

POSITIONS AND MECHANICS FOR CREW of 7 OFFICIALS

All officials must have the proper equipment. Essentials are a whistle, two penalty markers, white or black bean bag to mark non-penalty spots, game card, pencil/pen and elastic bands or some other device to keep track of the down number. The penalty marker shall be a light gold flag (15" x 15") with a middle pouch weighted with sand or beans, etc. The linesman shall furnish a clipping device for use in measuring first downs. BJ and/or SJ should have a watch capable of counting down. All officials shall be dressed alike.

Lateness in arrival is unprofessional in officiating. Officials shall arrive at the site of the game at least 60 minutes before the scheduled game time. They should report directly to the game management to identify the game manager in the event of a problem during the contest and to assure them that the officials are present.

Pre-Game Responsibilities

A Pre-game Officials Conference, conducted by the Referee, shall be held before each game. The conference should be completed so that the officials may take the field at least 45 minutes before scheduled kickoff. Officials and the clock operator will attend this conference. The back judge in a crew of 5 (side judge in a crew of 7) will have the correct time and all officials will synchronize their watches accordingly. The pre-game conference should follow the AHSAA checklist so that it can be more effective and consistent between referees. The following checklist includes the major subjects to be covered.

- I. Discuss and review basic mechanics.
- II. Review coin-toss mechanics.
- III. Discuss free kicks reviewing positions, responsibilities and actions that can happen (kicks out of bounds, blocking restrictions by kickers, legal possession by K). **Expect a short kick on every free kick.**
- IV. Review pre-snap responsibilities and mechanics and coverage during scrimmage plays:
 - A. Running plays, positions and coverage.
 - B. Forward passes, eligibility of receivers, interference, illegal touching.
 - C. Illegal forward passes.
 - D. The umpire is responsible for numbering requirements for players on the offensive line.
 - E. All officials shall emphasize good dead ball and backside officiating skills.
- V. Review positions and coverage during scrimmage kicks:
 - A. First touching by K.

- B. Fair catch situations.
 - C. Kicks out-of-bounds.
 - D. Kick catching interference
 - E. Numbering requirements.
 - F. Post Scrimmage Kick fouls and enforcement – review conditions that must be met for PSK
 - G. Review fouls and enforcement that may be tacked on after play is dead.
- VI. Review “momentum” rule as it applies inside the 5-yard line on kicks and interceptions – catches or recoveries.
- VII. Goal line plays and try for point(s).
- A. Variation of positions near goal line – communication among officials is critical.
 - B. Umpire assist the wing officials as needed – discuss communications.
- VIII. Review the following:
- A. Substitution rule.
 - B. Starting and stopping clock.

- C. Procedures during measurements.
- D. Duties during time-outs and intermission between periods.
- E. Penalizing personal and unsportsmanlike fouls.
- F. Penalty administration.
- G. Extending a period
- H. Overtime Procedure

On Field Pre-game Responsibilities:

- A. All Officials:
 1. Enter field together at least 45 minutes prior to scheduled game time or at whatever time necessary for the referee and umpire to meet with the coaches before they return to the locker room.
 2. Perform duties in professional manner and focus on observing player equipment.
 3. Inspect playing field, markings and pylons.
 4. Assigned officials should be observing the team pre-game warm-ups to make sure the teams are staying within their assigned areas and out of the

pre-game warm-up restricted zone in accordance with this manual.

5. Observe player equipment and report irregularities/issues to the referee and umpire. After the umpire's review, the referee will relay issues to the head coach before the team leaves the field

B. Referee:

1. Coaches Pre-Game conference: Only the Referee and Umpire will meet with the coaches on the field, home team first, at approximately 45 minutes before game time. The Referee shall do the talking unless specific questions or comments are directed to the Umpire. This meeting should be brief, professional, and to the point- lasting only 2-3 minutes.
 - a. Emphasize that good sportsmanship is to be followed by all team personnel (coaches, players and support staff)
 - b. Ask head coach to verbally verify in presence of Umpire, that all players are legally equipped in compliance with National Federation rules.
 - c. Check with each head coach for any unusual plays or formations.
 - d. Emphasize sideline control and secure name of coaching staff personnel who will be responsible for sideline control of team members

and report this information to all officials.

- e. Discuss the administration of the AHSAA mandated heat time outs, if the game occurs during the period mandated by the AHSAA.
 - f. Write down the numbers of the Captains
 - g. Advise Coach of the Official time and confirm starting time.
 - h. Discuss half time procedures. (Length, Obtaining Choices, Mandatory Warm Up)
2. Responsible for determining the legality of the ball.
 3. Direct game management to remove or repair any hazards on or near field.

C. Umpire:

1. Accompany Referee and examine any player equipment about which the coach has a question of legality. You have the responsibility of ruling on the legality of player equipment.
2. Assume the responsibility, with the assistance of the other officials, of seeing that only a legal ball is snapped or free kicked. Instruct ball boys from each team procedures for changing balls.

D. Linesman: Check line-to-gain equipment, confirm that the chain midpoint is

visibly marked, and meet and conduct your pre-game with the chain crew, instructing/reminding them of their duties and responsibilities in accordance with this manual.

- E. Judges (LJ/SJ/FJ): check field conditions and assume your responsibility enforcing the pre-game warm up restricted area as provided in this manual.
- F. Back judge: Be responsible for checking the play clock (25-second) and assume your responsibility enforcing the pre-game warm up restricted area as provided in this manual. Have a stop watch in the event one or both 25-second clock indicators become inoperable.
- G. Clock operator: The official assigned as the electric clock operator (ECO) shall attend the pre-game conference with the crew to review the signals and then check the operation of the game clock and 25 second clock. The Referee shall remind the 25 second clock operator of common signals and duties. The Referee shall also remind the clock operator to time the halftime intermission by putting 20:00 on the game clock and starting on your signal. Allow the time to elapse completely unless both schools have completed their half time activities and both teams are in the process of warming up. When the game clock reaches 0:00 (or field is clear, and teams have returned), immediately place 3:00 on the game clock and start the mandatory warm up period.

CHAINS AND CHAIN CREW – General

- A. The game management is required to make available a competent chain crew to operate the line-to-gain equipment and provide each member with distinctive vests or jackets, so they will be readily recognizable. This chain crew should be composed of 3 or 4 competent adults who are impartial. A crew of 4 adults is preferable with one member serving as a clip man, but a crew of 3 adults is acceptable. A competent crew is one trained in its responsibilities and capable of performing the various duties. The crew must be alert, agile, and responsive to the leadership and direction of the linesman. The line-to-gain equipment shall be removed from the sideline when the line-to-gain is the goal line. In this manual, reference to line-to-gain equipment will be for the traditional two rods and 10-yard chain unless otherwise indicated.
- B. The members of the chain crew serve as assistant officials and are partly responsible for promoting the smooth operation of the game. Because they are serving in official capacities, they must be reminded they have forfeited their rights and privileges as fans and shall refrain from making remarks or acting in a partisan manner. It is not required, nor necessary for a representative of the visiting team to serve as a member of the chain crew. This often detracts from efficiency. If a member of the chain crew is incompetent or being a distracting influence, the referee is authorized to replace that crew member.
- C. A distinctive marker securely attached to the chain (clip) must be used to mark the

intersection of the 5-yard lines with the chain in order to maintain its location. The assignment of an additional person to perform this task is recommended. The box man must remain outside and within 6 feet of the sideline and check with the linesman following each down in order to display the proper number. This person is not to change the number of the down or move the box until instructed to do so by the linesman. When the linesman signals the crew to change positions following a change of possession or a 1st down, the down marker will be placed at the foremost point of the ball first and the rear rod placed in an adjacent position. Whenever there is a request for a measurement, the down marker will be placed at the spot of the front rod with the previous down indicated. If there is a dispute regarding the number of the down, the referee shall determine the official down number.

- D. There are certain mechanics which become essential for officials to observe following a 1st down and before the line-to-gain and down markers are moved back from the sideline. It is imperative for officials to fasten a clip on the chain at the back edge of the yard line closest to the rear line-to-gain rod (Unless the rod is within two yards of the closest yard line). This will always give the official an accurate point of reference should a measurement for a 1st down be required. Whenever play action comes near the line-to-gain crew, they should be ready to drop their box and stakes, so players do not run into them.
- E. Auxiliary marker(s), which are unofficial line-to-gain ground markers, may be

positioned off the sidelines on both sides of the field. Whether such auxiliary marker is to be used is a decision to be made by the home game management. Such use is optional. When an auxiliary marker is used, it is unofficial. When used, they should be of the type which lie flat on the ground and made of materials that pose no danger to players. An unofficial auxiliary down indicator may be used on the sideline opposite the official chain and down marker. The person operating this auxiliary marker is considered to be a member of the chain crew and has the same restrictions as discussed in the foregoing paragraphs. The line judge will assist in placing the auxiliary marker.

THE CLIP PERSON

1. The clip person shall clip the chain marker on the back edge of the five-yard stripe closest to the rear chain stake (unless it is within 2 yards of the rear stake).

THE BOX PERSON

1. When directed by the linesman, the box person shall move the box first, then change the down.
2. Place the box on the line of scrimmage for all try for points with 4th down indicated.
3. Confirm the down with linesman each play.
4. The linesman will spot the box on all first downs at the six-foot restraining line.
5. During measurements, when directed by the linesman will place the down box at the location of the front stake with the previous down indicated.

THE STAKE PEOPLE

1. On kick-offs, position yourselves and all your equipment outside the restraining line at receiving team's end of the field.
2. On first downs (new series) the linesman will set the position of the down box (front point of the ball) by placing his foot at the spot on the two yard restraining line 6' outside the sideline. The linesman should return quickly to his position on the sideline to handle his responsibilities and duties of sideline management. The rear stake will then set up at that spot and the clip will be attached at the proper five-yard line then stripe.
3. Remove the chains when a first down (new series begins) inside the 10-yard line. Lay stakes down on the ground so they will not be showing.
4. Move on the linesman "wave" signal – Box person will move on point – such as first and 10.

HEAT TIME OUTS - For the first three weeks of the regular season, or as directed by the AHSAA, "Heat Timeouts" shall be added to the timing of each contest. Refer to the annual directive from the AHSAA for specifics but the required extra timeouts are a minimum requirement and additional time outs may be taken anytime if deemed necessary by the Referee. The mandated heat timeouts shall be taken at the first dead ball after the 6:00 mark (or within 30 seconds of the 6-minute mark if a change of possession,

team time out, any score, injury or unusual delay occurs) of each quarter and are 1 minute in length. The quarter change (between 1st and 2nd quarters and the 3rd and 4th quarters) shall be extended an extra minute. If a score takes place during either of these specified timeframes, the try should be completed and then the dead ball time between the try and the free kick shall be extended by an extra minute for the mandated timeout.

VERBAL SIGNALS – Verbal communication, especially immediately prior to the snap, of situations that we have hand signals for are not approved mechanics. Use the approved hand signals for counting and confirming the number of players (do not use any verbal “I have 11” or “I have 12”, etc.) and to indicate a ‘covered up/ineligible’ receiver. Verbal reminders to communicate responsibility (goal line or keys) or play situations (“FG, not try”) are allowable if done early and far enough in advance of the snap so as to not confuse the players with any snap signals.

