

# Central Virginia Football Officials Association

## 7-Man Mechanics Manual

Revised 10-20-2010



## **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 **scheduled** kick off. (For out of town games when pre-game conference is held in route, this requirement is reduced to 45 minutes prior to **scheduled** 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 **scheduled** kick off **and assume game management**.

### B. REFEREE: R

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 B and S fail. **Have the latest rule book and latest version of the approved mechanics manual.**
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 **or designate another official to do so**. 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: 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, H & B 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. Move with U, S & B to the 50-yard line on your side of field in preparation for the coin toss.
6. Remain on sideline during the toss & observe team **on your sideline**.
7. **Conduct the pregame conference should the R be absent.**

***E. LINE JUDGE: L***

1. Check field to see that it is marked properly, goal posts are legal, and that there are no safety hazards
2. Meet with other officials on H's side of the field to exchange and record information on game cards.
3. Advise crew about field conditions. Get info from F regarding ball personnel on your side.
4. Move with F to escort **your** team onto **and off of** the field
5. Move with R & F to 50-yard line on your side of field in preparation for coin toss.
6. Remain on the sideline during the toss & observe home team.

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

1. Be sure you have an accurate timing device to assist B & S in case any timing device malfunctions.
2. Secure game balls and locate ball personnel from **your** team, obtain their names, and instruct them in their duties.
3. Meet with other officials on H's side of the field to exchange and record information on game cards.
4. Escort **your** team captains onto the field.
5. Move with R and L to 50-yard line on L's side of field in preparation for coin toss **and obtain game ball.**

***G. SIDE JUDGE: S***

1. Provide all officials with the correct time. Other officials will verify their watches with yours.
2. Confirm starting time with home management & arrange for punctual arrival of officials on the field.
3. Locate ECO, verify **that he/she has proof of certification as a VHSL ECO**, advise him/her **of official time, and review duties and responsibilities.**
4. **Secure game balls and locate ball personnel from your team, obtain their names, and instruct them in their duties.**
5. Meet with other officials on the H's side of the field to exchange & record information on game cards.
6. Escort the **your** team captains onto the field
7. Move with H & B to 50-yard line on H's side of field in preparation for coin toss & obtain game ball.

***H. BACK JUDGE: B***

1. Be sure you have an accurate timing device for 25-second clock.
2. Escort the **H's sideline team** onto **and off of** the field.
3. Move with H & S to 50-yard line on H's side of field in preparation for coin toss.
4. Remain on sideline with H during the toss. Assist H in observing visiting team during toss.

### **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 F and S 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 F and S 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 requiring the visiting captain make the call before the toss. The R shall catch the toss; if the coin hits the ground, it shall be tossed again. Once the toss is completed the R will confer with the winning captain. R shall indicate which team won the toss by touching the winning captain's shoulder, then signaling their choice of options, which are:

- 1) Kick or receive
- 2) Defend a goal
- 3) Defer their choice to the second half – after the defer signal, then confer with the losing captain and signal the losing captain's choice of options #1 or #2.

If options #1 or #2 are chosen, the captains will be aligned according to defending goal before any signals are given. If option #3 is chosen, the winning team is indicated and defer signal is given before aligning the captains according to defending goal.

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.

### **C. COIN TOSS FOR OVERTIME:**

Each team gets three minutes to confer with coaches. All officials shall meet at the 50 yard line to review overtime procedures and timeouts.

The R and U shall face each other on opposite sides of the 50yd line with the R facing the scoreboard.

The R shall signal the S and F to escort their captain onto the field. The S and F shall bring a game ball from their sideline and shall stop at the inbounds marks instructing the captain to continue to the center of the field.

The L and B 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 R shall conduct the toss by requiring the visiting captain make the call before the toss. The R shall catch the toss; if the coin hits the ground, it shall be tossed again. Once the toss is completed the R will signal the results. R shall indicate which team won the toss by touching the winning captain's shoulder. To indicate which team will go on offense, the R will have that captain face the goal toward which his team will advance and indicate this with the first down signal. The other team captain will face the offensive captain with his back toward the goal he will defend.

