



# MECHANICS MANUAL

2024 – 2026

CALIFORNIA FOOTBALL OFFICIALS ASSOCIATION

OFFICIALS MECHANICS MANUAL

## Purpose of Manual

This manual was developed after reviewing several other football mechanics prepared by various local, regional, state and national officiating associations. Compromises were made in several areas to generate a system of mechanics that are relatively simple and can provide the best field coverage for games worked by the CFOA high school officials.

The manual provides descriptions of officiating excellence, uniform requirements, general mechanics, and signals as well as specific mechanics for a crew of five and four officials. Officials should concentrate on mastering the mechanics for a crew of five officials and then learn the differences and adjustments required to work with crews of three, four and seven.

The National Federation of State High Schools Associations (NFHS) Football Rules Book is the official rule book for the CFOA.

Special "thank you" and acknowledgement to the following officials that worked during the 2024 offseason to provide valuable insight from their units on position mechanics.

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## SECTION 1: GENERAL PRINCIPLES

- I. **Knowledge of the Rules:**
  - a. Rule mastery will be perfected over time and must be supplemented by the ability to learn and interpret rules and editorial changes correctly. These abilities are acquired through devotion of time and study.
- II. **Physical Condition:**
  - a. Football officiating is a difficult and exhausting endeavor which requires 100 percent efficiency of mind and body. An annual physical examination should be a personal requisite to ensure your health, thus allowing you to assess your ability to officiate.
- III. **Judgement:**
  - a. See the a foul, process it and determine if your marker needs to be thrown. A slow flag is not synonymous with a late flag. Be 100% certain a foul occurred. If you “think” you saw a foul, then you didn’t see it. A “no call” is more acceptable than a “bad or incorrect call”. To ensure improved instinctive reaction during play situations, continue to review the different game situations and play scenarios which may occur.
- IV. **Duties and Responsibilities:**
  - a. Each official must have a thorough knowledge of the duties of his own position as well as a general working knowledge of the duties of each of the other officials. They must be prepared to assume any one of the other positions whenever circumstances require rearrangement of assignments.
- V. **An Official Must:**
  - a. Be a great dead-ball official. There is always something to be done between downs. Whether it is separating colors after a play, mirroring your opposite flank, getting a new ball into the game, and/or communicating with the box or chain crew.
  - b. Know the down and yardage prior to each snap.
  - c. Be ready to assist any official that is temporarily out of position or had an obstructed view of a play.
  - d. Observe erroneous procedures or ruling by other officials and attempt to prevent and correct in an expeditious and diplomatic manner, whenever possible and under no circumstances should an argument develop on the field between officials
  - e. Know the correct signals and their proper use.
  - f. Secure a new ball when appropriate, after all action has ceased, and to handle and pass the ball properly.
  - g. Be alert to action away from the ball when play has left their immediate area.
  - h. Call time-out for any player who is obviously injured or disabled. Never rush the treatment of an injured player. Recognition of injured players is the concern of all game officials. The Game Clock can be started if a time-out is not necessary.
- VI. **Signals:**
  - a. All signals should be given promptly, distinctly and conspicuously as they are the non-verbal communication tools we use to inform.
- VII. **Enforcement:**
  - a. All rules should be strictly and fairly enforced. There shall be no deviation from the NFHS Football Rules.
- VIII. **Hustle:**
  - a. Keep the game moving smoothly from start to finish. Do not permit haste to interfere with duties or correct determinations.

- IX. **Boxing In:**
  - a. Smart officiating requires keeping the players “boxed in” and avoidance of officials being “boxed in”. “Outside looking in” is essential for sideline and end line coverage. The ultimate goal is to have each play viewed from more than one direction.
- X. **Off-Ball Officiating:**
  - a. Officials should not be ball watchers. The official nearest the action should take the primary responsibility for the ball but should also be alert to action around the ball. The official that is the farthest away should take the widest “Big Picture” view of the action, looking for unsportsmanlike acts and threats to player safety. The officials in between should work in “Rings”. The closer you are to the ball, the smaller your “Ring” is.
- XI. **Cooperation:**
  - a. Team work is essential amongst a crew of officials. If a ruling is puzzling, relay explanation to press box. Never issue direct or indirect newspaper interviews, statements, or stories concerning games in which you are an official. Continuous verbal and non-verbal communication between all officials during the game is essential for effective game administration.
- XII. **Social Media:**
  - a. **Officials should not post anything on Social Media regarding games, teams, coaches, players or other Officials.**

## SECTION 2: STANDARD UNIFORM

### I. Traditional Uniform:

- a. It is essential that all CFOA football officials dress in a consistent manner. All members of a crew must be similarly dressed. For all varsity games the uniform worn by all officials shall include the following:
  - i. SHIRT – CFOA approved black and white knit, long tail, 2¼ inch vertically striped officials’ long or short sleeve shirts with pocket on the left breast and complete with knit black “Byron” collar and black cuffs.
    - 1. CFOA approved a new shirt during the 2024 offseason. The shirt is produced by Smitty and Honings, and can be purchased through their distributors. This shirt includes the CIF logo over the pocket, the American Flag on the left sleeve, and the CFOA logo on the right sleeve. The sleeves of the new shirts are black.
    - 2. These shirts are optional in 2024 and 2025, then mandatory for all CIF contests in 2026.
    - 3. CIF-branded officials shirts may not be worn in non-CIF contests. This includes any youth sports games.
  - ii. PANTS - The pants shall be full length black pants. The pants must include a 1¼ inch white strip on the seam of the leg, must not be cuffed, and must continue to the shoe without a break.
  - iii. SOCKS – When wearing approved pants, officials will wear black socks.
  - iv. SHOES AND BELT – Predominantly black shoes with black laces and appropriate soles or cleats. A black belt, a minimum of 1¼ inches and a maximum of 2 inches in width shall be worn.
  - v. CAP – Brooklyn style solid black cap with traditional narrow white piping (without emblem or numbers, other than small manufacturer’s logo) shall be worn by all but the Referee, who shall wear a Brooklyn style solid all-white cap (without emblem or numbers, other than small

manufacturer's logo). The cap shall be oriented with the bill facing forward and squarely covering the forehead of the official.

- vi. FOUL MARKER – All officials shall be equipped with at least one light gold foul marker, 15" x 15" and weighted in the center with pebbles, sand or beans and worn *INCONSPICUOUSLY*.
- vii. DOWN INDICATOR – All officials should wear one down marker to assist the entire crew with tracking the down each play.
  - 1. Umpire will wear 2 indicators. One for down and one for lateral position of the ball.
- viii. BEAN BAGS - All officials will be equipped with one or more **white, blue, or black** bean bags for marking spots. Bags shall be filled with pebbles, sand or beans. Back judge's second bean bag could be a different color from the crew.
- ix. JACKETS - Jackets are not considered part of the official uniform. EXCEPTION: Alternate Officials on the sideline before entering the game.
- x. UNDERSHIRTS – All undershirts which show should be black.
- xi. GLOVES – Gloves when worn shall be black.
- xii. EMBLEMS – A 2" x 3½" American Flag will be worn on the left chest ¼" above the pocket.
- xiii. HELMETS – A protective helmet may be worn by the Umpire. When worn, helmets will be black, without a bill and must be fitted and secured with a black chin strap which must be secured when the ball is in play.

## II. Summer Uniform:

- a. A "summer uniform" is approved for wearing in scrimmages and sub-varsity, in accord, but all in the crew must wear the same uniform. A "summer uniform" is a traditional uniform with black shorts with either white or black crew or ankle socks.

## SECTION 3: OFFICIATING PROCEDURES

### BEFORE ENTERING THE FIELD

#### ALL OFFICIALS:

All members of the officiating crew shall be in their locker room no later than 75-90 minutes prior to the scheduled Kick-Off Time, to have time to dress, prepare for the game, and to participate in the Pre-Game Conference. The only acceptable excuse for being late for this Pre-Game Conference is in the case of an Emergency, provided the official has given notice to the Referee/Crew Chief. Officials should be dressed and ready to begin their pregame discussion 60-minutes prior to kickoff.

#### I. Back Judge

- a. In the absence of the Referee, you are responsible to ensure that a pre-game conference is conducted.

#### II. Back Judge

- a. Make certain you have the correct time. Other officials will coordinate their watches with yours. The Play Clock should be kept along with a game clock, which may be either a field clock, or a wristwatch or stopwatch operated by the Back Judge. Assure you have an accurate timing device for timing the 40/25 second count.

#### III. Referee

- a. Conduct a thorough Pre-Game Conference outlining individual and crew duties. The purpose of a Pre-Game Conference is to prepare the crew mentally. It is important to solidify the thinking of officials in regard to procedures, rules, interpretations, philosophy and enforcements.

#### IV. Back Judge and Line Judge

- a. Ensure game and play clock operator(s) know and understand all clock operations and procedures, including to watch the Referee's and other officials' signals

#### V. Referee and Umpire

##### Visit each team 30 minutes on the field prior to kickoff.

- a. Umpire inspects player equipment, braces, bandages, tape, and etc. Remind head coach of equipment rule requirements and his certification that all players are legally equipped according to the rule. Additionally, the Referee may ask the head coach any unusual game situations. *This may also take place on the field during your On-Field Pre-Game duties.*

*CIF Playoff Contests: Visit each team 1¼ hours prior to kickoff.*

#### VI. All Officials

- a. All crew members are required to be on the field 30-minutes prior to kickoff.
  - i. The Referee and Umpire can leave earlier than the rest of the crew to conduct their coaches meetings.
- b. At the end of the game, crew is required to leave the field together and return immediately to their locker room.

### SECTION 4: PRE-GAME DUTIES ON THE FIELD PROCEDURES

#### I. All Officials

- a. Arrive on the field as a crew 30 minutes before kickoff, or as soon as the crew is able.
- b. Inspect the field for possible hazards and for correct markings. Notify game management of hazards and incorrect field markings. Hazardous situations must be resolved to the referee's satisfaction before kickoff.
- c. Once you have completed your assigned responsibilities, visually prepare yourself during team warm-ups by watching player actions similar to those you will see during the game.
- d. Look for any illegal equipment and bring it to the attention of the umpire so it can be corrected before the game.

#### II. Referee

- a. With the umpire or another official, locate and meet each head coach separately. Optional: Meet head coach with entire crew. ***This may also be done one hour and fifteen minutes prior to game time or take place on the field during your On-Field Pre-Game duties.***
- b. Give the Head Coach the correct time-of-day and discuss the game timeline (toss, kickoff, half time).
- c. Obtain information on captains and verify that all players are properly equipped. Ask about unusual plays or formations. Discuss how you will handle penalty acceptance and enforcement.
- d. Explain the sideline policy and introduce the flank official that will be on his sideline. Optional: Introduce the flank official on his sideline and let that official discuss sideline policy; this includes if the head coach is the only person that can accept or decline a penalty.
- e. In CIF playoff contests, confirm that medical staff is present.
  - i. If the Visiting team does not have medical staff present, ensure that the Home team medical staff is aware they are responsible for Visiting team players.
- f. In a non-league contests, ask the home team coach if overtime rules will be used in this game in the event of a tie.
  - i. Visiting team head coach needs to agree to play overtime.

#### III. Umpire

- a. With the Referee, locate and meet each head coach separately.

- b. Each coach must verbally state that all of the players are legally and properly equipped and have the option of having the coach sign and equipment card stating that all players are legally and properly equipped.
- c. Check player equipment and bandaging to ensure compliance with the rules.
- d. Weather conditions may require a closer coordinated effort by you, the flank officials and the Back Judge in putting a new ball in play. Arrange it through the Line Judge. Ball persons are to remain off the field, except to retrieve the “old” ball on incomplete passes.
- e. Approve the game balls.

**IV. Head Line Judge**

- a. Locate the members of the Chain Crew, chains and down box. Proceed with them to the sideline opposite the press box.
- b. Make sure that the chain has a tape mark halfway between the stakes to assist with measurements.
- c. Review responsibilities with chain crew and box man. Remind them they will be operating six feet back from the sideline at all times.
- d. Introduce yourself to your ball persons and reinforce the Line Judge’s instructions.
- e. Provide a spare beanbag to the box man for first and goal situations.

**V. Line Judge**

- a. Instruct ball boys and help inspect field.
- b. Four minutes before kickoff, get captains and team (team on press box side) from their locker room in time for the coin toss three minutes before kickoff.

**VI. Back Judge**

- a. Instruct the timer as to starting and stopping the clock. At the end of a quarter, no audible device may be used until the play is dead.
- b. Confirm with the timer as to how time will be added to or taken from the clock.
- c. Check for a phone or radio connection to the press box for communication with the time. Review if game management has a contingency plan for having a timer, or timing device. Review timeouts and be prepared to discuss media timeouts.

**VII. Head Line Judge and Line Judge**

- a. Identify “get back” coach before game to avoid sideline problems and warning.
- b. Learn the names of ball persons.
- c. Instruct ball persons as to their responsibilities and positioning. Remind ball persons they are to remain off the field and supply a ball to the nearest official as requested. It is unnecessary to replace the ball after each play (exception: foul weather).

**VIII. Back Judge and Line Judge**

- a. Have captains and teams from their locker room in time for the coin toss. This should occur no later than four minutes prior to kick off. Personally escort teams on to the field to keep teams separated until they go to their sidelines. This procedure is to be repeated after halftime.

## **SECTION 5: COIN TOSS**

### **COIN TOSS**

The coin toss is normally conducted in the center of the field, no less than three minutes before the game. The Referee should confirm with the Home team head coach and/or Athletic Director the cadence of the coin toss and the national anthem during the pregame conference, including any guests that may be flipping the coin, so that information can be communicated to the Visiting Head Coach and officiating crew.



The Referee escorts the home captains (no more than 4 total) to the middle of the field. Most of the time, the home team will be on the press box side. If the teams are flipped, Referee will stay with the home team. The Umpire escorts the visiting captains (no more than 4 total).

#### Optional Coin Toss

Flank officials on each sideline set the Captains for each team at the 45-yard line. Press Box side of the field, the speaking captian will be at the front of the line. Opposite press box team, the speaking captain will be at the back of the line. The Referee and Umpire are in the middle of the field, facing the press box, with the Referee to the left of the Umpire.

They proceed to the 45-yard lines with the Referee in position to face the press box. The speaking captains (those who will give options for their teams) should be positioned so they are closest to the referee when the group meets in the center of the field.

The Head Line Judge and Line Judge stand at the numbers on their sides of the field to keep players away from the toss. The Back Judge obtains the correct ball for the kickoff. The captains are asked to introduce themselves to each other.

The Referee should allow all captains to view both sides of the coin, identifying which side is heads and which is tails. The visiting captain is instructed to call heads or tails before the coin is flipped. The home captain is instructed to repeat the visiting captain's call: heads or tails. The Umpire repeats the choice loudly enough for all to hear. The Referee may choose to catch the coin or have it hit the ground.

Once the winner is determined, the winner is offered his choice: defer, receive, and choose a goal to defend or kick. If the choice is to defer, the Referee immediately faces the press box, taps the shoulder of the deferring captain and signals the declination. The remaining choices are then presented to the other captain and the final selection is made by the deferring captain. If the winner of the coin toss does not defer, no signal is immediately given.

When the final selections are made, the captains are asked to put their backs to the goal line their team will defend and the referee gives the appropriate signal. If the choice is to kick or receive, only the first selection is signaled. If the choice is to defend a goal, two signals are given: pointing both arms toward the goal line being defended, followed by the appropriate signal for the other captain.

If at any time during the toss the Referee errs or gives incorrect information (for instance, giving the wrong team an option), the Umpire should speak up immediately.

When the toss is completed, the other officials join the Referee and Umpire in the center of the field and record the results of the toss. All officials simultaneously move to their kickoff positions.

Before the second half kickoff, the flank officials should ask the head coach for his second-half choice. That will be done when getting teams to the field at the end of halftime.

## **SECTION 6: GENERAL GAME DUTIES**

### **SUBSTITUTIONS AND COUNTING PLAYERS**

All Officials are responsible for the legality of substitutions. The Referee and Umpire are responsible for the correct number of players on the offensive team and the Back Judge, Head Line Judge and Line Judge is responsible for the

correct numbers of players on the defensive teams.

### **I. Free Kicks**

- a. The Referee and Umpire are responsible for the correct number of players on the receiving team and the Back Judge, Head Line Judge and Line Judge is responsible for the correct number of players on the kicking team.
- b. The Referee will not blow the ready for play for a kickoff without the correct number of players for Team K and Team R are on the field. The crew will insure both teams have the correct number of players are on the field.

### **II. All Officials**

- a. The fist signal will be used when the team you are counting has 11 players on the field. The open palm signal will be used when the team you are counting has fewer than 11 players on the field.

## **OTHER GENERAL GAME DUTIES – ALL OFFICIALS**

Make written record of all charged time-outs and UNS fouls. The position of ball at end of first and third periods, including down and distance, is the responsibility of the Referee, Head Line Judge, Line Judge and Umpire. Back Judge is responsible for recording elapsed time and making certain the status of the clock is correct.

Convey any message you have for other officials promptly. Avoid any position that suggests a huddle of officials, unless necessary.

Be alert for players being out of bounds before a snap or free kick.

Watch for fouls, being certain to know:

- Spot where run or scrimmage kick ended
- Spot of foul, position or number of offending player
- Whether, ball was loose, in possession or dead when the foul occurred
- If the clock is stopped

Be ready for any type of play or unusual development. Always be prepared to rule on fumbles, illegal forward passes, and know which team possessed a fumble or backward pass before it went out of bounds between goal lines. On recovered fumbles, the official nearest to the recovery must rule on possession and promptly award the ball to the recovering team with a signal.

Be alert to rule on a dead ball behind a goal line. Indicate ruling by prompt signal.

Signal time-out (S3) when the rules provide for stopping the clock or when time-out is charged to a team or to the Referee. Repeat time-out signal of other officials.

Covering officials will use the dead ball signal (S7) when the play ends and there is no other reason to stop the clock.

A “winding” signal (S2) may be used when the ball becomes dead close to the sideline and the covering official rules that the ball remained inbounds. If an obvious first down has been made by Team A, the clock shall then be stopped.

Indicate, by touchdown signal (S5), when the ball is legally in possession of a player on or has penetrated the opponent’s goal line. Referee check for any foul which might affect the ruling, if none, then relay the touchdown

signal to the Press Box.

Leave no doubt in the minds of players or other officials, as to any ruling you make.

Be especially alert for acts of misconduct.

## **PRE-SNAP DUTIES**

### **I. All Officials**

- a. Before each play, each official should work through their individual pre-snap duties. These duties include knowing the down and distance on each and every play. Additionally, individual officials are responsible for specific pre-snap duties that include, but are not limited to:

#### **i. Referee**

1. Count offense, signaling Umpire with 11 or less
2. Identify initial key – always the Tackle opposite the side of the Referee. The Referee will look through any backs at the Tackle, to always keep the quarterback in their field of view.
3. Identify any numbering issues in the backfield, e.g. player in a 50-79 jersey that cannot be eligible for a forward pass
4. Establish a position 15 -17 yards deep and 7-12 yards wide of ball, on the throwing arm side of the field. E.g. If the passer (quarterback) throws the ball with his right hand, the Referee will be on the right-side of the passer)
  - a. Optional: Wide side of field, and prefer throwing hand side of QB when in middle of field.
5. As the game plays out, if you as the Referee find yourself taking steps backward on numerous plays, feel free to line-up a couple steps back to avoid unnecessary movement during a down.

#### **ii. Umpire**

1. Communicate with the snapper to prevent the ball from being snapped before ready for play, when applicable.
2. Count offense, signaling to the Referee when you have counted 11 players
3. Ensure five linemen numbered 50-79 are present and on the LOS (exception for Scrimmage Kick Formation)
4. Pre-Snap key is the Tackle on the same side of the Referee. E.g. if the Referee is on the right side of the QB (to the Umpire's left), the Umpire's key will be the right Tackle (to the Umpire's left).
5. Identify formation and strengths, lining up in a position to see the snap
6. Take a position 7 to 10 yards from the ball, clear of Team B players and in position to see the ball at the snap

#### **iii. Head Line Judge**

1. Ensure the correct down is on the down indicator
2. Count the team on defense. If team on your sideline is on defense, signal Back Judge using the approved signal for the number of players on the field
3. Identify the eligible receivers and keys on your side of the football
4. Identify if you have an unbalanced (more or less than three) line, signal the Line Judge
5. Rule on the eligibility of the linemen on your side of the football
6. Take a position on the line of scrimmage out of bounds, off the sideline

#### **iv. Line Judge**

1. Ensure the correct down is on the down indicator and know the status of the clock
2. Count the team on defense. If team on your sideline is on defense, signal Back Judge using the approved signal for the number of players on the field
3. Identify the eligible receivers and keys on your side of the football by number
4. Identify if you have an unbalanced (more or less than three) line, signal the Head Line Judge
5. Rule on the eligibility of the lineman on your side of the football
6. Take a position on the line of scrimmage out of bounds, off the sideline

#### **v. Back Judge**

1. Know clock status and ensure the play clock is started appropriately
2. Count the defensive team and signal the H or L as appropriate
3. Identify the receivers and strength of the formation based on your keys
4. Take a position approximately 20-25 yards from the line of scrimmage

Before the ball is put in play, adjust position as necessary to ensure you can clearly see your key and area of responsibility. There can be no excuse for failing to be in a good officiating position before the ball is put in play.

### **REFEREE**

The Referee should move to the appropriate position where he can observe the offensive huddle. He should then check the down and distance with the Head Line Judge and announce and indicate the new down. If play clock is to be started on the Referees' signal, Referee should then declare the ball ready for play by sounding his whistle and giving ready signal (or wind the clock).

Referee should only go to the line of scrimmage for non-routine events, close measurement, etc. Under unusual circumstances this pace of the game may vary and require discretionary slowing or speeding up action by the Referee. If, by rule, the clock should be started after Team A is awarded a first down, Referee will declare the ball ready for play by starting/winding the game clock (no whistle) and use Signal 1 to indicate the new series of downs has been established by Head Line Judge and other officials are ready to resume play.

## **SECTION 7: TIMING PROCEDURE**

### **GAME TIMING**

Correct timing of the game is the responsibility of every official. Its importance cannot be overstated. All officials have responsibility for stopping the clock as well as keeping it running. These responsibilities must remain consistent.

#### **I. Referee**

- a. Must be on the same page with the Back Judge at all times. The Back Judge will signal the Referee with 15 seconds remaining on team timeouts
- b. Resetting the 25 second clock is your job. Use the raised and lowered open palm pumping motion to indicate to the Back Judge that a reset is necessary
- c. Should you be facing the clock at the end of a quarter or half, do not allow a play to begin if time expires before the ball is live

## II. Line Judge

- a. Know the time on the clock; even though the clock is stopped, it may be incorrect and may require adjustment. Ensure the referee is aware of that and that you are prepared to correct it. Always correct the clock when it was not running and started in error. Any timing error more than five seconds outside of five minutes of each half shall be corrected and any timing error inside the five-minute mark shall be corrected. After enforcement of a penalty, ensure that the clock remains stopped or is started according to rule.

## III. Back Judge

- a. You must have a watch or timing device capable of properly timing the entire game. All timing of the game is your responsibility. Should the game clock malfunction, you are to keep the time on the field. You may use the clock operator along the sideline to assist you. When 10 seconds remain in the 40/25-second count, raise one arm overhead then use a visual upward motion/pumping motion the last 5 seconds. (That mechanic will be used at the varsity level. If it is to be used in lower level games with crews of four, the Referee will be responsible.)
- b. When starting the 40 second clock after a play, wait 2 to 3 seconds before starting.
- c. Should you be facing the clock at the end of a quarter or half, do not allow a play to begin if time expires before the ball is live.
- d. On all timeouts, notify the crew when 15 seconds remain. The Flank Officials will notify their teams that the 25 second clock is about to start. The referee will signal the ball ready for play 15 seconds later.
- e. Know the time on the clock; even though the clock is stopped, it may be incorrect and may require adjustment. Ensure the referee is aware of that and that you are prepared to correct it.
- f. Always correct the clock when it was not running or started in error. Any timing error more than five seconds outside of five minutes of each half shall be corrected and any timing error inside the five-minute mark shall be corrected. After enforcement of a penalty, ensure that the clock remains stopped or is started according to rule.

## TIMER INSTRUCTIONS

The official in charge of timing (Back Judge in a crew of five) should:

- Meet the timer, record his name on his game card and synchronize watches
- Determine timer's location and discuss proper communication accordingly
- Discuss coordination of starting and stopping clock
- Determine how the clock will be reset, and if it can be reset to an exact time
- Set and begin pregame countdown, with the clock to hit 0:00 at game time
- Discuss length of halftime and let the clock operator know that you will signal when to begin
- Remind him that at the end of any quarter, no audible device may be used until the play clearly becomes dead. He should reset the clock only after the referee holds up the ball at the end of a quarter. If the period is extended for an untimed down, keep the clock at 0:00

- Remind the timer any official may stop the clock and that it doesn't run on Point-After tries
- During plays the clock will continue to run, unless the official signals to stop the clock.
- After a play in which the clock has been stopped, the referee may start it again by winding his arm. If no signal is given, the clock will start on the subsequent snap.
- The clock stops following a score or touchback after the appropriate signal has been made.
- For overtime, there will be no game clock, so please keep the clock at 0:00.

## **SECTION 8: USE OF BEAN BAGS**

### **PROCEDURE**

The bean bag is used to mark spots, other than the spot of a foul, which may later be needed as a reference point.

Bean bags are not to be thrown, they are to be dropped or tossed (seldom more than three yards).

On free kicks, especially in onside kick situations, all officials should have their beanbags in hand if needed to indicate a spot of first touching.

On scrimmage kicks, the Linesman, Line Judge and Back Judge should have beanbags in hand if needed to indicate a spot of first touching and the end of the kick.

Under no circumstances should the beanbag be used as a substitute for hustle. One common example of lazy officials using the beanbag instead of proper mechanics involves a play in which the runner is downed near or past a sideline. Some flank officials approach the players, throw their beanbag toward the spot and retrieve the ball from the runner.

It is not necessary to drop a beanbag at the spot a player intercepts a pass. Unlike the spot of a fumble, the spot of an interception has no bearing on penalty enforcement.

### **SITUATIONS IN WHICH THE BEANBAG SHOULD BE USED**

#### **I. Fumbles**

- a. The spot of the fumble must be marked in the event a penalty occurs and that spot is needed to determine where the run ended. Technically, the spot is required only for fumbles beyond the neutral zone, but many officials bag all fumbles out of habit.

#### **II. First Touching**

- a. During both free and scrimmage kicks, there are times when it is improper for Team K to touch a ball that has been kicked. That is known as "first touching" and it applies only when Team K touches the ball when it is not entitled to possession.
- b. On free kicks, if Team K touches the ball before the ball crosses Team R's free-kick line and before it is touched there by any Team R player, the spot must be marked with the beanbag. For a scrimmage

kick, the spot must be marked if Team K touches the ball in the field of play beyond the line before Team R touches it.

- c. The spot must be marked because Team R may have the right to take the ball at that spot.

### **III. End of a Scrimmage Kick**

- a. If a scrimmage kick ends between the goal lines, the covering official must mark the spot with a beanbag. That is in case post-scrimmage kick enforcement (PSK) is needed on a foul.

### **IV. Momentum Exception**

- a. The momentum exception allows a defender or kick receiver to make a play without fear of giving up a safety.
- b. When a defensive player intercepts an opponent's forward pass; intercepts or recovers an opponent's fumble or backward pass; or a Team R player catches or recovers a scrimmage kick or free kick between his five yard line and the goal line, and his original momentum carries him into the end zone where the ball is declared dead in his team's possession or it goes out of bounds in the end zone, the ball belongs to the team in possession at the spot where the pass or fumble was intercepted or recovered or the kick was caught or recovered.
- c. The bean bagged spot might also be used to enforce a penalty that occurs after possession was obtained, e.g. the beginning of a new run.

### **V. Out of bounds**

- a. The beanbag can also be used to mark the out of bounds spot on punts. On free kicks, if the ball is kicked out of bounds untouched, it is a foul and the spot can be marked with the flag. The beanbag is useful when certain players go out of bounds during a play. If a player is pushed or blocked off the field, he may legally return and participate as long as he immediately re-enters; that spot does not need to be marked. However, if a player of Team A or Team K goes out of bounds before a change of possession, the spot should be marked. It is not a foul unless he returns and the return spot should then be marked with a flag. The beanbag will demonstrate the covering official was on top of the play.

### **VI. Inadvertent Whistles**

- a. When an official inadvertently blows his whistle, causing the ball to become dead, the covering official must drop his beanbag at the spot of the ball when the whistle was blown. The down may be replayed or the team in possession at the time the whistle was blown may choose to accept the result of the play.

## **SECTION 9: USE OF WHISTLE**

### **ALL OFFICIALS**

Each official will carry a whistle as part of required game equipment. A whistle on a lanyard is preferred. The lanyard should be black. Finger whistles are allowed as an alternative.

Whichever type of whistle is used, having a spare whistle in a pocket is recommended.

The Referee, Umpire, Head Line Judge and Line Judge should strongly consider having the whistle in their mouth prior to the snap in case a dead-ball foul occurs or a team's timeout request is granted. Once the snap occurs, it is strongly recommended that no official have a whistle in the mouth until the ball becomes dead.

Remember that, by rule, the whistle rarely causes the ball to become dead – a play kills itself when the ball becomes dead.

Blowing the whistle only confirms that something has happened to cause the ball to become dead. Prefer to have a whistle when ball becomes dead after every play.

When, at the end of a down, any official sees that a flag has been thrown, they should alert the crew by giving three short blasts of the whistle and ensure the game is stopped. That helps ensure the box is not moved or the chains moved until the penalty is administered.

The Referee used the whistle to indicate the ball is ready for play, to start a new series after, there is a timeout (charged or official), there is a player injury and to prevent the ball from becoming live due to a dead-ball foul before the snap.

Rarely will the Referee use the whistle to confirm that the ball is dead after a play. It should take no more than three seconds to spot the ball and make it ready for play.

Officials should blow their whistles to indicate a timeout, a dead-ball foul that prevents the snap, and/or player injury.

It is strongly recommended the Umpire refrain from using the whistle to confirm the ball is dead at the end of the play outside the hash marks.

Flank officials should not blow their whistles to mark the end of a play inside the hash marks.

The Back Judge uses the whistle to indicate the play clock has expired before the ball was snapped (Delay of Game), timeouts, injuries; the end of a quarter, touchback, the ball is dead in his coverage area and touchdowns when he is the covering official.

## **DECLARING THE BALL READY FOR PLAY**

Communication with the quarterback regarding the status of the game clock at the ready-for-play is important during many intervals of the game. It is up to the Referee to use good judgment in keeping the quarterback informed in the regard and over-communicate if there is any doubt.

The Umpire should see that the ball is playable. If a towel is needed, carry one with you. In wet conditions you may hold the ball and not place it down until Team A comes to the line. If you request a new ball, it will be relayed to you by a Flank Official and/or the Back Judge, keeping the ball persons off the field.

In a hurry-up offense, the officials need to hustle but not to allow it to take over the pace.

## **SECTION 10: BALL HANDLING**

### **SCRIMMAGE PLAYS**

#### **I. Back Judge, Head Line Judge, and Line Judge**

- a. Meet and instruct Ball Person during on-field pre-game period. Ball Persons are to remain outside field of play at all times and be at least six feet off sideline unless relaying replacement ball or retrieving ball that has been replaced. Communicate that ball persons are not limited to the team box area, but work endzone to endzone with the flank official.



**Note: Game officials are solely responsible for transferring replacement ball to Umpire for placement at the succeeding spot. Ball Persons are to remain off the field unless directed to retrieve a ball that has been replaced.**

- b. Ball Persons should be instructed to remain alert to relay a game ball in regardless of the situation.
- c. Ball Persons should be instructed to pay attention to the official on his/her sideline. Ball Persons should be instructed to retain a towel for drying the ball.
- d. Priority is always to get a replacement ball into the game; placing a ball at the foot of the official with forward progress must never delay getting the correct replacement ball into the game. For Field Goal attempts, Ball Persons are to be positioned at the Team B 10-yard line. For Tries, Ball Persons are to be positioned behind the end line. *DO NOT PLACE REPLACEMENT BALL BY GOAL POST.* Immediately following play, relay replacement ball to nearest official, then retrieve ball being replaced.

## **GENERAL BALL HANDLING**

### **I. Relaying Ball**

- a. Relaying or transferring of ball should be done quickly and efficiently, with as few exchanges as possible.

### **II. Tossing Ball**

- a. All tosses shall be underhand, with a spiraling motion, and on a generally flat trajectory to chest level of person receiving ball. Do not toss ball over players. A crew proficient in ball handling will not allow ball to fall to ground while handling and transferring it.

### **III. Start of Each Half or Extra Period**

- a. Flank officials are responsible to get the correct ball to the Back Judge to begin the second half or subsequent extra periods.

### **IV. Spotting Ball**

- a. Spotting the ball for the succeeding down should be done with one placement. The official that spots ball should do so as quickly as practical, yet assuring ball is placed correctly when first spotted. However, any official that has positive knowledge that ball is not spotted correctly should take necessary measures, including stopping clock, to get ball located correctly.
- b. An effective crew of CFOA officials will be expected to monitor the dead-ball action of the players while retrieving and placing the ball for the succeeding play. To provide better dead-ball coverage and better player safety, Referee, Back Judge and Flanks (when away from dead-ball spot) will focus more of their attention on the action of the players than on retrieving the dead-ball. While this represents a shift from traditional ball mechanics, the increased emphasis on player safety demand an approach based on effective coverage as well as efficiency. The Umpire will retrieve and spot the ball in most situations. There will be situations when Umpire goes outside the hash marks to retrieve the ball.
- c. When a situation permits, the Referee should assist the Umpire by moving to the succeeding spot and spotting the ball. Fluid coordination and communication between the Referee and Umpire will ensure the most efficient spotting of the ball. When the Umpire relays the ball to Referee, the Umpire should move into position for the next play.