PRE-GAME WARM-UP RESTRICTED AREA

The AHSAA has adopted a *Pre-game Warm-up Restricted Area* (a ten-yard belt from the 45 to the 45 extending from sideline to sideline) that shall remain clear and vacant during pre-game warm-ups. The four judges (LJ/SJ/FJ/BJ) will monitor the restricted area. Each judge will take a position on a hash mark on the 45-yard lines. The Referee and Umpire shall meet with the coaches and the Linesman shall meet with the chain crew and when complete, all three of these officials may assist as well, if needed. It is permissible for the officials to leave their observation points at midfield after one of the teams completes their pregame warmup and leaves the field. The officials should remain aware and

observe the remaining team to make sure that no unsportsmanlike conduct takes place after the first team returns to their locker room.

THE COIN TOSS

The coin toss may be held off the field and prior to the game if both coaches agree. If the coin toss is held off the field, the results shall be simulated at the center of the field 3 minutes prior to the start of the game. Only the referee and the umpire and no more than 4 team captains for each team shall be at the center of the field for the coin toss ceremony. The coin toss procedure shall be the same for the beginning a game and for the first overtime period. At 5 minutes before game time, the team captain will enter the field and take their position on their respective sidelines.

I. REFEREE

- A. At approximately 3 minutes before game time, the referee shall take a position to the right-hand side of the team's captain(s) on the side of the field where the press box is located and escort the captains to the center of the field. The captain(s) shall be positioned to your left with the speaking captain to your immediate left.
- B. Have opposing captains face each other with their backs to sidelines then on your signal, the umpire and you shall escort the team captains to the center of the field.
- C. After umpire introduces captain(s) to you, introduce captain(s) to each other and give them instructions including the emphasis that the captains are the

team leaders and expected to assist with maintaining good sportsmanship.

D. In presence of umpire:

1. Inform captains if coin is not caught, you will toss again
2. Instruct the visiting team captain to make the heads or tails choice and verify the choice with the home team's captain and the umpire prior to tossing the coin.
3. After making toss and determining winner, place hand on captain's shoulder and have captain choose one of following options:
 - a. Defer choice to the second half
 - b. To receive or kick
 - c. Defend a goal
4. The opposing captain will have remaining option(s)

E. If winner of the toss defers, tap shoulder of the winning captain, face the press box and give penalty declined signal once.

F. Once the choices have been decided. Ask captains to turn their backs to the goal they will be defending. **(Captains should be on the 49-yard lines)** Tap the shoulder of the team making the choice to kick, receive or defend a goal and

give appropriate signal. (Swing leg for kick, catching motion to receive or both arms toward the goal line chosen to defend. If choice was to defend a goal, give that signal and then the choice of kick or receive of the opposing team)

G. Dismiss captains.

H. Second Half choices:

1. The game official who escorts the team with the second-half choice obtains its second-half choice from the team's Head Coach. This occurs at the start of the mandatory three minute warm up and is communicated to the Referee.
2. The Referee then obtains the opposing team's response to the second-half choice from the game Official escorting that team.
3. Officials will take their kick off positions at the expiration of the three-minute warm up period.

II. UMPIRE

- A. At approximately 3 minutes before game time, you shall take a position to the right-hand side of the team captain(s) on the side of the field opposite the press box. The captain(s) shall be positioned to your left with the speaking captain to your far left.

- B. On the referee's signal, escort the captains to the center of the field.
- C. After introducing your captain(s) to the referee, you shall remain with the referee listening to his instructions and record the toss options selected for accuracy.

III. LINESMAN

- A. Pre-game: You shall provide the members of the chain crew with instructions on the following procedures.
 - 1. The box or chains shall not be moved until directed by the linesman.
 - 2. If you see a penalty marker, hold your spot and tell the linesman.
 - 3. Instruct box person that you will use your heel to mark spot at six-foot restraining line where rear rod is to be placed for each 1st down that starts a new series.
 - 4. Explain the mechanics to be used during measurements.
 - 5. The box will move on eye contact and down indication by the linesman. The chains will move on wave signal.
 - 6. At the end of the first and third quarters:
 - a. Linesman will record team in possession, down, distance and yard lines

where the ball and chain clip are located.

- b. Once confirmed with Back Judge the Linesman will secure chain clip and the chain crew will switch rod positions at the instruction of the linesman.
 - c. Set the chain clip on the back of the proper yard line at the opposite end of the field.
 - d. Set the box on the proper yard line at the opposite end of the field.
7. Review placement of chains along the six-foot restraining line and secure the clip on the chain.
8. Hold position on first downs and long gains until the linesman signals.
9. Chain and down people: When play comes your way
 - a. Lift stakes and box and step back
 - b. When the action is coming in your direction, drop the box or stakes and move back for safety!
10. When moving within the team area be patient, courteous and professional to the players and coaches.

IV. LINE JUDGE

- A. You shall be responsible for escorting the captain(s) on the press box side at the sideline, ready for the coin toss prior to the opening kickoff and overtime periods. Captains should be entering the field five minutes prior to kickoff to be ready for the coin toss three minutes before kickoff.
- B. You shall be at the side of the field on which the referee and press box are located which will be opposite the line-to-gain equipment.
- C. You shall remain at the 50-yard line and observe the team box area.

V. BACK JUDGE:

- A. You shall be responsible for escorting the captain(s) opposite the press box at the sideline ready for the coin toss prior to the opening kickoff and any overtime period. Captains should be entering the field five minutes prior to kickoff to be ready for the coin toss three minutes before kickoff.
- B. You shall be at the side of the field on which the umpire is located along with the line-to-gain equipment which will be opposite the referee and the press box.
- C. You shall remain at the 50-yard line and observe the team box area.

VI. ALL OFFICIALS

A. Pre-game:

1. At conclusion of toss procedures and after the captains have been dismissed, come together at the center of the field for final instructions from referee.
2. Record which team has first choice for second half.
3. At referee's signal, break the star and hustle to kickoff positions.

B. Second half choices:

1. After choices are communicated to the Head Coaches, all officials should remain on the sidelines until the clock runs out for the 3:00 warm up period and then move to second half kickoff positions.

USE OF THE WHISTLE

I. FORWARD PROGRESS OFFICIAL COVERING RUNNER

- A. Find ball and observe that it becomes dead in player possession before sounding whistle.
- B. Forward progress officials shall sound whistle after ball becomes dead:
 1. Assertively and loudly.

2. Stops action — prevents continuing action after dead ball.

C. Mark the forward progress of the ball with your downfield foot slightly in advance of the other.

II. ALL OFFICIALS

A. Show presence after ball becomes dead.

B. Verbalize or sound whistle if necessary to stop player actions

C. Let the forward progress official be responsible for sounding whistle. Do not echo their whistle.

D. Be ready to assist covering official(s) after whistle has sounded.

E. Use bean bag to mark spot of ball if whistle is sounded inadvertently.

F. You should only have the whistle in your mouth when you are ready to sound it.

III. INADVERTENT WHISTLE

A. Ball becomes dead immediately.

B. If the ball is in player possession, a bean bag shall be dropped on the yard line where the ball was when the whistle sounded. If the ball is loose, the bean bag

should be dropped on the yard line where possession was lost. The location at which the ball will be put in play and the number of the next down will be determined by applying the inadvertent whistle rule.

STOPPING, STARTING AND WINDING THE CLOCK

I. STOPPING CLOCK

- A. On an incomplete forward pass the covering official shall only use incomplete pass signal. (2 Repetitions). All other officials shall only use time out signal (2 Repetitions).
- B. On an out-of-bounds play, the covering official shall signal to stop the clock when the ball becomes dead. (Not when you get to the spot, but when the runner actually steps out-of-bounds.)

II. STARTING CLOCK

- A. The referee shall start game clock by using two arm rotations.

III. CLOCK – NEAR SIDELINE PLAY

- A. If ball becomes dead inbounds near sideline:
 - 1. Covering official shall use normal coverage.
 - 2. After determining ball is dead, give the start clock signal using only two

arm rotations.

- B. If ball becomes dead near sideline and 1st down is gained:
 - 1. Covering official shall use normal coverage.
 - 2. After determining ball is dead, give the start clock signal using only two arm rotations and then time out signal.

USE OF THE PENALTY MARKER – All Officials

- A. PENALTY MARKER - All officials shall be equipped with two light gold penalty markers, 15’’ X 15’’ and weighted in the center with sand or beans and worn out of sight in the rear pockets or under pants on the front or side
- B. The penalty marker shall be used to mark the appropriate spot or yard line on which an official has observed a foul.
- C. If penalty marker does not fall at the correct spot or yard line, the official must keep officiating the play then after the play is over, move the marker to the correct yard line before you discuss the foul with the referee.
- D. **Discretion, officiating position, and game situation** should determine whether the marker is dropped or tossed following a foul.
- E. The height of the tossed penalty marker should not exceed head height.

F. Never toss the marker at or near players- toss it towards an “empty” area

USE OF THE BEAN BAG – All Officials

I. ALL OFFICIALS

- A. The bean bag is to be dropped on the appropriate yard line (doesn't have to be at the exact spot, just on the same yard line) in accordance with following situations:
1. At the spot of the fumble, when the **covering** official actually sees a live ball fumble anywhere on the field, **NOT WHEN THE OFFICIAL SEES THE BALL LOOSE AND DID NOT ACTUALLY SEE THE FUMBLE!**
 2. At the spot of first touching, when a kicking team player first touches a free kick in the free kick neutral zone or scrimmage kick beyond the expanded neutral zone.
 3. When the momentum exception applies, the spot of the catch or recovery.
 4. At the spot of the last player possession for an inadvertent whistle.
 5. By the **covering official** when a scrimmage kick ends.
- B. If bean bag falls on wrong yard line, keep officiating the play and after the play is over, immediately move it to the correct yard line.

DECLARING BALL READY-FOR-PLAY

I. REFEREE AND UMPIRE

- A. A consistent time frame for spotting and marking the ball ready for play shall be established by the referee and umpire and maintained throughout the game. The general rule of thumb of marking it ready for play is within 12-15 seconds after the ball is declared dead. It should certainly be marked ready within a couple of seconds of the ball being spotted, as long as the down box is set and all officials are in position.
- B. When sounding the ready signal, the referee should be at or near his initial pre-snap position.
- C. The umpire shall remain over the ball facing team A until the Referee has sounded the ready-for-play signal. For quick, no huddle or hurry-up offenses, the referee shall be in position to observe the snap before giving the ready-for-play signal, and the umpire shall stand over and remain with the ball until the referee signals you to move.

II. ALL OFFICIALS

- A. Hustle to proper positions.
- B. Teamwork is essential to prevent delay.

PROCEDURE AFTER A SCORE OR TRY – PRIOR TO THE FREE KICK

ALL OFFICIALS SHALL:

- A. Prevent unnecessary delays but remember there is a one-minute intermission following a try, made field goal or safety.
- B. Encourage both teams to take free kick positions quickly.
- C. FJ and BJ after signaling the score and all action has ceased, move directly to the 20-yard line then up your sideline clearing the area as you move into your pre-kick off positions. SJ shall move to kick position and assist with clearing sideline. U will move up happy side (team that is kicking) and remain on the sideline until the kicking team takes the field. L and LJ move to appropriate sideline and assume free kick position. R will move to goal line in middle of field.
- D. Record the score.

