

# **2011 FOOTBALL OFFICIALS MANUAL For A Crew of Seven Officials**

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Revised Annually

## **PURPOSE OF MANUAL**

The manual of football officiating is designed to make available to every official detailed information regarding the officiating techniques which, through evaluation and studied development, have come to be recognized as accepted standards of officiating performance.

This manual is an authoritative guide to the best in football officiating, hopeful that it will assist all officials in maintaining their effectiveness and making ready use of their potentialities. This manual is based on preceding TASO mechanics manuals, and follows a similar format. Submit recommendations for procedural changes to TASO.

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**SUMMARY OF APPROVED 2011 MANUAL CHANGES**

**Limitations on wearing Black Pants removed** (*Section 2, Page 7*)

Language requiring they be worn with long sleeved shirts has been removed.

Rationale: Mirrors acceptance of the attire in other leading officiating organizations.

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### **OFFICIATING REQUISITES**

COURAGE, A WORKING KNOWLEDGE OF THE RULES AND MECHANICS, HUSTLE, AND TACT are indispensable to a good official, but none any more important than – GOOD JUDGMENT!

**RULES AND MECHANICS:** An overall familiarity with the rules and full understanding of mechanics are necessary for the proper conduct of a game. The intent of each rule must be kept in mind. Each official should seek the happy medium between strict adherence and undue laxity. Situations arise in a game which cannot be foreseen and which cannot be covered in a rule book or manual. Football “sense” must supersede the most technical application of the rules.

**COURAGE:** A smooth running game suddenly can get out of hand as a result of an overly officious attitude toward players and coaches, or an undue laxity of enforcement. Conversations with a coach or a player should always be courteous without sacrificing dignity. If something is said or done which warrants a penalty, penalization should be done unobtrusively and without dramatization. A game is kept under control by proper administration of the rules, which can be best accomplished if no impression of militant supervision is created.

**HUSTLE, BUT DON'T HURRY:** Hurry should not be mistaken for hustle. There are times it is proper to speed the tempo of the game in order to get the ball back in play after an incomplete pass, to take a position on a foul situation, to prepare for a measurement, etc. Never hurry an injured man off the field. Never rush to get another ball before the play is over. Don't move the ball to the inbounds line without first checking for the need of a measurement. Don't pressure a captain's decision on a difficult option. Precision and care should be exercised in all situations. Hustle is essential. HURRY is a hazard.

**TACT, BUT NOT SUBMISSION:** Tact is necessary but should never be a justification for retreat from a position properly taken or a decision correctly rendered.

**POISE, BUT NOT INDIFFERENCE:** Staying loose is an asset in officiating, as in any other phase of a sport where fast reflexes are required. A relaxed appearance is a great help if it gives the impression of confidence. Care, however, should be taken to avoid the appearance of indifference. The poised official is able to remain inconspicuous as he moves to the right place at the right time.

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## SECTION 1. GENERAL PRINCIPLES

**ARTICLE 1. KNOWLEDGE OF THE RULES:** Rule mastery will be perfected over time, and must be supplemented by ability to interpret rules and editorial changes correctly. These abilities are acquired through devotion of time and study.

**ARTICLE 2. PHYSICAL CONDITION:** Football officiating is difficult and exhausting and requires 100 percent efficiency of mind and body. An annual physical examination should be a personal requisite to ensure your health, thus allowing you to assess your ability to officiate.

**ARTICLE 3. MENTAL REACTIONS:** Decisions must be instantaneous and rulings announced without delay. To ensure improved instinctive reaction to play situations, continue to review the different combinations of circumstances that may occur.

**ARTICLE 4. DUTIES AND RESPONSIBILITIES:** Each official must have a thorough knowledge of the duties of his own position and must also be fully informed concerning the duties of each of the other officials. He/she should be prepared to assume any one of the other positions whenever circumstances require rearrangement of assignments.

### AN OFFICIAL MUST:

- A. Know the down and yardage prior to each snap.
- B. Be ready to assist any official that is temporarily out of position.
- C. Observe erroneous procedure or rulings of other officials and attempt prevention and correction whenever possible. Under no circumstances should an argument develop on the field between officials.
- D. Know the prescribed signals and when and how they should be used.
- E. Secure a new ball if appropriate, after all action has ceased and be able to handle and pass the ball properly.
- F. Be alert to happenings away from the ball when play has left his immediate area.
- G. Call time-out for any player who is obviously injured or disabled. Never hurry the treatment of an injured player. Recognition of injured players is the concern of all game officials. Clock can be started if time-out is not necessary.

**ARTICLE 5. SIGNALS:** All signals should be given promptly, distinctly and conspicuously as they are the non-verbal communications tools we use to inform. The preliminary signal on fouls and the regular signal after enforcement (or declination) of a penalty shall be given by the Referee only. (See Code of Signals).

**ARTICLE 6. ENFORCEMENT:** All rules should be strictly and fairly enforced. There shall be no deviation from the NCAA Football Rules with UIL exceptions.

**ARTICLE 7. HUSTLE:** Keep the game moving smoothly from start to finish. Do not permit haste to interfere with duties or correct determinations.

**ARTICLE 8. BOXING IN:** Smart officiating requires keeping the players "boxed in" and avoidance of officials being "boxed in". "Outside looking in" is essential for sideline and end line coverage. The ultimate goal is to have each play viewed from more than one direction.

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**ARTICLE 9. OFF BALL OFFICIATING:** Officials should not be ball watchers. The official nearest the action should take the primary responsibility for the ball, but should also be alert to action around the ball. The official that is the farthest distance away should take the widest, “big picture” view of the action, looking for unsportsmanlike acts and threats to player safety. The officials in between should work in “rings”. The closer you are to the ball, the smaller your “ring” is.

**ARTICLE 10. COOPERATION:** Team work is essential among officials. If a ruling is puzzling, relay explanation to press box. Never issue direct or indirect newspaper interviews, statements or stories concerning games in which you are an official. Continuous verbal and non-verbal communication between all officials during the game is essential for effective game administration.

**ARTICLE 11. DON'T DISCUSS:** Do not discuss with a coach the play or players of his opponents in a game which you will officiate or are officiating. Coaches and other school representatives are expected to submit reports on work of officials to the governing authority and not to make evaluations through conversation with other officials or through public statements.

**ARTICLE 12. OFFICIALS' “ABCs”**

A - Ability to handle players in firm, fair, and friendly fashion.

B - Knowledge, understanding and correct application of the rules.

C - Knowledge of an adherence to approved mechanics.

**ARTICLE 13. WHEN IN QUESTION RULES:**

A. Catch or recovery not completed (2-2-7).

B. Block below the waist (2-3-2).

C. Chop block (2-3-3).

D. Block in the back (2-3-4).

E. Ball not touched on kick or forward pass (2-10-4).

F. Ball is accidentally kicked (touched) (2-15-1).

G. Forward pass and not fumble (2-19-2).

H. Forward pass rather than backward pass (2-19-2).

I. It is a catchable forward pass (2-19-4).

J. Stop clock for injured player (3-3-5).

K. Forward progress stopped (4-1-3).

L. Kick catch interference (6-4-1).

M. Reasonable opportunity to catch (7-3-2).

N. It is catchable forward pass (7-3-8).

O. Touchback rather than safety (8-5-1).

P. Roughing kicker rather than running into (9-1-3).

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## SECTION 2. STANDARD UNIFORM

**ARTICLE 1. TRADITIONAL UNIFORM:** It is essential that all TASO football officials dress in a consistent manner. All members of a crew must be similarly dressed. For all varsity games the uniform worn by all officials shall include the following:

A. **SHIRT** - Standard black and white knit, long tail, one inch vertically striped officials' long and short sleeve shirts with pocket on the left breast, without emblems and complete with knit black "Byron" collar and black cuffs. All members of each crew must wear either long or short sleeve shirts. Mesh shirts may be worn if entire crew is so garbed.

B. **KNICKERS (Pants)** - Standard all white, tapered, regulation football officials' knickers shall be worn with a slight overlap below the knees (not more than four inches).

Knickers may be replaced with **full length** black pants. The pants must include a **one and one-quarter** inch white strip on the seam of the leg, must not be cuffed, and must continue to the shoe without a break.

C. **STOCKINGS (Socks)** - Black stockings with:

1. White above the top of the shoe heel not less than three inches and not more than four inches.
2. Two inches and not more than two and one quarter inches Black between the top of the white and the bottom of the lowest white stripe.
3. Alternating stripes, white (1/2-5/8"), black (1/2-5/8"), white (1-1 1/4"), black (1/2-5/8"), white (1 1/2-5/8").
4. Black between the top of the top white stripe and the bottom of the knickers not less than two inches and not more than two and one quarter inches.

When wearing approved pants, other than knickers, officials will wear black socks.

D. **SHOES AND BELT** – Predominantly black shoes with black laces and appropriate soles or cleats. A black belt, a minimum of one and one-quarter inches and a maximum of two inches in width shall be worn.

E. **CAP** - Brooklyn style solid black cap with white piping (without emblem or numbers) shall be worn by all but the Referee, who shall wear a Brooklyn style solid all-white cap. The cap shall be oriented with the bill facing forward and squarely covering the forehead of the official.

F. **FOUL MARKER** - All officials shall be equipped with a light gold foul marker, 15" X 15" and weighted in the center with pebbles, sand or beans and worn *INCONSPICUOUSLY*.

G. **BEAN BAGS** - All officials will be equipped with one or more **white** bean bags for marking spots. Bags shall be filled with pebbles, sand or beans.

H. **JACKETS** – Jackets are not considered part of the official uniform.

I. **UNDERSHIRTS** - All undershirts which show should be black.

J. **GLOVES** - Gloves when worn shall be black.

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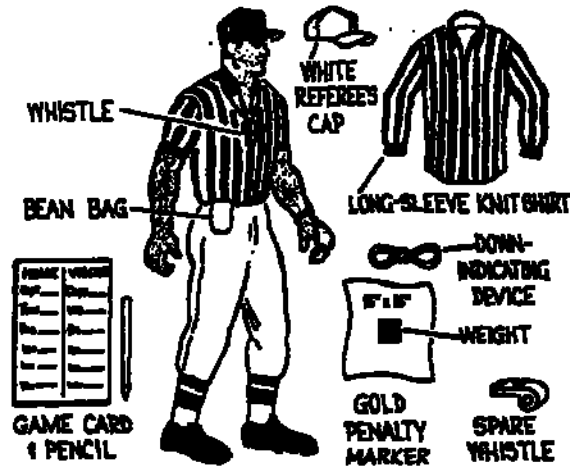
**K. NUMBERS, LETTERS, AND EMBLEMS** – A 2"x3 3/8" American Flag will be worn on the left sleeve affixed 2" below the shoulder inseam. Numbers, letters, and emblems visible on uniform or equipment are prohibited, except as may be specifically directed by the TASO Football Board of Directors or the TASO Executive Director. Requests for memorial or other special insignia or emblems must be submitted to the Executive Director for approval.

When officials are working a game that will be televised live in its entirety, the crew may opt to wear letters or plackets. The plackets must be worn by the entire crew and must be professionally attached to the shirt. The letters shall align with the TASO mechanics manual, i.e. R, U, H, L, F, S and B.

**ARTICLE 2. TASO-Football APPROVAL:** All uniforms meeting the above specifications are approved by the TASO-Football Division board of directors.

**ARTICLE 3. UNIFORM CHECK:** Check your uniform and equipment before leaving home and again check each other's uniform prior to the game. Test whistle, watch (carry spares) have game data cards, foul marker, bean bag(s), a down indicating device and pencils. Have shoes polished and entire uniform neat and clean.

**ARTICLE 4. SUMMER UNIFORM:** A "summer uniform" is approved for wearing in scrimmages and sub-varsity, in accordance with Chapter policy, but all in the crew must wear the same uniform. A "summer uniform" is a traditional uniform with black shorts rather than knickers and white socks rather than striped stockings.



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**SECTION 3. OFFICIATING PROCEDURES****ARTICLE 1. BEFORE ENTERING FIELD**

- ALL** A. Attendance at the pre-game conference at least one (1) hour before scheduled game time is mandatory for varsity games. Only an emergency and notice to the Referee may excuse an absence.
- H** B. In the absence of the **R**, you are responsible to ensure that a pre-game conference is conducted. A pre-game conference guide is provided in this manual as a tool to help prepare for and deliver a pre-game conference.
- U** C. If not provided, arrange dependable transportation to and from the stadium.
- B** D. Make certain you have correct time. Other officials will check their watches with yours. Playing time shall be kept with a game clock which may be either a stopwatch, operated by the **S** or a field clock, operated under the direction of the **S**. Take over game balls from **R**; and take them to field just before game time. Have stopwatch or watches ready if necessary. Ensure that you have an accurate timing device for timing the 25 second count.
- R** E. Conduct a thorough meeting outlining individual and crew duties, (A pre-game conference guide is included at the end of this manual as a tool to help prepare for and deliver a pre-game conference.) The purpose of a pre-game conference is to prepare the crew mentally. It is important to solidify the thinking of officials in regard to procedures, rules and interpretations and enforcement. Referees will vary their approach to a pre-game conference, but the value of organizing and unifying the techniques to be employed in a game cannot be overemphasized. No unauthorized visitors shall be allowed in the area during this important session.
- S, B** F. Instruct clock operators. (See Section 7)
- R, U** G. Visit each dressing room (home team first) one hour and fifteen minutes before kickoff. **U** inspects player equipment, braces, bandages, tape, etc. **U** should record numbers of players with illegal equipment and recheck when players come onto the field. **R** checks official time and confirms starting time with each head coach or designated representative. Remind head coach of equipment rule requirements and his certification that all players are equipped according to rule, and review any unusual game situations, extensions of half-time, etc. Additionally, the **R** may ask each Coach for insights on: scrimmage play formations, free kick formations, return formations, etc.  
*Note: If coaches or teams are unavailable at 1:15:00, conduct above conference a minimum of 45 minutes prior to kickoff.*
- ALL** H. Leave the dressing room together at least 20 minutes prior to kickoff.

**SECTION 4. PRE-GAME DUTIES ON FIELD****ARTICLE 1. PROCEDURES**

- ALL** A. Anytime players of both teams are on the field, up to 30 minutes prior to the scheduled game time, at least two officials shall be present on the field.
- ALL** B. Arrive on the field as a unit, no later than 15 minutes before scheduled game time; sooner if duties require.
- C. Note location of press box, team areas and benches. Check identities of team trainers and game administrator(s).
- R, L** D. Inspect entire field. Observe any unusual markings or serious irregularities and advise other officials. Take measures to remedy or remove any hazards from within or near the boundary lines, requesting assistance from management and from other officials as necessary.

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- ALL** E. Spot check player equipment, pads, braces, pants, shirts, bandages, tapes, etc and have the teams' trainer(s) make any needed corrections.
- R, U** F. Arrange with captain of the team whose bench is on your sideline to meet you in the room or at the 50 yard line, on his sideline, 4 minutes before game time.
- H** G. Organize your assistants, locate yardage chain and down marker and have assistants ready with all equipment on the sideline opposite the press box. Check the chain for kinks, knots and weak spots. Check chain against 10-yard measure on the field. Check chain for tape marker at mid-point.
- H** H. Instruct your assistants to:  
Set down marker, rods and clip where indicated by you. Position ground markers adjacent to sideline. Box man places down marker on sideline where indicated. Chains are then set on sideline and clip attached on side of yard line closest to rear chain rod. When chains are set, box man retreats six feet and establishes spot where chains are to be reset after clip has been attached. On touchback situations set front stake on the 30 yard line and stretch chain back toward the 20 yard line. Emphasize that your assistants should move only at your direction and to move quickly when such a move is indicated.  
*NOTE: Be prepared to give complete and through instructions to assistants if a different line to gain device is to be used in the game.*
1. See that the chain is taut and not kinked.
  2. Make no remarks to players, nor express opinions concerning any ruling.
  3. Never move down markers, chains or change the number of the down unless so directed by the **H**.
  4. Remove themselves and all equipment outside the limit line for free kicks.
  5. Chains are laid down and only the down marker is used when a first down is declared inside the 10-yard line.
  6. If threatened by a player(s) coming to the sideline, the crew should drop the yardage markers and retreat for their own safety and well-being.
- L** I. If used, instruct auxiliary box operator concerning duties and use of line-to-gain indicator. Ensure that the auxiliary box is worked approximately six feet off the sideline. Auxiliary box operator is not to move until ball is ready for play on succeeding down.
- B** J. Be sure the game balls are available and instruct ball retrievers on game duties. **H/S** and **L/F** will participate in instructing ball retrievers on their side. Ball persons shall not enter the field unless requested by the officials.
- ALL** K. After completing pre-game duties, retire to benches. **R, H, S** and **B** opposite the press box, **U, F** and **L** to press box side.
- S, F** L. Bring the captain(s) to the 50 yard line on the sideline at their team area four minutes before game time.
- B, L** M. Responsible to have the team on your side of the field prior to game time.

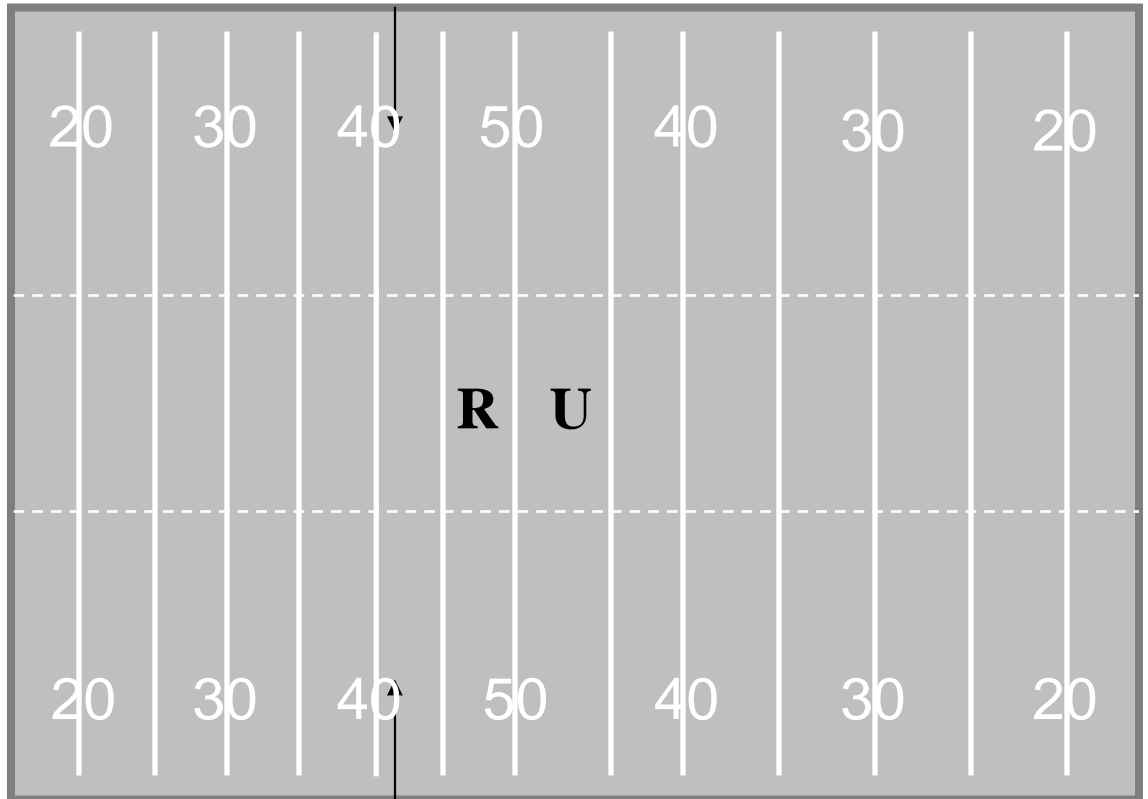
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## SECTION 5. THE COIN TOSS

<b>PRESS BOX</b>
------------------

**F   C C C C   L**



**S B C C C**  
**c H**

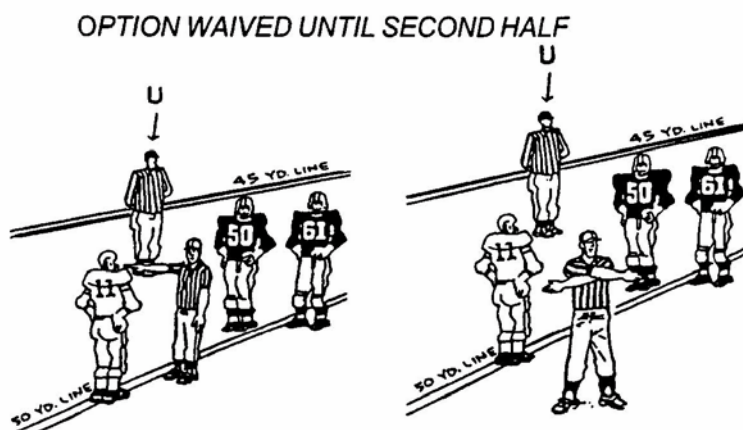
**ARTICLE 1. PROCEDURES**

- R, U** A. Go to the center of the field.  
**R** B. Face scoreboard or the primary scoreboard if multiple scoreboards exist.  
**F, S** C. Escort captain(s) to the 9-yard marks and stop while sending them to the middle of the field. Take this position at the 9-yard mark to keep teams behind them. **DO NOT ALLOW TEAM MEMBERS WHO ARE NOT INVOLVED IN THE TOSS INSIDE THE 9-YARD MARKS ON YOUR SIDE.** If team members do not approach the 9-yard marks, return to the team area. Stay between the **team and the 9-yard marks.**

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- H, L, B** D. Remain on the sideline. **L and B** have the game ball from the team on your side until the winner of the toss is determined.
- R** E. 1. Introduce captains to each other.  
 2. Advise captains of any irregularities or special ground rules.  
 3. Have captains face each other with their backs to the sidelines. Ask **visiting** captain to **call** the toss. Ask the **home** captain to **repeat** what the visiting captain called. If either captain, or **R** or **U** disagrees, seek clarification BEFORE making the toss. **R** shall catch the toss.  
 4. Indicate winning captain by placing your hand on his shoulder. Explain and obtain his option. Explain loser's options and obtain his choice. Should a captain who wins the toss waive his choice until the second half, **R** will:  
 a. Indicate the winner of the toss by placing his hand on that captain's shoulder;  
 b. Step clear of captains, turn to the press box and signal "choice declined" (S 10);  
 c. Subsequently request first choice from the opposing captain, and then;  
 d. Present remaining options to the other captain.