If there are subsequent overtimes, the above procedure is repeated except that a coin toss is not used and there is a 2-minute intermission. The team losing the toss for the first overtime is given the first option in the second (and subsequent even numbered) overtime.

## **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/or backward pass occurs, the covering official will mark the spot of the fumble/backward pass 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 H, L, and B 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. When a field goal is attempted as a free kick after a fair catch or an awarded fair catch, take a position under the uprights. Responsible for your upright.

### **C. UMPIRE:**

1. Initially take a position on "K's" free kick line on the S-H sideline.
2. Count "K" players and confirm with B.
3. After R gives ready for play signal, watch for encroachment and free kick infractions
4. After ball has gone downfield, move in to the near hash mark observing action away from ball, specifically K players inside the 3 outer-most players (S observes the 3 outer-most K players).
5. If kickoff is returned for a touchdown, give ground & officiate inside out.
6. When ball is declared dead, get "A's" ball and spot it.
7. When a field goal is attempted as a free kick after a fair catch or an awarded fair catch, take normal position with kickers.

***D. LINESMAN:***

1. Take an initial position on the goalline pylon. 20 yard line after a safety.
2. Count "R" players and confirm with the R & L
3. Once possessed by "R" in your area observe action on and immediately around the runner. Responsible for forward progress and sideline to the K's 2yd line (keeping the runner between you and the S).
4. On kicks to areas covered by the R & L, clean up the area(s) behind them. Be aware of reverses.
5. When a field goal is attempted as a free kick after a fair catch or an awarded fair catch, take a position on the goalline pylon as normal. Responsible for entire goalline.
6. 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 on the goalline pylon. 20 yard line after a safety.
2. Count "R" players and confirm with the R & H
3. Once possessed by "R" in your area observe action on and immediately around the runner. Responsible for forward progress and sideline to the K's 2yd line (keeping runner between you and the F).
4. On kicks to areas covered by the R & H, clean up the area(s) behind them. Be aware of reverses.
5. When a field goal is attempted as a free kick after a fair catch or an awarded fair catch, take a position under the uprights. Responsible for upright, crossbar, and whistle.
6. Assist in getting correct ball on/off the field.

***F. FIELD JUDGE:***

1. After any score, 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 "R's" free kick line on the L's sideline.
3. After R gives ready for play signal, watch for encroachment and free kick infractions.
4. Watch for first touching of free kick by "K" and mark spot with bean bag.
5. After ball has gone downfield, move in that direction, observing action away from ball, specifically the 3 outer-most K players to your side. Give ground keeping cushion with the L so the play remains boxed in. Responsible for forward progress inside the K's 2yd line and the goalline.
6. Assist in getting correct ball on/off the field.
7. When a field goal is attempted as a free kick after a fair catch or an awarded fair catch, take normal position on "R's" restraining line.

### ***G. SIDE JUDGE:***

1. After any score, 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 H’s sideline.
3. After R gives ready for play signal, watch for encroachment and free kick infractions.
4. Watch for first touching of free kick by “K” and mark spot with bean bag.
5. After ball has gone downfield, move in that direction, observing action away from ball, specifically the 3 outer-most K players to your side. Give ground keeping cushion with the H so the play remains boxed in. Responsible for forward progress inside K’s 2yd line and the goalline.
6. Assist in getting correct ball on/off the field
7. When a field goal is attempted as a free kick after a fair catch or an awarded fair catch, take normal position on “R’s” restraining line.

### ***H. BACK JUDGE:***

1. Obtain proper ball for K and run up L-F sideline to K’s restraining line. Instruct kicker to wait for ready-for-play before kicking.
2. Count “K” players and confirm with the U. Get signal from U, F, S to determine if they are ready.
3. Take a position on “K’s” restraining line on the L-F sideline and confirm with R that U, F, S are ready..
4. After R gives ready for play signal, watch for encroachment and free kick infractions
5. After ball has gone downfield, move in to the near hash mark observing action away from ball, specifically K players inside the 3 outer-most players (F observes the 3 outer-most K players).
6. If kickoff is returned for a touchdown, give ground & officiate inside out.
7. Assist in getting correct ball on/off the field.
8. Enforce the penalty for an accepted foul, which will be enforced on the free kick.
9. When a field goal is attempted as a free kick after a fair catch or an awarded fair catch, repeat steps 1-2, and take a normal position on “K’s” restraining line.

