

Central Virginia Football Officials Association

5-Man Mechanics Manual

9-1-09



I. PRIOR TO GAME DAY

A. ALL OFFICIALS:

1. Have uniform clean, neat, and shoes polished.
2. Pack uniform and equipment.
3. You are responsible for getting your game assignment.
4. If you have not been contacted by U concerning travel/meeting site at least 2 days prior to the game, call U, R or other crew member for information. Call supervisor of officials when you are unable to contact U, R or other crew member.

B. REFEREE:

1. Obtain game kit from referees' class leader, or be sure another crew member has it.
2. On day before contest, contact the home school's AD to confirm game time, date, and location. Also, inform AD the time officials will be arriving on site.

C. UMPIRE:

1. Contact crew to arrange meeting site, time, and travel plans (Should be completed no later than 2 days prior to scheduled game). If unable to contact an official, advise supervisor of officials.
2. Be sure you have directions to the game site.

II. PRE-GAME

A. ALL OFFICIALS:

1. Arrive at game site 90 minutes prior to kick off. (For out of town games when pre-game conference is held in route, this requirement is reduced to 45 minutes prior to kick off.)
2. Verify you have the proper officiating equipment and it is functioning.
3. Penalty flags should be inconspicuous at all times on the official.
4. Participate in pre-game conference.
5. Enter field 30 minutes prior to kick off.
6. After completing the below listed pre-game responsibilities, meet with other officials on HL's side of field to exchange and record information on game cards.
7. Move to positions in preparation for coin toss.

B. REFEREE:

1. Conduct pre-game conference (distribute game cards) and designate a backup Referee.
2. Have an accurate timing device to be used as a backup should the timing device of the BJ and LJ fail.
3. Confer with both coaches (home team first) and do the following:
 - a. Ascertain if pre-game coin toss will be held off the field.
 - b. Obtain captains' names and numbers.
 - c. Approve game balls. Make sure approved game balls are marked.
 - d. Have each head coach verify that all players are legally equipped.
 - e. Obtain information on unusual plays
 - f. Obtain information regarding length of half time.
 - g. Give head coaches starting time, present time, and time for captains to come to coin toss.

C. UMPIRE:

1. Accompany R to confer with head coaches.
2. Rule on legality of player equipment.

D. LINESMAN:

1. Check sideline.
2. Check box, chains, and clip. Be sure chains have tape in the center.
3. Meet with chain crew and instruct them concerning their duties and responsibilities.
4. Get info from BJ regarding ball personnel on your side.
5. Conduct the pregame conference should the R be absent.

E. LINE JUDGE:

1. Provide all officials with the correct time.
2. Check field to see that it is marked properly, goal posts are legal, and that there are no safety hazards.
3. Contact person responsible for the national anthem and ensure it is concluded 5 minutes prior to kick off.

II. (LJ cont'd)

4. Advise crew about field conditions. Get info from BJ regarding ball personnel on your side.
5. Escort team on your sideline onto the field of play before the game & at halftime.
6. Have an accurate timing device to be used as a backup for the 25 second clock or as a backup to the field clock.

F. BACK JUDGE:

1. Be sure you have an accurate timing device.
2. Locate clock operator, verify that he has a card, advise him of official time, and review duties and responsibilities.
3. Secure game balls and locate ball personnel, obtain their names, and instruct them in their duties. Mark approved game balls
4. Advise LJ & HL of ball personnel on their side.
5. Escort team on the HL's sideline onto the field of play before the game & at halftime

III. COIN TOSS

A. ALL OFFICIALS

The R and U shall enter the field on the 50yd line from their respective sidelines to the center of the field(R from LJ's; U from HL's). They shall face each other on opposite sides of the 50yd line with the R facing the scoreboard.

The R shall signal the LJ and BJ to escort their captains (no more than 4) onto the field. The speaking captain shall be positioned closest to the R during the toss. The LJ and BJ shall bring a game ball from their sideline and shall stop at the inbounds marks instructing the captains to continue to the center of the field.

The LJ and BJ shall observe action of the teams as the toss is taking place. The teams shall not be in the vicinity of the coin toss. The HL shall assist if he has completed his chain crew instructions.

The R shall conduct the toss by allowing the visiting captain make the call. The R shall catch the toss; if the coin hits the ground, it shall be tossed again. Once the toss is completed and the R has signaled the results, the correct game ball to be used for the kickoff shall be presented to the U. Each official is responsible for recording the results of the coin toss on their game cards. Each official shall break briskly to their positions once signaled by the R.