USE OF THE MICROPHONE (When available)

- A. Being able to use a microphone is a tremendous asset in communicating with fans, teams, and other officials. It should be used to explain penalties, unusual situations, instant replay results and correct timing errors. Speak calmly and clearly.
- B. The microphone must have an on/off switch that the referee can control.

Microphone should be tested prior to the start of the game.

- C. Signals are still necessary. Microphone is not used on preliminary signal.
- D. Use terms such as kicking team, receiving team, offense, defense instead of the color of the jersey or the name of the team when reporting penalties.
- E. **Do use team names when reporting time outs and sideline warnings.**
- F. Instead of using “dead ball” use “prior to the snap” or “after the play” and “during the return” on interceptions and kick returns to help clarify the penalty enforcement.
- G. Penalty reporting should include: when foul occurred (if dead or during a change of possession), foul, distance, where from (previous spot, end of the run, spot of the foul, or end of the kick) and the down.

CORRECTING OBVIOUS ERRORS IN TIMING

I. REQUISITES FOR CORRECTING TIMING ERRORS

- A. Must be readily evident and resulted in acknowledged discrepancy.
- B. Must not involve judgment, but from failure, either human or mechanical, to correctly administer timing rule.

II. REFEREE

- A. Must be able to reasonably determine interval of time involved when putting time on or taking time off clock.
- B. Use microphone (when available) to correct timing errors. If you don't have use of a microphone, you should have established a method of communicating with timer prior to the game.

III. ALL OFFICIALS

- A. Note time on clock in dead ball intervals when clock is stopped.
- B. Monitor closely if problems arise with the operation of the clock.
- C. Observe clock status each time clock is stopped or started to insure it starts/stops properly. Especially in final moments of either half.
- D. Assist referee as much as possible.

COACH-REFEREE CONFERENCE

I. PURPOSE

- A. Allows a head coach to request a review of possible misapplication or misinterpretation of rules by officials.
- B. Allows corrections when error has been made.
- C. This should not be treated as (or confused with) an Instant Replay Challenge.

II. PROCEDURES

- A. Request for conference must be made by the head coach prior to ball becoming live, immediately following the play which is to be reviewed, unless period has officially ended.
- B. Head coach or player requests time-out for Referee to confer with Head Coach regarding application of a rule.
- C. Time-out granted — charged to requesting team.
- D. Referee (accompanied by another official) and head coach confer at sideline directly in front of team box (within 5 yards of the sideline) in the field of play.
- E. If the rule is determined to have been applied correctly:
 - 1. Time-out remains charged to team.
 - 2. Foul for delay of game will be administered if permissible time-outs have been used.
- F. If the rule is determined to have been applied incorrectly:
 - 1. Correction acknowledged and implemented.
 - 2. Time-out previously charged to team becomes an official's time-out.

3. Referee will review and explain the ruling and its results to the opposing head coach before continuing game.

COACH DISQUALIFICATION PROCEDURE

I. REFEREE

- A. Provide the head coach with the reason for disqualification (accompanied by another official).
- B. Require coach to vacate stadium area.
 1. If coach does not vacate:
 - a. Inform noncompliance could lead to forfeiture.
 - b. Locate local administration for assistance.
 2. Do not continue contest until coach vacates stadium area.
 3. Forfeit contest if necessary.
- C. Notify opposing coach of disqualification.

II. OTHER OFFICIALS

- A. One other official shall accompany referee to sideline.

B. Assist referee if necessary.

C. Observe all players.

III. REMINDER

A. **It is CRITICAL that the head coach be notified by the referee of all unsportsmanlike fouls against him or any member of his coaching staff and the time and reason noted on the game card.**

B. Mandatory that any coach receiving two unsportsmanlike fouls to vacate stadium area.

C. If a foul is flagrant, offender will be disqualified on first foul.

D. Immediately following the game, verbally notify your District Director. Also notify the AHSAA state office in writing of an ejection of any player, coach, or school official or any “event” in accordance with AHSAA published protocol.

PLAYER DISQUALIFICATION PROCEDURE

I. The official who called the foul that results in a player disqualification shall report all information to the referee, and then, the referee shall inform the offending players and also report his number to the head coaches and other members of the officiating crew.

- II. Emphasize disqualification is for the remainder of game.
- III. The official shall not place a hand on offending player, nor accompany or escort him to sideline.
- IV. All officials:
 - A. Record player's number and name if known.
 - B. Observe all other players.
- V. Immediately following the game, verbally notify your District Director. Also notify the AHSAA state office in writing of an ejection of any player, coach, or school official or any "event" in accordance with AHSAA published protocol.

CONTROLLING TEAM PERSONNEL ALTERCATIONS

- I. ALL OFFICIALS
 - A. If an altercation is in your area, attempt to stop the initial confrontation verbally – show presence.
 - B. If unable to stop altercation, step back, and record the uniform number of each player or other team personnel involved.
- II. LINESMAN and LINE JUDGE
 - A. Alert the head coach on your side to keep all team personnel off the playing

area.

- B. Record uniform number of any nonplayer who leaves the team box during an altercation.

END OF GAME PROCEDURE

I. ALL OFFICIALS

A. Regulation game:

1. **Shall leave field together immediately.**
2. Neither avoid nor seek coaches.
3. Do not discuss game on field or make any public statement about game to news media.
4. Report any flagrant irregularity or disqualification(s) to state association office when applicable.

B. Overtime, 10-yard line procedure:

1. Discuss the overtime procedure with each head coach then conduct the coin toss at center of field, using established coin toss mechanics following the appropriate intermission.

2. Toss winner shall choose whether to be on offense or defense or choose the end of field at which ball will be put in play. Coin will only be tossed in first overtime. The loser of coin toss will have 2nd overtime option to choose to be on offense or defense or choose the end of the field. Options will continue to be alternated in additional overtimes until a winner of the game has been determined.
3. To start each new overtime series, the team may designate location of ball between inbounds lines.
4. Referee will indicate winner of toss by placing a hand on his shoulder.
 - a. Then position offensive captain facing goal toward which ball will be advanced and defensive captain facing his opponents and opposite goal.
 - b. Give 1st down signal toward goal being used.

PROCEDURE WHEN FIELD CLOCK IS NOT OPERABLE:

The ECO will have a reliable stopwatch or other timing device suitable for timing the game in the event of a field clock failure. If the field clock is inoperable, or becomes inoperable during the game, the ECO will continue to time the game from the sideline on the press box side of the field. He/She will remain along the line of scrimmage and will keep the Referee informed through the Line Judge of the time remaining. He/She will inform the Referee when four minutes remain in each half.

PROCEDURE IF A CREW MEMBER IS INJURED AND NOT ABLE TO WORK ON THE FIELD:

1. During the pre-game conference, the referee will specifically discuss the procedure to be followed if he or she is injured and cannot continue.
2. If an official is injured during the game and cannot continue, the referee will determine whether the position will be replaced or continue the game with fewer officials on the field.
3. If the injured official is able to operate the clock and if the referee decides that the ECO is capable of working on the field and is eligible, then the ECO can come on the field.
4. If the referee determines that the ECO is not capable of working on the field, adjust positions as necessary. The Side Judge position will be vacated when the field crew is reduced to six. Back Judge will be responsible for all timing and “cheat” to the linesman side of the field when necessary.

25 SECOND CLOCK OPERATORS:

1. Shall be registered with the AHSAA as either an official, a restricted official, or a clock operator and must be approved by the referee.
2. The referee has the absolute authority to discontinue the use of the 25 second clock at any time.

3. Both play clock indicators (one on each end of the field) must be in operation. If one goes out, the other will be turned off and the 25-second count will be maintained by the back judge.

COUNTING PLAYERS

Counting players cannot be over emphasized. All officials have responsibility to count their players prior to every down and signal. In addition to counting the offensive team, the umpire also has the responsibility for counting and verifying that 5 offensive linemen are numbered 50-79. The following officials are responsible for counting players before each snap or free kick:

Crew of 7:

Offense: Referee, Umpire, Linesman, Line Judge **Defense:** Back Judge, Field Judge, Side Judge

Crew of 5:

Offense: Referee, Umpire, Wing Position on offense's sideline

Defense: Back Judge, Wing position on defense's sideline

Crew of 4:

Offense: Referee and Wing Position on offense's sideline **Defense:** Umpire and Wing position on defense's sideline

POSITIONS AND MECHANICS FOR CREW of 7 OFFICIALS

CREW OF 7 - POSITIONS FOR KICKOFF

Initial Positions R-R's Goal Line Middle of Field, U- K's Free Kick Line -with ball for K to Kick Off, L – R's Goal Line Corner Chain Side, LJ – R's Goal Line Corner Press Box Side, SJ – R's Restraining Line Chain Side, FJ – R's Restraining Line Press Box Side, BJ – K's Restraining Line Chain Side.

I. REFEREE

A. Before kick:

1. Position: R's goal line in the middle of the field.
2. Count R players, give signal and confirm with the linesman and line judge.
3. Check positions of other officials.
4. Hold arm above head to request ready sign from the other officials.
5. After ready signs have been received, give the ball ready for play signal and sound whistle to signal that kick can be made.
6. If short free kick is obvious:
 - a. Take position on 10 yard line and be prepared to rule on touchback.
 - b. Be alert to assist other officials.
7. Give all signals for any fouls to be administered prior to a free kick.

B. After kick:

1. During a kick return down the middle:
 - a. Signal clock to start when kick is touched by the receiving team.
 - b. Pick up runner and follow until releasing to covering official.
 - c. Observe action of other players in vicinity of runner.
2. Kick deep:
 - a. While standing on the goal line be prepared to rule on touchback. Has primary responsibility for ruling on the plane of the goal line.
 - b. If kick is caught or recovered inside 5-yard line, be ready to rule on momentum. If the 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 or recovery with a bean bag.
3. Kick outside hash marks:
 - a. Move cautiously with play.
 - b. Observe action of other players in vicinity of runner.
 - c. Serve as clean-up behind, to side of, and around runner.
4. Kick out-of-bounds — the HL and LJ have responsibility for kicks out of bounds.

II. UMPIRE

A. Before kick:

1. Position: Have the game ball to present to kicker to place on tee. Position yourself with the ball as to not allow the kicker to kick until the referee has given the ready for play signal.

2. Count K players.
3. Hold arm above head to indicate you are ready and position yourself between the kicker and the ball until the Ready for Play signal is given, then retreat out of the way for the kicker.
4. If short kick is obvious,
 - a. Be alert to rule on a straight ahead short kick.
 - b. Be alert for first touching by K
5. Umpire responsible for counting and checking for the correct number of K players on each side of ball at the kick.
6. Umpire has primary responsibility, with assistance from the BJ, for the K 5 yard belt restriction prior to free kick.
7. **Be alert and assist BJ for illegal pop up kick.**

B. After kick:

1. After determining trajectory of the kick, proceed downfield approximately 10-15 yards from K's restraining line to the hash marks on the side opposite of the back judge (press box side).
2. Move cautiously toward play and observe player actions away from the ball.
3. Observe action of other players in front of runner.
4. On long runs, be ready to observe actions on or by the runner as he approaches. After the Runner passes you, turn, trail play and back side officiate similar to a long scrimmage run.