## **WHEN THE BALL IS DEAD AND BETWEEN THE NINE-YARD MARKS:**

Generally, the Umpire will retrieve the ball used on the previous play and place the ball at the appropriate spot. Nearby officials may be in a position to assist if doing so does not take them away from marking the dead-ball actions of the players.

**I. Umpire**

- a. Communicate with players that the play is over, make sure that different colors of jerseys are separating and make sure there is no further threat of foul. Move to retrieve ball and place at the succeeding spot. The Umpire must be prepared to retrieve and spot any ball that is between the nine-yard marks.

**II. Referee**

- a. When there is no further threat of foul, and conditions permit, move to assist with retrieving the ball and delivering to Umpire to place at succeeding spot.

**III. Back Judge**

- a. Maintain depth and monitor players away from the ball. Back Judge will only rarely be involved in retrieving the ball, except in situations where an incomplete pass is in his proximity.

**IV. Flanks**

- a. Indicate the dead-ball spot and mark with the downfield foot. Eyes should not be looking at the Dead-ball spot, rather, should be up and looking for illegal action by the players. Be prepared to assist Umpire in retrieving the ball. Observe the proper placement of the ball at the succeeding spot.

**WHEN THE BALL IS DEAD OUTSIDE THE NINE-YARD MARKS, OR OUT OF BOUNDS:**

Generally, a replacement ball will be used on plays that end outside the nine-yard marks on Team A's sideline. When the ball becomes dead outside the nine-yard marks on Team B's sideline, the ball from the previous play will be retrieved and placed at the succeeding spot.

Generally, Referee will retrieve the new ball and relay to Umpire who will place the ball at the inbounds spot. On long plays (more than 10-12 yards) Back Judge must be prepared to assist in relaying the ball to Umpire.

**I. Referee**

- a. Move to an open area between the inbounds line and the nine-yard marks. When there is no further threat of foul, retrieve the replacement ball and relay to Umpire who will spot the replacement ball.

**II. Umpire**

- a. When the ball is dead following a play that ends outside the nine-yard marks, and there is no further threat of foul, move to the inbounds spot and receive the relay from Referee.

**III. Back Judge**

- a. Maintain depth to observe dead-ball and off-ball action of players. Following plays that gain more than 10-12 yards, be prepared to assist in retrieving the ball and relay to Umpire.

**IV. Flanks**

- a. Indicate the dead-ball spot and mark with the downfield foot. Eyes should not be looking at the dead-ball spot, rather, should be up and looking for illegal action by the players. Be prepared to assist Referee or Umpire in retrieving the ball or obtaining a ball from the Ball Person. Observe the proper placement of the ball at the succeeding spot.

**WHEN A FORWARD PASS IS INCOMPLETE:**

**I. Flanks**

- a. If pass fails in such a manner that it can easily be re-used, when there is no further threat of a foul, retrieve the ball and relay to Umpire. If the pass fails in such a manner that it cannot easily be re-used, the Flank Official on Team A's side will obtain a new ball from the Ball Person.

**II. Umpire**

- a. If pass fails in such a manner that it can easily be re-used, when there is no further threat of a foul, retrieve the ball and either place at the succeeding spot or relay to Referee. If the pass fails in such a manner that it cannot easily be re-used the flank official on Team A's side will obtain a new ball from the Ball Person and relay to Umpire.

**III. Back Judge**

- a. Assist as necessary in getting replaced ball to appropriate Ball Person.

**IV. Referee**

- a. Be prepared to receive a relay from Umpire and place at succeeding spot.

**FOLLOWING PUNT OR MISSED FIELD GOAL:**

**I. Back Judge**

- a. When there is no further threat of a foul, secure the 'new offense' ball from Ball Person on sideline of team now in possession and relay to Umpire. After relaying ball to Umpire, assist in getting replaced ball to appropriate Ball Person.

**II. Flanks**

- a. If you have forward progress and conditions permit, secure ball being replaced or a 'spare' ball from a Ball Person, and place at foot marking forward progress. *This is to be done only if there is no threat of foul by any player, and if it does not distract any official from performing essential duties.* Assist as necessary in getting replaced ball to appropriate Ball Person.

**III. Referee**

- a. Assist as necessary in getting replaced ball to appropriate Ball Person.

**IV. Umpire**

- a. Move to an open area between the inbounds line and the nine-yard marks to sideline of team now in possession; when there is no further threat of foul, permit replacement ball to be relayed to you. Spot the 'new offense' ball.

**SECTION 11: FREE KICKS**

Standard Free Kick Formation

**I. Referee**

- a. Starting position is on the Head Line Judge side of the field (generally the Visiting team side of the field), on the bottom of the numbers on Team R's goal line. Once they sees a ready signal from each official, the referee blows his whistle and gives the ready for play signal. Referee has goal line responsibility to rule on touchback.
- b. The Referee needs to position themselves to rule if there's at least 4 K players on each side of the ball.

**II. Umpire**

- a. Starting position is on the Line Judge's side of the field, on Team R's goal line, opposite the Referee. When in position and 11 Team R players have been counted, raise an arm as a ready signal for the referee.
- b. The Umpire should keep the play in front of them, not having to turn their back to the field of play to help rule on whether the ball crosses the goal line or is kicked out of bounds.

- c. The Umpire may use their discretion on whether they can move up the field before a kick occurs. E.g. if a kicker demonstrates that they will never be able to kick a ball into the endzone, the Umpire may move up to the R-10 or R-15 yard line in order to limit their movement after a kick. The Umpire will never line-up beyond the R-20, unless Team R is in an onside kick formation (discussed below).

### **III. Line Judge**

- a. Starting position is on the Team R restraining line, the 50 yardline, unless the kick has been relocated by penalty.
- b. The Line Judge's back foot will be on R's restraining line. This will allow for a clear look down the line.
- c. The Line Judge comes to the top of the numbers on his side of the field once the players are on the field. After identifying Team R's free-kick line, the Line Judge reminds Team R that all blocks must be above the waist. The Back Judge and Line Judge turns towards each other, ensure that the other is ready, simultaneously jog off to their sidelines. Starting position is on the side opposite the chains, on Team R's free-kick line. When in position and ready for the kick, raise an arm as a ready signal for the Referee.

### **IV. Head Line Judge**

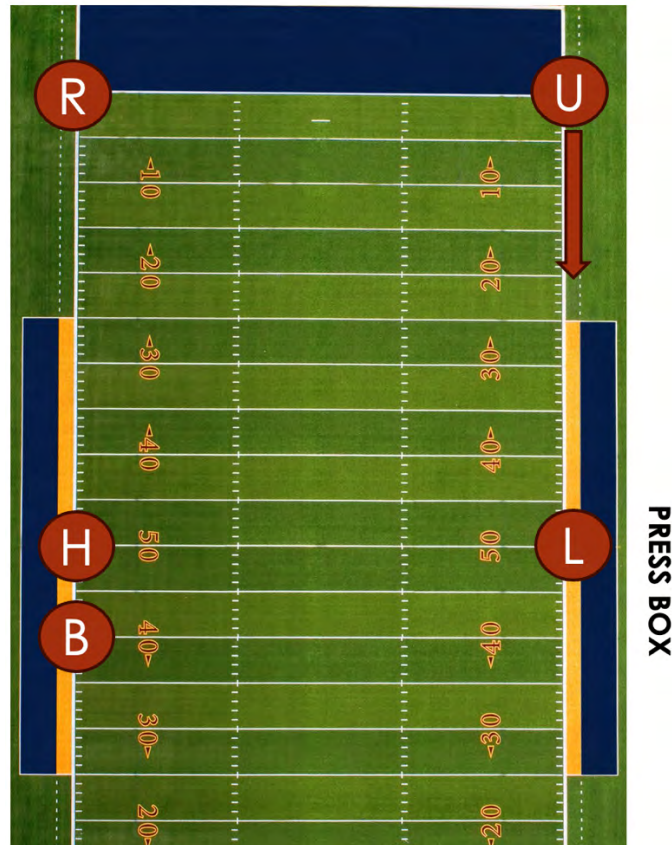
- a. Starting position is on the side of the field opposite the Line Judge, on Team R's restraining line. When in position and ready for the kick, raise an arm as a ready signal for the Referee.

### **V. Back Judge**

- a. With the kicking ball, the Back Judge moves toward the center of the field once the players are on the field. Do not give the ball to the kicker until Team K has 11 players on the field. Remind the kicker not to kick the ball until the Referee has sounded his whistle. After identifying Team K's free-kick line, turn toward the Line Judge.
- b. After ensuring that the other is ready, simultaneously jog off to their sidelines; the Back Judge is on Team K's restraining line. The Back Judge back foot will be on K's restraining line. This will allow for a clear look down the line. When in position, ensuring at legal Free Kick formation, signal to the Referee the ready for the kick, the Back Judge should raise an arm as a ready signal for the Referee.
- c. If the football falls or blows off the tee just prior to free kick, the Back Judge sounds whistle to prevent action and moves to kicker to give instructions.

# Standard Free Kick Formation

K-40

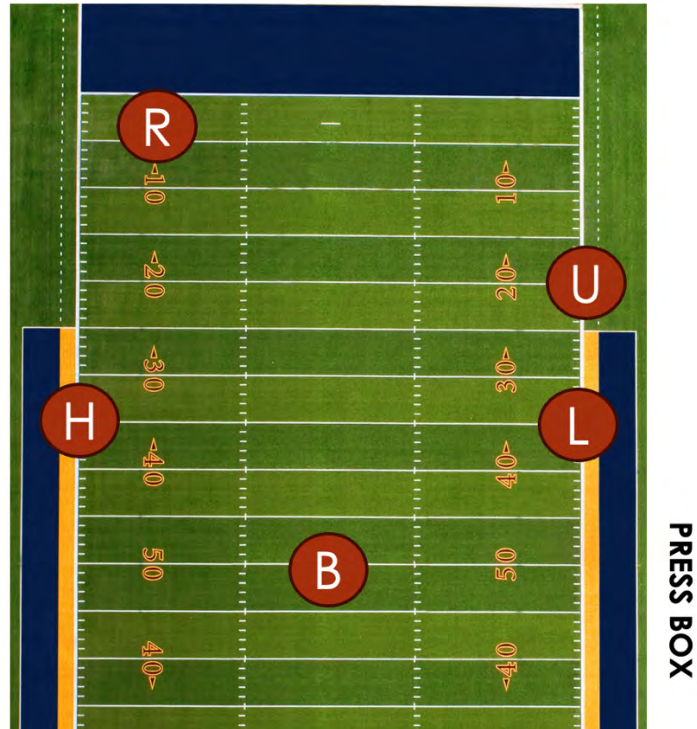


## AFTER THE FREE KICK – FIELDED BY TEAM R

- I. **Referee**
  - a. Referee can begin to slowly move up field in order to observe any action at the point of attack.
- II. **Umpire**
  - a. Umpire can begin to slowly move up field in order to observe any action at the point of attack.
- III. **Line Judge**
  - a. Line Judge can begin to slowly move downfield to observe all block at or before the point of attack.
  - b. If the ball is kicked to the opposite side of the field, observe the action behind the point of attack.
  - c. The Line Judge has Team R forward progress and Team K goal line responsibility in the event the kick is returned.
- IV. **Head Line Judge**
  - a. Head Line Judge can begin to slowly move downfield to observe all block at or before the point of attack.
  - b. If the ball is kicked to the opposite side of the field, observe the action behind the point of attack.
  - c. The Head Line Judge has Team R forward progress and Team K goal line responsibility in the event the kick is returned.
- V. **Back Judge**
  - a. Following the kick, the Back Judge will move on to the field, taking a position as close to the middle of the field to observe action at or behind the point of attack.

# Standard Free Kick Formation

## K-40 After a kick



### FREE KICK AFTER SAFETY

All crew members take up the same positions and assume the same responsibilities as you would for a regular kickoff approximately 20-yards from your Free Kick positions from a standard free kick from the K-40. The Referee and Umpire will line up 7-10 yards behind the deepest Team R receiver.

Unless moved by penalty, the ball will be put in play at Team K's 20 yard line.

Officials should adjust accordingly with how far the kicker is able to kick. E.g. if during a free kick from the K-40, the kicker is kicking the ball into the endzone each time, the Referee and Umpire may line up deeper a free kick after a safety.

### FREE KICK AFTER FAIR CATCH

The Linesman sets the chains, which helps establish the 10 yards between team's restraining lines. All crew members take up the same positions as on a regular kickoff, except the Referee and Umpire will position themselves under the goalpost uprights and will rule on the kick.

### ONSIDE KICK SITUATION

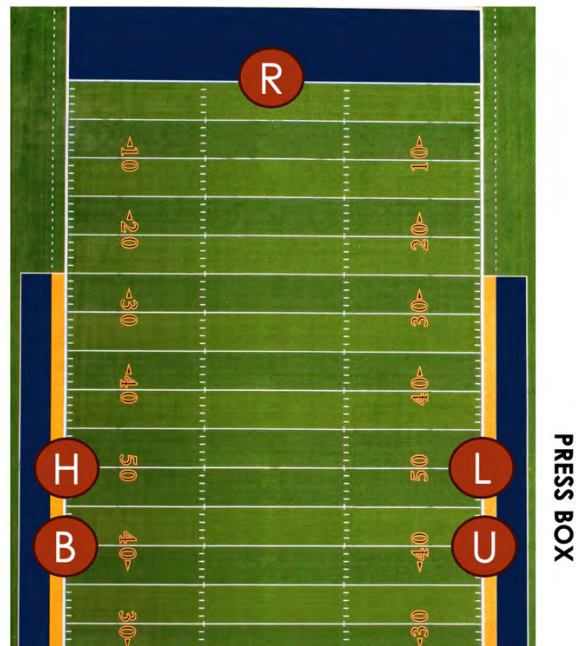
"Stack the box". The Back Judge, Line Judge and Head Line Judge will all stay in their positions, but the Umpire will move up field to the Team K restraining line. The Referee will remain in the Team R backfield, the right-side of the deepest Team R receiver knowing they have goal line responsibility with no support.

All officials inside the box should have their beanbag in hand, ready to rule on first touching by the kicking team.

In the event of a short inside kick, all officials inside the box should “crash in” after the play to help separate the teams and watch for any illegal dead-ball action.

If the ball is kicked toward the BJ/HL side of the field, those officials are primary to rule on recovery. Same as if the ball is kicked to the LJ/U side of the field. The officials on the opposite side of the field should help with illegal blocking and first touching.

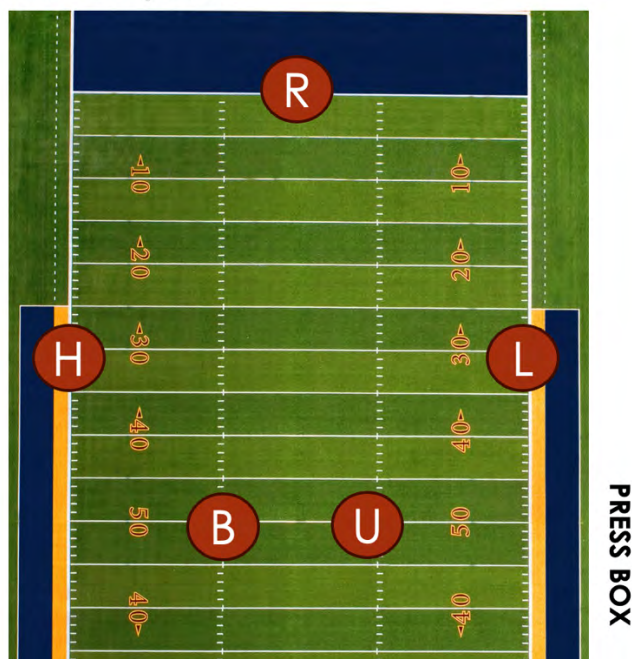
### Inside Free Kick Formation K-40



If the ball is kicked deep, the Back Judge and Umpire will come onto the field and observe any action behind the point of attack.

The Line Judge and Head Line Judge will continue downfield on their sideline.

## Onside Free Kick Formation K-40 Deep Kick



### SECTION 12: KEYS

There are two basic types of keys: “Situational” and “Positional” keys

#### I. Situational Keys

- Situational keys are based on the down, distance, score, time remaining, offensive and defensive formations and actions of players at the snap.
- In addition to down, distance and other game factors, offensive and defensive formations provide hints as to what type of play an official can expect in a given situation. Most teams using the wishbone formation, for instance, are predominantly running teams. Teams using four-receiver sets and shotgun formations pass more times than not.
- Linemen provide situational keys.
- Pulling linemen indicate a run, maybe a sweep or trap block. Retreating linemen indicate a pass. Charging linemen indicate a running play. When offensive linemen provide only passive resistance, allowing defensive linemen to penetrate the neutral zone, a screen pass often follows.

#### II. Positional Keys

- Positional keys are predetermined by the position you are working in the game.
- Positional keys deal more with the Back Judge and Flank Officials.
- The Back Judge’s main positional key is the inside-most eligible receiver on the strong side of the formation. At the snap, the Back Judge first observes the tackle to see if he’s run-blocking or pass-blocking, then observes the actions of his key receiver. If that player moves into another official’s coverage area, the Back Judge shifts his attention to players who have entered his coverage area.
- Receivers, who are closely defended, always have priority coverage.
- In order to determine positional keys, the officials must recognize the strength of the formation (strong side vs. weak side). The strong side is the side on which there are more eligible receivers outside of the tackle.

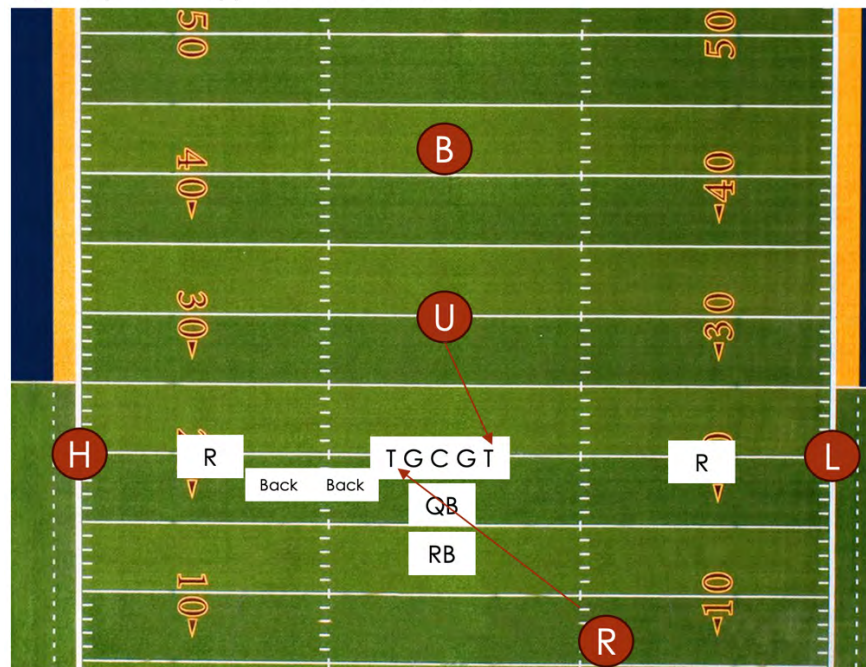


- f. When determining keys, it doesn't matter if a player is on or off the line of scrimmage. If players are stacked, the player nearest the line of scrimmage is considered to be the widest. For example, if a flanker is stacked directly behind the tight end, the tight end is considered the widest and is the Flank Official's key.
- g. A balanced formation is one in which there are the same number of eligible receivers outside the tackles on both sides of the formation.
- h. An unbalanced formation is when one side has more eligible receivers on one side than the other.
- i. The Back Judge has priority in determining keys, followed by the Flanks. Officials should not key the same player as the Back Judge.

### Referee and Umpire Keys

R will key on the opposite Tackle

U will key on the opposite Tackle to the R

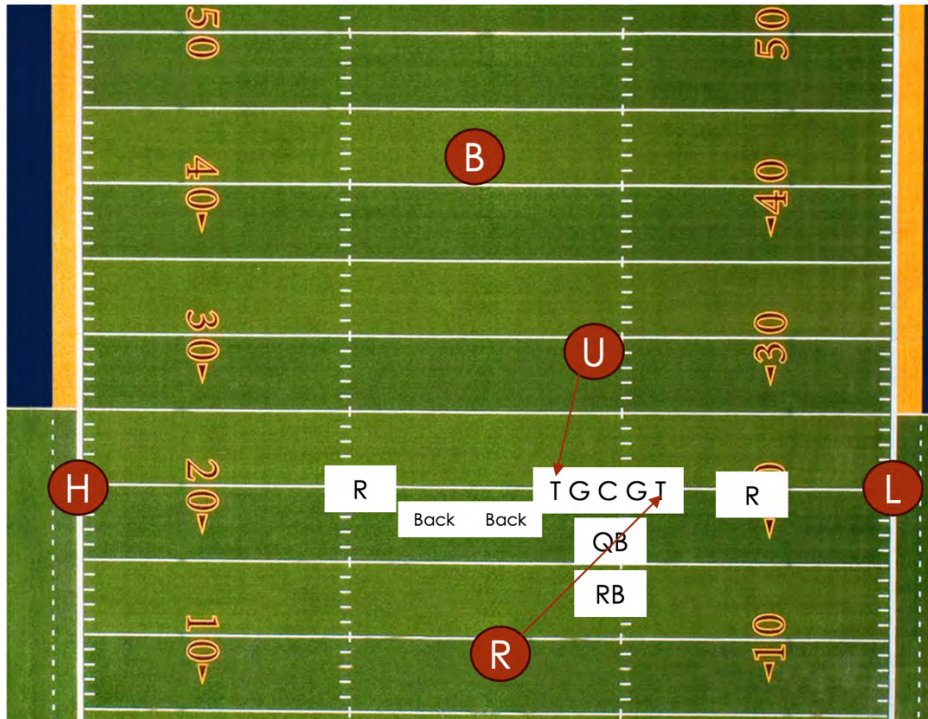


If the Referee lines up the wide-side of the field (throwing arm side of the QB or not) then the pre-snap keys for the Referee and Umpire would switch.

## Referee and Umpire Keys

R will key on the opposite Tackle

U will key on the opposite Tackle to the R

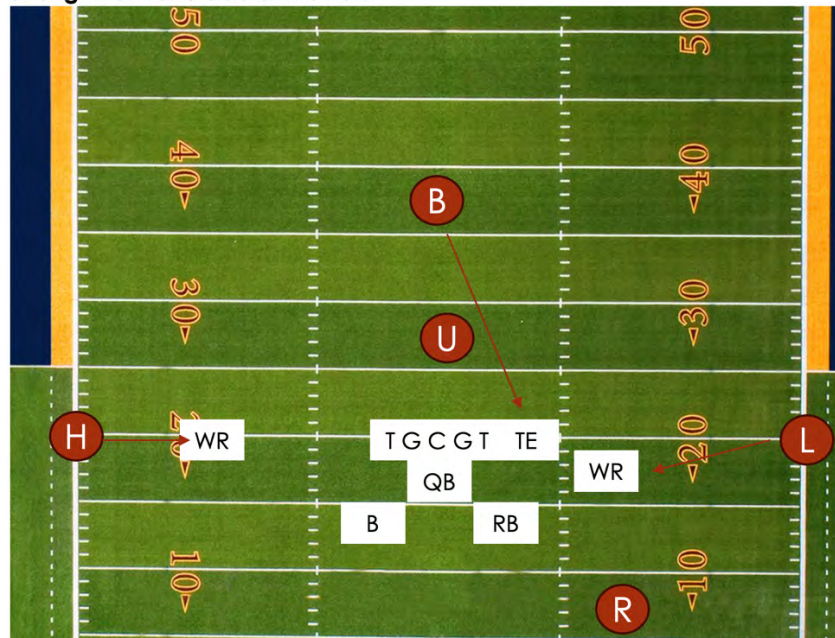


### III. Unbalanced Formation

- a. The Back Judge keys on the inside-most receiver on the strong side. The Flank Official on the strong side keys on the widest player of the formation, normally a split end. The Flank Official on the weak side keys the end nearest his side, normally a wide out.

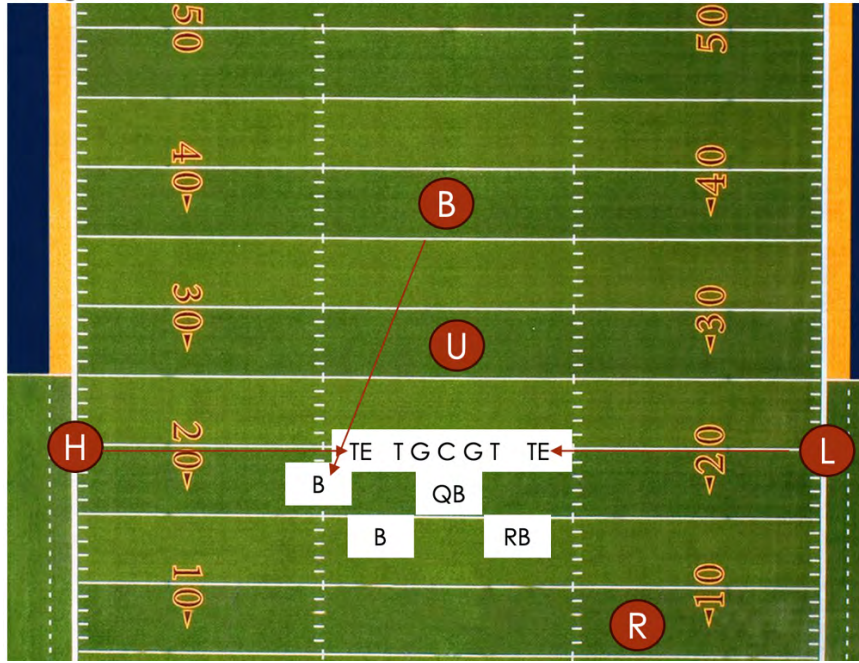
### Unbalanced Formation

Strength to the LJ-side of the field



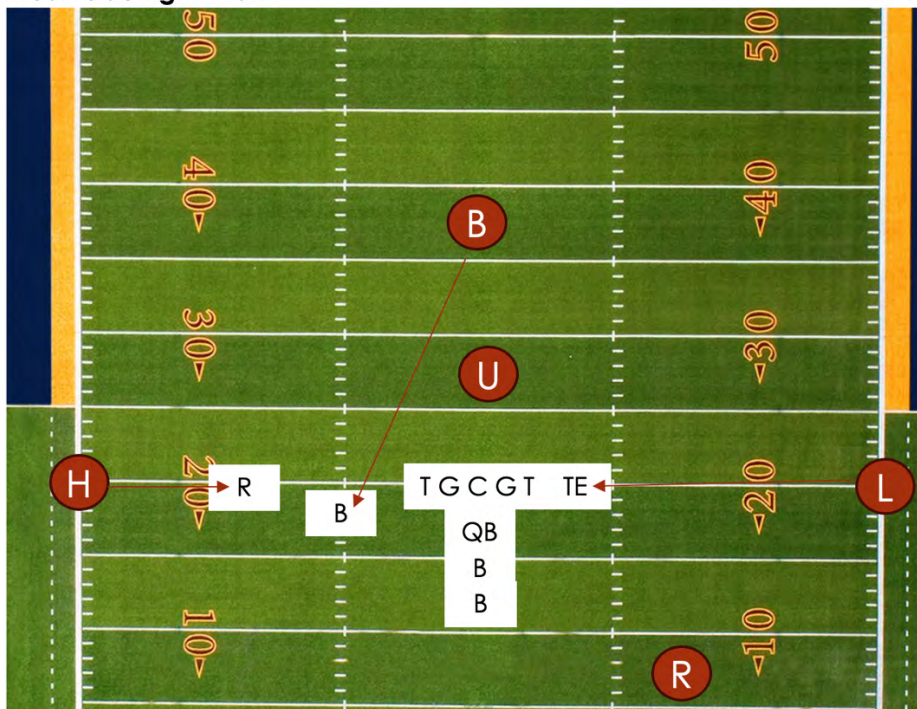
## Double Tight Ends

Strength to the HJ-side of the field



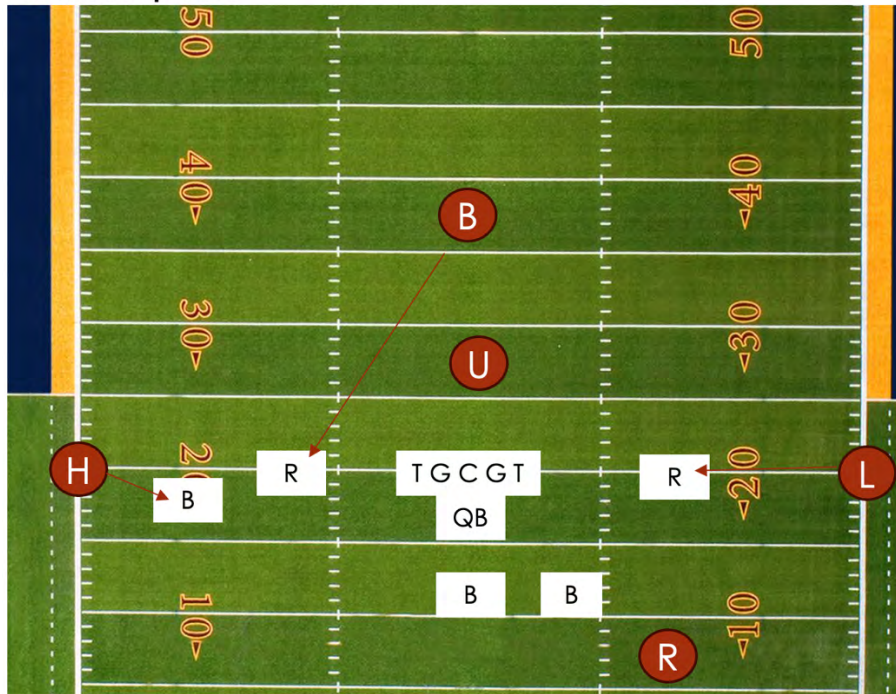
## Strength to HJ-Side

Weak-side Tight End



## Strength to HJ-Side

Weak-side Split End

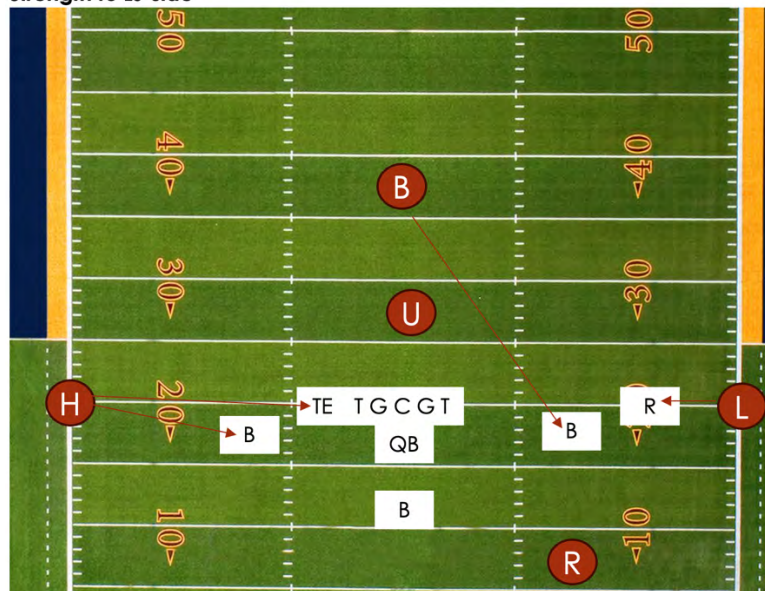


### IV. Balanced Formation

- In a balanced formation, strength is considered to be to the Lind Judge's side of the field. The Back Judge keys on the inside receiver (usually a tight end). The Flank Officials key on receivers other than the Back Judge's key and any backs who move toward them at the snap.

### Balanced Formation

Strength to LJ-side

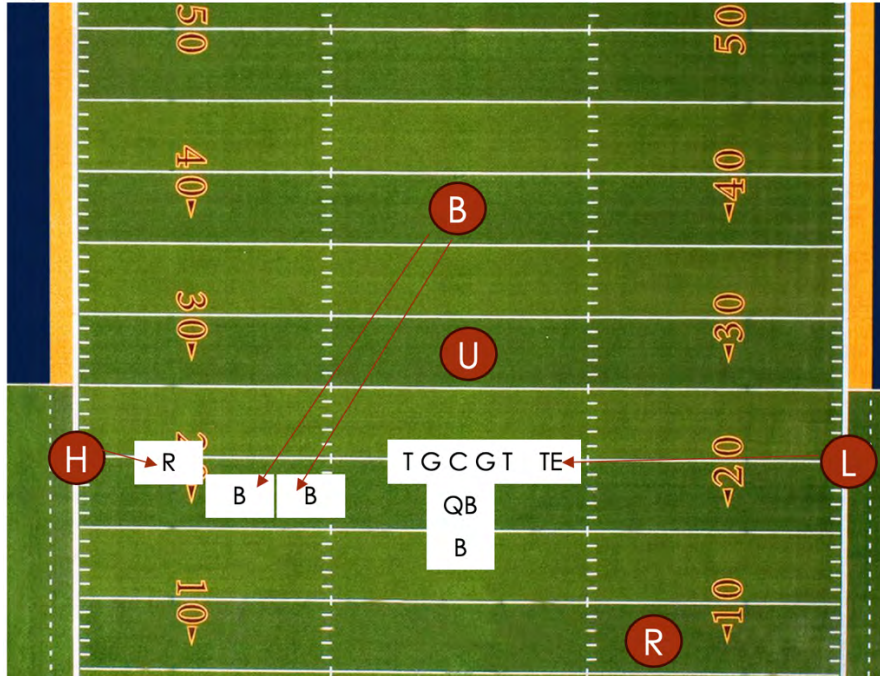


### V. Three-Receiver (Trips) Formation

- The Back Judge keys on the two inside receivers and the strong side Flank Official keys on the widest receiver. The weak side Flank Official keys on the end nearest him.