B. COIN TOSS HELD OFF FIELD:

If approved by both head coaches, the coin toss may be held off the field. After meeting with both head coaches, the R and U will call for the captain(s) from each team. They will meet at a predetermined location (usually sideline or end zone). The toss will be held and results recorded by the R and U. After conclusion of the toss, the captains will return to their teams and the R and U will meet with other officials on the HL's side of the field. Five minutes prior to game time, the normal coin toss procedure (no coin will be tossed) will be conducted at midfield to indicate the results of the off field toss.

IV. FREE KICKS

A. ALL OFFICIALS:

1. When requested by R, signal ready by raising hand above head.
2. If ball is legally touched in your area, start the clock.
3. The covering official should actually see the ball in possession of runner who is down or whose forward progress is stopped or ball out of bounds before sounding his whistle.
4. If ball becomes dead in your area, sound whistle, mark spot of forward progress and give timeout signal.
5. If kick goes out of bounds untouched, or only touched by "K" in your area, sound whistle, throw flag on spot where ball went out of bounds for kick infraction, and give time out signal, if applicable.
6. If kick goes out of bounds touched by "R" in your area, sound whistle, mark spot and give time out signal.
7. Back up time out signal given by a fellow official where/when appropriate.
8. Whenever a fumble occurs, the covering official will mark the spot of the fumble with his beanbag.

B. REFEREE:

1. Take a position on HL's side of the field between 10 yd. line and goal line. (Move up 20 yds. for free kicks following safeties.)
2. Count "R" players and confirm count with LJ.
3. Check with all officials and get hand signal they are ready before sounding your whistle to mark the ball ready for play.
4. Responsible for your ½ of the field and your ½ of the goal line from the middle of the field/goal line to your sideline. If kick crosses "R's" goal line, sound whistle and give touchback signal.
5. Once possessed by "R" in your area, carry the runner to the HL, observing action on and immediately around the runner. Once the HL picks up the runner, observe action around and behind the runner. If kick possessed by "R" in LJ's area observe action near and behind the runner.
6. Responsible for sideline in your area.
7. On obvious short free kicks, request LJ to move to "R's" free kick line and take position in middle of the field and assume responsibility for entire goal line.
8. When a field goal is attempted as a free kick after a fair catch or an awarded fair catch, take a position behind upright on HL's side of field. Sound whistle to put ball in play. Responsible for your upright, the goal line, signaling good, no good, or touchback (after conferring with LJ).

C. UMPIRE:

1. Initially take a position on "K's" free kick line.
2. Count "K" players and confirm with BJ
3. Assist "K" lining up.
4. Take control of the ball until kicker comes onto the field.

IV. (U cont'd)

5. Instruct the kicker that he does not kick the ball until the R marks the ball ready for play. Take position beside the kicker.
6. On R's whistle notify kicker to proceed.
7. After ball has gone downfield watch blocks and provide kicker and holder protection within 5yds of the free kick line. Move downfield toward location of ball observing action. On long runs, turn and observe action around and behind runner. When ball is declared dead, get appropriate ball and spot it.
8. Enforce the penalty for an accepted foul that is administered on the free kick.

D. LINESMAN:

1. When clearing sideline at the beginning of game, introduce yourself to coach and ask his cooperation in keeping sideline clear.
2. Take an initial position on "R's" free kick line and assist "R" in lining up
3. Take a position on "R's" restraining line.
4. Count "R" players.
5. After R gives ready for play signal, watch for encroachment.
6. Watch for first touching of free kick by "K" and mark spot with beanbag.
7. Watch initial blocks of players.
8. After ball has gone downfield, move in that direction; observing action away from ball; assume responsibility for runner if he comes into your area.
9. Responsible for sideline and "K's" goal line.
10. At the end of the down, set chains at forward progress spot (off the sideline).

E. LINE JUDGE

1. Introduce yourself to coach and ask his cooperation in keeping sideline clear
2. Take a position on your side of field between the 10 to 20 yard lines near the sideline. (Move up 20 yds. for free kicks following safeties.)
3. Count "R" players and confirm with R.
4. Responsible for your ½ of the field and your ½ of the goal line from the middle of the field/goal line to your sideline. If kick crosses "R's" goal line sound whistle and give touchback signal.
5. Once possessed by "R" in your area, carry the runner to the BJ, observing action on and immediately around the runner. Once the BJ picks up the runner, observe action around and behind the runner. If the runner receives the ball in the area of R, observe action near and behind the runner.
6. Responsible for sideline in your area.
7. On obvious short kicks, move to "R's" free kick line opposite HL, when requested by R. Be prepared to rule on first touching.
8. When a field goal is attempted as a free kick after a fair catch or awarded fair catch, take a position behind the upright nearest your sideline. Responsible for your upright, the cross bar, the end line, and signaling good, no good, or touchback (after conferring with R). Sound whistle when ball is dead.

