



Football Mechanics

Manual

2010

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NCFOA MECHANICS

All mechanics presented here are to be used for both four and five man crew situations. When a specific mechanic will apply to only a four man crew or to only a five man crew, the situation is noted and labeled for that particular crew situation ("**4 Man:**" or "**5 Man:**"). Otherwise, all mechanics apply to both crew sizes.

A section has been included to provide mechanics for a crew of three and is presented separately.

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- A. All officials will arrive at game site AT LEAST 30 minutes before game time, "professional" in appearance.**
1. Officials should always be prepared to work another position.
 2. Always have both long and short sleeve jerseys and all equipment.
- B. Uniform:**
1. Fitted Hat (White for Referee, Black with white piping for other positions) (no adjustable straps)
 2. Striped jersey (long and short sleeved)
 3. Black Undershirt
 4. White Knickers (stripes of jerseys should not be seen through knickers -- white "compression" shorts, worn under, are recommended)
 5. Belt (Black, minimum 1 1/2 inch wide)
 6. Socks (3 stripe "Northwestern" design)
 7. Black shoes (Black laces)
 8. Sun glasses not allowed
 9. Officials may wear black pullover tops or black or striped jackets to/from game sites, but striped jackets will not be worn during games.
 10. Jewelry of any sort shall not be worn with the following exceptions:
Wedding band rings; Medical Alert bracelets (these shall be visible but shall be taped so that they pose no safety issue); Religious medallions (these shall be worn under jerseys and shall not pose any safety issue)
- C. Equipment:**
1. Whistle (backup/extra is helpful)
 2. (2) Flags (gold/yellow flags, with "exposed" portions covered in white)
 3. (2) Bean bags (white in color)
 4. Game card and bullet pencil
 5. Chain clip(s)
 6. Watch (countdown/count up)
 7. Wrist band Down indicator
 8. (Referee:) Coin for toss
 9. (Umpire:) Wrist band indicator for Ball Location
 10. (Umpire:) White Towel for ball (all games, even dry weather)
- D. At least 15 minutes prior to game time, all officials will enter the field.**
1. Crew will perform their pre-game duties. (See Section "B" for each position.)
 2. All officials will check field condition and look for any hazards.
 - a. **Referee and Umpire** will inspect the length of the field between the inbounds marks for hazardous obstructions or conditions. Check for pads on goals.
 - b. **Flank officials** will inspect the length of the field from side line to inbounds marks on their respective sides of field. Flanks will check for proper placement of pylons at goal lines, end lines. Make sure "yard line number markers" are off side line beyond "two yard restriction" lines. Move goal line "G" markers off of side line at least 5 yards.
 - c. **Back Judge** will inspect both end zones and end line areas. Move end line pylons (which mark inbounds marks) back to "two yard restriction" lines behind the end lines.

H. Calling and Reporting Fouls:

1. **Dead ball fouls:**
 - a. Fouls prior to the snap:
 1. Blow whistle to prevent play; throw flag (throw flag high into air); and signal timeout.
 2. Note the number of the offending player.
 3. Come in to report to Referee. Do NOT signal foul.
(Flank officials shall also come in to confer and/or get information to report to his/her side line.)
 - b. Fouls during other dead ball periods:
(same procedure)
2. **Live ball fouls:**
 - a. Withhold whistle until ball is dead.
 - b. Throw flag at the spot of the foul.
It is not important to throw the flag at the exact spot of the foul, however it IS important to get it on the exact yard line where the foul occurred.
If your flag landed at wrong location, after the ball is dead, move your flag to the correct location.
 - c. **Note:**
 1. Number of the offending player
 2. Status of the ball at the time of foul:
 - a. in player possession or loose (during run; pass; kick; fumble).
 - b. ball live or dead.
 - d. Signal timeout when the down has ended.
 - e. Give three short blasts of your whistle to alert Referee and crew that a foul has occurred.
 - f. If you are the covering official and have the dead ball spot at the end of the down, make SURE that another official assumes the spot before you go in to report.
 - g. A "free" official shall cover the flag.
 - h. All officials shall check the status of the clock.
 - i. HL (and other officials) shall see that the box has not moved.
3. **Live ball Unsportsmanlike fouls (treated as dead ball fouls):**
 - a. Throw flag high into air; allow play to continue.
 - b. When ball is dead, sound whistle and signal timeout.
 - c. Give three short blasts of whistle to alert Referee and crew that a foul has occurred.
4. **Reporting fouls:**
 - a. Cover in pre-game how fouls are to be reported.
 - b. When reporting, be prepared to give this information:
 1. Who fouled (number of player).
 2. Which team (offense or defense).
 3. Status of the ball at the time of foul:
 - a. in player possession or loose (during run; pass; kick; fumble).
 - b. ball live or dead.

I. Bean Bag Use:

Use the bean to mark:

1. Fumbles. (This marks the end of a run.)
2. End of scrimmage kick (PSK penalty enforcement).
3. First touching by K.
4. Momentum Exception Rule: Spot of catch / recovery inside 5 yard line.
5. Where an eligible A player voluntarily goes out of bounds.
6. Where a K player voluntarily goes out of bounds on a free or scrimmage kick prior to change of possession.
7. Where B or R goes out of bounds voluntarily after change of possession.
8. Spot of ball.

The practice of dropping a beanbag to mark the spot, should be used only when your presence in a dead ball situation is absolutely necessary (i.e. to separate players), or in other limited situations.

9. Referees may use bean bag to mark "progress" spots when QB's are sacked behind LOS.
10. (Do not mark interceptions.)
11. It is not important to throw the bag at the exact spot, however it IS important to get it on the exact yard line.

J. Relaying the Ball:

1. At the end of the play, come under control and stop at a fixed position. (Give any necessary signals.)
2. Dead ball officiate all action from your position.
3. If you are holding the progress spot, maintain your position and another official will retrieve the ball.
(The practice of dropping a beanbag to mark the spot, should be used only when your presence in a dead ball situation is absolutely necessary [i.e. to separate players], or in other limited situations.)
4. **ONLY AFTER all dead ball action has been observed, will the crew retrieve and relay the ball.**
5. While retrieving the ball to be spotted, officials shall form a "chain" and relay the ball in by using **short, underhand passes (no longer than 10-15 yards)**.
 - a. Use good hustle here to avoid long throws.
 - b. **Take care to make accurate throws.** (Mishandled throws not only look unprofessional, but take more time in getting the ball spotted.)
6. When relaying the ball from the side zone into the inbounds marks, avoid throwing the ball "through" players. The crew will form a "V" in the relay to avoid throwing the ball through players.
7. On long incomplete passes, the far side flank shall come over to participate in relay.
8. The Umpire will go out for relay on incomplete passes. When relaying the ball back to the Referee for spotting, the Umpire will give the Referee the location of the previous spot.
9. **During wet conditions, avoid making tosses if possible.** (Dropped balls can turn into big "messes" to be cleaned up by the Umpire.)

K. "Off" Mechanics: (When a flank official takes a position off of the LOS prior to the snap.)

1. **The LJ will always be the "off" official.**
2. **The HL has coverage of the entire LOS.**
3. **5 Man: On fourth down, when the line to gain is more than ten yards:** the LJ will leave his/her position on the LOS and position at the line to gain.
4. In other specific situations (other than fourth down), the Referee may decide to position the LJ off the LOS.
 - a. The Referee will signal the LJ by pointing to him/her and motion downfield.
 - b. The LJ will acknowledge/signal the Referee that he/she is off the LOS.
 - c. The Referee will signal HL by pointing to him/her and point to the LOS.
 - d. The HL will acknowledge/signal the Referee that he/she has coverage of the entire LOS.

L. Goal Line Mechanics:

1. **When the ball is on or inside B's 10 yard line:**
 - a. The crew will go into goal line mechanics. Have good crew communication.
 - b. The Head Linesman will verbally alert and signal (open hands to your front, motioned up and down) to the crew that the crew has the goal line to cover.
If the Line to Gain is also inside B's 10 yard line (not goal to go), communicate this also.
 - c. All officials will acknowledge and give the "goal line" signal.
 - d. The flank officials will, at the snap, move to a position at the goal line pylon, being there ahead of the play.
 1. If play "threatens" his/her position at the pylon, the flank official will "give ground" and move backward, out of bounds, while maintaining a position on the goal line plane extended.
 2. If progress is short of the goal line, they will "work back" to the spot from their position at the pylon.
 - e. The Back Judge will position on B's end line.
2. **When the ball is outside B's 10 yard line to B's 20 yard line:**
 - a. The Back Judge will position on B's end line.
 - b. The Back Judge will verbally alert the flanks to his/her positioning on the end line and that the flanks will have coverage of the goal line.
3. **When the ball is located between B's 20 and 25 yard line:**
The Back Judge will position on B's goal line.

M. "Reverse" Goal Line Mechanics:

1. **When the ball is on or inside A's 5 yard line:**
 - a. The crew will be in "reverse goal line mechanics". Have good crew communication.
 - b. The Head Linesman will verbally alert and signal (open hands to your front, motioned up and down) to the crew that the crew has the 'reverse' goal line to cover.
 - c. The HL will, at the snap, move back to A's goal line and adjust accordingly as play develops.
2. **When the ball is on or inside A's 2 yard line:**
At the snap, BOTH flanks will move back to the goal line pylon and adjust accordingly as play develops.

N. "Crew" Signals:

1. **Counting Players:**

- a. Ten: Both hands open, fingers spread, in front (the Referee will extend his hands out in front, one hand above the other, toward the LOS and hold for flanks' recognition).
- b. Eleven: Arm extended horizontally toward ball, clenched fist.
- c. "Recount": Roll hands, with index fingers extended, pointing in ("squirrel cage")

2. **Flank officials will NOT signal their counts from their position on the LOS.**3. **Flank Officials' Formation Signals:**

- a. A's line is "unbalanced": Open hand to cheek
- b. Widest A player **ON** LOS: (**NO** signal)
- c. Widest A player **OFF** LOS: Arm (to A's side) extended horizontally toward A's backfield.
- d. (2) Widest A players **OFF**: Arm straight up, with two fingers pointing up, **then**, extend arm horizontally toward A's backfield, two fingers pointing that direction.
- e. Widest A player moves **back ON** to LOS: Arm (to A's side) across chest.
- f. Acknowledge opposite flanks signal: Arm (to B's side) extended horizontally, pointing to opposite flank official.
- g. If less than seven on line, (imminent live-ball foul): Hand at belt line. ('tapping' their flags)

4. **"Goal line":**

Open hands to your front, motioned up and down.

(This signal shall be used to signal:)

- a. The ball being on or inside of B's 10 yard line.
The crew will be using "goal line mechanics".
- b. The ball being on or inside of A's 5 yard line.
The crew will be using "reverse goal line mechanics".

5. **Double Stakes:**

Crossed wrists at chest, or above head

6. **Fourth Down:**

Rolling fists (signal # 19)

(This signal shall be used to signal:)

- a. Crew will signal timeout at the end of down.
- b. Umpire has snapper protection.
- c. Ball is "hot". (Field goal, scrimmage kick is live.)

7. **Legal Touching:**

(Umpire) One hand slid across the palm of the other.

8. **Out of Bounds:**

Crossed wrists at waist.

9. **In Bounds / Wind clock:**

Rotate index finger at waist.

O. Signaling Scoring Plays:

1. **ONLY a "covering" official will signal a touchdown scored.**
Do NOT simply "mirror" a touchdown signal.
2. **Flank officials will not signal a touchdown scored until they are in position at the goal line.**
Do not give a touchdown signal "on the run".
 - a. **4 Man:** If a long run crosses the goal line before you can get into position there, sound your whistle to stop all action, but do not signal the score until you have achieved a position at the goal line.
 - b. **5 Man:** If a long run crosses the goal line, the Back Judge will sound his/her whistle to stop all action, but will not signal the score until:
 1. the flank official attains a position at the goal line (when both officials will signal the score together), or;
 2. the flank official has acknowledged the runner being in bounds.
3. **5 Man:**
Before signaling scores on plays that are "in the corner" of end zone, make sure that both officials have the ball in bounds, in possession. Officials will make eye contact with each other to confirm their call.
(A pass is not a touchdown if you would not call it complete in the field of play.)
4. **The Umpire does not rule on the ball breaking the goal line plane.**
However:
If the Umpire observes the football clearly in the end zone, in A's player possession, the Umpire may signal this by "grabbing the bill of his/her cap".
(That may be the info that the flank official needs to determine a touchdown call.)
(The ruling of the touchdown is that of the flank officials.)
5. Field Goal / PAT Signals
 - a. On successful field goals / kick try's; **both** officials, under the goal, will signal the score.
 - b. On unsuccessful field goals / kick try's, **ONLY the covering (ruling) official will signal "no good"**.
 - c. The covering officials under the goal will verbally communicate their rulings:
 - d. If the official rules that the kick is good, he/she will say: "Yes!" (loud enough for the other official to hear).
 - e. If no good, he/she will say "No!"
 - f. If both officials rule the kick good, both will both step to the end line and signal good (successful try / "touchdown").
 - g. If one official rules the kick no good, both will step to the end line but **ONLY**
 - h. **the ruling official will signal no good** (no score - "incomplete").
 - i. As officials step to end line, both will continue to dead ball officiate.

P. Other Signals:

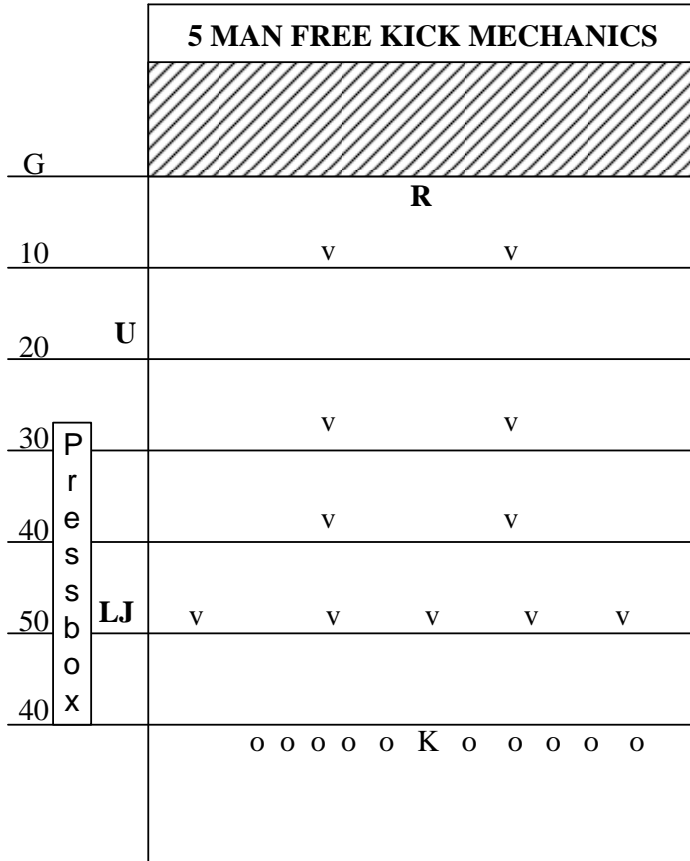
1. When signaling an incomplete pass, come under control, stop, and then give your signal from a standing position.
2. When getting to a progress spot when the ball has gone out of bounds, sound your whistle to stop all action. The official shall give the timeout signal at the moment the ball became dead. If not in position at the dead ball spot, the official will give the signal while getting to the spot (while "on the run").
3. On a play where there is a change of possession, signal timeout first, then signal the new direction.

Q. Clock Awareness:

1. Although the Back Judge in **5 Man**, and the Line Judge in **4 Man**, have the responsibility for the game clock throughout the game, checking for the proper operation of the game clock is the responsibility of the ENTIRE crew.
2. On any play that an official stops the clock, ALL members of the crew shall mirror his/her signal and check to see that the clock has stopped.
3. When calling a dead ball foul, the calling official shall signal timeout immediately.
4. After calling any live ball foul, the calling official will signal timeout when the down ends.
5. Near the end of periods, the Referee and Umpire will coordinate coverage of the game clock to ensure that the ball is not snapped after time has expired.
(5 Man: The Referee and Back Judge will coordinate clock coverage.)

R. "Cross-Field" Mechanics: (Used by the Flank Officials)

1. Use "cross-field mechanics" to mark progress on pass plays:
 - a. If action is at your side line and you are trailing the play, look across to far flank for help in spotting progress.
 - b. The opposite flank will likely be in a better position to spot progress on the exact yard line if you are behind play on your side line.
 - c. As you move to progress spot, look across the field to the opposite flank's progress spot.
 - d. Position your spot off of his/hers. ("Mirror their spot.")
 - e. "Square up" your movement to the ball to mark the forward progress spot.
2. When holding progress spots on plays that go into side zones to the far side of the field or out of bounds on the opposite side of the field, hold your position until the Umpire has released you or until he/she has spotted the ball on the ground.
 - a. (In 'returning' from the far side zone, to spot the ball at the inbounds mark, the Umpire may be taking the spot from you, on the far side of the field, so that he/she doesn't have to 'turn around' to get the spot from the covering official behind him/her.)
 - b. (On first downs made, the Umpire will take progress from the LJ, who may be to the "far" side.)



R on Goal Line (center of field)

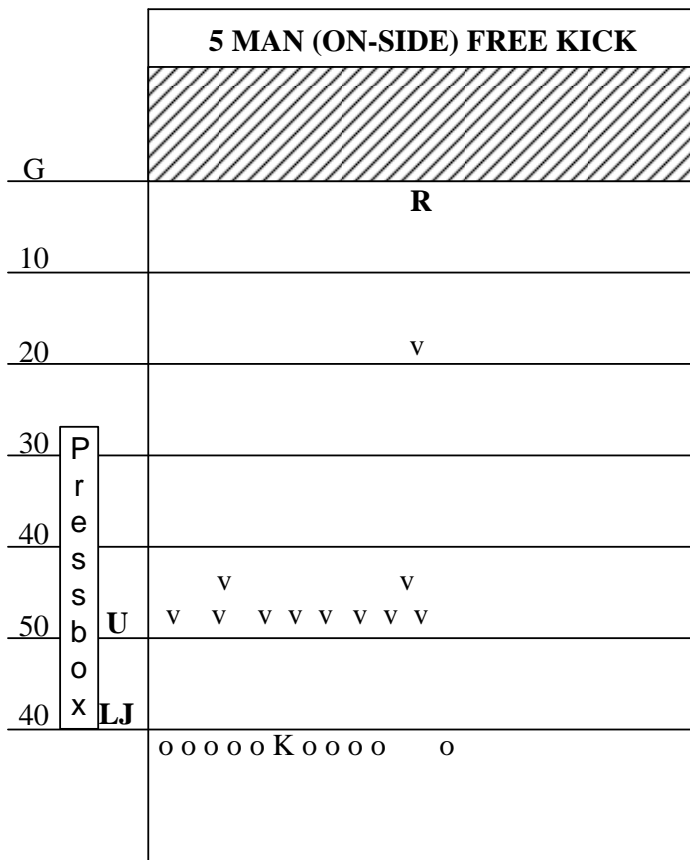
U on sideline at R's 20 (on press box side)

HL **HL** on sideline at R's 30 (opp. press box)

LJ **LJ** at R's Restraining Line (press box side)

BJ **BJ** at K's Restraining Line (opp. press box)

(LJ & BJ's initial position is at the center of the field to line up their respective teams.)



(LJ & BJ's initial position is at the center of the field to line up Kickers and Receivers)

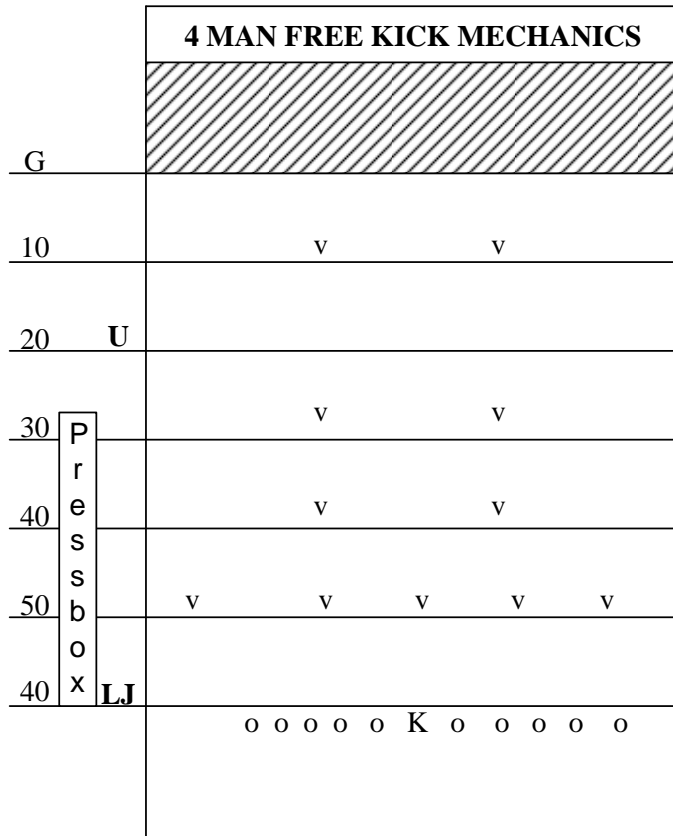
(Although the LJ will position at K's Line for kickoff, he/she will initially lineup & count R at the 50, and then the LJ will move to the sideline and position on K's Restraining line at the 40.

R (on Goal Line center of field, maintains Goal Line coverage)

ON THEIR RESPECTIVE SIDELINES:

U and HL at R's Restraining Line (U on press box side)

LJ and BJ at K's Restraining Line (LJ on press box side)



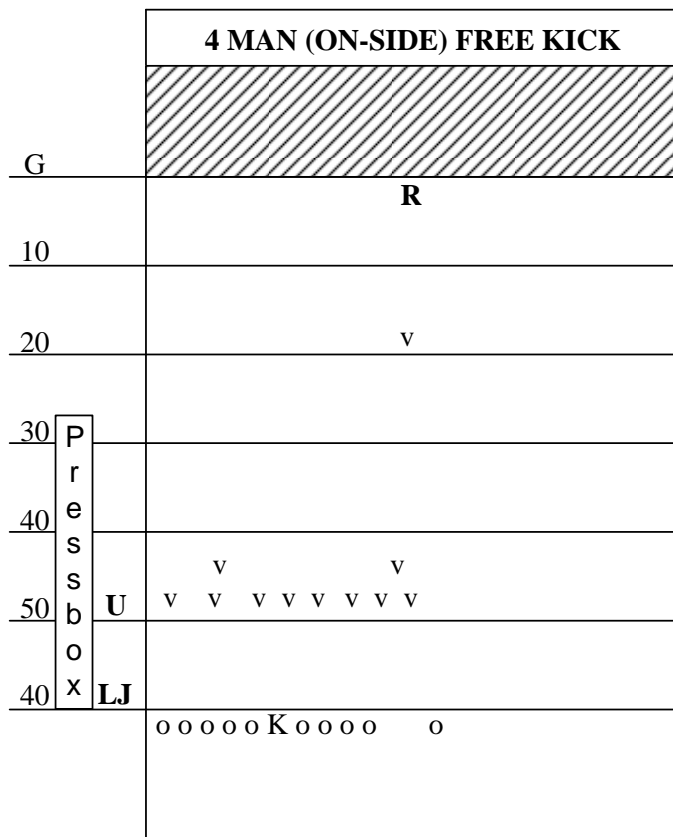
(LJ & HL's initial position is at the center of the field to line up their respective teams.)

