



# **Mechanics Manual 2019**

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**2019 KCOA Football Mechanics**

The KCOA Football Unit will use National Federation High School mechanics. There will be a few exceptions to the NF mechanics that will be outlined in this KCOA mechanics manual. ***All new mechanics changes will be in bold and italicized type.***

**Pregame Responsibilities:**

Crew chief must notify the host school's athletic director at least 48 hours prior to the scheduled game. Verify when crew will be arriving and where they will be dressing and parking. Verify start time for games and any special events planned for the evening. Crew chief must then notify each member of his crew at least 48 hours prior to scheduled game with the same information.

Game officials should arrive at the game site at least one hour before the scheduled game time. The crew chief should report directly to game management to assure them that game officials are present. Crew chief will hold a thorough pregame discussion with crew.

Entire crew is to be on the field at least 30 minutes before kickoff. Once crew arrives on the field they are to do the following:

Referee coordinates the inspection of the playing field and pylons. Walk field and examine for any hazards that need attention before start of game. Make sure all field markings are correctly placed

**R/U** – Meet with each head coach separately starting with the home coach.

Verify that all players are legally and properly equipped.

Secure the numbers of all captains.

Ask coach for any unusual plays or formations.

Secure the name of coach that will be responsible for sideline control and report that name to the appropriate flank official.

Notify coach of length of halftime and ask where they will be located during halftime.

Ask the coach what they would like to do if they win the coin-toss.

Check game balls.

**HL** – Introduce yourself to the head coach and give him any sideline instructions.

Meet chain crew, instruct them. Do not allow chain crew members to use a cell phone during the game. Make sure chains are in working order, are the proper length, and have tape at the half-way point.

Meet and instruct ball person.

Observe team player equipment noting any illegal equipment and then notifying umpire of such illegal equipment.

Observe offensive formations etc.

Keep area between 45-yard lines clear of players and other team personnel.

**LJ** - Introduce yourself to the head coach and give him any sideline instructions.

Meet and instruct ball person.

Observe team player equipment noting any illegal equipment and then notifying umpire of such illegal equipment.

Observe offensive formations etc.

Keep area between 45-yard lines clear of players and other team personnel.

**Back Judge –**

Instruct clock operator on length of quarters, and halftime. Make sure he is to watch officials for starting and stopping the clock at all times unless clock starts on a snap. ***Ensure understanding of 40/25 second clock procedures***

Observe team player equipment noting any illegal equipment and then notifying umpire of such illegal equipment.

Observe offensive formations etc.

Keep area between 45-yard lines clear of players and other team personnel.

**Coin-Toss:**

**Referee –** Get home team captains five minutes prior to kickoff. Meet them on their sideline at the 50-yard line. Escort captains to center of field. Have them keep their backs to their sideline and referee faces the clock.

Discuss sportsmanship and fair play with captains.

Instruct visiting team captain to call “heads” or “tails” before you toss the coin. Repeat captain’s choice to umpire before tossing the coin. When tossing the coin, the white hat can choose to either catch the toss or let it land on the ground.

After making toss and determining winner, ask winning captain what they would like to do, (if it is not the choice the coach told you, try and guide the captain to the choice the coach told you.)

If the winning captain chooses to receive or kick or defer, if winning captain defers, tap that captain on the shoulder while facing the press box and give the incomplete signal. Give opposing captain the appropriate remaining options.

After all is complete, stand beside captain of team receiving kick off and give the catch or reception signal.

Dismiss captains to their sidelines.

**Umpire -** Get visiting team captains five minutes prior to kickoff. Meet them on their sideline at the 50-yard line. Escort captains to center of field. Have them keep their backs to their sideline and umpire faces the referee.

Ensure accuracy of coin-toss.

**Back Judge –** Stand on the number 40 opposite the press box with that team’s game ball.

**U** – Stand on the number 40 diagonal from the BACK JUDGE on the press box side of the field with that team’s game ball.

**HL** – Stand on sideline in front of team box with the chain crew opposite the press box. After coin toss send chain crew to the 20 on the receiving end of the field.

**All** – At conclusion of coin-toss come together in center of field to record coin-toss results and choices and any further instructions.

**Second half choices:**

Flanks should get second half choices from teams before they leave field at halftime. No second half meeting of captains.

BJ will go and get team opposite the press box with five minutes remaining in halftime and escort them to the playing field.

LJ will go and get team on the press box side with five minutes remaining in halftime and escort them to the playing field.

**General Field Mechanics:**

**Whistle Mechanics:**

After the snap, drop the whistle from your mouth.

Always see the ball down, possession, or forward progressed stopped before blowing your whistle.

When ball becomes dead, covering official should sound whistle quickly and loudly.

Use bean bag to mark spot if an inadvertent whistle is blown.

When the ball becomes dead, if you have a penalty to report, sound your whistle with short loud bursts until you gain the referee's attention.

**Ball Mechanics:**

Ball person should ALWAYS be stationed directly behind flank official at all times with at least one extra game ball. Anytime a new ball is needed, the official should be able to turn around and have another ball handed to him immediately. Ball persons must run up and down sideline with official to always be ready to hand ball to official.

If pass is thrown deep and incomplete, flank official of offensive team gets ball from ball person and relays to umpire while ball person retrieves incomplete pass from the field or the back judge. This is the only time a ball person should enter the field of play.

After all scoring kicks, ball person will hand ball to back judge and retrieve kicked ball and return to his sideline.

Ball persons are there to do a job, not "watch game" and "mess around" with friends or team mates. They are not to have a cell phone.

**Penalties and use of Flag:**

Two penalty flags should be carried. Primary flag tucked in front of pants. Secondary flag tucked in back pocket out of sight.

On dead ball fouls, flag should be thrown in the air. If an encroachment or false start, it should be thrown to the offending team's side of the field. When it is an obvious false start or encroachment the

calling official will move quickly towards Referee and signal to him the foul. If both teams moved and it is a close decision then covering officials will still need to come into middle of the field to discuss with Umpire and Referee.

On live ball fouls flag should be thrown out in front of the calling official to a location or a spot of the foul.

Do not throw a flag in an aggressive manner.

All officials are to carry a game card and are to write down all of their foul calls on the game card. Penalty information should include, quarter, time, foul, team, offending player, accepted or declined. All officials are to write down every personal foul and unsportsmanlike foul called by every official.

#### **Declaring ball ready for play when it is a 25 second play clock:**

The referee moves to a position that is visible to clock operator.

Check that the crew, especially back judge timing the play clock, are in position and ready to officiate.

Show next down on hand, blow whistle while using a chopping down motion with right or left hand if marking ready for play and winding arm in circular motion if starting the clock.

The umpire will stand over the ball until the referee marks it ready for play or released by the referee.

In no-huddle situations, the umpire will stay over ball until referee releases him and referee will blow ball ready for play once umpire is in position.

#### **Coach-Referee Conference:**

Allows for review of possible misapplication or misinterpretation of rules by game officials.

Allows for corrections to be made in case of an error.

Request for conference must be made prior to the ball becoming live following the play which is to be reviewed unless period has officially ended.

Time-out is granted and charged to team requesting conference.

Referee, accompanied by HL or LJ, and coach confer at sideline directly in front of team box.

If rule is determined to have been applied correctly, time out remains charged to team. If team has no time outs remaining, they are charged with a delay of game penalty in this situation.

If rule has been misapplied, correction shall be made immediately. Time out is not charged to team. Referee will review and explain situation to opposing coach.

*This is not for a coach to voice his complaints about calls or to ask you to watch for things the other team is doing.*

*Flank officials are to communicate with the coach that conferences are only for misapplications of rules and that he will be charged a time out or delay of game if the rule has been applied correctly.*

#### **Coach-Disqualification Procedure:**

Referee, accompanied by HL or LJ, will provide coach with reason.

Any coach receiving two unsportsmanlike fouls is disqualified and must vacate stadium area.

If severe enough, can be disqualified on first unsportsmanlike foul.

Coach is to vacate the stadium area this means he must go to the locker room or team bus.

If coach does not vacate stadium area: ***continue game and complete a thorough post game report and send to Mark Roberts.***

Opposite flank official shall notify opposing coach of disqualification.

#### **Reminders:**

Coach must be notified by referee or calling official of all unsportsmanlike fouls against him or his team such as:

Improper conduct towards a game official.

A player not wearing proper equipment.

More than three coaches in the 2-yard restricted area prior to ball becoming live.

Having anyone in the restricted area during live ball.

#### **Radio Use:**

More and more crews are choosing to use radio communication devices during game play. This is an excellent way to keep up to date with current trends in officiating as well as enhance communication between officials during the game. Below are the KCOA guidelines for radio use during games.

They are not a toy and must be used in a manner that enhances communication during the game.

All personal fouls and unsportsmanlike conduct fouls must still be communicated to the Referee personally and not through the radio.

#### **Controlling the Sideline and Team Box:**

##### **All officials:**

Consistently administer and enforce team-box and coaches' area restrictions.

Be firm and professional, ensuring that restrictions are enforced so that All Game Officials have enough room to work.

First violation by team:

Results in sideline warning. Flank official should throw his flag and continue to officiate the play. At end of play, inform referee of sideline warning.

Referee will signal sideline warning, then go to offending sideline and communicate with coach the need for his cooperation in keeping the sidelines clear and safe. Also inform coach that this first call is only a warning and that each subsequent occurrence will result in distance penalties of 5 yards and then 15 yards. All officials are to record time and period of sideline warnings.

Opposite flank official informs his coach of sideline warning against other team, while thanking him for his cooperation in keeping his sideline clear.

**Non-Team Personnel:**

All non-team personnel must be outside the team box area and behind the dashed restraining line. NO EXCEPTIONS. All non-team personnel are to refrain from making any comments relating to the official's performance or calls/non-calls during the game. If this occurs, inform the Referee and the Referee may ask game administration, i.e. the athletic director, to remove them from the sidelines to a place away from the field. The athletic director does not have to move them and there is no penalty to his team for the actions of the non-team personnel or the refusal to remove them.

We must be tactful and professional in our communication in these situations.

**Team Altercations:**

Attempt to stop the altercation.

If unable to stop altercation, step back and record the uniform number(s) of each player involved and other team personnel.

Flank officials should try and prevent coaches and players from entering field. Record the uniform number of any player leaving the bench area to enter the playing area during the altercation.

At no time should you attempt to physically restrain or separate players or coaches.

Once order is restored, send all players and coaches to their respective team boxes. Confer with other officials to determine any possible disqualifications or penalties.

**Overtime Procedure:**

Hold coin-toss at center of field, using the coin-toss mechanics.

3-minute intermission between 4<sup>th</sup> period and OT with 2-minute intermission between all subsequent OTs.

Coin-Toss winner will have choice of whether to be on offense or defense or end of field. Choice will alternate for all succeeding OTs.

Each team starts 1<sup>st</sup> & 10 at the 25-yard line except for a succeeding spot foul. Succeeding spot fouls carry over from the end of regulation to OT and to each OT possession.

Only one time out per team per OT. Time outs do not carry over.

OT is untimed with the exception of the 25 second play clock.

Both teams get a chance to score on offense, but should the defense score, the game is over.

Once the defense gains possession the ball is dead and the offenses' series is over.

The offense may have the ball placed anywhere between the hash marks to begin their possession.

A FG may be tried on any down. PSK does not apply in OT.

A 1<sup>st</sup> down may be gained or awarded. 1<sup>st</sup> down awards are for: Roughing the passer, kicker, holder, snapper, or if the kicking team recovers a kick that was touched by R beyond the neutral zone and before the ball crosses the goal line.



It is possible for a safety to be awarded to the offense against the defense if a new force was applied to the ball causing it to enter the end zone.

Live or dead ball foul on a TD must be enforced on the try. There is no carry over in OT. Fouls that would carry over after end of a period do not carry over during OT.

If game is still tied after 1 OT, the offense must go for 2 points on all tries.

## **FIVE MAN MECHANICS**

### **Kickoff:**

**Referee:** Opposite the press box, at the goal line, as wide as the numbers.

Count K players.