## Balanced Formation

Trips to HJ-side

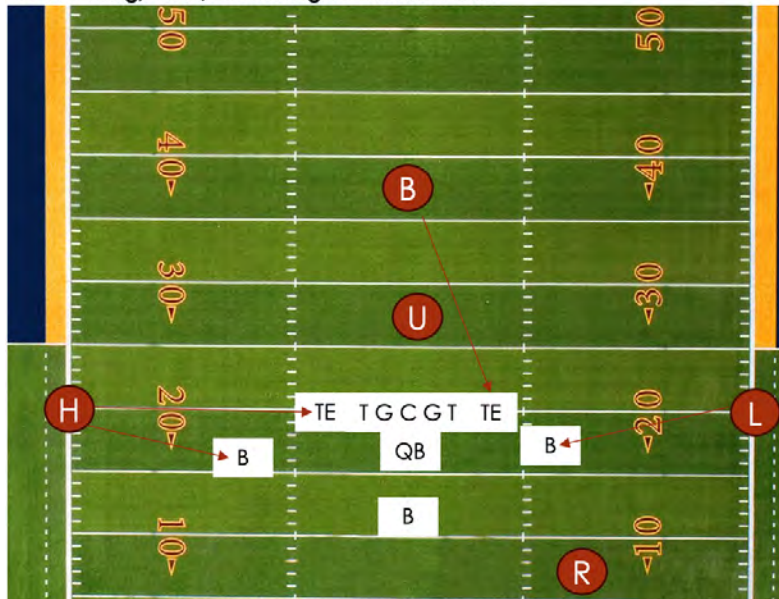


## VI. Double Wing Formation

- Strength is declared to the Line Judge's side. The Back Judge keys the inside receiver on the Line Judge's side. The Line Judge keys the widest receiver. The Linesman has both receivers on his side.
- Flank Officials need to know that backs lined up between the tackle are the responsibility of the official whose side they come toward in route.

## Balanced Formation

Double Wing/Back, Double Tight End Formation

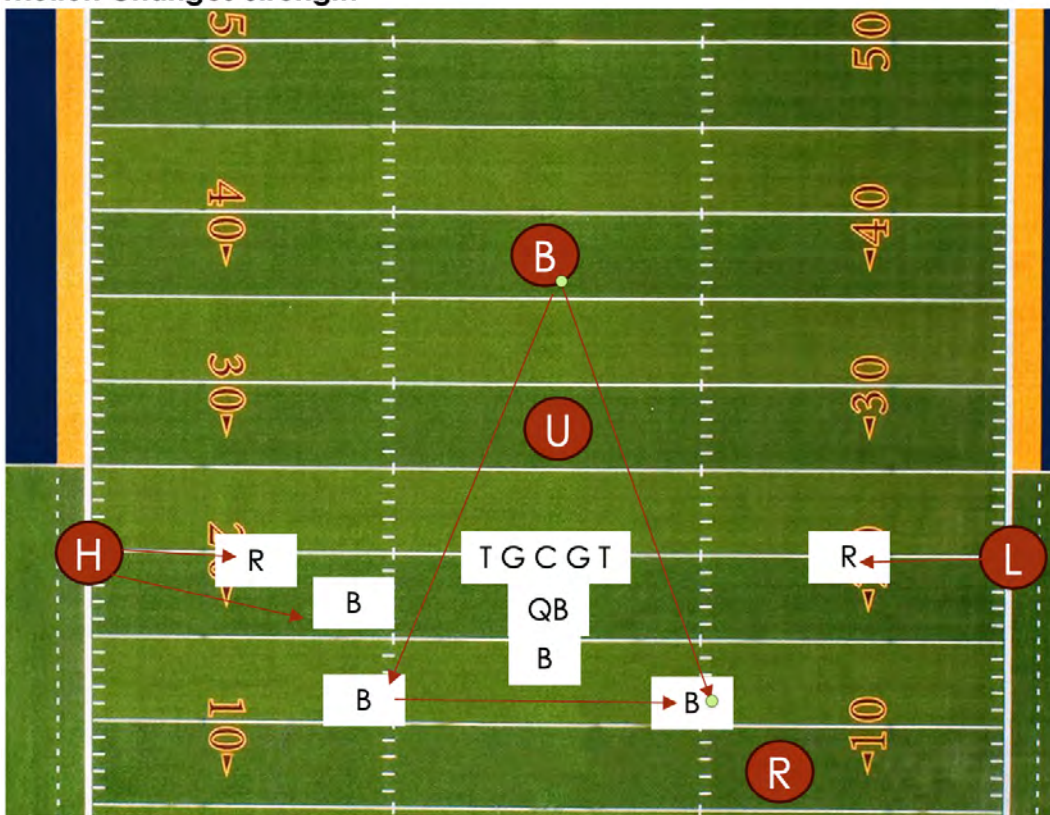


## VII. Motion

- An offensive player in motion can affect positional keys. It is crucial that the Back Judge and Flank Officials know where the motion man is at the snap because the strength of the formation (and therefore the keys) may change.
- Team lines up strong to the Linesman's side, but the Flanker on Linesman's side goes in motion toward the Line Judge. If the motion man gets to the Line Judge's side of the ball at the snap, the strength of the formation is now on the Line Judge's side and the keys change. The Back Judge now has the motion man on the Line Judge's side, the Line Judge has the widest receiver and the Linesman has the end on his side of the line. The Linesman is responsible for watching to ensure the motion man does not cut up field before the snap. Legality of motion is always the responsibility of the official away from whom the player is moving. If the player doubles back and goes in motion toward his original position, the official originally watching him continues to be responsible for determining legality of the motion.
- If the motion man does not get to the opposite side of the formation and outside the frame of the tackle before the snap, the keys do not change because the strength of the formation has not changed.

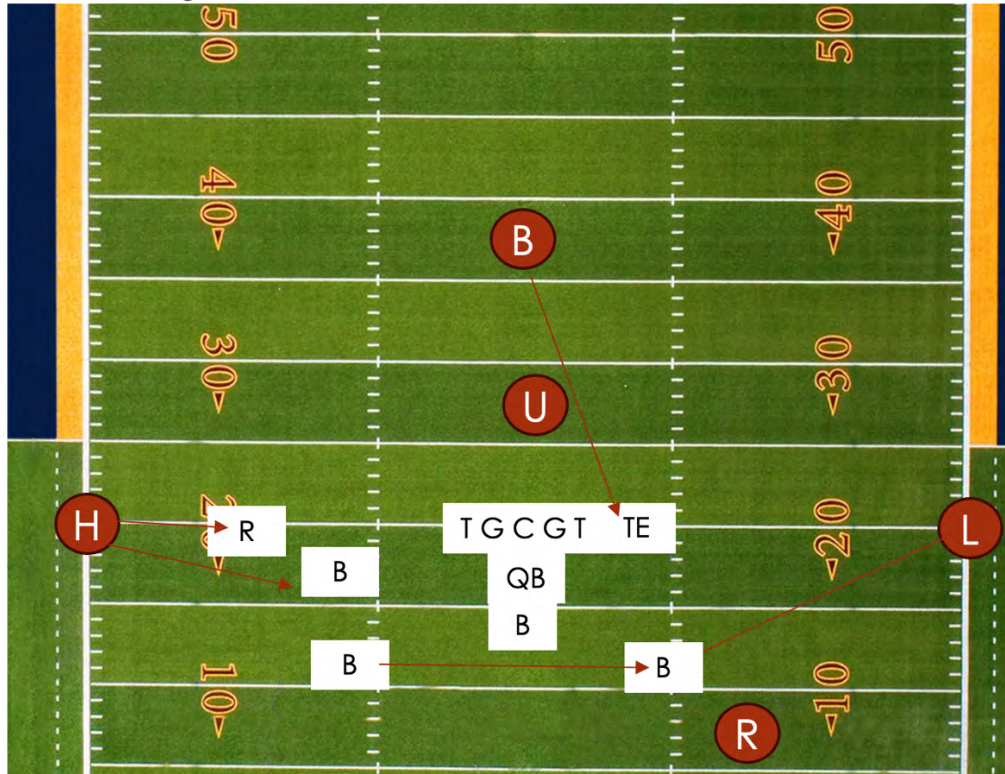
### Motion

#### Motion Changes Strength



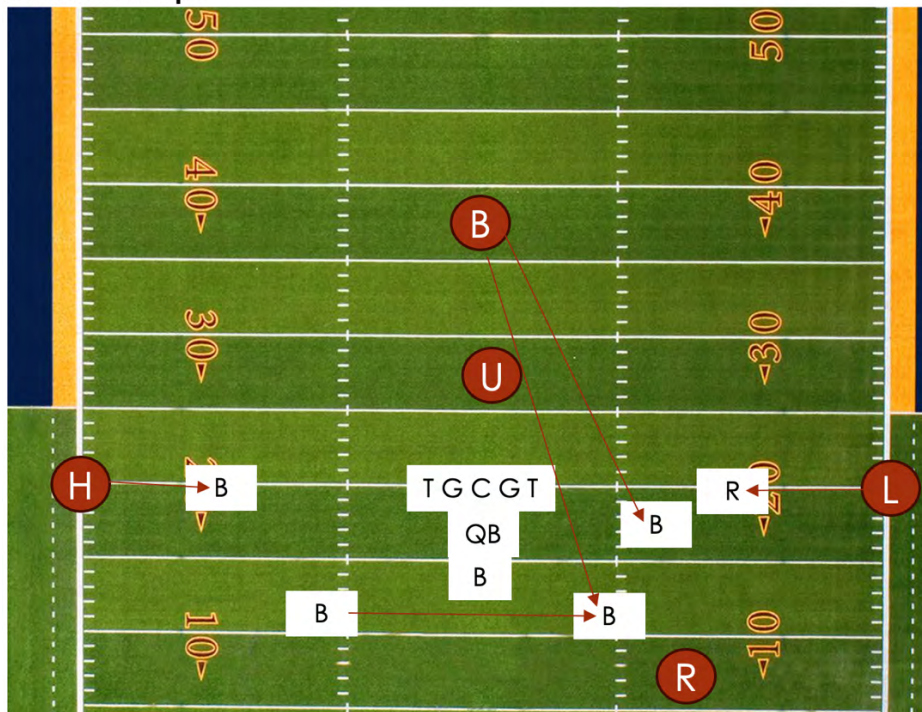
## Motion

### Motion Changes Formation from Unbalanced to Balanced



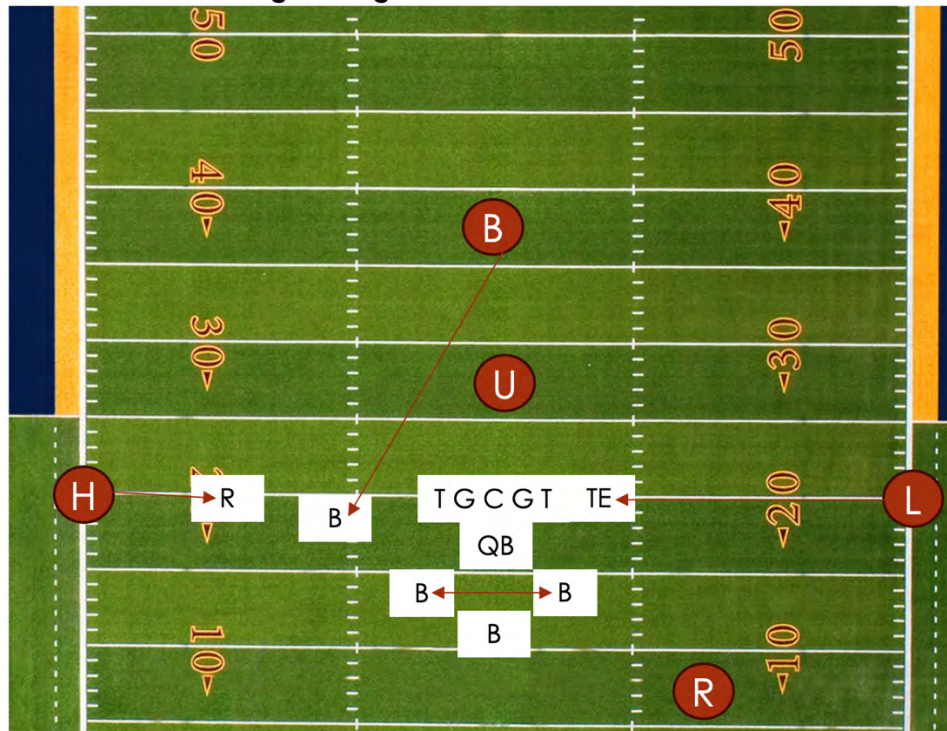
## Motion

### Motion into Trips



## Motion

### Motion Doesn't Change Strength



## SECTION 13: PLAYS FROM SCRIMMAGE

### BASIC POSITIONS

#### I. All Officials

- a. Basic positions may vary, depending upon play situations, team formations, the field and weather conditions. Always box in the play. Avoid positions that may cause scrambling to avoid interference with plays.

#### II. Referee

- a. Be in a position 12 to 14 yards deep and 12 to 14 yards wide of the original position of the ball, where you may comfortably see the ball and backs except Flankers, or a man in motion toward you.
  - i. Option to be further back and wider depending on situation with the quarterback. E.g. if the Team A quarterback is scrambling almost every play, causing you to move every play. Want to be as stationary as possible throughout the down.
  - ii. When the ball is spotted at position 3 (middle of the field), our CFOA Standard is for the R to be on the throwing arm side of the quarter back.
- b. Usual position on the throwing arm side of the quarterback behind the deepest back, in position to see the snap.
- c. Check the offensive formation and count the offensive players.
- d. Check the back and quarterback for illegal motion, the ball at the snap, and assist the Umpire if there is movement of restricted Lineman.
- e. Referee can assist the Umpire and rule on false starts and snap infractions by the offense.

#### III. Umpire

- a. 7-10 yards from the line of scrimmage between both tackles.
  - i. Game, down and distance, and team may cause you to change your position.



- ii. 3/20, more than likely a pass. Start at 7-yards since you will be stepping up into the expanded neutral zone and avoid unnecessary movement.
- iii. Team is run-heavy, right up the middle, sweeps, running every down. Line up 10 yards back to avoid excessive movement.
- b. Alignment is variable according to formations of both teams avoiding position that may interfere with players.
- c. Adjust distance behind the defensive line according to width of Team A's formation and, except on goal line or try situations, be at least seven yards deep.
- d. Whenever possible coordinate your position with that of the Referee for best coverage of interior line play.
- e. Pre-snap key is the Tackle opposite the Referee.
- f. Snap...Tackle...work your way inside (Tackle, Guard, Center) and do not officiate dead space, find something on the line of scrimmage to watch.
- g. Know the ineligible and where a forward pass first strikes anything.
- h. Ensure there are a minimum of 5 offensive players on the line of scrimmage numbered 50-79.
- i. Umpire responsible for false starts and snap infraction by the offense.

#### **IV. Flank Officials**

- a. In the neutral zone extended and WIDE, out of bounds, off the sideline. Do not setup inside the 9-yard marks on your side. Adjust to the formation. Indicate offensive line of scrimmage by an extended foot, don't exaggerate. Take final position astride the neutral zone. Hand signals shall be used to indicate when the Team A player closest to you, on your side, is off the line of scrimmage. If Team A has an unbalanced line, the Flank Official who has four (or more) linemen on his side may so indicate by putting his open hand to the side of his face.
- b. Responsible for legality of motion man whenever he is on your side of the snapper (in any direction), until the snap. DOES NOT RELIEVE OPPOSITE OFFICIAL FROM MAKING OBVIOUS CALL!
- c. Be aware of the importance of assisting the Referee in making forward progress behind the neutral zone, particularly when the goal line is involved.
- d. Flanks can assist Umpire with false starts and snap infraction by the offense.
- e. Flanks are primary for encroachment by Team B.

#### **V. Back Judge**

- a. Take position slightly behind deepest defensive back, approximately 20 to 25 yards beyond the scrimmage line. Favor the open side or middle of the field. Adjust to flankers and possible receivers. Be on the side of the tight end if only one.

### **SECTION 14: RUNNING PLAYS**

#### **I. Referee**

- a. Responsible for the ball and the runner and action around him to the neutral zone. If the action is not in the direction of your original position move toward or parallel to the line of scrimmage.
- b. Once a runner is beyond the line of scrimmage, transition to any action behind the runner on the line of scrimmage.
- c. Referee has responsibility to spot the ball in the event a quarter back is tackled behind the line of scrimmage, with help from the flank officials.
- d. Close in on the ball when it becomes dead. If the runner is moving in toward your position, be deep enough to allow necessary clearance.
- e. When the runner in the side zone reaches the neutral zone, turn him over to the Line Judge or Head Line Judge. They are responsible for marking the forward progress spot at or beyond the line of scrimmage, and the out of bounds spot behind the neutral zone.

- f. Cooperate with the Umpire on spotting ball. Quick handoffs that result in short yardage gains will be the responsibility of the Umpire or Flank Officials with the Referee concentrating on action behind the ball.
- g. When the quarterback turns up field with the ball, assume responsibility for the “pitch man”, until there no longer a threat of a foul.
- h. On plays going towards the line of scrimmage, if the runner is driven backwards after forward progress is stopped, retrieve the ball from the runner and relay it to the covering official.

## **II. Umpire**

- a. Position prior to the snap is dictated by the formation. However, you must be in a position to see the snap. The Umpire is responsible for the legality of the snap, with assistance from Referee and Flank Officials.
- b. Just prior to and at the snap the Umpire will be certain that the defensive team does not use words or signals which obviously disconcert their opponents when they are preparing to put the ball in play. The Umpire should be in position to see the snap and rule on illegal movement of lineman or ball. The Umpire continues to observe his area of responsibility as long as there is a threat of action.
- c. Umpire continues to observe his area of responsibility as long as there is a threat of action.
- d. When play develops in his direction and a hole opens, he should move away from the Ball Carrier while maintaining lateral position. The Umpire should check for illegal use of the hands, holding, and other fouls by both offensive and defensive players at the point of attack or beyond the runner if the runner is not threatened.
- e. As the play develops between the tackles, the Umpires’ primary responsibility is to cover the action of players at the point of attack, then behind the ball and finally around the runner.
- f. On short, quick runs through the line, between tackles in close formation, the Umpire generally will sound their whistle when the runner’s forward progress stops directly in front of them beyond the line of scrimmage. This is not routine, be sure the ball is on the ground. The Line Judge and Head Line Judge will indicate forward progress for Umpire to correctly spot the ball.
- g. When the runner moves into the side zone, the Umpire will clean-up the area between his position and the ball. The Umpire may, if necessary, move in near the sideline when to assist with coverage of the action, in order to go where they play takes you. When the ball is in the side zone, the umpire must be in position to observe action away from the ball and around the runner from an inside out-position. When the play is over, all officials have responsibility to rule on late blocks and other illegal acts.

## **III. Head Line Judge and Line Judge**

- a. Initial position should be out of bounds, off the sideline. Cover the runner in your side zone beyond the line of scrimmage and out of bounds. Mark forward progress with down field foot, extended slightly toward the spot; don’t exaggerate. When marking forward progress, converge rapidly on the dead ball spot when play in your area permits. Be alert to cover forward progress spot when runner has been pushed back. Opposite side officials should assist with the forward progress spot if the covering official is not in position to rule.
- b. Observe initial charge on your side. You are responsible for blockers and action on ends and linebackers on your side. Pick up the runner when he crosses the neutral zone in your area. Spot the ball on quick thrusts and close line plays. If play goes away from you, observe action behind runner and assist with action on the pitch man if he does not receive the ball. Maintain a position in relation to the runner’s progress observing the play behind the Umpire and in front of the Back Judge. Be alert for the runner returning to your area.
- c. After the play is over, assist the Referee or Back Judge in getting the ball back to the Umpire.

## **IV. Back Judge**

- a. Cover plays from behind defensive backs. Watch for action by and on your key(s). Bracket runner

between yourself and either Flank Official, depending on the side zone runner is occupying. Maintain enough depth to keep players boxed in. Cover continuing action in advance of the runner.

- b. On running plays ending out of bounds, especially in team areas, move into dead ball area and assist Flank Officials and Referee with maintaining order. The presence of another official stops most dead ball fouls in the team areas. Some out of bounds runs may necessitate coming rapidly into the team area while observing all action. Go where the play takes you.

#### **V. All Officials**

- a. Watch for fouls by blockers leading the runner and for fouls after ball is declared dead. The use of signal #7 to indicate dead ball fouls should be used only by referee when fouls are involved.

## **SECTION 15: FORWARD PASSES**

### **BASIC POSITIONS AND AREA COVERAGE**

#### **I. Referee**

- a. When the passer retreats, remain wide and deeper than the potential passer. If the passer is not threatened, observe legality of blocks in the offensive backfield and by line keys. The Referee is solely responsible for intentional grounding and should use a bean bag to mark the spot of the pass if need to confer with other officials. Referee may consult with other officials on the positioning of eligible receivers.
- b. Remain behind the line to observe legality of the throw and action against the passer.
- c. After the passer throws the ball, continue to observe him until there is no threat of a foul. Ensure that the passer is not roughed or thrown roughly to the ground. Verbally alert the defenders when the passer has released the ball. Continue to observe the offensive and defensive players action behind the line before moving out of the area.

#### **II. Umpire**

- a. Check legality of numbers of interior offensive linemen at the snap. Minimum of 5 offensive players numbered 50-79.
- b. After the snap, and when safe, move to the expanded neutral zone to help rule on ineligible receivers downfield.
  - i. Watch for receivers cutting across the middle and the defensive player covering them. Do not allow players to use you as their screen.
- c. This position permits Umpire to observe linemen moving illegally downfield. After observing play of linemen and their contact with up blocking backs, pivot to assist on low trajectory and short passes over the center of the line.
- d. Know where ball first touches anything on forward pass. Use signal #11 when appropriate. Assist the Referee in determining legality of forward passer.
- e. Short passes in the middle of field, turn with the pass to help flank officials rule on catch or no-catch.

#### **III. Flank Officials**

- a. Assist the Umpire in checking the legality of numbers of offensive interior linemen. Check legality of positions for players with eligible numbers. After initial charge of linemen, move into position to check blocking and contact of eligible receivers and linebackers. Be ready to rule on the direction of a quick quarterback pass. The covering official, toward whom the ball is thrown, should signal, by extending one arm horizontally in the direction of the offensive backfield if the pass is ruled backward. Drift downfield cautiously for the first 5-7 yards, approximately halfway between flat zone and deepest receiver. While pass is in flight, move to the most advantageous position to judge

the play. If the receiver is driven backward after the catch, the opposite Flank Official should assist in marking the forward progress spot. Always be prepared to come back to rule on play near the neutral zone in addition to sideline action. Observing the wide initial position is helpful in covering any pass. If potential passer decides to run, you must cover him beyond the neutral zone. Entire sideline is your responsibility.

- b. After an incompletion, obtain a ball from the ball person and form a relay to return the ball to the official nearest the previous spot.
- c. If an airborne player receives a pass near the sideline and first returns to the ground out of bounds, after giving the incomplete signal, the covering official may, with both arms, give a sweeping motion towards the out of bounds.

#### **IV. Back Judge**

- a. Cover plays from behind deepest receivers. Initial focus on your key(s) as they leave the Line of Scrimmage. Once receivers are no longer threatened at the Line of Scrimmage, you should transition quickly into zone coverage. Bracket pass receivers between yourself and either Head Line Judge or Line Judge, depending on location.

#### **V. All Officials**

- a. Be alert for an illegal pass, especially after a completion. Observe touching or catching by an ineligible player. Watch particularly for holding or illegally contacting eligible receivers and all contact beyond the neutral zone both before and after the pass is thrown. Observe action when opposing players contest for the pass.

## **SECTION 16: GOAL LINE PLAYS**

### **I. Referee**

- a. Position and coverage are the same as for other scrimmage plays with the forward point of advancement is usually determined by the Flank Officials.
- b. Referee's should not turn your back from the field of play until colors have separated.

### **II. Umpire**

- a. Adjust your position to account for proximity to the goal line, but never directly on the goal line. Never signal score but assist the Head Line Judge and Line Judge verbally or visually if necessary.

### **III. Head Line Judge and Line Judge**

- a. Initial position must be wide, out of bounds and off the sideline. When the ball is snapped at or inside the 5-yard line, move toward the goal line at the snap and rule on the score or an accurate forward point when you see the ball.

### **IV. Back Judge**

- a. Start in the middle of the End Zone when the ball is between the 19 yard line and the 12 yard line. Move to the goal line on run plays, move to the end line if threatened.
- b. Start on the end line if the snap is on or inside the 12 yard line. Assume complete responsibility of the end line coverage.

### **V. Umpire, Head Line Judge and Line Judge**

- a. If the ball's forward progress stops short of the goal line, move in on the ball, mark and hold the dead ball spot until the ball is spotted for the next play.

### **VI. All Officials**

- a. Indicate the score with the touchdown signal only when in position to determine that all requirements are met with the exception of the umpire who will never signal.

## **Reverse Goal Line**

- I. Referee**
  - a. Looks to appropriate Flank Official for progress spot or safety signal.
  - b. Referee is responsible for the end line and ruling on a Safety.
- II. Umpire**
  - a. Continues to observe blocking and crashes in to help separate colors.
- III. Head Line Judge and Line Judge**
  - a. If runner is clearly downed in end zone in coverage area, hustle in and signals safety. If runner is out of coverage area, hustle in for dead-ball officiating.
  - b. If you are in a position to rule on forward-progress, help other officials rule on progress.
- IV. Back Judge**
  - a. Observes action of players away from pile.

## **SECTION 17: FUMBLES**

### **SIGNALS**

The closest official who actually sees the fumble, and who has recovered it, should point in the proper direction, no matter who recovers. If there is a change of possession, make sure to signal time out, "Stop the Clock!" The Referee will then signal the next down when he makes the ball ready for play.

### **DIGGING OUT FUMBLES**

Should it become necessary to "dig out" a fumble, the official nearest the ball should dig for the ball. If at the end of either half AND if time is critical due to score, stop the clock while determining which team has the ball. If Team A retains the ball, restart the clock shortly thereafter.

When the digging official determines possession he should verbally relay possession information to the nearest standing official, normally the Referee, who will then signal the proper direction. If possible, the signaling official will point to the recovering player to assist the press box. Only the Referee, if he is not the signaling official, should relay the direction signal.

## **SECTION 18: SCRIMMAGE KICKS (PUNT PLAYS)**

### **BASIC POSITIONS AND COVERAGE**

- I. Referee**
  - a. Takes position at the side of the kicker, wide enough to see the ball from the snap to the kick. Be able to see blockers and kicker at the same time. Be in position three to five yards outside the tight end and two to three yards behind the kicker. Adjust to the situation; if punter is kicking from own

end zone, warn kicker if they are on outside the end line prior to the snap.

**II. Umpire**

- a. The Umpire is positioned 7 to 10 yards beyond the line of scrimmage and favoring the Line Judges' side of the field. The Umpire slowly turns as the first wave of players passes them and moves downfield to observe action.

**III. Flanks**

- a. Line up the same as for runs and passes. Check offensive linemen as to whether they are on or behind the line of scrimmage, and for an unbalanced line.

**IV. Line Judge**

- a. If the line of scrimmage for A is at or about the 40-45-yard line for B then the line judge will position himself at the goal line pylon. This is coffin corner mechanic.

**V. Back Judge**

- a. Take position outside and behind the deep receivers, 7 to 10 yards to the side opposite the Referee and 3 to 5 yards behind the deepest receiver, so that you may have the best view on the catch. Adjust to play area and assume responsibility for coverage into either sideline. If necessary, retreat, and move backward at a 45-degree angle.
- b. If the line of scrimmage for A is at or about the 40-45-yard line for B then the Back judge will position himself at the goal line pylon. This is the coffin corner mechanic.

**VI. All**

- a. Ensure Team K is in a legal scrimmage kick formation.

**AFTER THE SNAP**

**I. Referee**

- a. Watch blocking and illegal action by players behind the line. Observe action of and against the kicker, using signal #11 if appropriate, and observe players while proceeding slowly downfield if the kick remains inbounds. If the flight of the kick is toward a sideline, move quickly to position in line with the flight and use arm signals to direct the official covering that sideline to out of bounds spot. When correctly aligned, drop your arm as indication that the official holds their spot until ball is spotted for the next down.
- b. If the kick is caught or recovered downfield, be conscious of coverage of either sideline. Be prepared to take over the runner.

**II. Referee, Umpire, Line Judge and Head Line Judge**

- a. Be alert for blocked kick. Be alert for recovery and advance.

**III. Umpire**

- a. Look down the line at the initial charge, checking blocks of offense and action by defensive players. Observe defensive linemen over center to avoid roughing or serious injury to snapper. Shift observations to contact between defensive players. After the first wave of players advance down field, move toward the return area. Observe the center area for illegal action by players of either team.

**IV. Head Line Judge and Line Judge**

- a. If the kick is short or partially blocked, know if it crossed the neutral zone.
- b. Communicate with each other which official will go back if ball is snapped over the kicker. The Flank facing the Referee will go & assist the Referee in boxing in the play while the other Flank will remain on the line of scrimmage.

**V. Head Line Judge**

- a. Primary responsibility to know if kicked ball crosses neutral zone.
- b. After initial line charge, observe offensive backs for holding, and defensive holding in the line area.

When the kick has clearly crossed and will not threaten the neutral zone, release and move downfield. If the kick is short to your side, observe first touching, legal or illegal, kick catch interference, valid or invalid signal for fair catch. Maintain position to cover in front of the runner after catch or recovery of the kick, maintain coverage until the runner cuts toward the opposite side or, if on your side, is picked up by you. You have responsibility for the entire sideline on your side.

## **VI. Line Judge**

- a. After initial line charge, observe offensive backs for holding, and defensive holding in the line area. Stay on line until it is apparent it is a kick, immediately move downfield in an easy run. If the kick is short to your side, observe first touching, legal or illegal, kick catch interference, or valid or invalid signal for fair catch.
- b. Maintain position to cover in front of the runner after catch or recovery of the kick, maintain coverage until the runner cuts toward the opposite side or, if on your side, is picked up by you. You have responsibility for the entire sideline on your side.

## **VII. Flanks**

During the kick, observe action on and by the 'flyer' (Team A players charging towards the receiver) and receivers positioned close to the line of scrimmage. When the ball is not in your area, take a position to observe action in your area ahead of the runner.

## **AFTER THE KICK**

### **I. Back Judge**

- a. If kick is short to either sideline, the sideline official will assume responsibility for the ball. Observe action in front of the ball. On all other kicks cover the receiver, taking a position ahead of the receiver if possible. Observe first touching, interference, and fair catch situations. Be prepared to rule on a muff or fumble. Cover kicks on ground or in air which go 25 yards or more. If in doubt as to spot of out of bounds kick in the air, raise hand and Referee will assist. If there is any question regarding covering official, communicate verbally.
- b. Back Judge will be primarily responsible for ruling on fair catch signal in his area. Flanks observe other action surrounding the ball. If player signaling fair catch does not touch the ball, Flanks must observe legality of his actions until the ball becomes dead. Be ready to rule on kick in end zone. Be alert for batting. Use a bean bag to mark the spot where kick ends.

### **II. Flanks**

- a. If kick goes to side opposite you, drift downfield while kick is in flight, observing all action and be alert for a sudden cut toward your side and possible exchange in coverage of the runner. When you do not have the ball, take a position to observe action in your area ahead of the runner.
- b. Mark and hold out of bounds spot of rolling kick on your side. Be alert to cover and accept Referee's signal in spotting out of bounds kick in flight.

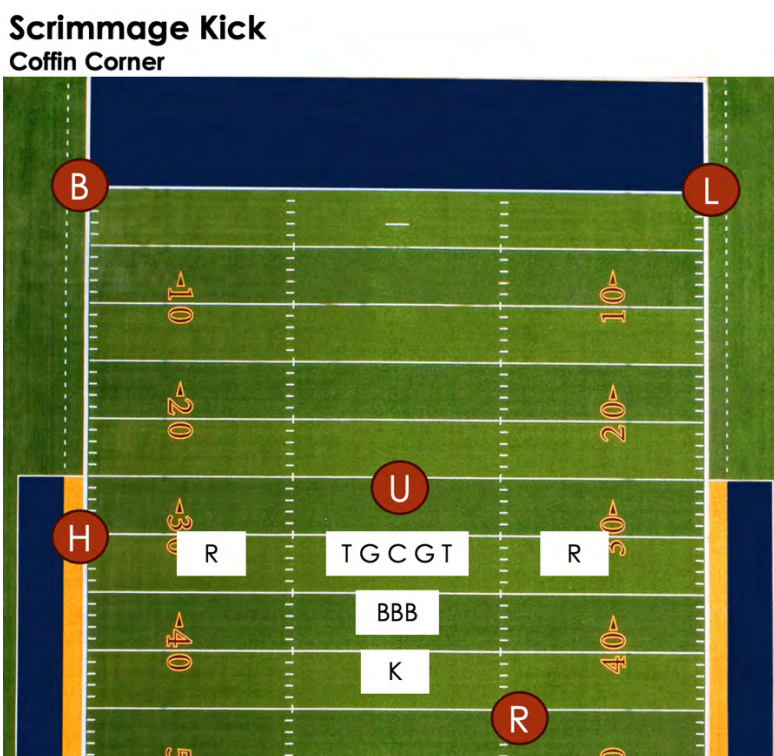
## **Scrimmage Kick – Coffin Corner**

Coffin Corner refers to a configuration for officials when Team K is in a punting scrimmage kick formation at or inside the B-30. If Team K is in punt formation, the BJ will take a position at the goal line pylon on the HL side of the field. The LJ will take a position opposite the BJ, on the goal line pylon on their side of the field.

