

Five Man Mechanics for High School Football

California Football Official's Association

2006

*Final Draft February 2006*

## *TABLE OF CONTENTS*

1. General Officiating Principles.....	3
2. “Remember This” Philosophies.....	4
3. Responsibilities of Officials.....	7
4. Five-man Mechanics	
a. Pre-game: Dressing Room.....	8
b. On The Field Pre-game Responsibilities.....	9
c. Coin Toss.....	10
d. Kickoff.....	11
e. Onside Kick.....	14
f. Declaring Ball Ready-For-Play.....	16
g. Counting Players.....	16
h. Running Plays.....	17
i. Forward and Backward Pass Plays.....	19
j. Scrimmage Kicks	
i. Punts.....	23
ii. Out of bounds – In the Air.....	26
iii. Snapped from Inside the Opponent’s 35-yd Line.....	27
iv. Field Goal.....	28
v. Try.....	30
k. Use of the Whistle.....	30
l. Forward Progress.....	31
m. Fumbles.....	32
n. Signaling Touchdown – Goal Line & Reverse Goal Line Mechanics.....	33
o. Measuring for a First Down.....	34
p. During the Dead Ball Period.....	36
q. Ball Mechanics.....	36
r. Charged Time Out.....	37
s. Penalty Flag and Bean Bag.....	38
t. Calling and Reporting Fouls.....	39
u. Enforcement of Penalties.....	40
v. Timing.....	42
w. Between Quarters.....	42
x. End of 1 <sup>st</sup> Half – Start of 2 <sup>nd</sup> Half.....	43
y. Sideline Warning.....	44
z. Overtime Procedure.....	45
aa. Free Kick After Safety.....	45
bb. Free Kick After Fair Catch.....	45
5. Referee Pre-game Outline.....	46
6. Chain Crew & Box Man Instructions.....	47
7. Ball Person’s Instructions.....	48
8. Timer Instructions.....	49

## **GENERAL OFFICIATING PRINCIPLES**

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

The ability to handle players in a firm, fair and friendly fashion, while maintaining unchallenged control of the game, discipline of the players, coaches and administrators.

Letter-perfect knowledge, understanding and application of the rules with fair, fearless and intelligent enforcement.

Knowledge of and adherence to the approved mechanics with a thorough mastery of the assignments and duties of every position.

The football officials of this organization are reminded that this manual of mechanics is simply a guide to place the official in the ***right place at the right time*** to observe the action. ***However, it is mandatory that a top-notch football official realize that he must exercise discriminating judgment based upon the effect created by the players in a given situation with proper application of the rules. There is not a need in football officiating for technical officials, but rather those who exercise good common sense.***

John Bunn described it the best when he wrote “it is the purpose of the rules to penalize a player who by reason of an illegal act has placed his opponents at a disadvantage”.<sup>1</sup>

All changes to this manual are a result of the recommendations of the executive advisory instructional counsel, represented by the various units of the ***California Football Officials Association***.

All of the information concerning 5-man crew mechanics is basic to other crews. These 5-man mechanics should be studied prior to reading sections on 2, 3 & 4 man mechanics.

<sup>1</sup> Bunn, John. “*Art of Officiating Sports*” Prentice-Hall 1950

## **AS A FOOTBALL OFFICIAL REMEMBER THIS...**

It is not only what happens, but what effect it has on the play.

Certain sound officiating principals should be used by all officials and are applicable throughout this manual. It would be beneficial for all officials, inexperienced and veteran alike, to review these principals prior to every game;

1. Each official being engaged solely for the purpose of efficient administration of a game is morally obligated to appear well before the starting time and be prepared **mentally and physically** for the work expected.
2. The basic objective of good officiating alignment is to **box the play in at all times** with at least one official available for coverage of each sideline to observe the play on the field as seen from the outside looking inward and other officials in the middle of the field to observe from the inside looking outward.
3. Observing everything while seldom being noticed is the ideal situation. Developing the skill to observe the happenings away from the ball is essential.
4. Application of the rules to any given set of circumstances depends upon being at the most advantageous spot at the proper moment and the **ability to think quickly when the action occurs**.
5. Never sacrifice accuracy for speed in making officiating decisions.
6. There is such a thing as the “spirit of the rule.” And while this is not much upon which to lean in a controversy, it is certainly worthy of consideration.
7. Knowing **what to look for and where to look** is a requirement which must be met by every official who hopes to continue in the game.
8. Any foul which has a “material effect” on the play and gives an advantage to one team must be promptly called, as should **all fouls involving unnecessary conduct, unsportsmanlike acts and dead ball situations. Acts that compromise player safety or violate the tenets of good sportsmanship should not be tolerated and should be penalized without regard to their effect on the play.**
9. Judgment, in the final analysis, is the application of common sense and common sense tells us that extremes are not desirable in officiating.
10. **Never fail to call them as you see them – you have to live with yourself.**
11. In calling a foul, report the team to the referee using both jersey color and offense or defense terminology, **including the fouling player’s number.**
12. Experience is of value only when it results in the development of the person and enhances those qualities necessary in a football official.
13. Efficiency in officiating depends entirely upon the cooperative efforts by **all of the officials.**
14. Cooperation means looking at the tough ones, not away from them. It means being pleasant. It means quietly and privately questioning any doubtful ruling, not openly nor loudly. It means that you go to the other official, giving desired information without waiting to be dragged in and questioned. It means that everyone helps the others in order to make the game the pleasant experience it should be.

15. If a fellow official questions your call don't fence yourself in by saying "yes he caught it" or "yes he had possession crossing the goal line" or "yes he grabbed the face mask not the pads". If you do you have ended the conversation. You might have been screened and you might be wrong.
16. The division of the many duties in officiating makes each position just as important as the others.
17. ***Be consistent in your use of the whistle throughout the game in declaring the ball dead.***
18. ***Being sure of where the ball is (see the ball before blowing your whistle) applies to all officials.***
19. Keep the game under control by being on the spot and letting the players know you are there and ready to act promptly in a manner appropriate for the situation (calling a foul or just breaking up a scuffle). Most players will be on their best behavior when they notice that the officials are on the job.
20. Any official who marks the forward progress spot should always ***be sure that no measurement for a first down is necessary before the ball is moved.***
21. Never wait for another official to call a foul that you are sure should be called.
22. ***The proper procedure when calling a foul is to throw your flag and to continue to officiate until the ball becomes dead.*** Report to the referee only after the ball becomes dead, forward progress has been marked and player action has ended.
23. Be pleasant, but firm and fearless.
24. Forward pass interference is basically and primarily a matter of judgment.
25. Be felt...not heard...as much as possible.
26. Officials should call any foul that effects the game and ***MUST*** call all personal and unsportsmanlike fouls regardless of how far away from the play they occur.
27. ***NEVER*** move the chains without orders.
28. The foremost duty of the officiating crew is to promptly penalize all unfair and unsportsmanlike acts that may cause injury and to curb to the greatest extent the less serious acts which may lead to the development of more serious ones.
29. Be in position to rule on all pass plays. Keep in mind that unless a pass is ruled backward it is a forward pass and if not caught, is incomplete.
30. ***ALL*** officials on the crew are jointly responsible for the enforcement of the rules and are equally responsible if the game is either poorly or well officiated. You must work closely in facilitating the orderly conduct of the game.
31. Do not allow false pride in the need to wear eye glass become a mistake. Officials who wear glasses off the field should wear them on the field.
32. The following must be noted whenever a foul is called:
  - a. Was the ball in player possession or was it loose?
  - b. Was the ball live or dead?
  - c. Where was the ball when the foul was committed?
33. Be consistent---Do not guess, ***KNOW*** what occurred
34. Do not have rabbit ears. Be thick skinned and allow criticism to roll off. Remember that comments from the stands are ones that you cannot control. Comments by the coaching staff must be handled on an individual basis. However, the use of disparaging remarks and profanity cannot be allowed.
35. The use of tobacco products is not permitted in the stadium or the locker room area.
36. Do not fraternize with coaches or spectators before, during or after the game.

37. Be professional. Do not give any information about another team to a coach or school.
38. Seek the happy medium between excessive strictness and complete laxity with regards to rule enforcement. Football sense must supercede “a letter of the law” technical approach to rule enforcement.
39. Preventive officiating is your best approach towards maintaining game control. A word of warning at the proper time goes a long way in aiding your efforts. Alert the player, his captain and the head coach when a problem is in the making.
40. In handling player complaints, ask the player to be specific---what happened and who caused it? Let the player know if you saw the action and did not consider it a foul or point out the flag on the ground if you did. If you did not see the action say so, indicating that you will continue to watch.
41. ***Fix incorrect rulings on the field ----- NOT in the dressing room.***
42. ***Develop and maintain a completely impartial approach with coaches.*** You will never win an argument with a coach—so don’t try. Arguments solve nothing and create nothing positive.
43. REMEMBER-----No spectator ever paid to watch and official officiate!!! You have worked a great game when you were in the background, kept the game moving along according to the rules and the spectators never knew there were officials present.

## ***RESPONSIBILITY OF OFFICIALS***

### ***ALL***

- All officials have equal jurisdiction on the field. All are jointly responsible for the enforcement of all rules and must cooperate closely in facilitating the orderly conduct of the game.
- All must work as a team, keeping the two competing teams covered by the BOX FORMATION.
- HL/LJ must be in position to have the outside-in look. R/U/BJ have the inside-out look.
- Communication between the crew on long or unusual plays is absolutely necessary. Keeping the R informed on these plays is essential.
- Application of the rules to any given set of circumstances depends on being mechanically in the correct position at the right time. Knowing what to look for and where to look requires a through knowledge of both the Rules and Mechanics of the game. The ability to think and react instinctively to the circumstances involved requires complete concentration.
- To maintain a constant rhythm/pace to the game by the use of proper mechanics, rules application and HUSTLE.
- Call fouls that put a team at a disadvantage. ***ALL PERSONAL FOULS ARE TO BE CALLED***. Work as a team to cover another officials back = “CLEAN-UP”. Should you see a foul and another official throws his flag, throw your flag for the foul you saw. Never assume the other flag is for the same foul you called.
- Never throw a flag on a play when you did not see the entire action involved. DON'T guess
- The Referee has general supervision and control of the game. He is the sole authority for the score, the sole judge of forfeiture of the game by rule and his decisions upon all matters not specifically placed under the jurisdiction of another official is final.
- The U is the final judge of the legality of equipment. The entire crew is responsible to see that Players properly wear all legal and required equipment.
- You must know all the proper signals as well as their applications. The use of signals not listed in the Federation Rule Book is discouraged.
- When the use of the whistle is indicated, it should be loud and clear.
- DO NOT be in a hurry to make a mistake, slow down and allow your mind to evaluate what it just saw before you react. You cannot take back an Inadvertent Whistle.
- When questioned by a fellow crew member, remember you're a crew and must work together. Listen openly to what he has to say, ask him what he saw. He is there for a reason. Always be open for help. Even if you are absolutely confident of your call, don't put up a wall.
- Our most important objective is to GET IT RIGHT. Do not be afraid to stick your neck out when the situation requires it. What you ACTUALLY SAW is necessary information that should be shared with the crew. Your opinion of what you THINK happened should be kept to yourself.

# ***FIVE-MAN OFFICIATING MECHANICS***

## ***Pre-Game: DRESSING ROOM***

### ***ALL***

Arrive at least one hour prior to game time. Have both a clean and complete uniform. Double check your uniform and all of your equipment prior to leaving for the game. Your personal appearance reflects not only upon you but your crewmates as well. First impressions **ARE** important. Look businesslike in what you wear to the game. Avoid wearing sandals, shorts and t-shirts. A haircut, facial hair trimmed neatly and a clean, properly fitting uniform is a great start.

The **OFFICIAL UNIFORM** consists of: one each short and long sleeve, black and white, vertically one-inch striped, knit shirt with left breast pocket. A 3" x 2" American Flag shall be attached ½" above the pocket. Standard all white knickers with belt loops and not more than a 3" overlap below the knee. A black belt 1¼" to 2" wide. One piece **NORTHWESTERN STYLE** tube socks. Black shoes with black laces. Standard black hat with white piping, R - standard solid white hat. Matching vertically striped jacket. Insure that your uniforms are always clean and in good condition. Shoes are always polished.

Optional **HOT WEATHER UNIFORM** (Referee will determine its use); Standard white shorts that completely cover any other shorts worn beneath, with belt loops and belt (as listed above). Plain white sweat socks (not to extend beyond the bottom of the calf). The remainder of the uniform is the same. Carry both uniforms with you.

***THE ENTIRE CREW MUST WEAR THE SAME UNIFORM***

**REQUIRED GAME EQUIPMENT** consists of: two whistles, an elastic down indicator, two solid gold penalty flags (18" x 18" concealed in the rear pocket or in the front beltline of the pant), a game data card, more than one pencil, two **white** bean bags, a flipping coin (R), two chain clips (HL), a watch featuring a stopwatch for timing the game (BJ).

### ***R***

- Conduct a thorough pre-game with all officials using a prepared written outline. A sample outline is shown on page 46.
- Review with all officials their responsibilities for each type of play that will or may occur and their coordination with the rest of the crew.
- Each official should participate in these discussions covering issues that pertain to their position.
- Review in detail all situations involving timing and clock management.

### ***ALL***

Prior to leaving the dressing room, everyone should verify they have all of their necessary equipment. Leave the dressing room so that you **ARRIVE** on the field no later than 30 minutes prior to kickoff.