*When captain elects second half option, **R** should step clear of captains (a minimum of three steps) and clearly indicate with Signal #10 that the winning captain has deferred his choice to the second half. Following this signal the **R** will give other captain the option and continue usual coin toss procedure.*

5. Face press box, place captains in position facing each other with backs to the goal which they will defend.
6. Signal choice of choosing captain by swinging leg simulating a kick or make a catching motion while facing the same direction as the winning captain. If choosing captain elects to defend a goal, point with both arms extended toward the goal line and then give an appropriate signal for the choice of the other captain.

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**ARTICLE 2. TOSS COMPLETED**

- ALL** A. When the toss is completed, other officials will join the **R** and **U** and make a written record of the toss results. Move smartly to kickoff positions simultaneously.
- R, B** B. Move to positions through the center of the field.
- L, H, S, U, F** C. When moving to your kickoff position, go directly to your sideline and move teams and coaches back to clear the sideline before going to your kickoff position.
- ALL** D. Start the game at scheduled time.

**SECTION 6. GENERAL GAME DUTIES****ARTICLE 1. SUBSTITUTIONS AND COUNTING PLAYERS**

- ALL** A. 1. All officials are responsible for legality of substitutions.  
2. **R** and **U** be responsible for the correct number of players on the offensive team.  
3. **F** and **S** be responsible for the correct number of players on the defensive team.  
4. **B** assist in counting defense.
- ALL** B. On free kicks,  
1. **U** and **B** count the players on the kicking team.  
2. **R, L, H, F,** and **S** count the players on the receiving team.
- ALL** C. Use the fist signal when the team you are counting has 11 or fewer players on the field.
- D. In situations where Team A is either in a no huddle formation or has already broken the huddle and substitute(s) enter the field:  
1. **R** and either **H/S** or **L/F** (the officials working Team A's sideline) should signal, by arms held with closed fists extended horizontal to the ground, that Team A is substituting and Team B is allowed the opportunity to do so as well.  
2. **U** should move to a position over the ball when seeing either this situation or signal.
- Upon completion of the substitution process by both teams, **R** will release **U** to his normal position by dropping his arms and pointing at **U**.

**ARTICLE 2. WRITTEN RECORDS AND OTHER GENERAL GAME DUTIES**

- ALL** A. Make written record of charged time-outs and fouls you call. The position of ball at end of first and third periods, including down and distance, is the responsibility of the **R, L** and **U**. **B** is responsible for recording elapsed time and making certain the status of the clock is correct.
- ALL** B. Convey any message you have for other officials promptly. Avoid any position which suggests a huddle of officials, unless necessary.
- ALL** C. Be alert for players being out of bounds before a snap or free kick.
- ALL** D. Watch for fouls, being certain to know:  
1. Spot where run or scrimmage kick ended.  
2. Spot of foul, position or number of offending player.  
3. Whether, ball was loose, in possession or dead when the foul occurred.  
4. That clock is stopped.  
5. Know if Team B's foul occurred within 3 yards of neutral zone on scrimmage kicks.
- ALL** E. Be ready for any type of play or unusual development. Always be prepared to rule on muffs, fumbles backward and illegal forward passes and know which team possessed a fumble or backward pass before it went out of bounds between goal lines. On recovered

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- fumbles, nearest official must rule on possession by prompt signal. If possible, point to recovering player to assist press box.
- ALL** F. Be alert to rule on dead ball behind a goal line. Indicate ruling by prompt signal.
- ALL** G. Signal time-out when the rules provide for stopping the clock or when time-out is charged to a team or to the **R**. Repeat time-out signal of other officials.
- ALL** H. A winding signal may be used when the ball becomes dead close to the sideline and the covering official rules that the ball remained inbounds. When the covering official uses a winding signal, make only two complete rotations of the arm. If an obvious first down has been made by Team A, the clock shall then be stopped.
- CALLING OFFICIAL** I. Indicate by a touchdown signal (without reference to any official) when the ball is legally in possession of a player on or behind his opponent's goal line. **R** check for any foul that might affect the ruling; if none, then give touchdown signal.
- ALL** J. Check for false starts and feints.
- ALL** K. Leave no doubt in the minds of players or other officials, as to any ruling you make.
- ALL** L. Be especially alert for acts of misconduct (Rule 9).
- ALL** M. Before the ball is put in play, adjust position as necessary to ensure you can clearly see your key and area of responsibility. There can be no excuse for failing to be in a good officiating position before the ball is put in play.

### ARTICLE 3. AFTER EACH SCRIMMAGE DOWN

- R** A. After each scrimmage down, **R** should go quickly to the appropriate position where he can observe the offensive huddle. He should then check the down and distance with the **L** and announce and indicate the new down. **R** should then declare the ball ready for play, usually within three seconds, by sounding his whistle and giving ready signal (or wind the clock). **R** should only go to the line of scrimmage for non-routine events, close measurement, etc. **R** must consistently indicate the ball is ready for play when the game officials are in position to officiate. Under unusual circumstances this procedure may vary and require discretionary action by **R**.
- R** B. If by rule, the clock should be started after Team A is awarded a first down, then declare the ball ready for play by starting the clock when the point of the new series of downs has been established by **H** and other officials are ready to resume play.
- R** C. When the offensive team is attempting to run a hurry-up play, **U**, after the ball is spotted by **U**, will inform both teams simultaneously, that the ball may not be snapped until the whistle is sounded. **U** will stand over the ball until **R** has backed away from the neutral zone and then indicates the **U** to back out of the way. As soon as **U** is clear of the neutral zone and in position to officiate, **R** will declare the ball ready for play (or wind the clock) and simultaneously sound his whistle
- R** D. Upon assuming position for the next down:
1. Recheck number of downs with other officials, showing numbers of fingers, closed fist indicates fourth down.
  2. Assume the position where you can see the ball and the offensive tackle on your side of the ball at the snap
  3. Check legality of backfield formation and one second stop following shift or huddle.
  4. Know which backs are eligible to touch a forward pass. On spread formations, **R** is responsible for the backfield group directly behind the ball as to illegal motion and eligibility.
  5. Check blocking behind the line after the snap. Be alert for pass thrown toward you. Do not pursue the ball too closely. You are responsible for the ball and runner behind the line of scrimmage. When the runner crosses the line of scrimmage, he will be the responsibility of the wing officials and subsequently the downfield officials. Be alert to the play behind the ball.

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6. Unless in position to determine that ball is legally in possession on or behind opponent's goal line, check for fouls by other officials before giving touchdown signal, signal time-out and proceed as usual.
  7. Do not overlap coverage with **H** or **L** when the ball becomes dead beyond the neutral zone.
  8. Be responsible for the official score.
  9. With **B**, check time consumed in snapping and free-kicking the ball, and call play clock infraction. **B** takes regular scrimmage plays, FGs and TRYs; **R** has free kick.
- U** E. 1. If **R** omits ready signal, remind him immediately.
2. Observe ineligible on the scrimmage line. Determine in pre-game conference sharing this responsibility with **H** and **L**. Be primarily responsible for detecting any illegal advance on forward passes.
  3. Assume primary responsibility for determining the legality of defensive signals.
  4. Take initial position to observe ball at snap.
  5. Be alert for legality of player equipment.
  6. Take primarily responsibility for lateral placement of the ball at the previous spot after an incomplete pass, penalty, etc.
  7. Determine legality of ball before it is put in play for each down.
- H** F. 1. Check down marker for correct number and indicate placement to assistant. Be sure there are no fouls or other reasons for holding spot of previous down before signaling the assistant.
2. Signal number of each down by holding one arm aloft with correct number indicated by extending fingers. Closed fist indicates fourth down.
  3. Anticipate any call for measurement, and be on sideline ready to bring chain when signaled by **R**.
  4. Each time a new line-to-gain is established, personally mark the spot on the sideline where the down indicator is to be set, and be sure that it is set correctly and then moved off sideline.
  5. When a first down is awarded inside the 10-yard line, only the down indicator will be used. The chain crew will ensure the down indicator is returned to the proper spot if forced to move.
- L** G. 1. Be alert for all possible pass receivers. Know and observe the eligible receivers on your side of the field. Be responsible for players who spread to your side of the field.
2. Be certain that all players are boxed in at the snap and that all offensive players have complied with the 9-yard mark restrictions.
  3. Stay wide as you mark progress with downfield out thrust foot (unobtrusively, not making a production out of it.) Do not jump over players. If necessary, come into the field as far as you can. Hold spot with foot until you are sure **U** or other official has spot.
  4. Be aware of the importance of assisting **R** in marking forward progress behind the neutral zone, particularly when goal line is involved.
  5. Check for encroachment, offside and other scrimmage infractions. Assist **U** on legality of numbers of interior offensive linemen on split or wide formations.
  6. Check for backs or linemen illegally in motion. Check backs moving away from you for illegal motion and flankers on your side for one second stop after the huddle.
  7. Be alert for illegal blocks by players spread to your side more than 7-yards from the offensive middle linemen and by backs outside the normal tackle position.
  8. Be alert for illegal blocks by players spread to your side more than 7-yards from the offensive middle linemen and by backs outside the normal tackle position.
- F** H. 1. Be alert for all possible pass receivers. Know and observe the eligible receivers on your side of the field. Be responsible for players who spread to your side of the field.
2. Be certain that all players are boxed in at the snap and that all offensive players have complied with the 9-yard mark restrictions.

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- S** I. 1. Be alert for all possible pass receivers. Know and observe the eligible receivers on your side of the field. Be responsible for players who spread to your side of the field.  
2. Be certain that all players are boxed in at the snap and that all offensive players have complied with the 9-yard mark restrictions.
- B** J. 1. Be alert for all pass receivers. Give attention to play on tight end or ends moving off the line of scrimmage and to continuing action downfield as well as play near the sidelines and out of bounds.  
2. Be aware of offensive players having complied with the 9-yard mark restrictions.
- ALL** K. Before free kick or snap which starts any period, complete all prescribed duties.

## SECTION 7. TIMING

### ARTICLE 1. GAME TIMING

- S** A. 1. All game timing is under the direction of the **S**. He is primarily responsible for recording elapsed time and making certain the status of the game clock is correct  
2. Make certain you have correct time. Other officials will check their watches with yours. Confirm starting time with home management and arrange for punctual arrival of officials on field. Have stop watch (or watches) ready if necessary.  
3. When a clock operator is assigned and a field clock is official, be certain that clock equipment is in good condition. Arrange for relaying information and for signaling the operator.  
4. Playing time shall be kept with a game clock which may be either a stop watch operated by **S** or a field clock operated under the direction of **S**.  
5. All time intervals, team time-outs, between periods and half time are the responsibility of **B**, unless specific governing authority policy requires a different game official assume the responsibility for a media (radio/TV) time-out.  
6. The game and 25 second clock operators will report to **S** and **B** prior to the game. They will be instructed:
  - a. Report to the official's dressing room at the stadium 60 minutes before game time to synchronize timer's watch with official game time as established by the **S**.
  - b. To advise officials as to the location of the clock operator in the press box or on the sideline, and to determine procedure for communications with timer and check this procedure preceding game
  - c. To discuss coordination of starting and stopping the clock in accordance with the playing rules.
- 7. Be prepared to assume timing of the game on the field in the event the field clock becomes inoperative. The clock operator shall each have an extra stop watch available in case of failure of the game clock. He shall immediately contact the officials by field telephone or PA announcement. He shall then give the **R** and **S** the correct data regarding the official time. **S** will then pick up the correct game time on his stopwatch.
  - a. Should the field clock become inoperative, the public address announcer will indicate to the crowd that the field clock will not be official until the malfunction is corrected and subsequent announcement made over the PA system.
  - b. **S** will alert the PA announcer concerning remaining time as often as possible.
- 8. Synchronize all pre-game and half-time activities with the official game clock.
- R** B. 1. Start the field clock 30 minutes before game time.  
2. Start the intermission timing (28 min max in UIL when the players and coaches leave the field. **R** will give the "start the clock" signal from the end zone.

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## C. GAME PROCEDURES FOR TIMERS

- Timers**
1. On all free kicks, start the clock when the ball is legally touched in the field of play, unless the ball is caught or recovered by a player who is legally down. In this case, the clock will not start. The nearest official(s) will signal the legal touching of the ball by indicating that the clock should start. The clock will start when the ball crosses the goal line after being first touched by the receivers in the end zone. Usually, this will occur when a receiver carries the ball out of the end zone. It could occur on a muff or fumble, however. In any case, **R** will be indicating that the clock should start.
  2. Under NCAA football playing rules the official who declares the ball dead will be the first official to signal a time-out when the team in possession of the ball meets the requirements for first down. Key yourself on him as the clock will usually stop on long gainers.
  3. Any official may signal a team time-out, so be alert to stop the clock.
  4. The clock is not to be stopped on plays near a boundary line unless an official so signals. Many times the ball goes out of bounds after having been declared dead in the field of play and no time-out legally occurs. If a pass is touched or caught out of bounds, the incompleteness signal will stop the clock. **NOTE:** On some plays near the sideline and in advance of the line to gain, an official may give a winding signal to indicate the ball is inbounds and follow it by a stop the clock signal for an apparent first down. Be alert for both signals.
  5. Game officials and clock operators are to be sure that a time-out is indicated and the clock is stopped under the following circumstances:
    - a. Whenever a team or an official's time-out is charged.
    - b. After any score.
    - c. When a live ball goes out of bounds.
    - d. On a penalty.
    - e. When either team is awarded a first down.
    - f. Following an incomplete pass.
    - g. At the discretion of **R**.
  6. After the clock has been stopped, it will be started again on the **R**'s (wearing the white cap) "Start the Clock" signal, or if no such signal is given, the game clock will be started on the snap, or legal touching of a free kick.
  7. In case of a pile-up anywhere on the field, be alert, an official may stop the clock until the congestion is over. **R** then may start the clock again before the ready for play signal.
  8. The game clock should not be stopped if the 25-second clock is started in error.

## D. GAME PROCEDURES FOR OFFICIALS

- S** 1. When time for half expires, start the field clock on **R**'s signal when field is cleared of players and officials.
- S** 2. Always be aware of the condition of the clock and the time remaining in any period. In the event the clock is running when it should be stopped, **S** shall make and repeat the appropriate signal until the clock has been corrected (only **R** shall start the clock on the ready for play). If appreciable error is noted, or if inefficiency is habitual, the **S** shall call time-out and so advise the **R**. Officials will review these procedures with the timer before the game
- S & U** 3. Keep **R** informed of the time remaining in each period. Either official or **R** will sound the whistle if time expires before the snap or advise **R** at the end of the down if time expired while the ball was in play.

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- R 4. Indicate the end of the period by holding a ball overhead with one hand and arm extended.
- R 5. Correct timing errors on the game clock or by any officials. Exact information as to the timing error must be available from either the clock operator or game officials. Correcting any timing errors may only in the period in which it occurs.

## ARTICLE 2. CLOCK OPERATION

### A. CLOCK OPERATOR

1. Function as an integral member of the officiating crew and game administration. Unfair advantages accrue when the game clock is not started or stopped promptly. Great care must be exercised to see that no time lag occurs in starting or stopping the clock.

2. Notify the governing authority or assigning agency immediately following the game if there is any breakdown in cooperation between game officials and the clock operator during the game, or if any malfunction of the game clock occurs. Timers are encouraged to report crews that are not cooperative or whose signals are not clear and accurate.

- S **B. Charged Team Time-Out** Time each time-out interval. When one minute has expired (or when both teams indicate readiness to resume before that time), notify R. The S is responsible for all timing situations.

- B **C. Intermission Between Periods** Time the one- minute interval between quarters. If a media time-out is being used, TASO or UIL policy may assign a different official to this duty.

### D. CLOCK OPERATOR INTERMISSION BETWEEN HALVES

1. When time for the half expires, start your stopwatch on R's signal when field is cleared of players and officials.
2. Keep official informed as to running time. Make sure crew arrives at field to start second half on time (at least 3 minutes before kickoff).

## ARTICLE 3. PLAY (25-SECOND) CLOCK

### A. GENERAL

- B 1. Supervise all timing involving the play 25-second count.
- B 2. Supervise the play (25-second) clock operator as the play (25-second) clock is the official delay of game time piece.

### B. PREGAME

- B 1. Meet with 25-second clock operator 60 minutes prior to the start of the game, and instruct operator to.
  - a. Set display at 25 seconds.
  - b. Start the clock or set of clocks on the ready for play signal
  - c. Leave the displays at 00 seconds if there is a delay of game penalty.
  - d. Reset the clock immediately to 25 seconds when the ball is put in play or there is no delay foul.
  - e. Reset the displays at 25 seconds anytime R interrupts the 25 second count.
  - f. Turn off both clocks if one or both malfunction, and notify both coaches if the play (25-second) clock is no longer official. The 25-second count will then be restarted at 25- seconds with the B manually timing the count on his watch.

### C. DUTIES BEFORE EACH PLAY

- B 1. Observe the start of the play (25-second) clock with R's ready signal (crowd noise exception).

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2. Check time consumed in snapping and free kicking the ball, and call 25-second infractions. Stadium clocks located at each end of the stadium are under the jurisdiction of the **B**. In obvious field goal situations or when there is no field play (25-second) clock, the **F** or **S** may assume responsibility for the count.
3. If the visual clocks become inoperative, raise one arm straight overhead during the last 10 seconds.

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

### **ARTICLE 1. USE OF BEAN BAG -HAT MECHANICS**

- ALL** A. The bean bag will be dropped on the approximate yard line, herein after referred to as "spot." **DO NOT THROW THE BEAN BAG.**
- ALL** B. Drop the bean bag to mark the appropriate spot:
1. When a scrimmage kick ends inbounds. This marks the Post Scrimmage Kick enforcement spot. Normally only one official will mark this spot with his bean bag.
  2. When the covering official actually sees a live ball fumble anywhere on the field--NOT WHEN HE SEES THE BALL LOOSE BUT DID NOT ACTUALLY SEE THE FUMBLE!
  3. When a hand-off or backward pass occurs beyond the neutral zone or when there is no neutral zone.
  4. When an eligible receiver fails to return inbounds immediately after being blocked out of bounds.
  5. When a Team A player illegally touches a free or scrimmage kick.
  6. When a Team B player intercepts a forward pass, fumble or backward pass between his five yard line and the goal line.
  7. When a Team B player catches a free or scrimmage kick between his five-yard line and the goal line.
  8. When necessary to mark forward progress when the runner/passers is driven back.
  9. When the potential Team A passer is tackled behind the line of scrimmage.
  10. When a fair catch signaler muffs the kick but can complete the catch before it touches the ground.

### **ARTICLE 2. HAT MECHANICS**

- ALL** A. Use your hat to mark appropriate spots as follows:
1. When an eligible Team A pass receiver voluntarily goes out of bounds.
  2. When an eligible receiver fails to return inbounds immediately after being blocked out of bounds.
  3. When a Team A player goes out of bounds during a free or scrimmage kicks.

#### **OPPOSITE SIDE OFFICIAL**

- B. 1. Be alert for a hat on the ground.  
2. Cover the yardline while calling official reports action to **R** and **U**.

## **SECTION 9. BALL HANDLING**

### **ARTICLE 1. UIL GAME BALL AND BALL PERSON POLICIES**

The following is excerpted from the UIL Manual / Football Plan:

**Game Balls and Ball Persons(BPs):** The home team should provide a minimum of three legal game balls, and the visiting team, if it desires to use its own game balls, should also provide a minimum of three legal game balls.

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Each team shall provide a minimum of two Ball Persons (preferably age 12 or older).

Officials will work with the Ball Persons as assigned by the school(s) knowing that assistance is a luxury. When the Ball Persons are so unsatisfactory that they disrupt the ball game or interfere with the officials' ability to properly carry out their duties, the crew should make certain that **R** is aware. **R** will inform the Chapter Secretary who will determine the appropriate course of action.

## ARTICLE 2. APPROVAL OF GAME BALLS

**R** A. Prior to game, test, certify, and mark at least three (3) game balls from home team; test, certify, and mark at least three (3) game balls from visiting team, if they elect to use their own game balls. Marks should be unique for each team. *Distinct marks are essential for efficient ball handling during the game.*

**B** B. Assist **R** in testing game balls; adjust air pressure in balls if incorrect. If balls are received prior to arrival on field for pre-game duties, take over from **R**. Otherwise, ensure ball persons have game balls and are ready prior to coin toss.

