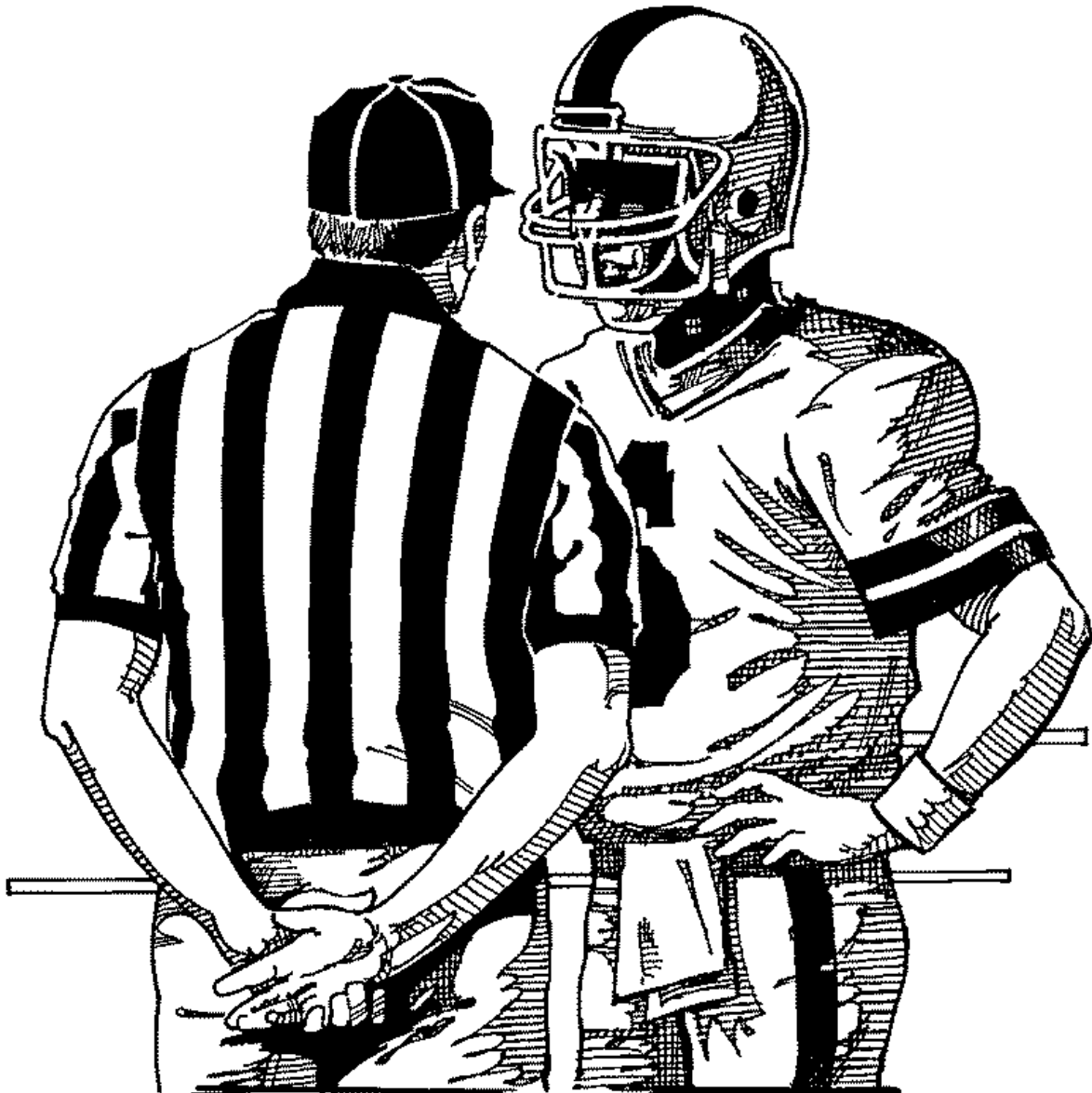


# 5-MAN MECHANICS MANUAL

[South Carolina Football Officials Association]

[Revised May 7, 2010]

**NOTE:** 2010 changes are indicated by bold **RED** type.



# SCFOA MECHANICS MANUAL

## Five Man Mechanics

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## **INTRODUCTION**

This manual was developed to incorporate the South Carolina Football Officials supplement into the National Federation Officials Manual. The mechanics as written by the National Federation are followed in general. However, since SCFOA has adopted other coverage and responsibilities for specific instances, those changes have been made and are incorporated herein.

Contained within are duties and mechanics which have been used by veteran officials to properly communicate information and cover unusual situations. A great deal of time and effort has gone into the development of the lists, checks and keys and movements to watch for during the course of a game.

Also included as a separate document, is a skeleton for 7 Man mechanics, which are used in Semifinals and Championship games, and any other significant games as determined by the High School League. For those games, specific responsibilities and coverage will be highlighted during the pre-game conference. The mechanics are very similar to the 5 Man mechanics. However the Field Judge and Side Judge share responsibilities normally handled solely by the Back Judge.

These are the official mechanics and procedures, which have been adopted by the S.C.F.O.A. for use in football games in South Carolina. No deviation or change should be used when officiating football games in South Carolina. Recommendations for modifications and/or changes should be made to your local District Director and forwarded to the Vice President of SCFOA, who will then make recommendations to the Board of Directors for approval before implementation.

## SCFOA MECHANICS

### BASIC PHILOSOPHY AND PRINCIPLES

**The National Federation Football Rules Code** permits competition to be conducted in an equitable, exciting and interesting manner while at the same time specifically prohibiting unnecessary roughness, unfair tactics and unsportsmanlike conduct. If the potential values of game experience are to be attained, it is necessary for the action of the players conform to the rules. Game officials must accept the responsibility of enforcing the letter, as well as the spirit, of the rules promptly and with consistency. In order to do this, officials must have a complete knowledge and understanding of the rules.

**Decisions must be made so quickly they come by reflex.** The proper way to prepare for making decisions of this nature is through the thorough understanding of the rules and continued study of possible situations, which may occur. Basic fundamentals then become second nature and correct interpretations are virtually automatic. To know the rules thoroughly requires constant study. A number of supplementary materials, which are designed to help officials study and become thoroughly competent in the playing rules, have been developed. These include the Case Book, Handbook, Rules Simplified and Illustrated, Meeting Folders and Rule Interpretations as well as a series of electronic presentations. In addition, Parts I and II of the Football Rules Examination along with the Officials' Mechanics Examination are used by those responsible for training officials. State high school associations generally conduct a series of rules interpretation meetings at which attendance is required for those officials who are eligible to work games in that state.

**While a thorough knowledge of the rules is important,** it is not enough to guarantee the competency of an official. There are other attributes, which are equally important. Officials must possess a combination of these if they are to fulfill their duties adequately. In addition to a complete mastery of the rules, officials must have a good knowledge of human nature and the ability to control situations as they arise. Football is a game played by physically sound athletes blocking and tackling one another. At times, players', coaches' and crowd emotions run high and officials must control themselves in order to provide necessary leadership. The officials' duties and responsibilities are fixed by rules and the manual is designed to help them carry out these duties. It cannot tell officials how to make instant decisions, how to be courteous and considerate yet firm and decisive. Officials who are familiar with the mechanics and understand their individual duties find the intangible requirements of good officiating usually follow naturally. Officials must be in sound physical conditioning in order to quickly move to the proper position to make an accurate ruling and to possess the stamina to be physically and mentally alert at the end of a demanding game.

**Officials must have a football sense,** this in conjunction with a thorough understanding of the rules will make for a smoothly run game. Officials are expected to exercise good judgment in applying the rules. There is no magic like hard work, hustle and a sense for being in good position. While officiating is an avocation, it is one which requires dedication. Players who have practiced long hours deserve competent officials who have a complete understanding of the letter, as well as the spirit of the rules and administer them consistently and fairly.

**Quick and positive decisions are essential.** Hesitation or timidity indicates a lack of confidence and as a result tends to make everyone uncertain. The ability to make speedy decisions under pressure is necessary and can be made in a firm, but friendly manner. Decisions must be instantaneous and rulings announced without delay. Self-confidence can be developed and is a necessary attribute. Many decisions will be questioned no matter how they are made. But when officials display confidence, the decisions are more readily accepted.

**The basic requirement for all sports officials is courage.** When there are infractions, officials must penalize promptly and with consistency. Vigilant administration of the playing rules permits no tolerance for fouls, infractions or violations. This is true regardless of the score, whom it may hurt, or how it may affect an official's future relationship with the school or coach. Regardless of the pressure from fans, coaches or players, officials must have the courage to call fouls as they occur. They must resist these pressures and intimidation in order to build personal reputations for competence. When officials accept a game assignment,

their responsibility is definite. **THE PROTECTION AND WELFARE OF THE PLAYER IS PARAMOUNT AND WITH THIS THERE CAN BE NO COMPROMISE.** Officials who fail to promptly discharge their responsibility of penalizing infractions are unqualified to officiate interscholastic contests.

**Preventive officiating is the preferred action of officials**, which will prevent some fouls from occurring. The good official, by actions and words, can frequently prevent certain fouls from happening. As a traffic officer at a busy intersection keeps traffic moving without actual arrest, so does a competent official keep the game moving, using accepted methods to prevent fouls from occurring, thus insuring a safer game. While there is general agreement that preventive officiating is desirable, there is difference of opinion as to "how far" it should go. Such matters as the Referee discussing with the coaches before the game any unusual plays, particularly if the officials might be in the way, is always acceptable. The checking of equipment is required by rule. A foul may frequently be prevented by making certain to start with 11 players per team on free kicks. In this situation the official should ask the captain to count his players, but not tell him the number on the field. Cautioning the receiving team to be behind the restraining line for free kicks and aiding players of both teams in lining up following a safety are ordinarily accepted as desirable procedures for officials. These are preventive in nature. Officials can stop derogatory remarks between players and thereby prevent a later foul. Officials should never talk to players *while the ball is alive or when it is about to become alive*. Remind the captains that they can stop and prevent problems during a game by directing their players to abstain from baiting or taunting and similar practices.

**During time-outs**, the captains' attention should be called to the number of time-outs they have remaining and the Referee should be certain both coaches know when they have taken their legal limit of time-outs. Officials should check each other regarding this matter during every time-out.

**Sounding the whistle sharply** contributes to a reduction of fouls. Calling to the players saying, "That's all," "that's enough," or "don't hit him," after the ball is dead, either inbounds or out-of-bounds, will frequently deter a player from making late contact and thereby fouling. When a kick goes out-of-bounds, all officials can call to players to "stand up, the ball is out-of-bounds."

## General Reminders

**Communication with other members of the crew is essential.** The smooth conduct of the game is dependent to a large extent upon how well the officiating crew on the field works with the timekeeper and members of the line-to-gain crew. The field clock operator must meet with the field officials so that he is completely aware of and understands the signals. The procedures near the end of a period or the game shall be explained at this time. The Linesman will meet with the line-to-gain crew prior to the game in order to review proper procedures. It is important to remember that these assistant officials are part of the officiating team and add to smooth game administration.

**The correct use of the official signals** provides the only means for the crew of officials to communicate with coaches, assistant officials and fans. This important aspect of officiating is the only means through which decisions can be relayed. The signals, as adopted by the football rules committee, are dignified, informative and meaningful. They are the result of many years of study and experimentation. **Poorly executed or unauthorized signals do nothing but confuse.** The manner in which the signal is given determines, at least to a degree, acceptance by players, coaches and fans.

**The officials' appearance will greatly affect the conduct of the game.** A sloppily dressed official will find he has difficulty in having his decisions accepted on the field. On the other hand, the official who wears the proper uniform, which is neat, will foster proper attitudes from all concerned. The physical condition of an official is an important part of appearance. Officials who act in a professional manner, move quickly from one position to another, and have stamina to last throughout the game, will have more success than the official who does not possess these qualities. Officiating is strenuous, exhausting work. In order to meet the challenge, the official shall have a thorough annual physical examination and be in good physical condition. Adjuncts to good condition are proper rest and care in eating prior to a game. Game officials should have an athletic appearance. That is to say the chest

should protrude farther than the stomach and the official should be able to hustle as the situation necessitates. The individual who is out of condition more often than not does a poor job of officiating simply because of the inability to cover the play. The appearance of this type of official on the field detracts from the coaches' and players' confidence in the officiating team.

### **The official uniform:**

1. A black and white, vertically striped, long or short sleeved knit shirt shall be worn. The shirts shall have 1-inch stripes, a black knit cuff and Byron collar. All **field** officials in a given game are to wear the same type shirt. The shirt shall be tucked into shorts which shall be worn under the knickers.
2. Standard, all white tapered knickers shall be worn with a short overlap below the knee. (not more than 4 inches)
3. Black, one-piece stockings that are a matching pair with a modified northwestern stripe ( $\frac{1}{2}$ " white,  $\frac{1}{2}$ " black, 1" white,  $\frac{1}{2}$ " black,  $\frac{1}{2}$ " white) are required. The width of the black showing below the knickers should be the same as the wide black band below the striping pattern.
4. **Solid black** football shoes with **black laces** are required. Shoes should be shined before arrival at each game.
5. A black shirt is to be worn under the game shirt at all times. The shirt shall also be tucked into the shorts under the knickers. Small white lettering on the pocket area is permitted to identify your position or district.
6. A black baseball cap with white piping is required. For the purpose of identification, the Referee shall wear a solid white baseball cap. Hats are to be fitted.
7. A black leather belt 1  $\frac{1}{4}$ " to 2 inches wide, with a **plain** buckle shall be worn. A similar black elastic belt may also be worn.
8. A black and white vertically striped jacket is part of the uniform when appropriate. When patches are worn on the jacket they should be located as follows: The Shrine Bowl patch is to be worn on the right sleeve and the North-South All-Star patch on the left sleeve. Each patch should be attached approximately two (2) inches below the intersection of the shoulder seam and the sleeve inset seam of the jacket with the patches centered below the point of intersection. The SCFOA patch is to be attached over the left breast area.
9. Assigned ECO's may wear khaki's and a solid colored shirt with a collar or the official uniform.

Grooming standards shall conform to the following:

- No hair on or touching the shirt collar or extending over the ear.
- No side-burns below the lowest point of the ear lobe.
- No facial hair, other than a neatly trimmed mustache, which shall not extend lower than the edges of the mouth.