Check positions of other officials.

When all other officials have given ready signal by holding their hand straight up above their head, blow the ball ready for play. Verify that at least four K players are on each side of the kicker at the time of the kick.

### **Responsibilities:**

The kick breaking the plane of the goal line.

The ball being touched by R and thus winding the clock.

The return man touching his knee to the ground while fielding a grounded or bouncing kick.

Once ball is being returned, work towards the center of the field while observing action directly in front of returner while moving up the field.

Have progress up to the 15-20-yard line on your side of the field.

If kick is on opposite side of field serve as clean up behind and to the side of runner.

Mark spot if kick goes out of bounds in your area.

Be cognizant of kick caught inside of 5-yard line and player is downed in end zone, or ball goes out of bounds there, rule on whether player's momentum took him into end zone and mark spot of catch with bean bag.

On anticipated short or onside kicks: Move to 5-10-yard line up in middle of field and observe any action between hash marks and out to the side zones.

### **Line Judge:**

At R's free kick line on press box side.

### **Responsibilities:**

Count K players and signal confirmation with BJ and then referee.

Alert R to their restraining line, reminding them to stay behind it. Be alert for any infractions involving R's restraining line.

Hold arm above head to indicate you are ready. Drop arm when referee blows whistle for ready for play.

If onside is anticipated: Move up to K's restraining line. Have bean bag in hand to mark spot of first touching by K. Observe legality of blocks and action away from ball.

Mark out of bounds spot if kick goes out of bounds in your area.

#### **If regular kick to your side of the field:**

Move down your sideline no farther than the 35-yard line while watching for fouls in front of and away from the ball. Mark progress after the 35.

Mark out of bounds spot if kick goes out of bounds in your area.

Drop penalty flag at the spot if possible, if untouched inbounds by R.

If kick is short or pooched, be aware of fair catch, kick-catch interference and winding the clock when touched by R.

#### **If ball is kicked away from you:**

Move with the play along your sideline. Observe action of blocking ahead of runner. Serve as clean up behind, to the side of, and around runner. Maintain position enabling coverage of your sideline at all times.

#### **Head Linesman:**

At R's 30-yard line opposite the press box.

##### **Responsibilities:**

Count R players and confirm with referee.

Hold arm above head to indicate you are ready for kick until referee blows whistle for ready for play.

If onside kick is anticipated, move up to R's free kick line. Be alert for first touching by K or kick which does not cross R's restraining line. Have bean bag in hand to mark spot of first touching by K. Observe legality of blocks and action away from ball.

Mark spot if kick goes out of bounds.

Drop penalty flag at the spot if possible, if untouched inbounds by R.

#### **Kick to your side:**

Signal clock to start when the kick is legally touched, only if ball is even or up field from you.

After ball has gone downfield, move deliberately along sideline in that direction while watching for fouls in front of and away from ball.

On short/pooch kicks: Be alert for first touching by K, and mark spot with bean bag.

Mark spot on field where kick goes out of bounds on your side of field:

Drop penalty flag at the spot if possible, if untouched inbounds by R.

Maintain position enabling coverage of your sideline at all times.

Observe legality of blocks and action away from the ball when you are not covering the runner.

**Umpire:**

At R's 20-yard line on press box side of field.

**Responsibilities:**

Count R players and confirm with referee.

Hold arm above head until referee blows whistle for ready for play.

Watch initial blocks in your area.

Watch for fair catch, kick-catching interference and winding the clock.

Mark spot on field where kick goes out of bounds on your side of field:

Drop penalty flag if untouched inbounds by R.

After ball has gone downfield, move deliberately along sideline in that direction while watching for fouls in front of and away from ball. Cover progress up to 30-35-yard line.

If onside kick is anticipated, move up to R's free kick line, bumping the LJ up to K's free kick line. Be alert for first touching by K or kick which does not cross R's restraining line. Have bean bag in hand to mark spot of first touching by K. Observe legality of blocks and action away from ball.

**Kick to opposite side:**

Move cautiously with play along sideline.

Observe action of other players in vicinity of runner.

Clean up around and behind play.

**Back Judge:**

Take charge of ball.

Move up K's sideline to K's restraining line. Move to center of field where free kick will occur.

**Responsibilities:**

Make sure kicking tee is legal.

Count K players and confirm with LJ.

Inform the kicker not to kick the ball until the referee blows his whistle. Hand the ball to the kicker. If the kicker is not ready, place the ball on the ground.

Move to sideline opposite the press box on K's restraining line.

After moving to Head linesmen's side of field, be certain coaches, players, substitutes and other individuals are in proper locations and no K players, with the exception of the kicker, are more than five yards behind the kicking team's free kick line.

Hold arm above head until referee blows his whistle for the ready for play.

If the ball falls off the tee. Blow whistle and run into center of field and repeat above steps.

Watch for any infractions involving K's restraining line. Encroachment by K is a dead ball foul. Whistle play dead immediately.

***Watch for illegal pop-up kicks by K.***

If there is a foul, signal the penalty and administer the penalty.

Time the 25 second clock.

Be alert for first touching by K and mark spot with bean bag.

Mark spot on field where kick goes out of bounds on your side of field.

Drop penalty flag if untouched inbounds by R.

Watch initial blocks by players near R's restraining line and action against kicker and holder. Cover action to the opposite 45-yard line.

After the ball has gone downfield, move to the center of the field. Move downfield no more than 10-15 yards while maintaining inside-out coverage. Take responsibility for K's goal line.

Be in position to take coverage of runner in your area on a long return.

Observe legality of blocks and action away from ball.

**All Officials:** Stop the clock when ball becomes dead.

**Scrimmage Plays:**

**Keys and Priority of keys:**

Strength of formation – determined by the number of eligible receivers on a particular side of the offensive formation. It has nothing to do with the number of linemen on each side of the center, but rather the number of eligible receivers outside the tackles at the snap. If there is no strong side, strength of formation is to the line judge's side of field.

Trips – Three or more receivers outside the offensive tackles on the same side of field.

Motion: If motion occurs, the strength of the formation is not determined until the snap. The officials must be prepared to change their keys as motion occurs.

**Running Plays:**

**Referee:**

**After ball is spotted:**

Observe legality of substitutions in and out of huddle.

Move 12-15 yards behind LOS and no wider than widest lineman, (tackle or TE), on passing arm side of the QB.

Able to view tackle on the far side of formation and all backs.

Count offensive players.

Watch for snap infractions and false starts, illegal shifts and motion.

**After the snap:**

If ball goes towards you.

Retreat and follow ball into side zone while watching point of attack.

Trail runner all the way to out of bounds if necessary.

Bring runner or QB back onto field with you if they have gone into team bench area.

**Things to watch for at point of attack:**

Holding by the offense.

Action on QB after pass or handoff.

Initial direction of backward or forward pass when ball is thrown as a quick out.

Out of bounds spot behind neutral zone.

**When ball becomes dead:**

Be certain of ball status before blowing whistle. Only blow whistle if no other official has a whistle.

Move toward spot of progress.

Show number of next down on your hand above your head.

You don't have to move all the way to spot of progress but you need to get in a position to be seen by press box and all other officials before chopping the ball ready for play for the next down.

If a first down, move to new spot, point first down, chop (wind clock if necessary), ready for play.

**Umpire:**

**After ball is spotted:**

**Position:**

Spot and remain over ball, facing the referee until he blows ready for play or he releases you.

Mark position of ball between hash marks with rubber band on one hand.

Down should be marked with rubber band on other hand.

Count **offensive** players. Confirm with LJ and BJ by holding closed fist out in front of body.

Position yourself 5 to 8 yards behind the defensive line over the center shading the opposite side of formation from the referee.

Observe the snapper's action.

Observe there are at least 5 players numbered 50-79 on the offensive line and any ineligible receivers.

Observe false starts and snap infractions.

Observe disconcerting actions by the defense.

Observe defensive players in the free blocking zone before the snap.

**After the snap:**

**Key center and both guards.** If they fire out block, expect running play. If they pass block, read pass.

Watch point of attack around ball carrier while paying attention to free blocking zone.

**When plays goes away from you:**

Move with play watching initial line play and action around runner.

Remain inside working out to maintain boxed in coverage of play.

**When play comes at you up the middle:**

React and adjust accordingly. Get out of the way!

Watch action on runner and at the point of attack.

Watch for illegal use of the hands, arms, and other fouls near the neutral zone and point of attack.

Blow whistle **ONLY** if covering official is not in position or does not see progress stopped or ball down.

Spot ball for next down.

**LJ & HL**

**After the Ball is spotted:**

**Position:**

Straddling the line of scrimmage on your sideline.

Indicate number of next down on your hand over your head.

After referee blows ready for play, check down box for correct down.

Both flanks will signal each other whether the players closest to them on the offense are either on or off the line of scrimmage.

If player is off the line, signal by extending arm towards offensive side of line and holding until opposite flank official responds.

When responding, opposite flank will either signal his player on or off the line.

If both players on both sides are on the line, no signal is needed from either flank official.

If both officials signal their player is off the line, they will need make sure the formation is legal by having at least 7 men on the line of scrimmage.

**HL will count defense and confirm with back judge and LJ verbally and by holding closed fist and arm extended out in front of him.**

LJ will count defense and confirm with back judge and HL verbally and by holding closed fist and arm extended out in front of him.

Ensure that all substitutes have come in to at least the top of the numbers.

Identify eligible receivers on your side.

Watch for illegal substitutions.

Watch all players in the backfield.

Player in motion away from you until the snap and if they reverse direction.

Watch for encroachments and false starts.

**After the snap:**

**Areas of responsibility:**

Key on a running play is tackle on your side. Stay on line of scrimmage until play develops and moves downfield. If run into your side zone, hold the line until play moves past you then trail the play downfield.

Watch for quick plays into the line and assist in marking forward progress with downfield foot. (down field foot is the foot foremost in the direction of the first down) Use cross field mechanics when necessary.

Watch initial charge of lineman.

On play to your side of the field, cover sideline and watch for illegal offensive and defensive blocks.

Square off when marking progress. Hustle in until you reach the top of the numbers or players.

Keep all players in front of you unless spot of forward progress is close to a first down or a touchdown in which case run in as far as possible until you reach players. Do not go around players.

If ball becomes dead in your side zone, retrieve ball and toss to umpire or back judge.

**When play goes to opposite side of field:**

Hold spot until ball crosses line of scrimmage.

Move down sideline until you are certain there will be no reverse or counter action.

Watch action on linebackers and backside pursuit. Watch blocking near neutral zone and "clean up" behind play. Observe for personal fouls and safety fouls.

Check action against eligible receivers on back side.

Responsible for entire sideline if ball returns to your sideline.

While moving with a runner down the field, watch for illegal forward pass or fumble.

Drop penalty flag at spot of illegal forward pass. Mark the spot of fumble with bean bag.

**HL with chain crew:**

Echo referee's signal of number of down verbally and with proper hand signal.

Do not turn back to field of play when having down box moved.

Change down on box AFTER referee signals the new down.

**When necessary, move the chains:**

Spot the foremost point of ball with downfield foot.

Have down operator mark spot.

Have chain crew set the chains at new spot.

Indicate to referee that you are ready.

**When line to gain is the goal line:**

***Give down box operator a bean bag to mark the line of scrimmage.***

Set the chains down flat on the ground.

**Back Judge:****After ball is spotted:**

Position – 15 to 20 yards beyond line of scrimmage but always deeper than the deepest defensive back.

When ball is on hash mark, position yourself no wider than on single or double spread formation, adjust position to provide best coverage.

Areas of responsibility – Time 40/25 second play clock. Use a visible hand signal for last 5 seconds by extending arm back and forth in front of your body and ***above head*** to count off last 5 seconds.

Count defense and confirm with line judge and headlines by extending closed fist out in front of body and verbally.

**After the snap:**

Move so runner is between you and either flank official while observing blocks in front of runner at point of attack.

Stay far enough away to keep boxed in with flank official and umpire.