## ARTICLE 3. BALL PERSONS (BP)

- BP** A. 1. For scrimmage plays, **BPs** are to be positioned approximately 10 yards beyond neutral zone at the snap, and should move to stay downfield of wing officials as much as possible during play.
2. Remain outside field of play at all times, and be at least six feet off sideline unless relaying replacement ball or retrieving ball that has been replaced. **NOTE:** Game officials are **solely** responsible for transferring replacement ball to **U** for placement at the succeeding spot; ball persons are to remain off field unless directed to retrieve a ball that has been replaced.
3. Following any change of possession, the 'new offense' ball should come from the sideline of team now in possession, regardless at which sideline the dead ball may be, and the replaced ball should be taken to the opponent's sideline.
4. For field goal attempts and Tries, **BPs** are to be positioned at the Team B 10-yard line. *Do not place replacement ball by goal post.* Immediately following play, relay replacement ball to nearest official, then retrieve ball being replaced.
5. For free kicks, **BPs** are to be positioned at the Team B 40-yard line. Immediately following play, ball person on side of team now in possession will relay 'new offense' ball to nearest official, then retrieve ball being replaced.
6. For most plays, **BPs** will look for **H, L, F, S** or **B** to relay replacement ball into game. Following an incomplete pass, **BPs** to side where ball falls incomplete will look for wing official to that side to relay ball into game.
7. Remain alert and have correct game ball(s) ready immediately when requested by any official; hustle when retrieving ball that has been replaced.
8. Toss or hand ball only to officials, and only when requested – *officials and ball persons must get eye contact before tossing/handing ball*; keep all tosses short and underhand.
9. Do comply with any request by a coach or player to replace the ball; by rule, only the **R** and **U** may determine when a ball is to be replaced.
10. Do not address opposing team personnel in any way; notify nearest official of any interference or unsportsmanlike behavior toward them by anyone.
11. Be on appropriate sideline and ready with game balls at least three minutes before start of each half.

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B. If visiting team elects to provide ball persons, instruct them as in items A-1 through A-11 above. Additionally:

1. At least one ball person provided by each team is to be stationed on each sideline, and each shall be responsible for game balls from his/her respective team (only).
2. (Assuming three game balls per team) Ball person on the sideline of his/her team will be responsible for two game balls (for his/her team only). Ball person on opponent's sideline will be responsible for one game ball (for his/her team only). Officials and ball persons must coordinate to ensure game balls on each sideline remain 'balanced'.
3. All ball persons shall cooperate with and assist each other, regardless of team affiliation.

#### **ARTICLE 4. GENERAL BALL HANDLING**

A. RELAYING BALL – Relaying or transferring of ball should be done quickly and efficiently, with as few exchanges as possible.

B. SPOTTING BALL – Spotting ball for succeeding down should be done with one placement. Official that spots ball should do so as quickly as practical, yet assuring ball is placed correctly when first spotted. However, any official that has positive knowledge that ball is not spotted correctly should take necessary measures, including stopping clock, to get ball located correctly.

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

D. START OF EACH HALF OR EXTRA PERIOD – **B** and **L** will have game ball from team on their respective sidelines in hand during the coin toss or option selection. Deliver to **B** (**U** in Extra Periods) game ball from team that will kick-off or snap

#### **ARTICLE 5. WET WEATHER PROCEDURES**

A. ADDITIONAL GAME BALLS – Teams should provide additional game balls for use in games when wet conditions are expected. **R** must test, approve, and mark all such additional balls prior to the game.

B. PROCEDURES – Generally the same as for dry conditions, except the wing officials will secure replacement ball from ball persons as needed, and relay to **U**, to ensure dry ball (to the extent possible) is spotted for play for the succeeding down.

C. TOWELS – **U** should carry a towel to wipe ball dry. After spotting, **U** may cover ball with towel to keep dry. If conditions warrant, **U** may hold ball covered with towel until offense approaches to snap, then spot ball and move to pre-snap position. Other officials may carry towels, if conditions warrant.

D. BALL PERSONS – Ball persons should have towels to wipe balls dry, and to keep balls covered. **NOTE:** By rule, no ball drying substances may be used.

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**ARTICLE 6. SCRIMMAGE PLAYS**

**H** and **L** cover progress of runner as usual. **R**, and **F or S** hustle to sideline area or team area when ball is dead. **U** moves to a clear area between nine-yard marks and inbounds line, and toward **F or S**. When there is no threat of foul, **F or S** secures replacement ball from ball person and relays to **U**. If ball is dead in or behind neutral zone, **R** may secure replacement ball and relay to **U**, if conditions permit.

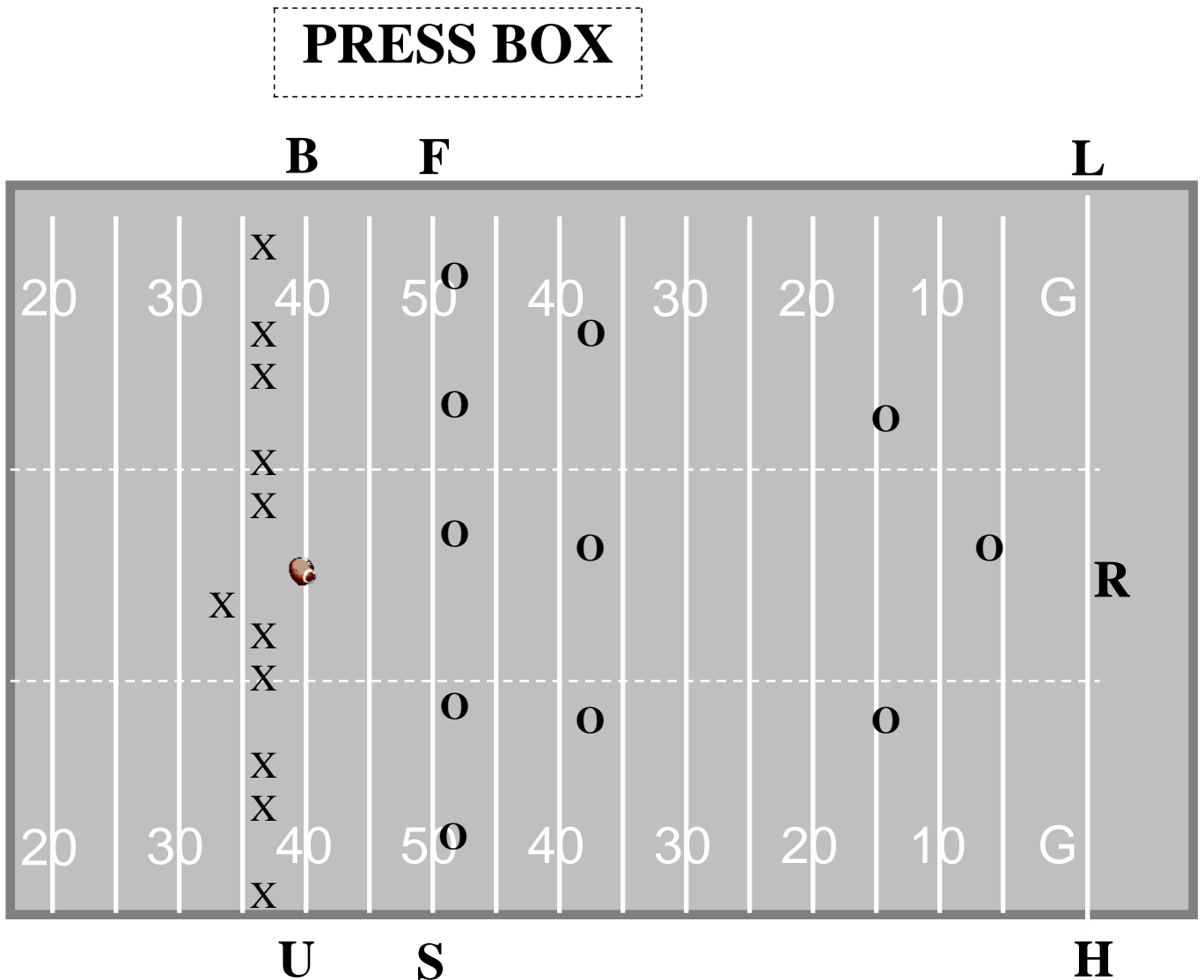
- ALL** A. When the ball is dead and between the nine-yard marks:
1. **U**. When there is no further threat of foul, move to retrieve ball and place at the succeeding spot.
  2. **R**. When there is no further threat of foul, and conditions permit, move to retrieve ball and deliver to **U** to place (or personally place) at succeeding spot.
- ALL** B. When ball is dead and nearer sideline than nine-yard marks, or out of bounds
1. **F or S**. When there is no further threat of foul, secure replacement ball from ball person and relay to **U**. After relaying ball to **U**, retrieve ball being replaced and toss or hand to ball person, or, if conditions permit, to wing official for placement at foot marking forward progress.
  2. **R**. When ball is dead and in or behind neutral zone and there is no further threat of foul, if conditions permit, secure replacement ball from ball person and relay to **U**.
  3. **H, L, F or S**. If you have forward progress and conditions permit, secure ball being replaced, or a 'spare' ball from a ball person, and place at foot marking forward progress. *This is to be done only if there is no threat of foul by any player, and if it does not distract any official from performing essential duties.* Assist as necessary in getting replaced ball to appropriate ball person.
  4. **U**. Move to an open area between the inbounds line and the nine-yard marks, and toward the **H, L, F or S**; when there is no further threat of foul, permit replacement ball to be relayed to you. Spot replacement ball.
- ALL** C. When a forward pass is incomplete:
1. **H, L, F or S**. If pass falls to your side of the field, when there is no further threat of a foul, secure replacement ball from ball person and relay to **U**.
  2. **U**. Go to side to which pass falls; move to an open area between inbounds line and nine-yard marks, and toward **H, L, F or S**; when there is no further threat of foul, permit replacement ball to be relayed to you. Spot replacement ball.
  3. **R**. Assist as necessary in getting replaced ball to appropriate ball person.
- D. Following punt or field goal play:
1. **S & F**. When there is no further threat of a foul, secure 'new offense' ball from ball person on sideline of team now in possession and relay to **U**. After relaying ball to **U**, assist in getting replaced ball to appropriate ball person.
  2. **H & L**. If you have forward progress and conditions permit, secure ball being replaced, or a 'spare' ball from a ball person, and place at foot marking forward progress. *This is to be done only if there is no threat of foul by any player, and if it does not distract any official from performing essential duties.* Assist as necessary in getting replaced ball to appropriate ball person.
  3. **R**. Assist as necessary in getting replaced ball to appropriate ball person.
  4. **U**. Move to an open area between the inbounds line and the nine-yard marks to sideline of team now in possession; when there is no further threat of foul, permit replacement ball to be relayed to you. Spot 'new offense' ball.
- R or UE**. If the ball is unfit for play, obtain a replacement from **any** wing official.
- ALL** Be alert that only game balls marked by **R** are used during the game.

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**SECTION 10. FREE KICKS**

**BASIC FREE KICK POSITIONS**

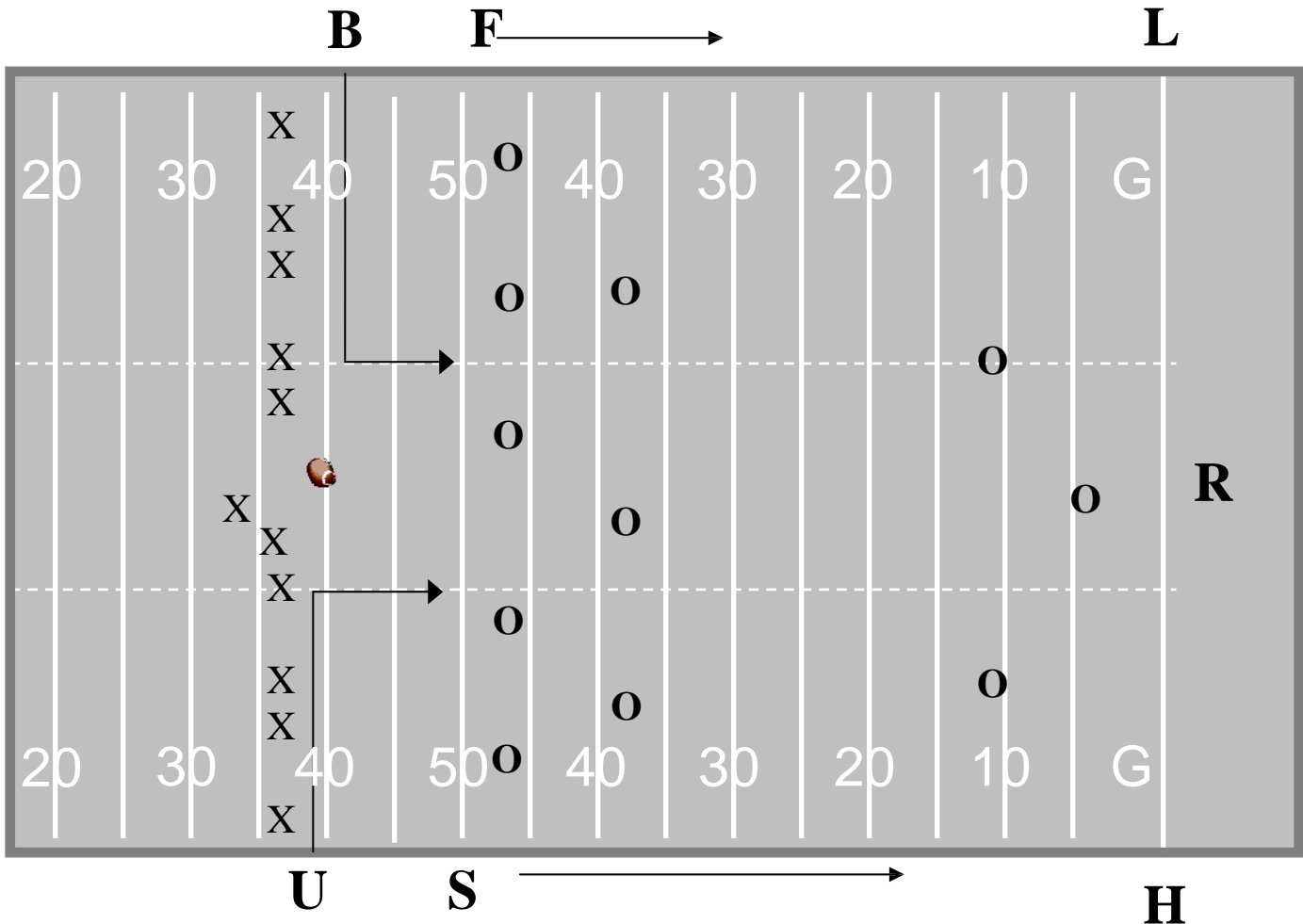


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**MOVEMENT AFTER BALL IS KICKED DEEP**

**PRESS BOX**



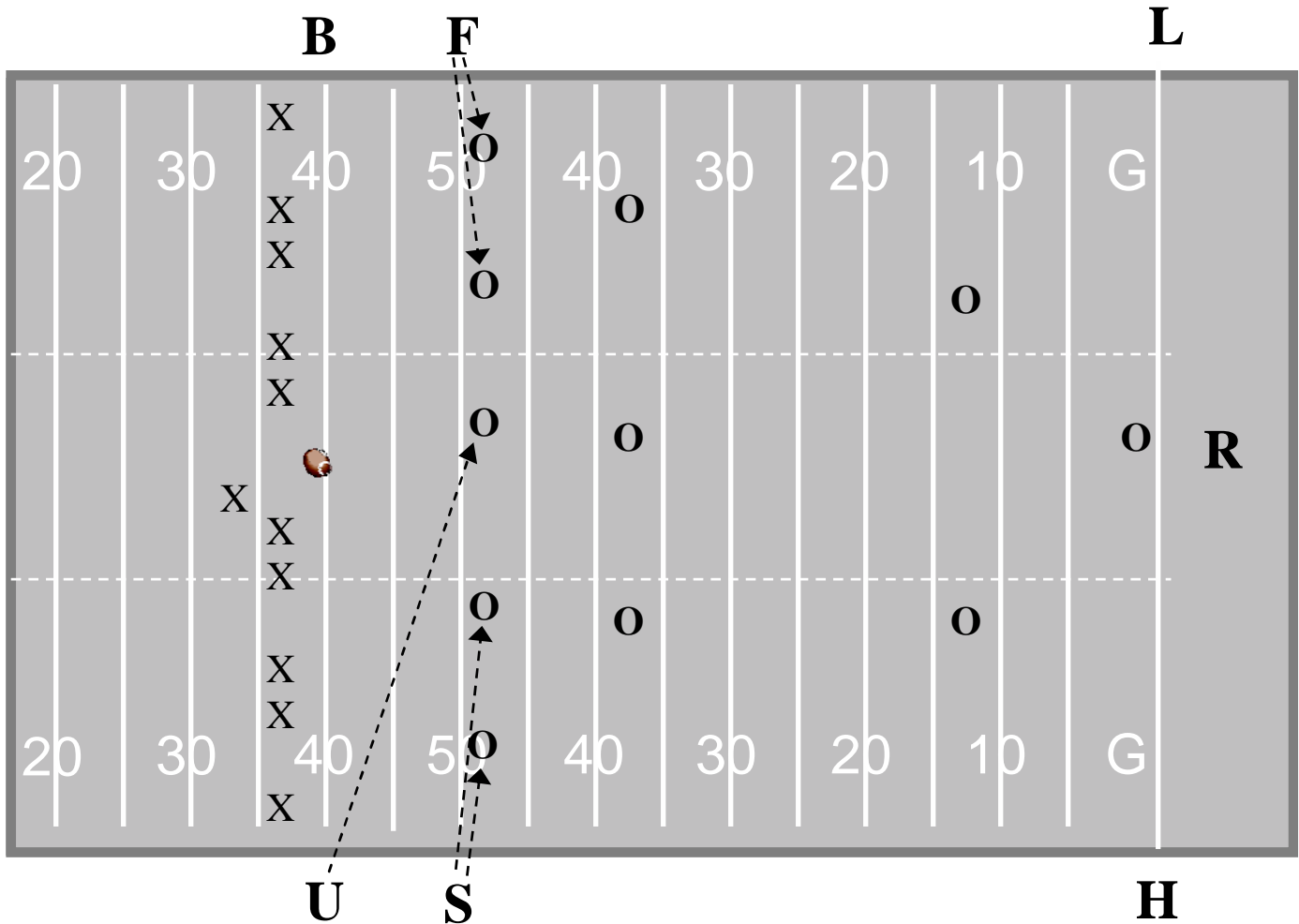
*NOTE: Arrows indicate movement by crew after the ball is kicked.*

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KEYS – 5 PLAYERS ON THE FRONT LINE

**PRESS BOX**

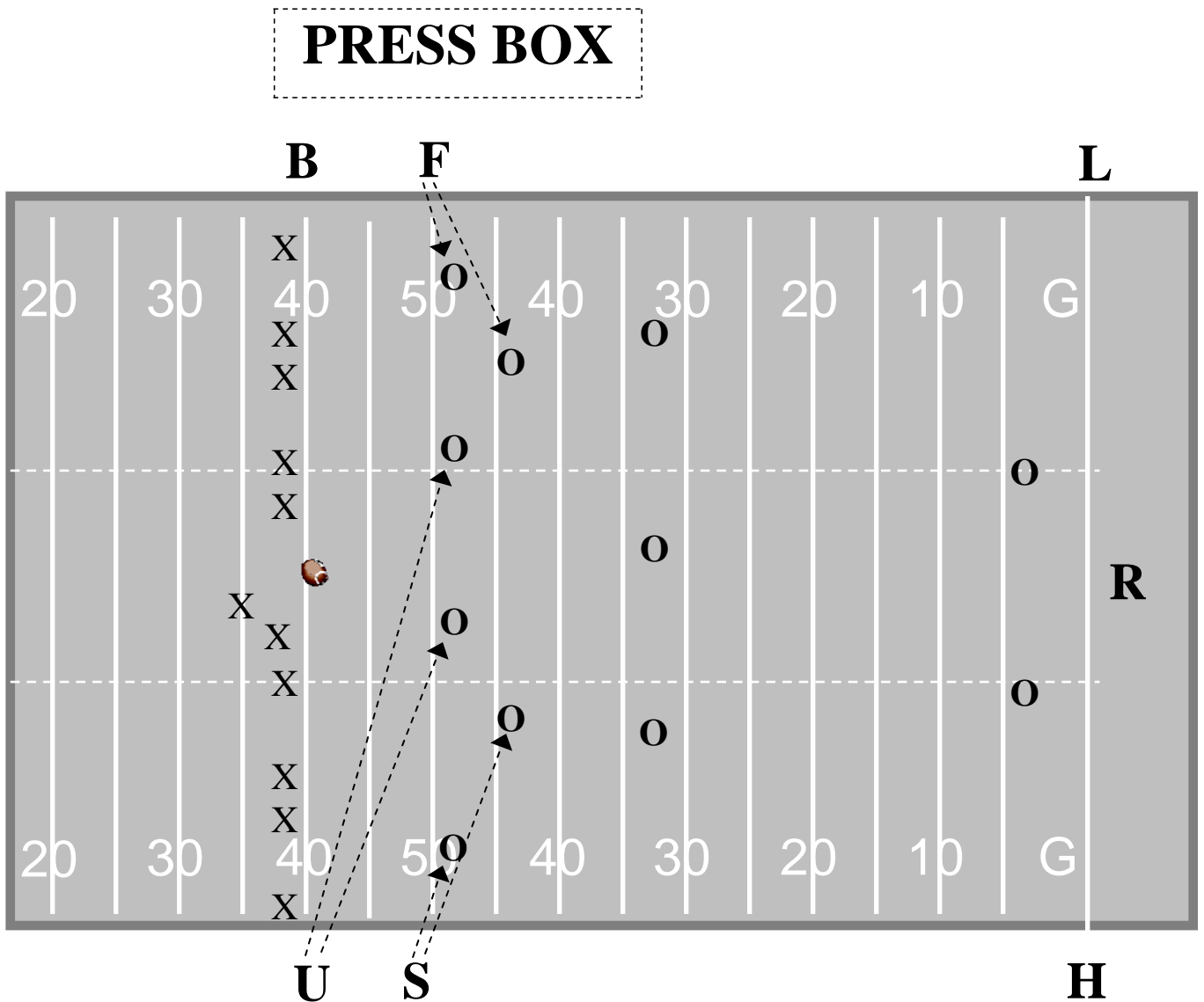


*Know your keys and observe them throughout the kick-off. **F** and **S** have two outside receivers on front line. **U** has the middle receiver on front line. **B** responsible for action on and by the kicker.*

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KEYS – 6 PLAYERS ON THE FRONT LINE



Know your keys and observe them throughout the kick-off. **F** and **S** have two outside receivers on front line. **U** has the two middle receivers on front line. **B** is responsible for action on and by the kicker.