**The uniforms should fit properly and be clean and neat and must be worn in all varsity, JV, B, and Jr. High contest.**

**All officials must have the proper** equipment. Essentials are: a whistle, a penalty marker, a game card, a pencil, a rubber band or some other device to keep track of the down number, a bean bag to mark non-penalty spots (the BJ will need two bean bags – a bean bag for fumbles and a blue bean bag to mark the end of scrimmage kicks). The penalty marker shall be a light gold flag approximately (15" by 15") with a middle pouch weighted with sand or beans, etc. The Linesman shall furnish **two** clipping devices for use in measuring for first downs. The Umpire should have a second set of rubber bands or some device to track the location between the hash marks of the spot of the previous snap.

## Pre-game Responsibilities

**Lateness in arrival is a cardinal sin in officiating.** Game officials shall arrive at the site of the game at least 1½ hours before the scheduled game time. If the Referee is late or does not arrive, the crewmember with the most experience should handle the pre-game conference. The crew should decide who will replace the Referee and what changes in crew assignments will be made. If the crew cannot decide, the official with the most seniority will decide. If the Referee is present, the Back Judge will replace any other official who does not arrive for the game if no other position swap can be logically arranged by the crew.

**A pre-game conference** conducted by the Referee **shall be** held before **each** game. The conference should start after the crew is dressed for the game at approximately one **(1) hour** before the scheduled game starting time. Officials and the clock operator (if assigned by the League Office) will attend this conference. The Back Judge will have the correct time and all officials will synchronize their watches accordingly. The pre-game conference should follow a set outline to be most effective. The purpose of the pre-game is to allow the crew to coordinate their coverage and to help the crew mentally prepare for the game. To be most effective it should be an interactive process rather than a lecture. The conference should be tailored to the crew. With an experienced crew a detailed review of the rules is not needed. **The officials should know the rules before the season begins.** Discussion of unusual situations or coverage is appropriate. Discussion of each official's primary responsibilities and how the crew will interact with each other is necessary. With a less experienced crew a general rule review may be appropriate. The following checklist includes the major subjects to be covered.

1. **Review crew assignments.**
2. **Review coin toss mechanics.**
3. **Discuss free kicks; reviewing positions and responsibilities.**
4. **Review coverage during scrimmage plays.**
5. **Review positions and coverage during scrimmage kicks.**
6. **Review “momentum rule” as it applies inside the 5-yard line.**
7. **Review goal line plays and try for point.**
8. **Review the following:**
  - Substitution rule and recent rules changes (**especially early in the season**)
  - Starting and stopping the clock
  - Procedure during a measurement
  - Duties during time-outs and the intermission between periods
  - Penalizing personal and unsportsmanlike fouls
  - Penalty administration
  - Overtime procedure
  - Unusual plays from previous games
  - A short pre-game rules test and/or review is recommended
  - Visual review of positions on specific play types (whiteboard) is recommended
  - Procedures for Officials' Time-out for Heat and Humidity (if applicable)
  - Communication techniques between BJ and L/LJ on end zone pass plays near the sideline and/or end line
9. **Responsibilities following pre-game conference:**
  - A. **All Officials:**
    - Enter field together **at least 30** minutes before game time.
    - Perform duties in a business-like manner.
    - Performance and tempo sets the tone for way in which game will be officiated

**B. Referee:**

- Instruct clock operator **if not assigned by League Office.**
- Ask the head coach to verify, in the presence of the Umpire, that all players are legally equipped in compliance with National Federation rules.
- The Referee shall meet with the head coaches to explain that everyone is expected to exhibit good sportsmanship throughout the game.
- Check with the head coach of the home team on the length of halftime and report this information to the visiting team's head coach.
- Check with each head coach for any unusual plays or formations.
- Inspect playing field, pylons, and **ensure that goal posts are properly padded.**
- Direct game management to remove any hazards on or near field.
- Inform coaches of starting time and where time will be kept.
- Keep the official score.
- **Instruct clock operator to time intermission. Intermission may be 10 to 20 minutes. Start clock when both teams have left field. After half time intermission time expires, reset to 3 minutes and start clock immediately.**
- Secure and approve game ball(s). (Use assigned ball person if two balls will be used.)

**C. Umpire:**

- Check player equipment when requested by head coach.
- You are the final authority on legality of equipment.
- Do not permit use of any illegal equipment.
- Arrange for transportation from the pre-game site to and from the field.
- Take care of visiting team's game ball.

**D. Linesman:**

- Secure and check the line-to-gain equipment and down marker plus all auxiliary equipment.
- Check to see if home management has distinctive vest/jackets for the chain crew.
- Instruct chain crew in their duties and responsibilities. (See page 46)
- Instruct chain crew that you will use your heel to mark, at the sideline, where the rear rod is to be placed for every 1<sup>st</sup> down (except when BJ marks 1<sup>st</sup> down after measurement).
- Work on the side nearest the line-to-gain equipment, which is opposite the press box, if there is one.
- Ask home management to specify side if there is no press box.
- Mark the middle of chain with tape or some distinctive material. This spot will assist in determining a possible first down in case of a dead ball foul by the defense.

**E. Line Judge:**

- **Carry an accurate watch.**
- **If no field clock, time the game.**
- Assist the Back Judge and Referee.

**F. Back Judge:**

- Be responsible for securing correct time and carrying an accurate watch.
- If no field clock, time the game.
- Take care of home team's ball and instruct ball persons. Each team's ball person(s) will operate from their own sideline. Ball persons shall be instructed to take balls all the way to the Umpire and hand the ball to him on any ball change.
- **Be responsible for timing the 25-second count and timeouts.**
- **Conduct instruction of the 25 second clock operator if visible play clocks are used.**

The electric field clock operator, if assigned by League Office, shall attend the pre-game conference with officials to review the signals and then check the operation of the scoreboard clock upon arriving at the field.

**The game management is required to make available a competent chain crew** to operate the line-to-gain equipment, whether it is the traditional rods and chain or some other measuring device, and provide each member with distinctive vests/jackets so that they will be readily recognizable. Ideally, these individuals will be adults; however, students may be used. A competent crew is one trained in its responsibilities and is capable of discharging the various duties. The crew must be alert, agile and responsive to the leadership and direction of the Linesman. They will be businesslike and impartial in discharging their responsibilities. Any individual member who cannot comply must be removed from the crew by the Referee. There should be nothing to detract from the efficiency of game administration. Those on each end of the chain must keep it stretched tightly and not move it until instructed to do so by the Referee or Linesman. The line-to-gain equipment shall be removed from the sideline when the line-to-gain is the goal line. (*Reference to the line-to-gain equipment is for the traditional two rods and 10-yard chain.*)

**A distinctive marker (chain clip)** may be used to mark the intersection of the yard lines with the chain in order to maintain its location. The assignment of an additional person to perform this task is recommended. The down marker operator must remain 6 feet outside the sideline (*where space permits*) and check with the Linesman following each down in order to display the proper down number. This person is not to change the number of the down or move the marker until instructed to do so by the Referee or Linesman. When the Linesman signals the crew to change positions following a change of possession or when a 1<sup>st</sup> down is reached, the down marker will be placed at the foremost point of the ball first and the rear rod placed in an adjacent position. Whenever there is a request for a measurement, the down marker will be placed at the spot of the front rod with the previous down indicated. If there is a dispute regarding the number of the down, the Referee shall determine the official down number.

**There are certain mechanics which become essential** for officials to observe following a 1<sup>st</sup> down and before the line-to-gain and down markers are moved back from the sideline. It is imperative for the Linesman to designate a member of the chain crew to fasten a “clip” on the center of the yard line closest to the rear rod. If a dial type or yard line indicating type clip is used, the number of the intersecting yard line should be selected each time the clip is placed. The Linesman shall supply the 'clip man' with two clips. The first clip shall be placed as described above whenever the chains are set for the initial series of downs. Any time that the chains are reset when a new series of downs is awarded to either team the initial clip shall remain in place. The second clip will then be properly placed at the center of the proper yard line for the new series. Therefore both clips will be on the chains during first down. After first down the initial clip is no longer needed and should be removed. The Linesman should verify the location of the clip each time the chains are set. This will always give the official an accurate point of reference should a measurement for a 1<sup>st</sup> down be required or the chains become displaced. Whenever play action comes near the line-to-gain crew, they should be ready to drop their markers away from the field so players do not run into them.

When the chains have been moved from the sideline, the Linesman and Line Judge should note the yard line where the down indicator is located before each play. This will aid in proper placement of the down marker if the marker is displaced by play action or erroneously moved and the down is to be replayed from the previous spot for any reason (ex. replay after a live ball foul or an incomplete forward pass).

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

**Use of any replay or television monitoring equipment in making any decision related to the game is prohibited.**

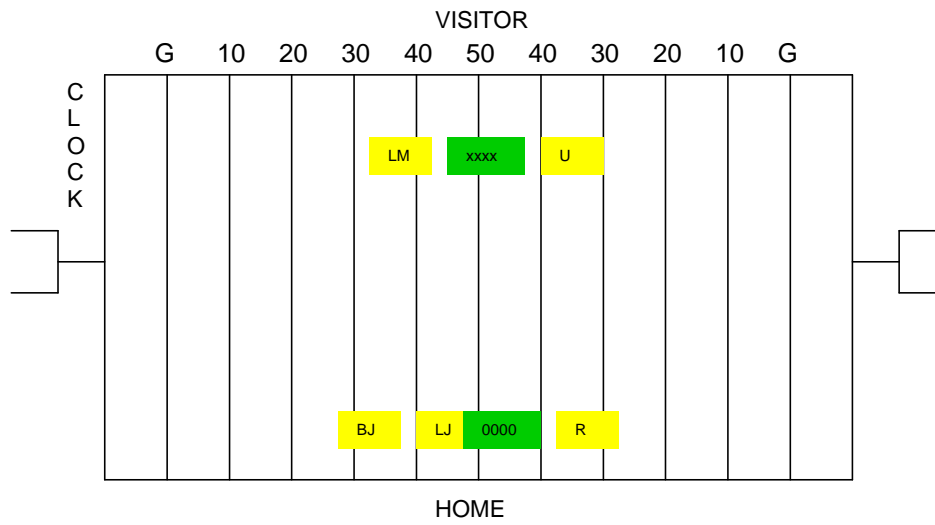
### THE COIN TOSS

(May be held off the field if both coaches agree)

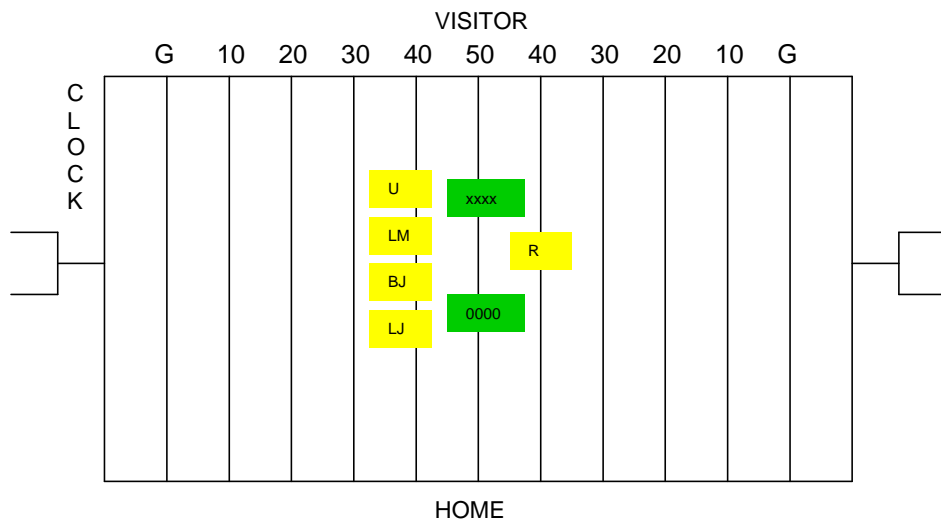
#### THE TOSS

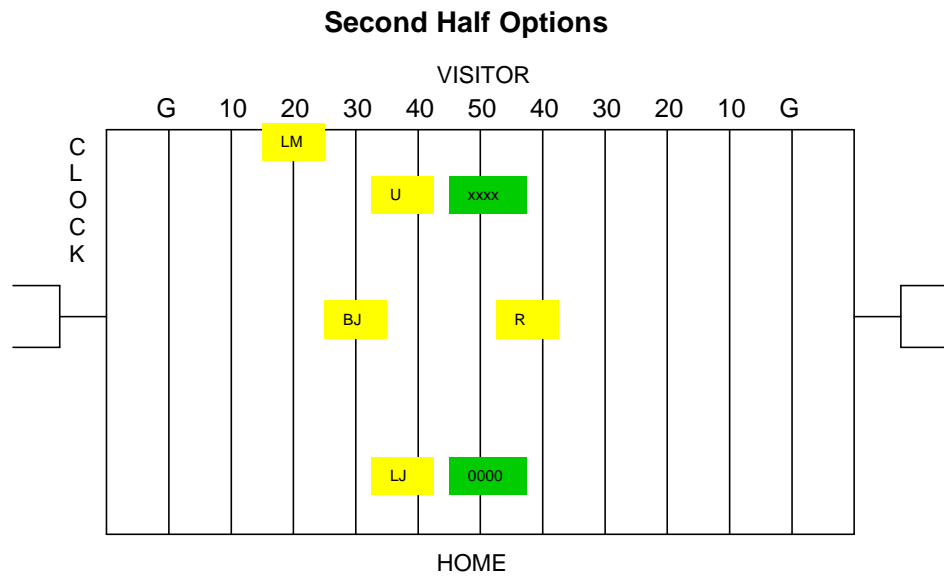
- Referee, Line Judge and Back Judge, in this sequence, will escort the captains from the side of the field opposite the chains for the first half options.
- Umpire and Linesman will escort the captains from the other side of the field.
- The umpire and back judge will be responsible for locating the team captains and will have them on the sideline 5 minutes prior to the kickoff. The umpire and the back judge will **not** use a whistle to signal the captains to report to the field for a toss.