## 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, then give the dead-ball signal (one hand raised).
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 or backward pass occurs beyond the line of scrimmage, the covering official will mark the spot of the fumble/backward pass 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 11 players. An open hand shoulder height in front of the body represents less than 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 H number of next down.

### C. UMPIRE:

1. Cover the ball until the R gives the ready-for-play. Note relative position of ball on the field.
2. Take a position behind team "B" (usually 5-8 yds. from line of scrimmage) and between "B's" ends keeping snap in view.
3. Count team "A" players, give count signal to R and R will acknowledge by returning signal. A clenched fist at shoulder height in front of body represents 11 players. An open hand shoulder height in front of the body represents less than 11 players.
4. Check numbering on offensive line.
5. Watch for false starts, snap infractions, and other dead ball fouls.

6. Cover action on snapper and of players at point of attack and then behind runner, watching for holding, illegal use of hands, illegal blocks.
7. Pass plays - watch for ineligible downfield; assist R with tipped pass, turn and assist with passes thrown in front of side officials. If the ball is snapped inside the "A's" or "B's" 5-yard line, move to line of scrimmage and rule on the pass crossing the line of scrimmage.
8. When ball is declared dead, get forward progress from covering official and spot ball on proper yd. line between in bounds markers.
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 on or near sideline.
3. Count players of team on your sideline.
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. Responsible for second widest receiver, tight end, tackle on your side or back nearest you depending on the formation.
6. Watch for encroachment and false starts. Observe player whose initial motion is toward opposite sideline.
7. Responsible for your sideline and forward progress to the B's 2yd line.
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. When play goes away from you, observe action behind runner.
9. During a pass play:
  - a- be ready to rule on direction of pass;
  - b- move downfield 7-8yds, 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, give incomplete pass signal.
10. On all plays in your area, mark forward progress with downfield foot and give dead ball signal. When ball becomes dead in side zone, place ball on foot until next down is determined. Use S 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. NEVER TURN TO DETERMINE IF FIRST DOWN.
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 “A’s” or “B’s” 5-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 “A’s” or “B’s” 5yd. line, responsible for goal line and sideline.

***E. LINE JUDGE:***

1. Confirm position of box and down number. When appropriate, inform R of the clock status.

2. Take a position straddling neutral zone outside of all players on or near sideline.

3. Count players of team on your sideline.

4. Signal to H 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 H 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. Responsible for second widest receiver, tight end, tackle on your side or back nearest you depending on the formation

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

7. Responsible for your sideline and forward progress to the “B’s” 2yd line.

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:

a- be ready to rule on direction of pass;

b- stay on line of scrimmage; responsible for ENTIRE line of scrimmage ruling on illegal forward pass and ineligibles downfield. 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.

10. On all plays in your area, mark forward progress with downfield foot and give dead ball signal. When ball becomes dead in side zone, place ball on foot until next down is determined. Use F for triangle 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 “A’s” or “B’s” 5 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 “A’s” or “B’s” 5 yd. line, responsible for goal line and sideline.

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

1. Take a position on the **L** sideline ~18-20 yds off the line of scrimmage
2. Count "B" players. Confirm with S & B. A clenched fist at shoulder height in front of body represents 11 players. An open hand shoulder height in front of the body represents less than 11 players.
3. Responsible for sideline and goalline. Maintain cushion with L keeping play boxed in and assume forward progress between the "B's" 2yd line and goalline.
4. On running plays watch for illegal blocks by widest receiver; observe action in "B's" secondary and action in front of the runner.
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.
6. When ball is put in play inside the "B's" 20yd line, take position on the goalline pylon.
7. When the ball is put into play on or inside "B's" 5 yd. line, take initial position on the endline pylon, & communicate with L prior to snap that L has goal line. F and S assist the B on the end line.
8. If the ball is dead in your side zone, assist L in relaying ball to U.

