

## I. PRIOR TO GAME DAY

### A. ALL OFFICIALS:

1. Have uniform clean 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 commissioner 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.

### 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 commissioner.
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. Participate in pre-game conference.
4. Enter field 30 minutes prior to kick off.

### B. REFEREE: **R**

1. Conduct pre-game conference (distribute game cards).
2. 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, including planned loose ball play.
  - 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.
3. Meet with other officials on **H**'s side of field to exchange and record information on game cards.
4. Move with **L** and **F** to the 50-yard line on **L**'s side of field in preparation for coin toss.

### C. UMPIRE: **U**

1. Accompany R to confer with head coaches.
2. Rule on legality of player equipment.
3. Meet with other officials on **H**'s side of the field to exchange and record information on game cards.
4. Move with **S** and **H** to the 50-yard line on the **H**'s side of field in preparation for coin toss.

**D. LINESMAN: H**

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. Meet with other officials on your side of the field to exchange and record information on game cards.
5. Escort the visiting team onto the field of play
6. Move with U and S to the 50-yard line on your side of field in preparation for the coin toss.

**E. LINE JUDGE: L**

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.
4. Meet with other officials on H's side of the field to exchange and record information on game cards. Advise crew about field conditions. Get info from F regarding ball personnel on your side.
5. Escort home team onto the field of play
6. Move with R to 50-yard line on your side of field in preparation for coin toss.

**F. FIELD JUDGE: F**

1. Be sure you have an accurate timing device in case field clock malfunctions.
2. Locate clock operator, verify that he has a card, advise him of official time, and review duties and responsibilities.
3. Locate ball personnel, obtain their names, and instruct them in their duties.
4. Meet with other officials on the H's side of the field to exchange and record information on game cards.
5. Move with R and L to 50-yard line on L's side of field in preparation for coin toss. Obtain game ball from team on H's side.

**G. SIDE JUDGE: S**

1. Be sure you have an accurate timing device for 25-second clock.
2. Secure game balls and locate ball personnel, obtain their names, and instruct them in their duties. Mark approved game balls.
3. Meet with other officials on the H's side of the field to exchange and record information on game cards.
4. Move with H to 50-yard line on H's side of field in preparation for coin toss. Obtain game ball from team on L's side.

**III. COIN TOSS****A. ALL OFFICIALS:**

1. After coin toss meet with other officials at midfield to record toss results on game cards.
2. On R's signal break to your position for kick off.

**B. REFEREE:**

1. Signal U when ready to enter field. When U signals back, enter field from L's side at 50 yard line and proceed to the center of field and face U, approximately 4 yards apart. R will face the field clock

(Captains remain on sideline with **F** and **S**)

2. Have captains shake hands at center of field.
3. Toss the coin and explain options to the winning captain.
4. Signal toss results to the press box.
5. Mark game card.

**C. UMPIRE:**

1. When R signals he is ready, return the signal when you are ready. Enter field from **H**'s side at the 50-yard line, proceed to center of the field and face R approximately 4 yards apart. **U will have his/her back to the field clock.** (Captains remain on sideline with **H** and **S**).
2. Observe coin toss; confirm choices to R and record on game card.
3. Get appropriate ball from either **F** or **S**.

**D. LINESMAN:**

1. Meet captains and coaches for team on your side. **Ask head coach to assist in keeping sideline clear.**
2. Flank captains with **S**. Stay on sideline while **F** escorts captains onto field.

**E. LINE JUDGE:**

1. Meet captains and coaches for team on your side. **Ask head coach to assist in keeping sideline clear.**
2. Flank captains with **F**. Stay on sideline while **F** escorts captains onto field.

**F. FIELD JUDGE:**

1. Meet captains on LJ's side of field.
2. Position talking captain next to you and on same side as R.
3. Have your team's ball ready to carry onto field.
4. **S** will signal when ready. Return signal when ready. Escort captains onto the field. Stop at inbound line. Captains continue to R and U at center.
5. If your ball is to be used for kick off, give it to the U.