5. If kick goes out of bounds in air, line up appropriate wing official for out of bounds spot. (Just as Referee does on punts)

III. LINESMAN

A. Before kick:

1. Position: goal line on sideline opposite the press box. Adjust initial position based upon kicker and skill levels of current game.
2. Monitor bench area.
3. Be certain spectators are behind the restricted area and coaches and substitutes are in team box.
4. Count R players.
5. Hold arm above head to indicate you are ready.
6. If short free kick is obvious:
 - a. Position 30 yards from K's free kick line
 - b. Be alert and ready to assist with touching

B. After kick:

1. Kick to your side.
 - a. Signal clock to start when kick is legally touched.
 - b. Pick up runner and follow.
 - c. When ball becomes dead, sound whistle and give time-out signal.
 - d. Be prepared to rule if ball broke plane of goal line or out of bounds first.

2. Mark spot where the kick goes out-of-bounds on your sideline. Umpire will assist on kicks going out of bounds in the air.
3. Maintain position enabling coverage of your sideline at all times.
4. Observe legality of blocks and action away from ball when you are not covering runner.
5. Kick to opposite side of field:
 - a. Move quickly up field and observe action of players.
 - b. Observe action of other players in vicinity of runner.

IV. LINE JUDGE

A. Before kick:

1. Position: goal line on press box sideline. Adjust initial position based upon kicker and skill levels of current game.
2. Monitor bench area.
3. Be certain spectators are behind restricted area and coaches and substitutes are in the team box.
4. Count R players.
5. Hold arm above head to indicate you are ready.
6. If short free kick is obvious:
 - a. Position on K's free kick line with bean bag in hand.
 - b. Be alert for first touching by K or kick which does not cross R's free kick line.
 - c. Mark spot of first touching by K with bean bag.

B. After kick:

1. Kick to your side.

- a. Signal clock to start when kick is legally touched.
- b. Pick up runner and follow.
- c. When ball becomes dead, sound whistle and give time-out signal.
- d. Be prepared to rule if ball broke plane of goal line or out of bounds

first.

2. Mark spot where the kick goes out-of-bounds on your sideline. **Umpire will assist on kicks going out of bounds in the air.**

3. Maintain position enabling coverage of your sideline at all times.

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

5. Kick to opposite side of field:

- a. Move quickly up field and observe action of players.
- b. Observe action of other players in vicinity of runner.

V. BACK JUDGE

A. Before kick:

1. Position: K's free kick line on the sideline opposite the press box.

2. Count K players.

3. Be certain spectators are behind restricted area and coaches and substitutes are in team box.

4. Hold arm above head to indicate you are ready.

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

6. Be aware of illegal kicks such as pop up kick.

B. After kick:

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

2. Be alert for kick which does not cross R's free kick line.

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

4. For a normal kickoff, move to your hash marks then proceed along the hash marks 10-15 yards from K's restraining line and be prepared for goal line responsibility on long returns.

5. Watch initial blocks by players near R's free kick line and action against kicker 6. After the ball has gone downfield, move deliberately in that direction while watching for fouls away from ball.

7. Officiate inside out.

8. Be in position to take over coverage of runner on long return and be responsible for the goal line.

9. Always be alert for short free kick.

VI. SIDE JUDGE and FIELD JUDGE

A. Before kick:

1. Position:

a. Side Judge - R's free kick line on the sideline opposite the press box.

b. Field Judge – R's free kick line on press box sideline.

2. Count K players.
3. Be certain spectators are behind restricted area and coaches and substitutes are in team box.
4. Hold arm above head to indicate you are ready.
5. Watch for any infractions involving R's free kick line.
6. If a short free kick is obvious, remain in position on R's restraining line with bean bag in hand. Always be alert for short free kick.

B. After kick:

1. Be alert for first touching by K — mark spot with bean bag.
2. Be alert for kick which does not cross R's free kick line.
3. Mark out-of-bounds spot if kick goes out-of-bounds in your area.
4. For a normal kickoff, move along your sideline.
5. Watch initial blocks by players near R's free kick line and action against kicker.
6. After the ball has gone downfield, move deliberately in that direction while watching for fouls away from ball.
7. Officiate outside in.
8. Be in position to take over sideline coverage of runner and be responsible for the goal line.
9. Always be alert for short free kick.

VII. ALL OFFICIALS

- A. Covering official(s) signal clock to start when appropriate by rule.

- B. Kick out-of-bounds between goal lines:
 - 1. Sound whistle.
 - 2. Give a time-out signal, and mark spot.
 - 3. Determine if R had touched the ball inbounds.
- C. Maintain a position to cover sideline at all times.
- D. Observe and rule on fair catch signal given by R
- E. Sound whistle when ball becomes dead in your area and give time-out signal.
- F. Free kick following safety:
 - 1. Each official assumes same relative position and has same duties as on kickoff.
 - 2. Ball put in play by dropkick, placekick or punt.

FIELD GOAL ATTEMPT AFTER A FAIR CATCH OR AWARDED FAIR CATCH

Free Kicks Following a Fair Catch or Awarded Fair Catch

- A) Back Judge and Field Judge shall take their normal positions under the uprights.
- B) Side Judge shall be on the goal line opposite the press box.
- C) Referee shall be on the goal line on the press box side.
- D) Line Judge shall be on R's restraining Line on the press box side.
- E) Linesman shall be on K's restraining line opposite the press box.
- F) Umpire shall be behind the kicker.

CREW POSITIONS FOR SNAP DOWNS

Prior to a snap down in which the offensive team does not set or shift into a scrimmage kick formation, the officiating crew has no way of knowing whether a running play or a pass play will occur. Consequently, positions of crew members shall be the same for any snap down unless the offensive team sets or shifts into a scrimmage kick formation, and each official shall assume an initial position to allow him or her to be in the best possible position to carry out his or her responsibilities.

RUNNING PLAY

I. REFEREE

A. After ball is spotted:

1. You shall assume the best possible position that will allow you to carry out your responsibilities.
2. Declare the ball ready-for-play by assuming an initial position behind the offensive team. How deep and how wide will be determined by formation of team A.
3. You shall assume a position on the side of the offensive formation that you deem most advantageous to view the ensuing play.
4. Your position should enable you to clearly view the offensive tackle on the far side of the line away from you, all backs, and the ball.
5. Check following:
 - a. 1-second count after huddle or shift.
 - b. Count A players and note eligible backs.

c. Snap irregularities and movement of linemen.

6. Be alert for illegal shift.

B. After snap:

1. Areas of responsibility:

a. Key tackle on opposite side. If he blocks aggressively, read run. If he pass blocks, read pass.

b. Responsible for the ball, runner and action around him to neutral zone. c. If action is not in direction of original position, move toward or parallel to scrimmage line, maintaining position approximately in line with runner's progress.

d. Delay moving immediately toward line of scrimmage to avoid hindering reverse or delayed play and to assure maximum vision of play.

2. Move behind play toward side of field to which play advances to cover runner if he is downed near line. You shall work from sideline to sideline and be responsible for the runner until he reaches the line of scrimmage.

3. Check following:

a. QB, QB, QB Maintain focus on QB- Action on quarterback after handoff or pitch out is primary responsibility.

b. Illegal use of hands by players of A and illegal blocks by A behind A's line of scrimmage.

c. Action behind ball and away from runner near line.

- d. Signal from linesman or line judge indicating foremost point of ball on quick line plays.
 - e. Backward or forward pass when ball is thrown.
 - f. Out-of-bounds spot behind neutral zone.
4. When the ball is dead:
- a. Move quickly to its location.
 - b. Let your forward progress officials sound their whistles – referee should not sound whistle except to stop continuing action.
 - c. Signal number of next down to the linesman for initial confirmation then to others in the crew.
5. Help spot ball, then give ready-for-play signal and sound whistle when the box is set to the correct down and the officials are in position.
6. If 1st down has been made or change of team possession has occurred, give time-out signal to stop clock unless already stopped by rule.
7. Assist with wings primary goal line responsibility when the snap originates outside A's 3 yard line or a change of possession occurs anywhere on the field.

II. UMPIRE

A. After ball is spotted:

1. You shall remain over the ball until the referee has sounded the ready for play signal or has signaled you to move in a no huddle or hurry up offense. If

the offense is in a “hurry up” or “no huddle” mode, back out of the line to your position maintaining a view of the ball in case of a snap.

2. You shall assume an initial position somewhere from 3 to 8 yards behind team B’s line and between the offensive tackles - you shall very rarely be positioned outside the offensive tackles.

3. Your position to either side of the ball shall not be dictated by the referee’s initial position.

4. You shall be in position to view the actions of the interior linemen of both teams.

5. You shall focus on illegal action by and on the snapper.

6. Check following:

a. Count A players and that 5 players numbered 50-79 are on the offensive line.

b. Interference with snap, false start, or encroachment.

c. Disconcerting signals by B.

d. Note position of ball between hash marks.

B. After snap:

1. Areas of responsibility:

a. Read point of attack paying particular attention to free blocking zone restrictions.

b. When play is wide to side:

- (1) Move in that direction observing initial line play and action around runner (especially on short gains or losses in side zones).
 - (2) Remain on inside working out to maintain boxed in coverage.
 - c. When hole opens directly in front of you:
 - (1) React and adjust according to play, including moving laterally (quick side step or pivot) away from hole being alert for tight end cutting across.
 - (2) cover action at point of attack and then behind runner.
 2. Check for illegal use of hands or arms and other fouls near neutral zone.
 3. Be alert for following:
 - a. If fumble occurs beyond neutral zone, assist in determining who secures possession.
 - b. Do not sound whistle – leave it to the forward progress officials.
 - c. Spot the ball for the ensuing play. When the ball becomes dead near the line to gain, carry the ball to the appropriate wing official and allow them to place the ball. The umpire should not place the ball down and then pick up and carry to wing official. All officials must be alert as to when a play ends near the line to gain.

III. LINESMAN AND LINE JUDGE

- A. After ball is spotted:

1. You shall assume an initial position at least one yard out of bounds and then adjust to the formation and game situations.
2. You shall straddle the line the ball is on and adjust this position to cover any possible play situation.
3. You shall be responsible for the player in motion away from you and remain responsible for him if he reverses direction.
4. You shall use the extended arm signal to indicate that the closest player of team A to you is off the line of scrimmage. This same signal shall be given by you when you have ruled that a pass is backward.
5. You shall be conscious of encroachment, false starts, and snap infractions.
6. When the ball comes to your side and the ball becomes dead, you shall hustle in and get an accurate forward progress spot.
7. Your initial pre-snap key is the third eligible receiver in on the strength side of the field; otherwise second in. Give proper signal when receivers are covered.
8. Count A players and verify that A players on your side are momentarily inside the 9-yard marks (top of the numbers) after the ready for play and before the snap.

B. After snap:

1. Areas of responsibility:
 - a. Observe your initial key and defender.

- b. Be alert for quick plays into line and assist in marking forward progress with downfield foot.
- c. On a wide end run to your side, observe blocking near neutral zone to tackle.
- d. Check actions on your initial key.
- e. When ball comes to your side of field, your first step should be toward team A's backfield.
 - (1) Cover sideline and check for crack back block and action in front of the runner.
 - (2) Let the play pass and then officiate the sideline and action behind the runner. Move parallel to the sideline and when the ball becomes dead, square off at 90° to the sideline. Proceed toward the dead ball spot until you encounter players. On plays close to the line-to-gain and goal line, come to the dead ball spot hard and fast being decisive as to the forward progress that was gained.
 - (3) Sound whistle when you confirm that the ball becomes dead and move to the forward progress spot.
 - (4) If ball becomes dead in the side zone, spot the ball at the forward progress spot or toss to referee or umpire for spotting between the hash marks.
- f. When ball goes to opposite side:

(1) Move cautiously across toward that area for backside officiating until certain there will be no reverse or counter play.

