



**Football Officials of America
2011 Football Officiating Manual
Seven Man Mechanics**

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Section 1. Introduction

The 2011 FOA Mechanics Manual for Seven Men has been developed by the coordinators of the FOA. This manual is to be used for all 7-man FOA football assignments. Where mechanics are not addressed in this document, FOA crews may employ individual mechanics as long as they are within accepted norms and are thoroughly reviewed during pre-game conferences. Any questions or recommended changes to this manual should be sent by e-mail to Paul Gaffney, FOA mechanics coordinator, at pgaffney2000@gmail.com.

The purpose of this manual is to provide uniformity and consistency in the administration of 7-man FOA games. This manual will assist experienced officials in maintaining their effectiveness and aid new officials in developing their skills and potential.

Within this manual officials are designated by their position or letter designator. **Referee** [R], **Umpire** [U], **Head Linesman** [H], **Line Judge** [L], **Side Judge** [S], **Field Judge** [F] and **Back Judge** [B].

Section 2. Officiating Uniform

ARTICLE 1. ON FIELD UNIFORM: For games assigned by the FOA to the NCFL the uniform shall include:

- A. **SHIRT:** An official NCFL shirt with the official's assigned FOA number. This shirt has the NCFL logo screened on the left breast pocket. The **Referee** will determine whether the entire crew will also wear a long sleeve compression shirt under the official NCFL shirt.
- B. **KNICKERS:** Standard all white regulation football official's knickers with slight overlap below the knees (not more than four inches).
- C. **STOCKINGS:** One-piece standard NCAA football stockings.
- D. **SHOES AND BELT:** Mostly black shoes with black shoelaces should be clean and polished. Black belt should be 1 1/2 – 2 inches wide with inconspicuous buckle.
- E. **CAP:** Brooklyn style solid black cap with white piping. **Referee** will wear Brooklyn style all white hat. All officials will wear sized hats. For NCFL games, all officials will wear an NCFL logo hat.
- F. **FOUL MARKERS:** All officials will be equipped with at least one (two recommended) 15" X 15" light gold foul marker. Marker should be center weighted to allow the marker to be thrown appropriate distances. Marker can be worn in belt or carried in a pocket – but must be carried inconspicuously.
- G. **BEAN BAGS:** At least one beanbag must be available and may be worn in the belt. All beanbags will be royal blue.
- H. **GAME REPORTING FORMS.** All Officials will carry a game card to document game information to include: Team Captains, team timeouts, down and distance at the end of 1st and 3rd periods and fouls called (type of foul, number of player committing foul, whether foul was declined or accepted and time called). The officiating crew must have an FOA Foul Reporting Form.

Section 3: Pre-game Duties – Before Arrival on the Field

ARTICLE 1. GAME SITE ARRIVAL: Unless directed otherwise by the Referee, all members of the crew should be at the game site 1 hour and 15 minutes prior to the scheduled game time. On site meeting place will be designated by the Referee.

ARTICLE 2. PRE-GAME CONFERENCE:

- A. The **Referee** will begin the conference no later than 1 hour prior to scheduled game time. Attendance at the conference is mandatory.
- B. The conference should follow a pre-determined guide established by the **Referee**. All crewmembers should contribute to the discussion through questions and comments. The discussion should focus on both rules interpretations and FOA crew mechanics. Specific attention should be paid to interaction and communications between all officials.
- C. During the conference the **Side Judge** will ensure that the crew has the correct time and he will also discuss game timing issues with the game clock operator upon his arrival.

ARTICLE 3: COACHES VISIT: Approximately 30 minutes prior to scheduled game time the **Referee** and **Umpire** will visit with the respective coaches (home team first if possible).

- A. **Referee** will:
 - 1. confirm correct time, time of kickoff, length of half time and TV time outs, if appropriate
 - 2. review any unusual game situations
 - 3. obtain name of “get back” coach and who is to receive foul reports during the game
 - 4. obtain team captains names and numbers
 - 5. provide each coach with an FOA officials roster card
- B. The **Umpire** will:
 - 1. make spot checks of player equipment
 - 2. check with defensive coaches for defensive signals
- C. **Referee** and **Umpire** **MUST** ensure the information obtained during this visit is passed to the other crewmembers when they return to the official’s locker room.

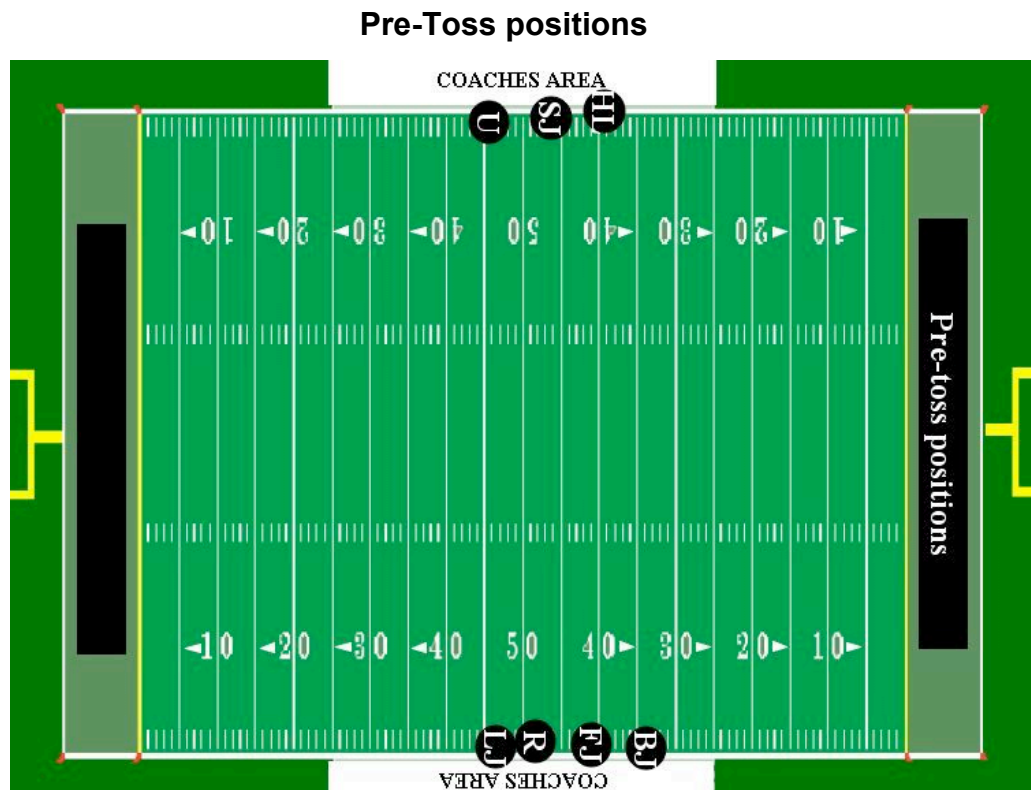
ARTICLE 4. TIMER CONFERENCE The **Side Judge** should conduct a thorough pre-game briefing with the assigned clock operator. This briefing should address NCFL-specific timing rules, particularly an instruction not to stop the clock for first downs inbounds and to be prepared to re-start the clock when the ball is placed at the inbounds spot after a play ends out-of-bounds other than in the last 2 minutes of the first half or the last 5 minutes of the game. The Referee will assist the clock operator in these circumstances by giving a “wind the clock” signal but the clock operator should start the clock as soon as the ball is placed at the inbounds spot.

Section 4: Pre-game Duties – On Field

ARTICLE 1. FIELD ARRIVAL. The officials should arrive on field together 30 minutes prior to the scheduled start of the game and observe team warm-ups.

ARTICLE 2. DUTIES: After the pre-game duties are complete each official should take their position along their assigned sideline close to the 50-yard line.

- A. **Head Linesman:** conduct a thorough conference with the Chain Crew
He should ensure:
1. the chain is the correct length.
 2. a clip is available to mark the 5-yard intersection.
 3. the chain is marked with a mid-point marker.
 4. the Chain Crew is briefed on proper movement and chain placement.
 5. chains will be initially set on the sideline.
 6. the clip is placed at the five-yard mark closest the rear post.
 7. the chains and box will then be moved six feet off the field of play.
- B. **Side Judge/Field Judge/Line Judge.** Ensure game balls are available and instruct sideline personnel on the correct rotation of replacement balls.
- C. **Referee and Side Judge** will inspect the entire field: Observe correct placement of field markings, pylons and goal post padding. Notify game management of any hazardous conditions and ensure they are remedied prior to game time.
- D. **Side Judge** and **Field Judge** leave the sideline in time to get team Captains and have them at the 50-yard line in the team area 3 minutes before game time.



Section 5: Coin Toss

ARTICLE 1. PRE-COIN TOSS

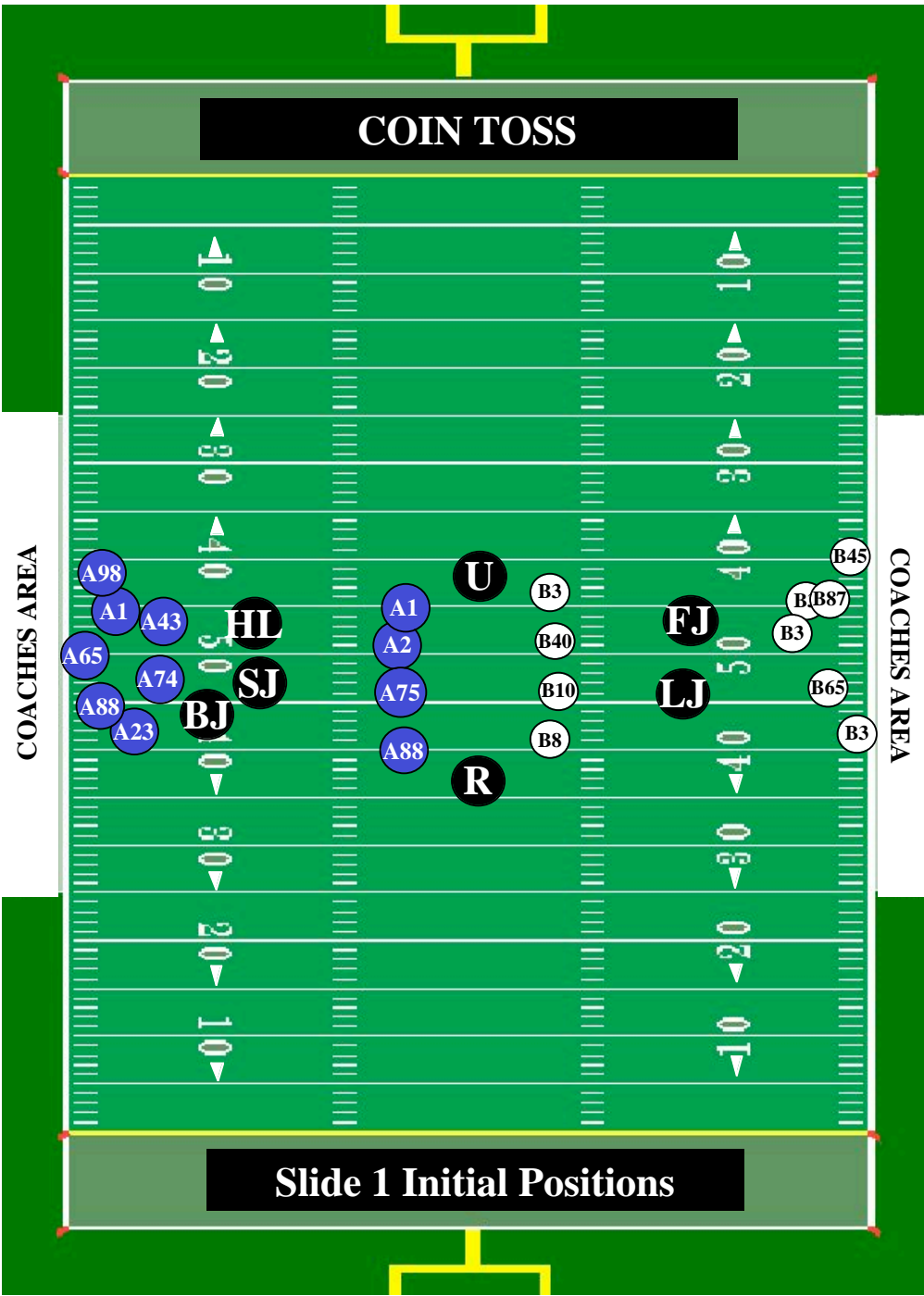
- A. Approximately 4 minutes prior to scheduled game time, at the **Referee's** signal, the **Referee** and **Umpire** will leave their respective sidelines and meet in the middle of the field.
- B. At approximately 3 minutes prior to scheduled game time the **Referee** will indicate to the **Side Judge** and **Field Judge** to send their respective Captains to mid-field. The **Side Judge** and **Field Judge** will escort their Captains to the nine yard mark and then remain in that position to keep players away from the coin toss (inside the 9 yard marks)

ARTICLE 2. COIN-TOSS

- A. **Referee** will position the Captains with their backs to the sideline He will introduce himself and the **Umpire**. The **Umpire** is normally positioned opposite the **Referee**. Keep the instructions **concise**. Ask the visiting Captain to call his option prior to the toss. Confirm the call with the **Umpire**. On an artificial turf field, let the coin fall to the turf. On a grass field, catch the toss and display result to Captains (no need to turn coin over).
- B. Obtain winning Captain's choice. If choice is to defer step clear of players and tap winning Captains shoulder and give a clear "incomplete pass" signal (official signal #10). Then obtain losing Captains option. If option is to receive, place Captains in appropriate direction and give the "reception" signal. If the option is to kick then place the Captains in the appropriate direction and give the "kicking" motion (official signal #30). If the option is to defend a goal place the Captains in the appropriate direction and signal with both arms at chest level pointing in the direction the team will be going.
- C. When the kicking team has been identified, the **Line Judge** will obtain the kicking team's ball and bring it to the **Back Judge** after the coin toss procedures are complete.

ARTICLE 3. POST-COIN TOSS

- A. **All other officials** should keep players away from the middle of the field and monitor post-coin toss activity. They should then assemble at the middle of the field with a kicking team's ball. Check cards for options and direction of kick.
- B. When possible disperse to Free Kick positions prior to playing of the National Anthem. Otherwise, all officials should stand in the middle of the field, with their hats held over their hearts and the other hand at the side.



Section 6: General Game Duties

ARTICLE 1. SUBSTITUTIONS AND COUNTING PLAYERS

- A. All officials are responsible for legality of substitutions.
- B. The **Referee**, **Umpire** and **Line Judge** are responsible for the correct number of players on the offensive team. The **Field Judge**, **Side Judge** and **Back Judge** are responsible for the correct number of players on the defensive team.
- C. For Free Kicks, the **Umpire** and **Back Judge** count the kicking team. The **Field Judge**, **Line Judge** and **Head Linesman** count the receiving team.
- D. The accepted mechanic is to indicate a correct count with a closed fist (for wing and deep officials "thumbs up") held at shoulder level. If there are too many players then a dead ball flag should be thrown once an official(s) has completed his count.
- E. See Attachment B for procedures during a "rushed" substitution.

ARTICLE 2. COMMUNICATIONS

- A. All officials will make written record of charged timeouts and scores. Each official must record all fouls he called including the fouling player's number, time of the foul, and whether the penalty was accepted or declined. The **Line Judge** will record information on fouls called by the **Referee** and **Umpire**. The **Referee**, **Umpire** and **Head Linesman** will record down, distance, and position of the ball at the end of the first and third periods.
- B. The responsible sideline official will report fouls promptly to the team area including, foul, player, status of ball and penalty options.
- C. Official's conferences. Keep conferences concise and limit attendance to only those officials necessary to resolve any issues. Other officials will monitor players, keep them away from the conferring officials and communicate with sidelines. Do not try to "guess" the outcome of the conference!!

