

**2004**

**GHS A TRAINING MANUAL**

**FOR**

**FOOTBALL OFFICIALS**

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### *New Referee Mechanics for 2004*

- A-2-o Free Kicks after an awarded fair catch:
  - Positioned behind the Kicker.
  - Ensure all other officials are in position before marking the ball ready for play.
  - Assume the same free kick responsibilities as those of the Head Linesman during a normal free kick situation.
  - Be prepared to give the proper signal on kicks that are good, no good, or a touchback.
- C-1-c When marking the ball ready for play, stand and face the defensive team.

### *New Back Judge Mechanic for 2004*

- B-2-n Free Kicks after an awarded fair catch:
  - Take position under the crossbar.
  - Be prepared to give signal on kicks that are good and no good.
  - Be prepared to move to the goal line on kicks that are short and near the goal line in order to rule on whether the kick may be advanced or is a touchback.

# 1. Rules Clinics - 2004

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<b>DATE</b>	<b>DAY</b>	<b>Site</b>	<b>TIME</b>
7/31/2004	SATURDAY	TIFT CO. HIGH SCHOOL	10:00AM
7/31/2004	SATURDAY	CHAMBLEE HIGH SCHOOL	10:00AM
08/02	MONDAY	BROOKWOOD H.S.(AUD)	7:30PM
8/2/2004	MONDAY	WESTOVER HIGH SCHOOL	7:30PM
8/2/2004	MONDAY	EVANS HIGH SCHOOL	7:30PM
8/3/2004	TUESDAY	WEST LAURENS HIGH SCHOOL	7:30PM
8/3/2004	TUESDAY	HABERSHAM CENTRAL HIGH SCHOOL	7:30PM
8/4/2004	WEDNESDAY	GA. SOUTHERN U. (RAC CENTER)	7:30PM
8/4/2004	WEDNESDAY	WHEELER HIGH SCHOOL	7:30PM
8/5/2004	THURSDAY	FAYETTE CO.HIGH SCHOOL (SAMS AUD)	7:30PM
8/5/2004	THURSDAY	ATHENS ACADEMY(AUD)	7:30PM
8/7/2004	SATURDAY	WESTSIDE HIGH SCHOOL- MACON	10:00AM
8/9/2004	MONDAY	MODEL H.S.	7:30PM
8/9/2004	MONDAY	SAVANNAH COUNTRY DAY	7:30PM
8/10/2004	TUESDAY	WARE COUNTY HIGH SCHOOL	7:30PM
8/10/2004	TUESDAY	MILTON HIGH SCHOOL	7:30PM
8/11/2004	WEDNESDAY	COLUMBUS H.S. (CAFÉ")	7:30PM
8/11/2004	WEDNESDAY	DALTON HIGH SCHOOL (THEATRE)	7:30PM
8/12/2004	THURSDAY	TRI-CITIES HIGH SCHOOL	7:30PM
8/12/2004	THURSDAY	NORTHSIDE WARNER ROBINS HIGH SCHOOL	7:30PM
8/14/2004	SATURDAY	GHSA OFFICE- THOMASTON	10:00AM

## 2. GHSA By-Laws Excerpts For Football Officials

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A. All varsity games must be officiated by officials who are registered members of GHSA-approved associations. Officials may work in crews of four, five or six.

B. Officials and their associations are independent contractors, and are not employees of the local association, member-schools, or the GHSA.

C. All GHSA games are played according the rules published in the National Federation rulebook.

D. Videotapes may not be used to review an official's decisions.

E. A coach may lodge a formal protest with the Referee when he believes that an official has misinterpreted or misapplied a rule.

(1) Judgment calls may not be protested.

(2) When a game is protested, a Game Report must be filed with the GHSA office within 12 hours.

F. Game fees for all GHSA football games shall be:

- Regular season varsity (crew of 4 or 5) - \$71.00 per field official
- Regular season varsity (crew of 6) - \$66.00 per field official
- Playoff game (crew of 6) - \$110.00 per field official (No Travel)
- Auxiliary Official (ECO, chains) - one-half of field official fee
- Sub Varsity game - \$37.50 per field official

**TRAVEL:** Each association may negotiate its travel policy with member schools as long as the fee does not exceed \$.51 per mile (one way). The fee may be approximated on a per-mile basis or may be a flat-fee basis. The travel policies will designate the beginning point for mileage computation. An association does not have to charge mileage if it chooses not to do so.

G. Sub Varsity football games played on a day and/or night before a school day have a curfew of 9:00 p.m.

H. The host school has the responsibility of providing:

(1) Dressing and/or meetings facilities for officials.

(2) Competent, adult chain crew members -- NOTE: schools may contract with associations to use officials on the chain crew.

(3) Security escorts for officials.

I. GHSA State Adoptions:

(1) Halftimes shall be 20 minutes.

(2) Bands are not to play during live-ball situations.

*NOTE: this includes the situation in which there is no timeout and the teams are in the huddle.*

a. If a team claims that band noise is interfering with communication, the Referee shall give a warning to one or both head coaches who will instruct the band(s) to stop playing.

- b. If there is a second offense by the same school's band, an unsportsmanlike conduct penalty will be imposed against that team.
- c. The Referee will always wait for a complaint before issuing a warning.
- (3) In all playoff games, a crew of six officials will be used.
- (4) In all playoff games, only Wilson brand footballs must be used.

J. The GHSA overtime procedure must be used in any game between two teams of the same classification that ends in a tie except the State Championship game. Schools from different classifications may use the GHSA overtime procedure if both teams agree and communicate it to the Referee before the game begins.

K. Overtime games are exempt from the 11:30 p.m. curfew.

L. All games after the end of the regular season are considered playoff games.

# 3. NFHS Rule Changes and Points of Emphasis for 2004

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## A. Highlights of Rule Changes

1-5-3i, k	Legal towels must be made of moisture-absorbing material. Also, any sticky or slippery substance is not permitted on the towel.
2-6-2a	During an authorized time-out, that is held adjacent to the sideline, any number of team members and coaches may participate.
2-16-2g	Clarification has been made that a post-scrimmage kick situation begins with the snap and that a successful field goal is not included in any post-scrimmage kick enforcement.
2-17-4b	The following language was removed from the rule: "...on the line of scrimmage and..."
3-1-4	Clarification has been made to the existing authority of state associations for approval of any procedures utilized to continue or terminate contests interrupted by events beyond the control of the contest administrators.
3-3-3	Language has been re-inserted to clarify that should a foul occur on the last timed down of a period, that any re-playing action will take place before goals are exchanged.
3-5-2a	A head coach may now request a time-out.
6-1-5, 6-2-4	During a free kick, if the kicking team muffs the ball into a receiver, the action shall be ignored. During a scrimmage kick, a ball legally batted or muffed by the kicking team into a receiver shall be ignored.
8-2-2	Clarification has been made concerning a foul that is committed by the defending team on a touchdown that involves a change of possession. In this case, the foul must occur after change of possession.
8-5-2a	The momentum exception now applies to any covered defensive play situation.
10-2-1b, 10-2-2	Clarification has been made that if the receiving team's only foul meets the criteria for a post-scrimmage kick enforcement, it is not considered a part of the double foul definition.

## B. 2004 Points of Emphasis on:

1. Helmet Contact
2. Substitution and Participation
3. Team Box and Sideline Management



## 4. GHSA Overtime Procedure

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An overtime period is untimed play after a regulation game has ended with the score tied. During an overtime period each team has an opportunity for an offensive series of downs. However, an overtime period may include only one offensive series of downs if the defensive team scores a safety or touchdown.

### **Instructions**

When the score is tied at the end of the 4th period, the referee will instruct both teams to return to their respective team boxes. There will be a 3-minute intermission during which both teams may confer with their coaches. All officials will assemble at the 50-yard line, review the overtime procedure and discuss how penalties (if any) will be assessed to start the overtime procedure. At the end of the intermission, the linesman will go to the team on the side of the field where the line-to-gain equipment is located and the line judge will go to the other team. They will inform the coaches on time-outs and any special penalty enforcements that apply.

### **Coin Toss**

At the coin toss in the center of the field, the visiting team captain shall be given the privilege of calling the coin while it is in the air. The winner of the toss shall be given his choice of defense or offense first, or of designating the end of the field at which the ball will be put into play for this possession. The loser will have his choice of the other options. The referee will indicate the winner of the toss by placing a hand on his shoulder. To indicate which team will go on offense, the referee will have that captain face the goal toward which his team will advance and indicate this with the 1st down signal. The other team captain will face the offensive captain with his back toward the goal he will defend.

### **Timeouts**

Each team shall be allowed one timeout for each extra period. Timeouts not used during the regulation periods may not be carried over into the extra period(s). Unused extra-period timeouts may not be carried over to other extra periods. Timeouts between periods shall be charged to the succeeding period.

### **Overtime Series and Scoring**

To start the overtime, the offensive team shall put the ball in play, 1st and 10, on the defensive team's 15-yard line anywhere between the inbounds lines. That series shall be terminated by any score by the offensive team or as soon as the defensive team gains possession of the ball.

If the team on offense scores a touchdown, it is entitled to the opportunity for a try unless the points would not affect the outcome of the game.

A field-goal attempt is permitted during any down.

If the defensive team gains possession, the ball becomes dead immediately and the offensive team's series of downs has ended.

After the first team on offense has completed its series of downs, the first team on defense will become the offensive team with the ball in its possession at the same 15-yard line anywhere between the inbounds lines. The same end of the field will be used by both teams during each series of downs to ensure equal game conditions and conserve time.

If the score remains tied after each team has been given a possession in an overtime period, then the procedure shall be repeated with other overtime periods until a game winner is determined. In this case, there shall be an intermission of two minutes. At the subsequent meeting of team captains the loser of the overtime coin toss will be given first choice of the options. If additional overtime periods are required, then first options will be alternated with no coin toss.

If the score remains tied after 2 overtime periods, any team which scores a touchdown MUST attempt a 2-point try. A KICK try is not allowed and will not be counted.

If the defensive team scores a safety or touchdown, the game is ended.

The team scoring the greater number of points in the overtime shall be declared the winner. The final score shall be determined by totaling all points scored by each team during both regulation time and overtime periods.

No try will be attempted if the winner of the game has been determined.

### **Penalty Enforcement**

All fouls are enforced during each possession as they are during any normal game situations.

### **Overtime Plays**

PLAY 1-- On third and four in overtime play, B recovers a fumble or intercepts a pass.  
RULING-The down ends as soon as B-1 recovers or intercepts.

PLAY 2—On third and 6 in overtime play, Team A attempts a field goal. The attempt is not successful and Team B recovers at the one yard line. RULING-The down ends when Team B recovers. The series is ended for Team A.

PLAY 3- In overtime play with third and goal from Team B's 4 yard line, B1 interferes during a forward pass. RULING- If the penalty is accepted it will be first and goal from B's 2 yard line.

PLAY 4- In overtime play on second down from the 8 yard line, B1 commits pass interference. RULING- First down for Team A on the 4 yard line if the penalty is accepted.

PLAY 5 – (a) On second or fourth down and 9, A1 interferes on an incomplete forward pass. RULING in (a) it is A's ball third down from its 24 yard line. In (b) B will decline the penalty and take the ball on the 15 yard line.

PLAY 6- In overtime play after several penalties against Team A it is A's ball on their own 30 yard line. Team A tries a backward pass which goes into the end zone. In (a) TEAM A falls on

the loose ball. In (b) TEAM B falls on the loose ball. RULING- In (a) it is a safety for TEAM B. In (b) it is a touchdown for Team B. In either case the overtime is over and TEAM B is the winner.

