

DelMarVa Football Officials Association
Mechanics Manual
2018



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Chapter 1: The Pre-Game Conference

Standard Pre-Game Conference Outline

A pre-game conference is mandatory

The following list should be followed before each varsity game:

ALL VERIFY TIME (R, SJ & LJ SHOULD ALL HAVE SAME TIME OF DAY)

1. R & U - talk w/coaches
2. LJ, HL, SJ & FJ (BJ) - Inspect the field
3. FJ (BJ) (with clock operator) - responsible for getting the correct time on the clock.
4. LJ & HL - Give game cards to the head coach, if Referee has not already done so.
5. HL - Locate and review information w/Chain Crew
6. U - Locate and instruct ball person (s).
7. All - Spot check player equipment
8. All - Go to positions. R on the visitor side & U on the home side on 45's (R opposite scoreboard), HL with the chains around the 30 on the visitor side, FJ on visitor side ready to bring out visiting captains, SJ on the home side, ready to bring out captains. LJ on the 50 on the home side

COIN TOSS

1. R and U move to center at 5 min prior to game time (R facing scoreboard)
2. Officials - Have captains ready at when clock reads: 00. FJ & SJ (4 Captains)
3. FJ & SJ get potential kicking ball from each team. Bring out during toss
4. R motions for captains when ready. SJ & FJ introduce captains then step back
5. After Toss, R and U move to the 45-yard line of the receiving team
6. Post Toss Huddle-record results
7. Branch to positions. R moves straight up the field to the goal line. HL and U go down opposite 50's, clearing the sideline in route to kickoff position, SJ (Home side) and LJ (home side) move to sideline and assume position on receivers 50. FJ should have correct ball, and after presenting to kicker and counting K, move to kickers 40, (visitor side)
8. Positions-R on goal line, HL on 30-yard line (visitor side), U on the 20-yard line, (Home side), FJ on R's 50 (Visitor side) opposite LJ on R's 50 (home side), SJ move to K's 40 on LJ's side of field after presenting ball to the kicker.

KICKOFFS

1. Kickoff Locations
2. Counting players of Team R (R, HL and U) and Team K (LJ, FJ and SJ)
3. R gets signal from SJ and blows RFP
4. Winding Clock- When to wind, first touching
5. Positions/Coverage
6. Review coverage after the kick. FJ has action on kicker & has goal line
7. Movement after a score. FJ goes up scoring team side to retrieve kicking ball
8. Review onside kick coverage, who moves up
9. OOB Kickoffs

AT THE SNAP

1. Counting players of Team A and Team B
2. Formation Keys, Unbalanced Line (2 flags)
3. If outside man is off the line, wings punch arm and hold
4. Motion Man, Team A shifts
5. Encroachment, false starts (2 flags — come together and talk)
6. Goal line coverage. Outside 7 – SJ, and FJ, Inside 7-yard line Wings (Signal cross arms)
7. Next Down Procedure-Ball mechanics

RUNNING PLAYS

1. Behind the NZ (Discuss ball coverage)
2. Option - (R has QB, Wing pitchman) Talk about R's blind spot
3. OOB Coverage, help from SJ, FJ & R
4. Forward Progress Spots
5. Short yardage spot (close to line to gain)
6. Fumble mechanics, bean bag, first in look for ball, second in help dig, 3rd control clock & signal. Rest clean up behind play

PASSING PLAYS

1. Talk about keys, when you release to zone
2. QB Sacks-action after a sack
3. Is QB behind or beyond the NZ? (Umpire)
4. Did ball cross NZ? (Umpire)
5. Pass Tipped by Team B
6. Team A receiver goes 00B. Drop Hat
7. Forward/Backward Passes Wing official towards the pass. Punch arm back if backwards, whistle if forward. R can help if needed
8. Intentional Grounding-save time (ready), save yardage (snap)
9. Tandem Coverage on Sideline, Get assistance from SJ/FJ if necessary
10. Momentum inside the 5, bean bag

GOAL LINE SITUATIONS

1. Goal Line Responsibility/Communication- (Going in and Team A coming out)
2. Wings get to goal line at snap
3. Forward Progress (HL, LJ) Wings must crash and find the ball. Relay info to other official to signal. No signals from Umpire. Umpire can dig in and find the ball to assist

SCRIMMAGE KICKS

PUNTS:

1. Did kick cross NZ? (HL)
2. Kick 00B (Hand in Air-R to point to either SJ or FJ)
3. LJ releases at the snap.
4. Bad snap over kicker's head, Kick Blocked
5. End of Kick, PSK-need bean bag
6. Moving Chains-Ball Exchange

FIELD GOALS & TRY

1. 3 yards & in. SJ & FJ under goal. Wings hold the line
2. Outside the 3, SJ & FJ under goal (SJ Whistle)
5-man mechanic, BJ & LJ under goal, U move out to help cover LJ side (BJ whistle)
3. Did kick cross NZ? (HL or LJ)
4. FG-treated same as punt if it doesn't get to goal line. Touchback if in end zone
5. Busted/Fake-Wings get to goal lines quickly
6. WHISTLE-SJ ONLY on FG and XP

"HURRY-UP" OFFENSES

1. ALL be aware of Clock Status
2. RFP - Don't hurry because they do. Don't trade speed for accuracy

PENALTY ADMINISTRATION

1. Reporting to the Referee
2. Covering Flags
3. Covering the dead ball spot
4. Communication between H and U, Communication of # to sidelines
5. Stay involved mentally in penalty enforcement! We CANNOT have any incorrect enforcement's!
6. If you think something is WRONG, by all means do speak up!

MISCELLANEOUS

1. End of Periods; The SJ/FJ has the Game Clock unless it is behind him, Then, R has clock
2. 3:00 Warm-up procedure
3. Chain Mechanics - Change of quarter
4. Time-Outs, Measurements
5. 35 Point Rule - If score make the pts 35+, the clock continues to run, if the try makes the score 35, starts on the succeeding kickoff
6. Official Conferences: If you have something to say, come in. If you don't, stay out
7. U inform other crew members how the football was marked

CREW REMINDERS/PHILOSOPHY

1. Be great dead ball officials. Stay alert
2. Expect the Unexpected and Don't call anything you cannot explain
3. Crew Cardinal Rule-Get the Play Right!
4. **QUALITY FOULS + COMMUNICATION + CONCENTRATION EXCELLENT OFFICIATING**
5. **SLOW DOWN.** Do not be in a hurry. The slower you go, the better you are
6. Leave your emotions and ego in the Locker Room!

Chapter 2: Pre-Game Duties Before Entering Field

ALL:

Officials are to meet at the game site 1 hour prior to kickoff. Attendance at pre-game conference at the time and place designated is mandatory. Only an emergency and notice to the Referee may excuse absence. In the absence of the Referee, the Umpire is responsible to ensure that a pre-game conference is conducted in accordance with the pregame conference section of this manual.

Make certain you have correct time of day. Other officials will check their watches with yours. Confirm starting time with home management and arrange for punctual arrival of officials on field. Have stopwatch (or watches) ready if necessary.

Conduct a thorough meeting using the pre-game conference in Chapter 1. The purpose of a pre-game conference is to prepare the crew mentally, it is important to solidify the thinking of officials regarding procedures, rules interpretations and enforcement. Referees will vary their approach to a pre-game conference but the value of organizing and unifying the techniques to be employed in a game cannot be overemphasized. The pre-game conference should take at minimum, 20-minutes to complete. No unauthorized visitors shall be allowed in this important session.

Instruct field clock operator. (See Chapter 19)

Leave the stadium dressing room together to arrive on the field at least 30 minutes before game time.

Chapter 3: Pre-Game Duties on The Field

ALL:

Arrive on the field 30 minutes prior to scheduled start as a unit. Go to bench on press box side and then disperse for pre-game duties. Note location of press box, team areas and benches. Check identities of team doctors and trainers.

Inspect entire field. Observe any unusual markings or serious irregularities and advise other officials. Take measures to remedy or remove any hazardous obstructions within or near boundary lines, requesting assistance from management and from other officials as necessary.

Go to home team coach first. Referee introduces himself and Umpire, and does all the talking. Referee should:

- 1 Certify coach and reinforce the Delaware sportsmanship message.
- 2 Confirm starting time
- 3 Ask if any special circumstances surround game (i.e. homecoming)
- 4 Confirm the length of halftime (15 or 20 minutes)
- 5 Get captain's numbers (note who will be the speaking captain)
- 6 Ask the QB's throwing arm and the kickers kicking leg.
- 7 Ask for any special or unusual plays
- 8 Ask to see all game balls to be used
- 9 Ask if there are any injured or specially equipped players that need to be checked and approved.
 - i Get medical note from Coach, if required.
 - ii Give coach lineup card, with official's: position, name, and on reverse Sportsmanship.
- 10 Repeat process with visiting team's head coach, advising him of any special circumstances surrounding game.
- 11 Umpire will spot check player equipment, bandages, tapes, etc. Report deficiencies to the head coach and have trainer make any needed corrections.

HL:

Organize your chain crewmembers; have them ready with all equipment on the sideline opposite the press box. An auxiliary box and line to gain indicator(s) may be used on the press box side. The auxiliary box and line to gain indicator(s) if used will be under supervision of the LJ. Remain on the same side throughout the game. Check the chain for kinks, knots and weak spots. Check chain against 10-yard measure on the field. Check chain for tape marker at mid-point.