R on Goal Line at pylon (opp. Press box)
(has progress to K's 2 yd. line)

U on sideline at R's 20 (on press box side)
(has progress to K's 2 yd. line)

HL at R's Restraining Line
(opp. press box side) (uses "fade mechanics")

LJ at K's Restraining Line
(press box side) (uses "fade mechanics")



(LJ & HL initial position is at the center of the field to line up their respective teams.)

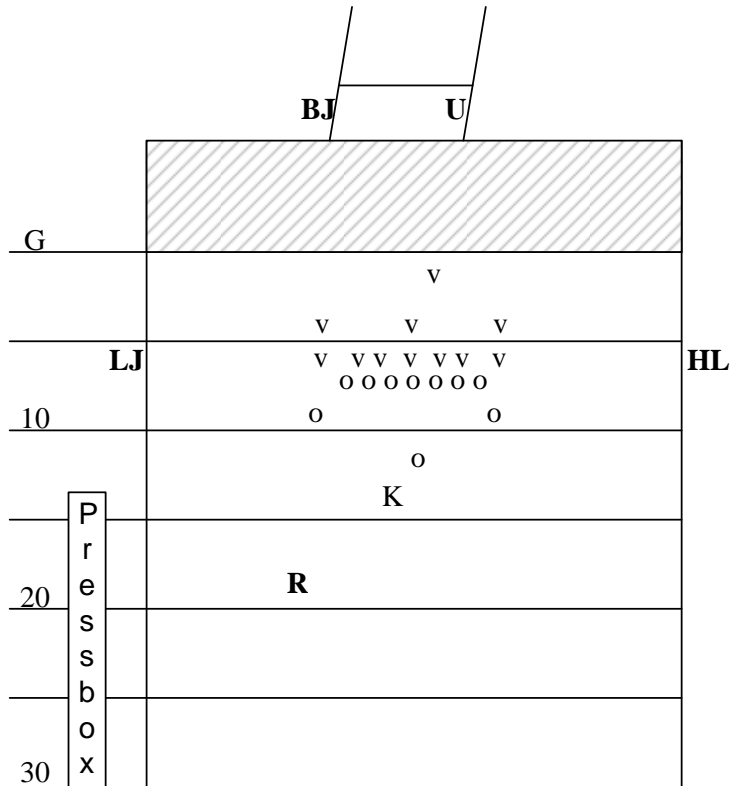
R (center of field, R's Goal line)
(maintains Goal Line coverage)

ON THEIR RESPECTIVE SIDELINES:

HL **U and HL** at R's restraining Line
(U on press box side) (both have sideline coverage)

LJ on K's 40 (press box side)

5 MAN - TRY / FIELD GOAL



U and BJ under the uprights on all FG's and PAT's

(U has coverage of snapper)
(BJ has crossbar, whistle, and upright)

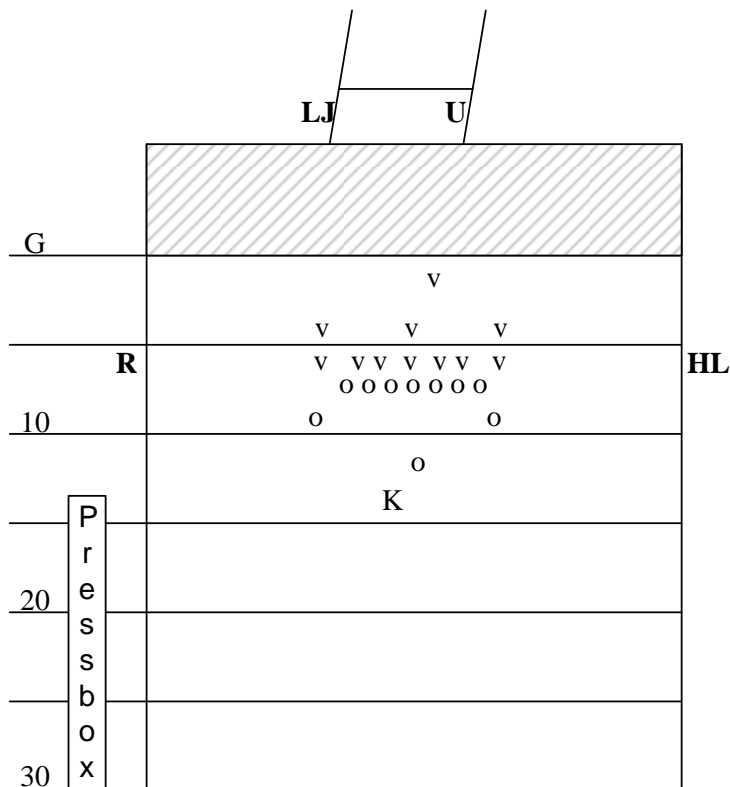
LJ and HL on Line of Scrimmage
(LJ and HL have all sideline coverage)
(FG: HL has kick crossing the LOS)

R in offense backfield
(7-10 yards wide of and 2-3 yards behind Kicker, facing holder)
(Has Reverse Goal Line coverage)

Broken play:

From the outside the 20,
U & BJ move to their pylons on Goal line;
From 20 to 10,
U moves to Goal line and BJ stays on the end line.
From Inside the 10:
U and BJ stay on the end line.
LJ and HL are in "Goal line" mechanics and will have coverage at pylons.

4 MAN - TRY / FIELD GOAL



U and LJ under the uprights on all FG's and PAT's

(U has coverage of snapper)
(LJ has crossbar, whistle, and upright)

R and HL on Line of Scrimmage
(R and HL have all sideline coverage)
(R has Kicker/Holder)
(FG: HL has kick crossing LOS)

Broken play:

From the outside the 20,
U & LJ move to their pylons on Goal line;
From 20 to 10,
U moves to Goal line and LJ stays on the end line.
From Inside 10,
U and LJ stay on the end line.

R and HL are in "Goal line" mechanics and will have coverage at pylons.
"Away" official will have coverage of "Passer".

A. Pre-Game Conference:

1. Review for crew: rules (especially new rules) and interpretations. Ask crew for their questions.
2. Review mechanics for:
coin toss, kickoff, running/pass plays, goal line / reverse goal line, sideline plays, out of bounds, try's and field goals, indentifying ineligible, timeouts, hurry-up (or no-huddle) offense, any special plays, clock management, measurements, dead ball coverage, quarter changes and half time periods.
3. Always be prepared to give pregame conference for 3-man mechanics.
4. Discuss procedures in calling fouls and penalty enforcement. Review PSK situations.
5. Discuss and stress good crew communication and review crew signals for the game.

B. Pre-Game Duties On the Field:

1. Inspect the field. Check for: hazards; goal post pads; proper/safe field equipment and markings. Walk the length of the field between the inbounds marks.
2. With the Umpire: conduct pregame conference with both head coaches. Check for these:
Game Site Administrator (check on any pregame activity [i.e. National Anthem]);
Doctor/EMT; all player's legally equipped; Captain's info; special plays; half time length (when captains will be called); who will be calling timeouts. Give crew cards to coaches.
3. Check and rule on game balls.
4. Return to press box side bench following field inspection and coach's conferences.

C. Coin Toss:

1. **At five minutes prior to game time**, signal umpire and enter the field from the press box sideline at the 50 yard line, escorting that team's captains to the center of the field. You will face the clock.
2. At midfield, have the two teams' captains face each other with their backs to their sidelines. Have the captains introduce themselves to each other. Introduce yourself and the Umpire.
3. Explain to both team's captains the expectation of good sportsmanship throughout the game.
4. Tell both captains that you will catch the coin; if it is dropped, it will be flipped again.
5. Ask the visiting captain his choice of heads/tails before you flip the coin. Repeat back his choice aloud to him and to the home team captain. The Umpire will verbally acknowledge this.
6. The winner has these options: Kick; Receive; Which goal to Defend; or, to Defer their choice to the second half.
 - a. If the winner chooses to defer, step out at that moment, face the press box and signal that the team has won the toss (by tapping your hand on the winner's shoulder) and that they have deferred their choice (give the penalty declined signal). Then return to the captains.
 - b. The loser of the toss has the next choice.
 - c. (If there is a [third] remaining choice, obtain it, and...)
Have the captains put their backs to the goals they are defending.
 - d. Step out and signal the results to the press box. (Signal only one team's choice.)
7. Dismiss the captains to their sidelines and assemble crew to the middle of field.
8. Check the field clock (and have it set properly if not done so).
9. Crew will verify and record all coin toss information and then break for Kickoff positions.
10. **Second Half:** At the expiration of the half time intermission, the R and U will escort captains out for second half options. (This may be done during 3 minute warm-up period.)
11. **Overtime:** (see Referee page 11, Section "S", "Overtime".)
 - a. Following 3 minute intermission, the R and U will escort captains to midfield.
 - b. Explain any "succeeding spot" / "carry-over" penalties prior to offering options. The visiting team will call the coin toss (coin is tossed for first OT period only).

D. Kickoff (and other Free Kicks): (refer to 4 and 5 Man diagrams)

1. **4 Man:** Clear your sideline as you get to your position.
2. Position:
 - a. **4 Man:** On side line opposite press box, at goal line pylon.
 - b. **5 Man:** Center of field, on goal line.
3. Check Field clock.
4. Count R. Signal and verify count with: (**4 Man:**) Umpire; (**5 man:**) Umpire and HL.
5. Check that crew is in position and ready.
 - a. Check that each team has eleven players. Do not kick off without eleven players, each.
 - b. Sound whistle and signal the ball ready for play. Do not wait for the kicker to place ball if he has not done so.
6. You have coverage of R's goal line during the entire free kick down. Be prepared to cover the 'reverse' goal line on a change of possession and all loose balls into R's end zone.
7. Be ready to rule on:
 - a. Momentum rule. Have beanbag in hand.
 - b. Kick breaking the plane of goal line (touchback).
 - c. Kick muffed into EZ by R (touchback, ball is dead) or;
 - d. Ball fumbled into EZ by R (kick caught/recovered and forced into R's end zone by R, ball is live).
 - e. Kick out of bounds, last touched by receiver.
 - f. Be alert for "forward handing" by R on return.
 - g. **4 Man:** Kick out of bounds on your side line (know the spot / flag).
8. Coverage:
 - a. **4 Man:** During the free kick down, you will work from a position on the sideline, working "outside - in" and have R's forward progress to K's 2 yard line. You and the umpire will mirror each other's progress spot. "Square up" from position at sideline to mark spot. The covering official will hold the spot and the "far" official will spot the new ball at the new inbounds spot.
 - b. **5 Man:** You will work "inside-out" (between hashes) from your position in center of field. Drift down field, covering actions surrounding the runner. Do not leave players behind you. Be prepared for change of possession and have coverage of R's goal line.
9. **For Free Kicks from other than K's 40:**
 - a. Position: (Following a Safety, or due to penalties, the yard line of kick may change.)
Both 4 and 5 Man: positions may be adjusted.
 - b. Referee will position crew for kick. Adjust positions in relationship to the ball's position.
 - c. Should kick be from R's end of field, the situation could afford K an on-side kick situation for which you might position crew for an on-side kick.
 - d. Following Safety, from K's 20, adjust up field appropriately.
10. **Free Kicks following Fair Catch (Field Goal attempt):**
Position under goal post (HL side) with Umpire. You have coverage of your upright. (Umpire has coverage of crossbar). You have coverage of R's goal line on 'short' kick.
11. **On Side Kick:**
Position center of field near R's goal line. (Maintain coverage of R's goal line.)

E. Scrimmage Downs:

1. Prior to declaring the ball ready for play:
 - a. Check:
 1. Injured players (and any signs of bleeding on players or their uniforms).
 2. "A" players' equipment.
 3. Clock status (Umpire should communicate).
 4. Box and chains are properly set.
 5. Crew is ready, in position and all have correct down.
 - b. Should be in position before whistling ready for play (may be exceptions).
Do not rush the 'ready for play' in 'hurry-up' situations. Crew should definitely hustle, but DO NOT mark the ball ready if crew is not ready. Make SURE crew is ready.
2. Position: 12-15 yards behind the line of scrimmage, outside the TE's position and on the QB's throwing arm side (roughly at a 45 degree angle from ball).
 - a. **4 Man** (optional): May position to the wide side of the field.
 - b. Have a good view of the snapper, the ball, the QB, backs in A's backfield and the far tackle.
3. Signaling the Ready for Play:
 - a. Announce down and distance.
 - b. Sound whistle and signal the ready for play, winding the clock if necessary.
 - c. At the same time interval (at the ready for play signal), change the down on your wrist indicator.
4. Count A for eleven.
 - a. Signal count (arm extended horizontally, clenched fist) toward LOS and hold for flanks' recognition.
 - b. If A only has ten, signal (both hands "open", out in front, one hand over the other) toward LOS and hold for flank's recognition.
 - c. Monitor substitutions.
5. Prior to Snap:
Check:
 - a. "A" players' numbering and eligibility.
 - b. "Set" free-blocking zone.
 - c. False Starts.
 - d. Snap Infractions.
 - e. Illegal Shifts.
 - f. Illegal Substitutions
6. Key: Far (opposite) tackle. Read his block to indicate run or pass.

F. Scrimmage Play (Run):

1. Read Key (far tackle). Determine Run/Pass. If run, maintain your position and:
2. Focus on point of attack and observe action/blocks at LOS. Be aware of ball's position and illegal blocks in the free blocking zone.
3. Observe QB's actions. Stay with QB if he keeps and runs.
If QB gives ball off or pitches, watch for possible late hit following, then shift to point of attack.
4. Assume coverage of ball, runner, action and blocks around runner to LOS.
Have coverage of runner until he crosses LOS.
5. If action is away from your original position, move parallel to the LOS trailing runner. Delay moving toward the LOS to avoid getting caught in reverse or delayed play.
6. Trail runs beyond LOS and 'clean up' and observe action behind play. As play moves up field, do not leave players behind you unobserved.
7. On short runs to side line, cover runner out of bounds. Observe dead ball action there.
Escort runner back onto field especially if runner is in opponents' sideline area.
8. When the ball is dead, be positive of ball location before sounding whistle.
9. Signal number of the next down, only after checking for a foul called, or, if a measurement may be necessary.
10. If a first down has been made or a new series is to be awarded, signal the clock to be stopped (unless already stopped by rule) and signal first down.
11. Be ready to relay ball back to Umpire or to spot the ball at the new spot, **but do so only after all dead ball action has been observed.**
12. You have 'reverse' goal line coverage on all (run and pass) scrimmage downs (except when in "reverse goal line" mechanics). Work "inside-out" between the inbounds lines ("hashes").

G. Scrimmage Play (Pass):

1. Read Key (far tackle). Determine Run/Pass. If pass, your first step is back. As play develops and passer drops back, continue backing out on a diagonal angle from your original position.
2. Observe action and blocks at the LOS. Be aware of ball's position and illegal blocks in the free blocking zone.
3. QB is your responsibility. Give special attention to the passer. Be ready to rule on:
 - a. Forward pass/Fumble (arm moving forward) (if forward pass: rule complete/incomplete)
 - b. Legal "Spike" to stop clock (and if it is forward/backward)
4. Once ball is released:
 - a. You have passer protection. Verbally alert defenders: "Ball's Away!" (2 X)
 - b. Maintain coverage of passer. Look for late hit, blow to head.
5. Check for:
 - a. Legal/Illegal Touching.
 - b. Determine if pass is forward/backward.
 - c. Illegal Forward Pass/QB beyond LOS (move to spot of pass [help from Umpire]).
 - d. Intentional Grounding (may need help from other covering official).
6. Continue to observe action behind neutral zone. Do not leave players behind you unobserved. Drift down field slowly after play and clean up. Be prepared for change of possession.
7. If a first down has been made or a new series is to be awarded, signal the clock to be stopped (unless already stopped by rule) and signal first down.
8. Be ready to spot the ball at the new spot or to relay ball back to Umpire, **but do so only after all dead ball action has been observed.** (Umpire will communicate ball location.)

H. "Off" Mechanics:

1. The LJ will always be the "off" official. The HL will have coverage of the entire LOS.
2. Whenever the crew goes into "Off" mechanics (dictated by fourth down situation), you will acknowledge the LJ that he/she is off and alert the HL that he/she now has coverage of the entire LOS.
3. In other specifically appropriate situations (other than fourth down), you may decide to position the LJ off the LOS.
 - a. Signal the LJ by pointing to him/her and motion downfield.
 - b. Signal the HL (has coverage of entire LOS) by pointing to him/her and point to the LOS.
4. Be mindful of LJ's position. While the LJ continues to have all sideline coverage, be prepared to:
 - a. Assume coverage in the area "underneath" the LJ. Keep play boxed in between you, the LJ and the Umpire.
 - b. If you are positioned on HL's side (because of the QB's throwing arm), good hustle may be required here!

I. Goal Line Mechanics:

1. The crew will go into "goal line mechanics" when the ball is on or inside B's 10 yard line.
2. Have good crew communication. Verbally alert and signal (open hands to your front and motioned down) both flanks and Umpire that the crew is in goal line mechanics.
If the Line to Gain is also inside B's 10 yard line (not goal to go), communicate this also.
3. Be mindful of flanks' positions at pylons. (Be prepared to dead ball officiate at their sideline.)
Keep an appropriate 'cushion' at your position. (Always be prepared for a change of possession. You have reverse goal line coverage.)
4. Watch for "aiding the runner" on runs at goal line.

J. "Reverse" Goal Line Mechanics:

1. Have good crew communication. Verbally alert and signal (use "goal line" signal: open hands to your front, motioned up and down) to the Umpire and flank officials that the crew has a "reverse" goal line to cover.
2. **When the ball is on or inside A's 5 yard line:** On downs other than fourth, the HL will, at the snap, move back to A's goal line and adjust accordingly as play develops.
3. **If the ball is on or inside A's 2 yard line:** At the snap, BOTH flanks will step back to the goal line pylon.
4. Your initial position should be at end line in A's end zone.
5. Coordinate ruling on play at the goal line. Many calls/situations may require two officials covering/ruling on the play. Be sure to get covering officials together before assessing penalties.
6. On change of possession plays that come from the field of play "back" into A's end zone, you may, if positioned on the goal line, have that coverage and may rule on touchdown by B.
 - a. (If this play is at side line, wait for Flanks to be in position at goal line, or for their signal that play is on the field of play and not out of bounds.)
 - b. If you have not assumed a position on the goal line, do not make "touchdown" call.
 - c. (You may 'assist', by giving signal [hand to bill of cap], to signal B player in possession, in the end zone.)
 - d. (When in "reverse" goal line mechanics, the progress spot "challenging" the reverse goal line is, primarily, the responsibility/coverage of the flanks.)

K. Scrimmage Kick, (Punt & Punt Return): (refer to Punt diagrams for position)

1. Position: On LJ's side, 7 - 10 yards outside and 3 yards behind kicker.
2. Count A for eleven. Signal count (arm extended horizontally, clenched fist) toward LOS and hold for flanks' recognition.
 - a. If A only has ten, signal (both hands "open", out in front, one hand above the other) toward LOS and hold for flanks' recognition.
 - b. Watch substitutions.
3. Prior to Snap:
Check:
 - a. "A" players' equipment;
 - b. "A" players' numbering and eligibility;
 - c. False Starts;
 - d. Snap Infractions; Illegal Shifts;
 - e. Illegal Substitutions.
4. If line to gain is less than five yards, be alert for actions by K to cause R's encroachment.
5. Be alert for pass or fake.
6. Observe action and blocks at the LOS.
Watch A's up-backs for blocks below the waist.
7. Kicker is your responsibility. Give special attention to the kicker. Be ready to rule on:
 - a. Did leg contact ball (or was he a "runner"?) "Reasonably certain" a kick would be made?
 - b. Was defender legally/illegally blocked into kicker (could contact be avoided?)
 - c. Did R contact ball? "Where" was kick blocked? R's touching ignored? (get help from HL)
 - d. (Both offense and defense can advance kick behind the line.)
8. After kick, continue to observe action behind and at neutral zone. Slowly drift downfield.
Work inside-out, between "hashes". Do not leave players behind you unobserved.
9. You have 'reverse' goal line coverage at all times (except when in "reverse goal line" mechanics).
Be prepared to cover K's goal line on long return. Work inside-out, between "hashes".
10. When ball is dead, following kick, move down field and get report of result of play from covering official. After checking for any fouls on the play, give appropriate signal for new series.
Check clock status.
11. Be prepared to help in relaying/spotting new ball and sending off old ball.

L. Scrimmage Kick (Field Goals and Kick Try's): (refer to FG/PAT diagram for positions)**Kick Try's:**

Once the ball has been legally kicked, there can be no further action during the down, and the ball is dead by rule (except to score).

Blocked kicks are DEAD.

However, "fake" or "broken" plays may develop and team A may attempt to put the ball in play as on any scrimmage down, as the ball remains live.

Field Goals:

Field Goals are "live" scrimmage downs and are covered similarly as punts are.

Blocked kicks are LIVE.