## 5. GHSA Policy On Interrupted Games

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**Postponed and Games Stopped by Weather:** Any GHSA competition may be interrupted due to human, mechanical, or natural causes when it is necessary to protect the safety of players and spectators.

(A) **Postponed games** are games that are postponed before they actually begin.

- 1) The host school should notify the opposing team and the officials as early as possible when a contest is postponed.
- 2) The host school is responsible for determining whether an event is to be postponed until the time that game rules turn that responsibility over to game officials.
- 3) After administrators agree on the rescheduling of the postponed contest, the host school must notify the GHSA office.

(B) **Games Stopped by Weather**

- 1) Same Classification
  - a) All games of the same classification **must** be played to completion.
  - b) There is no one-hour cumulative delay.
  - c) There is no 11:30 p.m. curfew.
- 2) Different Classification
  - a) All games of different classifications will be called after a one-hour cumulative delay.
  - b) There is a mandatory 11:30 p.m. curfew.
  - c) If the game is terminated prior to halftime, it is considered a “no contest”.
  - d) If the game is terminated after one half has been completed, it shall be considered a complete game. The team leading in the score shall be declared the winner.

*Note: The GHSA office shall be notified of any terminated game.*

(C) **Paying officials** - in shortened or postponed games:

- 1) If a scheduled game cannot be started due to weather-related conditions, officials who come to the game site will be paid travel if the official's contract mandates travel fees.
- 2) If a game is interrupted by weather before it becomes a completed game, the officials will be paid one-half of the regular game fee.
- 3) If a game is an official game at the point of interruption, the officials will be paid full fees.
- 4) Beyond these conditions, no official's group(s) may hold the schools responsible for weather-related postponements.

## 6. Handling Fight Situations

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### A. PREVENTIVE MEASURES:

1. Make your presence known by talking to players at the end of each play. These words should be of an encouraging nature; such as “Good job, everybody up easy,” or “OK, the play is over, ease up.” When you need to take sterner measures, do so in a professional way. Never use profanity toward a player.
2. Be sure to take strong measures early in the ball game to deal with taunting and baiting incidents by issuing warnings and then penalties. Constant warning without penalties become meaningless. Remember – flagrant violations do not need warnings before penalties are imposed.

### B. REACTIVE MEASURES:

1. Use your voice, whistle, and body positioning to separate players who are mouthing at one another chest-to--chest, or who are pushing and "chicken fighting".
2. Do **not** grasp, push, or pull a player unless it is an emergency situation in which another player is in jeopardy of being injured by the hitting/kicking of the top player.
3. Officials who are not in the area of the field where the fight is occurring should write down the jersey numbers of all players who are involved in the fight, **and** the jersey numbers of all substitutes who leave the team box area during the fight.
4. Allow coaches to come onto the field to separate combatants.
5. If this is a large-scale fight and/or substitutes come onto the field, both teams should be sent to their respective sidelines while the officials sort out the players who are to be ejected.
6. The entire officiating crew should meet together to discuss the numbers of those players to be ejected once there is clear separation between the two teams. Then the Referee should notify each head coach personally about those players who have been ejected. These decisions are not negotiable and videotape can not be used to make the decision or to change the decision.

[NOTE: The jersey numbers of the ejected players should be recorded in some type of permanent manner so that the Game Reports can be completed and filed with the Georgia High School Association.]

## 7. GHSA Ejection Procedure

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An ejection should occur only when the rules of a sport mandate it, or when the individual to be ejected is so out of control that his/her unsportsmanlike behavior intrudes upon and overshadows the contest. Whenever an official is required to eject an athlete or a coach from a contest, the following procedures need to be followed:

- A. Within the rules and the mechanics of the specific sport, announce the ejection by making eye contact with the ejected player or coach. Do not make physical contact with that individual. Try to avoid "toe-to-toe" confrontations, but be within 20 feet of the ejected person.
- B. Instruct the player to go to his/her head coach immediately.
- C. The Referee shall go to the sidelines, make contact with the head coach, and announce that the player (identified by jersey number) has been ejected from the contest and give the reason.
- D. The ejected player shall remain in the team's bench area. Each additional disturbance results in a penalty against the head coach, and may result in that coach's ejection also. In that case, both the coach and the player will leave the competition area.
- E. The ejection of a coach requires that the official approach and make eye contact with the coach, announce the ejection to the coach, and instruct the coach to leave the competition area. In addition, the official must ask which coach or other official school representative will function as the head coach in the absence of the ejected coach.
- F. The ejected coach shall leave the competition area and go to the locker room, the bus, or some other area out of sight and sound of the game. An ejected coach may not be allowed to stay in the competition area as a spectator.
- G. After the contest, a precise account of the ejection must be filed in a "Game Report" to the Georgia High School Association. A game report may include more than one ejection. **An official has no option about whether to report an ejection.** The written account should be complete, factual, and non-inflammatory.

This procedure has been adopted by the Georgia High School Association. Please make your coaches and players aware of this information.

## 8. Using The Bean Bag Correctly

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### A. PRIMARY SITUATIONS IN WHICH YOU WOULD USE THE BEANBAG [EVERY TIME]:

1. Marking the spot a ball carrier lost possession of the ball on a fumble.
2. Marking the spot where a kick returner or defensive back gained control of the ball when his momentum carries him into the end zone
3. Marking the spot where possession of a scrimmage kick is gained by the receiving team on a kick has crossed the neutral zone expanded.

### B. SECONDARY SITUATIONS IN WHICH YOU COULD USE THE BEANBAG:

1. Marking the spot where a ball carrier went out of bounds (in addition to standing on that spot).
2. Marking the forward progress of a ball carrier when he has been pushed back and there is continuing action on him.

### C. HOW TO USE THE BEANBAG:

1. Since the beanbag is always used to mark a precise spot, it should be carried to that spot and dropped – or at least dropped on that yard line extended if you are not near that exact spot.
2. Keep the beanbag in your belt or in your hand and develop the habit of using it.
3. At the high school level, there is no need to mark the spot of every change of possession.
4. Referees may find it helpful to mark forward progress of a passer who is being sacked with the beanbag. The flank officials are generally downfield and cannot help. The passer is being pushed back and the Referee must keep attention on that action. Dropping the beanbag and then moving to retrieve the ball is an easy process.
5. It is not a good idea to drop the beanbag on the out-of-bounds spot and then leave it to retrieve the ball. Even in a crew of 4, this should be a last resort. Hold the spot and drop the beanbag just in case an unusual situation arises.

## 9. The “Mobile Box”

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From the earliest days of officiating, football officials have been taught to “box in the play”. That was a difficult task with two or three officials and was made easier when most schools opted for four officials. Now that officiating has graduated to five or six officials on the field, the task might seem simple. That, however, is not the case.

Many officials believe (or have been taught) that more officials means less movement, but that is not necessarily true. It will always be important to keep plays boxed in. The idea of boxing in the play is quite evident in pre-play positioning. Once the play begins, many adjustments have to be made.

The “mobile box” for officials should move down the field as the players and the ball move down the field. The box needs to move laterally as the players and ball move in that direction. Here are some examples of game action. Imagine how the box might need to move on:

- Running plays up the middle (short gainers; long gainers)
- Passing plays (short or deep; down the middle or to the sideline)
- Runs to the side-zone
- Free kicks and their returns
- Scrimmage kicks and their returns

Be aware that the “mobile box” should be used even during kicks returns and turnovers. For example when using a six man crew and the ball is intercepted, the head linesman and line judge now reverse responsibilities with that of the field judge and back judge.

The “mobile box” will have officials who are responsible for observing the action around the point of attack. Other officials will be responsible for observing off-ball action – usually this is called “cleaning up” behind the play. Officials need to be close enough to the play to see the action accurately. But the officials need to be wide enough from the action to have an adequate field of vision without having to turn the head.

Let’s make a committed effort to teach and to implement the “mobile box” as we box in all plays in our games.

## 10. Pregame Preparation and Conference

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### Preparation

1. Record your game assignment including date, site & time for meeting other officials, and site & time of game.
2. Double check that all of your uniform & officiating equipment is packed and with you.
3. Do not consume any alcoholic beverages within 24 hours prior of game time.
4. Arrive at game site at least 90 minutes prior to scheduled kick-off time.

### Conference

1. Prior to the conference beginning, the Referee should let the home team management know that the officials are there.
2. Pre-game should begin no later than 1:15 minutes prior to kick-off with all officials dressed in uniform and ready to participate in the pre-game conference.
3. The Back Judge will inform the crew of the official time. He should ensure that the 25-second function on his watch is working properly.
4. The Referee will lead a group discussion of the following responsibilities:
  - a. Pre-game field observations and duties of all officials.
  - b. Mechanics for coin toss.
  - c. Mechanics for positioning, coverage, and common rules infractions on:
    - Free kicks
    - Scrimmage kicks
    - Running plays
    - Pass plays
    - Short yardage and goal line plays
  - d. Mechanics for reporting and administering penalties
  - e. Mechanics and rules on starting the clock, stopping the clock, and time out periods.
5. Officials who must coordinate their activities on certain types of plays will discuss those issues.
6. Discuss any information about the teams involved that will be beneficial for this game.
7. Discuss the need to see the ball before blowing the whistle, and discuss the ways to handle inadvertent whistles.
8. Save any discussion of the GHSA Overtime Procedure until half time if it will be in effect for this game.

### Comments

"Lead a discussion" does not mean that the Referee talks for 30 minutes. The Referee should have each member discuss with the crew their duties on specific situations and how their responsibilities and coverage's interact with other officials, players and coaches. The Referee should listen carefully to each official's comments and keep him focused on the topic, correct any errors and prompt him to include anything he may have omitted. Remind the crew that we are a team and that any member who has a question in his mind about the way a penalty is being administered (i.e. direction, amount, spot etc.) should bring his concern to the Referee at that time so a correction can be made.

## 11. Mechanics – 5 Man Crew

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The purpose of this section is to document the 5 man mechanics that are expected by our officials. It is not intended to override the mechanics as stated in the NFHS Officials manual, but only to expand upon them. There are mechanics that have been carried out over the years by many associations which have been incorporated in the following pages. Our goal is that by documenting the mechanics in this manual then all officials should be prepared to follow them consistently week to week. Consistency by our officials in judgment and mechanics is expected by the coaches as well as the GHSA. These are the mechanics that crews will be evaluated by.

### Referee

#### A. On field Pre-game & Escort Duties

##### 1. On field pre-game duties:

- a. After pre-game conference, walk with the other officials to the press-box 50-yard line, huddle momentarily, and then break to perform pre-game field duties. *(The intent of this mechanic is to show everyone that we, the officials, are the third team on the field and all have jobs to do. Be wise in implementing this mechanic. For example, if the home team coach is present just as you approach the field, then you and the Umpire go ahead with the coach's meeting and have the remainder of the crew continue to the 50-yard line.)*
- b. Meet with each teams head coach – Home team coach first.
- c. Rule on the legality of all game balls.
- d. Give the coaches a list of officials working the game.
- e. Secure the names and numbers of game captains from each coach.
- f. Secure verification from each coach that all players are legally equipped.
- g. Secure verification from the coaches about special pre-game ceremonies, reduction of the half-time period and any overtime arrangements. In order for there to be a reduction of halftime, written notice must be presented prior to game time.
- h. Check with each coach about unusual formations or unusual plays - - especially those requiring prior notification.
- i. Ensure that each coach is aware that maintaining good sportsmanship is expected.
- j. Ask the home team coach if a chain crew has been made available to the crew.
- k. Notify each coach of the official time.