CHAIN CREW INSTRUCTIONS:

Set down marker, rods and clip where indicated by you. Position ground markers adjacent to sideline. Box man places down marker on sideline where indicated. Chains are then set six feet off the sideline and clip attached (by box man) on side of yard line closest to rear chain rod. Emphasize that your "assistants" should move only at your direction and to step lively when a move is indicated. NOTE: Be prepared to give complete and thorough instructions to the chain crew if a different line to gain device is to be used in the game.

See that the chain is taut and unkinked always.

Make no remarks to players or express opinions concerning any ruling,

Never move down markers, chains or change the number of the down unless so directed by you. The HL will check with the Referee.

Remove themselves and all equipment outside the limit line for free kicks.

Lay chains down and only the down marker is to be used when there is a first down inside the ten-yard line. At least one member to be back behind the goal post on any kick for points, remain neutral and follow instructions at all times.

SJ/FJ:

Be sure the game balls are available and instruct ball retrievers (if there are any) on game duties. Ball persons shall not enter the field unless requested by the officials.

ALL:

After completing pre-game duties, the officials will retire to benches as follows:

Referee will move to the visitor sideline to face the press-box on the 45-yard line so he will face the scoreboard when on the field.

Umpire will move to the home field sideline 45 diagonally opposite the Referee.

Side Judge will move to the home sideline – ready to escort the team captains onto the field, take a home kicking ball with you.

Line Judge will move to the home sideline - ready to ensure team stays one sideline during coin toss

Field Judge moves to visitor sideline opposite U, ready to escort visiting team captains onto field, take a visit kicking ball with you.

Head Linesman will stay with his chain crew until the coin toss is complete.

SJ & LJ

SJ and FJ will ensure the captains are on the 50-yard line 5 minutes prior to game time

Chapter 4: Coin Toss Procedures

R and U

Five minutes before the game's scheduled start, be standing on the side line in your pre-game positions. Signal to each other and move to the center of the field. Once in the center, motion for the SJ & FJ to bring captains onto the field.

SJ, FJ:

Have the captains in position 5 minutes prior to the scheduled start time.

Obtain a ball from your sideline that will be used by the team in the event they will kick off.

The captains should be shoulder to shoulder and the speaking captain should be closest to the Referee. Be standing on the side of the captains (FJ, players to left, SJ, players to right) When Referee motions, bring captains to the center of the field. Introduce the captains to the R then step back to the hash mark, ensuring no other team members from your side goes beyond the hash marks. Note- maximum number of captains allowed to the center of the field is 4. If there are additional captains, they must remain at the hash marks.

R:

Ask the captains to shake hands.

Give the captains the Delaware Sportsmanship brief.

Announce that the visiting team will call heads or tails prior to the flip. Once the captain has made his call, the Referee & Umpire will repeat the call to each other and the Referee will flip the coin and announce the winner.

Explain to the winning team their options. If the winning team defers their choice to the 2nd half, immediately signal to the press box that the winner of the toss has deferred (tap winning captain's shoulder, then use the "no good/incomplete" signal). Continue with remaining options. Once all options have been decided, have captains face the appropriate goal line (In some cases this will require no movement of the captains). Signal to the press box which team will receive the ball. Ask captains to shake hands and advise them to be ready to start in 1 minute. (This entire process should take no longer than 1 :30)

R moves to 45-yard line of receiving team

HL: Stay with your chain crew throughout the coin toss and ensure they are ready to start the game.

Once the referee signals the direction of the kickoff, alert crew to position themselves at the 20-yard line at the end of the field where the receivers will line up.

SJ and FJ: Once you know which team will kick off, the ball not used can be returned to the ball person or sideline.

ALL:

After captains and players retreat to their sideline. move to the 45-yard line of the receiving team with the R. Records results of the toss. Shake hands with crew then everyone departs running to their position.

Chapter 5: Free Kicks

KICKOFFS:

ALL:

1. See field diagrams for field locations.
2. Covering official(s) signal clock to start which kick is touched, other than first touching by K.
3. Kick out of bounds between goal lines:
 - a Sound whistle
 - b Give time-out signal and mark spot.
 - c Determine if R touched kick.
 - d Toss penalty marker if R did not touch the ball.
4. Maintain position to cover sideline at all times.
5. Sound whistle when ball becomes dead in your area and give time-out signal.
6. Carry bean bag in hand.
7. Free kick following safety:
 - a Each official assumes relative position and has same duties on kickoff.
 - b Ball put in play by drop kick, place kick. or punt.
8. Check positions of other officials.

R:

Before Kick:

1. Position: R's goal line on the linesman's side near hash marks.
2. Count R players.
3. Check positions of other officials.
4. After the ready signs have been received by the other officials, declare the ball ready for play and sound the whistle.
5. If a short free kick is anticipated:
 - a Take position near R's 10-yard line.
 - b Be alert to assist other officials.

After Kick:

1. Kick down the middle:
 - a Signal clock to start when kick is touched other than first touching by K.
 - b Pick up runner and follow until releasing to covering official.
2. Deep Kick:
 - a Retreat to goal line to rule on touchback.
 - b If kick is caught inside 5-yard line and player is downed in end zone, or ball goes out of bounds there, rule on whether player's momentum took him into end zone and mark the spot of catch with bean bag.
3. Kick outside opposite hash mark:
 - a Move cautiously with play.
 - b Observe action of other players in the vicinity of runner.
 - c Serve as clean-up behind, to side of, and around runner.
4. Kick out of bounds-determine if R had touched ball inbounds.

U:

Before Kick:

1. Be certain coaches, players, substitutes and other individuals are in proper locations.
 - a Position: R's 20-yard line opposite the chains.
 - b Count R Players.
 - c Hold arm above head to indicate you are ready.
 - d If a short kick is anticipated, position on R's free-kick line. After Kick:
2. Kick to your side:
 - a Signal clock to start when kick is touched.
 - b Pick up runner and follow.
 - c When ball becomes dead, sound whistle, give time-out signal and point the direction of the possession.
3. When kickoff goes outside opposite hash marks:

- a. Move cautiously toward play.
- b. Observe action of other players in vicinity of runner.
- c. Serve as clean-up behind, to side of, and around the runner.
4. Maintain position enabling coverage of your sideline at all times.
5. Mark spot where the kick goes out-of-bounds on your side of field:
 - a. Go to spot if last touched inbounds by R.
 - b. Drop penalty marker if untouched by R inbounds.

HL:

Before Kick:

1. Position: R's 10-yard line on the same sideline as the chains.
2. Instruct chain crew to locate near you on the sideline.
3. Monitor bench area.
4. Be certain coaches, players, substitutes and other individuals are in the proper locations.
5. Count R players.
6. Hold arm above head to indicate that you are ready.
7. If a short free kick is anticipated:
 - a. Move up to position on R's free kick line.
 - b. Be alert for first touching by K or kick which does not cross R's free-kick line. Hold bean bag to mark spot of first touching by K.

After Kick:

1. Kick to your side:
 - a. Signal clock to start when the kick is touched, only if ball is even or up field from you.
 - b. Pick up runner and follow.
 - c. When ball becomes dead, sound whistle, give time-out signal and point the direction of the possession.
2. Be alert for first touching by K - Mark spot with bean bag.
3. Mark spot where the kick goes out-of-bounds on your side of field:
 - a. Go to spot if last touched inbounds by R.
 - b. Drop penalty marker if untouched by R inbounds.
4. Maintain position enabling coverage of your sideline always,
5. Observe legality of blocks and action away from the ball when you are not covering the runner.

6. Kick to opposite side of the field:
 - a. Move cautiously toward play.
 - b. Observe action of other players in vicinity of runner.

LJ

Before Kick:

1. Be certain coaches, players, substitutes and other individuals are in proper locations.
2. Position: R's free kick line (Home side of field).
3. Count K players and identify the free kick line for the receiving team.
4. Hold arm above head to indicate that you are ready.
5. Watch for infractions involving R's free kick line.
 - a. If a short free kick is anticipated:
 - b. FJ move to position on K's free kick line.
 - c. Be alert for first touching by K or kick which does not cross R's free-kick line. Hold bean bag to mark spot of first touching by K.

After Kick:

1. Be alert for first touching by K, mark the spot with a bean bag.
2. Watch initial blocks in your area.
3. If the ball becomes dead in your area, sound whistle, give time-out signal and point the direction of possession.
4. Mark spot where the kick goes out-of-bounds on your side of field:
 - a. Go to spot if last touched inbounds by R.
 - b. Drop penalty marker if untouched by R.
5. After ball has gone downfield, move deliberately in that direction while watching for fouls away from the ball. Cover 15 yards down the sideline.

SJ

Before Kick

1. Be certain coaches, players, substitutes and other individuals are in proper locations.
2. Position: R's free kick line on the chain side of the field (usually the Home sideline).
3. Count K players and identify the free kick line for the receiving team
4. Hold arm above head to indicate that you are ready.

5. Watch for infractions involving R's free kick line.
 - a. If a short free kick is anticipated
 - b. SJ move to position on K's free kick line.
 - c. Be alert for first touching by K or kick which does not cross R's free-kick line. Hold bean bag to mark spot of first touching by K.