## ***ON THE FIELD PRE-GAME RESPONSIBILITIES***

### ***ALL***

- Arrive on the field as a crew no later than 30 minutes prior to kickoff.
- Inspect the field for possible hazards and for correct markings. Notify game management of hazards and incorrect field markings. Hazardous situations must be resolved to the R's satisfaction prior to kickoff.
- Once you have completed your assigned responsibilities, visually prepare yourself during team warm-ups by watching player actions similar to those you will see during the game.
- Look for any illegal equipment and bring it to the attention of the umpire to be corrected prior to the game.

### ***R***

- Locate each head coach separately and introduce the crew. At this time you will notify him of any changes in the crew that they may not be aware of.
- Give him the correct time-of-day and discuss the game timeline (toss, kickoff, halftime)
- You will ask for information on captains and verify that all players are properly equipped. Ask about unusual plays or formations.
- Explain the sideline policy and introduce the flank official that will be on his sideline.
- If required, check to see that the medical staff is present.
- Ask the home team coach or AD if the overtime rules will be used in this game in the event of a tie. Communicate the response to the visiting coach.

### ***U***

- Check player equipment and bandaging to insure their compliance with the rules.
- Weather conditions may require a closer coordinated effort in putting a new ball in play between you, the flank officials and the BJ. Arrange this through the LJ. Ball persons are to remain off the field.

### ***HL***

- Locate the chains and down box on the sideline opposite the press box.
- See that the chain has a tape mark at the 5-yd spot to assist with measurements.
- Review with chain crew and box man their responsibilities and that they will be operating 6' back from the sideline at all times. See page 47 for an example of what your pre-game instructions for the chain crew and box man should contain.
- Introduce yourself to your ball persons and reinforce the LJ's instructions.

### ***LJ***

- Instruct ball persons as to their responsibilities and positioning. See page 48 for an example.
- Ball persons are to remain off the field and supply a ball to the nearest official as requested. It is unnecessary to replace the ball after each play (foul weather exception).

### ***BJ***

- You are responsible for ALL game timing. You may want to wear a second elastic indicator to help you manage the status of the clock.
- Instruct the clock operator as to starting and stopping the clock. See page 49 for an example. At the end of a quarter, no audible device may be used until the play is dead.

- Review TOs and be prepared to discuss T.V. TOs
- Instruct the operator as to how time will be added to or taken from the clock. Check for a phone connection to the press box for communication with the timer.
- Review having the timer on the sideline with an auxiliary clock in the event of a stadium clock malfunction.

### ***HL/BJ***

- The BJ will get his captains and team (team opposite press box) from their locker room in time to meet the HL and be prepared to escort the captains on the field for the coin toss three minutes prior to kickoff.

### ***LJ***

- You will get your captains and team (team on press box side) from their locker room in time to escort the captains on the field for the coin toss three minutes prior to kickoff.

## ***COIN TOSS*** ***3 Minutes Prior to Kickoff***

### ***R/U***

- Three minutes prior to the kickoff, the R/U will proceed onto the field. The R stands on the 50-yd line in the middle of the field facing the scoreboard. Promptly signal the captains and the other officials to proceed to the center of the field. The U faces the R with enough separation to allow the captains to come between them.

### ***ALL***

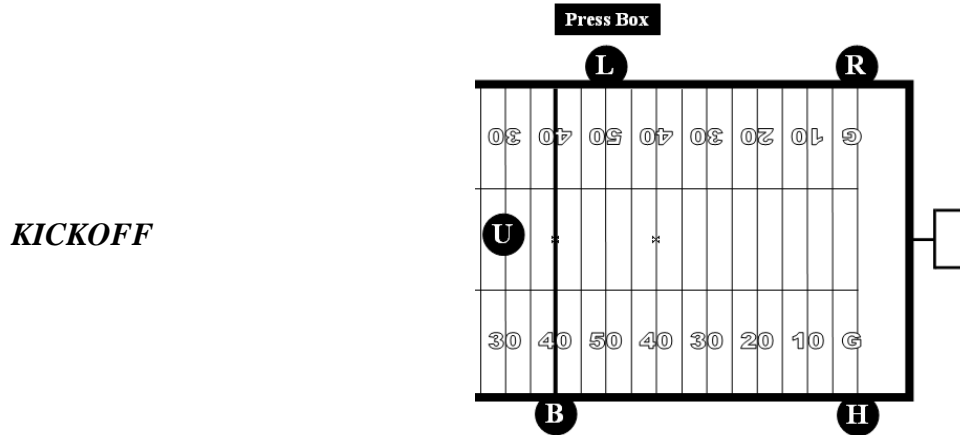
- The HL/BJ will be on the side of the field opposite the press box with their captains. The LJ will be on the press box side of the field with his captains. On the R's signal, the officials will escort their respective captains to the center of the field. The BJ/LJ should be on the R's side of their captains, having the spokesman next to him, and will introduce them to the R. The BJ/LJ will bring with them their team's ball.
- Captains will face each other with their backs to their sideline. The R will have the captains introduce themselves to their opponents.
- The HL/BJ/LJ will line up next to the U.
- The R shall obtain from the visiting team their choice of heads or tails (the U is to record the choice). He shall then verbally repeat this option prior to the actual coin toss. He shall also inform both teams that should he drop the coin, he will toss it again.
- The winning team has a choice to Kick (signal by swinging of leg), Receive (signal by simulation of catch), Defend a Goal (signal with both arms pointing to that Goal) or Defer their choice to second half (signal by use of declined/incomplete). If the captain chooses to defer, signal the press box and give the first three options to the other captain.
- All Officials will record results of the toss.
- After the toss choices have been made, the captains will rotate so their backs are to the goal they will defend. The R shall indicate the receiving team by signaling to the press box.
- After verifying toss results break and jog to your positions. DO NOT walk.

## U

- As soon as it has been determined which team will kick, place their ball on their 40-yd line. This helps to align the teams and officials.

## BJ/LJ

- Get your teams on the field and lined up for kickoff without delay.



## ALL

- The objective is to cover the play with a maximum of two sets of eyes on the ball at any given time with the remainder of the crew watching blocks ahead of and behind the ball.
- ***Treat every kickoff as a potential onside kick—be prepared.***
- The direction of the ball when kicked will determine what you will be looking for as well as when and where to look for it. Knowing your partner's responsibilities is as important as knowing your own.

## R

- Your initial position will be at the receiver's goal line pylon on the press box side of the field. Insure that the sideline and coaches area are clear.
- See that the opening kickoff and the second half kickoff are on time.
- Once you have counted the receivers and verified with the HL, check with the U for his readiness and mark the ball ready-for-play.
- Be prepared to rule on kicks at the sideline and goal line. Know when it's OB in the field of play or a touchback. When in doubt it's a touchback.
- The goal line is yours from your sideline to the far inbounds line (2/3<sup>rd</sup>s of the goal line). The HL will handle his nearest inbounds to his sideline (1/3<sup>rd</sup> of the goal line). If the ball breaks the plane of the goal line, it is dead. Sound your whistle and stop the play.
- You have your sideline from the goal line out to around the 20-yd. line where the LJ will pick it up. If the kick and subsequent return threaten your sideline, you will be trailing the play with an outside-in look.
- Kicks into your 2/3<sup>rd</sup>s of the field (sideline to the far inbounds) that don't threaten your sideline require that you adjust your positioning to place yourself behind the play at an angle with the inside-out look. The ball carrier and action around him is your responsibility until he reaches the LJ (around the 20-yd line) at which time he will pick up the runner and you will now switch to blocking around the ball and any late action.

- Kicks that are between the far inbounds line and the HL indicate that you should be moving towards the ball. Since your sideline is not threatened, don't stay there. Your position now will be nearer the middle of the field while trailing the play taking the inside-out look.
- Don't be in a hurry to get to the dead ball spot. The exact spot is not as important as keeping the action around the ball clean.

## *U*

- On kickoffs following a score, you should go up the sideline of the scoring team to get a ball so you are ready when the kicking team comes on the field.
- Move to the middle of the field and provide the kicker with the ball. Instruct him that he will tee the ball on the restraining line and wait for the R's whistle and signal before he kicks the ball. Take a position near the kicker that prevents him from kicking the ball.
- Count the kicking team and verify with the BJ. Do not let play start with less than 11 kicking team players.
- Check with the BJ/LJ for their readiness. They will indicate this by raising their hand above their head. Raise your hand above your head indicating to the R that the three of you are ready.
- It is not necessary to wait for the kicker to complete his pre-kick routine before you signal to the R and he gives the ready-for-play. Every effort should be made to expedite the process and start the 25-sec clock.
- Upon receiving the ready-for-play signal from the R, move aside while indicating to the kicker that he may now proceed with the kick.
- You **MUST** know if the ball was kicked in the air or directly into the ground. The BJ has secondary responsibility for this. Have your bean bag in hand.
- Once the ball is kicked, observe the kicker for fouls on or by him in the first 5-yds.
- You will always have the inside-out look. Move downfield trailing the players by not more than 10-yds.
- Use the inbounds line on the R/LJ side as your guide on kicks between the inbounds lines or to the R/LJ side of the field (2/3<sup>rd</sup>'s of the field). Stay along that inbounds line until the ball is dead at which time you will move to the dead ball spot.
- Kicks that are to the HL/BJ side will involve two separate mechanics:
  - a) If the kick immediately threatens the sideline (ball kicked less than 20-yds), the BJ will stay on the sideline to assist the HL. This leaves you with the only inside-out look and requires that you move to **their** inbounds line and possibly farther into their side-zone.
  - b) When the kick does not threaten the sideline, the BJ will angle onto the field towards the action and take up a position along his inbounds line, slightly deeper than you. This puts you and the BJ in your normal staggered orientation and allows the BJ to cover the goal line should the return threaten it.
- You should be covering plays from sideline-to-sideline as the play dictates.
- Insure that the play is dead and the players have cleared the area **BEFORE** looking for a ball.
- If there is a penalty that involves a re-kick, the U gives the appropriate signal and enforces the required yardage.

## ***HL***

- Your initial position will be at the receiver's goal line pylon on the side of the field opposite the press box. Insure that the sideline and coaches area are clear.
- Once you have counted the receivers, signal to the R that you are ready by extending your hand over your head.
- You will want to adjust your positioning depending on the length of the kick. Keep in mind that the goal line is your first priority.
- Be prepared to rule on kicks at the sideline and goal line. Know when it's OB in the field of play or a touchback. When in doubt it's a touchback.
- The goal line is yours from your sideline to your inbounds line (1/3<sup>rd</sup> of the goal line). The R has other 2/3<sup>rd</sup>s of the goal line. If the ball breaks the plane of the goal line, it is dead. Sound your whistle and stop the play.
- When the kick is away from you (far 1/3<sup>rd</sup> of the field), come onto the field as play dictates. Don't stay along your sideline.
- Kicks into your 1/3<sup>rd</sup> of the field (your sideline to your inbounds line) you have the ball carrier and the action around him. Stay on your sideline with the outside-in look.
- The sideline is yours from the receiver's end line to the kicker's goal line with one exception. Short kicks that immediately threaten the sideline (ball kicked less than 20-yds) should be covered by the BJ in an effort to assist you. This mechanic should be reviewed with the BJ in the pre-game.
- When the ball becomes dead and you have the spot, square up and do not close on the spot. Hold you position closer to the sideline, watching for fouls. When all is clear be prepared to get the new ball into the BJ or the U. ***The ball is the last thing to be concerned with.***
- The BJ will signal TD on a successful return.

## ***LJ***

- On the press box side of the field, position yourself on the receiver's restraining line on the sideline or slightly out of bounds. Insure that the sideline and coaches area are clear.
- Do not leave your line until the ball is touched or has clearly crossed the plane.
- You have the sideline from about the 20-yd line of the receivers to the goal line of the kickers. The R has sideline for the first 20-yds. when threatened.
- See that the receivers line up correctly and have 11 players. Do not allow play to start with less than 11 players on the receiving team. Verify your count with the R. Have your bean bag in hand.
- After the kick, know it's general direction then move downfield slightly trailing the kicking team. Watch for fouls by either team, touching by either team, kickers out of bounds, ball going out of bounds, etc.
- Pick up the runner as he enters your area and switch from blocking to the ball carrier.
- When the kick is away from you (far 1/3<sup>rd</sup> of the field), come onto the field as play dictates. Don't stay along your sideline.
- When the ball becomes dead and you have the spot, square up and do not close on the spot. Hold you position closer to the sideline, watching for fouls. When all is clear be prepared to get the new ball into the BJ or the U. ***The ball is the last thing to be concerned with.***
- The BJ will signal TD on a successful return.

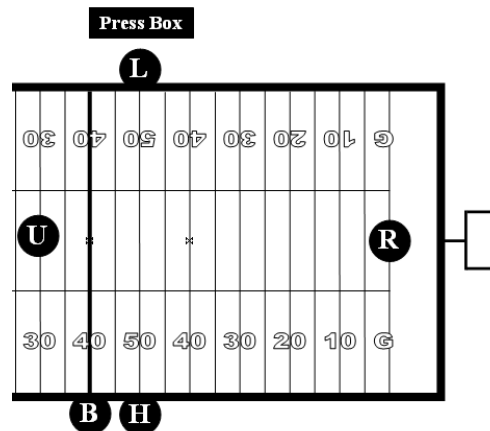
**BJ**

- Your position is on the kicker's restraining line on the sideline opposite the press box. Stand on the sideline or slightly out of bounds. Insure that the sideline and coaches area are clear.
- Count the kicking team and verify with the U. Do not let play start with less than 11 kicking team players.
- Signify to the U that you are ready by raising your arm with open hand.
- You have secondary responsibility for knowing if the ball is kicked into the air or directly into the ground.
- Your responsibilities will change depending on the location where the ball is kicked.
  - a) On kicks that immediately threaten your sideline (ball kicked less than 20-yds.), move down the sideline and observe action from the outside-in, assisting the HL. Look for touching, blocking ahead of the runner and action around the dead ball spot. You may be in the best position to get the spot if the kick goes OB.
  - b) When the kick does not immediately threaten your sideline, angle onto the field towards the action to the inbounds line and slightly deeper than the U. Observe action around the ball with the inside-out look. Move into the side-zone as necessary for clean-up.
- The kicker's goal line is yours. Check with HL/LJ on plays down the sideline before signaling TD. Watch the scoring player for unsportsmanlike/taunting fouls.

