



# 2011

# Mechanics Manual

**ALL OFFICIALS MUST BE USING THE APPROVED SDCFOA MECHANICS AS DETAILED IN THIS MANUAL. ANY OTHER MECHANICS MUST BE APPROVED BY THE SDCFOA BOARD OF DIRECTORS BEFORE BEING USED ON THE FIELD.**

## **5-Man Mechanics**

## OFFICIATING GUIDELINES

### 1. REQUIRED UNIFORM AND EQUIPMENT

- a. Black and white vertically striped, long or short-sleeved knit shirt. The shirts shall have 1-inch stripes, a black knit cuff and collar. All officials, in a given game, are to wear the same type shirt with the same length sleeve. Shirts should always be tucked in. Micro-mesh shirts may be worn at all levels. An American flag patch (3-1/2" by 2") shall be sewn onto the shirt 1/2" above the pocket.
- b. T-shirts and turtlenecks (for cold weather) should be black. The undershirt should not have any letters or pictures that could be seen through your striped shirt.
- c. Standard all white tapered knickers with a black belt shall be worn with a short overlap below the knee (not be more than four inches). White or black compression shorts should be worn underneath the knickers. Shirts should be tucked inside the compression shorts to prevent stripes from showing through the knickers.
- d. For the 2011 season, by consensus of the crew, a high school crew may choose to wear the NFHS-NCAA black uniform pants at the Varsity or Junior Varsity level. Black socks must be worn with the pants.
- e. One piece official's stockings with white bottoms and black tops with Northwestern stripes. If Pop Warner officials wear shorts, white crew-length socks are required.
- f. Solid black shoes with black laces.
- g. Black baseball cap with white piping. The REFEREE shall wear a solid white baseball cap. All caps must be fitted; adjustable caps appear unprofessional. Micro-mesh caps may be worn at all levels.
- h. Black belt with a nondescript buckle. (Must also be worn if shorts are worn for Pop Warner.)
- i. Black and white vertically striped jacket when worn during the game. Black jackets official's jackets or SDCFOA windshirts may be worn before the game during warm-ups. All officials should either wear jackets or go without. A black SDCFOA embroidered pullover windbreaker may be worn as part of the uniform. All members of the crew may either wear the pullover or the jacket, however, members of the crew must wear the same garment.
- j. Sunglasses or photogray lenses may be worn when working a youth football game providing the sunglasses comply to the official regulations as provided in this manual.
- k. Hot-weather Pop Warner uniform only: black coaching/referee shorts w/belt, crew-length socks. Senior assigned official makes the call & all must wear! Shorts may not be worn after November 1st.
- l. Required Equipment:
  - i) Whistle
  - ii) Penalty Flag
  - iii) Bean bag (blue or white). LINE JUDGE (3 OR 4 man crew), BACK JUDGE (5 or 7 man crew) utilize two bean bags
  - iv) An information card (to record game information) and writing utensil.
  - v) Rubber bands or other device to keep track of downs. The UMPIRE should wear a second device to keep track of the location on the field from which the ball was last snapped.
  - vi) A wristwatch with a countdown timer.
  - vii) The HEAD LINESMAN shall utilize a clip.
  - viii) The REFEREE shall provide a coin.

### 2. GENERAL GUIDELINES

- a. Be Professional:
  - i) Dress appropriately when arriving at the game site. Show respect for the school's program and our association. Perception is important.
- b. A Good Official:
  - i) Is prepared mentally and physically.
  - ii) Takes pride in effort, conduct and appearance.
  - iii) Is knowledgeable of rules and mechanics.
  - iv) Is aware there is a spirit of the rule and intent of the rule.

- v) Is consistent.
- vi) Is always in control, but never overbearing.
- vii) Is a good communicator.
- c. General Principles of Good Officiating:
  - i) Call all fouls affecting advantage-disadvantage, safety and unsportsmanlike conduct.
  - ii) See the whole play.
  - iii) Be in the right place at the right time (know your mechanics).
  - iv) Know your vision patterns.
  - v) Hustle, but don't hurry.
  - vi) Communication with coaches and sidelines is important, but communication with other officials is crucial.
  - vii) See the ball before you kill it.
  - viii) A bad call is learned from, but never dwelled on.
  - ix) Strive to learn from experiences and other officials.
  - x) Get the call right. Make Superbowl calls.
  - xi) Don't get yourself in trouble by commenting on officials, players, coaches, games, etc.
  - xii) Leave your ego at home. Work with your fellow officials, not above them.

### 3. KEYS TO OFFICIATING

- a. General Officiating Procedures:
  - i) On all scrimmage downs, all officials relay the number of the next down.
  - ii) All officials pick up and relay stop-the-clock signals.
  - iii) On long gainers or change of possession, covering official must communicate play information to REFEREE.
  - iv) On fumbles, covering official must rule on possession with prompt signal, first and 10 for Team B or number of down for Team A.
  - v) Officials must avoid huddling together unless it is essential to the administration of the game.
  - vi) Avoid inadvertent whistles; remove whistle from mouth on fumbles, kicks, backward passes, etc.
- b. Killing the Ball:
  - i) The play must be boxed in at all times with different vision patterns.
  - ii) Near official has action around pile; away officials have all players in view.
  - iii) If play ends in-bounds within two yards of the sideline, indicate with two winds.
  - iv) Officials must coordinate after each play; one has progress, one retrieves ball, one is at inbound for spot; all must assist in relay of ball.

### 4. WHEN IN QUESTION RULES

- i) The catch, recovery or interception in NOT completed.
- ii) The block is below the waist.
- iii) The ball has NOT been touched on a kick or forward pass.
- iv) The ball is accidentally kicked rather than intentionally kicked.
- v) It is a forward pass rather than a backward pass when thrown in or behind the neutral zone.
- vi) The formation is legal.
- vii) The clock shall be stopped for an injured player.
- viii) The ball is dead and progress is stopped. "Nothing good can come from this."
- ix) It is twisting, turning, or pulling the face mask (personal foul).
- x) Whether "running into" or "roughing," the foul is roughing.
- xi) It is a fumble.

## **GAME ADMINISTRATION – 5-MAN**

### **1. GENERAL PRE GAME PROCEDURES**

- i) Get to game site at the time prescribed by the REFEREE (30-Minutes for Pop Warner, Frosh and Junior Varsity; 90-Minutes for Varsity)
- ii) It is the REFEREE's responsibility to communicate with the crew on any important information regarding the assigned game.
- iii) Get correct time from the BACK JUDGE. BACK JUDGE is responsible for all timing.
- iv) Discuss how chains are to be managed.

### **2. ON FIELD PRE GAME DUTIES**

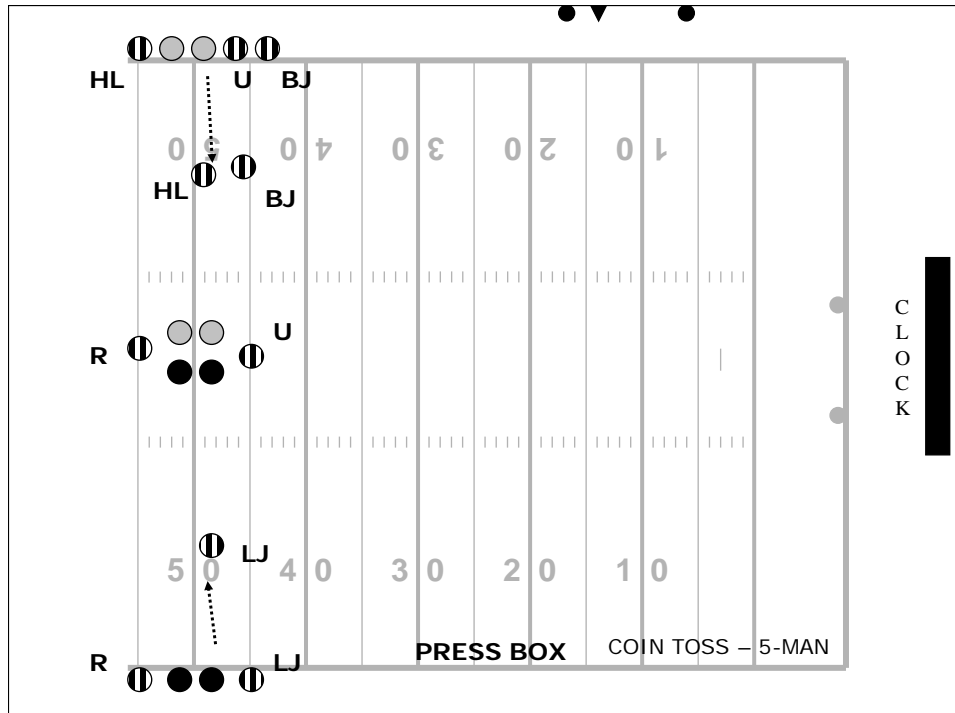
- i) REFEREE and UMPIRE confer with coaches and check game balls. Be businesslike and cordial but not overly friendly with the coaches.
- ii) UMPIRE check equipment and taping.
- iii) HEAD LINESMAN instructs chain crew.
- iv) BACK JUDGE instructs clock operator.
- v) LINE JUDGE instructs ball persons.
- vi) All check field for holes and unsafe conditions.
- vii) LINE JUDGE and HEAD LINESMAN get captains to respective sidelines for coin toss.

### **3. ON FIELD CLOCK RESPONSIBILITIES**

- i) If the clock on the field is not functional, the LINE JUDGE will have responsibility for keeping the game clock on the field.

### **4. COIN TOSS PROCEDURES**

- i) The REFEREE and UMPIRE only will meet with the captains at the center of the field for the coin toss.
- ii) LINE JUDGE escorts captains from press box side to the top of the numbers /nine-yard marks. BACK JUDGE and HEAD LINESMAN escort captains from chains side to the top of the numbers /nine-yard marks. The captains will continue to the middle of the field and the BACK JUDGE, HEAD LINESMAN and LINE JUDGE will remain at the top of the numbers / nine-yard marks. The LINE JUDGE and BACK JUDGE will have a legal ball for their respective team.
- iii) LINE JUDGE, BACK JUDGE and HEAD LINESMAN, make certain your team is either in their respective team box or in their end zone during the coin toss.
- iv) REFEREE instructs captains. Visiting captains will call coin toss. The visiting captain is required to indicate heads or tails prior the toss of the coin.
- v) REFEREE will indicate winning captains and choice or option deferred.
- vi) If the captain's choice is to defer, the REFEREE will face the press box and give the proper signal.
- vii) After the toss, all officials will meet in the middle of the field, record results, then jog to their specific kickoff positions.