(2) Observe action on linebackers and backside pursuit.

g. On down-the-line option plays toward you, observe pitchman, loose ball, and receiver as he becomes runner.

h. Observe late blocks and forearm blows away from runner.

i. If ball goes out-of-bounds:

(1) Signal time-out immediately.

(2) Hold out-of-bounds spot while another official retrieves ball.

j. If obvious first down, signal clock to stop. If close to a first down, the Line Judge will alert the referee that it is close. The official obtaining the spot of forward progress should go all the way to the ball, if possible, on spots close to first down yardage.

2. While moving downfield with runner, watch for illegal forward pass or fumble. 3. If play continues following illegal forward pass, drop penalty marker at spot of pass to indicate where run ended and at spot of any subsequent foul.

4. When the ball becomes dead and you are not the covering official, mirror the opposite official without birdogging until the spot is taken or controlled by the umpire.

5. Be responsible for entire side line.
6. Support R with “A” goal line responsibility especially at the intersection of the sideline and goal line.
7. Assume primary goal line responsibility following the snap when the snap originates from on or inside the 5 yard line on either end of the field.

IV. LINESMAN: (Working with line-to-gain equipment and crew):

- A. Echo referee’s signal verbally and with proper hand signal.
- B. Repeat referee’s time-out signal.
- C. Do not turn back on field of play when having equipment moved.
- D. Authorize down marker to be moved only after referee’s signal.
- E. When necessary to move yardage chain, go all the way to the sideline and:
 1. While facing the field of play, spot foremost point of ball with downfield heel.
 2. Have down marker operator mark spot informing referee that yardage chain is ready.
 3. Have line-to-gain crew set the two rods.
- F. When line-to-gain is goal line:
 1. Remove line-to-gain equipment from sideline.

V. SIDE JUDGE AND FIELD JUDGE

- A. After ball is spotted:
 1. Basic position and responsibilities:
 - a. Approximately 15-20 yards from the line of scrimmage – mirror the position of the opposite official.

- b. Cover play from outside in.
 - c. Count B players every down and exchange signal with Back Judge.
 - d. Side Judge is responsible for the accuracy of the game clock and the following game timing situations: time outs, following scores, and media time outs.
 - e. Identify your initial pre-snap key which will be the widest eligible receiver on your side.
 - f. Assume primary goal line responsibility for any run when the snap originates outside the 5 yard line going in by taking position one to two yards out of bounds on goal line extended.
2. Strong side determination is determined by
- a. Most eligible receivers outside the tackle box.
 - b. Press box side is strong side in balanced formation.

B. After snap:

- 1. Watch initial action by or against your key player. Be alert for illegal blocks, including illegal crack backs and holding by either team.
- 2. Observe action in your zone ahead of the runner. Maintain outside in coverage. On runs toward the sideline, maintain the distance between you and wing official (15-20 yards). You will rule on dead ball fouls; the wing official will get most of the forward progress spots.
- 3. Cover players who are deeper than the Linesman or Line Judge using Man-Zone-Man.

4. Go toward the ball when it becomes dead in order to show presence and stop continuing actions by players. If dead ball is not in your area, move slowly toward the dead ball keeping play boxed in and observing activity in your area and around the dead ball spot.
5. If run ends out of bounds, the wing official will get the spot and you will move into the sideline area and rule on dead ball fouls.
6. Assume primary goal line responsibility for any run when the snap originates outside the 5 yard line going in. Responsible for spots inside the 3 yard line.

VI. BACK JUDGE

A. After ball is spotted Basic position and responsibilities:

1. Approximately 5 yards deeper than the Side Judge/Field Judge. Make sure you also position yourself at least slightly deeper than the deepest defensive back taking care to stay out of his way. Favor the wide side and/or the middle of the field. Adjust your position according to game situations, formations and pre-snap keys. Determine strength of formation then move to that side to notify the Linesman and Line Judge.
2. Cover play from inside out.
3. Count B players every down and exchange signal with the Side Judge/Field Judge.
4. Responsible for timing and ruling on the 25 second play clock.

5. Identify your pre-snap key player which will be the second eligible receiver in on the strong side of the field. If there is no strong side of the formation, key the second eligible receiver on the wide side of the field. If ball is snapped from the middle of the field and there is no strong side key the second eligible receiver on the Line Judge's side. Strong side determination priority is 1) most eligible receivers outside of tackle box, 2) Press Box side in that order.

6. On a "take a knee" play, set up closer and come up quickly when the QB kneels to discourage late hits and unsportsmanlike acts. Look for any receivers releasing downfield before moving toward the line.

B. After snap:

1. Watch initial action by or against your key player. Be alert for illegal blocks, including illegal crack backs and holding by either team.

2. Observe action in your zone behind the umpire and ahead of the runner. Maintain inside out coverage. On runs toward the sideline, look for action away from runner.

3. Go toward the ball when it becomes dead in order to show presence and stop continuing actions by players. If dead ball is not in your area, move slowly toward the dead ball keeping play boxed in and observing activity in your area and around the dead ball spot.

4. Assume primary goal line responsibility for any run where the snap originates inside the 20 yard line going in.

5. Always have primary end line responsibilities.

VII. ALL OFFICIALS

A. General

1. Keep play properly boxed in.
2. Before sounding whistle:
 - a. Be certain ball is dead.
 - b. Be certain of location of ball.
 - c. Keep eyes on runner when you are the covering official.
3. When ball becomes dead in your area, see the ball, then sound whistle promptly, and be alert for:
 - a. Dead ball fouls.
 - b. Surprise plays or fumbles.

B. If there is a fumble, covering official should:

1. Mark spot of fumble with bean bag.
2. Rule on possession immediately, but all officials should not be signaling direction.
3. If defense recovers, covering official should immediately signal time-out.
4. If fumbling team recovers, covering official should indicate number of next down with finger(s) or fist if 4th down.
5. If ball becomes dead before fumble, covering official sound whistle immediately to indicate down has ended.

C. If ball goes out-of-bounds:

1. Covering official:
 - a. Give time-out signal immediately.
 - b. Mark and hold spot while facing outside the field of play at approximately 45° to the sideline.
 - c. Continue to observe action.
 2. Nearest free official retrieve ball, unless covering official is in best position to do so.
 3. Other officials:
 - a. Echo time-out signal.
 - b. Move quickly into position to assist getting ball ready-for-play.
 4. Be alert for substitution infractions.
- D. When the ball becomes dead:
1. Mark the foremost point of the ball with the downfield foot extended slightly beyond the toe of your other foot.

FORWARD PASS

I. REFEREE

- A. After ball is spotted:
1. Declare ball ready-for-play using established procedure.
 2. Position: You shall assume the same initial position as for any snap down in which the offensive team does not set or shift into a scrimmage kick formation.

3. Count A players and initially be in the best possible position that will allow you to carry out your responsibilities in the best possible manner.

4. Identify eligible backs.

B. After snap:

1. Read initial block of offensive tackle on opposite side.

2. Observe all action on the QBs your primary responsibility.

3. As passer retreats, remain wide and deeper than passer.

4. Give special attention to contact with passer:

a. After ball is released, continue to observe passer, not flight of ball.

b. Verbally alert defenders when passer has released ball.

5. Determine whether pass is forward or backward on a drop back pass by the passer. Exception: If passer takes the snap and throws quickly to the side, it is the wing official's responsibility to determine if the pass is forward or backward.

6. Be alert to observe illegal pass and if illegal: drop penalty marker and continue to officiate.

7. Primarily responsible for intentional grounding but seek help/verification from other officials, if needed.

8. Continue to observe action behind neutral zone before leaving area.

9. Responsible for passer (including forward progress spot) until he crosses neutral zone and has illegal forward pass responsibility.

10. Provide sideline support near the line of scrimmage if a pass play breaks down.

II. UMPIRE:

A. After spotting the ball:

1. With a no huddle or hurry up offense, remain over the ball until referee gives ready-for-play signal or signals you to move.
2. Position: 3 to 8 yards deep behind team B's line and between the offensive tackles. Very rarely shall you be outside these tackles. Your position to either side of the ball shall not be dictated by the position of the referee.
3. Observe ineligible and numbering requirements.
4. Note position of ball between inbounds lines and always be in the best possible position to carry out your responsibilities.

B. After snap:

1. Be alert for illegal contact on snapper.
2. Watch for illegal contact and illegal use of hands.
3. When you read forward pass, step toward neutral zone and do not retreat or back up.
 - a. This removes you as target on shallow drag passes.
 - b. Puts you in position to rule whether ineligible is illegally downfield.

- c. If the passer scrambles, go to the line of scrimmage and remain until the pass is thrown, the ball becomes dead, or the play crosses the line-of-scrimmage.
 - d. Determine whether or not the pass goes beyond the neutral zone.
 4. Observe action of players in and just behind neutral zone.
 5. Assist referee to determine whether passer's feet were in or behind neutral zone when ball was released.
 6. Drop penalty marker at spot from which illegal pass is thrown.
 7. Assist with coverage on short passes in the middle of the field. Turn as pass goes by you.
 8. Know where forward pass first touches anything.
 9. Cover fumbled pass in your area, mark spot.
 10. When the ball becomes dead near the line to gain, carry the ball to the appropriate wing official and allow them to spot the ball.

III. LINESMAN AND LINE JUDGE

A. After ball is spotted:

1. Your initial position will be the same as for any snap down.
2. You shall assume an initial position just as you did for a running play that will allow you to carry out your responsibilities in the best possible manner.

B. After snap:

1. Focus on the initial actions of your pre-snap key.

2. Move to position to check blocking and contact of eligible receivers and linebackers.
3. Determine whether a quick pass or pitchout thrown toward you is forward or backward.
 - a. Do not signal if the pass is forward.
 - b. Give the backward pass signal as quickly as you determine the pass is backward.
4. Move downfield only when needed since the Side Judge and Field Judge are in position to cover deep passes.
 - a. Watch for pass interference or holding by either team.
 - b. Be ready to rule on fumble or illegal pass after completion.
 - c. Be able to rule on passes near the sideline.
 - d. If the pass is thrown deep, release the player to the Side Judge/Field Judge and continue to officiate your zone.
5. If pass is incomplete in your area:
 - a. Sound whistle.
 - b. Give incomplete pass signal.
 - c. Retrieving the ball and relay to official nearest previous spot.
6. Be ready to adjust coverage if potential passer decides to run.
7. Be alert for sideline action.
8. Be alert for forward progress of runner.
9. Responsible for entire sideline.

10. Always be prepared to come back to rule on play near neutral zone in addition to sideline action.

11. Secure eye contact with other officials when the ball is thrown between you and these officials in determining whether or not the pass was trapped. Be sure that these officials are giving the same ruling before you give any signal.