1. Position:
 - a. Prior to the ready:
 1. You are over the ball. Warn B to "stay off the snapper."
 2. Advise A to wait for your whistle.
 - b. **4 Man:** Line up on LOS opposite HL. Stay wide enough to cover sideline.
5 Man: Line up in offensive backfield, facing holder, 7 - 10 yards wide of, and 3 yards behind kicker.
2. Signal ready for play when you are in position. Be sure that crew is in position and ready.
3. Count K for eleven. Signal toward LOS and hold for flanks' recognition.
 - a. If K has only ten players, signal (open hands in front) toward LOS and hold for flanks' recognition.
 - b. Watch substitutions.
4. You are responsible for kicker and holder.
5. Be ready to rule on:
 - a. Did holder have knee on ground or legally "rise" (fake/broken play)
 - b. Did leg contact ball (or was he a "runner")? "Reasonably certain" a kick would be made?
 - c. Was defender legally or illegally blocked into kicker (could contact be avoided?)
 - d. Did R contact ball? "Where" was kick blocked? R's touching ignored? (get help from HL)
 - e. (FG:)Both offense and defense can advance kick behind the line.
6. **4 Man:** From your position on the LOS, with the snap, step into K's backfield to observe action on the holder and kicker.
 - a. You have goal line and all sideline coverage on a blocked FG or a fake/broken play. If play is to your side, move to goal line pylon and officiate from that position. (HL will have coverage of the passer.)
 - b. If play is away from you, assume coverage of passer.
7. If kick is made, after observing action on holder/kicker, close and dead ball officiate the action behind and at the LOS, then signal the score to the press box.
8. On all FG's, fakes or broken plays; you have 'reverse' goal line coverage.
 - a. **4 Man:** On side line, work "outside-in". You have progress and all side line coverage, as well as coverage of K's goal line.
 - b. **5 Man:** From between inbounds marks, work "inside-out". You have coverage of K's goal line.

M. Penalty Enforcements:

1. When the ball is dead following a foul, give timeout signal. Check clock.
2. Get full information from calling official.
3. Move into a clear area and give preliminary signal (to press box side of field only).
4. When giving options to captain, make them brief and make sure all options are understood. (When choice is obvious, quickly inform the captain.)
5. Move into a clear area and give final signal (to press box side of field only).
 - a. (High School and lower levels:) Do NOT announce fouling player's number.
 - b. Umpire will "walk off" penalty yardage.
 - c. Assume your position for next down. Signal and announce down and distance.
 - d. Sound whistle and signal the ball ready for play. Wind clock if necessary.
6. If the foul is a dead ball foul prior to the snap:
 - a. Signal foul and enforce.
 - b. (No second -or- "final" signal).
 - c. Signal and announce down and distance.
 - d. Sound whistle and signal the ball ready for play. Wind clock if necessary.
7. When a dead ball foul occurs after a down:
 - a. (Signal any live ball fouls that occurred during the down and enforce them.)
 - b. (Signal first down if [including after the enforcement of any live ball foul] a new series is awarded.)
 - c. When ball is spotted at new spot, move to that spot and give dead ball signal and give signal for the foul and enforce it.
 - d. Signal/announce number of the new down.
 - e. (Signal first down if (including after enforcement) a new series is awarded.)
8. When there is a double foul:
 - a. Signal each foul, and then give the "penalty declined" signal.
 - b. Signal/announce number of that down to be replayed.
9. When there is a double foul during a down in which there is a change of possession (COP) and (it is a "clean hands" or PSK situation) and A's penalty is declined:
 - a. Signal A's foul, and signal penalty declined.
 - b. Signal B's foul and enforce it.
 - c. Signal 1st down and new series awarded.
10. When there are multiple fouls:
 - a. Signal all fouls with preliminary signal.
 - b. Get captain's choice.
 - c. Signal foul(s) not penalized and give "declined" signal.
 - d. Signal foul for which penalty is accepted and enforce it.
 - e. Signal/announce number of that down to be replayed.
 - f. (Signal first down if (including after enforcement) a new series is awarded.)
11. When a penalty will be enforced at the succeeding spot following score (ensuing kickoff):
 - a. Signal the score.
 - b. Follow with giving the foul's signal, and point to the offending team.
 - c. Then point to the succeeding spot (kickoff) where penalty will be enforced from.
12. When a penalty is declined: Signal foul and "penalty declined". Then signal new down number.
13. If a foul was called in error: Give "disregard flag signal". Then signal number of new down.

N. Timing and Clock Responsibilities / Duties:

1. Prior to game:
 - a. Have (**4 Man:** LJ / **5 Man:** BJ) check that field clock is operable and operator is competent.
 - b. Determine length of half time from home team management.
2. Prior to kickoff, each half, and at the start of second and fourth quarters, check that proper game time is displayed.
3. In the event that there is no field clock:
 - a. Take an officials' timeout with approximately four minutes remaining in the second and fourth periods. Inform both captains and head coaches as to time remaining.
 - b. **4 Man:** You will have 25 second timing as LJ has the game time.
4. When time expires, and ball becomes dead (if there is no extension of the period), sound whistle and give time out signal and signal period has ended (raise ball over head).
5. Throughout game, keep crew alert to clock's administration.
 - a. Have clock 'coverage' when facing it. Be sure play does not start after time has expired in any period.
 - b. When clock is behind you, communicate with:
(**4 Man:**) Umpire and (**5 Man:**) Umpire and BJ that they have clock coverage.
6. Time outs:
 - a. Sound whistle and signal time out. Check clock.
 - b. If time out is charged to a team, indicate by moving both arms three times in a horizontal motion toward that team's goal.
 - c. If officials' time out, indicate by tapping chest with both hands.
7. Time out Duties:
 - a. Check with crew the number of time outs remaining for each team.
 - b. Record information (time and quarter, and player/coach who requested it).
 - c. Check down with HL.
 - d. Be sure flanks notify captain and their side line's coach how many TO's they have left.
 - e. Take a position away from rest of crew and observe teams. (Be close to your position for next down, in A's backfield.)
 - f. With 10 seconds left in the time out period (upon signal/whistle from LJ/BJ), point to flank officials to have them call their teams onto the field.
 - g. At the end of 60 seconds:
check that crew is ready; advise B to be ready; announce down and distance; and sound whistle and signal the ball ready for play.
(Do not wait for teams.)
8. Injury Time Out Duties: (additional duties beyond regular time out.)
 - a. Determine whether injured player is or was apparently unconscious.
(Player may not re-enter game without MD's written permission.)
 - b. Keep players a significant distance away from the injured player(s). Direct on-field players to their huddles. (If injuries require prolonged attention, send teams to their sidelines.)
 - c. (With crew) control the playing field environment to allow medical personnel to provide services without interruption or interference.
 - d. (Injured players must remain out for one down. Exception: injured player may return following half time intermission, or after intermission preceding overtime.)

O. Measurements:

1. (Measurements may not be made after the ball has been marked ready, so be sure of your ruling before you mark the ball ready for next down. Have good down and distance awareness.)
2. When looking for the progress spot, always take the closest covering flank official's spot.
3. Get the ball to the flank official covering the spot and have them place the ball on the ground. Do not toss the ball to them. Hand the ball to him/her so he/she doesn't lose spot.
4. If the ball is in a side zone or at the sideline, measure there, before the ball is moved to the inbounds mark.
5. After determining a measurement is necessary, give time out signal. Check clock.
6. Signal the HL to bring the chains onto the field.
7. Have both captains present for measurement. Motion all other players away from the chains.
8. Once the measurement has been made:
 - a. If short, show the distance short by holding up your hands, spread to the appropriate distance.
If the ball has to be moved from the side zone after measurement, use the chains to spot the ball if short of the line to gain. Hold the chains at the foremost spot of the ball and carry the chains and ball to the inbounds mark and stretch the chains once again to locate new spot. Assure ball's position as chains are moved away. Signal next down.
 - b. If first down is made, give signal for first down.
If the ball has to be moved from the side zone after measurement, remain at the ball's spot and hold it until the Umpire has spotted the ball at the inbounds mark.
9. Assume position for next scrimmage down.
 - a. Check that chains are reset or set to new position and that HL and rest of crew is ready. Signal appropriate down and signal/whistle the ready.
 - b. Wind clock if necessary.

P. Relaying and Spotting the Ball: (refer to "Crew Mechanics", "Relaying the Ball", page 4 Sec. J.)

1. Following free kicks, when the down has ended:

4 Man: You and Umpire will mirror each other with the "progress" spot. The covering official will hold the spot. (Place "old" ball at spot, if possible.)
The other official will get the "new" ball and spot it at inbounds mark.

5 Man: You will assist in getting "new" ball to "spotting" official (or may spot it yourself).
Be prepared to help get "old" ball off to side line / ball boy.
2. Following scrimmage play to side line or side zone, you will relay ball from flank to the Umpire. Be sure to stay wide, forming a "V" for the relay - avoid players.
 - a. If flank cannot retrieve ball (as he/she has progress spot), you will retrieve ball and toss into Umpire. (in 5 Man, the BJ may be able to help.)
 - b. If the Umpire has gone into side zone to cover play, you will spot ball at the inbounds mark.
3. Following incomplete passes downfield, you will go to the previous spot and spot the ball for the next down. (Following an in complete pass to the short flat, you may be in the best position to relay the ball from flank to Umpire.)
4. **DO NOT sacrifice dead ball officiating duties prior to retrieving the ball.**

Q. Duties Between Quarters:

1. **4Man:LJ** / **5Man:BJ** will time the one minute intermission.
2. With the Umpire, note and record the down and distance, and the yard line that the chains will be clipped on.
Confirm this information with HL before box and chains are moved.
3. Measure the distance from the nearest yard line and the distance/location of ball from the inbounds marks. Move with the umpire to the ball's new spot at the other end of the field.
4. Check location of Umpire's new spot of the ball and HL's new spot of box and chains.
5. Check that field clock has been reset.
6. With 10 seconds left in the intermission (upon whistle/signal from LJ/BJ), point to flank officials to have them call their teams onto the field.
7. At the end of 60 second intermission: assume position; check that crew is ready; advise B to be ready; announce down and distance; and sound whistle and mark the ball ready for play.
(Do not wait for teams.)

R. Half Time Duties:

(During pregame conference with coaches, the length of the half time intermission should be determined. 15 minutes is the normal length of half time [minimum 10 minutes, maximum 20].)
(During pre-game duties, check that the [**4 Man:**] LJ or [**5 Man:**] BJ has informed the clock operator of the length of the half time intermission, and to time the intermission upon signal from the referee.

1. Signal (wind clock signal) to the clock operator to start intermission time when both teams have left the field.
2. See that both game balls are in officials' possession.
3. Discuss with crew any game issues/situations and review any unsportsmanlike fouls and record.
4. Determine which team has choice for second half.
5. After time for the half time intermission has elapsed, see that 3 minutes is placed on the clock for the mandatory warm-up period prior to the start of second half.
6. With the Umpire (on opposite sideline), at the end of the half time intermission time, escort captains to midfield and obtain choices for second half.
 - a. (Same procedure as coin toss.)
 - b. This may be done during the 3 minute warm-up period.

S. Overtime:

1. At the end of regulation time, instruct the clock operator to post three minutes on the field clock and time the three minute intermission.
2. Assemble crew to go over overtime procedures.
 - a. If there are any succeeding spot penalties, review these with crew and discuss how they may be administered.
 - b. (With the Umpire), inform both team's head coaches as to any penalty implications.
3. With the Umpire (on opposite sideline), at the end of the 3 minute intermission time, escort captains to midfield and obtain choices for the overtime period.
(Same procedure as coin toss.)

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A. Pre-Game Conference:

1. Conduct pre-game conference with crew if Referee is detained.
 - a. The Umpire will decide who will work the Referee position if the assigned referee is a no show.
 - b. Always be prepared to give a Pre-game conference for three man mechanics.
2. Review mechanics for:
coin toss, kickoff, running/pass plays, goal line / reverse goal line, sideline plays, out of bounds, try's and field goals, indentifying ineligible, timeouts, hurry-up (or no-huddle) offense, any special plays, clock management, measurements, dead ball coverage, quarter changes and half time periods.
3. Discuss procedures in calling fouls and penalty enforcement. Review PSK situations.
4. Discuss and stress good crew communication and review crew signals for the game.

B. Pre-Game Duties On the Field:

1. Inspect the field of play for hazards.
Walk the length of field between the inbounds marks.
2. Accompany Referee as he visits coaches. Ask if all players are legally equipped.
3. Rule on:
 - a. player's equipment.
 - b. bandages / tape
 - c. player's with casts (proper padding / Medical Doctor's note).
4. Inspect player equipment. Instruct head coaches to make necessary corrections.
5. Identify and communicate with medical personnel, EMT, trainer/training staff.
6. Instruct the ball persons. Instruct them to bring the ball onto the field, only to you (Umpire).

C. Coin Toss:

1. **At five minutes prior to game time**, upon signal from the referee, enter the field from the sideline opposite the press box, at the 50 yard line, escorting that team's captains to the center of the field. Be to the clock side of the captains. (The Referee will be to the opposite side, facing the clock.)
 - a. Have the "speaking" captain away from you, to the Referee's side.
 - b. **4 Man:** The HL will escort the captains with you. The HL will be to the Referee's side, and have the "speaking" captain and game ball with him. (HL will stop at the "numbers".) If the HL is detained while instructing the chain crew, have your team's game ball with you.
 - c. **5 Man:** The Back Judge will escort the captains with you. The Back Judge will be to the Referee's side, and have the "speaking" captain and game ball with him.
2. At the center of the field, introduce your captains to the Referee.
3. Step to the 45 yard line opposite the Referee and face him.
4. After the visiting captain has called the toss, and the Referee has repeated his choice to both captains, verbally acknowledge and verify this to the Referee and captains.
5. Record the results of the coin toss.
6. When the captains are dismissed to their side lines and the crew assembles at midfield, verify coin toss results with Referee and furnish this information to the crew.
7. Check field clock.
8. Crew will verify and record all coin toss information and then break for Kickoff positions.

D. Kickoff (and other Free Kicks:)

1. Clear your side line as you get to your position.
2. Position: (refer to 4 and 5 Man diagrams for position)
On side line (press box side), at R's 20 yard line.
3. Check field clock.
4. Count R for 11 players. Signal and verify with Referee.
5. Signal ready (arm above head). Hold until Referee blows his whistle.
6. You have coverage of your entire sideline. You will have R's forward progress from R's goal line to K's 2 yard line.
7. You will have R's progress with the **(4 Man)** Referee or **(5 Man)** HL on the opposite side line.
 - a. Mirror each other's spot when the ball becomes dead. "Square up" from sideline to mark spot.
 - b. If return is on your side of field, assume coverage of the runner and action around him.
 - c. If return is away to other side of field, you will have coverage of blocks in front of the runner.
 - d. If a change of possession occurs during the down, you have coverage of R's ("reverse") goal line.
Utilize "fade" mechanics (giving up K's progress to the LJ) and maintain a good cushion between yourself and play. Be at R's goal line before play reaches you there. You will have coverage of action in front of runner if return is to your side. You will have cross field action in front of, and around, runner if action is away to other side.

8. For Free Kicks from other than K's 40:

- a. Position: (Following a Safety, or due to penalties, the yard line of kick may change.)
- b. Check with Referee as to how crew will position for kick. Your position may be adjusted:
 1. If the kick may "threaten" R's goal line, your position will be at R's goal line pylon.
 2. Should kick be from R's end of field, the situation could afford K an on-side kick situation for which you would position on R's restraining line.
- c. Following Safety, from K's 20, adjust up field appropriately (R's 40 yard line).

9. Free Kicks following Fair Catch (Field Goal attempt):

- a. Position: Under goal post (on LJ side) with Referee.
- b. You have coverage of cross bar ("over-under") and your upright.

10. On Side Kick:

- a. Position: On R's restraining line at side line (press box side).
- b. Have beanbag in hand.
- c. Initial coverage is R's restraining line and the neutral zone.
- d. Look for:
 1. Encroachment by R
 2. Kick touching ground
 3. First Touching
 4. "Forced Touching"
 5. Illegal Blocks (by either team)
 6. Kick Catching Interference.
- e. If short kick is to your side, you cover the ball. If away, you have action surrounding it.
- f. You have coverage and progress on your entire sideline to K's 2 yard line.

E. Scrimmage Downs:

1. Prior to ready for play:
 - a. Assume a position over the ball once it has been spotted.
 - b. Check:
 1. Clock status (communicate/signal to Referee ["hot/cold"])
 2. Box and chains are properly set with correct down.
 3. Flanks are ready, in position and have correct down.
 4. Injured players (and any signs of bleeding on players or their uniforms).
 5. Players' equipment (including mouthpieces/chinstraps).
 - c. Monitor B players. Keep them on their side of LOS. Observe their substitutions.
 - d. Signal down and that you are ready. (Hold only one arm up with down number.)
Do not RUSH in 'hurry-up' situations! Crew should DEFINITELY hustle, but DO NOT move off the ball until you know the flanks are ready.
 - e. Stay at the ball on all plays excluding kick try's and field goals. (Referee will be over ball).
 Have game awareness:
 Be ready to hustle to position under goal when in a field goal situation.
 - f. On regular scrimmage downs, stay over the ball until the Referee signals the ready.
 - g. At the ready for play signal, move from your position over the ball to your position for scrimmage down.
 (Be prepared to get to your position quickly without interfering B linemen or linebackers.)
 - h. At the same time interval (at the ready for play signal), change the down and/or ball position on your indicator(s).
 (Use of indicators for keeping downs is optional for Umpires.)
2. Position:
 - a. 5 - 8 yards behind B's LOS.
 - b. The general rule for position is:
 1. Away from the Tight End, inside the offensive tackles at the snap.
 2. When B's formation is an "even" front (no lineman directly over snapper), be over the snapper. If B has a lineman (nose tackle) directly over the snapper, move to side away from TE, but have full vision of ball and snapper.
 - c. You may vary your position. (Do not allow A to use you as interference.)
 - d. Have a good view of the center, the ball and the Referee's on-side tackle.
 (Adjust your "depth" off LOS for this.)
 - e. Do not interfere with vision or motion of defensive linebackers or backs.
3. Prior to Snap:
 - a. Count B for eleven. Signal count. (Extend arm horizontally toward ball, fist clenched.)
 1. (Hold this signal for LJ/BJ's recognition.)
 2. If B has 10 (or less), allow play to continue.
 3. If B has 12 or more and A is at ball (and snap is eminent), sound whistle (shut play down), drop flag (for Illegal Substitution) and signal timeout.
 - b. Check: "A" players' numbering and eligibility. Count the "A" linemen numbered 50 - 79. Make sure they have five. (Exception: scrimmages kick formation.)
 - c. "Set" free-blocking zone
 - d. Observe "A" linemen that are restricted with their hands for False Start.
 - e. Observe snapper's adjustment/movement of ball; any Snap Infraction.
 - f. Check for "disconcerting" signals by "B" players.
4. Key:

Read the center and both guards for "run" or "pass" blocking.

F. Scrimmage Play (Run):

1. Read key (center and guards). Determine run/pass. If run:
2. Find A's point of attack. With the snap, concentrate on three of the five offensive interior linemen and their action and those of their opponents.
3. Adjust your position quickly when hole opens directly in front of you, stepping laterally from hole, and being alert for tight end cutting across.
4. Focus on point of attack and observe action/blocks there. Check:
 - a. Ball's position and illegal blocks in the Free Blocking Zone.
 - b. Holding and Illegal Use of Hands.
5. **On runs to the middle of the line:**
Cover action on runner as he makes the LOS.
6. **On runs that are wide to the outside:**
 - a. Pivot at your position and move cautiously in that direction. Do not "over-pursue" the play. Maintain some distance from action.
 - b. Remain on inside, working out, to maintain "boxed in" coverage between you, the flank official and the Referee (or BJ).
 - c. Be prepared to shift your focus from original line play to action around the runner on sweeps and QB pitchouts.
 - d. Be alert for illegal crack back blocks and clips. Observe the fringe area behind and in front of the runner.
7. When the ball is dead, be positive of ball location before sounding whistle.
8. (If you need to "dig" the pile to rule on fumble recovery, be aware of players' helmets. Protect yourself.)
9. Signal (or mirror the covering official's) time out signal if first down is made or a change of possession occurs.
If a change of possession occurs, signal time out first, then signal direction.
10. Be ready to spot the ball or to relay the ball back to Referee at the new spot (if your coverage's positioning put you into side zone), **but do so only after all dead ball action has been observed.**
 - a. Following scrimmage play, when looking for the progress spot, you will usually take the closest covering flank official's spot.
(Be smart here: On runs to the middle, judge quickly which flank had the better view of progress and look to that flank for the progress spot.)
 - b. **(Exception):**
When the Line to Gain has clearly been reached (first down made), take new spot from the LJ. This will allow HL to release and attend to chain crew.
11. Make sure the covering official does not leave their spot until you acknowledge him/her ("I've got your spot"). Always spot the ball facing the official you are taking progress from.
12. **DO NOT sacrifice dead ball officiating duties prior to retrieving the ball.**

G. Scrimmage Play (Pass): (continued)

1. Read key (center and guards). Determine run/pass. If pass:
2. Move up to Neutral Zone, being prepared to rule on play at the LOS.
 - a. Be aware of draw plays coming at you as well as any receiver running a quick crossing pattern (don't run into him).
 - b. Check:
 1. Ball's position and illegal blocks in Free Blocking Zone.
 2. Holding and Illegal Use of Hands.
 3. Illegal touching by A linemen.
 4. Legal touching by B.
 5. Ineligibles down field.
 6. Illegal Forward Pass (be ready to 'help' on :) QB over LOS.
3. Once ball is released:
 - a. Observe the "end of action" by interior linemen at LOS.
 - b. Be aware of touching by interior linemen:
 1. If by A, determine if intentional and drop flag for Illegal Touching.
 2. If by B, signal "Legal Touching" (one hand slid across the palm of the other).
 3. On tipped/blocked passes at LOS (Neutral Zone) be prepared to rule on complete/incomplete and by who.
 - c. On passes with low trajectory, pivot quickly with pass and be ready to rule on catch/trap.
 - d. On other passes, after observing linemen's action, pivot at your position and find direction of pass downfield and observe action and blocks in that area.
 - e. On all pass plays, be ready to "help", or look for "help", on coverage/ruling on "complete/incomplete":
 1. When the body of the receiver is between the covering official and the ball (shielded views of the ball);
 2. On any low pass (catch/trap).
4. Following completed passes:
 - a. Trail play slowly down field. Observe action behind play, watching open field blocks.
 - b. Be prepared for fumbled catches or interceptions.
 - c. (Mirror time out signal and check clock if first down or interception is made.)
 - d. Move to new spot and spot ball. Make sure the covering official does not leave their spot until you acknowledge him/her ("I've got your spot"). Always spot the ball facing the official you are taking progress from.
 - e. Give Referee information on what happened and clock status.
5. Following incomplete passes:
 - a. Mirror time out signal and check clock.
 - b. Move down field and go out to relay ball back to Referee at previous spot.
 - c. Give Referee information on what happened, clock status and previous spot location to spot ball.
6. **DO NOT sacrifice dead ball officiating duties prior to retrieving the ball.**

H. "Off" Mechanics:

1. The LJ will always be the "off" official. The HL will have coverage of the entire LOS.
2. Whenever the crew goes into "Off" mechanics, alert the HL that he/she now has coverage of the entire LOS.
3. Be mindful of LJ's position. Working inside the hashes looking out, be prepared to assume coverage in the area "underneath" the LJ. Keep play boxed in between you, the LJ and the Referee.

