OFFICIAL

FOOTBALL MECHANICS MANUAL

MHSAA®
michigan high school athletic association

CREWS OF FOUR, FIVE and SEVEN

2014 EDITION
EDITOR'S NOTE

In 2014 we are entering our seventh year of the MHSAA mechanics published in this book. We established a base from which all officials across the state, no matter what level, can work the same mechanics. After making virtually no changes in the last two years – we think we have some fresh ideas that will assist you in being better mechanically. We have also better clarified what we are looking for you to do. All significant changes will be highlighted in RED.

The committee has had a couple of changes – new members are Tom Essenbug (Grand Rapids) and Tom Rau (Grand Blanc) – those continuing Committee members are Mike Conlin (Lansing), Duane Luecking (Kalamazoo), Brian Roberts (Midland), and Bob Williams (Detroit), along with Mark Uyl from the MHSAA office and the editor.

The committee recognizes that not everyone in the state will agree with what has been implemented to date. If you believe that you have a better method or mechanic, we encourage you to submit it, in writing, to Mark Uyl at the MHSAA office or to one of the members of the Mechanics Committee. If you want to be considered for participation on this committee send a note to Mark Uyl. All of the changes in this manual came from suggestions from officials.

Abbreviations/definitions used in this publication:
R = Referee
U = Umpire
H = Head Linesman
L = Line Judge
B = Back Judge
F = Field Judge
S = Side Judge
LOS = Line of Scrimmage
Wing Officials = Head Linesman and Line Judge
“Hold” Official = Mechanic for LOS Officials during punts
“Release” Official = Mechanic for LOS Officials during punts
Twins = 2 Receivers on one side
Trips = 3 Receivers on one side
Front 5 = Players normally at Receiver’s restraining line on Free Kicks
Wide side = the side of field with most distance between ball and side line
Boxing-In = The term used for Dead Ball coverage at the end of a play. As noted above, the proper mechanics and positioning will put one official on the ball, one official behind the play, one official in front of the play, and one official on each side of play.

THE MHSAA THANKS YOU FOR YOUR EFFORTS.....GOOD LUCK DURING THE COMING SEASON.

Dick Honig
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DIFFERENCES FROM A FIVE PERSON CREW TO A FOUR PERSON CREW
ARE NOTED WITHIN A BOX IN EACH OF THE SECTIONS.
Section 1 - GENERAL INFORMATION

A - UNIFORM – Uniform is always clean and neat. It consists of:

- A shirt with 1” stripes in either Short or Long Sleeves (No 2” stripes shirts in 2014)
- Black Slacks with a 2” white stripe on each leg. Knickers can still be worn but only if the entire crew is dressed the same.
- Black socks – crew or higher socks (Northwestern style hose with Knickers)
- Black Shoes (best if cleated)
- Black Hat with White stripes (All except the R), Solid White Hat (the R)
- 1 ¼” Black Belt
- Accessories include a whistle, lanyard, gold flag, black, white or royal blue bean bag (entire Crew must use the same color), elastic down indicator, game card, and pencil. The H also furnishes a clipping device for the Chains
- Jackets are optional but should conform to the look of the shirt (1” stripes)
- Shorts – optional (JV or lower only – no Varsity) – White or Black. (Coaches style with belt loops, double-knit polyester) with a 7” inseam. If worn – entire Crew must be dressed the same

B - CONTRACTS – the “Officials Guidebook” has additional details

- Officials in Michigan are considered Independent Contractors
- Arrange your own schedules either through a school, league, or an assignor
- Have a contract for all dates you are to officiate and those contracts should be completed in advance of all contests
- An “ACCEPTED” date on Arbiter Sports constitutes a legally binding contract by both parties
- Contracts should provide all of the needed information
  - Date, Time, and Location
  - Gender and Level of Competition
  - Financial Provisions
- You are not required to work beyond the limits of that contract. For example – you contract to work a scrimmage game of 4 quarters and at the end of the 4 quarters the Coaches ask you to do a 5th quarter
- The MHSAA issues contracts for all tournament assignments. Requirements for assignment are: a) Complete the Annual MHSAA Rules Meeting
  b) Be an “Approved” Official with at least 16 ratings over the previous 3 years
  c) Be a member in “Good Standing” (defined as having attended at least 50% of the meetings during the previous year) with an Approved Officials Association
  d) Pass the 30 questions Rules Test
  e) Crew or Officials must have submitted his schedule on required form
- Should you become injured or sick and cannot fulfill your contracted assignment - contact the Athletic Director immediately and hopefully have a substitute ready for his/her approval
- “Double Booking” is the practice of accepting and signing contracts for two or more games on a given day and then choosing the game you desire to work - while cancelling the other contract. This is unprofessional and, if discovered, you will be subject to League, Local Association, or MHSAA sanctions
- Failure to fulfill a contract is subject to sanctions by League or MHSAA

C - PREPARATION – Preparation and Opportunity = Success

- Join a local association and remain a “Member in Good Standing”
• Attend the Association meetings and regularly independently study the rules. Rules knowledge is invaluable but if applied in its strictest sense, will not lead to successful officiating. Knowing the rules and applying them with a Common Sense approach makes you a better official
• Learn the required mechanics – proper positioning is the main ingredient in making the correct call

D - CONDUCT AND ETHICS – When you officiate you take an oath to uphold the integrity of the game and to keep the playing field level for both teams. Dedicate yourself to this end, while at all times handling yourself in a professional manner. Your game should be free from unnecessary roughness, unfair tactics, and unsportsmanlike conduct
• Get to your game early (90 minutes is the required time for a Varsity level contest – 30 minutes for Sub-Varsity - prior to starting time) – do not be scrambling in at the last minute
• Be neatly dressed and in proper uniform (See Uniform Section)
• Treat Players and Coaches as you like to be treated
• Honor contracts – don’t double book (See Contracts Section)
• Show Poise and Self Control
• Control your temper – even when Coaches and Player do not
• Use a Common Sense approach
• Be Courteous and Considerate – yet Firm and Decisive
• Show Courage in tough situations

E - PHYSICAL CONDITION – The players are in their best physical condition. To officiate at the highest level you must be in good physical condition. Varsity games usually last a little more than two hours with the most vital times being the last two minutes of each half. This is the time when your physical conditioning is needed most. If you are tired and perform poorly in these last minute situations, all the good officiating you have done in the other 44 minutes will be forgotten

Section 2 - BASIC GUIDELINES

A - GAME CONTROL – You have a better chance at a smooth game if you:
• Communicate with Players and Coaches (keep them informed)
• Use Preventive Officiating (See Preventative Officiating Section)
• Eliminate all “Derogatory Comments” between teams
• Officiate the “Point of Attack”
• Have sharp – strong whistles
• Wing Officials close into the 9 yard marks at the end of each play and clean up. B close in and clean-up in front of the play. U go to the ball (under control with your head up) watching players around the pile. R closes in behind the play and cleans-up. When you “box-in” the play and you will be good a Dead Ball officials
• Never turn your back on the football. After pinching-in on a play – back out to your position
• When there is a change of possession following a kickoff, scrimmage kick, fumble, interception, etc., place the ball on the nearest whole yard line to start the next series. Otherwise leave the ball where the play ends.
• Make decisive decisions – use good body language
Many decisions will be questioned no matter what, but when your “Body Language” displays confidence, the decisions are more readily accepted.

B - COMMUNICATIONS – In all aspects of the game, communications creates confidence in the Crew

- Communicate with Players – good things as well as problems. Be especially verbal with players in Dead Ball situations – such as “That’s enough”, “That’s all”, or “The play is over”
- Communicate with Coaches – keep them informed. An example is when you have a problem with a certain player – say to the Coach “I am having problems with #34, could you please help me?”
  ➢ Give each Coach a list of the officials when you meet prior to the game
  ➢ Secure the name of the “Get Back” Coach. If you need help with the sidelines you will know who to ask
- Communicate within your Crew – some of these are: (See Supplemental Signals) n
  ➢ Down and distance
  ➢ Player counts
  ➢ Receivers on or off the LOS
  ➢ Getting Offensive Lineman onto the LOS. Wing Officials need to get information to the U and R if Offensive Lineman need to move up
  ➢ Two stakes
  ➢ Unbalanced line
  ➢ The Crew (especially the B and L) must remind the R of the status of the clock when there is a clock stoppage
- Communicate with Timer – use good “stop” and “wind” clock signals
- Communicate with Chain Crew – especially the H
- Communicate with Players, Coaches, Press Box, and Fans – by R giving good preliminary and final signals

C - HANDLING COACHES – You will do well with Coaches if you communicate with them. Sometimes this requires maximum patience. Always “soothe” rather than “incite”. Often your best means of communicating is to LISTEN. Our suggestion is to listen to what the Coach has to say or ask. Answer his question (but do not respond to his comments) - then return to your position. Once you have answered the Coach – do not get into further discussion. Wing Officials - you generally can answer questions without turning around and looking at the Coach. This method works the best. R’s – if you have to go to the side line – make your conversation quick. Remember there is a Coach on the other sideline that will get upset the longer you are there – as he perceives that the other Coach is gaining an advantage. It is best for the Crew if the Wing Officials can handle most of the communications with the side line.

D - PACE OF THE GAME – This is not just the responsibility of the R – but the whole Crew. An efficient Crew will:
- Be ready and have teams ready when a Timeout ends
- Know and ensure accurate penalty enforcement (See Penalty Enforcement Section)
- Know the measurement procedures (See Measurement Procedures Section)
- Be efficient in getting the ball to the U and marking the “Ready for Play”:
  ➢ H and L – get the ball into the U (either directly or triangle through B or R)
  ➢ B – be the middle of the triangle at least 75% of the plays
  ➢ U – get the ball spotted
E – PROTOCOL FOR IMPLEMENTATION OF NATIONAL FEDERATION SPORTS PLAYING RULES FOR CONCUSSIONS

“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”

The language above, which appears in all National Federation sports Rule Books, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion. This language reflects an increasing focus on safety and acknowledges that the vast majority of concussions do not involve a loss of consciousness. This protocol is intended to provide the mechanics to follow during the course of contests when an athlete sustains an apparent concussion.

1. The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious. Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a health care professional for an exact determination of the extent of injury.

2. If it is confirmed by the school’s designated health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may reenter competition pursuant to the contest rules.

3. Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.
   a. Only an MD or DO may clear the individual to return to activity.
   b. The clearance must be in writing.
   c. The clearance may not be on the same date on which the athlete was removed from play.

4. SEE INFORMATION CARD REQUIREMENTS BELOW

5. Following the contest, an Officials Report shall be filed with a removed player’s school and the MHSAA.

6. In cases where an assigned MHSAA tournament physician (MD/DO) is present, his or her decision to not allow an athlete to return to activity may not be overruled

F - INFORMATION CARD – It is mandatory to keep certain information and optional to keep other information

- Mandatory – Team Timeouts and Coin Toss choice
- Mandatory – Team Captain’s Numbers (helps you know who to go to for help with problem players)
- Mandatory – Throwing arm of all quarterbacks and kicking foot of all Kickers (both Punters and Place Kickers) - by number
- Mandatory - MHSAA Concussion Protocol (See Concussion Protocol above)
  Number of a player; Time of incident; Note time of game if said player is verified by Head Coach to have no concussion and is being returned to play.
- Mandatory – Number of a player committing an Unsportsmanlike Foul
- Optional – Foul and Fouling Player’s Number, other than above
Section 3 - GENERAL PRINCIPLES FOR GOOD OFFICIATING

A - **“HOLD – READ – REACT”** – This must be done on each play….at the snap
   - HOLD – Do not move until you have…Read the play
   - READ – Determine if you have a run or pass – easiest way is to read either the Tackle on your side (does he block forward or drop back in pass protection) or the movement of the Quarterback. Then….React
   - REACT – You have different responsibilities on runs and passes. Once you have read the play, react by doing the mechanics required for that type of play

B - **FUMBLES** – “SEE LEATHER” – Do not blow your whistle until you see the football in possession of a grounded player. You do not need a “Fast” whistle – the play kills itself. When you “think” the player is down, but you cannot see the football – don’t blow your whistle! No whistle is better then an inadvertent one!

C - **THROWING THE FLAG** – See the action – make sure in your mind that what you have seen is a foul that created an advantage or disadvantage for one of the teams (“MIBT – Make It Be There”) – then throw the flag. You can and should have a slow/late flag if you are observing – digesting what you have seen – and then throwing the flag. As part of the principle of being decisive – throw your flag “overhand” towards the spot on spot fouls or “high” into the air on fouls at the snap

D - **FORWARD PROGRESS** – To best determine the Forward Progress of a runner, the Wing Official should trail the runner by 3 - 4 yards as he is grounded.
   - When the spot of Forward Progress is determined, “Square Off” on that yard line (this means continuing straight down the side line until you come to the yard line where progress has ended and then moving inward on that yard line as much as the play requires). The movement should be in the form of a square or an “L”
   - Your forward progress point should be given off your forward-most foot
   - The distance you move in towards the middle of the field is determined by how important the spot is… such as
     - how close is progress to a First Down
     - how close is progress to being a Touchdown or Safety
   - If spot is close, as in these cases above, move in much farther than normal to get a good spot and hustle while doing so. This gives Players, Coaches, and Fans the perception that you have a good spot. Wing Officials also want to minimize how far the U has to bring the ball to them (never throw) in cases where the Wing Official wants to spot the ball himself
   - When moving into the center of field for Forward Progress on close spots – NEVER go around players and lose that spot. Go only to the point of first resistance, then stop and hold your spot
   - If Forward Progress is being determined by your LOS partner – “mirror” that partner or be nowhere near the area. Do not confuse Players, Coaches, and Fans by being on a different yard line and giving the impression that you have a different spot
   - If the U spots the ball incorrectly – immediately make a correction. Adjustments of less then a ball’s length should not be made
E - CROSS-FIELD MECHANIC – There are times in a game that as the covering official you get caught in a position where you do not have a great look at Forward Progress. Your Cross-field partner, who has no pressure on him must get and give you the Forward Progress spot. At the end of the play you must look for the Cross-field help before squaring off the progress. Cross-field partner can raise his hand to alert you that he has help for you.

