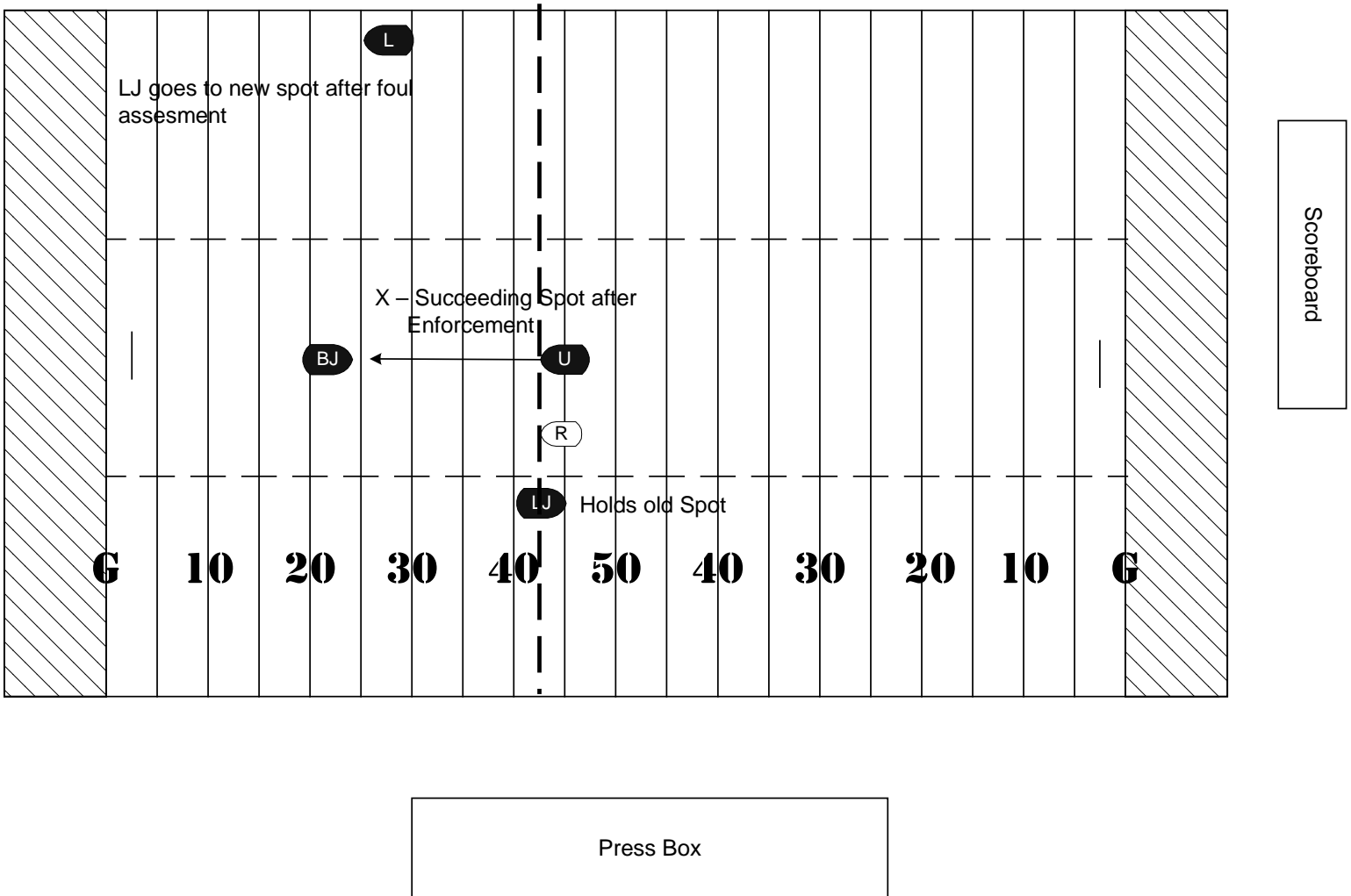
## Position Diagram 7-2 Time Out On Field