I. Goal Line Mechanics:

1. **When the ball is on or inside B's 10 yard line:** The crew will go into "goal line mechanics"
2. Have good crew communication. Verbally alert and signal (open hands to your front and motioned up and down) to both flanks and Referee that the crew is in goal line mechanics.
If the Line to Gain is also inside B's 10 yard line (not goal to go), communicate this also.
3. Be aware of your positioning when in goal line mechanics. Do not take a position on the goal line. Adjust so that you are either on the field of play or in the end zone.
4. Be mindful of flanks' positions at pylons. You, alone, will have coverage of LOS/NZ on pass play.
5. **The Umpire does not rule on the ball breaking the goal line plane.** That is the call of the flank officials. (From your position, it is usually not a "credible" call as you do not have proper perspective of the goal line.)

However:

- a. If you are positioned in end zone and you observe the football clearly in the end zone, you may signal this by "grabbing the bill of your cap" to signal to the flanks that you have the ball in the end zone, AND in A's possession.
(That may be the info that the flank official needs to determine a touchdown call.)
- b. Upon a fumble, if you need to dig the ball out:
 1. If the ball is in A's possession, tell the Referee, "Offense has recovered."
The Referee will signal "touchdown" or "new" down after checking to the flank officials.
 2. If B has recovered, tell the Referee, "Defense has recovered." The Referee will signal the clock to be stopped and signal "touchback" or "new" direction after checking to the flank officials.

J. "Reverse" Goal Line Mechanics:

1. Have good crew communication. Verbally alert and signal (use "goal line" signal: open hands to your front, motioned up and down) to the Referee and the opposite flank that the crew has a "reverse" goal line to cover.
2. **When the ball is on or inside A's 5 yard line:** On downs other than fourth, The HL will, at the snap, move back to A's goal line and adjust accordingly as play develops.
3. **If the ball is on or inside A's 2 yard line:** At the snap, BOTH flanks will step back to the goal line pylon.

- K. Scrimmage Kick, (Punt & Punt Return):** (refer to Punt diagrams for position)
1. Position: Take a position in center/guard gap TO the HL's side, 7-8 yards off the LOS.
 - a. You have snapper protection.
 - b. (In **4 Man** The LJ will be "off"; in **5 Man**, the LJ may be "off" or have a "quick" release if on the LOS.)
You will have coverage of linemen to the LJ's side when they go down field. The HL will cover linemen releasing behind you as you pivot.
 2. Count B for eleven. Signal count. (Extend arm horizontally toward ball, fist clenched.)
 - a. (Hold this signal for LJ/BJ's recognition.)
 - b. If B has 10 (or less), allow play to continue.
 - c. If A is at ball (and snap is eminent) and B has 12 or more, sound whistle, (shut play down), drop flag (for Illegal Substitution) and signal timeout.
 3. Prior to Snap:
 - a. Warn B linemen to "stay off the snapper".
 - b. Advise A to wait for Referee's whistle.
 - c. Check: "A" players' numbering and eligibility.
 - d. Be alert for:
 1. Actions by K to cause R's encroachment.
 2. Observe snapper's adjustment/movement of ball; any Snap Infraction.
 3. Observe offensive linemen that are restricted with their hands for False Start.
 4. Pass or fake. "Set" free-blocking zone.
 5. Check for "disconcerting" signals by "B" players.
 4. At the snap:
 - a. Observe action on the snapper.
 - b. Observe blocks at the LOS.
 - c. Look for fake/pass/run. If "pass", step up to Neutral Zone. You will have coverage of LOS.
 5. When the ball is kicked:
 - a. Be alert to assist Referee in covering blocked kicks.
 - b. Did R contact ball? Was ball beyond LOS? (or R's touching ignored?) (help from HL)
 - c. (Both offense and defense can advance kick behind the LOS.)
 - d. Stay with "engaged" blocks at LOS until linemen separate.
 - e. Pivot to the LJ's side of field.
(In 4 Man, the LJ will be "off" the LOS. In 5 Man, the LJ may be "off" or may have a "quick release" from the LOS.)
Observe the blocks of "releasing" interior linemen and those of their opponents to the LJ's side of the field.
 - f. Move toward return area observing players away from the ball.
 6. Slowly drift down field to cover action/blocks in front of return. Work inside out and box in action between you and flanks.
If return "breaks" for long yardage, move to opposite hash (away from return) and continue to work inside out, observing action around runner. (You SELDOM have coverage of the runner unless he is in your immediate area.)
 7. When ball is dead, following kick, mirror the covering official's time out signal and quickly check to see that box and chains have not moved (if there are fouls).
 8. Move down field and be prepared to help in relaying/spotting new ball and sending off old ball.
 9. Give information on what happened to the Referee, following the conclusion of the down.

L. Scrimmage Kick (Field Goals and Kick Try's): (refer to FG's/PAT diagrams for positions)**Kick Try's:**

Once the ball has been legally kicked, there can be no further action during the down, and the ball is dead by rule (except to score).

Blocked kicks are DEAD.

However, "fake" or "broken" plays may develop and team A may attempt to put the ball in play as on any scrimmage down, as the ball remains live.

Field Goals:

Field Goals are "live" scrimmage downs and are covered similarly as punts are.

Blocked kicks are LIVE.

1. Position: Under the goal posts on the HL side (**4 Man:**) with the LJ; (**5 Man:**) with the BJ.
(Have good game awareness:) Be prepared to quickly get into position after spotting ball for new down. (The Referee will be over the ball prior to the ready.)
2. Count B for eleven. Signal count. (Extend arm horizontally toward ball, fist clenched.)
 - a. (Hold this signal for LJ/BJ's recognition.)
 - b. If B has 10 (or less), allow play to continue. If A is at ball (and snap is eminent) and B has 12 or more, sound whistle (shut play down), drop flag (for Illegal Substitution) and signal timeout.
3. Prior to Snap:
 - a. Check: "A" players' numbering and eligibility. Identify eligible receivers to your side. Verbally confirm eligible receivers' numbers with the LJ/BJ.
 - b. Verbally warn B linemen to "stay off the snapper".
 - c. Be alert for:
 1. Actions by K to cause R's encroachment.
 2. Observe snapper's adjustment/movement of ball; any Snap Infraction.
 3. Observe offensive linemen that are restricted with their hands for False Start.
 4. Pass or fake. "Set" free-blocking zone.
 5. Check for "disconcerting" defensive signals.
4. At the snap:
 - a. Observe action on the snapper.
 - b. Observe blocks at the LOS.
 - c. Look for fake/pass/run
5. When the ball is kicked:
 - a. With your focus, initially at the snap, on the snapper, pick up the flight of the kick as it comes over the LOS. Follow kick and rule on kick at your upright.
 - b. **IMMEDIATELY after observing the kick**, return your focus to action at the LOS and dead ball officiate that area.
 - c. Be alert to assist Referee in covering blocked kicks.
 - d. Did R (or K) contact ball? Was ball beyond LOS? (or R's touching ignored?) (help from HL)
 - e. (Both offense and defense can advance kick behind the LOS.)

(Continued)

Scrimmage Kick (Field Goals and Kick Try's): (continued)

6. Rule on:
 - a. Kick passing inside of your upright.
 - b. Continue to dead ball officiate, while stepping forward to end line to signal success or failure of kick.
 - c. The covering officials under the goal will verbally communicate their rulings:
 1. If the official rules that the kick is "good", he/she will say: "Yes!" (loud enough for the other official to hear).
 2. If "no good", he/she will say "No!"
 3. If both officials rule the kick "good", both will both step to the end line and signal "good" (successful try / "touchdown" signal).
 4. If one official rules the kick "no good", both will step to the end line but **ONLY the ruling official will signal "no good"**(no score / "incomplete" signal).
 5. As officials step to end line, both will continue to dead ball officiate.
7. Broken Play or Fake:
 - a. From outside R's 20 yard line:
 - Move to goal line pylon at your sideline.
 - b. From R's 10 to 20 yard line:
 - Move straight up to R's goal line.
 - c. From inside R's 10 yard line:
 - Stay on end line and officiate from there.

M. Penalty Enforcements:

1. When the ball is dead following a foul, give timeout signal. Check clock.
2. Make sure that the dead ball spot of the play is held by covering official.
3. Assist in getting captain of the offended team to the Referee.
4. Listen to Referee as he gives options. Make sure they are correct.
5. Get ball and move to the enforcement spot. **Know the enforcements of all penalties.**
6. At the enforcement spot, look to the HL and signal yardage to be "walked off". Signal:
 - a. One finger (pointed in proper direction), five yards; two, ten yards; three, fifteen yards.
 - b. See that HL is at same enforcement spot.
7. Walk off the penalty yardage. (The HL will walk off yardage at his sideline.)
8. **At "new" spot, HOLD the ball (do not put it down)** until you have checked to see that HL and the LJ have the correct "new" spot. Check that the box (/chains) are set correctly.
9. **Know the status of the clock. Communicate/signal this to Referee.**

N. Timing and Clock Responsibilities / Duties:

1. Prior to kickoff, each half, and at the start of second and fourth quarters, check that proper game time is displayed.
2. Have clock 'coverage' when facing it. Be sure that play does not start after time has expired.
 - a. Remind Referee of clock coverage as time is winding down in any period.
 - b. When clock is behind you, communicate with Referee that he/she has clock coverage.
3. Time outs and Time out Duties:
 - a. (Sound whistle, if you are covering official) Signal (or mirror) time out. Check clock.
 - b. Take a position over ball. Observe teams.
 - c. Check with crew the number of time outs remaining for each team.
 - d. Record information (time and quarter, and player/coach who requested it).
 - e. Check down with HL.
 - f. At the end of 60 seconds: check that crew is ready; advise B to be ready.

(Continued)

4. Injury Time Out Duties: (additional duties beyond regular time out.)
 - a. Keep players a significant distance away from the injured player(s). Direct on-field players to their huddles. (If injuries require prolonged time, send teams to sidelines.)
 - b. (With crew) control the playing field environment to allow medical personnel to provide services without interruption or interference.
 - c. If necessary, mark ball's spot with beanbag and move ball away from area.
 - d. **Know the status of the clock. Communicate/signal this to Referee.**

O. Measurements:

1. (Measurements may not be made after the ball has been marked ready, so be sure that Referee is aware of "close" situations. Have good communication and down/distance awareness.)
2. When looking for the progress spot, always take the closest covering flank official's spot. (Be smart here: On runs to the middle, judge quickly which flank had the better view of progress and look to that flank for the progress spot.)
3. When progress spot is close to the Line to Gain, get the ball to the flank official covering the spot and have them place the ball on the ground.
Do not toss the ball to them. Hand the ball to him/her so he/she doesn't lose spot.
4. The **Referee will kill the clock** once he/she has determined if the Line to Gain has been reached or if there is to be a measurement.
5. When the ball is in a side zone or at the sideline, measure it there before the ball is moved to the inbounds mark.
6. Upon signal from the Referee, the HL will have the chain crew bring the chains onto the field. Make sure players are directed away from the area.
7. Take the "lead" stake from the chain crew. Once the HL has the chains positioned and has signaled "ready", carefully stretch the chains and bring the lead stake along side of the ball. (Take care not to move ball. Do not move chains "across/over" the ball.).
Hold the stake there until the referee has ruled.
8. If short, and the ball has to be moved from the side zone after measurement, the crew will use the chains to move and spot the ball at the inbounds mark.
The Referee will grasp chains at the spot of the ball. When he/she is ready, carry the lead stake to the inbounds mark. Referee will spot the ball. (Take care not to move the ball when moving the chains away from ball.)
9. Stay over ball at new spot. Check to see that HL has re-set chains and down box is positioned properly.
10. Remind Referee of clock status.
11. Check that Flanks are ready at their positions. Signal down and that you are ready.

P. Relaying and Spotting the Ball:

(Refer to "Crew Mechanics", "Relaying the Ball", Pg. 4; and "Cross-Field" Mech's, R.2, Pg 8)

1. Use good hustle in getting the ball spotted. **But do so only after observing all dead ball action. DO NOT sacrifice dead ball officiating duties prior to retrieving or spotting the ball.**
2. Face the official who you are taking the spot from.
3. Make sure the covering official does not leave their spot until you acknowledge him/her (Verbally: "I've got your spot" ,and/or, signal point to him/her).
4. Following free kicks, when the down has ended:
 - a. You and (**4 Man**) Referee (**5 Man**) HL will mirror each other with the "progress" spot.
 - b. The covering official will hold the progress spot.
(Place "old" ball at spot, if possible.) until "new" ball is spotted.
The other official will get the "new" ball and spot it at inbounds mark.
 - c. (**4 Man**) If the Referee is the covering official, you will spot the "new" ball is spotted.
(**5 Man**) The Referee will spot the "new" ball at the inbounds spot.
5. Following scrimmage play, when looking for the progress spot, you will usually take the closest covering flank official's spot.
(Be smart here: On runs to the middle, judge quickly which flank had the better view of progress and look to that flank for the progress spot.)
(Exception :)
When the Line to Gain has clearly been reached (first down made), take new spot from the LJ. This will allow HL to release and attend to chain crew.
6. Following scrimmage play to side line or side zone, you will generally go to the inbounds mark and mirror/assume the flank's spot there and spot the ball after it has been relayed to you from the Referee or BJ.
 - a. If the ball is in side zone, but close to inbounds mark, get the ball yourself and spot it.
 1. Avoid making the Referee come up for a short relay.
 2. Take the spot from the far side flank official to avoid turning around and taking the spot from the covering official behind you.
 - b. If your coverage dictates, and you are farther out into side zone, you will relay the ball into the inbounds mark to the Referee who will spot it.
(Keep yourself away from players and form a "V" when relaying the ball back in. If you are going to spot the ball (no relay), take the spot from the far side flank official to avoid turning around and taking the spot from the covering official behind you.)
7. Following incomplete passes downfield, you will go out to relay ball back into the Referee at the previous spot. Give Referee the location of the previous spot (relative position between the inbounds marks).
(Following an incomplete pass to the short flat, the Referee may be in the best position to relay the ball from flank back to you, at the previous spot.)
8. **DO NOT sacrifice dead ball officiating duties prior to retrieving or spotting the ball.**

Q. Duties Between Quarters:

1. (With the Referee) Note and record the down and distance, and the yard line that the chains will be clipped on.
Confirm this information with HL before box and chains are moved.
2. Measure the distance from the nearest yard line and the distance/location of ball from the inbounds marks. Move with the Referee to the ball's new spot at the other end of the field.
3. Spot ball at new spot for next period. Stay over ball until Referee signals ready for play.
4. Check HL's new spot of box and chains.
5. Check that field clock has been reset.
6. At the end of 60 second intermission, check that crew is ready; advise B to be ready.

R. Half Time Duties:

1. See that both game balls are in officials' possession.
2. Discuss with crew any game issues/situations and review any unsportsmanlike fouls and record.
3. Determine which team has choice for second half.
4. With the Referee (on opposite sideline), at the end of the half time intermission time, escort captains to midfield and obtain choices for second half.
 - a. (Same procedure as coin toss.)
 - b. This may be done during the 3 minute warm-up period.

S. Overtime:

1. With the crew, go over overtime procedures.
 - a. If there are any succeeding spot penalties, review these with crew and discuss how they may be administered.
 - b. (With the Referee), inform both team's head coaches as to any penalty implications.
2. With the Referee (on opposite sideline), at the end of the 3 minute intermission time, escort captains to midfield and obtain choices for the overtime period.
 - a. (Same procedure as coin toss.)

A. Pre-Game Conference:

1. Review mechanics for:
 - coin toss, kickoff, running/pass plays, goal line / reverse goal line, sideline plays, out of bounds, try's and field goals, indentifying ineligible, timeouts, hurry-up (or no-huddle) offense, any special plays, clock management, measurements, dead ball coverage, quarter changes and half time periods.
2. Discuss procedures in calling fouls and penalty enforcement. Review PSK situations.
3. Discuss and stress good crew communication and review crew signals for the game.
4. Flanks will discuss and review their signals at the LOS.

B. Pre-Game Duties On the Field:

1. Check the field's condition, and your sideline area. Walk the length of the field in your side zone. Make sure yard line markers are 2 yards off sideline (and "G" markers are at least 5 yards off).
2. Check your field equipment:
 - a. Have chain clip for marking chains location relative to marked yard lines.(2 preferred)
 - b. Down box and Chains: See that they are operational and safe.
 1. Chains: 10 yards long; no kinks or broken links; tape at midpoint (5 yd. mark)
 2. (The Box & Chains will be operated on the side line opposite press box.)
3. Assemble and instruct your chain crew.
 - a. Explain that safety is to be paramount and what they are to do when their position at side line is "threatened". Down box and chains to be operated 2 yards off of side line.
 - b. Explain: ONLY move their positions when YOU call or signal for them. (Demonstrate:)
 1. Arm, bent at elbow, motioning: only Box to move.
 2. Arm extended fully up, motioning , ALL to move.
 - c. Provide Box operator with a beanbag for "goal to go" situations. (Drop at Box spot.)
 - d. Instruct one of the chain crew to be in position behind goal to retrieve ball on kick try's.
 - e. Remind them that they are officials, not fans, and they should alert you to flags thrown.
4. Introduce yourself to the head coach on your side line.
 - a. Verify that he will be calling time outs (or find out who will be).
 - b. Let him know that you will get information to him throughout game; and that he can ask you to convey information to Referee.
 - c. Remind him of "restricted area" conditions. Ask if a specific coach will "help" in "getting players/personnel back" (get back coach).
 - d. Advise him: That officials cannot "coach" receivers. Rather: Explain your Flank Official's signal of when an official 'rules' a receiver "on or off".

C. Coin Toss:

1. **(Complete any instructions with your chain crew prior to any other duties.)**
2. **4 Man:** Get the game ball from your side line's team. (Umpire will do this if you are detained.)
 - a. Get your side line's captains assembled on the side line, at the 50 yard line, for the coin toss.
 - b. (You will be with the "speaking" captain to the Referee's side.)
3. **4 Man:** At five minutes prior to Kickoff, together with the Umpire, you will escort the captains onto the field. Walk out with them to the nine-yard marks ("numbers") and stop there. Keep all other players from stepping out beyond you there. (Monitor your side line from that spot.) Observe the Referee signaling the results of toss. If you have the kicking team's ball bring it to the center of field. (If receiving, give ball to their ball person before going out.)
4. **5 Man:** The HL will not be involved with the coin toss. Stay on side line until:
5. Following the captains' dismissal from midfield, assemble with the rest of crew at midfield on the 50 yard line.
6. With crew, record and verify coin toss results. Break for positions.

D. Kickoff (and other Free Kicks): (refer to diagram for position)

1. Prior to Kickoff:
 - a. **4 Man:**
 1. Your initial position will be at the center of the field, on the 50 yard line, to line up the Receivers.
 2. Count R for 11 players.
 3. Advise R players not to encroach before the ball is kicked.
 4. Turn and face LJ. Check with LJ that both teams have eleven (signal your counts) and release to your position at sideline.
 - b. **5 Man:**
Clear your side line as you get to your position.
2. Position for Kickoff:
 - a. **4 Man:**
 1. Position on sideline, opposite press box, at R's restraining line (50 yard line).
 2. Signal ready (arm above head). Hold until Ref blows his whistle.
 3. Have beanbag in hand to mark First Touching by K.
 4. Your initial coverage is R's restraining line and the neutral zone.
Look for:
 - a. Encroachment by R
 - b. Kick touching ground
 - c. First Touching
 - d. "Forced Touching"
 - e. Illegal Blocks (by either team)
 - f. Kick Catching Interference.
 5. During the free kick down, you will work from a position on the sideline, working "outside - in".
 6. When ball is kicked beyond R's line, drift downfield 5-15 yards, observing:
 - a. Blocks and action ahead of the return.
 - b. As play develops, back pedal, using "fade" mechanics, keeping a cushion between you and play.
 - c. Keep play "boxed in" between you and Referee.
 7. You have coverage of K's goal line.
 8. On a change of possession, you have K's progress and side line coverage to R's 2 yard line.
 - b. **5 Man:**
 1. Position on sideline opposite press box at R's 30 yard line.
 2. Count R for 11 players. Signal and verify with Referee. (Extend arm horizontally toward ball, fist clenched.)
 3. Signal ready (arm above head). Hold until Ref blows his whistle.
 4. Your initial coverage is of "up field" blocks and action surrounding runner.
 5. During the free kick down, you will work from a position on the sideline, working "outside - in".
You will have sideline coverage and R's forward progress from R's goal line to K's 2 yard line.
 6. On a change of possession, you will use "fade" mechanics, keeping a cushion between you and play and have coverage of R's goal line.

(continued)

D. Kickoff (and other Free Kicks): (refer to diagram for position) (continued)**3. For Free Kicks from other than K's 40:**

- a. Position: (Following a Safety, or due to penalties, the yard line of kick may change.)
- b. **4 Man:** (Same:) R's restraining line on the appropriate yard line.
- c. **5 Man:**
 1. Check with Referee as to how crew will position for kick. Your position may be adjusted:
 2. If the kick may "threaten" R's goal line, your position will be at R's goal line pylon.
 3. Should kick be from R's end of field, the situation could afford K an on-side kick situation for which you would position on R's restraining line.
 4. Following Safety, from K's 20, adjust up field appropriately (50 yard line).

4. Free Kicks following Fair Catch (Field Goal attempt):

- a. **4 Man:** (Same:) R's restraining line. You have coverage of your entire side line, as Referee will be under goal.
- b. **5 Man:**
 1. Position: At R's goal line pylon on your side line.
 2. Count R for 11 players
 3. Signal ready (arm above head). Hold until Ref blows his whistle.
 4. During the free kick down, you have coverage of your entire side line and R's goal line.
 5. Be ready to rule on:
 - a. Momentum rule. (Have beanbag in hand.)
 - b. Kick breaking the plane of goal line (touchback).
 - c. Kick muffed into EZ (touchback)
 - d. Kick "Caught"/"Recovered" (by R or K)
 - e. Fumbles into EZ (by R or K)
 - f. Kick out of bounds (know the spot / flag).
 - g. Kick last touched by receiver.