F. BACK JUDGE

1. Take a position on “K’s” free kick line on LJ’s sideline.
2. Responsible for timing the 25 second count
3. Count “K” players and confirm with U.
4. After R gives ready for play signal, watch for encroachment and free kick infraction.
5. Watch for first touching of free kick by “K” and mark spot with beanbag.
6. After ball has gone downfield, move in that direction; observing action away from ball; assume responsibility for runner if he comes into your area.
7. Responsible for sideline and “K’s” goal line.
8. After the play, secure the correct ball to be used once the new series is declared and get it to the U/R. Set up in your position.

V. SCRIMMAGE PLAYS

A. ALL OFFICIALS:

1. Verify the correct down on every play and communicate with at least 2 other officials.
2. The covering official who actually sees the ball in possession of runner who is down or whose forward progress is stopped or ball out of bounds sound your whistle. When the ball becomes dead inbounds near the sideline and no 1st down is gained, give the start clock signal using two turns of the arm.
3. When ball is declared dead and a first down is obvious, give timeout signal. NOTE: When this occurs near the sideline, give the start clock signal using two turns of the arm followed by the timeout signal.
4. If you are the covering official on out of bounds plays, sound whistle, give timeout signal, mark the spot, and observe action around runner.
5. When forward progress is near the line to gain, covering official is not to move ball until R determines if line to gain has been reached.
6. Back up time out signal given by a fellow official where/when applicable
7. Whenever a fumble occurs, the covering official will mark the spot of the fumble with his beanbag.
8. The BJ and/or R may give touchdown signal on long scoring plays near a sideline only after communicating with appropriate wing official.

B. REFEREE:

1. Mark the ball ready for play with signal and short blast of your whistle.
2. Count players of team A. Give "A" team count signal to "U". A clenched fist at shoulder height in front of the body represents 11 players. An open hand at shoulder height in front of the body represents less than 11 players.
3. Take a position behind the deepest back and to the side of the QB (usually on the throwing side) and also in a position to see the snap.
4. Watch for movement in the backfield prior to the snap.
5. After snap cover the ball, runner, and action around him until he enters side men's area.
6. Cover the QB on passing plays, watch for roughing the passer, place from which pass is thrown, rule on illegal passes.
7. Rule on forward or backward passes, other than quick QB pass.
8. Clean up behind plays, which go downfield, watching for illegal acts.
9. When ball is declared dead, move to the spot to determine next down. Communicate with HL number of next down.

C. UMPIRE:

1. Take a position behind team "B" (usually 5-8 yds. from line of scrimmage) and between "B's" ends keeping snap in view.
2. Count team "A" players; give count signal to "R" who will acknowledge by returning signal. A clenched fist at shoulder height in front of the body represents exactly 11 players. An open hand at shoulder height in front of the body represents < 11 players.
3. Check numbering on offensive line, observe equipment & mouthpieces.
4. Watch for false starts, snap infractions, and other dead ball fouls.

V. (U cont'd)

5. Cover action on snapper and of players at point of attack and then behind runner, watching for holding, illegal use of hands, illegal blocks.
6. Pass plays - move to line of scrimmage, watch for ineligible downfield; assist R with tipped pass, pass crossing line of scrimmage and illegal forward pass; assist with passes thrown in front of side officials.
7. When ball is declared dead, get forward progress from covering official and spot ball on proper yd. line between in bounds markers. Cover ball until R gives ready for play signal.
8. On goal line plays, responsible for all interior linemen. If asked by side official, and acknowledged by you, rule on forward progress from your position to location of snap.
9. On goal line plays, signal with an open hand on chest when you see a downed offensive player in possession of the ball in the end zone