Maintain inside out coverage, while staying between the hash marks. Cover players who are deeper than flank officials.

When runner breaks free, cover action at point of attack.

Responsible for goal line.

When run goes out of bounds, especially in team areas, move into dead ball area and assist game officials in maintaining order.

Assist with relay of ball from flank to umpire.

**All Officials:****Areas of responsibility:**

Keep play boxed in.

**Before blowing whistle:**



See ball and make sure runner is down, progress is stopped, or pass is incomplete.

Keep eyes on area of responsibility you are covering.

**When ball becomes dead in your area:**

Watch for dead ball fouls.

LJ on first downs, stops the clock, signal to referee that it is a first down by pointing in the direction of the first down with your finger in front of your chest. Then release HL from the progress spot by using cross field mechanics.

**If there is a fumble, the covering official should:**

Drop bean bag at spot of fumble unless fumble is behind line of scrimmage.

Rule on possession. If unable to determine possession, stop the clock.

If defense recovers, official should immediately signal time out then indicate defense has recovered by pointing in the direction that team is going.

If offense recovers, official should indicate number of next down on his hand and wind the clock if we have stopped it.

If ball becomes dead before the fumble, official should blow whistle immediately to indicate down has ended.

**If ball goes out of bounds:**

Covering official should give time out signal.

Mark and hold spot while watching player's actions and out of bounds.

Continue to watch action.

Referee or back judge get players out of bounds and lead them back onto the field.

Assist in relay of ball to umpire.

Other officials should also signal time out and check clock to make sure it has stopped.

Be alert for substitution infractions.

When first down, signal time out and make sure clock has stopped.

On 4<sup>th</sup> down plays, signal time out after play.

**Passing Plays:**

**Referee:**

**After ball is spotted:**

Observe legality of substitutions in and out of huddle.

Move 12-15 yards behind LOS and no wider than widest lineman, (tackle or TE), on passing arm side of the QB.

Be able to view tackle on the far side of formation and all backs.

Count offensive players.

Watch for snap infractions and false starts, illegal shifts and motion.

**After the snap:**

***Read blocks of opposite tackle.***

Observe all blocks behind neutral zone.

As QB retreats, move away at approximately a 45-degree angle to remain wider and deeper than QB.

Pay special attention to contact with the QB.

After the ball is thrown, continue to observe QB not the flight of the ball.

Verbally alert pass rushers when ball is gone.

Observe direction of pass either forwards or backwards.

Responsible for intentional grounding with assistance from flank officials.

Continue to observe action behind neutral zone before leaving area.

Responsible for QB until he crosses neutral zone. If play goes into a side zone, trail the play.

**Umpire:**

**After ball is spotted:**

**Position:**

Spot and remain over ball, facing the referee until he blows ready for play or he releases you. Mark position of ball between hash marks with rubber band on one hand. Down should be marked with rubber band on other hand.

***Count offensive players. Confirm with R by holding closed fist out in front of body.***

Confirm correct down is showing on the down box.

Position yourself 5 to 8 yards behind the defensive line over the center shading the opposite side of formation from the referee.

Observe the snapper's action.

Observe there are at least 5 players numbered 50-79 on the offensive line and any ineligible receivers.

Observe false starts and snap infractions.

Observe disconcerting actions by the defense.

Observe defensive players in the free blocking zone before the snap.

**After the snap:**

Watch for illegal blocking and illegal use of hands.

When you read forward pass, step forward to line of scrimmage.

Watch for ineligible receivers downfield.

Assist in determining whether QB's feet were in or behind neutral zone when pass was thrown. Drop penalty marker at spot of pass.

Watch action of players in and behind neutral zone.

Cover short passes over the middle and quick slants to the middle. ***Do not rule on pass interference.***

Know where a forward pass first touches anything.

Mark all fumbles in your area with a bean bag.

If forward pass is touched by anyone in your area signal by flicking your fingers.

#### **HL & LJ:**

#### **After the Ball is spotted:**

#### **Position:**

Straddling the line of scrimmage on your sideline.

Indicate number of next down on your hand over your head. After referee blows ready for play, check down box for correct down.

Both flanks will signal each other whether the players closest to them on the offense are either on or off the line of scrimmage. If player is off the line, signal by extending arm towards offensive side of line, parallel to the ground and holding until opposite flank official responds. When responding, opposite flank will either signal his player on or off the line. If both players on both sides are on the line, no signal is needed from either flank official. If both officials signal their player is off the line, they will need make sure the formation is legal by having at least 7 men on the line of scrimmage.

***HL will count defense and confirm with BJ and LJ verbally and by holding closed fist and arm extended out in front of him.***

***LJ will count defense and confirm with BJ and HL verbally and by holding closed fist and arm extended out in front of him.***

Ensure that all substitutes have come in to at least the top of the numbers.

Identify eligible receivers on your side.

Watch for illegal substitutions.

Watch all players in the backfield.

Player in motion away from you until the snap and if they reverse direction.

Watch for encroachments and false starts.

#### **After the snap:**

Key is widest receiver on your side of the field. Once ball is snapped adjust coverage to zone area from middle of field to your sideline and 20 yards downfield.

Observe action on widest WR on your side making sure he gets a clean release downfield.

Stay on line of scrimmage until runner or QB crosses line of scrimmage or until receivers on your side have gone at least 7-10 yards downfield and then drift downfield maintaining a 7-10-yard cushion.

Be ready to rule if pass is forward or backward. If pass is backward, indicate by extending arm sideways out from body towards offensive side of neutral zone.

Watch for interference.

Be ready to rule on fumble or illegal pass after completion.

If pass is incomplete in your area – blow whistle, give incomplete signal, retrieve ball and relay to umpire.

Be ready to adjust coverage if QB decides to run.

Be alert for sideline action.

On a reception that challenges the sideline, you have foot in or out of bounds.

On a reception that challenges the endline, you have catch/no catch.

#### **Back Judge:**

##### **After ball is spotted:**

Position – 15 to 20 yards beyond line of scrimmage but always deeper than the deepest defensive back.

When ball is on hash mark, position yourself between that hash mark and the middle of the field, adjust position to provide best coverage.

Areas of responsibility – Time 40/25 second play clock. Use a visible hand signal for last 5 second by extending arm back and forth in front of your body and **above your head** to count off last 5 seconds.

***Count defense and confirm with line judge and headlines by extending closed fist out in front of body and verbally.***

##### **After ball is snapped:**

First step is back to maintain position behind deepest defensive back.

Cover deepest receivers down the middle of field and to sidelines.

##### **When pass is thrown, move toward the ball:**

Watch for interference.

Be ready to rule on fumble or illegal pass after completion.

Be ready to rule on all passes near goal line AND end line.

If pass is incomplete in your area – blow whistle, give incomplete signal, retrieve ball and relay to umpire or sideline if deep pass.

If pass challenges sideline you are responsible for catch/no catch. If pass challenges end line you are responsible for foot in or out of bounds.

**If pass is complete in your area:**

Move to spot of forward progress. When first down, signal time out.

**Covering Officials:**

Be alert for illegal passes.

Observe touching or catching by ineligible receiver.

Watch for holding of eligible receivers and all contact beyond neutral zone both before and after pass is thrown.

If pass is intercepted inside 5-yard line and player making interception is downed in end zone or ball goes out of bounds there:

Mark spot of interception with bean bag.

Be prepared to rule on whether his momentum took him into end zone.

**Scrimmage Kicks:**

**Referee:**

**After ball is spotted:**

Check down and distance with HL.

Declare ball ready for play

Position on *line judge* side of punter, 5-8 yards wider than player on end of line, and 8-10 yards deeper than punter.

Be in position to watch ball and all backs.

***Count K players and confirm with U.***

Signal to crew that team is in a legal kicking formation by giving the squirrel cage or rolling your hands over your head.

**After the snap:**

Watch for fouls behind the neutral zone and near the kicker.

Watch for blocked kick and rule on recovery.

After ball has been kicked across neutral zone, watch line play.

Move downfield slowly, cleaning up behind play.

Be ready to pick up runner if he breaks a long return. Goal line is your responsibility.

Kick out of bounds in flight – line up covering official with spot the ball crossed sideline by using an outstretched arm over your head and then give a downward chopping motion when official gets to spot.

**Umpire:**

**After ball is spotted:**

Position 8 to 10 yards deep keeping snapper in view.

***Count R players and confirm with R***

Check numbering exceptions.

**After snap:**

Watch action against snapper.

Watch blocking at line of scrimmage.

Be alert for a run or pass fake.

As ball is kicked, turn with the action, and observe players and blocking going down the field.

Watch for fouls ahead of runner.

**HL & LJ:**

**After ball is spotted:**

**Position:**

Straddling the line of scrimmage on your sideline.

Indicate number of next down on your hand over your head. After referee blows ready for play, check down box for correct down.

Both flanks will signal each other whether the players closest to them on the offense are either on or off the line of scrimmage. If player is off the line, signal by extending arm towards offensive side of line, parallel to the ground and holding until opposite flank official responds. When responding, opposite flank will either signal his player on or off the line. If both players on both sides are on the line, no signal is needed from either flank official. If both officials signal their player is off the line, they will need make sure the formation is legal by having at least 7 men on the line of scrimmage.

***HL will count defense and confirm with BJ and LJ verbally and by holding closed fist and arm extended out in front of him.***

***LJ will count defense and confirm with BJ and HL verbally and by holding closed fist and arm extended out in front of him.***

Identify eligible receivers on your side.

Watch for illegal substitutions.

Watch all players in the backfield.

Player in motion away from you until the snap and if they reverse direction.

Watch for encroachments and false starts.

**After snap:**

HL – Hold line after the snap until ball has crossed neutral zone.

Be ready for run or pass fake.

Move downfield slowly covering your side of field between neutral zone and deep receivers.

LJ – Hold line until punter has controlled the snap.

Move downfield slowly covering your side between neutral zone and deep receivers.

Watch blocking action in front of receivers.

Both – Cover all kicks to your side.

**Ball out of bounds in flight:**

Blow whistle and give time out signal.

Move farther downfield than where ball went out of bounds.

Walk up field, along, sideline until referee marks the spot by chopping his upraised hand/arm.

**Ball rolls out of bounds:**

Blow whistle and give time out signal.

Hold spot and continue to officiate.

Drop bean bag at spot if you must leave the spot for any reason.

Assist referee in covering ball on short or blocked kick.

Watch for kicks touched beyond the neutral zone.

Be prepared to mark spot of first touching, fumble, or end of kick with bean bag.

**When ball becomes dead:**

Blow whistle and give time out signal.

Make sure of possession on fair catch.

LJ – Watch action of return man signaling when no fair catch is made.

If there is a foul, have another official cover ball while calling official reports to referee.

HL – Watch referee signal to move the chains.

**Back Judge:**

**After ball is spotted:**

Position 10-12 yards wider and 3-5 yards behind deepest return man on HL side of field.

***Count R players and confirm with HL and LJ.***

Carry different color bean bags in hand to mark first touching, fumble, momentum, or end of kick.

**After the snap:**

**When kick is short to either sideline:**

HL or LJ will assume responsibility for ball.

Watch action of players around ball.

**Ball out of bounds in flight:**

Blow whistle and give time out signal.

Move farther downfield than where ball went out of bounds.

Walk up field, along, sideline until referee marks the spot by chopping his upraised hand/arm.

**Long or Deep Kick:**

Cover long or deep kick out of bounds on HL's sideline.

Cover all kicks down the middle and be ready to rule on whether kick is touched by either team.

If ball is muffed, be ready to rule on possession. If K recovers, stop the play.

Watch for handoff and reverse.

Mark spot of first touching.

Continue to officiate.

If K is first to touch kick that has come to rest beyond the neutral zone, blow whistle and give time out signal.

If kick is blocked, ball remains live unless it breaks the plane of the goal line or is recovered by K beyond the LOS.

**Following a fair catch:**

Blow whistle and give time out signal.

Mark the spot.

Be sure referee knows it was a fair catch.