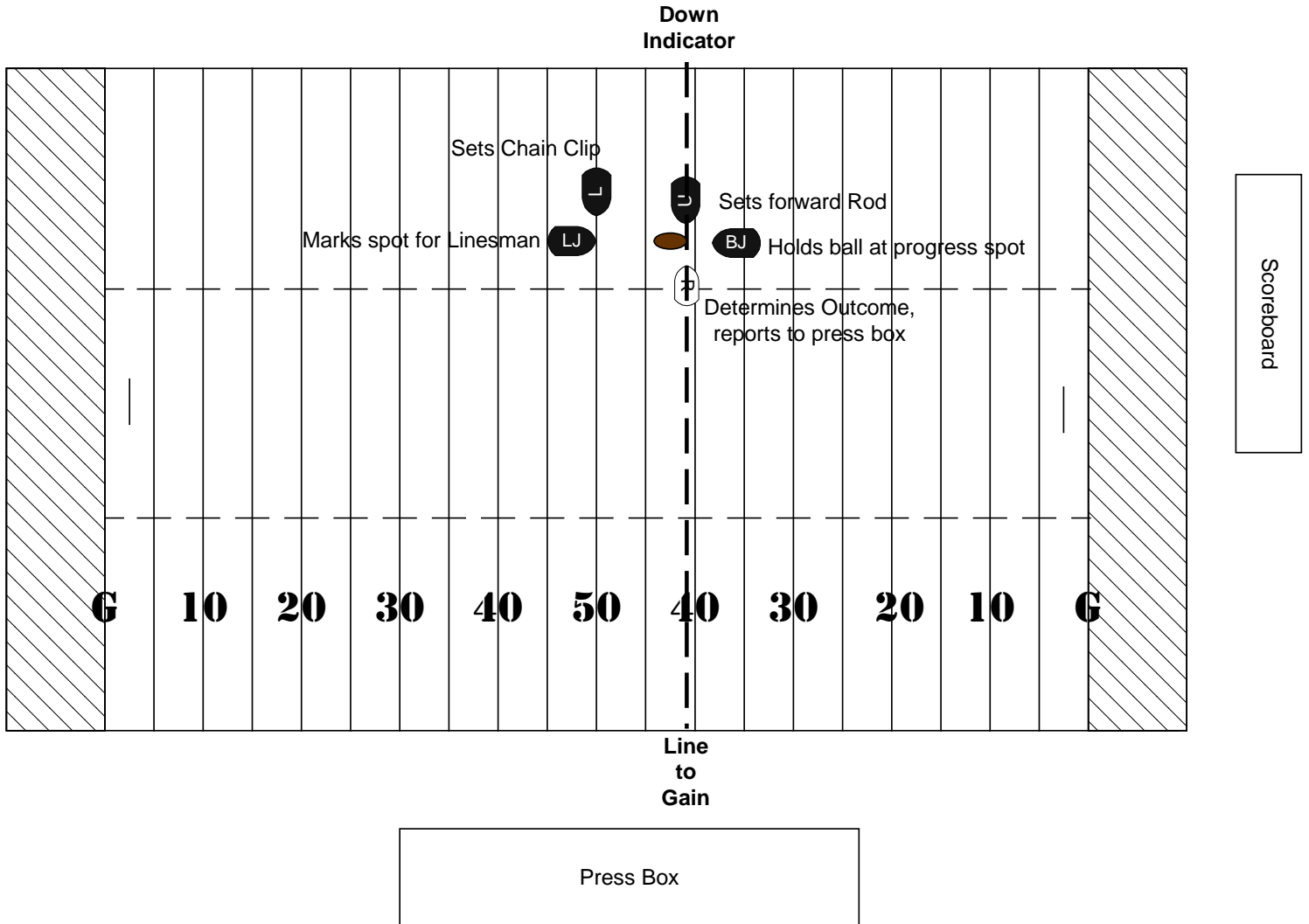
Scoreboard

Press Box

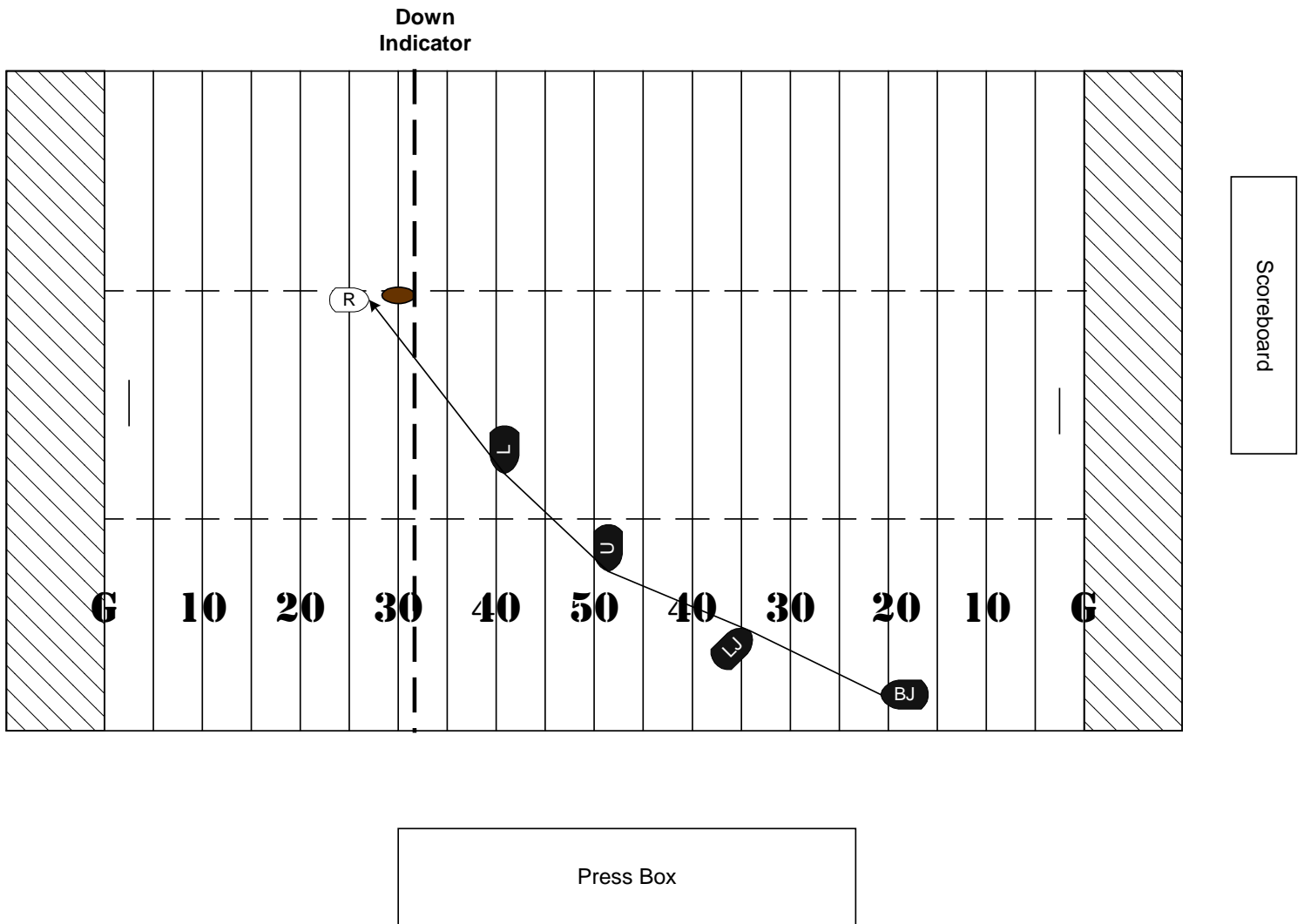
## Position Diagram 12-1 Penalty Enforcement



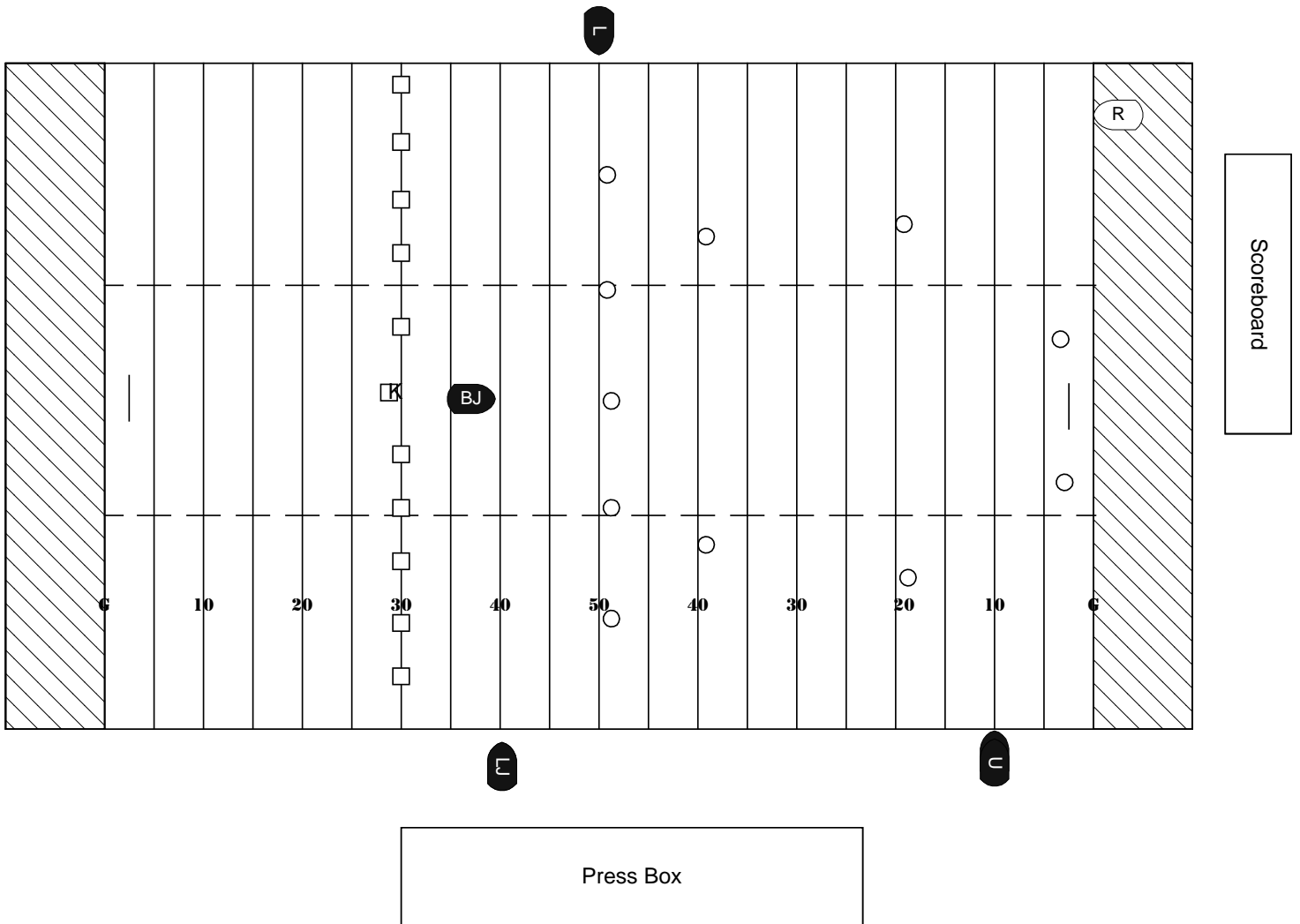
# Position Diagram 15-1 Measurement For First Down