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**ARTICLE 1. KICKOFFS**

- ALL** A. 1. Take position as shown on kickoff diagrams and complete your duties.  
2. Be alert for legal touching, touchbacks, kicks beyond the end line and near the sidelines and wind clock when appropriate.  
3. Think **onside kick** first; then anticipate every kick could be returned for TD.
- R, H & L** B. 1. Take positions as shown on the kickoff diagrams. (*Note adjustments when onside kick is indicated.*)  
2. When taking the player whom is attempting to catch the ball, take a position ahead of the receiver when possible.  
3. Be responsible for the receiver when he fields the ball in your zone. **R.** has middle zone of the field, and **H** and **L** have their zones from the 9 yd marks to the sidelines.  
4. **R, H & L.** Be responsible for the goal line in your zone, and the end line.  
5. **R, H & L.** Watch for holding, clips and blocks below the waist. Check sidelines, restraining lines, etc. When you do not have the ball, move up field to observe action ahead of the runner.  
6. **H & L.** Stay at the pylon to cover a deep kick threatening their sideline, the official on the opposite side of the field should hustle up field to observe action by blockers and defenders.  
7. **R, H & L.** Take runner up field until handing off to **F** or **S**; be prepared to cover sideline to goal line.
- F & S** C. 1. Be responsible for receiving team's restraining line - being alert for short free kicks.  
2. After the kick off, move downfield with a purpose, stopping at your established yard line to freeze your head and observe action on the return.  
3. **S.** Move to B's 30 yard line; the **F** to B's 40 yard line. This action will give better coverage in the critical area where contact occurs between the kicking and receiving team.  
4. **ALL.** Wind clock on legal touching.  
5. **ALL.** Think onside kick first and be aware of the pooch kick.
- U** D. 1. Be responsible for kicking teams restraining line - being alert for short free kicks.  
2. On any kick going beyond the 50-yard line, move to the hash mark opposite **B** and officiate using the hash mark as a guideline, observing action mainly toward center of field, observing off-ball action.  
3. Wind clock on legal touching.
- B** E. 1. Prior to ready for play, check to see if **U, F, and S** are ready for kick-off. If so, signal **R** and give ball to kicker once **R** signals back. Move to sideline position. **R** will then mark ball ready for play. Watch illegal action on the kicker.  
2. Be responsible for kicking teams restraining line - being alert for short free kicks.  
3. On any kick going beyond the 50-yard line, come onto the field at a 90-degree angle to the nearer hash marks and proceed slowly down field.  
4. Using the hash mark as a guideline, initially observe action inside the hash mark. If kick and return are to the opposite side, move slightly in from the hash mark to better observe action, allowing no player to get behind him and leading the runner at all times.  
5. **B, F & S.** Take goal line responsibility on any long return.
- ALL** F. 1. Be alert for a "fair catch" signal on any kick.  
2. Mark the out of bounds spot (with flag if appropriate) when kick, in flight or rolling, goes out of bounds. Determine if inbounds Team B player touched the ball inbounds and signal time out.

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3. If kicked in your area, cover any muff or advance by any Team B player who catches or recovers.
4. Give the "start the clock signal" when ball is legally touched.
5. Observe any player who is out of bounds before or during the kick. This includes Team A players who enter after the ball is made ready for play.
6. If touchback occurs move into the field to stop any late or illegal action, but do not ignore players behind you.
7. **U, B, F & S.** Be certain all Team A players have complied with the 9-yard mark rule.
8. Know your keys and observe them throughout the kick-off.
9. **F** and **S** have two outside receivers on front line.
10. **U.** Take the middle receivers on front line.
11. **B.** Be responsible for action by and against the kicker.

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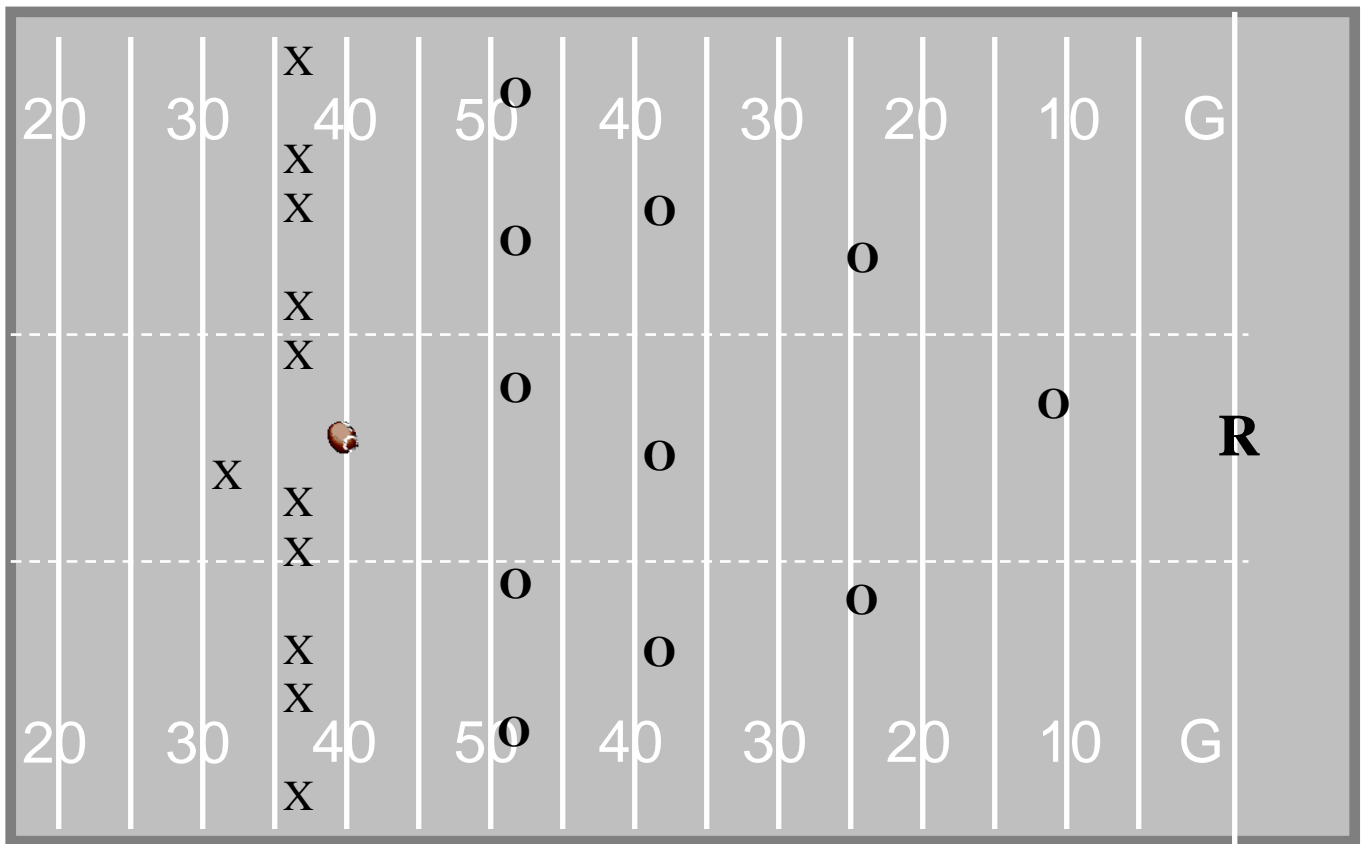
**ARTICLE 2. SHORT KICKOFFS**

- ALL** A. 1. When anticipating a short free kick, take basic positions as shown on the diagrams.  
 2. Be alert for illegal touching, drop beanbag and be prepared to rule on possession.  
 3. Be ready to start the clock when the ball is legally touched in the field of play.  
 4. **R.** DETERMINE WHEN TO MOVE INTO SHORT FREE KICK POSITIONS.

**SHORT FREE KICKS**

**PRESS BOX**

**B L F**



**U H S**

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**ARTICLE 3. OBVIOUS SHORT KICKOFFS**

- ALL** A. 1. Take positions as shown on kickoff diagrams and perform all pre-kick duties.  
 2. Give the ready for play (S1) to the kicking team when officials are ready and ball is handed to kicker.  
 3. **R** has responsibility for the play clock.  
 4. Be alert for touching, both legal and illegal; action at the sidelines and regular coverage if ball is kicked deep.
- H** B. 1. When **R** determines that the crew will use the obvious short free kick mechanics, **H** proceeds up the sideline on the press box side of the field in unison with the **S**. **H** takes a position midway between Team A and B's restraining lines.  
 2. Observe touching of the ball by either team, noting when and where the ball was touched.  
 3. Observe action by the kicking team on your side blocking and/or touching the ball prior to becoming eligible by rule.  
 4. Know whether the ball was kicked into the ground or air.
- L** C. 1. When **R** determines that the crew will use the obvious short free kick mechanics, the **L** proceeds up the sideline on the press box side of the field in unison with **F**. who stops midway between Team A and B's restraining lines.  
 2. Observe touching of the ball by either team, noting when and where the ball was touched.  
 3. Observe action by the kicking team on your side blocking and/or touching the ball prior to becoming eligible by rule.  
 4. Know whether the ball was kicked into the ground or air.
- F & S** D. 1. Take positions as shown on the diagram.  
 2. Observe touching of the ball by either team, noting when and where the ball was touched.
- B** E. 1. Take position as shown on the kickoff diagrams.  
 2. Hand ball to the kicker and give him the necessary instructions; move smartly to position.  
 3. Officiate Team A's restraining line as a plane being alert for kicking team members beyond their restraining line prior to the ball being kicked.  
 4. Observe action by the kicking team on your side; blocking and/or touching the ball prior to becoming eligible by rule.  
 5. Watch illegal action on the kicker.
- U** F. 1. Take the position shown on the kickoff diagrams.  
 2. Officiate Team A's restraining line as a plane being alert for kicking team members beyond their restraining line prior to the ball being kicked.  
 3. Observe action by the kicking team on your side; blocking and/or touching the ball prior to becoming eligible by rule.
- ALL** G. 1. Think **onside kick** first – then anticipate every kick could be returned for TD.  
 2. Mark the out of bounds spot (with flag if appropriate) when kick, in flight or rolling, goes out of bounds. Determine if inbounds Team B player touched the ball inbounds and signal time out.  
 3. If kicked in your area, cover any muff or advance by any Team B player who catches or recovers. Give the "start the clock signal" when ball is legally touched.  
 4. Observe any player who is out of bounds before or during the kick. This includes Team A players who enter after the ball is made ready for play.

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**ARTICLE 4. FOLLOWING A SCORE**

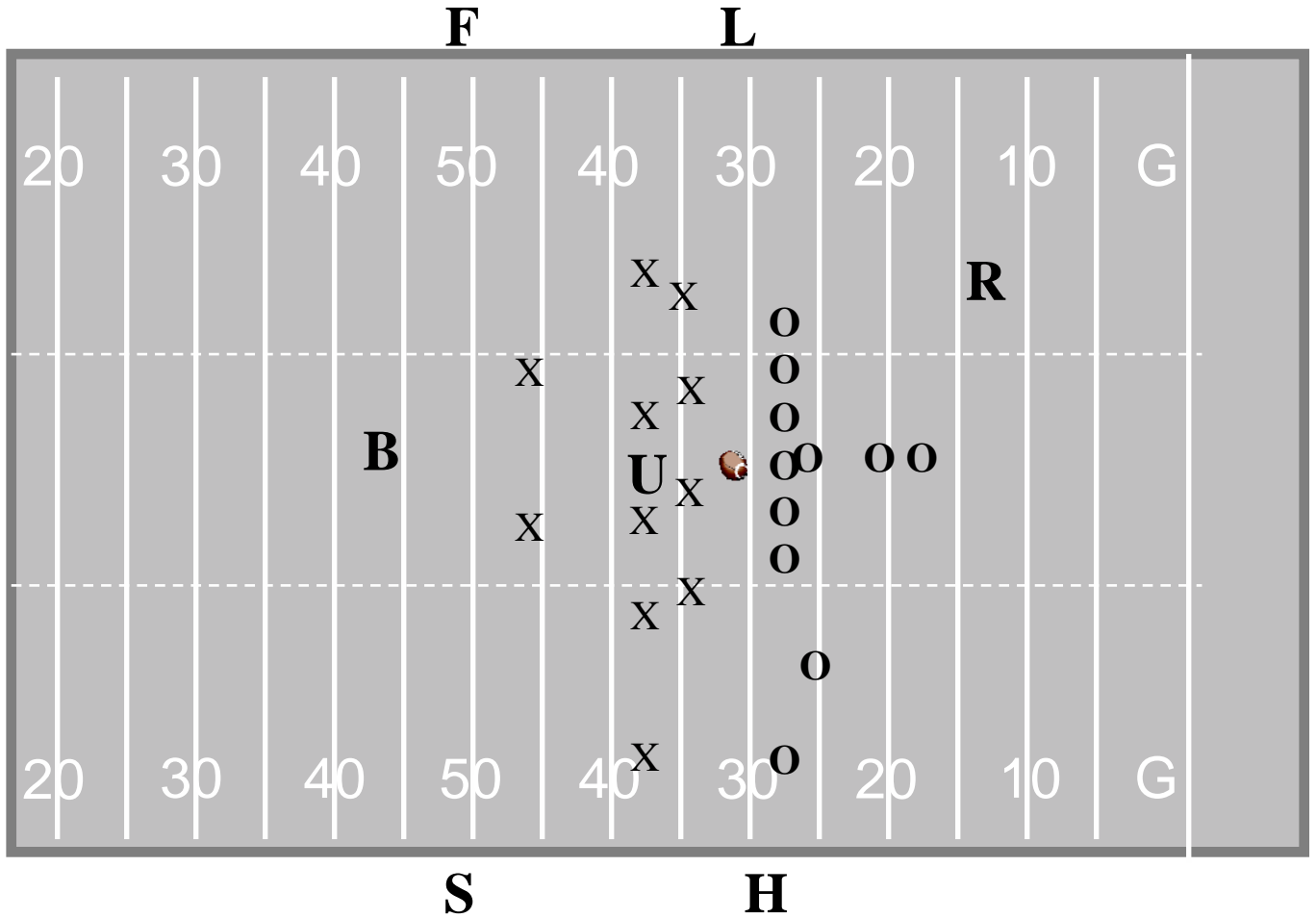
- ALL** A. 1. Following a score, come together quickly to review any special situation.  
2. Review any enforcement actions affecting the kick-off.
- R** B. 1. Go to pre-kick position.  
2. Review official score.  
3. Look for **B**'s ready signal, return that signal, and then make the ball ready for play when **B** reaches sideline position.
- L, F, U, H & S** C. 1. **L and F.** Meet at the intersection of the sideline and the 20-yard line on the press box side of the field.  
2. **U, H and S.** Meet at the other side of the field at the intersection of the sideline and the 20-yard line.  
3. Wait at this spot until the **S** gives a visual signal that the media time out has ended.  
4. Officials may move closer to the team box in order to answer a head coach's reasonable question.  
5. On the **S**'s signal the crew will hustle to their pre-kick positions and begin to prepare for the free kick.  
6. **F, U and S.** Use this opportunity to advise coaches, players and team personnel to return to the team box and clear the sideline.
- B** D. 1. Proceed to the scoring team's sideline at the 20-yard line to retrieve Team A's ball.  
2. Continue up the sideline to Team A's free kick restraining line.  
3. Signal **R** when ready; and move to sideline after **R** returns signal.

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**SECTION 11. PLAYS FROM SCRIMMAGE**

**PRESS BOX**



**ALL.** Always box in the play. Avoid positions that may cause scrambling to avoid interference with players.

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- ALL** A. Determining and Priority of Keys:
1. In determining keys, the following definitions are needed for clarification purposes.
    - a. Strength of the formation is determined by the number of eligible receivers on a particular side of the offensive formation. It has nothing to do with the number of linemen on each side of the center but rather the number of eligible receivers outside the tackles.
    - b. Tight End – The end man on the line of scrimmage lined up no more than four yards from the nearest offensive lineman.
    - c. Back In Backfield – A player in the backfield between the tackles at the snap.
    - d. Trips – Three or more receivers outside an offensive tackle.
  2. The priority of keys to determine initial assignments for each group of officials is as follows:
    - 1st: F and S
    - 2nd: B
    - 3rd: L and H
  3. The general rule is do not key the same player as the group of officials ahead of you priority-wise. For example, the **L** or **H** should not key the same player as **B**; in turn, **B** should not key the same player as **F** or **S**.
- R** B. Duties Before Snap:
1. Assume a position deep and wide where you may comfortably see the ball and backs and tackle on your side, except flanks, or a man in motion toward you.
    - a. Work on the throwing arm side of the quarterback, and be slightly wider than the tight end's position would normally position and 12-14 yards deep.
    - b. Be aware of the wingback's alignment and signal the wing official on your side if appropriate.
  2. Check the offensive formation and count the offensive players.
  3. Check the setbacks and quarterback for illegal motion, the ball at the snap; and assist the **U** if there is movement of restricted linemen.
- U** C. Duties Before Snap
1. Vary positioning according to the formations of both teams; avoid a position that will interfere with linebackers.
    - a. Adjust distance behind the defensive line according to the width of Team A's formation and (except on goal line or TRY situations) be at least 5, but seldom more than 7 yards deep.
    - b. Whenever possible, coordinate your position with the **R** for best coverage of the interior line play.
    - c. Be aware of wingback's alignment on the side opposite referee. Signal wing official if appropriate.
  2. Read offensive alignment and know the 5 ineligible. Make certain you have a clear view of the snap.
  3. Count Team A players and give appropriate signal to the **R**.
  4. Rule on illegal movement by restricted linemen prior to the snap.
  5. Be certain that defensive team does not use words or signals to disconcert opponents.
- H & L** D. Duties Before Snap:
1. Read the offensive formation and know your eligible receiver responsibilities. Be aware of wingbacks aligned near the tackle on your side.
  2. Watch for illegal formations, including encroachment prior to the snap.
  3. False starts by Team A players.
  4. Indicate the offensive line of scrimmage by extended foot, then take final position straddling the neutral zone, on the sideline.

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5. Cover man in motion on your side of the ball. When the motion man is beyond the center of the formation, going away from you or towards you, it will then be the other wingman's responsibility. (This does not relieve opposite official from making obvious call).

6. If Team A has an unbalanced line, the wing official who has four (or more) linemen on his side should so indicate by putting his open hand to the side of his face.

7. Opposite wing official can mirror the signal, indicating a legal formation.

8. Signal the widest man off the line of scrimmage to your side. |

**F & S** E. Duties Before Snap:

1. Take original position 20 yards deep on the sidelines. When the ball is snapped between Team B's 25-yard line and the goal line take a starting position on the goal line.

2. Know your eligible receiver responsibilities.

3. Count Team B players and signal other deep officials.

4. Be aware of violations of the restricted team area.

**B** F. Duties Before Snap:

1. Take an initial position 25-yards deep favoring the strong side of the formation.

2. Be in position to cover from the inside (looking out), and for the end line. Responsibility for man in motion may be determined by his location at the snap if in motion at the snap.

3. Observe the start of the play clock and violations of the play clock, and will assist in counting Team B players.

## SECTION 12. RUNNING PLAYS

**R** A. Responsibilities During a Running Play:

1. Help with the tackle on his side immediately following the snap.

2. Watch action behind the line and the runner to the neutral zone.

3. Watch action on the ball and the quarterback on hand-offs and pitch-outs.

4. Take runner behind the line of scrimmage until he goes out of bounds; coordinate sideline coverage with the **L** and **H**.

5. Watch action on the QB during an option play until there is no threat of a foul. Then trail the runner into the side zone, covering behind the play.

6. When the QB turns up field, across the line of scrimmage with the ball, assume responsibility for the "pitch man" until there is no longer a threat of a foul.

7. When spotting the ball after it becomes dead, check with the **L** and **H** to get accurate forward progress.

8. Coordinate with the **U** in spotting the ball for the next play.

**U** B. Responsibilities During a Running Play:

1. Read the point of attack and the action on or by the interior linemen. Key the center and two guards.

2. Observe continuing action on the backside of the runner. On a sweep, open up to the point of attack gaining depth as needed while watching the backside. Observe action in side zone, especially between inbounds lines and 9-yard marks.

3. After the ball becomes dead (and there is not a threat of dead ball action), hustle to the ball and assist in placing the ball in accord with the forward progress designated by the wing/flank official.

4. Remember that inbounds lines are not walls; move into side zone as needed.

**H & L** C. Responsibilities During a Running Play:

1. Observe flanker backs in motion or illegal shift by flankerback; take action toward the ball by wingbacks who are aligned just outside the tackle on your side.