#### First Half Coin Toss



#### First Half Coin Toss





**1. Referee:**

**A. Pre game:**

- If coin toss is held off the field, results may be simulated at center of field 3 minutes prior to start of the game.
- About 5 minutes before game time, escort to center of field, captain(s) of team whose team box is on side opposite the line-to-gain equipment.
- Have captains face each other with their backs to sidelines. The Referee shall face the clock or be on the right if there are two game clocks.
- After Umpire introduces captain(s), introduce captain(s) to each other, introduce fellow officials and then give captains instructions.
- In the presence of the Umpire:
  - a. Instruct both teams' captains that everyone is expected to exhibit good sportsmanship throughout the game.
  - b. Instruct visiting captain to call the toss *prior* to tossing the coin.
  - c. Instruct captains if coin is not caught, it will be tossed again.
  - d. After making toss and determining winner, place hand on captain's shoulder and have captain choose one of the following options:
    - Kick or receive
    - Defend a goal
    - Defer choice to second half
  - e. If the winner chooses not to defer and makes a choice, give opposing captain choice of remaining options.
  - f. If the winner of the toss defers, step toward the press box and give penalty-declined signal.
    - Opposing captain is then given the choice of options, followed by deferring captain's choice of remaining option.
- Place captains in position facing each other with backs toward goal they will defend.
- While facing same direction as choosing captain, signal choice:
  - a. Swing leg simulating kick
  - b. Make catching motion simulating receiving
  - c. If choosing captain elected to defend a goal, point with both arms extended toward that goal line, then give appropriate signal for choice of other captain.
- Dismiss captains

- B. Second half choices:**
- Be in the center of the field and direct Umpire and Line Judge to escort their respective captains to center of field for options.
  - Obtain second half choices and give appropriate signal(s) to press box.
  - Dismiss captains after any further instructions.
- 2. Umpire:**
- A. Pre-game:**
- About 5 minutes before game time, escort to center of field, the captain(s) of team whose team box is on the side where the line-to-gain equipment is located.
  - After introducing captains to Referee, step back into line-up with other officials for introduction of officials to captains. When Referee introduces you, (Umpire), step forward and observe toss, after which you will return to the line-up with other officials.
  - Secure football of kicking team's choice.
- B. Second half choices:**
- On signal from Referee, escort your captain(s) to center of field.
  - Remain with Referee and captains and check on options given teams to ensure accuracy.
  - Secure football of kicking team's choice.
- 3. Linesman and Judge(s):**
- A. Pre-game:**
- Linesman, on sideline of team where line-to-gain equipment is located.
  - Line Judge, on sideline opposite line-to-gain equipment.
  - Back Judge, on sideline opposite line-to-gain equipment.
- B. Second half choices:**
- Linesman on sideline with line-to gain crew.
    - a. Review procedure and correct any problems.
    - b. Indicate end of field where line-to-gain crew will be stationed prior to kickoff.
    - c. Assume same position on sideline as prior to 1<sup>st</sup> half kickoff.
  - Line Judge will escort your captain to center of field for options. Assume same position on sideline as prior to 1<sup>st</sup> half kickoff.
  - From a position in middle of field, Back Judge observes team on Linesman's side while Linesman completes instructions to line-to-gain crew.
- 4. ECO:**
- A. Pre-game:**
- Test operation of field clock and become familiar with its operation.
  - Set clock to run showing remaining time before game start time but starting at least 12 minutes before game time.
  - In the event the field clock becomes inoperative or out-of-order, the ECO, if assigned by the High School League, will keep the time on the Line Judge's sideline on a stopwatch. If ECO is not assigned by the Booking Office, the **Line Judge** shall take over the timing.
- B. Halftime:**
- Set the field clock to run for the appropriate halftime (from 10 – 20 minutes), if the clock can be set to run the appropriate amount of time. If the field clock can be set to run only 12 minutes, the ECO will start the clock after timing the first 3-8 minutes on his watch and run the field clock for the final 12 minutes. Start the clock upon signal from Referee when team personnel have left the field.
  - **Set and run clock for the mandatory 3-minute warm-up period immediately after the halftime intermission expires.**

**All Officials:**

**A. Pre-game:**

- At conclusion of toss procedures and dismissal of captains, move together for final instructions from Referee.
- Record which team has first choice for second half.
- At Referee's signal, hustle to pre-kickoff positions. Linesman and Judges clear sidelines before going to kickoff positions.

**B. Second half choices:**

- After choices are completed, come together at center of field for any final instructions.
- Hustle to pre-kickoff positions. Linesman and Judges clear sidelines before going to kickoff position.

## **SOUNDING YOUR WHISTLE**

**1. Official covering the runner:**

- Find the ball before sounding whistle.
- Sound whistle when ball becomes dead by rule
  - a. Loudly
  - b. Stops action – prevents rough play
- Move in quickly to be certain all action stops on whistle

**2. All Officials**

- **PLAYER SAFETY IS YOUR FIRST RESPONSIBILITY!**
- Actually see the ball in possession of runner who is down or forward progress is stopped – this prevents an early whistle.
- Ball can be kept in view when officials are in position and alert
- Be ready to assist the covering official after the whistle has sounded
- Following a down which a live ball foul occurs give several short blasts on the whistle to alert rest of the crew that a foul has been called.

**3. INADVERTENT WHISTLE**

- PROPER CONCENTRATION AND "SEEING THE BALL" WILL PREVENT MOST INADVERTANT WHISTLES!
- The ball becomes dead immediately when an inadvertent whistle is sounded.
- The location at which the ball will be put in play and the number of the next down is determined by the location and status of the ball when the whistle was sounded.
- Use a bean bag to mark the spot of last possession if whistle is sounded inadvertently.
- The location at which the ball will be put in play and the number of the next down is determined by the location and status of the ball when the whistle was sounded.

## **STARTING, STOPPING, AND WINDING THE CLOCK**

**1. STOPPING THE CLOCK:**

- Stop the clock when applicable rules dictate.
- Echo signal to stop the clock when given by another official.

**2. STARTING THE CLOCK:**

- On the ready-for-play signal when applicable rules dictate.
  - a. For JV, B team, and Middle School games the clock shall be started on the ready for play signal following a change of team possession (providing the action which caused the down to end did not also cause the clock to stop) and when team B is awarded a new series or when a new series is awarded either team following a legal kick.
- On the snap when applicable rules dictate.
- For a free kick when applicable rules dictate.
- If the signal to stop the clock is erroneously given, restart the clock immediately upon discovery of the error.

### 3. WINDING THE CLOCK

- If the ball becomes dead in bounds within 2 to 3 yards of the sideline:
  - a. The covering official shall use normal coverage.
  - b. After determining that the ball is dead, give the start the clock signal, using only two (2) turns of the arm, to indicate that the runner is downed inbounds and the clock is to continue to run.
- If the ball becomes dead in bounds within 2 to 3 yards of the sideline and a 1<sup>st</sup> down is reached:
  - a. The covering official shall use normal coverage.
  - b. After determining the ball is dead, give the start the clock signal using only two (2) turns of the arm, and then give the time-out signal.
- The signal for winding or stopping the clock on a sideline play should be echoed by other officials.

## USE OF THE PENALTY MARKER

### 1. Referee and Umpire:

If the passer is near the line-of-scrimmage when he throws a forward pass, go to the spot then turn toward the down marker to determine if the passer was BEYOND B'S LINE; if so, drop the penalty marker at the spot. If the passer was BEHIND THE LINE, no marker is needed. DO NOT MARK THIS SPOT WITH A BEAN BAG! This is primarily the Referee's call; the Umpire is a backup.

### 2. All Officials:

- The penalty marker shall be used to mark the appropriate yard line on which an official has observed an infraction.
- The official who drops/tosses a penalty marker is responsible for alerting the crew that an infraction has been detected. This should prevent the chains from being moved prematurely.
- Discretion, officiating position and game situation should determine whether the marker is dropped or tossed following an infraction.
- The flag should be tossed into the air for a dead ball foul.
- Official will toss the flag into the air to indicate a sideline warning.
- When possible the flag should be dropped on the appropriate yard line where a live ball infraction has been observed.
- When a foul is called by another official, be alert to cover the penalty marker or dead ball spot. DO NOT LEAVE A FLAG OR THE DEAD BALL SPOT UNCOVERED!
- Following a down which a live ball fouls occurs give several short blasts on the whistle to alert rest of the crew that a foul has been called.

## USE OF THE BEAN BAG

### 1. All Officials:

- The bean bag is to be **dropped on the appropriate yard line** in accordance with the situations calling for such in this manual.
- The bean bag is to serve as an aid to enforcement and not an absolute reference point.
- The bean bag is to be used to mark the:
  - a. spot first touching of a kick
  - b. spot of the catch or recovery when momentum is involved
  - c. spot where runner or loose ball goes out of bounds when, as a last resort, the covering official must retrieve the ball
  - d. spot of a fumble beyond A's line of scrimmage by A or any fumble by B
  - e. spot of a backwards pass thrown from beyond A's line of scrimmage by A or any backward pass by B
  - f. spot of the end of a scrimmage kick
  - g. spot of last possession if an inadvertent whistle is sounded

## DECLARING THE BALL READY-FOR-PLAY

### 1. Referee:

- **After the ball is spotted:**
  - a. Check to see that other officials are in position and ready. Do not mark the ball ready if officials are not in position and not ready for a snap.
  - b. Announce the down (finger(s) or fist for 4<sup>th</sup>) and the distance to gain, sound whistle, give the ready-for-play signal, start the 25-second count and move into position, keeping an eye on the ball.
  - c. Five (5) seconds should be the maximum time to spot and mark the ball ready.
- **When a quick snap is possible:**
  - a. Be in position to observe the snap before giving the ready-for-play.
  - b. The Umpire stands over the ball until the Referee signals him to move.

### 2. All Officials:

- Hustle to proper positions
- Teamwork is essential to prevent delay

## CORRECTING OBVIOUS ERRORS IN TIMING

### 1. Requisites for correcting timing errors:

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

### 2. Referee:

- Is authorized to correct obvious error in timing if discovered **in accordance with applicable rules.**
- Must be able to reasonably determine the interval of time involved when putting time on or taking time off the clock.
- Notify both coaches that the game clock is to have time added or removed.

### 3. All Officials:

- Note time on clock in dead ball intervals when clock is stopped
- Monitor closely if problems arise with the operation of the clock
- Assist Referee as much as possible

## COACH-REFEREE CONFERENCE

### 1. Purpose:

- Allows for review of a possible misinterpretation or misapplication of rule by officials.
- Allows for correction when an error has been made.

### 2. Procedures

- The request for a conference must be made prior to the ball becoming live following the play which is to be reviewed; unless the period has officially ended (*no review is allowed then*).
- Coach directs a player to request a time-out to confer with the Referee regarding application of a rule.
- The time-out, when granted, is charged to the requesting team.
- Referee (accompanied by an appropriate official depending on the situation) and coach will confer at the sideline directly in front of the team box. Another official may be used if the Lineman or Line Judge is involved in the dispute.

- If the rule has been applied **correctly**:
  - a. Time-out remains charged to the team.
  - b. A foul for delay of game is charged if the team has used all permissible time-outs.
- If the rule has been applied **incorrectly**:
  - a. Correction is made immediately.
  - b. The time-out previously charged to the team, becomes an officials' time-out.
  - c. The Referee will review and explain the situation with the opposing coach before continuing the game.

## **SHORTENING PERIODS**

### **1. Procedures:**

- To shorten a period or remaining period(s) requires the consent of opposing coaches and the Referee.
- The Referee indicates the end of shortened period(s) by giving the prescribed signal (to officially signal the end of the period(s)).

## **COACH DISQUALIFICATION PROCEDURE**

### **1. Referee:**

- Provide the coach with the reason for disqualification (accompanied by another official),
- Require the coach to vacate the stadium area.
  - a. If coach does not vacate the area:
    - Inform the coach that noncompliance could lead to forfeiture.
    - Locate local school administration for assistance.
  - b. Do not continue the contest until the coach leaves the stadium area.
  - c. Forfeit the contest if necessary (**LAST RESORT!**)
- Comply with League Office's reporting requirements:
  - a. Note on game report card the reason for coach's disqualification.
  - b. Notify League Office with the report as soon as possible **(803) 798-0120**.
  - c. File a written report with the League Office by Email, **using the report on the Arbiter**, or as a last option, the US Mail.

### **2. OTHER OFFICIALS:**

- Linesman, Line Judge, or Back Judge will accompany the Referee to the sideline.
- Assist Referee if necessary.
- Notify the opposing coach of the disqualification.

### **3. REMINDER:**

- It is imperative that the coach be notified by the Referee or calling official of ALL unsportsmanlike conduct fouls charged against him.
- It is mandatory that any coach receiving two (2) unsportsmanlike fouls (carrying 15-yard penalties) vacate the stadium area.
- **If severe enough, the coach may be disqualified on the first unsportsmanlike foul!**

## **CONTROLLING TEAM PERSONNEL ALTERCATIONS**

### **1. ALL OFFICIALS:**

- If the altercation is in your area, attempt to stop the initial confrontation.
- If unable to stop the altercation, step back and begin to record the uniform number of each player involved and other team personnel. The **Head Coaches** are allowed to go onto the field to stop the altercation.

### **2. LINESMAN AND LINE JUDGE:**

- Alert coaches on your sideline to keep all team personnel off the playing area.
- Record the uniform number of any substitute who enters the playing area during the altercation.

## END OF GAME PROCEDURE

### 1. ALL OFFICIALS:

- Regulation game:
  - a. Leave field together.
  - b. Neither seek, nor avoid coaches.
  - c. Do not discuss the game on the field or make any public statement about the game to the news media.
  - d. Report any flagrant irregularity or disqualification(s) to the League Office by phone, Email, using the report on the Arbiter, or as a last option, the US Mail. The SCHSL number is **(803) 798-0120**.
  - e. Assist Linesman in completing the game card.
  - f. Linesman will enter game card information into the Arbiter.

## OVERTIME, 10-YARD LINE PROCEDURE

- a. **ECO:** put 3 minutes on the field clock and run clock, beginning with Referee's signal.
- b. **REMINDER: THE LINE-TO-GAIN IS ALWAYS THE GOAL LINE.**
- c. One time-out is granted for each overtime period (2008 rule change).
- d. Discuss any penalty enforcement necessary to begin the overtime period.
- e. Linesman and Line Judge will inform their respective coaches of the effect any penalty enforcement will have on his team to begin the overtime period.
- f. Linesman and Line Judge will escort the team captains from their respective sidelines.
- g. Hold coin toss at the center of the field, using coin toss mechanics. (If additional overtime periods are played, only the initial overtime toss is held; choices are **alternated** after the initial toss).
- h. The winner of the toss shall choose the end of the field at which the ball will be put in play, or to go on offense or defense.
- i. The Referee will indicate the winner of the toss by placing a hand on the captain's shoulder:
  - Then position the offensive captain facing the goal toward which the ball will be advanced and the defensive captain facing his opponent and opposite goal.
  - Give the 1<sup>st</sup> down signal toward the goal being used.
- j. To start each new series, the team may designate the location of the ball placement between the inbounds lines.
- k. If additional overtime periods are necessary:
  - **ECO:** put 2 minutes on the clock and start the clock on the Referee's signal.
  - At subsequent meetings of team captains, the first choice of options will be alternated. (There is **only one coin toss** for all overtime periods).