F - BLOWING YOUR WHISTLE – As emphasized under fumbles – BE SLOW – SEE THE BALL – before you blow your whistle.

- When you see a player grounded in possession of the ball – blow the whistle loud and strong – don’t tweet your whistle. A less then strong whistle gives the impression of indecisiveness. Although it is not necessary to have a whistle on any play (play kills itself), it is good to alert the players to stop making contact. The U blows the whistle only if he/she sees the player grounded and in the possession of the ball and no whistle has come from the Wing Officials.
- On a Kicked Try the R blows the whistle when the ball is kicked. On Field Goal attempts that lands untouched in the end zone the B blows the whistle. Field Goal attempts that remain in the field of play are handled as a scrimmage kick
- If you have a Dead Ball foul, blow the whistle as you throw the flag and signal to stop the clock.
- If you have a Live Ball foul, blow your whistle as soon as play ends as normal, signal to stop clock, and then give several loud blasts of your whistle to signal to the R and rest of crew that you have a fiul.

CREW OF FOUR – The U is the only official blowing the whistle on a good or bad Field Goal that lands in the end zone. Field Goal attempts that remain in the field of play are handled as a scrimmage kick

G - USE OF BEAN BAGS – Bean bags are used to mark:

- Spots for Penalty Enforcement
  - Spot of the fumble – beyond the LOS
  - Spot of the backward pass – beyond the LOS
  - Spot of First Touching
  - Spot where a scrimmage kick is possessed by the Receivers (PSK Enforcement)
- Spots of importance
  - Spot of a fumble
  - Spot where an Offensive Receiver (on his own) stepped out of bounds
  - Spot where a Kicking team player (on his own) stepped out of bounds
  - Spot when inadvertent whistle occurs
  - Any spot you believe is important – especially when you are not sure

H - COUNTING PLAYERS – You must count the players on the team you are responsible for on “every” play.

- On Scrimmage plays:
  - R and U count the Offense
  - Wing Officials count players from their respective benches - whether on Offense or Defense
  - B counts the Defense
- On Free Kicks:
  - R, H, and L count the Receivers
U and B count the Kickers.
- Counting by “twos” or “threes” shortens time needed to count
- Use hand signal to communicate count to partners. Use fist for 11 players; “index finger pointed up and twirling in a circle” for 12 players; and “both hands up and open showing your 10 fingers” for 10 players. See Supplemental Signals.

**CREW OF FOUR** - The R and the Wing Official on the Offensive Team’s side line will count the Defense. The U and the Wing Official on the Defensive Team’s side line will count the Defense. On Free Kicks, the H and the U count the Kickers. R and L count the Receivers

**I - PREVENTATIVE OFFICIATING** – If your actions or verbal comments can prevent a team or player from committing a foul – your game will run smoother. Some of (but not limited to) the preventative techniques are:
- Presenting your foot as a Wing Official to indicate the LOS. If at all possible – put the eligible Receivers where they belong. Don’t be too technical. After the play say to a player that was close to being in no man’s land – “If you intended to be on the LOS, move up to where I place my foot” or “If you intended to be in the backfield, make sure you are completely behind the player next to you”
- Talk to Offensive Linemen that are close to being called for a hold – say “Watch your hands”
- Talk to Defensive Lineman that came close to or did a good job of avoiding a late hit on the Quarterback. Say “That was close – stay off the quarterback when the ball has left his hand” or “Nice job #75 in avoiding contact with the Quarterback”
- Most often positive reinforcement works better then negative

**Note:** There is a fine line between Preventative Officiating and Coaching. Don’t tell a player where to be, rather tell him what he needs to do to be in that position

**J - PENALTY ENFORCEMENT** - Proper and efficient Penalty Enforcement makes your Crew look very good. This is not just the R’s job – it is a Crew job. That being said, the success of Penalty Enforcement starts with the R and if the R gets the process started poorly the results may not be good. The process starts with reporting the foul.

**REPORTING THE FOUL**
- WHAT HAPPENED? ...what was the foul and who was it on
- WHEN DID IT HAPPEN? ...live ball, dead ball, after the pass, after the catch, before the fumble, after the fumble, during the kick, after the kick was caught, etc
- WHERE DID THIS HAPPEN? ...the location of the foul. Since we do not always throw the flag so that it lands on the exact spot or yard line of the foul it is important when the play ends and before you report to the R – that you make sure your flag is in the correct spot
- Wing Officials – if you are the only flag for a Neutral Zone infraction give the penalty signal to the R from your position. If there is more than one flag – meet with the other involved officials to determine the appropriate foul

**REFEREE** – Once the foul is reported....
- Repeat the information back to the reporting official – making sure to ask for any information listed above that is not given
- Give a Preliminary Signal to the Press Box. Give these signals as quickly as possible. If a Preliminary Signal is not given or if there is a lot of conversation prior to a Preliminary Signal – the R and Crew give the
appearance of indecision. The Preliminary Signal is given from any spot on the field that is visible to the Press Box. Find the closest spot. Preliminary Signals are not necessary for most fouls that kill the clock at the LOS... such as a False Start or Encroachment

- After the Preliminary Signal – you can take a little time to determine the yardage and spot of enforcement
- If needed - instruct the U – such as “Go 10 yards from the 40”. The more competent the U, the less you have to tell him
- **When the Captain’s most advantageous choice is obvious – there is no need to ask for a decision – just mark off the penalty**
- Move to a spot where you are clearly visible to the Press Box and give your final signals. These do not have to be given from the Press Box hash mark
- Once back at your position, do a quick check to see if the enforcement was done correctly before marking the ball “Ready for Play”
- When you have live and dead or multiple fouls to be assessed...mark off the first foul (give the signal) – mark off the second foul (give the signal), etc. This will be less confusing to Players, Coaches, and Fans
- **UMPIRE** – Once you have received all of the information you need...
  - Go to the starting point for the enforcement and walk off the yardage. U’s need to know enforcement.
  - Before placing ball on the ground – check to see if the H has same final spot as you do. He will walk off the penalty on his sideline as our first “Check and Balance” in the system
  - Once you and the H have agreed on the spot, place the ball on the ground
  - Stay over the ball until the R moves you back to your position. This is to give the R time to complete his duties and get back into position
  - While waiting for the R to complete his final signals - count the Offense. As soon as the R is ready, verbally tell him your count
  - Tell the R to wind on the “Ready” or on the Snap.

**CREW OF FOUR** – The U gives the penalty signal when there is a re-kick of a Kickoff following a penalty. Place ball at original spot – give signal – walk off the distance

- **HEAD LINESMAN** – the first “check and balance” on the accuracy of the U
  - Determine the starting spot for enforcement and walk off the foul along the sideline. The U checks with you before he places the ball on the ground. Be prepared to communicate on the spot – good or bad.
  - Inform the R and the U that a 5 yard foul will be a First Down (commonly know as “5 will get you 1”). See supplemental signals
  - If you and the U agree – set the Chains
- **LINE JUDGE** – the second “Check and Balance” against the U
  - Hold the starting spot of the enforcement while U and H mark off.
  - While waiting for the U and H to complete the enforcement and spot the ball on the ground, mentally do what you think is the proper enforcement. If you do not agree with the U and H, do not let the next snap occur without questioning the U
  - Since the R is facing you – be prepared to indicate to the R whether the clock should be started on the Snap or the “Ready”. See supplemental signals
• **BACK JUDGE** – the last “check and balance” against the U
  - Evaluate enforcement and question anything that looks wrong in your mind
  - Signal to the R to start the clock on the Snap or the “Ready”
  - Give the penalty signal when there is a re-kick of a Kickoff following a penalty. Place ball at original spot – give signal – walk off the distance

• **CREW**
  - No matter what your position on the Crew, if you think something is not right – do not let the next snap occur.
  - **Wing Officials** can help Crew know the status of the clock following penalty enforcement on plays that end near the sideline by:
    - Placing ball in the field of play - if clock starts on “Ready for Play”
    - Placing ball out-of-bounds - if clock starts on Snap

**K - GETTING THE CALL RIGHT** – Sometimes a play occurs that requires help from other members of the Crew. This often happens when an official gets in a poor position to make a call or makes an incorrect call. When another official has information that can help the Crew make the correct decision – they must come forward. This may require the Crew to “huddle” and discuss the play. Fans and media seem to draw a negative reaction from this huddling – but if in the end you get the play right – no matter how bad it looks or is perceived - you have done what is right for the integrity of the game and your integrity as an official

**L - PRE-GAME CONFERENCE** – Led by the R. It is **necessary** that you:
  - Arrive at game site no later then 90 minutes before kickoff for Varsity games. (Absolutely no later than 30 minutes for Sub-Varsity games)
  - Dress during the first 60 minutes as well as conduct pre-game conference
  - Enter the field 30 minutes prior to game starting time

In the R’s absence the H or backup R runs the conference. The Pre-Game Conference is used to get the Crew thinking about the football game and their responsibilities. Do not expect these 60 minutes to prepare you for the game – it is not intended for that purpose. Each official must do what is necessary – before they arrive at the game site – to prepare to work this game. (See Preparation Section). Below is a brief outline of what to discuss.

• **Free Kicks**
  - Pre-Kick Communications – such as, but not limited to...
    - Counting
    - Ready to go signals
  - Winding the clock
  - Coverage
    - Who has the Front 5 Receiving players
    - Who has the Goal Line
    - Who has Forward Progress
  - Changing the football if teams are using their own football

• **Scrimmage Plays – Run**
  - Pre-Snap Communications – such as, but not limited to...
    - Player Counts
    - On or Off the LOS
    - Un-balanced line
  - Coverage – Initial Keys
  - Forward Progress
  - Spotting the ball – triangle ball to U (B or R)
- Dead Ball Officiating
- Scrimmage – Play – Pass
  - Coverage – Initial Keys
  - Forward Progress – help from LOS partner or B on longer passes (Cross-Field Mechanics)
  - Spotting the Ball
  - Dead Ball Officiating
- Scrimmage – Punts
  - Pre-Snap Communications – slightly different then noted above
    ✓ Number exceptions
  - Coverage – Initial Keys
  - Know the Eligible Receivers –
    ✓ Wing Officials – have the ends
    ✓ R – has the backs
    ✓ U – has the 5 interior lineman (See Supplemental Signals for when exceptions to numbering rule)
  - End of Kick and/or Spot of First Touching
  - Forward Progress
  - Changing the football (teams using their own ball) and spotting the ball
  - Dead Ball Officiating
- Scrimmage – Field Goals and Kick Trys
  - Everything noted above in Scrimmage - Punts
  - Coverage – Initial Positions (special positions)
  - Judging – Good or No Good
- Penalty Enforcement (See Penalty Enforcement Section)
- Measurements
- Overtime (See Overtime Section)

Section 4 - PRE-GAME DUTIES

A - GENERAL

REFEREE – Run the Pre-Game Conference (60 minutes)

CREW – 30 minutes prior to the starting time – Crews should be on the field to:
- Walk the field (do first). If there is something that needs to be fixed, it allows the home team the maximum amount of time to get it done.
- Visit each Coach. See whichever Coach you encounter first. Don’t go by a Coach to visit with the other first.
  - Coaches should be given the Crew Game Card
  - Ask Coach if he has any unusual play situations
  - It is permissible to ask the Coach what his options will be if he wins or loses the Coin Toss – note on your Information Card
  - Legality of Tape/Bandages/Casts
  - Remind Coach that he is responsible to have his team back on field before halftime ends
- Official time and Starting time
- Captains – need numbers only
- The numbers of the Quarterbacks and whether they are right or left handed
- The numbers of the Punters and Place Kickers and whether they are right or left footed. Make sure that all officials have this information.
  (Mechanics for a Field Goal and Kick Try require this knowledge)
Proper equipment being worn – done generally during your field inspection
Game balls – are they using a football supplied by the Home team or are they using their own footballs? If they are using their own footballs – do they have a ball boy to handle those footballs? (This should be a must)

- Between the toss and the start of the game place yourself in a position where you can watch what the teams are doing. You may acquire some valuable information to help you officiate the game...i.e. a good passer, good kicker.
- It is preferred that you do your stretches or running prior to entering the field at 30 minutes but it is more important that you are ready to go to start the game – if that requires you to stretch or run along the sideline – do it. Just be ready when the opening whistle blows.