### ***G. SIDE JUDGE:***

1. Take a position on the **H** sideline ~18-20 yds off the line of scrimmage. Responsible for game clock in all situations.
2. Count "B" players. Confirm with F & B. A clenched fist at shoulder height in front of body represents 11 players. An open hand shoulder height in front of the body represents less than 11 players.
3. Responsible for sideline and goalline. Maintain cushion with H keeping play boxed in and assume forward progress between the "B's" 2yd line and goalline.
4. On running plays watch for illegal blocks by widest receiver; observe action in "B's" secondary and action in front of the runner.
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.
6. When ball is put in play inside the 20yd line, take position on the goalline pylon.
7. When the ball is put into play on or inside "B's" 5 yd. line, take initial position on the endline pylon, & communicate with H prior to snap that H has goal line. F and S assist the B on the end line.
8. If the ball is dead in your side zone, assist H in relaying ball to U.

### ***H. BACK JUDGE:***

1. Take a position approximately ~20-25 yards from the LOS while favoring the strong side of the formation. Be in position to cover from the inside looking out.
2. Count "B" players. Confirm with F & S. A clenched fist at shoulder height in front of body represents 11 players. An open hand shoulder height in front of the body represents less than 11 players.
3. Time the 25 second clock
4. Responsible for the endline at all times but may have assistance from the F & S.

5. On running plays watch for illegal blocks by your key; observe action in “B’s” secondary and action in front of the runner.
6. On pass plays, retreat to be in position behind the 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.
7. When ball is put in play on or inside “B’s” 20 yd. line, take initial position on the end line & communicate with F & S.

### **Keys for Scrimmage Plays.**

H – 2<sup>nd</sup> eligible receiver in from widest receiver. If Trips, then 3<sup>rd</sup> eligible receiver in. If only one eligible to your side, then running back.

L – running back, unless Trips – then 3<sup>rd</sup> eligible receiver in from the widest receiver.

F – widest eligible receiver to your side (could be tight end).

S – widest eligible receiver to your side (could be tight end).

B – 2<sup>nd</sup> eligible receiver in from widest receiver on the L side. If L has only one eligible, then 2<sup>nd</sup> eligible receiver in from widest receiver on the H side. Always 2<sup>nd</sup> eligible receiver in from widest receiver in any Trips formation.

## 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/backward pass 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 (approximately 2 yards) 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 action around 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, & then give first down signal for the appropriate team.
2. FIELD GOALS & TRYS:
  - 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 B, repeat signal to press box.

### C. UMPIRE:

1. PUNTS:
  - a. Take a position behind team "R" (usually 5-8 yds. from line of scrimmage), opposite R.
  - 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 the appropriate ball and spot it.

2. FIELD GOALS & TRYSS:

- a. Once ball is snapped, observe action on snapper, watch for illegal acts by "R".
- b. If run or pass, same responsibilities as scrimmage down.
- c. 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 10 yards observing action away from ball. *REVERSE MECHANICS ARE IN FORCE AND RESPONSIBILITY IS THE GOALLINE.* Keep runner boxed in with S to the "K's" 2-yard line.
- e. Move box and chains on signal from R.
- f. If grounded kick goes out of bounds in your immediate area mark spot and give time out signal.

2. FIELD GOALS & TRYSS:

- 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. Hold position to rule on kicks crossing line of scrimmage, unless the snap is muffed or the kick is blocked, then retreat to help R rule on possession and goal line.
- d. Once kick is away move downfield no more than 10 yards observing action away from ball. *REVERSE MECHANICS ARE IN FORCE AND RESPONSIBILITY IS THE GOALLINE.* Keep runner boxed in with F to the "K's" 2-yard line.
- e. If grounded kick goes out of bounds, in your immediate area mark spot and give time out signal.