ARTICLE 3. CALLING FOULS. ALL OFFICIALS. Each official should watch for fouls, where appropriate, determine impact on play, and then indicate the foul as follows:

- A. Mark spot of foul with foul marker. Wait for another official to relieve you of your spot and flag. If appropriate, relocate your marker to the correct spot.
- B. Identify the fouling player by number (if conditions make it difficult to ascertain number, identify by position).
- C. Know the status of the ball, the clock, and time when the foul occurred.
- D. The calling official has primary responsibility, along with the Referee, for knowing the correct penalty options and for correct enforcement.
- E. If you are not the calling official, cover important spots, i.e. dead ball spot, spot of flag, previous spot, etc. If you are the responsible sideline official for reporting fouls to the team area, hustle into the Referee and get all the relevant information and pass it on to the appropriate coach.
- F. If there is a player disqualification the **Referee** and calling official will escort the player to the sideline before giving the final penalty signals. If the **Referee** has called the disqualification he will take another official with him to the sideline.

- no more than three passes above the head). This signal should be mirrored by the **Back Judge** and opposite official (**Head Linesman's** mirrored by the **Line Judge** or **Side Judge** mirrors the **Field Judge**). When timing is critical it may be appropriate for all officials to echo the timeout signal. Keep in mind the location of the clock operators and the relative location of the ball to determine if other officials need to echo the signal.
- B. If the ball becomes dead inbounds near the sideline (within 4 yards) and the down clearly results in a first down, the covering official will give a "wind the clock" signal (signal #3). DO NOT stop the clock for a first down inbounds.
 - C. For passes that fall incomplete the covering official should indicate by giving a clear incomplete signal while standing erect and with arms passing at chest level. DO NOT give the timeout signal for an incomplete pass.
 - D.. If a covering official has a foul, which would negate an apparent touchdown, he should **not** give the touchdown signal when the ball is legally in possession of a player behind his opponent's goal line. He should signal timeout and immediately report to the **Referee**.
 - E. Other officials should not echo touchdown, touchback, or safety signals.
 - F. The **Umpire** should allow the side officials to rule on touchdowns even though he may see the ball in possession of a player behind his opponent's goal line. The **Umpire, Line Judge and Head Linesman** may determine, in the pre-game conference, a signal to communicate when the **Umpire** sees the ball in player possession in the opponents end zone.

ARTICLE 6. IN THE INTERVAL BETWEEN DOWNS

A. Referee Responsibilities:

1. After each scrimmage down, the **Referee** will initially position himself approximately 10 yards behind the inbounds spot away from the offensive huddle/formation. He will check the down and distance with the **Head Linesman** and clock status (if appropriate) with the **Side Judge**.
2. If the game clock or play clock is to be started after the ball is made ready for play he will position himself so he is visible to the clock operators and will ensure other officials, including chain crew (at least the down box if time is critical) are ready. He will then give the correct clock signal (wind clock/ready for play).

3. The **Referee** will observe the offensive huddle and potential substitution infractions. He will also count the offensive players. When he has the proper count he will indicate by holding a closed fist at chest level. The **Umpire** will conduct the same count and mirror the **Referee's** signal when he has the correct number of Team A players. If Team A has fewer than 11 players the **Referee** will give a closed fist over the heart signal (similar to signal # 22) to alert other officials of possible formation problems. The **Referee** should hold either signal until the offensive team begins its offensive signals. The **Umpire** may drop his signal when receiving the correct signal from the **Referee**.
4. After the offensive team breaks the huddle or assumes their offensive positions the **Referee** will assume his position on the throwing arm of the quarterback approximately 12-14 yards deep and on the outside shoulder of the Tight End's normal position to observe backs and tackle on his side.
5. If the offense team is attempting to run a "hurry up" offense or is running a "no huddle offense", the **Umpire** will spot the ball and immediately assume his position. If the game clock is to start after the ball is spotted or there are Team A substitutions he will remain over the ball until the **Referee** indicates he may release. He should then move swiftly to his position. The **Referee** will blow his whistle and signal to start the clock (if appropriate) when the **Umpire** is in the correct position.
6. **Referee** will check legality of backfield formation, eligible backfield players and legality of shifts/motion of players within his immediate field of vision (including the tackle on his side).
7. **All Officials** are responsible for ensuring the play is "shut down" if any dead ball foul is observed prior to the snap.

B. Umpire Responsibilities:

1. After play is dead give the dead ball signal (hand raised straight above the head) if appropriate, move to approximate position of the succeeding spot and obtain ball from covering official or new ball from side official if dead ball is spotted in the side zone. **Umpire** may go into the side zone to retrieve the ball and place it at the succeeding spot.
2. Place ball at forward progress spot as determined by the covering official or the "soft spot" official if requested by the covering official.
3. Move quickly off the ball and assume position in the defensive backfield (approximately 7-9 yards deep inside the tackle positions), normally opposite the **Referee** but he must vary his position to avoid being used as a "pick" for pass plays and interfering with defensive movements.

4. If the offense team is attempting to run a “hurry up” offense or is running a “no huddle offense”, the **Umpire** will spot the ball and immediately assume his position. If the game clock is to start after the ball is spotted or there are Team A substitutions he will remain over the ball until the **Referee** indicates he may release. He should then move swiftly to his position. See Attach E for rushed substitution mechanics.
5. Conduct offensive team count in accordance with procedures above.
6. Be alert for legality of player equipment.
7. As offensive team approaches the line of scrimmage, observe ineligible receivers and numbering requirements.
8. Be alert for defensive signals that simulate offensive signals.

C. Head Linesman Responsibilities:

1. Ensure correct dead ball spot. It may be appropriate to move onto the field to establish the correct spot or to help with dead ball officiating.
2. Help **Referee** in establishing forward progress behind the line of scrimmage. Do not “jump over” players to obtain a dead ball spot.
3. On critical spots “pinch in” to ensure correct spot and to “sell” the spot.
4. If the **Head Linesman** is the covering official the **Umpire** will place ball at the inbounds mark on his “downfield” foot.
5. If the ball is dead in the side zone the ball will be placed at his feet. If the **Side Judge** is the covering official the **Head Linesman** will obtain a ball from the ball person and relay to the **Umpire** for inbounds placement.
6. Ensure forward progress spot by the **Line Judge** is correct. Provide **Line Judge** with a “soft spot” if he is pushed off of his spot.
7. Ensure spot is correct and there are no fouls before directing the repositioning of the chains and down box. Be alert for possible measurement.
8. Ensure there are no fouls before relinquishing the spot to the **Umpire**.
9. Personally mark the sideline placement of the down indicator at start of a new series and ensure the down box and chains are moved off the sideline.
10. On long runs/passes and when time is critical, he need not wait for the down box to be set. Place a bean bag on the sideline to mark the first down spot and communicate to the **Referee** that the spot has been marked and he is ready to officiate.
11. Communicate the correct down to the **Referee Umpire, Side Judge** and **Line Judge** by holding one arm straight above shoulder extending the appropriate number of fingers (closed fist for 4th down).
12. 11. When a first down is awarded inside the 10-yard line, only the down indicator will be used.

13. Ensure correct substitution procedures.
14. Prior to the snap, know eligible receivers on his side of the ball, observe that all players are boxed in and all offensive players have complied with the 9-yard mark restrictions.
15. Make sure coaches and substitutes are clear of sideline by 6 feet.
16. Assume a position on the sideline, off the field of play prior to the snap. If a short yardage situation is anticipated be prepared to pinch immediately if necessary.
17. Check for false starts, encroachment, offside and other formation infractions (motion/shifts/player formations). To facilitate identifying formation problems observe 11-man count from the **Referee** and **Umpire**.
18. If a player goes in motion away from the **Head Linesman** he will maintain responsibility for the legality of that player's continuous motion.
19. If the nearest offensive player is off the Line of Scrimmage the **Head Linesman** will notify **Line Judge** by extending his arm at shoulder length toward the offensive backfield. If the two nearest players are off the line of scrimmage he will extend his arm with two fingers extended. Hold that position until the player adjusts to the line of scrimmage, goes in motion or the ball is snapped.

D. Line Judge Responsibilities:

1. Ensure correct dead ball spot. It may be appropriate to move onto the field to establish the correct spot or to help with dead ball officiating.
2. Help **Referee** in establishing forward progress behind the line of scrimmage. Do not "jump over" players to obtain a dead ball spot.
3. On critical spots "pinch in" to ensure correct spot and to "sell" the spot.
4. If the **Line Judge** is the covering official ball, the **Umpire** will place the ball at the inbounds mark on the **Line Judge's** "downfield" foot.
5. If the ball is in the side zone the ball will be placed at **Line Judge's** feet.
6. If the **Field Judge** is the covering official the **Line Judge** will obtain a ball from the ball person and relay to the **Umpire** for inbounds placement.
7. Ensure forward progress spot by the **Head Linesman** is correct. Provide **Head Linesman** with a "soft spot" if he is pushed off of his spot.
8. Ensure there are no fouls before relinquishing the spot to the **Umpire**.
9. Be alert for possible measurement and indicate to **Referee/Umpire/Head Linesman**.

10. Communicate the correct down with **Referee, Umpire, Head Linesman** and **Field Judge** by holding one arm straight above shoulder extending the appropriate number of fingers (closed fist for 4th down).
11. Ensure correct substitution procedures.
12. Make sure coaches and substitutes are clear of sideline by 6 feet.
13. Prior to the snap know eligible receivers on his side of the ball, all players are boxed in and all offensive players have complied with the 9-yard mark restrictions.
14. Assume a position on the sideline prior to the snap.
15. Check for encroachment, offside and other formation infractions (motion/shifts/player formations).
16. To facilitate identifying formation problems read 11-man count from the **Referee** and **Umpire**.
17. If a player goes in motion away from the **Line Judge** he will maintain responsibility for the legality of that player's continuous motion.
18. If nearest offensive player is off the line of scrimmage the **Line Judge** will notify the **Head Linesman** by extending his arm at shoulder length toward the offensive backfield. If the two nearest players are off the Line of Scrimmage he will extend his arm with two fingers extended. Hold that position until the player adjusts to the line of scrimmage, goes in motion or the ball is snapped.

E. Side Judge/Back Judge/Field Judge Responsibilities:

1. When the ball becomes dead at the end of a down the **Side Judge** and **Field Judge** and **Back Judge** will move in an accordion-like fashion to provide coverage of player activity around and away from the ball. Close as necessary to provide a "presence" near any opposing players. Unless retrieving the ball or going out of bounds to protect a player, keep opposing players in front of you
2. Immediately, after the end of each down, the **Side Judge** will note if the game clock is in the correct status- either running or off.
3. **Back Judge** will echo or give the dead ball signal(Signal #7), if appropriate, and ensure the proper status of the play clock.
4. When all activity has ceased and the ball is dead deep in the side zone the **Side Judge/Field Judge** will obtain a new ball from sideline personnel and initiate its rotation towards the **Umpire**. If dead inside the 9-yard marks and the **Umpire** is delayed, they may retrieve the dead ball and pass it to the **Umpire** for inbounds placement. If the ball is dead out of bounds, the **Side Judge** and **Field Judge** must move

quickly to the out of bounds spot and protect opposing players. In these situations, the **Back Judge** should come forward, obtain a replacement ball from sideline personnel and rotate it to the **Umpire**.

5. The **Field Judge** and **Side Judge** will assume their pre-snap positions on the sideline approximately abeam one another 20 yards beyond the line of scrimmage.
 6. The **Back Judge** will assume his position 25 yards beyond the Line of Scrimmage favoring the strong side of the formation.
 7. **Back Judge** will ensure Play Clock operates in accordance with the **Referee's** signals.
 8. **All deep officials** will count the defensive team and signal with a closed fist with thumb extended if there are eleven Team B players. If there are more than eleven, the official should indicate by tapping his thigh. The **Side Judge** and **Field Judge** will communicate the next down with the **Head Linesman** and **Line Judge**, respectively. Both will confirm the down with the **Back Judge**.
- F. All Officials.** Play Clock and Game Clock status are a crew responsibility. As the snap becomes imminent each official should exercise good **Game Awareness**. **Game Awareness** is keeping in mind down and distance, team tendencies, game time, etc. By anticipating potential plays an official is better prepared to officiate the upcoming down.

Section 7: Timing

ARTICLE 1. GENERAL

- A. All game clock timing is under the direction of the **Side Judge**. He is primarily responsible for recording game clock times and making certain the status of the game clock is correct.
- B. The **Back Judge** is responsible for the Play Clock, the intervals during team timeouts, media timeouts, between periods and half time.
- C. On any Free Kick the **Head linesman or Line Judge (or covering official)** will wind the clock (official signal #2) when the ball is legally touched in the field of play or when the ball exits the goal line into the field of play after having been touched legally by a member of Team B in his end zone.
- D. If there is a significant pileup over a dead ball anywhere on the field any official may stop the clock if there will be a delay in getting the players un-piled. If it is stopped, the **Referee** may then give a “wind the clock” signal when he determines the players have begun to “unpile” and resume normal actions.
- E. If **any official** recognizes an error in the Game Clock the **Referee** may correct the timing problem if he has exact knowledge of time gained or lost. Timing errors may only be corrected in the period in which they occur.

Section 8: Free Kicks

ARTICLE 1. BASIC FREE KICK MECHANICS

- A. Free Kick Sweep. If the Free Kick follows a score the officials will assume their positions in the following manner:
 - 1. Conduct a brief conference near the scoring goal line to discuss any game issues and deliver the game ball to the **Back Judge**
 - 2. The **Referee** will assume his position in the middle of the receiving teams endzone.
 - 3. The **Umpire** moves up the **Head Linesman's** sideline to the kicking team's restraining line.
 - 4. The **Head Linesman** will assume his position at the receiving teams goal line pylon (or appropriate yard line after a Safety)
 - 5. The **Line Judge** will assume his positions at the receiving teams goal line pylon (or appropriate yard line after a Safety).
 - 6. The **Back Judge** will time the official's timeout while moving up the press box sideline to the kicking team's restraining line. Once the official's timeout is at 45 seconds he will enter the field of play to the kickers position. If both teams are ready do not wait for the expiration of the one-minute official's timeout.
 - 7. The **Side Judge** and **Field Judge** will assume a position on their respective sidelines at the receiving team's 25 yard line.
 - 8. When the **Back Judge** goes to the center of the field the **Side Judge** and **Field Judge** will “sweep” the sideline ensuring team personnel are at least six feet off the sideline. The **Side Judge** and the **Field Judge** are at the receiving team's restraining line.