**G. SIDE JUDGE:**

1. Meet captains on **H**'s side of field.
2. Position talking captain next to you and on same side as R.
3. Have your team's ball ready to carry onto field.
4. **F** will signal when ready. Return signal when ready. Escort captains onto the field. Stop at inbound line. Captains continue to R and U at center.
5. If your ball is to be used for kick off, give it to the U.

**H. 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 L'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.
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 bean bag.

### B. REFEREE:

1. Take a position on the goal line equal distance from both sidelines. (Move up 20 yds for free kicks following safeties.)
2. Count "R" players and confirm count with H and L.
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 the goal line. H and L will assist with pylon. 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 H or L, observing action on and immediately around the runner. Once the H or L picks up the runner, observe action around and behind the runner.
6. On obvious short free kicks, request H to move to "R's" free kick line and you move to H's side of field.
7. When a field goal is attempted as a free kick after a fair catch or an awarded fair catch, take a position directly behind the kicker. Sound whistle to put ball in play. Responsible action on the kicker.

### C. UMPIRE:

1. Initially take a position on "K's" free kick line.
2. Count "K" players and confirm with F.
3. Assist "K" lining up.
4. Take control of the ball until kicker comes onto the field.
5. Instruct the kicker that he does not kick the ball until the R marks the ball ready for play. Take position beside/behind 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 "A's" ball and spot it.
8. Enforce the penalty for an accepted foul, which happened before the kick ended.
9. When a field goal is attempted as a free kick after a fair catch or an awarded fair catch, take a position on K's line of scrimmage on the L's side of the field watching especially for LOS fouls

**D. LINESMAN:**

1. Take an initial position between the 10-15 yard line near your sideline. 20 yard line after a safety.
2. Count "R" players and confirm with the R & L
3. Assist R with call near your pylon.
4. Once possessed by "R" in your area, carry the runner to the S, observing action on and immediately around the runner. Once the S picks up the runner, observe action around and behind the runner. If the ball is not in your area, work outside in.
5. On kicks to areas covered by the R & L, clean up the area(s) behind them. Be aware of reverses.
6. On obvious short kick situations, move up to "R's" front restraining line.
7. When a field goal is attempted as a free kick after a fair catch or an awarded fair catch, take a position on "R's" restraining line watching especially for LOS fouls.
8. Set chains at forward progress spot (off the sideline) & assist in getting correct ball on/off the field.

**E. LINE JUDGE:**

1. Take an initial position between the 10-15 yard line near your sideline. 20 yard line after a safety.
2. Count "R" players and confirm with the R & H
3. Assist R with call near your pylon.
4. Once possessed by "R" in your area, carry the runner to the F, observing action on and immediately around the runner. Once the F picks up the runner, observe action around and behind the runner. If the ball is not in your area, work outside in.
5. On kicks to areas covered by the R & H, clean up the area(s) behind them. Be aware of reverses.
6. On obvious short kick situations, move to split the deep coverage with the R
7. When a field goal is attempted as a free kick after a fair catch or an awarded fair catch, take a position on "K's" restraining line watching especially for LOS fouls.
8. Assist in getting correct ball on/off the field.

**F. FIELD JUDGE:**

1. Move to R's 20 and upon signal with the S, move up the sideline clearing all persons behind the restraining line. Ask head coach for his cooperation in keeping sideline clear.
2. Take a position on "K's" free kick line on the sideline.
3. Count "K" players and confirm with U.
4. After R gives ready for play signal, watch for encroachment and free kick infractions.
5. Watch for first touching of free kick by "K" and mark spot with bean bag.
6. After ball has gone downfield, move in that direction, observing action away from ball; assume responsibility for the runner if he comes into your area and mark forward progress.
7. Responsible for sideline to K's goal line.
8. Assist in getting correct ball on/off the field.

**G. SIDE JUDGE:**

1. Move to R's 20 and upon signal with the F, move up the sideline clearing all persons behind the restraining line. Ask head coach for his cooperation in keeping sideline clear.
2. Take a position on "R's" free kick line on the sideline.
3. Count "R" players.
4. After R gives ready for play signal, watch for encroachment and free kick infractions.
5. Watch for first touching of free kick by "K" and mark spot with bean bag.