This formation allows both officials to cover the goal line in the event of a touchback. BJ and LJ should discuss this mechanic during their pregame conference.

When in a coffin corner configuration, the HL has sole line of scrimmage responsibility.

Referee and Umpire should favor the LJ-side of the field in the event of a muffed snap or broken play that may end up on the side of the field not being covered by the LJ.



## SECTION 19: TRY AND FIELD GOAL PLAYS

### BASIC POSITIONS AND COVERAGE

- I. **All**
  - a. Ensure that Team K is in a legal kicking formation to use the numbering exception rule. Know what's allowable on FG during Downs 1-3 vs Down 4.
- II. **Referee**
  - a. On a try or field goal, Referee's position is a yard or so to the rear and several yards to the side of the potential kicker, facing the holder where you can see the ball when spotted for the kick. Covers as usual if a run or pass. Assist in sideline coverage if run develops to Flanks vacated side. Signal score after being positive that requirements are met. Rule on roughing or running into the kicker and/or holder.
  - b. Sound whistle on Try once the ball is clearly kicked, to stop unnecessary action since at that point either the point is successful or not successful. Help Umpire separate colors before turning toward press box and giving any signals.
- III. **Umpire**
  - a. For field goal attempts outside the B-20.
    - i. Adjust to favor vacated Flanks side. Adjust depth based on length of kick.
    - ii. Primary key is the snapper and their protection is your responsibility until there has been a



reasonable amount of time to protect themselves after the snap. (Think a long “One Mississippi”.)

- iii. Look down the line at the initial charge, checking blocks of offense and action by defensive players. Observe defensive linemen over center to avoid roughing and serious injury to snapper.
  - iv. Shift observations to contact between offensive and defensive players. Assist in goal line coverage if run develops to flanks vacated side.
  - v. Minimize as much movement as possible. Even if the kicking team decides to not kick, Umpire can move into the field of play and scrimmage position.
- b. For kicking point after attempt or field goal attempts at or inside the B-20.
    - i. Instead of the flanks moving to the post on a try or field goal, if within 20 yards, Umpire move to the field goal post opposite the Back Judge.

#### **IV. Flank Official Facing the Referee**

- a. Responsible for legality of the snap and entire line of scrimmage. Quickly move to goal line if a run develops. After the kick, move onto the field to observe dead ball action by players on the line of scrimmage. If the kick is short or partially blocked, must know if it crossed the neutral zone.

#### **V. Flank Official on the Back Side of the Referee**

- a. Try or field goal attempt at or inside the B-20, still in your scrimmage position at the line of scrimmage.
- b. Field goal attempt outside of the B-20.
  - i. Responsible for your upright goal post. If run develops to your vacated side, quickly move along back line to back pylon to rule on the sideline. Next move is toward goal line to assist. If run situations develop to the other side, opposite Flank has primary sideline responsibility with Referee’s assistance. If attempt is short and ball remains alive, officiate as a scrimmage kick on field goals only.
  - ii. If the kicking team’s initial formation is the “Swinging Gate,” remain on the line of scrimmage until the team shifts into scrimmage kick formation with an obvious kicker and holder. If the kicking team originally lines p in scrimmage kick formation and then shifts to another formation, move to the end line corner of the end zone during the shift and then down the sideline toward your normal scrimmage play formation. Be ready to rule on the goal line.

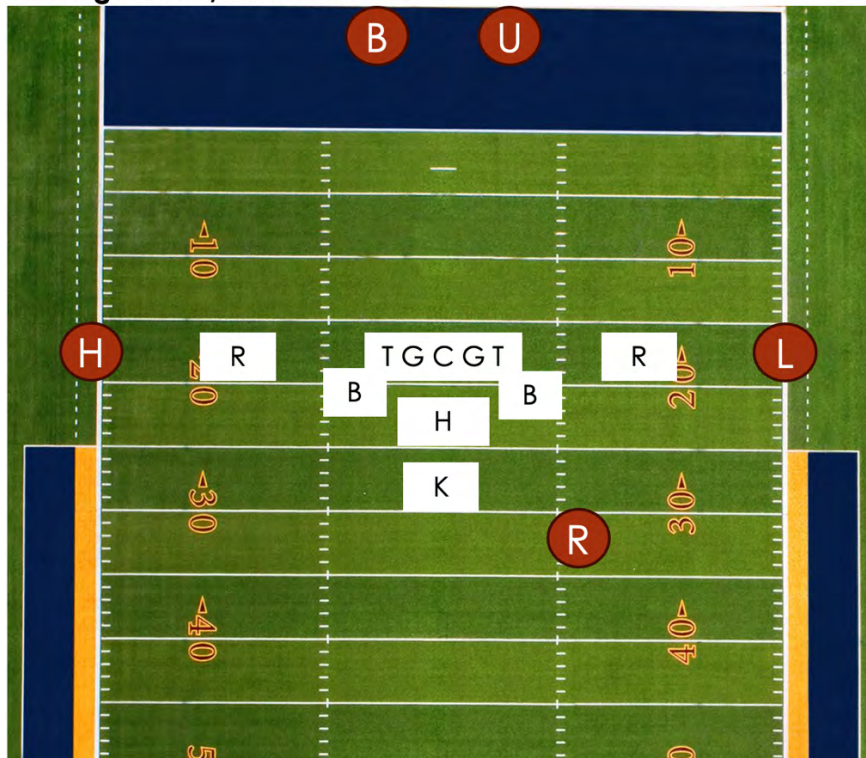
#### **VI. Back Judge**

- a. Responsible for your upright goal post and rule if ball hits or goes over, the cross bar on kick. If run develops, move to goal line to assist in ruling. If attempt is short and ball remains alive, officiate as a scrimmage kick. Sound whistle when ball becomes dead on attempted field goals and kick tries.
- b. If the fieldgoal is clearly short the Back Judge must run up to the Goal line to rule on if the ball crosses the Goal line.

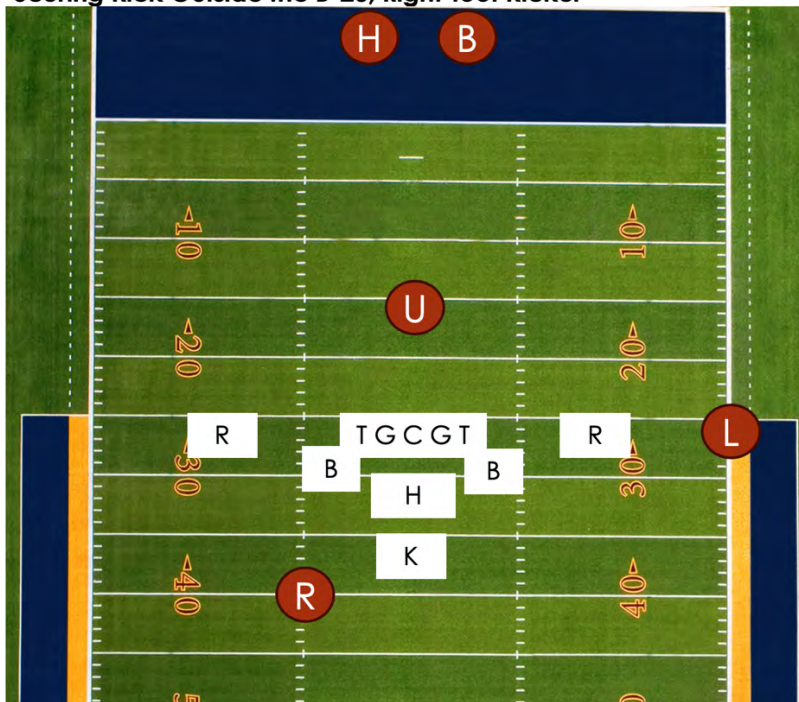
#### **VII. Back Judge and Flank/Umpire Under the Goal Post**

- a. When the field goal or try attempt narrowly passes outside an upright, the official nearer the ball will give the no good (incomplete signal) then may give a sweeping motion with both arms away from the upright.
- b. If opposite from the calling official, the Back Judge will signal a Touchback.

**Scrimmage Kick**  
**Scoring Kick At/Inside the B-20**



**Scrimmage Kick**  
**Scoring Kick Outside the B-20, Right-foot Kicker**



## SECTION 20: TIME OUTS

### PROCEDURES

- I. Referee**
  - a. Indicate a full length charged time out by facing the press box. Give time out signal then extend one arm in pointing fashion, horizontally, in direction of requesting team.
  - b. Verify with all officials as to the number of time outs charged to each team and the playing time remaining in the period. Notify the head coach when his team time outs are exhausted.
- II. Flanks**
  - a. Notify a coach from team on your sideline as to the number of time outs remaining for each team and of the time remaining in the period.
- III. All Officials**
  - a. When relaying the number of time outs, relay the number that the teams have remaining.
- IV. Referee**
  - a. Upon Back Judges' signal that the time out interval has expired, or when both teams indicate readiness to resume before that time, direct teams to prepare to resume play. Go to position, get ready signals from each captain and declare the ball ready for play within five seconds.
- V. All Official**
  - a. Record time left on the clock and number of requesting player when charged team timeout is requested. Do not huddle unless necessary. Ensure that both teams are conducting a legal time out depending on their location. (Between the nine-yard marks or the hash marks)
- VI. Flanks**
  - a. Take a position halfway between your team and its team area. Direct teams to prepare to resume play upon signal from Back Judge.
  - b. Check number of players in your team's huddle. Repeat this check after taking position for the next down. Flanks are responsible for teams on their side.
- VII. Umpire**
  - a. Quickly take position over the ball. Remain over the ball until released by the Referee.
- VIII. Back Judge**
  - a. Time the one-minute time-out interval. When 20 seconds remain in the interval, sound your whistle three times, short but sharp. Move to your position and give a visual signal to the Referee when the interval expires. Be alert to assist the Referee if needed.
- IX. Officials Time Out**
  - a. Signal time out, then indicate Officials' time out by tapping chest with hands.
  - b. Signal time out when Team A is awarded a first down.
  - c. Declare ball ready for play as soon as needed when time out has ended.
- X. All Officials**
  - a. Signal time out and carry out usual duties.
  - b. When either team is in possession of the ball in advance of the line to gain, covering official indicates time out.
  - c. If game is disrupted for any reason, record down, team in possession, position of the ball and time remaining in the game.
- XI. Injury Time Outs**
  - a. Same as team time out, however permit as much time as is necessary. SAFETY OF INJURED PLAYERS IS MOST IMPORTANT. Use signal #3, followed with tapping hands on chest.

- b. Do not allow players to assist teammates but direct that they wait for trained staff.
- c. The Referee may permit water attendants to tend to their teams on the field during extended injury time outs.  
The Referee may also direct both teams to head to their respective sidelines if it appears the injury time out will be lengthy.

## **SECTION 21: MEASUREMENTS**

### **PROCEDURE**

- I. All Officials**
  - a. When establishing forward progress or the end of the run, be sure there is no need for measurement before announcing the down. If close, announce the down and be alert for either captain's request for measurement. If doubtful, call for measurement without captain's request. In usual circumstances, the Line Judge will assist Referee with determining obvious first downs by stopping the clock. When a play ends close to the down marker, the Line Judge can assist the Referee by indicating "close". The Referee can then move to the spot to determine if a measurement is needed or if a first down will be awarded.
- II. Back Judge**
  - a. Will ensure the ball is not moved after being spotted for measurement. If holding the ball is necessary, assume a position parallel to the ball's axis and in advance of the line to gain, allowing room for chains, etc.
  - b. Clear the area of officials and players for press box view.
- III. Referee**
  - a. When the ball becomes dead in a side zone or out of bounds and measurement should be at the dead ball spot, have covering official place the ball at the proper spot. Indicate to the Head Line Judge and to the press box that a measurement is needed.
- IV. Flank Officials**
  - a. Flanks will hold their spot and a ball will be handed to them to put on the ground where the run ended.
- V. Head Line Judge**
  - a. Instruct the box operator to place the box at the position of the front stake, maintaining the previous down. Grasp the line-to-gain indicator and clip at back edge of back-yard line (don't just grasp clip since clip could detach).
  - b. Bring the line-to-gain indicator behind ball and place clipped part of indicator at back edge of back-yard line.
  - c. Hold firmly and call "ready" to Umpire to stretch the chain tight.
- VI. Line Judge**
  - a. Go to yard line nearest rear stake. Mark a spot perpendicular to the ball to aide.
  - b. Assist the Head Line Judge in positioning the chain for an accurate measurement.
  - c. Step on the chain to ensure the chain does not move with the Umpire puts the front stake down.
- VII. Umpire**
  - a. Take forward rod. Check for kinks in chain and be sure that chain is taut. Wait until Head Line Judge calls "ready" then carefully tighten the chain only once. Don't pull or jerk it. Have the rod perpendicular to the ground at the side of the ball until Referee announces his ruling, and then return rod to the chain crew.
- VIII. All Officials**
  - a. If short of the line-to-gain, Referee use the forward point established on the chain when spotting

the ball at the inbounds line. If alternate game ball is available following the measurement, leave the ball in the side zone until an alternate ball is placed at the corresponding inbounds spot.

**IX. Head Line Judge**

- a. If the end of the play was short of the line-to-gain, retain firm grasp of the chain and personally reset the chain at its original spot on the sideline. Check the point marked by your down box person and changes the down box indicator to the next down.

**X. Referee and Umpire**

- a. Umpire remains over the ball and the Referee announces down and distance. Get ready signals from the captains while Head Line Judge is resetting chain. When Head Line Judge is ready, declare the ball ready for play.

## **SECTION 22: CALLING FOULS AND ENFORCEMENT**

### **PROCEDURE**

**I. All Officials**

- a. The calling official will drop or throw marker at proper spot, mentally marking the yard line. If ball is still live, continue to officiate the play and withhold whistle until the ball becomes dead; then continue to sound whistle with short loud bursts, until you are certain other officials are aware a foul has been called.
- b. The official should then ensure their flag is spotted on the correct yard line where the foul occurred, e.g. the flag does not need to be at the exact spot, but the exact yard line. This action gives the calling official a couple of seconds to think through how to report the foul to their Referee.
- c. Know status of ball if it is in play, live-ball or dead-ball fouls have different enforcement options, especially if there are multiple fouls during a play.
- d. Do not place a hand on or point to the offending player. Nearest official will notify, by position or number, a coach of non-disqualifying fouls by his team.
- e. On encroachment, false start fouls, etc., if more than one marker is down, calling officials should consult with each other before reporting the foul.
- f. If Umpire is involved, they should report the foul to the Referee.
- g. Drop your flag when giving a sideline warning. Notify the head coach then go to the Referee and report the violation. Each official should record Sideline Warnings and the Referee will signal.
- h. After calling foul, get Referee's attention as soon as ball is dead and colors have separated, and sound whistle. It is your duty to make sure another official is covering the spot of foul if foul is spot foul;
- i. If the play ended inbounds, make sure a ball is spotted at the end of the play.

**Foul Reporting procedures:**

- i. Continue to officiate the play, no foul causes a live ball to become dead.
- ii. Ball down at the dead-ball spot and crewmate standing over the ball marking the end of a run.
- iii. Correctly spot your flag at the spot of the foul.
- iv. Communicate the following information to your Referee:
  1. Result of the play to the Referee. E.g. "The result of the play is an incomplete pass".
  2. Status of the ball at the time of the foul. E.g. "During the run, During the pass, After the kick," etc.

3. The type of foul and who fouled. E.g. "Holding, Offense #79; Pass Interference, Defense #2"
4. A correct, concise report would be as follows, "The result of the play is a touchdown. During the pass, pass interference, offense #2." Or, "The result of the play is a run that ended inbounds. During the run, Illegal Block Below the Waist, defense #33. My flag is in a good spot."
- v. Foul called. Who fouled? Offense or Defense, Return or kicking team. What the foul was? Where did the foul occur? Behind or beyond LOS. When did the foul occur? Live or dead ball?
  1. Offending team, including jersey color and A/B, offense/defense or kicking team/receiving team.
  2. Offending player's number or position.
  3. Spot of foul, previous spot, end of run or end of kick.
  4. Status of ball when foul occurred.

## **II. Head Line Judge, Line Judge and Back Judge**

- a. Foul called by another official:
  - i. If ball is not at dead ball spot, assist in getting it there.
  - ii. Cover and hold dead ball spot and mark end of run. Leave ball on ground.
  - iii. If the foul is a spot foul, cover and hold spot of foul.
  - iv. Observe players and assist where needed.
- b. Covering Spot of Foul:
  - i. The Back Judge should hold spot as long as necessary. Ascertain foul and offending team. When Umpire starts to enforce the penalty, pick up marker of official who called foul.
  - ii. If enforcement spot is different from spot of foul, see that it is covered by the Back Judge or an off official.
  - iii. If enforcement is from spot of foul, Linesman shall hold spot during enforcement. Umpire will release him/her.
  - iv. When fouls are committed that require enforcement at the spot of the next free kick, Referee will give the preliminary signal and point to the next free kick spot. Back Judge will repeat the signal following enforcement from the succeeding spot.

## **III. Referee**

- a. When foul or fouls are reported to the Referee, the Referee could provide a preliminary signal or signals to press box side before explaining options to head coaches. Notify both coaches if loss of down is part of the penalty. Give dead ball signal before giving the signal for a dead ball foul. For pre-snap fouls, dead ball signals are not required.
  - i. Optional: Go directly to HC for decision and if obvious enforcement go ahead and enforce always allowing the team to change from that if they want. This speeds action considerably.
- b. If a choice is obvious, announce it and proceed with enforcement or declination. If captain objects, explain alternatives and conform to his choice. If choice is not obvious, explain foul or fouls and the options, state options briefly, but correctly, clearly and courteously. Notify captain of offending team of foul called and number and position of offending player (if possible).

## **IV. Line Judge**

- a. Hold enforcement spot until penalty is completed and confirm with Umpire that the enforcement is correct before releasing the spot. (Exception: Penalties assessed on kickoff).

## **V. Back Judge**

- a. Signal to your Referee the status of the game clock regardless if a penalty is accepted/enforced or declined.
- b. If the game clock will start with the snap, hold both hands over your head in the shape of a "X".

- c. If the game clock will start on the Ready, the BJ will hold one hand over their head and make a spinning motion with their finger.

**VI. Referee**

- a. When penalty is to be enforced, confirm with Umpire as to point of enforcement and yardage to be marked off.

**VII. Umpire**

- a. Take a position near Referee when he explains options to a coach.
- b. Assuming the penalty is accepted, the Umpire will carry ball to the enforcement spot and signal to the Head Line Judge a 1 (five yards), 2 (ten yards), or 3 (fifteen yards) with their finger and verbally communicate the enforcement. E.g. "We're going from the 46 to the 36". This is a question and the Umpire will receive verbal confirmation from the Head Line Judge that the enforcement is correct before enforcing the penalty.

**VIII. Head Line Judge**

- a. Provide verbal confirmation to the Umpire when they communicate penalty enforcement.
- b. When Umpire starts to mark off penalty, be on or near the sideline and move to the succeeding spot. Check visually with Umpire; if enforcement is correct, direct Chain Crew to move down indicator and direct moving of chains if appropriate.

**IX. Referee**

- a. While Umpire is marking off penalty, take position in clear where you can be seen. Give signal to press box side of the field only. If equipped with a microphone, announce the number of the player committing the foul.
- b. If penalty is accepted, signal foul and extend one arm in pointing fashion, horizontally in direction of offending team. If penalty is declined, signal foul, extend one arm in pointing fashion, horizontally, in direction of offending team and then give the penalty declined signal. (#10)
- c. If penalties offset, signal one foul, extend one arm, in pointing fashion, horizontally in direction of offending team, repeat this procedure for foul by other team, then give penalty declined signal.
- d. While facing press box, indicate the number of the next down.
- e. When fouls are committed that require enforcement at the next free kick, the Referee will give the preliminary signal and point to the next free kick.

**X. Umpire**

- a. Cover the ball after completing enforcement and Referee is in process of giving signal for fouls.

**XI. Referee**

- a. Declare ball ready for play. If clock is to start on ready, give winding signal.

**XII. All Officials**

- a. Every official has some responsibility when enforcing a penalty.
- b. For those officials that do not work with a regular crew each week, an excellent pregame discussion could start with how the Referee would like fouls reported to them and reviewing everyone's responsibilities when enforcing penalties.

## **SECTION 23: END OF A PERIOD**

### **PROCEDURES**

**I. All Officials**

- a. Near the end of a period, all officials should be aware of the time remaining before the start of each play.

## **II. Referee and Umpire**

- a. Referee and Umpire keep each other informed of remaining playing time. Indicate by an inconspicuous signal whether there is ample or scant time for next snap. Advise Referee at the end of the down if time expired while the ball was in play.
- b. When time expires. Sound whistle only if ball is dead. The termination of a period is then indicated by the Referee holding a ball over his head with one hand. The Referee is primarily responsible for determining the end of any period.
- c. If the Referee is facing the game clock, it is the Referee's responsibility to ensure the snap occurs before the period expires.
- d. If the Referee is not facing the clock, the BJ has primary responsibility to ensure the snap occurs before the period expires, with the Umpire as secondary.

## **SECTION 24: ONE-MINUTE INTERMISSIONS (1/2 Quarter or 3/4 Quarter)**

### **PROCEDURES**

#### **I. All Officials**

- a. Record yard line, lateral position of the ball, down and distance at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarter, before moving chains.
- b. Observe players as they move to the other end of the field.
- c. Hustle to the succeeding spot, do not walk.

#### **II. Back Judge and Line Judge**

- a. Move downfield assuming responsibility of respective teams.

#### **III. Back Judge**

- a. Time the one-minute intermission between periods and the one-minute intermission after a safety, try or successful field goal. When 20 seconds remain in the intermission, sound your whistle three times, short but sharp. Move to your position and give a visual signal to the Referee when the intermission expires.

#### **IV. Referee**

- a. Check with the Head Line Judge and Umpire on location, down and distance, and proceed to corresponding yard line beyond the 50-yard line and have Umpire spot the ball. Do not resume play until one minute has elapsed.
- b. Confirm remaining timeouts for each team.
- c. Optional to check-in with both the home and visiting team head coaches on whether they have any questions about calls or no-calls during the previous period.

#### **V. Head Line Judge**

- a. Determine the yard line which intersects the chain between the rods. Record the down, distance and yard line upon which the ball rests. Grasp the chain at the back edge of the marked yard line, reverse the chain and the chain crew holding the rods, then move to the corresponding yardline at the opposite half of the field. Hold the point on the chain at the intersection of that line with the sideline while the chain crew tightens the chain.

#### **VI. All Officials**

- a. During the intermission between periods, after other prescribed duties are completed, take positions to observe the teams, but away from the team areas. Upon the Back Judge's 20-seconds remaining, move to positions for the succeeding play.

#### **VII. Back Judge**

- a. When the succeeding play will be a free kick, upon 20-seconds remaining, deliver the ball to the kicker between the inbounds lines, and quickly return to the sideline. Be on the sideline and ready



when the intermission expires.

**VIII. Referee**

- a. Upon the Back Judge's visual signal that the intermission has expired, ensure both teams are ready to play, then immediately declare the ball ready for play.

## **SECTION 25: HALFTIME INTERMISSION**

### **END OF SECOND PERIOD**

**I. Back Judge**

- a. From the end zone give the start the clock signal when field is clear of officials and players.
- b. Keep other officials informed as to time remaining in intermission. Make sure crew arrives on the field to start second half on time, at least 5 minutes before kickoff.

### **3-Minute Warm Up Period**

- a. Teams need to be on the field for the 3 minute warm up period.
- b. Back Judge (Away team) and Line Judge (Home team) are responsible for having their teams out on the field before the 3 minute warm up period begins.

### **PRIOR TO KICKOFF**

**I. Line Judge or Head Line Judge**

- a. Check with head coach on your sideline and secure the second half option.
- b. Work to keep the teams separated if field exit is at same location for each team.

**II. Referee and Umpire**

- a. Check with other officials regarding second half choices.

**III. Back Judge and Line Judge**

- a. Bring your team to the team area three minutes before kickoff.

**IV. Head Line Judge**

- a. Make certain your chain crew is ready and send them to the receiving team's 20-yard line. Remind them to stay behind the restraining line during the kickoff.

**V. All Officials**

- a. Arrive at your kickoff position no later than one minute prior to kickoff.

## **SECTION 26: OVERTIME PROCEDURE (RESOLVING TIED GAMES)**

### **END OF REGULATION PLAY**

**I. Referee**

- a. Direct the teams to their respective team areas. Announce or otherwise notify press box that: "Regulation play has ended with a tie score and there will be a three-minute intermission followed by an extra period of play."

**II. All Officials**

- a. Gather at the center of the field and review extra period rules and procedures. Overtime procedures should also be reviewed in the pre-game conference or during halftime if the game is close and

there is a chance of the game ending tied. After the three-minute intermission, break to positions for coin toss.

### III. Back Judge

- a. Ensure field clock is turned off or displays 00:00.

The NFHS Football Rules Book outlines how to resolve games that are tied at the end of the 4<sup>th</sup> period. In addition to these procedures, NFHS also mentions that state associations may amend or reject those procedures and adopt their own. The following are the procedures adopted by the California Football Officials Association (“CFOA”) and the California Interscholastic Federation (“CIF”).

*Non-league contests* – Referee will ask both head coaches during the pregame conference if an untimed, overtime period(s) will be played if the score is tied at the end of the 4<sup>th</sup> period. Both coaches must agree to play extra periods.

*League contests* – Referee will confirm with both coaches during the pregame conference that an overtime period is in their league bylaws and if an untimed, overtime period(s) will be played if the score is tied at the end of the 4<sup>th</sup> period.

*Playoffs* – Referee will inform both coaches during the pregame conference that an overtime period will be played if the score is tied at the end of the 4<sup>th</sup> period.

### Definitions

**Overtime/Extra period(s):** An extra period shall consist of a **two-possession series** with each team putting the ball in play by a snap on or between the hash marks on the designated **25-yard line** (unless relocated by penalty), which becomes the opponent’s 25-yard line. The snap shall be from midway between the hash marks unless the offensive team selects a different position on or between the hash marks before the ready-for-play signal. After the ready- for-play signal, the ball may be relocated after a charged team timeout, unless preceded by a Team A foul or offsetting fouls. The game clock is not needed during periods. The 25/40 second play clock will remain in effect in accordance with regulation play procedures.

**Possession series:** Each team retains the ball during a possession series until it scores or fails to make a first down. The **ball remains live after a change of team possession** until it is declared dead by rule. However, Team A will not be awarded a new series of downs if it regains possession after a change of team possession during the down.

**Game Winner/Scoring:** The team scoring the greater number of combined points during an extra period(s) shall be declared the winner. There shall be an equal number of possession series, as described above, in each extra period, unless Team B scores. Beginning with **the third extra period**, teams scoring a touchdown must attempt a two-point try. Although not illegal, a one-point try attempt by Team A will not result in a score.

**Fouls after a change of team possession:** Penalties against either team are declined by rule in extra periods (**Exceptions:** Unsportsmanlike conduct fouls, dead-ball personal fouls and live-ball fouls treated as dead-ball fouls are enforced on the succeeding spot). A score by a team committing a foul during the down is canceled. (Exception: Live- ball foul treated as a dead-ball foul.) If both teams foul during the down and Team B had not fouled before the change of possession, the fouls cancel, and **the down is not repeated**.

**Timeouts:** Each team shall be allowed one timeout for each extra period (offensive and defensive possession). Timeouts not used during a regulation period may not be carried over into the extra period(s). Unused extra-period timeouts may not be carried over to other extra periods. Timeouts between periods shall be charged to the succeeding period. Radio and television timeouts are permitted only between extra periods (first and second, second and third, etc.). Charged team timeouts may not be extended for radio and television purposes. The extra period(s) begins when the ball is first snapped.

### Overtime Procedures

- 1) Immediately after the conclusion of the fourth period, officials will instruct both teams to retire to their respective team areas. The H and L (F and S in 7 person crews) will escort the head coach for each team (or designated assistant coach) and all officials will assemble at the 50-yard line to review the overtime procedures. (Coaches conference cheat sheet at the end of this section.)
- 2) After the coach's conference, the Referee will signal for, and start, the mandatory 3:00 minute intermission.
- 3) At the conclusion of the 3:00 minute mandatory intermission, the H and L (F and S in 7 person crews) will escort the captain(s) to the center of the field for the coin toss. The referee shall toss a coin at midfield in the presence of not more than four field captains from each team and the Umpire, first designating the field captain of the visiting team to call the coin toss. The winner of the toss may choose one of the following options: 1) Offense or defense or 2) the end of field in which the extra period will be played. The winner of the coin toss may not defer their choice, they may only select one of the two options above.
  - a) The loser of the toss shall exercise the remaining option for the first extra period and shall have the first choice of the two options for subsequent even-numbered extra periods.
- 4) Unless relocated by a carry-over penalty, the ball will be placed between the hashmarks, at the option of Team A, at the 25-yard line on the side of the field designated during the coin toss.
  - a) The Umpire (or applicable flank official) shall ask the Team A Head Coach where they would like the lateral position of the ball on the B-25.
- 5) The game clock will not be used in overtime. The 25/40 second play clock rules are consistent with regulation period procedures.
- 6) If additional extra periods are necessary, the Referee will signal for, and start, the mandatory 2:00 intermission. During this time, the captain(s) for both teams will meet with the Referee and Umpire in the middle of field and select their option, 1) Offense or Defense or 2) the end of the field in which the extra period will be played.

### Approved Rulings

- I. **Other than on a try**, Team B scores a touchdown after intercepting a forward pass, intercepting, or recovering a backward pass or fumble, or returning a blocked field goal attempt. **RULING:** Score 6 points for Team B, period and game are ended, and Team B is declared the winner.
- II. During the first possession series of a period, Team B intercepts a forward pass, or intercepts or recovers a fumble or a backward pass and does not score a touchdown. **RULING:** Team A's possession series is

ended, and Team B starts its series on the 25-yard line (unless relocated by penalty). Team B becomes Team A when the referee declares the ball ready for play.

- III. During the first possession series of a period, Team A's field goal attempt is blocked and does not cross the neutral zone. Team A recovers the ball and runs for a touchdown. **RULING:** Team A can advance a kick that is recovered behind the line of scrimmage (6-2-3). Six points for Team A. Team B begins its possession series after the try.
- IV. Team A's field goal attempt is blocked and does not cross the neutral zone. A23 recovers the ball and is tackled beyond the line to gain. **RULING:** Team A can advance a kick that is recovered behind the line of scrimmage (6-2-3). Team A retains the ball to continue its possession series. First and 10.
- V. On first, second or third down, Team A's field goal attempt is blocked and does not cross the neutral zone. A23 recovers the ball and is tackled short of the line to gain. **RULING:** Team A's ball, next down.
- VI. During the first possession series of a period, Team B gains possession and then loses possession to Team A, which (a) scores a touchdown; (b) does not score a touchdown. **RULING:** (a) The score counts. In both (a) and (b), Team A's possession series ends, and Team B begins its possession series.
- VII. During the first possession series of a period, Team A fumbles into Team B's end zone on second down of a series. Team B recovers and downs the ball in its end zone. **RULING:** Team A's possession series is ended. Team B begins its possession series at the 25-yard line.
- VIII. During the first possession series of a period, B10 intercepts a forward pass on his six-yard line and downs the ball in his end zone. **RULING:** Safety: two points for Team A. Team A's possession series is over. Team B will put the ball in play, first and 10 on the 25-yard line at the same end of the field. 6-5-2a Exception, momentum exception applies starting at the 5-yard line.
- IX. Team A's field goal attempt is untouched beyond the neutral zone until B17 muffs it at the five-yard line. A75 recovers at the three-yard line. **RULING:** Team A's possession series continues; first down for Team A at the three-yard line.
- X. On the first possession series of a period, Team A scores a touchdown. On the TRY, Team B intercepts a pass and begins to return it. **RULING:** The ball is blown dead as soon as Team B secures possession or as soon as it is apparent that a kick has failed to score. (Rule 4-2-2i) There are no 2-point touchdowns on PATs for Team B in High School (NFHS). Only Team A may score during a try. (Rule 8-3-3)
- XI. After the end of the first possession series by Team A, Team B commits a dead-ball foul. **RULING:** Team B starts its possession series on the 40-yard line, first and 10.
- XII. During the first possession series of a period, A12 throws a forward pass and Team A is flagged for an illegal shift. B25 intercepts the pass, and B38 clips before B25 crosses Team A's goal line. **RULING:** Score not allowed. **The fouls cancel and the down is not repeated.** Team A's possession series is ended, and Team B begins its possession series at the 25- yard line. The penalty is not carried over.
- XIII. During the second possession series of a period, B25 intercepts a pass and carries the ball across Team A's goal line. During the run, B79 clips at midfield. **RULING:** Score not allowed. The game is over if Team B

scored on their possession as Team A in that extra period, or the next period will start with first and 10 at the 25-yard line since the penalty is not carried over.

- XIV. During the first possession series, B37 intercepts a forward pass and has a clear field to the goal line when he makes an obscene gesture toward the nearest opponent. **RULING:** Six points for Team B. The game is over.

### Coaches Conference Cheat Sheet

- 1) Following this conference, your captains will be escorted to the middle of the field for a coin toss. The visiting team will call the toss. The winner of the coin toss will select either 1) Offense or Defense, or 2) the end of the field the overtime period will be played. Your captain cannot defer your option.
  - a. If a second extra period is needed, the loser of the coin toss will have the first option. The initial coin toss winner will have the first option in odd numbered periods, the coin toss loser in even periods.
  - b. Please send out at least one of your captains between each extra periods to make your choice in that period.
  