**R/HL**

- It is a penalty for a free kick out of bounds if untouched by B. Insure that all players are separated and teams have cleared the area before starting the penalty enforcement.
- See that all the penalty options are given to the receivers.

**ON-SIDE ATTEMPT**  
*(Referee Will Determine)*



**R**

- Position yourself in the middle of the field, near the receiver's goal line. The goal line is completely yours as well as **ALL** kicks out of bounds near the goal line. You may be in the best position to pick up late and unnecessary action.
- If the kick is indeed short, quickly move towards the area of the kick. You have clean-up responsibilities.

## ***U***

- You are in your normal position with the kicker.
- You must know if the ball is kicked into the air or directly into the ground.
- Be aware of fouls against the kicker and touching (legal and illegal) by either team.
- Watch for illegal acts, late or unnecessary action, etc.

## ***HL***

- Move up to receiver's restraining line opposite the LJ.

## ***LJ***

- You are in your normal position on the receiver's restraining line.

## ***BJ***

- You are in your normal position on the kicker's restraining line
- Absolutely no encroachment may be allowed by the kickers. This is a foul that requires you to immediately blow the whistle and STOP the play.
- You have secondary responsibility for knowing if the ball is kicked into the air or directly into the ground.
- When the ball comes towards you, look for touching (legal and illegal) by either team.
- Kicks to the opposite side of the field, move toward the play, watch for illegal blocks and clean-up. Get off the sideline.
- Watch for illegal acts by either team, players out of bounds touching a loose ball, late or unnecessary action, etc.

## ***LJ/BJ/HL***

- See that your sideline is clear and NO ONE is in the 6' zone

## ***HL/LJ***

- Your job is observing the plane of the receiver's restraining line.
- Absolutely no encroachment may be allowed by the receivers on a legal kick (foul and STOP the play).
- Look for touching prior to or after breaking the plane (both legal and illegal).
- Do not leave the line until the ball is legally touched or it breaks the plane.
- Watch for players out of bounds touching the ball, touching by airborne players etc.
- Kicks away from you require you to move onto the field after the kick and assist with blocking, late or unnecessary action, etc.

## ***ALL***

- Remember the status of the clock and legal touching = wind the clock per rule.
- When possession has been determined and the play is dead, do not hesitate to stop the clock and indicate the direction of the recovering team.
- U/HL/LJ/BJ will have their bean bags in hand. Touching here is very critical therefore your bean bag placement needs to be correct.

## ***DECLARING BALL READY-FOR-PLAY***

### ***R***

- After the ball has been spotted by the U or yourself, signal the new down to the crew and check that the down box is correct. Take about 3-sec. then declare the ball ready-for-play. You and the BJ should have eye contact as you blow the whistle since he is responsible for the 25-sec timing.
- If the clock is to be started on the ready-for-play, you will signal the new down to the crew and check that the down box is correct then blow the whistle and wind the clock.
- To reset the 25-sec clock, alert the BJ using the open palm pumping up motion several times.
- ***Hurry-up offense*** - we need to hustle but ***DON'T*** allow this to take over the pace of the officials. ***NO*** ready-for-play signal should be given until the officials are ready. Let the quarterback know the status of the clock (starting on the ready or the snap). Be mechanically in position and signal the U to go to his position before you give the ready.
- Communication with the quarterback regarding the status of the game clock at the ready-for-play is important during many intervals of the game. It is up to the R to use good judgment in keeping the QB informed in this regard and he should lean towards over-communicating if there is any doubt.

### ***U***

- See that the ball is playable. If a towel is needed, carry one with you. In wet conditions you may hold the ball and not place it down until the offense comes to the line. If you request a new ball it will be relayed to you by the LJ/HL and/or the BJ keeping the ball persons off the field.
- In a hurry-up situation, you will straddle the ball instructing the snapper NOT to touch the ball until the R blows his whistle. BACK out to your position when signaled by the R.

## ***COUNTING PLAYERS***

### ***R/U***

- Count the offense and signal with a closed fist straight out towards the LOS.
- You should signal as the offense breaks their huddle. This gives the HL/LJ the opportunity to pick up your signal after completing their pre-snap duties.

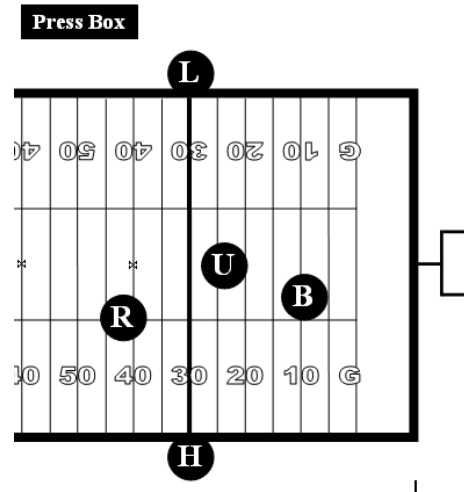
### ***LJ/HL/BJ***

- Count the defense and confirm with each other at a designated time (when the offense huddle breaks). Signal 11 players with a closed fist straight out towards the defensive team. Make quick eye contact to confirm your count with other officials.
- The HL/LJ should look for the R's signal indicating he has counted 11 offensive players as the offense breaks their huddle. This will help you in determining whether the offense has met their requirement to have 7 men on the LOS.

### ***ALL***

- It is absolutely imperative that each official count their respective team on EVERY down.
- Should you have trouble with the count and you need a recount, your signal is the squirrel-cage with the index fingers at chest level.
- .If you have less than 11 players indicate with open hands in front of thighs.

## RUNNING PLAYS



### R

- Position yourself on the throwing arm of the QB, 12-yds deep and 2-3 yds wider than the tackle or the tight end on your side.
- Count the offense and verify by signaling to the U with your arm extended towards him.
- Watch for fouls by backs and linemen leading the play in the backfield, off tackle and sweep plays.
- Look for false starts, illegal shifts and illegal acts by the QB.
- Slowly trail plays up the middle and stay back from the pile observing the action around the dead ball. U has the ball, flanks have progress. You and the BJ have clean-up.
- Trail plays into the side zones in the same manner.
- Once the QB has clearly crossed the LOS the flank officials will cover him and you switch to clean-up.
- When the QB runs OB you follow him OB.
- OB plays require your immediate presence along the sideline.
- Relay the ball into the U when practical. Take the inbounds spot yourself when the U is caught up in the side zone

### U

- Your position is 5 to 7 yds. back of the LOS. Adjust your position to the linebackers.
- Count the offense and verify by signaling to the R with your arm extended towards him.
- You must be in position to see the ball and whatever action the snapper takes upon it.
- Watch for fouls by both the offensive and defensive linemen.
- Look for false starts, disconcerting signals by the defense etc.
- Know the ineligible linemen in case the QB throws a pass and linemen are downfield.
- Your primary linemen are the snapper, guards and the tackle on the R's side. When the play is outside the tackle position, adjust your view to the "point of attack".
- Do not be a ball watcher, watch the blocking and tackling. **Be very careful with your whistle in declaring a dead ball.**
- As the ball becomes dead, move towards that spot to let the players know you're watching
- When the ball is in the side zone, clear yourself from players for the ball relay. Standing at the inbounds line with your hands in the air, calling for the ball is NOT acceptable.
- Plays up the middle where you have the best look at the dead ball from the inside allows you to take the spot and notify the flank official why.

- Do not allow rough play and unnecessary language to interfere with the game.
- Once you place the ball on the ground, stay over it until the R gives the ready-for-play.

### ***HL/LJ***

- Start on the sideline or slightly out of bounds if necessary.
- Count the defense and verify by signaling the BJ with your arm extended towards him.
- Indicate the LOS to the wide receivers by tapping the LOS leg. Announce “this is the line.” NEVER tell players to move up or back.
- Indicate their position in relation to the LOS by hand signals to your partner: arm extended straight out into offensive backfield indicates the widest receiver is in the backfield. Should he now move onto the LOS you move that arm to the opposite shoulder.
- All LOS signals are with the hands and arms only. DO NOT shake your head “yes”.
- Check legality of formation, false starts (primarily the tackle and the tight end on the LOS, backs and split-ends on your side of the formation), illegal motion, illegal shifts, crack-back blocks, defense offside, etc.
- ***Man in motion*** - The official that the motion man starts ***AWAY*** from has him until the snap—period. This doesn’t mean that the other flank official shouldn’t call an obvious foul that occurs in front of him. Stay on the LOS and observe the motion secondly as your main focus is the LOS. Should the motion man turn up-field abruptly prior to the snap, this is a false start, not illegal motion. STOP the play. If he is angling toward the LOS at the snap this ***IS*** illegal motion and a live ball foul.
- Runs up the middle when you can not see the ball, NO whistle. Look for help from the U. After squaring up, move a little slower toward the spot.
- If you DO NOT have a spot, do not give that impression by standing still.
- ***Runs to your side of the formation*** - look at the blocks on the end of the line, then to the lead blocks in front of the runner, followed by picking up the runner as he nears the LOS. Trail the play 4 to 5 yds. as it turns up field, staying along the sideline and squaring in at the dead ball spot. Before the play reaches the sideline you should retreat further OB or step into the backfield to eliminate becoming part of the action. NEVER turn your back to the ball. ALWAYS keep the play in full view. The “wind the clock” signal should be used when the play becomes dead within a yard of the sideline. This informs everyone in the stadium that the play has been ruled dead inbounds. When forward progress has been ruled clearly inbounds and the runner is now driven sideways or backwards OB, the flank official should “wind the clock” and move to the dead ball spot clearly on the field, while keeping an eye on the OB action between players.
- ***Runs that go away from you*** - check for unnecessary action on the QB, especially if he fakes to your side. Be cautious of a reverse. Move down the LOS as you slowly move onto the field trailing the play and covering behind the U. You have a major portion of the clean-up. Come onto the field as far as necessary to cover the action, provided you do not overrun or allow players to get behind you.
- ***Runs that end behind the LOS*** - stay on the LOS, watch the action around the play and when the play is dead, quickly move along the sideline back to the dead ball spot.
- There is absolutely no need to mark forward progress next to the pile of players. A few steps away and you are able to see so much more and are also less likely to be injured.
- When the spot involves a possible 1<sup>st</sup> down you must get as close as possible without going around or jumping over players.
- ***Goal Line Mechanics for Runs and Passes, see “Signaling Touchdown” page 33.***

## ***BJ***

- Your position is 20-25 yards deep on or between the inbounds lines.
- Watch the blocking by the tight end or tackle on off-tackle runs and sweep plays.
- Clean-up is one of your most important jobs. Stay back from the pile and observe the players when the ball is dead between the numbers. Get closer to the pile when the ball is dead in a side-zone while still observing players. Get to the sideline and OB as play dictates. Hustle is necessary here.
- ***The last thing you should be concerned with is getting a new ball for the U. Player's actions come first.***
- When the goal line is yours, be on it and stay on it, moving slowly down the line towards the play. Look to your flank official to get eye contact before signaling a TD.

## ***ALL***

- The correct use of the whistle cannot be overstated, slow down and allow the play to kill itself.
- When you do not have forward progress be great dead ball officials
- By keeping the play correctly “boxed in” at all times and the consistent use of good dead-ball and clean-up mechanics, the players will know the officials are watching their actions.

## ***FORWARD AND BACKWARD PASS PLAYS***

## ***R***

- Position yourself on the throwing arm of the QB, 12-yds deep and 2-3 yds wider than the tackle or the tight end on your side.
- Watch for illegal acts by blockers as you look through the QB toward the opposite-side back and tackle.
- Once the ball is thrown, verbally let the players know “The ball is gone” and watch for illegal acts upon or by the QB. He is your primary responsibility.
- After the pass is thrown you have clean-up behind the U. Do not let your focus leave these players as they move downfield.
- Forward pass or fumble by the QB while in the pocket is primarily your call. When these occur you must see the entire act. If you are blocked out and do not know, treat them as fumbles. The U and the flanks may have had a view and can assist you. When you see the entire act and are in question, rule them incomplete.
- Look for illegal touching of the pass.
- Be prepared to give the “tipped” signal when observed.
- When the QB rolls out to your side, back-out at a 45-degree angle (this moves you deeper and wider at the same time). When he rolls away from you, trail the play while maintaining your cushion.
- On run-pass option plays, follow the QB, maintaining your cushion all the way to the sideline and OB as needed. Once he has clearly crossed the LOS and becomes a runner, the flank officials now cover him and you cover play behind the ball carrier.