6. After ball has gone downfield, move in that direction, observing action away from ball; assume responsibility for the runner if he comes into your area and mark forward progress.
7. Responsible for sideline to K's goal line.
8. Assist in getting correct ball on/off the field

## V. SCRIMMAGE PLAYS

### A. ALL OFFICIALS:

1. Verify the correct down on every play.
2. Any 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 1<sup>st</sup> 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 appropriate.
7. Whenever a fumble occurs, the covering official will mark the spot of the fumble with his bean bag.

### B. REFEREE:

1. Mark the ball ready for play with signal and short blast of your whistle.
2. Count team "A" players. Give count signal to "U" and acknowledge his signal. A clenched fist at shoulder height in front of body represents exactly 11 players. An open hand shoulder height in front of the body represents less than 11 players. Pat right thigh for >11 players.
3. Take a position behind and to the side of the QB (usually on the throwing side) and also in 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 man'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 L 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, "R" will acknowledge by returning signal. A clenched fist at shoulder height in front of body represents exactly 11 players. An open hand shoulder height in front of the body represents less than 11 players. Pat right thigh for >11 players.
3. Check numbering on offensive line.

4. Watch for false starts, snap infractions, and other dead ball fouls.
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, signal with an open hand on chest and call the name of the sideman you are signaling 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 position of widest "A" player off the line and hold until snap (Signal only when man is split appx. 3 yds. or more). Count "A" players on the line. Signal to L number of "A" players on your side of the snapper only when line is unbalanced.
5. Know the eligible pass receivers numbers on your side. Responsible for second widest receiver and tight end.
6. Watch for encroachment and false starts. Observe player whose initial motion is toward opposite sideline.
7. Responsible for your sideline until when/if turned over to S.
8. After snap, watch initial charge of linemen. When the play comes into your area, take responsibility for the pitch man, ball, runner after R has turned him over to you.
9. During a pass play: 1) be ready to rule on direction of quick QB pass towards you; 2) move downfield with eligible receivers, observing action around them; coordinate coverage with S. When pass is thrown, be in position to rule on pass completion and pass interference. If pass is incomplete in your area, sound whistle, give incomplete pass signal, timeout signal.
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 S 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, 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) move immediately to the goal line when the ball is snapped to rule on ball penetrating the plane of the goal line.
14. When the ball is put into play on or inside "B's" 10 yd. line, responsible for goal line and sideline.
15. When the ball is put into play on or inside "B's" 10-yd. line, H has the widest man out.

**E. LINE JUDGE:**

1. Confirm 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 L position of widest "A" player **off the line** and hold until snap (Signal only when man is split approx. 3 yds. or more). Count "A" players on the line. Signal to **H** number of "A" players on your side of the snapper **only when line is unbalanced**.
5. Know the eligible pass receivers numbers on your side. Responsible for second widest receiver and tight end.
6. Watch for encroachment and false starts. Observe player whose initial motion is toward opposite sideline.
7. Responsible for your sideline until **when/if** turned over to **F**.
8. After snap, watch initial charge of linemen. When the play comes into your area, take responsibility for pitch man, ball, and runner after R has turned him over. When play goes to opposite side, observe action behind the play.
9. During a pass play: 1) be ready to rule on direction of quick QB pass towards you; 2) move downfield with eligible receivers, observing action around them; coordinate coverage with **F**. When pass is thrown, be in position to rule on pass completion and pass interference. If pass is incomplete in your area, sound whistle, give incomplete pass signal, timeout signal.
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 **F** or R for trainable to relay ball to U. Hold spot until released by U.
11. On plays between the inbounds lines, hold forward progress **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. On goal line plays (ball snapped on or inside "B's" 3 yd. line), **move immediately to the goal line when the ball is snapped to rule on ball penetrating the plane of the goal line**.
13. When the ball is put into play on or inside "B's" 10 yd. line, responsible for goal line and sideline.
14. When the ball is put into play on or inside "B's" 10-yd. line, **L** has the widest man out.