- 2) The ball will be placed at the 25 yard-line at the start of each possession series unless relocated by penalty. The ball will be spotted in the middle of the field unless you tell the Umpire where you would like the ball spotted to start your offensive series. (Review any penalties carried over at this time.)
  
- 3) The game clock will not be running during any of the extra periods. The 25/40 play clock procedures will be consistent with regulation periods.
  
- 4) The defense may score in an overtime period and the game will be over. The only situations in which the defense may not score is during an offensive Try or if the defense commits a foul before the touchdown.
  
- 5) Each team will get only one timeout per extra period, an offensive and defensive possession. Time outs remaining from regulation will not be carried over. Unused extra period timeouts do not carry over into additional periods.
  
- 6) Live-ball fouls committed after a change of possession will not be carried over to the next possession series or another extra period. Only Unsportsmanlike conduct fouls, dead-ball personal fouls and live-ball fouls treated as dead-ball fouls are enforced at the succeeding spot.

## SECTION 27: CFOA STANDARDS

The following standards have been adopted for CFOA games.

### I. Ball Spotting

- a. The ball can be placed on a yard line to begin a next series after a change of possession. For example, if a punt return ends between the 33- and 34-yard lines, move the ball forward to the 34-yard line.

### II. Line Of Scrimmage

- a. Officials will work to keep offensive linemen legal and will call only when obvious or where repeated warnings are ignored. Don't wait until the fourth quarter to enforce rule.
- b. Don't be technical on an offensive player who is a wide receiver or slot back in determining if he is off the line of scrimmage. When in question, it is NOT a foul.
- c. Wide receivers or slot backs lined up outside a tight end will be ruled on the line of scrimmage and covering the tight end if there is no stagger between their alignments. If in question, he is not covered up.
- d. Formations during the execution of a trick or unusual play have the highest degree of scrutiny and should be completely legal.

### III. Counting Players

- a. When less than 11, palms down, below the belt
- b. When more than 11, hamster wheel or finger whirl

### IV. Bean Bags

- a. FUMBLES: Officials shall drop the bean bag only when they see the ball fumbled, not when they see the ball loose.
- b. PUNTS: Officials shall drop the bean at the spot the kick ends or the spot of first touching.
- c. Be accurate. You are marking a potential enforcement spot.
- d. Do not drop your bean bag after an interception, except when inside the 5-yard line to mark the spot of momentum.
- e. Use bean bag behind the line of scrimmage to help mark intentional grounding by Passer.

### V. Defensive Pass Interference

- a. Both the offensive and defensive players have an equal opportunity to catch a forward or backward pass.
- b. Actions that constitute defensive pass interference include but are not limited to the following five categories:
  - i. Early contact by a defender who is not playing the ball is defensive pass interference provided the other requirements for DP have been met, (make sure the receiver is not a potential blocker) regardless of how deep the pass is to the receiver.
  - ii. Playing through the back of a receiver in an attempt to make a play on the ball.
  - iii. Grabbing and restricting a receiver's arm(s) or body in such a manner that restricts his opportunity to catch a pass.
  - iv. Extending an arm across the body (arm bar) of a receiver thus restricting his ability to catch a pass, regardless of the fact of whether or not the defender is looking for the ball. Cutting off or riding the receiver out of the path to the ball by making contact with him without playing the ball.
  - v. Hooking and restricting a receiver in an attempt to get to the ball in such a manner that is causing the receiver's body to turn prior to the ball arriving.

### VI. Not Defensive Pass Interference

- a. Actions that do not constitute defensive pass interference include but are not limited to:
  - i. When there are tangled feet and both players are looking back at the ball or neither player is looking back at the ball.
  - ii. When either player is making a legitimate play on the ball or there is shoulder to shoulder contact-players coming from different angles.
  - iii. When the contact is so close to the touching of a pass that we refer to it as bang-bang pass interference it will not be called.
  - iv. When a defender places a hand on a receiver's body but does not initiate a turn or twist, nor a pull or push.

**VII. Offensive Pass Interference**

- a. Actions that constitute offensive pass interference include but are not limited to the following two categories:
  - i. Initiating contact with a defender by shoving or pushing off, thus creating separation in an attempt to catch a pass.
  - ii. Driving through a defender who has established a position on the field.
  - iii. Blocking beyond the line of scrimmage during a pass ("screen" or "pick" play).

**VIII. Not Offensive Pass Interference**

- a. Actions that do not constitute offensive pass interference include but are not limited to:
  - i. A screen pass where the ball is overthrown behind the line of scrimmage but subsequently lands beyond the line of scrimmage and linemen are blocking downfield unless such blocking prevents a defensive player from catching the ball.
  - ii. A pick play if the defensive player is blocking the offensive player when the pick occurs.
  - iii. After any forward pass has been touched by Team B, the conditions for Pass Interference expire.

**IX. Other Passing Situations**

- a. When in question on action against the passer, it is roughing the passer if the defender's intent is to punish.
- b. If an interception is near the goal line (inside the one-yard line) and there is a question as to whether possession is gained in the field of play or end zone, make the play a touchback.

**X. Backward Pass**

- a. When in question, the pass is forward, not backyard.
- b. When the QB's hand starts forward with the ball, rule the pass forward even if he is contacted and the ball goes backward.

**XI. Catch**

- a. If the process of the catch includes going to the ground, the receiver must maintain possession of the ball when he contacts the ground to be awarded a catch. The ground can cause an incompleteness.
- b. These requirements are the same for interceptions and fumble recoveries.
- c. There is a difference in the ball moving within the receivers control and moving from a loss of control.
- d. If the receiver is contacted simultaneously with or immediately after he controls the ball with one foot down and loses possession, rule the pass incomplete.
- e. A play that would be ruled a catch/fumble in the field of play would be ruled a catch/TD in the end zone.

**XII. Blocking**

- a. Takedowns at the point of attack, those in the open field, or within the tackle box, affecting the result of the play should be called.
- b. If there is a potential offensive holding but the action occurs clearly away from the point of attach and has no (Or could have no) effect on the play, offensive holding should not be called.

- c. If there is a potential for defensive holding but the action occurs clearly away from the point of attach and has no (or could have no) effect on the play, defensive holding should not be called.
- d. For blocks in the back, if one hand is on the number and the other hand is on the side and the initial force is on the number, it is a block in the back. The force of the block could be slight and still a foul if the contact propels the player past the runner.
- e. A grab of the receiver's jersey that restricts the receiver and takes away his feet should be defensive holding I other criteria are met and could also be defensive pass interference.
- f. Holding can be called even if the quarterback is subsequently sacked as it may be the other half of an offset foul.
- g. Illegal block in the back can be called on fair catches only if the point of attack is involved or personal foul.
- h. Rarely should you have a hold on a double team block unless there is a takedown or the defender breaks the double team and is pulled back.
- i. When in question, if an illegal block occurs in the end zone or field of play, it occurs in the field of play.

### **XIII. Kicking**

- a. The kicker's restraining line for onside and short pooch kickoffs should be officiated as a plane and any player, other than the kicker or holder, breaking the plane before the ball is kicked should be called encroachment.
- b. For deep kickoffs, the foot should be on the ground and beyond the line to be called.
- c. When in doubt as it relates to the receiver's goal line, it is a touchback vs. allowing the runner to return the kick.

### **XIV. Plays At The Sideline**

- a. If legal contact occurs before the runner has a foot down out of bounds, consider it a legal hit.
- b. If the whistle has blown and a runner continuing to advance down the sideline has eased up, contact by the opponent against the runner is a foul.

### **XV. When In Doubt**

- a. The runner fumbled the ball and was not down.
- b. The pass is incomplete vs. the ball caught and then fumbled.
- c. If legal contact occurs before the runner has a foot down out of bounds, it's a legal hit.
- d. Runner continuing down sideline: If whistle has blown and player has eased up, it is a foul. Be alert and be sure any action is not part of the initial play before calling a foul.
- e. A non-airborne runner crossing the goal line inside the pylon with the ball crossing the goal line extended is a touchdown.
- f. When in question, the runner did not step out of bounds.

### **XVI. End Of Game**

- a. If an offensive team goes into a victory formation, officials should use common sense officiating and make every attempt to not call fouls that have no bearing on the outcome of the game.
- b. Personal Fouls and Player Safety Fouls should always be called regardless of time and score.
- c. If the Referee stops play for any reason, the game is suspended and not over.
- d. The official's jurisdiction ends when the officials leave the playing field.

### **XVII. Miscellaneous**

- a. When issuing a sideline warning, throw the flag. Make the call at the end of a down without causing an interruption but be sure the head coach has had a prior verbal warning.
- b. Five-yard facemask fouls are rare, but if it is a "grasp and then let go," it can be called. When in question it is a 15-yard foul.



- c. The ball can be placed on a yard line to begin the next possession. At all other times, the ball is placed where it is. (Exception: If the change of possession occurs on a fourth-down running or passing play, the ball will be left at the dead-ball spot to begin the next series.)
- d. 5/5 axiom: In order to adjust the game clock when it has been running. There must be more than a five-second differential if there is more than five minutes remaining in either half. Any time loss due to the clock being started erroneously, such as when a dead ball foul is called, the clock must be adjusted.

## **SECTION 28**

### **4 PERSON MECHANICS SUPPLEMENT MANUAL**

The 5-Person Mechanics Manual contains the mechanics and philosophies for officiating football in CFOA and provides the foundational information necessary to officiate a 4-Person game. The mechanics contained in this supplement are intended to assist with the transition from 5-Person mechanics to 4-Person mechanics without a significant amount of change. Officials must read and understand the 5-Person Mechanics Manual prior to utilizing this supplemental information.

#### **NOTABLE DIFFERENCES BETWEEN THE 5-PERSON AND 4-PERSON MECHANICS:**

1. Referee will time and communicate the 40/25-second play clock to the quarterback and coach
2. Wings will count Team B players and the Referee & Umpire will count Team A players
3. Pregame communication with clock operator in press box is done by the Line Judge
4. Line Judge will hold the ball during a measurement.
5. Keys
6. Positioning and Coverage of Free Kicks, Scrimmage Kicks and Scoring Kicks
7. Scrimmage Play Coverage

#### **KEYS**

##### **I. BALANCED FORMATION**

- a. In a balanced formation, there are two receivers outside of the tackles on either side of the formation. The wing officials' main key is the widest receiver; the flankers are secondary keys.

*Balanced Formation*



**II. TRIPS FORMATION**

- a. In a trips formation, the wing official on the strong side keys on the widest receiver on the end of the line and the two flankers are secondary keys. The other wing official keys on the tight end, the only receiver on the line on his side of the formation.

*Trips to Linesman's side*



**III. MOTION CHANGES FORMATION FROM UNBALANCED TO BALANCED**

- a. Strength was to the Line Judge's side, but motion changed the strength of the formation to the Linesman's side. However, the Line Judge observes the action of the motion man. Legality of motion is always the responsibility of the official away from whom the player is moving. The split end is the Line Judge's key. The flanker and the split end are the linesman's keys

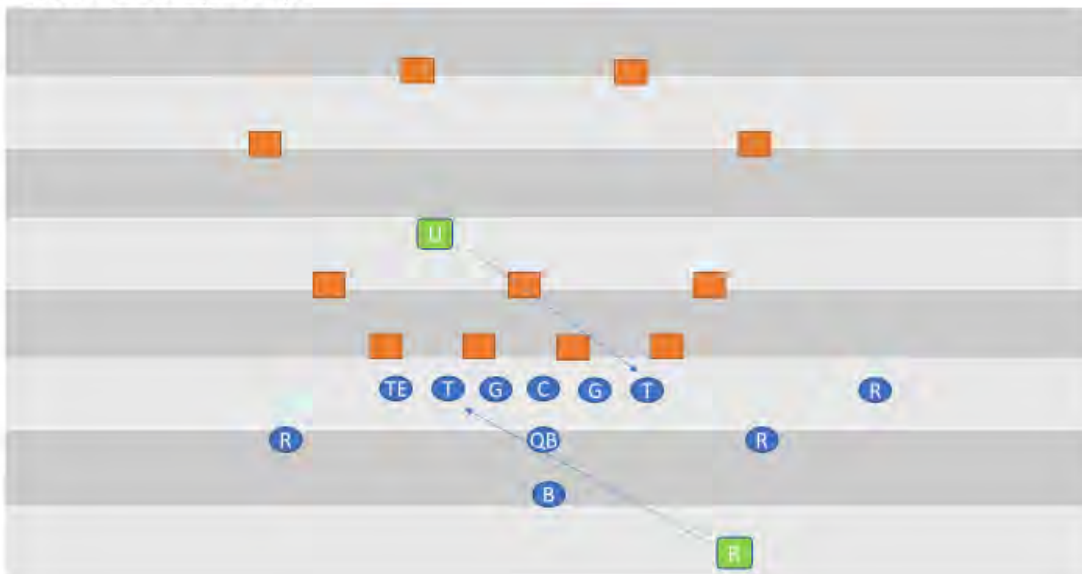
*Motion Changes Formation from Unbalanced to Balanced*



**IV. REFEREE AND UMPIRE KEYS**

- a. Regardless of the formation, the Referee and Umpire key on the same side guard and tackle. If the Referee lines up on the right side, the referee keys on the left tackle. The Umpire keys on the left tackle, guards and center.

*Referee and umpire keys*



## POSITIONING AND COVERAGE

### I. FREE KICK

#### a. Referee

- i. Starting position is near the top of the numbers near team R's five or 10 yard line on the Head Line Judge side of the field. He counts Team R players and confirms his count with the Umpire. Once he sees a ready signal from each official, the Referee blows his whistle and gives the ready-for-play signal. Because the goal line is solely the Referee's responsibility, he must be prepared to cover the goal line to rule on momentum. Adjustments in starting position may be necessary based on kicker's leg strength.

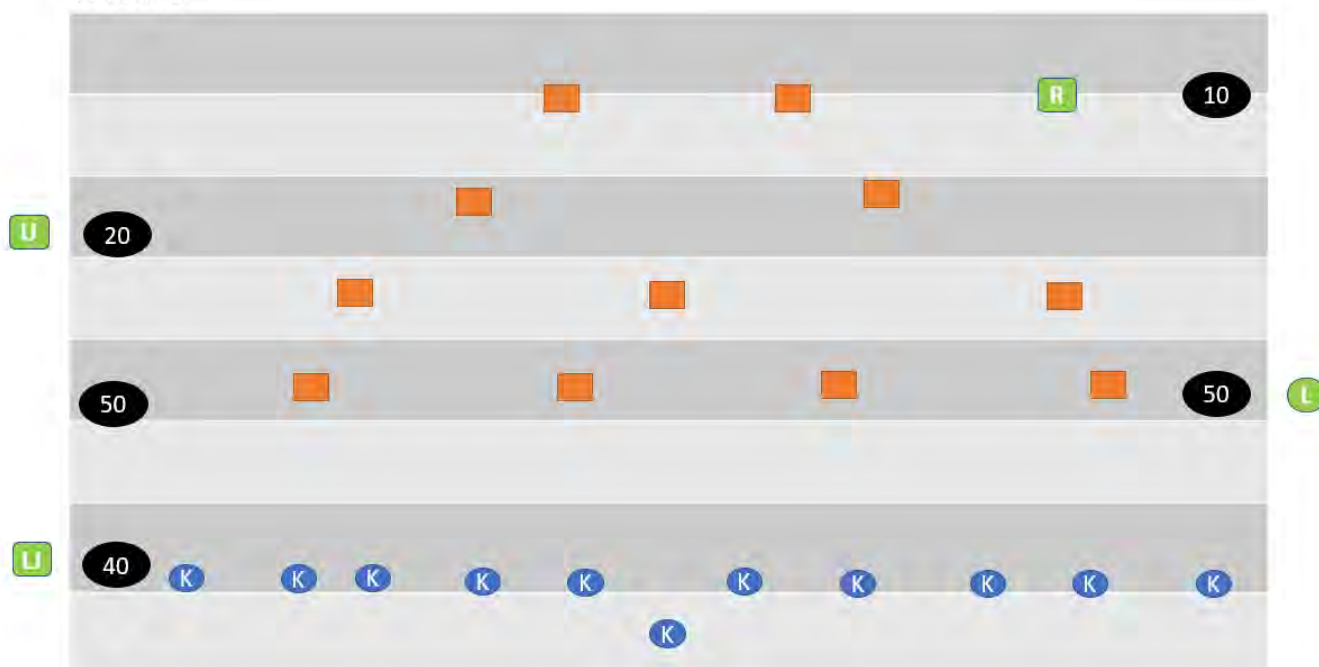
#### b. Umpire

- i. Starting position is on the sideline at R's 20 yard line. The Umpire counts the receivers and signals the Referee by raising an arm overhead when he is ready for the kickoff.

#### c. Linesman and Line Judge

- i. The Line Judge is on team K's restraining line; the Linesman on team R's restraining line. They each count Team K players. The Line Judge should not give the ball to the kicker until team K has 11 players on the field and should remind the kicker not to kick the ball until the Referee has sounded his whistle. When they are in position and ready for the kick, they should raise an arm as a ready signal to the Referee.

Free Kick



#### d. Onside Kick

- i. The Linesman and Line Judge assume their regular positions while the Referee establishes his position based on the deepest receiver maintaining a view of all players. The Umpire moves to share team R's restraining line with the Linesman.

- ii. The Umpire, Linesman and Line Judge should have their bean bags in hand to mark the spot if team K first touches the kick and should be prepared to blow the ball dead if a prone player from either team recovers the kick regardless of whether it has traveled 10 yards.

### Onside Kick



## SCRIMMAGE PLAY

### I. Referee

- a. Starting position is on the passing-arm side of the quarterback, approximately 12 to 15 yards deep and about 4-5 yards outside the tackle.
  - i. Optional: Wide side of the field starting point. The Referee should be in a position to rule on whether the QB was in or outside of the tackle box when throwing the ball away.
- b. The Referee should be in an upright stature with a balanced and athletic posture.
- c. The Referee is responsible for Team A's player count and knows how many players are in the huddle. He signals the player count when the huddle breaks, holding it until the offense reaches the line of scrimmage. The Referee will keep the 40/25 second clock. He must develop a consistent tempo for marking the ball ready for play.

### II. Umpire

- a. Starting position is 7-10 yards behind Team B's line and between the defensive ends.
- b. The Umpire must be able to see the snapper hands whenever they are on the ball. Until the Referee blows the ready for play whistle, the Umpire must maintain control of the ball by voice or position.
- c. The Umpire must know which players are on the line of scrimmage in the free blocking zone. They shall note the position of ball between hash marks.
- d. They will count Team A and confirm count with Referee (Crew Signal A).

### III. Linesman and Line Judge

- a. Starting position is straddling the line of scrimmage on the sideline. They will use an upright stance while working off the field of play. They each count Team B but no confirmation signal is required.
- b. Before the snap, the wing officials identify the eligible receivers on their side of the field and determine legality of the offensive formation. As the widest receiver approaches his position near the wing official, the Wing will indicate the location of the line of scrimmage by placing his up field foot on the line of scrimmage and patting his hand on his thigh. After the receiver has established his position, the Wing official will signal and declare the receiver's position. If the receiver is in the back field the wing will extend his arm toward the offensive backfield (Crew Signal I). If he is on the line of scrimmage the wing official shall point with the up field arm to the ground (Crew Signal J).

## **GOAL LINE GOING IN**

A touchdown signal is given only by an official who actually rules on the play. Never mirror a touchdown signal if you do not see the action. The crew will find it difficult to overcome two officials making an incorrect ruling.

- I. Referee**
  - a. Standard starting position and coverage.
- II. Umpire**
  - a. Standard starting position; however, do not stand on the goal line as this will interfere with the wing's goal line coverage.
  - b. On running play between the tackle that results in the ball ending in a pile near the goal line, point to the ball to assist the crashing wings in determining if result is a touchdown.
- III. Linesman and Line Judge**
  - a. When the ball is snapped inside the 15 yard line, the wing officials should begin coverage movement toward the goal line at the snap. When the ball is snapped on or inside the 5 yard line, the Wings must move immediately to the goal line pylon. If the play moves toward you, back away from the sideline keeping the goal line in view. When the ball breaks the goal line plane in player possession, use a slow confident touchdown signal while continuing to dead ball officiate. There is no reason to rush this signal.
  - b. On close plays in the middle of the field do not stay on sideline. Move rapidly in toward ball after the play is over. When you determine the progress has resulted in a touchdown, stop your feet prior to signaling a confident touchdown signal. Sell your call! If not sure, move in 'inside' the field of play using your feet to mark the progress spot. If you come in on the goal line or in the end zone, everyone will think the ball has crossed the goal line. Avoid pointing to the ground and verbalizing that "he is short" until you have confirmed that the opposite wing does not have a touchdown.

## **GOAL LINE COMING OUT**

When the ball is snapped between the goal line and Team A's 10 yard line, proper positioning and coverage is necessary to ensure the goal line is covered. When the ball is snapped inside the 5 yard line, attention to the goal line is even more important. This coverage is called Reverse Goal Line Mechanics. The priority is determining if a safety is scored. Covering officials must be alert for the ball becoming dead in the end zone in the possession of the offensive team. A safety signal is given only by an official who actually rules on the play. Mirroring the signal is unnecessary and dangerous.

## **WHEN THE BALL IS SNAPPED INSIDE THE 7 YARD LINE**

- I. Referee**

- a. The Referee starts near the end line and wider than normal to provide a better view of forward progress if the quarterback scrambles out of the pocket on a pass play and is stopped near the goal line. The Referee is responsible for the end line.
- b. The Referee should inform the flank officials that they have goal line coverage, progress if threatened.

## **II. Linesman and Line Judge**

- a. At the snap the wings must move immediately to the goal line and about two yards outside the pylon and then read a tackle for run/pass.
- b. On a running play they must determine if the ball gets completely out of the end zone before it becomes dead and stay on the goal line until it is no longer threatened. They must pinch in on the field of play to mark progress or look for the ball near the goal line and pinch in when in the end zone to signal safety. They must work back toward the line of scrimmage if the runner takes them there and square off to identify the forward progress spot. (REMEMBER: The ball must get completely out of the end zone.) If the progress spot is very close to the goal line, the ball is placed at least a foot into the field of play.
- c. On a passing play the wing official that is NOT facing the Referee shall retreat towards the goal line at the snap while reading the tackle's block for run/pass. If pass is read, he changes direction and observes the receivers. The wing official that is facing the Referee remains on the goal line to assist the Referee with goal line coverage and rotates his focus to pass coverage after the quarterback releases the ball.

## **WHEN THE BALL IS SNAPPED BETWEEN THE 5 YARD LINE AND 10 YARD LINE**

### **I. Referee**

- a. The Referee shall start 10 yards deep and wider than normal. Starting wider and closer to the line of scrimmage will allow the Referee to get a better look at the quarterback who drops back to pass near the goal line and is in danger of being sacked there. This position also provides the Referee a better chance to rule on the quarterback's forward progress. The Referee is responsible for the end line and the goal line.

### **II. Umpire, Linesman and Line Judge**

- a. There are no differences from regular scrimmage downs.

## **SCRIMMAGE KICK**

## **POSITIONING**

### **I. Referee**

- a. The Referee's position is about five yards outside and five yards behind the kicker and opposite side of the kicker from the Linesman. The Referee should be able to view the snap and the initial block back and the tackle then the action around the kicker before, during and after the kick. The Referee must be ready to move in the appropriate direction if an errant snap leads to a loose ball in the offensive backfield and must have an awareness of the goal line.

### **II. Umpire**

- a. Deeper is better on scrimmage kicks. The Umpire should start at least 10 yards off the line of scrimmage.

### **III. Linesman**

- a. The starting position is the same as for other plays from scrimmage.

#### **IV. Line Judge**

- a. The Line Judge begins the play three to five yards behind the deepest receiver and wide enough to observe the receiver's hands. The Line Judge must be prepared to move up field if the kick is short or downfield if the receiver has to retreat. If the deep receiver is near or behind Team R's 15 Yard Line, the Line Judge must start on the goal line and not move off the goal line unless it is certain it will not be threatened.

#### **COVERAGE**

Once the kick is away and the kicker is safe, the Referee takes a quick look to see the flight of the ball. If the kick is toward a sideline, he must be prepared to determine the spot the ball went out of bounds. If the kick is very short, the Referee can identify the out-of-bounds spot by verbalizing the yard line; if the kick is long and goes out of bounds the Referee will take note of the location that the ball landed, the covering official moves past where he thinks it flew out before walking toward the Referee with his hand up — along the sideline — until the Referee chops downward, telling him to halt. The wing officials should always spot the ball on a whole yard line. The wing official should not always expect the Referee to help line up a scrimmage kick that has gone out-of-bounds in the air. If the Referee has a hand up, that means he can help. You may have to create a spot, but once you choose a spot, sell it!

On blocked kicks, the Linesman will determine if the ball crosses the Line of Scrimmage. The Referee and Linesman should be ready to rule on the recovery and observe the advance of any player who runs with a recovered ball.

If the kick is short, officials must know who touched a loose ball; if the kicking team is first to touch the kick, a bean bag should be dropped at the yardline of the touching.

During a return, the Line Judge is responsible for covering the runner until he is transferred another official. If the runner breaks into the opposite side zone, coverage transfers to the Linesman and the Line Judge cleans up behind the play. The Referee may take over coverage of the runner if the runner breaks off a long return.

#### **I. Referee**

- a. As the ball travels from the snapper to the punter, the Referee should observe the initial block by the near backfield protectors and then shift his focus to any player who becomes a threat to contact the ball or the kicker. If the snap is errant or mishandled, the Referee must be prepared to rule on the legality of any contact with the kicker. He must stay focused on the kicker until all threat of harm has passed. He should alert the defenders when the ball is kicked: "Ball's away, ball's away." Do not move too quickly downfield after the scrimmage kick and keep all players in your view.
- b. The Referee must be ready to move in the appropriate direction in case of a blocked kick. On blocked kicks, the Referee should be ready to rule on the recovery and observe the advance of any player who runs with a recovered ball. If the kicker runs with the intent to kick rugby style, the Referee must move with him and note the nearest defenders to rule on the legality of any contact.
- c. The Referee must strive for a position where he can watch both the kicker and the flight of the ball. Once it is clear the ball will not go out of bounds in flight, the Referee should no longer be concerned about the ball.
- d. If the kick goes out-of-bounds in flight, the Referee will raise his hand to line up the kick for the covering official. If there is continuing action on the kicker, the Referee must disregard the preceding and let the covering official get the out-of-bounds spot by himself.
- e. If the receivers begin a return, the Referee should move slowly downfield; if the runner breaks a long return, the Referee may ultimately assume responsibility for the runner. The Referee has responsibility of the goal line.

#### **II. Umpire**



- a. For the goal line and the sideline opposite from the Linesman. Referee will get an inside-out look regardless of which sideline is involved since the appropriate wing official has sideline responsibility from end line to end line.
- b. The Umpire is responsible for the initial action on the snapper and for blocks by all interior linemen and the widest players (gunners) opposite the Linesman. After the ball is kicked and all linemen/backs have cleared his position, he should move slowly downfield along the hash opposite of the Referee keeping as many players in view as possible. The Umpire should be aware of a short kick or a partially blocked kick. The Umpire must observe the action around the ball and help determine if the ball is touched first by Team R beyond the neutral zone and prepare to drop a beanbag if first touching occurs by K. On a return, the Umpire has responsibility for blocks between his position and the runner.

### **III. Linesman**

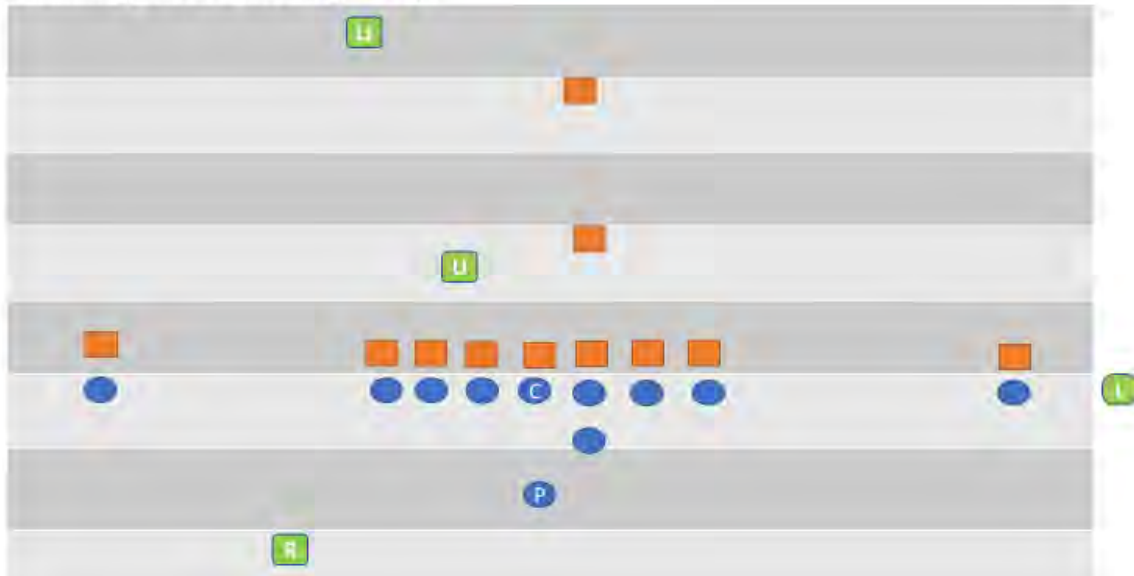
- a. The Linesman observes the initial line charge and is responsible for encroachment/false start. The Linesman is primarily responsible for determining if the ball crossed the neutral zone and doesn't move downfield until the ball crosses it. The Linesman's focus should include blocking/restraint by Team R on his side of the ball including the 'gunners' followed by coverage around and in front of the kick receiver. The Linesman is responsible for his sideline from end line to end line and for covering the runner when the return is to his area. If the run is to the opposite sideline, he should clean up behind the play.
- b. If the ball is punted near the end zone, the wing officials must be alert for a blocked punt or a broken play and may have to cover action involving the goal line.
- c. If the kick is blocked, the Linesman has primary responsibility for determining if the ball is touched first by Team R beyond the line and whether the spot of a recovery is beyond or behind the line. The Linesman must also be cognizant of a fake punt. If the kicker initially starts to run before deciding to kick, the Linesman may have to rule whether the punter was beyond the line when the ball was kicked.
- d. The distance the Linesman moves after the kick is dependent on the length of the kick, but each should strive for covering approximately half the distance between the line and the end of the kick.
- e. If a scrimmage kick goes over the receivers head the Line Judge shall cover the ball and the Linesman will observe the receiver for any blocking after a fair catch signal (valid or invalid).

### **IV. Line Judge**

- a. All deep receivers are the responsibility of the Line Judge. Once the ball is kicked, he judges the validity of any fair catch signal, moves with the receiver and maintains a position to rule on catch vs. muff. He should observe the receivers and the players around them rather than the ball as it flies downfield. Remaining far enough away from the receiver to retain a wide-angle view and moving in at a controlled pace, with eyes searching, once the receiver has completed the fair catch helps the Linesman look for illegal action around the receiver. In such cases, it is also a good idea not to have the whistle in the mouth; it is possible for a fair catch to be muffed and a whistle blown before the ball dribbles loose from the receiver's grasp.
- b. Once the receiver catches the kick, he must watch the players who approach the runner and should track the ball with his peripheral vision. The Line Judge is responsible for his sideline from end zone to end zone and for covering the runner until he is transferred another official.
- c. If the ball is kicked over the head of the deepest receiver, the Line Judge must retreat and not allow any player to get behind him. He will release the receiver to the Linesman and proceed to cover the ball.
- d. The Line Judge has sole responsibility for determining if a touchback occurs or the momentum exception applies.

- e. The Line Judge must bean bag the spot where the kick ends unless that spot is also the dead-ball spot in which case the Line Judge will stop the clock and hold the spot. That spot may be used for post- scrimmage kick penalty enforcement.

*Scrimmage Kick – Line Judge Deep*



## SCORING KICK PAT/FIELD GOAL

### POSITIONING

#### I. Referee

- a. The Referee's starting position is even with and facing the front of the holder. It is permissible for the Referee to line up 1-2 yards behind the yard line of the holder to get a better view the snap and the initial block by the end and back on his side and then the action around the kicker before the kick. The distance from the holder may vary depending on personal preference, keeping in mind that the Referee is responsible for the sideline and the pylon behind him if there is a run or pass to that side.
- b. The Referee rules on roughing the holder and kicker.
- c. The Referee must be ready to move in the appropriate direction if an errant snap leads to a loose ball in the offensive backfield and must have an awareness of legality of the holder's position and actions during a fake.
- d. The Referee signals the score to the press box after confirming the signal from the officials under the upright.

#### II. Umpire

- a. The starting position is under the upright opposite the Referee. The Umpire is responsible for counting the offense; checking the numbers of the players on the offensive line and reminding Team R players about illegal contact on the snapper.

#### III. Linesman or Line Judge

- a. The wing official that the Referee faces remains in his normal position straddling the line of scrimmage and off the field. The opposite wing official (from behind the Referee) joins the Umpire at the upright nearest his sideline and rules on his upright and the cross bar. The wing official that

remains on the line of scrimmage must be prepared to rule on the entire goal line if the try turns into a run or pass play.

- b. In order to avoid confusion during a last-second field goal attempt, the positioning of the wings must be a point of emphasis during the pregame.
- c. Umpire and Wing under upright: After ruling determining successful or unsuccessful, take two steps straight forward announcing “yes yes” or “no no” then signal. Officials shall hold their signal until the Referee has made eye contact.