## 5. TIME OUTS

- i) REFEREE observes Team A huddle.
- ii) HEAD LINESMAN with chain crew.
- iii) BACK JUDGE covers team on chains side and times the time out.
- iv) LINE JUDGE covers team on sideline opposite chains.
- v) UMPIRE covers ball and spot.
- vi) All officials verify number of time outs and record.

## 6. MEASUREMENTS

### a. REFEREE

- i) Check with crew for possible first down.
- ii) View ball at dead ball spot to verify a measurement is necessary.
- iii) Have the official with the spot place the ball on the ground. If measurement is necessary, stop clock and signal official's time out. Have the HEAD LINESMAN and chain crew bring in the chains.
- iv) If first down, signal. If not first down, signal down and distance. If the ball is in a side zone, the REFEREE shall use the chains to place the ball at the inbound spot.
- v) When the chains are in place, mark the ball ready for play, wind clock or no wind depending on status of clock before official's time out.

### b. UMPIRE

- i) Alert covering officials if it is close.
- ii) Hold the ball steady for the measurement. Your back is toward Team B's goal line.
- iii) Spot the ball at the inbounds spot if a first down.
- iv) Remind REFEREE of status of clock.

### c. HEAD LINESMAN

- i) Move quickly to forward stake; signal to REFEREE if a definite first down.
- ii) To measure, instruct box person to place box at the forward stake.
- iii) Ensure the clip is on the proper five-yard line and securely fastened to the chain.
- iv) Holding the clip, jog onto the field with the chain crew and place the clip on the spot on the field indicated by the REFEREE.
- v) If first down, drop clip, move to sideline and mark spot. If not a first down, return clip to the correct spot on sideline.

- vi) If there is a possibility that the down may be replayed due to an inadvertent whistle or when penalty enforcement is involved, the box shall remain at the previous spot.
- d. **LINE JUDGE**
  - i) Alert REFEREE to plays ending close to first downs.
  - ii) Stop clock if obvious first down, then alert REFEREE.
  - iii) Clear area of players.
  - iv) Take the forward stake from the chain crew and stretch the chain after the HEAD LINESMAN declares the chain is set.
- e. **BACK JUDGE**
  - i) Mark the spot for HEAD LINESMAN to place the chain clip.

## 7. QUARTER

- a. **REFEREE and UMPIRE**
  - i) Be aware of last minute of play. If the ball is not in play when the clock runs out, step in to prevent the snap
  - ii) Announce end of quarter, record the down and distance and release the HEADLINESMAN.
  - iii) Jog to the new spot on the opposite side of the field and spot the ball.
  - iv) Check to make certain the down, distance and yard line is correct.
  - v) When officials are ready and the BACK JUDGE indicates the intermission is over, declare the ball ready for play.
- b. **LINE JUDGE**
  - i) Prepare to go to the spot where the ball should be put into play at the start of the next quarter.
- c. **HEAD LINESMAN**
  - i) Prepare the chains to move to the new location on the REFEREE'S signal. Make certain the clip is located appropriately on the nearest yard line and take note.
  - ii) Grab the clip and chain at the same time, reverse the chain crew, jog to the new position and place the chain on the new spot.
  - iii) Place your heel at the front of the ball for the down box.
- d. **BACK JUDGE**
  - i) Time the one-minute intermission and notify REFEREE when 55 seconds have elapsed.
  - ii) Stay between the teams to show presence as you move to the new spot.

## 8. HALFTIME

- i) As soon as teams leave field, the REFEREE will look at the timer and wind to start the half-time clock.
- ii) The BACK JUDGE will keep the unofficial halftime clock for the crew.
- iii) All officials meet and review first half.
- iv) Flank officials will extend a 5-minute courtesy call to each team.
- v) HEAD LINESMAN or LINE JUDGE will confer with the coach who has the second half decision on which way they would like to kick the ball. Do this as they either leave the field or when you provide the 5-minute courtesy call. Provide the information to fellow officials during mandatory three-minute warm-up period or before the crew leaves for the appropriate kick-off positions.

## 9. FOUL PROCEDURES

- i) Do not pick up or move flag until foul has been enforced.
- ii) Make certain that box and chains are not moved until penalty is enforced.
- iii) Do not put hands on or point at players when calling fouls.
- iv) If player is disqualified, official making the call will be accompanied by the REFEREE to the player's sideline to report to the coach the ejection and reason for ejection. If REFEREE is the official making the call, he will be accompanied by the Flank Official on the player's sideline.
- v) Official calling foul relays foul information to the REFEREE. Refer to the offending team by school/team name and offense or defense. Give number of offending player, note position of ball, live ball/dead ball, loose ball and etc.

- vi) The BACK JUDGE or Flank Official closest to the penalty flag will cover the flag to make certain it is not moved.
- vii) REFEREE will give a preliminary signal to the press box, then explain options. After stepping off or signaling declination, give signal to chains side. Then signal to press box sideline. If fouls are announced by the stadium announcer, it's not necessary to signal both sides.

## **10. POST GAME**

- i) HEAD LINESMAN get clip and thank chain crew.
- ii) Return the game ball.
- iii) Avoid confrontations with players, coaches and fans.
- iv) All officials leave field together.
- v) Do not shake hands or congratulate each other until you have reached the locker Room.
- vi) Discuss overall officiating and coverage of game.
- vii) The REFEREE is the only official who may engage the media.

## **APPROVED SIGNALS**

- 1. GENERAL SIGNALS** – All signals should be slow, crisp, and clean. Refer to the rule book for official signals. The following have been highlighted for emphasis:
  - a. STOP THE CLOCK – Two strokes of the arms overhead, glance at the clock; if it hasn't stopped, the signal can be continued until no longer needed.
  - b. START THE CLOCK – Two easy swings of one arm at full extension.
  - c. READY FOR PLAY –
    - i) Extend one arm fully upward and "pull a light chain" while simultaneously blowing a short and loud whistle.
    - ii) If the ready for play includes starting the clock, use the START THE CLOCK signal and a longer and loud whistle.
  - d. INCOMPLETE PASS – Do not bend forward at the waist when giving the signal.
    - i) One signal by covering official(s) for obviously incomplete pass. All other officials stop the clock.
    - ii) Two or three strong signals for incomplete pass when it is necessary to "sell" the call. All other officials stop the clock.
    - iii) If the receiver is out of bounds, signal incomplete and then, using both hands, make a sweeping motion toward the sideline.
    - iv) The official covering the play and signaling incomplete does not also give the STOP THE CLOCK signal.
- 2. SUPPLEMENTARY SIGNALS**
  - a. DOUBLE STAKES – Hands with the index finger extended, in front of the face, moving forward and backward.
  - b. LINE OF SCRIMMAGE SIGNALS (All Scrimmage Plays):
    - i) View widest player of offensive formation.
    - ii) On LOS, no signal.
    - iii) Off LOS, signal back with arm extended.
    - iv) If two widest players are both off the LOS, signal twice with hand-wave motion back (over the head), with two fingers extended.
    - v) If three widest players are off the LOS, signal three times with hand-wave motions back (over the head), with three fingers extended.
    - vi) If widest player of offensive formation shifts to the LOS after initial signal, place arm across chest so hand is on the downfield shoulder.
    - vii) If two widest players are both off LOS and inside player shifts to LOS after signal, repeat the signal for widest player off LOS.
    - viii) If you and opposite Flank Official both have widest player off LOS, signal back with arm extended and count backs. Signal one back.

- ix) After any signal from opposite Flank Official, acknowledge by pointing arm straight toward the opposite Flank Official.
- c. COUNTING PLAYERS – When counting players, do so with your eyes and not with your fingers.
  - i) Eleven players – Arm extended with a closed fist. Make certain the other official confirming your count can see your arm and fist.
  - ii) More than eleven – Squirrel cage your hands to notify the other official(s) to recount. Be prepared to blow your whistle and throw your flag for illegal substitution.
  - iii) Less than eleven – Push down with your arms slightly in front of your body, with palms down, to alert other official(s). If the offense has less than eleven players, check the formation to make certain they have seven players on the line.
- d. SIDELINE PLAYS (WITHIN TWO YARDS) –
  - i) If the play ends within two yards of the sideline, the covering official will use the WIND THE CLOCK signal two times to indicate that the play ended in bounds.
  - ii) If the play ended beyond the line to gain, use the WIND THE CLOCK signal two times and then use the STOP THE CLOCK signal two times.
  - iii) All other officials should stop the clock.
- e. REFEREE REMINDERS
  - i) CLOCK WIND ON THE READY FOR PLAY – The BACK JUDGE, UMPIRE and LINE JUDGE will signal by twirling their index finger at the waist.
  - ii) CLOCK STARTS ON THE SNAP – The BACK JUDGE, UMPIRE, HEAD LINESMAN and LINE JUDGE will signal with arms forming an X at the chest.
- f. OFFICIAL RESPONSIBLE FOR THE CLOCK – Within one minute of the end of any period, the official facing the clock (REFEREE, BACK JUDGE, or UMPIRE) may be responsible for the clock. Indicate responsibility by tapping the top of your hat. Make certain the other officials noted above recognize the signal.
- g. LINE TO GAIN REACHED AND CLOSE
  - i) If the line to gain is clearly reached, the LINE JUDGE will stop the clock and indicate first down by pointing his index finger across his chest.
  - ii) If it is close (within one yard on either side of the line to gain), the LINE JUDGE will pinch-in and yell to the crew, “close” until crew recognizes the situation.
  - iii) The REFEREE will then determine if the clock should be stopped to take a longer look or to indicate first down.
  - iv) The UMPIRE may also indicate if the play is “close” to a first down.
- h. CHARGED TIME OUTS
  - i) Upon player request, any official will stop the clock and the REFEREE will point with both arms 3 times toward the team charged with the time out.