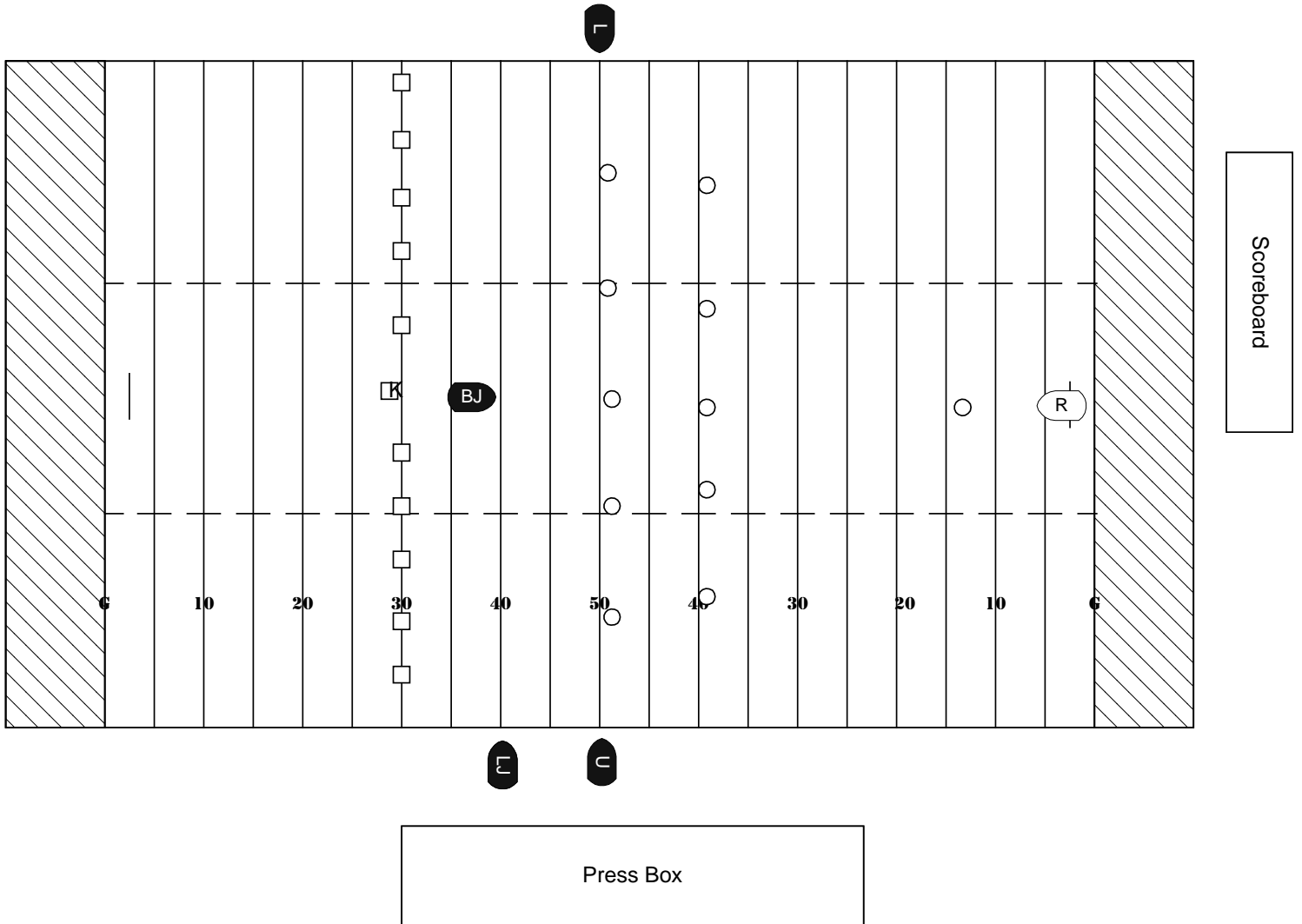
# Position Diagram 17-1 Relaying Ball After Long Pass



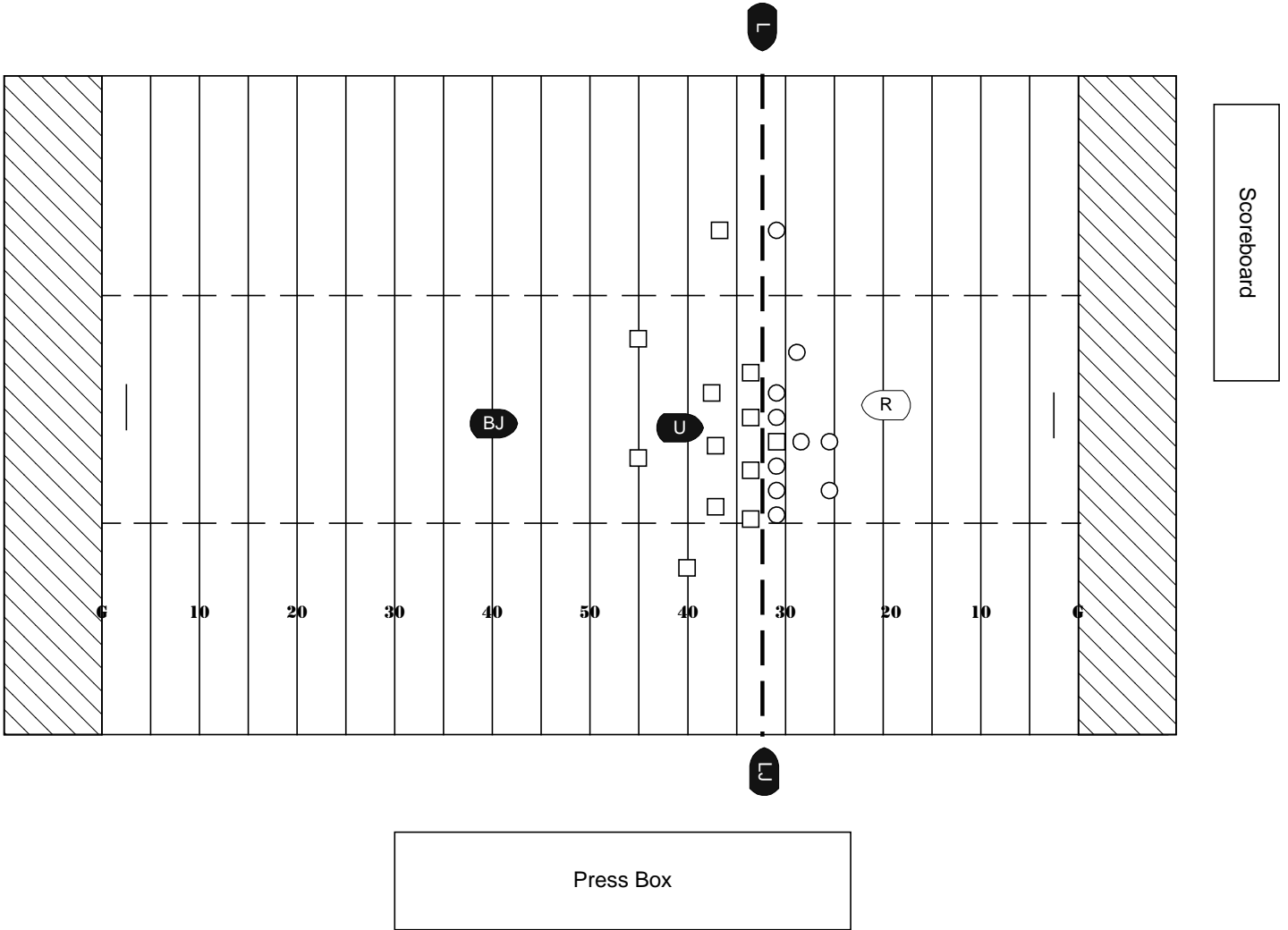
## Position Diagram 22-1 Kick-Off Positions Prior To Making Ball Ready