## **SCORING KICK**

### **COVERAGE**

#### **I. Referee**

- a. The Referee must watch the holder receive the ball and the action of the holder’s knee as the rules distinguish between the lifting of the knee during a muff and after possession of the ball has been obtained. The position of the knee is also critical if the ball is subsequently passed or handed off.
- b. After the kick, the Referee is responsible for ruling on contact on both the kicker and holder. Once he is confident the kicker and holder are no longer in danger of being contacted, the Referee should dead-ball officiate for two-three seconds and then look to the deep officials to learn the result of the kick. The signal should be relayed to the press box once players have separated.
- c. If a kick Try is blocked, the Referee should blow his whistle immediately as the play is over and the ball is dead; however, a blocked field goal remains live. Communication with the crew prior to the kick regarding the live ball/dead ball status of a blocked kick or a kick that fails to reach the goal line is essential.
- d. In cases of a fake or a broken play, if a run or pass develops to his side, the Referee is responsible for sideline coverage including the pylon (acts as the wing). If Team R recovers the ball and runs for a score, the Referee is responsible for his sideline all the way to the goal line.

#### **II. Umpire**

- a. Initially, the Umpire rules on the legality of the snap. His primary responsibility then is action on the snapper. He must also watch the blocks by the snapper and guards. The Umpire should step towards the snapper after the try kick with a vocal presence to reduce the chance of unnecessary acts.
- b. If a blocked kick or fake results in a play toward the goal line, the Umpire has the inside-out look at blocks near the point of attack and can help with goal line coverage on the open side of the field.

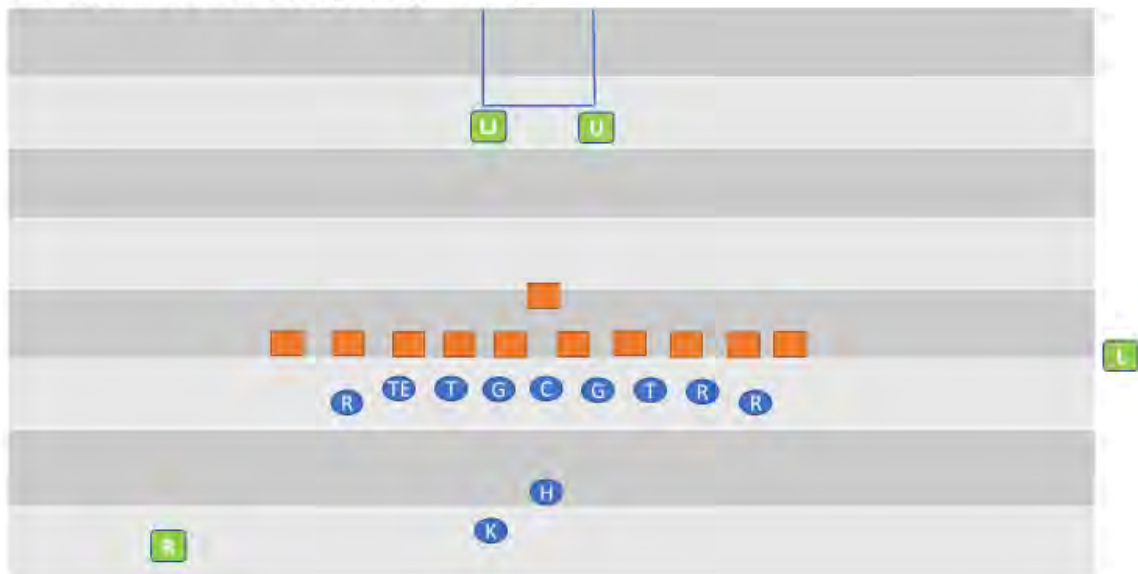
#### **III. Linesman and Line Judge**

- a. The wing official on the line of scrimmage has sole responsibility for encroachment/false starts.
- b. If the Try or FG becomes a run or pass play this wing has sole responsibility for the goal line and the line to gain. He can also help rule on ineligibles downfield on fake kicks that result in a pass that crosses the neutral zone. When a runner approaches the goal line, the wing official will move to the goal line to rule on the potential score.
- c. After the kick, the wing official must pinch-in toward the offensive and defensive linemen to dead-ball officiate and use his voice to encourage players to unpile and return to the sideline. If the kick falls short of the goal line, the wing official must rule on touchback, momentum and a kick return by Team R.

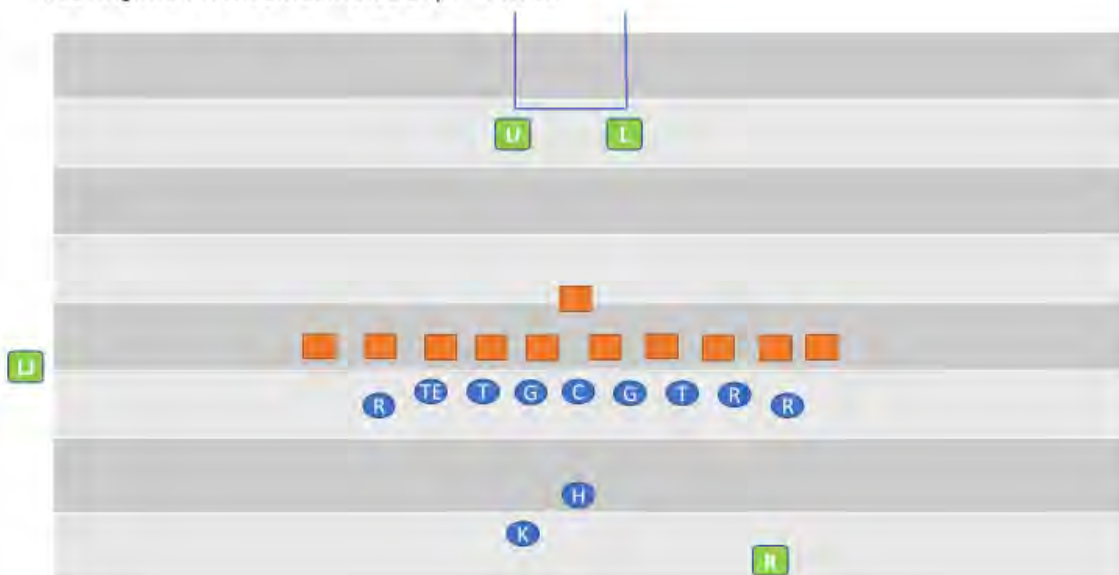
#### **IV. Wing Under Upright**

- a. This wing official is responsible for ruling whether the ball passed inside or outside the upright. When a successful kick passes the upright or when the ball breaks the goal line plain and it is obvious it will not score, the Wing sounds his whistle. The Wing official should pronounce his ruling verbally using “yes, yes” or “no, no, no.” The Wing official shall then take two steps straight forward into the end zone and signal. Hold the signal until the Referee makes eye contact and repeats the signal to the press box.

*Scoring Kick With Line Judge Deep – 4 Man*



*Scoring Kick With Linesman Deep – 4 Man*



## SWINGING GATE FORMATION

The Swinging Gate formation is occasionally used during a Try. The Referee is encouraged to ask during the pregame discussion with the head coach if he has any trick plays including the use of the Swinging Gate. If so, the crew should subsequently discuss the use of this mechanic in detail.

Some plays that are typically run out of this formation include:

- An angled long snap (not between the snapper's legs) to a running back behind the linemen with a subsequent bull rush to the goal line.
- The holder receives the snap and passes to an eligible receiver (by position and number) which can include the snapper.
- The holder pitches the ball to the kicker and becomes a blocker.

### I. Referee

- a. The Referee faces the holder from a position about three yards behind and five yards to the side of the kicker. The Referee should be able to view the snap and the action around the kicker before the kick. The Referee rules if the ball passed inside the upright to his side and signals the score to the press box if confirmed by the signal from the Umpire under the post.
- b. The Referee must watch the holder receive the ball and the action of the holder's knee as the rules distinguish between the lifting of the knee during a muff and after possession of the ball has been obtained. The position of the knee is also critical if the ball is subsequently passed or handed off.

### II. Umpire

- a. The Umpire's initial position is seven yards deep in the end zone, favoring the side opposite of the Referee. If Team A shifts into a normal kick try formation, the Umpire will take a position behind the upright. He should vocalize to the Team B players to avoid illegal action against the snapper. The Umpire is responsible for ruling whether the ball passed inside or outside the upright on his side as well as whether the ball cleared the crossbar.

### III. Linesman and Line Judge

- a. The wing's starting position and coverage is the same as normal scrimmage plays. Each moves to the goal line at the snap as for any other goal line coverage situation. If Team A shifts into scrimmage kick formation, the wings shall shift to the goal post.

## SECTION 29

### 3 PERSON MECHANICS SUPPLEMENT MANUAL

The 5-Person Mechanics Manual contains the mechanics and philosophies for officiating football in CFOA and provides the foundational information necessary to officiate a 3-Person game. The mechanics contained in this supplement are intended to assist with the transition from 5-Person mechanics to 3-Person mechanics without a significant amount of change. Officials must read and understand the 5-Person Mechanics Manual prior to utilizing this supplemental information.

#### NOTABLE DIFFERENCES BETWEEN THE 5-PERSON AND 4-PERSON AND 3-PERSON MECHANICS:

1. Referee will time and communicate the 40/25-second play clock to the quarterback and coach

2. Wings will count Team B players and the Referee will count Team A players
3. Pregame communication with clock operator in press box is done by the Line Judge
4. Keys
5. Positioning and Coverage of Free Kicks, Scrimmage Kicks and Scoring Kicks
6. Scrimmage Play Coverage

## **GAME ADMINISTRATION – 3-MAN**

### **ON FIELD PRE-GAME DUTIES**

- a. Referee and Line Judge confer with coaches and check game balls.
- b. Be businesslike and cordial but not overly friendly with the coaches.
- c. Referee check equipment and taping.
- d. Head Line Judge instructs chain crew.
- e. Line Judge instructs clock operator.
- f. All check field for holes and unsafe conditions.
- g. Line Judge and Head Line Judge get captains to respective sidelines for coin toss.

### **COIN TOSS PROCEDURES**

- a. Line Judge and Referee escort captains from press box side to center.
- b. Head Line Judge escort captains from chains side to center.
- c. Line Judge introduce captains to Referee on sidelines, Head Line Judge introduce captains to Referee in center of field.
- d. Line Judge and Head Line Judge make certain your team is either in their respective team box or in their end zone during the coin toss.
- e. After meeting in center of the field, Line Judge and Head Line Judge will move to 45-yard line.
- f. Referee will face the clock.
- g. Referee will introduce the crew.
- h. Referee instructs captains. Visiting captains will call coin toss. The visiting captain is required to indicate heads or tails prior the toss of the coin.
- i. Referee will indicate winning captains and choice, or option deferred.
- j. If the captain's choice is to defer, the Referee will face the press box and give the proper signal. After the toss, all meet and record results, then jog to kickoff positions.

### **TIME OUTS**

- a. Referee observes Team A huddle and covers the ball and spot.
- b. Head Line Judge with chain crew and covers team on sideline.
- c. Line Judge covers team on sideline opposite chains and times the time out.
- d. All officials verify number of time outs and record.

## **MEASUREMENTS**

### **I. Referee**

- a. Check with crew for possible first down.
- b. View ball at dead ball spot to verify a measurement is necessary.
- c. If measurement is necessary, stop clock and signal official's time out. Have the official with the spot place the ball on the ground.
- d. Have the Head Line Judge and chain crew bring in the chains. Mark the spot for Head Line Judge to place the chain clip. Move to observe measurement.

- e. If first down, signal. If not first down, signal down and distance. If the ball is in a side zone, the Referee shall use the chains to place the ball at the inbound spot.
- f. When the chains are in place, mark the ball ready for play, wind clock or no wind depending on status of clock before official's time out.

## **II. Head Line Judge**

- a. Move quickly to forward stake, signal to Referee if a definite first down.
- b. To measure, instruct box person to place box at the forward stake.
- c. Ensure the clip is on the proper five-yard line and securely fastened to the chain.
- d. Holding the clip, jog onto the field with the chain crew and place the clip on the spot on the field indicated by the Referee.
- e. If first down, drop clip, move to sideline and mark spot. If not a first down, return clip to the correct spot on sideline.

## **III. Line Judge**

- a. Alert Referee to plays ending close to first downs.
- b. Stop clock if obvious first down, then alert Referee.
- c. Clear area of players. Take the forward stake from the chain crew and stretch the chain after the Head Line Judge declares the chain is set.

## **QUARTER**

### **I. Referee**

- a. Be aware of last minute of play. If the ball is not in play when the clock runs out, step in to prevent the snap.
- b. Announce end of quarter, record the down and distance and release the Head Line Judge.
- c. Check to make certain the down, distance and yard line are correct.
- d. When officials are ready and the Line Judge indicates the intermission is over, declare the ball ready for play.

### **II. Head Line Judge**

- a. Prepare the chains to move to the new location on the Referee's signal. Make certain the clip is located appropriately on the nearest yard line and take note.
- b. Grab the clip and chain at the same time, reverse the chain crew, jog to the new position and place the chain on the new spot.
- c. Place your heel at the front of the ball for the down box.

### **III. Line Judge**

- a. Prepare to go to the spot where the ball should be put into play at the start of the next quarter.
- b. Time the one-minute intermission and notify Referee when 55 seconds have elapsed.
- c. Jog to the new spot on the opposite side of the field and spot the ball.
- d. Stay between the teams to show presence as you move to the new spot.
- e. Confirm that the Referee and Head Line Judge have the ball and chains at the right spot.

## **HALFTIME**

- a. As soon as teams leave field, the Referee will look at the timer and wind to start the half-time clock.
- b. All officials meet and review first half.
- c. Flank officials will extend a 5-minute courtesy call to each team.
- d. Head Line Judge or Line Judge will confer with the coach who has the second half decision on which way they would like to kick the ball. Do this as they either leave the field or when you provide the 5-minute courtesy call.

- e. Provide the information to fellow officials during mandatory three-minute warm-up period or before the crew leaves for the appropriate kick-off positions.

## **CALLING FOULS**

- a. Do not pick up or move flag until foul has been enforced.
- b. Make certain that box and chains are not moved until penalty is enforced.
- c. Do not put hands on or point at players when calling fouls.
- d. If player is disqualified, official making the call will be accompanied by the Referee to the player's sideline to report to the coach the ejection and reason for ejection.
- e. If Referee is the official making the call, he will be accompanied by the Flank Official on the player's sideline.
- f. Official calling foul relays foul information to the Referee.
- g. Refer to the offending team by school/team name and offense or defense.
- h. Give number of offending player, note position of ball, live ball/dead ball, loose ball etc.
- i. Referee will give a preliminary signal to the press box, then explain options.
- j. After Line Judge stepping off penalty or Referee signals declination, give signal to chains side. Then signal to press box sideline. If fouls are announced by the stadium announcer, it's not necessary to signal both sides.

## **FREE KICK MECHANICS – 3-MAN**

### **PRE-KICK MECHANICS**

#### **ALL OFFICIALS – HUSTLE TO POSITION!**

##### **I. Referee**

- a. Take position at the goal line (or as appropriate behind the deepest receivers) in the middle of the field.
- b. Count the receiving team (use eyes not fingers). Signal accordingly for less than/greater than/equal to 11 players.
- c. Signal Head Line Judge to confirm count by extending your arm with a closed fist.
- d. Upon ready signal from Line Judge, if the receiving team is in position, blow the ready for play whistle.
- e. On anticipated short free kicks may cheat-up if possible.
- f. On a free kick following a safety, take position five-yards deeper than the receiver(s) and not further from the goal line than the 20-yard line.

##### **II. Head Line Judge**

- a. Go to your position on the receiving team's restraining line at the sideline. Have your team on the field within one minute following a score.
- b. Count the receiving team (use eyes not fingers). Signal accordingly for less than/greater than/or equal to 11 players. Confirm with Referee.
- c. Hold bean bag in hand. Anticipate first touching.
- d. Provide ready signal only when count is correct, receiving team is in position, sideline is clear, you are ready, and the Line Judge signals he is ready.

##### **III. Line Judge**

- a. Time the one-minute intermission following a score. Alert Head Line Judge after 45 seconds.
- b. Have your team on the field within one minute following a score.
- c. Make certain the ball is inflated properly, has "pebble grain" and white stripes.



- d. Count the kicking team (use eyes not fingers). Signal accordingly for less than/greater than/or equal to 11 players. Give kicker the ball and tell him not to kick until the Referee blows his whistle.
- e. Go to your position on the kicking team's restraining line at the sideline. Signal ready to the Head Line Judge who will then raise arm for ready signal.
- f. Upon ready signal from Head Line Judge, provide ready signal to Referee (K may be in the huddle when you signal).
- g. Hold bean bag in hand. Anticipate first touching.
- h. Provide ready signal only when count is correct, kicking team is in position, sideline is clear, you are ready, and the Head Line Judge signals he is ready.

### **FREE KICK FOLLOWING A FAIR CATCH**

- a. Referee, position with the kicker.
- b. Head Line Judge, position on the kicking team's restraining line.
- c. Line Judge, position middle of the goal post and adjust to the upright being threatened by the kicked ball.

### **DURING THE FREE-KICK MECHANICS**

#### **I. Referee**

- a. Identify your keys, the nearest receivers.
- b. Consider your areas of protection; goal line.
- c. Quickly check the direction of the ball (short, long, left, or right). If it is a short kick, move up and provide dead-ball support. On a kick out of bounds, move toward the out of bounds spot and throw your flag if in your zone.
- d. When the ball is touched, start the clock (two winds). When the kick breaks the goal line plane (touched or untouched), signal touchback.
- e. Observe action around the receivers and watch the middle players of the receiving team moving down the field. Cover blocking and other action on and by your keys.
- f. As the runner moves further downfield, assume coverage in behind the ball carrier.
- g. Maintain an inside-out view of the action around the field.

#### **II. Head Line Judge**

- a. Identify your keys, the nearest six players of the kicking team.
- b. Watch the receiver's restraining line for encroachment by receiving team.
- c. Quickly check the direction of the ball (short, long, left, or right). If it is a short kick, look for first touching by kicking team and use your bean bag as needed.
- d. On a kick out of bounds, throw flag to the out of Bounds spot. If the team on your sideline is the offended team, get the enforcement choice from the coach and advise the Referee.
- e. Observe action on the kicker. Cover blocking and other action on and by your keys.
- f. As the runner nears, assume coverage in front of the ball carrier. Be on the goal line before the runner. Maintain an inside-out view of the action around the ball carrier.
- g. Drift down the field to assume coverage of the runner and take all the way to the goal line. You have progress.
- h. On plays to the opposite side, mirror Line Judge movement downfield.
- i. With wide vision, watch blocking and look for illegal acts. Use cross-field mechanics where appropriate.

- j. When the runner is downed in your coverage zone, stop the clock. Place the ball at your feet until the incoming ball is spotted.
- k. Duplicate other official's signals if play does not end in your coverage zone.

### III. **Line Judge**

- a. Identify your keys, the nearest five players of the kicking team.
- b. Watch the kicker's restraining line for encroachment by the kicking team.
- c. Quickly check the direction of the ball (short, long, left, or right). If it is a short kick, look for first touching by kicking team and use your bean bag as needed.
- d. On a kick out of bounds, throw flag to the out of bounds spot. If the team on your sideline is the offended team, get the enforcement choice from the coach and advise the Referee.
- e. Drift down the field to assume coverage of the runner and take all the way to the goal line. You have progress.
- f. On plays to the opposite side, mirror Head Line Judge movement down field. With wide vision, watch blocking and look for illegal acts.
- g. Use cross-field mechanics where appropriate.
- h. When the runner is down in your coverage zone, stop the clock. Place the ball at your feet until the incoming ball is spotted.
- i. Duplicate other official's signals if play does not end in your coverage zone.

## **FREE KICK COVERAGE MECHANICS**

- I. **ALL OFFICIALS** – Keep play and runner boxed in and sidelines covered at all times.

### II. **RETURNS DOWN THE CENTER OF THE FIELD**

- a. Referee – Cover the secondary areas and view blocking and other illegal activity.
- b. Head Line Judge and Line Judge – Keep the runner boxed in between you. View the action immediately around the runner.

### III. **RETURNS INTO THE HEAD LINE JUDGE SIDE ZONE**

- a. Head Line Judge is responsible for the runner and action immediately surrounding the runner.
- b. Head Line Judge will cover the action in front of the runner, viewing blocking and other illegal activity.
- c. Referee will cover behind and to the side of the runner, keeping a distance to view activity by other players not around the play.

### IV. **RETURNS INTO THE LINE JUDGE SIDE ZONE**

- a. Line Judge is responsible for the runner and action immediately surrounding the runner.
- b. Line Judge will cover the action in front of the runner, viewing blocking and other illegal activity.
- c. Referee will cover behind and to the side of the runner, keeping a distance to view activity by other players not around the play.

### V. **POINTS OF EMPHASIS**

- a. There should always be two officials covering the secondary areas away from the ballcarrier.
- b. All officials should dead ball officiate after the play.
- c. All officials will hustle and efficiently prepare for the start of the next series.

## **SCRIMMAGE PLAY MECHANICS – 3-MAN**

### **PRE-SNAP MECHANICS**

## I. Referee

- a. Signal upcoming down to Head Line Judge and then to rest of the crew.
- b. Retrieve the ball from the runner or obtain a new ball from another official or ball boy. Hustle outside the inbounds marks as needed to assist in retrieving the ball and spotting it.
- c. Make visual contact with all officials to determine if they are ready.
- d. Indicate "Ready for Play" with short whistle and hack or long whistle and wind two times.
- e. Count Team A players.
- f. Count Team A players numbered 50-79. Know ineligible.
- g. Assume a position about 12-yards behind the neutral zone and outside the tackle on the quarterback's throwing arm side. Optional: Wide side of the field
- h. Count Team A players (in huddle, if possible) and signal.
- i. Identify formation and observe initial keys: snap, quarterback, false start, QB hard count and head bob, tackle on opposite side.

## II. Head Line Judge

- a. Signal upcoming down and confirm with Referee and Line Judge.
- b. Move box/chains as necessary for the correct down and distance.
- c. Assume a position straddling the neutral zone, outside the sideline opposite the Line Judge.
- d. Be prepared to indicate Team A line to Team A wide receiver with your foot.
- e. Identify formation and signal status of eligible receivers on your side of snapper.
- f. Use the prescribed Line of Scrimmage signals on all scrimmage plays. (located in the 5-man manual)
- g. Know eligible receivers on your side of snapper and identify your initial keys. Know your eligible receivers.
- h. Motion – if motion man is going away from you, have primary responsibility for knowing if motion is legal or illegal. If motion man is coming to your side and motion is forward, call it if you see it.

## III. Line Judge

- a. Signal upcoming down and confirm with Head Line Judge and Referee.
- b. Communicate with the Referee if necessary, to indicate the status of the game clock on the ready with wind signal at waste or, on the snap with arms crossed at the chest.
- c. Assume a position straddling the neutral zone, outside the sideline opposite the Head Line Judge.
- d. Count team B players, signal when Team A breaks huddle.
- e. Be prepared to indicate Team A line to Team A wide receiver with your foot.
- f. Identify formation and signal status of eligible receivers on your side of snapper.
- g. Use the prescribed Line of Scrimmage signals on all scrimmage plays (located in the 5-man manual)
- h. Know eligible receivers on your side of snapper and identify your initial keys. Know your eligible receivers.
- i. Motion – if motion man is going away from you, have primary responsibility for knowing if motion is legal or illegal. If motion man is coming to your side and motion is forward, call it if you see it.

## RUN MECHANICS – 3-MAN

### RESPONSIBILITIES AT THE SNAP

#### I. Referee

- a. Observe the snap, then momentarily read the action of the quarterback to determine the type of play.

- b. Allow your reads to take your focus to the point of attack, while maintaining primary responsibility for action on and by the quarterback.

## II. Head Line Judge

- a. Observe the snap then momentarily read read/pass by observing the block by the near tackle (block toward, pass block, pull, etc.).
- b. Locate the ball and the point of attack but do not focus on it.
- c. On plays beginning at or within the five-yard line, going into the end zone, move to the goal line and officiate back to the line of scrimmage.
- d. On plays beginning at or within the three-yard line, going out of the end zone, move back to the goal line and officiate forward to the line of scrimmage.

## III. Line Judge

- a. Observe the snap then momentarily read run/pass by observing the block by the near tackle (block toward, pass block, pull, etc.).
- b. Locate the ball and the point of attack but do not focus on it.
- c. On plays beginning at or within the five-yard line, going into the end zone, move to the goal line and officiate back to the line of scrimmage.
- d. On plays beginning at or within the three-yard line, going out of the end zone, move back to the goal line and officiate forward to the line of scrimmage.

## RESPONSIBILITIES AFTER THE SNAP

### I. Referee

- a. After reading the quarterback, shift your focus to the Team A blockers and action behind the point of attack.
- b. Know where the runner is, but he should not be your primary focus once he is beyond the line of scrimmage.
- c. If the point of attack is outside the inbounds marks, move to that side while maintaining your view of the action behind and around the runner.
- d. If the point of attack is between the inbounds marks, box in from the rear, again focusing on blocks behind at the point of attack and around the runner.
- e. After the runner is down, maintain a wide view of the dead ball action. If the play ends out of bounds, hustle to the sideline and ensure players separate and return inbounds. Get the ball to the inbounds line.
- f. You are responsible for maintaining control around the pile. Talk to players as they unpile, encouraging them to do so in a sportsmanlike manner.
- g. If the ball is dead between the inbounds marks, hustle to that spot while keeping your head up to observe the action around the pile.
- h. Your points of interest / keys:
  - i. False starts
  - ii. Illegal shifts
  - iii. Motion
  - iv. Free Blocking Zone
  - v. Blocking around runner and by team A backs
  - vi. Illegal acts around runner
  - vii. Reverses and trick plays

### II. Line Judge and Head Line Judge

- a. After reading the block of the near tackle, momentarily locate the point of attack and the runner.

- b. You always have the progress spot all the way until the runner crosses the goal line. This includes an accurate spot when the runner goes out of bounds.
- c. On plays within the 10-yard line, if a play threatens the goal line, be prepared to be at the goal line to make the appropriate call.
- d. If the play is away or between the inbounds marks, maintain a wide view of the action while paralleling the progress spot, observing player conduct away from the play.
- e. If the play is toward your side, observe blocks in front of the runner until you take over responsibility for the runner.
- f. If the runner is headed toward your sideline, allow the play to go past you (move into the offensive backfield, if necessary), then trail the play.
- g. If the runner crosses the sideline, hustle to the spot and mark progress.
- h. Signal timeout while observing the out of bounds dead ball action. Do not look at the ground. If the runner crosses the goal line and continues out of bounds, signal touchdown while observing all dead ball action.
- i. After the ball is dead, close to the dead ball spot. Do not pass players and do not close beyond the near inbounds mark unless:
- j. Your points of interest / Keys:
  - i. When the line to gain is threatened
  - ii. When the goal line is threatened
  - iii. When the ball is loose then recovered
  - iv. Encroachment
  - v. False Starts
  - vi. Illegal motion, shifts, formations
  - vii. Clipping, blocks in back and use of hands

## **PASS MECHANICS – 3-MAN**

### **COVERAGE MECHANICS (In addition to Running Play)**

#### **I. Referee**

- a. As QB drops to pass, drop back at 45 angle maintaining position behind QB on passing arm side. Observe initial blocks by offensive backs.
- b. Look through QB to observe blocking by the tackle opposite you.
- c. As QB is threatened and attempts to pass, determine if arm is moving forward.
- d. Determine initial direction on all passes when QB takes at least a 3-step drop.
- e. On QB scrambles toward LOS, determine forward point where ball is released.
- f. Signal if the pass is tipped/touched.
- g. Announce “BALL IS AWAY” and protect QB until immediate action is complete or QB moves to participate.
- h. You have all calls on QB behind the line of scrimmage.
- i. Dead ball officiate.
- j. Spot the ball on plays.
- k. Anticipate:
  - i. Forward or backward pass
  - ii. Pass attempt vs. fumble
  - iii. Roughing passer Illegal pass (beyond LOS or intentional grounding)

#### **II. Line Judge & Head Line Judge**

- a. Read through key receiver to nearest offensive lineman to read play.
- b. Rule on action by and on key receiver during initial action.
- c. Following initial action, shift to zone coverage- focus on short receiver.

- d. Remain near LOS until pass is thrown unless all receivers are deep, stay underneath the shortest receiver (EXCEPTION: Snap from inside 5-yard line, move immediately to goal line).
- e. On QB drops of less than 3 steps, determine initial direction of pass to your side.
- f. Maintain Outside-in coverage, move parallel to sideline, responsible for sideline from end line to end line.
- g. On catch attempts near end line or near sideline, focus on feet then hands.
- h. If pass is caught in bounds and then player goes out of bounds, blow whistle, stop clock, mark spot, continue to officiate – Do NOT give catch signal Do not mark spot of passes caught out of bounds.
- i. Responsible for progress up to the goal line.
- j. Off-ball officiate on plays away. Come into the hash mark on plays into the opposite side zone.
- k. Dead ball officiate.
- l. Anticipate:
  - i. Holding
  - ii. Pass interference
  - iii. Catch/No-catch
  - iv. Unnecessary contact / Personal fouls
  - v. Forward/backward pass
  - vi. Illegal participation

## **PASS RECEIVER COVERAGE KEYS**

### **Definitions**

- a. Receiver – End or back lined up outside of offensive tackles.
- b. Strength of the formation - Determined by the number of eligible receivers on a particular side of the offensive formation.
  - a. The strong side is the side with the most eligible receivers outside the tackles.
- c. Tight end - The end man on the line of scrimmage lined up no more than 4 yards from the nearest offensive lineman. If he is lined up wider, then he is a split end.
- d. Back in the backfield - A player in the backfield between the tackles at the snap
- e. Trips - Three or more receivers on one side of the offensive formation outside the tackles.
- f. Widest receiver - If players are stacked one behind another, the one nearest the line of scrimmage is considered to be the widest.
- g. The flank officials key on the eligible players of the offensive formation on their side of the field.

## **SCRIMMAGE KICK MECHANICS – 3-MAN**

### **PRE-KICK MECHANICS**

#### **I. Referee**

- a. Position to the Line Judge side of the field and slightly behind the kicker (approximately 7-yards to the side and 5-yards deeper than the kicker).
- b. Count the kicking team and confirm with the Head Line Judge.
- c. View the lineman and know numbering exceptions.
- d. Tell the receiving team lineman “DO NOT HIT THE SNAPPER”.
- e. Look quickly to see if the snapper was hit at the start of the play.

#### **II. Head Line Judge**

- a. Position on the line of scrimmage in front of the down marker.
- b. Count the kicking team and look for confirmation from Referee that he has eleven players.
- c. View formation to see that they have at least seven (7) players on the line of scrimmage.
- d. View the position of the outside kicking team players.

- e. Know who is eligible to catch a pass or go down field prior to the kick.

### III. **Line Judge**

- a. Position slightly behind and to the side of the deepest receiver on your side of the field (approximately 5-7 yards to the side and 3-5 yards behind the receiver).
- b. If two receivers, field position may require you to take a position between the receivers.
- c. On kicks from inside the receiving team's 40-yard line, take a position on the goal line.
- d. Count the receiving team and confirm.
- e. View the position of the outside kicking team players.
- f. Know who is eligible to catch a pass or go down field prior to the kick.
- g. Provide fair catch instructions to the receiver(s) if possible.
- h. Hold a beanbag in your hand.

## **DURING THE SCRIMMAGE KICK MECHANICS**

### I. **All Officials**

- a. Strange things happen on kicks. Be mentally prepared for various scenarios based on your position.

### II. **Referee**

- a. Watch action on the SNAPPER and watch for ineligible players downfield.
- b. Normal Kick – Watch blocking by the Team A backs and protect the kicker.
- c. Stay with the kicker until all is clear.
- d. Be the last official down the field and box in all players from behind with wide vision.
- e. If the return breaks through defense, be prepared to take the runner all the way to the goal line.
- f. Bad Snap - When there is a bad snap on a scrimmage kick and the play goes deep into the backfield, you will follow the ball back.
- g. Kick Out of Bounds – If the kick goes out of bounds in flight, line up the out of bounds spot with covering official by signaling with a hack.
- h. After the Play - Indicate to HEAD LINE JUDGE when to move chains, hustle to the new spot and indicate first down and direction of ball.
- i. At the end of the play DEAD BALL OFFICIATE. Spot the incoming ball to be ready for play.
- j. POINTS OF EMPHASIS:
  - i. Fake kicks
  - ii. Bad Snaps
  - iii. Blocked Punt
  - iv. Roughing or Running into the Kicker; Incidental Contact
  - v. Illegal Blocks Illegal
  - vi. Use of Hands
  - vii. Clock Status before and after the play

### III. **Head Line Judge**

- a. Look to see that the ball has been kicked and quickly see where the ball is headed (i.e. short, long, right, left). DID THE BALL CROSS THE LINE OF SCRIMMAGE, HIT THE GROUND OR A PLAYER?
- b. Normal Kick – View the blocking and action around the kicking team's eligible players and view line action until the ball clears. After the ball has crossed the line of scrimmage, quickly release down the field and parallel the play from the outside with wide vision.
- c. Continue to watch the action as the players and ball move toward the receiver. Observe blocking down the field and in front of the runner.
- d. Mark first touching with a bean bag.
- e. Bad Snap – When there is a bad snap on a scrimmage kick and the play goes deep into the backfield, (the Head Lineman will then have kick crossing or not crossing line).