##### *Preventative officiating suggestion:*

- Do not spend any more time with each coach than necessary. Definitely do no spend more time with one coach than the other.

##### 2. Secondary on field pre-game duties:

- a. Check to insure other officials are in fact taking care of their responsibilities and maintaining a professional manner at all times.
- b. Once the teams leave the field, meet with the crew to discuss any pertinent issues identified during the your meetings with each coach.

##### 3. Escort Duties:

- a. Starting in the end zone and prior to the arrival of the captains, move down the home team sideline to the 50-yard line.
- b. Wait on the sideline for the Back Judge and captains.
- c. Make contact with the Umpire by raising your arm to let him know that you are ready to proceed to midfield.

## B. Coin Toss & Free Kicks Duties

### 1. Coin Toss Duties:

- a. Escort the captains, whose bench is on the press box side, to the center of the field. Captains should line up to the Referee's left side, splitting the 50-yard line. Only 4 captains are allowed to midfield. On occasions (i.e. senior night) where teams want to recognize more than 4 captains, have the remaining captains stand on the sideline. Do not allow any other players on the field.
- b. Introduce the captains to one another and then introduce them to the Umpire.
- c. Remind the captains that they are the leaders of their teams and that sportsmanlike conduct by all players, at all times, is expected and required.
- d. Ask the visiting captain to make his call of the coin toss while it is in the air. Toss the coin and reveal the results. If the coin is dropped, toss it again.
- e. Explain all options to the winning captain and ask for his choice. If he defers, signal to the press box immediately.
- f. Get the option from the opposing captain and alternate until all options are taken.
- g. Move the players so their backs are to the goal they will defend and make the proper signals to the press box.
- h. Write down who won the toss and which team has the choice in the second half.
- i. Once the coin toss is completed, and the captains dismissed, meet at the center of the field with the crew to record toss results and give them any final instructions.
- j. When a team takes the field, break and hustle to your free kick position.

### 2. Free Kick Duties:

**Position – Shaded towards the Head Linesman's side of the field on about the 5-yard-line of the receiving team.**

- a. Count the members of the receiving team and make sure they have 11 or fewer players. In the event there are more or less than 11 players on the receiving team, give a strong indication to that team that they need to get to 11. Confirm with the Umpire and Back Judge with a "thumbs up" signal.
- b. Ensure the crew is ready by checking off with the Umpire, Back Judge, and the Electronic Clock Operator. If the Back Judge and Umpire are ready then you know the Line Judge and Head Linesman are ready.
- c. Whistle the ball ready for play.
- d. Watch for:
  - Kick going out of bounds - who touched it?
  - Winding clock when ball is legally touched in your area.
  - Backward passes and forward hand-offs.
  - Illegal blocks and clips.
  - Facemask violations.
  - Fair catch signals.
  - Kick breaking the goal line plane.
  - Runner's momentum carrying him into the end zone. Bean bag in hand.
  - Muff or fumble.
  - Recovery of a loose ball.
  - Dead balls.
- e. Start the clock when touched by the receivers in bounds.
- f. Echo signals to start and stop the clock.
- g. Signal touchback if ball breaks the plane of the end zone.
- h. Follow the receiver up the field and watch the action around the ball carrier.
- i. Turn loose of the ball carrier on long runs and clean up behind the play.
- j. Focus on the blocks just in front of the receiver if the kick is to the other side of the field.
- k. Move to the in-bounds spot. Be prepared to give ready-for-play signal when the ball has been set up.
- l. Free Kicks after an accepted free kick penalty:

- Give preliminary signal for the infraction.
  - Resume normal kicking duties as stated above.
- m. Free Kicks after a safety:
- Same position as on a normal free kick as deep as the deepest kick receiver (around the 25 yard line).
  - Resume normal kicking duties as stated above.
- n. Free Kicks after an awarded fair catch:
- Positioned behind the Kicker.
  - Ensure all other officials are in position before marking the ball ready for play.
  - Assume the same free kick responsibilities as those of the Head Linesman during a normal free kick situation.
  - Be prepared to give the proper signal on kicks that are good, no good, or a touchback.

### C. Scrimmage Plays

#### 1. During the offensive huddle:

- a. Communicate the next down with the Head Linesman and then the remainder of the crew members.
- b. Be aware of down, distance, and game clock.
- c. When marking the ball ready for play, stand and face the defensive team.
- d. Count offense after the ready for play signal – check-off with the Umpire with “thumbs up” signal if 11 or fewer players. Try to time your signal with the signal given by the Umpire.
- e. If after the ready for play signal there are 12 or more players, and no player is attempting to leave the field, then throw your flag for substitution infraction and stop the clock.

#### 2. Pre Snap:

**Position – Wide side of the field or on the passing arm side of the quarterback if the ball is in the center of the field.**

- a. Keep the snap in view.
- b. Count the offense if unable to in huddle.
- c. Be aware of clock.
- d. Be in position to see the off-side tackle to pick up keys.
- e. Watch for:
  - Backs being set for one second.
  - Backs moving forward before the snap.
  - Illegal movements by the offense.
  - Offensive player calling time-out.
  - Planned loose ball play

#### 3. At the Snap:

- a. Read Keys that will indicate if a play is run or pass.
- b. Watch for:
  - Holding, illegal use of hands and personal fouls.
  - Chop blocks and other illegal blocks in the free blocking zone.
  - Fumbles(drop beanbag at that spot) and recoveries.
  - Backward pass.
  - Be aware that the quarterback may spike the ball in order to stop the clock.

#### 4. Running Plays:

- a. Focus on the action around the runner while he is behind the line-of-scrimmage.
- b. Follow the ball carrier sideline-to-sideline.
- c. Focus on the action behind the ball carrier after the runner has crossed the line-of-scrimmage.

- d. Watch for:
  - Fumbles and the recovery.
  - Backward passes.
  - Ball leaving the free-blocking zone.
  - Illegal blocks and clipping.
  - Illegal use of hands and holding.
  - Personal fouls against the ball carrier.
- e. Check for a possible first down.
- f. Help relay the ball to the succeeding spot if needed.
- g. Be alert for dead-ball fouls and taunting.
- h. Be prepared to assist if the ball carrier goes out of bounds.
- i. In plays that end with a TD, echo the TD signal of the other officials by facing the press box. Ensure there are no fouls prior to giving the signal.

*Preventive Officiating Suggestions:*

- Talk to players as they un-pile. "Push off the ground. Good job. Easy now, easy up".
- Do not allow players to pull other players from a pile.

5. Passing Plays:

- a. Stay with the passer even after the pass is released.
- b. On passes to receivers who are behind the line of scrimmage, move to a position so you can see whether the pass is forward or backward and still see action on the passer.
- c. Communicate to the rushers that the "ball is gone" when the pass has been released.
- d. Rule whether passer fumbled on a "sack" or whether his arm was moving forward.
- e. Mark the forward progress of the passer when he is "sacked".
- f. Watch for:
  - Incomplete shovel or "Utah" passes.
  - Intentional grounding (Only Referee makes this call).
  - Illegal use of hands and holding.
  - Personal fouls.
  - Roughing the passer.
  - Pass deflected by the defense (give signal #11).
  - Dead-ball fouls and taunting.
- g. At the end of the play, either move to the succeeding spot on a completion or move to the previous spot on an incompleting.
- h. In plays that end with a TD, echo the TD signal of the other officials by facing the press box. Ensure there are no fouls prior to giving the signal.

D. Scrimmage Kicks - Including Field Goal Attempts

1. Punts:

**Position – Even with kicker on the kicking leg side.**

- a. Count the kicking team and signal the Umpire with a "thumbs up" if there are 11 or fewer players.
- b. Signal the Umpire that it is a scrimmage kick formation.
- c. Check the jersey numbers of the up-backs to verify eligibility if it is a fake or a broken play.
- d. On a blocked punt, be prepared to rule on possession.
- e. Watch for:
  - Backs being set for one second.
  - Loose ball on the snap and the recovery.
  - Illegal blocks by the up-back.
  - Roughing the kicker or being blocked into the kicker.
  - Fake punt that becomes running or passing play.
  - Punt going out of bounds – move to punter; mark path of the ball with official on the sideline.
  - Dead ball fouls and taunting.

- f. After the punt is away and the punter has regained his balance, slowly move down field and cleanup behind the Umpire.
- g. On long punt returns, pick up the runner and “carry him all the way” – work from the inside of the field looking outward.
- h. Move to the succeeding spot and find out if the ball still belongs to the receiving team. Be sure to ask if there was a fair catch and if the ball became dead inbounds or out-of-bounds.
- i. Check to see if there are any flags on the play and then communicate to Linesman about staying at old spot or moving the chains.

## 2. Field Goals:

### **Position – On the side of the kicker and holder facing the holder.**

- a. Treat as a punt unless other wise noted.
- b. On a blocked kick, be prepared to rule on possession.
- c. Watch for:
  - Loose ball on the snap and the recovery.
  - Roughing the kicker & holder or being blocked into the kicker.
  - Fake kick that becomes a running or passing play.
  - Dead ball fouls and taunting.
- d. After the kick is away and the kicker has regained his balance, look for a signal from the Line Judge and the Back Judge as to whether the field goal is good and echo the signal.
- e. If the kick does not cross the goal line, treat it just like a punt.
- f. If the kick is good, echo the TD signal of the other officials by facing the press box. Ensure there are no fouls prior to giving the signal.

## E. Try For Point

### 1. Kick:

Everything is identical as a field goal except be ready to stop the play if kick try is unsuccessful.

### 2. Scrimmage Play:

Same as a scrimmage play except the ball becomes dead if the offensive team fails to score.

## F. Goal Line Plays

1. Remind other officials of the proximity of the goal line.
2. Treat as any other scrimmage play.

## G. Time-outs

1. Give the time-out signal and specify the team that is charged or charge it to your self.
2. Make sure trainers and/or coaches summoned for injured player are not on the field to coach players.
3. Record the period and time that each time out occurs.
4. Confer with other officials as to the number of times out remaining for each team.
5. Remained position near the offensive huddle but in view of the Back Judge and be prepared to receive the 45 second signal.
6. When the Back Judge has communicated that 45 seconds have elapsed, warn each team that 15 seconds remain – at the 60 second notice, move to the ball and mark the ball ready for play – then move to a normal position.

## H. Measurements

1. Straighten the ball appropriately and oversee the measurement process.
2. Judge whether or not the line to gain has been reached.
3. Make the appropriate signal.

### *Preventative Officiating Suggestion:*

- If the measurement is in a side zone and short, secure chain at the nose of the ball and the chains will be moved to the in-bounds line where they will re-stretched while the ball is placed exactly

where it was in the side zone.

## I. End of Period and Between Period Procedures

### 1. End of period

- a. When facing clock, know when time expires.
- b. If time expires prior to snap sound whistle to prevent snap.
- c. If ball snapped immediately after time has expired, sound whistle loud and long – give time-out signal.
- d. Inform players near you of the situation (end of quarter, half, etc.).
- e. If end of game be certain there are no penalties and then signal the end of game by holding the ball over your head. Then leave the field together as a crew.