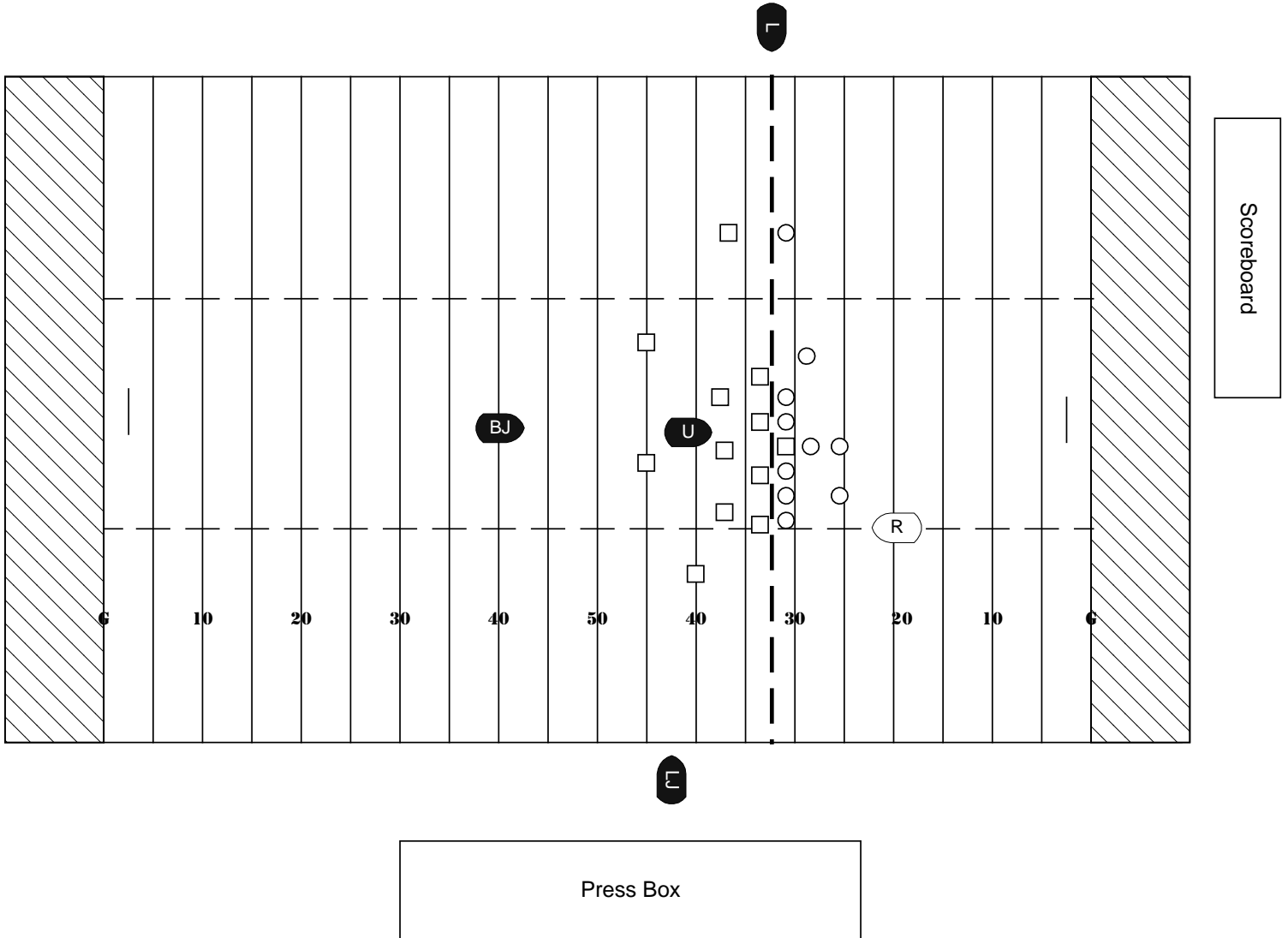
## Position Diagram 22-2 Onside Kick Positions