## *U*

- Your position is 5 to 7 yds. back of the LOS. Adjust your position to the linebackers.
- Know the ineligible on the line in case they are illegally downfield during the pass.
- Step up to the LOS as the play develops, read your keys (snapper and guards). Stepping up clears the crossing routes and keeps you from becoming involved in the pass pattern.
- Watch for illegal acts by the interior linemen; holding, hands to the facemask, tripping, clipping, etc. You are primarily responsible for the snapper, guards and the tackle on the R's side.
- As you step up, be alert for the draw play.
- Be prepared to give the "tipped" signal when observed.
- Ineligible lineman downfield on passes that cross the LOS are primarily your call. The backside flank official should be covering behind you.
- Short, low thrown passes down the LOS and in the flat are ones that you may be the only official who gets a good look. Is it a catch or trap?
- Turn and assist with low thrown passes downfield from sideline to sideline.
- Do not hesitate to signal incomplete on plays where you have a clear unobstructed view.
- You are NOT watching the flight of the ball on pass plays.
- Remain observing your linemen on longer pass plays.

## *HL/LJ*

- Know the eligible receivers on your side of the field as well as the formation.
- Assist the wide receivers by pointing out the LOS. NEVER instruct players to move up or back. Indicate to them "here is the LOS" by tapping the LOS leg.
- If the widest receiver is off the line (flanker), signal the other flank official with your arm straight out into the offensive backfield. If both flanks have their widest receiver off the line, the offense may have no more than two other backs in the backfield including the QB. The offense needs 7 on the line.
- Should the flanker now move onto the LOS, alert your partner by crossing the pointing arm to your opposite shoulder.
- The recognition of signals between flank officials is by pointing at shoulder height across the field. NEVER shake your head "yes".
- Both flank officials must be alert for signals from across the field. Be prepared to interpret and acknowledge them while maintaining your concentration toward the field.
- Be alert when wide receivers cover another eligible receiver on the LOS (making him ineligible). When this occurs you must be prepared to call a foul should the covered player go downfield and a legal forward pass then crosses the LOS.
- ***Man in motion*** - The official that the motion man starts ***AWAY*** from has him until the snap—period. This doesn't mean that the other flank official shouldn't call an obvious foul that occurs in front of him. Stay on the LOS and observe the motion secondly as your main focus is the LOS. Should the motion man turn up field abruptly prior to the snap, this is a false start, not illegal motion. STOP the play. If he is angling toward the LOS at the snap this ***IS*** illegal motion and a live ball foul.
- After the snap, your position is to remain on the LOS. When you read pass, then determine your course of action.

- The widest receiver at the snap is your primary responsibility. This could be the motion man. When the defense plays them tight at the LOS you need to be watching both players after the snap to insure fair play by both. When the defense plays loose off the LOS, you have some time before checking on your receiver. You should be checking the receiver and the action around the LOS alternately. Once the receiver is 15-yds downfield, the BJ will try to cover him. When play dictates that you must stay on your sideline your ability to assist the BJ with deep receivers is greatly reduced. Conversely when play is to the opposite side and allows you to come onto the field, you will have a much wider view of the action in which to assist the BJ.
- Backs running a swing pass, delay patterns into the flat, slants over the middle and screen plays all require your complete concentration and shifting of responsibilities from receiver-to-receiver-to-receiver as the play develops.
- Whatever the offensive formation, remain on the LOS until the pass is thrown. Observe your receivers and if not threatened, assist with blocks by the widest lineman as he retreats into the offensive backfield and blocks by backs on your side of the formation.
- Once the pass is thrown to your 2/3<sup>rd</sup>s of the field, your attention should focus on the intended receiver and the player(s) defending him without watching the flight of the ball. Watch for any illegal action by the offense or defense that might significantly hinder the other player's ability to catch the pass. You may have the best angle to rule on the interaction between players.
- Short passes can often be ruled incomplete without leaving the LOS. There is no reason to run to the spot of an incomplete pass to signal. Wherever your location on the field when the pass becomes incomplete is where you stop and signal, keeping an eye on the players involved. Passes that involve the sideline dictate that you be ON the sideline.
- Remain on the sideline and back-up farther OB when the QB rolls out or a scrambles to your side (here is where it pays to keep your sideline clear!!!). Stepping into the offensive backfield is another option.
- Same play to the opposite side, move onto the field down the LOS observing action from behind the line to the position of the BJ. You could be in the best position to rule if the pass was thrown from behind or beyond the LOS.
- Medium to long passes. Stay on the LOS until the pass is thrown, then proceed quickly downfield and be prepared to assist the BJ on calls in the center of the field where you may have the best look, catch or trap (receivers may screen BJ from the ball). Passes thrown to the area between the middle of the field and your sideline, move downfield along the sideline and square in at the dead ball spot. Stop the clock if a 1<sup>st</sup> down is involved. Passes thrown to the opposite side of the field, slowly move onto the field covering action behind the U.
- You are responsible to know if the pass was thrown from behind or beyond the LOS. When in doubt, it was behind.
- Did the pass cross the LOS? You must know.
- You are responsible to know where the pass was 1<sup>st</sup> touched; behind or beyond the LOS
- Assist the U on ineligible players downfield behind him.
- When a forward pass is touched use the "tipped" signal.
- You will determine if a pass is forward or backward, when in doubt, it was forward.

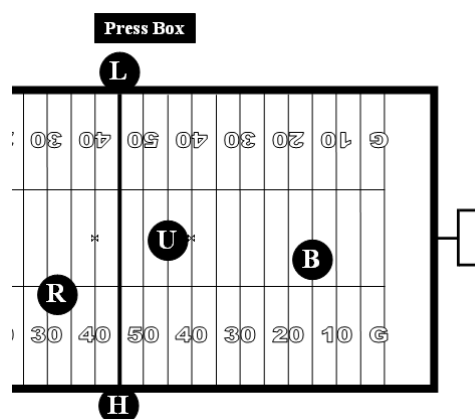
- When a possible backward pass occurs, the official to which side the ball was thrown is given the primary responsibility of ruling on the play. The rest of the crew is to treat the play as a live ball. For the ruling official, when in doubt, rule it forward. When you are ruling it BACKWARD, signal by extending your arm straight-out toward the offensive team's goal line while you continue to officiate the play. Stay away from the ball. The opposite flank official has secondary responsibility for this ruling.
- You must remain on the LOS until all situations involving a legal pass play are no longer possible by rule.
- When a pass is incomplete, only the calling officials use signal # 10. The signal should be given at shoulder level and not more than three times. The remainder of the crew will give the time out signal.
- Use the wind the clock signal when the ball becomes dead inbounds after a completion and the receiver is now driven out of bounds (either sideways or backward). Wind the clock and get the forward progress spot inbounds while watching the involved players (refer to "*cross-field mechanic*" on page 32).
- End zone passes are covered as follows:
  - a) Catches involving the sideline are your responsibility (inbounds or OB). If the ball and catch face the BJ, you may get help from him on ruling possession. Go slow!
  - b) Catches involving the end-line are primarily the BJ's responsibility. However, if the ball and catch face you, he may look to you for help on ruling possession.
  - c) Catches in the middle of the end zone are the primary responsibility of the official that the ball and catch faces. Insure that the receiver has solid possession before you signal TD.
- Withhold your TD signal a moment. If it was a TD---then it still is. Being in a hurry only creates unnecessary situations.
- Remember that the ground can't cause a fumble but it can cause an incompleteness. An airborne receiver who comes to the ground and loses possession of the ball has not caught the ball. The end-zone is treated the same as if it were on the 50-yd line.

### ***BJ***

- Your position is in the middle of the field, 20-25 yards deep.
- Keeping in mind that the HL/LJ have primary responsibility for the widest receiver, your primary key at the snap is the next receiver in (often a slot or tight end). The action on and by him at the LOS will help you determine the type of play (run or pass) and your appropriate mechanic. In a balanced formation where there are two receivers on both sides of the field, you will be responsible for both inside receivers with your initial focus on the receiver that is most threatened by a defender at the LOS.
- Hold your position until you determine it is a pass play, then back-peddle.
- Once you read pass, no receivers should get behind you.
- With the ball in the air, move toward the intended receiver/defender. Do not stand at one inbounds line when the pass is to the far sideline.
- When the goal line or end line is your responsibility, be there. Do Not leave it. Move toward the sideline DOWN THE LINE as needed to cover the play. Once the play is over you may move off the line in order to continue officiating the dead ball action.

- End zone passes are covered as follows:
  - a) Catches involving the end-line are primarily your responsibility (inbounds or OB). If the ball and catch face the HL/LJ, you may get help from them on ruling possession. Go slow!
  - b) Catches involving the sideline are primarily the responsibility of the HL/LJ (inbounds or OB). If the ball and catch face you, you may help him on ruling possession. Go slow!
  - c) Catches in the middle of the end zone are the primary responsibility of the official that the ball and catch faces. Insure that the receiver has solid possession before you signal TD.
- Withhold your TD signal a moment. If it was a TD then it still will be a TD a few seconds later when you signal. Being in a hurry only creates unnecessary situations.
- Remember that the ground can't cause a fumble but it can cause an incomplection. An airborne receiver who comes to the ground and loses possession of the ball has not caught the ball. The end-zone is treated the same as if it were on the 50-yd line.

### *SCRIMMAGE KICKS*



### *Punts*

#### *R*

- Line up on the kicking leg side 10-yds wide and 5-yds back of the kicker.
- Count the kickers and verify with U.
- Remind the crew with signal #19 that the ball is alive.
- When the punter is in the end zone, start on the end line.
- Observe the snap. Does the kicker cause the ball to become dead by rule (knee down with possession of the ball)? Be prepared for snaps over the kicker's head.
- Does the kicker actually kick the ball or is it a muff of a backward pass, a fumble?
- Should the defense tip the kick give the "tipped" signal.
- When a kick is blocked, avoid going toward the sideline. Stay between the numbers. The HL/LJ will be on the sideline keeping the play boxed-in.
- Know the difference between running-into and roughing. When in question it's roughing.
- Once the kick is away and the kicker is clear, take a quick look at the kick while moving toward the kicker's position to see if the ball might be going OB in the air. If it is you must move into position to rule on the spot along with the BJ (see "*Out of Bounds -- In the Air*" on page 26).

- When the kick is away and all is clear, trail the players downfield watching for fouls as you clean-up play behind the U.
- On longer returns or short kicks, you should watch blocks in front of the ball carrier.
- Be prepared for a TD return (stay between the numbers and be ON the goal line). On returns where the play has been along the sideline, verify with that flank official before signaling TD. Watch for unsportsmanlike/taunting fouls.
- Once the ball becomes dead and you have determined there are no flags down, locate the HL and give him the ok to move the chains. Continue to the inbounds spot to assist U with spotting the ball if needed.
- On the next play, wait for the crew to be in position before you give the ready-for-play.

## ***U***

- Count the kickers and verify with R
- Your position will be 10-yds from the LOS. Watch the action on the snapper.
- Observe line play, turn with them as they pass you, then trail them as they move downfield looking for illegal acts in the open field and the area in front of the ball.
- When the ball becomes dead in the side zone, move in that direction to clean-up and after all is clear, get a new ball from the BJ or flank official. From this position you may relay to the R at the inbounds or handle it yourself.
- For a ball that becomes dead between the inbounds lines, trail the play as usual. A new ball will be relayed to you by the BJ or flank official. Once you have placed the ball at the spot, remain with it until released by the R.
- ***Looking for a new ball is the last thing you should be concerned with.***

## ***HL/LJ***

- Count the receivers and verify with the BJ
- Remain on the line until the punt has crossed the LOS. Have your bean bag in hand. You must know if the kick crosses the LOS, is touched beyond and by whom, recovered behind by the offense and advanced or goes OB behind, etc.
- During a broken play (snap over the kickers head, blocked attempt, etc.) remain on the LOS and observe the action in front of the ball. ***Exception:*** when the ball is in the end zone and the goal line may be involved, the flank official facing the R will cover the goal line. Keep the play boxed in between you and the R. Officiate the play as it develops. It will determine your mechanics for the remainder of the play.
- Once the ball has been kicked, quickly pick up the direction of the kick. Move downfield along the sideline, slightly trailing the main body of players observing action involving fouls in front of the ball and touching of the kick. It should be noted that the distance the flank official will cover down the sideline is determined by the length of the kick, not where the receiver and the BJ line up. Your responsibilities change from blocking to the ball once the return man reaches your position and he is in your half of the field. You are to trail this play as you would a regular running play on your side, watching for fouls around the ball and upon the ball carrier, covering him up to the goal line. Watch for unsportsmanlike/taunting fouls. The opposite flank official moves onto the field to observe play around the ball and behind the U. Clean-up.
- If the return man stays between the inbounds lines you treat this like any other run up the middle.
- Stay on the sideline or slightly OB for plays where the ball is outside the numbers on your side of the field. Player action and touching are your main responsibility.

- Plays that are clearly on the opposite side allow you to come onto the field as the play dictates. Do not stay on the sideline.
- Should the play result in a TD, only the R signals. Your job is the sideline.
- When the ball becomes dead and you have the spot, square up and do not close-in on the spot. Hold your position closer to the sideline, watching for fouls. When all is clear be prepared to get the new ball into the BJ or the U. ***The ball is the last thing to be concerned with.***
- If the punt rolls OB or goes OB in the air within the first 15-yds, you will be required to get the spot.

### ***HL***

- The chain crew does not move until you give them the signal to do so, after you receive a signal from the R.