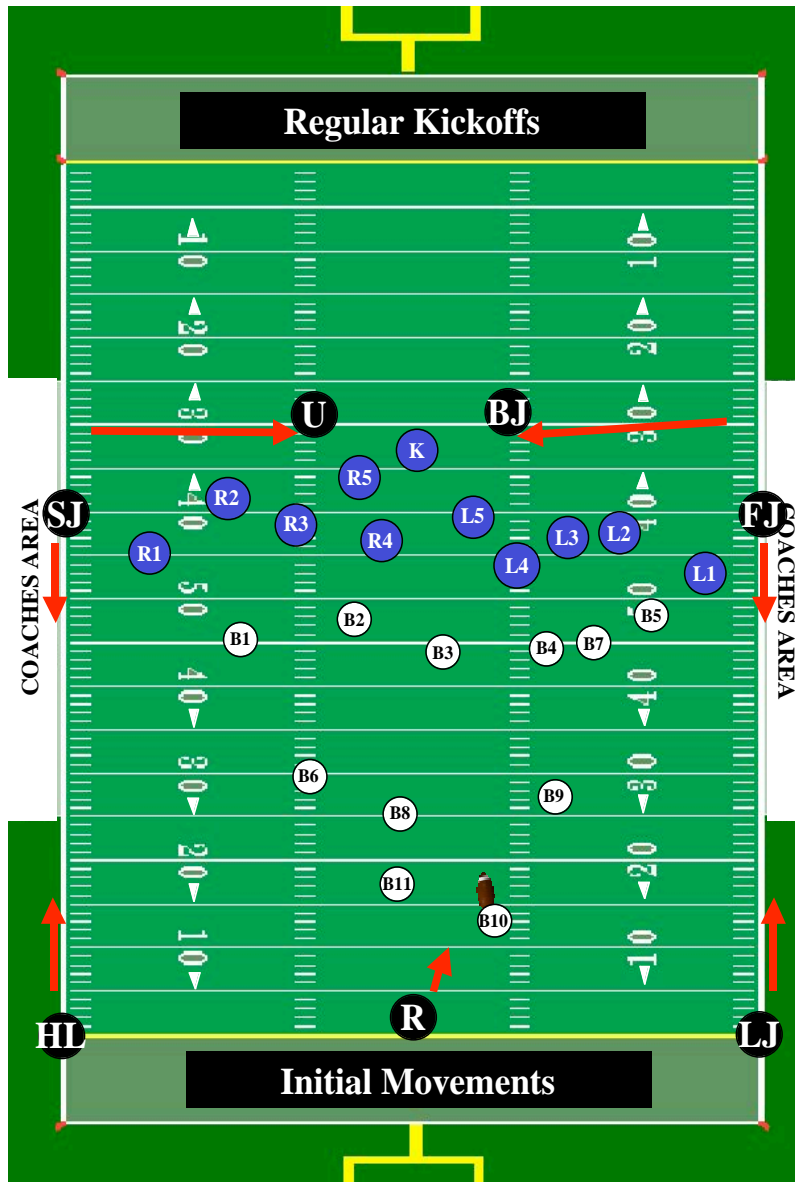
receiving teams restraining line on the press box side and indicate the officials and kicker are ready by raising *his* hand above his head (he may step onto the field if necessary to be seen by the **Referee**). If the kicker refuses to take the ball or the kicking team is not on the field the **Back Judge** will place the ball on the ground and assume his position on the sideline.

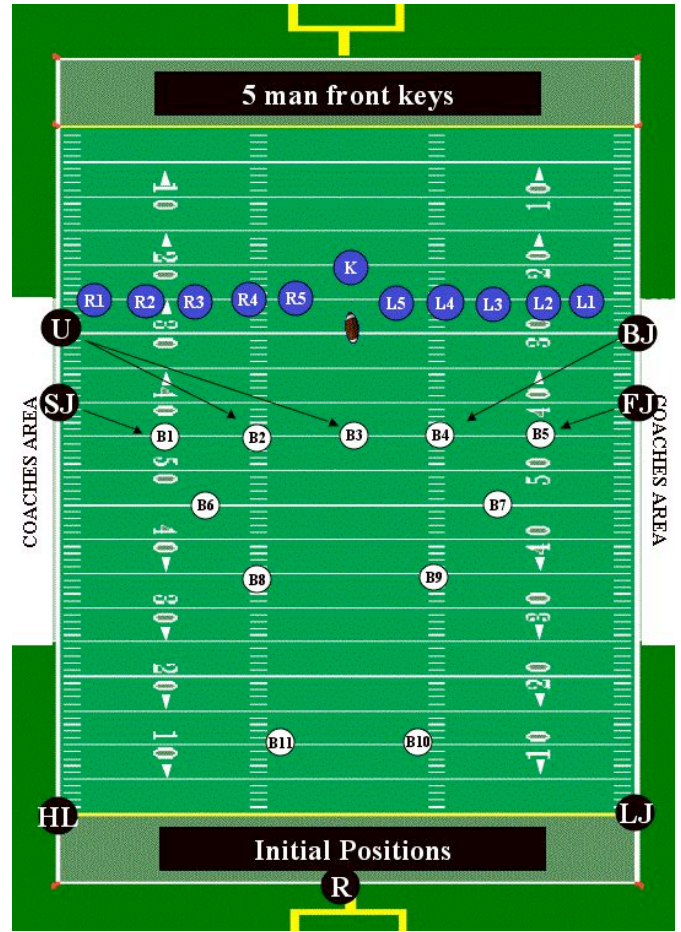
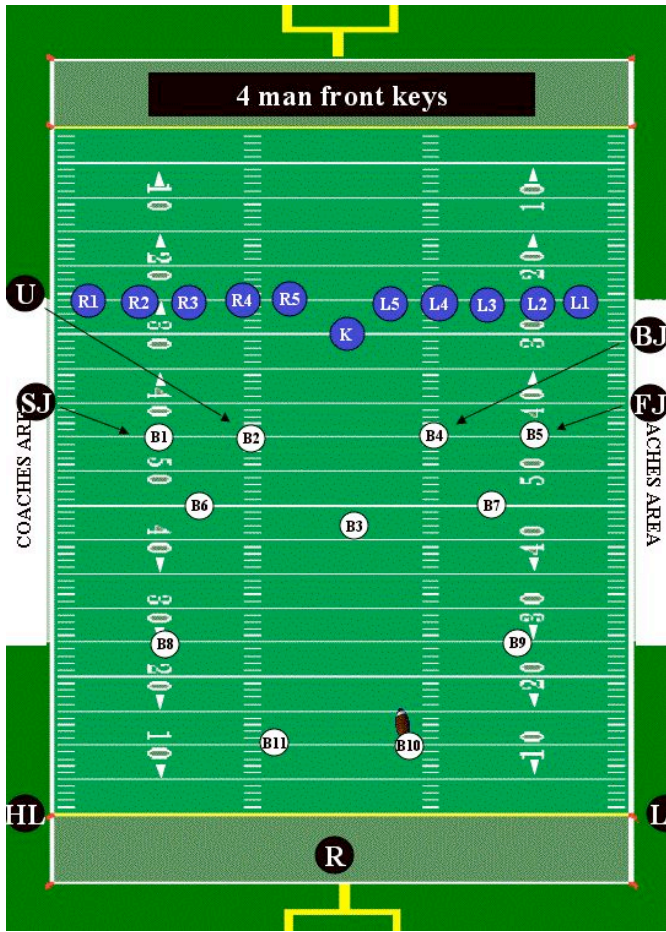
2. The **Referee, Head Linesman and Line Judge** will confirm their team count and when the **Back Judge** gives his ready signal the **Referee** will initiate the signal the play clock to start.

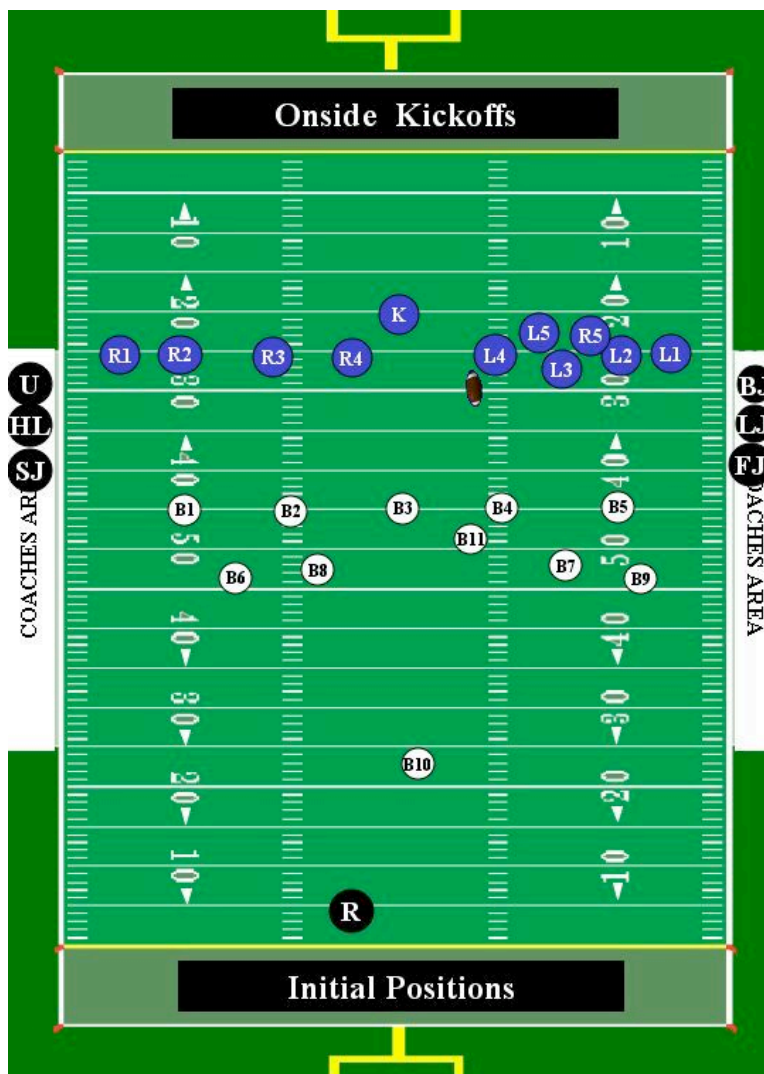
C. Free Kick mechanics and coverage.

1. On any Free Kick the **Head Linesman or Line Judge (as covering official)** will wind the clock (official signal #2) when the ball is legally touched in the field of play or when the ball exits the goal line into the field of play after having been touched legally by a member of Team B in his end zone. Observe if all members of the kicking team remain in the field of play.
2. **The Referee** has responsibility for the receiver/runner if he is between the “top of the numbers”. Adjust to the deep receiver(s). Position yourself as a Back Judge and maintain an angle so you can see both the ball and the receiver(s). Watch for legality of Kick Formation.
3. The **Line Judge/Head Linesman** will have primary responsibility for the runner when he is between the sideline and the “top of the numbers”. They will also rule on momentum or whether a runner has exited the goal line. They must communicate (eye contact) immediately if a runner steps out of the end zone and then steps back in. When in doubt the runner has not left the goal line. If the ball is kicked deep in the endzone the covering official will go with the ball and rule on end line issues. Quickly move up field with the action. Do not lag behind the play. If the **Referee/Line Judge/Head Linesman** does not have receiver/runner responsibility, watch for illegal action ahead of the ball carrier. If action moves away from them they may cautiously move onto the field to better observe the action (be alert for ball reversal).
4. The **Side Judge and Field Judge** will initially observe the action of the kick to ensure the ball is legally kicked and whether it has been driven into the ground. They will remain off the field after the ball is kicked and move slowly downfield. Observe key(s) for the first 10-15 yards then pick up the point of attack. Assume normal “cushion” mechanics. Be alert for surprise on-side kicks and for possible Fair Catch signals on any short kicks. Be ready to respond to long breakaways. They have sideline responsibility to kicking team’s goal line and progress to the goal line. Watch to ensure members of the kicking team remain inbounds. If he goes out of bounds voluntarily, or delays entry after being pushed out, drop your hat to indicate the event. If he delays reentry or returns to the field of play after being out of bounds voluntarily, flag the spot of reentry.

- After the ball is kicked the **Back Judge** has primary responsibility for the legality of the kicking formation. The **Umpire** is responsible for Team A offside. Do not be technical in calling offside but be prepared for an unexpected inside kick. The **Back Judge** is responsible for any illegal action by or on the kicker. Both **U** & **B** move on to the field of play to the in-bounds line. Observe action on primary key for 10-15 yard then pick up point of attack. Officiate from the inside out. If the ball is kicked into your sidezone, stop at the top of the numbers in order to have a better angle at the point of attack. You have goal line responsibility from the inside.







ARTICLE 2: ONSIDE KICK MECHANICS

- A. Before the kick determine whether onside kick mechanics will be employed prior to leaving the goal line after the score. Do not ask the kicker if an onside kick is imminent and do not give a signal. Officials will be positioned as follows:
1. **Umpire, Side Judge, Back Judge and Field Judge** will assume their positions in accordance with normal Free Kick mechanics.
 2. The **Head Linesman and Line Judge** will assume a position on the sideline 5 yards in advance of the kicking teams restraining line.
 3. **Referee** will assume his position in the middle of the field in the endzone. He may adjust his position based on the position of the deepest receiver.

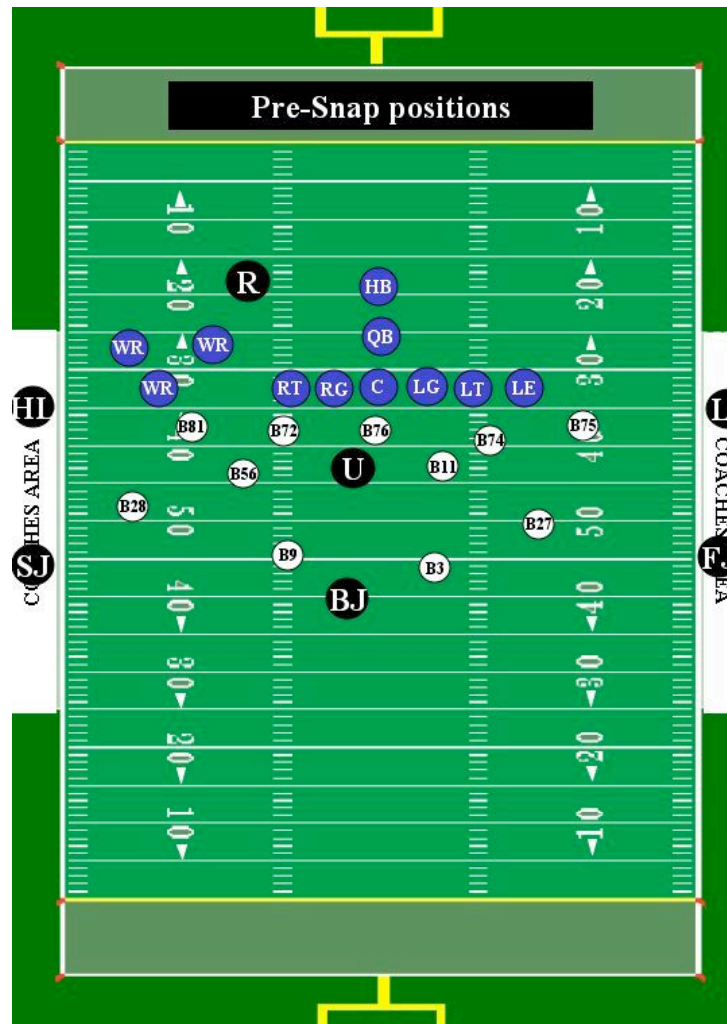
B. After the kick.

1. **The covering official** will wind the clock as soon as the ball is legally touched by either team, or will place a bean bag at the yard line of the illegal touching if first touched by a Team A player prior to the ball traveling ten yards
2. If the kick is long, the **Referee** will have goal line and end line responsibility.
3. The **Line Judge** and **Head Linesman** will have responsibility for kicking team's formation *and whether the ball is legally kicked*.
4. The **Back Judge** and **Umpire** will observe any kicking team players beyond the restraining line prior to the kick. There is no "leeway" given to the kicking team under this circumstance. The **Line Judge** and **Head Linesman** will have primary responsibility for illegal blocks by the kicking team and illegal touching.
5. Once the ball is kicked the **Umpire/Back Judge** will remain on the sideline and observe any illegal action by/against the kicker when the ball is kicked to his side. Do not move up the sideline. The **Back Judge** and **Umpire** have goal line responsibility if there is a long return. The **Head Linesman** and **Line Judge** have responsibility for forward progress on long returns.
6. The **Side Judge** and **Field Judge** have primary responsibility for the ball crossing the receiving team's restraining line and touching of the ball by the kicking/receiving team. If a member of the receiving team touches the ball before or after it crosses their restraining line, the covering officials should give official signal #2 (wind the clock). If a member of the kicking team touches the ball before it crosses the receiving team's restraining line, the covering official should drop his beanbag. If after the ball crosses the restraining line, give signal #2 (wind the clock).. They must quickly adjust for a short "pooch" kick and rule on Kick Catch Interference or on a fair catch signal. They have initial forward progress on short returns but should act as "clean-up" on long returns.