**F. FIELD JUDGE:**

1. Take a position on or near the sideline as deep as the deepest defensive back, based on the formation of "A". Always work outside in.
2. Count "B" players. Confirm with **S**. A clenched fist at shoulder height in front of body represents exactly 11 players. An open hand shoulder height in front of the body represents less than 11 players. **Pat downfield thigh for >11 players of "B"**
3. Responsible for end line at all times and sideline from where (**when/if**) you assume responsibility for the runner.
4. On running plays watch for illegal blocks by widest receiver; observe action in "B's" secondary and action in front of the runner. Coordinate coverage with **L** so there is a minimum of overlap.
5. On pass plays, retreat to be in position behind deepest receiver, observe action downfield. When pass is thrown, be in position to rule on pass completion and pass interference. If pass is incomplete, sound whistle, give incomplete pass signal and timeout signal. On short passes, be in a position to assist.
7. Be in position to rule on forward progress on long plays. **Signal "stop clock" if appropriate**.
8. When the ball is put into play on or inside "B's" 10 yd. line, take initial position on the endline pylon, **at the inbound line** & communicate with **L** prior to snap that **L** has goal line, **F** and **S** the end zone and end line.

**G. SIDE JUDGE:**

1. Take a position on or near the sideline as deep as the deepest defensive back, based on the formation of "A". Always work outside in.

2. Time the 25 second count.
3. Count "B" players. Confirm with **F**. A clenched fist at shoulder height in front of body represents exactly 11 players. An open hand shoulder height in front of the body represents less than 11 players. Pat downfield thigh for >11 players of "B".
4. Responsible for end line at all times and sideline from where (when/if) you assume responsibility for the runner.
5. On running plays watch for illegal blocks by widest receiver; observe action in "B's" secondary and action in front of the runner. Coordinate coverage with L so there is a minimum of overlap.
6. On pass plays, retreat to be in position behind deepest receiver, observe action downfield. When pass is thrown, be in position to rule on pass completion and pass interference. If pass is incomplete, sound whistle, give incomplete pass signal and timeout signal. On short passes, be in a position to assist.
7. Be in position to rule on forward progress on long plays. Signal stop clock if appropriate.
8. When the ball is put into play on or inside "B's" 10 yd. line, take initial position on the end line pylon, at the inbounds line & communicate with **H** prior to snap that **H** has the goal line, **F** and **S** the end zone and end line.

## VI. SCRIMMAGE KICKS

### A. ALL OFFICIALS:

1. On field goals, notify at least 2 other officials it is a live ball (if it remains in the field of play) using the live ball signal
2. Assume same pre-snap duties as outlined in scrimmage plays.
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 with downfield foot and give timeout signal.
5. If you are the covering official on out of bounds plays, sound whistle, give timeout signal, mark the spot, and observe action around ball carrier.
6. Mark the spot of first touching and/or the spot of the fumble with bean bag.
7. Back up time out signal given by a fellow official where/when applicable.

### B. REFEREE:

1. PUNTS:
  - a. Take a position behind the kicker on the side of his kicking foot and at least as wide as the tight end. **R should be in the same frontal plane as the kicker when the ball is kicked.**
  - b. Know the yard line of the snap.
  - c. Watch for roughing the kicker. (Know if ball was touched before contact **is** made)
  - d. Rule on kicks, which go out of bounds in the air. Line up **F** or **S** with proper yard line on 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 & observing 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 **H** to move the box and chains, **give T.O. signal** & then give 1<sup>st</sup> down signal for "A."
2. FIELD GOALS & EXTRA POINTS:

- a. Take a position to observe action on the kicker and holder.
- b. Watch for roughing the kicker and holder and action in and around them.
- c. If pass or run, assume normal scrimmage play coverage.
- d. Upon getting signal from **F** and **S**, repeat signal to press box.

**C. UMPIRE:**

1. PUNTS:

- a. Take a position behind team "R"(usually 5-8 yds. from line of scrimmage).
- 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 observing action away from ball.
- e. When ball is declared dead, get "A's" ball and spot it.

2. FIELD GOALS & EXTRA POINTS:

- a. Once ball is snapped, observe action on snapper, watch for illegal acts by "R".
- b. Obtain ball from **F** or **S** for next down.