### **3. CROSS-FIELD MECHANICS**

- a. Cross-field mechanics can be used by flank officials to help each other with progress of runners on plays ending near the sideline.
- b. Flank officials should be mirroring the progress of the runner at all times.
- c. If the covering official uses the WIND THE CLOCK signal for a play that ends near the sideline, it is imperative that the flank official, on the other side of the field, move to the runner’s forward progress spot.
- d. The covering official can then trail the play appropriately and safely. He can allow the players to clear and then look to the opposite flank official for the appropriate spot.
- e. Both officials must agree to use cross-field mechanics prior to the game.

## **CHAIN CREW and CLOCK OPERATOR INSTRUCTIONS**

### **1. CHAIN CREW –**

- a. The typical line-to-gain (chain) crew consists of at least three individuals – a down-box operator and two to hold the rods. Unless otherwise possible by use of a fourth crew member, the down-box operator will attach the clip as specified.
- b. **PREGAME DUTIES**
  - i) The chain crew shall meet with the HEAD LINESMAN on the sideline opposite the press box at least 15 minutes before game time and also five minutes prior to the second-half kickoff.
  - ii) The HEAD LINESMAN shall make certain that the chain and the official down box have been placed opposite the press box or the designated sideline and that all are in good working order and conform to the rules.
  - iii) The crew must refrain from showing any partisan reaction to the events taking place on the playing field. The crew must be prepared to act immediately on instructions from the HEAD LINESMAN so that teams will know the exact situation concerning the down and yards to be gained. The crew shall not move or change the number of the down until signaled to do so by the HEAD LINESMAN.
- c. **GAME PROCEDURES**
  - i) On the HEAD LINESMAN's signal, the crew must move as quickly as possible to the next position.
  - ii) When a runner or pass receiver is going out of bounds in the immediate vicinity, the involved crew member is to move quickly, drop the marker, and move away from the sideline keeping his eye on the spot of the marker. The crew member away from the play should hold his position if possible.
  - iii) The HEAD LINESMAN will set the spot (with his heel) of all first downs by going to the sidelines and marking, while facing the field, the exact spot where the rear stake will be set. The front crew member will then be sure the chain is fully extended before setting his stake.
  - iv) The Down-Box Operator, on every new series of downs, will set the box at the spot marked by the HEAD LINESMAN. When the line-to-gain equipment is moved, the rear rod is to be set behind the down marker and then the clip shall be placed at the back edge of the 5-yard line nearest the rear rod. The chains shall be set on the sideline and then the crew may move the chains off the sidelines by one yard. The marker must be held at all times in an upright position with the down correctly shown.
  - v) The Down-Box Operator is to show the number of the down just completed and shall not indicate the new down until so notified by the HEAD LINESMAN. On instruction from the HEAD LINESMAN, the Down-Box Operator will move the down marker to a new position with the marker placed at the forward point of the ball and change the marker to the correct down.
  - vi) On all measurements for first down when the chain is moved onto the field, the Down-Box Operator is to place his marker at/off the spot of the front rod until a new series of downs is declared or the chain is returned to its previous position.
  - vii) The Down-Box Operator should be aware of any penalty markers. The marker must not be moved nor the down changed until so notified by the HEAD LINESMAN.
  - viii) The chain is not used if it is a first-and-goal situation.
  - ix) The Down-Box Operator should place the marker on the line of scrimmage on all try situations. This will aid players and officials in determining the line of scrimmage on all plays toward the sideline. The chain will not be placed on a try.
  - x) If the sidelines become crowded and the crew does not have room to efficiently discharge its duties; the crew is to notify the HEAD LINESMAN immediately so that a time-out may be called and the sidelines cleared before the game will be allowed to proceed.
  - xi) If the game is delayed for any reason, the crew will stay with the officials.
  - xii) Operating the equipment outside and within 6 feet of the sideline is for the protection of players, coaches and all persons who are part of the game.

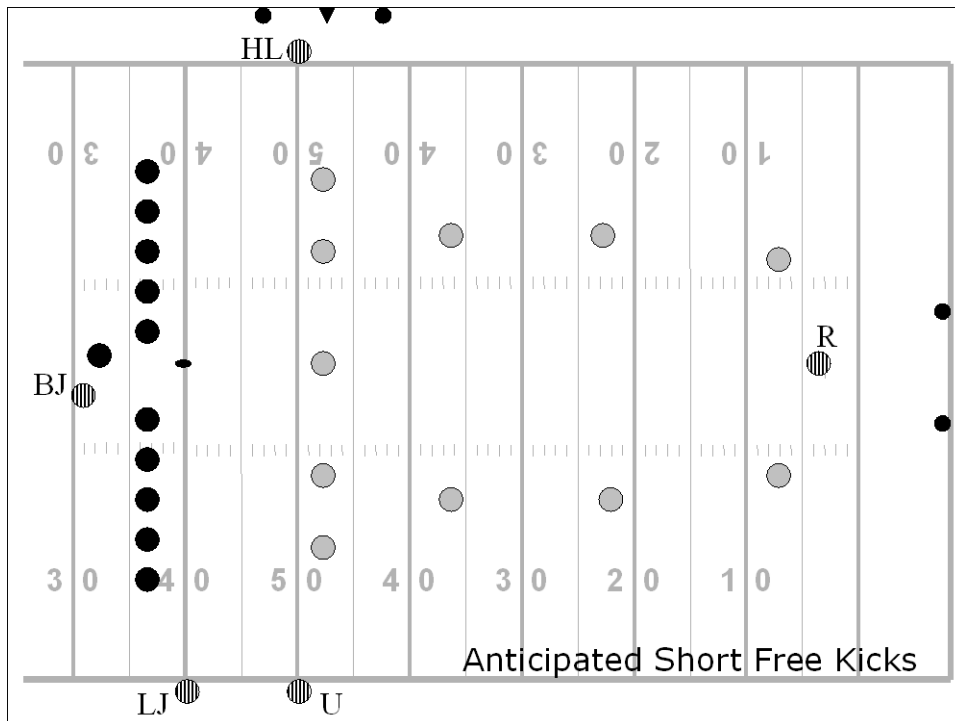
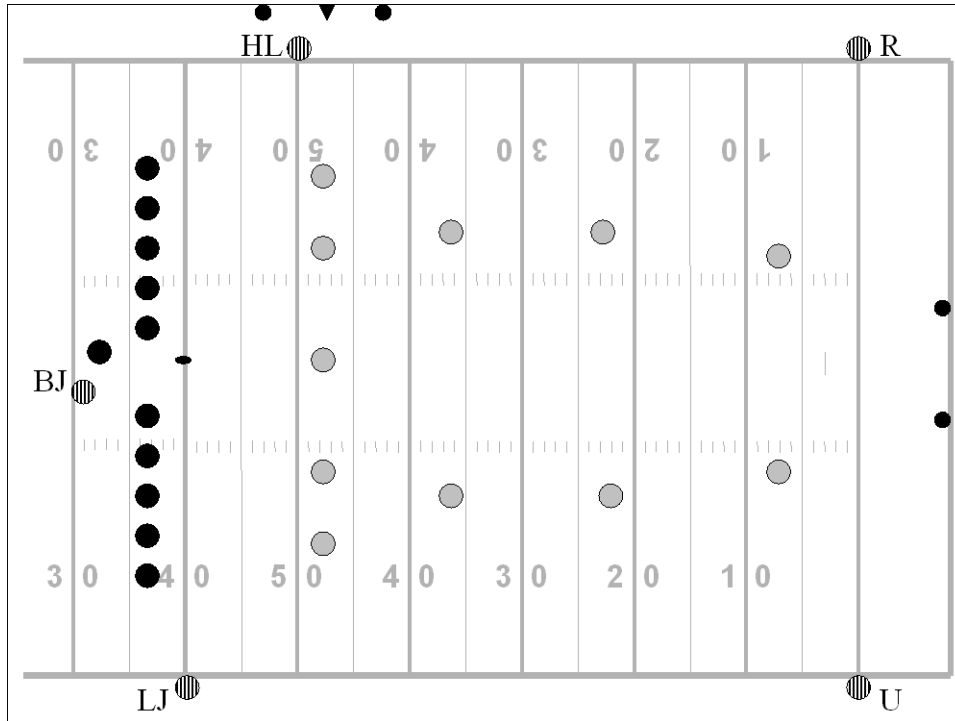
## 2. CLOCK OPERATOR INSTRUCTIONS

- a. **PREGAME DUTIES** - The BACK JUDGE or LINE JUDGE should report to the press box (or clock operator location) at least 30-minutes before game time.
  - i) To synchronize timer's watch with official game time as established by the official responsible for timing.
  - ii) To advise officials whether the clock operator will be in the press box or on the sideline. Determine procedure for communication with timer and check this procedure prior to the game.
  - iii) To discuss coordination of starting, stopping and adjusting the clock in accordance with the playing rules.
  - iv) The field clock is normally started 30 minutes before game time. The halftime intermission will start on the Referee's signal when the players and officials leave the field. All pre-game and halftime activities will be synchronized with the official game clock. The mandatory three-minute warm-up period will be put on the clock after the intermission time has elapsed.
  - v) In case of failure of the game clock, the clock operator shall immediately contact the officials, giving them the correct data regarding the official time. The LINE JUDGE will then pick up the correct game time on the stopwatch. Should the field clock become inoperative and subsequently repaired, it will not be used again until the next period or when the REFEREE determines it is operational. The public-address announcer will indicate the field clock will not be official until the malfunction is corrected and subsequent announcement made on the PA system.
- b. **GAME PROCEDURES** -
  - i) The clock operator is an integral member of the officiating crew and game administration. Unfair advantages occur when the game clock is not started or stopped correctly by rule. Great care must be exercised to see that no time lag occurs in starting or stopping the clock.
  - ii) On all free kicks, the nearest official(s) will signal the legal touching of the ball by indicating that the clock should start.
  - iii) The official who declares the ball dead will be the first official to signal a time-out when a first down occurs.
  - iv) Any official may signal a team time-out; therefore the operator should be alert to stop the clock.
  - v) On plays near a boundary line, unless an official so signals, if a pass is caught out of bounds, the incompleteness signal shall stop the clock. Note: On plays near the out-of-bounds line 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.
  - vi) The clock operator will automatically stop the clock following a touchdown; field goal, touchback or safety after the appropriate signal has been made.
  - vii) After the clock has been stopped, the Referee will start it again on the Referee's start-the-clock signal and if no such signal is given, the operator will start it on the snap.
  - viii) The Referee may start the clock again before the ready-for-play signal.
  - ix) The try is not a timed down.
  - x) There are instances when a period shall be extended by an untimed down. During these extensions, leave the clock at :00. Do not reset the clock for the next period until the REFEREE declares the period over by facing the press box and holding the ball overhead.