- f. Kick Out of Bounds – On kicks out of bounds, you are responsible for your sideline. Line-up deeper than where the ball went out of bounds on the sideline (no deeper than the goal line) with outside arm straight above your head. Make eye contact with Referee and begin to walk toward the original line of scrimmage. The Referee will hack when you have reached the out of bounds spot.
- g. You are one of the covering officials, at the end of the play, spot progress and square-up with the Line Judge, stop the clock and signal direction of the team in possession.
- h. DEAD-BALL OFFICIATE. If you are holding the spot, cover the ball until you are relieved by another official.
- i. Look to the REFEREE for confirmation to move the chains.
- j. POINTS OF EMPHASIS:
  - i. Blocking Touching of ball; beyond line of scrimmage
  - ii. Illegal Kicking
  - iii. Interference
  - iv. Muff and First Touching Violations
  - v. Ineligible players downfield

#### IV. Line Judge

- a. Look to see that the ball has been kicked and quickly look to see where the ball is headed (i.e. short, long, right, left).
- b. Normal Kick – View the receiver and run up to be even with the receiver as he prepares to catch the ball. Your only view is the receiver and stay to the side of him by 5-7 yards.
- c. Look to see that the receiver catches the ball cleanly and that there was no kick catch interference or to rule on fair catch.
- d. Drop your beanbag where the kick ends. Remember that the kick ends when any player gains possession or when the ball becomes dead.
- e. If the kick crosses the goal line, blow your whistle and signal touchback.
- f. Keep the runner between you and the Head Line Judge. You are responsible for coverage of runner from an inside-out view your side of the field. Your distance should be about 10-15 yards from the runner.
- g. You have progress.
- h. Fair Catch - View the receiver and run up to be even with the receiver as he prepares to catch the ball.
- i. View the fair catch signal (valid or invalid?). Make certain the receiver catches the ball cleanly and it does not go through his hands.
- j. With a confirmed catch, stop the clock and blow your whistle.
- k. First Touch Violation – Use a beanbag if there is a first touching violation by the kicking team.  
Note: there may be more than one spot of the first touching violation.
- l. At the end of the play, stop the clock and signal direction of the team in possession.
- m. DEAD-BALL OFFICIATE.
- n. Kick Out of Bounds – On kicks out of bounds, you are responsible for your sideline. Line-up deeper than where the ball went out of bounds on the sideline (no deeper than the goal line) with outside arm straight above your head. Make eye contact with Referee and begin to walk toward the original line of scrimmage. The Referee will hack when you have reached the out of bounds spot.
- o. Communicate possession and direction to the Referee.
- p. POINTS OF EMPHASIS
  - i. Fair Catch Signals
  - ii. Blocking
  - iii. Goal Line
  - iv. Illegal Batting or Forward Handing



- v. Muff and First Touching Violations
- vi. Fair Catch or Kick Catch Interference
- vii. Ball Out of Bounds in Flight

## **FIELD GOAL & PAT MECHANICS – 3-MAN**

### **PRE-SNAP MECHANICS**

- I. **All Officials**
  - a. Prior to all field goals attempts, all officials should remind themselves of live ball by using the illegal procedure signal (#S19).
- II. **Referee**
  - a. Take a position behind the potential kicker and 2–3 yards deeper than the kicker holder.
  - b. Beware of a fake field goal or PAT.
  - c. Be ready to assist in covering to the sideline.
  - d. Before the snap, observe any linebackers that may be attempting to shoot the gap to block the kick.
  - e. You have responsibility for the uprights and whistle.
  - f. Before the snap, check for any illegal locking of legs by offensive linemen.
- III. **Head Line Judge**
  - a. Take a position on the sideline (on PAT, move in to numbers) and observe neutral zone.
- IV. **Line Judge**
  - a. At the goal post opposite the chains Count defense.
  - b. You have sole responsibility for protection of the snapper.
  - c. Check for use of numbering exception by Team A.
  - d. You solely have cross bar.
  - e. Callout the jersey numbers of eligible receivers
- V. **Swinging Gate**
  - a. All officials will be in their regular positions for a scrimmage down.
  - b. If team A shifts to a formation normally used for a PAT or attempted field goal, then all officials will assume their appropriate position.

### **KICK MECHANICS**

- I. **Referee**
  - a. Observe the motion of backs within line of vision and cover as usual if a run or pass.
  - b. Immediately after the snap, shift your eyes to the holder and mentally rule if the holder's knee was down upon receiving the snap.
  - c. If it is obvious that the PAT kick has been blocked, blow the play dead immediately.
  - d. Observe whether kick went between the uprights.
  - e. Verify with Line Judge whether kick went over the crossbar. Give incomplete signal if kick fails.
  - f. Turn to press box and Give touchdown signal if kick is good.
- II. **Head Line Judge**
  - a. After the snap, observe the legality of the blocks of the backs protecting the kicker.
  - b. You are responsible for the goal line plane.
  - c. If it is a pass, observe any illegal lineman downfield.
  - d. If a field goal is blocked, you are responsible in determining if the kick crossed the neutral zone or the goal line and where it is recovered and by whom.

- e. After the kick, sprint in to the hash to dead ball officiate.
- f. You are solely responsible if the kicker or holder are roughed or have been run into.

III. **Line Judge**

- a. Quickly observe the action on and around the center for potential roughing.
- b. Communicate with Referee as to the success or failure of the kick going over crossbar (thumbs up or down).
- c. On fake, or broken plays, be ready to cover passes or runs as usual.
- d. You are responsible for the goal line.
- e. Watch line play, after kick ends. On fake plays, be ready to cover passes or runs as usual.



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# **CREW OF 7 OFFICIALS 2024-26 MECHANICS MANUAL**

**For use by the crew during pregame  
preparation**

**This manual is a summary of the mechanics provided to all NCAA 7-man officiating crew as contained in the 2023 Collegiate Commissioners Association (CCA) Football Officiating Manual For a Crew of 7.**

**All officials must use the CCA approved mechanics for a crew of 7 as outlined in this manual. Any conflicts between the CCA manual and this document should be considered a typo and preference given to the CCA Manual.**

**All questions regarding differences between this document and the CCA Manual should be directed to the instructional chair of your association.**

## Pregame Duties Before and on the Field – Revised May 2024

### **REFEREE**

- a. Go with the Umpire to meet with the Head Coaches.
- b. Ask the Head Coach to certify player compliance to mandatory equipment rules.
- c. Inspect the entire field with the SJ. Note unusual markings or irregularities. Work with home management to correct any hazardous conditions within or near the boundary lines.
- d. Observe Quarterbacks and Kickers during their warm-ups and note hand/foot used to throw/kick ball.
- e. Spot check equipment and report any irregularities to the Umpire who will work with the trainer to correct

### **UMPIRE**

#### **Pregame Duties and Responsibilities**

- a. Go with the Referee to meet with the Head Coaches.
- b. Verify Head Coach certification of player compliance to mandatory equipment rules.
- c. See trainer regarding bandages, wraps, and other possible equipment questions.
- d. Discuss with the flanks how to communicate position of the ball.

#### **Pregame Duties on the Field**

- a. Spot-check equipment.
- b. Observe offensive linemen as they warm up.

### **HEAD LINE JUDGE**

#### **Pregame Duties and Responsibilities**

- a. Discuss signals & communications with LJ.

#### **Pregame Duties on the Field**

- a. Check chain crew equipment. Tape in middle of chain.
- b. Have pregame conference with the chain crew.
- c. Notify the visiting coach 5 minutes prior to kickoff and bring the visiting team onto the field.

### **LINE JUDGE**

#### **Pregame Duties and Responsibilities**

- a. Discuss signals & communications with HL.

#### **Pregame Duties on the Field**

- a. Notify the home coach 5 minutes prior to kickoff and bring the home team onto the field.

### **FIELD JUDGE**

#### **Pregame Duties and Responsibilities**

- a. Discuss signals & communication with SJ and BJ.

#### **Pregame Duties on the Field**

- a. Introduce yourself to the Head Coach on your sideline and determine who is to receive foul reports during the game. Who will handle most communication for the game?
- b. Who is the Get Back Coach?
- c. Instruct the ball boys. SJ will assist.
- d. Have the Home captains at the sideline 5 minutes before kickoff.

### **SIDE JUDGE**

#### **Pregame Duties and Responsibilities**

- a) Give crew the official time.
- b) Have a watch capable of timing the game if the field clock malfunctions. Keep the game time during the game.
- c) Leave the dressing room together at the pre-determined time.
- d) Discuss signals & communication with FJ and BJ.

#### **Pregame Duties on the Field**

- a) Instruct the game clock operator.

- b) Go with the R and inspect the entire field.
- c) Introduce yourself to the Head Coach on your sideline and determine who is to receive foul reports during the game.
- d) Who will handle most communication for the game?
- e) Who is the Get Back Coach?
- f) Assist the FJ with instruction of the ball boys.
- g) Have the Visiting captains at the sideline 5 minutes before kickoff.

### **BACK JUDGE**

#### **Pregame Duties and Responsibilities**

- a) Have a watch capable of timing the 25-second play clock.
- b) Discuss signals & communication with FJ and SJ.

#### **Pregame Duties on the Field**

- a) Instruct the play clock operator.

## FREE KICK - DEEP

### **REFEREE**

- a. Assume a starting position in the middle of the field behind the deepest receiver (usually 2 yards deep in endzone). And move to the goal line if the ball is approaching to help rule on a touchback.
- b. Count R and confirm with the H and L.
- c. Once the BJ indicates the other officials and players are ready, sound your whistle and give the ready for play signal.
- d. You are responsible for play clock and for knowing if K has at least four players on both sides of the kicker when the ball is kicked.
- e. Move laterally to be in position to see action at the point of attack. Be alert to a handoff or reverse.

### **UMPIRE**

- a. Starting position is on the sideline opposite the press box on K's restraining line.
  - b. Count K and confirm with the BJ.
  - c. You are responsible for clearing your sideline to K's end line.
  - d. Umpire keys on K's players #4 and #5 from his sideline and observes action on the kicker (see diagram).
  - e. Ensure K's players are within 5 yards of their restraining line. Watch illegal action on the kicker.
  - f. Once the ball is kicked, move between the numbers and the hash marks moving down field no more than 8-10 yards.
  - g. Observe action mainly toward the center of the field, observing off-ball action.
  - h. If kick is to opposite side, move to the hash marks and observe action mainly toward the center of the field, observing off-ball action.
- Note:** K's players #1 are not accounted for in the keys as he normally is not threatened until he reaches the Head Line Judge or Line Judge's zone (see diagram).

### **HEAD LINE JUDGE**

- a. Starting position is on the sideline opposite the press box at R's goal line. You have goal line and pylon responsibility.
- b. Stay at the goal line until it is no longer threatened.
- c. Count the receiving team and confirm with R. Signal accordingly for less than/greater than/or equal to 11 players. You are secondary for knowing if K has at least four players on both sides of the kicker.
- d. Wind the clock when the ball is legally touched in the field of play, unless the ball is caught or recovered by a player who is legally down.
- e. When the runner is on your side of the field, you are responsible for blocks at the point of attack and the runner.
- f. When you do not have the ball, take a position to observe blocks on the backside of the runner.

### **LINE JUDGE**

- a. Starting position is on the sideline on the press box side at R's goal line. You have goal line and pylon responsibility. Stay at the goal line until it is no longer threatened.

- b. Count the receiving team and confirm with R. Signal accordingly for less than/greater than/or equal to 11 players. You are secondary for knowing if K has at least four players on both sides of the kicker.
- c. Wind the clock when the ball is legally touched in the field of play, unless the ball is caught or recovered by a player who is legally down.
- d. When the runner is on your side of the field, you are responsible for blocks at the point of attack and the runner.
- e. When you do not have the ball, take a position to observe blocks on the backside of the runner.

### **FIELD JUDGE**

- a. Starting position is on the sideline on the press box side on R's restraining line. Assist in clearing your sideline.
- b. Field Judge keys on K's players #2 and #3 on his side of the field (see diagram).
- c. You must know if the ball was kicked into the ground.
- d. After the members of the kicking team have passed by, move no more than 10 yards toward R's goal line to provide better coverage in the critical area where contact occurs between the kicking and the receiving team.
- e. You have sideline coverage to K's goal line on a runback.

**Note:** K's players #1 are not accounted for in the keys as he normally is not threatened until he reaches the Head Line Judge or Line Judge's zone (see diagram).

### **SIDE JUDGE**

- a. Starting position is on the sideline opposite the press box on R's restraining line. Assist in clearing your sideline.
- b. Side Judge keys on K's players #2 and #3 on his side of the field (see diagram).
- c. You must know if the ball was kicked into the ground.
- d. After the members of the kicking team have passed by, move no more than 10 yards toward R's goal line to provide better coverage in the critical area where contact occurs between the kicking and the receiving team.
- e. You have sideline coverage to K's goal line on a runback.

**Note:** K's players #1 are not accounted for in the keys as he normally is not threatened until he reaches the Head Line Judge or Line Judge's zone (see diagram).

### **BACK JUDGE**

- a. Count K and confirm with the U. Hand the ball to the kicker and move to your starting position at the sideline on the press box side on K's restraining line. Raise your arm to signal the R you are ready.
- b. You are responsible for clearing your sideline to K's end line.
- c. Back Judge keys on K's players #4 and #5 from his sideline and observes action on the kicker (see diagram).
- d. Ensure K's players are within 5 yards of their restraining line. Watch illegal action on the kicker.
- e. Once the ball is kicked, move between the numbers and the hash marks moving down field no more than 8-10 yards.
- f. Observe action mainly toward the center of the field, observing off-ball action.
- g. If kick is to opposite side, move to the hash marks and observe action mainly toward the center of the field, observing off-ball action.
- h. You are responsible for Team A's goal line on any long return.

**Note:** K's players #1 are not accounted for in the keys as he normally is not threatened until he reaches the Head Line Judge or Line Judge's zone (see diagram).

## **FREE KICK – ON SIDE**

### **REFEREE**

- a. Assume a starting position in the middle of the field behind the deepest receiver. You have goal line and pylon responsibility.
- b. Once the BJ indicates the other officials and players are ready, sound your whistle and give the ready for play signal.
- c. Be prepared if K kicks deep instead of onside.

### **UMPIRE**

- a. Starting position is on the sideline opposite the press box on K's restraining line. Have bean bag in hand.

- b. Treat K's restraining line as a plane. Any player (other than the kicker or holder) breaking the plane before the ball is kicked should be called for encroachment.
- c. If the kick is to your side, you have secondary responsibility for touching by either team.
- d. If the kick is to the opposite side, you are responsible for blocking.
- e. Be alert for a fair-catch signal by K and be prepared to cover the play if a K player recovers the kick and attempts to advance the ball.

### **HEAD LINE JUDGE**

- a. Starting position is on the sideline opposite the press box, midway between the two restraining lines.
- b. Observe blocking by both teams. Know if the ball was kicked into the ground.
- c. Be alert for a fair-catch signal by R and be prepared to cover the play if a R player recovers the kick and attempts to advance the ball.

### **LINE JUDGE**

- a. Starting position is on the sideline on the press box side, midway between the two restraining lines. Have bean bag in hand.
- b. Observe blocking by both teams. Know if the ball was kicked into the ground.
- c. Be alert for a fair-catch signal by R and be prepared to cover the play if a R player recovers the kick and attempts to advance the ball.

### **FIELD JUDGE**

- a. Starting position is on the sideline on the press box side at R's restraining line. Have bean bag in hand.
- b. You must know if the kick broke the plane of R's restraining line. You are primarily responsible for touching by either team.
- c. Be alert for a fair-catch signal by R and be prepared to cover the play if a R player recovers the kick and attempts to advance the ball.

### **SIDE JUDGE**

- a. Starting position is on the sideline opposite the press box at R's restraining line. Have bean bag in hand.
- b. You must know if the kick broke the plane of R's restraining line. You are primarily responsible for touching by either team.
- c. Be alert for a fair-catch signal by R and be prepared to cover the play if a R player recovers the kick and attempts to advance the ball.

### **BACK JUDGE**

- a. Count K and confirm with the U and F. Hand the ball to the kicker and move to your starting position on the sideline on the press box side at K's restraining line. Once you are in position, raise your arm to signal the R you are ready. Have beanbag in hand.
- b. Treat K's restraining line as a plane. Any player (other than the kicker or holder) breaking the plane before the ball is kicked should be called for encroachment.
- c. If the kick is to your side, you have secondary responsibility for touching by either team.
- d. If the kick is to the opposite side, you are responsible for blocking.
- e. Be alert for a fair-catch signal by K and be prepared to cover the play if a K player recovers the kick and attempts to advance the ball.

## **PLAYS FROM SCRIMMAGE**

### **REFEREE**

- a. Assume a basic position, always on the QB's throwing arm side, outside the normal tight end position and at least five yards deeper than the deepest back (12-14 yards off the line of scrimmage).
- b. Count the offensive team in the huddle and observe their substitution process. Use visual signal to confirm count with Umpire and alert HL/LJ as to number of players on offense.

c. Check the offensive formation and observe the QB and other backs for possible false start, illegal motion, illegal shift, etc.

### **UMPIRE**

- a. Line up five to seven yards off the ball, between the linebackers, inside tackles and always able to see the snap clearly.
- b. Count offense. Signal to Referee (hand closed, extended toward offense) only when sure.
- c. Key on guard-center-guard.
- d. Watch the snapper for illegal movements. Be alert to possible illegal snap and false start by the offense. HL and LJ will call neutral zone infractions.
- e. Be alert to the sound and cadence of the defensive captain's signals.

### **HEAD LINE JUDGE**

- a. Read the offensive formation and know eligible receivers.
- b. Indicate the offensive line of scrimmage by extended foot, then take a position straddling the neutral zone.
- c. Be alert for obvious movement of restricted linemen.
- d. Watch for illegal formations, including encroachment and false starts.
- e. Rule on motion – primary for motion going away but rule on illegal motion to your side if you see it.

### **LINE JUDGE**

- a. Read the offensive formation and know eligible receivers.
- b. Indicate the offensive line of scrimmage by extended foot, then take a position straddling the neutral zone.
- c. Be alert for obvious movement of restricted linemen.
- d. Watch for illegal formations, including encroachment and false starts.
- e. Rule on motion – primary for motion going away but rule on illegal motion to your side if you see it.

### **FIELD JUDGE**

- a. Basic position is on the sideline on the press box side, 20-22 yards beyond the LOS.
- b. Count the defense and verify count with BJ and SJ.
- c. Observe the start of the game clock with the R's wind or ready signal.
- d. Identify the receiver you will be responsible for at the snap. This will be the widest receiver on your side of the formation based on a snap-shot at the snap.

### **SIDE JUDGE**

- a) Basic position is on the sideline opposite the press box side, 20-22 yards beyond the LOS.
- b) Count the defense and verify count with BJ and FJ.
- c) Observe the start of the game clock with the R's wind or ready signal.
- d) Identify the receiver you will be responsible for at the snap. This will be the widest receiver on your side of the formation based on a snap-shot at the snap.

### **BACK JUDGE**

- a) Basic position is in the middle of the field 25 yards from the LOS.
- b) When the snap is from on or inside the 25-yard line, your position is on the end line.
- c) Count the defense and confirm with FJ and SJ.
- d) Identify the receiver you will be responsible for based on a snap-shot at the snap.
  - i. If a balanced formation, your key is the second receiver on the LJ side.
  - ii. If an unbalanced formation, your key is the second receiver on the strong side.
  - iii. If trips, your key is the third receiver on the trips side.
  - iv. If quads, your keys are the third and fourth receivers on the quads side at the snap, then let them declare if they are bunched or stacked.

## **RUNNING PLAYS**



## **REFEREE**

- a. After the snap, observe action behind the line and the runner to the neutral zone, as well as action on the ball and the quarterback on handoffs and backward passes.
- b. Once you read run, focus on the blocks on the front side of the point of attack.
- c. On option plays, if the QB keeps the ball and turns upfield, assume responsibility for the trailing back until there is no longer a threat of a foul. If the QB pitches the ball, stay with the QB.
- d. Stay with the runner behind the line. Trail but don't chase the runner into the side zone, covering behind the play.
- e. If the QB goes out of bounds, coordinate sideline coverage with the HL or LJ to ensure the spot is maintained and players return to the field.
- f. Assist in spotting the ball on runs that end in the side zone and out of bounds.
- g. On change of possession, be alert for action on the QB.

## **UMPIRE**

- a. Up the middle
  - i. Watch lead blocks. Get out of the way.
  - ii. Take progress from wing officials.
- b. Into either side zone
  - i. Read keys. Watch lead blocks.
  - ii. Watch dead ball and action behind the play.
  - iii. Hustle to the number to receive and spot the new ball.

## **HEAD LINE JUDGE**

- a. Up the middle focus on blocks and the ball carrier.
- b. Toward your side of the field focus on blocks in front of the ball carrier, how did he turn the corner, forward progress. Close at a 90-degree angle.
- c. Away from your side of the field focus on back-side blocks (protect behind the R and U) and cross field spot for LJ.
- d. You have progress to the B's 2-yard line.

## **LINE JUDGE**

- a. Up the middle focus on blocks and the ball carrier.
- b. Toward your side of the field focus on blocks in front of the ball carrier, how did he turn the corner, forward progress. Close at a 90-degree angle.
- c. Away from your side of field focus on back-side blocks (protect behind the R and U) and crossfield spot for HL.
- d. You have progress to the B's 2-yard line.

## **FIELD JUDGE**

- a. You are responsible for action on or by the widest receiver on your side of the field. Be alert to crackback blocks, blocks below the waist and holding.
- b. You have progress inside the 2 yard line.
- c. Toward your side of field
  - i. Maintain a 10-15 yard cushion. Be at the goal line when the runner crosses.
  - ii. You are responsible for ruling on action in advance of the runner.
  - iii. When the runner goes out of bounds, the LJ will mark the spot of forward progress; you are responsible for cleaning up the action around the play and out of bounds.
- d. Away from your side of field
  - i. Clean up behind the U.
  - ii. Be alert to live ball personal fouls, and dead ball fouls.
  - iii. Cover action between you and the area of the runner once the play crosses the line of scrimmage.

## **SIDE JUDGE**

- a) You are responsible for action on or by the widest receiver on your side of the field. Be alert to crackback blocks, blocks below the waist and holding.
- b) You have progress inside the 2 yard line.
- c) Toward your side of field
  - i. Maintain a 10-15 yard cushion. Be at the goal line when the runner crosses.
  - ii. You are responsible for ruling on action in advance of the runner.
  - iii. When the runner goes out of bounds, the LJ will mark the spot of forward progress; you are responsible for cleaning up the action around the play and out of bounds.
- d) Away from your side of field
  - i. Clean up behind the U.
  - ii. Be alert to live ball personal fouls, and dead ball fouls.
  - iii. Cover action between you and the area of the runner once the play crosses the line of scrimmage.

### **BACK JUDGE**

- a) You are responsible for action on or by your receiver. Be alert to crackback blocks, blocks below the waist and holding.
- b) Maintain a 10-15 yard cushion. Be at the goal line when the runner crosses.
- c) You are responsible for ruling on action in advance of the runner.
- d) If the run ends between the numbers, hold your position and observe dead ball action.
- e) If the run ends near a sideline, move towards the play and observe dead ball action.
- f) Be alert to live ball fouls and dead ball personal fouls.

## **PASSING PLAYS**

### **REFEREE**

- a. If pass is indicated drop at a 45-degree angle getting deeper and wider as the QB drops back into the pocket. Maintain a 12-14-yard cushion.
- b. As the QB drops back, observe action behind the line. Observe blockers and the QB (your primary responsibility) until there is no threat of a foul.
- c. Insure that the QB is not roughed or thrown to the ground. Verbally alert the defenders when the passer has released the ball.
- d. Rule on intentional grounding; may consult with other officials regards positions of eligible receivers in the area of the pass.

### **UMPIRE**

- a. Move up to line when reading pass.
- b. Focus attention on action involving the center and guards. Watch for potential chop blocks, illegal blocks, clips and holds.
- c. Be aware of B touching the pass in or behind the neutral zone.
- d. Pivot and turn on passes. Help out when possible on catch-no catch.

### **HEAD LINE JUDGE**

- a. Identify the receiver you will be responsible for based on a snap-shot at the snap of the ball.
  - If balanced formation (2 rec on each side), your key is the 2nd receiver in.
  - If balanced formation (1 rec on each side), your key is a back.
  - If un-balanced formation and your side is weak side, your key is the back or 2nd receiver in.
  - If un-balanced formation and your side is strong side with 2 receivers, your key is the back.
  - If un-balanced formation and your side is strong side with 3-4 receivers, your key is the 2nd receiver in.
  - If quads to your side, let them declare after the snap.
- b. SNAP-TACKLE-BACK.
- c. Is the pass behind the line of scrimmage thrown forward or backward?
- d. Must know if the pass is thrown from beyond the neutral zone.
- e. Must know if the pass crosses the line of scrimmage.

- f. Observe where ineligible linemen are at the time the passer releases the ball.
- g. Stay at line of scrimmage until the ball crosses, then move to get progress.
- h. Stay with your receiver as long as possible; until another receiver enters your area or the pass is thrown. Know where the ball is. Never guard air.
- i. You have progress to the B's 2-yard line.
- j. Reverse fade on interception. Back pedal and give up progress to the SJ. Observe blocks in front of the runner. Get to the goal line if necessary. You have progress inside the 2 yard line. Clean up around the dead ball spot and out-of-bounds. Watch dead ball action.

### **LINE JUDGE**

- a. Identify the receiver you will be responsible for based on a snap-shot at the snap of the ball.
  - If balanced formation, your key is the back.
  - If un-balanced formation and your side is weak side, your key is the back or 2nd receiver in.
  - If un-balanced formation and your side is strong side with 2 receivers, your key is the back.
  - If un-balanced formation and your side is strong side with 3-4 receivers, your key is the 2nd receiver in.
  - If quads to your side, let them declare after the snap.
- b. SNAP-TACKLE-BACK.
- c. Is the pass behind the line of scrimmage thrown forward or backward?
- d. Must know if the pass is thrown from beyond the neutral zone.
- e. Must know if the pass crosses the line of scrimmage.
- f. Observe where ineligible linemen are at the time the passer releases the ball.
- g. Stay at line of scrimmage until the ball crosses, then move to get progress.
- h. Stay with your receiver as long as possible; until another receiver enters your area or the pass is thrown. Know where the ball is. Never guard air.
- i. You have progress to B's 2-yard line.
- j. Reverse fade on interception. Back pedal and give up progress to FJ. Observe blocks in front of the runner. Get to the goal line if necessary. You have progress inside the 2 yard line. Clean up around the dead ball spot and out-of-bounds. Watch dead ball action.

### **FIELD JUDGE**

- a. You are responsible for action on and by the widest receiver on your side of the formation based on a snap-shot at the snap.
- b. Hold your basic position at the snap and observe the type of play as it unfolds. Begin to fade when you read pass and maintain your 10-15 yard cushion at all times.
- c. Be alert to the wide receiver voluntarily going out of bounds. Throw your hat to signify the receiver is voluntarily (or involuntarily) OB.
- d. Cover sideline from your original position to the end line.
- e. Use Modified Fade Mechanics and maintain a 10-15 yard cushion.
- f. Watch for holding and illegal checking of eligible receivers and all contact beyond the neutral zone both before and after the pass is thrown.
- g. Stay with your receiver as long as possible; until another receiver enters your area or the pass is thrown. Know where the ball is. Never guard air.
- h. Once the pass is thrown, all eyes go to the ball.
- i. When ruling on a pass reception involving the sideline, watch foot and then ball. Give only incomplete signal if incomplete, timeout signal if complete.
- j. Coordinate close sideline plays with L.
- k. Reverse fade on interceptions
  - i. On interception run backs, switch responsibilities with the LJ.
  - ii. You are responsible for the runner's forward progress to the opponent's 2 yard line, the LJ will rule on action in advance of the runner.
  - iii. When the runner goes out of bounds, you will mark the spot of forward progress; the LJ is responsible for cleaning up the action around the play and in the team area.

## **SIDE JUDGE**

- a) You are responsible for action on and by the widest receiver on your side of the formation based on a snap-shot at the snap.
- b) Hold your basic position at the snap and observe the type of play as it unfolds. Begin to fade when you read pass and maintain your 10-15 yard cushion at all times.
- c) Be alert to the wide receiver voluntarily going out of bounds. Throw your hat to signify the receiver is voluntarily (or involuntarily) OB.
- d) Cover sideline from your original position to the end line.
- e) Use Modified Fade Mechanics and maintain a 10-15 yard cushion.
- f) Watch for holding and illegal checking of eligible receivers and all contact beyond the neutral zone both before and after the pass is thrown.
- g) Stay with your receiver as long as possible; until another receiver enters your area or the pass is thrown. Know where the ball is. Never guard air.
- h) Once the pass is thrown, all eyes go to the ball.
- i) When ruling on a pass reception involving the sideline, watch foot and then ball. Give only incomplete signal if incomplete, timeout signal if complete.
- j) Coordinate close sideline plays with H.
- k) Reverse fade on interceptions.
  - i. On interception run backs, switch responsibilities with the HL.
  - ii. You are responsible for the runner's forward progress to the opponent's 2 yard line, the HL will rule on action in advance of the runner.
  - iii. When the runner goes out of bounds, you will mark the spot of forward progress; the HL is responsible for cleaning up the action around the play and in the team area.

## **BACK JUDGE**

- a) Identify the receiver you will be responsible for at the snap based on a snap-shot at the snap.
  - i. If a balanced formation, your key is the second receiver on the LJ side.
  - ii. If an unbalanced formation, your key is the second receiver on the strong side.
  - iii. If trips, your key is the third receiver on the trips side.
  - iv. If quads, your keys are the third and fourth receivers on the quads side at the snap, then let them declare if they are bunched or stacked.
- b) Hold your basic position at the snap and observe the type of play as it unfolds. Begin to fade only when your 10-15 yard cushion is threatened.
- c) You are responsible for action on or by your receiver. Be alert to crackback blocks, blocks below the waist and holding.
- d) Watch for holding or illegal checking of eligible receivers and all contact beyond the neutral zone both before and after the pass is thrown.
- e) Stay with your receiver as long as possible; until another receiver enters your area or the pass is thrown. Know where the ball is. Never guard air.
- f) Once the pass is thrown, all eyes go to the ball.
- g) When ruling on a pass reception involving the end line, watch foot and then ball. Ensure receiver/defender controls the ball throughout the process, even if out of bounds.
- h) Coordinate with S, F on plays that involve the side line/end line and plays snapped from 5 yard line and in.

## **PUNTS**

### **REFEREE**

- a. Take position 3 to 5 yards behind the kicker and wider than the normal tight end position on the kicking leg side. See the ball from snap to kick. Be in position to see blockers, rushers, and kicker at the same time.
- b. Count the kicking team.
- c. Be alert to the kicking team's substitution process and timing.
- d. Warn the kicker if he is near the end line prior to the snap.

- e. Watch blocking and action by players behind the line of scrimmage.
- f. Observe action by and against the kicker. Give signal #11 if ball is tipped.
- g. If the kick goes toward the sideline, move to the spot of the kick, observe the flight of the ball and use arm signals to assist covering official (FJ / SJ) in determining the out of bounds spot. Protecting the kicker is your first responsibility.
- h. If the kick remains in bounds, observe players (especially the kicker) while proceeding down field.
- i. If the kick is caught or recovered inbounds, be ready to use reverse fade on the return and be at the goal line when the runner crosses.

### **UMPIRE**

- a. Line up a little deeper (7-9 yards) than normal position.
- b. Always able to see the snapper's hands.
- c. Stay over ball a little longer while teams change personnel.
- d. Count kickers and signal to R and flanks.
- e. Get numbers of interior lineman. Know exception rules.
- f. Remind defense to avoid the snapper.
- g. Watch for illegal blocks and holding by both teams.
- h. Pay particular attention to the team B player over the snapper.
- i. Pivot once the ball passes overhead and watch action ahead of the runner.
- j. On a fake or broken play, move to the line of scrimmage and cover play.

### **HEAD LINE JUDGE**

- a. Same position as any scrimmage play.
- b. Stay at the line of scrimmage until the ball crosses, move downfield, watch the fair catch signaler for blocking if he does not touch the ball.
- c. Reverse fade on punt returns. Back pedal and give up progress to the SJ. Observe blocks in front of the runner. Get to the goal line if necessary. You have progress inside the 2 yard line. Clean up around the dead ball spot and out-of-bounds. Watch dead ball action.
- d. Look for legal and illegal blocks into the kicker.
- e. On a bad snap/ blocked kick behind LOS, bracket the ball with the R if you are facing him. LJ has the LOS.
- f. On fakes, know eligible receivers.

### **LINE JUDGE**

- a. Same position as any scrimmage play.
- b. Stay at the line of scrimmage until the ball crosses, then move slowly downfield.
- c. Reverse fade on punt returns. Back pedal and give up progress to the SJ. Observe blocks in front of the runner. Get to the goal line if necessary. You have progress inside the 2 yard line. Clean up around the dead ball spot and out-of-bounds. Watch dead ball action.
- d. Look for legal and illegal blocks into the kicker.
- e. On a bad snap/blocked kick behind LOS, bracket the ball with the R if you are facing him. HL has the LOS.
- f. On fakes, know eligible receivers.

### **FIELD JUDGE**

- a. Take a position on the sideline on your side of field no less than five yards behind the deepest receiver.
- b. When the ball is snapped at approximately Team A's 45 yardline, take an initial position at the goal line pylon.
- c. You have responsibility for contact on or by your flyer(s).
- d. Have a beanbag in your hand.
- e. Count Team B players and verify count with BJ and SJ.
- f. Be alert for blocked or fake kick. You have the widest receiver.
- g. Be alert to kicker's 'flyers' voluntarily going out of bounds. Be ready to throw your flag at the spot of the player's return to the field and participation in the play.
- h. You must see any illegal blocks on or by your flyer, especially blocks into the receiver.