### 2. Between periods (quarters):

- a. Meet with the Umpire at the ball and check to be certain there are no penalties to be enforced or no requests for a Coach-Referee conference – then record the down, distance and yard line. Verify this info with the Head Linesman before he proceeds to move the chains.
- b. Be certain the results are recorded on your game card.
- c. Signal the end of the quarter by raising the ball above your head.
- d. Move to the appropriate spot at the other end of the field.
- e. Re-check spot and set up ball at corresponding spot on the other half of the field.
- f. When notified by the Back Judge that it is time to play, mark the ball ready for play.

#### *Mechanics suggestion:*

- Everyone has a job to do during this time. Avoid side conversations and be professional.

### 3. At half time:

- a. Observe the players as they clear the field.
- b. Signal the clock operator to start the game clock to time the half-time period.
- c. Repeat escort duties when halftime is completed and give second half choices for the coin toss.

## J. Penalty Administration

### 1. Calling Penalties Live Ball:

- a. Do not blow your whistle when you observe the foul.
- b. Drop your penalty marker at the proper yard line.
- c. Take note of location and status of the ball and continue to officiate.

### 2. When ball becomes dead:

- a. Sound whistle and give time-out signal.
- b. Retrieve information from official that made the call (live ball, loose ball, dead ball, player's number, offensive or defensive foul).
- c. Ask for the offended team's captain prior to the preliminary signal.
- d. Give a preliminary signal to the press box. Make sure to stand still and be away from the players while giving a crisp signal.
- e. Relay the penalty to the appropriate wing official so he can relay information to the offended coach.
- f. Mentally note whether clock should start on the ready or the snap.

### 3. Administering Penalties:

- a. Fully explain all the options afforded to the offended team.
- b. Confer with the Umpire as to penalty, enforcement spot, direction and distance.
- c. Give final signal to the press box side of the field.

#### *Preventative officiating suggestion:*

- Repeat out loud the enforcement spot, distance and direction of a penalty to the Umpire to avoid error.

# Umpire

## A. On field Pre-game & Escort Duties

### 1. On field pre-game duties:

- a. After pre-game conference, walk with the other officials to the press-box 50-yard line, huddle momentarily, and then break to perform pre-game field duties.
- b. Accompany the Referee to speak with the home, then the visiting coaches.
- c. Examine player equipment / medical wrappings / casts etc. & rule on legality.
- d. Request to see a physician's release for any casts present. Sign & date the back before returning it to the coach or trainer.

### 2. Secondary on field pre-game duties:

- a. Ensure Referee asks if all players are legally equipped.
- b. Record captains numbers and who speaks at coin toss.
- c. Secure game balls. Referee to approve.
- d. Identify ball boys and direct them to wing officials.
- e. Listen for special plays or formations that coach's use.
- f. Ensure Referee asks the home team coach about the chain crew.
- g. Relay each game ball to the respective wing officials.
- h. Ensure Referee mentions that sportsmanship is expected by the coaches and players.
- i. Once the teams leave the field, meet with the crew to discuss any pertinent issues identified during the Referee/Coaches meetings.

#### *Preventive Officiating Suggestions:*

- Remind coaches that officials may not assist players with equipment repair.
- Know where your team will be located when they leave the field.

### 3. Escort Duties:

- a. Go to dressing room of the team whose bench will be opposite the press box. This will usually be the visiting team. Be there 10 minutes prior to the kick-off.
- b. Escort the captains to the goal line and on their side of the field.
- c. When both sets of captains are on their respective goal lines, make eye contact and signal the other escorting official. Simultaneously move up the sideline to the 50-yard-line.
- d. Ensure the captains are ready to move to mid-field 4 minutes prior to kick-off.
- e. Place captains so that the speaking captain will be next to the Referee at mid-field. (On Umpire's far left)
- f. Instruct captains to move to the center of the field when the Referee drops his hand. Only 4 captains are allowed to midfield. On occasions (i.e. senior night) where teams want to recognize more than 4 captains, have the remaining captains stand on the sideline. Do not allow any other players on the field.

#### *Preventive Officiating Suggestions:*

- Ask the speaking captain what he will do if he wins the toss.
- Conduct a very short captain briefing to explain what the officials expect from them as leaders.

## B. Coin Toss & Free Kicks Duties

### 1. Coin Toss Duties:

- a. Escort the captains to the center of the field.
- b. Move in to see and record results of the coin toss as well as the options selected by each captain.
- c. Stand with the kicking team as the Referee signals the results of the coin toss.
- d. Once the coin toss is completed, and the captains dismissed, meet at the center of the

field with the crew to record toss results and any final instructions from the Referee.  
e. When a team takes the field, break and hustle to your free kick position.

## 2. Free Kick Duties:

### **Position - Head Linesman's side of the field on the receivers 30-yard-line.**

- a. Be sure your sideline is clear.
- b. Count the members of the receiving team and make sure they have 11 or fewer players. In the event there are more or less than 11 players on the receiving team, give a strong indication to that team that they need to get to 11. Confirm with the Referee with a "thumbs up" signal.
- c. Wait for the Head Linesman to raise arm, raise yours, and make eye contact with the Referee. Lower arm after Referee checks off with you.
- d. Bean bag in hand.
- e. Watch for:
  - Kick going out of bounds - who touched it?
  - Winding clock when ball is legally touched in your area.
  - Muff or fumble.
  - Covering short and on-side kicks.
  - Backward passes and forward hand-offs.
  - Illegal blocks and clips.
  - Facemask violations.
  - Fair catch signals.
  - Kick-catching interference.
- f. Focus on "wedge" in front for the ball carrier.
- g. Pick up the ball carrier in your area and take him to the Head Linesman.
- h. If ball becomes dead deep, move in to spot the ball. Stop clock.
- i. If ball becomes dead in the side zone (your area) - stop clock - and once the spot is held by another official, move inside to spot the ball at the in-bounds spot.
- j. If ball carrier goes to other side of the field, move cautiously toward the play, watching for ball carrier to reverse his field. Focus on action away from the ball.
- k. Start the clock when touched by the receivers in bounds.
- l. Echo signals to start and stop the clock.
- m. In obvious on-side kick situations, move to R's free kick line, beanbag in hand.
- n. Free Kicks after an accepted free kick penalty:
  - Move to a position 5 yards from your previous free kick position.
  - Help clear the sidelines in your area.
- o. Free Kicks after a safety:
  - Line up on the 50-yard line.
  - Help clear the sidelines in your area.
  - Resume normal kicking duties as stated above.

## C. Scrimmage Plays

### 1. During the offensive huddle:

- a. Stand near the nose of the ball until the offense breaks the huddle.
- b. If "no huddle" offense, stay on ball until "ready for play" whistle.
- c. Assist the Referee with whether the clock starts on the snap or "ready".
- d. Count offense after the ready for play signal – check-off with the Referee with "thumbs up" signal if 11 or fewer players. Try to time your signal with the signal given by the Referee.
- e. If after the ready for play signal there are 12 or more players, and no player is attempting to leave the field, then throw your flag for substitution infraction and stop the clock.
- f. Remember to adjust your down indicator. Also remember to adjust your ball position indicator. In order to remind you of the ball position in relation to the hash marks, this indicator is very helpful in keeping track of previous spots on incomplete passes and accepted penalty enforcement.

2. Pre Snap:

**Position – 4 to 7 yards off the ball, usually on the opposite side as the Referee.**

- a. Keep the snap in view.
- b. Vary your position to keep offense from using you as a “pick”.
- c. Count the offense if unable to in huddle.
- d. Verify you have 5 players 50-79 on the offensive line.
- e. Know ineligible receivers (number or position).
- f. Be aware of clock.
- g. Know what defensive players are on the line of scrimmage (blocking below the waist).
- h. Watch for:
  - Snap infractions.
  - False starts and encroachment.
- i. Listen for disconcerting signals by the defense.

3. At the Snap:

- a. Key on three adjoining interior linemen and vary from snap to snap.
- b. Read point of attack and be aware of free blocking zone.
- c. Watch for:
  - Holding, illegal use of hands and personal fouls.
  - Chop blocks and other illegal blocks in the free blocking zone.
  - Fumbles. Drop beanbag on or parallel to the spot.

4. Running Plays:

- a. Observe the three linemen you selected for the initial line charge.
- b. Operate hash-mark to hash-mark and spot the ball at the end of the play. (There may be times that you have to move outside the hash mark but it should be the exception - fights, injury, etc.)
- c. Pivot toward the point of attack and know when the ball leaves the zone.
- d. Observe line play and action around the runner.
- e. Work inside - out.
- f. If play is directly at you, freeze and allow the runner to commit to his path.
- g. If possible pivot to face runner as he goes by.
- h. Officiate at the point of attack and then behind the runner.
- i. Move downfield slowly. There may be unwarranted action on the line that is still your responsibility.
- j. When ball is dead between the hash marks, move to retrieve the ball and spot the nose of the ball on the nearest wing official's downfield foot or the official with the best “look”.
- k. When ball is dead in a side zone, move to the hash mark at the intersection of the dead ball spot and align the nose of the ball with the forward progress spot normally on the wing official's down field foot.

*Preventive Officiating Suggestions:*

- When the ball becomes dead near a first down, allow the wing official to spot the ball on his foot.
- Talk to players as they un-pile. “Push off the ground. Good job. Easy now, easy up”.
- Do not allow players to pull other players from a pile.

5. Passing Plays:

- a. Move to the line of scrimmage.
- b. Be alert to avoid running into a draw play.
- c. Get into a position to rule whether the pass or passer crosses the line of scrimmage.
- d. Be alert for tipped passes. Signal (#11) if it happens.
- e. On short passes over the middle (head high) turn with the ball to help wings rule on caught or trapped passes.

- f. Know when the ball leaves the free blocking zone.
- g. Watch for:
  - Holding, illegal use of hands and personal fouls.
  - Chop blocks and other illegal blocks.
  - Ineligibles downfield.
  - Illegal pass (passer clearly over the line of scrimmage before releasing the ball is your call).
  - Dead ball fouls.

D. Scrimmage Kicks - Including Field Goal Attempts

1. Pre Snap:

**Position – 4 to 7 yards deep behind team B's line, keeping the snap in view.**

- a. Count the kicking team players. Signal with a "thumbs up" to the Referee.
- b. Acknowledge Referee's signal for "kicking formation".
- c. Check numbering exception.
- d. Know jersey numbers of interior linemen.
- e. Note eligible numbers that are ineligible by position.
- f. Key on the snapper and offensive guards.
- g. Check linemen (other than center and guards) for interlocked feet. (illegal formation).
- h. Watch for false starts and snap infractions.

*Preventative officiating suggestion:*

- Remind defensive players to "stay off the snapper" until he has had a chance to recover and "don't rough the kicker and holder" (if appropriate) before each kick.

2. At & After The Snap:

- a. Step toward the neutral zone and watch action on the snapper.
- b. Shift attention to the offensive guards and backs behind the neutral zone.
- c. Be alert to assist Referee in covering a short or blocked kick.
- d. Assist with determining whether the ball crosses the neutral zone.
- e. Determine when the ball has left the free blocking zone (usually immediately).
- f. Be alert for a fake kick or broken play and subsequent run or pass.
- g. Watch for:
  - Illegal contact on the snapper.
  - Illegal blocks, especially after the ball leaves the free blocking zone.
  - Illegal use of hands and holding.
  - Ineligible down-field or offensive pass interference if a pass crosses the line.