5. On-side Kick:

- a. **4 & 5 Man:**
 1. Position on sideline, opposite press box, at R's restraining line (usually the 50 yd line).
 2. Have beanbag in hand to mark First Touching by K.
 3. Your initial coverage is R's restraining line and the neutral zone.
Look for:
 - a. Encroachment by R
 - b. Kick touching ground
 - c. First Touching
 - d. "Forced Touching"
 - e. Illegal Blocks (by either team)
 - f. Kick Catching Interference.
 4. If short kick is to your side, you cover the ball. If away, you have action surrounding it.
 5. (**4 Man:**) If ball is kicked long, you have coverage of entire side line.

E. Scrimmage Downs:

1. Prior to ready for play:
 - a. Assume a position at side line. Feet should be on each LOS, straddling the neutral zone. You should be off the field of play; toes should be at side line.
 - b. Check:
 1. Clock status.
 2. Make sure the down box is properly placed on the forward tip of the ball. Personally locate new spot for first downs and get chains set.
 3. Any injured players.
 4. Players' equipment (including mouthpieces/chinstraps).
 - c. **Always know down and distance. Always know if "5 will get you 10".**
 - d. Signal down and that you are ready. (Hold only arm up with down number.) Hold this signal until the Referee signals the ready.
 - e. At the same time interval (at the ready for play signal), change the down on your wrist indicator.
 - f. If Line to Gain is more than 10 yards, signal "Double Stakes" (wrists crossed in front of chest, or above head) to crew.
 - g. Monitor A players. Keep them on their side of LOS. Observe their substitutions.
2. Count A for eleven (no signal). Check to see that the Referee has signaled A has "eleven".
3. Prior to Snap – Check for:
 - a. Formation. Does team A have seven players on the LOS?
 - b. Who are eligible?
 - c. Who can clip, block below the waist. (Free Blocking Zone)
 - d. Signal to the opposite flank official:
 1. If team A has two or less linemen to your side of the snapper, signal the opposite flank official that A's formation is "unbalanced". (Hand to cheek.)
 2. If widest A player to your side is on LOS, **you have NO signal.**
 3. If widest A player to your side is in backfield, extend your arm horizontally to A's back field. Hold your signal until the opposite flank official acknowledges it. (See "5." below.)
 4. If two widest A players to your side are in back field, hold your arm straight up, with two fingers pointing up. Then extend your arm horizontally to A's backfield, two fingers pointing that direction.
Hold your signal until opposite flank official acknowledges it.
 5. If the opposite flank official signals that his/her man is off the LOS, acknowledge his/her signal by pointing to them with your "down field" arm (arm toward defense).
 6. If both flank officials signal their man off, both officials will acknowledge each other's signal and check A's formation for A having seven on the line.
 7. If less than seven on line, both officials shall signal each other for the imminent live-ball foul by 'tapping' their flags (hand at belt line).
 8. If your man moves onto the LOS (following his shift), signal by bringing your arm (arm to the offensive side) across your chest.
 - e. Observe:
 1. Team A's shifts.
 2. Encroachment by A or B.
 3. False starts by A.
 4. Illegal motion. **You will cover man in motion away from you. If he reverses direction, you still retain coverage of him.**

F. Scrimmage Play (Run):

1. Read your key's (usually 'near' tackle) initial block to determine run/pass. If run:
2. Maintain your position. While observing play, stay on sideline with your shoulders square and parallel to sideline.
3. Observe action and blocks of the tackle (and TE) to your side.
4. **On runs to your side:**
 - a. Follow play as it moves down field, keeping your shoulders parallel with side line.
 1. Use a side step, heel to heel. Do not cross over your steps until you have to 'open' and run to follow action.
 2. If action "threatens" your position at sideline, side step back into A's back field (along the side line) and allow play to pass in front of you.
 - b. Observe blocks and action at the "corner" (TE/tackle positions).
 1. Assume an area of coverage in front of the runner, looking for "crack back" blocks or other blocks back toward the ball, as well as blocks 'leading the play'.
 2. You must know if the block on an "end sweep" that springs the runner is legal or not.
 - c. As runner comes to your side zone, observe action immediately surrounding him and assume coverage of the runner as he nears LOS.
 - d. When the ball is dead, be positive of ball location before sounding whistle.
 - e. "Square up" your movement to the ball to mark forward progress. (Don't 'round it off'.)
 - f. "Close" (or "pinch in") only as far as the "numbers" (or nine yard marks) when spotting progress. Observe all dead ball action as you 'close' to numbers to spot progress.
Do not move past or leave any players behind you.
 - g. Be ready to relay ball back to Referee (or BJ) for the new spot, but do so only after all dead ball action has been observed.
 1. If the dead ball is not within your immediate reach, do NOT leave your spot to get it. Another official will retrieve it.
(The practice of dropping a beanbag to mark the spot, should be used only when your presence in a dead ball situation is absolutely necessary [i.e. to separate players], or in other limited situations.)
 2. **DO NOT sacrifice dead ball officiating duties prior to retrieving the ball.**
 - h. Give the 'wind the clock' signal (2 times) if progress is stopped inbounds near the sideline. If a first down is made, first, give the 'wind the clock' signal (2 times) to signal in bounds; then signal timeout to stop the clock. Signal the Referee that play ended in bounds (rotate index finger, in front, at waist).
 - i. If play is out of bounds, get to the spot, signal timeout. Continue to dead ball officiate. Observe the play out of bounds at your spot, looking out. Signal the Referee that play is out of bounds (crossed wrists, in front, at waist).
 - j. When spotting progress, hold your spot until the ball is spotted or the Umpire has released you. **If first down is made, look to Referee's signal to move chains.**
 - k. Once "released", back into your position at sideline for next down. (Do not turn your back to the field of play.)
 - l. If first down is made, look to Referee for his signal to move chains. Signal for, and bring, your box person and chains to "new" spot.
 - m. Personally locate the "new" spot for a new series of downs.

F. Scrimmage Play (Run): (continued)

5. On runs to the middle of the line:

- a. Follow play as it moves down field, keeping your shoulders parallel with side line.
- b. Observe blocks and action at the "corner" (TE/tackle positions).
Assume an area of coverage from your side line to the area in front of the runner, looking for blocks 'leading the play'.
- c. When the ball is dead, be positive of ball location
- d. **You will not sound whistle on plays up the middle, in front of the Umpire, unless:**
- e. you are ruling (and SURE) that the runner's progress has been held by B, and that the ball is IN the runner's possession and NOT loose.
In general, the Umpire (or the Referee, covering from behind) will be the covering official and he/she will have the whistle.
- f. On plays to the middle of the line that "break" into B's secondary (past the Umpire), assume an area of coverage from your side line to the area in front of the runner, looking for blocks 'leading the play'. Assume coverage of runner if he comes to your side. You will have the whistle on the play.
- g. "Square up" your movement to the ball to mark forward progress. (Don't 'round it off'.)
- h. "Close" (or "pinch in") only as far as the "numbers" (or nine yard marks) when spotting progress. Observe all dead ball action as you 'close' to numbers to spot progress.
Do not move past or leave any players behind you.
- i. Both flanks will mirror the progress spot.
- j. When spotting progress, hold your spot until the ball is spotted or the Umpire has released you. **If first down is made, look to Referee's signal to move chains.**

6. On runs away from you, to the far side:

- a. Follow play as it moves down field, keeping your shoulders parallel with side line.
- b. Observe blocks and action at the "corner" (TE/tackle positions).
- c. Read play as it develops. Observe action of players behind the play. Have a very broad view of all players pursuing play.
- d. Be prepared for play to come back to you on a reverse.
- e. Mirror the progress spot of the other "covering" flank official (use cross-field mechanics).
 1. If, from your position, you had a CLEAR view of the dead ball spot, and it differs from the other official, be sure that the spot taken is the correct one. Be SURE of this situation and your spot. (This is especially important when ruling if the goal line or the line to gain or has or has not been made.)
 2. Do NOT allow a touchdown to stand if you are POSITIVE the ball was dead prior to breaking the plane.
- f. "Square up" your movement to the ball to mark forward progress. (Don't 'round it off'.)
- g. "Close" (or "pinch in") only as far as the "numbers" (or nine yard marks) when spotting progress. Observe all dead ball action as you 'close' to numbers to spot progress.
- h. If play ended out of bounds, mirror the covering official's timeout signal and check field clock.
- i. When spotting progress, hold your spot until the ball is spotted or the Umpire has released you. **If first down, look to Referee's signal to move chains.**
- j. Continue to dead ball officiate from your position, observing all players as they return to their huddles.

G. Scrimmage Play (Pass):

1. Read Key (usually 'near' tackle). Determine Run/Pass. If pass:
2. Key on outside receiver (first [widest] eligible closest to you).
 - a. "TRIPS": **4 - Man**: Take 2 outside men. **5 - Man**: Take outside man (BJ has inside 2).
 - b. Observe the actions of the receiver(s) and the actions of his(their) opponent(s).
 - c. Check that A is not initiating contact with B off the LOS.
 1. (A blocking B [other than incidental: A's warding off B's block]).
 - 2. (A's restrictions begin with the snap.)**
 - d. Check that B is not holding A.
3. Quickly read that play is not a screen or "quick out" action to your flat.
 - a. If it is, maintain your position and officiate there. (Be prepared to quickly move back toward A's backfield, keeping play in front of you.)
 - b. Be prepared to rule on forward/backward pass.
4. If down field pass play develops, release from the LOS with your keys and observe the establishment of the pass route and their actions.

Drift down field on side line (7-15 yards - depending on the initial route of your key).
(This distance and the timing of your release off the LOS will vary on a 5 Man crew where you will have "help" deep with the BJ.)
5. With "your head on a swivel", check back to A's backfield and look for any play developing back "under" your position, then back, to reacquire coverage of receivers in your area.
 - a. If play develops "back under" you, maintain your position on side line and adjust your position according to ensuing action. If play continues down field, maintain your side line positioning and use a "fade" mechanic to maintain a cushion between you and the play.
 - b. Once the ball is dead, move back up side line to mark progress. ("Work back" to play.)
6. Once ball is released: **(refer to Back Judge, page 5, Section G,3 and 4)**
 - a. While covering receivers and defenders in your area of coverage, find direction of pass.
 - b. If pass is to your side, closely observe actions of receiver(s) and defender(s).
(B's restrictions begin when the ball is in the air.)
 - c. If pass is to other side, away from you, observe actions of all other players down field.
 - d. On all pass plays, be ready to "help", or look for "help", on coverage/ruling on "complete/incomplete":
 1. When the body of the receiver is between the covering official and the ball;
 2. Any low passes (catch/trap);
 3. **(5 Man**: With the BJ) catches "in the corner", in end zones.
 - 4. Have good eye contact with other covering official before ruling on play.**
 - e. If receiver is close to your side line, have "feet" (rule on: one foot in bounds) first; then have "ball" (rule on: possession/catch).
 - f. Be prepared for fumbled catches or interceptions.
7. On completed passes:
 - a. Use "cross-field mechanics" to mark progress: If you are trailing play to your side, look across to far flank for help in spotting progress. "Square up" your movement to the ball to mark forward progress. Continue to dead ball officiate from your spot.
8. On incomplete passes:
 - a. **The covering official will signal "incomplete" ONLY (no timeout signal).**
(The rest of crew will signal timeout and check the field clock.)
 - b. On long incomplete passes to far side, go over to help with relay.
9. **DO NOT sacrifice dead ball officiating duties prior to retrieving the ball.**

H. "Off" Mechanics: (When a flank official takes a position off of the LOS prior to the snap.)

1. The LJ will always be the "off" official.
2. **Whenever the crew goes into "Off" mechanics, the HL has coverage of the entire LOS.**
3. In other specifically appropriate situations (other than fourth down), the Referee may decide to position the LJ off the LOS.
 - a. The Referee will signal the LJ by pointing to him/her and motion downfield.
 - b. The Referee will signal HL by pointing to him/her and point to the LOS.
4. Acknowledge (the Referee) that you have the LOS.

I. Goal Line Mechanics:

1. **When the ball is on or inside B's 10 yard line:** the crew will go into "goal line mechanics"
2. Have good crew communication. Verbally alert and signal (open hands to your front, motioned up and down) to opposite flank and Referee that the crew has the goal line to cover.
If the Line to Gain is also inside B's 10 yard line (not goal to go), communicate this also.
3. Have the box person **mark the spot of the box with a beanbag.**
4. **At the snap, move to the goal line pylon ahead of the play so that you are in position on the goal line plane before the ball gets there.**
If the ball is dead short of the goal line, work back, from your position at the pylon, to the spot.
5. If play is to your side line, back away from pylon, staying on the goal line plane, and officiate from a position out of bounds, but on the goal line extended.
6. Note the foremost point to which the ball is advanced:
 - a. If the ball is dead short of the goal line, move in quickly, staying on the field of play (do not step into the end zone), and mark progress with your down field foot. Hold up arm and show new down number (if there is no foul on the play.).
 - b. If you see the ball, in possession of the runner, touch or break the goal line plane, instantly give the touchdown signal. (Hold the signal for several seconds.)
 - c. If you know the ball was dead before it broke the plane, do not allow the score to stand.
 - d. (The Umpire may "help" in call at goal line: He/she will signal that the ball is in possession of A, over the goal line by putting his hand to the bill of his hat.)
 - e. **Do NOT (simply) mirror another official's touchdown signal.**
 1. **Only a covering/ruling official will signal the touchdown.**
 2. (If you "have" it, signal it. If you have not SEEN the score, you have no signal.)
 - f. Dead ball officiate from your position. If necessary, turn and observe all players from your position at the pylon.

J. "Reverse" Goal Line Mechanics:

1. Have good crew communication. Verbally alert and signal (use "goal line" signal: open hands to your front, motioned up and down) to the Referee and the opposite flank that the crew has a "reverse" goal line to cover.
2. **When the ball is on or inside A's 5 yard line:** the HL will, at the snap, move back to A's goal line and adjust accordingly as play develops.
3. **If the ball is on or inside A's 2 yard line:** At the snap, BOTH flanks will step back to the goal line pylon. Allow the play to advance and trail it once the ball has been advanced beyond the LOS.

- K. Scrimmage Kick (Punt & Punt Return):** (refer to Punt diagrams for position)
1. Position: On the LOS.
 - a. Signal ready (arm straight up) when you are in position. Hold your signal until the Referee signals the ready for play.
 - b. In **4 Man** The LJ will be positioned off the LOS. (You will have coverage of the entire LOS.)
 2. Prior to the ready for play:
 - a. **Verbally alert the chain crew not to move after the down and then to wait for your signal ONLY, before moving to succeeding spot.**
 - b. **Know the yard line of the LOS, down and distance, and if "5 will get 10".**
 3. Count A for eleven. Check to see that the Referee has signaled "eleven".
 4. Prior to Snap:
 - a. Check: "A" players' eligibility.
 - b. Be alert for fake / broken play, pass/run.
 - c. Observe:
 1. Actions by K to cause R's encroachment.
 2. Snapper's adjustment/movement of ball; any Snap Infraction.
 3. "A" linemen that are restricted with their hands for False Start.
 5. At the snap:
 - a. Maintain your position on the LOS. You will not move from that spot until you have ruled on the kick crossing the LOS.
 - b. Observe blocks at the LOS.
 - c. Observe the blocks of A's "up" backs. (Look for blocks below the waist.)
 6. When the ball is kicked:
 - a. Be alert to assist Referee in covering blocked kicks. Note if ball was beyond the neutral zone when touched by R. (Or is R's touching ignored: behind or in the NZ.)
 - b. Rule on the kick crossing/not crossing the LOS.
 1. If the kick is short, hold your position at the LOS in the event that the kick comes back behind the line.
 2. (Both offense and defense can advance kick behind the LOS.)
 - c. Observe linemen engaged in blocks at LOS until linemen separate.
 - d. You will have coverage of linemen to your side (of the center) when they go down field.
 1. The Umpire will cover linemen releasing on LJ's side.
 2. Observe action of "releasing" linemen and their opponents.
 - e. Move toward return area observing players in advance of the ball.
 7. Slowly drift down field to cover action in front of return. If runner breaks to your side, allow play to pass in front of you and assume coverage of runner.
 8. You have R's progress and coverage of your entire side line.
 9. If the kick goes out of bounds on your side line, you will cover the spot. Get to the spot and signal timeout, then signal appropriate direction.
 10. **When ball is dead, give timeout signal (or mirror the covering official's time out signal) and quickly check to see that box and chains have not moved if there are fouls.** If there is a foul, have free official cover ball's spot while official who had foul reports information to Referee.
 11. **When signaled by the referee, Signal the box and chain crew to come to the new position.** Personally locate the new spot for them with your heel.

L. Field Goals and Kick Try's: (refer to FG/PAT diagrams for positions)**Kick Try's:**

Once the ball has been legally kicked, there can be no further action during the down, and the ball is dead by rule (except to score).

Blocked kicks are DEAD.

However, "fake" or "broken" plays may develop and team A may attempt to put the ball in play as on any scrimmage down, as the ball remains live.

Field Goals:

Field Goals are "live" scrimmage downs and are covered similarly as punts are.

Blocked kicks are LIVE.

1. Position: On the LOS.
 - a. Signal ready (arm straight up) when you are in position.
 - b. Hold your signal until the Referee signals the ready for play.
2. Prior to the ready for play:
 - a. Kick try's: Have one of the chain crew personnel go behind the goal to retrieve the kicked ball.
 - b. Field Goals: Verbally alert the chain crew not to move after the down and then to wait for your signal **ONLY** before moving to succeeding spot.
3. Count A for eleven. Check that the Referee has signaled eleven.
4. Prior to Snap:
 - a. Check: "A" players' eligibility by number and position to your side.
 - b. Be alert for:
 1. (FG's:) Know if "5 will get 10".
 2. Actions by K to cause R's encroachment.
 3. Observe snapper's adjustment/movement of ball; any Snap Infraction.
 4. Observe offensive linemen that are restricted with their hands for False Start.
 5. Be alert for fake / broken play, pass/run.
5. **Kick Try's:**
 - a. Once the ball has been **legally** kicked, "close" quickly from your position at side line to the middle of the field and observe and dead ball officiate players at the LOS.
 - b. You have goal line and all sideline coverage on a fake/broken play.
 1. If play is to your side, move to goal line pylon and officiate from that position.
 2. **4 Man: If play is away from you, assume coverage of passer.**
6. **Field Goals:**
 - a. (See Sec. K, 5-11) Once the ball has been legally kicked, cover the play as you would a punt.
 - b. On FG attempts from on, or inside, B's 10 yard line: (use goal line mechanics)
 1. Cover kick crossing the LOS. You are responsible for the LOS (as on a punt).
 2. If team A "fakes" the kick, or the play is broken, move to a position at the pylon ahead of any play that develops.
 - c. On FG attempts from outside B's 10 yard line:
 1. Cover kick crossing the LOS. You are responsible for the LOS (as on a punt).
 2. If team A "fakes" the kick, or the play is broken, cover the play as you would during a normal scrimmage play.

M. Penalty Enforcements:

1. When the ball is dead following a foul, give timeout signal. Check clock.
2. **Make sure the box has not moved and down number has not been changed.**
Signal the box person not to move.
3. Make sure that the dead ball spot of the play is held by covering official, or assumed by another official.
4. After all dead ball action has been observed, the calling official will report to the Referee.
5. After the Referee has determined the penalty, take a position on the yard line of enforcement.
6. At the enforcement spot, look to the Umpire and acknowledge his/her signal of the yardage to be "walked off".
Signal: One finger (pointed in proper direction), five yards; two, ten yards; three, fifteen yards.
7. From the enforcement spot, march off the distance.
 - a. Look to see that you and the Umpire have marched off the correct yardage.
 - b. (The LJ will "double check" on his/her side of field. Look to see that all three officials agree.)
8. Signal the box person (and chains, if first down is made) to come to new spot.
9. Assume your position at "new" spot at side line. Signal down number and that you are ready (arm above head, down number showing).

N. Timing and Clock Responsibilities / Duties:

1. Prior to kickoff, each half, and at the start of second and fourth quarters, check that proper game time is displayed.
2. Time outs and Time out Duties:
 - a. (Sound whistle, if you are covering official) Signal (or mirror) time out. Check clock.
 - b. **When time-outs are declared, FIRST make sure box (and chains) are set to new down's position, and proper number of next down is correctly displayed.**
 - c. Cover the team on your sideline during a time-out.
Position yourself half way between the team's huddle and the sideline, or near their conference if at the sideline.
 - d. Count players and monitor substitutions. Observe legality of conferences.
 - e. All officials record the time and the quarter the timeout was granted, and the player or coach who requested it. Verify with the rest of crew.
 - f. Notify the coach and captains of the number of time-outs they have remaining.
(Also give them this information at the end of the 1st and 3rd quarters.)
 - g. At the end of 50 seconds (upon signal/whistle from LJ/BJ), advise your side line's team to be ready.
3. Injury Time Out Duties: (additional duties beyond regular time out.)
 - a. Keep players a significant distance away from the injured player(s). Direct on-field players to their huddles. (If injuries require prolonged time, send teams to sidelines.)
 - b. (With crew) control the playing field environment to allow medical personnel to provide services without interruption or interference.

O. Measurements:

1. (Measurements may not be made after the ball has been marked ready, so be sure that Referee is aware of "close" situations. Have good communication and down/distance awareness.)
2. When progress spot is close to the line to gain, alert the Referee: "We're Close!"
The flank official covering the spot will take the ball and place the ball on the ground.
(Do not toss the ball to them. Hand the ball to him/her so he/she doesn't lose spot.)
3. The **Referee will kill the clock** once he/she has determined if the line to gain has been reached or if there is to be a measurement.
4. When the ball is in a side zone or at the sideline, measure it there before the ball is moved to the inbounds mark.
5. Upon signal from the Referee, the HL will have the chain crew bring the chains onto the field.
 - a. If there is no penalty on the play, have the box person move the box to the forward stake position with the old down showing.
 - b. If there is a penalty on the play, have the box person hold the previous spot with the old down showing.
 - c. Clip the chain on the second yard line back from the forward stake (to enable the greatest amount of chain being stretched when the measurement takes place).
6. Alert your crew to carry the chain in. Hold onto clip and chain as chains are carried in.
7. Hold clip at the yard line at a right angle to the position of the ball.
(The LJ will have this spot for you.)
8. Hold the clip and chain securely and announce to the Umpire that you are ready.
9. If the ball is short of the line to gain, and the ball has to be moved from the side zone after measurement, the crew will use the chains to move and spot the ball at inbounds mark.
 - a. The Referee will grasp chains at the spot of the ball. When he/she is ready, carry the clip and chain to the inbounds mark.
 - b. Again, at the inbounds mark (hash), hold clip on yard line and announce to the Referee that you are ready.
 - c. Referee will spot the ball.
(Take care not to move the ball when moving the chains away from ball.)
 - d. Return to sideline and reset chains, once again, using the clip to reposition them.
10. If first down is made, have the chain crew carry the chains off.
11. Go to side line and locate the new spot and have the crew set box and chains to it.
12. Assume your new position and signal down and that you are ready.