**Umpire** – Ask the Coach if there are any players that need their injury protection checked. Write down their numbers on your information card. You are the final authority on equipment. **NOTE: By MHSAA adoption, padded casts still require a doctor's medical release to be presented to game officials. You should keep this release form for the remainder of the season.**

**Head Linesman** – meet with the Chain Crew
- In the absence of the R, run the Pre-Game Conference
- Check the length of the Chain – make sure it is 10 yards long
- Place a piece of tape at 5 yards – this will help you determine if a five yard penalty gets a first down (if the ball is between the tape and front stake – it will result in a first down and you will not have to walk off the penalty and measure)
- Instruct Chain Crew (See Scrimmage Plays – Run – Head Linesman)
  - Do not move until H or the R signals
  - Place back stake on the front point of the ball
  - Set stakes and Clip on the side line – then have Chain Crew move off sideline (Normally 2 yards off)
  - Chain Clip should be placed on the back edge of the yard line closest to the back stake

**Line Judge** – Responsible for getting any problems with the field corrected. Nothing should endanger the players or officials. Crew must assist in this effort.

**Crew of Four** – The L has all B responsibilities listed below – except for checking the game balls – that is the R’s responsibility

**Back Judge** –
- Meet with the Timer
  - Time on Scoreboard before game – usually start the clock at 30 minutes and run down to game time
  - Time on board at halftime (usually 15 minutes). Start the halftime clock when the teams have left the field – clock is started by a wind from the R. Instruct the timer to run the halftime clock completely out – then put up 3 additional minutes (required warm-up time) and immediately start this at the end of halftime. Always run this period even if a team is late arriving back on the field and you are penalizing them for delaying the start of second half. This period cannot be shortened for any reason
**B - COIN TOSS** - The toss is made at approximately 20 minutes before the game (at a location on the side line or on the field out of the way of teams warming up) unless the League determines this is done with Coaches at a determined time during the warm-up period. You may simulate the toss at 3 minutes before game time in the center of the field if approved by your League.

**PRESS BOX**

SIMULATED TOSS -

**REFEREE / UMPIRE** – Go to the middle of the field

**HEAD LINESMAN / LINE JUDGE** – Bring Captains from your sideline.

Both officials stop at the hash marks to ensure their team does not come beyond them prior to the Kicking and Receiving teams entering the field for the kickoff.

**CREW OF FOUR** – the Wing Officials have their team’s ball in their possession so there is no delay of kickoff due to looking for a ball.

**BACK JUDGE** – Join the H at hash opposite the Press Box. Have the ball to be kicked ready to give to kicking team

**REFEREE**

- Have Captains introduce themselves to each other
- Present the coin to both Captains – identify heads and tails
- Identify the Captain that will call the flip
- Ask that Captain to call the toss prior to making the toss – repeat what is called
- For most professional look catch the coin between your open hands, or let the coin drop to the ground
- Once a winner is determined – offer choices
  - Receive
  - Defer to Second Half
  - Defend a Goal
Kick (this option should never be taken – steer to Defer if Captain is confused)
- If the Defer option is chosen – tap the winner on the shoulder and immediately give the incomplete signal to the Press Box. Once this is done return to the Coin Toss loser for his option (will be Receive). Finally ask the winner which end he would like to defend
- Line up the teams in the direction they will go and signal only who will Receive
- If winner chooses to Receive, get the opponent’s decision on the end of field to Defend. Line up teams facing their goals – tap the winner on the shoulder and give Receive signal. This is the only signal given.
- In Overtime – tap the offensive team on the shoulder and point with a first down signal the direction they will be going

CREW
- Record Coin Toss results

Section 5 - TIMING

There is nothing more important then the timing of the game - because of the problems it can cause when not handled properly
- Always discuss in Pre-Game
- Perform your duties as noted in Pre-Game
- Know when clock starts on a Free Kick
  - When ball is legally touched
- Have a consistent “Ready for Play”.... 12 - 15 seconds after end of play or final penalty signal
  - U get ball placed on ground so the R can make it “Ready for Play”
- When a team is running the clock by taking as much of the 25 second clock as possible before snapping the ball – use the game clock to insure you consistently making the ball “Ready”. At the end of the play – take a quick look at the clock and then make the ball “Ready” when it has run off 14 seconds
- Know when clock will start on the “Ready” vs. the Snap. Get help from the Crew - generally the L – but U and B can help. It is a Crew responsibility to make sure the R knows when to start the clock
- Know when to apply Rule 3-4-6 (handling the clock opposite the normal rule) so a team cannot gain an advantage by fouling
  - Team being called for a False Start when it is attempting to run time off the clock. If the clock was running – it should start on the Snap after administering the penalty
- Know the difference between a “No Huddle” Offense and a “Hurry-Up” Offense
  - “No Huddle” - officials do not change what they normally do or change their pace of running the game
  - “Hurry-Up”, (usually at the end of a half) – speed up your handling of the ball and making the ball “Ready for Play”. Do things slightly different than normal
    - The R alerts Crew that they are in “Hurry-Up” Mechanics
    - Do not change football – if doing so on a rainy day
    - There is no relay of the football – the U goes and gets the ball from the dead ball spot – from side line to side line
    - Wing Officials cannot pinch in for Forward Progress – stay wide (this is an exception to normal procedure)
✓ The U spots ball as quickly as possible. Do not sprint to the ball, but move with urgency. Once ball spotted remind the Quarterback and Center to wait for “Ready for Play”
✓ R – Verbalize to the Quarterback to wait for “Ready for Play”. If he snaps prior to the “Ready”, call a Delay of Game foul
✓ The R informs both the Coach and the Quarterback of the status of the clock following Penalty Enforcement – especially during “Hurry-Up” Offense

VISIBLE GAME/25 SECOND CLOCK
➢ B has the responsibility for the game clock and 25 Second clock

NO VISIBLE 25 SECOND CLOCK – VISIBLE GAME CLOCK
➢ B has the responsibility for the game clock and the 25 Second clock

NO VISIBLE CLOCKS
➢ B has the game clock. Communicate time remaining regularly
➢ R must stop the game and give a 4 minute warning to each Head Coach before the end of each half
➢ R is responsible for the 25 Second clock. U should mirror the R in last 5 seconds of the count using the set mechanic (visible swing of one hand upward and above head so all can see) to be visible to the QB.

FOUR PERSON – L has the game clock. R has the 25 Second Clock. U should mirror the for the last 5 seconds of the count by using the set mechanic (visible swing of one hand upward and above head) to be visible to the QB.

Section 6 - KICKOFF (Regular)

CREW OF FIVE (POSITIONS)
NOTE: With the 2014 season we are instituting what we will call the
  "RUBBER BAND MECHANIC"
It will be part of both the 4 and 5 person mechanisms on all normal
kickoffs (not Obvious Onsides Kicks). Applies only to officials on the Kickers
and Receivers Restraining Lines. The “Rubber Band” moves the
official on the wide side of the field to the Receiver’s Restraining line. Having
the official on the wide side of the field affords better coverage if there is a
surprise on-side kick. If the ball is kicked from or near the middle of the field
the officials will remain on the Restraining Lines as originally noted. With
this new mechanic it is important to make eye contact with your partner to
ensure that both of you are in the correct position at the kick

CREW

❖ Prior to Opening Kickoff
  • Come together in middle of field for final words and then break to your positions.
    This is only necessary before opening kickoff.
  • It is important (at the discretion of the R) that the deep 3 officials adjust their
    initial positions based on the ability of the kickers and/or weather

REFEREE

❖ Pre-Kick
  • Initial Position – on or near Goal Line in middle of field. Adjust position based
    on the Kicker’s ability or weather conditions. Responsible for Goal Line

CREW OF FOUR – Initial position is between the hash mark and the
numbers on the sideline opposite the Press Box on or near the Goal Line
(depending on skill level and weather conditions – adjust forward)

• Count players on the Receiving team – do not start without correct number
• Confirm all other officials are in position and ready
• Make the ball “Ready for Play”
At the Kick
- Once ball is Kicked – move up according to where ball is to be caught and wind clock when ball is touched or caught
- Observe blocks in middle of field, specifically between 20 and 30 yard lines

CREW OF FOUR - Get Forward Progress if ball is run to your side of field – all the way to the opposite Goal Line. Clean-up in middle of field if play is on opposite side of field

Be alert for.....
- Blocks below the Waist
- Holding
- Clips
- Knee down on catch
- Momentum - if ball is caught or recovered between Five Yard line and Goal Line and resulting momentum takes player into End Zone
- Touchback

When the Play Ends
- Clean up behind runner

UMPIRE

Pre-Kick
- Initial Position – Start off the field on the Receiver’s restraining line (at the 50 yard line) on the Press Box side
- U will remain on that yard line if the kick is made between the middle of the field and the closest hash mark. If the kick is being made between the middle of the field and the opposite hash mark - the U will “Rubber Band” to the Receiver’s Restraining Line with the B will move to the Kicker’s Restraining Line. Eye contact will have to be made with the B to ensure that this switch has been made by both officials

CREW OF FOUR - Initial position is Receiver’s Restraining Line – Press Box side of the field. The U will remain on that yard line if the ball is kicked between the middle of the field and the closest hash mark. If the kick is made between the middle of the field and the opposite hash mark, the U will “Rubber Band” to the Receivers Restraining Line with the H moving to the Kicker’s Restraining Line. Eye contact should be made between the U and H to insure the switch was made.

- Clear your sideline – get all Players and Coaches back
- Count Kicking team – do not start without the correct number.
- Raise your hand to indicate you have completed your pre-kick requirements

At the Kick
- As the Kickers pass your position – move inbounds to your hash mark and officiate the middle of the field.
- Observe all players of the Team on your Restraining Line to ensure they are not in violation of the Restraining Lines restrictions when ball is kicked
- Have bean bag in hand to mark Illegal Touching
- Observe the second man and middle man from your side of the Receiver’s Front 5 players – see their initial blocks, then go to Zone Coverage
- Observe the actions of the players between the hash marks, especially those in front of the runner
- Allow the play to come to you (you have no side line or Goal Line responsibility). If the play goes far enough to pass you, simply officiate from the inside out as you do as a normal U

**CREW OF FOUR** – Movement and responsibility will be the same as in the 5 person mechanics

- **Be Alert for…..**
  - Blocking below the Waist
  - Holding
  - Clips
  - For blocking on the Kicker before he has advanced 5 yards beyond his Free Kick line or the kick has touched the ground or any other player

**When the Play Ends**
- Go to the ball covering actions around the ball carrier

**HEAD LINESMAN**

- **Pre-Kick**
  - Initial Position – Off the field on Receiver’s 20 yard line opposite the Press Box. You may adjust your position based on the Kicker’s ability and/or weather conditions
  - Clear your sideline – get all Players and Coaches back
  - Count Receiving team – do not start without the correct number
  - Raise your hand to indicate you have completed your pre-kick requirements

**CREW OF FOUR** – Hand ball to kicker – give him instructions (see B – Pre-Kick) and move to Kicker’s restraining line (40 yard line) opposite the Press Box. The H will remain on that yard line if the ball is kicked between the closest hash mark and the middle of the field. If the kick is made between the middle of the field and the opposite hash mark, the H will “Rubber Band” to the Receivers Restraining Line with the U moving to the Kicker’s Restraining Line. Eye contact should be made between the U and H to insure the switch was made.

- **At the Kick**
  - Observe the nearest man on your side of the Receiver’s Front 5 players – see his initial block, then go to Zone Coverage

**CREW OF FOUR**
- Observe the nearest two men of the Receiver’s Front 5 players – see initial blocks, then go to Zone Coverage
- Observe the blocks in front of the runner
- Try to keep a 20 yard cushion between you and the R. Must be at the Goal Line should the runback result in a touchdown
- If the ball is on opposite side of field, clean-up on your side of field

- If ball threatens your side line (near or outside of the 9 yard mark) retreat from your original position to cover the ball
- If the ball comes to your side of the field – you have Forward Progress all the
way to the Goal Line. B has the Goal Line

- If ball goes to the opposite side – observe the blocks in the middle of the field
- Be Alert for:
  - Blocking below the Waist
  - Knee down on catch
  - Holding
  - Clips

❖ **When the Play Ends**
- Ball on your side - you have Forward Progress
- Ball on the opposite side – you have clean-up on your side of the runner

**LINE JUDGE**

❖ **Pre-Kick**
- Initial Position – Off the field on Receiver’s 20 yard line – Press Box side. You may adjust your position based on the kicker’s ability and/or the weather conditions
- Clear your sideline – get all Players and Coaches back
- Count Receiving team and signal count
- Raise your hand to indicate you have completed your pre-kick requirements

❖ **At the Kick**
- Same as the H
- If the ball comes to your side of the field – you have forward progress all the way to the opposite Goal Line. B has the Goal Line

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**CREW OF FOUR** – Initial Position on the 30 yard line on the Press Box side. Get forward progress all the way to opposite Goal Line

❖ **When the Play Ends**
- Same as the H

**BACK JUDGE**

❖ **Pre-Kick**
- Start in the middle of the field with the Kicker – give the ball to the Kicker and give him his instructions.
- Instructions to the Kicker will be:
  - Raise his hand when he is ready
  - Look for the R
  - Wait for the R’s whistle
  - Proceed to kick the ball immediately after the whistle
- Count Kicking team. While still in the middle of the field – confirm count with the U who is also counting the Kicking team.
- Then go to position off the field on the side line opposite the Press Box on the Kicker’s restraining line (40 yard line) B will remain on that yard line if the kick is made between the closest hash mark and the middle of the field. If the kick is being made between the middle of the field and the opposite hash mark - the B will “Rubber Band” to the Receiver’s Restraining Line with the U moving to the Kicker’s Restraining Line. Eye contact will have to be made to insure that this switch has been made by both officials
- Clear your side line – get all Players and Coaches back
- When at the side line and in position - raise your hand to indicate you have completed your pre-kick requirements
At the Kick
- Move inbounds to a position at the hash mark on your side of the field and officiate from the inside out
- You still have primary responsibility for the Goal Line
- Observe that all players of the Team on your Restraining Line to ensure they are not in violation of that Restraining Lines restrictions when the ball is kicked
- Have bean bag in hand to mark Illegal Touching
- Observe the second man and middle man from your side of the Receiver’s Front 5 players – see their initial blocks, then go to Zone Coverage
- Depending on depth of kick, move about 10 yards downfield. You must be at the Goal Line if the runner crosses it.
- Be Alert for…
  - Illegal Touching - Kickers (ball has not gone 10 yards) – Onside kick
  - Blocking below the Waist
  - Holding
  - Clips