D. LINESMAN:

1. Check position of box and down number
2. Take a position straddling neutral zone outside of all players
3. Count players of team on your side.
4. Signal to LJ only if position of widest "A" player is in the backfield and hold until snap. Responsible for counting and confirming there are a minimum of seven (7) "A" players on LOS. Signal to LJ number of "A" players on your side of the snapper with the appropriate signal:
 - a- a fist just below the opposite shoulder for less than three (3) linemen
 - b- touching of the belt buckle with an open palm for exactly three (3) linemen
 - c- signal 'a' above with the off hand touching the opposite elbow for more than three (3) linemen
5. Know the eligible pass receivers numbers on your side.
6. Watch for encroachment and false starts. Observe player whose initial motion is toward opposite sideline
7. Responsible for your sideline during the entire down.
8. After snap, watch initial charge of linemen. When the play comes into your area, take responsibility for ball, runner and action around him. When play goes to opposite side, observe action behind the play watching especially for late hits to QB behind the R
9. During a pass play: a) be ready to rule on direction of quick QB pass towards you; b) move downfield with eligible receivers, observing action around them. When pass is thrown, be in position to rule on pass completion and pass interference. If pass is incomplete in your area, sound whistle and give incomplete pass signal. Help in retrieving ball if necessary.
10. On all plays in your area, mark forward progress with downfield foot. When ball becomes dead in side zone, place ball on foot until next down is determined. Use BJ (preferably) or R for triangle to relay ball to U. Hold spot until released by U.
11. On plays between the inbound lines, hold forward progress spot with downfield foot until released by U. When spot is near the line to gain place ball on downfield foot and await instructions from R.

V. (HL cont'd)

12. When ball becomes dead, communicate with R regarding number of next down. Signal box to move to forward point of ball and to change down marker. If new series is declared, move to sideline and reset box, clip, and yardage chains.

13. On goal line plays (ball snapped on or inside "B's" 3 yd. line), communicate to BJ or U if you want them to rule on forward progress from their position to the location of snap. The request must be acknowledged and accepted by BJ or U. Move to goal line after snap to determine progress when necessary.

E. LINE JUDGE:

1. Before every play, verify the down number and position of the box is correct.

2. Take a position straddling neutral zone outside of all players

3. Count players of the defense and give count signal to BJ.

4. Signal to HL only if position of widest "A" player is in the backfield and hold until snap. Responsible for counting and confirming there are a minimum of seven (7) "A" players on LOS. Signal to HL number of "A" players on your side of the snapper with the appropriate signal:

a- a fist just below the opposite shoulder for less than three (3) linemen

b- touching of the belt buckle with an open palm for exactly three (3) linemen

c- signal 'a' above with the off hand touching the opposite elbow for more than three (3) linemen

5. Know the eligible pass receivers numbers on your side.

6. Watch for encroachment and false starts. Observe player whose initial motion is toward opposite sideline

7. Responsible for your sideline during the entire down.

8. After snap, watch initial charge of linemen. When the play comes into your area, take responsibility for ball, runner and action around him. When play goes to opposite side, observe action behind the play watching especially for late hits to QB behind the R

9. During a pass play: a) be ready to rule on direction of quick QB pass towards you; b) move downfield with eligible receivers, observing action around them. When pass is thrown, be in position to rule on pass completion and pass interference. If pass is incomplete in your area, sound whistle and give incomplete pass signal. Help in retrieving ball if necessary.

10. On all plays in your area, mark forward progress with downfield foot. When ball becomes dead in side zone, place ball on foot until next down is determined. Use BJ (preferably) or R for triangle to relay ball to U. Hold spot until released by U.

11. On plays between the inbound lines, hold forward progress spot with downfield foot until released by U. When spot is near the line to gain place ball on downfield foot and await instructions from R.

12. When ball becomes dead, observe forward progress in relation to line to gain(LTG) and communicate to R the next down(short of LTG), first down(made LTG), or that he should 'take a look'(too close to call). Stop clock appropriately or as instructed by R.

V. (LJ cont'd)

13. On goal line plays (ball snapped on or inside "B's" 3 yd. line), communicate to BJ or U if you want them to rule on forward progress from their position to the location of snap. The request must be acknowledged and accepted by BJ or U. Move to goal line after snap to determine progress when necessary.

F. BACK JUDGE:

1. Take a position in the middle of the field always as deep as the deepest defensive back (~15-18yds), favoring the wide side, based on the formation of "A".
2. Responsible for timing the 25 second count.
3. Count "B" players; give signal to LJ. This should be early as possible to allow LJ time to focus on other keys.
4. Responsible for end line at all times.
5. On running plays, observe initial line charge, watching for illegal blocks by wide receivers; observe action in "B's" secondary and action in front of the runner.
6. On pass plays, retreat to be in position behind deepest receiver, observe blocking downfield. When pass is thrown, be in position to rule on pass completion and pass interference. If pass is incomplete, sound whistle and give incomplete pass signal. On short passes, be in a position to assist side officials if required. Help in retrieving the ball if necessary.
7. Be in position to rule on forward progress on long plays.
8. On goal line plays (ball snapped on or inside "B's" 3 yd. line). If asked by side official, and acknowledged by you, rule on forward progress from your position to location of snap. Still responsible for end line.