## FREE KICK MECHANICS – 5-MAN

### 1. PRE-KICK MECHANICS

- a. **ALL OFFICIALS – HUSTLE TO POSITION!**
- b. **BACK JUDGE** – Time the one-minute intermission following a score. Alert LINE JUDGE and HEAD LINESMAN after 45 seconds. Make certain the ball is inflated properly, has “pebble grain” and white stripes.
  - i) Count the kicking team (use eyes not fingers).
  - ii) Give kicker the ball and tell him not to kick until the REFEREE blows his whistle.
  - iii) Signal ready to the LINE JUDGE and HEAD LINESMAN who will then raise arm for ready signal.  
Upon ready signal from LINE JUDGE and HEAD LINESMAN, provide ready signal to REFEREE. Be in ready position, away from the ball, before you provide the ready signal (K may be in the huddle when you signal). Hold bean bag in hand. Anticipate first touching.
- c. **LINE JUDGE** – Go to your position on the kicking team’s restraining line at the sideline. Have your team on the field within one minute following a score.
  - i) Count the kicking team (use eyes not fingers). Signal accordingly for less than/greater than/or equal to 11 players.
  - ii) Hold bean bag in hand. Anticipate first touching.
  - iii) Provide ready signal only when count is correct, kicking team is in position, sideline is clear, you are ready, and the BACK JUDGE signals he is ready. Be ready before the whistle.
- d. **HEAD LINESMAN** – Go to your position on the receiving team’s restraining line at the sideline. Have your team on the field within one minute following a score.
  - i) Count the receiving team (use eyes not fingers). Signal accordingly for less than/greater than/or equal to 11 players.
  - ii) Hold bean bag in hand. Anticipate first touching.
  - iii) Provide ready signal only when count is correct, receiving team is in position, sideline is clear, you are ready, and the BACK JUDGE signals he is ready. Be ready before the whistle.
- e. **UMPIRE** – Take position at the goal line on the Press Box sideline.
  - i) Count the receiving team (use eyes not fingers). Signal accordingly for less than/greater than/equal to 11 players.
  - ii) Signal REFEREE to confirm count by extending your arm with a closed fist.
  - iii) Signal ready when BACK JUDGE goes up with ready signal. Be ready before the whistle.
  - iv) On anticipated short free kicks, move to position on the receiving team’s restraining line on the sideline. Hold bean bag in hand. Anticipate first touching.
  - v) On a free kick following a safety, take position five-yards deeper than the receiver(s) but not further from the goal line than the 20-yard line.
- f. **REFEREE** - Take position at the goal line on the sideline opposite Press Box.
  - i) Count the receiving team (use eyes not fingers). Signal accordingly for less than/greater than/equal to 11 players.
  - ii) Signal UMPIRE to confirm count by extending your arm with a closed fist.
  - iii) Upon ready signal from BACK JUDGE, if the receiving team is in position, blow the ready for play whistle.
  - iv) On anticipated short free kicks, move to position in the middle of the field. May cheat-up if possible.
  - v) On a free kick following a safety, take position five-yards deeper than the receiver(s) but not further from the goal line than the 20-yard line.
- g. **FREE KICK FOLLOWING A FAIR CATCH**
  - i) REFEREE, position with the kicker.
  - ii) UMPIRE, position on the receiving team’s restraining line.
  - iii) HEAD LINESMAN, position on the kicking team’s restraining line.
  - iv) LINE JUDGE, position under the goal post on your side of the field.
  - v) BACK JUDGE, position under the goal post opposite the LINE JUDGE.

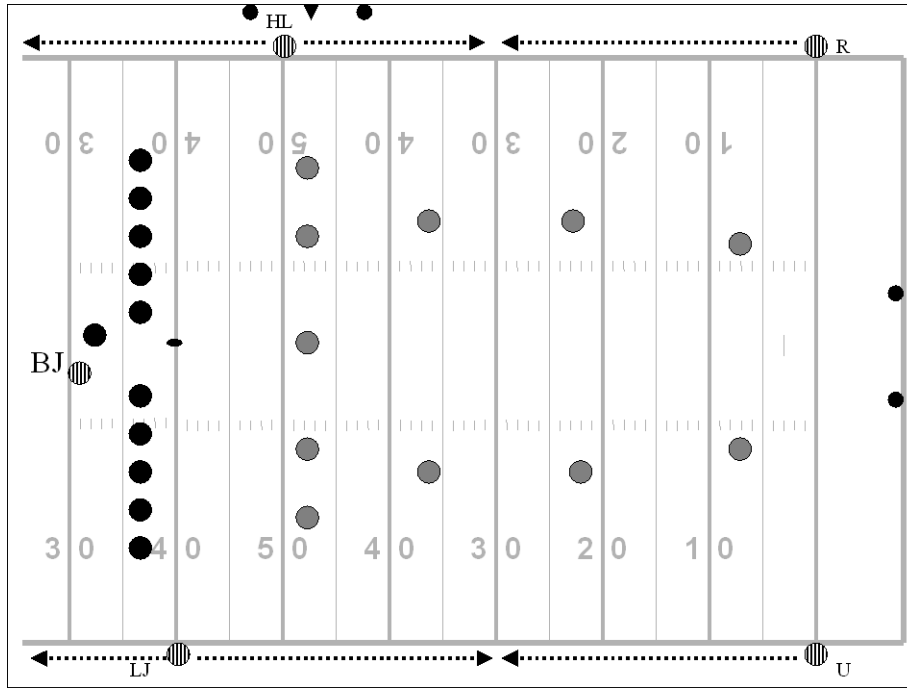


## 2. FREE-KICK MECHANICS

- a. **BACK JUDGE** – Identify your keys, the middle three players of the kicking team.
  - i) Watch the action of the kick. Was it kicked into the air or did it bounce off the ground?
  - ii) Quickly check the direction of the ball (short, long, left, or right). If it is a short kick, look for first touching by kicking team and use your bean bag as needed. Also, be

- aware of subsequent first touching spots. On kicks out of bounds in the air, line up sideline official at the out-of-bounds spot. If the ball will be re-kicked after a foul, you are responsible for signal and penalty enforcement.
- iii) Observe action on the kicker and watch the middle three players of the kicking team moving down the field. Cover blocking and other action on and by your keys. As the runner nears, assume coverage in front of the ball carrier. Be on the goal line before the runner. Maintain an inside-out view of the action around the ball carrier.
  - iv) Flank officials have progress to the goal line.
- b. **LINE JUDGE** – Identify your keys, the nearest four players of the kicking team.
- i) Watch the kicker's restraining line for encroachment by the kicking team.
  - ii) Quickly check the direction of the ball (short, long, left, or right). If it is a short kick, look for first touching by kicking team and use your bean bag as needed. On a kick out of bounds, throw flag to the out of bounds spot. If the team on your sideline is the offended team, get the enforcement choice from the coach and advise the REFEREE.
  - iii) Drift to the R30 watching play in front of the runner. Assume coverage of the runner at the R30 and take all the way to the goal line. You have progress.
  - iv) On plays to the opposite side, mirror HEAD LINESMAN movement down field. With wide vision, watch blocking and look for illegal acts. Use cross-field mechanics where appropriate.
  - v) When the runner is down in your coverage zone, stop the clock. Place the ball at your feet until the incoming ball is spotted. Duplicate other official's signals if play does not end in your coverage zone.
- c. **HEAD LINESMAN** – Identify your keys, the nearest four players of the kicking team.
- i) Watch the receiver's restraining line for encroachment by receiving team.
  - ii) Quickly check the direction of the ball (short, long, left, or right). If it is a short kick, look for first touching by kicking team and use your bean bag as needed. On a kick out of bounds, throw flag to the out of bounds spot. If the team on your sideline is the offended team, get the enforcement choice from the coach and advise the REFEREE.
  - iii) Drift to the R30 watching play in front of the runner. Assume coverage of the runner at the R30 and take all the way to the goal line. You have progress.
  - iv) On plays to the opposite side, mirror LINE JUDGE movement downfield. With wide vision, watch blocking and look for illegal acts. Use cross-field mechanics where appropriate.
  - v) When the runner is downed in your coverage zone, stop the clock. Place the ball at your feet until the incoming ball is spotted. Duplicate other official's signals if play does not end in your coverage zone.
  - vi) POINTS OF EMPHASIS FOR BACK JUDGE, LINE JUDGE, HEAD LINESMAN
    - (1) Short free kick
    - (2) First touching (subsequent first touches) – USE BEAN BAG
    - (3) Starting-stopping the clock
    - (4) Blocking below the waist and clipping
    - (5) Legal substitutions
    - (6) Kick catch interference and fair catch interference
    - (7) Knee on ground on catch
    - (8) Forward handing, illegal forward pass
    - (9) Batting
    - (10) Interlocked interference and illegal blocking
    - (11) Continuing action out of bounds
    - (12) Players going out of bounds during kick
- d. **UMPIRE** – Identify your keys, the nearest receivers.
- i) Consider your areas of protection; goal line and sideline.
  - ii) Quickly check the direction of the ball (short, long, left, or right). If it is a short kick, move up and provide dead-ball support. On a kick out of bounds, move toward the out of bounds spot and throw your flag if in your zone. If kicked out of bounds in the air, look to the BACK JUDGE for spot.