Section 9: Scrimmage Plays

ARTICLE 1: NORMAL PRE-SNAP POSITIONS

- A. The **Referee** will position himself 12-14 yards deep on the throwing arm of the quarterback and no closer than the outside shoulder of the tight end. Keep the ball in view. Give appropriate signals for offensive team count (fist extended at shoulder approximately shoulder height for eleven men. If Team A has fewer than 11 players he will give an **open hands straight down signal for less than 11**).
- B. The **Umpire** will vary his position depending on the offensive formation, the position of the linebackers and line coverage with the **Referee**. **He should be 5-7 yards deep(no deeper than 8)**. He must always be in a position to see the ball at the snap. He should be aware of eligible receivers using him as a "pick". Give appropriate signals for offensive team count (fist extended at shoulder approximately shoulder height for eleven men, **open hands straight down for less than 11**). He should hold these signals until acknowledged by the **Referee**.
- C. The **Line Judge** and **Head Linesman** are positioned on the sideline straddling the neutral zone. If there is a short yardage situation the wings may come on to the field of play, being very cautious to keep the play boxed in and able to rule on sideline issues if required. Be ready to give eligible receivers the position of the Line of Scrimmage (indicate by an extension of the rear foot and, if necessary, verbalize by saying "here's the line" – or similar verbiage. Do NOT tell a receiver to move up or back!! Give appropriate hand signals to other officials. These include:
1. If the widest eligible receiver on his side is off the Line of Scrimmage he will extend his arm at shoulder height into Team A's backfield (closed fist for one receiver, two fingers for two receivers). Hold the arm in that position until the snap or the receiver has moved to another position. Mechanic need not be employed if Team A is in a tight formation and there is no issue concerning eligible receivers.
 2. When Team A is in an unbalanced formation and a wing official has 4 or more players on his side he will indicate this to the other wing by placing his open hand to the side of his face. He will hold this signal until acknowledged by the other wing.
- D. The **Side Judge** and **Field Judge** will be positioned 20 yards from the Line of Scrimmage abeam one another on the side line. They will communicate defensive team count by:
1. extending an arm at shoulder height to indicate eleven players.
 2. patting outside of thigh if there are 12 players. When/if both officials give this signal an appropriate penalty should be assessed.
- E. The **Back Judge** will take an initial position 25 yards deep favoring the wide side of the field. This position may be adjusted based on offensive formation/motion.



ARTICLE 2: GOAL LINE POSITIONS

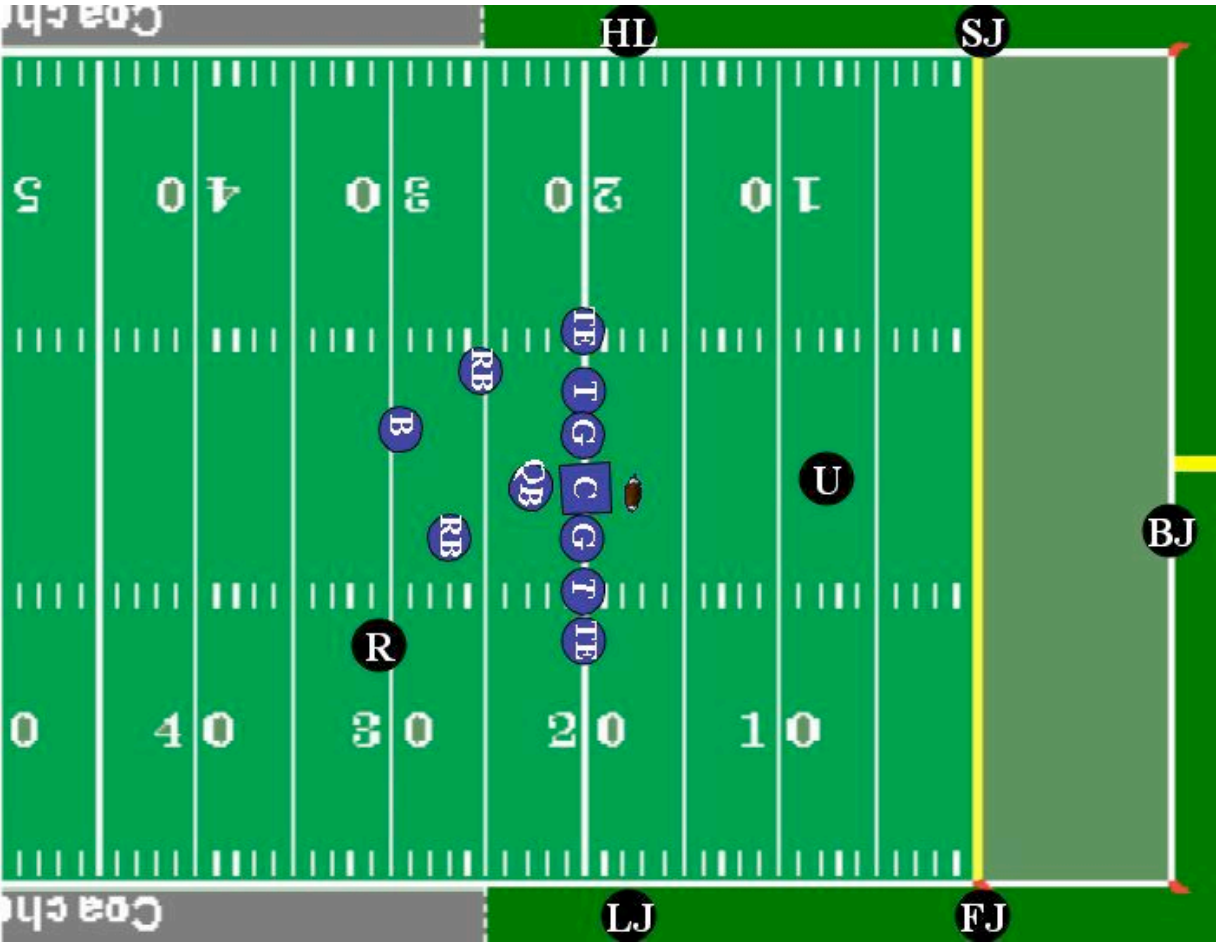
- A. When the ball is snapped inside the Team B twenty yard line, up to the five yard line, the officials will assume the following positions:
1. The **Referee, Umpire, Line Judge** and **Head Linesman** will be positioned as normal.
 2. The **Line Judge** and **Head Linesman** are positioned on the Line of Scrimmage and are responsible for forward progress to the 2-yard line.
 3. The **Side Judge** and **Field Judge** are positioned at the goal line. The **Line Judge** and **Head Linesman** will be responsible for forward progress to the 2 yard line and the **Side Judge** and **Field Judge** will

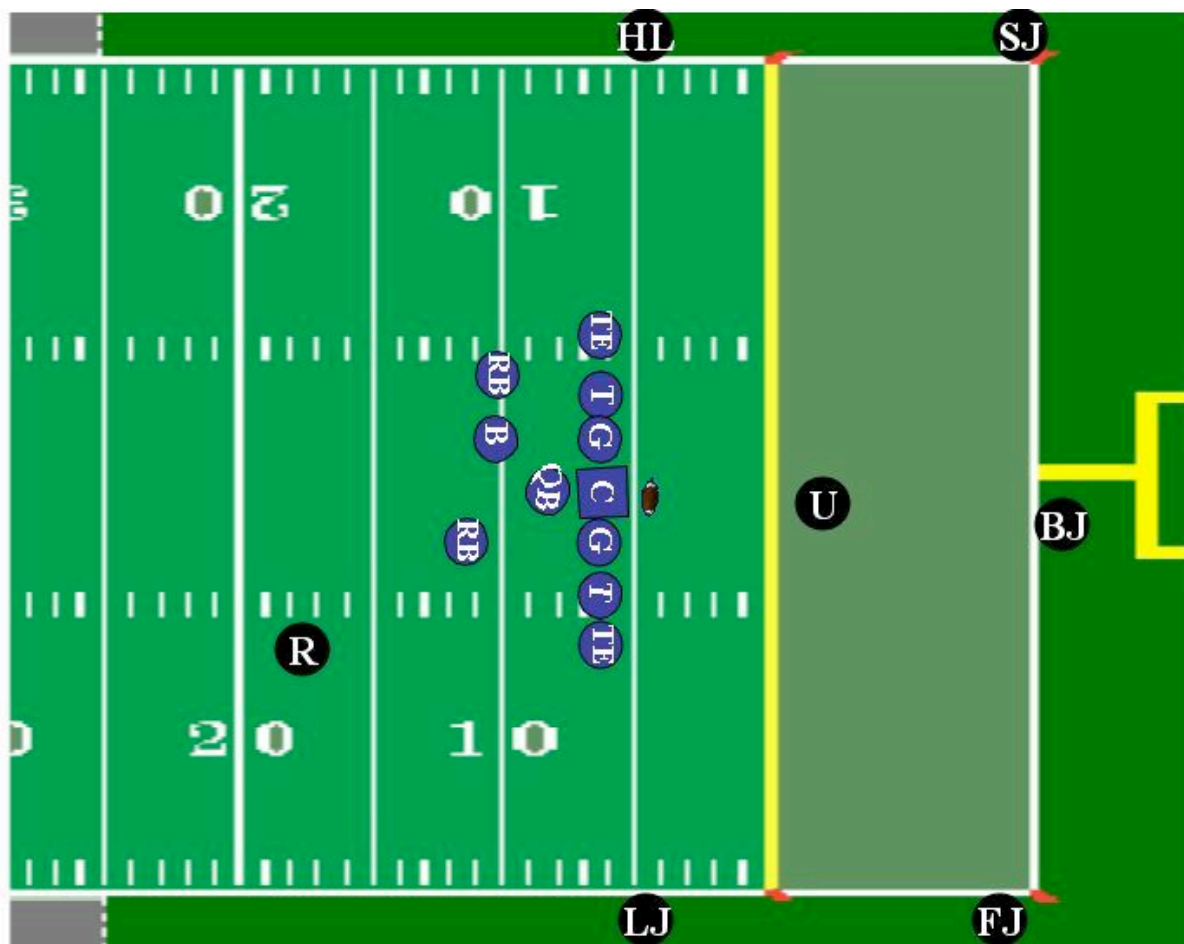
be responsible for the goal line and forward progress inside the two yard line.

4. The **Back Judge** will be positioned on the endline favoring the offensive team's strength.

B. When the ball is snapped inside the 5-yard line:

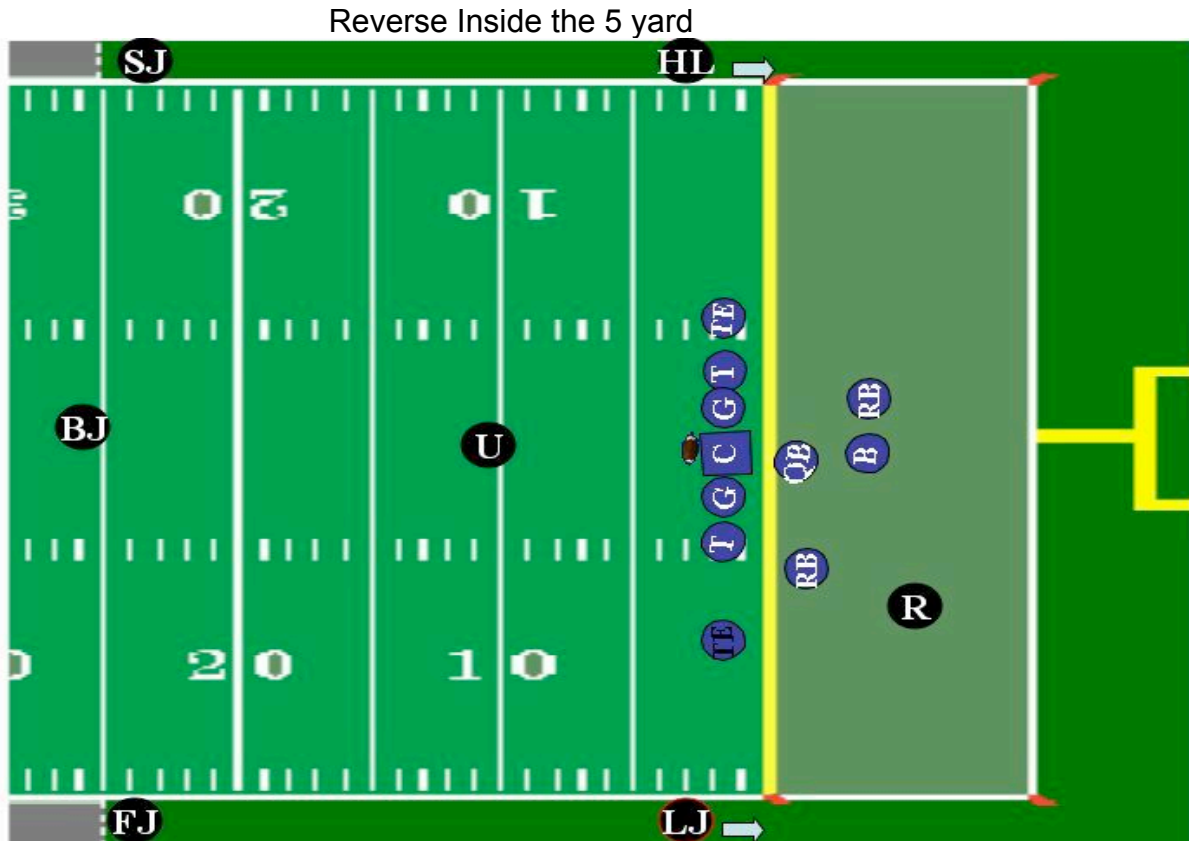
1. The **Referee** will be positioned as normal
2. The **Umpire** will be closer to the Line of Scrimmage than on normal scrimmage plays but still maintaining a position that does not interfere with defensive movement. He is responsible for ruling on whether pass is thrown from beyond the Line of Scrimmage.
3. The **Line Judge** and **Head Linesman** are positioned on the Line of Scrimmage but must get to the goal line at the snap. They should officiate from the goal line out.
4. The **Side Judge** and **Field Judge** will be positioned at the intersection of their sideline and the endline.
5. The **Back Judge** will be positioned on the endline favoring the offensive team's strength. When the ball is snapped inside the 5-yard line he will be aided on endline calls by the **Side Judge/Field Judge**. On pass plays in the endzone the official facing the receiver will have priority on the call.





Inside the 5 Yard Line

- B. When the ball is snapped by Team A on or inside their own three yard line, **All Officials** will use the following mechanics:
1. Pre-snap positioning will be as on normal scrimmage plays.
 2. When the ball is snapped the **Head Linesman** and **Line Judge** will move to the Team A goal line and officiate forward progress from the goal line out. The officials must be in the proper position to officiate this critical part of the field.



ARTICLE 3: SCRIMMAGE FORMATION KEYS

- A. Prior to the snap the **Head Linesman, Line Judge, Field Judge, Side Judge** and **Back Judge** will observe specified Team A players based on offensive formations. These are referred to as “Keys” and are used for observing initial action only. They need only be viewed for the initial action of the play. The official will then “read” the type of play (pass or run) and observe action in his area of responsibility. The following factors will be used in identifying appropriate keys:
1. **Strength** of a formation is determined by the number of eligible receivers on the same side of the formation. The tight end is normally on the strong side of the formation.
 2. A formation is **balanced** if there are an equal number of receivers on either side of the center.
 3. The tight end is defined as the last man on the line of scrimmage who is no more than 4 yards from the nearest offensive interior lineman.