VI. SCRIMMAGE KICKS

A. ALL OFFICIALS:

1. On all scrimmage kicks (except tries), notify at least 2 other officials it is a live ball using the live ball signal.
2. Assume same pre-snap duties as outlined in scrimmage plays.
3. Mark the spot of first touching and/or the spot of the fumble with beanbag.
4. Back up time out signal given by a fellow official where/when appropriate.

B. REFEREE:

1. PUNTS:
 - a. Take a position behind or even with the kicker on the kicking foot side and at least as wide as the tight end.
 - b. Know the yard line of the snap.
 - c. Watch for roughing the kicker. (Know if ball was touched before contact made)
 - d. Rule on kicks, which go out of bounds in the air. Line up BJ or LJ with proper yd. line at which ball goes out in the air.
 - e. Once kick is away, watch for action behind line. Move downfield on/near hash mark closest to your position at the kick & observe action away from the ball. Be ready to pick up runner on long returns.
 - f. After determining there are no flags and the spot where ball will next be put in play, motion for the HL to move the box and chains give TO signal then give 1st down for the team awarded a new series.
2. FIELD GOALS & TRYS:
 - a. If ball is snapped from "R's" 15 and in, take a position on LJ's side of the field straddling neutral zone outside of all players. Confirm count of offensive players with U. Give ready for play. Signal to HL position of widest "K" player. Count players on the team A offensive line. Signal to HL number of players on your side of the snapper
 - b. If ball is snapped outside of the 15, take a position to observe action on the kicker and holder. Except in a game-deciding situation, you may take position as in "a" and send LJ to goal post position.
 - c. Watch for roughing the kicker and holder and action in and around them.
 - d. If pass or run, assume responsibility for sideline and goal line coverage if LJ has moved under goal.
 - e. Upon getting signal from BJ and/or LJ, repeat signal to press box.

C. UMPIRE:

1. PUNTS:
 - a. Take a position behind team "R" (usually 5-8 yds. from line of scrimmage) favoring LJ's side of the field.
 - b. Know interior linemen numbers.
 - c. Cover action on snapper until he is in a position able to defend himself.
 - d. Once kick is away, move downfield on/near the hash mark closest to your position at the time of the kick and observe action away from ball.
 - e. When ball is declared dead, get appropriate ball and spot it.

VI. (U cont'd)

2. FIELD GOALS & TRYS:

- a. If ball is snapped from R's 15 and in, cover the ball until the count of offensive players is confirmed with R and R gives the ready for play.
- b. Take same position as punts.
- c. Once ball is snapped, observe action on snapper, watch for illegal acts by "R".
- d. If pass or run, assist with goal line coverage to LJ's side if vacated.
- e. Obtain ball from BJ for next down.

D. LINESMAN:

1. PUNTS:

- a. Take a position as on other scrimmage plays.
- b. Relay yard line of snap to R.
- c. Hold position to rule on kicks crossing line of scrimmage.
- d. Cover short kicks to your side.
- e. Once kick is away, move downfield observing action away from ball. Be ready to pick up runner when he comes into your area.
- f. Responsible for your sideline entire down.
- g. Move box and chains on signal from R.
- h. Bean bag the yard line of a recovery by "K" when the recovery is within a yard of the previous spot. When LJ is downfield, you are responsible for the vacated area.

2. FIELD GOALS & TRYS:

- a. Take same position as for punts.
- b. When ball snapped from "R's" 15 and in, responsible for entire line of scrimmage.
- c. Hold position to rule on kick crossing line.
- d. If pass or run, move with play as with any other scrimmage play.
- e. Responsible for sideline and goal line on your side.

E. LINE JUDGE:

1. PUNTS:

- a. Take a position as in other scrimmage plays.
- b. Move downfield when ball is snapped, observing action in your area away from ball. Pick up runner if he comes into your area.
- c. Cover all kicks on your side.
- d. Responsible for your sideline entire down.
- e. If kick goes out of bounds in air, look to R to position you, if needed.
- f. If grounded kick goes out of bounds, mark spot and give time out signal.
- g. Assist BJ ruling on fair catch signal. Observe action of signaler when no fair catch is made. Bean bag any first touching observed.
- h. Bean bag the yard line of a recovery by "K" when the recovery is within a yard of the previous spot when holding position on the line.