When the Play Ends
- If the runner is threatening the Goal Line you should be straddling the GL and be prepared to rule on a score or not.
- Ball on your side – you have clean-up in front of the runner
- Ball on opposite side – you have clean-up in the middle of the field
- Give the penalty signal when there is a re-kick of a Kickoff following a penalty. Place ball at original spot – give signal – walk off the distance

CREW
- If the kick goes out of bounds – untouched by the Receivers, a flag should be placed at the spot of out of bounds
- When the play ends - close inwards to about the 9 yard marks if the play is opposite you. Close to first point of resistance (See Forward Progress Section) if the play is to your side. Box-in all plays and be good Dead Ball officials

Section 7 - KICKOFF – OBVIOUS ONSIDE ATTEMPT
CREW OF FIVE

![Diagram of Kickoff]
NOTE: "RUBBER BAND MECHANIC" does NOT apply to Onside Kicks

REFEREE
- Alert the Crew that they need to be in Onside Kick Mechanics. The possibility should be quite obvious
- Shade the hash mark on the side to which kick will be made, no closer then the deepest Receiver
- If kick is not Onsides – responsible for Forward Progress on both sides of the field

UMPIRE
- Remains on the Receiving Teams Restraining Line - on the Press Box side.
- Responsible for the touching and/or recovery of that ball in relation to the Receiver’s Restraining Line.
- Is responsible for the touching and/or recovery of the ball by either team behind or beyond the Receivers restraining line
- If kick is in your direction – focus on where ball was touched, by whom, and who recovered. If kick is opposite your direction – focus on where ball was touched and who touched it. Wind the clock when it is legally touched.

HEAD LINESMAN/LINE JUDGE
- H - moves to the Receiver’s Restraining Line – opposite the Press Box
- L – moves to the Kicker’s Restraining Line – Press Box side – moving past the U (who is at the Receiver’s Restraining Line) in this situation
- Both are responsible for issues that involve their Restraining Line
- H is responsible for the touching and/or recovery of the ball by either team behind or beyond the Receivers restraining line. If kick is in your direction – focus on where ball was touched, by whom, and who recovered. If kick is opposite your direction – focus on where ball was touched and who touched it. Wind the clock when it is legally touched.

BACK JUDGE
- Same position is the same as in a normal Kickoff.
- Must know if and when the ball touches the ground off the kicker’s foot
- Responsible for encroachment by the Kickers and the legality of blocks by the Kickers on your side of the field

CREW OF FOUR

[Diagram of football field showing positions of referree, umpire, head linesman, and back judge]
CREW OF FOUR –
- The U is in the same positions as in a regular kickoff.
- The L moves from Receivers’ 20 yard line to the Kicker’s Restraining Line (40 yard line) on Press Box side
- The H slides down from the Kicker’s Restraining Line to the Receivers Restraining Line after you have has presented the ball to the kicker, given him his instructions and moved to the side line.
- R moves to middle of field and has same responsibilities as in Five Person mechanics.
- L must know when and where the ball touched the ground off the kickers foot

Section 8 - KICKOFF – AFTER A SAFETY

CREW
- The procedures and responsibilities for a Kickoff after a Safety are same as for a regular Kickoff – except:
  - The Kicker’s Restraining Line is the 20 Yard Line
  - The Receiver’s Restraining Line is the 30 Yard Line
  - The Kicker’s may place kick or punt the ball. If the ball is punted it is considered the same as a place kick and after going 10 yards it is a Free Ball. Either team can recover and retain possession.
Section 9 - SCRIMMAGE PLAYS – RUN

CREW OF FIVE

PRESS BOX

CREW OF FOUR – Same positions – just eliminate the B

REFEREE

❖ Pre-Snap

- Give number of upcoming down with single hand raised over head and confirm other officials have same
- Initial Position: 12-13 yards behind offensive LOS – just outside the position of the Tight End on the Throwing Arm side of the Quarterback
- Count the Offense – communicate to the U and Wing Officials. See Supplementary Signals
- Confirm all other officials are in position and ready
- Make the ball “Ready for Play”
- Primary Key is the wide side Tackle. If the ball is in the middle of the field, primary key is the Tackle opposite you. Note: The R watches the wide side Tackle to help the Wing Official who has that Tackle who is two thirds of the field away from his position. It may be necessary to help on the short side if there are Trips to that side.

CREW OF FOUR – R have 25 second clock. In the last 10 seconds raise your hand over your head and in the last 5 seconds visibly count off (as is done in basketball for the 10 second count but with hand going high so all can see) the remaining seconds. The U should mirror the R’s last 5 second count.

❖ At the Snap

- Observe the actions of the Quarterback (False Start), the Snap, and the initial handoff
• Once you have cleared the above – turn your focus to the “Point of Attack” and observe the blocking
  ➢ Do not attempt to rule on straight ahead blocks – you can only observe the end of the block and you need to see the entire action to make a good judgment
  ➢ Rule on secondary actions by the Tackles and Guards, especially if you see separation prior to what you observe
  ➢ If the run is outside the Tackle – observe the blocks by the lineman pulling to lead the run. This includes a Tight End looping to get outside of the rusher
• If the play is run to either sideline – move slightly backward (Loop) as you move towards the sideline so you have the best view of the play. This is especially important when the play moves towards the sideline furthest away from you. This allows you a better view of blocking and keeps you from hindering a reverse play
• Follow the runner and observe all actions from a distance of at least 5 yards – maybe deeper, but 5 yards is ideal. You are the back side of the “Box”
• Be Alert for….
  ➢ Holding
  ➢ Clips
  ➢ Chop Blocks

❖ When the Play Ends
• You have the clean-up from the back side
• Help – if needed – to triangle the ball into the U

umpire
❖ Pre-Snap
• Give number of upcoming down with both hands raised over head and confirm other officials have same
• Initial Position: 5-7 yards behind defensive LOS, between the Guards
• Count the Offense – after you have spotted the ball, take a minute to count the Offense, verbally tell count to the R, and signal count to Crew. See Supplementary Signals
• Check your interior lineman numbering – must have five 50-79 numbers
• Signal to Crew if have numbering exception by raising your hand. See Supplementary Signals

❖ At the Snap
• Observe the initial blocks of the Guards and the Center
• After the initial blocks – rotate to the “Point of Attack” and observe the actions between you and the runner (working inside-out as part of the “Box”)
• Be Alert for….
  ➢ Illegal Formation – less then five players numbered 50 - 79 on the LOS
  ➢ Holding
  ➢ Clips
  ➢ Chop Blocks

❖ When the Play Ends
• After the play has ended – if the ball is between you and the 9 yard mark – go get the ball while still observing the dead ball action around the runner. If the play is outside of the 9 yard mark – the Wing Official and B or R will triangle the ball into you at the hash
• If the play involves the Goal Line, never signal a touchdown. Instead immediately find ball and hold it on the ground at that location. The Wing Officials then makes a decision on whether it is a touchdown or not.
• If there is no need for a measurement, place the ball on the ground as quickly as possible at the Forward Progress spot designated by the Wing Officials so the R can make it “Ready for Play”
  ➢ After you place the ball on the ground –count the Offense, verbalize to R, and get back to your position
• If there is need for a measurement and ball is between the hashes – expect the covering official to close in to spot ball. Double check spot before placing ball. You can also give ball to covering official to spot if requested.
• If there is need for a measurement and ball is in the side zone – do not place the ball on the ground at the inbounds spot – rather take the ball to the covering official that has the forward progress and place the ball there for the measurement. Once the measurement is completed – move ball back to the inbounds spot – per instruction in Section 16
• Do not stand over the ball unless in the following situations:
  ➢ After a Penalty
  ➢ After a Measurement
  ➢ After a Timeout
  ➢ After an Injury Timeout
  ➢ On 4th down when teams are sending in Kicking and Receiving teams - to allow both teams to make their substitutions
• After the above situations – the R signals the U back to position, prior to making the ball “Ready for Play”. This allows the R to take care of responsibilities without worry that ball will be snapped prior to the “Ready”
  ➢ As you return to your position – alert fellow officials of the down count

**HEAD LINESMAN / LINE JUDGE**

**Pre-Snap**
• Give number of upcoming down with single hand raised over head and confirm other officials have same
• Confirm distance to line to gain, and clock status with Crew
• Initial Position – off the field straddling the LOS. If the ball is on the opposite hash mark or if there is a very short yardage situation – the official on the opposite side of the field may cheat in to half way between the sideline and the 9 yard marks

**CREW OF FOUR** – The L has game clock

• Make sure your sideline is clear
• Count team on your sideline (whether on Offense or Defense) – and communicate count to Crew.
• Be alert for Substitutions from your side
• Determine players on your side that are eligible by number and position
• If there is an unbalanced line (when there are more than 3 players including the tight end on one side of the center) – communicate to partner (Hand on Cheek)
• Count players. If the R is counting players and signaling correctly that there are 11 players on offense you should only have to count the number of players in the backfield. This is much easier then also counting players on LOS
• Assist Wide Receivers in getting their proper spot by extending a foot towards them and saying – “This is the LOS”
  ➢ You may further assist (optional) by saying “You are on the LOS” or “You are in the backfield” but NEVER tell them to move up or move back. That would be Coaching and we only do “Preventative Officiating”
  ➢ Put players where you believe they fit into the formation if they are close. Don’t “nit-pick”. At the end of the play tell that player what he has to do different to be in that position. Example – “If you are supposed to be in the backfield you must be fully behind the nearest player”
• If the widest player on your side is off the LOS – extend your arm so that it points into the backfield. If the two widest players are both off the LOS – extend your arm so that it points into the backfield and extend other arm toward field with 2 fingers showing – “two.” The arm(s) should stay in the air to just before the snap. (See Supplementary Signals). This allows your partner to know the status of that player on your side. If there are shifts, you may change your signal
• If you have a foul and you are the only flag – it is permissible to give the “Encroachment” signal to the R from your position. If there is more then one flag you MUST confer with the other officials before calling a foul. The R then gives formal signal to Press Box
• Call only those fouls that happen between you and the Center of the formation
• H memorize Line to Gain so you do not have to turn your back to determine if a first down. Say it out loud if it helps you remember

❖ At the Snap
• HOLD – READ - REACT
• Know your Keys
  ➢ Responsible for the End and Tackle on your side – primary concerns are holds and chop blocks
• Motion Man – when the motion man starts from your Side Zone you have the primary responsibility for it’s legality until the player gets to the end of the opposite side of the formation – then he becomes primary to your partner. If the players start in motion from a position in the backfield (between the tight ends) the responsibility for the legality is with the official he is headed towards. (The reason for this is because that official is responsible for action on and by that player after the snap). NEVER – step into the offensive backfield to determine the legality of motion
• Be prepared to rule on False Starts and Encroachment that are on your side of the formation – these are dead ball fouls
• Observe the legality of the formation – if you and your partner are communicating correctly – we should have two flags on every Illegal Formation
• Be Alert for....
  ➢ Encroachment
  ➢ Illegal Formations
  ➢ Illegal Shifts/Motions
  ➢ False Starts
- Holding
- Clip - Chop Blocks

**If the Run is up the Middle of the Field**
- Observe the blocking on your side and in front of the runner
- You have Forward Progress if at the end of the play the ball is in your half of the field. Make sure you see the grounded ball before you blow the whistle

**If the Run is to Your Side of the Field**
- If the run is headed toward your sideline – be prepared to step back into the backfield to allow the runner to pass easily in front of you. It is better to do this early. It never puts you in a bad position to rule on Forward Progress – in most cases it puts you in a better position – as you are not dodging players.
- Observe blocks of player(s) leading the runner until the runner starts to turn up-field. Then you have the runner.
- You have Forward Progress.
- Wind the clock if the ball is outside of the 9 yard mark and near the side line inbounds at the end of the play.
- If ball carrier goes out of bounds – stop the clock immediately even though you have not reached the out of bounds spot. Watch the players out of bounds – do not turn and face into the field of play to give the spot. You cannot officiate the dead ball action if you are not looking at it.
- Hold the out of bounds spot – do not leave this spot unless it is absolutely necessary to control the game. The B and R must move towards the sideline so they can help the Wing Official with actions that occur out of bounds. If you must leave the spot – drop a bean bag.

**If the Run is to Opposite Side of Field**
- Observe action between you and the U that may effect the play.
- You may be needed to help with Forward Progress – even though you are not primary. Unless needed to make a Forward Progress decision – always mirror your partner. You NEVER want to give the appearance that you have a different spot.