After Kick:

1. Be alert for first touching by K, mark the spot with a bean bag.
2. Watch initial blocks in your area.
3. If the ball becomes dead in your area, sound whistle, give time-out signal and point the direction of possession.
4. Mark spot where the kick goes out-of-bounds on your side of field:
 - a. Go to spot if last touched inbounds by R.
 - b. Drop penalty marker if untouched by R.
5. After ball has gone downfield, move deliberately in that direction while watching for fouls away from the ball. Cover 15 yards down the sideline.

FJ

Before Kick:

1. Take charge of ball. You should sweep the scoring team's sideline and obtain a new ball if necessary.
2. Position: K's free-kick line, monitor bench area and assist in getting the kicking team into position.
3. Move onto the field to kicker at the 45 second mark and after checking the legality of the tee, hand the ball to kicker, point out the referee and instruct the kicker to wait for the referee's signal before kicking. If the kicker is not ready, place the ball on the ground and proceed to the sideline (visitor side of field).
4. Count K players.
5. Move to a position on the sideline on K's free kick-line on the visitor side of the field.
6. Be certain coaches, players, substitutes and other individuals are in the proper locations.
7. Hold arm above head to indicate that you are ready.
8. Watch for infractions involving K's free kick line,
9. If there is a dead ball foul, administer the penalty and make the ball ready.
10. Time 25-second count.

After Kick:

1. Be alert for first touching by K- mark spot with a bean bag.
2. Be alert for kick which does not cross R's free kick line.
3. If there is a penalty for a foul before the kick ends requiring a re-kick administer the penalty and place ball ready.
4. Mark spot where the kick goes out-of-bounds on your side of field:
 - a. Go to spot if last touched inbounds by R.
 - b. Drop penalty marker if untouched by R.
5. Watch initial blocks by players near R's free-kick line and action against kicker and holder. Cover to opposite 45-yard line,
6. After ball has gone downfield, move deliberately in that direction while watching for fouls away from the ball.
7. Maintain position enabling coverage of your sideline at all times.
8. Be in position to take over coverage of the runner in your area on a long return.
9. Primarily responsible for the goal line.

KICKOFF AFTER TRY OR SUCCESSFUL FIELD GOAL:

SJ

1. After a try or successful field goal; note time, record scoring information move up the scoring teams sideline to the kicking team's restraining line, obtain ball of team that is to kick off.
2. After 45 seconds have elapsed from the end of the previous down, move to the center of the field. instruct the kicker and hand him the ball, or place it on the ground.

HL

Move to the 10-yard line on chain side of the field. Record scoring information. Ensure chain crew is ready for ensuing kick-off.

FJ

Move directly to the 20-yard line on the chain crew (visitor side) side of the field. Record the scoring information and sweep the sideline, moving up to K's restraining line. Sweep quickly and demonstratively. Be at your kickoff position when the SJ hands the kicker the ball.

LJ

Move directly to the 20-yard line opposite the chain crew side of the field. Record the scoring information and sweep the sideline, moving up to K's restraining line. Sweep quickly and demonstratively. Be at your kickoff position when the SJ hands the kicker the ball.

U.

Move to the 10-yard line opposite the HL, finish recording the scoring information Move to the 20-yard line.

R:

Move to the goal line in the side zone on the HL's side of the field. Record scoring information and prepare for kickoff.

FREE KICK AFTER SAFETY:

ALL:

1. Assume same relative positions and duties as on kickoff. Restraining lines are all that change (from 40 and 50 to 20 and 30). Normal kickoff procedures apply. The Side Judge should be especially observant of the kicker's position on impact with the ball (if a punt),

Chapter 6: Basic Running Plays and Positions

ALL:

BASIC POSITIONS MAY VARY DEPENDING UPON PLAY SITUATIONS, TEAM FORMATIONS. THE FIELD AND WEATHER CONDITIONS. Always box in the play. Avoid positions that may cause interference with players.

R:

Be in a position where you can comfortably see the ball. Usual position is on the throwing arm side of the quarterback, 12-14 yards behind the line of scrimmage in a position to see the ball at the snap.

Check the offensive formation and count the offensive players (give closed fist signal to Umpire).

Check the set-backs and quarterback for illegal motion; the ball at the snap, and assist the Umpire if there is movement of restricted linemen.

You are responsible for:

1. Action behind the line to the neutral zone.
2. Action on the ball inside the offensive formation and the QB on handoffs and pitchouts.
3. QB while he is a runner he goes out of bounds. Coordinate sideline coverage with the wingmen. Follow QB into the sidelines and bring him back out.
4. Determining the legality of the forward pass thrown beyond or behind the neutral zone. Move to the spot of the pass, if illegal; drop flag while continuing to officiate (if unsure, drop beanbag and return to spot when ball is dead). If needed, look to umpire for assistance.
5. Action on the QB during an option play until there is no threat of a foul. Trail the runner into the side zone, covering behind the play.
6. Cover continuing action around the runner on sideline situations by moving into the side zone between your position and the runner,

U:

Alignment is variable according to formations of both teams approximately 5-7 yards behind the line of scrimmage. Avoid a position that will interfere with linebackers. Adjust the distance behind the defensive line according to the width of Team A's formation and, except on goal line or try situations, be at least five, but seldom more than seven yards deep. Whenever possible coordinate your position with that of the Referee for best coverage of interior line play. Read point of attack through your interior linemen. Know the ineligible and where a forward pass first strikes anything.

Count the offense (give closed fist signal to the Referee).

The U's position prior to the snap should be approximately a yard back of and to the side of, or between the linebackers, so that he can see the ball and all interior linemen.

The U will vary his position and insure that the defensive team does not use words or signals that disconcert the opponents when they are preparing to put the ball in play.

U should be in position to see the snap and to rule on illegal movement of linemen or ball. U is responsible for the legality of the snap with assistance from the R and wing officials. U continues to observe his area of responsibility if there is a threat of action.

Read the ineligible pass receivers on the line of scrimmage. When a hole opens, U should move away from it as nearly laterally as possible. U should check for illegal use of the hands and arms and other fouls by both offensive and defensive players in his area.

As the play develops between the tackles U's primary responsibility is to cover the action of players at the point of attack, then behind the ball and finally around the runner.

On short, quick runs through the line, between tackles in close formation declare the ball dead when a fumble is recovered in your vicinity. You should not declare the ball dead on any runs unless the wings do not sound their whistle and you are 100% positive the ball is dead. Wait a few seconds before sounding your whistle. Only offer assistance on the spot if you are 100% sure of the spot or are prompted by the wing official. Take forward progress from the wing official nearest to the dead ball spot.

When the runner moves into the side zone U will be the clean-up man in the area between his position and the ball, working from the inside out. U may, on rare occasions, move in near the sideline when he is needed to give proper coverage of the action. When the ball is in the side zone, he is in position to observe action away from the ball and around the runner from an inside-out position.

HL & LJ:

Your position is in the neutral zone extended and WIDE. Be at least on or outside the sideline.

Count the offense line on your side of the center.

Indicate offensive line of scrimmage by an extended foot. Indicate the position of the widest man off the line of scrimmage with an extended arm. The signalers arm should be pointed toward Team A's goal line. This signal will apply to Team A players in tight wing formation. Hold this signal until the snap.

Take final position astride the neutral zone. If man in motion starts away from you, your responsible for the legality of that motion until the ball is snapped, even if the man in motion reverses direction. This responsibility does not relieve opposite official from making obvious call.

You are responsible for:

1. Illegal formations and charge of line. If you have less than seven on the LOS, a flag for illegal formation should be thrown by both the HL & LJ at the snap.
2. Initial action on tight end and the "flat" area right in front of you.
3. Blocking in front of the runner behind the line of scrimmage, and in the neutral zone.
4. Forward progress on straight handoffs and slants to your side.
5. Blocks by flankers immediately following the snap and action on pitchman when ball is behind neutral zone.
6. The pitchman (trailing back), loose ball and the pitchman as he becomes a runner on option play action toward your side.

7. Determining whether quick passes or pitchouts thrown toward you are forward or backward. If backwards, you should point your arm extended towards A's goal line.
8. The runner in your side zone from goal line to goal line, If the runner breaks into the open field cover the action behind him. On plays to your side you are responsible for coordinating coverage with SJ/FJ so that there is no dropping in coverage on wide receivers.
9. The sideline on your side of the field is yours the entire game. You must take full responsibility for it and cover it thoroughly on all plays. Keep all players on the sideline 3-4 yards back at all times!!!

Never turn your back to the ball. Cover the runner in your side zone beyond the line of scrimmage and out of bounds. Marking forward progress with extended down field foot. do not run around or jump over players. Converge rapidly on the dead ball spot when play in your area permits (SQUARE OFF SPOTS). After you square off, move slightly toward the center of the field. On plays that are close to a first down on your side of the field, hustle in. demand the bail from the U and spot the ball. Do not allow the U to place the ball on the ground. If covering an out of bounds play, hold the dead ball spot with your foot. Do not look down or away from the action that continues into the sideline. Allow the SJ/FJ to retrieve the ball, stay at the spot and continue to observe the players out of bounds. If the SJ/FJ (or Referee) is delayed in assisting you, drop a beanbag and move to cover the players out of bounds. Only do this if you feel a player is in danger DO NOT LEAVE YOUR SPOT TO SIMPLY RETRIEVE THE BALL.