- iii) When the ball is touched in your coverage area, start the clock (two winds).
  - iv) On a kick to your side, officiate from the goal line and assume coverage of the ball carrier to about the R30. You have progress if the runner is downed.
  - v) On a kick to the opposite side, move up 5 yards ahead of the receiver and watch for blocking around the receiver. On the return, watch blocking and look for illegal acts. Mirror the REFEREE at the dead ball spot (R30 or less). Use cross-field mechanics where appropriate.
  - vi) When the kick breaks the goal line plane (touched or untouched), signal touchback.
  - vii) When the runner is downed in your coverage zone, stop the clock. Duplicate other official's signals if play does not end in your coverage zone. Place the ball at your feet and wait for the LINE JUDGE to relieve you. Move to the succeeding spot and spot the incoming ball.
- e. **REFEREE** - Identify your keys, the nearest receivers.
- i) Consider your areas of protection; goal line and sideline.
  - ii) Quickly check the direction of the ball (short, long, left, or right). If it is a short kick, move up and provide dead-ball support. On a kick out of bounds, move toward the out of bounds spot and throw your flag if in your zone. If kicked out of bounds in the air, look to the BACK JUDGE for spot.
  - iii) When the ball is touched in your coverage area, start the clock (two winds).
  - iv) On a kick to your side, officiate from the goal line and assume coverage of the ball carrier to about the R30. You have progress if the runner is downed.
  - v) On a kick to the opposite side, move up 5 yards ahead of the receiver and watch for blocking around the receiver. On the return, watch blocking and look for illegal acts. Mirror the UMPIRE at the dead ball spot (R30 or less). Use cross-field mechanics where appropriate.
  - vi) When the kick breaks the goal line plane (touched or untouched), signal touchback.
  - vii) When the runner is downed in your coverage zone, stop the clock. Duplicate other official's signals if play does not end in your coverage zone. Place the ball at your feet and wait for the HEAD LINESMAN to relieve you.
  - viii) **POINTS OF EMPHASIS FOR UMPIRE AND REFEREE**
    - (1) Touchback and kick out of bounds
    - (2) Fair catch, including illegal signal
    - (3) Knee on ground on catch
    - (4) Forward handing during return
    - (5) Batting
    - (6) Blocking below the waist and clipping
    - (7) Interlocked interference
    - (8) Action on the wedge when coming towards you
    - (9) Continuing action dead ball action out of bounds
    - (10) Momentum exception
    - (11) Short free kick support



### 3. COVERAGE MECHANICS

- a. ALL OFFICIALS – Keep play and runner boxed in and sidelines covered at all times.
- b. RETURNS DOWN THE CENTER OF THE FIELD –
  - i) REFEREE AND UMPIRE – Keep the runner boxed in between you. View the action immediately around the runner.
  - ii) HEAD LINESMAN and LINE JUDGE – Cover the secondary areas and view blocking and other illegal activity.
  - iii) BACK JUDGE – Responsible for goal line, action in front of the runner, inside-out coverage on runner to goal line.
- c. RETURNS INTO THE REFEREE / HEAD LINESMAN SIDE ZONE –
  - i) HEAD LINESMAN and REFEREE are responsible for the runner and action immediately surrounding the runner.
  - ii) HEAD LINESMAN and BACK JUDGE will cover the action in front of the runner, viewing blocking and other illegal activity.
  - iii) UMPIRE will cover behind and to the side of the runner, keeping a distance to view activity by other players not around the play.
- d. RETURNS INTO THE UMPIRE / LINE JUDGE SIDE ZONE –
  - i) LINE JUDGE and UMPIRE are responsible for the runner and action immediately surrounding the runner.
  - ii) LINE JUDGE and BACK JUDGE will cover the action in front of the runner, viewing blocking and other illegal activity.
  - iii) REFEREE will cover behind and to the side of the runner, keeping a distance to view activity by other players not around the play.
- e. POINTS OF EMPHASIS:
  - i) Closest official to the runner has responsibility to declare the ball dead if and when the runner is tackled or downed.
  - ii) There should always be three officials covering the secondary areas away from the ball carrier.
  - iii) All officials should dead ball officiate after the play.
  - iv) All officials will hustle and efficiently prepare for the start of the next series.

## SCRIMMAGE PLAY MECHANICS – 5-MAN

### 1. PRE-SNAP MECHANICS

#### b. ALL OFFICIALS –

- i) HUSTLE and assist in obtaining the ball/a new ball for spotting.
- ii) Note status of the clock (running/stopped).
- iii) Note down, distance and game situation.
- v) Back into position, keeping a wide view of all players and dead ball action.

#### c. REFEREE –

- i) Signal upcoming down to HEAD LINESMAN and then to rest of the crew.
- ii) Make visual contact with all officials to determine if they are ready, verify the BACK JUDGE is ready to start the 25 second play clock.
- iii) Indicate “Ready for Play” with short whistle and hack or long whistle and wind (two times). Be sure to stay in view of the press box when giving the signal.
- iv) Assume a position about 12 yards behind the neutral zone and outside the tackle on the quarterback’s throwing arm side.
- v) Count Team A players (in huddle, if possible) and signal to UMPIRE.
- vi) Identify formation and observe initial keys: snap, quarterback, false start, QB hard count and head bob, tackle on opposite side.

#### d. UMPIRE –

- i) Retrieve the ball from the runner or obtain a new ball from another official or ball boy. Hustle outside the inbounds marks as needed to assist in retrieving the ball and spotting it.
- ii) After REFEREE signals next down, signal next down.
- iii) If team A is in a hurry-up offense, stay at the ball until signaled off by the REFEREE. Otherwise, after the “ready-for-play” whistle, back away from the ball to your pre-snap position while keeping the ball in sight.
- iv) Count Team A players and confirm with REFEREE when team A breaks huddle
- v) Count Team A players numbered 50-79. Know ineligible.
- vi) Assume a ready position 5-7 yards beyond the neutral zone, typically opposite the tight end side of the offensive formation.
- vii) Identify and observe your initial keys, (a) snap, and (b) center and (c) guard(s).

#### e. BACK JUDGE –

- i) Signal upcoming down and confirm with HEAD LINESMAN and LINE JUDGE
- ii) Communicate with the REFEREE if necessary to indicate the status of the game clock (on the ready with wind signal at waste or, on the snap with arms crossed at the chest).
- iii) Time 25 second play clock from REFEREE’s ready for play.
- iv) Assume ready position 20-25 yards beyond the neutral zone, between the inbounds marks and shading the wide side of the field.
- v) Count Team B players, confirm count with LINE JUDGE when Team A breaks huddle.
- vi) Identify all eligible receivers and formation, know your keys and strong side of formation.

#### f. LINE JUDGE –

- i) Signal upcoming down and confirm with HEAD LINESMAN and BACK JUDGE.
- ii) Communicate with the REFEREE if necessary to indicate the status of the game clock (on the ready with wind signal at waste or, on the snap with arms crossed at the chest).
- iii) Assume a position straddling the neutral zone, outside the sideline opposite the HEAD LINESMAN.
- iv) Count Team B players, confirm count with BACK JUDGE when Team A breaks huddle.
- v) Be prepared to indicate team A line to team A wide receiver with your foot.
- vi) Identify formation and signal status of eligible receivers on your side of snapper.
- vii) Use the prescribed Line of Scrimmage signals on all scrimmage plays.
- viii) Know eligible receivers on your side of snapper and identify your initial keys. Know your eligible receivers.

- ix) Motion – if motion man is going away from you, have primary responsibility for knowing if motion is legal or illegal. If motion man is coming to your side and motion is forward, call it if you see it.

g. **HEAD LINESMAN –**

- i) Signal upcoming down and confirm with back judge and LINE JUDGE.
- ii) Move box/chains as necessary for the correct down and distance.
- iii) Assume a position straddling the neutral zone, outside the sideline opposite the LINE JUDGE.
- iv) Be prepared to indicate team A line to team A wide receiver with your foot.
- v) Identify formation and signal status of eligible receivers on your side of snapper.
- vi) Use the prescribed Line of Scrimmage signals on all scrimmage plays.
- vii) Know eligible receivers on your side of snapper and identify your initial keys. Know your eligible receivers.
- viii) Motion – if motion man is going away from you, have primary responsibility for knowing if motion is legal or illegal. If motion man is coming to your side and motion is forward, call it if you see it.

## **RUN MECHANICS – 5-MAN**

### **1. RESPONSIBILITIES AT THE SNAP**

a. **ALL OFFICIALS -**

- i) Concentrate on your area of responsibility. “Fish in your own pond.”
- ii) Verify no false starts or encroachment, legal snap (except BACK JUDGE).

b. **BACK JUDGE -**

- i) Observe action on the tight end.

c. **LINE JUDGE -**

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

d. **HEAD LINESMAN -**

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

e. **UMPIRE -**

- i) Observe the snap then read run/pass by observing the block(s) by the guard(s) or center (block down, cross block, pass block, pulling, reach block, etc.).
- ii) Allow your reads to take your focus to the point of attack.

f. **REFEREE -**

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

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

## **2. RESPONSIBILITIES AFTER THE SNAP**

### **a. ALL OFFICIALS -**

- i) Know when you have responsibility for the runner and progress and when you have responsibility for action away from the ball.
- ii) Maintain separation from the players and other officials and keep a wide view, even when you have responsibility for the runner and progress.

### **b. BACK JUDGE -**

- i) Read the play before moving, then, slowly backpedal while identifying the point of attack.
- ii) Observe blocks and other action in front of the runner. Look for holding, blocks below the waist, and clips.
- iii) Maintain a large cushion as the runner moves downfield all the way to the goal line.
- iv) Maintain your "inside out" view of the action.
- v) After the runner is down, maintain a wide view of the dead ball action. If the play ends out of bounds, more than three yards downfield, hustle to the sideline and ensure players separate and return inbounds. Escort players back in bounds if in the opponent's team area.
- vi) Assist in getting the ball / a new ball to the umpire so it can be spotted.