12. Be alert for ineligible receivers.

IV. SIDE JUDGE/FIELD JUDGE

A. After ball is spotted:

1. Your basic position and responsibilities are the same for any snap down in which team A does not set or shift into a scrimmage kick formation.

B. After snap:

1. Watch initial action by or against your key player. When you read pass, expand your coverage and check blocking or contact by or against all eligible receivers in your coverage area. Be alert for offensive pass interference (including illegal picks) and defensive holding or illegal use of hands.

2. Cover deep receivers generally in the side zone. Do not let any receiver get behind you. Watch all contact in your area before the ball is thrown. Officiate Man- Page 90 Forward Pass Zone-Man.

3. When pass is thrown, move quickly toward the ball. While the ball is in flight, watch opposing players who are contesting the pass. Be alert for pass interference or holding by either team.

4. Be prepared to rule on completion or interception of the pass. If the player attempting a catch has his back to you, look for help from any official in a better position to rule on the catch before making your call.
5. Be ready to rule on a fumble or illegal pass after the catch.
6. Be alert to rule on passes involving the goal line, endline or sideline – get visual confirmation from Back Judge on endline and goal line situations and the Linesman or Line Judge on side line situations before making the ruling. The official looking into the receiver and the ball rules on the catch (possession); other official rules on the feet and the line (side or end line).
7. If pass is incomplete in your area:
 - a. Sound whistle.
 - b. Give incomplete pass signal. If not in your area, give stop clock signal.
 - c. Continue to observe contesting players.
 - d. Help retrieve and/or relay ball.
8. If pass is complete deep in your area:
 - a. Sound whistle when ball becomes dead.
 - b. Move to spot ball.
 - c. Mark the forward progress of the runner with your downfield foot slightly in advance of the other.
 - d. Continue to observe contesting players.
 - e. If line-to-gain has been reached, give time-out signal.

V. BACK JUDGE

A. After ball is spotted:

1. Your basic position and responsibilities are the same for any snap down in which team A does not set or shift into a scrimmage kick formation.

B. After snap:

1. Watch initial action by or against your key player. When you read pass, expand your coverage and check blocking or contact by or against all eligible receivers in your coverage area. Be alert for offensive pass interference (including illegal picks) and defensive holding or illegal use of hands.
2. Cover deep receivers down middle. Do not let any receiver get behind you. Watch all contact in your area before the ball is thrown. Officiate Man-Zone-Man.
3. When pass is thrown, move quickly toward the ball. While the ball is in flight, watch opposing players who are contesting the pass. Be alert for pass interference or holding by either team.
4. Be prepared to rule on completion or interception of the pass. If the player attempting a catch has his back to you, look for help from any official in a better position to rule on the catch before making your call.
5. Be ready to rule on a fumble or illegal pass after the catch.
6. Be alert to rule on passes involving the goal line or endline – get visual confirmation from Side Judge or Field Judge before making the ruling. The official looking into the receiver and the ball rules on the catch (possession); other official rules on the feet and the line (side or end line).

7. If pass is incomplete in your area:
 - a. Sound whistle.
 - b. Give incomplete pass signal. If not in your area, give stop clock signal.
 - c. Continue to observe contesting players.
 - d. Help retrieve and/or relay ball.
8. If pass is complete deep in your area:
 - a. Sound whistle when ball becomes dead.
 - b. Move to spot ball.
 - c. Mark the forward progress of the runner with your downfield foot slightly in advance of the other.
 - d. Continue to observe contesting players.
 - e. If line-to-gain has been reached, give time-out signal.

VI. COVERING OFFICIALS

- A. Be alert for illegal passes.
- B. Observe touching or catching by eligible or ineligible players.
- C. Watch for holding of eligible receivers and all contact beyond neutral zone both before and after pass is thrown.
- D. If ruling on pass reception involving sideline, only signal incomplete then stop clock if out of bounds or line to gain has been reached.
- E. If pass intercepted inside defensive team's 5-yard line and player making interception is downed in end zone or ball goes out-of-bounds there:
 1. Be prepared to rule whether his initial momentum took him into end zone.

2. Mark spot of interception with bean bag.
- F. Do not use “Catch Signal” on completed passes

SCRIMMAGE KICK (PUNT)

I. REFEREE

A. After ball is spotted:

1. Check down and distance with lineman.
2. Declare ball ready-for-play by using established procedure.
3. Position 3-5 yards outside tight end and 2-3 yards behind player in kicker's position on kicking foot side.
4. Be able to see ball and observe all backs.
5. Count K players and signal.

B. After snap:

1. Watch for fouls behind neutral zone especially near kicker — do not take your eyes off the kicker to watch the flight of the ball.
2. Be alert for blocked kick and be ready to rule on recovery.
3. After ball crosses neutral zone, observe line play.
4. Move downfield slowly following kick.
5. Watch for fouls and be ready to pick up runner if there is long return.
6. Determine from covering official if ball was touched beyond neutral zone and by whom.

7. If kick is out-of-bounds in flight, you shall move to the spot from where the ball was kicked and line up the covering official with the spot where ball crossed sideline by using an outstretched arm.
8. Check with side judge, field judge or back judge for possible fair catch.
9. If no foul, signal linesman to move line-to-gain equipment.
10. Verify all officials are in position then obtain ready sign from linesman before giving ready-for-play signal.

II. UMPIRE

- A. After spotting the ball, remain over the ball until the referee has given the ready-for-play signal or signal to move.
 1. For each snap down, your initial position shall be the same.
 2. You shall assume an initial position that will allow you to carry out your responsibilities in the best possible manner.
 3. Position: 3 to 8 yards deep between team A's tackles being able to observe the ball and action on the snapper.
 4. Count offensive players and signal, check numbering exception for interior offensive linemen.
 5. Pre-snap keys are the offensive guards and center.
- B. After snap:
 1. Step toward neutral zone and be alert for roughing the snapper, then shift to action of offensive guards and backs behind neutral zone. If there is a

broken play, go to the line of scrimmage and be able to rule on illegal kicks or passes from beyond the neutral zone.

2. Read play, be alert for run or pass.

3. Be alert to assist referee in covering a short or blocked kick and determining if the ball crosses neutral zone.

4. Following kick, pivot to view the center of the field to observe blocks in middle zone and move toward return area observing players away from ball from the inside out.

5. Be alert for fouls in secondary and move downfield slowly.

6. When ball goes out-of-bounds or the ball becomes dead, hustle to spot the ball for the ensuing play.

III. LINESMAN AND LINE JUDGE

A. After the ball is spotted:

1. Your initial position shall be the same as for any snap down.

2. Your initial position shall be one assumed to allow you to carry out your responsibilities in the best possible manner.

3. Be alert and aware of eligible and ineligible receivers.

B. After snap:

1. Hold your positions after kick until the ball crosses the neutral zone, then move slowly downfield covering your side between neutral zone and deep receiver(s).

2. Cover all short kicks to your side and use your bean bag to mark the end of the kick if you are the covering official.
3. Ball rolls or bounces out-of-bounds:
 - a. Sounds whistle and give time-out signal.
 - b. Hold spot and continue to observe action.
4. Assist referee in covering ball on short or blocked kick:
 - a. Note if kick is touched by the receiving team beyond neutral zone.
 - b. Note if recovered in or behind neutral zone.
5. Routine kick:
 - a. Cover fouls in shallow secondary.
 - b. Move with runner if he comes to your side.
 - c. Reverse mechanics shall be used if run is broken. Linesman/Line Judge will get the progress/out of bounds spots inside the 3 yard line.
 - d. When ball becomes dead:
 - (1) Sound your whistle and give time-out signal and mark spot if you are the covering official.
 - (2) Make sure of possession on fair catch.
6. If there is a foul, have free official cover ball while official who had foul reports information to referee.
7. Linesman: Watch referee for signal to move line-to-gain equipment.

IV. SIDE JUDGE AND FIELD JUDGE

- A. After the ball is spotted:

1. Your initial position shall be 3 yards behind the deepest receiver on the side line. If ball is spotted inside the 40 yard line, take position on goal line pylon and remain there until kick has ended.
2. Count R players and signal.
3. Assume initial position with bean bag in hand.

B. After snap:

1. With bean bag in hand, observe initial direction of the kick and keep eyes on player actions in your area.
2. Cover all normal kicks to your side and use your bean bag to mark the end of the kick if you are the covering official.
3. Ball out-of-bounds in flight:
 - a. Sound whistle and give time-out signal.
 - b. Move further downfield than where it went out.
 - c. Walk up field until referee spots you on sideline.
4. Ball rolls or bounces out-of-bounds:
 - a. Sound whistle and give time-out signal.
 - b. Hold spot and continue to observe action.
5. Routine kick:
 - a. Cover blocking for possible fouls in secondary and cover block on the “corner” of the return around the runner before assuming coverage of the runner.
 - b. Move with runner if he comes to your side.

- c. Follow to goal line if run is broken (reverse mechanics).
- d. When ball becomes dead:
 - (1) Sound your whistle and give time-out signal and mark spot.
 - (2) Make sure of possession on fair catch.
- 6. If there is a foul, have free official cover ball while official who had foul reports information to referee.
- 7. Cover all kicks in the side zone:
 - a. Know where and by whom the kick was first touched.
 - b. Be prepared to rule on kick catching interference.
 - c. If R touches or is touched by the ball prior to K's touching, give the legal touching signal, and allow the play to continue. (Signal 11)
 - d. When K is first to touch a grounded scrimmage kick which is moving; mark spot with beanbag and continue to officiate.
 - e. When K is first to touch a grounded scrimmage kick at rest beyond the neutral zone, sound whistle, give time-out signal and mark spot.
 - f. If the kick goes deeper than the receiver, stay with the ball and be prepared to make any ruling concerning its status.
 - g. Use your bean bag to mark the end of the kick if you are the covering official.
- 8. Following fair catch:
 - a. Sound whistle, give time-out signal and mark spot.
 - b. Be sure referee knows it was a fair catch.

9. When fair catch is signaled but not made - Stay with the player who made the signal to watch for an illegal block.
10. Cover the kick return, watching the blocking until the runner moves into your area of responsibility. Officiate using reverse mechanics.
11. A kick which is not a scoring attempt becomes dead when it breaks the plane of R's goal line.
12. When kick becomes dead:
 - a. Sound whistle immediately and give time-out signal or touchback signal.
 - b. Inform referee of ball status before placing it for the next play.
13. If kick is caught inside receiver's 5-yard line and momentum is a factor, mark the appropriate yard line with bean bag.

V. BACK JUDGE

A. After ball is spotted:

1. Initial position approximately 3 yards behind the deepest receiver generally to the wide side of the field – adjust as needed to be able to see the ball as it touches the front of the receiver.
2. Count R players and signal.
3. Time 25 second count.
4. Assume initial position with bean bag in hand.

B. After snap:

1. When ball is kicked, observe initial trajectory, but do not watch ball. Observe receiver(s) in your area – their movements will tell you where the ball is going.
2. When kick is short to either sideline.
 - a. Primary responsibility for ball.
 - b. Observe action of players around ball.
3. Cover all kicks down middle:
 - a. Know where and by whom the kick was first touched.
 - b. Be prepared to rule on kick catching interference.
 - c. If R touches or is touched by the ball prior to K's touching, give the legal touching signal, and allow the play to continue.
 - d. When K is first to touch a grounded scrimmage kick which is moving; mark spot with beanbag and continue to officiate.
 - e. If the kick goes deeper than the receiver, stay with the ball and be prepared to make any ruling concerning its status.
 - f. Use your bean bag to mark the end of the kick if you are the covering official. BJ will have most bean bag spots.
5. Following fair catch:
 - a. Sound whistle, give time-out signal and mark spot.
 - b. Be sure referee knows it was a fair catch.
6. When fair catch is signaled but not made - Stay with ball.