VI. (LJ cont'd)

2. FIELD GOALS & TRYS:

- a. Ball snapped from "R's" 15 and in: Communicate to R, you are going to the goal post.
- b. Take a position behind upright on your side of field. Responsible for your upright and any ball contact on that section.
- c. Confer with BJ, step forward, and give proper signal.
- d. If pass or run, responsible for your half of the end line.
- e. Ball snapped outside "R's" 15: Same position and duties as punt. (Except in a game deciding situation when R requests you to take your goal post position.)

F. BACK JUDGE:

1. PUNTS:

- a. Take a position on HL's side of field in front and outside of the deepest receiver.
- b. Responsible for ruling on fair catch. When fair catch is made, immediately sound whistle and signal time out. When fair catch is not made stay with ball until kick ends.
- c. Responsible for action on receiver and kick catching interference. Bean bag any first touching observed. Bean bag the end of the kick by possession (PSK spot) from sideline to sideline.
- d. During a return, responsible for the ball and action around the receiver until released to HL/LJ.
- e. Once you release the runner, responsible for action behind the runner.
- f. If kick goes out of bounds in air on HL's side, look to R to position you, if needed.
- g. If grounded kick goes out of bounds, mark spot and give time out signal.
- h. When ball is dead, remain at spot where play ends. Communicate with R the status of the ball and result of the play. When released by R, get appropriate ball to the U/R to be spotted.

2. FIELD GOALS & TRYS:

- a. Ball snapped from "R's" 15 and in: take a position behind upright on the HL's side of field. Responsible for your upright, crossbar, including any ball contact on that section.
- b. Sound whistle when the attempt is ended. Confer with LJ, step forward giving proper signal.
- c. Ball snapped outside "R's" 15: solely responsible for ruling on kick. Take position 5 yds. behind middle of goal post. Adjust to flight of kick, step forward, sound whistle, and give proper signal when kick in ended. (Except in a game deciding situation when R requests the LJ to take his goal post position.)
- d. If run or pass, responsible for your half of the end line.
- e. Retrieve ball for next down and relay to U.

VII. INTERVAL AFTER TRY AND SUCCESSFUL FIELD GOAL

A. ALL OFFICIALS:

1. Record score on game card

B. REFEREE:

1. Move to free kick position.

C. UMPIRE:

1. Move to free kick position with ball by jogging up the scoring team's sideline to K's free kick line. Then move to free kick position.

D. LINESMAN:

1. Move to the 20 yard line nearest the goal line where try was attempted or FG was made.
2. On signal with BJ inform coach the players are needed on field.
3. Clear sideline and move to free kick position.

E. LINE JUDGE:

1. Move to free kick position.

F. BACK JUDGE

1. Move to the 20 yard line nearest the goal line where try was attempted or FG was made.
2. On signal with HL inform coach the players are needed on field.
3. Clear sideline and move to free kick position

VIII. HALF-TIME

A. ALL OFFICIALS:

1. Meet on designated side of field.
2. Review game cards and complete 1st half information
3. Discuss any areas of concern.
4. While captains are returning to the sidelines, meet with other officials in center of field to review team choice. Break to free kick positions.

B. REFEREE:

1. The game clock shall time the half (either 15 or 20 minutes). Once teams have left the field, wind the clock to begin halftime.
2. Review game cards to ensure all officials have them properly/completely marked.
3. Once teams have returned to the field, position yourself near the 50yd line and the nine yard marks, and wind the clock signifying the beginning of the 3 minute warm-up period.
4. After the warm up period is over, go with U to center of field call captains to center and give options to the teams.

C. UMPIRE:

1. After the warm-up period is over, go with R to enter of field, observe options being given to the captains.

D. LINESMAN:

1. Inform coach on your side of the length of half time and time to return to field.
2. Advise chain crew when to return.
3. Three minutes before the start of the second half, meet with chain crew to discuss concerns or positive points.
4. Stay on sideline while team captains exercise choices for second half.

E. LINE JUDGE:

1. Inform coach on your side of the length of half time and time to return to field.
2. Escort the team on your side from the field of play & upon their return at the end of the half.
3. After the warm-up period is over, find at least one captain. Remind him what his choices are for the second half.
4. Get ball to start the second half, if necessary.
5. Accompany captain(s) to inbounds line and send captain(s) to center of field.

F. BACK JUDGE:

1. At end of second quarter, note time and record on card, report same to all officials.
2. Escort the team on the HL's side from the field of play & upon their return at the end of the half.
3. After the warm-up period is over, find at least one captain from HL's side of field. Remind him what his choices are for the second half.
4. Get ball to start the second half, if necessary.
5. Accompany captain(s) to inbounds line and send captain(s) to center of field.