**When fair catch is not made:**

Stay with ball blow play dead when possession is gained by any player on either team.

Mark spot of first touching with bean bag.

Let LJ observe action by signaler.

**When kick becomes dead:**

Blow whistle and give time out signal.

Be ready to rule on touchback and give correct signal.

Inform referee of ball status before spotting it.



If kick is caught inside 5-yard line and player is downed in his end zone or ball goes out of bounds there, be ready to rule on whether his momentum took him into the end zone.

Mark spot of catch inside 5-yard line with bean bag.

**FG attempt by free kick after a fair catch or awarded fair catch.**

**Positions:**

Same as FG or PAT.

**FG or PAT:**

**Referee:**

**After ball is spotted:**

Position: 2-3 yards to rear and 3-5 yards to side of potential kicker, facing holder and able to see holder receive ball.

Count K players and indicate to flank official that you have counted the kicking team.

Signal to crew that K is in a scrimmage-kick formation with squirrel cage signal above your head.

**After snap:**

Watch for fumble by holder.

Cover as usual if run or pass.

Assist in sideline coverage if run or pass develops to your side.

Signal score or if no score give incomplete signal twice after receiving signal from game officials ruling on kick.

Rule on roughing kicker or holder.

If PAT is blocked, immediately blow whistle and give the incomplete signal twice.

If field goal is blocked, ball remains live unless it breaks the plane of the goal line or is recovered by K beyond the LOS.

**Umpire:**

**After ball is spotted:**

Position: 4 to 7 yards deep keeping ball in view.

Count R players and indicate to BJ that you have counted the defensive team.

Check for use of numbering exception.

**After snap:**

Step toward neutral zone reading interior linemen.

Check action on snapper.

Be alert for determining if kick crosses neutral zone.

Be ready to assist referee in covering short or blocked kick.

Be alert for action on or by outside offensive linemen and up back blocking on referee's side.

Shift observation to contact between defensive players and blockers behind line.

Assist in goal-line coverage if run develops to referee's side.

**HL or LJ** (whoever is looking at the back of the holder)

**After ball is spotted:**

Position: on line of scrimmage on sideline.

Check down number, count K players and indicate to referee that you have counted the kicking team.

Observe neutral zone.

**After the snap:**

If pass or run, move with play as on any other goal-line play.

Quickly move to goal line if run develops to referee's side then pinch in.

**Back Judge & HL or LJ** (whoever is looking at the front of the holder)

**After ball is spotted:**

Positions: Beyond end line and behind your upright where you feel most comfortable and have best coverage of upright.

Count R players.

Back judge time 40/25-second count.

**After snap:**

Assume responsibility for end line and for determining if kick goes over or under crossbar and inside upright:

Back judge rules on crossbar and upright.

Flank official rules on upright.

Blow whistle when successful kick passes upright or when it is apparently unsuccessful after breaking goal-line plane.

Both game officials, at the same time, move one yard into the end zone in front of their upright and signal score or no score while facing the line of scrimmage.

Be prepared to move if kick is blocked, obviously short, or a fake.

Key tight end on your side.

Linesman or line judge: If run or pass develops to your vacated side, quickly move along end line to back pylon to rule on sideline.

Next move is toward goal line to assist.

Mark first touching, fumble, momentum or end of kick if kick is short of goal line.

**Goal Line:****Referee:**

Position and cover same as scrimmage play.

Do not give touchdown signal from behind runner.

After checking with crew, if no foul occurred, give touchdown signal while facing the press box to verify score.

**Umpire:**

Position same as scrimmage play.

Do not give touchdown signal.

When runner has made quick thrust into line, be sure ball is not moved forward after it is declared dead. Assist wing official if he or she needs help.

**HL & LJ:**

Position same as scrimmage play.

Indicate number of next down on your hand over your head. After referee blows ready for play, check down box for correct down.

Both flanks will signal each other whether the players closest to them on the offense are either on or off the line of scrimmage. If player is off the line, signal by extending arm towards offensive side of line and holding until opposite flank official responds. When responding, opposite flank will either signal his player on or off the line. If both players on both sides are on the line, no signal is needed from either flank official. If both officials signal their player is off the line, they will need make sure the formation is legal by having at least 7 men on the line of scrimmage.

***HL will count defense and confirm with BJ and LJ verbally and by holding closed fist and arm extended out in front of him.***

***LJ will count defense and confirm with BJ and HL verbally and by holding closed fist and arm extended out in front of him.***

Identify eligible receivers on your side.

Watch for illegal substitutions.

Watch all players in the backfield.

Player in motion away from you until the snap and if they reverse direction.

Watch for encroachments and false starts.

**After the snap:**

On snaps between 10- and 5-yard line, release slowly downfield and stay ahead of runner to goal line.

On snap inside 5-yard line, release to goal line and officiate back to ball.

If short of goal line, pinch in quickly and help by marking point of ball with downfield foot or by actually placing ball.

If you see ball in possession of runner touch or cross goal-line plane, (before he is legally down), immediately give touchdown signal.

If ball does not break goal-line plane, do not give any signal.

**HL:**

Remove line-to-gain indicator from sideline when line-to-gain is goal line.

Provide down-marker operator with bean bag for goal-to-go situations when the line-to-gain equipment has been removed.

**Back Judge:**

**Position:**

Start on end line if you have given goal line responsibility to the flank officials.

Assume complete responsibility of end-line coverage.

Time 40/25-second count.

**All Game Officials:**

Only game officials who actually see touchdown should give touchdown signal.

Game officials not observing touchdown do not mirror signal.

**All Game Officials:****If a free kick following safety:**

Each game official assumes same relative position and has same duties as on kickoff.

Ball may be put in play by drop kick, place kick or punt.

Back judge begin timing one-minute interval after referee signals score or no score.

Game officials hustle up sidelines to free-kick position and then fill out game cards.

Be ready and in position to mark ball ready-for-play within the one minute.

**Administering penalties:****Referee:**

When ball is dead following a foul:

Give time-out signal twice.

Get full information from game official who called foul.

Give preliminary signal to press-box side of field only.

Give options to captain of offended team.

When captain's most advantageous choice is obvious, quickly inform him/her.

Make note of enforcement spot for penalty.

As umpire marks off penalty yardage, give final signal for foul to press-box side of field only.

If foul is a pre-snap foul only signal foul to press box one time.

**When penalty is declined:**

Go to spot of ball.

Give foul signal followed by penalty-declined signal twice to press box.

**When there is a double foul:**

Signal each foul, facing press box.

Follow this with penalty-declined signal twice.

When two penalties are enforced, give proper signals following each enforcement.

When penalty is to be enforced on kickoff after a score:

Indicate proper foul signal.

Point to offending team.

Indicate scoring signal.

Point toward succeeding spot.

Accepted penalty for foul by either team during the last timed down of a period, play continues with an untimed down except for fouls listed in Rule 3-3-4.

**When dead-ball fouls occur after fourth down:**

Signal dead ball.

Signal the dead-ball foul(s).

Signal first down.

**Umpire:**

Secure ball.

Make note of enforcement spot for penalty.

Proceed with enforcement of penalty yardage.

On properly marked field, avoid stepping off distance between yard lines, except to the first and for the final yard line.

Walk briskly, use an arm signal to point to each yard line you cross.

**HL:**

Be certain of down number.

Proceed to succeeding spot.

Be ready to have line-to-gain equipment moved after penalty administration.

**LJ:**

Hold enforcement spot.

**HL & LJ:**

Check enforcement.

Do not permit athletic trainers, attendants, or coaches to come onto field.

Relay penalty information to appropriate coach and to other game officials if necessary.

**Back Judge:**

Help obtain ball.

Assist in holding spot of foul or recovering penalty marker.

Assist in relaying foul information to appropriate sideline.

Give final signal for foul to be enforced on kickoff to press-box side of field.

Write down ALL fouls by ALL officials.

**All Game Officials:**

Observe live-ball fouls.

Withhold whistle.

Drop penalty marker at proper yard line and continue to observe play, noting location of ball at time of foul.

**When ball becomes dead:**

Give time-out signal twice.

Blow whistle.

Verbally report information to referee.

Give no visible signal.

Make mental note as to whether clock should be started on ready or on snap.  
Observe pre-snap foul.

Blow whistle, toss penalty marker into air and give time-out signal twice immediately.

See that umpire assesses penalty properly in all respects.

**Calling official:**

**After calling foul and ball has been declared dead:**

Blow whistle and give time-out signal twice.

Get referee's attention by giving short blasts of whistle.

Make sure another game official is covering spot of foul.

Verbally report all information fully to referee.

Identify foul.

Identify offending team including jersey color and offense/defense or kicking/receiving team.

Identify offending player's number or position.

Indicate spot of foul, end of run or end of kick.

Indicate status of ball when foul occurred.

Assist with locating captains.

Recover penalty markers and ball.

**Enforcement:**

Stay clear of spot of foul.

If spot is different, go to enforcement spot.

When umpire begins enforcement, check for correctness and distance.

Avoid visiting while penalty is assessed.



**When a disqualifying foul is called:**

Game official who called foul shall identify offending player and report his/her number and type of infraction to referee,

coach and other members of officiating crew.  
Emphasize disqualification is for remainder of game.

If there are double disqualifying fouls, referee may designate another game official to assist in reporting foul to coaches.

The game official shall not place a hand on offending player while accompanying or escorting him/her to sideline.

**All Game Officials:**

Record player's number and name if known.

Observe all other players.

Record unsportsmanlike penalties

**Measuring for first downs:****Referee:**

Give time-out signal twice – follow by tapping hands on chest.

Signal linesman to bring the line-to-gain indicator onto field.

Motion players away from ball.

In side zone, measure before ball is taken inbounds.

If line-to-gain not reached in side zone, use the line-to-gain indicator to accurately place ball at inbounds spot.

If ball has gone out of bounds, measure to point where ball crossed sideline.

Inside edge of forward indicator marks line-to-gain.

**When measurement is completed:**

Signal number of next down.

Spot ball at proper place.

Wait for line-to-gain crew to return to position.

If new series awarded to opponent of team which was in possession when ball became dead:

Place ball so that foremost point, when it became dead, becomes rear point when the direction is changed.

**After measurement:**

Declare ball ready-for-play if ball was out of bounds.

If not out-of-bounds, signal clock to start with ready-for-play and then start clock twice.

If first down for Team B, clock will start on snap.

**Umpire:**

Take the forward indicator from crew members at place of measurement.

When linesman says "ready," tighten the line-to-gain indicator and hold forward indicator near ball until referee reaches decision.

**HL:**

**When a measurement is signaled by referee:**

Grasp the chain and clip at back edge of back-yard line (don't just grasp clip since clip could detach).

Instruct down-marker operator to mark front indicator spot and keep same down number.

Bring the chains behind ball and place clipped part of chain at back edge of back-yard line.

Hold firmly and call "ready" to umpire to stretch the indicator tight.

Wait for referee's decision and signal.

**If not first down:**

While holding the indicator, accompany crew to sideline, reset in original position, 2 yards from sideline.

Have down-marker operator move down-marker indicator to next down.

If new series, set inside edge of rear indicator at foremost point of ball after spotted by referee. First down on down-marker indicator.

Mark foremost point of ball for down-marker operator on all first downs.

**LJ:**

Position: Place foot just behind yard line where clip is to be placed to align linesman so that the chains are parallel to the sidelines.

**Back Judge:**

Do not permit team attendants to enter field.

Help clear players from measurement area.

Observe all players.

Tend ball at time of measurement.

**Time Out Procedure:**

**Referee:**

Blow whistle.

Signal "time-out" while facing press box.

If time-out is charged to a team, indicate by moving both arms three times in a horizontal motion toward that team.

If official's time-out, indicate by tapping chest with both hands.

**Duties:**

Check number of time-outs remaining for each team.

Check time remaining with back judge.

Check down with linesman.

Notify coach and captain after a third time-out has been charged.

When notified by back judge that 45 seconds have expired, signal linesman and line judge by pointing directly at them to give their teams 15-second warning.