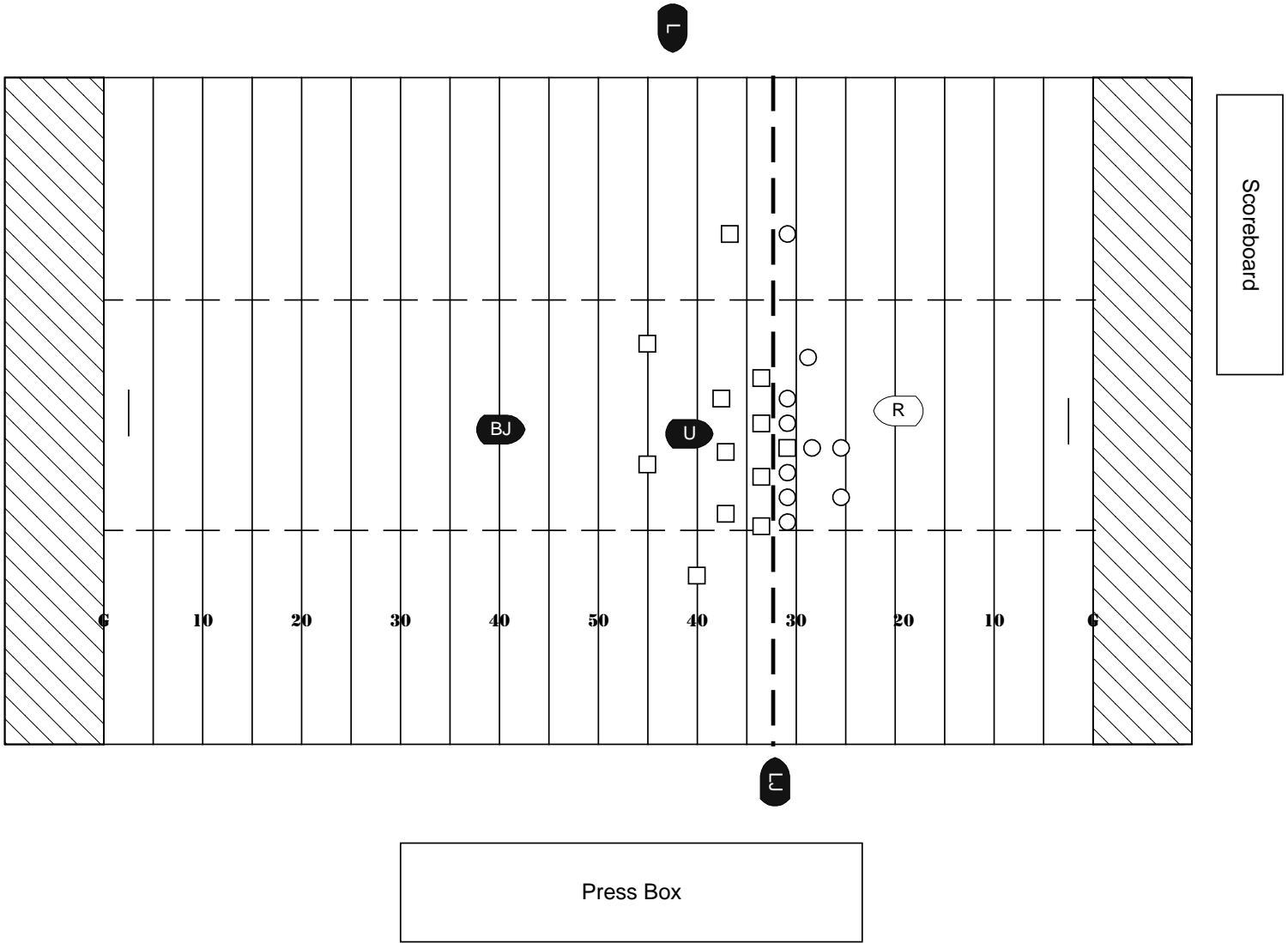
# Position Diagram 25-1 On Mechanics



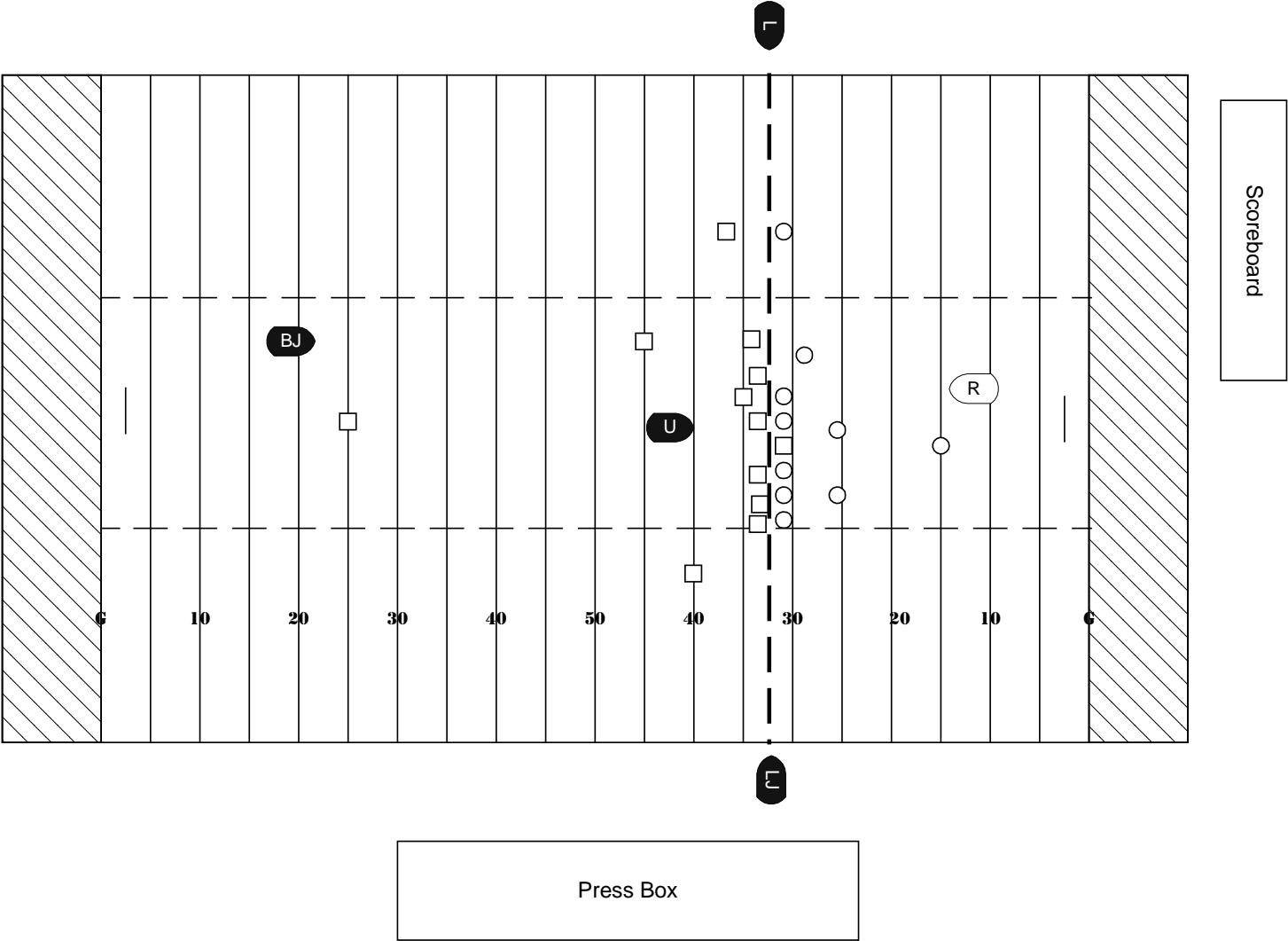
# Position Diagram 31-1 Off Mechanics-Line Judge Off