P. Relaying and Spotting the Ball:

1. After all dead ball action has been observed, relay ball, using short, underhand passes (no longer than 10-15 yards).
Do not throw the ball through players. When relaying the ball in from the side zones, the crew will form a "V" in the relay to avoid throwing the ball through players.
2. If you are holding the progress spot, and the dead ball is not within your immediate reach, do NOT leave your spot to get it. Another official will retrieve it.
(The practice of dropping a beanbag to mark the spot, should be used only when your presence in a dead ball situation is absolutely necessary [i.e. to separate players], or in other limited situations.)
3. On long incomplete passes to far side, go over to help.
4. During wet conditions, avoid unnecessary tosses if possible.
5. **DO NOT sacrifice dead ball officiating duties prior to retrieving or spotting the ball.**

Q. Duties Between Quarters:

1. Note and record the down and distance, and the yard line that the chains will be clipped on.
2. Check for the Referee being ready with the quarter change.
3. Execute:
 - a. Clip the chains on the appropriate yard line (2nd yard line back from “lead” stake).
 - b. Pick up the chains and reverse them with your chain crew.
 - c. Move to the corresponding yard line at the other end of the field and reset the chains and box.
4. Verify that the box is correctly set on the ball, and the down number is correct.
5. At the end of 50 seconds (upon signal/whistle from LJ/BJ), advise your side line's team to be ready.
6. Signal the Referee that you are ready by holding your arm up, showing the down number with your hand.

R. Half Time Duties:

1. Instruct your chain crew to be back and ready for duty five minutes prior to second half.
2. **(4 Man:)** Get your side line team's game ball from the ball person.
Have the ball in your possession during half time.
3. Discuss with crew any game issues/situations and review any unsportsmanlike fouls and record.
4. Determine which team has choice for second half.

S. Overtime:

1. With the crew, go over overtime procedures.
If there are any succeeding spot penalties, review these with crew and discuss how they may be administered.
2. **(4 Man:)** Get your side line team's game ball from the ball person.
Have the ball in your possession during the intermission.
3. During overtime, the line to gain will always be the goal line.
 - a. Line to gain equipment (chains) will not be used.
 - b. Only the down box will be used to mark the spot of the ball.
Use a bean bag to mark the spot of the box each down. Have one of the chain crew do this.
4. At the end of the 3 minute intermission time, escort captains from side line.
(Same procedure as coin toss.)

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A. Pre-Game Conference:

1. Review mechanics for:
 - coin toss, kickoff, running/pass plays, goal line / reverse goal line, sideline plays, out of bounds, try's and field goals, indentifying ineligible, timeouts, hurry-up (or no-huddle) offense, any special plays, clock management, measurements, dead ball coverage, quarter changes and half time periods.
2. Discuss procedures in calling fouls and penalty enforcement. Review PSK situations.
3. Discuss and stress good crew communication and review crew signals for the game.

B. Pre-Game Duties On the Field:

1. Check the field's condition, and your sideline area. Walk the length of the field in your side zone.
2. Make sure yard line markers are 2 yards off sideline (and "G" markers are at least 5 yards off).
3. **(4 Man:)** Locate the game clock operator and inform him/her on:
 - a. Length of Quarters; Half time Intermission; and 3 Minute Warm up Period.
 - b. Make sure you know where he/she is going to be operating the clock from for the entire game.
 - c. Review with the clock operator that the clock stops on:
 1. Incomplete pass
 2. Touchdown
 3. Touchback
 4. Safety
 5. Any official's timeout signal
 - d. Remind him/her that the clock starts on:
 1. During a free kick, only on an official's signal to wind.
 2. Snap (on any play in which the clock has not been started by an official's signal).
 - e. Remind him/her that the clock does not run on untimed downs (Try's, included).
4. Introduce yourself to the head coach on your side line.
 - a. Verify that he will be calling time outs (or find out who will be).
 - b. Let him know that you will get information to him throughout game; and that he can ask you to convey information to Referee.
 - c. Remind him of "restricted area" conditions. Ask if a specific coach will "help" in "getting players/personnel back" (get back coach).
 - d. Advise him: That officials cannot "coach" receivers. Rather: Explain your Flank Official's signal of when an official 'rules' a receiver "on or off".

C. Coin Toss:

1. Get captains and the game ball from the team on the press box side line.
2. Get your captains assembled on the side line, at the 50 yard line, for the coin toss.
3. You will be opposite the Referee. Have the team's game ball with you.
4. At five minutes prior to Kickoff, together with the Referee, you will escort the captains onto the field.
 - a. Walk out with them to the nine-yard marks ("numbers") and stop there.
 - b. Keep all other players from stepping out beyond you there.
 - c. (Monitor your side line from that spot.)
5. Observe the Referee signaling the results of toss. If you have the kicking team's ball bring it to the center of field. (If receiving, give ball to their ball person before going out.)
6. Following the captains' dismissal, assemble with the rest of crew at center of the field.
7. With crew, record and verify coin toss results. Break for positions.

D. Kickoff (and other Free Kicks): (refer to diagram for position)

1. Prior to Kickoff:
 - a. **4 Man:**
 1. Your initial position will be at the center of field, on the 40 yard line to line up the Kickers.
 2. Count K for 11 players.
 3. Advise K players not to encroach before the ball is kicked.
 4. Hand ball to kicker and tell him to wait for Referee's signal.
 5. Turn and face HL. Check with HL that both teams have eleven (signal your counts) and release to your position at sideline.
 - b. **5 Man:**
 1. Your initial position will be at the center of field, on the 50 yard line to line up the Receivers.
 2. Count R for 11 players.
 3. Advise R players not to encroach before the ball is kicked.
 4. Turn and face BJ. Check with BJ that both teams have eleven (signal your counts) and release to your position at sideline.
 - c. Clear your side line as you get to your position.
2. Position for Kickoff:
 - a. **4 Man:**
 1. Position on press box sideline, at K's restraining line (40 yard line).
 2. Signal ready (arm above head, hand open). Hold until Ref blows his whistle.
 3. Start 25 second clock on Referee's ready for play signal.
 4. Have beanbag in hand to mark First Touching by K.
 5. Your initial coverage is K's restraining line and the neutral zone.
 6. Look for:
 - a. Encroachment by R
 - b. Kick touching ground
 - c. First Touching
 - d. "Forced Touching"
 - e. Illegal Blocks (by either team), Illegal block on Kicker
 - f. Kick Catching Interference.
 7. During the free kick down, you will work from a position on the sideline, working "outside - in".
 8. When ball is kicked beyond R's line, drift downfield 5-15 yards, observing blocks and action ahead of the return.
 9. As play develops, back pedal, using "fade" mechanics, keeping a cushion between you and play.
 10. Keep play "boxed in" between you and Umpire.
 11. You have coverage of K's goal line.
 12. On a change of possession, you have progress and side line coverage to R's 2.
 13. When ball is dead, observe all dead ball action.
 14. Assist with relaying "new" ball in / "old" ball out.
 - b. **5 - Man:** Position on press box sideline, at R's restraining line (50 yd line).

D. Kickoff (and other Free Kicks): (refer to diagram for position) (continued)**3. For Free Kicks from other than K's 40:**

Position: (Following a Safety, or due to penalties, the yard line of kick may change.)

- a. **4 Man:** (Same:) K's restraining line, press box side, on appropriate yard line.
(If there is a penalty that moves the Free Kick from the K's 40 yard line, the LJ will signal the foul at K's 40 yard line and march off the penalty yardage.)
- b. **5 Man:** Check with Referee as to how crew will position for kick. Your position may be adjusted:
 1. Should kick be from R's end of field, the situation could afford K an on-side kick situation for which you would position on K's restraining line.
 2. (Umpire would be at R's restraining line.)
 3. Following Safety: Position at R's restraining line (K's 30 yard line).

4. Free Kicks following Fair Catch (Field Goal attempt):

- a. **4 Man:** (Same:) **K's** restraining line. You have coverage of your entire side line, as the Umpire will be under the goal.
- b. **5 Man:** (Same:) **R's** restraining line. You have coverage of your entire side line, as the Umpire will be under the goal.

5. On-side Kick:

Position on press box sideline at K's restraining line (usually K's 40 yd line).

4 & 5 Man:

1. (same initial duties and coverage as a regular kickoff.)
2. (**5 Man**) you will initially position with R's restraining line to line up and count R. Acknowledge BJ's count, and move to position on the sideline on K's restraining line.
3. If short kick is to your side, you cover the ball.
4. If short kick is away from your side, you have action surrounding it.
5. If ball is kicked long, use "fade" mechanics, and have coverage of K's goal line.

E. Scrimmage Downs:

1. Prior to ready for play:
 - a. Assume a position at side line. Feet should be on each LOS, straddling the neutral zone. You should be off the field of play; toes should be at side line.
 - b. Check:
 1. Clock status.
 2. Make sure the down box is properly placed and the correct down number is displayed. Know where the line to gain is.
 3. Any injured players.
 4. Players' equipment (including mouthpieces/chinstraps).
 - c. Signal down and that you are ready. (Hold arm up with down number.) Hold this signal until the Referee signals the ready.
 - d. At the same time interval (at the ready for play signal), change the down on your wrist indicator.
 - e. If Line to Gain is more than 10 yards, signal "Double Stakes" (wrists crossed in front of chest or above head) to crew.
 - f. Monitor B players. Keep them on their side of LOS. Observe their substitutions.
2. Count B for eleven (no signal). Check to see that the Referee has signaled A has "eleven".
3. **4 Man**: Start 25 second clock on Referee's ready for play signal.
4. Prior to Snap - Check for:
 - a. Formation. Does team A have seven players on the LOS?
 - b. Who are eligible.
 - c. Who can clip, block below the waist. (Free Blocking Zone)
 - d. Signal to the opposite flank official:
 1. If team A has two or less linemen to your side of the snapper, signal the opposite flank official that A's formation is "unbalanced". (Hand to cheek.)
 2. If widest A player to your side is on LOS, you have NO signal.
 3. If widest A player to your side is in backfield, extend your arm horizontally to A's back field. Hold your signal until the opposite flank official acknowledges it. (See:"5.", below.)
 4. If two widest A players to your side are in back field, hold your arm straight up, with two fingers pointing up. Then extend your arm horizontally to A's backfield, two fingers pointing that direction. Hold your signal until opposite flank official acknowledges it.
 5. If the opposite flank official signals that his/her man is off the LOS, acknowledge his/her signal by pointing to them with your "down field" arm (arm toward defense).
 6. If both flank officials signal their man off, both officials will acknowledge each other's signal and check A's formation for A having seven on the line.
 7. If less than seven on line, both officials shall signal each other for the imminent live-ball foul by 'tapping' their flags (hand at belt line).
 8. If your man moves onto the LOS (following his shift), signal by bringing your arm (arm to the offensive side) across your chest.
 - e. Observe:
 1. Team A's shifts.
 2. Encroachment by A or B.
 3. False starts by A.
 4. Illegal motion. **You will cover man in motion away from you. If he reverses direction, you still retain coverage of him.**
5. **EVERY down: When the ball is dead, check and know clock status.**

F. Scrimmage Play (Run):

1. Read your key's (usually 'near' tackle) initial block to determine run/pass. If run:
2. Maintain your position. While observing play, stay on sideline with your shoulders square and parallel to sideline.
3. Observe action and blocks of the tackle (and TE) to your side.
4. **On runs to your side:**
 - a. Follow play as it moves down field, keeping your shoulders parallel with side line.
 1. Use a side step, heel to heel. Do not cross over your steps until you have to 'open' and run to follow action.
 2. If action "threatens" your position at sideline, side step back into A's back field (along the side line) and allow play to pass in front of you
 - b. Observe blocks and action at the "corner" (TE/tackle positions).
 1. Assume an area of coverage in front of the runner, looking for "crack back" blocks or other blocks back toward the ball, as well as blocks 'leading the play'.
 2. You must know if the block on an "end sweep" that springs the runner is legal or not.
 - c. As runner comes to your side zone, observe action immediately surrounding him and assume coverage of the runner as he nears LOS.
 - d. When the ball is dead, be positive of ball location before sounding whistle.
 - e. "Square up" your movement to the ball to mark forward progress. (Don't 'round it off'.)
 - f. "Close" (or "pinch in") only as far as the "numbers" (or nine yard marks) when spotting progress. Observe all dead ball action as you 'close' to numbers to spot progress.
Do not move past or leave any players behind you.
 - g. Be ready to relay ball back to Referee (or BJ) for the new spot, but do so only after all dead ball action has been observed.
 1. If the dead ball is not within your immediate reach, do NOT leave your spot to get it. Another official will retrieve it.
(The practice of dropping a beanbag to mark the spot, should be used only when your presence in a dead ball situation is absolutely necessary [i.e. to separate players], or in other limited situations.)
 2. **DO NOT sacrifice dead ball officiating duties prior to retrieving the ball.**
 - h. Give the 'wind the clock' signal' (2 times) if progress is stopped inbounds near the sideline. If a first down is made, first, give the 'wind the clock' signal (2 times) to signal in bounds; then signal timeout to stop the clock. Signal the Referee that play ended in bounds (rotate index finger, in front, at waist).
 - i. If play is out of bounds, get to the spot, signal timeout.
Continue to dead ball officiate. Observe the play out of bounds at your spot, looking out. Signal the Referee that play is out of bounds (crossed wrists, in front, at waist).
 - j. When spotting progress, hold your spot until the ball is spotted or the Umpire has released you.
 - k. Once "released", back into your position at sideline for next down. (Do not turn your back to the field of play.)
 - l. **The LJ has the primary responsibility to rule if the line to gain has been made.** Signal timeout and stop the clock when the line to gain has been made. If close, call to Referee: "CLOSE!" Referee will stop clock after his/her determination.

F. Scrimmage Play (Run): (continued)

5. On runs to the middle of the line:

- a. Follow play as it moves down field, keeping your shoulders parallel with side line.
- b. Observe blocks and action at the "corner" (TE/tackle positions).
Assume an area of coverage from your side line to the area in front of the runner, looking for blocks 'leading the play'.
- c. When the ball is dead, be positive of ball location
- d. **You will not sound whistle on plays up the middle, in front of the Umpire, unless:**
 1. You are ruling (and SURE) that the runner's progress has been held by B, and that the ball is IN the runner's possession and NOT loose.
 2. In general, the Umpire (or the Referee, covering from behind) will be the covering official and he/she will have the whistle.
- e. On plays to the middle of the line that "break" into B's secondary (past the Umpire), assume an area of coverage from your side line to the area in front of the runner, looking for blocks 'leading the play'. Assume coverage of runner if he comes to your side. You will have the whistle on the play.
- f. "Square up" to mark forward progress. (Don't "round it off".)
- g. "Close" (or "pinch in") only as far as the "numbers" (or nine yard marks) when spotting progress. Observe all dead ball action as you 'close' to numbers to spot progress.
- h. **Do not move past or leave any players behind you.**
- i. Both flanks will mirror the progress spot.
- j. When spotting progress, hold your spot until the ball is spotted or the Umpire has released you. **If the line to gain has been made, signal time out and check clock.**

6. On runs away from you, to the far side:

- a. Follow play as it moves down field, keeping your shoulders parallel with side line.
- b. Observe blocks and action at the "corner" (TE/tackle positions).
- c. Read play as it develops. Observe action of players behind the play. Have a very broad view of all players pursuing play.
- d. Be prepared for play to come back to you on a reverse.
- e. Mirror the progress spot of the other "covering" flank official (use "cross-field" mechanics).
 1. If, from your position, you had a CLEAR view of the dead ball spot, and it differs from the other official, be sure that the spot taken is the correct one. Be SURE of this situation and your spot. (This is especially important when ruling if the goal line or the line to gain or has or has not been made.)
 2. Do NOT allow a touchdown to stand if you are POSITIVE the ball was dead prior to breaking the plane.
- f. "Square up" your movement to the ball to mark forward progress. (Don't 'round it off'.)
- g. "Close" (or "pinch in") only as far as the "numbers" (or nine yard marks) when spotting progress. Observe all dead ball action as you 'close' to numbers to spot progress.
- h. If play ended out of bounds, mirror the covering official's timeout signal and check field clock.
- i. When spotting progress, hold your spot until the ball is spotted or the Umpire has released you. **If the line to gain has been made, signal time out and check clock.**
- j. Continue to dead ball officiate from your position, observing all players as they return to their huddles.

7. The LJ has the primary responsibility to rule if the line to gain has been made.

G. Scrimmage Play (Pass):

1. Read Key (usually 'near' tackle). Determine Run/Pass. If pass:
2. Key on outside receiver (first [widest] eligible closest to you).
 - a. "TRIPS": **4 Man**: Take 2 outside men. **5 Man**: Take outside man (BJ has inside 2).
 1. Observe the actions of the receiver(s) and the actions of his(their) opponent(s).
 2. Check that A is not initiating contact with B off the LOS.
 - a. (A blocking B [other than incidental: A's warding off B's block]).
 - b. (A's restrictions begin with the snap.)**
 - b. Check that B is not holding A.
3. Quickly read that play is not a screen or "quick out" action to your flat.
 - a. If it is, maintain your position and officiate there.
 - b. Be prepared to rule on forward/backward pass.
4. If down field pass play develops, release from the LOS with your keys and observe the establishment of the pass route and their actions.

Drift down field on side line (7-15 yards - depending on the initial route of your key).
(This distance and the timing of your release off the LOS will vary on a **5 Man** crew where you will have "help" deep with the BJ.)
5. With "your head on a swivel", check back to A's backfield and look for any play developing back "under" your position, then back, to reacquire coverage of receivers in your area.
 - a. If play develops "back under" you, maintain your position on side line and adjust your position according to ensuing action. If play continues down field, maintain your side line positioning and use a "fade" mechanic to maintain a cushion between you and the play.
 - b. Once the ball is dead, move back up side line to mark progress. ("Work back" to play.)
6. Once ball is released: (**refer to Back Judge, page 5, Section G. 3 and 4**)
 - a. While covering receivers and defenders in your area of coverage, find direction of pass.
 - b. If pass is to your side, closely observe actions of the receiver and the defender.
(B's restrictions begin when the ball is in the air.)
 - c. If pass is to other side, away from you, observe actions of all other players down field.
 - d. On all pass plays, be ready to "help", or look for "help", on coverage/ruling on "complete/incomplete":
 1. When the body of the receiver is between the covering official and the ball;
 2. On any low passes (catch/trap);
 3. (**5 Man**: With the BJ) on catches "in the corner", in end zones.
 4. **Have good eye contact with other covering official before ruling on play.**
 - e. If receiver is close to your side line, have "feet" (rule on: one foot in bounds) first; then have "ball" (rule on: possession/catch).
 - f. Be prepared for fumbled catches or interceptions.
7. On completed passes:
 - a. Use "cross-field mechanics" to mark progress: If you are trailing play to your side, look across to far flank for help in spotting progress. "Square up" your movement to the ball to mark forward progress. Continue to dead ball officiate from your spot.
8. **The Line Judge will signal timeout and stop the clock when the line to gain has been made.**
9. On incomplete passes:
 - a. **The covering official will signal "incomplete" ONLY (no timeout signal).**
(The rest of crew will signal timeout and check the field clock.)
 - b. On long incomplete passes to far side, go over to help with relay.
10. **DO NOT sacrifice dead ball officiating duties prior to retrieving the ball.**

H. "Off" Mechanics: (When a flank official takes a position off of the LOS prior to the snap.)

1. The LJ will always be the "off" official.
2. **5 Man: On fourth downs when the line to gain is more than ten yards,** the LJ will leave his/her position on the LOS and position at the line to gain.
3. In other specific situations (other than fourth down), the Referee may decide to position the LJ off the LOS.
 - a. The Referee will signal the LJ by pointing to him/her and motion downfield.
 - b. The Referee will signal HL by pointing to him/her and point to the LOS.
4. Acknowledge/signal (the Referee) that you are off the LOS.
5. (Whenever the crew goes into "Off" mechanics, the HL has coverage of the entire LOS.)

I. Goal Line Mechanics:

1. **When the ball is on or inside B's 10 yard line:** The crew will go into "goal line mechanics"
2. Have good crew communication. Verbally alert and signal (open hands to your front, motioned up and down) to opposite flank and Referee that the crew has the goal line to cover.
3. If the Line to Gain is also inside B's 10 yard line (not goal to go), communicate this also.
4. **At the snap, move to the goal line pylon ahead of the play so that you are in position on the goal line plane before the ball gets there.**
If the ball is dead short of the goal line, work back, from your position at pylon, to the spot.
5. If play is to your side line, back away from pylon, staying on the goal line plane, and officiate from a position out of bounds, but on the goal line extended.
6. Note the foremost point to which the ball is advanced:
 - a. If the ball is dead short of the goal line, move in quickly, staying on the field of play (do not step into the end zone), and mark progress with your down field foot. Hold up arm and show new down number (if there is no foul on the play.).
 - b. If you see the ball, in possession of the runner, touch or break the goal line plane, instantly give the touchdown signal. (Hold the signal for several seconds.)
 - c. If you know the ball was dead before it broke the plane, do not allow the score to stand.
 - d. (The Umpire may "help" in call at goal line: He/she will signal that the ball is in possession of A, over the goal line by putting his hand to the bill of his hat.)
 - e. **Do NOT (simply) mirror another official's touchdown signal.**
 1. **Only a covering/ruling official will signal the touchdown.**
 2. (If you "have" it, signal it. If you have not SEEN the score, you have no signal.)
 - f. Dead ball officiate from your position. If necessary, turn and observe all players from your position at the pylon.

J. "Reverse" Goal Line Mechanics:

1. Have good crew communication. Verbally alert and signal (use "goal line" signal: open hands to your front, motioned up and down) to the Referee and the opposite flank that the crew has a "reverse" goal line to cover.
2. **When the ball is on or inside A's 5 yard line:** The HL will, at the snap, move back to A's goal line and adjust accordingly as play develops.
3. **If the ball is on or inside A's 2 yard line:** At the snap, BOTH flanks will step back to the goal line pylon. Allow the play to advance and trail it once the ball has been advanced beyond the LOS.