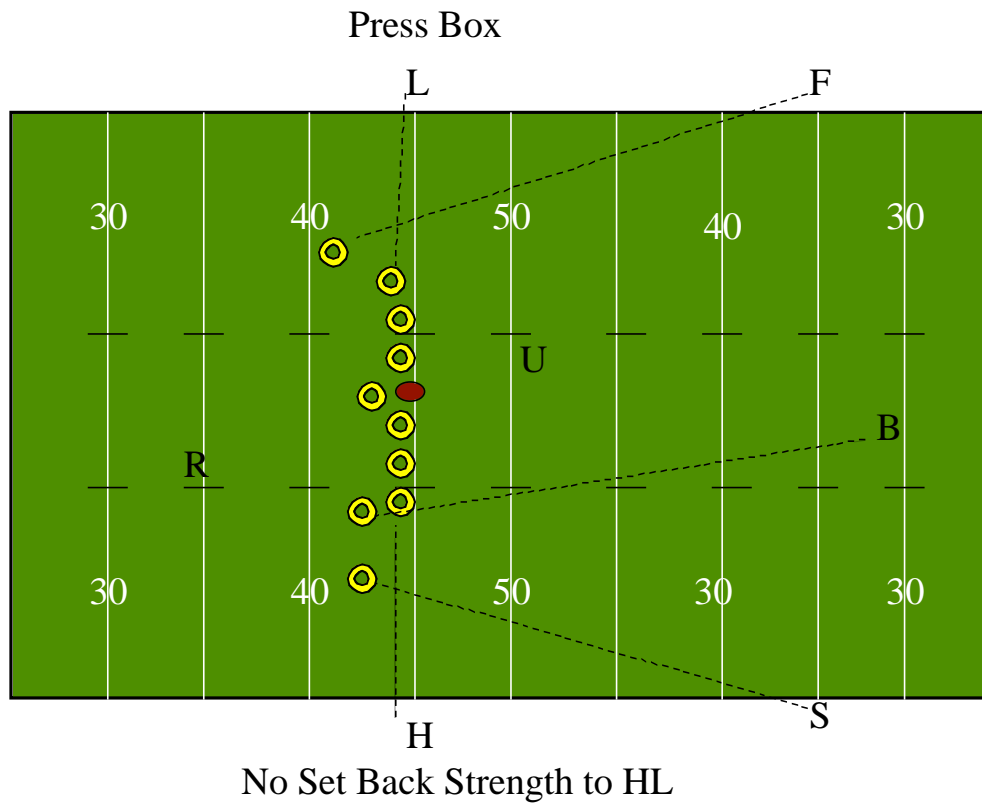
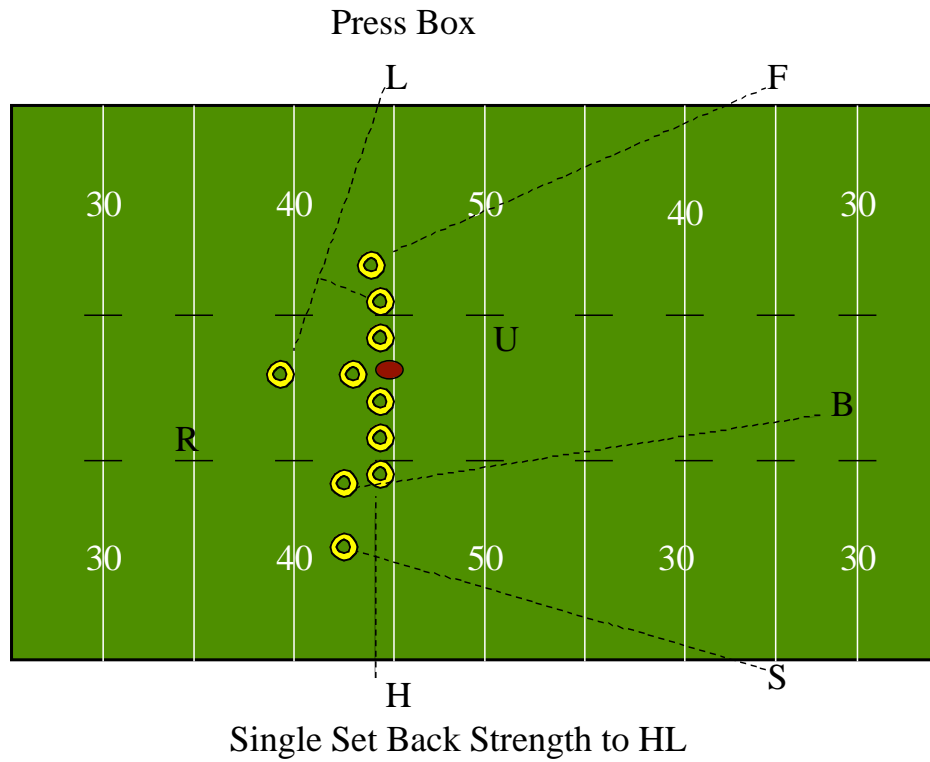
4. **Trips** is a formation with three or more eligible receivers outside the tackle on the same side of the ball.

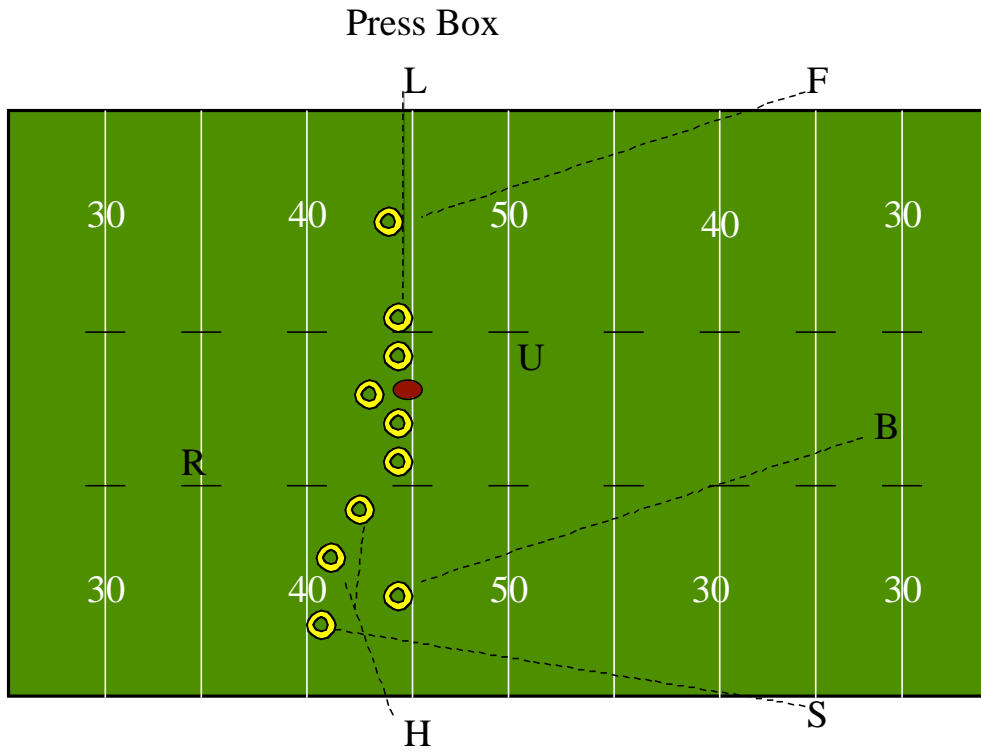
B. The individual keys are:

1. Based on strength the **Back Judge's** key is the second eligible receiver on the strong side. If the formation is balanced, strength is declared to the **Line Judge's** side. If there is motion, the **Back Judge** is responsible for the motion man if he is between the tackles.
2. The **Head Linesman** and **Line Judge** will always key the tackle on their side plus the third/most inside eligible receiver on their side.
3. The **Field Judge** and **Side Judge** will key the widest eligible receiver on their side.

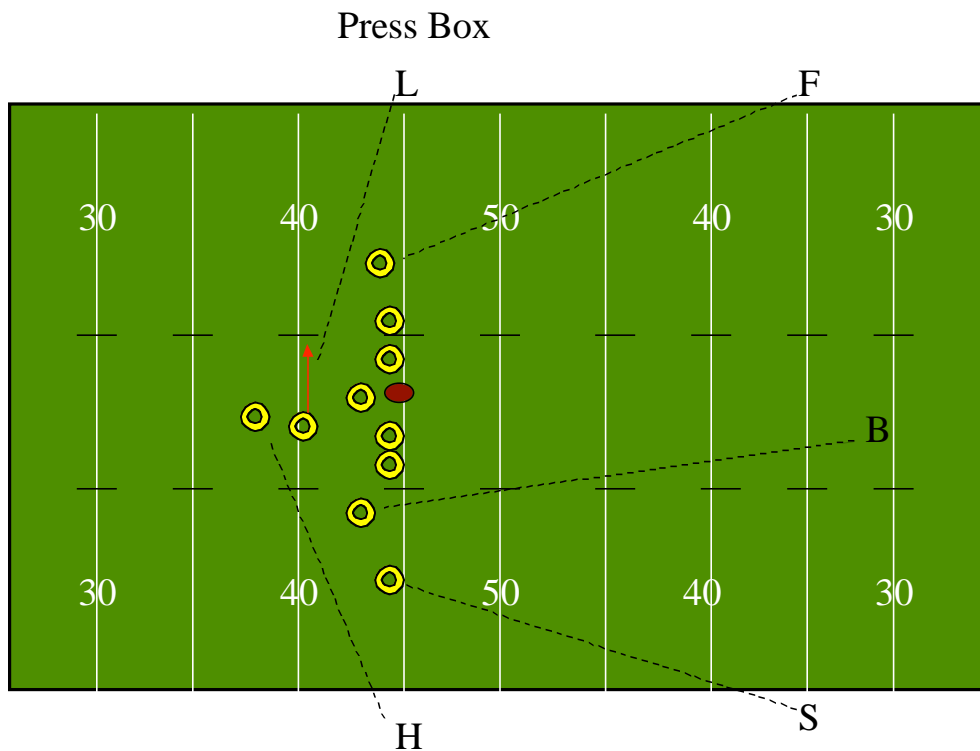
Remember MOTION may change the strength of the formation.

Initial Scrimmage Play Keys

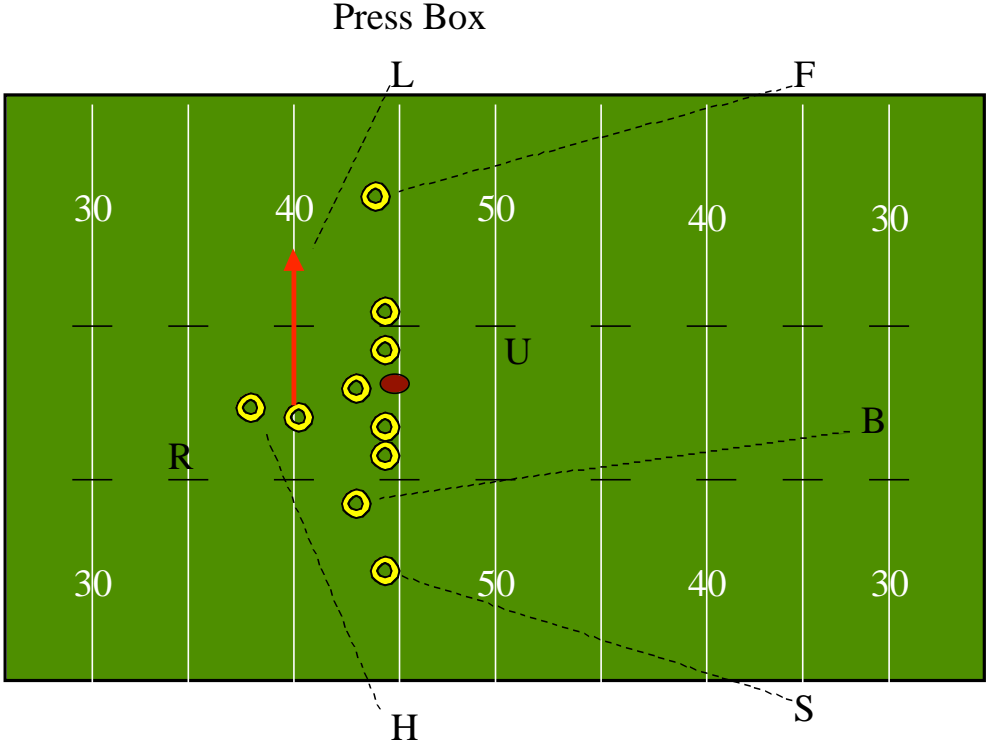




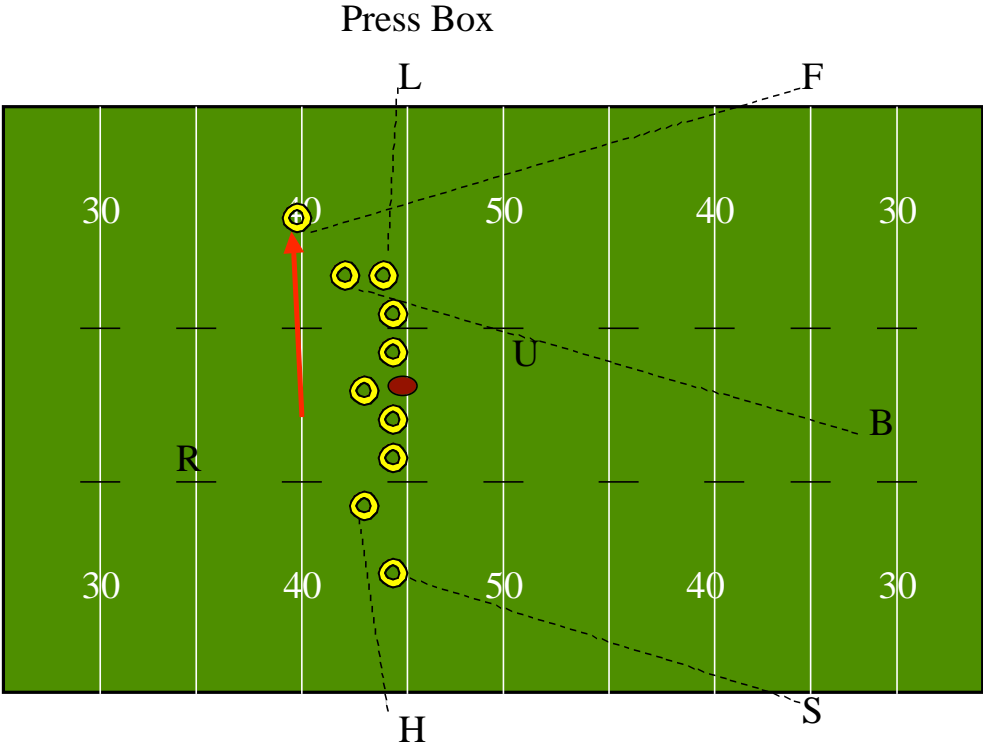
No Set Back Flood to HL



Motion inside Tackles Strength to H

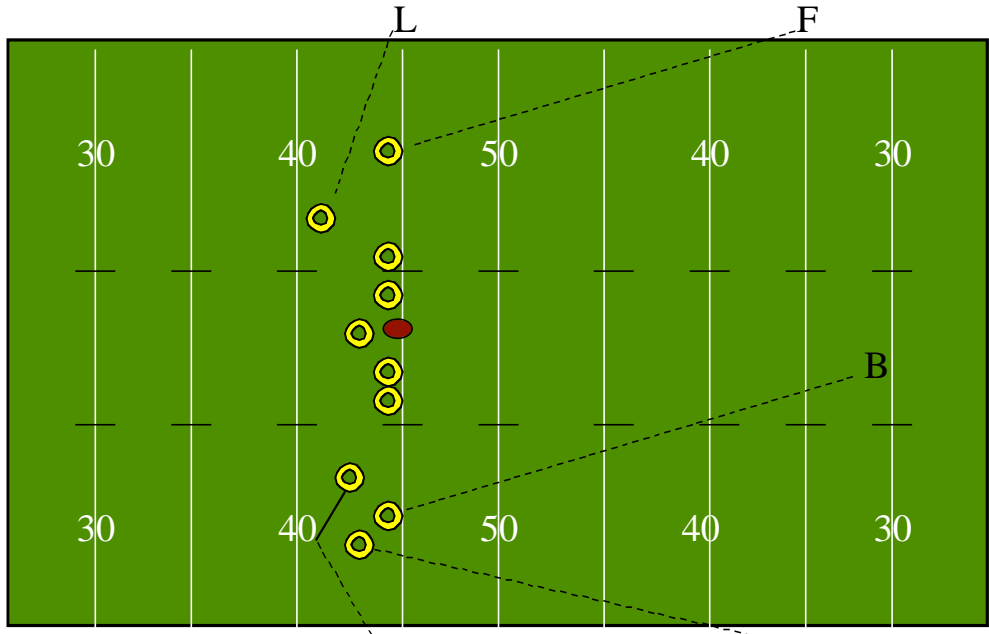


Motion outside Tackles Strength to H



Motion Man Widest

Press Box



Trips With Empty Backfield

ARTICLE 4: AFTER THE SNAP – RUNNING PLAY

All officials will stay with their initial keys and observe action to read pass or run. Maintain “situational awareness” and be prepared to move to assume either pass or run coverage. After the snap, if officials read a running play, coverage is as follows:

- A. **Referee** observes action behind the Line of Scrimmage. He will take the runner to the neutral zone observing blocking at the point of attack. If there is a backward pass or handoff from the quarterback do not be quick to go away from the quarterback. On option plays the **Referee** has the trailing back if the quarterback turns up the field. Stay with the trailing back until there is no longer a threat of a foul. Follow plays into side zones and be prepared to aid in out of bounds action near the Line of Scrimmage. Be prepared to rule on a “shovel pass” plays. Once the play continues up field watch for any off-ball illegal action.
- B. **Umpire** observes action at the point of attack. If the ball goes into the side zone turn, he should turn and observe action – especially between the inbounds line and the nine-yard marks. The **Umpire** will “almost never” have forward progress. Allow the wing officials to obtain forward progress and terminate the play with their whistles.
- C. **Line Judge** and **Head Linesman** observe action on or by their nearest interior lineman (normally the tackle). If run is toward him he will observe blocking ahead of the runner. He has forward progress both behind and beyond the Line of Scrimmage. Take forward progress in his zone as far as possible. Once responsibility is released to the deep official try to stay 10-15 yards behind the play. When play goes away move cautiously on to the field keeping the play boxed in. Observe any illegal action behind the play and help the **Referee** in cleaning up behind the play. Be prepared to offer a “soft spot”
- D. The **Side Judge** and **Field Judge** observe action on/by the widest receiver on their respective side of the Line of Scrimmage. Pay particular attention for action “against the grain” (possible crackback). They are responsible for:
 1. action ahead of the runner if in their area.
 2. Clean up on “off-ball” action if ball is on opposite side of the field.
 3. maintaining a cushion as the runner moves up-field.
 4. sideline all the way to the goal line. On long runs they must be at the pylon as the runner crosses the goal line.
 5. cleaning up out of bounds action if their wing official has the spot.
- E. The **Back Judge** observes action on/by his initial key. First step should be back then move laterally and backward to maintain a good view of the action ahead of the point of attack. Be particularly observant of illegal blocks “against the grain” (possible crackback). Do NOT close in anticipation of the

end of a play. Help in action in the side zones when the ball becomes dead. He has goal line responsibility on long runs. Do not get beat to the goal line.

ARTICLE 5: AFTER THE SNAP – PASSING PLAY

- A. All officials** will stay with their initial keys and observe action to indicate pass or run. Maintain “situational awareness” and be prepared assume either pass or run coverage. After the snap, if officials read a pass play, coverage is as follows:
1. **Referee** will observe the passer and drop back blockers in his field of view. Stay with the passer until all action has ceased around d him. Do NOT peek to watch flight or path of ball. Verbally alert defenders that the ball has been released (“gone’, “balls away” etc.). Be prepared to rule on intentional grounding. If in doubt drop the flag and get help form other officials. If necessary, after conferring and overruling the penalty, “wave” the flag off by facing the Press box and waving the flag twice in front above the head.
 2. **Umpire** will cautiously move to toward the Line of scrimmage but no closer than three yards observing the interior pass blocking. Observe any ineligible. If there is a screen into the **Line Judge** side zone be prepared to help in identifying a pass that does not cross the neutral zone. He should also be prepared to pivot on quick passes to rule if a ball is trapped. If he observes a reception while the receiver is grounded he will sprint to the point of the catch. If it is not a reception give a stationary and clear incomplete pass at chest level. If ball is snapped inside the Team B’s 5-yard line the **Umpire** has primary responsibility for balls that cross the Line of Scrimmage.
 3. The **Line Judge** will hold the Line of Scrimmage and **Head Linesman** will move 5 yards downfield. They will then officiate in the following manner:
 - a. Observe initial action of the tackle on their side of the Line of Scrimmage.
 - b. The **Head Linesman** will observe action in the 5-yard belt beyond the Line of Scrimmage.
 - c. The **Line Judge** will observe action on/by his eligible receiver.
 - d. They will maintain responsibility for action in their zones and must be prepared to quickly cover action and forward progress in their zones.
 - e. On quick passes into the side zone the **Line Judge** and **Head Linesman** must be ready to assist the **Referee** on ruling a pass forward or backward.

- f. The **Line Judge** has primary responsibility for determining if a passer is beyond the Line of Scrimmage. He also has primary responsibility for ruling on passes that cross the neutral zone. If the pass is caught behind the neutral zone he will indicate by holding an extended arm with closed fist in the direction of the Team A backfield. The **Umpire** will have secondary responsibility.
 - g. When a pass is thrown out of an official's area of responsibility he will observe action "off the ball".
4. The **Side Judge** and **Field Judge** will observe initial action on/by his eligible receiver. They should:
- a. let action on the play take him to the ball
 - b. be prepared to assume zone coverage and keep a cushion (about 15 yards) with receivers in your zone. **Do not get beat deep.**
 - c. be prepared to rule on out of bounds calls on his sideline.
 - d. coordinate with the appropriate wing official on calls involving the sideline. A good rule of thumb is: the official who sees the back of the receiver rules on the sideline and the official who has the front rules on the catch. In either case make eye contact with the other official to ensure the call is properly coordinated. If there is any doubt, give no signal until verbal communication is given/received and then rule on catch versus no-catch.
5. The **Back Judge** has responsibility for the action on/by his eligible receiver. First step should always be back. Be prepared to switch to cover receivers who enter his zone. When calls "overlap" with the **Side Judge** or **Field Judge** make eye contact with the other official to ensure the call is properly coordinated. If there is any doubt, give no signal until verbal communication is given/received and then rule on catch versus no-catch.

Section 10: Scrimmage Kicks

ARTICLE 1. PUNT FROM OUTSIDE THE 50-YARD LINE

A. Positioning.

1. **Referee** will take a position parallel and 10 to 12 yards wide on the side of the punters kicking foot. If fourth down give “rolling fist” signal to remind other officials that the fourth down fumble rule is in effect. Be prepared for blocked kick or high snap.
2. **Umpire** will take a position slightly deeper (10 yards) than normal scrimmage down. Maintain view that allows observation of action on or around snapper.
3. **Head Linesman** and **Line Judge** will remain at normal scrimmage play formation. Pay attention to legality of punt formation. If fourth down give “rolling fist” signal to remind other officials that the fourth down fumble rule is in effect. Be prepared for blocked kick.
4. **Side Judge** and **Field Judge** will assume a position even with the deepest receiver with beanbag in hand. If fourth down give “rolling fist” signal to remind other officials that the fourth down fumble rule is in effect.
5. **Back Judge** will be positioned approximately 5 yards deeper than the deepest receiver and 10-15 yards to the wide side of the field with beanbag in hand. If fourth down give “rolling fist” signal to remind other officials that the fourth down fumble rule is in effect. Be prepared for blocked kick.
6. **All Officials** will perform normal pre-snap routines i.e. formation, team count, clock and substitution responsibilities.

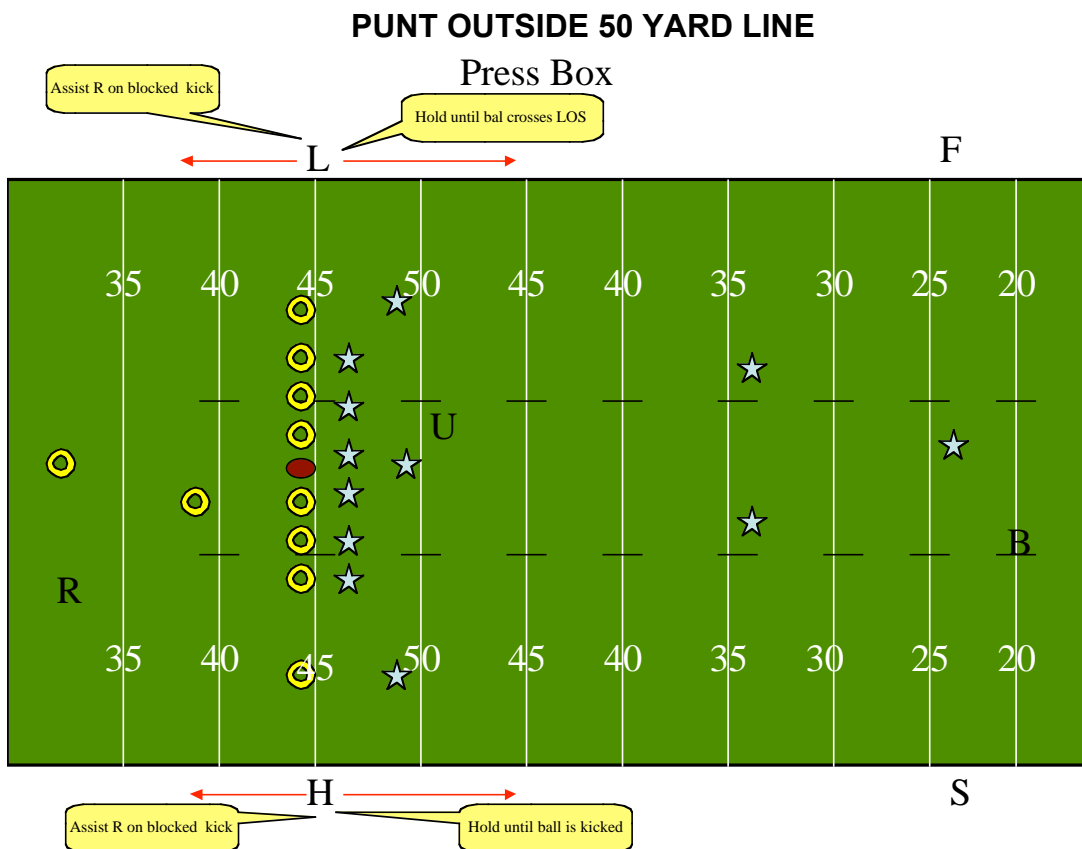
B. Coverage.

1. **Referee** will watch ball to the kicker. Once it is secure immediately refocus on action of blockers (holding, blocking into kicker, etc.). Keep punter in peripheral vision. Refocus on kicker as he is threatened. Be prepared to rule on illegal contact. DO NOT take eyes off kicker to follow the ball as it is kicked. When ball is kicked verbalize that the kick is “gone”. If ball is touched give “tipped ball signal” (signal# 11). Once ball is away and kicker is no longer threatened look to see if kick goes out of bounds in-flight. If you have clear a view, assist the deep official in establishing the out of bounds spot by holding your hand above your head and dropping it as he comes to the spot where the ball crossed the side line. If kick is not out of bounds, move to the

- nearest inbounds mark and slowly move up field watching for illegal off-ball action. **Referee** has goal line responsibility on a long return.
2. **Umpire** will watch for illegal action on/by the center. Watch for other illegal line action (pull and shoot) after the snap. If kick is blocked or the ball is snapped over the kickers head move to the line of scrimmage to be able to rule on line of Scrimmage issues. After kick is away, clear action of players then move to the nearest inbounds line and slowly move up field watching for illegal off-ball action. Be alert for long return.
 3. **Line Judge** will hold his position until the ball crosses the line of scrimmage. If the ball is blocked/snapped over the kickers head the **Line Judge** will assist the **Referee** for spots behind the behind the line of scrimmage. As the kick goes downfield the **Line Judge** will slowly move downfield and be alert for valid/invalid fair catch signals by any short receiver. Be prepared for long returns, He has responsibility for Team A's goal line. Initial zones are: If ball/runner is in **Field Judge's** area concentrate on action just ahead of the runner.; If the kick is to the **Side Judge's** side watch for action away from the point of attack and keep the play boxed in.
 4. **Head Linesman** will hold his position until the ball is snapped then move approximately 5 yards downfield. If the ball is blocked/snapped over the kickers head he should assist the **Referee** for spots behind the behind the line of scrimmage. As the kick goes downfield the **Head Linesman** will slowly move downfield and be alert for valid/invalid fair catch signals by any short receiver. Be prepared for long returns,, He has responsibility for Team A's goal line. Initial zones are: If ball/runner is in **Side Judge's** area, concentrate on action just ahead of the runner. If the kick is to the **Field Judge's** side watch for action away from the point of attack and keep the play boxed in
 5. **Side Judge** and **Field Judge** will initially cover action on/by the outside man on their side i.e. the gunners. They should then locate the football and assume responsibility for the receiver/runner if the ball is between their 9-yard mark and the sideline. If the ball is outside of this zone watch for illegal action in front of the receiver/runner (blocks, Kick Catch Interference, touching, etc.). If the ball is deep in the other official's zone it is appropriate to come off the sideline to provide better coverage. Be watchful for ball reversal. If the ball goes over the receiver's head in your zone go with the ball being attentive to goal line action/pylon action. If the ball is out of bounds in-flight on his sideline the official should establish a position clearly in advance of the out of bounds spot and slowly move up the sideline looking for the "chop" signal from the **Referee**. When **the Referee** signals stop by dropping

his arm, place a ball at that point on the sideline. If the **Referee** indicates (pre-game signal if possible) he does not have a spot, establish the out of bounds spot in the best manner possible. If the kick goes out of bounds after hitting the ground in the field of play, the covering official will mark the spot without help from the **Referee**.

6. **Back Judge** bean bags the spot of the end of the kick anywhere between the sidelines. He has responsibility for receiver/runner when the ball is between the 9-yard marks. If the ball is inside either 9-yard mark watch for illegal action in front of the receiver/runner (blocks, Kick Catch Interference, touching, etc.). If the ball goes over the receiver's head between the 9-yard marks the **Back Judge** will go with the ball being attentive to goal line action.