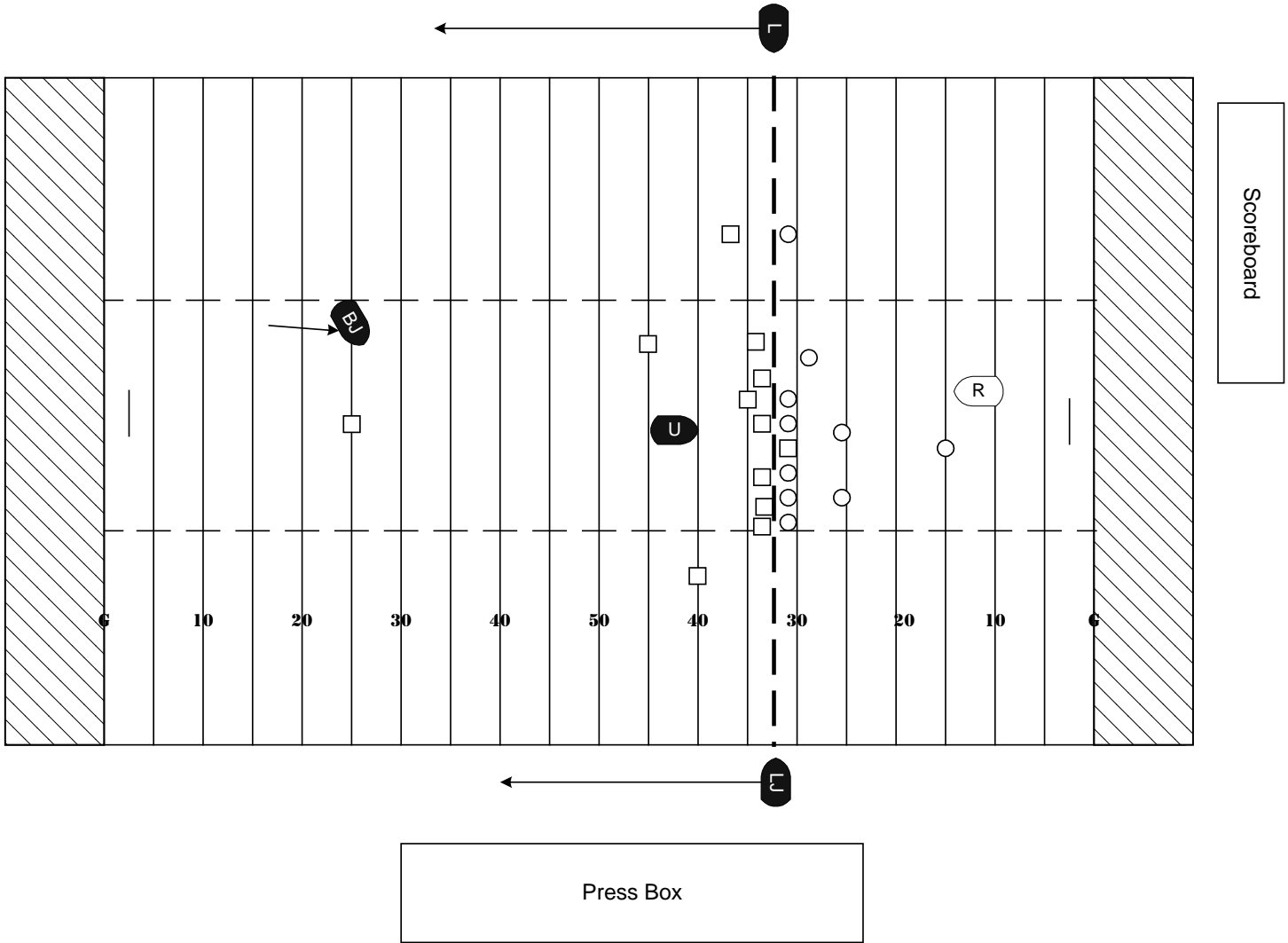
# Position Diagrams 31-2 Off Mechanics-Linesman Off



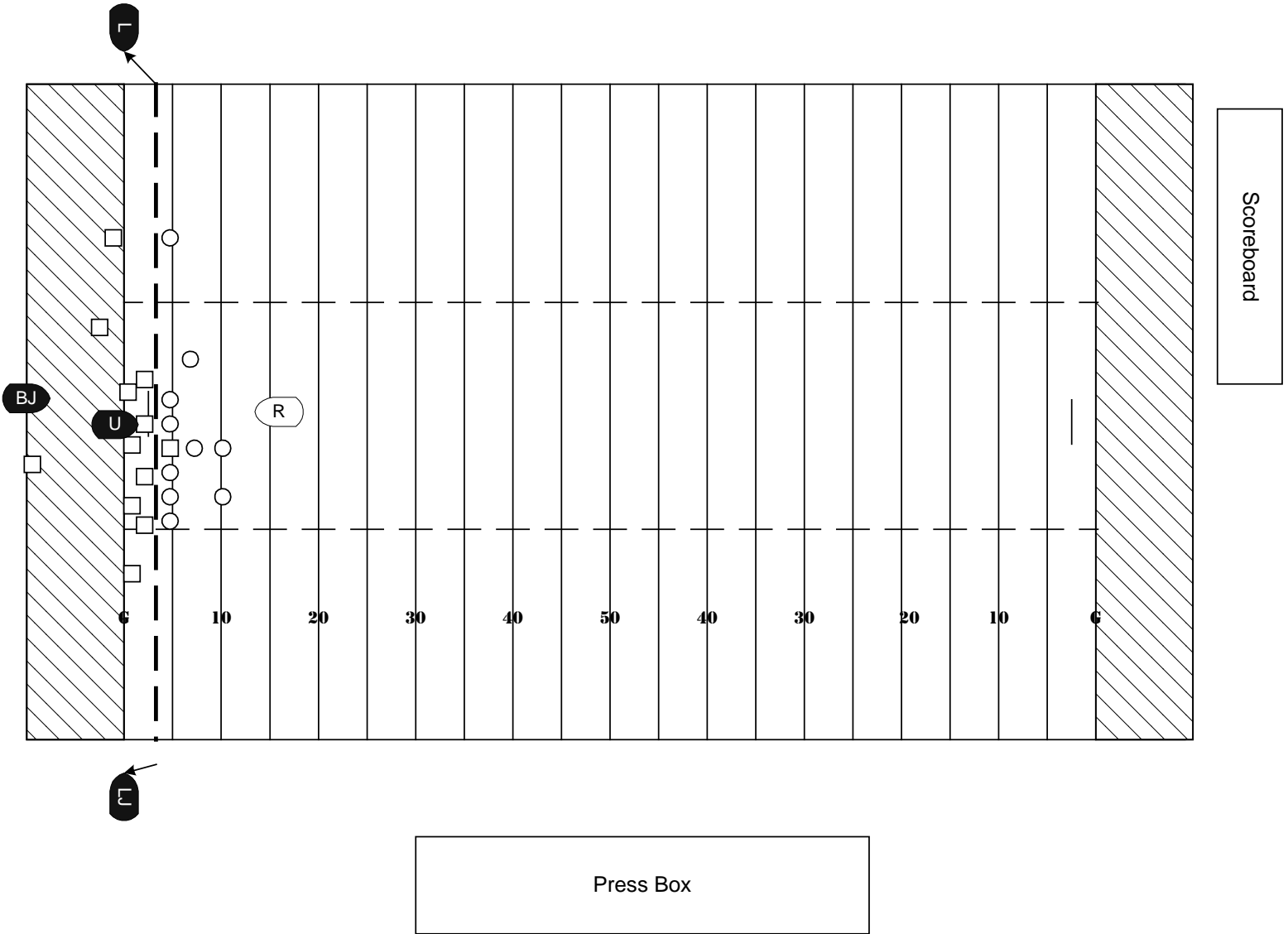
# Position Diagrams 33-1 Prior To Scrimmage Kick