**D. LINESMAN:**

1. PUNTS:

- a. Take a position as on other scrimmage plays.
- b. Relay yard line of snap to **R** and **L**.
- c. Hold position to rule on kicks crossing line of scrimmage.
- d. Once kick is away move downfield no more than 15 yards observing action away from ball. Be ready to pick up runner when he comes into your area.
- e. Responsible for your sideline in your area up to **S** and K's goal line.
- f. Move box and chains on signal from R.
- g. If grounded kick goes out of bounds, in your immediate area and not covered by the **S**, mark spot and give time out signal.
- h. Bean bag the yard line of a recovery by "K" when the recovery is within the area vacated by the **S** taking a downfield position.

2. FIELD GOALS & EXTRA POINTS:

- a. Take same position as for punts.
- b. Hold position to rule on kick crossing line.
- c. If pass or run, move with play as with any other scrimmage play.
- d. Responsible for sideline and goal line on your side.

**E. LINE JUDGE:**

1. PUNTS:

- a. Take a position as in other scrimmage plays.
- b. Relay yard line of snap to **R** and **H**
- c. Move downfield after ball is snapped, no more than 15 yards, observing action in your area away from ball. Pick up runner if he comes into your area.
- d. Responsible for your sideline in your area up to **F** and K's goal line.
- e. If grounded kick goes out of bounds, in your immediate area and not covered by **F**, mark spot and give time out signal.
- f. Bean bag the yard line of a recovery by "K" when the recovery is within the area vacated by

the F taking a downfield position.

2. FIELD GOALS & EXTRA POINTS:

- a. Take same position as for punts.
- b. Hold position to assist H ruling on kick crossing line.
- c. If pass or run, move with play as with any other scrimmage play.
- d. Responsible for sideline and goal line on your side.

**F. FIELD JUDGE:**

1. PUNTS:

- a. Take a position on L's side of field in front and outside of the deepest receiver, responsible for 2/3's of the field.
- b. Responsible for ruling on fair catch in your area. When fair catch is made, immediately sound whistle and signal time out. When fair catch is not made in your area, stay with ball until kick ends, S has responsibility for signaler. When the signaler for the fair catch is in S's area, but does make the fair catch, take the signaler.
- c. During a return, responsible for the ball and action around the receiver until released to S or L.
- d. Once you release the runner, responsible for action behind the runner.
- e. If kick goes out of bounds in air on your side, look to R to position you, if needed.
- f. If grounded kick goes out of bounds, mark spot and give time out signal, if appropriate..
- g. When ball is dead in your area, remain at spot where play ends. Tell R the status of the ball, clock status and team in possession.
- h. Insure proper ball is put in play.

2. FIELD GOALS & EXTRA POINTS:

- a. Take a position behind upright on L's side of field. Responsible for your upright, crossbar, and any ball contact on goal post.
- b. Sound whistle when the attempt is ended. Confer with S, step forward giving proper signal.
- c. If run or pass, responsible for end line.
- d. Insure proper ball is put in play on the succeeding play.

**G. SIDE JUDGE:**

1. PUNTS:

- a. Take a position on H's side of field in front and outside of the deepest receiver, responsible for 1/3 of field.
- b. Responsible for ruling on fair catch in your area. When fair catch is made, immediately sound whistle and signal time out. When fair catch is not made in your area stay with ball until kick ends, S has responsibility for signaler. When the signaler for the fair catch is in F's area, but does make the fair catch, take the signaler.
- c. During a return, responsible for the ball and action around the receiver until released to F or H.
- d. Once you release the runner, responsible for action behind the runner.
- e. If kick goes out of bounds in air on your side, look to R to position you, if needed.
- f. If grounded kick goes out of bounds, mark spot and give time out signal.
- g. When ball is dead, in your area, remain at spot where play ends. Tell R the status of the ball, clock status and team in possession.
- h. Insure proper ball is put in play.

2. FIELD GOALS & EXTRA POINTS:

- a. Take a position behind upright on **H**'s side of field. Responsible for your upright.
- b. Confer with **F**, step forward giving proper signal.
- c. If run or pass, responsible for end line.
- d. Insure proper ball is put in play on the succeeding play

## 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 free kick position.

### E. *LINE JUDGE:*

1. Move to free kick position.

### F. *FIELD JUDGE:*

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

### G. *SIDE JUDGE:*

1. Move to the 20 yard line nearest the goal line where try was attempted or FG was made.
2. On signal with F 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 1<sup>st</sup> 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. Review game cards to ensure all officials have them properly/ completed marked.
2. Three minutes before the start of the second half go with U to center of field call captains to center and give options to the teams.
3. After choices, meet with U, F, and S to review choices.