K. Scrimmage Kick (Punt & Punt Return): (refer to Punt diagrams for position)**4 Man:**

1. Position: 5-7 yards deeper than the receiver, and 7-10 yards to his side.
 - a. Always be prepared for long kick past the receiver.
 - b. You have coverage of R's goal line.
 - c. (If goal line could be threatened, position on it.)
 - d. You have coverage of your side line throughout the down.
2. Count B for eleven. Signal count. (Extend arm horizontally toward ball, fist clenched.)
Confirm that Umpire has eleven.
3. Signal ready (arm straight up, hand open) when you are in position. Hold your signal until the Referee signals the ready for play.
4. Start 25 second clock on Referee's ready for play signal.
5. Always remind the receiver to give a valid fair catch signal.
6. Have **TWO** beanbags. Mark:
 - a. First touching by K.
 - b. End of the kick.
7. Rule on:
 - a. Fair catch and violations.
 - b. Muff or fumble by Receivers. (K can advance a fumble, not a muff.)
 - c. Legal or illegal batting.
 - d. Interference with opportunity to catch. (Can happen without contact.)
 - e. Momentum rule.
 - f. Touchback.
8. Sound whistle and stop play if no one is going to play the ball when it has come to rest.
Avoid late hits.
9. Signal timeout when ball is dead. Spot the ball at dead ball spot. Signal the appropriate direction.
10. Cover "old" ball at spot until "new" ball is spotted. Be prepared to relay "old" ball out.
11. Inform the Referee as to the situation:
 - a. Whose ball.
 - b. What happened.
 - c. If a foul occurred, report this information.
 - d. Know PSK foul situation.

5 Man: (continued)

K. Scrimmage Kick (Punt & Punt Return): (refer to Punt diagrams for position) (continued)**5 Man:**

12. Position:
 - a. On the LOS if the line to gain is less than 10 yards.
 - b. At the line to gain if it is more than ten yards.
13. Count B for eleven. Confirm that Umpire has eleven.
 - a. If positioned on the LOS, give no signal. Check to see that the Referee has signaled A has "eleven".
 - b. If "off", signal and confirm with LJ and U that B has eleven.
14. Signal ready (arm straight up) when you are in position. Hold your signal until the Referee signals the ready for play.
15. Prior to Snap:
 - a. Check: "A" players' eligibility.
 - b. Note where the line to gain is.
 - c. Be alert for actions by A to cause B's encroachment.
16. At the snap:
 - a. If positioned on the LOS, observe blocks at the LOS. Maintain your position on the LOS until the snap has been cleanly received by the kicker.
 - b. Be alert for fake or broken play.
 - c. Release down field when the snap is received by the kicker.
17. When the ball is kicked:
 - a. Observe action of "releasing" linemen and their opponents.
 - b. Move down field to cover action in front of return, observing players in advance of the ball.
18. If runner breaks to your side, allow play to pass in front of you and assume coverage of runner.
19. You have R's progress and coverage of your entire side line.
20. If the kick goes out of bounds on your side line, you will cover the spot. Get to the spot and signal timeout, then signal appropriate direction.
21. When ball is dead, give timeout signal (or mirror the covering official's time out signal) and **quickly check to see that box and chains have not moved if there are fouls.** If there is a foul, have free official cover ball's spot while official who had foul reports information to Referee.

L. Field Goals and Kick Try's: (refer to FG/PAT diagrams for positions)**Kick Try's:**

Once the ball has been legally kicked, there can be no further action, by rule, during the down and the ball is dead (except to score).

Blocked kicks are DEAD.

However, "fake" or "broken" plays may develop and team A may attempt to put the ball in play as on any scrimmage down, as the ball remains live.

Field Goals:

Field Goals are "live" scrimmage downs and are covered similarly as punts are.

Blocked kicks are LIVE.**4 Man:**

1. Position:
 - a. Position under goal with Umpire (6 ft or less behind goal posts).
 - b. Count B for eleven. Verbally confirm count with the Umpire.
 - c. Prior to Snap:
 1. Check: "A" players' eligibility. Identify eligible receivers to your side.
 2. Verbally confirm eligible receivers' numbers with the Umpire.
 3. Be alert for fake / broken play, pass/run.
2. Rule on:
 - a. Kick passing over crossbar ("over-under").
 - b. Kick passing inside of your upright.
 - c. You have the whistle signaling end of play on legal kicks.
3. The covering officials under the goal will verbally communicate their rulings:
 - a. If the official rules that the kick is "good", he/she will say: "Yes" (loud enough for the other official to hear).
 - b. If "no good", he/she will say "No"
 - c. If both officials rule the kick "good", both will both step to the end line and signal "good" (successful try / "touchdown" signal).
 - d. If one official rules the kick "no good", both will step to the end line but **ONLY the ruling official will signal "no good"**(no score / "incomplete" signal).
 - e. As officials step to end line, both will continue to dead ball officiate.
4. If fake or broken play: Remain on the end line and officiate from there.

5 Man:

5. Position: Position on the LOS.
 - a. (on PAT's/FG's: Stay on LOS even if line to gain is more than 10 yards.)
 - b. Count B for eleven. Identify eligible receivers to your side.
 - c. Signal ready (arm straight up) when you are in position. Hold your signal until the Referee signals the ready for play.
 - d. On FG/PAT attempts from on, or inside, B's 10 yard line, you are IN goal line mechanics.
 - e. If team A "fakes" the kick, or the play is broken, you will use goal line mechanics and move to a position at your pylon ahead of any play that develops.
 - f. On FG attempts from outside B's 10 yard line:
 - g. If team A "fakes" the kick, or the play is broken, cover the play as you would during normal scrimmage play.

M. Penalty Enforcements:

1. When the ball is dead following a foul, give timeout signal. Check clock.
2. Make sure the box has not moved and down number has not been changed.
3. Make sure that the dead ball spot is held by covering official or assumed by another official.
4. After all dead ball action has been observed, the calling official will report to the Referee.
5. After the Referee has determined the penalty, take a position at the spot of enforcement. Hold this spot until the Umpire and HL have walked off the penalty yardage.
6. After the Umpire has walked off the yardage, from your spot at your side line, march off the penalty yardage.
 - a. Look to see that you, the Umpire, and the HL have marched off the correct yardage and that the HL has the down box (and chains, if new series is awarded) set at the correct location.
 - b. If there is a difference in the enforcements, drop your bean bag at your spot. Note the yard line, number of the down to be played. Go over to consult with Umpire and discuss any discrepancy. (You are the "final check" in the procedure.)
7. Assume your position at "new" spot at side line. Signal down number and that you are ready (arm above head, down number showing).

N. Timing and Clock Responsibilities / Duties:

1. **4 Man:** You have timing duties for the game.
 - a. Time all timeouts and intermission periods between quarters (and half time).
 - b. You have the 25 second clock.
 - c. In the absence of field clock, you will keep the game time.
 1. (Referee will take the 25 second clock.) When there is no field clock,
 2. NFHS rules require 4 Minute warning each half (end of second and fourth quarters).
2. Prior to kickoff, each half, and at the start of second and fourth quarters, check that proper game time is displayed.
3. Time outs and Time out Duties:
 - a. Sound whistle (if you are covering official) Signal (or mirror) time out. Check clock.
 - b. When time-outs are declared, make sure box (and chains) are set to new down's position, and that the proper number of the next down is correctly displayed.
 - c. Cover the team on your sideline during a time-out. Position yourself half way between the team's huddle and the sideline, or near their conference if at the sideline.
 - d. Count players and monitor substitutions. Observe legality of conferences.
 - e. All officials record the time and the quarter the timeout was granted, and the player or coach who requested it. Verify with the rest of crew.
 - f. Notify the coach and captains of the number of time-outs they have remaining. (Also give them this information at the end of the 1st and 3rd quarters.)
 - g. **4 Man:** At the end of 50 seconds sound 4 whistle (2 short blasts) to call teams onto field.
4. Injury Time Out Duties: (additional duties beyond regular time out.)
Keep players a significant distance away from the injured player(s). Direct on-field players to their huddles. (If injuries require prolonged time, send teams to sidelines.)
5. (With crew) control the playing field environment to allow medical personnel to provide services without interruption or interference.
6. **Know the status of the clock. Signal this to Referee.**

O. Measurements:

1. (Measurements may not be made after the ball has been marked ready, so be sure that Referee is aware of "close" situations. Have good communication and down/distance awareness.)
2. When progress spot is close to the line to gain, alert the Referee: "Close!!"
 - a. The flank official covering the spot will take the ball and place the ball on the ground.
 - b. (Do not toss the ball to them. Hand the ball to him/her so he/she doesn't lose spot.)
3. The **Referee will kill the clock** once he/she has determined if the line to gain has been reached or if there is to be a measurement.
4. When the ball is in a side zone or at the sideline, measure it there before the ball is moved to the inbounds mark.
5. Upon signal from the Referee, the HL will have the chain crew bring the chains onto the field.
6. At a right angle to the ball, mark a spot on the yard line with your toe, where the HL will place the chain clip for the measurement.
(This will be the second yard line back from the "lead stake".)
7. If the ball is short of the line to gain, and the ball has to be moved from the side zone after measurement, the crew will use the chains to move and spot the ball at the inbounds mark.
 - a. The Referee will grasp chains at the spot of the ball. When he/she is ready, he/she and the HL will carry the chain and ball to the inbounds mark.
 - b. Again, at the inbounds mark (hash), mark the spot where the HL will set the chain clip when using the chain to spot the ball at the inbounds mark.
8. After the HL has reset the chains to the side line, check to see they are correct.
9. Assume your new position at side line and signal down and that you are ready.

P. Relaying and Spotting the Ball:

1. After all dead ball action has been observed, relay ball, using short, underhand passes (no longer than 10-15 yards).
Do not throw the ball through players. When relaying the ball in from the side zones, the crew will form a "V" in the relay to avoid throwing the ball through players.
2. If you are holding the progress spot, and the dead ball is not within your immediate reach, do NOT leave your spot to get it. Another official will retrieve it.
(The practice of dropping a beanbag to mark the spot, should be used only when your presence in a dead ball situation is absolutely necessary [i.e. to separate players], or in other limited situations.)
3. On long incomplete passes to far side, go over to help.
4. During wet conditions, avoid unnecessary tosses if possible.
5. **DO NOT sacrifice dead ball officiating duties prior to retrieving or spotting the ball.**

Q. Duties Between Quarters:

1. **4 Man:**
 - a. Time the one minute intermission between first and second; third and fourth periods.
 - b. Note and record the down and distance, and the yard line that the chains will be clipped on.
2. **4 Man:**
 - a. Note the distance from the nearest yard line and the distance/location of ball from the inbounds marks.
 - b. Move to the corresponding yard line at the other end of the field and mark this spot for the Umpire to spot the ball for the start of the next period.
3. Assume your new position at your side line. Notify your side line's head coach of how many timeouts his team has left.
4. Verify that the box is correctly set on the ball, and the down number is correct.
5. Verify with crew how many timeouts each team has.
6. **4 Man:** At the end of 50 seconds sound whistle (2 short blasts) to call teams onto field. Call your team onto the field.
7. Signal the Referee that you are ready by holding your arm up, showing the down number with your hand.

R. Half Time Duties:

1. (**4 Man:**) Time the half time intermission.
2. Get your side line team's game ball from the ball person.
Have the ball in your possession during half time.
3. Discuss with crew any game issues/situations and review any unsportsmanlike fouls and record.
4. Determine which team has choice for second half.

S. Overtime:

1. (**4 Man:**) Check that the field clock has been posted with 3 minutes for the intermission and that it has been started.
2. Get your side line team's game ball from the ball person.
Have the ball in your possession during half time.
3. With the crew, go over overtime procedures.
If there are any succeeding spot penalties, review these with crew and discuss how they may be administered.
4. During overtime, the line to gain will always be the goal line.
5. At the end of the 3 minute intermission time, escort captains from side line.
(Same procedure as coin toss.)

A. Pre-Game Conference:

1. Review mechanics for:
 - coin toss, kickoff, running/pass plays, goal line / reverse goal line, sideline plays, out of bounds, try's and field goals, indentifying ineligible, timeouts, hurry-up (or no-huddle) offense, any special plays, clock management, measurements, dead ball coverage, quarter changes and half time periods.
2. Discuss procedures in calling fouls and penalty enforcement. Review PSK situations.
3. Discuss and stress good crew communication and review crew signals for the game.
 - a. With Umpire, discuss how you will communicate/confirm count of B.
 - b. With flanks, discuss checking off with them on side line play at goal line or end line.
4. Give all officials the correct time.
5. Make sure the crew is on the field 15 minutes before kickoff.

B. Pre-Game Duties On the Field:

1. Check the field's condition, and both end zones and end lines. Move end line pylons (that mark the inbounds marks, "hashes") off the end line out to the two yard restriction line.
2. Locate the game clock operator and inform him/her on: Length of Quarters; Half time Intermission; and 3 Minute Warm up Period. Make sure you know where he/she is going to be operating the clock from for the entire game.
 - a. Review with the clock operator that the clock stops on:
 1. Incomplete pass
 2. Touchdown
 3. Touchback
 4. Safety
 5. Any official's timeout signal
 - b. Remind him/her that the clock starts on:
 1. During a free kick, only on an official's signal to wind.
 2. Snap (on any play in which the clock has not been started by an official's signal).
 - c. Remind him/her that the clock does not run on untimed downs (Try's, included).

C. Coin Toss:

1. Get the captains and game ball from the team on the side line opposite the press box.
2. Get your captains assembled on the side line, at the 50 yard line, for the coin toss.
 - a. You will be opposite the Umpire. Have the "speaking captain to your side.
 - b. Have the team's game ball with you.
3. At five minutes prior to Kickoff, together with the Umpire, you will escort the captains onto the field. Walk out with them to the nine-yard marks ("numbers") and stop there.
 - a. Keep all other players from stepping out beyond you there.
 - b. (Monitor your side line from that spot.)
4. Observe the Referee signaling the results of toss. If you have the kicking team's ball bring it to the center of field. (If receiving, give ball to their ball person before going out.)
5. Following the captains' dismissal, assemble with the rest of crew at the center of the field.
6. With crew, record and verify coin toss results. Break for positions.

D. Kickoff (and other Free Kicks): (refer to diagram for position)

1. Prior to Kickoff: Your initial position will be at the center of the field, on the 40 yard line, to line up the kicking team.
 - a. Count K for 11 players. Do not leave your position until they have eleven.
 - b. Advise K players not to encroach before the ball is kicked.
 - c. Hand ball to kicker and tell him to wait for Referee's whistle and signal.
 - d. Turn and face LJ. Check with LJ that both teams have eleven (signal your counts) and release to your position at sideline opposite press box.
 - e. Clear your side line as you get to your position.
2. Position for Kickoff:
 - a. Position on sideline **opposite** press box, at K's restraining line (40 yard line).
 - b. Signal ready (arm above head. hand open.). Hold until Ref blows his whistle.
 - c. Start 25 second clock on Referee's ready for play signal.
 - d. Have beanbag in hand to mark First Touching by K.
 - e. Your initial coverage is K's restraining line and the neutral zone. Look for:
 1. Encroachment by K
 2. Kick touching ground
 3. First Touching
 4. "Forced Touching"
 5. Illegal Blocks (by either team), Illegal block on Kicker
 6. Kick Catching Interference.
 - f. During the free kick down, you will work from a position on the sideline, working "outside - in".
 - g. When ball is kicked beyond R's line, drift downfield 10-15 yards, observing blocks and action ahead of the return.
As play develops, back pedal, using "fade" mechanics, keeping a cushion between you and play. Keep play "boxed in" between you and Head Linesman.
 - h. You have coverage of K's goal line.
 - i. On a change of possession, you have progress and side line coverage to R's 2 yard line.
 - j. When ball is dead, observe all dead ball action.
 - k. Assist with relaying "new" ball in / "old" ball out.
3. **For Free Kicks from other than K's 40:**
 - a. Position: (Following a Safety, or due to penalties, the yard line of kick may change.)
 1. K's restraining line, opposite press box on appropriate yard line.
 2. **(If there is a penalty that moves the Free Kick from the K's 40 yard line, the BJ will signal the foul at K's 40 yard line and march off the penalty yardage.)**
 3. Following Safety: Position at K's restraining line (K's 20 yard line).
4. **Free Kicks following Fair Catch (Field Goal attempt):**
Position: K's restraining line.
5. **On-side Kick:**
 - a. Position on sideline opposite press box at K's restraining line (usually K's 40 yd line).
 1. (same initial duties and coverage as regular kickoff)
 2. If short kick is to your side, you cover the ball.
 3. If short kick is away from your side, you have action surrounding it.
 4. If ball is kicked long, use "fade" mechanics, and have coverage of K's goal line.

E. Scrimmage Downs:

1. Prior to ready for play:
 - a. Position 20 yards deep off the LOS, at least 3-5 yards deeper than the deepest B player.
 1. Line up between the inbounds marks. While the ball is live, you will work from between the hashes, working "inside-out".
 2. Favor the wide side of the field.
 3. Vary your position in the field according to the down and yardage to be gained.
 - b. Check:
 1. Clock status.
 2. Make sure the down box is properly set and displaying correct down number. Know where the line to gain is.
 3. Any injured players.
 4. Players' equipment (including mouthpieces/chinstraps).
 - c. Monitor B players. Observe their substitutions.
 - d. At the same time interval (at the ready for play signal), change the down on your wrist indicator.
 - e. Always know down and distance.
 - f. If Line to Gain is more than 10 yards, signal "Double Stakes" (wrists crossed in front of chest) to crew.
 - g. Signal down and that you are ready. (Hold arm up with down number.) Hold this signal until the Referee signals the ready.
2. You have the 25 second clock. Start on Referee's signal for ready for play.
3. Count B for eleven. Signal count. (Extend arm horizontally toward ball, fist clenched.)
 - a. Verbally alert Umpire that you have eleven. (i.e. "We're good."/"Got eleven.")
 - b. If B has 10 (or less), allow play to continue.
 - c. If B has 12 or more and A is at ball (and snap is eminent), sound whistle (shut play down), drop flag (for Illegal Substitution) and signal timeout.
4. Prior to Snap:

Check for:

 1. Formation. Identify tight end.
 2. Be aware of wide receiver sets to either side of formation.
 3. Who are eligible.
 4. Two receiver side, or "trips", or "quad's".
5. Key: Tight end
 - a. Observe his actions and those of his opponent.
 - b. Check for: Low blocks; Holding; Clipping
 - c. If run, continue to observe the actions of the TE and linebackers.
 - d. (Exception:) If no flanker is outside of the TE, the flank official to the TE's side will observe the TE and the BJ should immediately shift his/her attention to the second man in from the widest offensive player on the opposite side of the line.

Observe him and his opponent at the snap and their action following the snap.
 - e. Discuss in the pre-game conference how you will cover a double TE offensive formation.
6. Always be deeper than the deepest defensive back.
7. You always have coverage of B's goal line.

You must always be able to rule on the end line of B's end zone.
8. **EVERY down: When the ball is dead, check and know clock status.
Be prepared to signal Referee clock status.**

F. Scrimmage Play (Run):

1. While the ball is live, work "inside-out", from between the inbounds marks (hashes).
Do not go into side zones during play.
2. Keep a good cushion (7-10 yards) between you and the play.
3. Know where the goal line is and be prepared to take position on it should play threaten it.
4. Stay with keys while reading the play, remaining aware of where the ball is.
 - a. Be ready to adjust your focus to the action in front of the runner or to the area the ball is being thrown to.
 - b. Be alert for sweeps or any "play action" plays that result in being a pass play.
 - c. Stay deep and don't get caught up too close ("Never get beat deep").
5. On running plays downfield, cover action in front of the runner.
 - a. Check for illegal blocks, holding.
 - b. Assume coverage and observe the runner as he is tackled. Check action against him.
 - c. Check for facemask or other personal fouls.
6. Following run, when the ball is dead, close toward the area and observe dead ball action.
7. If a runner goes out of bounds, close and cover the action in that area.
 - a. If needed, go out of bounds and observe all dead ball action in that area.
 - b. (If not holding the progress spot,) escort the runner back on to the field.
8. Be prepared to assist in relaying the ball into the inbounds mark from side zones.
9. Keep Referee informed on a long gainer and give him/her clock status.
10. On a run down the sideline, do not signal TD too fast.
 - a. Be sure that the runner has not stepped out of bounds.
 - b. Wait for the flank official to:
 1. Acknowledge that the runner was in bounds; or,
 2. Wait until the flank is in position at the goal line (when you both will signal touchdown).
11. On a change of possession following fumble, assume clean up behind play. Observe players and action behind play.
 - a. Check for action against defenseless players (cheap shots).
 - b. Do not leave players behind you.
12. **EVERY down: When the ball is dead, check and know clock status.
Be prepared to signal Referee clock status.**

G. Scrimmage Play (Pass):

1. Key:
 - a. Inside receiver to two receiver side (usually tight end).
 - b. Inside receiver to the LJ's side of field if A's formation is balanced.
Discuss in the pre-game conference how you will cover a double TE offensive formation.
 - c. If A shows "trips": Take two inside receivers to that side.
 - d. If A shows "quads": Take two inside receivers. (Flank will take outside two.)
2. Upon reading "pass": Your first step is back.
3. Observe the actions of the receiver(s) and the actions of his(their) opponent(s).
 - a. Check that A is not initiating contact with B off the LOS.
(A's restrictions begin with the snap.)
 - b. Check that B is not holding A.
 - c. Look for restrictions and/or advantages gained.
 - d. Stay alert to the categories of defensive pass interference:
 1. Not playing the ball
 2. Arm grab
 3. Arm bar
 4. Hook and turn
 5. Playing through the back
 6. Cut off
 7. Face guarding
 - e. Stay alert to the categories of offensive pass interference:
 1. Blocking down field
 2. Pick plays
 3. Push off
 4. (and the other categories of DPI that apply to A players as well)
4. As pass play develops, observe the establishment of pass routes and actions of A and B.
 - a. Once ball is released:
 1. While covering receivers and defenders in your area of coverage, find direction of pass.
 2. Closely observe actions of the receiver(s) and defender(s) in the area of pass.
 3. **(B's restrictions begin when the ball is in the air.)**
 4. On all pass plays, be ready to "help", or look for "help", on coverage/ruling on "complete/incomplete":
 - a. When the body of the receiver is between the covering official and the ball (shielded views of the ball);
 - b. On any low passes (catch/trap);
 - c. Catches "in the corner", in end zones.
 - d. If receiver is close to your side line, have "feet" (rule on: one foot in bounds) first; then have "ball" (rule on: possession/catch).
 5. **Have good eye contact with other covering official before ruling on play.**
 6. Be prepared for fumbled catches or interceptions. If an interception takes place near another official, watch the surrounding action.
On long return, assume clean up behind play. Do not leave players behind you.
 - b. Following an interception: when the ball is dead, **signal time-out first**, then signal the direction on the change of possession, if you are covering progress spot.
5. **EVERY down: When the ball is dead, check and know clock status.**

H. "Off" Mechanics: (When a flank official takes a position off of the LOS prior to the snap.)

1. The LJ will always be the "off" official.
2. When the line to gain is more than ten yards, the LJ will leave his/her position on the LOS and position at the line to gain.
In other specific situations (other than fourth down), the Referee may decide to position the LJ off the LOS.
3. When the LJ is off the LOS, adjust your position to the opposite inbounds mark (hash), favoring the HL's side of field.