3. After the ball is away:

- a. Allow wave of blockers to move beyond you down-field.
- b. Pivot and move down-field slowly, watching blocks.
- c. Be alert for a long return and officiate inside out as a normal running play.
- d. Watch for:
  - Personal fouls.
  - Clipping.
  - Illegal blocks.

*Preventative officiating suggestion:*

- Once ball has been kicked down-field, notify blocking linemen by yelling "BALLS AWAY".

4. When the Ball Becomes Dead:

- a. Be alert for dead-ball fouls and taunting.
- b. Move to the dead ball spot to set up the ball.
- c. Inform the Referee of the status of the play. (Fair catch, no fair catch, etc.)

#### E. Try For Point

##### 1. Kick:

Everything is identical as other scrimmage kicks except:

- Be ready to stop the play if kick try is unsuccessful.

##### 2. Scrimmage Play:

Remember that the neutral zone does not expand into the end zone. Therefore, offensive linemen may not block into the end zone on pass plays. (Ineligible downfield.)

- Same as a scrimmage play except the ball becomes dead if the offensive team fails to score.

#### F. Goal Line Plays

1. Position near goal line and cover same as any scrimmage play.
2. Ensure runner does not thrust ball forward after it is declared dead.

##### *Preventative Officiating Suggestions:*

- Look to wing for TD signal.
- If you think runner has scored, but wings have not signaled, assist by saying “unless you have the ball short, it is in the end-zone”.
- SIGNAL TD WHEN YOU ARE THE **ONLY** OFFICIAL CERTAIN THAT THE RUNNER HAS SCORED.

#### G. Time-outs

1. Maintain position over the ball.
2. Observe Team A until Referee is ready to start play.
3. Make sure trainers and/or coaches summoned for injured player are not on the field to coach players.
4. Record the period and time that each time out occurs.
5. Confer with other officials as to the number of times out remaining for each team.

#### H. Measurements

1. Take the forward stake from the chain person at the place of measurement.
2. When Head Linesman says “ready”, respond by “pulling chain” as you stretch the chain and hold forward stake near the ball until the Referee reaches a decision.

##### *Preventative Officiating Suggestion:*

- If the measurement is in a side zone and short, the Referee will secure chain at the nose of the ball and the chains will be moved to the in-bounds line where they will re-stretched while the ball is placed exactly where it was in the side zone. Be sure not to pull the chain out of the Referee’s grasp.

#### I. End of Period and Between Period Procedures

##### 1. End of period

- a. When facing clock, know when time expires.
- b. If time expires prior to snap sound whistle to prevent snap.
- c. If ball snapped immediately after time has expired, sound whistle loud and long – give time-out signal.
- d. Inform players near you of the situation (end of quarter, half, etc.).
- e. If end of game, leave field together as a crew.

##### 2. Between periods (quarters):

- a. Record down, distance and yard-line nearest nose of the ball – going in or out?
- b. Hold spot and hand the ball to Referee for end of period signal.
- c. Re-check spot and set up ball at corresponding spot on the other half of the field.

##### *Mechanics suggestion:*

- Everyone has a job to do during this time. Avoid side conversations and be professional.

3. At half time:
  - a. Before leaving the field, make sure the wing officials have secured a game ball.
  - b. Repeat escort duties when halftime is completed.
  - c. Escort captains to sidelines to be ready at 1:30 of the warm-up period.

#### J. Penalty Administration

1. Calling Penalties Live Ball:
  - a. Do not blow your whistle when you observe the foul.
  - b. Drop your penalty marker at the proper yard line.
  - c. Take note of location and status of the ball and continue to officiate.
2. When ball becomes dead:
  - a. Give time-out signal.
  - b. Sound whistle (get Referee's attention by sounding several short, loud blasts).
  - c. Verbally report information to Referee. (live ball, loose ball, dead ball, player's number, offensive or defensive foul).
  - d. Mentally note whether clock should start on the ready or the snap.
3. Administering Penalties:
  - a. Direct offended captain to Referee as he gives his preliminary signal.
  - b. Secure ball.
  - c. Confer with the Referee as to enforcement spot, direction and distance.
  - d. On properly marked field, avoid stepping off each yard between yard lines. Instead step off the first and last yard line.
  - e. Walk briskly using arm signal to point to each yard line you cross.
  - f. Verbalize distance walked off as you move to spot.

#### *Preventative officiating suggestion:*

- Repeat out loud the enforcement spot, distance and direction of a penalty to the Referee to avoid error.

## Head Linesman

### A. On field Pre-game & Escort Duties

#### 1. On field pre-game duties:

- a. After pre-game conference, walk with the other officials to the press-box 50-yard line, huddle momentarily, and then break to perform pre-game field duties.
- b. Locate and communicate with the ball person on your side.
- c. Obtain possession of the football of your team's sideline from the Umpire.
- d. Check the line to gain equipment by:
  - Making sure the chains are 10 yards in length with no knots and a piece of tape secured at the 5-yard mark.
  - Making sure the down box is working properly.
- e. Instruct your chain as follows:
  - Introduce yourself to the entire chain crew.
  - Identify who will be the box person. Know him on a first name basis.
  - Explain the use of the clip (*clip the back line, the back of that line*) and who will be doing this job.
  - Tell the crew to drop the chains and get out of the way when the flow of action comes toward the sideline.
  - Tell the box person not to change the down or move until you indicate the next down.
  - Explain that you will be "setting" the box person on all first downs.
  - Explain the importance of them hustling and how important they are to the entire crew.

#### 2. Secondary on field pre-game duties:

- a. Check the sideline for safety concerns and proper markings.
- b. Take a look at the clock to make sure it is working properly.

#### 3. Escort Duties:

- a. Go to the dressing room of the team whose bench will be opposite the press box side. This will usually be the visiting team. Be there 10 minutes prior to the kick-off.
- b. Escort the team to their side of the field. Remain with the team if both teams are in the same end zone prior to kick off.

### B. Coin Toss & Free Kicks Duties

#### 1. Coin Toss Duties:

- a. Walk out to the hash marks on your side of the field with the Umpire and captains.
- b. Face the team box.
- c. Once the coin toss is completed, and the captains dismissed, meet at the center of the field with the crew to record toss results and any final instructions from the Referee.
- d. Secure the kicking team's ball.
- e. When a team takes the field, break and hustle to your free kick position.

#### 2. Free Kick Duties:

##### **Position – Opposite the press box sideline on the kicking teams 40-yard line.**

- a. Count the kicking team and make sure they have 11 or fewer players. In the event there are more or less than 11 players on the kicking team, give a strong indication to that team that they need to get to 11. Instruct the kicker and give him the ball.
- b. Move to the hash mark on your side of the field and face the Line Judge who will be facing you from his hash mark. Ensure that Line Judge is ready by pointing at him, hustle to each sideline simultaneously.
- c. Extend arm above head to indicate you are ready. Lower arm after making eye contact with the Umpire.
- d. Bean bag in hand. Use if the kick is touched by the kicking team prior to going 10-yards.

- e. Watch for any infractions involving K's free-kick line and blocks on the front line. Encroachment by K is a dead ball foul. Bear down hard on the whistle to stop the play.
- f. Start the clock when touched by the Receivers in bounds.
- g. Anticipate a short kick. If kick is short and to your side, watch for a fair catch signal and watch the catch.
- h. On an on-side kick, be prepared to bean bag first touching by K if it is touched before the ball travels 10 yards and to rule on possession at the end of the kick.
- i. If a free kick goes out-of-bounds untouched by R and you are the closest official to the spot of infraction, then go to the spot and drop your flag.
- j. If team on your side is the offended team, try to get the coaches' choice of either:
  - (1) Taking the ball 25 yards from the previous spot.
  - (2) Re-kicking with a 5-yard penalty.
  - (3) Taking the ball at the spot of the foul.
- k. After the ball is kicked, move down the field slowly while watching for fouls away from the ball.
- l. On long returns on your side of the field, pick up the runner and carry him to the end of the run. Mark the forward progress spot and wait until the Umpire is in position to spot the ball. Be aware that you need to be on the goal line at the end of long TD returns.
- m. If return is up the far sideline, move across the field, keeping the play "boxed in" while watching for illegal blocks and holding.
- n. As soon as the play is over, set your chains.
- o. Echo signals to start and stop the clock.
- p. Free Kicks after an accepted free kick penalty:
  - Move directly to the middle of the field at the spot of the last free kick.
  - Give infraction signal to the press box side and mark off the penalty.
  - Move the kicking team to the new spot for the free kick.
  - Resume normal kicking duties as stated above.
- q. Free Kicks after a safety:
  - Move directly to the middle of the field at the kicking teams 20-yard line. Make sure to secure the kicking teams ball.
  - Resume normal kicking duties as stated above.

### C. Scrimmage Plays

#### 1. During the offensive huddle:

- a. Verify with the Referee the correct down. Use a raised hand signal with the appropriate number of fingers extended to indicate the next down (use closed fist for 4<sup>th</sup> down). Make sure the correct down is on the down box.
- b. Remember to move your hand down indicator and be aware of down, distance, and game clock.
- c. Make sure your sideline is clear.
- d. Think about your keys.
- e. Count the defensive team.
- f. Signal (by giving thumbs up sign) when you have 11 or fewer players.

#### 2. Pre Snap:

**Position – no closer than 9 yards outside the nearest player on the line of scrimmage and opposite the press box side of the field. Straddle the yard line through the ball.** If the nearest player is near the sideline, then position yourself on or outside the sideline.

- a. Check to make sure that there are at least 7 offensive players on the line-of-scrimmage.
- b. Establish the line-of-scrimmage with your foot on the offensive side.
- c. Determine whether nearest wide out is on or off the line. If the widest man in the offensive formation is off the line of scrimmage, signal by extending your arm straight out toward the offensive backfield with your fist clenched. This is known as "punching him back". Hold the signal until the ball is snapped or the receiver goes in motion.
- d. Know the numbers of the eligible receivers on your side and legal position of slot-backs and wide-outs. Be aware of a tight end that might be "covered up".

- e. You are responsible for a player in motion going away from you. If he reverses, he is still your responsibility. It may be necessary to take a step toward the offensive backfield to watch the man in motion as long as this does not take away from your ability to watch the neutral zone.
- f. If you have an unbalanced line (any number of linemen except 3 on your side of the center), signal the Line Judge by placing your clinched fist over your chest.
- g. Make sure of no neutral zone violations by the offense or defense.
- h. Never let a player line up behind you.

*Preventive Officiating suggestion*

- If your wide out is over the line on his initial set up in the formation, pat your leg which is on the offensive side of the ball and tell him "this is the line of scrimmage". This should indicate to him that he needs to back up.

3. At the Snap:

- a. Determine run or pass. Do this by keying on a player (normally a tackle or tight end to your side) that will tell you the type of play.
- b. Watch initial charge of linemen and be alert for quick plays into line.
- c. Watch for holding by the tight end or illegal blocks by the inside receiver(s).

4. Running Plays:

- a. Look into the backfield to determine the direction of the play.
- b. When play is moving toward you, backpedal and give way slightly to the offensive side of the ball until the play heads up field.
- c. If play is moving to the far sideline, move across the field, and then angle down field as the ball crosses the line of scrimmage. Focus on action away from the ball. Be aware of reverses back to your side of the field. You can leave opposing players behind you only if they appear to be out of the play and no unnecessary contact is going on.
- d. Always keep the play "boxed in".
- e. When ball becomes dead, move to spot of the ball.
- f. When you are sure it is a first down, give the time-out signal and notify the Referee. As soon as the Line Judge has the spot, release to set your chains.
- g. When not sure of a first down, put the ball on the spot and notify the Referee.
- h. When the runner goes out-of-bounds, mark the spot, give time-out signal, turn and face out of bounds.
- i. During the run, observe action on linebackers and backside pursuit.
- j. Always square to ball at the end of the play. Mark the forward progress with your down field foot.
- k. Watch for:
  - Fumbles (use beanbag) and recovery.
  - When the ball leaves the neutral zone.
  - Personal fouls.