2. FIELD GOALS & TRYSS:

- a. Take same position as for punts.
- b. Hold position to assist H ruling on kick crossing line, unless the snap is muffed or the kick is blocked, then retreat to help R rule on possession.
- 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 1/3 of the field. If ball is snapped inside the 40yd line, take position on goalline pylon.
- b. Count players of team R & confirm with B & S
- c. Responsible for any 'gunner' on your side of the field. Watch players coming downfield and the legality of their blocks. Bean bag any spot of first touching.
- d. During a return, responsible for the ball and action around the receiver.  
*REVERSE MECHANICS ARE IN FORCE AND RESPONSIBILITY FOR THE SPOT OF FORWARD PROGRESS and sideline to "K's" 2-yard line.*
- 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 results of the play.
- h. Ensure proper ball is put in play.

### **2. FIELD GOALS & TRYS:**

- a. Take a position behind upright to L's side of field. Responsible for your upright.
- b. When the attempt is ended, confer with B, step forward giving proper signal.
- c. If run or pass, split end line responsibility with B.
- d. Ensure 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 the field. If ball is snapped inside the 40yd line, take position on goalline pylon.
- b. Count players of team R & confirm with B & F
- c. Responsible for any 'gunner' on your side of the field. Watch players coming downfield and the legality of their blocks. Bean bag any spot of first touching.
- d. During a return, responsible for the ball and action around the receiver.  
*REVERSE MECHANICS ARE IN FORCE AND RESPONSIBILITY FOR THE SPOT OF FORWARD PROGRESS and sideline to "K's" 2-yard line.*
- 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 results of the play.
- h. Ensure proper ball is put in play.

## 2. FIELD GOALS & TRYS:

- a. Take a position behind "R's" goalline in the middle of the field to rule on touchbacks
- b. If run or pass, assume normal duties to your side of the field from the inside out.
- c. Responsible for PSK spot (marked with beanbag) if R returns the kick.
- d. Ensure proper ball is put in play on the succeeding play

## ***H. BACK JUDGE***

### 1. PUNTS

- a. Take a position slightly behind and at the side of the deepest receiver favoring the wide side responsible for the middle 1/3 of the field. If ball is snapped inside the 40yd line, take position on goal line.
- b. Count players of team "B" & confirm with F & S
- c. Responsible for ruling on fair catch. When fair catch is made, immediately sound whistle and signal time out. No bean bag is necessary on a fair catch. Responsible for ALL bean bags at the end of the kick (R possession) and stay with ball in your area until kick ends.
- d. During a return, responsible for the ball and action around the receiver until released to F or S. Once runner turns up field, assist with legality of blocks.
- e. Once you release the runner, responsible for action behind the runner.
- f. Be in position to rule on ball breaking the plane of the goal line. Watch for/rule on batting.
- g. When ball is dead, in your area, remain at spot where play ends. Tell R the status of the ball, clock status and results of the play.
- h. Ensure proper ball is put in play.

### 2. FIELD GOALS & TRYS:

- a. Take a position behind upright to H's side of the field. Responsible for upright, crossbar, and whistle.
- b. When the attempt is ended, confer with F, step forward giving proper signal.
- c. If run or pass, split end line responsibility with F.
- d. Ensure proper ball is put in play on the succeeding play.

## **VII. INTERVAL AFTER TRY AND SUCCESSFUL FIELD GOALS**

### **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 on S-H sideline.

### **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.

### **H BACK JUDGE**

1. Obtain ball for succeeding kickoff.
2. Move up F-L sideline to kickoff yard line, then out to a spot midway between the hashes.
3. Give penalty signal for any penalties assessed on the kickoff.

## **VII. 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 **teams** 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, meet with other officials at the 50 yard line to discuss team choice and direction of kick off.

### **C. UMPIRE:**

1. After the warm-up period is over, meet with other officials at the 50 yard line to discuss team choice and direction of kick off.

### **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. After the warm-up period is over, meet with other officials at the 50 yard line to discuss team choice and direction of kick off.