Inform each team huddle of down and time remaining in period.

Declare ball ready-for-play.

**Umpire:**

Maintain position over ball.

Observe Team A until referee is ready to start play.

**HL & LJ:**

Move to position halfway between ball and your sideline and observe team on your sideline.

Be alert for signal from referee (pointing directly toward you) to give your team 15-second warning; go to team huddle and say: "Coach, ball will be marked ready-for-play in 15 seconds."

Be alert for substitutes by your sideline or attempts to use substitutes for purpose of deception, and maintain proper number of players/attendants in huddle when conferences are held between the in-bounds lines.

Only one coach is allowed out to the middle of the field during a time out. If the team comes to the sideline and the players stay between the numbers and the sideline more than one coach is allowed.

Inform captain and coach of time-outs remaining.

**Back Judge:**

Time 60-second interval; notify referee at 45 seconds and again when 60-second interval expires.

**All Game Officials:**

Record time-out, number of player who called it, time on clock and period.

Do not visit with players.

Restrict discussion to captain.

Do not huddle in a group.

Confirm number of remaining time-outs with other officials.

**Injury Time Out Procedure:** (Additional responsibilities beyond regular time-out.)

**Referee:**

Summon appropriate health-care professional(s) and/or coach(es) on field.

## **Duties:**

### **All Officials:**

***Any player who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the game and shall not return to play for the remainder of that day.***

Be ready to assist appropriate health-care professional(s) and/or coach(es) in securing additional medical help, if needed.

Do not allow coaches to discuss game strategy with players during an injury timeout. Attempt to keep players a significant distance away from the seriously injured player(s). Direct players and coaches toward respective team bench area.

Once the appropriate health-care professional(s) begins to work on an injured player, all members of the officiating crew should control the total playing field environment and team personnel and allow the appropriate health-care professional(s) to perform services without interruption or interference. Always ensure adequate lines of vision between the appropriate health-care professional(s) and all available emergency personnel.

Players and coaches should be appropriately controlled to avoid dictating medical services to the appropriate health-care professional(s) on the time taken to perform such services.

***Do not stand over or near the player after medical personnel or trainers have arrived. Move away from injured player and do not try and see what is happening.***

### **End of period procedure:**

#### **Referee:**

#### **If a scoreboard clock is not used:**

Take official's time-out twice – follow by tapping hands on chest with approximately four minutes remaining in second and fourth period.

When time expires and ball becomes dead, blow whistle and repeat time-out signal.

#### **If scoreboard clock is used:**

When facing clock, be responsible for knowing when time expires.

#### **If time expires prior to snap:**

Blow your whistle to prevent snap, if possible.

If ball is snapped immediately after time has expired, blow whistle loud and long, and give time-out signal twice.

Following delay to insure no foul, no obvious timing error, no request for coach-referee conference, and no other irregularity has occurred, hold ball in one hand over head to signal official end of period.

**Back Judge:**

**If a scoreboard clock is not used:**

Notify referee approximately four minutes before the end of the second and fourth periods.

Approximately 30 seconds before time for period expires, notify referee that time may expire during the next down.

When time expires and ball becomes dead, signal referee by raising arm above head, blow whistle and give time-out signal twice.

**If scoreboard clock is used:**

When facing clock, be responsible for knowing when time expires.

If time expires prior to snap:

Blow your whistle to prevent snap, if possible.

If ball is snapped immediately after time has expired, blow whistle loud and long, and give time-out signal twice.

**Between periods:**

**Referee:**

Record down, distance, and yard line nearest foremost point of ball while meeting with umpire and linesman in center of field.

Measure distance from the nearest yard line to foremost point of ball, and estimate distance from hash mark.

In spotting ball, check again with linesman and umpire.

When notified by back judge that 45 seconds have expired, signal linesman and line judge to give their team's 15-second warning.

When notified by back judge that 60 seconds have expired, from near the ball announce down and distance.

Declare ball ready-for-play.

**Umpire:**

Record down, distance and yard line nearest foremost point of ball.

Quickly take ball to a corresponding point on the other half of field and reverses directions.

**HL:**

Record down, distance, yard line nearest foremost point of ball.

Confirm information with referee.

Clip the indicator at back edge of back-yard line.

Call down and distance to assistants.

Reverse ends of the line-to-gain indicator and two crew members.

Set down marker indicator after referee has spotted ball.

Check number of down and distance to gain.

Give your team 15-second warning when directed by referee.

Indicate to referee you are ready by signaling number of down with finger(s) or fist for fourth down.

**LJ & Back Judge:**

Line judge observe team on your sideline and back judge observe team on linesman's sideline until linesman becomes available.

Assume responsibilities as for time-out.

Check team box and huddle areas for appropriate conference procedure as during charged time-out.

Line judge give your team 15-second warning when directed by referee.

Back judge time 60-second interval; notify referee at 45 seconds and again when 60-second interval expires.

**All Game Officials:**

Limit of three team attendants are permitted on field.

Either legal type coach-player conferences may be held.

**Between halves:**

**Referee:**

Responsible for ensuring three minutes are placed on the clock for the mandatory warm-up period prior to start of second half after the intermission time has elapsed.

Signal time to start clock to time intermission.

Discuss situations in dressing room or other private place.

Determine which team has choice for second half.

**All Game Officials:**

Assist referee with halftime intermission responsibilities.

Leave field together.

Assemble in dressing room or other private place.

Discuss the overtime procedure, if applicable.

Return to field at least five minutes before the second half is to begin.

Start second half on time.

**Four Man Mechanics****Kickoff: Diamond Mechanics****Referee:****Before kick:**

Position: Middle of field on goal line.

Count R players.

Check positions of other game officials.

After ready signs have been received from other game officials, declare the ball ready for play and blow whistle.

If short free kick is anticipated:

Take position 10 yards behind deepest receiver in middle of field.

Be alert to assist other game officials.



**After kick:**

Kick down the middle:

Signal clock to start when kick is legally touched other than first touching by K.

Pick up runner and follow until releasing to covering official.

**Deep kick:**

If kick is caught inside 5-yard line and player is downed in end zone, or ball goes out of bounds there, mark spot of catch with bean bag and rule on whether player's momentum took him/her into end zone.

**Kick outside the inbounds lines:**

Move cautiously with play.

Observe action of other players in vicinity of runner.  
Serve as clean-up behind, to side of, and around runner.

Kick out of bounds—determine if R had touched or last touched ball inbounds.

**Umpire:****Before kick:**

Position is over the ball, count K players and confirm with LJ.

Be certain coaches, players, substitutes and other individuals are in proper location.

Signal to referee when you are ready, hold arm above head to indicate you are ready.

Position yourself on kicking leg side of kicker.

**If onside kick is anticipated:**

Move to K's restraining line on LJ side. Be alert for first touching by K and grounded kick. Hold bean bag to mark first touching by K.

**After kick:**

Observe legality of blocks and action in middle of field.

Move up the field approximately 10 yards.

Staying between hash marks, boxing in play.

Responsible for reverse goal line.

**After Score:**

Take possession of ball and confirm with referee that there are no penalties to enforce. Move to scoring team's sideline. Run up the sideline to K's restraining line and continue running out to kicking spot.

If there is a penalty for a foul before kick ends requiring re-kick, administer penalty and place ball ready.

**LJ:**

**Before kick:**

Position: K's free-kick line in side zone to monitor bench area and assist kicking team in getting into position.

Count K players.

Move to position just outside the sideline on K's free-kick line on the press box side.

Be certain coaches, players, substitutes and other individuals are in proper locations.

Hold arm above head to indicate you are ready.

Watch for any infractions involving K's free-kick line.

**After kick:**

Be alert for first touching by K—mark spot with bean bag.

If there is a penalty for a foul before kick ends requiring re-kick, administer penalty and place ball ready.

Mark out-of-bounds spot if kick goes out of bounds in your area by dropping penalty marker at the spot if untouched inbounds by R.

Bean bag spot if touched inbounds by R.

Observe the legality of blocks by players and action against kicker and holder. Cover to opposite 45-yard line.

After ball has gone downfield, move deliberately in that direction along sideline while watching for fouls away from ball.

Maintain position enabling coverage of sideline at all times.

**If short or onside kick is anticipated:**

Position on R's free-kick line.

Be alert for first touching by K or kick which does not cross R's free kick line. Hold bean bag to mark spot of first touching by K.

Observe legality of blocks and action away from the ball.

**HL:**

**Before kick:**

Be certain coaches, players, substitutes and other individuals are in proper locations.

Position: R's free-kick line outside sideline opposite linesman.

Temporarily move to nine-yard marks (top of the numbers), then count R players and identify the free-kick line for the receiving team.

Watch for any infractions involving R's free-kick line.

**If short or onside kick is anticipated:**

Position on R's free-kick line.

Be alert for first touching by K or kick which does not cross R's free kick line. Hold bean bag to mark spot of first touching by K.

Observe legality of blocks and action away from the ball.

**After kick:**

Be alert for first touching by R.  
Mark spot of first touching with bean bag.

Watch initial blocks in your area.

If ball becomes dead in your area, including prior to crossing R's free kick line, blow whistle and give time-out signal.

Mark spot where kick goes out of bounds in your area by dropping penalty marker at spot if untouched inbounds by R.

After ball has gone downfield, move deliberately in that direction along sideline while watching for fouls away from ball. Cover approximately 15 yards downfield.

**All Game Officials:**

Covering official(s) signal clock to start when kick is legally touched, other than first touching by K.

**Kick out of bounds between goal lines:**

Blow whistle.

Give time-out signal twice and mark spot.

Determine if R had touched ball inbounds.

Toss penalty marker if R did not touch the ball.

Maintain position to cover sideline at all times.

Blow whistle when ball becomes dead in your area and give time-out signal.

Carry bean bag in hand.

**Free kick following safety:**

Each game official assumes same relative position and has same duties as on kickoff.

Ball put in play by drop kick, place kick or punt.

**Scoring kick after a fair catch or awarded fair catch:****Referee:**

Position: Behind and directly between uprights.

Determine whether kick is successful.

**All Other Game Official's mechanics same as kickoff.**

These keys are intended to help determine coverage at the initial snap only. A game official must be prepared to react to the play as it develops. These do not necessarily determine coverage for the entire play, as constant adjustments are necessary.

In determining keys, several definitions are needed for clarification purposes:

**Scrimmage Plays:**

**Strength of the Formation:** - determined by the number of eligible receivers on a particular side of the

offensive formation. It has nothing to do with the number of linemen on each side of the center, but rather the number of eligible receivers outside the tackles. If there is no strong side, strength is declared to the LINE JUDGE'S side.

**TIGHT END** - The end man on the line of scrimmage lined up no more than four yards from the nearest offensive lineman.

**BACK IN BACKFIELD** - A player in the backfield between the tackles at the snap.

**TRIPS** (Three or more receivers outside the offensive tackles.)

In four-person coverage, the keys are fairly straightforward. Each wing official is responsible for action by the players entering his/her zone. The key for each of these game officials would be the action of the first player into that zone.

**Running Play:**

**Referee:**

**After ball is spotted:**

*Time the 40/25 second play clock*

Observe legality of substitutions in and out of huddle.

Move 12-15 yards behind LOS and no wider than widest lineman, (tackle or TE), on your side of the field.

On passing arm side of the QB.

Able to view tackle on the far side of formation and all backs.

Count offensive players.

Watch for snap infractions and false starts, illegal shifts and motion.

**After the snap:**

If ball goes towards you. Retreat and follow ball into side zone while watching point of attack. Trail runner all the way to out of bounds if necessary. Bring runner or QB back onto field with you if they have gone into team bench area.

**Things to watch for at point of attack:**

Holding by the offense.

Action on QB after pass or handoff.

Initial direction of backward or forward pass when ball is thrown as a quick out.

Out of bounds spot behind neutral zone.

**When ball becomes dead:**

Be certain of ball status before blowing whistle. Only blow whistle if no other official has a whistle.