2. Watch for offside by defense and encroachment by offense.

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3. Observe initial action on or by interior lineman nearest you and action on or by the offensive player who is your designated responsibility
4. Observe blocking in front of the runner behind the line of scrimmage or in neutral zone.
5. Mark forward progress on straight hand-offs and runs to your side.
6. Observe action on the pitchman when the ball is behind the neutral zone.
7. Take the pitchman (trailing back), loose ball and the pitchman as he becomes the runner on play action toward your side.
8. Take the ball carrier in your side zone as far as possible, then release and cover action behind the runner. On plays to your side, coordinate with **F** and **S** to minimize overlap of responsibilities. Maintain 10-15 yard separation. Mark forward progress as far downfield as you can. Make certain you "square off" your spots.
9. Clean up out of bounds if the **F** or **S** covers the out of bounds spot. Mark forward progress and out of bounds spot on your side when within your area of responsibility.
10. When flow of play is away from your position, move cautiously toward the flow and clean up action behind the **R** and **U**, giving special attention to late action on the QB after he has pitched the ball.
11. Always keep players boxed in.

**F & S** D. Responsibilities During a Running Play:

1. Watch action on or by the widest receiver on your side of the field.
2. Watch for crack-back blocks.
3. Observe blocking below the waist by a wide-out, back toward the spot of the snap, less than 10 yards from the previous spot.
4. Box in the widest player on your side.
5. Cover sideline from approximately 20 yards beyond the neutral zone to the end line.
6. If the play is to your side of the field and the **H** or **L** marks the out of bounds spot, clean up the action around the play. When the play ends out of bounds, go directly into the area and observe. Stay with players until all are back on the field of play.
7. On plays on your sideline, coordinating coverage with the **H** or **L** to minimize overlap. Maintain 10-15 yard separation.
8. Determine forward progress when the play ends in your area.
9. Assist on pitchman; assist with lead blockers.
10. Assist with forward progress downfield when a play is away from you.
11. When the flow is away from your position, clean up behind the **U**. Be especially careful for fouls, piling on or personal fouls before and after the ball becomes dead. Cover the action between you and the area of the runner once the play crosses the line of scrimmage. Assist with forward progress on running plays or passes away from you.
12. Be alert for late substitutions and hideout plays. Also be alert for defensive actions (12 or more men on the field until just before the snap).

**B** E. Responsibilities During a Running Play:

1. Observe action on or by your eligible receiver responsibility as determined by offensive formation.
2. Move laterally and backward to observe actions of players behind the **U** and ahead of the runner as the ball moves to the **F**'s or **S**'s side of the field.
3. Be ready to take over on cutback and breakaway runs.
4. Cover the goal, or endline as spot of the snap and subsequent action dictates.
5. Go to the football when it becomes dead in your immediate area.
6. When play is not in your area, move to a position to best observe the continuing action after the ball becomes dead. When a running play develops toward a sideline, drift toward that sideline. Keep runner bracketed between you, and **F** or **S**.

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7. Assist in stopping the clock, and be aware of the status of the clock when the play is dead.
8. Observe player action downfield between the **U** and you. On line plunges up the middle do not move too fast; let the play come to you.
9. Pick up any ball carrier that breaks loose and goes downfield.
10. On plays where runner goes out of bounds, cover area around the runner.
11. Watch player(s) activity that is in the area of the ball carrier, especially in wide-open plays where players are pursuing and coming to the primary area.
12. On long runs, be prepared to rule on goal line plays.

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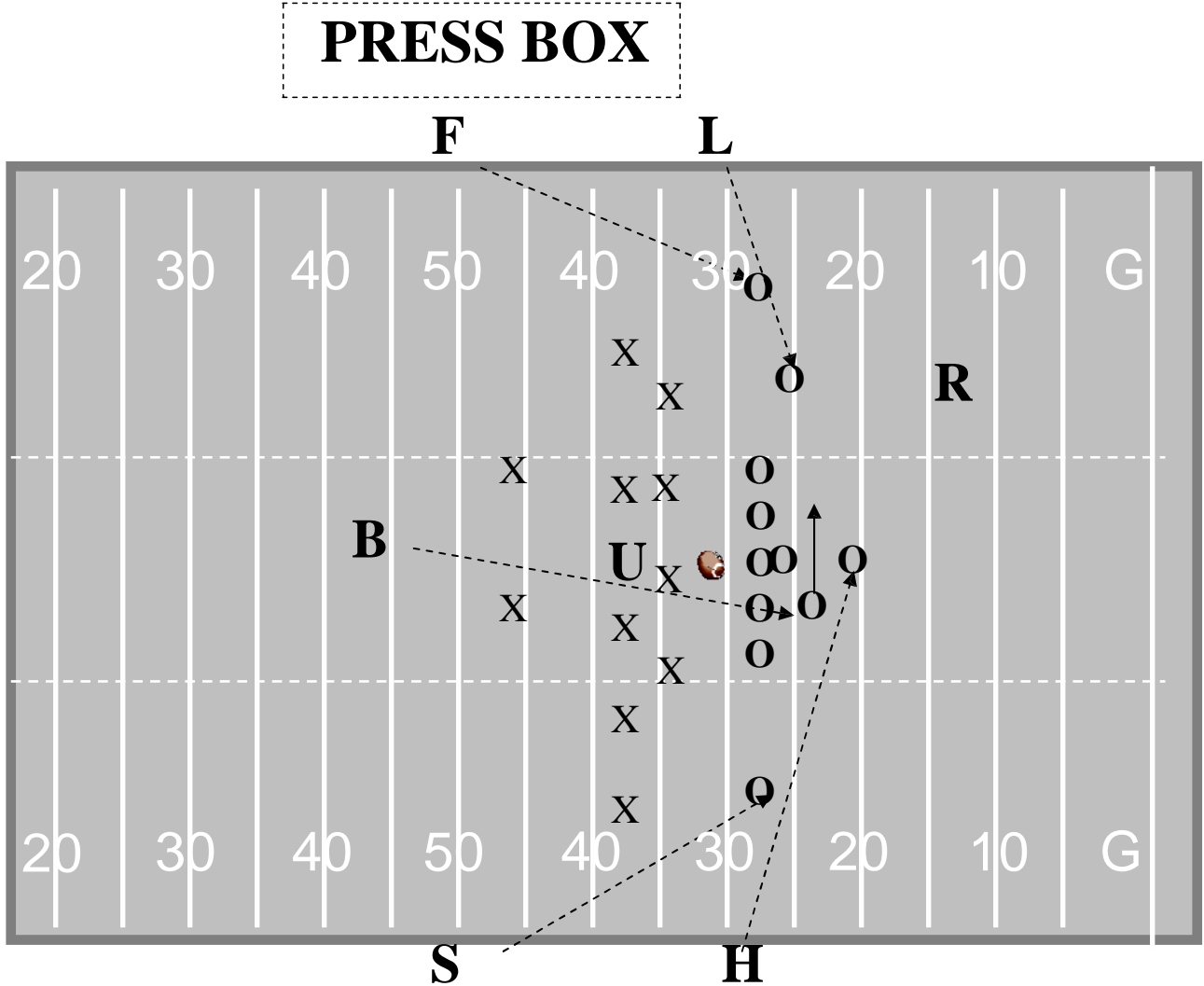
**ASSIGNMENT AND BASIC KEYS**

- R** A. Watch QB and helps with the tackle on his side but takes responsibility for tackle on opposite side.
- U** B. Watch interior linemen. Key center and two guards, but help with tackles if obvious fouls are observed.
- F & S** C. Watch widest eligible receiver in the formation on your side of the field.
- B** D. Based on the strength of the formation, normal assignment would be the second eligible receiver on the strong side of the field. If there is no strong side to the formation, key the first back out of the backfield. Initial pre-snap position should favor the strong side of the field. This will assist **H** and **L** in determining their keys.
- H & L** E. Third eligible receiver from the sidelines to your side of the formation. Since the third eligible receiver would never be the widest receiver, your only concern is not to double cover **B**'s assignment.
- NOTE:** In a regular pro formation with a split end to the press box side and a flanker and tight end on the other side, **F** would key the split end, **L** the nearest back in the backfield. **S** would key the flanker and **H** would normally key the second man to his side of the formation or tight end; but since **B** keys the tight end on the strong side of the formation, **H** would look into the backfield and pick up the nearest back to him. The number of eligible receivers dictates the "strong" side.
- ALL** F. After the snap do not release too quickly in assuming zone responsibility.

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MAN IN MOTION



**B** Initially takes the motion man. Responsibility for the motion man may be determined by location of motion man at snap. **B** will release the motion man once he becomes the widest receiver in the formation. The man in motion will then be put into the normal numbering of wide man, second man in, etc.

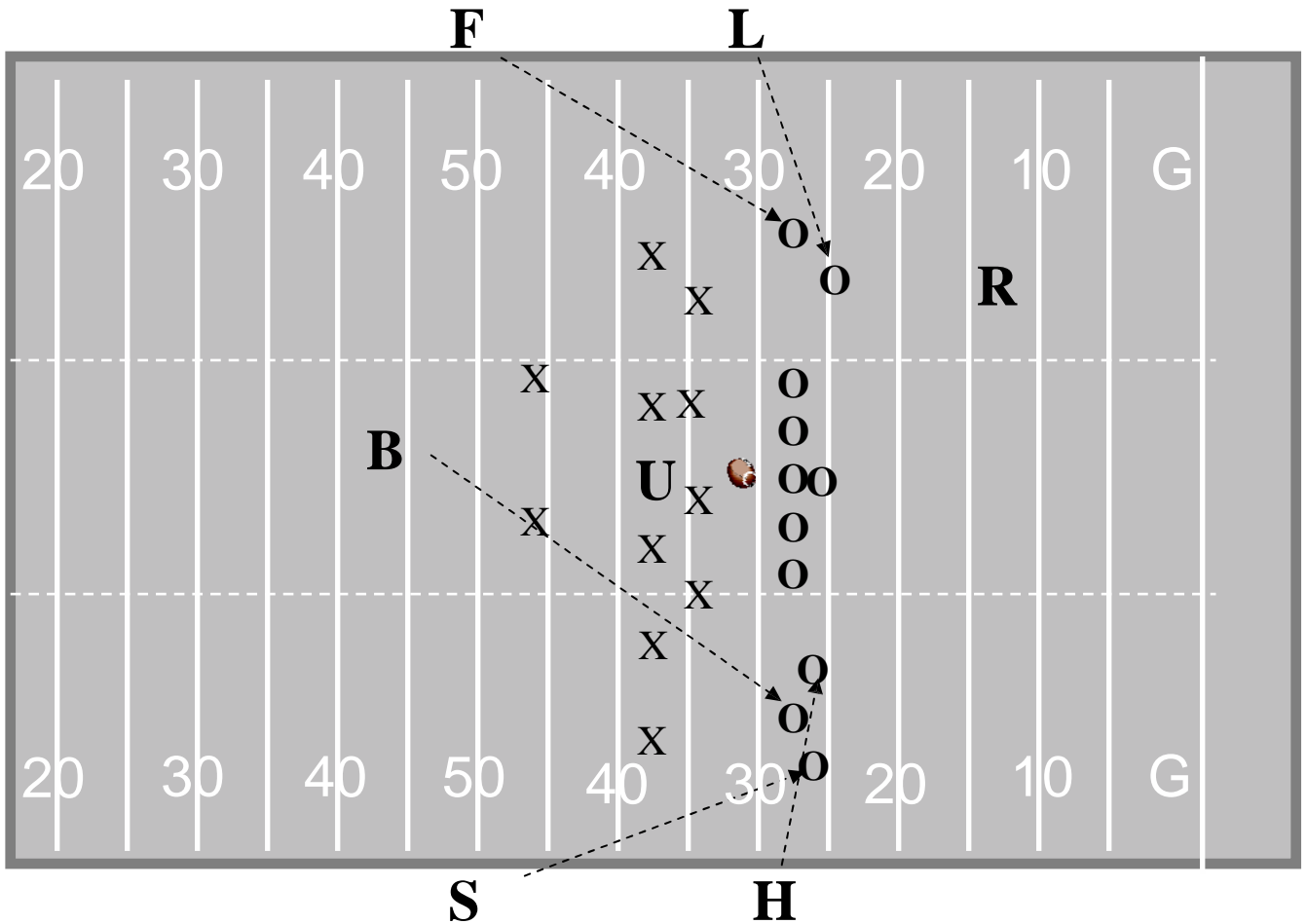
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TRIPS

**PRESS BOX**



To the trips side of the field, the widest receiver will be covered by the **F** or **S**, the second receiver from the sideline will be covered by the **B** and the third receiver by the **H/L**. The side opposite trips would be covered in the normal manner.

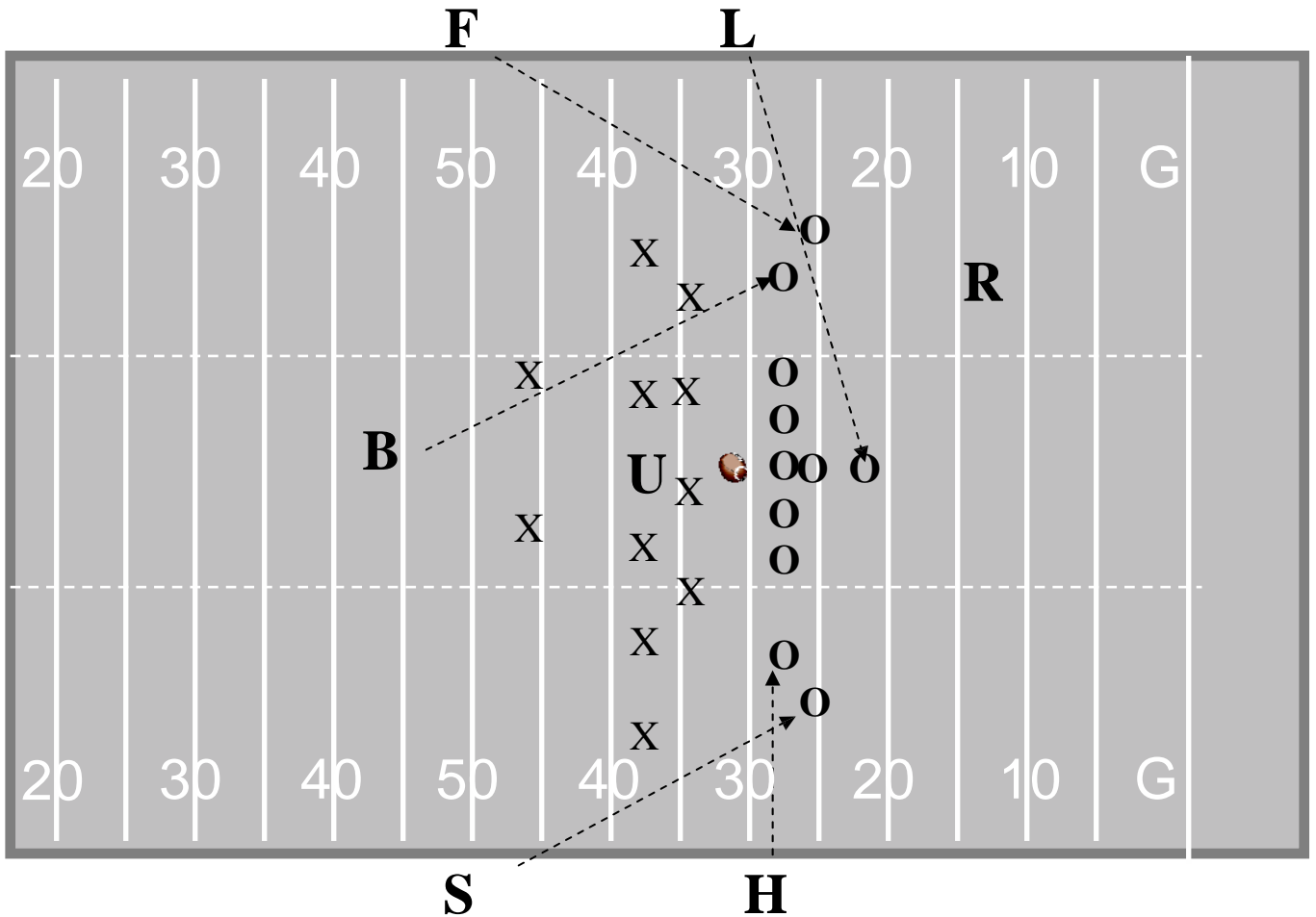
**TRIPS ALERT:** **B**, and **F** and **S** – when you have trips to your side, note quickly if your receivers are “pressed” at the line of scrimmage. If not, give help on the 3<sup>rd</sup> receiver in (**H** or **L**’s key) when the **QB** rolls, sprints, or options into trips. **H** and **L** are vulnerable on this play with **QB** and in some cases a running back coming to their area and their key taking an inside route as a potential receiver, but also as a potential blocker.

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DOUBLE WING

**PRESS BOX**



*With a balanced double wing formation as shown above, strength is to L's side. F has widest receiver. B has second receiver in, and the L has the back in the backfield if he comes out.*

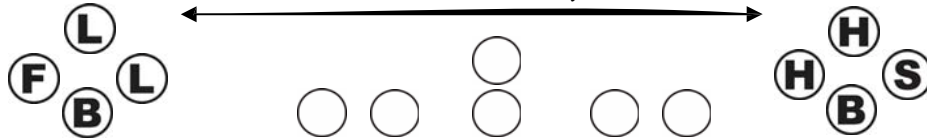
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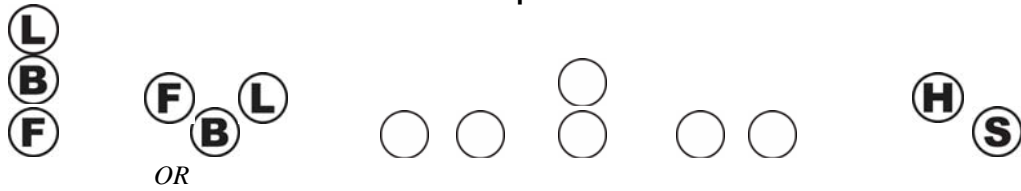
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**KEYS Diamond**

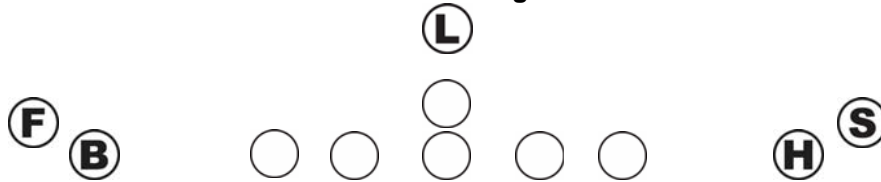
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**Trips**

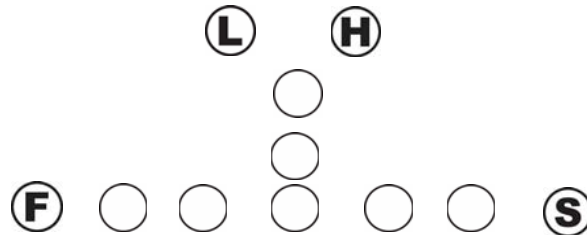


**Double Wing**



**Double Tight End and Balanced Backfield**

*B will assist on the L's side when the formation is balanced.*

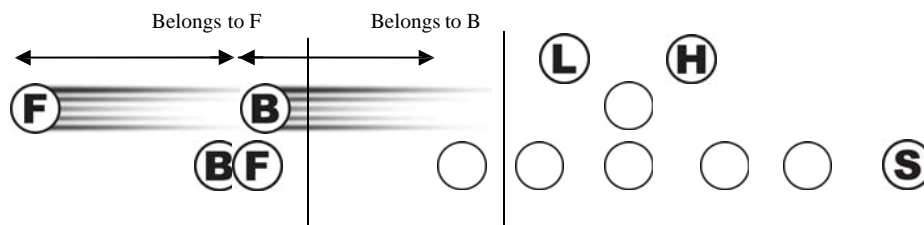


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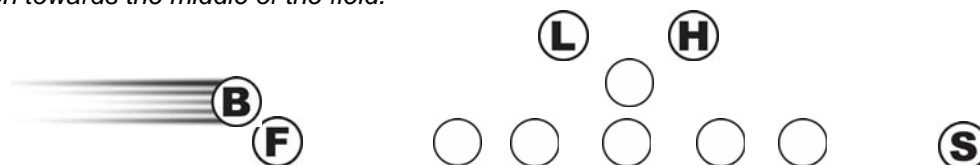
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**Motion Towards Sideline - Becomes Widest Receiver**

*B always takes the initial motion man, once the motion man has cleared the tight end. Responsibility for the motion man will be determined by the location of motion man at snap. The B will release the motion man once he becomes the widest receiver in the formation. (If a man goes in motion between the tackles and never leaves the tackles, officiate this as if there is no motion man)*

**Motion Away From Sideline**

*B always takes the motion man, even if he is the widest receiver in the formation, if he goes in motion towards the middle of the field.*

**FORWARD PASS PLAYS**

- R**     **A.** Responsibilities During a Forward Pass Play:
1. Observe the tackle on your side immediately following the snap. Opposite side tackle then becomes your primary, once QB has dropped back into his passing position.
  2. Observe action behind the line.
  3. Observe drop back blockers in your vision and QB or passer who is your responsibility until there is no threat of a foul. Insure that he is not roughed or thrown roughly to the ground. Verbally alert defender(s) when passer has released the ball.
  4. Rule on the legality of forward pass thrown (when the passer releases the ball) beyond or behind the neutral zone, or out of bounds on run/pass option. Coordinate with the **H** or **L** on quick passes (forward or backward) that are thrown right at the wing officials.
  5. Check with downfield officials on the results of the play.
  6. Rule on intentional grounding; consult other crewmembers on the position of eligible receivers.