**When the Play Ends**
- You have Forward Progress – given with the forward-most foot.
- At the Goal Line - if the Forward Progress looks to be in the end zone but you cannot see the ball, move towards the middle of the field in the field of play until you find the ball. If the ball is in the end zone – you may then step to the ball and signal a Touchdown.
- Always stop the clock when the ball goes out of bounds even though you may not be at the spot yet (It has been a common mistake to hold the Timeout Signal until you get to the exact out of bounds spot).
- Stop the clock if the ball ends up inbounds and it is clearly a first down or so close to the front stake that you would measure. DO NOT wind and then stop clock. If the spot is or is close to a first down – alert the R. If the play is a first down and the play ends inbounds the only signal that should be given is the Timeout Signal. Note: When time is crucial it is important for Crew to alert both Coaches and Players that clock will start on the “Ready”
- Keep your head up to observe dead ball action in your area.
- Depending on direction of the run – you have Forward Progress or clean-up responsibilities behind the U. Close to a position no less than 9 yard marks.
HEAD LINESMAN (In addition to all of the above)

- **Pre-Snap**
  - Authorize the Chain Crew to only move on either the R's signal or your signal
  - On a first down – have the Chain Crew bring the Chains to the side line and set the back stake on your heel. Then set the Chain Clip on the back edge of the furthest line from the Line to Gain. Once this is completed – have Chain Crew return to their normal position off the side line (normally 2 yards off)
  - Each play give them a spot with your heel – and indicate the down
  - In your pre-snap preparation – note the location of the First Down stake. You should never have to look around to see if they made the line to gain. Hopefully, the L helps you – by immediately stopping the clock (The L is facing the marker) and you can take a quick read off him.

BACK JUDGE

- **Pre-Snap**
  - Give number of upcoming down with single hand raised over head and confirm other officials have same
  - Initial Position: 20-22 yards off the LOS between the hash marks. The initial position between the hash marks is determined by the offensive formation (See Scrimmage Plays – Pass for this location). This position is more important in the passing game but the starting position is the same whether it is run or pass. Never start outside the hash and rarely get there before the end of the play
  - When ball is going to be snapped on or inside the 15 yard line – initial position is on the End Line
  - Count the Defense – communicate the count with your partners
  - Responsible for the game clock (See Section 5 - Timing) and the 25 second clock
  - Read your Keys – (See Scrimmage Plays - Pass)

- **At the Snap**
  - Initial step should be backwards – no one must get behind you
  - Rotate to the location of the run – never be outside of the hash
  - Observe the action of players in front of the runner
    - Responsible for the Goal Line. The B should never be beat to the Goal Line when it is your responsibility to be there
  - **Be Alert for…**
    - Holds
    - Clips
    - Chop Blocks
    - Blocks below Waist

- **At the End of the Play**
  - You rarely have Forward Progress but be prepared – if needed.
  - Observe the dead ball actions of players in front of the ball carrier
  - Close in towards the end of the run but no closer then 5 yards. On a long run it may be necessary to go to the ball carrier. Check if the U will get there and react accordingly
• If the ball is outside of the 9 yard marks – help get the ball to the U by being the middle of the triangle

**CREW**

• On a longer play along the sideline that results in a Touchdown with the **Wing Officials** trailing the play and the B having responsibility for the Goal Line, it is necessary for the B to get a confirmation from the **Wing Official** that the player has not stepped out of bounds before signaling a Touchdown. This is normally accomplished by visual contact and a nod of the head. On this type of play the **Wing Officials** should not give the Touchdown signal until they have reached the Goal Line

**Section 10 - SCRIMMAGE PLAYS – PASS**

**REFEREE**

* Pre-Snap - routine and initial position is the same as Scrimmage Plays – Run  
* At the Snap
  • Drop Back Pass  
    ➢ Initially hold, but if you move – move away at a 45 degree angle. This keeps you in the best position to make a decision and keeps you out of the middle of the play  

**CREW OF FOUR** – Same as Five Person mechanics – plus primary responsibility for ruling whether a quick pass was backward or forward  

➢ Until the Quarterback is threatened - observe blocking by the Tackles. Initially start with the Tackle on the wide side of the field. If the formation is in the middle of the field, watch the Tackle opposite your position. As players start to get close to the Quarterback – concentration must focus on those players. Watch for holding and hands to the face  
➢ As the Quarterback is about to pass – completely focus on him. Be prepared to rule on pass versus fumble and your full concentration must be on the Quarterback to make this decision  
➢ In your Pre-Game, emphasize to Crew that only you can rule on pass or fumble when the Quarterback remains in the pocket. What looks like a pass may be a fumble and you are likely the only one to see the entire action. If you rule fumble and someone on your Crew believes it was a pass, they may question you after the play. It is not incorrect at that point to change your decision. If the Quarterback does leave the pocket – help from the **Wing Officials** and U is appreciated  
➢ When the pass is thrown – verbalize to the rushing Defensive players that the pass was made and to stay off the Quarterback. Comments such as “The ball’s gone” and “Pass is away” are good Preventative Officiating. Warn Defensive players that are close to fouling and praise those that do a good job of staying off the Quarterback.  
➢ On a pass towards the sideline in the backfield the R should look for a signal from the **Wing Official** as to whether the pass was forward or backwards.  
➢ The R should normally not see the end of a downfield pass as his full attention should be on watching action on the quarterback
- Roll out Pass or Scramble
  - Do your best to stay on the Quarterback’s Throwing Arm side. It is best to loop slightly backwards (rather then follow directly behind him) to give yourself a better view of the action
  - Responsible for the Quarterback’s welfare no matter where he goes on the field. Prepare to rule on all contact on the Quarterback

- Be Alert for ...
  - All the things listed above under Scrimmage Plays – Run, plus …
  - Roughing Passer
  - Intentional Grounding
  - Illegal Forward Pass

- **At the End of the Play**
The U turns after pass is thrown. That means you are solely responsible for dead ball actions by players in front of you. Do not look downfield at pass.

**UMPIRE**

- **Pre-Snap**
  - Initial Position – routine and position is the same as Scrimmage Plays – Run

- **At the Snap**
  - Read the actions of your Linemen. If they drop back in pass protection, get to LOS. You need to gauge what it takes to get there – generally 3 good steps puts you close when starting 5 yards out. Know what it takes – and get there. Responsible for …
    - Primary for Quarterback throwing the ball after crossing the LOS
    - Pass being behind or beyond the LOS
  - Turn (rotate) on all passes quickly after pass is thrown to assist on ruling catch/no catch. This is especially important on passes under 15 yards (85% of all passes are under 15 yards) as you have the only possible inside-out look

**CREW OF FOUR** – Since you have no B, it is important that you turn immediately on all passes to assist on Catch/No Catch. Since you may not have seen entire play, never call Pass Interference

- Rule only on Catch/No Catch. Never rule on Pass Interference as it is not possible for you to have seen the entire action
- Be Alert for …
  - All things listed above under Scrimmage Plays – Run, plus …
  - Illegal Forward Pass
  - Ineligibles Downfield
  - Illegal Touching of a Pass

- **At the End of the Play**
  - Move to the spot of the grounded player such that you can see and rule on any Dead Ball activities around the ball carrier. Follow instructions noted in “At the End of the Play” in “Scrimmage Play – Run” section, as well as the instructions in Section 16 – Measurement Procedures

**HEAD LINESMAN / LINE JUDGE / BACK JUDGE**

- **Pre-Snap**
  - Pre-snap routine is the same as Scrimmage Play- Run - plus
• Know your eligible Receivers
• Know your Keys for Pass Coverage

Keys for Pass Coverage
• Keys are determined by the position of the players at the snap.
• A motion man can change the Keys based on where he is at the snap.
• In a balanced formation, the L’s side is considered the strong side.
• Backs in the backfield impact your Keys if after the snap they come out of the backfield to your side (L and H).
• Remember that these Keys are your starting point on what Receivers to watch...as the play develops, move to Zone Coverage.
• Zone Coverage is defined as the portion of the field you normally officiate. For example: a Wing Official would have the area from the middle of the field to their sideline and the B has the area between the hashes.

CREW OF FOUR – The Wing Officials are responsible for Receiver(s) on their side of the ball. Expect the U to turn on all passes and help rule on Catch/No Catch.

CREW OF FIVE

Balanced Formation: Two Tight Ends and Full Backfield
  Line Judge - Any Back coming out to your side
  Back Judge - Tight End on L’s side
  Head Linesman – Tight End on your side plus any back coming out your side
- Balanced Formation: Twins on each side
  - **Line Judge** – Widest man on your side
  - **Back Judge** – Inside Receiver on L’s side
  - **Head Linesman** – Both Receivers on your side

- Unbalanced Formation: Twins on L’s side, 1 Receiver on H’s side
  - **Line Judge** – Widest Receiver
  - **Back Judge** – Inside Receiver on L’s side
  - **Head Linesman** – Receiver on your side
Unbalanced Formation: 1 Receiver on L’s side, Twins on H’s side
- **Line Judge** – Receiver on your side
- **Back Judge** – Inside Receiver on H’s side
- **Head Linesman** – Widest Receiver

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Unbalanced Formation: Trips on L’s side, 1 Receiver on H’s side
- **Line Judge** – Widest Receiver
- **Back Judge** – Two Inside Receivers on L’s side
- **Head Linesman** – Receiver on your side
Unbalanced Formation: 1 Receiver on L’s side, Trips on H’s side
- **Line Judge** – Receiver on your side
- **Back Judge** – Two Inside Receivers on H’s side
- **Head Linesman** – Widest Receiver on your side

**HEAD LINESMAN / LINE JUDGE**

**At the Snap**
- HOLD – READ – REACT
- Hold to help with the quick pass
  - Be prepared to rule whether pass is forward or backward. The primary responsibility for ruling on the direction of the quick pass is the **Wing Official** the pass is coming towards, but often the opposite official ends up with a better view and should help when necessary
  - If you have a backward pass, extend your arm backwards. This alerts the rest of the Crew. See Supplemental Signals.
  - If you do not have primary responsibility for judging the backward pass, pause to allow your partner to make the call. This can avoid one Wing Official signaling incomplete pass while the other is signaling a backward pass.
- After initial look at your Keys – transition to Zone Coverage
- When you read pass, move down field under control. Never be more then 10 yards downfield before the pass is thrown

**CREW OF FOUR** – HOLD – READ – REACT. When **Wing Officials** read pass they have more leeway to move downfield. Never be more then half the distance between the LOS and the Receiver or a maximum of 15 yards downfield before the pass is thrown. **R** has responsibility for the quick pass. **Wing Officials** have their entire side line.
• The best position to rule on a pass is from a minimum of 5 yards and a maximum of 10 yards away – especially when the sideline is involved. You must see both feet and the catch and that is better judged from a distance. Only one foot, hand, knee, elbow, head, etc. touching inbounds is needed to allow a catch.
• If you have a catch and then player going out of bounds on the sideline – Stop the clock immediately even though you may not be at the spot
• Know when pass is thrown to determine the legality of both the offensive and defensive actions

• Be Alert for....
  ➢ All listed above under Scrimmage Plays – Run, plus....
  ➢ Illegal Forward Pass
  ➢ Intentional Grounding – Do not throw flag
  ➢ Ineligible Downfield
  ➢ Pass Interference (offensive or defensive)
  ➢ Illegal Touching of a Pass

❖ At the End of the Play
• Same as Scrimmage Plays – Run
• If pass caught, but out of bounds, it is permissible to give the incomplete signal followed by the “two hands swipe” to show it was caught out of bounds. See Supplemental Signals for this and the following rulings.
• If pass not caught due to bobbling the ball – you may also follow incomplete signal with the “bobble” signal
• If the pass is not caught due to hitting ground, you may also follow incomplete signal with the “hit the ground” signal
• If pass caught and either near the side line or ball looked close to hitting ground first or it was bobbled at first, it is permissible to give the “catch” signal
• If you think there has been “Intentional Grounding”, deliver that information immediately to the R for him to make a decision and throw the flag. Wing Officials should not throw a flag for this foul

BACK JUDGE
❖ Pre-Snap
• Initial Position: 20 - 22 yards from the LOS in defensive backfield. The location between the hash marks is determined by the offensive formation....
  ➢ See Keys above under Head Linesman / Line Judge / Back Judge
  ➢ Balanced Formation (equal number of Receivers on each side of the formation) – slightly favor the wide side of the field. If the ball is in the middle of the field – be in the middle
  ➢ Twins on one side/ One Receiver on the other – favor the strength of the formation. Position yourself more to the strong side
  ➢ Trips to one side – shift your position as much as possible to that side of the formation
  ➢ Never start a play outside the hash marks
  ➢ When the ball is on or inside the 15 yard line, always start at the end line
• Count Players on the Defense – communicate with your partners

❖ At the Snap
• After initial look at your Keys – transition to Zone Coverage
• Know when pass is thrown to determine the legality of both the offensive and defensive actions
• Primary responsibility – judging interference or not
- Officiate in front of the runner on runs after a catch
- Responsible for the Goal Line. **The B must never get beat to the Goal Line when it is your responsibility to be there.**
- Be Alert for
  - All listed above under Scrimmage Plays – Run, plus...
  - Illegal Touching of a Pass
  - Pass Interference (offensive or defensive)
  - Momentum on an Interception

**At the End of the Play**
- Depending on length of the pass, get Forward Progress as well as cover the grounded ball carrier
- When the ball is dead – then move into that Side Zone for clean-up
- Responsible for clean-up in front of the ball carrier
- Close in towards the ball carrier and observe dead ball action in that area