### **c. LINE JUDGE AND HEAD LINESMAN -**

- i) After reading the block of the near tackle, momentarily locate the point of attack and the runner.
- ii) You always have the progress spot all the way until the runner crosses the goal line. This includes an accurate spot when the runner goes out of bounds.
- iii) On plays within the 10 yard line, if a play threatens the goal line, be prepared to be at the goal line to make the appropriate call.
- iv) If the play is away or between the inbounds marks, maintain a wide view of the action while paralleling the progress spot, observing player conduct away from the play.
- v) If the play is toward your side, observe blocks in front of the runner until you take over responsibility for the runner at the line of scrimmage. If the runner is headed toward your sideline, allow the play to go past you (move into the offensive backfield, if necessary), then trail the play. If the runner crosses the sideline, hustle to the spot and mark progress. Signal timeout while observing the out of bounds dead ball action. Do not look at the ground. If the runner crosses the goal line and continues out of bounds, signal touchdown while observing all dead ball action.
- vi) After the ball is dead, close to the dead ball spot. You must move into the field on every play (unless safety prohibits) to show presence until the colors separate. Do not pass players and do not close beyond the near inbounds mark unless:
  - (1) The line to gain is threatened
  - (2) The goal line is threatened
  - (3) The ball is loose then recovered
- vii) In these three cases, hustle to the dead ball spot.
- viii) POINTS OF EMPHASIS:
  - (1) Encroachment
  - (2) False Starts
  - (3) Illegal motion, shifts, formations
  - (4) Clipping, blocks in back and use of hands

d. **UMPIRE -**

- i) After reading the blocks of the center and guards, shift your focus to the team A blockers at the point of attack. Know where the runner is, but he should not be your primary focus.
- ii) If the point of attack is outside the inbounds marks, shuffle to that side and back slightly while maintaining your view of the action in front of the runner.
- iii) If the point of attack is between the inbounds marks, pivot as the runner goes by you, again focusing on blocks at the point of attack and in front of the runner. Observe action on the runner.
- iv) If the ball is dead outside the inbounds marks, hustle to the dead ball spot while maintaining a wide view of the dead ball action. The umpire must go outside the inbounds marks to assist in retrieving the ball and spotting it.
- v) If the ball is dead between the inbounds marks, hustle to that spot while keeping your head up to observe the action around the pile.
- vi) You are responsible for maintaining control around the pile. Talk to players as they unpile, encouraging them to do so in a sportsmanlike manner.
- vii) Only signal "thumbs-up" on a goal line play if the flank officials look for assistance and you are certain it is a touchdown.
- viii) POINTS OF EMPHASIS:
  - (1) False starts
  - (2) Illegal snaps
  - (3) Illegal use of hands and other illegal blocks
  - (4) Free blocking zone

e. **REFEREE -**

- i) After reading the quarterback, shift your focus to the team A blockers and action behind the point of attack. Know where the runner is, but he should not be your primary focus once he is beyond the line of scrimmage.
- ii) If the point of attack is outside the inbounds marks, move to that side while maintaining your view of the action behind and around the runner.
- iii) If the point of attack is between the inbounds marks, box in from the rear, again focusing on blocks behind at the point of attack and around the runner.
- iv) After the runner is down, maintain a wide view of the dead ball action. If the play ends out of bounds, hustle to the sideline and ensure players separate and return inbounds. Assist with getting the ball to the UMPIRE.
- v) If the ball is dead between the inbounds marks, hustle to that spot while keeping your head up to observe the action around the pile. Assist the UMPIRE.
- vi) POINTS OF EMPHASIS:
  - (1) False starts
  - (2) Illegal shifts
  - (3) Motion
  - (4) Blocking around runner and by team A backs
  - (5) Illegal acts around runner
  - (6) Reverses and trick plays
  - (7) Free blocking zone

## **PASS MECHANICS – 5-MAN**

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

a. **REFEREE –**

- i) As QB drops to pass, drop back at 45° angle maintaining position behind QB on passing arm side.
- ii) Observe initial blocks by offensive backs.
- iii) Look through QB to observe blocking by the tackle opposite you.
- iv) As QB is threatened and attempts to pass, determine if arm is moving forward.
- v) Determine initial direction on all passes when QB takes at least a 3-step drop.
- vi) On QB scrambles toward LOS, determine forward point where ball is released.

- vii) Signal if the pass is tipped/touched.
  - viii) Announce "ball is away" and protect QB until immediate action is complete or QB moves to participate. You have all calls on QB behind the line of scrimmage.
  - ix) Dead ball officiate.
  - x) Assist in relay / spotting ball on plays ending behind LOS.
  - xi) Anticipate:
    - (1) Forward or backward pass
    - (2) Pass attempt vs. fumble
    - (3) Roughing passer
    - (4) Illegal pass (beyond LOS or intentional grounding)
- b. **UMPIRE –**
- i) Know uncovered offensive lineman on your side, determine pass vs. run.
  - ii) Move toward spot of snap (on LOS).
  - iii) Rule on pass blocking technique of offensive linemen.
  - iv) On roll-outs & scrambles toward LOS, assist REFEREE in determining if ball is released beyond LOS.
  - v) Rule on any ineligible downfield.
  - vi) Use tip ball signal if pass is touched in or behind neutral zone. Know if the pass crosses the neutral zone.
  - vii) Communicate with players (Announce "BALL'S AWAY"), off-ball officiate.
  - viii) On all short passes, pivot and assist in trapped ball rulings.
  - ix) Dead ball officiate.
  - x) Spot ball.
  - xi) Anticipate:
    - (1) Holding, Clipping, Illegal blocks
    - (2) Ineligibles downfield
    - (3) Assist in illegal pass determination
    - (4) Touching of pass in or behind neutral zone
- c. **BACK JUDGE –**
- i) Read the play, then begin your first step backward.
  - ii) Rule on action by and on key receiver(s) during initial action.
  - iii) Following initial action, shift to zone coverage, focus on deepest receiver.
  - iv) Maintain inside-out coverage always deeper than deepest receiver.
  - v) Go towards ball when ball is in the air.
  - vi) Be at goal-line if receiver crosses (EXCEPTION: if play starts inside 15 yard line, you are responsible for end line. Prior to play, signal to FLANKS by positioning on end line and pointing to corner pylons).
  - vii) On catch attempts near sideline, focus on the hands. On catch attempts near end line, focus on feet then hands.
  - viii) Use appropriate signals for juggled or catches out of bounds.
  - ix) On catch attempts near intersection of sideline and end line, make eye contact with FLANK official before signaling, unless you know it is incomplete.
  - x) If pass caught in bounds and then receiver goes out of bounds, stop clock and dead ball officiate. If multiple players go out of bounds, follow and escort opposing players back to field of play.
  - xi) May have progress on long run or pass.
  - xii) Dead ball officiate.
  - xiii) Assist with relay / spot ball on long completions.
- d. **LINE JUDGE & HEAD LINESMAN –**
- i) Read through key receiver to nearest offensive lineman to read play.
  - ii) Rule on action by and on key receiver during initial action. Following initial action, shift to zone coverage- focus on short receiver
  - iii) Remain near LOS until pass is thrown unless all receivers are deep, stay underneath the shortest receiver (EXCEPTION: Goal line coverage when signaled by BACK JUDGE- responsible for goal line on snaps inside 15 yard line, snap from inside 5 yard line, move immediately to goal line).
  - iv) On QB drops of less than 3 steps, determine initial direction of pass to your side.

- v) Maintain Outside-in coverage, move parallel to sideline, responsible for sideline from end line to end line.
- vi) On catch attempts near sideline, focus on feet then hands. Near end line, focus on hands, then feet.
- vii) On catch attempts near intersection of sideline and end line, make eye contact with BACK JUDGE before signaling.
- viii) If pass is caught in bounds and then player goes out of bounds, blow whistle, stop clock, mark spot, continue to officiate – Do NOT give catch signal
- ix) Do not mark spot of passes caught out of bounds.
- x) Responsible for progress up to the goal line.
- xi) Off-ball officiate on plays away. Come into the numbers on plays into the opposite side zone.
- xii) Dead ball officiate.
- xiii) Anticipate: FOR HL, LJ and BJ:
  - (1) Holding
  - (2) Pass interference
  - (3) Catch/No-catch
  - (4) Unnecessary contact / Personal fouls
  - (5) Forward/backward pass
  - (6) Illegal participation

## 2. PASS RECEIVER COVERAGE KEYS

- a. Definitions:
  - i) Receiver – End or back lined up outside of offensive tackles.
  - ii) Strength of the formation - determined by the number of eligible receivers on a particular side of the offensive formation. The strong side is the side with the most eligible receivers outside the tackles.
  - iii) Tight end - the end man on the line of scrimmage lined up no more than 4 yards from the nearest offensive lineman. If he is lined up wider, then he is a *split end*.
  - iv) Back in the backfield - a player in the backfield between the tackles at the snap.
  - v) Trips - three or more receivers on one side of the offensive formation outside the tackles.
  - vi) Widest receiver - if players are stacked one behind another, the one nearest the line of scrimmage is considered to be the widest.
- b. The BACK JUDGE always keys on the inside eligible receiver(s) outside the tackles on the strong side of the formation.
- c. If the formation is balanced and there is only one eligible receiver to each side, the BACK JUDGE takes the first back on a pass route out of the backfield.
- d. The FLANK officials key on the widest player of the offensive formation on their side of the field.
- e. If there are three eligible receivers on one side, the FLANK official takes the outside receiver. The two inside receivers are the responsibility of the BACK JUDGE.
- f. Your keys are established at the snap by taking a snapshot of the formation, regardless of changes in formation prior to the snap.