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7. The position of the **R** will be on the throwing arm side of the QB. (12-14 yards deep and just outside the tight end position). When you read pass, back out from your original position at a 45-degree angle.

- U** B. Responsibilities During a Forward Pass Play:
1. Observe ineligible interior linemen – being mindful of ineligibles down field.
  2. When you read a forward pass, move toward the line of scrimmage. Be aware of draws and drag patterns.
  3. Know whether or not a forward pass crosses the neutral zone.
  4. Pivot on low trajectory and short passes and move toward area where pass is headed. Assist on the ruling on trapped passes.
  5. Must know the lateral position of the ball on the field if the pass is incomplete.
  6. Continue to observe your area of responsibility as long as there is a threat of action. Then, cover continuing action around the runner in the side zone.
  7. Assist the **R**, **H** and **L** in determining legality of forward pass if possible.
  8. Be primarily responsible for legal pass when ball is snapped on or inside Team B's five yard line.
- H & L** C. Responsibilities During a Forward Pass Play:
1. Take an initial position at sideline.
  2. Use same basic responsibility for preliminary action on the line as during a running plays.
  3. Observe initial action on or by the ineligible lineman nearest you and action on or by your eligible receiver.
  4. Watch action of nearest ineligible lineman and pass protection until the ball is thrown or until your eligible receiver is possible pass receiver.
  5. Cover pass receptions in the area between you and the **S**, **F** and **B**.
  6. Observe action on players other than the pass receiver if the pass is thrown out of your area.
  7. Determine whether a quick pass or pitchout thrown toward you is forward or backward.  
The covering official, toward whom the ball is thrown, should signal, by extending one arm horizontally in the direction of the passing team's goal line, if the pass is ruled backward.  
Be alert and take responsibility for the legality of forward passes near the line of scrimmage. Umpire can give valuable assistance with this ruling.
  8. **READ YOUR KEYS.** Hold the line of scrimmage on flair passes to your side. Be aware of wide-outs who stay at or near the line of scrimmage after the snap – "jailbreak" screen could be coming. **When** your key is **no longer threatened**, go to **zone coverage**.
- F & S** D. Responsibilities During a Forward Pass Play:
1. Observe contact on your eligible receiver and the defensive back.
  2. Cover sideline from original position to end line.
  3. On pass plays maintain deep positioning; cover play when ball is thrown in your area.
  4. When a pass is thrown in your area, watch the defender's action on the receiver.
- B** E. Responsibilities During a Forward Pass Play:
1. Assume basic responsibilities prior to the snap as on running plays.
  2. Be responsible for action on your designated receiver from the time the ball is snapped until it may be necessary to release your specific player responsibility so you can cover the action in your zone.
  3. Always takes the initial motion man. Once the motion man has cleared the tight end, responsibilities for the motion man will be determined by the location of the motion man at the snap. **B** releases the motion man once he becomes the widest receiver in the formation. If a man goes in motion between the tackles and never leaves the tackle box, officiate the play as if there is no motion.

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4. Take end line responsibility.
5. Rule on pass receptions in your area.
6. Always maintain the inside out look. Go to the football when it is thrown in your area, and clean up from sideline to sideline when the ball becomes dead near or outside the sideline.
7. Do not set up too shallow; this interferes with pass patterns and you can always move in much better than you can back pedal or sidestep.
8. Be aware of a "pick" on forward pass plays, particularly when the ball is inside the 20-yard line.
9. Watch player activity removed from the ball carrier, especially on wide-open plays.
10. On long pass receptions; rule on goal line plays.
11. Assist on L's side when formation is balanced.

**ALL** F. Responsibilities During a Forward Pass Play:

1. Be alert for eligible receivers out of bounds and for an illegal pass (especially after a completion); observe touching or catching by an ineligible player; watch particularly for holding or illegal checking of eligible receivers and all contact beyond the neutral zone both before and after the pass is thrown. Observe action when opposing players contest for the pass.

2. When ruling on a pass reception involving the sideline, only the signal governing the action should be used. The incomplete signal if pass is ruled incomplete or the time out signal if ruled complete.

**NOTE 1:** *If airborne player receives a pass near the sideline and first returns to the ground out of bounds, after giving the incomplete signal, the covering official may, with both arms, give a sweeping motion toward out of bounds.*

**NOTE 2:** *If an airborne player receives a pass inbounds and first returns to the ground inbounds not in control of the ball, and touches out of bounds, after giving the incomplete signal, the covering official may, with both arms, give a "bobbling" signal (both hands extended out from the body, palms up, alternating pumping arms up and down)*

3. Watch for fouls by blockers leading runner and for fouls after the ball is declared dead. The use of signal #7, to indicate a dead ball, should only be used by the **R** when these fouls are involved. Continue to observe your area of responsibility as long as there is a threat of action.

4. After an incompleteness, form a relay to return the ball to official nearest the previous spot. Be sure results of pass plays are properly communicated. Signal until **R** sees it. Make sure all action has cleared before being in too big of a hurry to get a new ball.

5. When contact occurs on a pass that is un-catchable and the covering official does not drop his penalty marker, the covering official will give the un-catchable pass signal after giving the incomplete pass signal (S17).

6. When the ball is airborne, covering official should focus on spot where pass is headed and other officials be prepared to help when needed.

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**SECTION 14. GOAL LINE PLAYS**

Except when a field goal attempt is indicated on a try, the crew will setup as on any other short yardage down. See Section 17 for Field Goal Attempts

**ARTICLE 1. PROCEDURES**

- R** A. Execute position and coverage the same as for other scrimmages with the forward point of advancement usually determined by the wing official. Do not back up other officials' TD signals.
- U** B. Know ineligible.
1. Do not be as deep as for other scrimmage plays. When runner has made quick thrust into the play, move quickly to the dead ball pile.
  2. When ball is snapped on or inside 5-yard line, assume primarily responsible for line of scrimmage regarding passer beyond the line of scrimmage.
  3. Be aware of the goal line and do not block the wing officials' view.
- H & L** C. 1. When the ball is put in play outside the 5-yard line, rule on action as in any scrimmage down, except the **F** or **S** will cover the goal line.
2. Stop at the 2-yard line releasing ball carrier to the **F/S**. When the ball is put in play at or inside the 5-yard line you are responsible for goal line.
  3. When the ball is snapped at or inside the 3-yard line (going in), move to the goal line at the snap.

**COMMUNICATE AND THINK GOAL LINE.**

4. Move toward the goal line and rule on the score or on accurate forward point when you see the ball.

**YOU MUST BE ON THE GOAL LINE TO RULE ON SCORE.**

5. Be alert for a forward pass.
  6. Check responsibilities with the **F** or **S** prior to EVERY scrimmage down in this area.
  7. When the ball is put into play between the 6 and 5-yard line, **H** will direct the crew as to who is responsible for the goal line.
- H & L** D. Pinch when the ball is snapped from the opposite hash mark, or the team is in a tight formation. Use "Reverse Goal Line" mechanic to provide goal line coverage when Team A snaps ball on or behind its 3-yard line.
- F & S** E. When the ball is put into play from the 20 to 5 yard line, assume your preliminary position on the goal line pylon.
1. Be responsible for the goal line and your sideline to end line.

**WHEN PLAY TERMINATES ON OR NEAR THE GOAL LINE, YOU MUST BE ON THE GOAL LINE TO RULE ON PLAY.**

2. Be responsible for the goal line and your sideline.
3. When the ball is snapped on or inside the 5 yd. line, take your initial position on the end line at the pylon. The **L** or **H** will cover the goal line.
4. Check responsibilities of the **H** or **L** before each play.
5. When the ball is put into play between the 6 and 5-yard line, **H** will direct the crew as to who is responsible for the goal line.

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- B** F. When the ball is snapped outside the 20-yard line, take position as in normal scrimmage plays.
1. Be responsible for the end line.
  2. When the ball is snapped between the 25 and 5-yard line, rule on the end line with some help on corner plays from **F** or **S**.
  3. When ball is snapped from 5 yards in, **F** and **S** will be positioned to provide more assistance on the end line near their sidelines.
  4. If in doubt on a close play, defer to the official facing the receiver. When the ball is snapped outside the 20-yard line, **B** should be at the goal line on running plays or pass plays completed outside the 10-yard line and advanced into the end zone.
- ALL** G. 1. Aid in pileups where runner or ball is not visible.
2. Let nearest official dig out the ball and indicate touchdown if appropriate.
  3. Stop clock if appropriate.
  4. Be alert for ball fumbled through the end zone or out of bounds.

**INDICATE SCORE BY TOUCHDOWN SIGNAL ONLY WHEN IN POSITION TO DETERMINE IT,  
BEING POSITIVE THAT REQUIREMENTS ARE MET.**

5. Communication between officials in this situation is most important.
  6. Do not let a fellow official make a mistake.
- H, S, L & F** H. 1. When the ball is put into play on or inside the 5-yard line, **H** and **S** and **L** and **F**, shall communicate verbally prior to the snap to remind each other that the **H** and **L** assume complete responsibility for ruling on all goal line plays. This allows **F** and **S** to concentrate his attention on the sideline in the end zone and the end line in his area.
2. When the ball is put into play between the 6 and 5-yard line, **H** will direct the crew as to who is responsible for the goal line.

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## SECTION 15. FUMBLES

### ARTICLE 1. SIGNALS

1. **COVERING OFFICIAL.** Point in the proper direction no matter who recovers; if a change of possession results, stop the clock.
2. **R.** Signal next down if fumbling team recovers, or direction if opponent of the fumbling team recovers.
3. **B, F, S or L.** Make sure clock stops if opponent recovers.

### ARTICLE 2. MARKING SPOT WITH A BEAN BAG

1. **ALL.** Mark the spot of the fumble by dropping a bean bag on the corresponding yardline.
2. **ALL.** Make sure players or other game participants do not move the bag.

### ARTICLE 3. DIGGING OUT FUMBLES

1. **ALL.** Should it become necessary to "dig it out," the nearest official should dig for the ball, the next official to the area should **signal to stop the clock** and look to the clock to ensure it is stopped. The stop the clock signal should be relayed by the remainder of the crew.
2. **ALL.** When the digging official determines possession, he should verbally relay possession information to the nearest standing official, normally the **R**, who will then signal the proper direction. If possible, the signaling official will point to the recovering player to assist the press box. Only **R**, if he is not the signaling official, should relay the direction signal. See Section 8 for bean bag mechanics on fumbles.

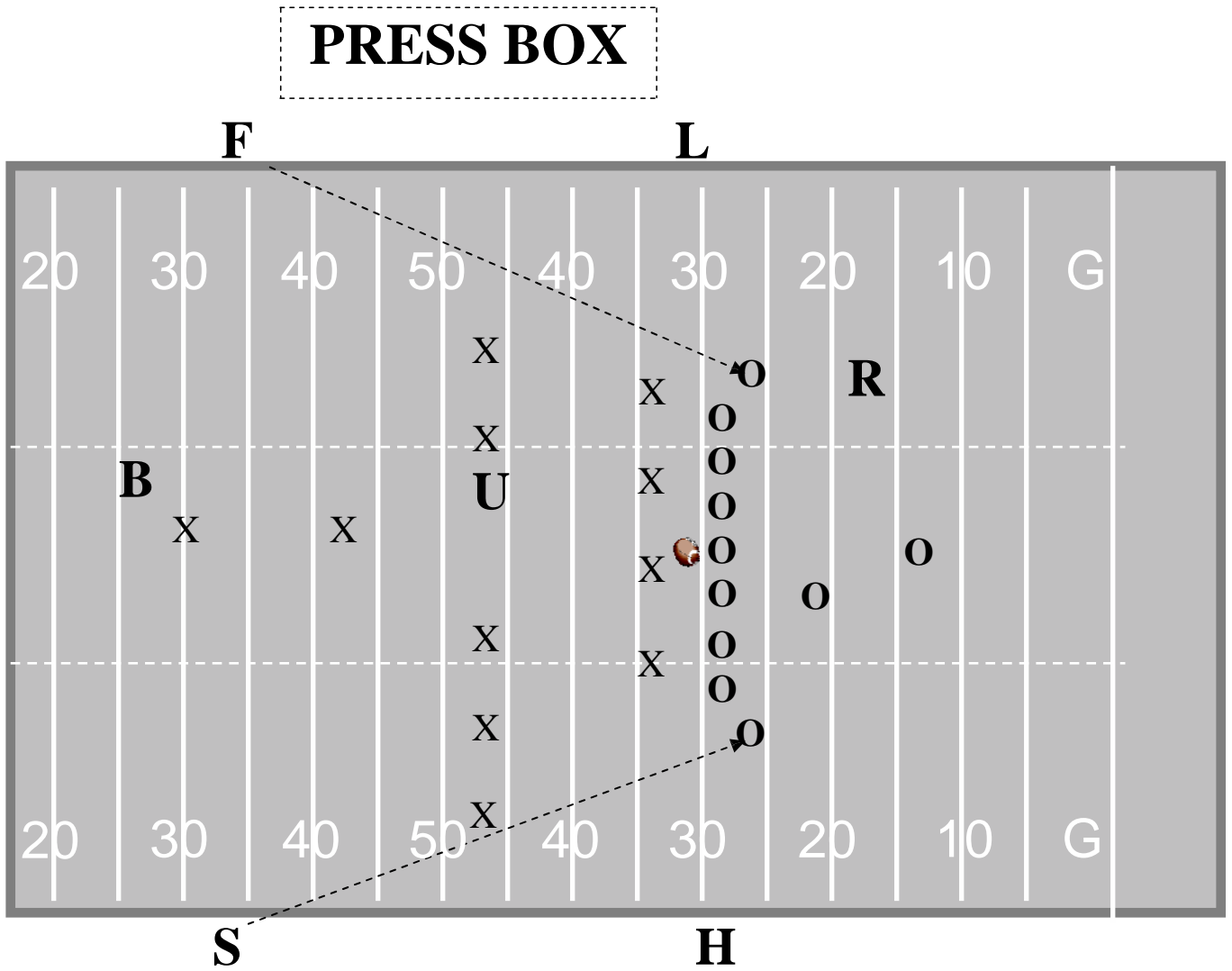
### ARTICLE 4. FUMBLES OUT OF BOUNDS

1. **COVERING OFFICIAL.** Mark the out of bounds spot by dropping the bean bag, and continue to officiate the out of bounds action.
2. **COVERING OFFICIAL.** Be prepared to rule if the action is in fact a forward fumble or an illegal forward pass; confer with fellow wing official if any doubt exists..
3. **ALL.** Know what action cause the fumble to be out of bounds—ball touches ground, player, equipment or other participant that is out of bounds.
4. **R and U .**Spot ball by rule following the out of bounds action.

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SECTION 16. SCRIMMAGE KICKS



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**ARTICLE 1. PROCEDURES**

- ALL** A. Read offensive formation. Know your offensive player responsibilities.
- R** B. Duties Before the Snap:
1. Take a position wider than the tight end position and on the kicking foot side of the kicker, so that you are in a position to see the angle of the rushers, the blockers and the contact area of the kicker's foot. See the ball from snap to kick. Be able to see blockers and kicker at the same time. Be in position to observe any contact on the kicker when the ball is kicked. Adjust to the situation. Warn potential kicker if he is on or outside the end line prior to the snap.
  2. Count Team A players, and give appropriate signal to **U**. Be alert for delay by the kicker's team to confuse the opponent.
- R** C. Duties After the Snap:
1. Watch blocking and illegal action by players behind the line.
  2. Observe action by and against the kicker.
  3. Observe players and clean-up action, while proceeding slowly down field if the kick remains inbounds.
  4. If the flight of the kick is toward a sideline, move quickly to a position in line with the flight, use arm signals to direct covering official to the out of bounds spot when appropriate.
  5. If the kick is caught or recovered down field, be prepared to take over the runner as prearranged if the covering official is out of the play.
  6. Give Signal #11 if ball is tipped, and alert players vocally that the kick has been made.
- U** D. Duties Before the Snap:
1. Adjust positioning to 10-12 yards deep. Know the ineligible.
  2. Count Team A players and give appropriate signal to the **R**.
  3. Be aware of disconcerting signals by the defense.
- U** E. Duties After the Snap:
1. Look down the line at initial charge, checking blocks of Team A and action by Team B players.
  2. Observe Team B man over center. Be particularly conscious of illegal acts against the snapper. **Remind Team B** players to "**leave the center alone.**"
  3. Be alert for holding by Team B, and pull and shoot action by B players.
  4. After action in the line has cleared, turn and move toward the return area to observe the entire picture of illegal action by players of either team. Don't hesitate to call a foul that occurs away from your position, if you are certain a foul occurred and if it is your responsibility to be cleanup man.
  5. If the kick is short or partially blocked, assist in determining if the ball crosses the neutral zone
- H** F. Duties Before the Snap:
1. Take basic position and officiate as on scrimmage play.
  2. Read offensive formation and know your offensive player responsibilities.
- H** G. Duties After the Snap:
1. Hold your position until ball crosses the neutral zone.
  2. Assist the **R** in knowing if kick is tipped by a blocker.
  3. Move down field with a purpose (about 15 yards) after the kick crosses the line covering play behind the **S**, covering ahead of runner, if the **S** takes him over. Use reverse mechanics with the **S**, keeping a 15-yard buffer.
  4. Assume normal sideline responsibility.
  5. Assist the **R** with errant snaps and blocked kicks. Hold on the line of scrimmage.

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- L** H. Duties Before the Snap:
1. Take basic position and officiate as on scrimmage play.
  2. Read Offensive formation and know your offensive player responsibilities.
- L** I. Duties After the Snap:
1. Hold your position until the ball crosses the neutral zone.
  2. When the ball is kicked, move downfield with a purpose (about 15 yards), covering the play behind **F**.
  3. Cover ahead of runner if **F** takes him over, using reverse mechanics and keeping a 15- yard buffer.
  4. Assume normal sideline responsibility.
  5. Assist **R** on errant snaps and blocked kicks. Move into the backfield and keep the play boxed in with **R**. **H** will hold the line of scrimmage.
- F & S** J. Duties Before the Snap:
1. Take a basic position on sideline on your side of the field 5-yards behind the deepest receiver. When the ball is snapped at or inside the 50-yard line, take your initial position at the goal line pylon.
  2. Have beanbag in your hand on plays where A might punt.
  3. **F** and **S** count Team B players, if there are 11 or less Team B players on the field, give appropriate signal with closed fist at shoulder level. **B** may assist in counting Team B players.
  4. Read offensive formation; know your offensive player responsibilities.
- F & S** K. Duties After the Snap: Responsible for knowing if your man is illegally obstructed or goes out of bounds as he makes his way down field. When it appears obvious the kicked ball will land between the numbers, you are responsible for:
1. Hold fast on the original lateral position while ball is in air. If you can see the "B" on the **B**'s back prior to the ball being snapped you are responsible for action in front of the deepest receiver. Otherwise assist the **B** with action in the area of the deepest receiver. Move up field and onto the field, if necessary, so that you can get a good view of the blockers and put yourself in position to get a good angle through the action.  
**NOTE:** This mechanic will only be put into action when the ball is kicked outside the 50-yard line.
  2. Cover the play in front of receiver and then advancing onto field to cover action around the runner if play is away from you. The off official must cover the action around the runner when there is a possibility that two men might be watching the runner who is threatening a sideline. Do **not hesitate** to call a foul if you see one occur in the area where you are the cleanup man, even though you may be a considerable distance from the action.
  3. If return is to your side, take over runner when he reaches your original position.
  4. Help when possible on action of man who signaled for fair catch and does not touch the ball. **B** is responsible for coverage of the football, ruling on the end of the kick, goal line, etc.
  5. Concentrate on the action in front of the receiver.
  6. Know if ball is kicked or passed.
  7. When the ball is snapped at or inside the 50-yard line, your initial position will be at the goal line pylon. When the receiver does not catch the ball, **F** or **S** (depending of the position of the ball) must be responsible for ruling on the end of the kick and its status relative to the goal line.

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- F & S** L. When it is obvious the kicked ball will land in your immediate area (between bottom of numbers and your sideline):
1. Move into position to rule on validity of catch or signal; ruling on interference with catch opportunity; following the ball if receiver fails to field a kick. *NOTE: If possible, take a position ahead of the receiver.*
  2. Be in position to rule on legality of hand-offs on kick return.
  3. Mark the end of the kick when kick ends at the sideline. Assist the **B** in marking end of kick when necessary.
  4. Observing the runner until he enters another official's zone.
  5. Being alert for the **R** waving you in position to spot out of bounds kick in the air, if you need assistance in marking it; cover rolling kicks that go out of bounds on your sideline.
- B** M. Duties Before the Snap:
1. Take a position slightly behind and at the side of the deepest receiver favoring the wide side of the field.  
**NOTE:** if you observe two receivers, do not split the receivers.
  2. Read offensive formation, know your offensive player responsibilities.
  3. Assist in counting Team B players.
  4. Be responsible for the play clock.
- B** N. Duties After the Snap: When it appears the kicked ball will land anywhere other than between the numbers and the sideline:
1. Move into position to rule on validity of catch or signal; ruling on interference with catch opportunity; following the ball if receiver fails to field kick. *NOTE: If possible take a position ahead of the receiver once the ball is kicked.*
  2. Be in position to rule on legality of hand-offs.
  3. Mark the end of the kick.
  4. Cover the ball carrier until he enters another official's zone.
  5. Rule on play on ball in end zone. Be alert for batting violation.
  6. Take the end line.
  7. When the ball is snapped at or inside the 50-yard line, take an initial position at the five-yard line, favoring the wide side of the field. Be responsible for ruling on validity of catch or signal, and for ruling on interference with the opportunity to catch the kick. If the receiver fails to catch the ball, rule on action by or on the receiver who signaled for a fair catch. **F** or **S** will be responsible for ruling on the end of the kick and its status relative to the goal line, as noted.
- B** O. When it is obvious the kicked ball will land between the bottom of the numbers and the sideline:
1. Concentrate on action in front of runner after catch is made.
  2. Move into position to cover play around the runner.