On down the line option plays toward a wing official that official observes the pitchman (trailing back), loose ball and the pitchman, as he becomes a runner. When play action is away from a wing official that official observes actions of players behind the Referee and Umpire. This situation must be covered properly. If the QB pitches the ball and is later illegally roughed by a defender, the off-side official must be observing the action properly to call the foul. Be alert for plays that reverse towards you and pick up coverage of ball carrier if necessary.

SJ & FJ:

Take original position at least 20 yards deep or 5 yards deeper than the deepest defensive back. Remain on the sideline

Responsible for counting defensive team. Signal a closed fist to the SJ/FJ after the offense breaks their huddle.

Look at the wing officials to determine your keys.

You are responsible for:

1. Action on or by the outside most receiver. Any receiver that goes into and stays in motion becomes your key.
2. Contact of ineligible receivers and defensive backs.
3. Not allowing players to get deeper than you,
4. Assisting in ball retrieval after the ball becomes dead in a side zone or on the sideline.

Be ready to take over on cutbacks or breakaway runs. On plays to your side you are responsible for coordinating coverage with LJ/HL so that there is a minimum of overlap.

Responsible for the goal line for plays that start outside the 7-yard line.

Responsible for the end line.

ALL:

When the play is over all officials have the responsibility to rule on late blocks and other illegal acts

Chapter 7: Drop Back Passes and Positions

R

When the passer retreats backward remain deep, behind his deepest possible drop. Remain behind the line of scrimmage to observe legality of the throw, pass protection blocking, and any action against the passer. After the passer throws the ball continue to observe him until there is no threat of a foul. Insure that he is not roughed or thrown roughly to the ground. Verbally alert defenders when passer has released the ball. Continue to observe offensive and defensive action behind the line before moving out of the area. Other officials will cover the play downfield.

Be prepared to assist wing officials in the event a pass is forward or backward, only help if necessary.

The Referee is solely responsible for intentional grounding. He may consult with other officials on the position of eligible receivers.

R is responsible for pass protection blocking until the QB is threatened.

If the pass is thrown near the line of scrimmage, move to the spot of the pass, if illegal, drop flag while continuing to officiate (if unsure, drop flag at spot - when the play is dead - go back and examine the spot in comparison with the line of scrimmage). The Umpire can assist in this call as well.

Always be aware of the possibility the passer may scramble. Follow at a safe distance, but remain close enough to have complete coverage on any action that occurs around or on the passer. If he scrambles out of bounds, follow him into the sidelines and protect him from any dead ball activity.

U

Check legality of numbers of interior offensive linemen at the snap- Observe action of players on and directly behind the neutral zone, illegal advance of ineligibles and assist with trapped and buttonhook passes, When the U reads a forward pass play he should step into the neutral zone. This removes him as a target and opens his area for shallow drag-pass patterns. This position permits him to observe linemen moving illegally downfield. After observing play of linemen and their defensive contact with up-blocking backs, pivot to assist on low trajectory and short passes. Know if a forward pass first touches anything in or behind the neutral zone. Assist the Referee in determining legality of forward passer, if possible. Be prepared to give tip signal when needed (be emphatic, give several times).

HL:

After it is obvious a pass will be made, begin to slide down field if there are receivers in your area. You are responsible for:

1. Action on tight end on your side and action in the crack-back zone. Coordinate coverage with the SJ/FJ.
2. Action of blockers and defense in pass protection blocking on your side.
3. Note if any receiver that is "covered-up" goes downfield during a pass. Once the pass crosses the line of scrimmage, this is a foul.
4. Play on receivers in your area on sideline and line of scrimmage and eligible receivers out of bounds.

5. The legality of a short pass to a shallow receivers on your side of the field. If the pass is backwards, you should point your arm extended towards A's goal line.
6. Actions of players on screen pass to your sideline.
7. Normal sideline responsibilities.
8. Have goal line responsibility with the LJ when snapped inside the 7-yard line.

LJ

After it is obvious a pass will be made, begin to slide down field if there are receivers in your area.

You are responsible for:

1. Action on tight end on your side and action in crack-back zone. Coordinate coverage with SJ/FJ.
2. Action of blockers and defense in pass protection blocking on your side.
3. Note if any receiver that is "covered-up" goes downfield during a pass. Once the pass crosses the line of scrimmage, this is a foul.
4. Play on receivers in your area on sideline and line of scrimmage and ineligible receivers out of bounds.
5. The legality of a short pass to a shallow receiver on your side of the field. If the pass is backwards, you should point your arm extended towards A's goat line.
6. Actions of players on screen pass to your sideline.
7. Normal sideline responsibilities,
8. Have goal line responsibility with the HL when snapped inside the 7-yard line.

SJ/FJ

From basic position, stay 5-7 yards deeper than the deepest defensive back.

Never allow a receiver to get between you and the goal line.

You are responsible for:

1. Initial contact on the outside most receiver or the motion man at the snap. Co-ordinate coverage with the HL and LJ.
2. Secondary or downfield contact on eligible receivers.
3. Coverage of deep receivers.
4. The end line and/or goal line depending on the spot of the snap (snap outside the 7-yard line - goal and end line coverage; snap inside the 7-yard line - end line coverage only). Co-ordinate coverage with the LJ and HL.

Chapter 8: Scrimmage Kicks

ALL:

The Referee watches play on the kicker. The LJ leaves the line at the snap. The SJ takes a position outside and deeper than the deepest receiver, the FJ takes a position outside and slightly in front of the deepest receiver.

R

Take a position to the side of the kicker to be able to look into the kicker, wide enough to see the ball from snap to kick. Be able to see blockers and kicker at the same time. Be in position to be even with or slightly in front of the kicker when the ball is kicked. Adjust to the situation; warn potential kicker if he is on or outside the end line prior to the snap. (preventative officiating)

Count offensive players (signal with closed fist to Umpire).

Watch blocking and illegal action by players behind the line. Observe action of and against the kicker. After kick has been made, float downfield staying on or near the hash marks. If the kick remains inbounds, observe players while proceeding slowly downfield. If the flight of the kick is toward a sideline, move quickly to a position in line with the flight of the ball, and use arm signals to direct the official covering the sideline to the out-of-bounds spot. When correctly aligned drop your arm as indication that the official should hold the spot until the ball is spotted for next down.

If the kick is caught or recovered downfield be conscious of coverage of either sideline. Be prepared to take over the runner as prearranged if the covering official is out of the play.

Responsible for the goal line in case of a long return.

U

Verbally warn defensive players about contacting the snapper.

Align yourself with the hash marks opposite the referee. Know the ineligible receivers in case the ball is not kicked.

Look down the line at initial charge checking blocks of Team A and action by Team B players. Warn and then observe defensive man over center (roughing the snapper). Shift observation to contact between defensive players and protectors behind the line.

After players go past your position move toward the return areas, stay close to your hash marks (opposite of the Referee). Look in particular for clips or illegal blocks in front of the ball carrier.

LJ:

Take basic position as on any scrimmage play.

You are responsible for:

1. Moving downfield at the snap, you will be in front of the receiver.
2. Fair catches on short kicks to your side.
3. Being alert for the Referee waving you into position to spot a short out-of-bounds kick in the air and covering rolling kicks that go out of bounds on your sideline.

4. If two receivers are deep, you take the receiver closest to the line of scrimmage (the up back). Assist the SJ/FJ on all fair catches if necessary.
5. Coverage on your sideline – SJ/FJ will assist you.

HL

Take basic position as on any scrimmage play. Remain on the line of scrimmage until it is obvious the snap is clean. Maintain the LOS to determine if kick crosses the LOS, then move downfield 10-15 yards.

You are responsible for:

1. Be alert for snaps over the kickers head. If the snap is bad, hold the line of scrimmage and take responsibility for the line.
2. Knowing whether the kick crossed the neutral zone.
3. Watch the play downfield in advance of the deepest receiver.
4. If receiver catches ball in your side zone (fake punt)
5. Taking over ball coverage if the runner enters your area of responsibility.
6. Being alert for the Referee waving you into position to spot an out-of-bounds kick in the air and covering rolling kicks that go out of bounds on your sideline.
7. Normal sideline responsibilities.

FJ

The FJ normally takes a position to the outside and slightly behind the receiver(s) on the LJ side of the field.

Count Team B players. If there are eleven Team B players on the field signal to the SJ with a closed fist.

When it appears, the ball will not land in the area on your side of the far hash mark,

You are responsible for:

1. Holding fast in your original lateral position while ball is in the air. This will assist in signaling the Line Judge that you are covering action behind the receiver, and that he has ball coverage.
2. Covering play behind receiver, then advancing into field to cover behind the runner if play is away from you.
3. Being ready to take over runner if he enters the center of the field or your side zone.
4. Watching action of man who signaled for fair catch and does not touch the ball.
5. If ball in your zone, mark the end of the kick with a bean bag.

SJ

When it is obvious the ball will clearly land on your side of the far hash mark. You are responsible for:

1. Moving into position to rule on validity of catch or signal, ruling on interference with catch opportunity and following the ball if receiver fails to field kick.
2. Being in position to rule on legality of handoffs.
3. Covering the runner until he enters another officials zone and cleaning up behind when runner goes into another official's zone.
4. Being alert for the Referee waving you into position to spot out-of-bounds kick in air and covering rolling kicks that go out of bounds on your sideline.
5. Ruling on touchback or play involving momentum rule.
6. If ball in your zone, mark the end of the kick with a bean bag.