### ***BJ***

- Count the defense and verify with HL/LJ.
- Know the status of the clock and that it is correct.
- Position yourself between the inbound lines, 5-yds behind the receiver(s) and 10-yds wide. You should have your bean bag in hand (touching) and a second one ready (end of kick).
- Remind the receiver(s) about a legal fair catch signal (hand raised high and waving side-to-side) and that they may not block or run if they choose to give one.
- As soon as the ball has been kicked, quickly pick up the flight of the ball so you can sense its direction. Then immediately focus your attention on the receiver(s).
- NO WHISTLE in your mouth until the play kills itself. Do not anticipate the ball will be caught, especially after a fair catch signal. You can not protect the receiver with an early whistle but you can have an inadvertent whistle.
- Watch for legal and illegal touching of the ball by either team.
- You have the ball from sideline to sideline for punts longer than 15-yds. When a punt rolls OB, you can mark that spot while standing at the numbers facing towards the sideline. OB in the air is your spot and requires you to be on the sideline looking for the R's direction. A fair catch signal by the deep receiver(s) is your responsibility.
- The Flanks should be able to assist on short punts less than 15-yds. You then assist the flanks with blocking and action around the ball.
- The ball carrier is yours until he reaches either of the flank officials. Once you switch, pick up blocking around the ball and clean-up. Long punts will have you watching the runner longer than short punts.
- After the punt is ruled dead, stay a few steps away and observe players. Once the area is clear, step in and spot the ball.
- When necessary, assist the flank officials with getting a new ball in play. ***The ball is the last thing to be concerned with.***
- The only official covering the receiver's goal line is the BJ. You must be in position on the goal line to rule whether the kick penetrated the plane. If it does, use signal #7 waved side-to-side when you rule touchback.
- Only drop a bean bag to mark the end of the kick if the receiver catches and runs with the ball or K "first touches" a kick that continues to roll. After a fair catch or when K "downs" the kick, there is no need to drop a bean bag.

### ***ALL***

- A time-out signal (signal #3) will be necessary on all change of possession plays and should be given as soon as the ball is declared dead. For the covering official, this should be followed by a signal indicating the direction.
- There is absolutely NO reason for you to be standing right on top of the ball to declare it dead and signal time out. Do this from a few steps away. Let the players know you are there watching as they un-pile and clear the spot, then move in.

### ***Out of Bounds -- In the Air***

#### ***R***

- You must get behind the punter and line up the flight of the ball. A touchback shall be ruled on kicks that are over or inside the pylon. You should look downfield for an official standing on the sideline with his arm extended up in the air prior to leaving the spot of the kick. You will direct him to the OB spot using the following hand signals:
  - a) Arm pointing toward him, he moves away from you
  - b) Arm raised above your head, he moves toward you
  - c) Give “chop” signal when he reaches the OB spot

#### ***U***

- Once clean-up is accomplished, move toward the OB location to get a new ball from the BJ or flank official.

#### ***HL/LJ***

- Short punts less than 15-yds you have the spot. Since you will be on the LOS until the ball is kicked you should have no problem knowing when a short kick has occurred.
- Your first concern is blocking. Do not watch the flight of the ball.
- Punts that are clearly on the opposite side of the field will allow you to come onto the field for clean-up as play dictates. Do not stay on the sideline.

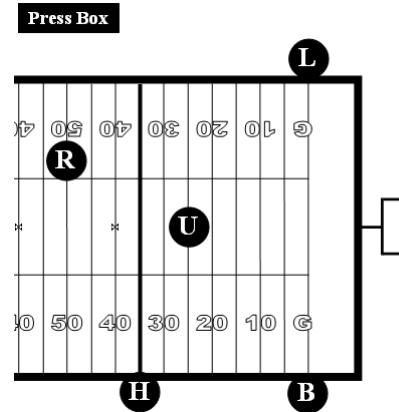
#### ***HL/BJ/LJ***

- When you are getting the spot of the punt, start on the sideline slightly farther downfield than where the ball went out of bounds. Raise one arm straight up and make eye contact with the R. He will also have his hand raised. If he is pointing at you, you need to back up down the sideline. If his hand is raised straight up, jog up the sideline. In either case when the R chops, stop and spot the ball. Should the involved official look for help and find that no help is available, he must now pick the best spot he can find.

#### ***BJ***

- You have the out of bounds spot on all punts longer than 15-yds. Any question as to who gets the spot (HL/LJ) it's the BJ. You will NOT have a whistle in your mouth from the snap until the play becomes dead by rule. Let the play kill itself.

*Snapped from Inside the Opponent's  
35-yd line ("Coffin Corner")*



**R**

- You will be on the LJ side of the punter at your normal depth. Consider being a little wider than normal.
- You have your normal responsibility for the snap, the punter and blocks on your side.
- If the play breaks down, you will need to cover the LJ's sideline.

**U**

- You are in your normal position 10-yds deep on the defensive side of the LOS.
- You have your normal punt responsibilities. Watch action on the snapper.
- If the play breaks down, you may need to assist the R in covering the LJ's area.

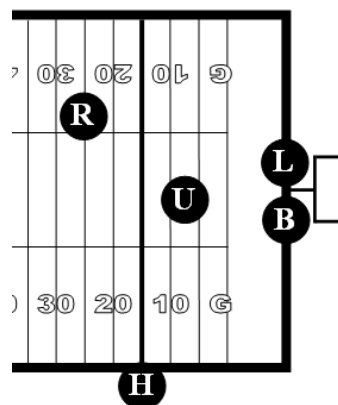
**HL**

- You are responsible for the entire LOS.
- Be aware of the action by and on the tackle/wing-back on your side.
- Stay on the LOS until the ball has clearly gone beyond it.

**LJ/BJ**

- LJ be sure to notify the HL/BJ that you are moving into "coffin corner" mechanics. They will need to adjust their position and responsibilities accordingly.
- LJ moves to the pylon on his side of the field. BJ goes to the other pylon.
- Position yourself behind the pylon to see if the ball goes over, inside or outside it. Punts that go over or inside the pylon are touchbacks. After signaling TO, use signal #7 waved side-to-side when you rule touchback. If the ball goes outside the pylon, signal TO as you move to the spot followed by a directional signal. Never spot the ball inside the 1-yd line.
- If the punt is short and the receiving team returns the ball, split the field in half and take the runner when he is in your half of the field. The other official watches blocks. LJ has the runner all the way to the opposite goal line. The BJ eventually turns the runner over to the HL and then can trail the play looking for blocks and clean-up behind the play.

## *Field Goal*



### **R**

- Count kickers and verify with the U.
- With the LJ under the cross bar, your position is on the LJ side of the kicker, 10-yds to his side and 3-yds behind the holder.
- For a field goal, remind the crew with signal #19 that the ball is alive.
- You will be watching the snap and the action of the blockers, especially the wing back on your side of the formation.
- Review legal plays by the holder.
- Check for illegal interlocking legs of offensive linemen
- Be prepared to act on unusual and trick plays
- On a blocked kick, muffed snap, fumble, trick play, etc., you now must rule on the LJ sideline from goal line to goal line. Back peddle to the sideline and trail the play to the goal line. The LJ will move to the goal line to rule on penetration from the inside-out. You will be ruling from the outside-in. Trail the play as usual when action goes away from you.
- Once the kick is away watch for fouls against the kicker and holder.
- Signal the result of the kick to the press box only after ensuring that all play is over.
- At the conclusion of an unsuccessful attempt determine who is in legal possession, if a new series is to be awarded as well as the status of clock.
- On an unsuccessful attempt, see that the ball is correctly placed for the next play according to rule and mark the ball ready-for-play. If the kick is successful, proceed to your kickoff position.

### **U**

- Count the kickers and verify with R
- Stay over ball until released by the R
- You are 5 to 7 yds. deep and in position to see both the ball and snapper. You are responsible for his protection.
- Be prepared to act on unusual and trick plays.
- Watch the snapper for illegal acts to draw the defense (squeezing ball, flexing elbow, bobbing his head etc.).
- You will be watching the offensive lineman for holding and tripping.
- Know the ineligible linemen, numbering exceptions and remind yourself that you will have no coverage from the LJ should a trick or broken play occur.
- Watch for illegal acts by the defense to gain height or pulling an offensive player out of the way so a teammate can shoot through the gap.

## ***HL***

- Count defense and verify with BJ/LJ.
- Be prepared for unusual and trick plays. Stay on the LOS.
- Remind the chains and box man they are NOT to move until you instruct them.
- Observe the end lineman and back nearest you after the snap for holding and tripping fouls.
- Since the LJ is under the uprights, you have the entire LOS. Is there anyone in position to return the kick?
- After the kick is away, if a return is not involved, quickly move toward the players to assist the U with clean-up.
- On broken or trick plays, know if there is a change of possession or a 1st down. Know the status of the clock for each situation.

## ***LJ/BJ***

- Verify defensive count with the HL.
- Take positions directly under or slightly behind the uprights. The LJ is positioned on the goal post nearest his sideline.
- Review broken or trick play adjustments. The LJ moves straight to the goal line and covers it with the inside-out look sideline-to-sideline. The BJ stays on the end line, moving toward the play as necessary.
- On a missed kick attempt that:
  - a) is short of the end zone and DEAD in the field of play; while watching players around the ball the BJ signals time out, direction and spots the ball. The LJ covers action by players in the area away from the ball
  - b) lands short in the end zone; both will signal “incomplete” (signal #10) followed by the touchback signal while taking a couple of steps onto the field
  - c) misses directly over or to the outside of either goal post; the official on that side while taking a couple of steps onto the field, signals incomplete followed by both hands and arms in a sweeping motion at chest level toward the sideline on his side of the field, followed by the touchback signal. The opposite official holds his position without signaling while observing any action in the area
  - d) hits the crossbar and bounces back into the end zone; the BJ verbally announces “no good” and both will signal incomplete followed by the touchback signal while taking a couple of steps onto the field.
- On a successful kick attempt that:
  - a) goes through the middle; both signal “good” (signal #5) while taking a couple of steps onto the field
  - b) is clearly just inside the upright; official on that side verbally announces “good” and signals while taking a couple of steps onto the field while the opposite official holds his position without signaling.
  - c) hits the crossbar and bounces over; BJ verbally announces “good” and both signal while taking a couple of steps onto the field.
- The LJ/BJ need to be sure that the R has seen their signal indicating the success/failure of the kick. The official on the R’s side of the field should make eye-contact with the R to insure that he has seen the signal and may have to repeat the signal if necessary.

## *Try*

### *By kicking*

- Crew assumes the same positions and responsibilities as for a field goal attempt.
- When it is obvious that the kick has failed, the ball becomes dead by rule.
- Ball becomes dead with any change of possession.

### *Two-point attempt*

- Crew assumes the same positions and responsibilities as for a goal line scrimmage play.
- Ball becomes dead with any change of possession.

## **USE OF THE WHISTLE**

### **ALL**

- Each official will carry a whistle as part of your required game equipment. Having an extra in your pocket is a good idea.
- It is recommended that the R/U/HL/LJ have a whistle in their mouth prior to the snap. Once the snap occurs, **NO** whistle in your mouth until the ball becomes dead.
- The proper use of the whistle requires the official to be mentally in the game at all times.
- Being able to concentrate on your assignment for each play and not anticipate the result of the play will hopefully keep you out of the “Inadvertent Whistle Club”.
- Keep this in mind; ***if you can't see the football, don't blow the whistle.***
- Remember that the ball/play became dead by rule. Your whistle only confirms what has already happened. Blowing your whistle incorrectly can only lead to a major problem that need not occur.
- ***Don't be in a hurry to make a mistake!!!!!!***
- Use your whistle as a tool to let the players know that the play is dead and action is to stop (this would apply when your job is primarily clean-up)
- Proper coordination of these principals plus consistent judgment in declaring forward progress being stopped should rarely cause a need for more than one whistle on the play. This is where your verbal control of the game comes into play.
- Knowing when the ball is your responsibility will assist you in declaring the ball dead. The remainder of the play you will observe blocking (either ahead of or behind the ball), followed by clean-up.

### **R**

- Use your whistle to indicate ball ready-for-play, time out (charged or official), injury, false start. Seldom will you need the use of your whistle to declare the ball dead, flanks and U will handle this.

### **U**

- Use your whistle to indicate time out, false start, injury and for plays up the middle where you *see* the ball become dead.

### **HL/LJ**

- Use your whistle to indicate time outs, dead ball fouls that prevent the snap, injuries (once the play is over), plays up the middle when you can see the ball, plays from the inbounds line to your sideline (goal line to goal line) and touchdowns.

## ***BJ***

- Use your whistle to indicate time out, injury, end of quarter, 10-sec. notification prior to the end of a time out, touchback, fair catch and touchdown when you have the goal line.

## ***FORWARD PROGRESS***

### ***ALL***

- Forward progress is absolutely, without question, one of the most important responsibilities of officiating. The FORWARD-MOST PART OF THE BALL when declared dead, whether the ball is parallel to or perpendicular to the sideline, ***IS*** the forward progress spot. Every runner's progress is exactly the same; the forward-most part of the ball when progress is declared dead inbounds or where it crossed the sideline when declared dead out of bounds. The spot where the runner's knee touches the ground is seldom if ever the forward progress spot. When the knee, elbow, hip, etc. touches the ground, ask yourself the question "Where is the ball at that moment???" ***THAT*** is the forward progress spot.
- Once you have ruled a runner's forward progress has stopped while being tackled and the ball carrier is now driven backwards or sideways, forward progress is exactly where the ball was at the moment he was stopped and driven backwards or sideways. Blow your whistle and kill the play. No fumble may occur because the ball is dead by rule.
- Same scenario but now he is driven backwards or sideways out of bounds, same forward progress spot and wind the clock because the ball became dead inbounds. Keep your eyes on the players as they go out of bounds.
- Forward progress for airborne receivers is the spot where he gains possession and maintains control of the ball while being tackled and driven backward while still in the air.
- Should an airborne receiver have possession, be contacted and lose possession, now regain possession prior to hitting the ground with anything but his hand or foot, his progress is the spot where he last gained possession.