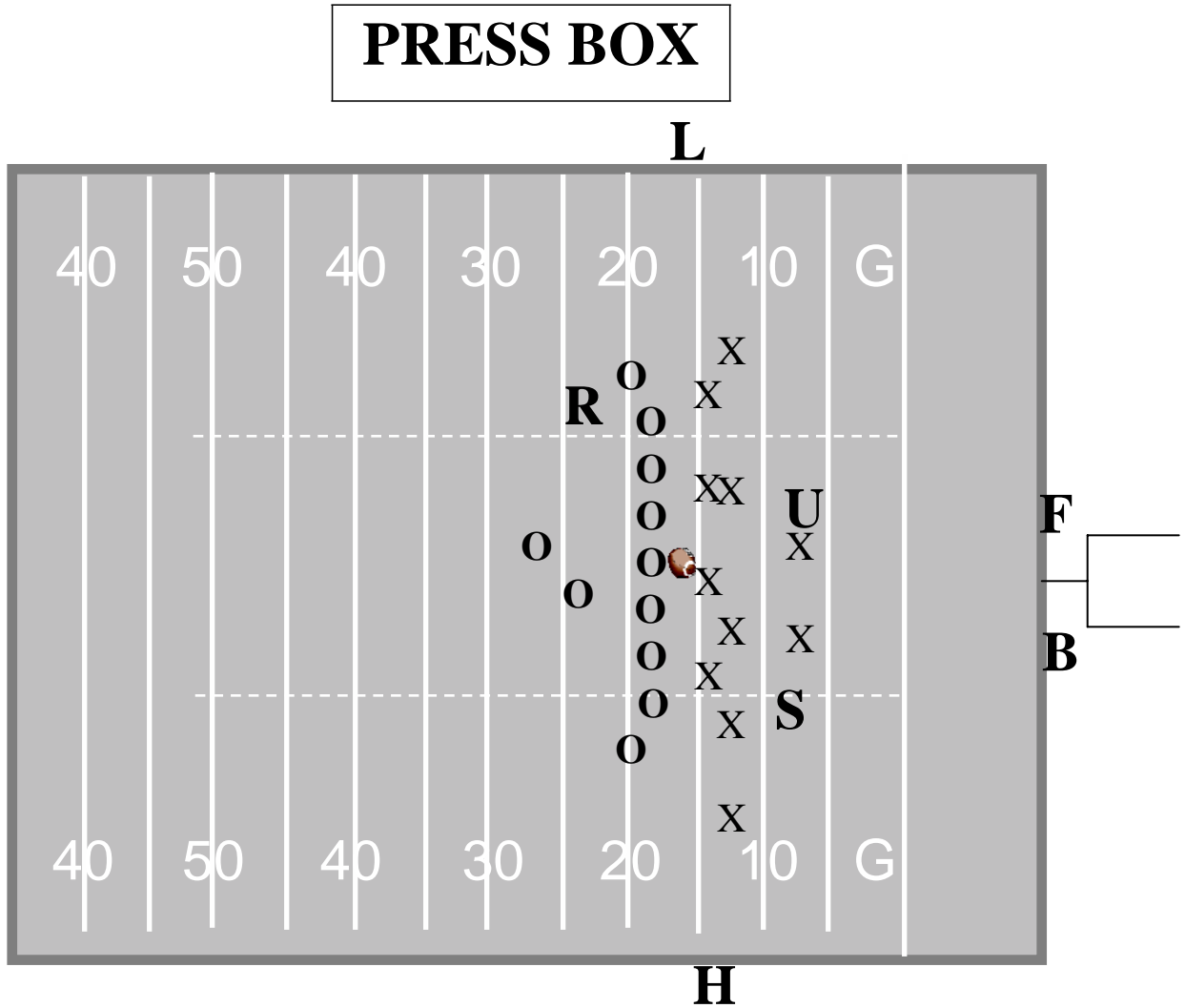
## ARTICLE 2. GENERAL DUTIES

- ALL** A. Be alert for blocked or "fake kick". Be alert for recovery and advance.
- F, S & B** B. On deep kicks, only official covering ball should mark end of kick.
- COVERING OFFICIAL** C. Mark where the runner goes out of bounds and continue to officiate through the activity immediately following the ball becoming dead.
- D. Make sure **R** and **U** know the outcome of the play especially if the ball is loose after a catch or a touch.

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**SECTION 17. TRY AND FIELD GOAL PLAYS**



**ARTICLE 1. PROCEDURES**

- R** A. On a TRY or field goal, take a position at a 45-degree angle outside the end and slightly behind and to the side of the potential kicker, facing the holder.
  1. From this position, observe the motion of the backs within his line of vision, and cover as usual if a run or pass develops.
  2. Signal score after being positive that requirements are met.
  3. Be responsible for action on the kicker and holder.
- U** B. Adjust to field position and line-up approximately five yards deep and observe line play and defensive action on the snapper and linemen on your side of the snapper.
  1. Remind defense to "leave the snapper alone."
  2. Be aware of the pull and shoot.

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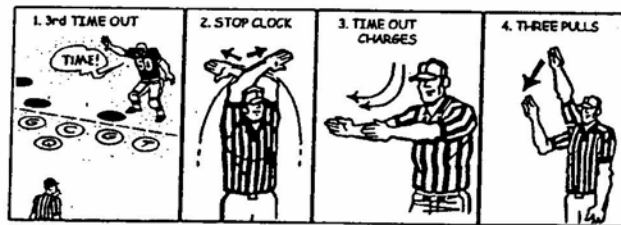
- H & L** C. Take regular positions.
1. **L.** Cover sideline from line of scrimmage to end line:
    - a. Cover plays on short field goal and PAT attempts.
    - b. Be alert for fake field goal attempts, being in position as usual.
    - c. Stay at the line of scrimmage until the ball has crossed the neutral zone.
    - d. Pinch as far as the bottom of the numbers when the ball is snapped from the opposite hash mark.
    - e. Know who “**remains at LOS**” and who moves into the backfield on blocked kicks, and bad snaps.
    - f. Close once the ball is kicked and travels beyond the neutral zone talking to players on both teams to make sure there is no extra-curricular activity after the play.
  2. **H.** Hold position on sideline to determine if an attempted kick crosses the neutral zone.
- F & B** D. Take positions inside the limit line to look up the upright of the goal on your side of the field:
1. Rule on success or failure of field goal attempts.
    - a. Official nearest ball rules on play.
    - b. Both officials will signal when a kick is successful.
    - c. When the ball is wide to the **F**'s upright, only the **F** will signal the kick unsuccessful.
    - d. When it is the **B**'s responsibility to rule on the upright on his side and the crossbar and the kick is unsuccessful, only the **B** will signal the kick unsuccessful.
  2. Breaking out into position to cover play in end zone or short field goal and PAT attempts. Communicate verbally with each other. *NOTE: When the field goal or TRY attempt narrowly passes outside an upright, the official nearer the ball may give a sweeping motion with both arms away from the upright.*
  3. Being alert for fake field goal attempts. Be ready to cover passes, runs and even the goal line when the ball is snapped outside the 20 yd. line.
  4. Being alert for illegal touching or batting of ball.
  5. Being alert for ball striking an upright or crossbar. If ball strikes the crossbar, the **B** is responsible for the ruling.
  6. Sideline and end line responsibilities.
    - (a) **B.** Be responsible for play clock.
    - (b) **B.** Sound the whistle on successful PAT attempts.
- S** E. On ALL Kick Tries for a PAT and field goal attempts,
1. Take a position approximately five yards beyond the neutral zone opposite the **U** (double umpire) and will be responsible for assisting the **U** with action by linemen on his side of the snapper.
  2. Be aware of “pull and shoot” action by Team B.

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**SECTION 18. TIME-OUTS****ARTICLE 1. PROCEDURES**

- R** A. 1. Indicate a full length charged time out by facing the requesting team.  
 2. Give time out signal, then with both arms extended shoulder high, giving three chucks in its direction.  
 3. Indicate a third charged time out by following this signal with three tugs on an imaginary steam whistle at the ball.

**THIRD CHARGED TIME OUT**

4. Check with **U** the number of time outs remaining for each team and the playing time remaining in the period; confirm with wing officials.
- S** B. 1. Will time the time-out period.  
 2. Will give more than one signal with whistle with 15 seconds remaining in the time out to signal that time out is soon to be over.
- U** C. 1. Take charge of the ball, and confirm number of time outs left for each team.  
 2. Confirm ready for play whistle with **R**.  
 3. Do not allow **A** to snap the ball if the **B** is not ready (delay of game) after being notified.
- H & L** D. 1. Notify a coach from team on your sideline of the number of time outs remaining to each team and of the remaining time in the period.  
 2. Stay with team on your side, and inform coach of ready-for-play signal.
- F & S** E. 1. Notify a coach from team on your sideline of the number of time outs remaining to each team and of the remaining time in the period.  
 2. Stay with team on your side, and inform coach of ready for play signal.
- B** F. 1. Make sure the game clock is stopped.  
 2. Coordinated any Radio-TV breaks.
- ALL** F. 1. Make sure all have correct information on number of timeouts remaining.  
 2. Inform coaches on your sideline.

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**ARTICLE 2. REFEREE'S TIME OUT**

- R** A. 1. Signal time out, then indicate **R**'s time out by tapping chest with hands. Stay at the ball.  
2. Only **R** may stop the clock for a coach's conference.  
a. If the coach is not correct on his reason for requesting a coach's conference, he will be charged with a time out.  
b. After the time out has been charged to the coach, the procedure for a team time out will be carried out. This includes a full time allotment.  
3. Signal time out when Team A is awarded a first down.  
4. Declare ball ready for play as soon as need for time out has been met.
- ALL** B. 1. Signal time out and carry out usual duties.  
2. When either team is in possession of the ball in advance of the line to gain, covering official indicates time out.  
3. If game is disrupted for any reason, record down, team in possession, position of the ball and time remaining in the game.

**ARTICLE 3. INJURY TIME-OUTS**

- ALL** A. 1. Same as free time out. Permit as much time as is necessary.

**SAFETY OF INJURED PLAYERS IS MOST IMPORTANT.**

2. Use signal #3, followed with tapping hands on chest.  
3. Do not allow players to assist teammates but direct that they wait for trained staff.
- R** B. 1. Permit water attendants to tend to their teams on the field during extended injury timeouts.  
2. If appropriate, send players to sidelines.  
3. Make notes with **U** for incident report if injury qualifies for a report.

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**SECTION 19. MEASUREMENTS****ARTICLE 1. PROCEDURES**

- ALL** A. 1. Let R know that the dead ball spot is close to the line to gain.  
2. Let R determine need for timeout for a measurement.  
3. Echo signal if R calls time out.
- R** B. 1. When spotting the ball after each scrimmage, be sure there is no need for measurement before announcing the down. If close, announce the down and be alert for either captain's request for measurement, if doubtful, call for measurement without captain's request.  
2. When the ball becomes dead in a side zone or out of bounds and measurement should be at the dead ball spot, have covering official place the ball at the proper spot. If short of a first down, use the forward point established on the chain when spotting the ball at the inbounds line. If alternate game ball is available following the measurement, leave the ball in the side zone until an alternate ball is placed at a corresponding inbounds spot.  
3. See that the **U** is ready. Observe the relative position of ball and point to be gained, then announce your ruling.  
4. Remain over the ball and announce down and distance. Get ready signals from captains while **H** is resetting chain. When **H** is ready, declare the ball ready for play.  
5. If not first down, and in a side zone, retain firm grasp and personally set the ball at the hash marks using the chain.  
6. Be alert to measurements at the end of the 1st and 3rd quarters, and properly spot the ball after changing ends of the field.
- U** C. 1. Take forward rod making sure chain is free of kinks.  
2. Wait until **H** calls "ready" then carefully tighten the chain only once. Don't pull or jerk it.  
3. Hold the rod perpendicular to the ground at the side of the ball until **R** announces his ruling, then return rod to the chain crew.
- H** D. 1. Go to sideline and make sure clip is properly located.  
2. Instruct box operator to take a position near the front stake.  
3. On your signal, move chains to spot indicated by **L**.  
4. Call ready when chain is set.  
5. Take chains to the sideline and reset chains depending on result of play.
- L** E. 1. Got to appropriate spot on the yardline nearest the rear stake.  
2. Use foot to hold chain taut after **H** sets chains.  
3. Report results to coach on your side, so coach can call appropriate play.
- F & S** F. 1. Take sideline positions that facilitate spotting the box and auxiliary box., and keeping sideline clear.  
2. Be prepared to move to spot of the measurement to help keep the area clear.  
3. Observe dead ball action around the area of measurement.  
4. **F.** Get a new ball if the measurement is outside the hash mark.  
5. **S.** Will take a position at the sideline and move the box man to a spot on the sideline where the ball will next be snapped.
- B** G. Ensure the ball is not moved after being spotted for measurement. Hold the ball, if necessary.

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**SECTION 20. CALLING FOULS and PENALTY ENFORCEMENT****ARTICLE 1. PROCEDURES**

- ALL** A. 1. Official calling foul will drop at the proper spot or throw marker, mentally marking the yard line. If ball is alive, withhold whistle until the ball becomes dead; then continue to sound whistle until you are certain other officials are aware a foul has been called. The official should then verbally communicate the information to the **R**. There should be **no visible** signal.
2. Know status of ball if it is in play. Make mental note as to whether the clock should be started on the ready or on the snap.
3. Do not place a hand on or point to the offending player. Official who calls disqualifying foul notifies the head coach. Nearest official will notify, by position or number, a coach of non-disqualifying fouls by his team. On encroachment fouls or false start fouls, if more than one marker is down, calling officials should consult with **R** or **U** whichever is appropriate, before reporting foul. If **U** is involved, he should report the foul to the **R**.
4. After calling foul, get **R**'s attention as soon as ball is dead, sound whistle and give verbal description. It is your duty to make sure another official is covering the spot of foul if foul is spot foul; then go to **R** and report the foul fully as follows:
- Foul called. Always use Who, What, Where, When, Who fouled? Offense or Defense, Return or Kicking team. What was the foul? Where did the foul occur? Behind or beyond LOS. When did the foul occur? Live or dead ball
  - Offending team, including jersey color and A/B, offense/defense or kicking team/receiving team
  - Offending player's number or position.
  - Spot of foul, previous spot, end of run or end of kick.
  - Status of ball (live (run/pass), loose, dead) when foul occurred.
5. Foul called by another official:
- If ball is not at dead ball spot, assist in getting it there.
  - Cover and hold dead ball spot, and mark end of run. Leave ball on ground until needed.
  - If the foul is a spot foul, cover and hold spot of foul.
  - If all spots are covered, including penalty marker, observe players and assist where needed.
6. Covering the Spot Of Foul
- Hold spot as long as necessary. Ascertain foul and offending team. When **U** starts to enforce the foul, pick up marker of official who called foul.
  - If enforcement spot is different from spot of foul, see that it is covered by an official.
  - If enforcement is from spot of foul, **L** shall hold spot during enforcement. **U** will release him.
7. **H, L, F** and **S**. Be alert for **R**'s preliminary signal, and be ready to explain options to the coach on your sideline.
8. When fouls are committed that require enforcement at the next free kick, **R** will give the preliminary signal and point to the next free kick.
9. If calling official, be responsible to see that **R** and **U** assess penalty properly in all respects.
10. **ALL**. If a coach wants a conference to discuss a call, alert **R** who will call the time-out. Make sure at least one other official accompanies **R** to the sideline.

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- R** B. 1. When fouls are committed that require enforcement at the spot of the next free kick, **R** will give the preliminary signal and point to the next free kick spot. **B** will repeat the signal following enforcement from the succeeding spot
2. When foul or fouls are reported to the **R**, he will immediately give preliminary signal or signals to press box side before explaining options to captains. Notify both captains if loss of down is part of the penalty. Give dead ball signal before giving the signal for a dead ball foul.
3. If a choice is obvious, announce it and proceed with enforcement or declination.
- If captain objects, explain alternatives and conform to his choice.
  - If choice is not obvious, explain foul or fouls and the options, state options briefly, but correctly, clearly and courteously.
  - Notify captain of offending team of foul called and number and position of offending player (if possible).
4. If penalty is accepted, signal foul and extend one arm in pointing fashion, horizontally in direction of offending team.
5. If penalty is declined, signal foul, extend one arm in pointing fashion, horizontally in direction of offending team and then give the penalty declined signal.(S10)
6. If penalties offset, signal one foul, extend one arm, in pointing fashion, horizontally in direction of offending team, repeat this procedure for foul by other team, then give penalty declined signal.
7. While facing press box, indicate the number of the next down.
8. Be **alert** for wing officials **relaying choice from head coach**.
9. After U's enforcement, make sure of proper enforcement actions.
10. If not correct, do not let the next play go.
- U** C. 1. Take a position near **R** when he explains options to a captain.
2. If penalty is to be enforced, follow **R**'s instructions in marking off the penalty.
3. Carry ball and place in position when enforcing the penalty.
4. Verify correct placement with H and L.
- H** D. 1. After decision, reset box and chains as appropriate.
2. Verify down and distance.
- L** E. 1. When **U** starts to mark off penalty, be on or near the sideline and move to the succeeding spot.
2. Check visually with **U**; if enforcement is correct, direct assistants to move down indicator and direct moving of chains if appropriate.
- F & S** F. 1. Make sure offended team coach knows his options.
2. Relay his decision as appropriate to **R**.
- B** G. 1. Observe deadball action around players on the field.
2. Make sure play clock has stopped.

## ARTICLE 2. FIGHT REPORTING AND PLAYER DISQUALIFICATION PROCEDURES

A. The official or officials who determines the disqualification will inform the player or players, squad member or members, and coaches or coaches, and the **R**. **R** accompanied by the **calling official** will notify the head coach that his player or players, or coach or coaches have been disqualified for fighting or any other act that by rule warrants a disqualification.

B. Immediately after the game, the Referee will contact the Coordinator of Football officials to report the player, players, squad member or members, or coach and coaches who have been disqualified for fighting. The report must include the segment of the game in which the disqualification occurred. Referees should call on their chapter secretary following the game, and submit an incident report by fax or on-line.

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**SECTION 21. CLOSE OF A PERIOD****ARTICLE 1. PROCEDURES**

- ALL** A. 1. Near the end of a period, be aware of the time remaining before the start of each play.  
 2. Do not run the 25-second count with less than 25 seconds remaining in any period and the game clock running.  
 3. Record ball position at the close of the period.  
 4. If a measurement is required, move the ball with the stakes.
- R & U** B. 1. When time expires, sound whistle only if ball is dead.  
 2. At the end of the period, indicate by holding a ball over head with one hand.  
 3. At close of first and third periods, see that ball is not disturbed until exact position for transfer has been determined.  
 4. Turn the ball over to the **B** at close of second period.
- U & L** C. 1. Keep **R** informed of remaining playing time--indicate by inconspicuous signal whether there is ample or scant time for next snap.  
 2. Advise **R** at the end of the down if time expired while the ball was in play.  
 3. Leave the ball alone; **R** will handle it at the end of each period.

**ARTICLE 2. TIMING AND FOULS**

- ALL** A. 1. Make sure no timing errors exist.  
 2. Record for enforcement any fouls to be enforced at the beginning of the next period.
- R & U** B. 1. Record score and make sure scoreboard is correct.  
 2. Enforce fouls as appropriate.

**SECTION 22. ONE-MINUTE INTERMISSION****ARTICLE 1. PROCEDURES**

- ALL** A. 1. Observe players as they move to the other end of the field.  
 2. After prescribed duties are completed, take position for next play.  
 3. Do not resume play until one minute has elapsed.
- R, U & B** B. 1. Note position of the ball, mark that information and move to new location.  
 2. If the period ends and a measurement is required, make sure to spot the ball appropriately.
- H, L, F & S** C. 1. Move downfield assuming responsibility for respective teams.  
 2. Record yardline, down and distance, and check with **R** both before and after he changes the position of the ball.

**ARTICLE 2. SPECIFIC RESPONSIBILITIES**

- ALL** A. 1. Verify correct position of ball.  
 2. Verify enforcement of any penalty occurring during the dead ball period.
- R & U** B. 1. Record and announce yardline on which the forward point of the ball rests, and the down, distance, location and direction from nearer goal line (inbound/outbound).  
 2. Verify correct placement of ball, line to gain, and box.  
 3. Obtain signal from **B** for marking ball ready for play.

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- H** C. 1. Determine the yard line which intersects the chain between the rods.  
 2. Record the down, distance and yard line upon which the ball rests.  
 3. Grasp the chain at the back edge of the marked yard line, reverse the chain and the assistants holding the rods, and move to corresponding line in the other half of the field.  
 4. Hold the point on the chain at the intersection of that line with the sideline while the assistants tighten the chain; have assistants move the chain approximately six feet off the sideline.  
 5. After **U** spots the ball, check for correct spotting (especially following a measurement) and check the down and distance to gain.  
 6. Make sure the down and the distance are correct.
- L, F & S** D. 1. Verify correct placement of line-to-gain and box.  
 2. Verify correct placement of auxiliary markers.
- B** E. 1. Coordinate and TV or radio time-outs.  
 2. Inform R and U when time-out is about to expire.