**C. UMPIRE:**

1. Three minutes before the start of the second half, go with R to center of field, observe options being given to the captains.
2. After choices meet with R, F, and S to review choices.

**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. With S escort team on your side line off the field and back to start the 2<sup>nd</sup> half.
4. Three minutes before the start of the second half, meet with chain crew to discuss concerns or positive points.
5. 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. With F escort team on your side line off the field and back to start the 2<sup>nd</sup> half.
3. Three minutes before the start of the second half find at least one captain. Remind him what his choices are for the second half.
4. Stay on sideline while team captains exercise choices for second half.

**F. FIELD JUDGE:**

1. At end of second quarter, note time and record on card, report same to all officials.
2. With L escort team on your side line off the field and back to start the 2<sup>nd</sup> half.
3. Time the half.
4. Three minutes before the start of the second half find at least one captain from L's side of field. Remind him what his choices are for the second half.
5. Get ball to start the second half, if necessary.
6. Accompany captain(s) to inbounds line and send captain(s) to center of field.
7. After choices, meet with R, U, and S to review choices.

**G. SIDE JUDGE:**

1. With H escort team on your side line off the field and back to start the 2<sup>nd</sup> half.
2. Three minutes before the start of the second half find at least one captain from LJ's side of field. Remind him what his choices are for the second half.
3. Get ball to start the second half, if necessary.
4. Accompany captain(s) to inbounds line and send captain(s) to center of field.
5. After choices, meet with R, U, and F to review choices.

**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 **H** 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 **H** 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 back yard line.
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 **L**.
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 H as a clip reference**.
2. If ball needs to be spotted at the inbounds spot, repeat 1.
3. Observe your team and sideline.

**F. FIELD JUDGE:**

1. Be responsible for securing the ball **at the measuring spot during the measuring procedure(s)**.

**G. SIDE JUDGE:**

1. Move to a position on **H**'s sideline near the box.
2. Observe **H**'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. FIELD 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 **L** 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.

**F. SIDE 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.

## **XI. PENALTY ENFORCEMENT**

### **A. ALL OFFICIALS:**

1. Give time out signal where/when appropriate.
2. Make sure ball and flag(s) are covered.
3. If you called the penalty, 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 by remaining at the enforcement spot until the enforcement is completed.
2. Communicate penalty information to coaches.

### **F. FIELD JUDGE:**

1. Cover your side of field if 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.

**G. SIDE JUDGE:**

1. Cover your side of field if 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 NON-PLAYER**

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 S 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. Administer the penalties.
6. 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.
7. 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.
4. Stand alertly erect.

**B. REFEREE:**

1. Signal to press box the team charged with the time out.
2. Check with the U as to the remaining time outs for each team.
3. When notified by F, ask for teams to get ready for the next play.
4. Mark the ball ready for play.

**C. UMPIRE:**

1. Cover ball.
2. Check with R, H and L regarding the number of remaining time outs for each team.
3. 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. Check with R, U and S regarding number of remaining time outs for each team.
4. 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. Check with R, U and F regarding number of remaining time outs for each team.
4. Assist R in asking team on your side to get ready for the next play.

**F. FIELD JUDGE:**

1. Responsible for timing the length of the time out.
2. Check with R, U and L regarding the number of remaining time outs for each team.
3. Notify the R when 50 seconds of the time out have elapsed.
4. Assist in asking team on your side to get ready for the next play.

**G. SIDE JUDGE:**

1. Check with R, U and H regarding the number of remaining time outs for each team.
2. Assist in asking team on your side to get ready for the next play.

**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 should ensure it will be turned in at next meeting.
  8. Leave the game site as a group.

GLOSSARY OF ABBREVIATIONS:

R = Referee

U = Umpire

H = Linesman

L = Line Judge

F = Field Judge

S = Side 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.

QB = Quarterback

Box = Down marker

Chains = Distance measuring device