ALL FIELD GOAL PLAYS AND KICK TRYS:

R

On a try or field goal, the Referee's position is even with the holder and two to three yards to the side of the potential kicker. He will face the holder and rule on activity of backs in motion, and all action on both the kicker and holder. Signal score only when sure all requirements have been met. If field goal is no good, and is dead in the end zone - give no good signal, followed by touchback signal.

Do not allow yourself to be distracted from the action around the kicker, Alert closing defenders that ball has been kicked. On field goals, stay alert for a possible blocked kick and return by the defense. You have kicking team's goal line responsibility.

Be ready to alert wing officials to move into position for a potential kick.

U:

Adjust to field position, somewhere between 4-7 yards deep. Be in a position to see the ball and on the same side of formation as the referee. Observe line play and defensive action on the snapper. (5-man mechanic) The LJ will go under the goal to rule on a score. The HL will remain on the LOS with the chain crew. If you are opposite of the Referee, take regular position and be ready to cover sideline to end line.

You are responsible for:

1. All action on the line of scrimmage.
2. Covering play around receiver on short field goal attempts.
3. Fake field goal attempts using rotation system mechanics.
4. Quick passes and helping on blocking on Linebackers.
5. The area from the Umpire to the two deep officials.
6. Normal sideline responsibilities.

SJ/FJ

SJ and FJ take position inside the uprights. Side rules on his upright and the cross bar (his whistle on all kicks). FJ rules on his upright only. You are responsible for:

1. Ruling on success or failure of field goal attempts.
2. Official nearest ball rules on play with other official reflecting ruling (verbalize this with simple yes or no).
3. Breaking out into position to cover play in end zone on short field goal attempts. Communicate verbally with each other.
4. Being alert for fake field goal attempts and being ready to cover passes or runs as usual (move directly to intersection of sideline and end line).
5. Being alert for illegal batting of ball in end zone.
6. Be alert for ball striking an upright or crossbar. If ball strikes the crossbar the SJ is responsible for the ruling.
7. Normal sideline and end line responsibilities.
8. If field goal is missed, and is dead in the end zone, give no good signal. Referee will mirror your calls.

ALL:

On all try downs, if the defense gains possession - blow whistle and kill play immediately. On PAT kick - as soon as the ball is in flight blow whistle.

On field goals short of the end zone be patient with whistle, and remember the ball can be returned by the defense (It cannot be advanced by the kicking team).

SWINGING GATE" COVERAGE:

If the offense forms the "swinging gate" formation, all officials should maintain the standard goal line coverage positions. Once the offensive line moves to a formation that insures a kick will be attempted, the SJ and FJ will move rapidly to reach his kick position underneath the upright.

IF KICK IS FAKE OR BOTCHED:

The Referee must move to a position to cover the sideline to the goal line on his side. If the Referee is shaded to the Linesman's side of the field, he should trail the play and try to stay within the hash marks. The wing official covering the line must continue to officiate the line of scrimmage, and be prepared to cover the entire goal line. The Umpire should move to the goal line (staying inside the hash marks) and officiate the same as a normal scrimmage down. He should be prepared to assist the wing official on goal line coverage if the Referee or other wing official is unable to cover that side of the field. The deep wing officials (from their position beneath the upright), if they read a running play, should move quickly to the Intersection of his sideline and the goal line. If they determine that time will not allow him to get to the goal line, they should move to the intersection of the end line and his sideline. If he reads a pass play, he should move quickly to the end line, and if time allows, move to the intersection of the sideline and end line (best position for coverage on catches in the end zone).

Chapter 9: After Each Scrimmage Down

R.

After each scrimmage down, the R should go quickly to the approximate position of the ball that usually has been spotted by the U in accord with the forward progress designated by the wing officials. He should then check the down and distance with the L and announce (as well as indicate) the new down. He should then declare the ball ready for play, usually within three seconds, by blowing his whistle and giving the ready signal (or wind the clock).

Control the tempo of the game, the Ready for Play signal should be given approximately 12-15 seconds after the end of the last play.

If by rule the clock should be started after Team A is awarded a first down, the R will declare the ball ready for play by starting the clock when a new series of downs has been established by the L and the other officials are ready to resume play.

If by rule the clock should be started following a penalty, the R will declare the ball ready for play by starting the clock when certain the players and officials are ready to resume play.

Upon assuming position for the next down:

1. Recheck number of down with other officials, showing number of fingers (closed fist indicates fourth down.)
2. Assume position where you can see the ball at the snap.
3. Count offense. Signal with closed fist to Umpire when you count eleven.
4. Check legality of backfield formation and one second stop following shift or huddle.
5. Know which backs are eligible to touch a forward pass. On spread formations, you are responsible for backfield group directly behind the ball as to illegal motion and eligibility.
6. Check blocking behind the line after the snap. Be alert for pass thrown toward you. Do not pursue the ball too closely.
7. You are responsible for the ball and runner behind the line of scrimmage. When the runner crosses the line of scrimmage, he will be the responsibility of the wing officials and subsequently the downfield officials. The R is alert to the play behind the ball.
8. Be responsible for play on the QB behind the neutral zone and until there is no threat of a foul. On down the line option plays, the R maintains a sufficient distance from the play that will assure maximum vision. As soon as the QB is obviously out of the play, he has the same protection as any other player and may not be tackled. R is responsible for marking forward progress behind the neutral zone,

L and LJ will assist. Unless in position to determine that ball is legally in possession on or behind opponent's goal line, checks for fouls by other officials before giving touchdown signal, signal timeout and proceed as usual.

Do not overlap coverage with the L or LJ when ball becomes dead beyond the neutral zone.

Be responsible for official score.

U:

If the R omits the ready signal, remind him immediately,

Observe ineligibles on the scrimmage line. Determine in pre-game conference sharing this responsibility with the L and LJ. You are primarily responsible for detecting any illegal advance on forward passes. Primarily responsible for determining the legality of defensive signals.

Take a position to observe ball at snap.

Be alert for legality of player equipment and enforce the rules.

U is primarily responsible for lateral placement of the ball at the previous spot after an incomplete pass, penalty, etc.

When the offensive team is attempting to run a hurry up play, the R, after he or the U spots the ball will inform both teams simultaneously, that the ball may not be snapped until the whistle is sounded.

The U will stand over the ball until the R has backed away from the neutral zone and then indicates the U to back out of the way. As soon as the U is clear of the neutral zone and in position to officiate, the R will declare the ball ready for play (or wind the clock) and simultaneously blow his whistle.

HL:

Check down marker for correct number and indicate placement to assistant. Be sure there are no fouls or other reasons for holding spot of previous down before signaling the assistant.

Signal number of each down by holding one arm aloft with correct number indicated by extending fingers. Closed fist indicates fourth down.

Anticipate any call for measurement and be on the sideline ready to bring in chain when signaled by the Referee.

Each time a new line to gain is established, personally mark the spot on the sideline where the down indicator is to be set and be sure that it is set correctly and then moved off the sideline.

When a first down is awarded inside the 10-yard line, only the down indicator will be used. The chain crew will insure the down indicator is returned to the proper spot if forced to move.

Know your receiver(s) at the snap. Be certain that all players are boxed in at the snap. Maintain observation of your receiver(s) until no threat of a foul exists,

Do not jump over players as you mark forward progress. To mark spot thrust out downfield foot (unobtrusively, not making a production of it).

If necessary, come into the field as far as you can. Hold spot with foot until placing official spots the all.

Be aware of the importance of assisting the Referee in marking forward progress behind the neutral zone, particularly when the goal line is involved.

Know your receiver(s) at the snap. Give attention to play on your receiver(s) moving off the scrimmage line and to the continuing action on out of bounds play downfield.

In short yardage situations (running plays) be alert for illegal activities in fringe areas. Maintain observation of your receiver(s) until no threat of foul exists.

Be conscious of game clock. If no scoreboard clock is used, frequently communicate time remaining to other officials (especially wingmen).

Chapter 10: Goal Line Plays

ALL:

Obviously, the biggest plays in a game usually occur near or at the goal line. That is why an official's positioning is paramount in those situations. Hustling, patience, and being stationary to make calls, are the keys to getting a goal line play right.

Position and coverage are the same as for other scrimmage downs, with the forward point of advancement usually determined by the wing official. Signal score only after being positive all requirements are met. Always stay back, never over commit towards the line of scrimmage. Remember: if a turnover causes the ball to go the opposite direction, you must sprint to cover the opposite goal line.

U:

Know ineligibles. No need to be as deep in the defensive backfield as a normal scrimmage down. When runner has made a quick thrust into the line at your feet, be sure the ball is not moved forward after it is declared dead. You should never signal a score.

HL/LJ

THINK GOAL LINE. Initial position must be wide, the same as for any scrimmage play, enough so you will not be trapped by a quick wide play. If snapped inside the 5-yard line, initial movement at the snap is to the goal line. Rule on the score or on a forward progress spot when you see the ball. Once the ball is dead, hustle (turn) into the center of the field and make your call. Sell! Sell! Sell! Goal line plays can be very marginal sell the call to everyone - be emphatic. If neither wing has a spot, both need to run in there and find the ball. Do not signal anything until someone has a spot. Once you get in there and determine the spot, either signal touchdown or the next down. If you are on the ground, alert the other wing official your ruling.