## HANDLING SPECIAL GAME SITUATIONS

### 1. COVERING TROUBLE SPOTS DURING SCRIMMAGE DOWNS (Communication is paramount!)

- Once either or both wing officials have committed to covering potential receivers downfield, they should not feel obligated to retrace their path in an urgent manner to rule on the status of the ball carrier, particularly if he never advances beyond the scrimmage line. They may return to help cover out-of-bounds action or to retrieve the ball or exchange the out-of-bounds spot with the Referee.

### 2. WATERBUCKET PLAY

- **Referee:** Do not mark the ball ready-for-play until all officials are in proper position.
- **Umpire:** Stay over the ball! Do not allow the ball to be snapped until the Referee has marked it ready-for-play!

- **Linesman and Line Judge:** Maintain a position with all players in front of you and do not allow players to get between you and the sidelines. Keep the play and players "boxed-in".
- **Linesman and Line Judge:** If you are on the "loaded side" of the formation use both arms to indicate that the "loaded side" players are legally on the line of scrimmage.
- **The Line Judge** will stay on the line-of-scrimmage until the kick is imminent.

### 3. LIGHTNING SAFETY GUIDELINES

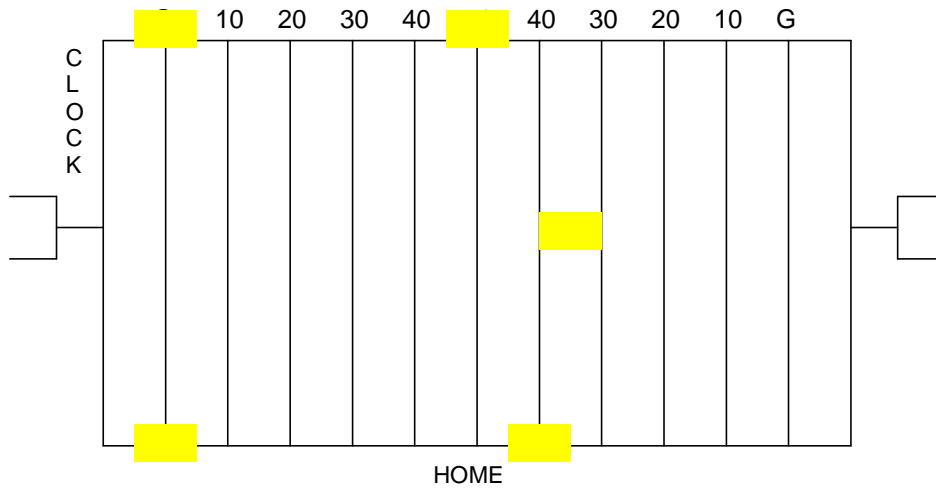
If a 30 second or less flash to bang count is measured, the crew of officials **shall** stop the game with an officials' time out so that coaches may take appropriate actions to protect their players. It is recommended that the crew wait 30 minutes after the last lightning flash or sound of thunder to resume the contest. Teams will be given at least three minutes to warm up after this delay.

# 5 Man Mechanics

## KICKOFF DUTIES

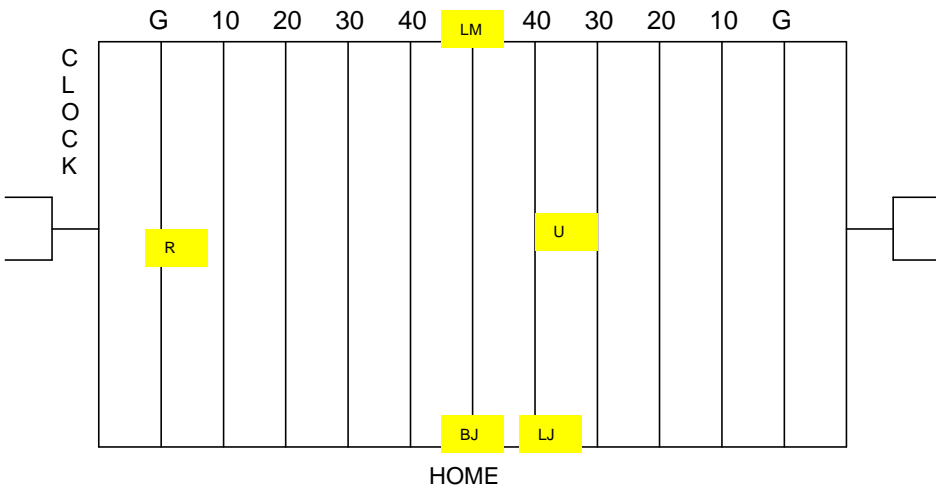
### Free Kick

VISITOR



### Short Free Kick

VISITOR



## 1. REFEREE

Before the kick:

- Position: On R's goal line on the Linesman's side of the field, at the goal line pylon.
- Count Team R players and confirm with the Linesman and Back Judge.
- Check the positions of the other officials.
- Hold an arm above your head to request the ready sign from the other officials and the kicker.
- After the ready signs have been received, drop arm and sound the ready for play to signal that the kick may be made.
- Penalize for delay of game if ball is not kicked within 25-seconds after the ready.

If a short free kick is anticipated:

- Alert other officials to move to designated positions for short kick.
- Take a position on the goal line (in the middle of the field if the BJ has moved up). Adjust position as far up as the 15 yard line when the kicker's ability is determined.
- Be alert to assist other officials.

After the kick:

If the kick is down the middle of the field:

- Pick up the runner and follow until releasing to the covering official.
- If the kick is deep communicate with Back Judge before signaling Touchback.

If the kick is deep to your side of the field:

- Rule on a possible touchback.
- If the kick is caught or recovered inside the 5-yard line and the runner is downed in the end zone, or the ball goes out-of-bounds there, rule on whether the player's momentum took him into the end zone, and mark the spot of the catch or recovery with your bean bag.

If the kick is outside the opposite inbounds line:

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

## 2. UMPIRE

Before the kick:

- Take charge of the ball.
- Position: On the field with the kicker; after checking the legality of the kicking tee, hand the ball to the kicker, point out the Referee and instruct the kicker to wait for the Referee's signal before kicking. Maintain a position between the kicker and the ball.
- After a score, move up middle of field to K's free kick line.
- Count Team K players and confirm with the Line Judge.
- Obtain the captain's/kickers ready sign.
- Hold an arm above your head to indicate you're ready after the Referee points at you. After the Referee's ready for play whistle, verbally direct the kicker to kick the ball and move to a position slightly behind kicker.
- If there is a dead ball penalty, administer the penalty and place the ball ready.
- Watch for any infractions involving the free kick lines.

After the kick:

- Watch the initial blocks by players in your area and any action against the kicker and the holder.
- Be alert for first touching by K or for a kick which does not cross R's free kick line.
- Watch the ball as it is kicked to determine if it strikes the ground immediately and bounces high into the air.
- Mark the spot of first touching with a bean bag.
- If there is a penalty accepted for a foul before the kick ends, requiring a re-kick, administer the penalty and place the ball ready.
- If the kick goes out-of-bounds in flight, line up the sideline official with a "chop" of the hand signal.

- After the ball has gone downfield, move deliberately in that direction, while watching for fouls away from the ball.
- Maintain a position enabling coverage of the runner if the possibility of a long return presents itself. The goal line is your responsibility.

### **3. LINESMAN**

Before the kick:

- Monitor the team bench area.
- Move to a position on R's free kick line, at the sideline, opposite the Line Judge.
- Count Team R players and confirm with the Referee.
- Hold an arm above your head to indicate that you are ready after the Referee points at you.

If a short free kick is anticipated:

- Position: On R's free kick line at the sideline.
- Be alert for first touching by K or for a kick which does not cross R's free kick line.

After the kick:

If the kick is to your side:

- Pick up the runner from the Referee and follow on a long return.
- When the ball becomes dead, sound the whistle and give the time out signal.
- Be alert for first touching by K or for a kick which does not cross R's free kick line.
- Mark the spot of first touching with the bean bag.
- Watch for any infractions involving the free kick lines and cover 10 - 15 yards down the sideline.
- Maintain a position providing coverage of your sideline at all times.
- After the ball has gone downfield, move deliberately in that direction while observing the legality of blocks and action away from the ball when you are not covering the runner.

If the kick is to the opposite side of the field:

- Move cautiously toward the play.
- Observe the action of the other players in the vicinity of the runner.

### **4. LINE JUDGE**

Before the kick:

- Monitor the team bench area.
- Move to a position on K's free kick line, at the side line, opposite the Linesman.
- Count Team K players and confirm with Umpire.
- Hold an arm above your head to indicate that you are ready after the Referee points at you.

If a short free kick is anticipated:

- Position: On K's free kick line at the sideline.
- Be alert for first touching by K or for a kick which does not cross R's free kick line.

After the kick:

- Be alert for first touching by K.
- Mark the spot of first touching with the bean bag.
- Watch for any infractions involving the free kick lines and cover 15 - 20 yards down the sideline.
- Watch the initial blocks of the players in your coverage zone.
- Pick up the runner from the Back Judge and follow on a long return.
- Maintain a position providing coverage of your sideline at all times.
- If the ball becomes dead in your area, sound the whistle and give the time out signal.
- After the ball has gone downfield, move deliberately in that direction while observing the legality of blocks and action away from the ball when you are not covering the runner.

If the kick is to the opposite side of the field:

- Move cautiously toward the play.
- Observe the action of the other players in the vicinity of the runner.

## 5. BACK JUDGE

Before the kick:

- Position: On R's goal line at the goal line pylon opposite the Referee. (Adjust position as far up as the 15 yard line when the kicker's ability is determined).
- Count Team R players and confirm with Referee.
- Be certain that spectators are behind the restricted area and that the coaches and substitutes are in the team box.
- Time the 60-second interval following a score
- Signal all officials 15 seconds before ready for play by giving two (2) short blasts of your whistle.
- Hold arm above your head to indicate that you are ready after the Referee points at you.
- If a short kick is anticipated, position yourself on R's free kick line at the sideline opposite the Linesman. Ensure the Referee and Line Judge are aware of your position.
- Be alert for first touching by K or a kick which does not cross R's free kick line.
- **Penalize for delay of game if ball is not kicked within 25-seconds after the ready.**

After the kick:

If the kick is down the middle of the field:

- Pick up the runner and follow until releasing to the covering official.
- If the kick is deep communicate with Referee before signaling Touchback.

If the kick is deep to your side of the field:

- Rule on a possible touchback.
- If the kick is caught or recovered inside the 5-yard line and the runner is downed in the end zone, or the ball goes out-of-bounds there, rule on whether the player's momentum took him into the end zone, and mark the spot of the catch or recovery with your bean bag.

If the kick is outside the opposite inbounds line:

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

When not covering the runner:

- Serve as a clean up behind, to the side of, and around the runner.
- Maintain a position enabling coverage of your sideline at all times.

## 6. ALL OFFICIALS

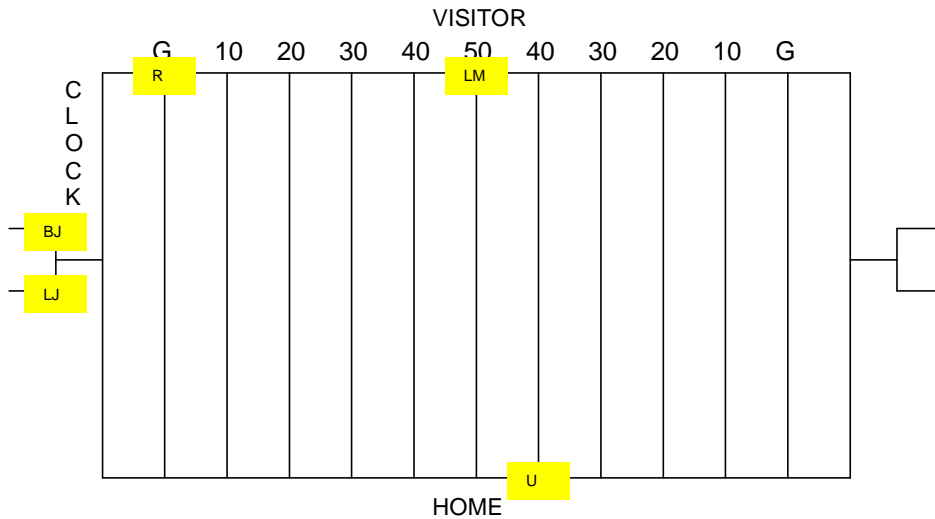
- Signal the clock to start when the kick is touched, other than first touching by K. Echo this signal when given by another official.
- If the kick is out-of-bounds between the goal lines:
  - Sound the whistle
  - Give the time out signal, and mark the spot.
  - Determine if R had touched the ball inbounds.
  - Mark the spot where the kick goes out-of-bounds on your side of the field:
    - If necessary with a bean bag if touched inbounds by R.
    - With a penalty marker if untouched inbounds by R.
- Except for the Umpire, maintain a position to cover the sideline at all times.
- Be alert for fair catch signals by the Receivers beyond the neutral zone.
- Sound the whistle when the ball becomes dead in your area and give the time out signal.
- Carry the bean bag in your hand.

For a free kick following a safety:

- Each official assumes duties in the same relative position as for a normal kickoff.
- The ball may be put in play by a drop kick, place kick or punt.
- Assist with lining up players on the appropriate yard lines.

**FIELD GOAL ATTEMPT BY FREE KICK AFTER A FAIR CATCH  
OR AWARDED FAIR CATCH**

Free Kick Following Fair Catch



**1. REFEREE**

- Position: On Linesman side of field on R’s goal line.
- When the kick is attempted, be ready to rule on ball breaking plane of R’s goal line.
- Echo the appropriate signal to the press box:
  - Signal score or no score.
  - Also give touchback if unsuccessful and the ball breaks plane of goal line (otherwise it is a live ball).

**2. UMPIRE**

- Position on sideline on K’s free kick line opposite the Linesman.
- Be responsible for your sideline to the kicker’s goal line in the event of a long return.

**3. LINESMAN**

- Handle the same duties as during a normal kickoff.
- Position: on the sideline, on R’s free kick line.

**4. LINE JUDGE AND BACK JUDGE**

- Position: Beyond the end line and behind the upright on your side where you feel most comfortable.
- Give the appropriate signal
- Signal score or no score.
- Also give touchback signal if unsuccessful and breaks the plane of the goal line.
- If the kick is short and lands in the field of play move forward to cover the play. The LJ will move forward and to the sideline for coverage.