**CREW**
- When pass is thrown – there is nothing more important than judging whether pass was caught or not. Thus all officials (except the R) should direct their attention to the spot of the Catch/No Catch. You never know when the official furthest away has the best view. If you have an opinion contrary to the one made on the play – discuss with calling official and reported to the R
- On a longer play along the sideline that results in a Touchdown with the Wing Officials trailing the play and the B having responsibility for the Goal Line, it is necessary for the B to get a confirmation from the Wing Official that the player has not stepped out of bounds before signaling a Touchdown. This is normally accomplished by visual contact and a nod of the head. On this type of play the Wing Officials should not give the Touchdown signal until they have reached the Goal Line

**Section 11 - SCRIMMAGE KICKS – PUNT**

**CREW OF FIVE (Diagram assumes a right footed Punter)**

[Diagram of a football field showing various positions and movements related to punting, with labels and notes like X = Receiver]
CREW OF FOUR  (Diagram assumes a right footed Punter)

REFEE

- **Pre-Snap**
  - Initial Position – On the same yard line as the punter awaiting the snap, approximately 5 yards to the side of the kicking foot
  - Count the Offense and signal to your Crew
  - Mentally note eligible Receiver’s numbers in the backfield (including the punter). With numbering exceptions allowed on scrimmage kick formations you must know eligible Receivers if there is a broken play. The Wing Officials get the eligible Receiver’s numbers on their sides and the U gets the 5 inside (Tackle to Tackle) player’s numbers. If you are not sure who was eligible – get together with Crew after play and determine the six eligible Receivers
  - Hold the “Ready for Play” longer in this situation to allow for Substitutions on both sides and allow Crew to do the extra pre-snap responsibilities needed in scrimmage kick situations

- **At the Snap**
  - Observe the blocks in front of the Punter
  - Observe the actions against the Punter. If there is contact on the Punter and the ball is not touched by the player making contact – you must rule on...
    - Running into the Kicker (5 yards)
      - Any contact that in your opinion does not have the potential to cause an injury
    - Roughing the Kicker (15 yards)
      - Any contact that could cause potential injury
      - Contact to the plant leg
      - Contact that knocks the Punter down (make sure this is a legitimate knock down – not a fake)
      - Rugby Kickers lose their protection as a Kicker and become a Runner after 4/5 steps to either side. They must stop and re-establish themselves as a kicker to regain their protection and have given the defenders time and distance to avoid him
- Once kick has been made – you are the new B and are responsible for the Kicker's Goal Line. If kick is blocked, get to a position in the middle of the field. Be in a position to box in the play with one of the Wing Officials. NEVER get forced into the Side Zone.
- Be Alert for….
  - Snap Infractions
  - False Starts
  - Holding
  - Clips
  - Chop Blocks
  - Kicker's knee down when catching low snap
  - Roughing the Kicker
  - Running into the Kicker
  - Blocks below the Waist (before the Kick and on the run back)

❖ **When the Play Ends**
- If there is no action to observe around the punter, you can prepare to possibly help the Wing Official spot a punt that goes out of bounds on the fly. Watch where ball went out of bounds and if the Wing Official turns to you for help, raise your arm. Then when Wing Official walks to spot on side line where ball went out, drop your arm.
- You are front part of the “Box” and responsible for clean-up in front the ball carrier on the run back
- When all is clear – move quickly to the Succeeding Spot and get Crew and teams organized for new series

**UMPIRE**

❖ **Pre-Snap**
- Initial Position: Same as in Scrimmage Plays – Run, plus…
- Prepare to observe action against the Center – consider being at lesser depth (3 - 4 yards off LOS) for this type of play
- Mentally note numbers of five inside offensive Lineman (Tackle to Tackle) – especially if there are numbering exceptions. If there are exceptions to the numbering rule – Raise your hand to alert the Wing Officials. See Supplemental Signals

❖ **At the Snap**
- Observe the actions of the interior Linemen
- After kick has been made – allow Linemen to pass you - then rotate and move down middle of field observing the blocks in front of returning ball carrier
- Be Alert for….
  - Illegal Formations
  - False Starts
  - Illegal Contact against the Center
  - Chop Blocks
  - Holding (at LOS and after Kick is caught)
  - Clips (at LOS and after Kick is caught)

❖ **When the Play Ends**
- Move to end of the play under control – so you can observe actions around ball carrier
- Be alert if changing balls – once have correct ball – get it spotted
HEAD LINESMAN / LINE JUDGE

❖ Pre-Snap
- Initial Position: Same as in Scrimmage Play – Run
- Determine if you are the “Release” Official or the “Hold” Official. This is determined by position of the R.
  ➢ If the R’s back is to you – you are the “Release” Official. Release about 15-20 yards at the most
  ➢ If the R is facing you – you are the “Hold” Official. Hold your initial position until ball has crossed LOS

CREW OF FOUR

REFEREE - Same as in 5 man mechanics
LINE JUDGE/LINESMAN – Regardless of the position of the R – the L will always be the “Release” Official and the H will always be the “Hold” Official and stay with the Chains. The “Release” Official moves immediately downfield following the snap and is responsible for the touching or catching of the Punt and shall mark the end of Kick with a bean bag. The “Hold” Official is responsible for the ball crossing the LOS and then move downfield quickly to cover his side line.

UMPIRE – Turn as soon as players pass you and officiate the middle of field

❖ Mentally note the eligible Receivers numbers on your side – in case there is fake kick or broken play
❖ If there are numbering exceptions (U raised hand), remember that once the Center touches the ball – all exceptions are locked and cannot become eligible Receiver during play

❖ At the Snap
- If you are the “Release” Official, once snap made move downfield 15-20 yards. This means take a quick look at the snap – if it looks good – release downfield. Responsible for
  ➢ Ball going out of bounds on your sideline
  ➢ Actions against initial flow of blockers – mostly the wide “fly” players
  ➢ Forward Progress on runback of kick to your side
  ➢ Boxing in the play with the B
- If you are the “Hold” Official, once the ball has crossed LOS move 10-15 yards downfield. Responsible for
  ➢ Ball going out of bounds on your sideline
  ➢ Actions against the secondary flow of defenders – mostly the linemen
  ➢ Forward Progress on runback of kick to your side
- Both Wing Officials, whether in the “Release” or “Hold” mechanic, are responsible to watch if a player of the Kicking team is blocked or goes out of bounds on his own. If the player goes out of bounds on his own and returns to the field – throw flag
- If ball is kicked out of bounds the Wing Officials have responsibility for getting spot. It is best to hustle downfield and get spot as best you can, but if the kick goes out of bounds on the fly and you are uncertain of spot, you can line up the spot with help from the R. To do this overrun where you think ball went out and turn and walk back toward R with raised hand and continue until stopped by the R.
- Always assume that the ball will be muffed
• Be alert for…
  ➢ Blocks in the back
  ➢ Clips
  ➢ Holding
  ➢ Blocks below the waist
  ➢ Fair Catch Signal
  ➢ Interference with Opportunity to make a Catch

❖ **When the Play Ends**
• If ball in your area – Responsible for Forward Progress
• If ball goes away from – Responsible for clean-up in middle of the field

**BACK JUDGE**

❖ **Pre-Snap**
• Initial Position: 3 - 5 yards behind and 5 yards to the side of deepest Receiver on wide side of field, **BUT never** position yourself outside of hash. **If there are two deep receivers you may position yourself between them.**
• In all cases – you will probably need to adjust your position to best view the catching of the punt.
• Carry bean bag in your hand – Use it to mark the end of the kick

❖ **At the Snap**
• Know which **Wing Official** is the “**Release**” Official. Favor wide side of field, but know which side of field is opposite the “**Release**” Official. That side may need your help.
• Read direction of kick and when caught never be outside of hash. As ball is kicked adjust your position accordingly
• Responsible for marking the end of the kick (with a bean bag) from side line to side line. This spot is very important for Penalty Enforcement
• Concentrate on Receivers(s) when ball is in the air – be alert for a Fair Catch Signal (legal or illegal) or Kick Catch interference. In Fair Catch situation make sure the ball is caught before you blow your whistle – be slow. Always assume that ball will be muffed
• Once kick is caught and being returned, observe blocks in front of ball carrier between the hash marks
• Be Alert for…
  ➢ Fair Catch Signal – Legal or Illegal
  ➢ Touching by either Kickers (1st Touching) or Receivers (Loose Ball)
  ➢ Interference with the Opportunity to make the Catch
  ➢ Blocks below the Waist
  ➢ Holding
  ➢ Clips

❖ **When the Play Ends**
• Box in play from middle of field – have ball between you and **Wing Official**.
• Depending on kick length and how play develops – get Forward Progress. This is an exception as **Wing Officials** have as primary responsibility
• Clean-up behind ball carrier (back side of the Box)
• Assist in getting new ball spotted – if you are changing footballs
Section 12 - SCRIMMAGE KICKS – FIELD GOAL AND TRY

CREW

- A Field Goal is no different then a Scrimmage Kick – Punt, except it may score points.
- Be prepared to adjust your position if Field Goal attempt becomes a simple Scrimmage Kick (no chance to score points). Be Alert for the ball breaking the plane of the Goal Line – if this happens – the ball is dead
- The U is always under Goal Post - regardless if Kick is a Field Goal, Try, or the yard line from which the Kick is made.

CREW OF FIVE (R’s position assumes a Right Footed Kicker)

![Diagram showing crew positions for kicking]

REFEREE

- **Pre-Snap**
  - Initial Position: At 45 degree angle facing the ball side of the holder. Be approximately 5 yards back and 5 yards to the side of the holder. Be positioned to see both blocking Backs on each side of the formation
  - Ensure Crew is in proper position before giving “Ready for Play”
  - Other Pre-Snap requirements are same as in Scrimmage Kicks – Punts

- **At the Snap**
  - Observe action of the blocking Back(s)
  - Observe action against the Holder and Kicker
  - Running into – same as Scrimmage Kicks – Punts
  - Roughing – same as Scrimmage Kicks – Punts
  - **Note:** A player punting or kicking a Field Goal/Try may get hit after getting both feet back on the ground. In the case of the punter, contact at this point is considered on the basis of a Personal Foul – not as Roughing or Running into the Kicker. In a Field Goal or Try situation – the Kicker tends to watch his kick and is in an unprotected position longer after both feet are back on the ground. In this case we extend the time in which we rule the contact as Roughing and/or Running into the Kicker
  - Make sure the Kicker or Holder are not faking a fall
• On a fake kick or a broken play – officiate the same as regular Scrimmage Play - Run or Pass

❖ When the Play Ends
• Primary responsibility for blowing whistle at end of Kick Try
• Ensure all action has ended – then look for signal from the B and/or U
• Give final signal to the Press Box

UMPIRE

❖ Pre-Snap
• Initial position on the upright on opposite the Press Box side
• Prior to taking your position, instruct Defense to restrain from hitting Snapper immediately following snap

❖ At the Snap
• Under the Upright
  ➢ If ball is kicked – rule if ball passes completely inside the upright. Signal only if ball is in the middle of the uprights or threatens your upright. Do not signal if the ball threatens opposite upright. That covering official will signal
  ➢ If ball is not kicked (for whatever reason) – move to Goal Line. If ball touches or crosses Goal Line from the Kick – the play is dead. If play is run or pass, move to Goal Line and box in play with the Wing Official
• After judging kick – ensure all action ceases at the LOS. The exception is a Field Goal attempt where the Goal Line is threatened or where there may be a runback. In this case move towards the Goal Line and assist the B with the ball touching or crossing the Goal Line. If there is a runback officiate the middle of the field as you do in normal scrimmage kick situation
• If there is a fake Field Goal – Officiate the middle of the field as you do in a normal scrimmage play.  (Note: The B also goes to the Goal Line and boxes-in any action at the Goal Line with the Wing Officials.) It is possible in this one situation that the U could call pass interference
• Remember that any Field Goal that cannot score is still a Scrimmage Kick. It could...
  ➢ Cross the Goal Line (Dead at that point)
  ➢ Be 1st Touched by the Kickers (bean bag spot)
  ➢ Be touched by the Receivers (Loose Ball)
  ➢ Be advanced by the Receivers
• Be Alert for....
  ➢ All listed under Scrimmage Kicks – Punt, plus...
  ➢ Any leverage attempts (using a teammate to gain height in a jump) attempts

❖ When the Play Ends
• Hold good/no good signal to allow the R to see it, allowing time for the R to complete the necessary responsibilities before looking at you
• Stop all action between opposing Lineman
• If the Kick is successful – begin clearing your side line for Kickoff

HEAD LINESMAN/LINE JUDGE

❖ Pre-Snap
• Initial position is same as “Scrimmage Play – Run”
• In fake kick situation officiate the same as in regular “Scrimmage Play – Run or Pass”
At the Kick (or Fake Kick)
- If ball is not kicked (for whatever reason) – move to Goal Line
- On the LOS (Field Goal)
  - If ball is kicked, do what you would do on a Scrimmage Kick – Punt
  - If ball is not kicked (for whatever reason), do what you would do on a normal Scrimmage Play – Run or Pass. If ball is on or inside the 5 yard line – go to the Goal Line
- Remember that any Field Goal that cannot score is still a Scrimmage Kick. It could
  - Cross the Goal Line (Dead at that point)
  - Be 1st Touched by Kickers (bean bag spot)
  - Be Touched by Receivers (Loose Ball)
  - Be Advanced by Receivers

When the Play Ends
- On the LOS – when a Kick is made – move onto field to help the U control the Linemen
- Responsible for clean-up of all dead ball action in front of you
- Since the U is always under the Goal Post, assist in getting ball to the B (Kickoff) or U (Scrimmage Play) for next play
- When kick is a Try and ball is kicked move in quickly to the hash and dead ball officiate action on your side of the ball

BACK JUDGE

Pre-Snap
- Initial Position – Kick Try and Field Goal
  - Be at upright on the Press Box.