### **SECTION 23. INTERMISSION BETWEEN HALVES**

#### **ARTICLE 1. END OF SECOND PERIOD**

- R** A. 1. Move smartly off the field with the other officials.  
 2. From the end zone give the start the clock signal when field is clear of officials, coaches, managers, and players.
- B** B. Time the intermission.

#### **ARTICLE 2. PRIOR TO SECOND HALF KICK-OFF**

- ALL** A. 1. Review options from first toss.  
 2. Note any fouls that require enforcement on the kick-off.  
 3. Review Extra period procedures.
- ALL** B. 1. Check with other officials regarding second half choices; obtain choices before teams depart the field for the halftime.  
 2. Re-enter field with seven minutes on clock.  
 3. Five minutes prior to the end of the half-time intermission, go to the team that occupies the team area.  
 4. Make sure **B** has the correct ball for kickoff.  
 5. Obtain captain's option, give appropriate signals to press box.  
 6. Meet **R** at the center of the field and then move briskly to kickoff positions following the same procedure as the start of the first half.

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**SECTION 24. EXTRA PERIODS****ARTICLE 1. END OF REGULATION PLAY**

- ALL** A. 1. Direct and escort, if necessary, teams to their respective team areas.  
 2. Meet at the center of the field and review extra period rules and procedures.  
 3. Approximately three minutes following the end of regulation play, break to positions for coin toss.
- R** B. 1. Announce or otherwise notify press box that: "Regulation play has ended with a tie score. There will be a brief intermission followed by an extra period of play."  
 2. Remind head coach of team on your sideline of extra period rules, particularly coin toss and option procedures, and time-outs.

**ARTICLE 2. COIN TOSS**

- ALL** A. 1. Approximately four minutes following the end of regulation play, conduct coin toss.  
 2. Assume same duties as for coin toss prior to start of game (see Section 5).
- R** B. 1. Remind captains that the winner of the toss may not defer choice.  
 2. Conduct toss, obtain choices from captains, and move captains with their backs to their respective goal lines.  
 3. Place hand on shoulder of captain (nearest press box) of team winning toss. Stand adjacent to team (to press box side) that will be on offense first and give Signal 8 (first down). Simultaneously, announce choices if equipped with field microphone

**ARTICLE 3. ADDITIONAL EXTRA PERIOD**

- ALL** A. 1. When an additional extra period is required, immediately conduct the option selections with the captains.  
 2. Obtain option from captain of team that had second choice in previous extra period, then option from opposing captain. (Note: Beginning with third extra period, **R** remind captains that only a touchdown can score points on a Try.)  
 3. **R**. Indicate choices to press box as noted above.
- R** B. 1. With **U**, move directly to the center of the field and call for captain(s) from both teams.  
 2. Obtain option from captain of team that had second choice in previous extra period, then option from opposing captain.
- F & S** C. 1. Remind head coach for team on your sideline about time-outs.  
 2. Beginning with third extra period, remind Coaches that only a touchdown can score points on a Try.

**NOTE:** Beginning with third extra period, **R** remind captains that only a touchdown can score points on a Try.

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## **SECTION 25. POST GAME DUTIES**

### **ARTICLE 1. PROCEDURES**

- ALL** A. 1. Note total elapsed time from initial kickoff to final whistle including all intermissions.  
2. Join other officials and leave together.  
3. Neither seek nor avoid coaches.  
4. Complete any required game reports and mail immediately.  
5. It shall be permissible for the home school game administrator to contact the **R** regarding rules interpretations. Judgment calls will not be discussed.  
6. All comments must be cleared through the appropriate authority.  
7. Meet with Chapter or TASO observer for a post game critique. Remember that critiques are provided to improve officiating; do not take these comments personally, but make certain that give the observer you undivided attention.  
8. Discuss any situation that needs improvement.  
9. Record the total elapsed time for the game report.  
10. Leave together. Neither seek nor avoid coaches.
- R** B. 1. Obtain data to complete foul report.  
2. Obtain necessary input for any incident reports.

### **ARTICLE 2. INCIDENT REPORTING**

A. The University Interscholastic League has directed that certain incidents be reported. Officials **MUST** report:

- all ejections of players and coaches,
- severe verbal and physical abuse, and
- any major disruptions that occur during a game.

B. The game administrator is to be informed of the problem the night of the game. Written reports from each official involved are to be mailed/faxed/e-mailed to the UIL office within two working days following the game or match. (Reports may also be filed electronically using the TASO or UIL websites).

C. Reporting of other incidents should be done according to Chapter policies and such policies that TASO may adopt.

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## **CODE OF ETHICS**

### **A GOOD OFFICIAL SHALL:**

Not officiate any game after having had an alcoholic drink that day.

Not converse with crowds at any time before, during or after the game; intermissions included.

Obligate himself or herself to any person affiliated with any game he might be assigned to officiate.

Be in good physical condition.

Be prompt for appointments.

Not be over-officious.

Not accept league assignment for any school he has attended or has any relationship with the affiliates or coach thereof unless league rules make this permissible.

Not become intimate with coaches or affiliates of teams for whom he or she might be assigned league games.

Not criticize or attempt to explain other official's judgments on decisions to either coach, team or affiliate.

Never argue with players. If a player asks a question, he should listen to it, then give a definite and decisive answer, but should not quibble about any situation.

Assist players in the interpretations of rules when such request is made at a proper time.

Give each team his best efforts, as he is the employed representative to administer the rules of the game. Enthusiastically adhere to the ideals of sportsmanship, qualities of loyalty, courage, unselfishness, self-discipline and authority.

By his actions both on and off the field be a credit to the profession of officiating.

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**PREGAME CONFERENCE****IN OFFICIALS DRESSING ROOM**

- ALL** A. 1. Set watches to correct time (**B** has official time).  
 2. Check uniforms and equipment; whistles markers, game cards, etc. **R** and **U** will provide information from coaches.  
 3. Review UIL, TASO or Chapter bulletins from the previous week.  
 4. Review kickoff time, toss time, unusual plays, players are properly equipped.  
 5. Review where and how line to gain indicator is to be worked, instructions to ball persons, location of testing and marking game balls.  
 6. Review instructions for clock operators, (Section 7), and Rules changes and UIL exceptions.  
 7. Discuss crew realignment if an official gets injured.
- R** B. Be responsible for the pregame conference.
- ALL** C. Actively participate in pregame conference.

**TEAM (LOCKER ROOM or FIELD)**

- R & U** A. 1. Visit teams one hour and 15 minutes before kick-off, if possible, otherwise no later than 45 minutes before kick-off.  
 2. Give head coaches official time. Obtain name(s) and number(s) of captain(s).  
 3. Make certain teams are equipped according to rule. Obtain head coach certification that his players are equipped in compliance with NCAA rules and the UIL exceptions that apply.  
 4. Review length of half, 5-minute warning, second half options on field and sideline administration.  
 5. Record discussion information on a coaches pregame meeting form or card; disseminate to other officials in meeting. Keep in case you need it for completing an incident report.  
 6. Inspect equipment and bandages of each team.

**ON THE FIELD**

- ALL** A. 1. Enter field together; move smartly to accomplish duties.  
 2. Inspect field markings, notify **R**, **U** and game management of any deficiencies or hazards; end on your bench.
- U** B. Spot check equipment and arrange for your captains at toss.
- H** C. Check line to gain equipment, and instruct assistants.
- L** D. Instruct auxiliary box operator.
- F & S** E. Arrange for your captains at toss. Take positions to control your sideline during the Coin Toss.  
 F. Instruct clock operator(s), if not done prior to arrival on field, and check clock operation.

**COIN TOSS**

- ALL** A. 1. Take initial positions and be ready to execute duties promptly and precisely.  
 2. After the Coin Toss, move quickly to the center of the field and record the results.  
 3. Break to positions following the anthem.
- R & U** B. Take position in the center of the field and signal to the sidelines when ready for captain(s).

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- F** C. Escort your captains to the 9-yard mark, sending the captain(s) to the center of field.  
**S** D. Escort your captains to the 9-yard mark, sending the captain(s) to the center of field.  
**H** E. Stay on sideline with line to gain assistants.  
**L** F. Stay on sideline with auxiliary equipment assistants.  
**B** G. Remain on the sideline.

### SECOND HALF OPTIONS

- ALL** A. Assemble at the center of the field to record options.  
 B. Break to kickoff positions at the conclusion of any ceremonies.

### KICK-OFF

- ALL** A. 1. Break to kickoff positions on signal.  
 2. Clear sidelines.  
 3. Signal ready to nearer official with raised hand.  
 4. Work with Bean Bag in hand.  
**R & U** B. 1. Note length of half-time.  
 2. Make sure teams select proper ends of the field.

### RUNNING PLAYS

- ALL** A. 1. Clear the restricted areas.  
 2. Work your zones of coverage.  
 3. Watch for chop blocks on the field.  
**R** B. 1. Take an initial position on the throwing arm side of the QB, and wide enough to have a clear view of the ball and the tackle for which you are responsible.  
 2. Cover the QB primarily and then the runner until he leaves our zone.  
**U** C. 1. Count interior linemen, along with total A.  
 2. Listen for defensive signals.  
 3. Watch for a legal snap, and linemen moving illegally.  
 4. Cover inside out and clean up away from ball on runs in side zone.  
 5. Observe blocking action the rectangular area.  
**H & L** D. 1. Clear the sidelines.  
 2. Be wide, and communicate through arm/hand signals.  
 3. Observe action by end/linebackers on your side, legal snap, man in crack back position, chop block, man in motion away from you,  
 4. Call encroachment and False Starts,  
 5. Observe action in front of runner toward you, runner on your side beyond zone,  
 6. When run is away from you, clean up action on QB after pitch or hand-off.  
 7. Enforce 9-yard mark restrictions.  
**F & S** E. 1. Clear the sidelines.  
 2. Observe action by and against fliers on your sideline.  
**B** F. 1. Cover from behind defensive backs.  
 2. Keep play bracketed, help on illegal blocks and action in front of runner.  
 3. Help cover on downfield out of bounds, 9-yard mark restrictions.

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**PASSES**

- ALL** A. 1. Take same basic positions and coverages as on running plays.  
2. Be alert for action by and against receivers assigned to your coverage.  
3. Be ready to rule on pass interference, out-of bounds and catchable pass rules.  
4. Ask for help if appropriate on catchable determination.
- R** B. 1. Observe and rule on action by, on, around passer, intentional grounding, pass from on or behind line, direction on drop-back, work passing arm side of QB is optional.  
2. If passer is sacked, mark dead-ball spot with bean bag.  
3. PROTECT the PASSER
- U** C. 1. Know ineligible, action on or by close in backs, linemen downfield, where first touched.  
2. Help on button hook and low short passes.
- H & L** D. 1. Know ineligible on your side by position and number, blocking by or on eligible receivers, eligible receivers out of bounds, and quick pass direction,  
2. Help on first touching.  
3. Discuss coverage on sideline passes between **F** and **S**.
- F & S** E. 1. Know ineligible on your side by position and number, blocking by or on eligible receivers, and eligible receivers out of bounds.  
2. Discuss coverage on sideline passes between **H** and **L**.
- B** F. 1. Don't get beat deep, end line yours.  
2. Keep play between you and **F** and **S**.  
3. Rule on momentum on kicks and interceptions near goal line.

**PUNTS**

- ALL** A. 1. Be alert for change of possession.  
2. Review rule on advancing scrimmage kicks.  
3. Be alert for passes that resemble punts.  
4. Watch for fair catch signals by any B.
- H & L** B. 1. Hold position on line of scrimmage.  
2. Rule on whether kick crosses the neutral zone.
- R** C. 1. Take an initial most advantageous position to see action against the kicker.  
2. Chop out of bounds spot on kicks that fly out of bounds.
- F & S** D. Observe action by and against fliers on your sideline.
- B** E. 1. Take a position most advantageous to ruling on action by and against deep receiver.  
2. Mark the end of the kick with a bean bag.  
3. Rule on momentum on a catch near goal line.

**FIELD GOALS AND TRYS**

- ALL** A. 1. Be alert for blocked kicks.  
2. Stay off the whistles until the ball is dead by rule.
- R** B. Take an Initial position to see holder.
- F & B** C. Have the call all the way.
- U & S** D. Observe line play, and action against the snapper.
- H & L** E. Cover line play in the neutral zone.
- H** F. Be responsible for knowing if ball crosses the neutral zone.

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**GOAL LINE PLAYS**

- ALL** A. 1. Make sure the appropriate official **covers** the **goal** line.  
 2. Coordinate coverage between **H** and **L** and **B**, **F** and **S** when going in, and between **R**, and **H** and **L** when coming out.  
 3. Cover the same as any scrimmage play except be ready to move in.  
 4. Be alert for score, sound loud whistle when you rule a score.  
 5. Move in to help if a pile-up occurs.  
 6. See leather before killing the play.  
 7. Coordinate call with other officials as appropriate, especially on plays involving the sideline or the endline.  
 8. Be alert for a busted play or a change of possession.  
 9. Sell your call.
- U** B. 1. Do not rule on a score unless wing official cannot make the call.  
 2. Indicate to the wing officials what you have through a pre-arranged signal.
- R** C. 1. Make sure you have all the information concerning the play before signaling.  
 2. Be alert for a change of possession and resulting breakaway run.

**TIME-OUTS**

- ALL** A. 1. Make sure clock stops.  
 2. Check on the number of time-outs remaining for each team; confirm accuracy with other officials.
- U** B. Cover the ball.
- R** C. Signal time out, and indicate whether it is team or an official's time out.
- H & L** D. Make sure box and auxiliary stay put.
- F & B** E. Stay with the team on your sideline.
- S** F. 1. Time the time-out, and coordinate Radio/TV breaks.  
 2. Observe dead ball action across the entire field.

**MEASUREMENTS**

- H** A. Grip the chain at the rearmost yardline and bring it in.
- L** B. Make the spot for H.
- U** C. Take forward stake stretching the chain.
- B** D. Clear area and hold ball.
- F & S** E. Make sure box and auxiliary marker are in the proper positions.
- R** F. Rule on the status.

**CALLING AND REPORTING FOULS**

- ALL** A. 1. Report fouls by jersey color, or offense or defense, or A or B with number and position of the offender; status of the ball (run, pass, loose, or dead), spot of the foul, and the enforcement spot.  
 2. Continue to officiate on live ball fouls.  
 3. Stop the clock if foul occurs in a deadball interval.  
 4. Check with other official as appropriate.  
 5. If appropriate, inform **R** and **U** of the outcome of the play.  
 6. Cover penalty markers and bean bags as appropriate.  
 7. Be alert for special enforcement circumstances.  
 8. Know the enforcement options of your call.

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- R** B. 1. Give preliminary signals so that wing officials can notify coaches.  
2. Present options as appropriate.  
3. Signal acceptance or declination, and next down.
- U** C. 1. Make sure R has all information concerning the play.  
2. Check R's options for accuracy  
3. Place ball as determined by decision.
- H, L, F, S & B** D. Cross check enforcement for accuracy.

#### END OF A PERIOD

- ALL** A. 1. At the end of first half, record elapsed time and any fouls to carry over to next kickoff.  
2. Leave the field together at half-time and at conclusion of game.
- R** B. 1. Signal end of period, record down, distance and yard line.  
2. At the end of the first half and from the endzone, signal clock operator to start the clock after the field is clear of coaches, players and assistants.
- U** C. 1. Check and accompany **R**.  
2. Notify **R** if between downs.
- H** D. Record yard line of clip, move line to gain indicator.
- F & S** E. Be responsible for moving the team on your sideline to the new position on the field.
- L** F. Check for proper placement of ball and line, box and line to gain equipment.
- B** G. Time the intermission.

#### GENERAL PROCEDURES

- ALL** A. 1. Be responsible for legality of the 9-yard marks. Offensive players must comply with 9-yard mark restriction.  
2. Mark forward progress without fanfare, hold until sure **U** has spot.  
3. Keep written record of toss, timeouts, major fouls, unsportsmanlike fouls, ejections.  
4. Assess players out of bounds on kicks and passes.  
5. Report the status and position of ball on fouls.  
6. On fumbles; report jersey color on possession.  
7. Discuss dig-out procedure.  
8. Review stop the clock signal and procedures.  
9. Discuss winding signals by **H** and **L**.  
10. Know down and distance of each play.  
11. Assure **R** makes ball ready.  
12. Be sure one-second stop is observed.  
13. Discuss encroachment and sideline coverage.  
14. Correct numbering.  
15. Hustle, but don't hurry.  
16. See what you, and call what you see.  
17. Sell your calls.  
18. Keep coaches informed on penalty options.
- R, U** B. Count offense.
- B, F & S** C. Count defense.
- H & L** D. Count players from your bench.







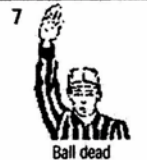















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OFFICIALS SIGNALS

# Official Football Signals

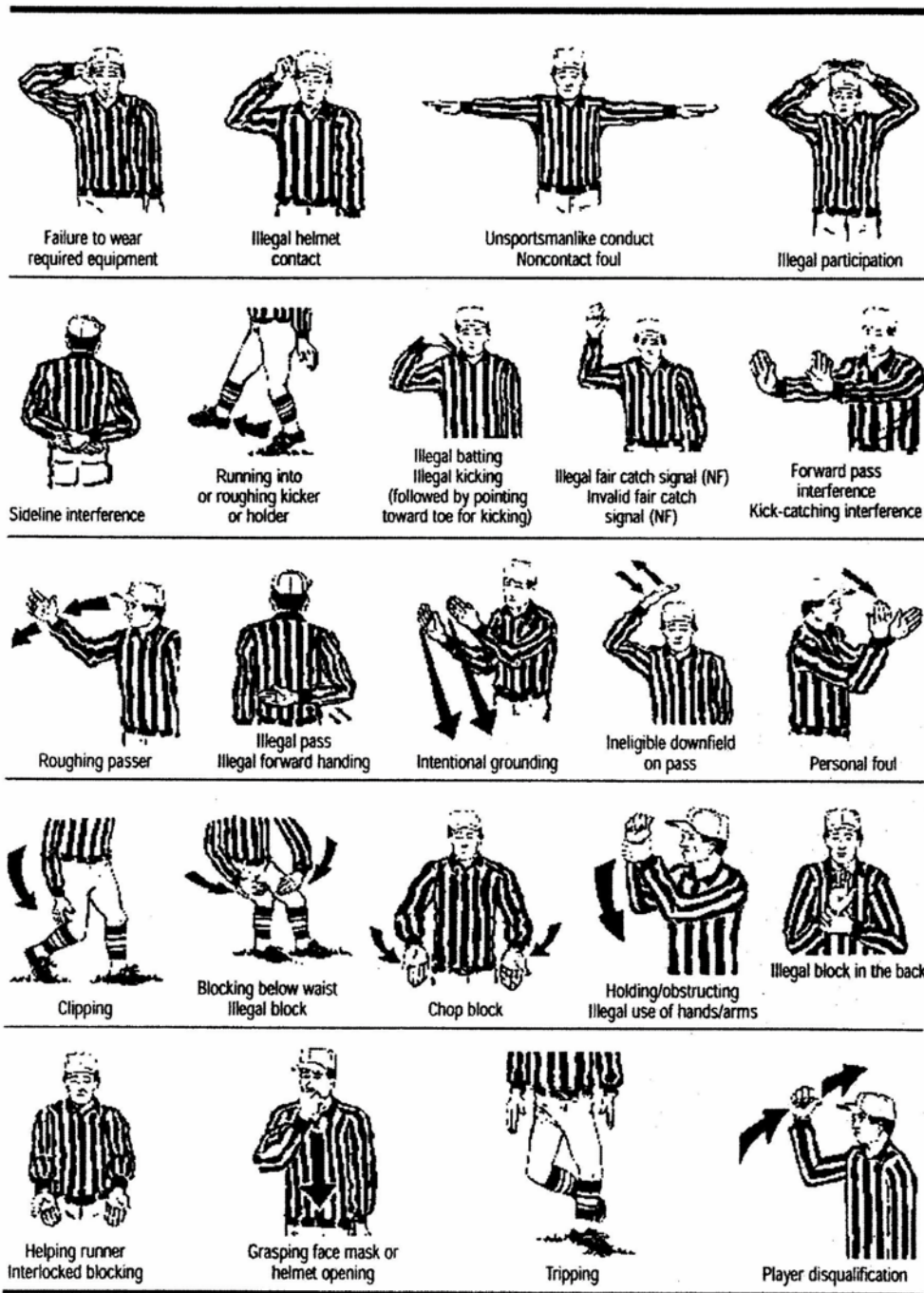
## High School and College

1  Ball ready for play *Untimed down	2  Start clock	3  Timeout Discretionary or injury timeout (follow by tapping hands on chest)	4  TV/radio timeout	
5  Touchdown, Field goal Point(s) after touchdown	6  Safety	7  Ball dead Touchback (move side to side)	8  First down	
9  Loss of down	10  Incomplete forward pass Penalty declined No play, no score Toss option delayed	11  Legal touching of forward pass or scrimmage kick	12  Inadvertent whistle (face press box)	13  Disregard flag
14  End of period	15  Sideline warning	16  Illegal touching or 30-second timeout First touching (NF)	17  Uncatchable forward pass	
18  Offside defense Encroachment (NF)	19  False start Illegal formation Encroachment offense Illegal procedure (NF)	20  Illegal shift - 2 hands Illegal motion - 1 hand	21  Delay of game	22  Substitution infraction

(NF) High School

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Note: Signal numbers 25 and 26 are for future expansion.

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