Move toward spot of progress. Show number of next down on your hand above your head. You don't have to move all the way to spot of progress but you need to get in a position to be seen by press box and all other officials before chopping the ball ready for play for the next down.

If a first down, move to new spot, point first down, chop (wind clock if necessary), ready for play.

**Umpire:**

**After ball is spotted:**

**Position:**

Spot and remain over ball, facing the referee until he blows ready for play or he releases you. Mark position of ball between hash marks with rubber band on one hand. Down should be marked with rubber band on other hand.

Count **defensive** players. Confirm with LJ verbally by holding closed fist out in front of body.

Position yourself 5 to 8 yards behind the defensive line over the center shading the opposite side of formation from the referee.

Observe the snapper's action.

Observe there are at least 5 players numbered 50-79 on the offensive line and any ineligible receivers.

Observe false starts and snap infractions.

Observe disconcerting actions by the defense.

Observe defensive players in the free blocking zone before the snap.

**After the snap:**

**Key center and both guards.** If they fire out block, expect running play. If they pass block, read pass.

Watch point of attack around ball carrier while paying attention to free blocking zone.

**When plays goes away from you:**

Move with play watching initial line play and action around runner.

Remain inside working out to maintain boxed in coverage of play.

**When play comes at you up the middle:**

React and adjust accordingly. Get out of the way!

Watch action on runner and at the point of attack.

Watch for illegal use of the hands, arms, and other fouls near the neutral zone and point of attack.

Blow whistle ONLY if covering official is not in position or does not see progress stopped or ball down.

Spot ball for next down.

**LJ & HL**

## **After the Ball is spotted:**

### **Position:**

Straddling the line of scrimmage on your sideline.

Indicate number of next down on your hand over your head. After referee blows ready for play, check down box for correct down.

Both flanks will signal each other whether the players closest to them on the offense are either on or off the line of scrimmage. If player is off the line, signal by extending arm towards offensive side of line and holding until opposite flank official responds. When responding, opposite flank will either signal his player on or off the line. If both players on both sides are on the line, no signal is needed from either flank official. If both officials signal their player is off the line, they will need make sure the formation is legal by having at least 7 men on the line of scrimmage.

HL will count offense and confirm with referee verbally and by holding closed fist and arm extended out in front of him.

LJ will count defense and confirm with umpire verbally and by holding closed fist and arm extended out in front of him.

Ensure that all substitutes have come in to at least the top of the numbers.

Identify eligible receivers on your side.

Watch for illegal substitutions.

Watch all players in the backfield.

Player in motion away from you until the snap and if they reverse direction.

Watch for encroachments and false starts.

### **After the snap:**

#### **Areas of responsibility:**

Key on a running play is tackle on your side. Stay on line of scrimmage until play develops and moves downfield. If run into your side zone, hold the line until play moves past you then trail the play downfield.

Watch for quick plays into the line and assist in marking forward progress with downfield foot. (down field foot is the foot foremost in the direction of the first down) Use cross field mechanics when necessary.

Watch initial charge of lineman.

On play to your side of the field, cover sideline and watch for illegal offensive and defensive blocks.

Square off when marking progress. Hustle in until you reach the top of the numbers or players.

Keep all players in front of you unless spot of forward progress is close to a first down or a touchdown in which case run in as far as possible until you reach players. Do not go around players.

If ball becomes dead in your side zone, retrieve ball and toss to umpire.

**When play goes to opposite side of field:**

Hold spot until ball crosses line of scrimmage.

Move down sideline until you are certain there will be no reverse or counter action.

Watch action on linebackers and backside pursuit. Watch blocking near neutral zone and “clean up” behind play. Observe for personal fouls and safety fouls.

Check action against eligible receivers on back side.

Responsible for entire sideline if ball returns to your sideline.

LJ on first downs, stops the clock, signal to referee that it is a first down by pointing in the direction of the first down with your finger in front of your chest. Then release HL from the progress spot by using cross field mechanics.

While moving with a runner down the field, watch for illegal forward pass or fumble.

Drop penalty flag at spot of illegal forward pass. Mark the spot of fumble with bean bag.

**HL with chain crew:**

Echo referee’s signal of number of down verbally and with proper hand signal.

Do not turn back to field of play when having down box moved.

Change down on box AFTER referee signals the new down.

**When necessary, move the chains:**

Spot the foremost point of ball with downfield foot.

Have down operator mark spot.

Have chain crew set the chains at new spot.

Indicate to referee that you are ready.

**When line to gain is the goal line:**

***Give down box operator a bean bag to mark the line of scrimmage.***

Set the chains down flat on the ground.

**All Officials:****Areas of responsibility:**

Keep play boxed in.

**Before blowing whistle:**

See ball and make sure runner is down, progress is stopped, or pass is incomplete.

Keep eyes on area of responsibility you are covering.

**When ball becomes dead in your area:**

Watch for dead ball fouls.



**If there is a fumble, the covering official should:**

Drop bean bag at spot of fumble unless fumble is behind line of scrimmage.

Rule on possession. If unable to determine possession, stop the clock.

If defense recovers, official should immediately signal time out then indicate defense has recovered by pointing in the direction that team is going.

If offense recovers, official should indicate number of next down his hand and wind the clock if we have stopped it.

If ball becomes dead before the fumble, official should blow whistle immediately to indicate down has ended.

**If ball goes out of bounds:**

Covering official should give time out signal.

Mark and hold spot while watching player's actions and out of bounds.

Continue to watch action.

Referee gets players out of bounds and leads them back onto the field.

Assist in relay of ball to umpire.

Other officials should also signal time out and check clock to make sure it has stopped.

Be alert for substitution infractions.

When first down, signal time out and make sure clock has stopped.

On 4<sup>th</sup> down plays, signal time out after play.

**Passing Plays:**

**Referee:**

**After ball is spotted:**

*Time 40/25 second play clock.*

Observe legality of substitutions in and out of huddle.

Move 12-15 yards behind LOS and no wider than widest lineman, (tackle or TE), on passing arm side of the QB.

Be able to view tackle on the far side of formation and all backs.

Count offensive players.

Watch for snap infractions and false starts, illegal shifts and motion.

**After the snap:**

*Read blocks of opposite tackle.*

Observe all blocks behind neutral zone.

As QB retreats, move away at an approximate 45 degree angle to remain wider and deeper than QB.

Pay special attention to contact with the QB.

After the ball is thrown, continue to observe QB not the flight of the ball.

Verbally alert pass rushers when ball is gone.

Observe direction of pass either forwards or backwards.

Responsible for intentional grounding with assistance from flank officials.

Continue to observe action behind neutral zone before leaving area.

Responsible for QB until he crosses neutral zone. If play goes into a side zone, trail the play.

**Umpire:**

**After ball is spotted:**

**Position:**

Spot and remain over ball, facing the referee until he blows ready for play or he releases you. Mark position of ball between hash marks with rubber band on one hand. Down should be marked with rubber band on other hand.

Count **defensive** players. Confirm with LJ verbally and by holding closed fist out in front of body.

Confirm correct down is showing on the down box.

Position yourself 5 to 8 yards behind the defensive line over the center shading the opposite side of formation from the referee.

Observe the snapper's action.

Observe there are at least 5 players numbered 50-79 on the offensive line and any ineligible receivers.

Observe false starts and snap infractions.

Observe disconcerting actions by the defense.

Observe defensive players in the free blocking zone before the snap.

**After the snap:**

Watch for illegal blocking and illegal use of hands.

When you read forward pass, step forward to line of scrimmage.

Watch for ineligible receivers downfield.

Assist in determining whether QB's feet were in or behind neutral zone when pass was thrown. Drop penalty marker at spot of pass.

Watch action of players in and behind neutral zone.

Cover short passes over the middle and quick slants to the middle.

Know where a forward pass first touches anything.

Mark all fumbles in your area with a bean bag.

If forward pass is touched by anyone in your area signal by flicking your fingers.

**HL & LJ:**

**After the Ball is spotted:**

**Position:**

Straddling the line of scrimmage on your sideline.

Indicate number of next down on your hand over your head. After referee blows ready for play, check down box for correct down.

Both flanks will signal each other whether the players closest to them on the offense are either on or off the line of scrimmage. If player is off the line, signal by extending arm towards offensive side of line, parallel to the ground and holding until opposite flank official responds. When responding, opposite flank will either signal his player on or off the line. If both players on both sides are on the line, no signal is needed from either flank official. If both officials signal their player is off the line, they will need make sure the formation is legal by having at least 7 men on the line of scrimmage.

HL will count offense and confirm with referee verbally and by holding closed fist and arm extended out in front of him.

LJ will count defense and confirm with umpire verbally and by holding closed fist and arm extended out in front of him.

Ensure that all substitutes have come in to at least the top of the numbers.

Identify eligible receivers on your side.

Watch for illegal substitutions.

Watch all players in the backfield.

Player in motion away from you until the snap and if they reverse direction.

Watch for encroachments and false starts.

**After the snap:**

Key is receivers on your side of the field. Once ball is snapped adjust coverage to zone area from middle of field to your sideline and downfield.

Observe action on WRs on your side making sure they get a clean release downfield.

Move up the field while maintaining coverage of your area.

Be ready to rule if pass if forward or backward if pass is a quick pass. If pass is backward, indicate by extending arm sideways out from body towards offensive side of neutral zone.

Watch for interference.

Be ready to rule on fumble or illegal pass after completion.

If pass is incomplete in your area – blow whistle, give incomplete signal, retrieve ball and relay to umpire.

Be ready to adjust coverage if QB decides to run.

Be alert for sideline action.

On a reception that challenges the sideline, you have foot in or out of bounds.

On a reception that challenges the end line, you have catch/no catch.

### **Scrimmage Kicks:**

#### **Referee:**

#### **After ball is spotted:**

Check down and distance with HL.

Position on line judge side of punter, 5-8 yards wider than player on end of line, and 8-10 yards deeper than punter.

Be in position to watch ball and all backs.

Count K players and confirm with HL.

Signal to crew that team is in a legal kicking formation by giving the squirrel cage or rolling your hands over your head.

#### **After the snap:**

Watch for fouls behind the neutral zone and near the kicker.

Watch for blocked kick and rule on recovery.

After ball has been kicked across neutral zone, watch line play.

Move downfield slowly, cleaning up behind play.

Be ready to pick up runner if he breaks a long return. Goal line is your responsibility.

Kick out of bounds in flight – line up covering official with spot the ball crossed sideline by using an outstretched arm over your head and then give a downward chopping motion when official gets to spot.

#### **Umpire:**

#### **After ball is spotted:**

Position 8 to 10 yards deep keeping snapper in view.

Count R players and confirm with LJ.

Check numbering exceptions.

#### **After snap:**

Watch action against snapper.

Watch blocking at line of scrimmage.

Be alert for a run or pass fake.

As ball is kicked, turn with the action, and observe players and blocking going down the field.

Watch for fouls ahead of runner.

**HL:**

**After ball is spotted:**

**Position:**

Straddling the line of scrimmage on your sideline.

Indicate number of next down on your hand over your head. After referee blows ready for play, check down box for correct down.

***You will need to make sure the formation is legal by having at least 5 men on the line of scrimmage.***

HL will count offense and confirm with referee verbally and by holding closed fist and arm extended out in front of him.

Identify eligible receivers on your side.

Watch for illegal substitutions.

Watch all players in the backfield.

Watch for encroachments and false starts.

**After snap:**

HL – Hold line after the snap until ball has crossed neutral zone.

Be ready for run or pass fake.

Move downfield slowly covering your side of field between neutral zone and deep receivers.

**Ball out of bounds in flight:**

Blow whistle and give time out signal.

Move farther downfield than where ball went out of bounds.

Walk up field, along, sideline until referee marks the spot by chopping his upraised hand/arm.

**Ball rolls out of bounds:**

Blow whistle and give time out signal.

Hold spot and continue to officiate.

Drop bean bag at spot if you must leave the spot for any reason.

Assist referee in covering ball on short or blocked kick.

Watch for kicks touched beyond the neutral zone.