**5. ALL OFFICIALS**

- Take charge and get the players into proper positions.
- If the kick is not successful:

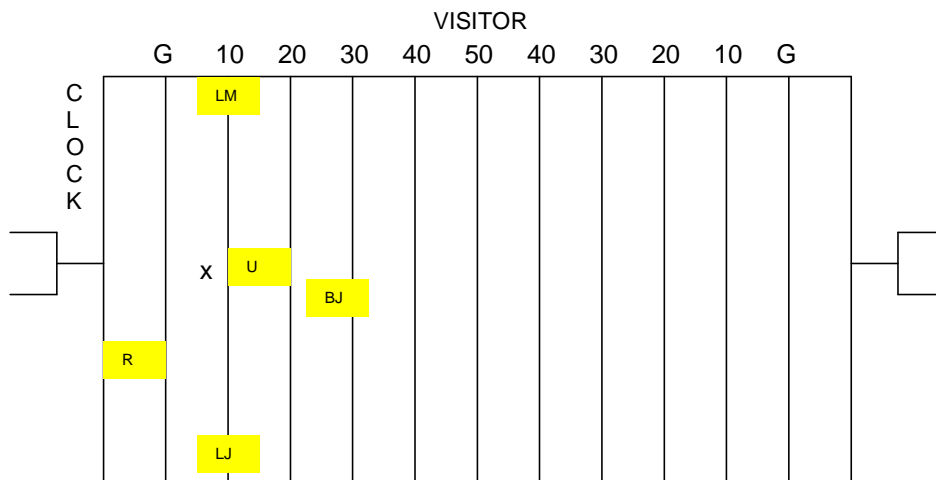
- If the ball breaks the plain of the goal line or goes over the end line, the Referee gives the touchback signal.
- If Team R can advance, proceed as for a free kick, which remains in play.

**Reminders:**

- Place the ball at the **center** of the field at the proper yard line.
- The offensive team may choose to either free kick or snap the ball after a fair catch or an awarded fair catch.
- The captain of Team A may request that the ball be moved to any spot along the proper yard line between the inbounds.

**RUNNING PLAYS**

Scrimmage Play



**1. REFEREE**

After spotting ball:

- Declare the ball ready-for-play by using the established procedure.
- Position: Behind Team A (distance back or to the side varies with Team A's formation).
- Usually on the passing arm side of the quarterback but may be on the wide side of the field as ball location and play situation dictate.
- Be able to view the tackle on the far side and the backs.
- Check the following:
  - The number of Team A players (confirm with the Umpire).
  - The eligible backs.
  - Snap irregularities and the movement of linemen.
- Be alert for an illegal shift or a player in motion.

After the snap:

- Key the tackle on the opposite side. If he blocks aggressively, read run. If he passes blocks, read pass.
- Watch the ball, the runner and action around the runner to the neutral zone.
- If the action is not in the direction of your original position, move toward or parallel to the scrimmage line, maintaining a position approximately in line with the runner's progress.
- Delay moving immediately toward the line of scrimmage to avoid hindering a reverse or delayed play and to assure maximum vision of the play.
- Move behind the play toward the side of the field to which the play advances to cover the runner if he is downed near the line of scrimmage.

- You are responsible for the runner until he crosses the neutral zone.
- Check the following:
  - Illegal use of the hands by players of Team A.
  - Action behind the ball and away from the runner near the line.
  - Action on the quarterback after the hand-off.
  - A forward progress spot from the Linesman or Line Judge indicating the foremost point of the ball on a quick line play.
  - A backward or forward pass when the ball is thrown.
  - The out-of-bounds spot behind the neutral zone.
- When the ball is dead:
  - Move quickly to its location.
  - Be positive of the ball's location before sounding the whistle. The Referee's whistle should rarely be the first whistle at the end of a play.
  - Help spot the ball, then give the ready-for-play signal and sound the whistle.
  - If a 1<sup>st</sup> down has been made or a change of team possession has occurred, give the time out signal to stop the clock, unless it is already stopped by rule.

## 2. UMPIRE

After spotting the ball:

- Position: (Stay over the ball until the ready-for-play is given or until the Referee moves you off the ball).
- Less than 8 yards behind Team B's line and between B's ends, keeping the snap in view is the normal position. Normally will be opposite the Referee.
- Do not interfere with the vision or movement of defensive backs or linebackers.
- Vary your position so that players cannot use you as interference.
- Check the following:
  - **UNBALANCED LINE:** Indicate to both wing officials the number of players of the offensive team who are on the line-of-scrimmage on the "loaded or heavy side," exclusive of the snapper. Do this by holding up a hand in front of your body, above the head with the number of players on the "loaded or heavy side," again exclusive of the snapper.
  - The number of Team A players (confirm with the Referee).
  - The 5 players numbered 50 -79 on the offensive line of scrimmage.
  - Pick up signals from the Linesman and Line Judge for split ends and flankers on or off the line of scrimmage and work with L and LJ in assuring 7 offensive linemen are on the line of scrimmage.
  - Check for interference with the snap, false starts or encroachment.
  - Listen for disconcerting signals by Team B (this is a **dead ball** foul - 15 yards : Unsportsmanlike)

After the snap:

- Key the snapper and guards. If they block aggressively, read run. If they pass block, read pass.
- Read the point of attack.
- When the play is wide to one side: (Do not watch the ball!)
  - Move in that direction, observing the initial line play and the action around the runner (especially on short gains or losses in the side zones).
  - Remain on the inside, working out, to maintain "boxed in" coverage.
- When the hole opens directly in front of you: (Do not watch the ball!)
  - React and adjust according to the play; possibly move laterally (quick step) from the hole, being alert for the tight end cutting across.
- Cover action at the point of attack and then behind the runner.
- Check for illegal use of hands and holding or other fouls near the neutral zone.
- Be alert for the following:
  - A quick kick or pass.
  - Ineligible receivers and touching by team B of a forward pass behind the line.
- If a fumble occurs beyond the neutral zone, assist in determining who secures possession.

- Assist if the wing official's view of the goal line is obstructed and you are certain that the ball in possession of a runner has broken the plane of B's goal.
- When the ball is dead:
  - Move towards its location.
  - Be positive of the ball's location before sounding the whistle. The Umpire's whistle should rarely be the first whistle at the end of a play.
  - Help spot the ball.
  - If a change of team possession has occurred, give the time out signal to stop the clock, unless it is already stopped by rule.

### 3. LINESMAN AND LINE JUDGE

After the ball has been spotted:

- Position: Straddle the line the ball is on; at least 5 yards outside the widest offensive player or on the sideline if necessary;
- Check the down box number.
- Use an extended arm signal(s), @ 45 degree angle, and hold until the snap, to indicate the two (2) widest Team A players on or off the line of scrimmage.
- Identify eligible receivers on your side of the line.
- Take primary responsibility for a "covered up" receiver on your side.
- Line Judge, count Team B players (confirm with the Back Judge).
- Check the following:
  - Wingbacks, flankers, split ends and slot backs for legal position, numbers, etc.
  - The widest two (2) players on your side of the snapper, including backs, as eligible receivers.
  - **Player starting in motion on your side of the snapper: you will have responsibility for him at all times.**
  - Player in motion on your side of the snapper. Maintain this responsibility for him as long as he is on your side of the snapper or if he reverses and returns to your side of the snapper.
  - Encroachment, snap infractions, or false starts.
- Count the number of offensive linemen on your side of the snapper and if the line is unbalanced communicate with each other and the **Umpire**, the number of Team A linemen on your side of the snapper by using hand signals above the head showing the number. (Communicate!!)
- With the Umpire and opposite wing official, be responsible for 7 players on Team A's line of scrimmage.
- Be alert for illegal substitutions.
- Identify "covered-up" receivers on your side of the line
  - Indicate with an extended arm at a 45 degree angle and a closed fist that there is an ineligible receiver with an eligible number covered by a player on the line of scrimmage.

Areas of responsibility after the snap:

- Key the end and wide receiver if a defender is covering him tightly. If the end is uncovered, (no split receiver on the line), look through to the tackle to read run or pass.
- Be alert for quick plays into the line and assist in marking forward progress always with the DOWNFIELD FOOT.
- Watch the initial line charge.
- On a wide end run to your side, observe the blocking near the neutral zone.
- Check blocks on eligible receivers and crack back blocks by the receiver.
- When the ball comes to your side of the field:
  - Cover the sideline.
  - Sound your whistle when the ball becomes dead and move in to the spot of the dead ball.
- If the ball becomes dead in the side zone, toss it to the Back Judge, Referee, or Umpire for spotting.
- When the ball goes to the opposite side:

- Move cautiously into the general area until you are certain there will be no reverse or counter play.
  - Observe action on the linebackers and backside pursuit.
- On down the line option plays toward you, observe the pitchman, loose ball and the pitchman if he becomes the runner.
- Watch for late blocks and forearm blows away from the runner.
- If the ball goes out-of-bounds:
  - Immediately signal time-out.
  - Hold the out-of-bounds spot and continue to watch action on the runner and defenders out-of-bounds. **DO NOT TURN YOUR BACK ON THE PLAY OUT-OF-BOUNDS!** As a last resort, drop the bean bag on the spot and follow action.
- While moving downfield with the runner, watch for an illegal forward pass or a fumble.
- If play continues following an illegal forward pass, drop your penalty marker at the spot of the pass to indicate where the run ended.
- On plays near the goal line, move to the goal line and officiate back to the ball to determine the dead ball spot or when the ball in possession of a runner has broken the goal line plane.

#### 4. LINESMAN (Working with the line-to-gain equipment and crew)

- Confirm and echo the Referee's signal (down number) verbally and with the proper hand signal.
- Repeat the Referee's time-out signal.
- Do not turn your back to the field of play when having equipment moved.
- Remind down marker operator to move box only after signal from Referee or Linesman
- When it is necessary to move the yardage chain:
  - Spot the foremost point of the ball with the downfield foot.
  - Have the down marker operator mark the spot, thus informing the Referee that the yardage chain is ready.
  - Ensure that the chains are properly set and that the clip has been properly placed.

#### 5. BACK JUDGE

After the ball has been spotted:

- Position: 20 yards beyond the defensive line of scrimmage and always deeper than the deepest defensive back.
- When the ball is on an inbounds line, position yourself no wider than the near upright.
- On single and/or double spread formations, adjust your position according to the location of the Linesman and Line Judge to provide the best coverage.
- Count Team B players (confirm with the Line Judge).
- **Responsible for 25 second clock.**

After the snap:

- Key the tight end or end on the strong side. If the formation is balanced, key the end on the Line Judge's side.
- On runs to either side of the field, move so that the runner is between you and the wing official, while observing the blocks in front of the runner.
- Stay far enough away to keep the play boxed in.
- Cover players who are deeper than the Linesman or Line Judge.
- When the runner breaks free, cover action around him.
- Cover the end line.
- Maintain an inside-out coverage. Do not move to the sideline unless the runner goes out-of-bounds or the ball becomes dead near the sideline.
- On out-of-bounds runs, especially in team box areas, move into the area of the dead ball and assist the other officials in maintaining order.
- During the play keep all players in front of you.
- Assist wing officials with coverage on blocks by wide receivers moving back inside on sweep plays.

- Assist with relaying the ball from the wing official, or ball person, to the Umpire. Ball persons shall be instructed to take balls all the way to the Umpire and hand the ball to him on any ball change.
- Unless the ball becomes dead down field the Back Judge should rarely have the first whistle at the end of a play.

## 6. ALL OFFICIALS

Areas of responsibility:

- Keep the play properly boxed-in.
- Before sounding your whistle:
  - Be certain that the ball is dead.
  - Be certain of the location of the ball.
  - Keep eyes on the runner when you are covering the play and on your area of responsibility when not covering the runner.
- When the ball becomes dead in your area, sound the whistle promptly and be alert for dead ball fouls.
- Touchdown signals should be given while stationary standing on the goal line. They should not be signaled while running down the field.

If there is a fumble, the covering official should:

- Mark the spot of the fumble with a bean bag.
- Rule on possession immediately.
- If it is necessary to “dig” for the ball, the first official in should “dig”. The remaining officials should continue to observe dead ball action around the pile and determine whether or not to stop the clock.
- If the opponent of the fumbling team recovers while on the ground, the covering official should immediately signal time-out and then 1<sup>st</sup> down.
- If the offense recovers, the covering official should indicate the number of the next down with finger(s) or fist (if 4<sup>th</sup> down).
- If the ball becomes dead before the ball becomes loose, the covering official should sound his whistle immediately to indicate that the down had ended.

If the ball goes out-of-bounds:

- The covering official should:
  - Give the time-out signal immediately.
  - Mark and hold the spot where the ball crossed the sideline.
  - Continue to observe action. NEVER TURN YOUR BACK ON A PLAY OUT-OF-BOUNDS!
- The nearest official should retrieve the ball, unless the covering official is in the best position to do so.
- Other officials:
  - Echo the time-out signal.
  - Move quickly into position to assist in getting the ball ready-for-play.
  - Be alert for substitution infractions.

## FORWARD PASS PLAYS

### 1. REFEREE

Before the snap:

- Identify eligible backs.

After the snap:

- Observe all blocks behind the neutral zone.
- As the passer retreats, remain wide and deeper than the passer.
- Give special attention to contact with the passer:
  - After the ball is released, continue to observe the passer, not the flight of the ball.

- Verbally alert defenders when the passer has released the ball.
- Determine whether the pass is forward or backward. (On quick passes, this will be primarily covered by the wing officials.) Be alert to observe an illegal pass:
  - A forward pass thrown from beyond the line of scrimmage is the primary responsibility of the Referee.
  - If you must rule on a passer near the line of scrimmage move to the spot of the pass to determine whether the passer's feet were in or behind the neutral zone when the ball was released.
  - If the pass is illegal, drop the penalty marker.
  - You are solely responsible for intentional grounding but you may request assistance from other officials to determine if any eligible receivers were in the area. Other officials who have a concern that an intentional grounding may have occurred should advise the Referee that they did not have an eligible receiver in the area of the pass. The referee is solely responsible after receiving input from the crew.
- Continue to observe action behind the neutral zone before leaving the area.

## 2. UMPIRE

Before the snap:

- Observe ineligible receivers and numbering requirements of offensive linemen.

After the snap:

- Be alert for illegal contact on the snapper.
- Watch for illegal contact and illegal use of the hands and holding.
- When you read forward pass, step toward the neutral zone:
  - This removes you as a target on shallow drag routes.
  - This puts you in position to rule on whether ineligible are illegally downfield.
- Observe action of the players in and just behind the neutral zone.
- You have secondary responsibility in determining if a pass is thrown from beyond the line of scrimmage.
- Assist in determining whether the passer's feet were in or behind the neutral zone when the ball was released.
- Turn to cover short passes down the middle.
- Know where the forward pass first touches anything. If the ball is touched by Team B, give signal #11 (Legal Touching)
- Cover fumbles in your area; mark the spot with your bean bag.
- Always know the previous spot and assist in getting the ball back to the spot for the ready for play after an incomplete pass.