5. Passing Plays:

- a. Hold near the line of scrimmage for the initial line charge then key on the outside receiver. Watch for illegal blocks by or on the receiver(s).
- b. Move down field with the receiver(s) in your area.
- c. Split the distance between the shortest and deepest receiver if you are responsible for more than one receiver in your area.
- d. If the ball caught is over the middle with the receivers back to you, then look to the Umpire. If he is not sure of the catch, then rule on what you saw. Make the call and sell it.
- e. Make eye contact with the Back Judge on questionable passes on the sideline. Both of you should have the same call on complete and incomplete passes. Talk about this in the pregame. For example, the official looking at the receiver's back will rule on whether his feet were in bounds and the official looking at the front of the receiver will rule on whether a catch was good or not.

- f. Be aware of when the pass is in the air in order to rule if action on a receiver is holding or pass interference.
- g. Make ruling whether a pass is complete or not in your area. Move into position to keep the continuing play “boxed in” as if a running play.
- h. Always square to ball at the end of the play. Mark the forward progress with your down field foot.
- i. Watch for:
  - Action of all receivers coming into your area.
  - Legally numbered receivers who were lined up as ineligible going down field. This normally is a “covered up” tight end or slot back on that was not off the line of scrimmage.
  - Immediate throws by the quarterback down the line of scrimmage to determine if the pass is forward or backward.
  - Early blocks or “pick” plays by the receivers.
  - Incomplete shovel pass.
  - Pass interference or face guarding.
  - Receivers going out of bounds voluntarily and returning.
  - Ineligibles down field that may get behind the umpire

*Mechanics suggestion for all scrimmage plays:*

- You should be responsible for getting to all dead ball spots.

#### D. Scrimmage Kicks – Including Field Goal Attempts

##### **Position – same as on Scrimmage plays.**

##### 1. Punts:

- a. Count the kicking team and make sure they have 11 or fewer players.
- b. Determine whether nearest wide out is on or off the line. Give the proper off the line signal if necessary.
- c. Know numbers of eligible and ineligible receivers being aware that ineligible receivers can be lined up in positions where eligible receivers normally position themselves. This is important in the case of a pass.
- d. Hold your position until the kicked ball has crossed the neutral zone then move down field covering your side of the field.
- e. Observe blocks in front of the punt receiver(s).
- f. On a blocked punt, retreat to assist the Referee in determining possession.
- g. On a short kick out of bounds in your area, work with the Referee to “chop you in” in order to mark the spot. On a “shanked” kick to your area, be prepared to have the spot in the event the Referee did not see where it went out of bounds.
- h. If the runner comes into your area, move with the runner. Be on the goal line during returns for a Touchdown.
- i. Watch for:
  - Neutral zone violations by the offense or defense.
  - Illegal blocks.
  - First touching in your area by the kicking team (mark spot with your beanbag).
  - Signal from Referee before moving the chains after the play is dead.

##### 2. Field Goals:

- Treat as any other scrimmage kick.

#### E. Try For Point

##### 1. Kick:

Everything is identical as a field goal except:

- Be ready to stop the play if kick try is unsuccessful.

##### 2. Scrimmage Play:

- Same as a scrimmage play except the ball becomes dead if the offensive team fails to score.

#### F. Goal Line Plays

1. Unless otherwise noted, treat as any other scrimmage play.
2. At the snap, your initial key is still the outside receiver.
3. On plays where the ball is snapped inside the 5-yard line, move to the goal line on the snap and work your way back to the ball.
4. IT IS IMPORTANT TO KNOW IF THE BALL HAS BROKEN THE PLANE OF THE GOAL LINE. Signal Touchdown only if you have seen the ball break that plane.
5. On plays where the ball is dead just short of the goal line, move in quickly to get the spot. Do not jump over players. Sell the spot!!

#### G. Time-outs

1. Move to a position halfway between the ball and the team box on your sideline – in position to monitor the team's huddle.
2. Watch for illegal conferences. Be sure of proper number of players/attendants in huddle.
3. Record the period and time that each time out occurs.
4. Confer with other officials as to the number of times out remaining for each team.
5. Be alert for signal from the Referee to give your team 15-second warning. Go to team huddle and say, "Coach, ball will be marked ready for play in 15 seconds.
6. Inform the coach of time outs remaining.
7. Be alert of substitutes or attempts to use substitutes for purposes of deception.

#### H. Measurements

1. When the Referee calls for a measurement, hustle to the sideline. Make sure the box is at the spot of the front stake.
2. Pick up the chain at the clip and proceed to where the Line Judge is marking the yard-line (this should be directly behind the ball).
3. Hold the clip on the back of the yard line while the Umpire stretches the chain and the Referee signals the result.
4. If not a first down, carry the chain and clip to its correct position on the sideline and re-set the chains.
5. If the measurement is in a side-zone, use the chains to bring the ball into the hash marks then set the box and make sure of the proper down.
6. If a first down, release the chains and clip then proceed to the sideline to mark the spot for placement of the box.

##### *Preventative Officiating Suggestions:*

- If there is an incomplete pass on 4<sup>th</sup> down, the ball will be placed at the previous spot so that the rear point becomes the foremost point of the ball. The box and chains must be moved the length of the football in the new direction of the offense. Only move the box after the Umpire has spotted the ball.

#### I. End of Period and Between Period Procedures

1. End of period
  - a. When facing clock, know when time expires.
  - b. If time expires prior to snap, sound whistle to prevent snap.
  - c. If ball snapped immediately after time has expired, sound whistle loud and long – give time-out signal.
  - d. Inform players near you of the situation (end of quarter, half, etc.).
  - e. If end of game, quickly thank the chain crew, retrieve your clip, and leave the field together as a crew.
2. Between periods (quarters):
  - a. Meet with the Referee to verify the down, distance and yard line. Make note of the yard line where the clip is placed.
  - b. Be certain the results are recorded on your game card.
  - c. Pick up chain at the spot of the clip.

- d. Remember to instruct chain crew to “flip-flop” sides.
- e. Move to the appropriate yard line on the other side of the 50-yard line to reset the chains.
- f. Re-check down, distance and yard line.
- g. Ensure the box person sets the box on the yard line of the ball.
- h. Inform Referee that you are ready to go.

*Mechanics suggestion:*

- Everyone has a job to do during this time. Avoid side conversations and be professional.

3. At half time:

- a. Instruct the chain crew to be back prior to the second half kickoff.
- b. Secure your teams football.
- c. Repeat escort duties when halftime is completed.

J. Penalty Administration

1. Calling Penalties Live Ball:

- a. Do not blow your whistle when you observe the foul.
- b. Drop your penalty marker at the proper yard line.
- c. Take note of location and status of the ball and continue to officiate.

2. When ball becomes dead:

- a. Give time-out signal
- b. Sound whistle (get Referee’s attention by sounding several short, loud blasts).
- c. Verbally report information to Referee. (live ball, loose ball, dead ball, player’s number, offensive or defensive foul.
- d. Mentally note whether clock should start on the ready or the snap.

3. Administering Penalties

- a. If you have the succeeding spot, do not move until another official gets the spot from you, even if you know the penalty will cause a replay of the down.
- b. Be sure of the correct administration before you leave the Referee.
- c. Hustle to your sideline and report the foul and offending player’s number to the coach.
- d. If the coach asks you about administration of the penalty, give him the options.
- e. Mark off the penalty on the sideline (as a double check for the Umpire) and move the box-man when necessary.

*Mechanics suggestion:*

- If you are not the official who called a foul, cover the flag for that official who did.

# Line Judge

## A. On field Pre-game & Escort Duties

### 1. On field pre-game duties:

- a. After pre-game conference, walk with the other officials to the press-box 50-yard line, huddle momentarily, and then break to perform pre-game field duties.
- b. Find a member of game management and review the starting time of the game as well as the current time.
- c. Locate the band director / ROTC advisor and let them know that the National Anthem needs to be completed 5 minutes prior to game time.
- d. Confirm that there are overtime markers.
- e. Locate and communicate with the ball person on your side.
- f. Obtain possession of the football of your team's sideline from the Umpire.

### 2. Secondary on field pre-game duties:

- a. Check the sideline for safety concerns and proper markings.
- b. Take a look at the clock to make sure it is working properly.

### 3. Escort Duties:

- a. Go to the dressing room of the team whose bench will be on the press box side. This will usually be the home team. Be there 10 minutes prior to the kick-off.
- b. Escort the team to their side of the field. Remain with the team if both teams are in the same end zone prior to kick off.

### *Preventive Officiating suggestion:*

- Know where your team will be located when they leave the field.
- If both teams are in the same end zone, stand between the teams until at least one team moves to the bench area.

## B. Coin Toss & Free Kicks Duties

### 1. Coin Toss Duties:

- a. If you are no longer with your team in the end zone prior to the coin toss, walk out to the hash marks on your side of the field with the Referee and captains.
- b. Face the team box.
- c. If the team on your side is kicking, give your football to the Head Linesman. If not, give it to the ball person on your side.
- d. Once the coin toss is completed, and the captains dismissed, meet at the center of the field with the crew to record toss results and any final instructions from the Referee.
- e. When a team takes the field, break and hustle to your free kick position.

### 2. Free Kick Duties:

#### **Position – Press box side of the field on the receiving teams 50-yard line.**

- a. Count the receiving team and make sure they have 11 or fewer players. In the event there are more or less than 11 players on the receiving team, give a strong indication to that team that they need to get to 11. Confirm with a "thumbs up" signal to the appropriate officials also counting your team.
- b. Move to the hash mark on your side of the field and face the Head Linesman who will be facing you from his hash mark. Ensure that Head Linesman is ready by pointing at him, hustle to each sideline simultaneously.
- c. Extend arm above head to indicate you are ready. Lower arm after making eye contact with the Back Judge.
- d. Bean bag in hand. Use if the kick is touched by the kicking team prior to going 10-yards.
- e. Watch for any infractions involving R's free-kick line and blocks on the front line.
- f. Start the clock when touched by the Receivers in bounds.
- g. Anticipate a short kick. If kick is short and to your side, watch for a fair catch signal and watch the catch.

- h. On an on-side kick, be prepared to bean bag first touching by K if it is touched before the ball travels 10 yards and to rule on possession at the end of the kick.
- i. If a free kick goes out-of-bounds untouched by R and you are the closest official to the spot of infraction, then go to the spot and drop your flag.
- j. If team on your side is the offended team, try to get the coaches' choice of either:
  - (1) Taking the ball 25 yards from the previous spot.
  - (2) Re-kicking with a 5-yard penalty.
  - (3) Taking the ball at the spot of the foul.
- k. After the ball is kicked, move down the field slowly while watching for fouls away from the ball.
- l. On long returns on your side of the field, pick up the runner and carry him to the end of the run. Mark the forward progress spot and wait until the Umpire is in position to spot the ball. Be aware that you need to be on the goal line at the end of long TD returns.
- m. If return is up the far sideline, move across the field, keeping the play "boxed in" while watching for illegal blocks and holding.
- n. Echo signals to start and stop the clock.
- o. In obvious on-side kick situations, move to the kicking teams free kick line, beanbag in hand.
- p. Free Kicks after an accepted free kick penalty:
  - Move to a position 5 yards from your previous free kick position.
  - Help clear the sidelines in your area.
  - Resume normal kicking duties as stated above.
- q. Free Kicks after a safety:
  - Line up on the kicking teams 30-yard line.
  - Help clear the sidelines in your area.
  - Resume normal kicking duties as stated above.