## Position Diagram 33-2 After Kick Clears Line Of Scrimmage

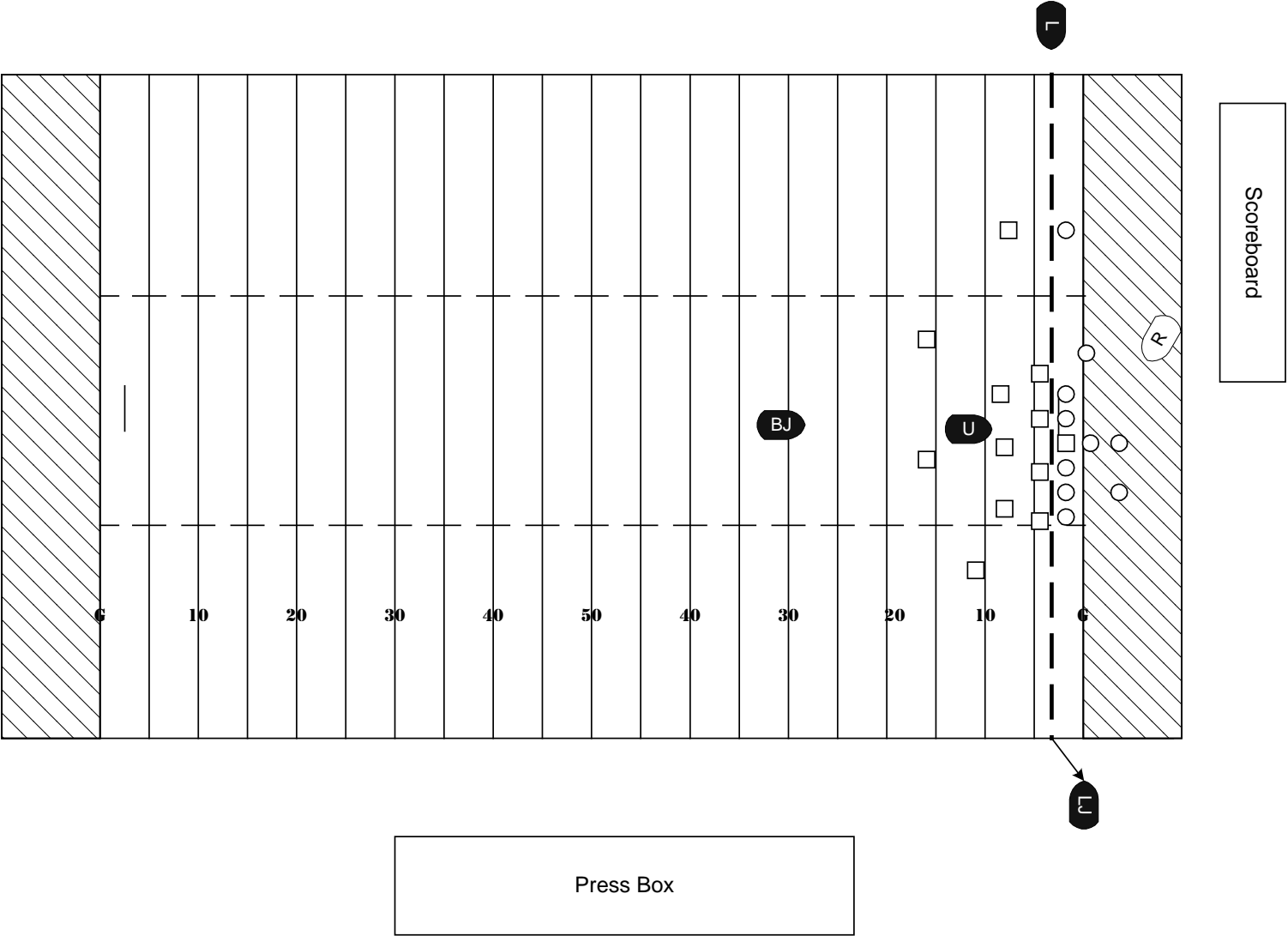


# Position Diagram 37-1 Goal Line – Inside 10 Yard Line

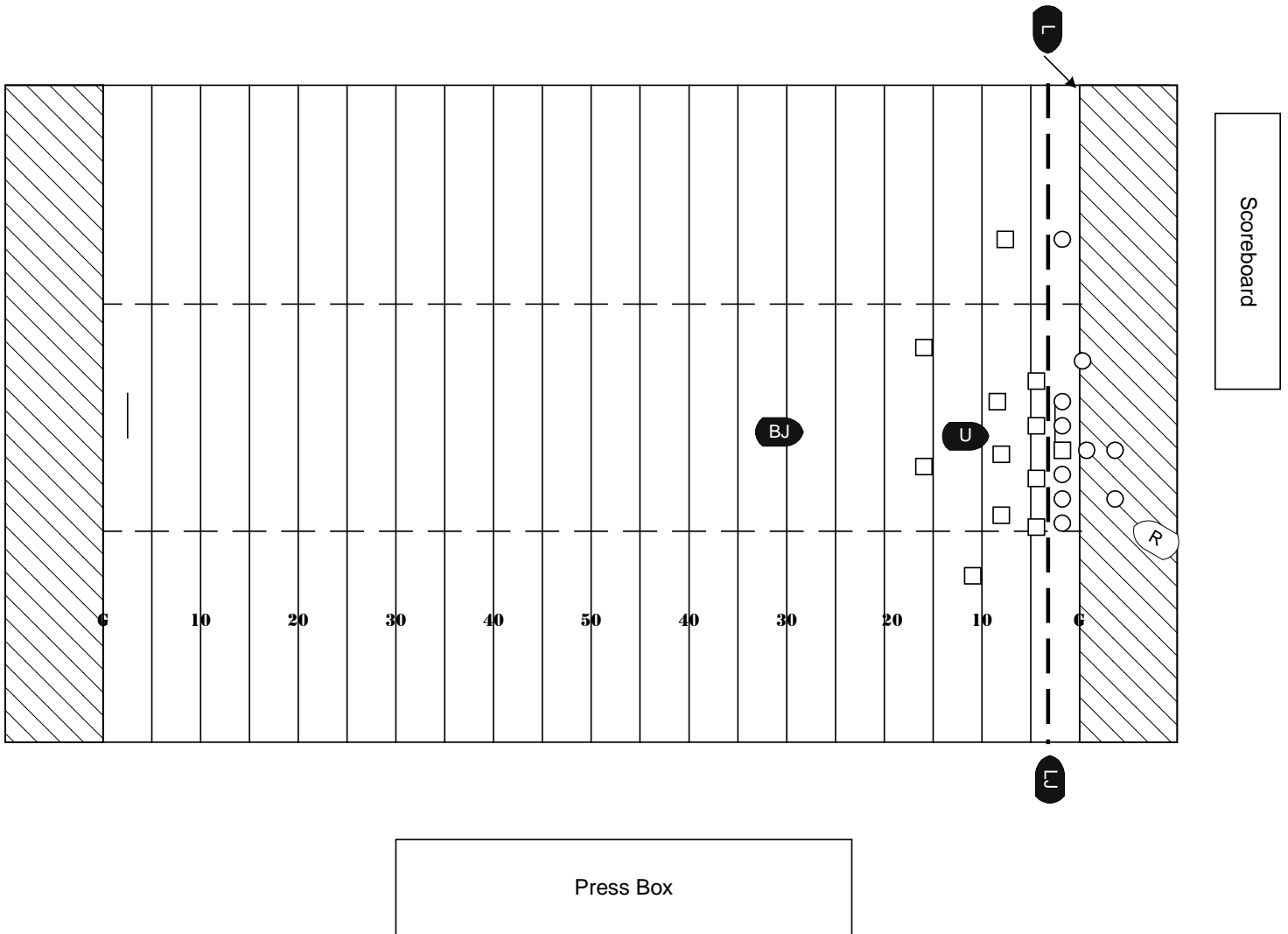


# Position Diagram 38-1

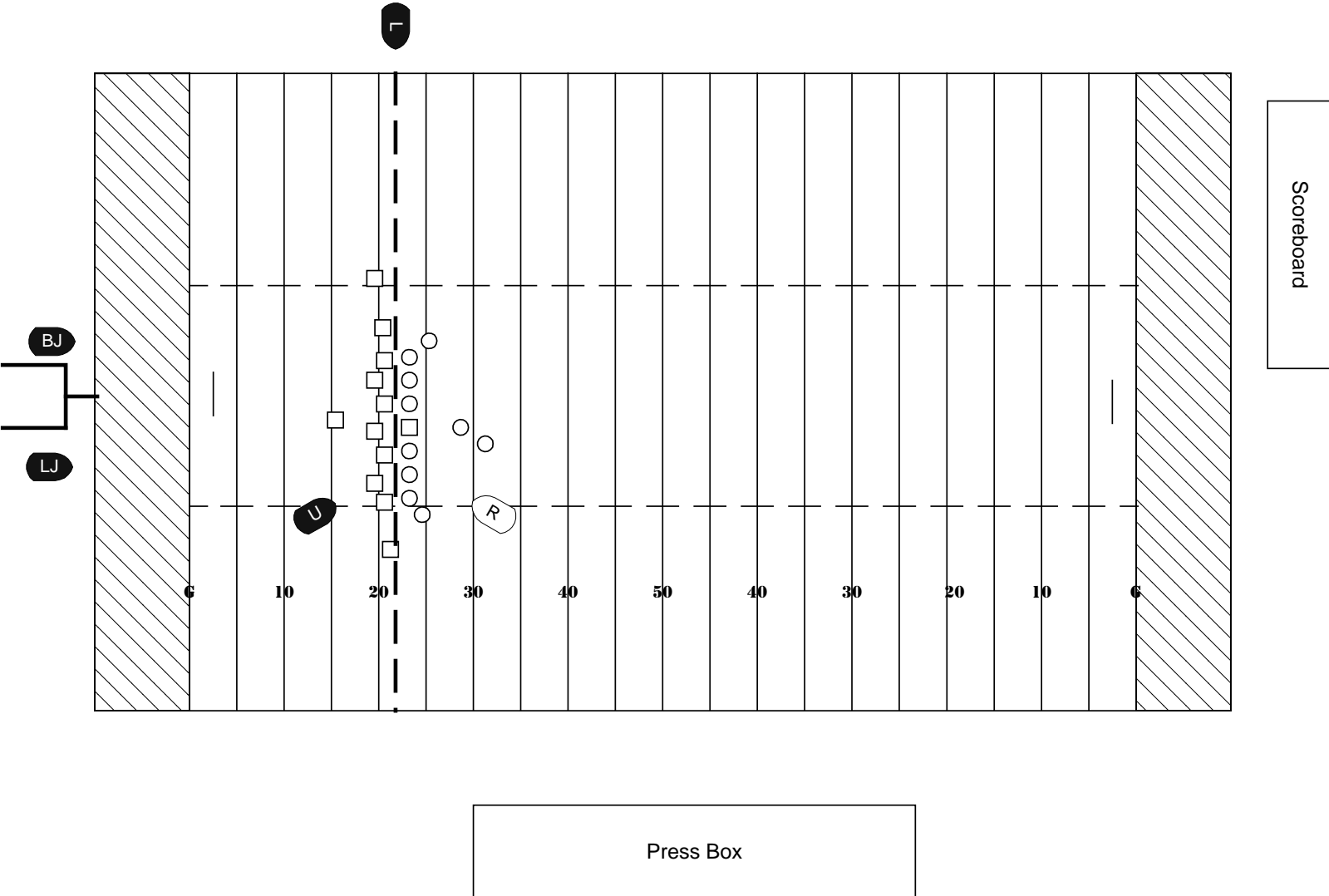