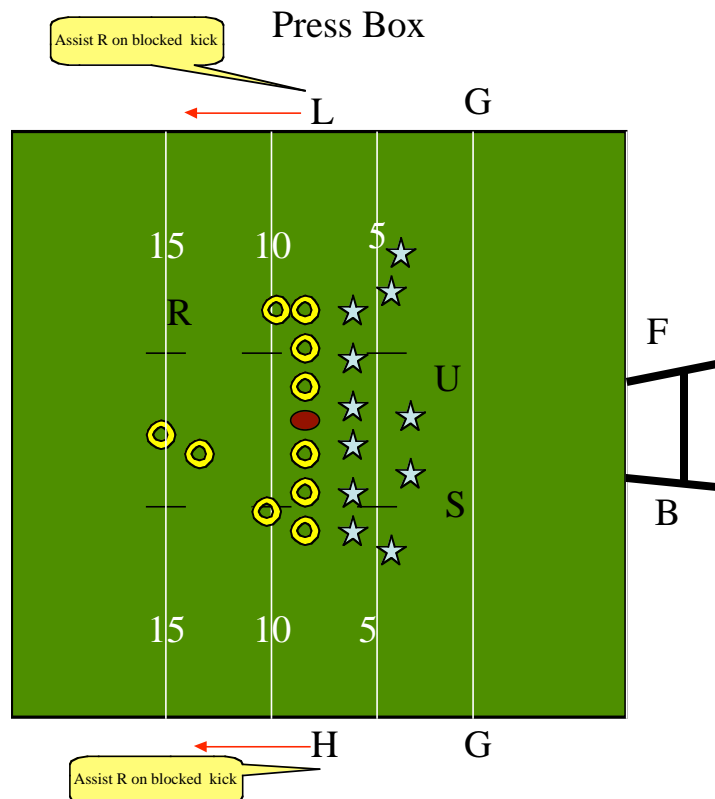
Section 11: One Point Trys and Field Goals

ARTICLE 1. POSITIONS AND MECHANICS

The positions listed below should be taken during Trys and Field Goal attempts. **All Officials** should be aware of game situations and be prepared to quickly move to their respective positions for Field Goal attempts.

- A. The **Referee** is positioned at approximately the same yard line as the kicker and wider than the normal tight end position. Observe snap to the holder and observe legality of the hold. Be ready to officiate either a run or pass. Observe action on kicker and holder after the kick is away. Verbalize the kick is “gone”. Once all action has ceased in the vicinity of the kicker check with deep officials for score/no score. Ensure there are no penalties then repeat deep official’s “good” or “no good” signal. Do not echo any sweeping motion signals.
- B. The **Umpire** and **Side Judge** will assume the “double umpire” position. The **Umpire** will be approximately 7 yards deep on the **Line Judge’s** side. The **Side Judge** will be approximately 7 yards deep on the **Head Linesman’s** side. Both will adjust their position based on the defensive formation to ensure they can accurately officiate the play. The **Umpire** has primary responsibility for the legality of the snap and illegal contact on the center. Both will observe offensive blocking and watch for a “pull and shoot” technique by Team B. They should also be aware of Team B “leaping” fouls.
- C. The **Line Judge** and **Head Linesman** will hold their normal positions until the kick has crossed the Line of Scrimmage. They may then move downfield if subsequent action requires their attention i.e. the kick is short of the goal line. They have primary responsibility for the sideline all the way to the endline.
- D. The **Field Judge** and **Back Judge** are positioned on the endline under their respective goal post uprights. Once the ball is kicked they may adjust slightly to ensure accuracy of the call. The **Back Judge rules if the ball hits the crossbar and he blows the whistle**. Signals for the covering officials are:
 1. The official nearest the ball will rule on status of kick (good or no good). He will sound his whistle and verbally communicate to the other official whether the kick was good or no good.
 2. If the ball is clearly short or clearly wide the only signal required is the “no good” signal (arms waved three times at chest level) by both officials. If the ball passes just outside of the uprights both official should give the “no good” signal, which stops the clock if necessary, and the covering official may give a sweeping motion of the arms to

- indicate the kick was outside the uprights. Ensure the **Referee** has seen the signal.
3. If the score is good both officials will give the signal and hold it until the **Referee** has acknowledged the signal.
- E. If the Try or Field Goal attempt breaks down and a scrimmage play develops the following mechanics will be used:
1. The **Referee** will officiate action behind the neutral zone with help from the **Line Judge** and **Head Linesman**.
 2. The **Umpire** and **Side Judge** will officiate from the inside out watching for illegal action at the point of attack.
 3. The **Line Judge** and **Head Linesman** will officiate as any normal scrimmage down except they have primary responsibility for the sideline through the endline. They will also have goal line responsibility. They must be in position to rule on all goal line issues (touchback, ball entering the endzone, etc.)
 4. The **Back Judge** has primary responsibility for the endline. The **Field Judge** will take a position that will allow him to help in officiating the play. He should not attempt to get to his sideline. The **Line Judge** has responsibility for the sideline.



Section 12: Fumbles and Beanbag/Hat Mechanics

ARTICLE 1. FUMBLES

- A. When a covering official sees a fumble he will mark the yard line with his beanbag and continue to officiate.
- B. When a grounded player recovers a fumble, the covering official should stop the clock if appropriate and signal the direction if the defense recovers. It is not necessary to rush this signal. He should ensure he is cognizant of which team has recovered and in which direction the ball will next be put in play. If the offense recovers he should quickly raise his hand and signal the appropriate down. It is not necessary to point in a direction.
- C. If there is an immediate pileup but the official has seen a player in clear possession of a grounded fumble DO NOT wait for the players to un-pile before signaling possession.
- D. If there is a pile-up before clear possession can be determined the following procedure will be used:
 - 1. The covering official becomes the “designator digger”. He should aggressively find the ball in the pile – ensuring players not in possession are removed from the pile (he may be aided by other officials). Get to the ball and determine who has possession and announce it to the nearest official.
 - 2. The official next nearest the pile should signal “stop the clock” and other officials should echo the signal.
 - 3. Normally it should only require 2-3 officials actively involved with clearing the pile-up. The other officials should be “great dead ball officials”.
 - 4. Once possession has been determined that information should be relayed to the **Referee** and he will then wind the clock and signal the appropriate down if Team A is in possession. If Team B has gained possession the **Referee** will point in the appropriate direction. The digging officials should resist pointing in a direction as they may become disoriented while digging for the ball.

ARTICLE 2. BEANBAG/HAT

- A. Beanbags. **All Officials** will carry at two beanbags in their belt. Keep in a place where there is no confusion with the foul marker. Beanbags will be used in the following manner:

1. They will normally be dropped at the appropriate yard marker rather than thrown. Beanbags and hats designate yard lines rather than specific spots on the field.
 2. Beanbag ALL fumbles (irrespective of their location to the neutral zone). DO NOT beanbag a loose ball. See the fumble.
 3. Beanbag end of scrimmage kicks.
 4. Beanbag handoffs or backward passes beyond the neutral zone (or any time when there is no neutral zone).
 5. Beanbag all potential momentum exception spots.
 6. Beanbag illegal touching during Scrimmage Kicks (also illegal touching on Free kicks). Be aware there can be more than one spot of illegal touching. If illegal batting in Team B's endzone, be sure to drop the bean bag beyond B's goal line.
 7. Beanbag the location of the ball if an inadvertent whistle is sounded.
 8. It is NOT necessary to beanbag an interception – unless momentum rules apply.
 9. Only RARELY should the beanbag be used to mark the forward progress spot.
- B. Official's hat. On several occasions the official's hat is used to signify that a significant event has occurred. At the end of a down all officials should be aware of a potential sideline issue if they observe another official without his hat. In the following scenarios the official's hat will be tossed:
1. When an eligible receiver voluntarily goes out of bounds.
 2. When an eligible receiver fails to immediately return inbounds after being blocked out.
 3. When a Team A player goes out of bounds during a Free or Scrimmage Kick

Section 13: Timeouts

ARTICLE 1. PROCEDURES FOR CALLING TIMEOUT

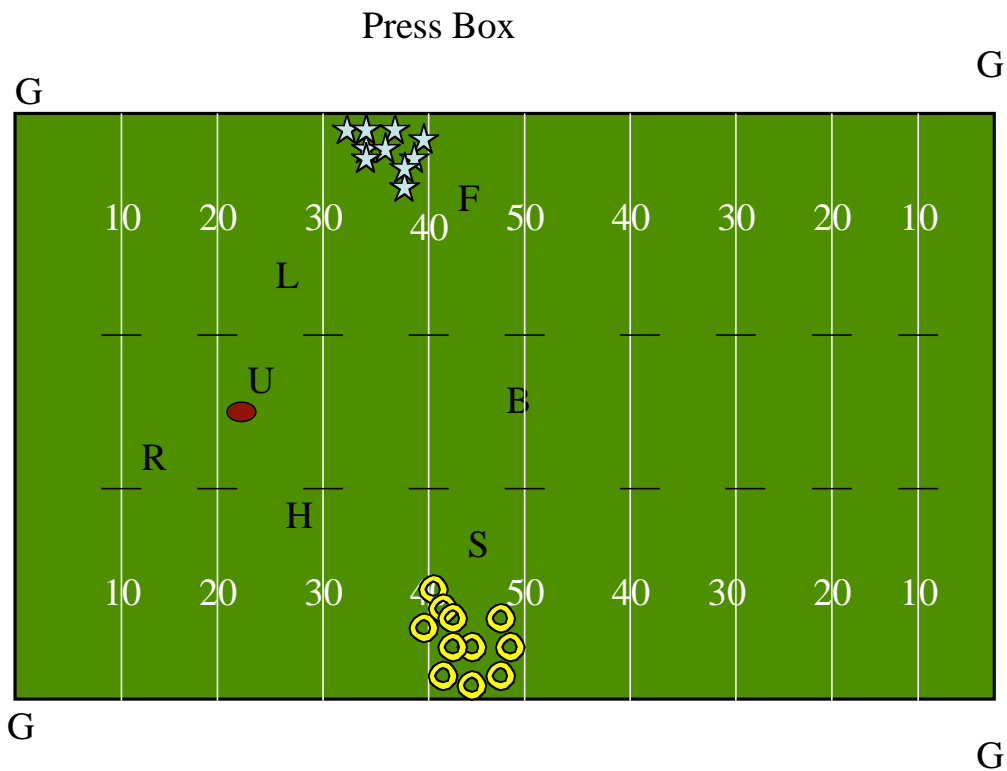
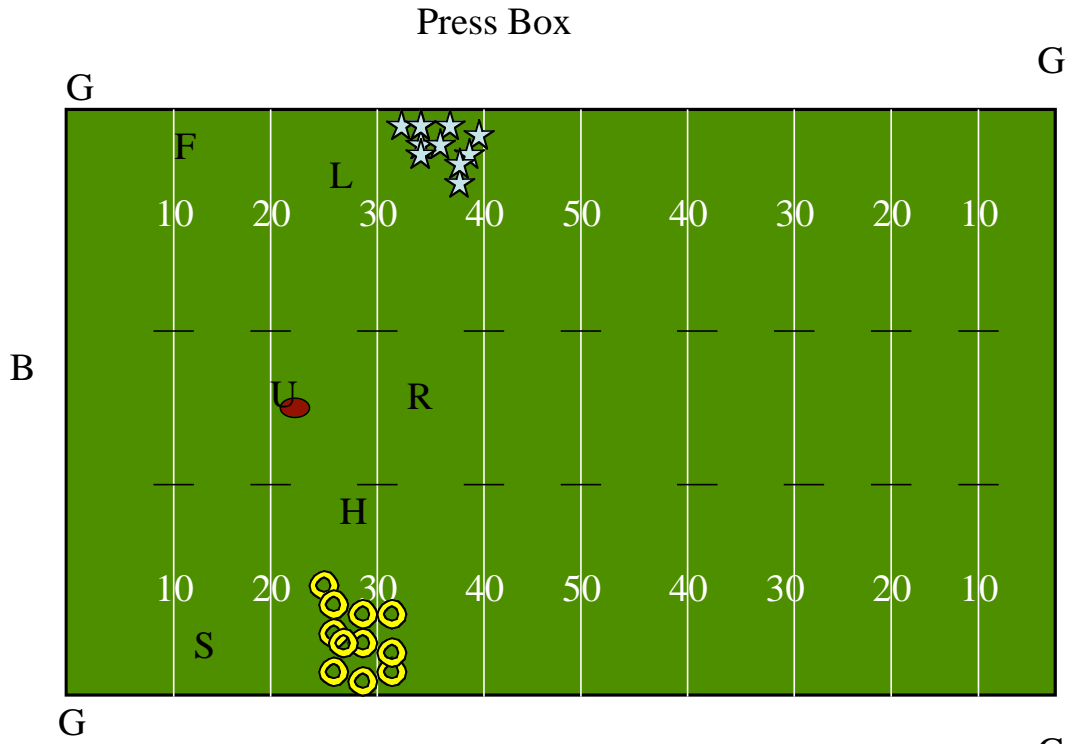
All Officials. Be alert for another official, player, substitute or Head Coach requesting timeout. **All Officials** should know the number of team timeouts throughout the game. DO NOT grant a team a timeout they have no timeouts left. If the team has a timeout left, immediately signal the game clock to stop and ask the head coach if it is to be a “full” or “30-second” timeout. Other officials should immediately echo the time out signal. Notify the **Referee** and then document who called the timeout and the number of team timeouts remaining. The **Referee** will then give the “Stop the Clock” signal and point in the direction of the team calling the timeout (also the 30-second timeout signal if appropriate). All officials should record the calling player’s number, time remaining in the quarter, and confirm how many time outs each time has remaining. If this is an official’s timeout (measurement, injured player, etc.) the **Referee** will indicate by tapping his chest with two hands. All officials should then record timeout data on their game card.

ARTICLE 2. DURING TEAM TIMEOUTS

- A. For team’s final timeout of the half: after completing the initial timeout signal the **Referee** will face the Press Box and give the “incomplete pass” signal three times and “chuck” his arms at waist level in the direction of the appropriate team. If the **Referee** is “miked” he will verbalize that the team has used their final timeout of the half.
- B. The **Umpire** will remain with the ball and communicate calling team and number of timeouts remaining for both teams.
- C. The Back Judge will time the time out.
- D. Depending on ball position, either the wing official (**Head Linesman/Line Judge**) or deep official (**Side Judge/Field Judge**) should position themselves in the vicinity of the team area and notify the appropriate coach of the number of timeouts remaining in the half. If this is the final timeout of the half ensure the head coach is notified and receive his acknowledgement.
- E. When the **Referee** is notified by the **Back Judge** of the 50-second mark, he will communicate (verbally and with hand signals) with the other officials that he is about to mark the ball Ready for Play. **All Officials** should avoid using the whistle to communicate during timeouts. This could lead to confusion regarding the initiation of the 25-second count. The **Referee** will then begin the 25-second count after 65 seconds have elapsed in the timeout interval. If both teams are ready for play before 65 seconds have elapsed the **Referee**

will confirm with both Team Captains they are ready for play and then give the Ready for Play signal.

Timeout Positions



Section 14: Measurements

ARTICLE 1: POSITIONS

- A. **Referee** will stand near the forward stake and ball.
- B. **Umpire** will take the forward stake from the chain crew before it reaches the vicinity of the ball.
- C. **Head Linesman** will bring the clip in from the sideline to the point indicated by the **Line Judge**.
- D. **Line Judge** will be at the 90-degree inbounds mark nearest the rear stake.
- E. After dropping a bean bag at the nose of the ball, the **Back Judge** will hold the ball stationary throughout the measurement. While holding the ball, the Back Judge will position himself beyond the forward stake and on the pressbox-side of the ball.
- F. **Side Judge** will move the down box to the location of the forward stake. **Field Judge** will keep players clear of area so that the pressbox can see the actual measurement and ensure that a replacement ball is available.