### **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 on and off of the field of play
3. After the warm-up period is over, meet with other officials at the 50 yard line to discuss team choice and direction of kick off.

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

1. With L escort team on your side line off the field and back to start the 2<sup>nd</sup> half.
2. During the warm-up period, obtain your sideline coach's choice of his options for the second half.
3. Get ball to start the second half, if necessary.
4. After the warm-up period is over, meet with other officials at the 50 yard line to discuss team choice and direction of kick off.

***G. SIDE JUDGE:***

1. At end of second quarter, note time and record on card, report same to all officials. Time the half.
2. With B escort team on your side line off the field and back to start the 2<sup>nd</sup> half.
3. During the warm-up period, obtain your sideline coach's choice of his options for the second half.
4. Get ball to start the second half, if necessary.
5. After the warm-up period is over, meet with other officials at the 50 yard line to discuss team choice and direction of kick off.

***H. BACK JUDGE:***

1. With S escort team on his side line off the field and back to start the 2<sup>nd</sup> half..
2. After the warm-up period is over, meet with other officials at the 50 yard line to discuss team choice and direction of kick off.

## **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, obtain ball from F, 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 measurement is in sidezone and line to gain is made, and spot ball at inbounds spot.

### ***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 **not a first down**, 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. If measurement is outside the inbounds line, secure another ball so R may properly spot ball after measurement.

***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.

***H. BACK JUDGE***

1. Hold the ball during the measurement facing the offensive backfield. If the measurement was in the side zone, do not remove the ball until the new ball has been placed at the inbounds spot.

## **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 **and H'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, **signal the B to remove ball from previous spot and then** 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 **and H's** card.
2. Determine the position of the ball on the field in relationship with the inbounds spot.
3. **Obtain another ball from S or F (offensive side of field) and** place ball at spot determined by R.

### **C. LINESMAN:**

1. Confirm clip location with chain crew.
2. **Mark card with down, distance, yard line, and clip of the team in possession. Be sure your card agrees with R's and U's card.**
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. Move to appropriate yard line **between sideline and hash mark** at other end of field.
3. Stop at the approximate yard line and **attempt to get players to huddle near succeeding spot.**
4. Assume time out responsibilities.
5. Indicate to R when ready.

### **E. FIELD JUDGE:**

1. Responsible for team on your sideline.
2. **If your team is on offense, obtain ball for succeeding spot.**
3. Assume time out responsibilities.
4. Indicate to R when ready.

***F. SIDE JUDGE:***

1. Responsible for time between quarters.
2. Responsible for team on your sideline. Attempt to get players to huddle near succeeding spot.
3. If your team is on offense, obtain ball for succeeding spot.
4. Assume time out responsibilities.
5. Indicate to R when ready
6. Check to see clock has been reset.

***G. BACK JUDGE***

1. Know the approximate yard line and field position of ball.
2. Stay with ball at previous spot until the R signals that the ball and chains have been set properly at the succeeding spot. Then relay ball to proper sideline.
3. Assume time out responsibilities.

## **XI. PENALTY ENFORCEMENT**

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

1. Give time out signal and make sure ball is covered.
2. Know the status of ball, type of play, the player committing the foul. Adjust flag if necessary. Stay close to R to ensure penalty options are given correctly.
3. For your fouls, 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.

***H. BACK JUDGE***

1. Cover your portion 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 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 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. Items 1 thru 4, above, shall be 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. Verify with at least 2 other officials on the number of timeouts remaining for both teams.
4. Stand alertly erect.

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

1. Signal to press box the team charged with the time out.
2. When notified by S, 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. FIELD JUDGE:**

1. Assist in asking team on your side to get ready for the next play.

#### **G. SIDE JUDGE:**

1. Responsible for timing the length of the time out.
2. Notify R when 50 seconds have elapsed by sounding your whistle twice.
3. Assist in asking team on your side to get ready for the next play.

#### **H. BACK JUDGE**

1. Assist team "B" in getting 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

B = 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.

QB = Quarterback

Box = Down marker

Chains = Distance measuring device