## Reverse Goal Line – Referee Facing Line Judge



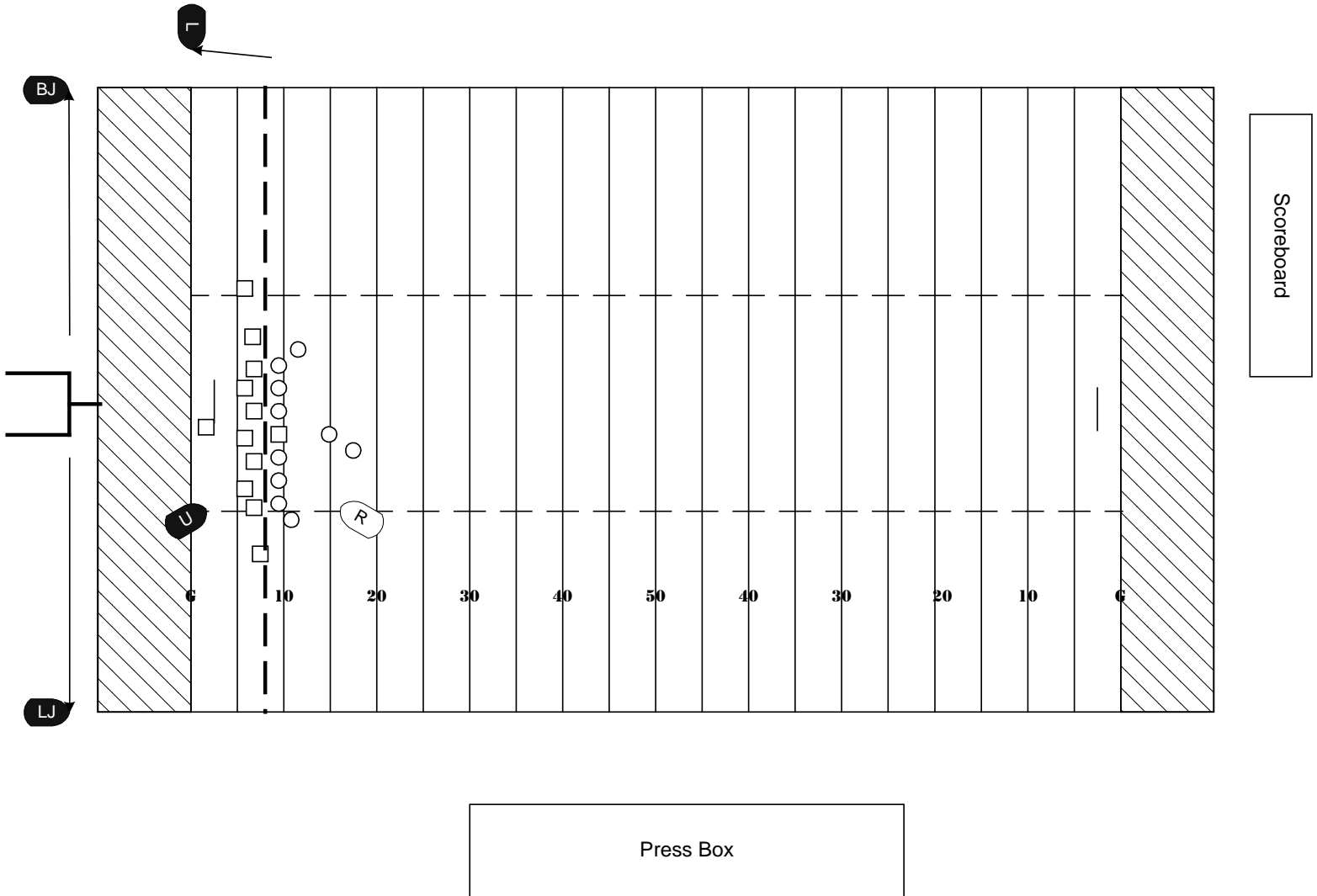
## Position Diagram 38-2 Reverse Goal Line – Referee Facing Linesman



# Position Diagram 39-1 Field Goal and Try



# Position Diagram 39-2 Field Goal/Try – Inside 15 Yard Line Broken Play



# Position Diagram 39-3 Field Goal/Try – Outside 15 Yard Line Broken Play