## 3. LINEMAN AND LINE JUDGE

Before the snap:

Linesman:

- Position: Same as for a running play, on the end of the line on the side with the line-to-gain equipment -- assist players with line-up, if necessary however, do NOT tell players to move up or back (inform them that your foremost foot is on the line).

Line Judge:

- Position: Same as for a running play; on the end of the line opposite the Linesman. Assist players with line-up, if necessary.

After the snap:

- Move to a position to check the blocking and contact of eligible receivers and linebackers.
- Be ready to rule on the direction of a quick quarterback pass.
- Move downfield cautiously, 5 to 7 yards to cover short passes on your side of the field.
- Watch for interference by either team.
- Be ready to rule on a fumble or an illegal pass.
- If the pass is incomplete in your area:
  - Sound the whistle.
  - Give the incomplete pass signal.

- Retrieve the ball and relay to the official nearest the previous spot.
- Be ready to adjust your coverage if the potential passer decides to run.
- Be alert for sideline action (e.g., the receiver going out of bounds).
- Be alert for forward progress of the runner.
- You are responsible for the entire sideline (from end line to end line).
- Always be prepared to come back to rule on a play near the neutral zone in addition to sideline action.

#### **4. BACK JUDGE**

Before the snap:

- Same duties as for running play.

After the snap:

- Cover deep receivers down the middle and to each sideline.
- When the pass is thrown, move quickly to the ball:
  - Watch for interference by either team.
  - Be ready to rule on a possible fumble or illegal pass after a completion.
  - Be ready to rule on all passes near the goal line and end line.
  - Keep all players in front of your position.
- If the pass is incomplete in your area:
  - Sound the whistle.
  - Give the incomplete pass signal.
  - Retrieve the ball and relay it to a nearby official.
- If the pass is complete, sound your whistle when the ball becomes dead:
  - Move in to spot the ball.
  - If the line-to-gain has been reached, give the time-out signal.

#### **5. COVERING OFFICIALS**

- Be alert for illegal passes.
- Observe touching or catching by ineligible receivers.
- Watch for holding of eligible receivers and all contact beyond the neutral zone, both before and after the pass is thrown.
- When ruling on a pass reception involving the sideline, give the signal to indicate the governing action for the result of the play. This should be the incomplete signal followed by time-out signal, OR mark the dead ball spot and signal time-out to stop the clock when the pass is complete and the runner goes out-of-bounds.
- On passes involving the side line/end line (corner of the end zone), the two officials should see the play and communicate as to whether the reception has or has not been made and then give the appropriate signal.
- When in doubt about a catch or no catch, the pass should be ruled incomplete
- If the pass is intercepted inside the defensive team's 5-yard line and the player making the interception is downed in the end zone or the ball goes out-of-bounds there:
  - Be prepared to rule whether his momentum took him into the end zone.
  - If momentum is involved mark the spot of the interception with the bean bag.



After the snap:

- Step toward the neutral zone, first observing action on the snapper, then shift to action of the offensive guards and backs behind the neutral zone. If the snap is mishandled or if there is a question as to whether the kick will be made, move to the neutral zone to rule on the kick crossing the line, and to rule on an illegal kick if the ball is kicked from beyond the line.
- Read the play--be alert for a run or pass.
- Be alert to assist the Referee in covering a short or blocked kick and determining if the ball crossed the neutral zone.
- Following the kick, pivot to view the Line Judge's side of the field to observe blocks away from the ball.
- Be alert for fouls in the secondary and move downfield slowly.
- When the ball goes out-of-bounds, move to a position to help relay the ball to the inbounds spot.

### 3. LINESMAN AND LINE JUDGE

Before the snap:

- **Position:** Same as for a run or pass.

After the snap:

- Be alert for valid or invalid fair catch signal by ANY receiver.
- Cover all kicks to your side.
- Be alert for illegal blocks and holding fouls on the kicking team by the receivers.
- If the kick goes out-of-bounds in flight:
  - Sound the whistle and give the time-out signal.
  - Move farther downfield than where the ball went out-of-bounds.
  - Walk up-field until the Referee spots you on the sideline with his outstretched arm.
- If the kick rolls out-of-bounds:
  - Sound the whistle and give the time-out signal.
  - Hold the out-of-bounds spot and continue to observe play action.
  - As a last resort, drop the bean bag at the spot if you must retrieve the ball.
- Assist the Referee in covering the ball on a short or blocked kick:
  - Note whether the kick was touched beyond the neutral zone.
  - Note if the kick is recovered in or behind the neutral zone.
- **Linesman:** Hold position after the snap; for a normal kick know if the ball crossed the neutral zone, then move slowly downfield covering your side between the neutral zone and the deep receiver(s). If the snap is mishandled or if there is a question as to whether a kick will be made, assist the referee with coverage; the umpire will take responsibility for the kicked ball crossing the neutral zone.
- **Line Judge:** Release on the snap, move deliberately downfield, watching the kicker catch the snap as you leave the line. If the snap is not caught, return and help cover the play. When moving down field, cover your side between the neutral zone and the deep receiver(s).

Routine kick:

- If the kick is to the far side of the field, delay then cover fouls in the secondary.
- Move with the runner if he comes to your side.
- Assist Referee with goal line coverage on a long return.
- When the ball becomes dead:
  - Sound the whistle and give the time-out signal and mark the spot.
  - Make sure there is possession after a fair catch signal.
- If there is a foul, have a free official cover the dead ball spot and the flag while the official calling the foul reports the information to the Referee.
- **Line Judge:** Observe action of the signaler when no fair catch is made.
- **Linesman:** Watch the Referee for the "all clear signal" to move the line-to-gain equipment.

#### 4. BACK JUDGE

Before the snap:

Position: Beside or within one yard in front or behind the yard line on which the deepest receiver is positioned and usually on the Linesman's side of the field.

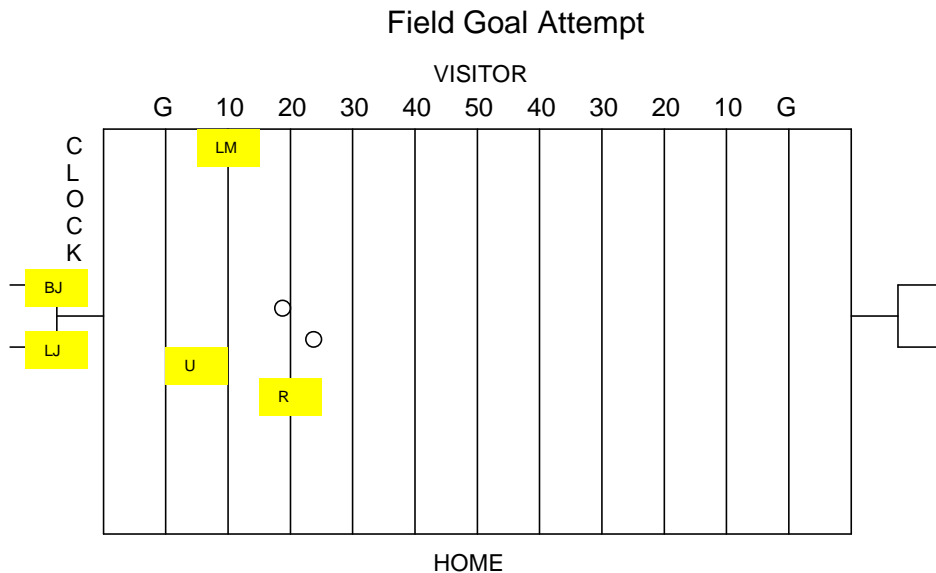
NOTE: position may be on the Line Judge's side if warranted by the position of the receiver(s) and the ability of the kicker.

- Maintain a distance of 5-7 yards wider than the deepest receiver.
- Be alert for valid or invalid fair catch signal by ANY receiver.
- Keep in mind that R's goal line is your responsibility during all punts.
- Count Team R players (confirm with the Line Judge).
- Carry a blue bean bag in hand to mark the end of the kick.

After the snap:

- When the kick is short to either side:
  - The Linesman or Line Judge will assume responsibility for the ball.
  - Observe the action of players around the ball.
- Cover long or deep kicks out-of-bounds on the Linesman side.
- When the kicked ball goes out-of-bounds in flight, sound the whistle. Assist the Linesman with locating the correct out of bounds spot.
- Give the time-out signal.
- Cover all kicks down the middle and be ready to rule on whether the kick is touched by either team:
  - If the ball is muffed, be prepared to rule on possession.
  - Be alert for a hand-off or reverse.
- When Team K is the first to touch a scrimmage kick which is moving:
  - Mark the spot of first touching with a bean bag.
  - Continue to cover the play.
- When Team K is the first to touch a kick at rest beyond the neutral zone, sound the whistle, give the time-out signal and mark the spot.
- Following a fair catch:
  - Sound the whistle and give the time-out signal and mark the spot.
  - Be sure the Referee knows that a fair catch has been made.
- When a fair catch signal is made:
  - Stay with the ball.
  - Let the Line Judge observe action by the player who gave the fair catch signal (if he is not the player who actually makes the catch).
- When no fair catch/signal is made, move with the runner who catches the kick and advances.
- One of the other officials will ordinarily pick up the runner near the line of scrimmage.
- When this is done, delay and observe action behind the ball keeping players in front of you.
- When one of the other officials is screened out and is not able to pick up the runner, move with him and sound the whistle, give the time-out signal and mark the spot when the ball becomes dead.
- When your position is near the goal line, remember that a kick which breaks the plane of the goal line is a touchback.
- When a kick goes into the end zone:
  - Sound the whistle immediately and give the touchback signal.
  - Inform the Referee of the status of the ball before placing it for the next play.
- If the kick is caught inside the 5-yard line and the runner is downed in his end zone or the ball goes out-of-bounds there, be prepared to rule on whether his momentum took him into the end zone.
- Mark the spot of the catch, inside the 5-yard line, with a bean bag.
- Use a blue bean bag to mark the end of the kick.

**FIELD GOAL ATTEMPT OR TRY FROM ANY DISTANCE**



**1. REFEREE**

Before the snap:

- Position: On the same yard line as the holder and at least 5 yards to the side, facing the holder and in a position to see the holder receive the ball when snapped.
- Count Team K players (confirm with the Umpire).
- Observe guards and snapper within your line of vision.

After the snap:

- Watch for a muff or fumble by the holder.
- Cover as usual if a run or pass develops.
- Assist with sideline coverage if a run develops to the vacated Line Judge's side.
- If successful, signal a score after receiving the signal from the Line Judge and/or Back Judge.
- If unsuccessful, signal no score, followed by Touchback Signal if ball broke plain of goal line.
- Rule on roughing/running into the kicker or holder.
- If the **TRY** is blocked, immediately sound the whistle and give the no score signal.
- If the **FIELD GOAL** attempt is blocked, the ball remains alive.

**2. UMPIRE**

Before the snap:

- Position: Less than 8 yards deep, favoring the Line Judge's side of the field.
- Check for the use of the numbering exception; Count Team K players (confirm with the Referee).
- Key the action of the snapper and guards. Watch for illegal leg locking.

After the snap:

- Step toward the neutral zone, reading the interior linemen.
- Check action on the snapper (Illegal action by the defensive man over the snapper).
- Be alert for assisting in determining if the kick crosses the neutral zone.
- Be ready to assist the Referee in covering a short or blocked kick.

- Be alert for action on or by outside offensive linemen and front-most blocking back on the vacated Line Judge's side.
- Shift observation to contact between defensive players and blockers behind the line.
- After players move past your position, pivot to view the Line Judge's side of the field and observe blocks in the side zone and move toward the play to observe action.
- Assist in goal line coverage if a run develops to the Line Judge's side.

### 3. LINESMAN

Before the snap:

- Position: 5 to 7 yards outside the offensive end.
- Observe the neutral zone.

After the snap:

- When a pass or run develops, move with the play, as on any other goal line play.
- Quickly move to the goal line if a run develops to the Line Judge's side.

### 4. LINE JUDGE AND BACK JUDGE

Before the snap:

- Positions: Beyond the end zone and behind the upright on your side in a position where you feel most comfortable and provides the best coverage of the upright.
- Count Team R players (confirm with one another).

After the snap:

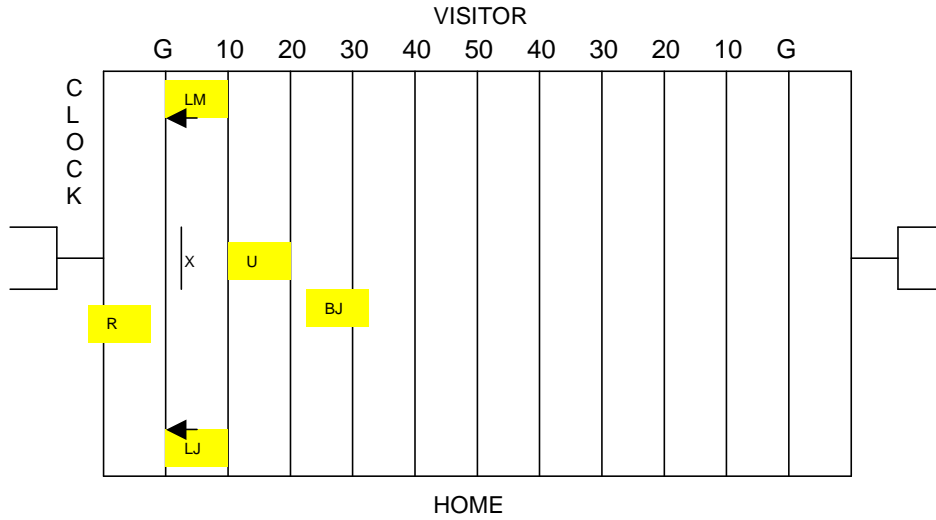
- Assume responsibility for the end line and for determining if the kick goes over or under the crossbar and inside the uprights.
- **Back Judge** will sound the whistle when the kick passes the uprights or touches the ground in the end zone or beyond.
- Remain stationary and signal score or no score. (Communicate verbally with one another with: **"YES" or "NO"**.) Give good, crisp signals and hold signals until acknowledged by the Referee. Give touchback signal if unsuccessful and breaks the plain of the goal line.
- Be prepared to move if the kick is blocked, obviously short, or a fake:
  - Key on the tight end if on your side.
  - **Back Judge:** If a run develops to the Line Judge's side, quickly move along the end line to the back pylon, to rule on end line action.
  - **Line Judge:** When run situations develop to your side, you have primary sideline responsibility, with the Referee's assistance.
  - Move to goal line if kick is short. Use bean bag to mark the end of the kick.