### C. Scrimmage Plays

1. During the offensive huddle:
  - a. Remember to move your hand down indicator and be aware of down, distance, and game clock.
  - b. Make sure your sideline is clear.
  - c. Think about your keys.
  - d. Count the defensive team.
  - e. Signal (by giving thumbs up sign) when you have 11 or fewer players.

#### 2. Pre Snap:

**Position – no closer than 9 yards outside the nearest player on the line of scrimmage and on the press box side of the field. Straddle the yard line through the ball.** If the nearest player is near the sideline, then position yourself on or outside the sideline.

- a. Check to make sure that there are at least 7 offensive players on the line-of-scrimmage.
- b. Establish the line-of-scrimmage with your foot on the offensive side.
- c. Determine whether nearest wide out is on or off the line. If the widest man in the offensive formation is off the line of scrimmage, signal by extending your arm straight out toward the offensive backfield with your fist clenched. This is known as "punching him back". Hold the signal until the ball is snapped or the receiver goes in motion.
- d. Know the numbers of the eligible receivers on your side and legal position of slot-backs and wide-outs. Be aware of a tight end that might be "covered up".
- e. You are responsible for a player in motion going away from you. If he reverses, he is still your responsibility. It may be necessary to take a step toward the offensive backfield to watch the man in motion as long as this does not take away from your ability to watch the neutral zone.
- f. If you have an unbalanced line (any number of lineman except 3 on your side of the center), signal the Head Linesman by placing your clenched fist over your chest.
- g. Make sure of no neutral zone violations by the offense or defense.
- h. Never let a player line up behind you.

*Preventive Officiating suggestion*

- If your wide out is over the line on his initial set up in the formation, pat your leg which is on the offensive side of the ball and tell him "this is the line of scrimmage". This should indicate to him that he needs to back up.

3. At the Snap:

- a. Determine run or pass. Do this by keying on a player (normally a tackle or tight end to your side) that will tell you the type of play.
- b. Watch initial charge of linemen and be alert for quick plays into line.
- c. Watch for holding by the tight end or illegal blocks by the inside receiver(s).

4. Running Plays:

- a. Look into the backfield to determine the direction of the play.
- b. When play is moving toward you, backpedal and give way slightly to the offensive side of the ball until the play heads up field.
- c. If play is moving to the far sideline, move across the field, and then angle down field as the ball crosses the line of scrimmage. Focus on action away from the ball. Be aware of reverses back to your side of the field. You can leave opposing players behind you only if they appear to be out of the play and no unnecessary contact is going on.
- d. Always keep the play "boxed in".
- e. When ball becomes dead, move to spot of the ball.
- f. When you are sure it is a first down, give the time-out signal and notify the Referee. If the Head Linesman has the spot, notify him that you are now taking that spot so he can release to set his chains.
- g. When not sure of a first down, put the ball on the spot and notify the Referee.
- h. When the runner goes out-of-bounds, mark the spot, give time-out signal, turn and face out of bounds.
- i. During the run, observe action on linebackers and backside pursuit.
- j. Always square to ball at the end of the play. Mark the forward progress with your down field foot.
- k. Watch for:
  - Fumbles (use beanbag) and recovery.
  - When the ball leaves the neutral zone.
  - Personal fouls.

5. Passing Plays:

- a. Hold near the line of scrimmage for the initial line charge then key on the outside receiver. Watch for illegal blocks by or on the receiver(s).
- b. Move down field with the receiver(s) in your area.
- c. Split the distance between the shortest and deepest receiver if you are responsible for more than one receiver in your area.
- d. If the ball is caught over the middle with the receivers back to you, then look to the Umpire. If he is not sure of the catch, then rule on what you saw. Make the call and sell it.
- e. Make eye contact with the Back Judge on questionable passes on the sideline. Both of you should have the same call on complete and incomplete passes. Talk about this in the pregame. For example, the official looking at the receiver's back will rule on whether his feet were in bounds and the official looking at the front of the receiver will rule on whether a catch was good or not.
- f. Be aware of when the pass is in the air in order to rule if action on a receiver is holding or pass interference.
- g. Make ruling whether a pass is complete or not in your area. Move into position to keep the continuing play "boxed in" as if a running play.
- h. Always square to ball at the end of the play. Mark the forward progress with your down field foot.
- i. Watch for:

- Action of all receivers coming into your area.
- Legally numbered receivers who were lined up as ineligible going down field. This normally is a “covered up” tight end or slot back on that was not off the line of scrimmage.
- Immediate throws by the quarterback down the line of scrimmage to determine if the pass is forward or backward. Signal with arm if backward pass.
- Early blocks or “pick” plays by the receivers.
- Incomplete shovel pass.
- Pass interference or face guarding.
- Receivers going out of bounds voluntarily and returning.
- Ineligibles down field that may get behind the Umpire.

*Mechanics suggestion for all scrimmage plays:*

- You should be responsible for getting to all dead ball spots.

#### D. Scrimmage Kicks – Including Field Goal Attempts

**Position – same as on Scrimmage plays.**

##### 1. Punts:

- a. Count the kicking team and make sure they have 11 or fewer players.
- b. Determine whether nearest wide out is on or off the line. Give the proper off the line signal if necessary.
- c. Know numbers of eligible and ineligible receivers being aware that ineligible receivers can be lined up in positions where eligible receivers normally position themselves. This is important in the case of a pass.
- d. Hold momentarily after the snap then move down field covering your side of the field.
- e. Observe blocks in front of the punt receiver(s).
- f. On a blocked punt, retreat to assist the Referee in determining possession.
- g. On a short kick out of bounds in your area, work with the Referee to “chop you in” in order to mark the spot. On a “shanked” kick to your area, be prepared to have the spot in the event the Referee did not see where it went out of bounds.
- h. If the runner comes into your area, move with the runner. Be on the goal line during returns for a Touchdown.
- i. Watch for:
  - Neutral zone violations by the offense or defense.
  - Blocks in front of and around the kick receiver.
  - First touching in your area by the kicking team (mark spot with your beanbag).
  - Fair catch signal by players other than the kick receiver.
  - Illegal blocks after the fair catch signal.

##### 2. Field Goals:

**Position – Take position underneath the goal post upright on your side of the field.**

- a. After kick has crossed the end line, confirm with the Back Judge if the kick was good or not (say “yes, yes, yes” or “no, no, no”)
- b. Once decision is made, move two steps into the end zone and give appropriate signal.
- c. Back Judge has responsibility for whistle unless kick rolls into the end zone as a touchback on your side of the field.
- d. On blocked kicks or fake kicks, move to normal scrimmage position and continue to officiate.
- e. Unless otherwise noted, treat as any other scrimmage kick.

#### E. Try For Point

##### 1. Kick:

Everything is identical as a field goal except:

- Be ready to stop the play if kick try is unsuccessful.

##### 2. Scrimmage Play:

- Same as a scrimmage play except the ball becomes dead if the offensive team fails to score.

#### F. Goal Line Plays

1. Unless otherwise noted, treat as any other scrimmage play.
2. At the snap, your initial key is still the outside receiver.
3. On plays where the ball is snapped inside the 5-yard line, move to the goal line on the snap and work your way back to the ball.
4. IT IS IMPORTANT TO KNOW IF THE BALL HAS BROKEN THE PLANE OF THE GOAL LINE. Signal Touchdown only if you have seen the ball break that plane.
5. On plays where the ball is dead just short of the goal line, move in quickly to get the spot. Do not jump over players. Sell the spot!!

#### G. Time-outs

1. Move to a position halfway between the ball and the team box on your sideline – in position to monitor the team's huddle.
2. Watch for illegal conferences. Be sure of proper number of players/attendants in huddle.
3. Record the period and time that each time out occurs.
4. Confer with other officials as to the number of times out remaining for each team.
5. Be alert for signal from the Referee to give your team 15-second warning. Go to team huddle and say, "Coach, ball will be marked ready for play in 15 seconds.
6. Inform the coach of time outs remaining.
7. Be alert of substitutes or attempts to use substitutes for purposes of deception.

#### H. Measurements

1. Using your foot, mark the spot on the yard line to be used by the Head Linesman.
2. Do not permit team attendants to enter field.

#### I. End of Period and Between Period Procedures

1. End of period
  - a. When facing clock, know when time expires.
  - b. If time expires prior to snap, sound whistle to prevent snap.
  - c. If ball snapped immediately after time has expired, sound whistle loud and long – give time-out signal.
  - d. Inform players near you of the situation (end of quarter, half, etc.).
  - e. If end of game, leave field together as a crew.
2. Between periods (quarters)
  - a. Make note of the down, distance, and yard line where the ball will next be put into play as well as the yard line where the clip is placed prior to the chains being moved.
  - b. After the chains have been reset, verify that the clip is on the correct yard line.

##### *Mechanics suggestion:*

- Everyone has a job to do during this time. Avoid side conversations and be professional.

#### 3. At half time:

- a. Observe the players as they clear the field.
- b. Secure your teams football.
- c. Repeat escort duties when halftime is completed.

#### J. Penalty Administration

1. Calling Penalties Live Ball:
  - a. Do not blow your whistle when you observe the foul.
  - b. Drop you penalty marker at the proper yard line.
  - c. Take note of location and status of the ball and continue to officiate.
2. When ball becomes dead:
  - a. Give time-out signal

- b. Sound whistle (get Referee's attention by sounding several short, loud blasts)
- c. Verbally report information to Referee. (live ball, loose ball, dead ball, player's number, offensive or defensive foul.
- d. Mentally note whether clock should start on the ready or the snap.

3. Administering Penalties:

- a. If you have the succeeding spot, do not move until another official gets the spot from you, even if you know the penalty will cause a replay of the down.
- b. Be sure of the correct administration before you leave the Referee.
- c. Hustle to your sideline and report the foul and offending player's number to the coach.
- d. If the coach asks you about administration of the penalty, give him the options.

*Mechanics suggestion:*

- If you are not the official who called a foul, cover the flag for that official who did.

## Back Judge

### A. On field Pre-game & Escort Duties

#### 1. On field pre-game duties:

- a. After pre-game conference, walk with the other officials to the press-box 50-yard line, huddle momentarily, and then break to perform pre-game field duties.
- b. Check to make sure that the 3-yard marks are correctly marked off. Inform the Umpire of any discrepancies.
- c. Ensure that neither team, other than the kicker, encroaches over their 45-yard line. The kickers may kick from the opponent's 45-yard line.
- d. Ensure the kickers kick toward their own goal line.

#### 2. Secondary on field pre-game duties:

- a. Survey the field and make mental note of field and sideline danger spots.
- b. Locate and communicate with the ball persons.
- c. Once the teams leave the field, meet with the crew to discuss any pertinent issues identified during the Referee/Coaches meetings.