Be prepared to mark spot of first touching, fumble, or end of kick with bean bag.

**When ball becomes dead:**

Blow whistle and give time out signal.

Make sure of possession on fair catch.

Watch referee signal to move the chains.

**LJ:**

**After ball is spotted:**

Position 10-12 yards wider and 3-5 yards behind deepest return man on opposite side of field from HL.

Count R players and confirm with umpire.

Carry different color bean bags in hand to mark first touching, fumble, momentum, or end of kick.

**After the snap:**

**When kick is short to either sideline:**

HL will assume responsibility for ball.

Watch action of players around ball.

**Ball out of bounds in flight:**

Blow whistle and give time out signal.

Move farther downfield than where ball went out of bounds.

Walk up field, along, sideline until referee marks the spot by chopping his upraised hand/arm.

**Long or Deep Kick:**

Cover long or deep kick out of bounds opposite HL's sideline.

Cover all kicks down the middle and be ready to rule on whether kick is touched by either team.

If ball is muffed, be ready to rule on possession. If K recovers, stop the play.

Watch for handoff and reverse.

Mark spot of first touching.

Continue to officiate.

If K is first to touch kick that has come to rest beyond the neutral zone, blow whistle and give time out signal.

If kick is blocked, ball remains live unless it breaks the plane of the goal line or is recovered by K beyond the LOS.

**Following a fair catch:**

Blow whistle and give time out signal.

Mark the spot.

Be sure referee knows it was a fair catch.

**When fair catch is not made:**

Stay with ball blow play dead when possession is gained by any player on either team.

Mark spot of first touching with bean bag.

Observe action by signaler.

**When kick becomes dead:**

Blow whistle and give time out signal.

Be ready to rule on touchback and give correct signal.

Inform referee of ball status before spotting it.

If kick is caught inside 5-yard line and player is downed in his end zone or ball goes out of bounds there, be ready to rule on whether his momentum took him into the end zone.

Mark spot of catch inside 5-yard line with bean bag.

**FG attempt by free kick after a fair catch or awarded fair catch.**

**Positions:**

Same as FG or PAT

**FG or PAT:**

**Referee:**

**After ball is spotted:**

Position: 2-3 yards to rear and 3-5 yards to side of potential kicker, facing holder and able to see holder receive ball.

Count K players and indicate to flank official that you have counted the kicking team.

Signal to crew that K is in a scrimmage-kick formation with squirrel cage signal above your head.

**After snap:**

Watch for fumble by holder.  
Cover as usual if run or pass.

Assist in sideline coverage if run or pass develops to your side.

Signal score or if no score give incomplete signal twice after receiving signal from game officials ruling on kick.

Rule on roughing kicker or holder.

If PAT is blocked, immediately blow whistle and give the incomplete signal twice.

If field goal is blocked, ball remains live unless it breaks the plane of the goal line or is recovered by K beyond the LOS.

**Umpire & HL or LJ** (whoever is looking at the front of the holder)

**After ball is spotted:**

**Positions:**

Beyond end line and behind your upright where you feel most comfortable and have best coverage of upright.

Count R players.

**After snap:**

Assume responsibility for end line and for determining if kick goes over or under crossbar and inside upright:

Umpire rules on crossbar and upright.

Flank official rules on upright.

Blow whistle when successful kick passes upright or when it is apparently unsuccessful after breaking goal-line plane.

Both game officials, at the same time, move one yard into the end zone in front of their upright and signal score or no score while facing the line of scrimmage.

Be prepared to move if kick is blocked, obviously short, or a fake.

Key tight end on your side.

Linesman or line judge: If run or pass develops to your vacated side, quickly move along end line to back pylon to rule on sideline.

Next move is toward goal line to assist.

Mark first touching, fumble, momentum or end of kick if kick is short of goal line.

**HL or LJ** (whoever is looking at the back of the holder)

**After ball is spotted:**

Position: on line of scrimmage on sideline.



Check down number, count K players and indicate to referee that you have counted the kicking team.

Observe neutral zone.

**After the snap:**

If pass or run, move with play as on any other goal-line play.

Quickly move to goal line if run develops to referee's side then pinch in.

**Goal Line:**

**Referee:**

Position and cover same as scrimmage play.

Do not give touchdown signal from behind runner.

After checking with crew, if no foul occurred, give touchdown signal while facing the press box to verify score.

**Umpire:**

Position same as scrimmage play.

Do not give touchdown signal.

When runner has made quick thrust into line, be sure ball is not moved forward after it is declared dead. Assist wing official if he or she needs help.

**HL & LJ:**

Position same as scrimmage play.

Indicate number of next down on your hand over your head. After referee blows ready for play, check down box for correct down.

Both flanks will signal each other whether the players closest to them on the offense are either on or off the line of scrimmage. If player is off the line, signal by extending arm towards offensive side of line and holding until opposite flank official responds. When responding, opposite flank will either signal his player on or off the line. If both players on both sides are on the line, no signal is needed from either flank official. If both officials signal their player is off the line, they will need make sure the formation is legal by having at least 7 men on the line of scrimmage.

HL will count offense and confirm with referee verbally and by holding closed fist and arm extended out in front of him.

LJ will count defense and confirm with umpire verbally and by holding closed fist and arm extended out in front of him.

Identify eligible receivers on your side.

Watch for illegal substitutions.

Watch all players in the backfield.

Player in motion away from you until the snap and if they reverse direction.

Watch for encroachments and false starts.

**After the snap:**

On snaps between 10- and 5-yard line, release slowly downfield and stay ahead of runner to goal line.

On snap inside 5-yard line, release to goal line and officiate back to ball.

If short of goal line, pinch in quickly and help by marking point of ball with downfield foot or by actually placing ball.

If you see ball in possession of runner touch or cross goal-line plane, (before he is legally down), immediately give touchdown signal.

If ball does not break goal-line plane, do not give any signal.

**HL:**

Remove line-to-gain indicator from sideline when line-to-gain is goal line.

Provide down-marker operator with bean bag for goal-to-go situations when the line-to-gain equipment has been removed.

**All Game Officials:**

Only game officials who actually see touchdown should give touchdown signal.

Game officials not observing touchdown do not mirror signal.

**After a safety, try, or FG:**

**All Game Officials:**

**If a free kick following safety:**

Each game official assumes same relative position and has same duties as on kickoff.

Ball may be put in play by drop kick, place kick or punt.

Back judge begin timing one-minute interval after referee signals score or no score.

Game officials hustle up sidelines to free-kick position and then fill out game cards.

Be ready and in position to mark ball ready-for-play within the one minute.

**Administering penalties:****Referee:****When ball is dead following a foul:**

Give time-out signal twice.

Get full information from game official who called foul.

Give preliminary signal to press-box side of field only.

Give options to captain of offended team.

When captain's most advantageous choice is obvious, quickly inform him/her.

Make note of enforcement spot for penalty.

As umpire marks off penalty yardage, give final signal for foul to press-box side of field only.

If foul is a pre-snap foul only signal foul to press box one time.

**When penalty is declined:**

Go to spot of ball.

Give foul signal followed by penalty-declined signal twice to press box.

**When there is a double foul:**

Signal each foul, facing press box.

Follow this with penalty-declined signal twice.

When two penalties are enforced, give proper signals following each enforcement.

When penalty is to be enforced on kickoff after a score:

Indicate proper foul signal.

Point to offending team.

Indicate scoring signal.

Point toward succeeding spot.

Accepted penalty for foul by either team during the last timed down of a period, play continues with an untimed down except for fouls listed in Rule 3-3-4.

**When dead-ball fouls occur after fourth down:**

Signal dead ball.

Signal the dead-ball foul(s).

Signal first down.

**Umpire:**

Secure ball.

Make note of enforcement spot for penalty.

Proceed with enforcement of penalty yardage.

On properly marked field, avoid stepping off distance between yard lines, except to the first and for the final yard line.

Walk briskly, use an arm signal to point to each yard line you cross.

**HL:**

Be certain of down number.

Proceed to succeeding spot.

Be ready to have line-to-gain equipment moved after penalty administration.

**LJ:**

Hold enforcement spot.

**HL & LJ:**

Check enforcement.

Do not permit athletic trainers, attendants, or coaches to come onto field.

Relay penalty information to appropriate coach and to other game officials if necessary.

**All Game Officials:**

Observe live-ball fouls.

Withhold whistle.

Drop penalty marker at proper yard line and continue to observe play, noting location of ball at time of foul.

**When ball becomes dead:**

Give time-out signal twice.

Blow whistle.

Verbally report information to referee.

Give no visible signal.

Make mental note as to whether clock should be started on ready or on snap.

Observe pre-snap foul.

Blow whistle, toss penalty marker into air and give time-out signal twice immediately.

See that umpire assesses penalty properly in all respects.

**Calling official:**

**After calling foul and ball has been declared dead:**

Blow whistle and give time-out signal twice.

Get referee's attention by giving short blasts of whistle.

Make sure another game official is covering spot of foul.

Verbally report all information fully to referee.

Identify foul.

Identify offending team including jersey color and offense/defense or kicking/receiving team.

Identify offending player's number or position.

Indicate spot of foul, end of run or end of kick.

Indicate status of ball when foul occurred.

Assist with locating captains.

Recover penalty markers and ball.

**Enforcement:**

Stay clear of spot of foul.

If spot is different, go to enforcement spot.

When umpire begins enforcement, check for correctness and distance.

Avoid visiting while penalty is assessed.

**When a disqualifying foul is called:**

Game official who called foul shall identify offending player and report his/her number and type of infraction to referee, coach and other members of officiating crew.

Emphasize disqualification is for remainder of game.

If there are double disqualifying fouls, referee may designate another game official to assist in reporting foul to coaches.

The game official shall not place a hand on offending player while accompanying or escorting him/her to sideline.

**All Game Officials:**

Record player's number and name if known.

Observe all other players.

Record unsportsmanlike penalties

**Measuring for first downs:**

**Referee:**

Give time-out signal twice – follow by tapping hands on chest.

Signal linesman to bring the line-to-gain indicator onto field.

Motion players away from ball.

In side zone, measure before ball is taken inbounds.

If line-to-gain not reached inside zone, use the line-to-gain indicator to accurately place ball at inbounds spot.

If ball has gone out of bounds, measure to point where ball crossed sideline.

Inside edge of forward indicator marks line-to-gain.

**When measurement is completed:**

Signal number of next down.

Spot ball at proper place.

Wait for line-to-gain crew to return to position.

If new series awarded to opponent of team which was in possession when ball became dead:

Place ball so that foremost point, when it became dead, becomes rear point when the direction is changed.

**After measurement:**

Declare ball ready-for-play if ball was out of bounds.

If not out-of-bounds, signal clock to start with ready-for-play and then start clock twice.

If first down for Team B, clock will start on snap.

**Umpire:**

Take the forward indicator from crew members at place of measurement.

When linesman says "ready," tighten the line-to-gain indicator and hold forward indicator near ball until referee reaches decision.

**HL:**

**When a measurement is signaled by referee:**

Grasp the chain and clip at back edge of back-yard line (don't just grasp clip since clip could detach).

Instruct down-marker operator to mark front indicator spot and keep same down number.

Bring the chains behind ball and place clipped part of chain at back edge of back-yard line.

Hold firmly and call "ready" to umpire to stretch the indicator tight.

Wait for referee's decision and signal.

**If not first down:**

While holding the indicator, accompany crew to sideline, reset in original position, 2 yards from sideline.

Have down-marker operator move down-marker indicator to next down.

If new series, set inside edge of rear indicator at foremost point of ball after spotted by referee. First down on down-marker indicator.

Mark foremost point of ball for down-marker operator on all first downs.

**LJ:**

Position: Place foot just behind yard line where clip is to be placed to align linesman so that the chains are parallel to the sidelines.

**Time Out Procedure:**

**Referee:**

Blow whistle.

Signal "time-out" while facing press box.

If time-out is charged to a team, indicate by moving both arms three times in a horizontal motion toward that team.