IX. MEASUREMENTS

A. ALL OFFICIALS:

1. The covering official stays with ball until U arrives.
2. Back up R's timeout signal.

B. REFEREE:

1. Give timeout signal.
2. Instruct HL to bring out the stakes.
3. If measurement is in sidezone and line to gain is not made, mark the chain, grasp it at the forward most point of ball and walk with the chain to inbounds spot and spot ball.
4. Give appropriate signal for next down.
5. Before marking the ball ready for play, make sure chains and box have been set.

C. UMPIRE:

1. Take a position with ball.
2. Take front stake from chain crew member
3. Wait for HL to verify that he has secured the spot of the clip.
4. Pull chain tight making sure it is parallel to the sideline.
5. If ball needs to be spotted at inbounds spot, carry front stake to inbounds spot and repeat 3 and 4.

D. LINESMAN:

1. Confirm from R that a measurement is requested.
2. Grasp chain and clip at the yard line nearest the back stake.
3. Unless a penalty occurred on the previous down, instruct box to mark position of front stake with the previous down showing. If a penalty occurred on the previous down, instruct box to maintain previous spot for possible penalty enforcement.
4. Place clip on the ground on the spot marked by LJ.
5. Hold chain firmly and call "ready" to U.
6. If ball needs to be spotted at the inbounds spot, carry chain to inbounds spot and repeat 4 and 5.
7. If necessary, reset the chain in original position and communicate to box.

E. LINE JUDGE:

1. Mark with foot the yard line for the clip.
2. If ball needs to be spotted at the inbounds spot, repeat 1.
3. Observe your team and sideline.

F. BACK JUDGE:

1. Move to a position on HL's sideline near the box.
2. Observe HL's team and sideline.
3. If R signals first down, mark the spot for the box and set up the chains.
4. If not a first down, return to normal position.

X. END OF FIRST AND THIRD QUARTERS

A. REFEREE:

1. Mark card with the down, distance, yard line, and clip of the team in possession. Be sure your card agrees with U's card.
2. Determine the exact position of the ball on the field in relation to the inbounds spot.
3. At other end of field determine spot for U to place ball.
4. Once all officials and teams are ready, the clock has been reset, and the chains have been moved, mark the ball ready for play.

B. UMPIRE:

1. Mark card with down, distance, yard line, and clip of the team in possession. Be sure your card agrees with R's card.
2. Determine the position of the ball on the field in relationship with the inbounds spot.
3. Carry ball to other end of field and place ball at spot determined by R.

C. LINESMAN:

1. Confirm clip location with chain crew.
2. With R and U, mark card with down, distance, yard line, and clip for the team in possession.
3. Hold clip and chain.
4. Call down and distance to chain crew.
5. Reverse chains and go to other end of field.
6. Use clip to set up chains.
7. Check down, distance, and yard line.
8. Assume time out responsibilities.
9. Indicate to R when ready.

D. LINE JUDGE:

1. Know the approximate yard line and field position of ball.
2. Observe and go with teams to other end of field.
3. Stop at the approximate yard line and assist players in huddling near proper yard line if necessary.
4. Assume time out responsibilities.
5. Indicate to R when ready.

E. BACK JUDGE:

1. Responsible for time between quarters.
2. With R and U, mark card with down, distance, yard line, and clip for the team in possession.
3. Move to the yard line at the other end of the field.
4. Inform LJ of down, distance, yard line, and clip for the team in possession.
5. Assume time out responsibilities.
6. Check to see clock has been reset.
7. Indicate to R when ready.

XI. PENALTY ENFORCEMENT

A. ALL OFFICIALS:

1. Give time out signal.
2. Make sure ball and flag are covered. Cover ball first, flag second.
3. If you called the penalty, adjust flag to correct yard line if necessary, know the status of ball, type of play, the player committing the foul. Stay close to R to ensure penalty options are given correctly.
4. If you called the penalty, record penalty information on game card whether accepted or declined.

B. REFEREE:

1. Get from official(s) calling the penalty (ies): status of ball, type of play, team committing the foul, number of the player, and result of the play.
2. Give preliminary signal to press box.
3. Explain options to the appropriate captain.
4. Notify U of the decision, spot of enforcement and number of yards.
5. Give signal to the press box.
6. Give the ready for play signal and start the clock if appropriate.

C. UMPIRE:

1. Secure ball and walk off penalty per R's instructions.
2. For 5 yd. penalties by the defense when measured from back stake, mark off penalty and spot the ball on the box.
3. Cover ball until R marks ball ready for play.

D. LINESMAN:

1. Ensure that box and chains do not move.
2. Be ready to move box and chains if appropriate.
3. For 5 yd. penalties by the defense which are to be measured from the back stake, instruct the box man to move the box to the tape.
4. Observe enforcement.
5. Communicate penalty information to coaches.