## Pass Coverage Keys Examples

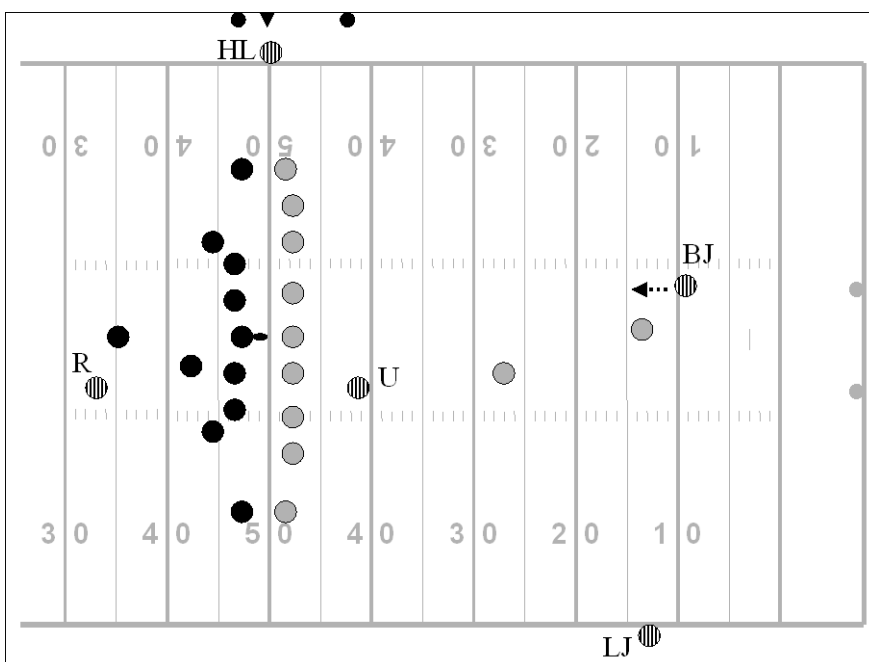
<p><b>2 Receiver Set</b></p> <p>HL → E      E o o O o o E ← LJ</p> <p>"Strong"</p> <p>"First Back out of Backfield"</p> <p>BJ</p>	<p><b>Twins</b></p> <p>HL → E      B      B      E ← LJ</p> <p>"Strong"</p> <p>BJ</p>
<p><b>Pro-set</b></p> <p>HL → E      B      B      E ← LJ</p> <p>"Strong"</p> <p>BJ</p>	<p><b>Trips</b></p> <p>HL → E      B      B      B      E ← LJ</p> <p>"Strong"</p> <p>BJ</p>
<p><b>Swinging Gate</b></p> <p>HL → B      B      B      E ← LJ</p> <p>"Strong"</p> <p>BJ</p>	<p><b>Trips Slotted</b></p> <p>HL → E      B      B      B      E ← LJ</p> <p>"Strong"</p> <p>BJ</p>
<p><b>Tight-Wing</b></p> <p>HL → B      B      B      E ← LJ</p> <p>"Strong"</p> <p>BJ</p>	<p><b>Double-Twins</b></p> <p>HL → B      B      B      E ← LJ</p> <p>"Strong"</p> <p>BJ</p>
<p><b>Slot</b></p> <p>HL → E      B      B      E ← LJ</p> <p>"Strong"</p> <p>BJ</p>	<p><b>Double Wing</b></p> <p>HL → B      B      B      E ← LJ</p> <p>"Strong"</p> <p>BJ</p>
<p><b>Right</b></p> <p>HL → B      B      B      E ← LJ</p> <p>"Strong"</p> <p>BJ</p>	<p><b>Overload / 3 Backs</b></p> <p>HL → B      B      B      B      E ← LJ</p> <p>"Strong"</p> <p>BJ</p>
<p><b>Pro Punt</b></p> <p>HL → B      B      B      E ← LJ</p> <p>"Strong"</p> <p>BJ</p>	<p><b>Short Punt</b></p> <p>HL → E      B      B      B      E ← LJ</p> <p>"Strong"</p> <p>BJ</p>

## SCRIMMAGE KICK MECHANICS – 5-MAN

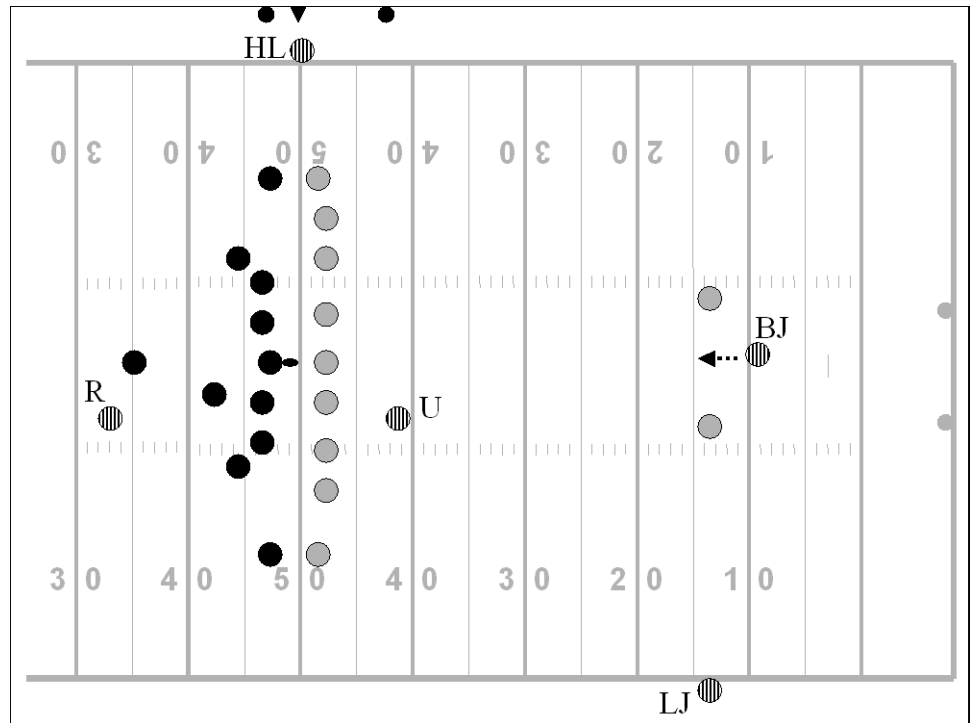
### 1. PRE-KICK MECHANICS

- a. **ALL OFFICIALS – HUSTLE TO POSITION!**
- b. **BACK JUDGE** – Position slightly behind and to the side of the deepest receiver on the same side of the field as the HEAD LINESMAN (approximately 7-12 yards to the side and 3-5 yards behind the receiver). If two receivers, field position may require you to take a position between the receivers. On kicks from inside the receiving team’s 40 yard line, take a position on the goal line at the sideline.
  - i) Count the receiving team and confirm with the LINE JUDGE.
  - ii) Provide fair catch instructions to the receiver(s) if possible.
  - iii) Hold a beanbag in your hand.
- c. **LINE JUDGE** – Position even with the deepest receiver and on your sideline. On kicks from inside the receiving team’s 40-yard line, take a position on the goal line at the sideline.
  - i) Count the receiving team and confirm with the BACK JUDGE
  - ii) View the position of the outside kicking team players. Know who is eligible to catch a pass.
- d. **HEAD LINESMAN** – Position on the line of scrimmage in front of the down marker.
  - i) Count the kicking team and look for confirmation from REFEREE that he has eleven players.
  - ii) View formation to see that they have at least seven (7) players on the line of scrimmage.
  - iii) View the position of the outside kicking team players. Know who is eligible to catch a pass.
- e. **UMPIRE** – Position approximately seven (7-10) yards from the line of scrimmage and favor the LINE JUDGE side of the field.
  - i) Count the kicking team and confirm with the REFEREE.
  - ii) View the lineman and know numbering exceptions.
  - iii) Tell the receiving team lineman “DO NOT HIT THE SNAPPER”
- f. **REFEREE** – Position to the LINE JUDGE side of the field and slightly behind the kicker (approximately 7 yards to the side and 5 yards deeper than the kicker).
  - i) Count the kicking team and confirm with the UMPIRE and the HEAD LINESMAN.
  - ii) View the lineman and know numbering exceptions.

Punt  
Formation –  
Single  
Receiver Set



Punt  
Formation –  
Double  
Receiver Set



## 2. KICK MECHANICS

- a. **ALL OFFICIALS** – Strange things happen on kicks. Be mentally prepared for various scenarios based on your position.
- b. **BACK JUDGE** – Look to see that the ball has been kicked and quickly look to see where the ball is headed (i.e. short, long, right, left).
  - i) Normal Kick – View the receiver and run up to be even with the receiver as he prepares to catch the ball. Your only view is the receiver and stay to the side of him by 7-12 yards. Look to see that the receiver catches the ball cleanly and that there was no kick catch interference or to rule on fair catch.
  - ii) Drop your beanbag where the kick ends. *Remember that the kick ends when any player gains possession or when the ball becomes dead.* If the kick crosses the goal line, blow your whistle and signal touchback.
  - iii) Keep the runner between you and the LINE JUDGE. You are responsible for coverage of runner from an inside-out view favoring the chains side of the field. Your distance should be about 10-15 yards from the runner. You may have progress.
  - iv) Fair Catch - View the receiver and run up to be even with the receiver as he prepares to catch the ball. View the fair catch signal (valid or invalid?). Make certain the receiver catches the ball cleanly and it does not go through his hands. With a confirmed catch, stop the clock and blow your whistle.
  - v) First Touch Violation – Use a beanbag if there is a first touching violation by the kicking team. Note: there may be more than one spot of the first touching violation.
  - vi) You are one of the covering officials. At the end of the play, stop the clock and signal direction of the team in possession. DEAD-BALL OFFICIATE.
  - vii) Kick Out of Bounds – On medium to long kicks out of bounds, you are responsible for the sideline opposite the LINE JUDGE. Blow your whistle and stop the clock. Line-up deeper than where the ball went out of bounds on the sideline (no deeper than the goal line) with outside arm straight above your head. Make eye contact with REFEREE and begin to walk toward the original line of scrimmage. The REFEREE will hack when you have reached the out of bounds spot.
  - viii) Communicate possession and direction to the REFEREE.