#### 3. Escort Duties:

- a. Go to the dressing room of the team whose bench will be on the press box side. This will usually be the home team. Be there 10 minutes prior to the kick-off.
- b. Escort the captains to the goal line and on their side of the field.
- c. When both sets of captains are on their respective goal lines, make eye contact and signal the other escorting official. Simultaneously move up the sideline to the 50-yard-line.
- d. Introduce the speaking captain to the Referee.

#### *Mechanics suggestion:*

- Know where your team will be located when they leave the field.

### B. Coin Toss & Free Kicks Duties

#### 1. Coin Toss Duties:

- a. Remain on the sideline at the 50-yard line
- b. Ensure the other team members remain on their sideline.
- c. Once the coin toss is completed, and the captains dismissed, meet at the center of the field with the crew to record toss results and any final instructions from the Referee.
- d. When a team takes the field, break and hustle to your free kick position.

#### 2. Free Kick – Duties:

#### **Position – Press box side of the field (normally that of the receiving team) at the 20-yard line.**

- a. Count the receiving team and make sure they have 11 or fewer players. In the event there are more or less than 11 players on the receiving team, give a strong indication to that team that they need to get to 11. Confirm with the Referee with a “thumbs up” signal.
- b. Wait for the Line Judge to raise arm, raise yours, and make eye contact with the Referee. Lower arm after Referee checks off with you.
- c. Bean bag in hand.
- d. Watch for:
  - Kick going out of bounds - who touched it?
  - Winding clock when ball is legally touched in your area.
  - Muff or fumble.
  - Covering short and on-side kicks.
  - Backward passes and forward hand-offs.
  - Illegal blocks and clips.
  - Facemask violations.

- Fair catch signals.
  - Kick-catching interference.
  - If needed, help the Referee with the runner's momentum carrying him into the end zone on your side.
- e. Pick up the ball carrier in your area and take him to the Line Judge.
  - f. If ball becomes dead deep or in your area move in to spot the ball. Stop clock.
  - g. If ball carrier goes to other side of the field, move cautiously toward the play, watching for ball carrier to reverse his field. Focus on action away from the ball.
  - h. Start the clock when touched by the receivers in bounds.
  - i. Help out the Referee in ruling on balls kicked in your corner of the end zone.
  - j. Echo signals to start and stop the clock.
  - k. In obvious on-side kick situations, move to R's free kick line, beanbag in hand.
  - l. Free Kicks after an accepted free kick penalty:
    - Move to a position 5 yards from your previous free kick position.
    - Help clear the sidelines in your area.
    - Resume normal kicking duties as stated above.
  - m. Free Kicks after a safety:
    - Line up on the receiving teams 40-yard line.
    - Help clear the sidelines in your area.
    - Resume normal kicking duties as stated above.
  - n. Free Kicks after an awarded fair catch:
    - Take position under the crossbar.
    - Be prepared to give signal on kicks that are good and no good.
    - Be prepared to move to the goal line on kicks that are short and near the goal line in order to rule on whether the kick may be advanced or is a touchback.

### C. Scrimmage Plays

1. During the offensive huddle:
  - a. Start the 25-second clock on the Referee's ready for play signal.
  - b. Remember to move your hand down indicator and be aware of down, distance, and game clock.
  - c. Think about your keys, crack back blocks, pass interference rules, etc.
2. Pre Snap:
 

**Position – 15 to 20 yards off the line of scrimmage slightly towards the strong side of the offensive formation and always deeper than the deepest back.** When the ball is snapped on or inside the 10-yard line, position is on end line.

  - a. Count defense after the ready for play signal – check-off with the Line Judge and Head Linesman with a “thumbs up” signal if 11 or fewer players.
  - b. If after the ready for play signal there are 12 or more players, and no player is attempting to leave the field, then throw your flag for substitution infraction and stop the clock.
  - c. Be ready to focus on the near tackle to determine run or pass.
  - d. If the 25-second clock has expired, blow your whistle, then throw your flag and stop the clock.
3. At the Snap:
  - a. If you verify more than 11 players on defense after the snap, throw the flag but do not stop play.
  - b. Quickly read the tackle. If he “fires off the line” to block, it probably will be a running play so temporarily hold your position and begin to move back slowly in the event the ball goes outside toward the line of scrimmage. If he sets up to pass block, it probably will be a pass play so be prepared to back up quickly. *Do not be observed moving several steps backwards when the play is a short quick run up the middle.*

*Mechanics suggestion:*

- Avoid focusing totally on the quarterback.

4. Running Plays:

- a. You are responsible for the goal line except on plays where the ball is snapped inside the 10-yard line. Always be ready to carry the ball carrier to the end zone.
- b. Work inside out on short runs up the middle, moving in and maintaining a presence towards mixed jerseys.
- c. If the play is within the in-bounds lines, hold until the football is dead. Watch for crack back and other illegal blocks. Move up to area of "mixed jerseys". Assist with retrieving the football.
- d. If the play is outside the in-bounds, begin backing up until the ball is dead. Watch for action on the runner after the ball is dead. Move up to area of "mixed jerseys". Assist with retrieving the football only after the dead ball activity is cleared.

5. Passing Plays:

- a. You are responsible for the goal line. Always be ready to go with any receiver to the end zone.
- b. Initial key is the action of the inside receivers.
- c. Always stay deeper than the deepest receiver.
- d. If the pass short towards a sideline, hold until the football is dead. If the play becomes dead out-of-bounds, go directly out-of-bounds and assist in retrieving the football. Watch the action between players while out-of-bounds.
- e. Be aware of when the pass is in the air in order to rule if action on a receiver is holding or pass interference.
- f. Assist flank officials in making rulings on passes to the side zones.
- g. Make eye contact with the Line Judge and Head Linesman on questionable passes on the sideline. Both of you should have the same call on complete and incomplete passes. Talk about this in the pregame. For example, the official looking at the receiver's back will rule on whether his feet were in bounds and the official looking at the front of the receiver will rule on whether a catch was good or not.
- h. If the football is intercepted in your area, move in the direction of the play. Be prepared to rule on momentum inside the 5 yard line. Watch for illegal blocks during the return.
- i. If the pass is complete and is a first down, then signal to stop the clock. If the pass is incomplete, give the signal for the incomplete pass.
- j. Be prepared to relay the football if the pass is incomplete or the pass is completed in the side zones.
- k. Watch for:
  - Illegal blocks by or on the receiver you are watching.
  - Illegal use of hands and holding.
  - Pass interference or face guarding.
  - Dead ball fouls and taunting.

*Mechanics suggestion for all scrimmage plays:*

- The flank officials have precedent for getting to all dead ball spots. In the event neither is there to take the spot, then you are responsible for that spot.

D. Scrimmage Kicks – Including Field Goal Attempts

1. Punts:

**Position - Line up 7 to 10 yards wider than and slightly in front of the deepest receiver on the Head Lineman side.**

- a. Give a visual and verbal fair catch signal to the deep receiver(s).
- b. Count the defense and signal the flank officials with "thumbs up" signal if 11 or fewer players.
- c. When the football is kicked, watch for:
  - Fair catch signal by the receiver (valid and legal).

- Interference on the receiver during the catch.
  - If the football is kicked over the receiver's head, stay with the receiver and the action around the receiver as well as action in front of the ball.
- d. If the play becomes dead in your area, mark the dead ball spot, sound your whistle and give the time-out signal.
- e. If the kick is kicked out-of-bounds, work with the Referee to "chop you in" in order to mark the spot.
- f. Watch for and be aware of:
- First touching by the defensive team
  - Muffs
  - Fumbles, recovery and advancement
  - Other fouls
  - Football going into the end-zone
  - The momentum rule
- g. On blocked kicks, pick up the football while remaining focused on players downfield.
- h. On run-backs, assume normal scrimmage position and continue to officiate.
- i. Be alert for passes that look like kicks.
- j. Be prepared to rule on pass interference during fake kicks that turn into pass plays.
- k. Notify the Umpire of dead ball status (i.e. fair catch or not).
- l. Mark the spot with a bean-bag where possession of the kick is gained by the receiving team on a kick has crossed the neutral zone expanded.

## 2. Field Goals:

**Position – Take position underneath the goal post upright on the Head Linesman side of the field.**

- a. After kick has crossed the end line, confirm with the Line Judge if the kick was good or not (say "yes, yes, yes" or "no, no, no")
- b. Once decision is made, move two steps into the end zone and give appropriate signal.
- c. You are responsible for blowing the whistle unless kick rolls into the end zone as a touchback on the Line Judge side of the field.
- d. On blocked kicks or fake kicks, move to normal scrimmage position and continue to officiate.
- e. Unless otherwise noted, treat as any other scrimmage kick.

## E. Try For Point

### 1. Kick:

Everything is identical as a field goal except:

- Be ready to stop the play if kick try is unsuccessful.

### 2. Scrimmage Play:

- Same as a scrimmage play except the ball becomes dead if the offensive team fails to score.

## F. Goal Line Plays

**Position – On the end line cheating towards the strong side of the offensive formation.**

1. At the snap, your initial key is still the inside receiver.
2. Once the football is snapped, move to a position to pick up the offensive player who comes into your area.
3. Assist flank official (as much as possible) on passes that go into the side zone, near the side line.
4. Watch for illegal blocks on the corners and other fouls.
5. Treat as any other scrimmage play.

## G. Time-outs

1. Position yourself near the team huddle in view of the Referee so you can let him know when the 45 seconds is up as well as monitor the team for illegal conferences.
2. Record the period and time that each time out occurs.
3. Confer with other officials as to the number of times out remaining for each team.

4. When 45 seconds is completed, notify Referee with one short blast of your whistle and point at him.

#### H. Measurements

1. Assist in clearing the approximate area of the measurement of all players except a captain from each team.
2. In the event of windy weather or poor field conditions, hold the ball firmly in place until measurement is completed.

#### I. End of Period and Between Period Procedures

1. End of period
  - a. When facing clock, know when time expires.
  - b. If time expires prior to snap, sound whistle to prevent snap.
  - c. If ball snapped immediately after time has expired, sound whistle loud and long – give time-out signal.
  - d. Inform players near you of the situation (end of quarter, half, etc.).
  - e. Be aware of down, distance, and yard line.
  - f. Maintain a presence between mixed colors.
  - g. If end of game, leave field together as a crew.
2. Between periods (quarters)
  - a. Make note of the down, distance, and yard line where the ball will next be put into play.
  - b. Time the quarters. When 45 seconds is completed, notify Referee with one short blast of your whistle and point at him.
  - c. Monitor any mixed jerseys and the team huddle on your side of the field.

*Mechanics suggestion:*

- Everyone has a job to do during this time. Avoid side conversations and be professional.

3. At half time:
  - a. Observe the players as they clear the field.
  - b. Repeat escort duties when halftime is completed.

#### J. Penalty Administration

1. Calling Penalties Live Ball:
  - a. Do not blow your whistle when you observe the foul.
  - b. Drop your penalty marker at the proper yard line.
  - c. Take note of location and status of the ball and continue to officiate.
2. When ball becomes dead:
  - a. Give time-out signal.
  - b. Sound whistle (get Referee's attention by sounding several short, loud blasts).
  - c. Verbally report information to Referee. (live ball, loose ball, dead ball, player's number, offensive or defensive foul).
  - d. Mentally note whether clock should start on the ready or the snap.
3. Administering Penalties:
  - a. If you have the succeeding spot, do not move until another official get the spot from you, even if you know the penalty will cause a replay of the down.
  - b. Be sure of the correct administration before you leave the Referee.

*Mechanics suggestion:*

- If you are not the official who called a foul, cover the flag for that official who did.