ARTICLE 2: PROCEDURES

- A. At the end of a down each official must be aware of the line to gain and if appropriate verbally warn crew ("close, close"). The ball should then be placed at the downfield foot of the covering official. If the **Referee** determines a measurement is required he will stop the clock. The **Head Linesman** will go to the sideline to get the chain at the clip. The down marker will be placed at forward stake prior to moving the chains. When the chain is at the 90 degree point marked by the **Line Judge** the **Head Linesman** will place the clip on the rear-most part of the line and the **Line judge** will place his foot behind the clip on the chain and the **Head Linesman** will announce "ready". The **Umpire** will then pull the chain taut and place it on the ground next to the ball. The **Referee** will ensure the chain has no kinks and is tight; and then make his determination.
- B. If the measurement indicates the ball is short of the line to gain outside of the inbounds line, the ball will remain on the ground and, if appropriate, the **Referee** will carry a new ball with the forward progress spot marked on the chain to the inbounds spot marked by the **Line Judge**. Again, the **Referee** will ensure chain is tight and place the ball at the forward progress marked on the chain. Keep the ball on the outside of the ball so it is not dragged across the ball when returning to the sideline. If the measurement occurs inside the inbounds line, the ball will remain where it is.

Section 15: End of Period, Half Time and Extra Periods

ARTICLE 1: END OF PERIOD

As the period nears an end **All Officials** will be aware of the game clock. Special attention should be made as the final two minutes of the 2nd and 4th periods approach. **The Side Judge** has primary responsibility for termination of the period. If the ball is dead he will sound his whistle when the game clock reaches "00". Upon the game clock reaching "00", the **Referee** will ensure all action has ceased and there are no fouls nor any requirement to extend the period exists (delay of game in scrimmage kick formation or an accepted penalty). He will then signal termination of the period by holding the ball above his head.

- A. If it is the end of the 1st or 3rd period, the **Referee, Umpire and Head Linesman** will then meet at the at the dead ball spot and record down, distance, field location and yard line on their game cards. After all agree the **Umpire** will take possession of the ball and he and the **Referee** will jog to the succeeding spot for the next period. The **Head Linesman** will proceed to the sideline and have the chain crew move to the appropriate location to begin the next period. The **Side Judge** will direct the movement of the down box to the succeeding spot. The **Line Judge** will note the location of the ball and move to the opposite end of the field and ensure the down box and chains are properly set. The **Side Judge** and **Field Judge** will monitor team activity and (if appropriate) alert teams when notified by the **Back Judge**. The **Back Judge** will time the interval and notify other officials when 45 seconds has expired .
- B. At the end of the half the **Referee** will give the appropriate signal and, when teams have been given the opportunity to depart, he will "wind the clock" to begin Halftime. The **Side Judge** will time the halftime interval for the officials. The **Referee** need not wait for all players and coaches to clear the field to begin the timing. The **Back Judge** and **Field Judge** will gather the game balls and take them to the lockerroom. **Other officials** should ensure separation of teams as they exit the field. If both teams are exiting in the same area keep the home team on their sideline until the visiting team has exited the field.

ARTICLE 2. HALFTIME.

All Officials will return to the official's locker room. The **Back Judge** and **Field Judge** should ensure the game balls are returned to the official's locker room. During intermission officials should ensure they re-hydrate, discuss any unusual plays or problems that arose during the first half. Quickly review Extra Period procedures and begin the completion of the NCAA foul report if time permits. The officiating crew will

leave the locker room in sufficient time to be on the field no later than 5 minutes before the expiration of Halftime.

The **Line Judge, Field Judge, Side Judge** and **Umpire** may go directly to the team locker rooms to ensure the teams are on the field in time to begin the Second Half on time. The officials will obtain the coaches' choices for options to begin the second half and relay that information to their fellow officials when they return to the field. The other officials will go directly to the field and ensure the chain crew and ball personnel are ready. Upon signal from the officials returning with the teams they will assume their positions at the appropriate end of the field.

ARTICLE 3. EXTRA PERIODS

When all activity during regulation has ceased and the game is tied the game will continue with Extra Period(s). Teams will be instructed to go to their respective sidelines. The officiating crew will meet in the center of the field to review procedures (also should be reviewed during Halftime).

- A. Standard coin toss procedures will be used except the options for the captains will be per Rule 3. Indicate winning Captain by placing hand on Captains shoulder. After positioning the Captains in the direction they will be going the **Referee** will give the first down signal in the direction the offensive team will be going. **Sideline Officials** may review Extra Period procedures with the Head Coach if requested.
- B. If more than one Extra period is required there is no need to have the Captains come to the center of the field. Obtain the Team's choice from the sideline. The first option will alternate between each team for each new period. It is important to document each period and score to keep track of the team options for subsequent Extra Periods.

Section 16: Post Game Duties

ARTICLE 1. FIELD DEPARTURE

At the expiration of the game the officials should note the official time and depart the field together. They should not delay unnecessarily on the field nor should it appear as if they are “running from the scene of a crime”. Remember to obtain the game balls, NCAA foul report (if kept by a sideline individual) and chain crew equipment. Do not seek nor avoid communication with players/coaches. Keep any conversations very short and then depart the field together. ECAC assigned **Game Clock Operators** must go to the official’s locker room as soon as their timing duties are complete. If there are Extra Periods the **Game Clock Operator** will remain in the Press Box until the game is over.

ARTICLE 2. LOCKER ROOM

Once in the locker room be aware of other personnel in the area and avoid discussing any controversial plays until you are sure any conversation will be for the “crew’s ears only”.

Complete all game paperwork (NCAA foul report and ECAC ejection report if necessary) prior to showering. If there is an assigned ECAC **Game Clock Operator** he will deliver copies of the NCAA Foul Report to each Head Coach. If the Head Coach is unavailable find an assistant coach get his name and give him the report.

ARTICLE 3. OFFICIAL’S DEPARTURE

Once officials have completed their duties they should depart the game site. Officials may revert to golf shirts or other casual (collared shirts and slacks) when leaving the game site. **Absolutely no alcoholic beverages** will be consumed at the game site or anywhere on campus. Officials are prohibited from participating in any hospitality event. Make no comments to media. Refer media questions to the ECAC Supervisor of Football Officials.

ARTICLE 4. POST-GAME REPORTING

The **Referee** must submit an NCAA foul report and ECAC Ejection Report (if appropriate) to the Supervisor of Football Officials no later than the day following the game. The report may be emailed (bward@ecac.org), faxed (**508-771-9486**) or regular mail. Player ejection may be reported “on-line” on the ECAC website:
<http://football.ecacofficials.com/>

If there are any unusual circumstances that occur before/during/after the game the **Referee** must call the Supervisor of Football Officials immediately after the game. When in doubt CALL!

ATTACHMENT A

FOA PHILOSOPHIES

How to officiate FOA games within the context of NFL & NCAA rules

Line of scrimmage

1. Officials will work to keep offensive linemen legal. Call a foul only when obvious or after warnings are ignored or the offense has gained a significant advantage. Don't wait for the 4th qtr.
2. If the offensive lineman is lined up with his head **clearly** behind the rear end of the snapper, call the foul without a warning.
3. Don't be technical on an offensive wide receiver or slot back to determine if he is off his LOS. When in question, it is NOT a foul. Talk to him after the play.
4. Wide receivers or slot backs lined up outside a tight end will be ruled on the LOS and covering the tight end if there is no stagger. If in question, he is not covered up. Talk to him after the play.
5. When in question on whether movement by the defense into the neutral zone that causes the offense to move, rule that the defensive player is in the neutral zone and moving toward the offensive player.
6. If a defensive player shoots the gap, and there is a question on whether contact occurred, rule offside and shut the play down to avoid a free shot on the QB.
7. Formations during the execution of a trick or unusual play should have the **highest degree of scrutiny and must be completely legal.**

Pass Situations

The following acts are to be judged as defensive pass interference

1. Early contact by a defender not playing the ball provided the other requirements for DPI have been met and regardless of how deep the pass is thrown to the receiver.
2. Playing through the back of a receiver in an attempt to make a play on the ball.

3. Grabbing a receiver's arm(s) or body so that it restricts his opportunity to catch a pass.
4. Extending an arm across the body (Arm Bar) of a receiver, restricting his ability to catch a pass, regardless of whether or not the defender is looking for the ball.
5. Cutting off or riding the receiver out of the path to the ball by making contact with him without playing the ball.
6. Hooking and restricting a receiver who is attempting to get to the ball in such a manner that causes the receiver's body to turn prior to the ball arriving.
7. Inadvertent tangling of both players' feet while the defender is NOT playing a "catchable" pass .

The following acts are to be judged as offensive pass interference

1. Initiating contact with a defender by shoving or pushing off, which creates separation, in an attempt to catch a pass.
2. Driving thru a defender who has established a position on the field.

The following acts are NOT to be judged as offensive pass interference.

1. During a screen pass when the pass lands **beyond the expanded neutral zone (up to 3 yds)** and linemen are blocking downfield, **unless** such blocking prevents a defensive player from catching the ball.
2. Contact when the passer is legally grounding the ball out of bounds or where no eligible Team A player has a reasonable opportunity to catch it.
3. During a pick play if the defensive player is blocking the offensive player when the pick occurs and the offensive player does not initiate separation from the defender.

General Passing Situations

1. The neutral zone will be expanded **one yard** when determining if an untouched pass is beyond the neutral zone or ineligibles are downfield.

2. When the QB is attempting to legally ground a forward pass and there is a question as to whether the pass crossed the neutral zone, the pass did cross the neutral zone. Don't be technical.
3. When in question regarding action against the passer, it is roughing the passer if the defender's intent is to punish.
4. Except when spiking the ball according to 7-3-2-d, the QB can throw the ball forward anywhere if he is not under duress. Time remaining on the clock is not a factor.

Blocking

1. Takedowns at the point of attack, in the open field, or within the tackle box and affecting the result of the play create special focus and should be called as a holding foul.
2. If there is a potential offensive holding but the action occurs clearly away from the point of attack and has no effect on the play, offensive holding should not be called.
3. If there is a potential for defensive holding but the action occurs clearly away from the point of attack and has no effect on the play, defensive holding should not be called.
4. During **blocks in the back**, if one hand is on the number and the other hand is on the side and the initial force is on the number, it is an illegal block in the back. **The force of the block could be slight and still a foul if the contact propels the player past the runner or prevents him from making the play.** If the force is clearly on the side, it is not a foul. If the blocker is in a "chase mode" all contact must be on the side.
5. A grab of the receiver's jersey that restricts the receiver and takes away his feet should be defensive holding if other criteria are met. It could also be DPI
6. Illegal block in the back can still be called on fair catches, but not if the block is slight and occurs away from the play while the fair catch is being made or a touchback occurs.
7. Blocks in the back that are personal foul in nature should be called regardless of their timing relative to a fair catch or runner being tackled.
8. Do not call holding on a double team block unless there is a takedown or the defender breaks the double team and is pulled back.

9. When in question whether an illegal block or holding occurs in the EZ or the field of play, it occurs in the field of play.

Kicking

1. The team's restraining line on onside and short pooch kicks should be officiated as a plane. Any player (other than the kicker or holder) breaking the plane before the kick should be called for offside. On deep kick-offs, we will also use a plane, but do not be technical.

Runner Down

1. When in question, the ball carrier fumbled the ball and was NOT down.
2. It is not a foul if legal contact occurs before the ball carrier has a foot down out-of-bounds.
3. Contact on a ball carrier who stepped OB, but continues down the sideline: If whistle has blown and ball carrier has eased up, then this is a foul. Be alert and be sure that any action is not part of the initial play before calling a foul.
4. A non-airborne ball carrier crossing the goal inside the pylon with the ball crossing the goal line extended out of bounds is a touchdown.
5. When in question, the ball carrier did not step out of bounds.
6. If only one defender is holding up the ball carrier, his forward progress is not been halted. Rule forward progress stopped if a second tackler engages the ball carrier.

Personal Fouls

1. If action is deemed to be "fighting", then the player must be disqualified. When in question, the player is **not** fighting.
2. For late hits away from the ball near the end of the play, when in question lean towards calling a dead-ball rather than live-ball foul.
3. Spitting on an opponent requires disqualification.

4. Hits above the shoulder on the passer with any body part, e.g. hand, helmet, arm, etc, is a foul.

Miscellaneous

1. After a change of possession, the ball can be placed on a yard line to begin the next possession. (Exception: If the change of possession occurs as a result of failure to make the line to gain on fourth down, the ball will be left at the dead ball spot to begin the next series.) At all other times, the ball is placed where it is.

2. When in question on QB pass/fumble, we will rule forward pass. In games where there is replay we will rule fumble.

3. 5/5 axiom: Outside of 5 minutes in either half, correct the game clock only if there is more than a 5-second differential. Inside of 5 minutes in each half, correct all errors on the game clock. Any time loss due to the clock being started erroneously, such as when a dead ball foul is called, the clock must be adjusted.

4. If there is a change of possession near the goal line (inside the 1-yard line) **and there is a question** as to whether possession is gained in the field of play or end zone, make the play a touchback.

5. When in doubt on catch and fumble versus incomplete pass, rule incomplete pass.

ATTACHMENT B

Rushed Substitutions

Rule 3, Section 5, Article 2-e. Once the ball has been made Ready For Play, Team A is prohibited from making last second substitutions in order to place Team B at a disadvantage. The following mechanics will be used to ensure Team B is given an opportunity to “match-up” with late Team A substitutions. These procedures apply only when Team A makes a substitution. They do not apply to a “hurry-up” offense when no substitutions are made.

- A. When the **Umpire** recognizes a “rushed” substitution by Team A he will move to take a position over the ball to prevent Team A from snapping the ball.
- B. *If other officials (normally the offensive team’s sideline officials or Referee) recognize a “rushed” substitution they will communicate with the **Umpire** by verbalizing “matchup - matchup”, moving several yards onto the sideline and extending both arms to the side with hands open. When the **Umpire** recognizes the signal he will move to cover the ball.*
- C. After assuming his position on the ball the **Umpire** will prevent Team A from snapping the ball until Team B has had an opportunity to react to the late substitution (normally 3 seconds).
- D. *The **Referee**, with help from the other officials, will monitor Team B substitutions (if any). If the **Umpire** fails to react to the situation and Team B is attempting to make substitutions the **Referee** (or other official) may shut the play down and allow Team B to complete the substitution(s). See AI 3-4-3 V.* The **Back Judge** may signal the **Referee** that Team B has completed its substitution. Team B must react promptly.
- E. When Team B has completed its substitutions the **Referee** will wave the **Umpire** off the ball. The **Umpire** will inform the Team A center not to snap the ball until he receives verbal approval from the **Umpire**. If the center snaps the ball before he is given verbal approval Team A will be assessed a Delay of Game foul.
- F. If the ball is then snapped prior to the expiration of the play clock the play will be officiated using normal procedures.
- G. If the play clock expires prior to the snap the officials will then determine whether Team B was given ample opportunity to react to the ‘rushed’ substitution.
- H. If Team B reacted promptly but the play clock expired, Team A will be assessed a Delay of Game foul.

- I. If Team B delayed in their substitution then Team B will be assessed a Delay of Game foul.

Notes:

- Review Rule 3.5.2-e for penalties for subsequent infractions.
- If Team A is running a “no-huddle” offense and maintains a consistent pace throughout the game there is no need to employ the above mechanics. If, however, Team A begins to pick up their pace the officials must be aware of the potential for last minute substitutions used to place Team B at a disadvantage.
- Since the rule change (2005) teams have adjusted well to the new rule and are not employing this tactic as they had in the past. However, crews must be vigilant in being ready to employ the above mechanics. The procedures should be covered thoroughly in the pre-game conference.