- i) Be alert for fair catch signals and the actions of players when a signal is given. The offside official is responsible for blocking by the fair catch signaler.
- j) Be prepared to rule on interference with the catch opportunity by your gunner.
- k. When it is obvious that the kicked ball will not land in your area of responsibility:
  - i. Hold fast in your original position while the ball is in the air.
  - ii. Cover action in front of the receiver and then cover action around the runner if the play is away from you. Use cross field mechanics to assist the SJ with progress.
  - iii. Be ready to clean up and be alert for dead ball fouls.
- l. If the return is to your side, take over the runner when he takes a step after catching the ball. You are responsible for his forward progress to the opponent's 2 yard line.
  - i. The LJ will cover action in front of the runner and is responsible for cleaning up the action around the play and in the team area.
  - ii. When the ball comes down near your sideline, be prepared to rule on the receiver's position when he first touches the ball; inbounds or out of bounds.
  - iii. Be in position to rule on the legality of hand-offs on the kick return.
  - iv. On a kick out of bounds in flight, look to the R hacking waving you in position to the out of bounds spot. You are responsible for the out of bounds spot on kicks that come down inbounds and then roll out of bounds on your sideline.

### **SIDE JUDGE**

- a) Take a position on the sideline on your side of field no less than five yards behind the deepest receiver.
- b) When the ball is snapped at approximately Team A's 45 yardline, take an initial position at the goal line pylon.
- c) You have responsibility for contact on or by your flyer(s).
- d) Have a beanbag in your hand.
- e) Count Team B players and verify count with BJ and FJ.
- f) Be alert for blocked or fake kick. You have the widest receiver.
- g) Be alert to kicker's 'flyers' voluntarily going out of bounds. Be ready to throw your flag at the spot of the player's return to the field and participation in the play.
- h) You must see any illegal blocks on or by your flyer, especially blocks into the receiver.
- i) Be alert for fair catch signals and the actions of players when a signal is given. The offside official is responsible for blocking by the fair catch signaler.
- j) Be prepared to rule on interference with the catch opportunity by your gunner.
- k) When it is obvious that the kicked ball will not land in your area of responsibility:
  - i. Hold fast in your original position while the ball is in the air.
  - ii. Cover action in front of the receiver and then cover action around the runner if the play is away from you. Use crossfield mechanics to assist the FJ with progress.
  - iii. Be ready to clean up and be alert for dead ball fouls.
- l. If the return is to your side, take over the runner when he takes a step after catching the ball. You are responsible for his forward progress to the opponent's 2 yard line.
  - i. The HL will cover action in front of the runner and is responsible for cleaning up the action around the play and in the team area.
  - ii. When the ball comes down near your sideline, be prepared to rule on the receiver's position when he first touches the ball; inbounds or out of bounds.
  - iii. Be in position to rule on the legality of hand-offs on the kick return.
  - iv. On a kick out of bounds in flight, look to the R hacking you in position to the out of bounds spot. You are responsible for the out of bounds spot on kicks that come down inbounds and then roll out of bounds on your sideline.

### **BACK JUDGE**

- a) Basic position is 7-10 yards behind and just outside shoulder of the deepest punt receiver, always inside the hash marks. Have a bean bag in your hand.

- b) Count defense and confirm with FJ and SJ.
- c) You are responsible for the receiver and the ball from sideline to sideline with help from the FJ and SJ when the ball comes down outside the numbers.
- d) Find the path of the ball and move with the receiver to maintain a 45° viewing angle when ball is caught.
- e) Rule touchback if the kick crosses R's goal line.
- f) Rule on legality of a fair catch signal, validity of the catch, kick catch interference, first touching and batting by the kicking team.
- g) Follow the ball if it is not caught.
- h) Bean bag the spot of first touching or the spot where the kick ends.
- i) After the catch, cover the runner until he takes the first step and then observe blocks around the runner.
- j) On the return, observe action around the runner while remaining between the hash marks. FJ and SJ have coverage of the runner and forward progress.
- k) Coordinate with FJ, SJ on fakes and blocked punts.

## FIELD GOALS AND TRYS

### **REFEREE**

- a. Take position mid-way between the holder and kicker outside the normal tight end position and facing the holder. See the ball from snap to kick. Be in position to see blockers, rushers, and kicker at the same time.
- b. Referee is responsible for action by and on the kicker and holder.
- c. Be alert to possible fakes and/or bad snaps. Holder must rise to hand, pitch or pass.
- d. On broken plays and fakes, observe action behind the line of scrimmage and the runner while he is behind the neutral zone.
- e. Cover passer if runner throws a legal forward pass.
- f. If the kick is caught or recovered inbounds, be ready to use reverse fade on the return and be at the goal line when runner crosses.

### **UMPIRE**

- a. Line up behind the defense, always able to see the snapper's hands.
- b. Focus is on the snapper.
- c. Count kickers.
- d. Get numbers of interior lineman. Know exception rules.
- e. Watch for holding, pull-and-shoot, and personal fouls.
- f. Watch for the defense using a teammate or opponent to gain leverage to block the kick.
- g. Hustle to the end of the kick and clean up action.
- h. On a fake or broken play, move to the line of scrimmage and cover play.

### **HEAD LINE JUDGE**

- a. Same position as any scrimmage play.
- b. Know down & distance, count offense, signal with LJ, identify formation, identify eligible receivers, ensure legal snap, watch wing back, think kick rules, who's facing R to help with blocked kick?
- c. Watch action of widest blocker on LOS.
- d. Help Referee if rusher is illegally blocked into the kicker.
- e. You have the goal line and must be at the pylon and ready to rule on a possible touchdown.
- f. If you are facing the referee, you will retreat on blocked kicks and snaps over the kicker/holder's head and bracket the play with the referee to the opposite goal line. If you are not facing the referee, you will remain on line of scrimmage.
- g. You have sideline responsibility to the goal line on a runback.

### **LINE JUDGE**

- a. Same position as any scrimmage play.
- b. Know down & distance, count offense, signal with LJ, identify formation, identify eligible receivers, ensure legal snap, watch wing back, think kick rules, who's facing R to help with blocked kick?

- c. Watch action of widest blocker on LOS.
- d. Help Referee if rusher is illegally blocked into the kicker.
- e. You have the goal line and must be at the pylon and ready to rule on a possible touchdown.
- f. If you are facing the referee, you will retreat on blocked kicks and snaps over the kicker/holder's head and bracket the play with the referee to the opposite goal line. If you are not facing the referee, you will remain on line of scrimmage.
- g. You have sideline responsibility to the goal line on a runback.

### **FIELD JUDGE**

- a. Take a position just behind the upright of the goal on your side of the field.
- b. Count Team B players and verify count with the BJ and SJ.
- c. Read the offensive formation and determine your player responsibility/eligibility.
- d. Be ready to rule on success or failure of field goal/try attempt.
- e. Be alert for fake field goal attempts; be ready to cover runs or passes.
- f. Be alert for the ball striking an upright or crossbar. If the ball strikes your upright, you are responsible for the ruling.
- g. Coordinate with BJ on fakes and blocked kicks
  - i. When the ball is snapped outside the 20-yard line:
    - Move at a 45-degree angle to the intersection of the goal line and sideline on your side of the field. Be at the pylon. You have goal line responsibility.
  - ii. When the ball is snapped on or inside the 20-yard line:
    - Move to the intersection of the end line and sideline on your side of the field. Be at the pylon. LJ has goal line responsibility.
    - If the return is to your side of the field, you are responsible for forward progress to the opponent's goal line. The LJ will cover action in front of the runner and is responsible for cleaning up the action around the play and in the team area.

### **SIDE JUDGE**

- a) Take a position as a "double umpire" behind the defensive line.
- b) The SJ should be on the strong side of the kicking team formation. Communicate your position with the U.
- c) Count Team B players and verify count with FJ and BJ.
- d) Observe line play on your side of the center.
- e) Be alert for fake field goal attempts; be ready to cover runs or passes.
- f) If there is a Swinging Gate Formation, start in your normal scrimmage play position then shift to the double umpire position if the offense shifts.

### **BACK JUDGE**

- a) Take a position just behind the upright of the goal post on the HL side opposite the FJ.
- b) Make sure FJ is under the goal post with you.
- c) Give the illegal procedure signal to remind you and other officials that the ball is live during kick on a "field goal" attempt.
- d) Count Team B players and confirm with FJ and SJ.
- e) Read the offensive formation and determine your player responsibility/eligibility.
- f) Be ready to rule on success or failure of field goal/try attempt. Whistle at the end of play when appropriate.
- g) Be alert for fake field goal or try attempts; be ready to cover runs or passes. You are responsible for the end line
- h) Be alert for the ball striking an upright or crossbar. If the ball strikes the crossbar or upright, you are responsible for the ruling.
- i) If a long field goal attempt is short, you may need to move to the goal line and rule on possible touch.
- j) Coordinate with F on fakes and blocked kicks.

## **GOAL LINE PLAYS**

### **REFEREE**

- a. Positioning is the same as for any other scrimmage play.
- b. COMMUNICATE AND THINK GOAL LINE.



- c. Reverse Goal Line Mechanics – Be prepared to rule on the ball and the goal line (safety)
- d. Start on a position on or near the end line.
- e. From seven yard line and in, you are responsible for knowing if a pass is forward or backward.

### **UMPIRE**

- a. Use basic scrimmage play mechanics.
- b. In the pregame, discuss with the flanks how to communicate position of the ball.
- c. Never signal touchdown.
- d. From seven yard-line and in be prepared to assist in determining if the passer was beyond the LOS and if the pass is beyond the LOS.

### **HEAD LINE JUDGE**

- a. Goal line responsibility when the ball is snapped from the 7 yard-line and in.
- b. Same position as any scrimmage play.
- c. Get to the goal line immediately and officiate the play-rule on progress from there.
- d. Stay wide & know the location of the ball when it crosses the goal line.

#### **Reverse Goal Line Mechanics**

- a. Goal line responsibility when the ball is snapped from the 3 yard-line back.
- b. Same position as any scrimmage play.
- c. Get to the goal line immediately and officiate the play, rule on progress from there.

### **LINE JUDGE**

- a. Goal line responsibility when the ball is snapped from the 7 yard-line and in.
- b. Same position as any scrimmage play.
- c. Get to the goal line immediately and officiate the play-rule on progress from there.
- d. Stay wide & know the location of the ball when it crosses the goal line.

#### **Reverse Goal Line Mechanics**

- a. Goal line responsibility when the ball is snapped from the 5 yard-line back.
- b. Same position as any scrimmage play.
- c. Get to the goal line immediately and officiate the play, rule on progress from there.
- d. When ball snapped between Team A's five and ten yard lines, be prepared to move to the goal line if the play dictates.

### **FIELD JUDGE**

- a. When the ball is snapped outside the 25, assume your normal position. You are responsible for being at the goal line when the runner crosses.
- b. When the ball is snapped from the 25 to the 7-yard line, your position is on the goal line at the pylon. WHEN THE PLAY TERMINATES ON OR NEAR THE GOAL LINE, YOU MUST BE ON THE GOAL LINE TO RULE ON PLAY. You are responsible for progress inside the last two yards.
- c. When the ball is snapped from the 7-yard line in, take a position at the pylon at the intersection of your sideline and the end line.
- d. Count Team B players and verify count with BJ and SJ.
- e. Read the offensive formation and determine your player responsibility.
- f. Concentrate your attention on the sideline in the end zone and the end line in your area.
- g. Coordinate with BJ on plays that involve the end line.

### **SIDE JUDGE**

- a) When the ball is snapped outside the 25, assume your normal position. You are responsible for being at the goal line when the runner crosses.
- b) When the ball is snapped from the 25 to the 7-yard line, your position is on the goal line at the pylon. WHEN THE PLAY TERMINATES ON OR NEAR THE GOAL LINE, YOU MUST BE ON THE GOAL LINE TO RULE ON PLAY. You are responsible for progress inside the last two yards.

- c) When the ball is snapped from the 7-yard line in, take a position at the pylon at the intersection of your sideline and the end line.
- d) Count Team B players and verify count with BJ and FJ.
- e) Read the offensive formation and determine your player responsibility.
- f) Concentrate your attention on the sideline in the end zone and the end line in your area.
- g) Coordinate with BJ on plays that involve the end line.

### **BACK JUDGE**

- a) Start on the end line near the middle of the field.
- b) Same coverage of receivers as for normal plays.

## **GENERAL GAME DUTIES**

### **REFEREE**

- a. Substitutions and counting players
- b. R (and U) is primarily responsible for counting offense and kickers. Count offense while in their huddle; observe their substitution process.
- c. Give visual signal to confirm count with Umpire and notify HL/LJ.
- d. Must know down, distance and clock status every play.
- e. At the end of the down, communicate with and signal HL the next down.
- f. R may spot the ball on 2nd and 3rd downs if it helps the flow of the game.

### **UMPIRE**

- a. Substitutions and counting players
- b. Always count offense or kickers.
- c. Use wristbands for lateral position of the ball on the field.
- d. Spot the ball on runs up the middle, on change of possession, fourth down, hurry-up or no-huddle offense.
- e. R may help spot the ball on normal 2nd and 3rd downs.
- f. Know ball location and be ready to advise R of the position when he spots the ball.

### **HEAD LINE JUDGE**

- a. Be particularly aware of player and/or substitutes entering or leaving on your sideline.
- b. Be aware of substitutions to deceive.
- c. Must know down, distance and clock status every play.

### **LINE JUDGE**

- a. Be particularly aware of player and/or substitutes entering or leaving on your sideline.
- b. Be aware of substitutions to deceive.
- c. Must know down, distance and clock status every play.

### **FIELD JUDGE**

- a. Be particularly aware of player and/or substitutes entering or leaving on your sideline.
- b. Be aware of substitutions to deceive.
- c. Must know down, distance and clock status every play.
- d. Count B players before every down and confirm with BJ and SJ.

### **SIDE JUDGE**

- a) You have primary responsibility for the game clock. Know status of the clock before and after every play. Keep the game clock during the game.
- b) You are responsible for all other timing except for the 25-second play clock.
- c) Be particularly aware of player and/or substitutes entering or leaving on your sideline.

- d) Be aware of substitutions to deceive.
- e) Must know down, distance and clock status every play.
- f) Count B players before every down and confirm with BJ and FJ.

### **BACK JUDGE**

- a) You are responsible for the 25-second play clock. Call delay of game penalty if the ball is still on the ground after observing the play clock reading "00".
- b) Know status of the game clock before and after every play.
- c) Be aware of substitutions to deceive.
- d) Must know down, distance and clock status every play.

## **PENALTY ENFORCEMENT**

### **REFEREE**

- a. When foul or fouls are reported to the Referee, the Referee could provide a preliminary signal or signals to press box side before explaining options to head coaches. Notify both coaches if loss of down is part of the penalty. Give dead ball signal before giving the signal for a dead ball foul. For pre-snap fouls, dead ball signals are not required.
  - i. Optional: Go directly to HC for decision and if obvious enforcement go ahead and enforce always allowing the team to change from that if they want. This speeds action considerably.
- b. If a choice is obvious, announce it and proceed with enforcement or declination. If captain objects, explain alternatives and conform to his choice. If choice is not obvious, explain foul or fouls and the options, state options briefly, but correctly, clearly and courteously. Notify captain of offending team of foul called and number and position of offending player (if possible).

### **UMPIRE**

- a. Take a position near Referee when he explains options to a coach.
- b. Assuming the penalty is accepted, the Umpire will carry ball to the enforcement spot and signal to the Head Line Judge a 1 (five yards), 2 (ten yards), or 3 (fifteen yards) with their finger and verbally communicate the enforcement. E.g. "We're going from the 46 to the 36". This is a question and the Umpire will receive verbal confirmation from the Head Line Judge that the enforcement is correct before enforcing the penalty.

### **HEAD LINE JUDGE**

- a. Mark off all penalties with the U. Verify accuracy.
- b. All officials are responsible to verify that the penalty has been properly enforced.

### **LINE JUDGE**

- a. Stay at the enforcement spot until the march-off is complete, then verify accuracy.
- b. All officials are responsible to verify that the penalty has been properly enforced.

### **FIELD JUDGE**

- a. You are responsible for reporting the type of foul, number of player who fouled and a brief description of 'what he did' to the Head Coach on your sideline.
- b. All officials are responsible to verify that the penalty has been properly enforced.

### **SIDE JUDGE**

- a) You are responsible for reporting the type of foul, number of player who fouled and a brief description of 'what he did' to the Head Coach on your sideline.

b) All officials are responsible to verify that the penalty has been properly enforced.

### **BACK JUDGE**

a) Cover the dead ball spot and/or flags thrown by other officials if you are not involved.

b) All officials are responsible to verify that the penalty has been properly enforced.

## **MEASUREMENTS**

### **REFEREE**

a. When spotting the ball after each play, be alert to the possible need for a measurement.

b. Avoid unnecessary measurements; however, if in doubt, measure.

c. When the ball becomes dead in the side zone or out of bounds, the measurement should be from at the dead ball spot.

d. Once the chain is down, face the pressbox and rule whether or not the ball is beyond the front stake. Signal appropriately (1<sup>st</sup> down, or uses hands or fingers to indicate the distance that the ball is short of the 1<sup>st</sup> down).

e. If the ball is short and in the side zone, grasp the chain with the link that will be used to place the ball, and bring the ball with you to re-set the ball at the proper inbounds location, or have the SJ or FJ provide you with a new ball if considered necessary.

### **UMPIRE**

a. Pull the forward stake.

### **HEAD LINE JUDGE**

a. Box is at the forward stake with the old down. Take the clip into the field.

b. If not a first down, personally reset the chains.

### **LINE JUDGE**

a) Provide the spot on the appropriate line to place the clip.

### **FIELD JUDGE**

a. Ensure that players and/or officials do not block a view of the ball from the press box.

### **SIDE JUDGE**

a) Ensure that players and/or officials do not block a view of the ball from the press box.

### **BACK JUDGE**

a. Hold the ball. Your back should be to the defensive side of the field.

## **Fade Mechanics**

At the snap the FJ / BJ / SJ are to read their keys and the play and react accordingly.

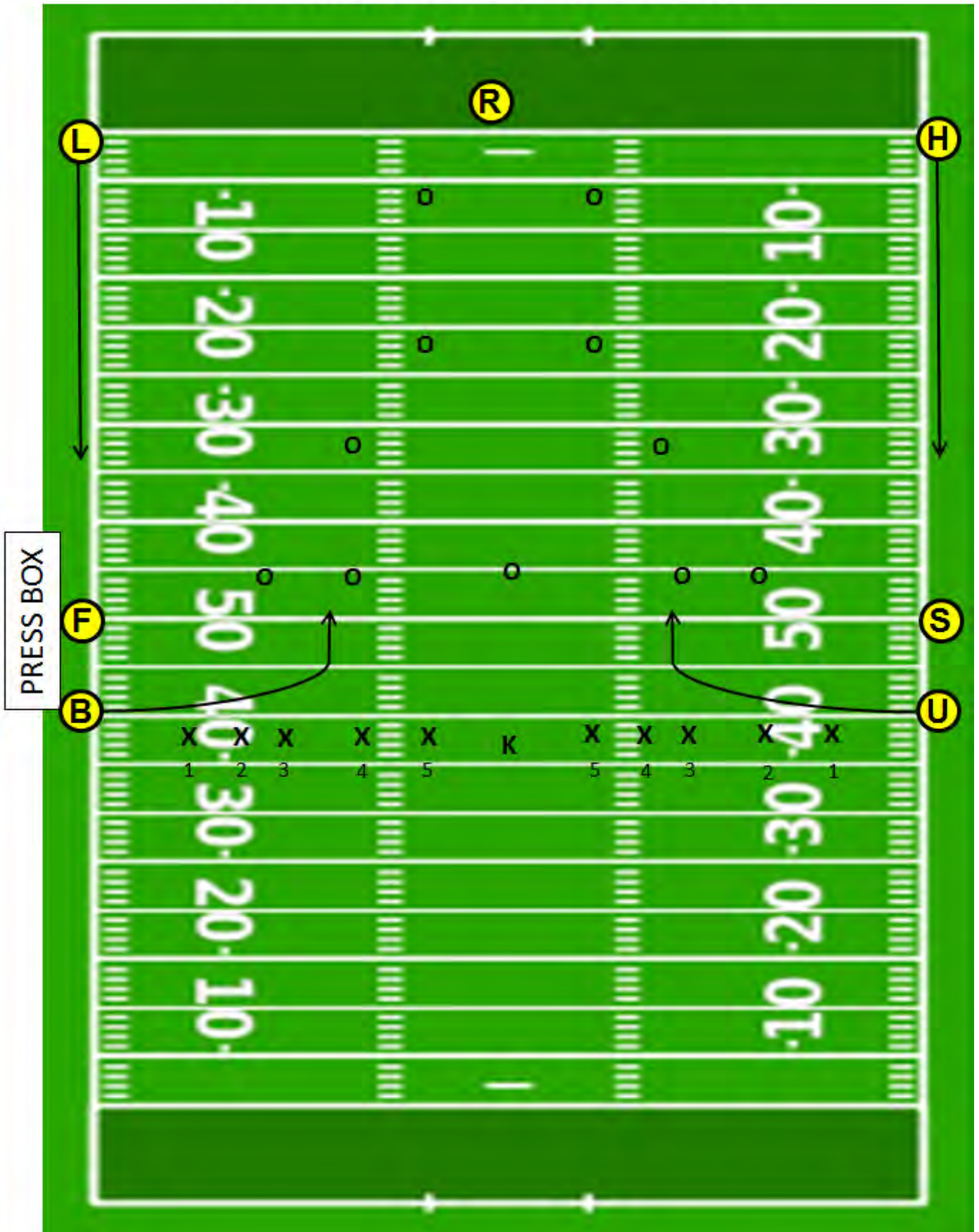
### **If the receiver's action at the snap indicates a run or short pass pattern**

- a) Maintain initial position until cushion (at least 7 to 10 yards from the receiver) is threatened. At that time, begin to fade remaining at least 7 to 10 yards in front of their receiver and, if necessary, be at the goal line when the receiver/runner crosses the goal.

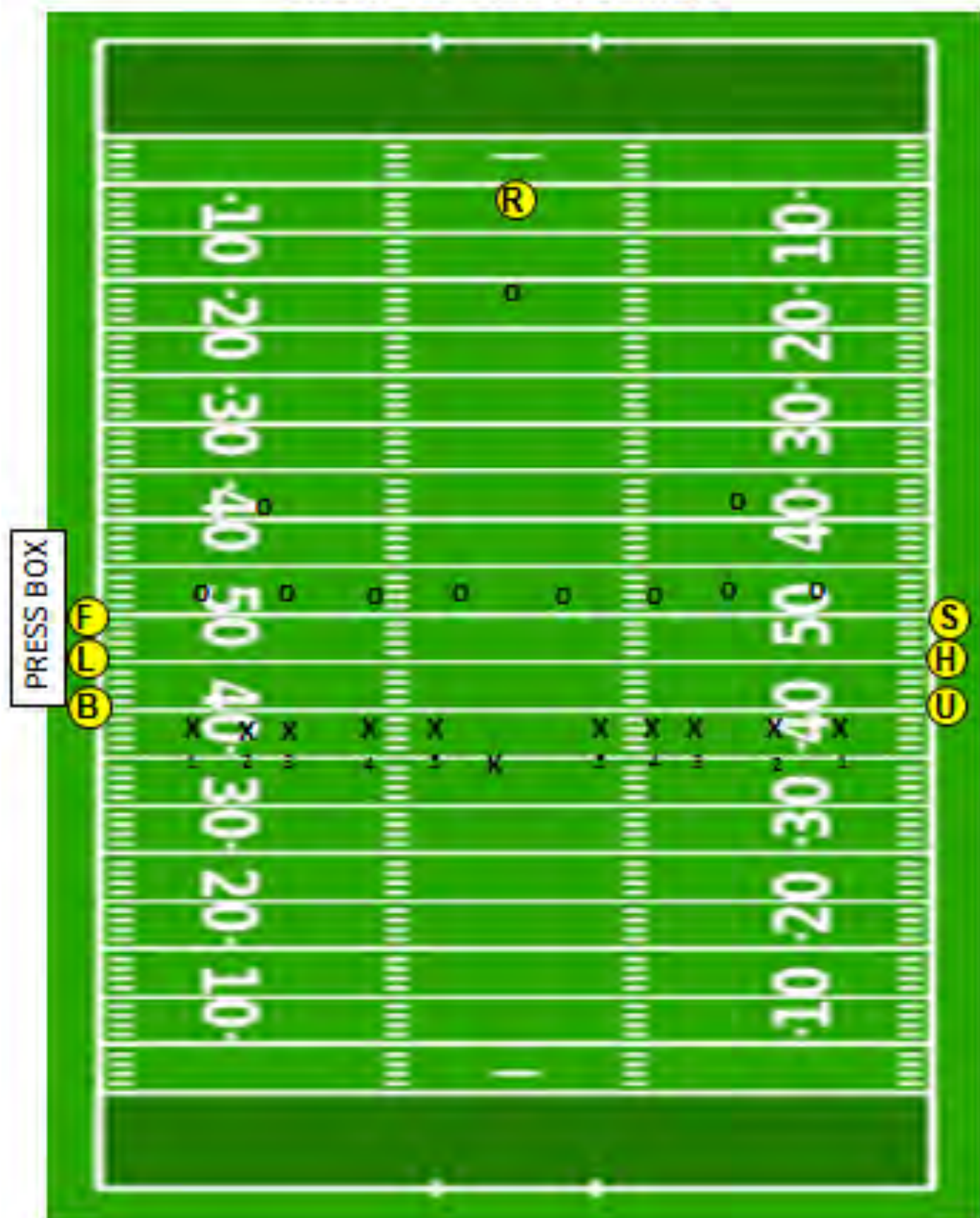
### **If their receiver's action at the snap indicates a deep pass pattern**

- a) Begin to fade immediately in order to maintain cushion of at least 7 to 10 yards from the receiver and, if necessary, be at the goal line when the receiver/runner crosses the goal.
- b) The key is to read the receivers initial action at the snap and work to be in the best position to cover the play that is indicated.

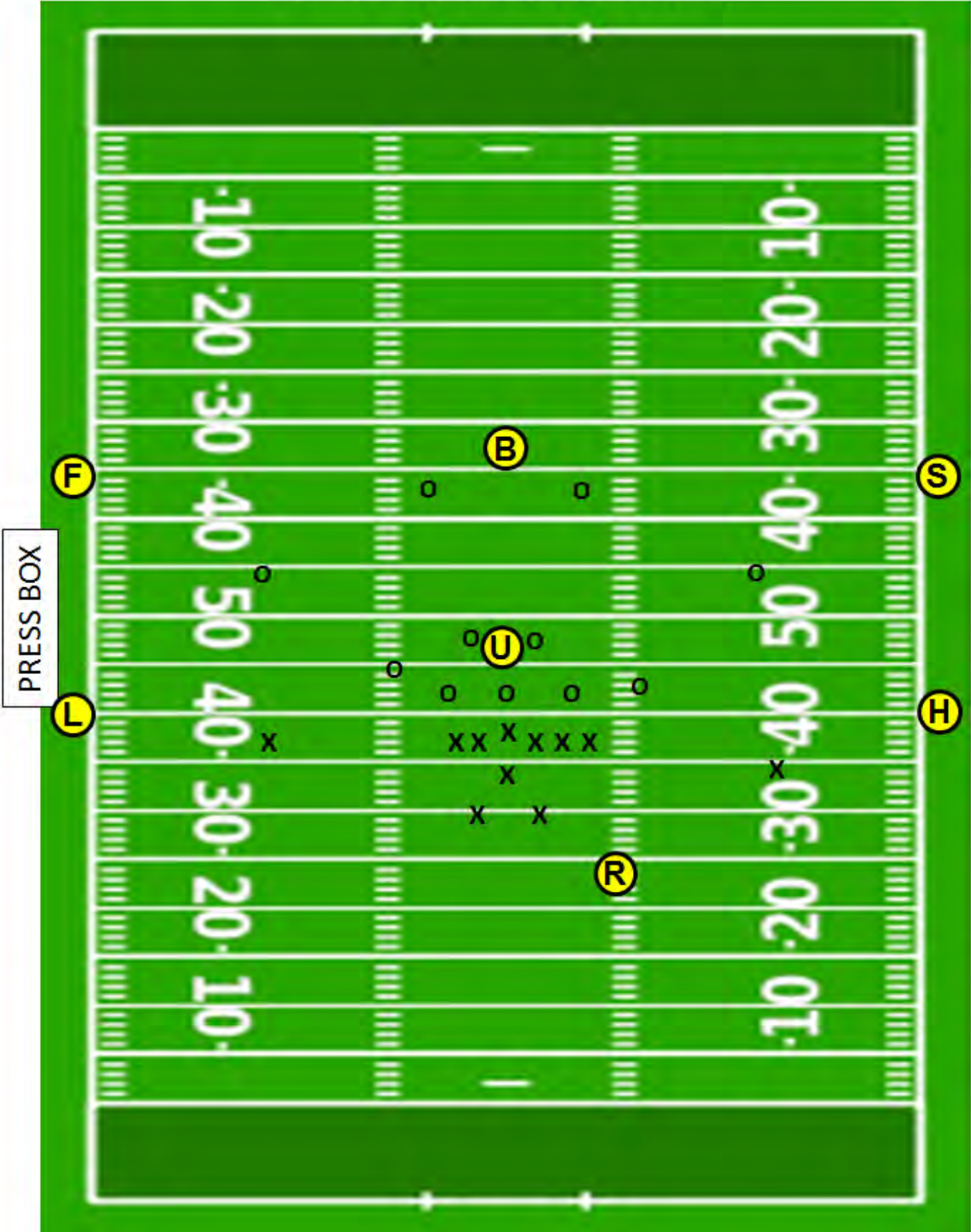
# FREE KICK POSITION and COVERAGE



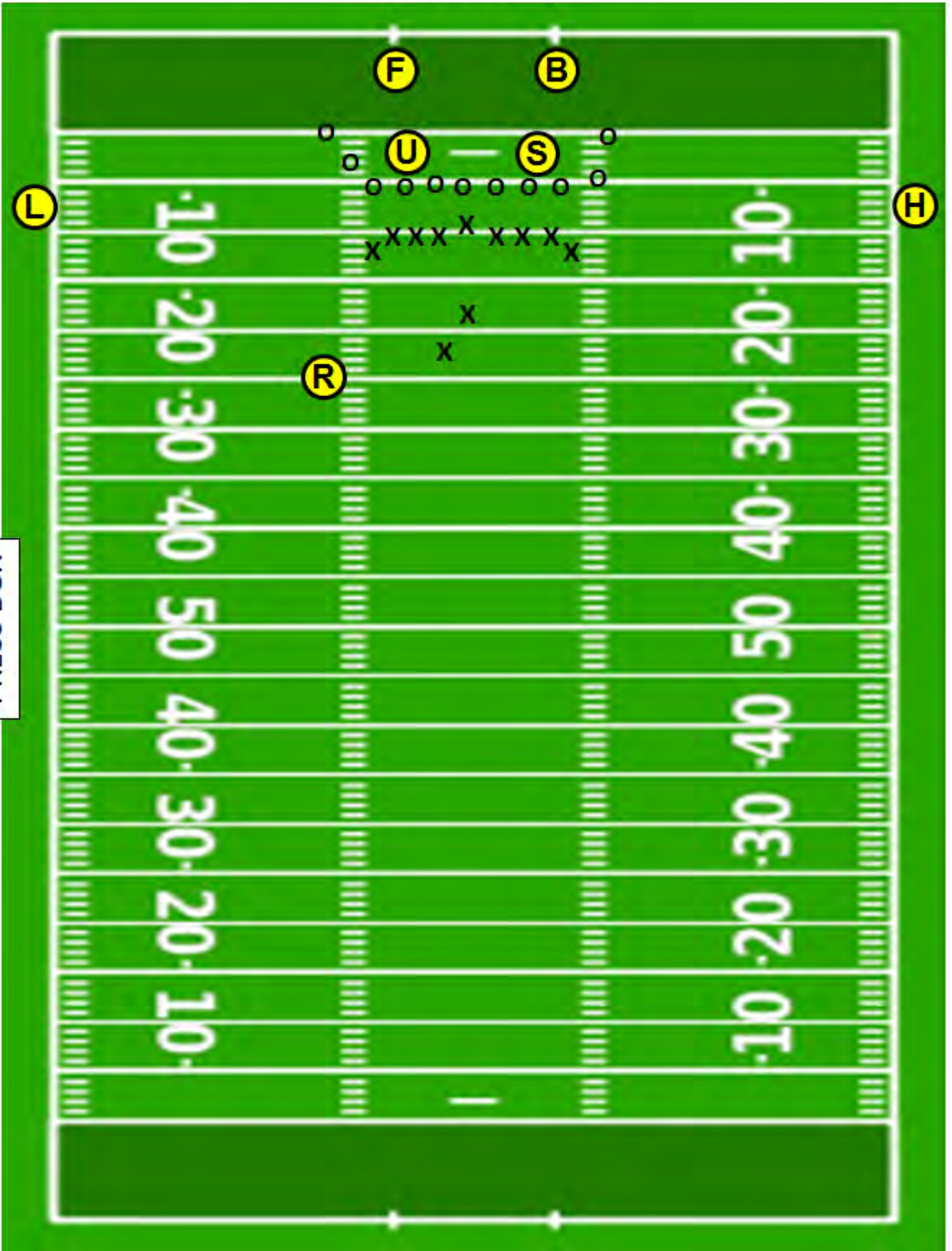
## SHORT FREE KICK POSITION



# BASIC SCRIMMAGE POSITION



# BASIC SCRIMMAGE KICK POSITION (FG AND TRY)



PRESS BOX



**BASIC SCRIMMAGE KICK POSITION  
(PUNT)**