I. Goal Line Mechanics:

1. You must be in position to be the guardian of the end line at all times.
2. **When the ball is located between B's 20 and 25 yard line:** you will position on B's goal line.
3. **When the ball is located between B's 20 and B's 10 yard line:** you will take a position on the end line of B's end zone.
Have good crew communication. Verbally alert the flank officials that they will have coverage of B's goal line and that you are on the end line.
4. **When the ball is on or inside B's 10 yard line:** the crew will go into "goal line mechanics".
 - a. You will position on the end line of B's end zone.
 - b. Have good crew communication. Verbally alert and signal (open hands to your front, motioned up and down) to flank officials that the crew has the goal line to cover.
5. If the Line to Gain is also inside B's 10 yard line (not goal to go), communicate this also.
6. Following play, observe all dead ball action from your position. If necessary, turn and observe all players from your position on the end line.

J. "Reverse" Goal Line Mechanics:

1. Have good crew communication. Verbally alert and signal (use "goal line" signal: open hands to your front, motioned up and down) to the Referee and the opposite flank that the crew has a "reverse" goal line to cover.
2. **When the ball is on or inside A's 5 yard line:** The HL will, at the snap, move back to A's goal line and adjust accordingly as play develops.
3. Be mindful of the HL's position. Be ready to assist in that area of coverage.
4. **If the ball is on or inside A's 2 yard line:** At the snap, BOTH flanks will step back to the goal line pylon. Allow the play to advance and trail it once the ball has been advanced beyond the LOS.

K. Scrimmage Kick (Punt & Punt Return):

(refer to Punt diagrams for position)

1. Position: 5-7 yards deeper than the receiver, and 7-10 yards to his side, on the HL's side of field.
 - a. Always be prepared for long kick past the receiver.
 - b. You have coverage of R's goal line.
(If goal line could be threatened, position on it.)
2. Count B for eleven. Signal count. (Extend arm horizontally toward ball, fist clenched.)
Confirm that Umpire has eleven.
3. Signal ready (arm straight up, hand open) when you are in position.
Hold your signal until the Referee signals the ready for play.
4. Start 25 second clock on Referee's ready for play signal.
5. Always remind the receiver to give a valid fair catch signal.
6. Have **TWO** beanbags. Mark:
 - a. First touching by K.
 - b. End of the kick.
7. Rule on:
 - a. Fair catch and violations.
 - b. Muff or fumble by Receivers. (K can advance a fumble, not a muff.)
 - c. Legal or illegal batting.
 - d. Interference with opportunity to catch. (Can happen without contact.)
 - e. Momentum rule.
 - f. Touchback.
8. Sound whistle and stop play if no one is going to play the ball when it has come to rest.
Avoid late hits.
9. Signal timeout when ball is dead. Spot the ball at dead ball spot. Signal the appropriate direction.
10. Cover "old" ball at spot until "new" ball is spotted. Be prepared to relay "old" ball out.
11. Inform the Referee as to the situation:
 - a. Whose ball.
 - b. What happened.
 - c. If a foul occurred, report this information.
 - d. Know PSK foul situation.

L. Field Goals and Kick Try's: (refer to FG/PAT diagrams for positions)**Kick Try's:**

Once the ball has been legally kicked, there can be no further action, by rule, during the down and the ball is dead (except to score).

Blocked kicks are DEAD.

However, "fake" or "broken" plays may develop and team A may attempt to put the ball in play as on any scrimmage down, as the ball remains live.

Field Goals:

Field Goals are "live" scrimmage downs and are covered similarly as punts are.

Blocked kicks are LIVE.

1. Position:
Position under goal with Umpire (6 ft or less behind goal posts) on the HL's side.
2. Count B for eleven. Verbally confirm count with Umpire.
3. Prior to Snap:
 - a. Check: "A" players' eligibility. Identify eligible receivers to your side.
Verbally confirm eligible receivers' numbers with the Umpire.
 - b. Be alert for fake / broken play, pass/run.
4. Rule on: See Crew Mechanics page 7 sec. 0.5 "signal scoring plays".
 - a. Kick passing over crossbar ("over-under").
 - b. Kick passing inside of your upright.
 - c. You have the whistle, signaling end of play on legal kicks.
5. The covering officials under the goal will verbally communicate their rulings:
 - a. If the official rules that the kick is good, he/she will say: "Yes!" (loud enough for the other official to hear).
 - b. If no good, he/she will say "No!"
 - c. If both officials rule the kick good, both will both step to the end line and signal good (successful try / "touchdown").
 - d. If one official rules the kick no good, both will step to the end line but **ONLY**
 - e. **the ruling official will signal no good** (no score - "incomplete").
 - f. As officials step to end line, both will continue to dead ball officiate.
6. If fake or broken play:
 - a. From outside R's 20 yard line:
Move to the goal line pylon
 - b. From R's 10 to 20 yard line:
Stay on the end line. (Umpire moves to the goal line).
 - c. From on/inside the 10 yard line:
Both you and Umpire stay on the end line.

M. Penalty Enforcements:

1. When the ball is dead following a foul, give timeout signal. Check clock.
2. Make sure the box has not moved and down number has not been changed.
3. Make sure that the dead ball spot of the play is held by covering official or assumed by another official.
4. After all dead ball action has been observed, the calling official will report to the Referee.
5. Cover the flag of the covering official.
6. After the penalty has been assessed, look to see that the Umpire has marched off the correct yardage and that the HL has the down box (and chains, if new series is awarded) set at the correct location.
If there is a mistake in the enforcement, note the yard line, and number of the down to be played. Go over to consult with Referee/Umpire and discuss any discrepancy.
7. **Know the status of the clock. Signal this to Referee.**
8. Assume your position. Signal down number and that you are ready (arm above head, down number showing).

N. Timing and Clock Responsibilities / Duties:

1. You have timing duties for the game.
 - a. You have the 25 second clock.
 - b. In the absence of field clock, you will keep the game time.
 1. (LJ will take the 25 second clock.)
 2. NFHS rules require 4 Minute warning each half (end of second and fourth quarters), when there is no field clock.
2. Prior to kickoff, each half, and at the start of second and fourth quarters, check that proper game time is displayed.
3. Time outs and Time out Duties:
 - a. Time all timeouts and intermission periods between quarters (and half time).
 - b. Sound whistle (if you are covering official). Signal (or mirror) time out. Check clock.
 - c. When time-outs are declared, make sure box (and chains) are set to new down's position, and that the proper number of the next down is correctly displayed.
 - d. Count players and monitor substitutions. Observe legality of conferences.
 - e. All officials record the time and the quarter the timeout was granted, and the player or coach who requested it. Verify with the rest of crew.
 - f. At the end of 50 seconds, sound whistle (2 short blasts) to call teams onto the field.
 - g. Assume your position. Signal down number and that you are ready (arm above head, down number showing).
4. Injury Time Out Duties: (additional duties beyond regular time out.)
 - a. Keep players a significant distance away from the injured player(s). Direct on-field players to their huddles. (If injuries require prolonged time, send teams to sidelines.)
 - b. (With crew) control the playing field environment to allow medical personnel to provide services without interruption or interference.
 - c. **Know the status of the clock. Signal this to Referee.**
 - d. Assume your position. Signal down number and that you are ready (arm above head, down number showing).

O. Measurements:

1. (Measurements may not be made after the ball has been marked ready, so be sure that Referee is aware of "close" situations. Have good communication and down/distance awareness.)
2. When progress spot is close to the line to gain, alert the Referee: "We're Close!"
The flank official covering the spot will take the ball and place the ball on the ground.
 - a. Be prepared to help get the ball to him/her.
 - b. (Do not toss the ball to them. Hand the ball to him/her so he/she doesn't lose spot.)
3. The **Referee will kill the clock** once he/she has determined if the line to gain has been reached or if there is to be a measurement.
4. When the ball is in a side zone or at the sideline, measure it there before the ball is moved to the inbounds mark.
5. Upon signal from the Referee, the HL will have the chain crew bring the chains onto the field.
6. You will hold the ball at its position on the ground to assure it is not moved. When holding the ball, position yourself away from the HL and chains.
7. After measurement, see that the HL has set/reset the chains to the side line and check to see they are correctly positioned.
8. **Know the status of the clock. Signal this to Referee.**

P. Relaying and Spotting the Ball:

1. After all dead ball action has been observed, relay the ball, using short, underhand passes (no longer than 10-15 yards). Do not throw the ball through players.
 - a. If the ball is left the side zone, following a run for gain, move in to relay the ball from the flank into the Umpire at in bounds spot. Form a "V" in the relay to avoid throwing the ball through players.
 - b. If the dead ball is not within the covering official's immediate reach, move to retrieve the ball and relay it to the Umpire.
(The practice of dropping a beanbag to mark the spot, should be used only when the covering official's presence is absolutely necessary at a spot of a dead ball situation away from the progress spot [i.e. to separate players], or in other limited situations.)
2. If there is wet weather or a muddy field where it is necessary to change the ball on every play, assist the Umpire in this chore if necessary. Avoid unnecessary tosses.
3. **DO NOT sacrifice dead ball officiating duties prior to retrieving or spotting the ball!**

Q. Duties Between Quarters:

1. Time the one minute intermission between first and second; third and fourth periods.
2. Note and record the down and distance, and the yard line that the chains will be clipped on.
3. Note the distance from the nearest yard line and the distance/location of ball from the inbounds marks.
Move to the corresponding yard line at the other end of the field and mark the new spot for the Umpire to spot the ball for the start of the next period.
4. Verify with crew how many timeouts his team has left.
5. Verify that the box is correctly set on the ball, and the down number is correct.
6. At the end of 50 seconds: sound whistle (2 short blasts) to call teams onto field.
7. Signal the Referee that you are ready by holding your arm up, showing the down number with your hand.

R. Half Time Duties:

1. Time the half time intermission.
2. Get your team's (side line opposite press box) game ball from the ball person.
Have the ball in your possession during half time.
3. Discuss with crew any game issues/situations and review any unsportsmanlike fouls and record.
4. Determine which team has choice for second half.

S. Overtime:

1. Check that the field clock has been posted with 3 minutes for the intermission and that it has been started.
2. Get your team's (side line opposite press box) game ball from the ball person.
Have the ball in your possession during half time.
3. With the crew, go over overtime procedures.
If there are any succeeding spot penalties, review these with crew and discuss how they may be administered.
4. During overtime, the line to gain will always be the goal line.
5. At the end of the 3 minute intermission time, escort captains from side line.
(Same procedure as coin toss.)

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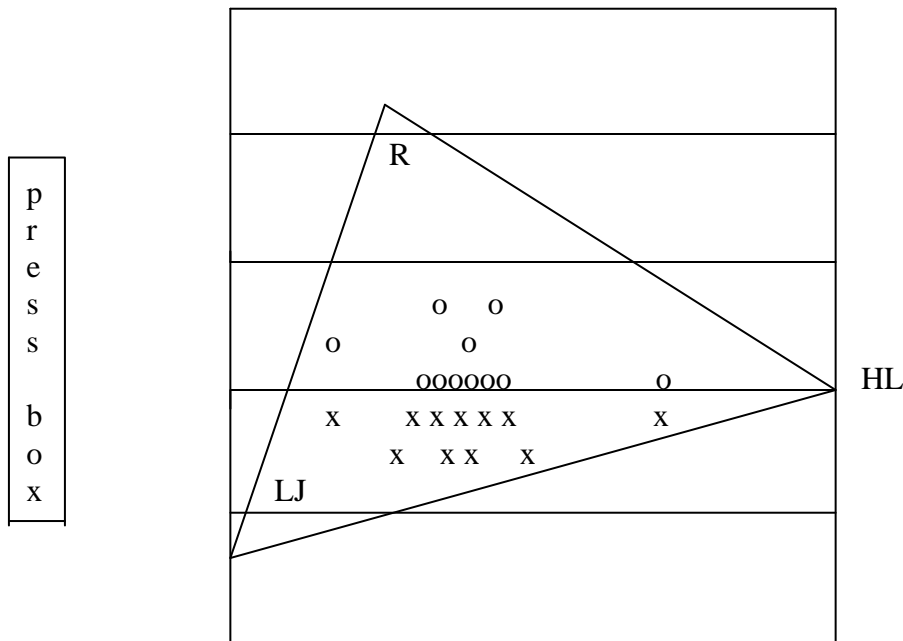
A. Three Man Mechanics

The basic positioning of officials is predicated on the concept of "boxing in" coverage of players between the three officials. The three officials will form a "triangle" to afford and maintain coverage of all play and players between them.

The **Line Judge** will perform the "game duties" of the Umpire. However with the absence of an umpire, coverage of situations at the LOS on pass plays (i.e. ineligible downfield, and passer beyond the LOS) will have to be assumed and shared by the 3 officials as well as they can be.

For coverage of scrimmage downs:

1. The **Head Linesman** is always positioned with the down box (and chains) on the side line opposite the press box at the LOS, and will always have all coverage of that side line.
2. The **Line Judge** will always have all coverage of the side line on the press box side of field. The Line Judge's position will be opposite the Head Linesman, either on the LOS, or off the LOS in B's back field.
3. The **Referee** will position in A's backfield to the opposite side (press box side) of the Head Linesman.



4. Keeping these relative positions will afford the greatest coverage of action on the field. Officials will need to use good hustle throughout the game.

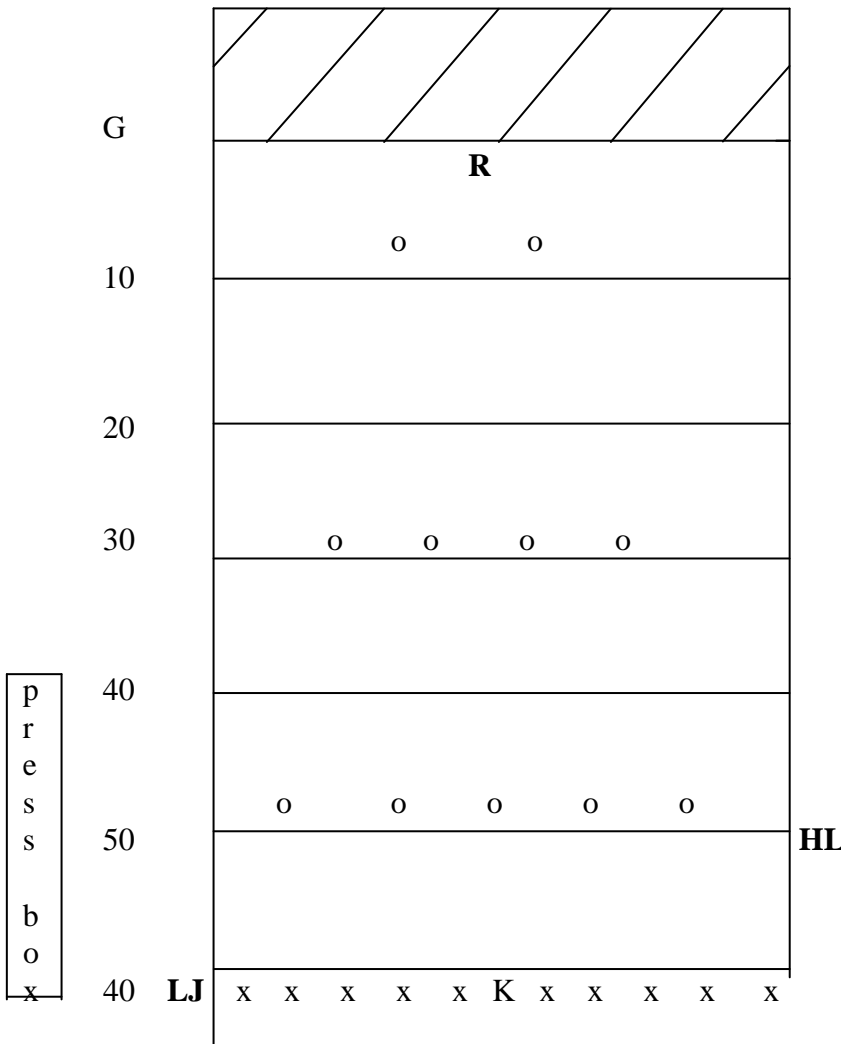
B. Pre-Game Duties On the Field:

1. Pre-game duties will be generally the same as 4 Man mechanics.
2. The **Line Judge** will perform the **Umpire's** duties. The **Line Judge** will go with **Referee** for pre-game conferences with head coaches.
3. The **Line Judge** will have all timing. (In the event of no field clock, **Line Judge** will have game time and **Referee** will have 25 second clock.)

C. Coin Toss:

1. The **Referee** will have the captains and the game ball for the team on the side line **opposite the press box.**
2. The **Line Judge** will have the captains and the game ball for the team on the side line **on the press box side of field.**
3. (The **Head Linesman** will not be involved in the coin toss.)
4. Prior to the toss, the **Referee** will give his game ball to the **Line Judge**, who will put both balls on the ground at his feet.
5. Following the dismissal of captains, all three officials will assemble at the center of the field on the 50 yard line.
 - a. The crew will verify and record the results of the coin toss.
 - b. The **Line Judge** will take the kicking team's ball.
 - c. The **Head Linesman** will deliver the receiving team's ball to their side line.
 - d. The crew will then take their kickoff positions.

D. Kickoff (and other Free Kicks): (refer to 4-5 Man mechanics, with these adjustments :)



On all free kicks:

- LJ will be on K's restraining line**
Has entire side line coverage.
- HL will be on R's restraining line**
Has entire side line coverage.
- R will have coverage of R's goal line**
Works "inside-out".

For free kicks from other than K's 40 yard line:

The **R** will adjust his/her position, but will always have coverage of R's goal line.

Free kick following a Safety for FG attempt:

R will be under goal to rule on kick

On-Side kick:

(Same as regular kickoff)

E. Scrimmage Downs:

1. Positions:
 - a. **Referee:** In A's back field, opposite side of field from the **HL**.
Has coverage of A's ('reverse') goal line.
 - b. **Head Linesman:** On LOS, opposite press box.
 1. Has coverage of entire side line (opposite press box).
 2. Has progress on entire sideline.
 3. Has coverage of **any A player in motion, regardless of direction**, if **LJ** is "off".
 - c. Line Judge:
 1. May position on LOS, or:
 2. Position in B's back field opposite the **HL**.
 - a. **MUST** maintain a position to assume ALL coverage of side line on press box side.
Stay wider than ANY wide player.
 - b. "Depth" off of LOS is determined by depth of B players and game situation (down and distance).
 - c. While your initial position may be "in" from the side line (no closer than half way between "numbers" and inbound marks maintain a position to always work "out side-in", keeping play inside of your position.
 - d. (Don't get caught inside.)
2. Goal line: Crew will use goal line mechanics. (**LJ** will be on LOS.)
3. Counting players:
 - a. **Referee** and **Head Lines** will count A for eleven.
 - b. **Line Judge** will count B for eleven.

F. Scrimmage Play (Run):

(Mechanics are the same as 4 Man, except for:)

1. **Referee:**
 - a. The **Referee** will cover the ball on all timeouts and other dead ball periods.
 - b. **Referee** and **Line Judge** will have coverage of game (field) clock near the ends of periods.
(Dependent upon who is facing the clock.)
2. **Head Linesman:**
If LJ is "off":
 - a. **Head linesman** will have coverage of the entire LOS.
 - b. **Have coverage of any A player in motion, regardless of direction.**
 - c. Will usually have progress spots on runs.

G. Scrimmage Kick (Punt & Punt Return):

1. (Mechanics are the same as 4 Man.)
2. The **Line Judge** still has entire coverage of his/her side line throughout the entire down.

H. Field Goals and Kick Try's:

1. The **Referee** will position behind the Kicker and rule on the kick
2. The **Head Linesman** will position on the LOS and have coverage of the Kicker and Holder.
3. The **Line Judge** will position on the LOS and rule on "over-under".
4. Broken/Fake Play: Crew will use goal line mechanics.
 - a. **Referee** covers Passer.
 - b. **Head Linesman** and **Line Judge** have goal line and their side lines.

I. Penalty Enforcements:

(Mechanics will be the same as 4 Man, EXCEPT for the absence of an Umpire. **Therefore:**)
The **Line Judge** will walk off all penalties, after signaling the HL the yardage to be penalized.

J. Measurements:

(Mechanics will be the same as 4 Man, EXCEPT for the absence of an Umpire. **Therefore:**)
The **Line Judge** will take the lead stake for the measurement.

K. Relaying the Ball:

The crew will need good coordination and hustle in getting the ball relayed and spotted.

1. In general, the **Referee** and the **Line Judge** will spot the ball.
2. Generally:
 - a. Following play to the middle of the field, the **Referee** will take the progress spot from the covering official (in most cases, this will be the **HL** when the **LJ** positions "off") and spot the ball.
 - b. Following play into side zones, the covering official will initiate the relay to the **Referee**, who will spot it at the inbounds mark.
 - c. (There may be times when it may be necessary for the "far side" [or "away"] official to come over to help spot the ball.)
 - d. Following long incomplete passes, the **HL** and **LJ** will assist in relaying the ball back into the **Referee** at the previous spot.
3. **DO NOT sacrifice dead ball officiating duties prior to retrieving the ball.**

L. Duties Between Quarters:

(Same mechanics as 4 Man, except that the **Line Judge** will assume the Umpire's duties.)

M. Half Time Duties:

(Same mechanics as 4 Man, except that the **Line Judge** will assume the Umpire's duties.)

N. Overtime:

(Same mechanics as 4 Man, except that the **Line Judge** will assume the Umpire's duties.)