### ***HL/LJ***

- Progress should be indicated by your most downfield foot. Stand normal with your feet about shoulder width. Your eyes should always be looking at the play, not at the ground, as you square up and move in.
- Progress can easily be marked without standing next to the pile (exception would be a possible measurement for 1st down or a runner short of the goal line. Never go around or jump over players to mark progress. Pinch to the point of meeting players and stop).
- Trail the runner slightly and stay on or outside the sideline. Square up at the progress spot and move into a position that puts you about 5 to 6 yards from the dead ball spot if the ball is between the numbers and the inbounds line.
- On plays that are dead between the numbers and the sideline, stay on or outside the sideline as you move down the field. When you reach the dead ball spot, square up and step onto the field a couple of steps. From these positions you will be able to observe all the play around the pile while marking the progress spot. You are now in a position to get a ball from the ball person should the U request it.
- On plays that are OB, the clock stops when the player or the ball goes OB, not when you arrive at the spot. Sound your whistle and signal time-out as you move to the OB spot.

Keep your eyes on the players at all times NOT on the spot at the sideline. Make a mental note as to the spot and continue to officiate.

- On plays involving the sideline you must be on the sideline or slightly out of bounds trailing the play. It is preferable to have your body facing down the sideline while your head turns to view the OB players. The R/U/BJ will be closing from their positions to assist you with the Clean-up around the play.
- Under no circumstance do you leave your progress spot until the spot has been picked up by the U/R and they have so indicated to you.
- When you are CERTAIN of your forward progress spot, do not allow the ball to be spotted incorrectly.
- **Cross Field Mechanic** - this is a method by which the flank official looks across the field to the opposite flank official for forward progress when he is unable to get to the spot or does not have a spot. When this situation occurs the involved official should be looking across the field for the opposite flank official indicating he is asking for help.
  - a) **IF** the opposite flank official has the spot he can so indicate by moving along the dead ball spot toward the middle of the field. The involved official can now square in on the spot of the opposite official.
  - b) Should the involved official look for help and find that no help is available, he must now pick the best spot he can find.
  - c) The flank official opposite the play should anticipate this type of situation when the action along the sideline comes back toward the LOS.

## ***U***

- Spotting the ball will be your job most of the time. You and the R must work closely so that this is a smooth occurrence. Generally you will be using the nearest flank official to get your spot. When the play is one where you have the best view of progress then it is yours to take. Should the flanks have a different spot let them know why you are not using their spot (“I have the ball dead back here—knee, elbow, etc.”)
- On occasion you will have placed the ball on the ground and the flank official requests that you adjust the ball to his spot. Don’t get upset, get eye contact with the official, pick up the ball and “wipe it off” or check that “the ball is ok” and place it at the new spot. Do not slide the ball on the ground or make a production out of it.

## ***FUMBLES***

### ***ALL***

- Know the difference between a **FUMBLE** (requires possession) and a **MUFF** (never was possessed). When you have a muffed backward pass; a failed exchange from the snapper to the quarterback or a dropped pitch to a running back, NO bean bag is required because these are not fumbles.
- **By rule a dead ball cannot be fumbled**, therefore, when a player who has possession of the ball hits the ground and subsequently loses possession, (a) if he is a runner the ball is dead by rule; no fumble and no bean bag, (b) if he is an airborne receiver, the pass is incomplete once the ball touches the ground.
- Unless you actually see the whole act, there is no reason for you to have a bean bag out since all you saw was the result of the action not the action itself. Officials should be extra cautious when the goal line is involved since only the covering official can correctly rule if the ball came loose prior to or after breaking the plane of the goal line.

- The official that sees a fumble and recovery should then signal (a) the next down with raised arm if recovered by the fumbling team or (b) stop the clock then signal direction of recovering team when recovered by the defense.
- When there is a fumble or a muff and no possession can be determined due to the pile of players, R should stop the clock until possession is determined. If A has possession, then wind the clock. If B has possession the stopped clock is correct.
- When a pile-up occurs, do not have all 5 officials digging to find the ball. No one sees what's going on around the pile. The R should stay back and observe around the pile. When the result of the recovery is known by those digging, they should relay that information to the R and he alone should signal direction (this saves the embarrassment of two officials pointing in opposite directions). **This is often a critical time in the game and a sense of urgency should be shown in determining the team in possession.**
- Know who last had possession of a loose ball that is ruled out of bounds and signal that direction *AFTER* stopping the clock.

### *SIGNALING TOUCHDOWN*

#### *Goal Line & Reverse Goal Line Mechanics for Running and Passing Plays*

#### *ALL*

- When signaling touchdown keep this in mind, only signal touchdown; (a) when you see the entire act (b) when the goal line is your responsibility. Do not mirror another official's touchdown signal.
- Once you know that all the requirements for a touchdown have been met, withhold your TD signal a moment then make your signal without regard to other officials. Be assertive.
- When YOU signal touchdown make sure it's there.
- Signaling TD is not a theatrical act, just a clean, crisp, professional act.

#### *R*

- Aside from repeating the touchdown signal by one of the crew, your use of the touchdown signal would generally apply to interception returns, punt returns and recoveries in the end zone.
- Prior to you giving the TD signal to the press box, verify there are no flags on the field.

#### *U*

- You will rarely signal touchdown. On goal line plays where you see the entire play and know you have a touchdown, DO NOT signal. A simple prearranged, non-obtrusive, non-vocal signal to either flank official will alert him to what you have. He will then, TRUSTING your judgment, signal touchdown. Only the flank official that the U faces will signal. This eliminates the U signaling TD while the flank official is signaling the ball short.
- If the ball is in a pile at the goal line and the flank officials indicate they do not have a spot, you will assist them in finding the ball. Once it's status has been determined, you will communicate that to the flank official and he will signal appropriately.
- It is acceptable for you to rule on a loose ball in the end zone that is recovered by either team provided you first check with the flank officials prior to any signal you give.

### ***HL/LJ***

- On plays where the R or BJ has the goal line your job is the sideline, not signaling TD.
- Your position on plays where you have the goal line are (a) ball snapped at or inside the 5-yd line - at the snap while continuously watching the action, you start toward and are on the goal line extended prior to the ball breaking the plane. Stay at least 6 feet OB if the pylon is threatened. If the play is short of the goal line you simply move back to the dead ball spot to square in for progress, (b) ball snapped between 15 & 5 yd line - stay even with the ball. Trailing the play in this situation does not allow you to be at the goal line prior to the ball.
- When giving the TD signal move on to the field a few steps as the play allows, holding the signal three or four steps.
- Pass plays that involve the sideline in the end zone are your calls. See page 23 for end-zone pass coverage
- Plays at the goal line where you have no spot (ball is in the pile) - you are to move in toward the pile slower than usual staying *IN* the field of play to indicate to the R/U you have no spot and we need to find the ball (the U will assist in locating the ball).
- When you do have the spot short of the goal line or the line to gain - sell this spot by pointing toward it as you run in blowing your whistle while keeping your eyes on the players not the ground.
- ***Running and passing plays from the Goal line---Reverse mechanics*** - When the offense is coming out of their end zone and the LOS is on or inside the 5-yd line, you must be prepared to cover the goal line in reverse. The offensive formation will assist you in determining your course of action; shot gun, “I” formation with the running back in the end zone, all the backs are in the end zone, etc. These type formations may put the ball back in the end zone initially, so the goal line requires immediate coverage. At the snap start moving back toward the goal line while observing the play. Stay on the goal line until it is no longer threatened.

### ***BJ***

- Kickoff returns, long runs and long passes require you to be on the goal line. Know where the goal line is and do not overrun it. Stop astride of it. Pass plays where you start on the goal line require you to move as needed to cover the play, staying on the goal line is of no value when the pass is at the end line.
- Pass plays that involve the end-line are your calls. See page 23 for end-zone pass coverage
- Scoring plays where the sideline may be involved and you have the goal line, delay your TD signal until you can see that the flank official covering the sideline is not signaling TO, indicating the runner was out of bounds prior to crossing the goal line. Move down the goal line a few steps toward the sideline closest to the score while giving the TD signal. Keep your eye on the scorer for any unsportsmanlike/taunting action.

## ***MEASURING FOR FIRST DOWN***

### ***ALL***

- The official(s) that has forward progress for the play (a) closes on the dead ball spot as much as possible and lets the crew know “Close---Close, I have the spot” (no jumping over or going around players) (b) when you get as close as possible you will ask for the ball to be handed to you (not thrown) and you place the ball on the ground with the long axis parallel to the sideline (c) once you have placed the ball on the ground remain over it

until the R determines if a measurement is necessary. If so, wait until the BJ relieves you, then proceed with your measurement duties. If a measurement is not required, follow normal ball mechanic procedures.

- Once the ball is placed on the ground it stays there until after the measurement. DON'T move it!!!!
- Responsibility for stopping the clock for a potential first down should rest with the LJ. He has the best look at the line-to-gain marker on close plays. If the spot is "Close---Close", stop the clock and the R will either measure or signal first down.
- Have both teams remain back and out of the area of the measurement (U/BJ--Defense LJ/HL--Offense). Only the captains may be at the measurement. Keep the area around the ball clear for the press box.
- Observe teams for unnecessary activity. Do not start the measurement process until both teams have cleared the area.

### ***R***

- Be on the side facing the press box when you check the measurement. If short of line-to-gain, step away and show with both hands above your head the distance needed. Signal 1<sup>st</sup> down when it is apparent that the line-to-gain has been reached.
- When the measurement is short and in the side zone, you will grab the chain at the forward point of the ball and relocate it at the inbounds line using the chain. LJ gets a new ball for you to spot. BJ keeps old ball on the ground until the new ball is spotted.
- Be aware of penalty situations as they relate to a first down. Use the tape at the mid-point of the chain to know if a 5-yd penalty will result in a first down. For other situations, you may need to measure before giving options to the captain.

### ***U***

- Take the forward stake from the chain crew member.
- When the HL gives the "ok", check that chains are straight and stretch them and complete the measurement with the stake in a vertical position.

### ***HL***

- If there are no penalty flags, the box man moves to the spot of the front stake. Bring the chains on the field and place the clip on the backside of the yard line the LJ has indicated. Let the U know when you are ready. If there is a penalty on the play, instruct box man to remain at the previous spot with the previous down showing. When the measurement is short and in the side zone, the R will pick up the chain at the forward-most spot of the ball and with you, move the chains to the inbounds line and reset them using a new ball from the LJ. On measurements that are short, you are to place the chains back at their previous position on the sideline using the clip. If a 1<sup>st</sup> down was gained you may release the chains and mark the new spot at the sideline for the box man.

### ***LJ***

- Provide spot for HL to set his clip (major yard line, even with the ball). Be prepared to get a new ball to the R for measurements that are short and in the side zone.

### ***BJ***

- Hold the ball where it was spotted. You are on the defensive side of the ball. Stay out of the way of the U and the view from the press box. If the ball is in a side zone, you will hold the ball at the old spot until the R spots a new ball at the inbounds line.

## ***DURING THE DEAD BALL PERIOD***

### ***ALL***

- When the referee gives the ready-for-play signal you should change your down indicator to the correct down.
- Know the down and yardage needed for a first down.
- You may consider anticipating certain type plays for the down and distance. **DO NOT** ever anticipate the results!
- Verbally and visually indicate the next down with each other. Closed fist indicates 4<sup>th</sup> down.
- Always be aware of double stakes and signal with crossed wrists at chest level.
- Only players and substitutes are allowed on the field—coaches and non-players are to remain off the field except when authorized by an official. Should a coach, player or non-player become abusive to any official any time during the game, that official should without hesitation call time out and throw his flag for unsportsmanlike conduct.
- Anytime you are relaying the ball to another official it is to be done underhand. Make short passes and make sure there is no one in the way of your toss. Do not throw the ball over players. Few things will discredit a crew faster than having the ball on the ground due to poor ball mechanics.

### ***R/LJ/U***

- Check down box for the correct down.

### ***U***

- One of your responsibilities is to keep record of the position of the ball on the field by using a rubber band on the hand opposite your down indicator. You would show the position of the ball as follows: little finger and thumb represent L/R inbounds line, 1<sup>st</sup> & 3<sup>rd</sup> fingers represent the L/R goal posts, middle finger represents the middle of the field.

## ***BALL MECHANICS***

### ***ALL***

- The proper and effective use of ball mechanics is critical to the flow of the game and the effectiveness of the crew. It is imperative that the ball persons are properly instructed and that they understand the importance of their role.
- The ball persons are not allowed on the field. This will require a coordinated effort from the officiating crew to insure that balls get replaced when necessary without delaying the game. The crew will decide when the ball needs to be replaced. Refrain from allowing a “kicking ball” to enter the field on 4<sup>th</sup> down plays.
- Every effort must be made to get the correct team’s ball on the field. If we discover an official’s error in this regard, stop play and correct it. If the correct ball is not available, use the existing ball until a replacement is available.
- The LJ is responsible for instructing the ball persons and inspecting the balls for their legality (see page 48 for an example). It is important for the HL to introduce himself to the ball person(s) on his sideline and reinforce the LJ’s instructions. The HL/LJ should try to build a positive rapport with their respective ball person.