At the Snap
- If ball kicked (Try or Field Goal)
  - Judge if ball went over crossbar and inside your upright
  - Signal only if ball is in the middle of the uprights or threatens your upright. Do not signal if the ball threatens opposite upright. That covering official will signal
- If ball not kicked (for whatever reason) - adjust according to play. Stay at the End Line if you read pass. Move to Goal Line if you read run
- Be Alert for....
  - Ball touching Kicking team player before passing over crossbar
  - If not a kick...
    - Holding
    - Clips
    - Blocks below the Waist
    - Pass Interference (Offensive and Defensive)

When the Play Ends
- Primary responsibility for blowing whistle at the end of a Field Goal
- Hold good/no good signal to allow the R to see it. He needs to completes his duties before looking at you
- Responsible for clean-up of all Dead Ball action in front of you
- If Kick not made – clean-up responsibilities are same as Scrimmage Play – Pass or Run
- Time 1 minute intermission following a score.
CREW OF FOUR – (R’s position assumes a Right Footed Kicker)

On or Inside of the 15 Yard Line
- **R** has the upright on his side of the formation
- **U** is positioned on the upright opposite of the **R** (who’s position is determined by the Kicker’s leg) and judges if the ball is over the Crossbar and inside the upright. If both conditions met, the **U** gives the **R** a visual signal of finger pointing upward. If one or none of the conditions are met, the **U** gives the “No Good” signal (incomplete pass)
- **U** is primary responsibility for blowing the whistle on Field Goal attempts
- **H** and **L** stay on LOS. **H** has action against the Kicker and/or Holder

Outdoors of the 15 Yard Line –
- **R** has action against the Kicker and/or Holder
- **U** is positioned on the upright opposite of the “Release” official
- **U** has the crossbar and his upright - the “Release” official has his upright. Signal only if ball is in the middle of the uprights or threatens your upright. Do not signal if the ball threatens opposite upright. That covering official will signal
- The “Hold” official remains on the LOS
- See 5 person mechanics to determine the “Hold” – “Release” official

NOTE: In this Lineup
the **H** is the “Release” Official
TRY'S – SWINGING GATE COVERAGE

REFEREE
- Initial position does not change
- If Ball kicked from this formation – Responsible for upright on your side

UMPIRE
- Initially go to normal U position behind LOS in the middle of field – assuming play will be a Run or Pass
- When team shifts back to normal Kick Try formation – assume normal position under the upright opposite the Press Box

HEAD LINESMAN / LINE JUDGE
- Initial position does not change
- If ball is snapped when main body of offensive lineman is away from snapper, you are responsible to determine if snapper is eligible pass receiver

BACK JUDGE
- Initially take upright opposite the R – assuming a kick
- When team shifts back to a normal Kick Try formation - assume normal position under the upright on the Press Box side

CREW OF FOUR
- U stays with formation. If ball kicked from this formation, the R has sole responsibility for judging whether Kick is good or not
- When team shifts back to normal Kick Try formation – R has one upright and the U has upright opposite the R and whether ball went over the crossbar. The U gives the R positive signal if good.

FREE KICK (FIELD GOAL) AFTER FAIR (OR AWARDED) CATCH
Team restraining lines are based on spot of catch or awarded catch. Team lineups are same as other Free Kicks. Because this Free Kick can score, adjust positions of 2 deepest officials – the R and H

UMPIRE / LINE JUDGE / BACK JUDGE
- Responsibilities and Mechanics remain same as regular Free Kick

REFEREE / HEAD LINESMAN
- Positioned under the Uprights.
- If Kick short and does not reach Goal Line
  ➢ R moves up middle of field
  ➢ H moves to his side line and responsible for side line and forward progress
Section 13 - GOAL LINE – “15 AND IN” COVERAGE

“15 AND IN” COVERAGE
Change only involves the B. When ball is on or inside the 15 yard line, the initial position of the B is the End Line.
- If play threatens Goal Line – if possible B should get to Goal Line (middle of the field)
- If End Line is threatened – the B stays on End Line
- The U and Wing Officials cover as normal Scrimmage Play – Run or Pass

“10 AND IN” COVERAGE
Assures an official is always at Goal Line when a score is possible. Want an official straddling Goal Line when runner crosses it.

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**PRESS BOX**

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**REFEREE**
- Normal run or pass play position

**umpire**
- Normal run or pass play position
- When there is run up middle near the Goal Line, get into pile as quickly as possible and secure ball position at point it was ruled dead. Often the Wing Officials cannot see ball until you secure it. Based on what you show them – they determine if it is/is not a touchdown
  - U does not give touchdown signal

**Head Linesman / Line Judge**
- Be in front of the runner. This is opposite of our normal trailing the play. Be at or near the Goal Line when runner crosses it

**Back Judge**
- Does not change what the B normally does in a run or pass play
**CREW**
- Once the Goal Line is the line to gain and the Chains are not used. Make a mental note of the yard line the ball is on prior to each snap. This is in case a play toward sideline forces Down Box to move and we need to relocate prior spot.

**“5 AND IN” COVERAGE**
All positions remain the same except for the Wing Officials

**HEAD LINESMAN / LINE JUDGE**
- When ball is on or inside the 5 yard line – the Wing Officials – at the snap – move immediately to the Goal Line and officiate from there

**CREW OF FOUR** – Same positions – just eliminate the B

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**Section 14 - GOAL LINE – REVERSE MECHANICS**

When snap is between Goal Line and the 5 yard line in possession of the team defending that Goal Line – Wing Officials move back to Goal Line immediately at the snap and follow the play out of the End Zone. This ensures that an official is there to make a judgment on any play at the Goal Line

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**CREW OF FOUR** – Same positions – just eliminate the B

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**Section 15 - OVERTIME PROCEDURES**

**CREW**
- Meet in middle of field to get organized and review overtime procedures
- Wing Officials bring Captains to middle of field for Coin Toss
- R and U remain in middle and conduct Coin Toss as if beginning of game
- B has proper ball ready to use once decisions made
- After Coin Toss allow teams a chance to get organized before you bring in to start the series
REFEE/UMPIRE
- Coin Toss called by the Visiting team. Both the R and the U should repeat what is called before the coin is tossed. (See – Coin Toss Section)
- Options to winner:
  - Offense
  - Defense
  - Defend an end of the field
- Options to loser:
  - Normally the winner chooses Offense or Defense – which leaves only the option of what end of field to play
  - If winner chooses end of field – the loser chooses Offense or Defense
- Record Coin Toss results on Information Card
- If game remains tied after first OT period – there is no additional Coin Toss – the choice of options alternates until a winner is declared

Section 16 - MEASUREMENT PROCEDURES
When ball is close to a first down or it is recognized that a measurement is necessary – the Wing Officials must stop clock and communicate this to the U and R. The following should take place immediately:
- U should not place ball on the ground – but instead take it to covering official and hand it to him to allow the Wing Official to place ball at spot of forward progress.
- The U should mentally note the end of the play so he can return the ball to that spot if the crew had to move the ball to the side zone for a measurement
- Covering official stays with ball until the B takes the responsibility for ball
- In securing the ball for a measurement – always make the measurement visible to the Press Box

HEAD LINESMAN
- Bring Chain and Chain Clip onto the field
- Grasp the Chain firmly (not the Clip) so you do not drop it enroute to the site of the Measurement
- Place Clip on the back edge of back line where the L has lined you up

LINE JUDGE
- Mark spot where Chain Clip will be placed (back edge of yard line) directly in line with the ball and direct H to that spot

UMPIRE
- Take the Front Stake. Stay out of line of sight from Press Box

BACK JUDGE
- Hold ball in its place. Stay out of line of sight from Press Box

REFEREE
- Judge position of ball with regards to the Front Stake. Stay out of line of sight from Press Box
- Signal your decision – First Down or Short (show approximately how short with your hands)

CREW OF FOUR
The R holds ball while Chains brought out
ONCE THE MEASUREMENT HAS BEEN COMPLETED....

CREW
- If the ball is between the hashes – do not move the ball.
- If ball short of a first down in the Side Zone the R leaves the ball on the ground with the B. The R then grasps the Chain at the foremost point of the ball and takes the Chain to the inbounds spot and set the Chains. The ball is moved separately from the Chain to avoid a situation where ball is dropped while moving the Chains and losing the spot on the Chain.
- If the ball is between the hashes – there is no need to bring in a new ball.

CREW OF FOUR
The U stays with ball while the R moves it to the inbounds spot with the chains. Once the R has the chains in place – U will bring the ball

Umpire:
- If it is a first down, U returns ball to the spot where play ended
- Once the ball has been spotted, it is important that you stay over the ball until the R moves you off and back to your position. The R needs time to get to his position and check to see that Crew is back at their positions.
- Before moving back to your position – verbally tell the R the count of the offensive players and the status of the clock

Referee
- After spotting ball, give enough time to your H, especially if it was not a first down and the stakes had to be re-set. The H should give you a visible signal that he is ready to proceed.
- Check rest of Crew and then move the U back to the proper position.
- Make sure to handle clock status properly when making the ball “Ready for Play”. Have your Crew ready to assist you with status of the clock – if needed

Section 17 - TIMEOUT (Regular and Injury) POSITIONS and PROCEDURES

Referee
- Stay with the ball
- Record the timeout
- Inform Head Coach personally after he used his final timeout
- Inform the Crew – especially as nearing the end of each half – the number of timeouts remaining for each team. You never want to stop the clock for a timeout by a team that has none left
- Count the Offense while waiting

Umpire
- Stay over the ball during the timeout and until the R moves you back to your position at the end of the timeout.
- Count the Offense while waiting to be moved
HEAD LINESMAN / LINE JUDGE
- Stay on the sideline with your team
- Inform Coach of his timeouts remaining
- Inform Coach that the timeout is about to end and to get his team back on the field
- Count the offensive players if they are huddling on the side line and inform the R of the count. Also count the team for whom you are normally responsible

CREW OF FOUR – The L has all responsibilities listed below for the B

BACK JUDGE
- Responsible for timing the duration of the timeout
- Inform the Crew when there is 15 seconds remaining in the timeout. Your Crew may want to use something other than the 15 seconds, but whatever you use, it is important the teams are ready to play when the timeout ends
- While you are timing the stoppage – count the Defense

INJURY TIMEOUT
- Generally the Injury Timeout is the same as the Regular Timeout with a couple of exceptions:
  - Keep the teams on the field unless the delay will be lengthy
  - Allow Coaches to attend to an injured player as long as there is no attempt to coach
  - Whenever you think a player is injured – stop the game at next dead ball period

Section 18 - END OF PERIOD PROCEDURE

REFEREE
- When period has ended – Raise ball above your head to indicate such
- Record down, distance and yard line
- When the R and U have recorded the information – instruct the H to move the chains

umpire
- Secure the ball in it’s location
- Record down, distance, yard line, and ball position on field
• Once old spot is determined and noted – carry the ball to the new location and place it in proper spot
• Stay over ball until released by the R
• Count the Offense while standing over the ball

**HEAD LINESMAN**
• Come into spot of the final play and with the R and U, record down, distance and yard line
• Do not move chains until you receive signal from the R that R and U have finished recording the information.
• Assist Chain Crew in moving and resetting the Chains and Down Box.
  ➢ Note the Yard Line of the Chain Clip
  ➢ Grasp the Chain at the Clip
  ➢ Turn the Chain Crew around – so when they place Chains they go in opposite direction – but the back stake will still be the back stake
  ➢ Place Chain Clip on the back edge of the opposite yard line of the same number. Do this on the side line. Once completed, Chain Crew moves back to their normal positions off sideline (Normally 2 yards off)
  ➢ Indicate to the R that you completed your responsibilities and are ready

**LINE JUDGE**
• Go to succeeding yard line and inbounds spot and get both teams moving towards that spot

**BACK JUDGE**
• Assist the L with the team on the opposite side of the field
• Time the interval and advise the R when it is time to start the next quarter
• Ensure the Game Clock has correct starting time

**Section 19 - BETWEEN HALVES PROCEDURE**

**REFEREE**
• Raise ball above your head to indicate period has ended
• When both teams have left the field – wind the clock to start halftime clock

**umpire**
• Check on equipment or injury protection adjustments made during halftime

**HEAD LINESMAN / LINE JUDGE**
• Also monitor time remaining in the halftime.

**back judge**
• Responsible for timing the halftime period
• Bring ball from team that will kick off into locker room. That way you will not look for ball at start of second half

**Section 20 – WET BALL MECHANICS**

**Crew**
• When possible change ball on each play. This requires the coordination of Wing Officials, possibly the B and the U. If not possible, do your best to use the driest ball available
• When Offense is in “Hurry Up” do not worry about how dry the ball is – just place it on ground so the R can give “Ready for Play”
Review procedures in Pre-Game with Crew. Review procedures with Ball Boys and Coaches when you meet prior to the game.