Be alert for a forward pass. You're responsible for the sideline to the end line. On passes near the end line or in an end zone corner, maintain good eye contact with the SJ/FJ. If it is close to being out of bounds on the end line, it's SJ/FJ's call on whether or not one foot was in - you can assist him on possession by the receiver. The opposite is true if the receiver is close to being out of bounds on the sideline. The key to both situations is eye contact. Confirm with each other on the call, and then come up with emphatic signal. Note: On pass plays, goal line coverage begins when the ball is snapped inside the 7 (signal this change in coverage with the SJ/FJ). The SJ/FJ will then move to cover the end zone and end line.

SJ/FJ

Position is near the goal post, straddling the end line. You are responsible for the end line from sideline to sideline. Be careful in your positioning before the snap. Don't favor one side substantially over the other. Be prepared to move quickly along the end line. If receiver is close to the end line be ready to judge on whether or not one foot was in bounds. Eye contact with either wingman is crucial. Confirm with wingman on the call, and then come up with emphatic signal. If ball is snapped outside the 7, you have goal line coverage. Do not position yourself in the end zone. If inside 7, communicate with wingmen that you are changing coverage with them. You will then have the end line coverage.

ALL:

Aid in pileups where runner or ball is not visible. Let nearest official dig out the ball and indicate touchdown if appropriate.

Stop clock if appropriate.

Be alert for ball fumbled through end zone or out of bounds.

INDICATE SCORE BY TOUCHDOWN SIGNAL ONLY WHEN IN POSITION TO DETERMINE SAME, BEING POSITIVE THAT REQUIREMENTS WERE MET.

Communication between officials in this situation is very important. Do not let a fellow official make a mistake.

11: Procedures for Calling Fouls

ALL

The official calling a foul will drop or throw marker at the proper spot, mentally marking the yard line. If the ball is alive withhold whistle until ball becomes dead, then continue to sound whistle until you are certain other officials are aware a foul has been called (three solid tweets). The official should then verbally communicate the information to the Referee. **THERE SHOULD BE NO VISIBLE SIGNAL.**

Know status of ball if it is in play. Make mental note as to whether clock should be started on the ready or on the snap.

Do not place a hand on or point to the offending player.

Only Referee notifies head coach of disqualifying foul. Nearest official will notify by position, or number, coach of non-disqualifying fouls by his team.

All officials should help relay information to the near officials reporting fouls to the bench.

If you throw a flag on the team scoring and you would be normally responsible for signaling a TD, do not signal a TD. You know the score will not count and you should just give the stop the clock signal.

NOTE: Official calling foul is primarily responsible for seeing that the Referee and Umpire assess the penalty properly in all respects, however the entire crew is responsible for ensuring all enforcements are correct.

U, HL LJ, SJ and FJ

After calling a foul, get the Referee's attention as soon as the ball is dead. Sound whistle and give verbal description. It is your duty to make sure another official is covering the spot of the foul if it is a spot foul, then go to the Referee and report the foul fully, as follows:

1. Foul called, describe when necessary.
2. Offending team, including jersey color and A / B, offense/defense or kicking team/receiving team.
3. Offending player's number and/or position.
4. Spot of foul, end of run, previous spot or post scrimmage kick enforcement.
5. Status of ball when foul occurred.
6. Stay clear of spot of the foul.

U, HL LJ, SJ and FJ

When a foul is called by another official:

1. If the ball is not at the dead ball spot assist in getting it there.
2. Cover and hold the dead ball spot and mark the end of the run. Leave the ball on the ground until it is called for,

3. If foul is a spot foul, cover and hold the spot of the foul.
4. If all spots are covered including the penalty marker, observe players and assist where needed.

U, HL LJ, SJ and FJ

Covering Spot of the Foul:

1. Hold spot as long as necessary. Ascertain foul and offending team.
2. If enforcement spot is different from spot of foul see that an official covers it.
3. If the enforcement is from the spot of the foul, hold spot during enforcement. When the Umpire starts to mark off the penalty pick up the marker of the official who called the foul.
4. When a defensive foul occurs during or following a score and is to be enforced on the kickoff, the R will signal the foul at first opportunity and point to the next free kick spot. The SJ will repeat the signal following enforcement and prior to the free kick.

R

When a foul or fouls are reported to the R, he will immediately give preliminary signal or signals to the press box side, before explaining options to the captains. Notify both captains if loss of down is part of the penalty. Give dead ball signal before giving the signal for the dead ball foul. (Note, you do not need to give a preliminary signal for fouls occurring prior to the snap)

If a choice is obvious announce it and proceed with enforcement or declination. If captain objects, explain alternatives and confirm to his choice. If choice is not obvious explain foul or fouls and the options. State options briefly, but correctly, clearly and courteously.

Hold yard line enforcement spot if different from previous spot.

U:

Take a position near the R when he explains options to a captain. If penalty is to be enforced, follow R's instructions in marking off the penalty. Carry the ball and place in position when penalty is enforced. Verify visually with the LJ and HL. DO NOT walk off large penalties (10 yards or more) by stepping off each yard. use the lines on the field to assist you in stepping off the penalty quickly.

If satisfied with enforcement, proceed to succeeding spot.

HL

If penalty is called, move quickly to sideline to prepare box man and/or chains for movement.

When the U starts to walk off penalty, the HL should move in the same direction and distance on the sideline,

Check visually with U, if enforcement is correct direct assistants to move down indicator and direct moving of chains if appropriate.

R

While the Umpire is marking off penalty take position in clear where you can be seen. Give signal to press box side of the field only.

If the penalty is accepted, signal foul and extend one arm in pointing fashion horizontally in direction of offending team,

If penalty is declined, signal foul, extend one arm in pointing fashion, horizontally in direction of offending team and then give no play signal.

If penalties offset, signal one foul, extend one arm in pointing fashion, horizontally in direction of offending team, repeat this procedure for foul by other team - then give no play signal.

When fouls are committed that require enforcement at the next free kick, the R will give the preliminary signal and point to the next free kick. The SJ will repeat the signal following enforcement at the succeeding spot (press box side only).

Declare the ball ready for play. Start the clock if appropriate.

12: Measurements

R:

When spotting the ball after each scrimmage down, be sure there is no need for measurement before announcing the down. If close, announce the down and be alert for either captain's request for measurement. If doubtful, call for measurement without captain's request (Referee is the only official who calls for a measurement).

After calling for a measurement, assist in assuring that both teams (Captain's excluded) remain a considerable distance away from the measurement area.

Discuss with the Umpire what the results of the measurement will be (first down and ten, or next down and distance).

Once the U pulls the chains tight, examine the measurement and announce (demonstratively) your ruling. If the measurement is short, give approximate distance (hand signal) to each sideline.

If the ball is in a side zone, and the measurement is ruled short of a first down, firmly grasp the ball with one hand, and the chain link at the foremost point of the ball, with the other. Move the ball inside the hash, and reestablish its previous position with the assistance of the chains.

Once the measurement has been completed, check with each official (especially the HL) to ensure they are in position and ready for the ensuing down.

Prior to the ready for play, check that both teams are ready to resume. Remind them of the down and distance (result of the measurement),

U

The U should take charge of the ball as soon as a measurement is called for.

Assist the R in assuring that both teams (Captain's excluded) remain a considerable distance away from the measurement area.

Discuss with the R what the results of the measurement will be (first down and ten, or next down and distance).

The Umpire will ensure that the ball is stationary, and when needed, will grasp the front stake and pull the chains tight (doing so only after the HL's okay). Be careful not to strike the ball while tightening the chains.

Once R has announced the ruling, hand the front stake back to the chain crew and resume guarding the ball. Especially important on 3 or 4 down and short yardage. After the chain crew departs, stay over the ball until the last possible moment.

HL

The HL will hustle to the chains (in most cases he should already be there) and prepare his crew for entry onto the field (see Chain Crew Instructions).

Go straight to the clip. Insure that it is tightly clipped to the chain (inside a link), and that the chain has no kinks in it.

Instruct the chain crew (excluding the "box" man) to move onto the field on your signal, tell them to always hustle on, and off the field.

Hustle onto the field, firmly grasping the clip with one hand and the chain with the other. Look immediately for the LJ. Take the clip and place it on the yard line using the LJ's foot as a guide.

After you have set the clip on the yard line, and are holding it tightly to the ground, call for the U to pull the chains tight. Wait to hear R's decision and then hustle to the sideline.

If it is a first down, do not carry the clip to the sideline. Drop it and tell the chain crew to lineup on the "box" man's mark. If the measurement is short of a first down, carefully hustle to the sideline, and realign the chains with their previous position.

Do not turn your back on the chains and face the field until you are in position, and ready for the ensuing down.

LJ:

Once a measurement is called for, go directly to the yard line that the chain clip corresponds to.

Assist the SJ in observing both teams.

Extend a foot to the HL to guide him in lining up the chain with the ball. Once he takes the spot, move back and continue to observe all players.

Post measurement: Hustle to your position and prepare for the ensuing down.

FJ

Once a measurement is called for, go directly to the HL's sideline and take charge of the down marker.

Align the down marker with the forward stake, holding the spot until the chains return from the measurement.