7. Cover the kick return, watching the runner until he moves into another officials area of responsibility. After handing runner off, observe action behind the runner and all contact in your area.
8. A kick which is not a scoring attempt becomes dead when it breaks the plane of R's goal line.
9. When kick becomes dead: a. Sound whistle immediately and give time-out signal or touchback signal. b. Inform referee of ball status before placing it for the next play.
10. If kick is caught or recovered inside receiver's 5-yard line and momentum is a factor, mark the appropriate yard line with bean bag.

FIELD GOAL ATTEMPT OR TRY FROM ANY DISTANCE

I. REFEREE

A. After ball is spotted:

1. Position: 2-3 yards to the rear and 3-5 yards of the potential kicker, facing the holder and able to see holder receive ball.
2. Count K players and signal.
3. Observe kicker, holder and opposite side tackle.
4. Observe status of holder for dead ball exception.

B. After snap:

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

3. Officiate as a normal running play if a run is attempted.
4. Signal score or no score after receiving signal from Field Judge and Back Judge.
5. Rule on contact with kicker or holder. (Do not watch flight of ball.)
6. If try is blocked, immediately sound whistle and give the no score signal.
7. If field goal is blocked, ball remains live.

II. UMPIRE

A. After ball is spotted:

1. Your initial position shall be shared with the Side Judge who will be positioned as the “double umpire”.
2. Communicate with the Side Judge and assume an initial position that will allow you to carry out your responsibilities in the best possible manner.
3. Position: 3 to 5 yards deep.
4. Count K players and signal and check for use of numbering exception.

B. After snap:

1. Step toward neutral zone reading interior linemen. Your movement and responsibility are the same as for a punt from scrimmage.
2. Check action on snapper.
3. Be alert for determining if kick crosses neutral zone.
4. Be ready to assist referee in covering short or blocked kick.
5. Be alert for action on or by outside offensive linemen and up blocking back.

6. Shift observation to contact between defensive players and blockers behind line.
7. After players go past your position, pivot to view the center of the field and observe blocks and move toward play to observe action.
8. Assist in goal line coverage if run develops.

III. LINESMAN AND LINE JUDGE

A. After ball is spotted:

1. Position: Same as any other scrimmage down (adjust as needed) and count K players.
2. Observe neutral zone and ball.

B. After the snap:

1. If pass or run, move with play as on any other goal line play.
2. Quickly move to goal line if run develops.
3. Use your bean bag to mark the end of the kick if you are the covering official.

C. After the ball is dead, move towards the middle of the field to assist the umpire.

IV. SIDE JUDGE

A. After ball is spotted:

1. Your initial position shall be shared with the umpire.
2. Communicate with the Umpire and assume an initial position that will allow you to carry out your responsibilities in the best possible manner.
3. Position: 3 to 8 yards deep.

4. Count K players and signal and check for use of numbering exception.

B. After snap:

1. Step toward neutral zone reading interior linemen.

2. Check action on snapper.

3. Be alert for determining if kick crosses neutral zone.

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

5. Be alert for action on or by outside offensive linemen and up blocking

back.

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

7. After players go past your position, pivot to view the center of the field and observe blocks and move toward play to observe action.

8. Assist in goal line coverage if run develops.

V. FIELD JUDGE AND BACK JUDGE

A. After ball is spotted:

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

2. Count R players and signal.

B. After snap:

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

a. Back judge rules on crossbar and his upright.

- b. Field judge rules on his upright.
2. Back judge sound whistle when successful kick passes through the uprights, or when an unsuccessful kick breaks the goal line plane.
3. Prior to signaling a score or no score, you shall confirm your ruling with your partner (the other official) with a verbal yes, yes, yes or no, no, no and then move 3 to 4 yards straight in toward the field of play, stop and simultaneously give the same proper signal. Continue to observe players.
4. Be prepared to move if kick is blocked, obviously short, or a fake:
 - a. If run develops, quickly move along the end line to the back pylon to rule on the sideline.
 - b. Next move is toward goal line to assist on goal line coverage.
 - c. Use your bean bag to mark the end of the kick if you are the covering official.

VI. ALL OFFICIALS

- A. Take positions for field goal or try attempt if the kicking tee is brought onto field.
- B. Be alert for runback of an unsuccessful field goal attempt which is caught or recovered in field of play.

GOAL LINE PLAY

I. REFEREE

- A. Position and cover same as any scrimmage play.

B. Give touchdown signal to the press box if touchdown has been signaled by another official and no foul occurred. Obtain captain's choice of where to spot ball before declaring ball ready for play.

II. UMPIRE

A. Position near goal line and cover same as any scrimmage play.

B. The Umpire should never give a TD signal in the end zone. The ruling of whether the live ball crosses the plane of the goal line in player possession is the responsibility/judgment of the Linesman/Line Judge only. However, if the Linesman/Line Judge is blocked out and asks for assistance (with eye contact only) as they converge on the ball, the umpire may, if he sees the ball clearly in the end zone, respond with eye contact and a VERY slight and subtle nod ("yes" nod) to indicate that the ball is now in the end zone. There shall be no signal by the umpire if the umpire is not asked for assistance, if he does not see the ball or if the ball is NOT in the end zone (meaning there shall be no "NO" shake of the head). This "Yes nod" signal does not signify that he knows or is trying to rule on how the ball got there, but he is only providing information to the wing official that the ball is now in the end zone.

C. Be alert for quick pass over line of scrimmage.

D. When runner has made quick thrust into line, be sure ball is not moved forward after it is declared dead.

III. LINESMAN AND LINE JUDGE

A. Position as any scrimmage play. Except in tight short yardage, take initial position 10 yards from widest offensive player.

B. On snap inside 3-yard line (with Team A going in either direction), release to goal line and officiate back to ball.

C. On a snap on or inside the 5 yard line, has primary responsibility for goal line.

1. Run between the numbers – Officiate in advance of the runner to the goal line. If run ends short of the goal line, retreat and square-in to mark the spot.

2. Run outside the numbers to your side zone – Use the out of bounds area as needed to officiate even with or slightly behind the runner as he nears the sideline and goal line. Do not trail so closely as to become involved in the play.

3. Pass – Assume normal pass coverage until receiver(s) in your coverage area penetrates the 5 yard line moving toward the end zone. Move directly to the goal line, remaining until it is apparent that no pass or run will make the goal line. Work back cautiously to mark the spot using the out of bounds area as needed. As a runner nears the intersection of the goal line and sideline, retreat out of bounds remaining on the goal line extended until the down ends.

D. Note farthest point to which ball is advanced.

1. If short of goal line, move in quickly and help by marking the forward progress spot with extended foot or by actually placing ball.

2. If you see ball in possession of runner touch or cross goal line plane, give touchdown signal.
3. If ball does not break goal line plane, do not give any signal.

E. Linesman:

1. Remove line-to-gain equipment from sideline when line-to-gain is the goal line.

IV. SIDE JUDGE AND FIELD JUDGE

- A. On a snap from between the 20 and the 5 yard line, positioned at the goal line at the snap and has primary responsibility for goal line.
- B. On a snap from on or inside the 5 yard line, positioned at the endline pylon at the snap and has primary responsibility with the Back Judge for the end line.

V. BACK JUDGE

- A. Position: Not as deep as for other scrimmage plays.
 1. Start on end line if snap is from the 10 yard line going in.
 2. Assume responsibility for end line coverage with the Side Judge and Field Judge.

VI. ALL OFFICIALS

- A. Only covering official(s) who see a touchdown should give touchdown signal.
- B. Officials not observing touchdown, do not mirror signal.

AFTER A TOUCHBACK, SAFETY, TRY OR FIELD GOAL

I. ALL OFFICIALS

- A. All crew members shall assume an initial position the same as for a snap down or a free kick down and assume the responsibilities for either.
- B. Be alert for substitutions and any irregularities as to number of players.
- C. Do not permit any team attendants on field following a touchback.
- D. Reminder — on free kick following safety:
 - 1. Each official assumes same relative position and has same duties as on kickoff.
 - 2. Ball may be put in play by drop kick, placekick or punt.
- E. Strive to put ball in play without delay.

ADMINISTERING PENALTIES

I. REFEREE

- A. When ball is dead following a foul:
 - 1. Give time-out signal.
 - 2. Get full information from official who called foul.
 - 3. For live ball fouls, give preliminary signal to press box side.
 - 4. Give options to captain of offended team.
 - 5. When captain's most advantageous choice is obvious, inform him.
 - 6. When captain does not respond, his silence shall be considered acceptance of obvious choice. Once made, his decision cannot be revoked.
 - 7. Make note of enforcement spot for penalty.
 - 8. After ball has been spotted, give final signal for foul to press box side.

- B. When penalty is declined:
 - 1. Go to spot of ball.
 - 2. Give foul signal followed by penalty-declined signal to press box.
- C. When there is a double foul:
 - 1. Signal each foul, facing press box.
 - 2. Follow this with penalty-declined signal.
- D. When two penalties are enforced, give proper signals following each enforcement in the order of occurrence.
- E. When penalty is to be enforced on kickoff:
 - 1. Indicate scoring signal.
 - 2. Follow with proper foul signal.
 - 3. Point to offending team.
 - 4. Point toward succeeding spot.
 - 5. Following any intermission, after giving captains choices, you shall give the proper signal for penalty enforcement.

II. UMPIRE:

- A. Remain near the referee to witness the choices given to the captain(s) and the decisions of the captain(s).
- B. Secure ball.
- C. Make note of enforcement spot for penalty.
- D. Proceed with measurement, checking with L and LJ for confirmation.

- E. On properly marked field, avoid stepping off distance between yard lines except to the first and for the final yard line.
- F. Walk briskly, use an arm signal to point to each five yard line you cross.

III. LINESMAN

- A. Be ready to have line-to-gain equipment moved after penalty administration.
- B. Be certain of down number.
- C. Walk enforcement yardage with Umpire as a double check

IV. LINE JUDGE

- A. Return time-out signal to referee.
- B. Hold enforcement spot until Umpire and Linesman complete mark off and all three agree.

V. LINESMAN AND LINE JUDGE

- A. Check enforcement.
- B. Do not permit trainers, attendants, or coaches to come onto field.
- C. Relay penalty information to the head coach on your side.

VI. SIDE JUDGE, FIELD JUDGE AND BACK JUDGE

- A. Help obtain ball.
- B. Assist in holding spot of foul or covering penalty marker.
- C. Observe proper penalty enforcement.

VII. ALL OFFICIALS

- A. Observe live ball foul:
 - 1. Withhold whistle.

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

3. When ball becomes dead:

a. Give time-out signal.

b. Sound whistle.

c. Verbally report information to referee.

d. Give no visible signal.

e. Make mental note as to status of the clock to assist referee whether clock should be started on ready or on snap.