E. LINE JUDGE:

1. Check enforcement.
2. Communicate penalty information to coaches.

F. BACK JUDGE:

1. Cover side of field that is not covered by reporting official.
2. Watch for team actions and be alert for substitutions, team attendants on field, and player-coach conferences.
3. Observe enforcement.

XII. PROCEDURE FOR DISQUALIFICATION OF PLAYER/COACH AND NONPLAYER

In the event that a situation arises where a player, coach, or non-player disqualifies himself, officials are to follow the following steps:

1. Report the infraction, player number or coach's name that is disqualified to the R.
2. All officials are to mark their game cards with this information.
3. When the R has disqualified the player, the appropriate side man will accompany the R and disqualified player to the sideline until the process is completed. When any crew member, other than the R has disqualified a player, the R is to accompany that official and the disqualified player to the sideline and remain with him until the process is completed. In the event that the U disqualifies a player, the BJ will come up and cover the ball. In all disqualifications, the appropriate side man will witness the process with the disqualifying official and/or the R.
4. Escort the disqualified player to the sideline and inform the coach of his disqualification. **Ask the coach for the disqualified player's name.**
(***NOTE: Officials are not to touch a player in this situation.***)
5. Items 1 thru 4, above, shall also be followed for ANY Unsportsmanlike foul that occurs during a game including obtaining the player's name from the coach. However, the player committing the infraction will not be escorted in this situation unless he has been disqualified.
6. Administer the penalties.
7. After leaving the game, before leaving the game site, transfer all pertinent information regarding the disqualification onto the master game card. If in the opinion of the R the situation warrants additional statements and information, these should be obtained in writing from the crew members before leaving the game site and included in the game kit.
8. As soon as the R and the calling official (if other than the R) can get to a phone after the game, he is to call the Commissioner and inform him of the situations surrounding the disqualification(s). In any event, these calls should not be delayed beyond the following morning after the game.

Comment:

As officials we are expected to maintain a level of composure during situations that at times are difficult. Certain acts of conduct must always be practiced and they are

Avoid contact with players and coaches at all times.

Communicate in a professional manner at all times.

Function as a crew at all times.

XIII. TIME OUTS

A. ALL OFFICIALS:

1. Give time out signal.
2. If time out request is made to you, note the player's number.
3. Record the period, time remaining, team, and number of the player calling the time out on your game card. Communicate with at least 2 other officials of the time outs remaining in the half for both teams
4. Stand alertly erect or at parade rest at your position. Avoid huddling with other officials.

B. REFEREE:

1. Signal to press box the team charged with the time out.
2. When notified by BJ, ask for teams to get ready for the next play.
3. Mark the ball ready for play.

C. UMPIRE:

1. Cover ball.
2. Stay with ball until R marks ball ready for play.

D. LINESMAN:

1. Move to a position to observe conference.
2. Be alert for substitutes and substituting for deception.
3. Assist R in asking team on your side to get ready for the next play.

E. LINE JUDGE:

1. Move to a position to observe conference.
2. Be alert for substitutes and substituting for deception.
3. Assist R in asking team on your side to get ready for the next play.

F. BACK JUDGE:

1. Responsible for timing the length of the time out.
2. Notify the R when 50 seconds of the time out have elapsed by sounding your whistle twice.

XIV. POST-GAME

A. ALL OFFICIALS:

1. Note the time that the game ended.
2. Immediately exit the field as a group.
3. Neither seek nor avoid coaches.
4. Do not discuss game on field or make any public statement about game to news media.
5. Review game card for:
 - Coin toss results
 - Time outs taken
 - Down, distance, yard line and clip of team in possession at the end of first and third quarters.
 - Scores
 - Starting and ending times of the game
 - Any comments for master game card.
6. Discuss any plays or points of emphasis that occurred during the game.
7. Official responsible for completing master game card and sportsmanship cards should ensure they will be turned in at next meeting.
8. Leave the game site as a group.

GLOSSARY OF ABBREVIATIONS:

R = Referee

U = Umpire

HL = Linesman

LJ = Line Judge

BJ = Back Judge

“A” = Team who puts the ball in play to begin a scrimmage down.

“B” = Opponents of team “A”.

“K” = Team who is in formation to kick the ball.

“R” = Team who is in formation to receive kicked ball.

LOS = line of scrimmage

QB = Quarterback

Box = Down marker

TO = Time Out

< = Less Than

> = More Than

Chains = Distance measuring device