**UMPire**
- When situation dictates, hold ball in a towel until Offense starts to the LOS. Use foot to mark the spot where the ball will be placed

**Section 21 – CREW OF SEVEN - MECHANICS**

Seven Person Mechanics are not much different than Five Person Mechanics. The nice part is you have a smaller area to view initially. With seven officials and the addition of an official on the side line 20 yards downfield – it allows the L and the H to move at a more deliberate pace. Highlighted in RED will be the differences from Five Person Mechanics. Initial Position and Responsibilities will be listed as well as the corresponding Five Person Mechanics Sections

**FREE KICKS** (Section 6 – Page 18)

**REFEREE**
- Initial Position and Responsible for the Goal Line.
- After ball is caught – Responsible for action between the hash marks up-field

**UMPire**
- Initial Position and Responsible for Kickers Restraining Line opposite Press Box
- After ball is kicked - Move inside to the hash and is responsible for the actions of the two inside Receivers on your side in the middle of the field

**HEADLINESMAN / LINE JUDGE**
- Initial Position and Responsible for the Goal Line ((if ball threatens the closest pylon)
  **H** - Opposite Press Box, **L** - Press Box Side
- After the ball is caught - Forward Progress if ball is on your side of the field
- View blocks in middle if the ball is on opposite side

**FIELD JUDGE / SIDE JUDGE**
- Initial Position and Responsible for the Receivers Restraining Line.
  **F** – Press Box side, **S** – opposite Press Box
- After the ball is kicked view actions of the two wide players on your side of the Receivers Restraining line and the blocking in front of the ball carrier. Move downfield 10-15 yards then keep at least 20 yards between you and your **LOS** partner as he/she moves up the field.

**BACK JUDGE**
- Initial Position -Hand ball to kicker. Then move to and be responsible for the Kickers Restraining Line on the Press Box side
- After ball is kicked - Move inside to the hash and is responsible for the actions of the two inside Receivers on your side in the middle of the field
- You have the responsibility for the Kicker’s Goal Line

**ON-SIDES KICK** (Section 7 – Page 23)

**REFEREE**
- Moves up to the deepest Receiver

**HEADLINESMAN / LINE JUDGE**
- Initial Position - Move to the yard line directly between the **U/F** and the **B/S** and be responsible for the actions of the Kickers against the Receivers
FIELD JUDGE / SIDE JUDGE
- Responsible for the Receivers Restraining Line – Touching of the ball

BACK JUDGE / UMPIRE
- Responsible for the Restraining Line of Kickers

KICK AFTER SAFETY (Section 8 – Page 25)
Initial Positions and Responsibilities will be the same as a normal Free Kick.
Only differences are in Restraining Lines and the fact that the ball can be punted

COUNTING PLAYERS (Section 3 – Item H – Page 10)
REFEREE / UMPIRE / HEADLINESMAN / LINE JUDGE
- Will count the Offense

FIELD JUDGE / SIDE JUDGE / BACK JUDGE
- Will count the Defense

GAME CLOCK – PLAY CLOCK (Section 5 – Page 17)
SIDE JUDGE
- Has the Game Clock

BACK JUDGE
- Has the Play Clock

RUNNING PLAYS (Section 9 – Page 26)
REFEREE / UMPIRE / HEADLINESMAN / LINE JUDGE / BACK JUDGE
- The Initial Position and Responsibilities are the same as Five Person Mechanics

FIELD JUDGE / SIDE JUDGE
- Initial Position is 20 yards from the Line of Scrimmage – F on the Press Box side.
  S – Opposite the Press Box
- Responsible for blocks in front of the runner and should be at the Goal Line if the ball threatens it.
- Should keep 20 yard between you and the L, if possible

PASSING PLAYS (Section 10 – Page 32)
The Initial Positions of all Officials remains the same as in a Running Play
REFEREE / UMPIRE
- Responsibility remain the same as in Five Person Mechanics

LINE JUDGE
- Has the primary responsibility for the passer crossing the LOS. U – is secondary

HEADLINESMAN / LINE JUDGE / FIELD JUDGE / SIDE JUDGE / BACK JUDGE
- Responsibility for these positions are determined by the formation. In general terms
  ➢ Deep Wings (F/S) have the widest man.
  ➢ LOS Officials have the next inside Receiver unless there are Trips to one side – then the LOS Official has the third inside Receiver.
  ➢ EXCEPTION - is the Motion Man – he is always the responsibility of the LOS Official, regardless of where he falls in the formation
The best explanation of the initial responsibilities is by the following diagrams. Please keep in mind that the initial responsibility is simply a starting point – as the play develops you should move to covering your zone. Our progression on Pass Plays is MAN (Know your Receiver at the snap) – ZONE (Once the play develops – go to covering your zone) – BALL (When the ball is passed – all eyes except that of the R should go to the spot of the pass)

**Balanced Formation with Two TE**
- **Head Linesman / Line Judge** - Have Back out of the backfield on their side
- **Field Judge / Side Judge** – Have the widest Receiver on their line on their side
- **Back Judge** – Has the Tight End or if none, the widest Receiver on the wideside, or if ball in middle of the field – widest Receiver of the L’s side

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**Balanced Formation – 2 Receivers on each sides**
- **Head Linesman / Line Judge** – Have the inside receiver on their side
- **Field Judge / Side Judge** – Have the widest receiver on their side
- **Back Judge** – Has the Tight End or if none, the inside Receiver on the L’s Side
Unbalanced Formation – 2 Receivers on one side – One on the other

Head Linesman / Line Judge – On the side with two the LOS Official has the inside Receiver. On the side with one Receiver – LOS Official has the Back out of the backfield
Field Judge / Side Judge – Have the widest Receiver on his side
Back Judge – Has the Tight End or if none, the inside Receiver on the two Receiver Side

* If they motion a Receiver to create an unbalanced formation – the L’s is responsible for Motion Man – exception if the Motion Man crosses the middle of the formation towards the H – the H becomes responsible

Unbalanced formation – Trips to one side

Head Linesman / Line Judge – If on the Trips side the LOS Officials has the third Receiver inside. Official opposite Trips – Player out of the Backfield
Field Judge / Side Judge – Has the widest Receiver on your side
Back Judge – Has the middle Receiver in the Trips formation

* If they motion to Trips – remember LOS Official always has that Motion Man and he would be considered the third Receiver inside regardless of where he is in the formation at the snap
Trips Formation created by Motion

Head Linesman / Line Judge – If you are on the Trips side the Motion Man is your responsibility regardless of where he falls in the formation.

Field Judge / Side Judge – you have the widest Receiver on your side

Back Judge – you have the second Receiver inside on the Trips

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Trips – stacked/bunch/star formation (3 or 4 in the formation)

Head Linesman / Line Judge – the LOS Official on the stack side has the Third Receiver in the formation. Opposite side has the Receiver out of the backfield. Once the Receivers declare (get in their route) go to zone.

Field Judge / Side Judge – Has the Front Receiver in the Stack formation. Opposite side from Stack has the widest Receiver. Once the Receivers declare (get in their route) go to zone.

Back Judge – Has the middle Receiver in the Stack formation. If they stack 4 Receivers – the B has the middle two Receivers. Once the Receivers declare (get in their route) go to zone.

SCRIMMAGE KICKS – PUNTS (Section 11 – Page 39)
HEADLINESMAN / LINE JUDGE
- Both officials should hold until the ball crosses the LOS.
- Both are responsible for the secondary flow of players and blocking.
- Both move about 10-15 yards downfield and then prepare to retreat as the play comes at you.
- The F and S have forward progress and you want to keep a 20 yard distance between you and the Deep Wing. This is the reverse of what the Deep Wing does on a running play.
- If the play goes to the Goal Line – you should be straddling the pylon.

FIELD JUDGE / SIDE JUDGE
- Initial Position is 3 yard deeper than the Deepest Receiver.
- You are responsible for the Kickers “Flyer” on your side.
- Once the ball is caught – if the ball comes toward you – you have forward progress. If it goes away from you – you have blocking in the middle of the field.

BACK JUDGE
- Initial Position is 3-5 yards behind the deepest Receiver in a position to see the ball caught. This will require you to adjust your position based on the flight of the ball. Your position should never be outside of the hash marks.
- You are responsible for any signal by the Receiver and whether he catches the ball or not.
- Once the ball is caught – you are responsible for blocks in the middle and just ahead of the Ball Carrier. You will box-in the play with the Deep Wing Official.

* 40 and In Coverage – Initial Position by the Deep Three when the ball is kicked from the “40 Yard Line and In” is the Goal Line

SCRIMMAGE KICKS – FIELD GOAL AND TRY (Section 12 - Page 44)

REFEREE
- Normal position 5 yards over and 5 yards deep – facing the Holder

umpire
- Initial Position is more towards the Press Box than normal as you have the S in as a double Umpire.
- You are responsible for the Snap and the action against the Snapper as well as blocking on your side of the formation.

SIDE JUDGE
- Initial Position is as a double Umpire on the opposite side of the Center from the U.
- You are responsible for any leaping action by the defense as well as blocking on your side of the ball.

HEADLINESMAN / LINE JUDGE
- Stay on the LOS until the ball is kicked - then move downfield.
- Responsible for the ball crossing LOS.

FIELD JUDGE / BACK JUDGE
- Initial Positions are under the Goal Posts. Responsible for the kick. B has his upright and the crossbar. F has his upright.
**Field Goal blocked or short of the Goal Line** - The B should remain at the End Line if the kick is blocked and there is a possibility of a pass. If the kick has crossed the LOS then he should move to the Goal Line (if he can remain clear of players while moving up - when in doubt, stay on the End Line). The F should move immediately to the Goal Line, but safely and under control remaining clear of players. It is not necessary to get to the side line – just get to the Goal Line. H and L move to cover the ball and potential advance to the opposite Goal Line. U should move up to cover the ball/passers crossing the LOS.

NOTE: A Try down ends when the ball is kicked

**Try – Swinging Gate Coverage** – you must start in your normal “inside the 5 yard line” positions. In this case the U will move to a position in the center of the 6 other down Linemen. The R will have to view the action by and against the Snapper. When they return to a normal Try formation – the S, B and F will need to hustle into their normal Try positions.

***Free Kick (Field Goal) after a Fair or Awarded Fair Catch*** – Initial Positions are the same as a normal Free Kick – exceptions are with the R and the H. They will be positioned under the Goal Posts – R has one upright and the Crossbar, H has one upright. Should the attempt be short officiate the ball as you would normally do in a Free Kick situation

**GOAL LINE COVERAGE – 20 and IN (Section 13 – Page 49)**
When the ball is touching the 20 yard line going in and until it touches the 7 yard line, the F and the S should be at the Goal Line. Once the ball touches the 7 yard line – the F and S will be at the End Line – Side Line. On any run originating outside of the 7 yard line the H and the L will give up forward progress to the F and S when the ball reaches the 3 yard line.

**MEASUREMENTS (Section 16 – Page 51)**

- No change from 5 Person Mechanics

- Will have a new ball to be used for placement after the measurement

- Will have the spot where the chains will next be set

**Section 22 - POST-GAME REVIEW**

Following a game we are looking forward to a soda pop at the local establishment, but it is important to take a few minutes to review what occurred – while fresh in your mind. Do this when Crew has privacy. Touch mostly on what you can improve upon and/or correct. Be able to accept criticism and use it to become a better official. A short frank discussion is good for the Crew
Section 23 - APPROVED SUPPLEMENTARY SIGNALS

1. 11 Men on Offense or Defense – Extended fist
2. 12 Men on Offense or Defense – Thumb Down
3. 10 Men on Offense or Defense – Both hands open showing all 10 fingers
4. Two Stakes – Waving index fingers on each hand back and forth
5. Bobbled Ball – No Catch on Sideline – Both hands palms moving up/down
6. Pass Caught Out of Bounds – Two hands sweeping toward the Out of Bounds
7. Pass hits Ground – Bend and tap the ground 3 times at the spot
8. “Release” Official – Open hand on chest indicating direction you are moving
9. “Hold” Official – Fist on chest pointing to the Kicking team
10. Unbalanced Line – Hand to Cheek
11. Widest Player on your side is off LOS – Arm extended into backfield. Hold until just before the snap
12. Widest Two Players on your side are off LOS – Arm extended into the backfield and opposite arm extended toward field with hand showing two fingers. Hold until just before the snap
13. Communication to the R that ball carrier ended:
   a) Out of Bounds
      1) Arms crossed at the wrists in an “X” before “Ready” given
      2) Place ball out of bounds at spot
   b) In Bounds
      1) Winding the clock if ball is outside the 9 yard marks and in bounds but close to the side line at end of play.
      2) Place ball in bounds at spot
      3) Point index finger at the R while rolling it
14. Communication to the R that clock starts on the:
   a) Snap – Arms crossed at the wrists in an “X” before “Ready” given
   b) “Ready” – Pointing one index finger at the R while rolling it
15. Stop Clock after this Play (on 4th down) – Arms crossed at the wrists in an “X” after “Ready” given
16. “5 will get you 1” – by H – hand across chest with 5 open fingers back to R indicating that a 5 yard penalty will give a first down
17. Exceptions to the numbering rule (eligibles in ineligible positions) – U signals with a raised hand
18. Ball Above the Crossbar on scoring kicks – finger pointing upward
19. Backward pass – extend arm backward
20. Tell the R you are ready for kickoff – Raise hand
21. Signaling Downs – One hand above the head by all officials except the U. The U uses both hands.