If official's time-out, indicate by tapping chest with both hands.

**Duties:**

Check number of time-outs remaining for each team.

Check down with linesman.

Notify coach and captain after a third time-out has been charged.

When notified by back judge that 45 seconds have expired, signal linesman and line judge by pointing directly at them to give their teams 15-second warning.

Inform each team huddle of down and time remaining in period.

Declare ball ready-for-play.

**Umpire:**



Maintain position over ball.

Observe Team A until referee is ready to start play.

**HL & LJ:**

Move to position halfway between ball and your sideline and observe team on your sideline.

Be alert for signal from referee (pointing directly toward you) to give your team 15-second warning; go to team huddle and say: "Coach, ball will be marked ready-for-play in 15 seconds."

Be alert for substitutes by your sideline or attempts to use substitutes for purpose of deception, and maintain proper number of players/attendants in huddle when conferences are held between the in-bounds lines.

Only one coach is allowed out to the middle of the field during a time out. If the team comes to the sideline and the players stay between the numbers and the sideline more than one coach is allowed.

Inform captain and coach of time-outs remaining.

**LJ:**

Time 60-second interval; notify referee at 45 seconds and again when 60-second interval expires.

**All Game Officials:**

Record time-out, number of player who called it, time on clock and period.

Do not visit with players.

Restrict discussion to captain.

Do not huddle in a group.

Confirm number of remaining time-outs with other officials.

**Injury Time Out Procedure:** (Additional responsibilities beyond regular time-out.)

**Referee:**

Summon appropriate health-care professional(s) and/or coach(s) on field.

**Duties:**

**All Officials:**

***Any player who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the game and shall not return to play for the remainder of that day.***

Be ready to assist appropriate health-care professional(s) and/or coach(s) in securing additional medical help, if needed.

Attempt to keep players a significant distance away from the seriously injured player(s). Direct players and coaches toward respective team bench area.

Once the appropriate health-care professional(s) begins to work on an injured player, all members of the officiating crew should control the total playing field environment and team personnel and allow the appropriate health-care professional(s) to perform services without interruption or interference. Always ensure adequate lines of vision between the appropriate health-care professional(s) and all available emergency personnel.

Players and coaches should be appropriately controlled to avoid dictating medical services to the appropriate health-care professional(s) on the time taken to perform such services.

Coaches are not allowed on the field to discuss strategy with their team during an injury time out.

***Do not stand over or near the player after medical personnel or trainers have arrived. Move away from injured player and do not try and see what is happening.***

**End of period procedure:**

**Referee:**

**If a scoreboard clock is not used:**

Take official's time-out twice – follow by tapping hands on chest with approximately four minutes remaining in second and fourth period.

When time expires and ball becomes dead, blow whistle and repeat time-out signal.

**If scoreboard clock is used:**

When facing clock, be responsible for knowing when time expires.

**If time expires prior to snap:**

Blow your whistle to prevent snap, if possible.

If ball is snapped immediately after time has expired, blow whistle loud and long, and give time-out signal twice.

Following delay to ensure no foul, no obvious timing error, no request for coach-referee conference, and no other irregularity has occurred, hold ball in one hand over head to signal official end of period.

**Line Judge:****If a scoreboard clock is not used:**

Notify referee approximately four minutes before the end of the second and fourth periods.

Approximately 30 seconds before time for period expires, notify referee that time may expire during the next down.

When time expires and ball becomes dead, signal referee by raising arm above head, blow whistle and give time-out signal twice.

**If scoreboard clock is used:**

When facing clock, be responsible for knowing when time expires.

If time expires prior to snap:

Blow your whistle to prevent snap, if possible.

If ball is snapped immediately after time has expired, blow whistle loud and long, and give time-out signal twice.

**Between periods:****Referee:**

Record down, distance, and yard line nearest foremost point of ball while meeting with umpire and linesman in center of field.

Measure distance from the nearest yard line to foremost point of ball, and estimate distance from hash mark.

In spotting ball, check again with linesman and umpire.

When notified by line judge that 45 seconds have expired, signal linesman and line judge to give their team's 15-second warning.

When notified by line judge that 60 seconds have expired, from near the ball announce down and distance.

Declare ball ready-for-play.

**Umpire:**

Record down, distance and yard line nearest foremost point of ball.

Quickly take ball to a corresponding point on the other half of field and reverses directions.

**HL:**

Record down, distance, yard line nearest foremost point of ball.

Confirm information with referee.

Clip the indicator at back edge of back-yard line.

Call down and distance to assistants.

Reverse ends of the line-to-gain indicator and two crew members.

Set down marker indicator after referee has spotted ball.

Check number of down and distance to gain.

Give your team 15-second warning when directed by referee.

Indicate to referee you are ready by signaling number of down with finger(s) or fist for fourth down.

**LJ & Back Judge:**

Line judge observe team on your sideline and back judge observe team on linesman's sideline until linesman becomes available.

Assume responsibilities as for time-out.

Check team box and huddle areas for appropriate conference procedure as during charged time-out.

Line judge give your team 15-second warning when directed by referee.

Line judge time 60-second interval; notify referee at 45 seconds and again when 60-second interval expires.

**All Game Officials:**

Limit of three team attendants are permitted on field.

Either legal type coach-player conferences may be held.

**Between halves:**

**Referee:**

Responsible for ensuring three minutes are placed on the clock for the mandatory warm-up period prior to start of second half after the intermission time has elapsed.

Signal time to start clock to time intermission.

Discuss situations in dressing room or other private place.

Determine which team has choice for second half.

#### **All Game Officials:**

Assist referee with halftime intermission responsibilities.

Leave field together.

Assemble in dressing room or another private place.

Discuss the overtime procedure, if applicable.

Start second half on time.

#### **40/25 second play clock procedures:**

*The play clock is used to ensure that each team be given a consistent interval between plays and from game to game. **A visible play clock is not authorized for use in California.***

*Both a 40-second and a 25-second play clock are used. Unless the game is stopped for administrative reasons (e.g., change of possession, penalty, injury, clock error, etc.), the offensive team has 40 seconds to snap the ball after the previous play ends. After administrative stoppages, a 25-second play clock is used. With a 40-second play clock, the ball is ready for play when the previous play is dead. The 40-second play clock has significantly standardized the time the offense has to put the ball into play in both NCAA and NFL play.*

*Here are some examples beginning with a common scenario. **Table 1** shows more scenarios.*

**EXAMPLE 1:** A32 runs for a one-yard gain and is tackled inbounds (a) short of, or (b) beyond the line-to-gain. **RULING:** In either case, a 40-second play clock is started immediately when the ball is declared dead. In (a), the game clock continues to run. The referee does not give a ready signal or any other clock signal. In (b), the game clock stops. The referee signals "first down," the ball is spotted and the referee then signals to start the game clock with a silent wind. The referee does not wait for the chains to be set before starting the clock.

*On a fourth-down play that results in a change of possession, the clock is stopped to award Team B a first down, the game clock will stop, and the referee will blow his whistle and signal ready-for-play for a 25-second play clock.*

**EXAMPLE 2:** A11 throws an incomplete pass. **RULING:** A 40-second play clock is started immediately when the ball is declared dead and the game clock stops. The game clock will start on the snap and there is no overt referee signal.

**EXAMPLE 3:** A24 runs out of bounds (a) short of, or (b) beyond the line-to-gain. **RULING:** In both cases, a 40-second play clock is started immediately when the ball is declared dead and the game clock stops. The game clock will start on the snap and there is no overt referee signal. In (b), the referee signals a first down.

Administrative issues are situations such as the chains getting tangled up or broken, dry ball not brought in time, etc. This stoppage is not intended to allow for additional time needed to break up scraps between players. Statements like “Play clock is running” can be used as an aide to assist in getting players back to huddle.

Event *	Play Clock Starts at	Game Clock Starts on	Covering Official's Signal	Referee's Signal
Dead ball inbounds	40	Running	S7	None
Dead ball out of bounds	40	Snap	S3	None
Incomplete pass	40	Snap	S10	None
Team A awarded 1st down (inbounds)	40	Signal	S3	Wind
Team A awarded 1st down (out-of-bounds)	40	Snap	S3	None
Penalty administration	25	Ready	S3	Wind
Charged team timeout	25	Snap	S3	Chop
Injury/Helmet off	25	Ready	S3	Wind
Measurement	25	Ready	S3	Wind
Double Change of possession- Team A snaps	40	Ready	S3	Wind
Change of possession- Team B snaps	25	Snap	S3	Chop
Touchdown	25	N/A	S5	Chop
Try, FG, Safety	25	Varies**	Varies**	Chop
Start of each period	25	Snap	N/A	Chop
Legal kick	25	Snap	S3	Chop
Start of an overtime period	25	N/A	N/A	Chop
Other administrative stoppage ***	25	Ready	S3	Wind

\* If event does not occur in conjunction with any other event that stops the clock.

\*\* The game clock will start on the free kick by rule.

\*\*\* Includes inadvertent whistle and period extension.

S3 is stop the clock, S7 is “dead ball - start play clock,” S10 is incomplete pass.

**Table 1**

**Notes:**

1. If B intercepts then fumbles and A recovers, it is a 40-sec play clock.
2. On a 4<sup>th</sup> down fake punt, if A is short of line-to-gain, it is a 25-sec play clock because B snaps next.
3. On a 4<sup>th</sup> down fake punt, if A is beyond line-to- gain, it is a 40-sec play clock; same as any other first down for A.

If there is an appreciable delay in spotting the ball and the play clock is down to 20 seconds, the play clock should be reset to 25 seconds. When there is no visible play clock the referee should approximate this interval and use his best judgment. When in doubt, reset the play clock. The referee will do this by stopping the game clock and signaling (both palms open in an over-the-head pumping motion) that the play clock should be re-set at 25 seconds. The game clock will start by rule either on the ready-for-play signal or the snap.

When the 40-second play clock is running, the effective ready-for-play is the spotting of the ball. The impacted rules are: 2-25-1 (establishment of the line of scrimmage), 2-28-1 (establishment of the neutral zone), 2-26-5 (establishment of the

line-to-gain), 2-8 and 7-1-5 (encroachment), 5-3-1 (designation of a new series), 7-1-3 (snapper restrictions), 7-1-7 (false start), and 7-2-1 (nine-yard mark compliance).

### **Mechanics**

**Responsibilities.** The 40-second play clock is maintained by the Back Judge in a 5-man crew and by the Referee in a 4-man or 3-man crew. The play clock starts as soon as the play is declared dead.

**Starting the play clock.** The covering official's signal will designate when to start the play clock. When the ball is declared dead, the play clock starts when the following signals are given (only one signal is used):

- a) The dead ball signal (S7) to indicate the play has ended inbounds. The covering official will raise his arm straight up for two-to-three seconds.
- b) The start-the-clock signal (S2) to indicate the play has ended inbounds near the sideline.
- c) The stop-the-clock signal (S3) to indicate the play has ended out of bounds.
- d) The incomplete pass signal (S10).

**Re-set.** If the play clock is interrupted, it will always be reset to 25 seconds. The signal is one arm with open palm pumped into the air – “push the sky”. If the ball is not spotted with approximately 20 seconds remaining on the play clock, the referee will re-set the play clock by whistling the ready-for-play.

**Countdown.** The following signaling technique will be used for the benefit of coaches and players for both a 40-second and 25-second play clock. In a 5-man crew, the signaling official will be the Back Judge and for a 4-man crew, it will be the Referee.

The arm will be raised with 5 seconds remaining, followed immediately by a lateral swing of the arm to indicate each second in the final 5-second countdown. In a 4-man or 3-man crew, the Referee will provide the countdown signals.

**Chain Crew.** When the 40-second count applies, the ball can be snapped as soon as it is spotted. That requires the “box man” to hustle to the next spot after instructed by the Head Linesman. If the box is not in place when the snap is imminent, the Head Linesman will drop a bean bag to indicate the placement of the box. Under no circumstances will the play clock be re-set to 25-seconds because of a slow chain crew.