B. Observe dead foul ball.

1. Sound whistle, toss penalty marker in the air and give time-out signal immediately.

2. Follow procedures outlined under A.

C. See that umpire administers the penalty properly.

D. Calling official:

1. After calling foul and ball has been declared dead:

a. Sound whistle and stop clock.

b. Make sure another official is covering spot of foul.

c. Verbally report information fully to referee as quickly as possible.

(1) Identify foul.

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

- (3) Identify offending player's number or position.
- (4) Indicate spot of foul, end of run or end of kick.
- (5) Indicate status of ball when foul occurred.
- d. Assist locating captains.
- e. Recover penalty markers and ball.
- f. Enforcement
 - 1. Stay clear of spot of foul.
 - 2. If spot is different, go to enforcement spot.
 - 3. When umpire begins enforcement, check for correctness and distance.
 - 4. Avoid visiting while penalty is assessed.
- g. Record unsportsmanlike penalties.

MEASURING FOR 1ST DOWN USING TRADITIONAL STAKES AND CHAIN

I. REFEREE

- A. Give time-out signal.
- B. Signal linesman and chain crew to bring chain onto field.
- C. Motion players away from ball.
- D. Rotate ball so long axis is parallel to sideline.
- E. In side zone, measure before ball is taken between the hash marks.
- F. If line-to-gain not reached in side zone, use chain to accurately place ball at inbounds spot.

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

H. Inside edge of forward stake marks line-to-gain.

I. When measurement is completed:

1. Signal number of next down.

2. Spot ball at proper place.

3. Wait for Lineman to signal that the line-to-gain crew has returned to their positions.

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

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

2. New rear stake set with inside edge at new point of ball so that line-to-gain is 10 yards in advance of this point.

K. After measurement:

1. Declare ball ready-for-play by using established procedure.

II. UMPIRE

A. Take forward stake from chain crew at the place of measurement.

B. When linesman says “ready,” tighten chain and hold forward stake near ball until referee reaches decision.

III. LINESMAN

A. When a measurement is signaled by referee:

1. Grasp chain and clip - don't just grasp clip since clip could detach.

2. Instruct box person to mark front stake spot and keep same down number.
 3. Bring chain behind ball and place clipped part of chain at back edge of back yard line.
 4. Hold firmly and call “ready” to umpire to stretch chain tight.
 5. Wait for referee’s decision and signal.
 6. No 1st down:
 - a. While holding chain, accompany crew to sideline, reset in original position.
 - b. Have down marker operator move indicator to next down.
 7. New series — set inside edge of rear stake at foremost point of ball after spotted by referee — 1st down on marker.
- B. Mark foremost point of ball for down marker operator on all 1st downs.

IV. LINE JUDGE

- A. Align linesman with ball so measurement is accurate by placing foot where clip is to be placed.

V. SIDE JUDGE

- A. Go to the down marker on the linesman’s side of the field and assume sideline responsibilities. Make sure down marker has correct down and is placed in the spot of lead stake prior to linesman removing chains from sideline.
- B. Do not allow team attendants to enter the field.
- C. Observe players on the sideline.

D. If a new series is awarded, spot the down marker and return to your normal position. If the measurement is short, return to your normal position.

VI. FIELD JUDGE

A. Monitor sideline and players on field.

VII. BACK JUDGE

A. Once referee signals for measurement, move to the ball and secure the ball so that it is not moved.

TIME-OUT PROCEDURE

I. REFEREE

A. Sound whistle and Signal “time-out.”

1. If time-out is charged to a team, indicate by moving both arms two times in a horizontal motion toward that team’s goal line.
2. If it is an official’s time-out, indicate by tapping chest with both hands.

B. Duties:

1. Verify with members of the crew the number of timeouts remaining for each team.
2. Await notification whistle from the side judge.
3. Notify head coach and captain when the third time-out of the half has been charged.
4. Take position away from other officials, and observe team A and check the number of players in their huddle.

5. When the authorized conference is held between the hash marks, you shall notify the team A huddle that the ready for play will be in 15 seconds as alerted by the side judge.
6. When the authorized conference is held near the sideline and you receive notification from the side judge that 45 seconds have expired, signal linesman and line judge by pointing directly to them to give their teams the 15 second warning.
7. Inform each team huddle of down.
8. Declare ball ready-for-play using established procedure.

II. UMPIRE:

- A. Maintain position over ball and observe Team A until referee is ready to start play and observe the number of players in their huddle. Note: When the conference is held between the inbounds marks, the umpire will notify team B when 15 seconds remain.

III. LINESMAN AND LINE JUDGE

- A. Conference held between hash marks:
 1. Move to position halfway between the ball and your sideline.
 2. 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.
 3. Inform the coach of time-outs remaining.
- B. Conference held on field within 9 yards of sideline.

1. Assume a position where you can observe the sideline, monitor team huddle and keep the team and coaches inside the 25 yard lines.
2. 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.”
3. Inform the head coach of time-outs remaining.

IV. SIDE JUDGE

- A. Time 60-second interval; give 2 or 3 short blasts with the whistle to notify referee at 45 seconds and visually notify referee when 60-second interval expires.
- B. Assist linesman with monitoring team personnel during the time out.

V. FIELD JUDGE

- A. Assist line judge with monitoring team personnel during the time out.

VI. ALL OFFICIALS

- A. Repeat time-out signal. Only referee indicate team charged.
- B. Record time-out, number of player who called it, time on clock and period.
- C. Stand alert.
- D. Do not visit with players or other officials except as required to properly perform your duties.
- E. Restrict discussion to captain.
- F. Do not huddle in a group.

INJURY TIME-OUT PROCEDURE (Additional responsibilities beyond regular time-out.)

I. REFEREE

- A. Sound whistle and signal for an official's time out. Summon trainer(s) and/or coach(es) on field.
- B. Assume a position near and remain in the area of the injured player.
- C. For extended injury time out, send both teams to their respective team box areas.

II. UMPIRE

- A. Make sure summoned trainer(s) and/or coach(es) are not on the field for coaching purposes.
- B. Remain over the ball and observe team A's huddle.

III. LINESMAN and LINE JUDGE.

Observe your sideline being alert for illegal substitutions and conferences. Note: Players may come to sideline as long as they remain on field and coaches remain off the field.

IV. BACK JUDGE, FIELD JUDGE, SIDE JUDGE

- A. Assume positions where you can observe and monitor team B's huddle.

ENDING OF PERIOD PROCEDURE

I. REFEREE

- A. If field clock is not used:

1. When notified by the ECO, take official's time-out with approximately 4 minutes remaining in 2nd and 4th quarters. (When there is no field clock, the ECO will keep the game time on the press box sideline on the line of scrimmage.)
2. Inform both captains of time remaining and see that both head coaches are notified.
3. When time expires and ball becomes dead, sound whistle and give the time-out signal.
4. After confirming that there are no fouls, timing errors, a request for coach-referee conference, or other irregularities, face the press box and hold the game ball above your head with one hand signifying the official end of the quarter.

B. If field clock is used:

1. When facing the game clock, be responsible for knowing when time expires. Communicate with the Back Judge that you have the game clock.
2. If time expires prior to snap:
 - a. Sound your whistle to prevent snap.
 - b. If ball is snapped immediately after time has expired, sound whistle loud and long, and give time-out signal.
 - c. After confirming that there are no fouls, timing errors, a request for coach-referee conference, or other irregularities, face the press box

and hold the game ball above your head with one hand signifying the official end of the quarter.

II. BACK JUDGE:

- A. When field clock is used, when facing the game clock, be responsible for knowing when time expires. Communicate with the referee that you have the game clock.
- B. If time expires prior to snap:
 - 1. Sound your whistle to prevent snap.
 - 2. If ball is snapped immediately after time has expired, sound whistle loud and long, and give time-out signal.

BETWEEN PERIODS PROCEDURE

I. REFEREE

- A. Duties:
 - 1. After confirming that there are no fouls or timing irregularities, face the press box and hold the game ball above your head signifying the official end of the quarter.
 - 2. In the presence of the umpire on the field near the ball, you shall note and record the down, distance, lateral position on the field, team in possession and going in or out.
 - 3. Confirm this information with linesman and umpire.

4. Measure distance from the nearest yard line to foremost point of ball, and estimate distance from the nearest hash marks.
5. In spotting ball, check again with linesman and umpire.
6. When notified by side judge that 45 seconds have expired, signal linesman and line judge to give their teams' 15-second warning.

B. When notified by side judge that 60 seconds have expired, announce down and distance.

C. Declare ball ready-for-play by using established procedure.

II. UMPIRE

A. In the presence of the referee on the field near the ball and prior to the moving of the chains and chain crew, you shall record the down, distance, lateral position of the ball, team in position and going in or out.

B. Assist referee.

C. Quickly take ball to corresponding point on other half of field and reverse directions.

III. LINESMAN

A. While at the sideline, record down, distance, yard line nearest foremost point of ball **while confirming with the Side Judge**.

B. At the direction of the referee move the chains and chain crew.

C. Clip chain at back edge of back yard line.

D. Call down and distance to chain crew.

E. Reverse yardage chain and two chainmen.

- F. Set down marker after referee has spotted ball.
- G. Check number of down and distance to gain.
- H. Indicate to referee you are ready by signaling number of down with finger(s) or fist for 4th down.
- I. Give your team 15 second warning when directed by referee.

IV. LINE JUDGE

- A. Line judge will go to the corresponding yard line while remaining within 5 yards of the sideline to assist the referee marking the ball at the opposite end of the field.
- B. Give your team 15 second warning when directed by referee.

V. SIDE JUDGE

- A. Verify down, distance, ball location and yard line of clip with Linesman.
- B. Move to other end of the field and identify yard line the clip is to be placed for the linesman.
- C. Make sure chains are set properly. Confirm down, distance and ball location with linesman.
- D. Assume responsibilities as for time-out.
- E. Times 60-second interval; give 2 or 3 short blasts with the whistle to notify referee at 45 seconds and visually notify referee when 60-second interval expires.

V. ALL OFFICIALS

- A. Limit of three team attendants are permitted on field.
- B. Either legal type coach-player conferences may be held.

BETWEEN HALVES PROCEDURE

I. REFEREE

- A. Signal timer to start clock to time intermission when teams have cleared the field. At the conclusion of the halftime, signal timer to begin mandatory 3 minute warm up.
- B. Discuss any issues with the crew in the official's designated meeting room.
- C. Second Half Kickoff Choices:
 1. The game Official who escorts the team with the second-half choice obtains its second-half choice from the team's Head Coach. This occurs at the start of the mandatory three minute warm up and is communicated to the Referee.
 2. The Referee then obtains the opposing team's response to the second-half choice from the game Official escorting that team.
 3. With 30 seconds remaining of mandatory three minute warm up period, officials will begin to move near their kick off positions to be ready for second half.
 4. Following the half time intermission and mandatory three- minute warm-up period, both teams assume their respective free-kick formations.

II. WING OFFICIALS

- A. The Line Judge and Linesman will swap sides of the field as well as duties.

- B. The Side Judge and Field Judge will swap sides of the field but will retain the same position and duties as each had in the first half. Exception: The official on chain side of the field will have duties of Side Judge for measurements and between quarters.
- C. The assigned Linesman, Line Judge, Side Judge, Field Judge will work the assigned position in the SECOND half.
- D. The assigned Side Judge (working SJ in second half) will be responsible for timing during half time.