### 5. ALL OFFICIALS

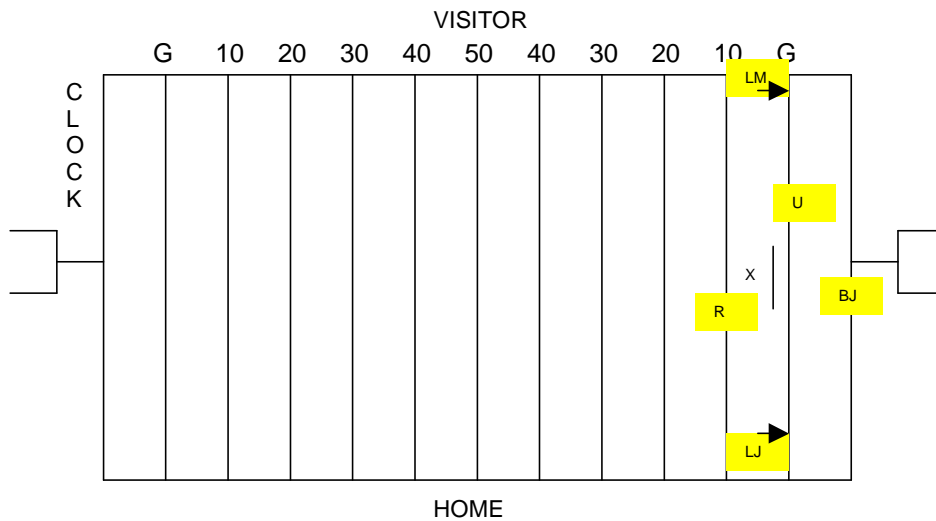
- Take positions for a field goal or try attempt if the kicking tee is brought onto the field.
- Be alert for a runback of an unsuccessful field goal attempt which is caught or recovered in the field of play.
- Remind other officials that if field goal attempt is blocked, the ball remains alive. This reminder should be given verbally and using the rolling fists signal.

**GOAL LINE PLAYS**

**Goal Line Plays (Going Out)**



**Goal Line Plays (Going In)**



**1. REFEREE**

- Position and cover the same as for any scrimmage play.
- Do not give the touchdown signal from behind the runner, unless the score is obvious.
- Give the touchdown signal if a touchdown has been signaled by another official and no foul has occurred.

**2. UMPIRE**

- Position: Near the goal line with the same coverage as for any scrimmage play.
- Remind wing officials of the goal line location, when inside the 5 yard line.

- Do not give a touchdown signal from in front of the runner unless obvious.
- Be alert for a quick jump pass over the line of scrimmage.  
**When the runner has made a quick thrust into the line, be sure the ball is not moved forward after it is declared dead. UMPIRE MUST ASSIST the wing officials if they are screened/blocked out, and look to you for help. Give the touchdown signal only if you see the football break the plane of the goal line. Be ABSOLUTELY SURE that a touchdown has been scored. Otherwise, give no signal!**

### 3. LINESMAN AND LINE JUDGE

- Position as for any scrimmage play (pinch in as formation allows---do not get split out too wide).
- On a snap from between the 10 and 5 yard lines, release slowly downfield and STAY AHEAD of the runner to the goal line.
- On a snap inside the 5 yard line, release to the goal line and officiate back toward the ball if necessary.
- Note the farthest point to which the ball is advanced:
  - If short of the goal line, move quickly and help by marking the foremost point with an extended DOWNFIELD FOOT or by actually placing the ball.
  - If you see the ball in possession of the runner touch or cross the goal line plane, move to the goal line (if necessary) and from a stationary position give the touchdown signal.
  - If the ball does not break the goal line plane, do not give any signal.

### 4. LINESMAN

- Remove the line-to-gain equipment from the sideline when the line-to-gain is the goal line. The chains should be removed far enough from the side line so they do not impair your movement or create a safety issue for players.

### 5. BACK JUDGE

- Position: Not as deep as for other scrimmage plays.
- Start on the end line if the snap is from the 15 yard line or inside.
- Assume complete responsibility for end line coverage.

### 6. ALL OFFICIALS

- ONLY THE OFFICIAL(S) WHO ACTUALLY SEES THE TOUCHDOWN SHOULD GIVE THE TOUCHDOWN SIGNAL!
- OFFICIAL(S) NOT OBSERVING THE TOUCHDOWN, DO NOT MIRROR THE SIGNAL!

## AFTER A TOUCHBACK, SAFETY, TRY OR FIELD GOAL

### 1. REFEREE

- Declare the ball ready-for-play using established procedures.
- Follow mechanics outlined for scrimmage play or free kick.

### 2. UMPIRE

- Take the ball to the center of the field on the proper yard line and place it with the foremost point at the back edge of the line.
- Follow mechanics outlined for scrimmage play or free kick.
- Move to your normal position.

### 3. LINESMAN

- Be alert for substitutions and any irregularities regarding the number of players.
- Move to your proper position.
- Follow mechanics outlined for scrimmage play or free kick.

#### 4. LINE JUDGE

- Obtain ball for next play and relay it to the Umpire for spotting.
- Following a FG or Try, if a kickoff is to follow, the ball person should be instructed to place a game ball behind the goal post.
- Follow mechanics outlined for scrimmage play or free kick.

#### 5. BACK JUDGE

- Time the 60-second interval following a Safety, Try, and successful FG; notify the other officials 15 seconds prior to the Ready by giving two (2) short blasts of your whistle.
- Follow mechanics outlined for scrimmage play or free kick.
- Be alert for substitutions and any irregularities as to the number of players.

#### 5. ALL OFFICIALS

- Be alert for substitutions and any irregularities regarding the number of players.
- Do not permit any team attendants on the field following a touchback.
- Reminder: for a free kick following a safety:
  - Each official assumes the same relative position and has the same duties as on a kickoff.
  - The ball may be put in play by a drop kick, place-kick or punt.
  - Strive to put the ball in play without delay.

### ADMINISTERING PENALTIES

#### 1. REFEREE

- When the ball is dead following a foul:
  - Give the time-out signal.
  - Get full information from the official who called the foul.
  - Give the preliminary signal to the press box side of the field only. Preliminary signals are not required to be given for “automatic” dead ball fouls such as encroachment and false start.
  - Give the penalty options to the captain of the offended team.
- When the captain's most advantageous choice is obvious, quickly inform him.
- When the captain does not respond, his silence shall be considered acceptance of the obvious choice. Once made, the choice cannot be revoked.
- Make note of the enforcement spot for the penalty.
- After the ball has been spotted, give the final signal for the foul to the press box side of the field only.
- When a penalty is declined:
  - Go to the spot of the ball.
  - Give the signal for the foul followed by the penalty declined signal to the press box.
- When there is a double foul:
  - Signal each foul, facing the press box.
  - Follow this with the penalty declined signal.
- When two penalties are enforced, give the proper signals following each enforcement.
- When a penalty is to be enforced on the kickoff or succeeding spot in OT:
  - Indicate the score is good.
  - Follow with the proper foul signal.
  - Point to the offending team.
  - Point to the succeeding spot.

## 2. UMPIRE

- Secure the ball and move to the enforcement spot.
- Make note of the enforcement spot.
- Proceed with the enforcement of the penalty.
- On a properly marked field, avoid stepping off the distance between yard lines, except for the first and final yard line.
- Walk briskly using an arm signal to point to each yard line that you cross.

## 3. LINESMAN

- Be ready to have the line-to-gain equipment moved after penalty administration.
- Be certain of the down number.

## 4. LINE JUDGE

- Return the time-out signal to the Referee.
- Hold the enforcement spot to ensure the distance is properly administered.

## 5. LINESMAN AND LINE JUDGE

- Check enforcement.
- Do not permit trainers, attendants, or coaches to come onto the field.
- Assist in holding the spot of the foul or recovering the penalty marker.
- Relay the penalty information to the appropriate coach.

## 6. BACK JUDGE

- Help obtain the ball.
- Assist in holding the spot of the foul or recovering the penalty marker.
- Assist in relaying foul information to the appropriate sideline.

## 7. ALL OFFICIALS

- When observing a live ball foul:
  - Drop the penalty marker on the proper yard line and continue to observe the play, noting the location/status of the ball at the time of the foul.
  - Withhold blowing the whistle!
- When the ball becomes dead:
  - Give the time-out signal.
  - After delay sound the whistle using several short blasts to alert rest of the crew that a foul has occurred.
  - Verbally report the information to the Referee. GIVE NO VISIBLE SIGNAL!
  - AN AVAILABLE OFFICIAL SHOULD COVER THE FLAG, AND MUST MAINTAIN THE DEADBALL SPOT.
  - Make a mental note as to whether the clock should be started on the ready or on the snap.
- When observing a dead ball foul (to include Sideline Warnings):
  - Sound the whistle, toss the penalty marker into the air and give the time-out signal immediately.
  - Follow the procedures outlined in bullet #2 above.
- See that the Umpire assesses the penalty properly in all respects.
- Calling official (Umpire, Linesman, Line Judge, Back Judge)
  - After calling the foul and the ball has been declared dead:
    - Sound whistle and stop the clock.
    - Get the Referee's attention by giving short blasts of the whistle.
    - Make sure that another official is covering the spot of the foul and dead ball spot.
- Verbally report the penalty information to the Referee:
  - Identify the foul.

- Identify the offending team including jersey color and offense/defense or kicking/receiving team.
- Identify the offending player's number or position.
- Indicate the spot of the foul, end of the run or end of the kick.
- Indicate the status of the ball when the foul occurred.
- Assist in locating the captains.
- Recover penalty markers and the ball.
- Penalty enforcement:
  - If the spot of the foul is different from the dead ball spot, go to the enforcement spot.
  - When the Umpire begins enforcement, check for accuracy.
  - Avoid visiting while penalty is being assessed.
  - Record the foul on the game card, noting the offending player's number if an unsportsmanlike foul is called.
- When a disqualifying foul is called:
  - The official who called the foul shall inform the offending player and report his number and type of infraction to the Referee, coach and other members of the officiating crew.
  - Emphasize that the disqualification is for the remainder of the game.
  - If there are double disqualifying fouls, the Referee may designate another official to assist in reporting the foul to the coaches.
  - THE OFFICIAL ***SHALL NOT*** PLACE A HAND ON THE OFFENDING PLAYER, NOR ACCOMPANIES HIM, NOR ESCORTS HIM TO THE SIDELINE.
- ALL OFFICIALS:
  - Record the player's number and name, if known.
  - Observe all other players.
  - Notify the League Office on the game report card (Linesman)
  - Also notify the League Office at (803) 798-0120, by Email, by using the form on The Arbiter, or as a last option by US Mail.

## MEASURING FOR 1<sup>ST</sup> DOWN USING TRADITIONAL RODS AND CHAIN

### 1. REFEREE

- Give the time-out signal.
- Signal to the Linesman to bring the chains onto the field.
- Motion players away from the ball.
- Place one hand on the ground in a vertical position at the foremost point of the ball.
- Rotate the ball so that the long axis is parallel to the sideline.
- Place the front end of the ball against your hand marking the foremost point.
- If in a side zone, measure before the ball is taken to the inbounds spot.
- If the line-to-gain is not reached in the side zone, use the chains to accurately place the ball at the inbounds spot.
- If the ball has gone out-of-bounds, measure to the point where the ball crossed the sideline.
- The inside edge of the forward rod marks the line-to-gain.
- When the measurement is completed:
  - Signal the number of the next down.
  - Spot the ball at the proper place.
  - Wait for the line-to-gain crew to return to its position.
- If a new series is awarded to the opponent of the team which had possession when the ball became dead:
  - Place the ball so that the forward point, when it became dead, becomes the rear point when the direction is changed.
  - **Note:** The new rear rod is set with the inside edge at the new point of the ball so that the line-to-gain is 10 yards in advance of this point. (The chains will be moved the length of the ball, when this is properly done.)
- After measurement:
  - Get the ready signs from the captains.

- Declare the ball ready-for-play,
- If not out-of-bounds, signal the clock to start according to rule.

## 2. UMPIRE

- Take the forward rod from the chainman, at the place of measurement.
- When the Linesman calls "ready," tighten the chain and hold the forward rod near the ball until the Referee reaches a decision. (Do not jerk the chain!)

## 3. LINESMAN

- When a measurement is signaled for by the Referee:
  - Grasp the chain and clip at the midpoint of the yard line (don't just grasp the clip, as it could detach).
  - Instruct the down marker operator to move to the front rod spot and keep the same down number on the box.
  - Bring the chain onto the field behind the ball and place the clip on the midpoint of the yard line.
  - Hold firmly and call "ready" to the Umpire to stretch the chain tightly.
  - Wait for the Referee's decision.
- If no first down:
  - While holding the chain, accompany the crew to the sideline, and reset the chains in their original position.
  - Have the down marker operator move the down indicator to the next down.
- If a new series is awarded - set the inside edge of the rear rod at the foremost point of the ball after it has been spotted by the Referee, and signal to the box operator to set the box on first down.
- Mark the foremost point of the ball for the down marker operator on all 1<sup>st</sup> downs (unless done by the Back Judge following a measurement).

## 4. LINE JUDGE

- Position: Behind the yard line from which the measurement is to be made.
- Align the Linesman with the ball so that measurement is accurate.
- Do not permit team attendants to enter the field.

## 5. BACKJUDGE

- Do not permit team attendants to enter the field.
- Observe all players.
- Position: at the box (down indicator) at the spot of the front rod.
- Ensure the previous down is showing on the box (down indicator) until the measurement is completed.
- Once the measurement is completed and proper down is determined, ensure the box (down indicator) reflects the correct down.

## TIMEOUT PROCEDURE

### 1. REFEREE

- Sound the whistle.
- Signal timeout.
- If the timeout is charged to a team, indicate the team by moving both arms in a horizontal motion toward that team.
- If the timeout is an official's timeout, indicate by tapping your chest with both hands.
- Check the number of timeouts remaining for each team.
- Check the game time remaining with the Back Judge.
- Check the down and distance with the Linesman.
- Notify the head coach after their third (3<sup>rd</sup>) time-out has been charged.
- Take a position away from the other officials, observe Team B.

- When notified by the Back Judge that 60 seconds has elapsed, move to the ball and announce the down and distance.
- While moving away from the ball, give the ready-for-play signal.
- Count Team A players when play is ready to resume.

**2. UMPIRE**

- Maintain a position over the ball and observe Team A until the Referee is ready to start play.