### ***R/U***

- You will need to coordinate the relaying and spotting of the ball on plays that go in the side zone or OB. The U will spot the ball most of the time leaving the R to relay the ball or handle other responsibilities. When it makes sense and the U is deep in a side zone, he will relay the ball to the R who should spot the ball. Whoever spots the ball needs to move to an open space so the relaying official can safely toss him the ball. ***Do Not*** stand on the succeeding spot waiting for the ball to find you.
- If the ball needs to be replaced, request a new one from the flank official on the offensive team's side of the field.

### ***HL/LJ***

- You are pivotal in getting a new ball on the field. When requesting a ball, establish direct eye contact with the ball person and ask for the ball verbally and non-verbally (i.e. clapping hands or holding your hands out). Various plays require you to use different mechanics as follows:
  - a) On plays that end outside the numbers or OB, you will retrieve the original ball and relay it to the closest official. If possible, you can request a ball from the nearest ball person so you can spot it at your feet. This will help the U get the accurate spot.
  - b) On incomplete passes, the official on the offensive team's sideline will get a ball from his ball person and relay it to the closest official. The ball person will need to retrieve the original ball from an official or if near his sideline, he can retrieve it himself.
  - c) Be especially aware on plays involving a change-of-possession. This will take a coordination of effort to get the new ball in and the old ball off of the field.

### ***BJ***

- Occasionally, you will be involved in relaying the ball to the R/U. Remember, dead ball officiating is your primary responsibility and helping with ball mechanics cannot take priority. If after the action stops and fouls are no longer a concern, help with the relay.
- When the ball remains on the field after an incomplete pass, you need to retrieve the ball and toss it to the ball person on the offensive team's sideline. If the ball is near the sideline, the ball person can retrieve it himself.

## ***CHARGED TIME OUT***

### ***ALL***

- When a time out is legally requested and granted, the calling official will stop the clock and not allow the ball to be put into play. Note on your game card the time, quarter and number of calling player.
- The CLOCK is the responsibility of the entire crew. One clock mistake and the entire crew will suffer. Don't let it happen. Check to make sure that the clock has actually stopped and the clock is correct.
- The crew picks up the time out signal and does not allow play to continue should the snap occur shortly after a time out is recognized and signaled..
- During any TO, do not bunch up or gather just to talk. Should you have something to discuss with another crew member, make it as short as possible and get back to your duties.
- Refer only to number of TO's a team has remaining. Do this both verbally and visually.

## ***R***

- Indicate the team charged with a TO by pointing both arms three times toward that team.
- You need to personally visit the head coach and verbally tell him when he has exhausted his three TO's.
- Indicate an official's TO by tapping your chest with both hands three times.
- After a TO, prior to marking the ball ready-for-play you must notify both team captains and your officials that it is time to resume play. Release the U prior to the ready-for-play signal.
- The BJ will blow his whistle with 10-sec remaining on team time outs. 15-sec later you release the U and mark ball ready-for-play.

## ***U***

- Your position is at the ball. Confirm with the R the number of time outs remaining as well as the down and distance.

## ***LJ/HL***

- Notify your head Coach of the number of TOs he has remaining. Stay near your team's sideline to assist with situations that may arise. Get your team on the field promptly when indicated to do so by the BJ.

## ***BJ***

- See that the clock was stopped and note the time.
- You have all the timing duties. Notify the crew with 10-sec left in the TO. This is accomplished by blowing your whistle, pointing to and having eye-to-eye contact with the R. Each team is then notified by the LJ/HL that the 25-sec count is about to start.

## ***PENALTY FLAG AND BEAN BAG***

### ***Penalty Flag***

#### ***ALL***

- Use of your penalty flag is required only when you are calling a foul. Do not throw your flag like a missile. Generally it needs to be in the air where it can be seen. It can and should be moved to the spot of the foul as needed after the play is dead and before reporting your foul to the R.
- Be under control when throwing the flag. It's easy to determine when an official is overly excited or angry. That's not the correct image to display.
- Never just drop the flag to the ground next to you.
- Be careful not to throw the flag directly at players. Find an open space where you can throw your flag to the spot if necessary.
- ***ALWAYS*** continue to officiate after throwing your flag. When the ball is dead, blow your whistle and stop the clock. There is no need to hurry. When all is clear and the dead ball spot is covered, get the R's attention with a few short chirps on your whistle and let him know what you have called.

## ***Bean Bag***

### ***ALL***

- On free kicks all should have their bean bags in hand (first touching)
- On scrimmage kicks HL/LJ/BJ have bean bags in hand (first touching and end of kick)
- Bean bags are NOT to be thrown, they are to be dropped or tossed (seldom more than 3-yds.). They are intended to mark spots (namely fumbles, touching of and end of kicks) on the field and those same spots extend sideline to sideline.
- Bean bags will also mark the spot of (a) an eligible team A pass receiver voluntarily going out of bounds, (b) a Team A player voluntarily going out of bounds during kick plays. In both cases, they should mark the spot where the player went out of bounds.

## ***CALLING AND REPORTING FOULS***

### ***ALL***

- When calling a foul, get your flag into the air so that it may be seen immediately. Should the foul be prior to the snap, DO NOT let the play start. Should the snap occur, STOP the play by quickly blowing the whistle loudly and moving toward or down the line of scrimmage signaling time out.
- The calling official reports the foul(s) to R. It is your responsibility to see that the correct penalty options are explained, enforcement yardage and clock status are correct.
- If the foul is a spot foul, mentally note the yard line. Your flag seldom will land on the correct spot and should be moved only after the play is dead and all action is over.
- Live ball fouls, no whistle until ball is dead by rule.
- Know the status of the ball (live, dead, loose or in possession) and the fouling player's team and number.
- When the play is dead, signal time out and check to see that the clock is stopped. Use your whistle to alert the R and the crew that you have a penalty. Hold the spot if you have progress until relieved by a crew member.
- Remaining officials need to hold the progress spot and cover the flag
- Check the clock to see that it remains stopped or is started according to rule after penalty enforcement. This is a simple but highly important part of the game that absolutely cannot be understated. Timing errors must not be allowed---***Get it right!***

### ***HL***

- Make sure the box man and chain crew hold their positions.

### ***U***

- You should be listening to the foul being reported and the options given by the R. You may inform the other officials of the call so they can report to their coach. Should you believe the R to be in error, simply ask "Would you please repeat those options again?" This should alert the R and the calling official of a possible error.

### ***HL/LJ***

- After all action has stopped, come in and get the foul information from the calling official. You then need to report this to the head coach once your enforcement duties are completed.

## ***ENFORCEMENT OF PENALTIES***

### ***ALL***

- The penalty enforcement process should not be hurried but an effort should be made to efficiently enforce the penalty and resume play. This can be accomplished if each official concentrates on his responsibilities and carries them out without delay.
- When handled correctly these procedures will eliminate incorrect enforcements. When applied haphazardly, one team will be needlessly shortchanged. Do not allow this to occur.
- Each and every member of the crew is responsible to see that the correct penalty options are given as well as the proper yardage enforced.

### ***R***

- After hearing penalty information, turn to the press box and give your preliminary signal. Quickly find an open spot no more than a few steps away and give a clear signal. All dead ball fouls will be indicated by signal #7 first, followed by the signal of the infraction. Should you be the calling official, once the play is clearly over and the clock is stopped, turn to the press box and give your preliminary signal prior to any discussion.
- Give options to the offended captain (if necessary) and make sure he understands them. You may wish to place yourself in a position where you can see the head coach as you talk to the captain. This may assist in speeding up the process.
- Once an option has been chosen, verify the enforcement with the U, face the press box and give your final signal. Simply clear yourself from them by a few steps, stand still and give good concise signals that are neither animated nor sluggish.
- When an option is obvious for a team, enforce the penalty without the normal formalities of conferring with the captain as to his options.
- Once the enforcement is complete check with the crew to make sure they are in position and mark ball ready-for-play with the clock always in mind. In a hurry up situation where the clock will be started on the RFP, remind the QB “I’m going to wind the clock on the ready”.
- Should a flag be thrown and then subsequently picked up, signal # 13 is to be used.
- Should you be equipped with a microphone, player’s numbers or names ***WILL NOT*** be announced. Use the school name at the coin toss and time outs, offense & defense, kicking & receiving team for penalties.

### ***U***

- Place a ball at the dead ball spot and verify the penalty enforcement with the R before you proceed
- 5-yd & ½ the distance fouls, walk-off is acceptable. ***ALL*** other fouls should be a jog.
- Mark enforcements from the correct spot. The *previous spot* is where the ball was last put in play. Check the elastic position indicator on your hand and mark the yardage from that spot. If the foul is from the *end of the run*, go to that exact spot and mark off the yardage. If you end up in a side-zone, square in to the inbounds line. If the foul requires a *spot enforcement*, go to that exact spot and mark off the yardage. If you end up in a side-zone, square in to the inbounds line. Fouls *out of bounds or at the sideline* are marked along the sideline then square in to the inbounds line.
- Verify the spot of enforcement with the HL. Make eye-contact and start at the same yard-line, marking off the required yardage. Verify your ending spot with the HL before

placing the ball on the ground. If you are in disagreement, confer with the HL/LJ and start over if necessary.

- Remind R as to the status of the clock and the correct down. Verify correct down to flank officials.
- Stay over ball until R gives the ready-for-play, then back-out to your position

### ***HL***

- Check the position of the down box as it relates to the 5-yd tape on the chain. If the penalty is 5-yds, notify the R if the enforcement will leave the ball short or beyond the line-to-gain.
- Depending on the result of the penalty, your actions will vary (a) new series, move chains and box as usual or only the box if inside the 10-yd line, (b) same series, chains remain in position and box moves as required. Remind crew of situations where “Double Stakes” occur signaling crossed wrists held at chest height.
- Verify the spot of enforcement with the U. Make eye-contact and start at the same yard-line, marking off the required yardage. The U will verify the ending spot with you before placing the ball on the ground. If you are in disagreement, confer with the U/LJ and start over if necessary. Once you are sure it’s all correct, move your down box and chains as necessary.

### ***LJ***

- During the enforcement of a penalty, you will stay at the spot of enforcement until the U and HL have marked off the yardage. When they are in agreement and the U places the ball on the ground, you will then mark off the required yardage to confirm their enforcement. If you are in disagreement, immediately notify the crew and repeat the enforcement procedure if necessary.

### ***HL/LJ***

- Should you be involved in calling the penalty you will need to hustle back to the sideline to assist with the penalty mark-off procedure and communicate with your coach.
- Verify the status of the clock prior to leaving the R.

### ***BJ***

- Know the time on the clock, even though the clock is stopped it may be incorrect and will require adjustment. Insure the R is aware of this and that you are prepared to correct it.
- Should the flag be yours, when you report the foul inform the R of the status of the clock.
- If the flag is not yours, your participation in penalty enforcement activities will depend on the situation as follows:
  - a) If the calling official has the dead ball spot in a side-zone, take that spot from him so he can report his foul to the R.
  - b) If the calling official has a spot foul, you may be required to cover his flag to insure it is not moved.
- Pay attention to the enforcement proceedings so you can confirm that they have been conducted accurately. If you are in disagreement, alert the crew immediately.
- After enforcement, insure that the clock remains stopped or is started according to rule.

### ***HL/LJ/BJ***

- Be alert to provide the U with a new ball as he may require. Ball persons stay off the field.

## ***TIMING***

### ***ALL***

- Correct timing of the game is the responsibility of every official. It's importance cannot be overstated.
- Each official has his responsibilities for stopping the clock as well as keeping it running. These responsibilities must remain consistent.

### ***R***

- Marking the ball ready-for-play should have a consistent rhythm throughout the game and is signaled by a chopping motion (signal #1) accompanied by the whistle.
- Hurry-up offense does not dictate your pace.
- You and the BJ must be on the same page at all times. The BJ will blow his whistle with 10-sec remaining on team time outs. 15-sec later you mark ball ready-for-play.
- Resetting the 25-sec. clock is your job. Repeatedly use the open palm-up pumping motion to verify with BJ.
- Should you be facing the clock at the end of a quarter, half or the game, do not allow a play to begin if time expires first.
- In the event of a game clock malfunction, you will need to take responsibility for the 25-sec clock.

### ***BJ***

- All timing of the game is your responsibility. Verbally count to yourself the last 5-sec. of the 25-sec while keeping your eye on the ball. No visual signal. The count must be complete prior to the snap to warrant a flag.
- Should the game clock malfunction you are to keep the time on the field. You may use the clock operator along the sideline to assist you. The R will take the 25-sec clock.
- You ***MUST*** have a watch capable of properly timing the entire game.
- Should you be facing the clock at the end of a quarter, half or the game, do not allow a play to begin if time expires first.
- On all time outs notify the crew when 10-sec remain. The HL/LJ will notify their teams that the 25-sec clock is about to start. The R will chop the ball ready-for-play 15-sec later.

## ***BETWEEN QUARTERS***

### ***R***

- Confirm with the BJ that there are no timing issues. Hold the ball above your head with one hand to indicate end of the quarter (signal #14).
- When the officials have completed their duties, notify the HL/LJ to direct the teams onto the field and mark the ball ready-for-play.

### ***R/HL/U***

- Note and record yard line and down and distance prior to moving the ball.
- Determine the exact spot the ball occupies (yard line and position between inbounds line). Move the ball by jogging to that corresponding location on the opposite side of the 50-yd line.

## ***U***

- Confirm with the R/HL that the ball is placed at the correct spot.
- Stay over the ball until R marks it ready-for-play.