Once the Referee announces his decision, move the down marker to the appropriate position. Change the down, and return the marker to the "box" man.

SJ

Assist the LJ in observing both teams.

ALL:

Always signal time out prior to any decision to measure (usually the Referee will be the first to signal this).

Hustle to and from your positions on all measurements.

Be thorough and demonstrative with your actions. Measurements are very important. Your job is to do them accurately, and in a timely fashion.

If the measurement is short and outside the hash marks, use the chains to spot the ball at the hash marks.

13: Substitutions and Counting Players

ALL:

All officials are responsible for the legality of substitutions.

The U and R are primarily responsible for the correct number of players on the offensive team.

The SJ and FJ are primarily responsible for the correct number of players on the defensive team.

The LJ and HL are primarily responsible for counting the team on their side.

All officials have a secondary responsibility for the correct number of players.

On free kicks, the SJ has the responsibility for the number of players on the kicking team while the U, R and HL count the players on the receiving team.

Verbalize to both teams, as much as possible, potential substitution infractions. If you can talk them out of making a mistake - do it, but do not "coach" the players.

Remember:

If you count 12 players just prior to the snap - kill the play immediately.

Do not wait for the ball to be snapped.

There should never be a 15-yard Illegal participation penalty unless a player runs on the field during a play.

When you count 11 players, signal a closed fist.

When you count 10 players, put both hands across chest as to signal 10.

14: Written Records

Record all fouls.

When recording fouls be sure to keep an accurate record of the time the penalty was called, which team the offending player is on, the player's number, the specific foul, and whether the penalty was accepted or declined.

Record all players or non-players penalized for unsportsmanlike conduct,

Give the completed DFOA crew assignment game cards to each coach at the pre-game conference.

Complete the DFOA Game Report within 24 hours of the completion of the game. Responsible for insuring that the DFOA On-Line Game Reports are submitted on the website. (Arbiter)

After any game with a disqualification, you MUST call the DFOA assigner within 4 hours of the completion of the game.

You must submit a written report to: The DFOA President and the Assignor. **THIS WRITTEN NOTIFICATION MUST BE RECEIVED WITHIN 24 HOURS OF THE INCIDENT.**

If a game is halted for any reason, and suspended for an extended period of time, follow the procedures detailed in the DFOA Inclement Weather Policy.

If a game is halted for any reason, report the information to the DFOA Official Assigner immediately by telephone.

ALL:

Make written record of scores, charged timeouts, disqualified players and coaches, and unsportsmanlike fouls you call.

When recording unsportsmanlike conduct fouls be sure to keep an accurate record of the time the penalty was called, which team the offending player is on, the player's number or coach and the specific foul.

Record the position of the ball at the end of the first and third periods, including the down and distance.

15: Fumble Coverage

ALL:

Use your beanbag to mark all spots where a fumble occurs, Be ready for any type of play or unusual development. Always be prepared to rule on muffs, fumbles backward and illegal forward passes and know which team possessed a fumble or backward pass before it went out of bounds between goal lines.

When a fumble is recovered the nearest official should point in the proper direction. The R will then signal the next down when he makes the ball ready for play.

When a fumble occurs and possession is unclear because of a pile of players, the nearest 2 officials should dig for the ball, the next official to the area should signal "stop the clock" and look to the clock to insure it is stopped. The remainder of the crew should relay the "stop the clock signal".

The remaining crew members should keep all other players away from the area.

When the digging official determines possession, he should verbally relay possession information to the nearest standing official, normally the R, who will then signal the proper direction. If possible the signaling official will point to the recovering player to assist the press box. **ONLY THE REFEREE, IF HE IS NOT THE SIGNALING OFFICIAL, SHOULD MIRROR/RELAY THE DIRECTION SIGNAL.**

16: Beanbag Mechanics

Remember - you are not marking a spot - you are marking a yard line.

Beanbag(s) will be dropped on the approximate yard line. (Hereinafter referred to as "Spot"). DO NOT THROW THE BEANBAG!

Bean bag(s) will be dropped to mark the appropriate yard line:

1. When the covering official actually sees a live ball fumbled anywhere on the field- NOT WHEN HE SEES THE BALL LOOSE BUT DID NOT ACTUALLY SEE THE FUMBLE!
2. When a handoff or backward pass occurs beyond the neutral zone or when there is no neutral zone.
3. When an eligible pass receiver voluntarily goes out of bounds (use hat if beanbag has already been used).
4. When an eligible receiver fails to return inbounds immediately after being blocked out of bounds.
5. When a Team A player (kicking team) goes out of bounds during a free or scrimmage kick play.
6. When a Team A player (kicking team) illegally touches a free or scrimmage kick.
7. When a Team B player catches a scrimmage kick anywhere on the field.
8. When a Team B player intercepts a forward pass, fumble or backward pass, between his five-yard line and the goal line.
9. When a Team B player catches or recovers a free or scrimmage kick between his five-yard line and the goal line.
10. When necessary to mark forward progress when the runner/passers is driven back. Not recommended! Try to move to the spot maintaining eye contact with players. Only use beanbag as last resort!
11. Do not use the beanbag to mark:
 - a. When the Team A passer is sacked.
 - b. When necessary to mark a forward progress spot at the sideline (if you have the dead ball spot - let someone else retrieve the ball)

17: Close of First or Third Period

ALL:

Be conscious of the remaining time.

Near the end of the period all officials should be aware of the time remaining before the start of each play (the LJ should communicate this to other officials if a scoreboard clock is not in use). With less than 25 seconds remaining in any period and the game clock running, the 25-second clock shall not run.

When time expires sound whistle only if ball is dead. The termination of a period is indicated by the R holding a ball over his head with one hand. The Referee is primarily responsible for determining the end of any period. He should enlist the aid of the U and SJ when the field clock is at his back.

At close of the first and third periods see that the ball is not disturbed until the exact position for transfer has been determined. Record the status and position of the ball (this should be done at the spot of the ball by all Officials). Turn the ball over to the U at the close of the second and fourth periods.

LJ

LJ has the time on the field if there is no game clock. He will give the R, and both coaches a 4 minutes warning toward the end of the 2nd and 4th quarter.

After R has officially ended the period, the following procedures MUST be used to relocate the chains to the opposite end of the field.

The FJ should immediately go to the down marker assistant. The FJ & HL confer and record the down, distance, location of the ball and the yard line the clip is placed on.

The R, U & LJ all meet at the ball to confirm and record the down, distance, location of the ball and the yard line the clip is placed on.

Once the results are recorded, the R will go near the chains to confirm the written records with the FJ/HL.

At the Referee's signal, the crew will begin to movement of the chains.

The FJ will escort the down marker to the correct ball position. (If it's a first down, this step is not necessary)

The HL will grasp the CHAIN (NOT THE CLIP), ask his assistants to switch positions prior to moving downfield. The HL will then relocate the chains by placing the clip on the corresponding yard line that was recorded.

The U will relocate the ball on the appropriate yard line at the opposite end of the field. He should also ensure that it is correctly positioned on the hash marks.

LJ will hold the spot of the spot of the ball until the chains have been completely set-up and verified by the other 4 members.

Once the R, U, HL & SJ and FJ have all confirmed with written records and agree that the position of the chains and ball location are accurate, R will signal to the LJ to move. The LJ holds this spot as a final point of reference in case there is an error.

Once the time interval between the quarters has expired and all officials are in position, the Referee shall declare the ball ready for play HL & LJ are responsible for alerting the teams to clear the sidelines and get into position prior to the Ready for play.

18: Intermission Between Halves

From the end zone give the "start-the-clock" signal when field is clear of officials and players. Take crew to sideline opposite press box, dressing room, or some other designated spot away from teams, coaches, and spectators. Confirm with HL and LJ on the options that were exercised by the head coaches at the end of the half. Time the halftime intermission.

CLOCK:

Set clock to the appropriate time for the halftime intermission and start the clock on the R's signal.

Time the intermission on stopwatch.

You will reset the clock when your watch expires or both teams are on the field. **WHICH EVER HAPPENS FIRST!!!**

Time the halftime intermission with the R.

Keep other officials informed as to running time. Make sure crew arrives at field to start second half on time (if crew has left stadium area), at least 3 minutes before kickoff.

Responsible to see that teams arrive on time for the start of the second half. The teams need to be notified when there is 5:00 remaining in the intermission. Get with them and escort them to the field.

L, LJ:

As soon as time has expired inquire from head coaches as to their option for start of second half (i.e. offense, which end of field). HL and LJ should signal to each other the choices. They can then communicate to the head coach how the half will begin.

Responsible to see that teams arrive on time for the start of the second half.

HL should insure that his chain crew is in place, and ready to start half.

ALL:

Go to the side of the field that is closest to your kickoff position.

Be ready to move to kickoff position at R's signal.

Before entering field for kickoff, be sure you have a football of the kicking team's choice.

19: Game Timing

Except for the halftime intermission, timeouts, and the play clock, all game timing is under the direction of the LJ. He is primarily responsible for recording elapsed time and making certain the status of the game clock is correct. He will keep the game clock on the field if necessary.

1. PRE-GAME:

Make certain you have correct time. Other officials will check their watches with yours. Confirm starting time with home management and arrange for punctual arrival of officials on field. Have stopwatch (or watches) ready if necessary.