- c. **LINE JUDGE** - Look to see that the ball has been kicked and quickly look to see where the ball is headed (i.e. short, long, right, left). **DO NOT WATCH THE FLIGHT OF THE BALL – WATCH THE PLAYERS!**
- i) Normal Kick – View the blocking and action around the kicking team’s eligible players (the widest players on your side). Continue to watch the action as the players and ball move toward the receiver.
  - ii) Keep the runner between you and the **BACK JUDGE**. You are responsible for your sideline coverage and progress. Watch the action immediately around runner.
  - iii) Fair Catch - View the action around the receiver and make certain the receiver catches the ball cleanly and it does not go through his hands. Stop the clock upon signal with the **BACKJUDGE**. Get the spot and hold it until the chains are set.
  - iv) First Touch Violation – Use your beanbag if there is a first touching violation by the kicking team. Note: there may be more than one spot of the first touching violation.
  - v) If you are one of the covering officials. At the end of the play, spot progress and square-up with the **HEAD LINESMAN**, stop the clock and signal direction of the team in possession. **DEAD-BALL OFFICIATE**.
  - vi) Kick Out of Bounds – On kicks out of bounds, you are responsible for your sideline. Blow your whistle and stop the clock. Line-up deeper than where the ball went out of bounds on the sideline (no deeper than the goal line) with outside arm straight above your head. Make eye contact with **REFEREE** and begin to walk toward the original line of scrimmage. The **REFEREE** will hack when you have reached the out of bounds spot.
  - vii) **POINTS OF EMPHASIS FOR LINE JUDGE AND BACK JUDGE:**
    - (1) Fair Catch Signals
    - (2) Blocking
    - (3) Goal Line
    - (4) Illegal Batting or Forward Handing
    - (5) Muff and First Touching Violations
    - (6) Fair Catch or Kick Catch Interference
    - (7) Ball Out of Bounds in Flight
- d. **HEAD LINESMAN** - Look to see that the ball has been kicked and quickly see where the ball is headed (i.e. short, long, right, left). **DID THE BALL CROSS THE LINE OF SCRIMMAGE, HIT THE GROUND OR A PLAYER?**
- i) Normal Kick – View the blocking and action around the kicking team’s eligible players (the widest players on your side) and view line action until the ball clears. After the ball has crossed the line of scrimmage, quickly release down the field and parallel the play from the outside with wide vision. Continue to watch the action as the players and ball move toward the receiver. Observe blocking down the field and in front of the runner. Mark first touching with a bean bag.
  - ii) Bad Snap – When there is a bad snap on a scrimmage kick and the play goes deep into the backfield, you will follow the ball back and bracket with **REFEREE** (the **UMPIRE** will then have kick crossing or not crossing line).
  - iii) Kick Out of Bounds – Medium to short kicks going out of bounds on the bounce, you are responsible for your side of the field.
  - iv) If you are one of the covering officials, at the end of the play, spot progress and square-up with the **LINE JUDGE**, stop the clock and signal direction of the team in possession. **DEAD-BALL OFFICIATE**. If you are holding the spot, cover the ball until you are relieved by another official. Look to the **REFEREE** for confirmation to move the chains.
  - v) **POINTS OF EMPHASIS:**
    - (1) Blocking
    - (2) Touching of ball; beyond line of scrimmage
    - (3) Illegal Kicking
    - (4) Interference
    - (5) Muff and First Touching Violations
    - (6) Ineligible players downfield

- e. **UMPIRE** – Watch action on the SNAPPER.
  - i) Normal Kick – Initially view line play action and action on ground in front of ball. Pivot and release down the field watching the action of the players and blocking. On returns up middle and to other side, maintain wide inside-out vision.
  - ii) Bad Snap – When there is a bad snap on a scrimmage kick and the play goes deep into the backfield, you will move up to the line of scrimmage and rule on whether the ball crossed the line of scrimmage.
  - iii) At the end of the play DEAD BALL OFFICIATE. Spot the incoming ball to be ready for play.
  - iv) POINTS OF EMPHASIS:
    - (1) Snapper
    - (2) Blocking; legal or illegal, illegal use of hands
    - (3) Numbering exceptions
    - (4) Check first touches, forced touching, muffs, fumbles, blocked punts
- f. **REFEREE** –
  - i) Normal Kick – Watch blocking by the A Team backs and protect the kicker. Stay with the kicker until all is clear. Be the last official down the field and box in all players from behind with wide vision. If the return breaks through defense, be prepared to take the runner all the way to the goal line.
  - ii) Bad Snap - When there is a bad snap on a scrimmage kick and the play goes deep into the backfield, you will follow the ball back and bracket with HEAD LINESMAN.
  - iii) Kick Out of Bounds – If the kick goes out of bounds in flight, move to the spot of the kick and then proceed to line up the out of bounds spot with covering official by signaling with a hack.
  - iv) After the Play - Indicate to HEAD LINESMAN when to move chains, hustle to the new spot and indicate first down and direction of ball.
  - v) POINTS OF EMPHASIS:
    - (1) Fake kicks
    - (2) Bad Snaps
    - (3) Blocked Punt
    - (4) Roughing or Running Into the Kicker; Incidental Contact
    - (5) Illegal Blocks
    - (6) Illegal Use of Hands
    - (7) Clock Status before and after the play

## **FIELD GOAL & PAT MECHANICS – 5 MAN**

### **1. PRE-SNAP MECHANICS**

- a. **ALL OFFICIALS**
  - i) Prior to all field goals attempts, all officials should remind themselves of live ball by using the illegal procedure signal (#S19).
  - ii) Positioning of the HEAD LINESMAN / LINE JUDGE will depend on the location of the REFEREE. Whichever official is nearest to, or facing the back of the REFEREE on a PAT or Field Goal will go under the goal posts with the BACK JUDGE.
- b. **BACK JUDGE**
  - i) Line up six feet or less behind the goal post closest to the opposite side of the official that is under the goal post with you.
  - ii) Count defense and orally communicate with LINE JUDGE / HEAD LINESMAN of your count.
  - iii) Callout the numbers of the eligible receivers on your side of the offensive formation.
  - iv) Remind LINE JUDGE / HEAD LINESMAN that you solely have cross bar and the whistle.
- c. **LINE JUDGE**
  - i) Take a position on the sideline (on PAT, move in to numbers) and observe neutral zone.

OR (if facing the back of the REFEREE)...

- ii) Line up six feet or less behind the goal post on your side of the field. Count defense and orally communicate with BACK JUDGE of your count. Callout the numbers of the eligible receivers on your side of the offensive formation.

d. **HEAD LINESMAN**

- i) Take a position on the sideline (on PAT, move in to numbers) and observe neutral zone.

OR (if facing the back of the REFEREE)...

- ii) Line up six feet or less behind the goal post on your side of the field. Count defense and orally communicate with BACK JUDGE of your count. Callout the numbers of the eligible receivers on your side of the offensive formation.

e. **UMPIRE**

- i) Stay over the ball until the Referee waves you off. This is especially true on a field goal with clock running.
- ii) Shade to the same side of the field as the REFEREE, 5–8 yards on the defensive side of the neutral zone.
- iii) You always have sole responsibility for protection of the snapper.
- iv) Check for use of numbering exception by team A.

f. **REFEREE**

- i) Take a wide position, 10–15 yards (or more) wider than the potential kicker and 2–3 yards deeper, on the open side of the holder. Help direct the appropriate official to be under the goal post with the BACK JUDGE.
- ii) Beware of a fake field goal or PAT. Be ready to assist in covering the open sideline / pylon.
- iii) Before the snap, observe any linebackers that may be attempting to shoot the gap to block the kick.
- iv) Before the snap, check for any illegal locking of legs by offensive linemen.

g. **ALL OFFICIALS – SWINGING GATE**

- i) All officials will be in their regular positions for a scrimmage down. If team A shifts to a formation normally used for a PAT or attempted field goal, then all officials will assume their appropriate position.



xii) After the kick, sprint in to the hash to dead ball officiate.

c. **HEAD LINESMAN**

IF UNDER THE GOAL POST

- i) As the ball arrives at the goal post, step-up and look straight-up to determine if the ball was kicked between the uprights and not directly over the goal post.
- ii) Orally communicate with BACK JUDGE as to the success or failure of the kick.
- iii) Both should withhold any signal, but immediately run to the end line where you both simultaneously give the signal ruling on the kick.
- iv) Give incomplete signal if kick fails.
- v) Give touchdown signal if kick is good.
- vi) On fake plays, be ready to cover passes or runs as usual. You are responsible for the goal line and sideline.
- vii) Watch line play, after kick ends.

IF ON THE LINE OF SCRIMMAGE

- viii) After the snap, observe the legality of the blocks of the backs protecting the kick.
- ix) You are responsible for the goal line plane.
- x) If it is a pass, observe any illegal lineman downfield. This is your responsibility along with the umpire.
- xi) If a field goal is blocked, you are responsible in determining if the kick crossed the neutral zone or the goal line and where it is recovered and by whom.
- xii) After the kick, sprint in to the hash to dead ball officiate.

d. **UMPIRE**

- i) Watch for ineligibles down field.
- ii) On fake, or broken plays, keep your normal position
- iii) You always have sole responsibility for protection of the snapper.
- iv) Watch line play, after kick ends.

e. **REFEREE**

- i) Observe the motion of backs within line of vision and cover as usual if a run or pass.
- ii) Immediately after the snap, shift your eyes to the holder and mentally rule if the holder's knee was down upon receiving the snap.
- iii) If it is obvious that the PAT kick has been blocked, blow the play dead immediately.
- iv) You are solely responsible if the kicker or holder are roughed or have been run into.
- v) After the kick and the kicker and holder are free, shift your observation to the offensive line to dead ball officiate.
- vi) After you have observed the HEAD LINESMAN / LINE JUDGE & BACK JUDGE'S signals, turn to the press box and repeat their signal.

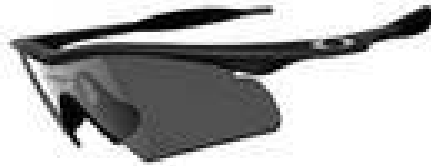
SAN DIEGO COUNTY FOOTBALL OFFICIALS ASSOCIATION  
2009 OFFICIATING GUIDELINES  
SUNGLASSES

The following are the guidelines for use of sunglasses while officiating football games:

1. Sunglasses or photo gray lenses may be worn when working a youth football game provided:
  - a. The sunglasses were purchased from the association or are sports related sunglasses as shown in exhibit "A" (at the discretion of the assigned crew chief for the games).
  - b. The lenses must be Black or Gray (not yellow or red shades, or have a mirror reflection on the front). The frames must be black.  
OR
  - c. The official is using prescription sunglasses
2. All officials on the crew are not required to wear sunglasses
3. Sunglasses will be worn only during daytime games and for youth football games only (not allowed for any level of high school games).
4. Sunglasses will be removed, and out of sight, when talking to a coach.

**Exhibit "A"**

**Sports related sunglasses should be similar to the following:**



**Not Allowed:**