## ***HL***

- After confirming information with the R/U, use the yard marker clip to reverse and move the chains to the corresponding location on the opposite side of the 50-yd line. Insure that the R/U are in agreement with your placement of the chains and box.
- Locate chains and box man back to the 6-ft line.
- Remain near your team and remind the head coach of the number of time outs he has remaining. Get your team on the field when notified.

## ***LJ***

- Make note of the yard line on your game card and proceed to the corresponding spot opposite side of the 50-yd line, face in and hold that spot unobtrusively until the ball is spotted --- do not let the ball be spotted incorrectly.
- Once ball has been correctly spotted, place yourself near your team
- Remain near your team and remind the head coach of the number of time outs he has remaining. Get your team on the field when notified.

## ***BJ***

- You are responsible for player conduct during the changing of quarters.
- Verify that the clock is set to 12:00 for the new quarter to begin.

## ***END OF 1<sup>ST</sup> HALF --- START OF 2<sup>ND</sup> HALF***

## ***R***

- To end the half, confirm with the BJ that there are no timing errors. Hold the ball above your head with one hand to indicate the end of the half (signal #14).

## ***HL/LJ***

- Inform the coach on your sideline as to the time for the start of the 2<sup>nd</sup> half. Just as in the beginning of the game, the BJ/LJ will visit their locker room to insure their timely arrival on the field for the 2<sup>nd</sup> half kickoff.

## ***BJ***

- Once both teams have left the field you are to start the game clock for halftime. The timer should put 15:00 (or previously agreed upon amount) on the clock. You will time the 3-min warm-up on your watch.

## ***ALL***

- It is very important to get the 2<sup>nd</sup> half started punctually. All five officials are responsible. You must physically get the teams from their locker room and onto the field for warm-up and to conduct the "toss". Teams should be ready to kickoff promptly after the expiration of the halftime clock and mandatory warm-up period. The effort of the BJ/LJ is critical and they must adjust the timing of their locker room visits to accommodate the layout of the stadium.

- For the “toss”, follow the same procedure as you used to start the game. See “*Coin Toss*” on page 10 for details.
- Be near the team huddles and work with the coaches to get the teams on the field. The LJ/BJ shouldn’t go to their kickoff position until their team is on the field.

### ***U***

- Secure a ball from the kicking team when they come back onto the field. At the conclusion of the toss, take your position in the middle of the field, put the ball down at the kicker’s 40-yd line and follow your normal kickoff procedure.

### ***BJ***

- Since you are timing the halftime, make sure that the toss is conducted with 3 minutes remaining in the intermission. To begin the half, make sure the clock is set at 12:00.

## ***SIDELINE WARNING***

### ***ALL***

- Be consistent with its use. This tool provides some measure of safety along the sideline for both the players, coaches and the officials. Being able to work down a sideline without players or coaches in the way allows you to have the best possible look at all the plays involving the sideline. You cannot rule on plays that you are unable to see because of their interference. When a sideline warning is issued it should be administered prior to the next snap or kickoff. In your pre-game meeting with the coaches, remind them that the flank officials will be working on or outside the sideline throughout the game. Their cooperation and assistance in keeping that area clear will be greatly appreciated. Interference with the officials during the *live ball period* by anyone in this area will not be allowed. Verify with the coach that he knows and understands the intent of the rule.
- The control of the sideline and team box area starts BEFORE the opening kickoff.
- Be diligent at the beginning of the game. Take care of issues early and be consistent. The 4<sup>th</sup> quarter is not the time to begin correcting bad sideline habits.

### ***Procedure for Administering a Sideline Warning***

- Calling official signals time out, throws his flag and notifies the R that he is giving a sideline warning for violation of the team box rule (at this point all of the crew will note the time and quarter on their game cards). The calling official will alert the coach that this will be his one and only warning and any further infractions will result in a penalty.
- The official on the opposite sideline should make his coach aware of the sideline warning. This gives him the opportunity to thank the coach for his compliance or remind him of the need to keep the area clear.
- Should the interference occur during the live-ball portion of the play, wait until the play is dead and the clean-up is over. Signal time out, throw your flag and begin the enforcement.
- Should the interference occur during the dead ball portion prior to the snap or free kick, signal time out and throw your flag. Do not allow play to start. Begin the procedure.

### ***R***

- Signal #15 is given to the press box followed by pointing to the offending team’s bench.
- Mark the ball ready-for-play and start the clock if it was running prior to the infraction.

## ***OVERTIME PROCEDURE***

### ***ALL***

- Immediately after the conclusion of the 4<sup>th</sup> quarter, the head coaches, captains and officiating crew will meet at midfield. Follow the same coin toss procedure that you used at the beginning of the game. The BJ/LJ will insure that the coaches and captains come to the middle of the field in a timely and orderly fashion. The R will review the overtime rules prior to conducting the coin toss. Be sure to inform the coaches of the number of TO's they have available, including any carryovers from the 2<sup>nd</sup> half.

### ***U***

- After the toss choices have been made, place the offensive team's ball on the 25-yd. line.

### ***HL/LJ***

- Stay near your team's sideline until you receive the signal from the BJ indicating the conclusion of the overtime intermission. At that time, promptly get your team on the field to begin the overtime period.

### ***BJ***

- The game clock is not used in OT. You will keep the 25-sec clock. Begin timing the 3-min overtime intermission at the conclusion of the 4th quarter. Insure that OT begins punctually. Signal the HL/LJ with 30-sec remaining in the intermission so they can get their teams on the field.

## ***FREE KICK AFTER SAFETY***

- All of the crew take up the same positions and assume the same responsibilities as you would for a regular kickoff.
- R/HL the type of kick used (punt or kickoff) will determine your starting point.
- Unless moved by penalty, the ball will be put in play at the 20-yd line.

## ***FREE KICK AFTER FAIR CATCH***

- HL sets the chains. They establish the 10-yds between the kicker's and receiver's restraining lines.
- Crew takes up the same positions as on a regular kickoff, except the R/HL will position themselves under the goal post uprights and will rule on the kick. The R/HL should refer to the LJ/BJ section under ***Field Goal*** on page 29 for correct positioning and signals.

## **REFEREE PRE-GAME OUTLINE**

### **ALL**

1. Communicate with each other
2. **HL/LJ** – report fouls to coaches – come in and find out on all fouls, then report back
3. **HL/LJ** – find “get back” coach before game to avoid sideline problems and warnings.
4. **HL/LJ** – learn the names of your ball boys (be nice – they are usually coaches sons)
5. **BJ/LJ** – Go to locker room and get captains and teams. Ready at 4 min, Flip at 3 min
6. Start game and 2<sup>nd</sup> half on time
7. Prevent problems. Talk – have a presence – communicate with coaches.
8. During the game – if something is not right, tell us! Don’t wait to be asked.
9. Communicate with coaches (good news, player warnings, etc.) It’s not a debate. Be respectful. Give the head coach some latitude but ask his help to quiet the assistants.
10. Get ALL false starts – dead ball. Kill it right away...or else they’ll score on that play!!!
11. Penalty Enforcements – Efficient and accurate. Hustle to communicate with coaches.
12. Count 11 players and count 4 downs. Discuss.
13. When in doubt, let the play go, hold your whistle.

### **R**

1. Discuss illegal kicks and bats by A on punts, by B on punts, by B on free kicks
2. Discuss intentional grounding, illegal forward pass
3. Blocked punts/FG’s, when ball does not cross, when it does, etc.
4. On-side kicks. Blocks by A. Illegal touch by A. Fair catch.
5. Bean bags and placement – momentum – illegal touch – fumbles.
6. Measurements
7. Sideline warnings – how we handle

### **U**

1. Look-in and pass coverage
2. Protecting the center in kick formation – call out ineligible in kick formation
3. LOS Coverage on Pass Plays (ineligibles, illegal fwd pass – who has it)

### **LJ**

1. QB Sack – progress – swing and snap pass coverage
2. Ball Boys-Ball Relay
3. Reverse goal line mechanics
4. First Downs – Measurements/Communication

### **HL**

1. Penalty enforcement mechanics (old spot – new spot)
2. LOS – Bad snap coverage on scrimmage kicks (who stays home – who goes back w/R)
3. Illegal forward pass (will you have it)
4. Coverage of on-side kicks – knowledge of “fair-catcher”

### **BJ**

1. Timing of game – 25-sec clock
2. Punt coverage and coffin corner mechanics
3. Coverage of receivers

**CHAIN CREW & BOX MAN INSTRUCTIONS**  
**Responsibilities and Procedures**

- First introduce yourself to the entire crew, thank them for their participation, get their names and write them on your game card. A good start would be to remind them that even if they are veterans and are familiar with what to do, please bear with you while you review the required instructions.
- Inform the entire crew that they WILL work back at the 6' mark throughout the game and that any problems or situations they encounter while performing their job is to be brought to your attention. You will resolve situation, not them. They are to refrain from remarks relating to players, coaches and expressing opinions concerning any ruling or calls made by the officials.
- They are to set the down box and chains as directed by you. You will personally mark all new 1<sup>st</sup> down spots. Make sure the chain is stretched tight.
- A signal to the chains comes only from YOU. A waving type signal may be used to move the entire crew for a new series. It is helpful if the box man is the first chain crew member at the new spot to assist with setting the chains. Should the crew see a flag on the play, it is their job to hold their position regardless of any signal for them to move.
- The box man always uses the forward point of the ball as his spot. He will hold the previous spot with previous down showing until motioned to move by YOU (usually done when you indicate to him next down with a raised hand toward him). As he moves from the previous spot to the new spot, he shall change the down (old spot old down, new spot new down).
- Check chains for condition, tape mark at 5-yd. spot, that poles are equipped with safe flat bottoms. Check that down box operates correctly and check each number.
- The clip man is to use both clips you provide. Explain that one is on the chain and one is in his hand. When the chains move, he is to attach the one in his hand to the back-side of the yard marking that goes all the way across the field (5-yd increments). After placing the new clip, he can retrieve the old one when it is safe.
- They and their equipment are not used on free kicks so they should be at least 12' out of bounds at the receiving team's 20-yd line.
- On all plays involving the sideline the crew must be prepared to drop the chains and get out of the way. Make this decision early to reduce the possibility of injury to you or a player. Do not carry chains or down box away, DROP THEM.
- Whenever the line to gain is in the field of play the entire crew is involved and the stakes will be held upright. Should the line to gain be the goal line, then only the box man is required. The chains are to be laid down safely out of the way.

**MEASUREMENTS:** If there are no flags down, the box man leaves the previous down showing and moves to the spot of the front stake of the chains. If there is a flag down, the box man will leave the previous down showing and remain at the previous spot. At your direction, the chain crew will move onto the field. When they reach the other officials, the person with the front stake will hand it to the U and move out of the way. When the measurement is over, the U will hand the rod back to him. If the spot is short of the line-to-gain, the R will re-spot the ball at the inbounds line if necessary. Then the crew will go with you back to their original position, using the clip to reset the chains. If it is a first down, then they will set the chains at your direction as normal.

***BALL PERSONS INSTRUCTIONS***  
***Responsibilities and Procedures***

1. Introduce yourself to ball persons. Identify the Lead and write down his name; be sure to address him by name.
2. Instruct the personnel that they are to stay on the sideline in close proximity to the flank official at all times. They are to begin each play approximately 5-yds in the offensive backfield and 6 feet off the sideline.
3. When a new ball is required the flank official will turn to the ball person and request that it be tossed to him. They are NOT to enter the field and give the ball to the U.
4. When requesting the ball, establish direct eye contact with the ball person and then ask for the ball verbally and non-verbally (i.e. clapping hands together or placing hands in front of you as to catch the ball). Instruct the ball person to toss the ball to you with an underhand toss only after an official has requested the ball.
5. Advise that a new ball will not be required on every play, but they must be prepared to provide a ball at your request in such situations as: a change of possession, measurements, incomplete pass, or if the ball becomes dead in your side zone. Even if the other team is on offense you may request “dummy ball” for double spot. We will not allow the “kicking ball” to come in on kick plays.
6. Ball persons are to remain on their sideline except to retrieve an incomplete pass or kicks that become dead out of bounds on the opposing sideline. If it is not possible for an official to relay the ball back to them, they should run around the end zone to retrieve the ball, being careful not to enter the field of play.
7. After tries and successful field goals the ball person of the scoring team will need to get a ball to the U for the next kickoff. The U will be moving up the scoring team’s sideline after the FG or try.

***TIMER INSTRUCTIONS***  
***Responsibilities and Procedures***

1. Introduce each other, and record timer's name on your game card.
2. Synchronize watches with game time.
3. Determine timer's location, and discuss proper communication accordingly.
4. Discuss coordination of starting and stopping clock.
5. Determine how the clock will be reset, and if it can be reset to an exact time.
6. Set and begin pre-game countdown, with the clock to hit 0:00 at game time.
7. Discuss length of halftime, and let the clock operator know you will signal when to begin.
8. Remind him that at the end of the quarter, no audible device may be used until the play clearly becomes dead. He should reset the clock to 12:00 only after the R holds up the ball at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters.
9. Any official may stop the clock.
10. On plays near the boundary line the clock will continue to run, unless the official signals incomplete or stop the clock (out of bounds, first down, runner's helmet came off, etc.).
11. After the clock has been stopped, the referee may start it again by winding his arm. If no signal is given, the clock will start on the snap.
12. The clock stops following a touchdown, field goal, touchback or safety after the appropriate signal has been made.
13. The try is not a timed down.
14. If the period is extended for an un-timed down, keep the clock at 0:00
15. For overtime, keep the clock at 0:00