**3. LINESMAN AND LINE JUDGE**

- Move to a position halfway between the ball and your sideline.
- Be alert for the signal from the Back Judge to give your team the 15-second warning; go to the team huddle and say, "Coach, the ball will be ready-for-play in 15 seconds."
- Be alert for substitutes and substituting for purposes of deception.
- Inform the captain and coach of the number of time-outs remaining.
- Make sure that only three (3) attendants enter the field.

**4. BACK JUDGE**

- Time the 60-second interval; notify the other officials 15 seconds prior to the ready for play by giving two (2) short blasts of your whistle.
- Notify Referee when 60 seconds interval elapses by pointing directly at him.
- Observe Team B and count its players when play is ready to resume.

**5. ALL OFFICIALS**

- Repeat the timeout signal.
- Record the timeout, the period, the time remaining in the period, and verify with all fellow officials the number of timeouts remaining for each team.
- Stand alertly erect.
- Do not visit with players.
- Restrict discussion to the team captain.
- Do not huddle in a group.

**INJURY TIMEOUT PROCEDURE**

**1. REFEREE**

- Summon trainer(s) and/or coaches onto the field.
- With input from the other game officials, determine whether the injured player is conscious. If apparently unconscious, inform the coach that the player may not return to the game without the written approval from a physician.
- Observe teams.
- Be ready to assist trainer(s) and/or coach(s) in securing additional medical help, if needed.

**2. UMPIRE**

- Move to a position over the ball and observe substitutions, etc.
- Make sure summoned trainer(s) and/or coach(s) are not on the field for coaching purposes.

**3. BACK JUDGE**

- Note on game card the position of the ball, the line to gain, the down and distance, and the time on the game clock when the injury timeout began. This is to ensure the ball position and the game clock is correct when play resumes.

**4. ALL OFFICIALS**

- Do **NOT** touch an injured player

## ENDING OF PERIOD PROCEDURE

### 1. REFEREE

If a field clock is not used:

- Take an official's timeout with approximately four (4) minutes remaining in the 2<sup>nd</sup> and 4<sup>th</sup> periods.
- Inform both captains of the time remaining and see that both coaches are also notified.
- **Have the Line Judge notify you that time may expire during the next down, approximately 30 seconds before time for the period expires.**
- When time expires and the ball becomes dead, sound the whistle and repeat the timeout signal.

If a field clock is used:

- When facing the clock, be responsible for knowing when time expires.
- If time expires prior to the snap:
  - Sound your whistle to prevent the snap.
- If the ball is snapped immediately after time has expired, sound the whistle loudly and long, and give the timeout signal.
- Following a DELAY to insure that no foul, no obvious timing error, no request for a Coach-Referee conference and no other irregularity has occurred, hold the ball, in one hand, over your head to signal the end of the period.

### 2. UMPIRE (if field clock is used)

- When facing the clock, be responsible for knowing when time expires.
- If time expires prior to the snap sound the whistle to prevent the snap.
- If the ball is snapped immediately after time expired, sound the whistle loudly and long, and give the timeout signal.

### 3. LINE JUDGE:

- **If a field clock is not used, keep the official time.**
- **Notify the Referee approximately 4 minutes before the end of the 2<sup>nd</sup> and 4<sup>th</sup> periods.**
- **Notify the Referee approximately 30 seconds before time for the period expires, that time may expire during the next down.**
- **When time expires and the ball becomes dead, signal the Referee by raising an arm above your head; sound the whistle and give the timeout signal.**
- **Assume responsibility for the team on your side of the field.**

## BETWEEN PERIODS PROCEDURE

### 1. REFEREE

- Note and record the down, distance and yard line nearest the foremost point of the ball.
- Announce this information to the other officials and confirm with the Linesman and Umpire.
- Measure the distance from the nearest yard line to the foremost point of the ball, and estimate the distance from the inbounds line.
- When notified by the Back Judge that 60 seconds have expired, announce the down and distance.
- Declare the ball ready-for-play using established procedures.

### 2. UMPIRE

- Record the down, distance and yard line.
- Quickly take the ball to the corresponding spot on the other end of the field and reverse directions.
- When spotting the ball, check again with the Linesman and Referee for accuracy.
- Assist the Referee.

### 3. LINESMAN

- Clip the chain at the midpoint of the yard line and announce the yard line to the chain crew.
- Call out the down and distance to the chain crew.
- Reverse the yardage chain and chainmen.
- Set the yardage chain after the Umpire has spotted the ball.
- Check the number of the down and distance to gain.
- Assume responsibilities outlined for timeout, including giving your team the 15-second warning, when directed by the Back Judge.
- Indicate to the Referee that you are ready, by signaling the number of the down with finger(s) or fist for 4<sup>th</sup> down.

### 4. LINE JUDGE AND BACK JUDGE

- Observe teams while moving to the corresponding spot at the other end of the field.
- Assume responsibilities as outlined for a timeout.
- Check the team box and huddle areas for authorized conference procedure, as during a charged timeout.
- Line Judge, give your team the 15-second warning, when directed by the Back Judge.
- Back Judge, time the 60-second interval; notify the all officials at 45 seconds by giving two (2) short blasts of your whistle.
- Notify Referee when 60 seconds have elapsed by pointing directly at him.
- Back Judge will assist Linesman in monitoring sideline and go to the succeeding spot at the other end of the field.

### 5. ALL OFFICIALS

- Record the team in possession, the down, distance to gain, location of clip, and yard line through foremost point of the ball
- Confirm the information with the Referee.
- Permit only three (3) attendants on the field.
- Either type of authorized coach-player conference may be held.

## BETWEEN HALVES PROCEDURE

### 1. REFEREE

- Signal ECO to start the clock to time the intermission - do not visit with anyone.
- Give the game ball to the umpire (at the end of the 1<sup>st</sup> half).
- Discuss any problems in private.
- **Be responsible for placing three (3) minutes on the clock once time expires for half time.**
- Determine which team has the choice to start the 2<sup>nd</sup> half.
- Along with the Back Judge, be in the center of the field to meet the captains.
- Relay choices to the team benches and the press box with the appropriate signals.

### 2. UMPIRE

- Escort your captain to the center of the field.
- Secure the ball of the kicking team (prior to the start of the 2<sup>nd</sup> half).
- Observe and record options.
- Instruct the kicker to wait for the Referee's signal before kicking the ball.
- Move to kickoff position.

**3. LINESMAN**

- During intermission, discuss with the line-to-gain crew any aspects of their duties which may be improved to aid in game administration.
- Preparing for the 2<sup>nd</sup> half:
  - Station the chain crew near the team box on the receiver's end of the field.
  - Meet the other officials in the center of the field.
  - Move to the sideline on R's free kick line (same as for the opening kickoff).
  - Assume your normal kickoff position and duties.

**4. LINE JUDGE**

- Escort your captain to the center of the field.
- Record options.
- Assume your normal kickoff position and duties.

**5. BACK JUDGE**

- Keep time during the intermission.
- Along with the Referee, be in the center of the field to meet the captains.
- Assume normal kickoff position and duties.

**6. ALL OFFICIALS**

- Leave the field together.
- Assemble in a dressing room or other private area if available.
- Discuss overtime procedure, if applicable.
- Return to the field at least 5 minutes before the 2<sup>nd</sup> half is to begin.
- Start the 2<sup>nd</sup> half on time.

## INSTRUCTING THE CHAIN CREW

The following instructions are *suggestions* for making certain that the chain crew operates as an effective group of auxiliary officials:

1. The chains will be operated outside of and within 6 feet of the sideline on the side of the field opposite the press box, as prescribed by rule.
2. The Linesman should check the chains for accuracy prior to the start of the game.
3. The chain crew should be informed that they are not to move the line-to-gain equipment until told to do so by the Referee or Linesman, except when the Back Judge assists with the placement of the down box following a measurement. The crew should ignore the Linesman's beckoning, if they observe that a flag has been thrown during or just prior to the play.
4. The Linesman shall personally mark ALL FIRST DOWNS by placing a heel at the sideline, except when the Back Judge assists with the placement of the down box following a measurement.
5. The proper way for the down marker to be moved following a play is for the Linesman to beckon, with the down indicated, then the marker is moved.
6. The Linesman should help the down marker crew member in alignment by extending a toe as a point of reference for sighting. The Linesman may do this by stepping aside (to the downfield side of the ball) and extending his toe.
7. When play action moves toward the chain crew, the crew should drag the down marker and chains in rapid retreat so that players will not contact the markers and chain stakes. If it is impossible to drag the equipment, they should be dropped **AWAY** from the playing field.
8. The yard line clip should be attached to a chain loop at the **MIDPOINT** of the intersecting yard line nearest the rear stake. (If this yard line is within one (1) yard of the rear stake, it will aid in measurement to move to the next yard line intersection for clip attachment.)
9. A section of adhesive tape should be wound around the midpoint of the chain in the event that precise placement of the ball is important, following five yard penalties. This tape may determine whether a first down is to be declared. *(When the Referee is about to enforce a five yard penalty, and he notices that his walk off may place the ball close to the line-to-gain, he may hold one palm against his chest as a signal to question whether or not the down marker is in advance of the tape on the chain's midpoint. The Linesman then should respond with an unobtrusive point in either direction, preferably with his hand in front of his belt buckle. If there is some doubt about the proximity of the ball to the tape, the officials may measure to be sure of the results of the walk off.)*
10. The ball person should be responsible for retrieving extra point kicks, however, the holder of the down marker or the person who attaches the clip may retrieve these kicks if there is no ball person.
11. For kickoffs, the chain crew should be stationed out-of-bounds near the receiving team's 30 yard line, in order that they may be in position to set up after the ball becomes dead following the kick off.
12. On measurements, the down marker should be placed in the position of the forward stake, with the down number remaining the same as during the play. The chains will then be secured, at the clip, by the Linesman and taken onto the field for measurement. If a first down has been reached, the Linesman should drop the chains and retreat to the sideline to mark the first down box at the proper spot. If the first down has NOT been reached, then the Linesman shall carry the chains back to the sideline and place them in the proper place, as before the measurement.
13. When the line-to-gain is the goal line, the chains shall be dropped to the ground with the down marker remaining in the upright position.
14. The chain crew should be informed of the manner in which they will be expected to move at the end of the first and third quarters when the teams exchange ends of the field. The Linesman will grasp the chains at the clip and reverse the ends of the chain and carry the chains to the proper yard line for placement.
15. For Overtime periods, only the down marker will be used for the ball position since the line-to-gain is always the goal line.

**HIGHLIGHT OF 2010 CHANGES**

**Page 8: B. Referee:**

- **Instruct clock operator to time intermission. Intermission may be 10 to 20 minutes. Start clock when both teams have left field. After half time intermission time expires, reset to 3 minutes and start clock immediately.**

**Rationale:** Conform to NFHS Rulebook.

**C. Umpire:**

- Review any appropriate documentation for casts, equipment and pads.

**Rationale:** Deleted to conform with NFHS Rulebook.

**E. Line Judge:**

- **Carry an accurate watch.**
- **If no field clock, time the game.**

**Rationale:** Line Judge now has responsibility to time the game if there is no field clock.

**F. Back Judge:**

- **Be responsible for timing the 25-second count and timeouts.**
- **Conduct instruction of the 25 second clock operator if visible play clocks are used.**

**Rationale:** Back Judge has responsibility for 25 second clock at all times.

**Page 12: 4. ECO:**

**A. Pre-game**

- In the event the field clock becomes inoperative or out-of-order, the ECO, if assigned by the High School League, will keep the time on the Line Judge's sideline on a stopwatch. If ECO is not assigned by the Booking Office, the **Line Judge** shall take over the timing.

**Rationale:** Line Judge now has responsibility to time game if the field clock becomes inoperative.

**B. Halftime:**

- **Set and run clock for the mandatory 3-minute warm-up period immediately after the halftime intermission expires.**

**Rationale:** Conform to NFHS Rulebook.

**Page 14: USE OF BEAN BAG**

**1. All Officials**

- The bean bag is to be **dropped on the appropriate yard line** in accordance with the situations calling for such in this manual.

**Rationale:** Emphasizing the bean bag should be **dropped** rather than thrown on the proper yard line.

**Page 21: 3. LINESMAN & 4. LINE JUDGE**

- Position: On R's 35 yard line, at the sideline, opposite the Linesman.
- When the Back Judge signals 15 seconds before the ready for play, move up the side line making certain that spectators are behind the restricted area and that the coaches and substitutes are in the team box.

**Rationale:** These were deleted with addition of rule requiring a restricted area once the ball is alive.

**Page 22: 5. BACK JUDGE**

- **Penalize for delay of game if ball is not kicked within 25-seconds after the ready.**

**Rationale:** Back Judge has responsibility for 25 second clock at all times.

**Page 26: 3. LINESMAN AND LINE JUDGE**

- **Player starting in motion on your side of the snapper: you will have responsibility for him at all times.**

**Rationale:** Makes one official responsible for the man in motion.

**Page 27: 5. BACK JUDGE**

- **Responsible for 25 second clock.**

**Rationale:** Back Judge has responsibility for 25 second clock at all times.

Page 37: 2. UMPIRE

- Be alert for a quick jump pass over the line of scrimmage.  
When the runner has made a quick thrust into the line, be sure the ball is not moved forward after it is declared dead. UMPIRE MUST ASSIST the wing officials if they are screened/blocked out, and look to you for help. Give the touchdown signal only if you see the football break the plane of the goal line. Be ABSOLUTELY SURE that a touchdown has been scored. Otherwise, give no signal!

Rationale: The Umpire must give assistance to the wing officials and seek help. Don't wait until in the locker room to advise the wing officials the runner's knee was down short of the goal line.

Page 43: ENDING OF PERIOD PROCEDURE

1. REFEREE

If a field clock is not used:

- Have the Line Judge notify you that time may expire during the next down, approximately 30 seconds before time for the period expires.

Rationale: Line Judge will now have responsibility to advise Referee when period is nearly over.

3. LINE JUDGE

- If a field clock is not used, keep the official time.
- Notify the Referee approximately 4 minutes before the end of the 2<sup>nd</sup> and 4<sup>th</sup> periods.
- Notify the Referee approximately 30 seconds before time for the period expires, that time may expire during the next down.
- When time expires and the ball becomes dead, signal the Referee by raising an arm above your head; sound the whistle and give the timeout signal.
- Assume responsibility for the team on your side of the field.

Rationale: Line Judge has complete timing of the game, these points outline his responsibilities.

Page 44: BETWEEN HALVES PROCEDURE

1. REFEREE

- Be responsible for placing three (3) minutes on the clock once time expires for half time.

Rationale: Conform to NFHS Rulebook.