Playing time shall be kept with a game clock, which may be either a stopwatch operated by the LJ or a field clock operated under the direction of the LJ.

When a clock operator is assigned and a field clock is official be certain that clock equipment is in good condition. Arrange for relaying information and for signaling the operator.

R, LJ

The game clock operator will report to the R/LJ in the officials' dressing room at the stadium 60 minutes before game time for the following purposes:

- a. To synchronize timer's watch with official game time as established by the L.
- b. To advise officials as to the location of the clock operator in the press box or on the sideline. Determine procedure for communications with timer and check this procedure preceding game.
- c. To discuss coordination of starting and stopping the clock in accordance with the playing rules
- d. The SJ and FJ have the 25-second play clock for the team on their sideline.

The field clock is to start at least 30 minutes before game time, (one technique is to have the field clock set to expire 5 minutes prior to game time, after the coaches are told to be on the field and have the captains ready when the clock expires, this ensures the kickoff goes on time) and will run during the 15 or 20 minutes of half time intermission. The 15 or 20 minutes of halftime will start when the players and officials leave the field. The R will give the "start the clock" signal from the end zone. All pre-game and half-time activities will be synchronized with the official game clock.

The electric clock operator shall have an extra stopwatch available in case of failure of the game clock. He shall immediately contact the officials by field telephone or whistle, giving them the correct data regarding the official time. The LJ will then pick up the correct game time on his stopwatch.

Should the field clock become inoperative, the public-address announcer will indicate to the crowd that the field clock will not be official until the malfunction is corrected and subsequent announcement made over the P.A. system.

2. GAME PROCEDURES FOR OFFICIALS AND TIMERS:

CLOCK:

On all free kicks, start the clock when the ball is legally touched in the field of play, unless the ball is caught or recovered by a player who is legally down. In this case, the clock will not start, the nearest official(s) will signal the legal touching of the ball by indicating that the clock should start. The clock shall not start when the ball crosses the goal line.

As under usual football mechanics, the official who declares the ball dead will be the first official to signal a timeout when the team in possession of the ball meets the requirements for first down. Key yourself on him, as the clock will usually stop on long gainers.

Any official may signal a team timeout, so be alert to stop the clock.

The clock is not to be stopped on plays near a boundary line unless an official so signals. Many times, the ball goes out of bounds after having been declared dead in the field of play and no timeout legally occurs. If a pass is touched or caught out of bounds, the incompleteness signal will stop the clock. Note: On some plays near the sideline and in advance of the line to gain, an official may give a winding signal to indicate the ball is inbounds and follow it by a stop the clock signal for an apparent first down. Be alert for both signals.

Game officials and clock operators are to be sure that a timeout is indicated and the clock is stopped under the following circumstances:

- 1 Whenever a team or an official's timeout is charged.
- 2 After any score.
- 3 When a live ball goes out of bounds.
- 4 When any kick enters the end zone - a touchback occurs.
- 5 For a penalty.
- 6 When either team is awarded a first down.
- 7 Following an incomplete pass.

After the clock has been stopped, it will be started again on the R's "Start the Clock" signal, or if no such signal is given, the game clock will be started on the snap, or legal touching of a free kick.

In case of a pile-up anywhere on the field, be alert, an official may stop the clock until the congestion is over. The R then may start the clock again before the ready for play signal.

When time for the half expires, start the field clock on R's signal when the field is cleared of players and officials.

The SJ/FJ shall always be aware of the condition of the clock and the time remaining in any period. In the event the clock is running when it should be stopped, the SJ/FJ shall make and repeat the appropriate signal until the clock has been corrected (only the R shall start the clock on the ready for play). If appreciable error is noted, or if inefficiency is habitual, the SJ/FJ/HL shall call timeout and so advise the R. Officials will review this procedure with the timer before the game.

The LJ and U will keep the R informed of the time remaining in each period. Either official or the R will sound the whistle if time expires before the snap or advise the R at the end of the down if time expired while the ball was in play.

When the period ends, the R will so indicate by holding the ball overhead with one hand and arm extended. Following this signal, a horn or siren may be sounded.

The R may correct timing errors on the game clock, or by an official. Exact information as to the timing error must be available from either the electric clock operator or game officials. These timing errors may only be corrected in the period in which they occur.

3. **CLOCK OPERATION:**

CLOCK:

The electric clock operator is an integral member of the officiating crew and game administration. Unfair advantages accrue when the game clock is not started or stopped promptly. Great care must be exercised to see that no time lag occurs in starting or stopping the clock.

Timers are encouraged to report crews that are not cooperative or whose signals are not clear and accurate.

Charged Team Time Out

Intermission Between Periods: Time one-minute interval between quarters.

CLOCK:

Intermission Between Halves: When time for the half expires, start your stopwatch on R's signal when the field is cleared of players and officials.

Keep other officials informed as to running time. Make sure crew arrives at field to start second half on time (at least 3 minutes before kickoff).

4. **TWENTY-FIVE SECOND CLOCK:**

A timing involving the 25-second count is under the direct supervision of the SJ/FJ

When visible 25-second play clocks are available, they are the official delay of game timepiece. The assigned 25-second clock operator will work under the supervision of the R.

The 25-second clock operator will report to the R 60 minutes before the game.

He will be instructed:

- a. To set the displays to 25-seconds.
- b. To start the clock on the Referee's ready for play signal.
- c. To leave the displays at 00 seconds if there is a delay of game penalty.
- d. To reset the displays immediately to 25-seconds when the ball is put in play if there is no delay foul.

- e. To reset the displays at 25-seconds anytime the R interrupts the 25-second count.
- f. That if there is a malfunction, both clocks will be turned off until the problem is corrected. Both coaches will be notified if the field 25-second clock is no longer official.
- g. The 25-second count will then be restarted at 25-seconds with the SJ/FJ manually timing the count on their watch.
- h. That with less than 25-seconds remaining in any period and the game clock running, the 25-second clock shall not run.

Check time consumed in snapping and free kicking the ball and call 25-second infractions. Stadium clocks located at each end of the field operated under the supervision of R will officially time the 25 second count. In obvious field goal and scrimmage kick situations and when there is no field 25-second clock, the SJ/FJ shall assume responsibility for the count.

In most cases there will not be a field 25-second clock. The SJ/FJ will take control of the clock using their timing device.

Chapter 20: Time Out Procedures

1. TEAM TIME OUT

ALL:

Only grant a time out if a team has time outs remaining. Otherwise, ignore any time out request.

Record team, player number requesting time out, and time remaining in quarter.

All officials will confirm time out and then move to designated positions where they will stand at ease.

Time out positions form a diamond around the ball. U is in the middle of the diamond, standing near or over top the ball. The R moves close to the ball, ensuring the U, HL and LJ all have the same down and time remaining, answer any important questions then moves to be behind the offensive team's huddle (should remain close to the huddle). The HL and LJ move in to help form the diamond, exchange information with R and U, check any important information then return to their respective sidelines at or near the line of scrimmage (if far from the team box area - wing officials can move closer to make themselves available to team officials). The SJ/FJ remain behind the defensive huddle, but ensure they have the same number of timeouts left with the respective HL or LJ. (if teams move to the sidelines, the R, and U should remain in the center of the field).

When relaying time outs to fellow crewmembers, relay the number the team has taken.

When relaying the time outs to players and coaches, relay the number they have remaining.

R

Check with U the number of time outs charged to each team and playing time remaining in the period.

Notify the head coach when team time outs are exhausted.

At 45-seconds ask coaches to depart field. Once coaches have departed. check that all officials or the ensuing down. Announce down and distance, give ready for play signal.

R, LJ and HL

Notify your designated captain of the number of time outs remaining to each team, and of the remaining time in the period.

U

Take charge of the ball making sure it does not move. Check with the R about correct number of remaining time outs for each team and advise other officials.

LJ/HL

The HL and LJ after checking with the R and U (part of the diamond) assume positions near their respective sidelines.

Make yourself available for questions by coaching staffs.

2. REFEREE'S/OFFICIALS TIME OUT:

Signal time out and indicate an official's time out by tapping chest with hands.

U

Stay at the ball.

R

Only the R may stop the clock for a coach's conference.

Declare ball ready for play as soon as reason for time out has been met.

ALL:

Signal time out and carry out usual duties.

3. INJURY TIME OUTS:

ALL:

Be absolutely certain that a player is injured before stopping the clock. Signal to sidelines that a player needs assistance if needed. Permit as much time as necessary.

SAFETY OF INJURED PLAYER IS MOST IMPORTANT.

NEVER TOUCH AN INJURED PLAYER.

Keep coaches away from teams. Remember - players can move to the sidelines during an injury timeout. (they must stay on the field of play)

If play is stopped for an injury, the injured player must leave the field for at least one down.

Make sure the injured player's team has sent a substitute on the field before the play clock for the ensuing down begins.

Chapter 21: Post Game Duties

ALL:

Note total elapsed time from initial kickoff to final whistle, including all intermissions.

Join other officials and leave field together. Neither seek nor avoid coaches.

Do not respond to questions from fans or members of the media.

Return to the dressing room promptly.

Do not leave the dressing room wearing an official's uniform.

All post game comments must be cleared through the appropriate authority.

R should complete online game report within 24 hours of game's end.

All ejections must be reported by R immediately following the game's completion.