

FOOTBALL OFFICIALS MANUAL

POSITIONS AND MECHANICS FOR CREW of 7 OFFICIALS

(Edited 6/11/2026)



ALABAMA HIGH SCHOOL ATHLETIC ASSOCIATION

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RUNNING PLAYS

Position indicators are as follows for the remainder of the document:

Ⓡeferee, Ⓢide Judge, ⓕield Judge, Ⓛine Judge, ⓑack Judge, ⓗead Linesman, Ⓤmpire, Ⓡ

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STRENGTH OF FORMATION

Strong side determination is based on:

- a. Most eligible receivers outside the tackle
- b. Press box side is the strong side in balanced formation

RUNNING PLAY

I. REFEREE

A. After ball is spotted:

1. Declare the ball ready-for-play by assuming an initial position behind the offense.
2. You shall assume a position on the right side of the QB 15-yards deep, regardless of the lateral position of the ball and QB's passing arm. How wide will be determined by the offense's formation. Note: Your position may place you to setup in the End Zone or the Back Line of the End Zone.
3. Your position should enable you to clearly view the offensive tackle on the far side of the line away from you, all backs, and the ball.
4. Check following:
 - a. 1-second count after huddle or shift.
 - b. Count A players, note eligible backs, and exchange signals with Head Linesman and Line Judge.
 - c. Snap irregularities and movement of linemen.
5. Be alert for illegal shifts.

B. After snap:

1. Areas of responsibility:
 - a. Watch tackle on the opposite side. If he blocks aggressively, read run. If he pass blocks, read pass.
 - b. Responsible for the ball, runner and action around him in the neutral zone.
 - c. If the action is not in the direction of the original position, move toward or parallel to the scrimmage line, maintaining position approximately in line with runner's progress.
 - d. Delay moving immediately toward line of scrimmage to avoid hindering reverse or delayed play and to assure maximum vision of play.
2. Move behind play toward the side of the field to which play advances to cover runner if he is downed near the line. You shall work from sideline to sideline and be responsible for the runner until he reaches the line of scrimmage.
3. Check following:
 - a. Maintain focus on QB – action on quarterback after handoff or pitch out is primary responsibility.
 - b. Illegal use of hands by A players and illegal blocks by A behind A's line of scrimmage.

U	c. Action behind the ball and away from the runner near line. d. Signal from Head Linesman or Line Judge indicating foremost point of ball on quick line plays. e. Backward or forward pass when the ball is thrown. f. Out-of-bounds spot behind neutral zone. 4. When the ball is dead: a. Let your forward progress officials sound their whistles – Referees should not sound whistle except to stop continuing action. b. Signal number of next down to the Head Linesman for initial confirmation then to others in the crew. 5. Help spot or relay the ball when applicable. 6. If 1st down has been made or change of team possession has occurred, give a time-out signal to stop the clock unless already stopped by rule. II. UMPIRE A. After ball is spotted: 1. If the Play Clock is not running, remain over the ball until the ball is ready for play by rule or the Referee signals you to move. If the Play Clock is running, spot the ball and move as quickly as possible to your pre-snap position. 2. You shall assume an initial position somewhere from 8 to 10 yards behind team B's line and between the offensive tackles - you shall very rarely be positioned outside the offensive tackles. 3. Your position to either side of the ball shall not be dictated by the Referee's initial position. 4. You shall be in position to view the actions of the interior linemen of both teams. 5. You shall focus on illegal action by and on the snapper. 6. Check following: a. Count A players and that 5 players numbered 50-79 are on the offensive line. b. Interference with snap, false start, or encroachment. c. Disconcerting acts or words by B. d. Note the position of the ball between hash marks. B. After snap: 1. Areas of responsibility: a. Initially read Guard, Center, Guard, then the point of attack paying particular attention to free blocking zone restrictions. b. When play is wide to side: (1) Move in that direction observing initial line play and action around the runner (especially on short gains or side zone losses). (2) Remain inside working out to maintain boxed in coverage. c. When hole opens directly in front of you: (1) React and adjust according to play, including moving laterally (quick side step or pivot) away from hole being alert for tight end cutting across. (2) cover action at the point of attack and then behind the runner. 2. Check for illegal use of hands or arms and other fouls near the neutral zone. 3. Be alert for following: a. If a fumble occurs beyond the neutral zone, assist in determining who secures possession.
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- b. Do not sound whistle – leave it to the forward progress officials.
- c. Spot the ball for the ensuing play. When the ball becomes dead near the line to gain, carry the ball to the appropriate wing official and allow them to spot the ball. The Umpire should not place the ball down and then pick it up and carry it to the wing official. All officials must be alert as to when a play ends near the line to gain.

III. HEAD LINESMAN AND LINE JUDGE

A. After ball is spotted:

1. You shall assume an initial position at least one yard out of bounds, and straddle the line the ball is on.
2. You shall be responsible for the player in motion away from you and remain responsible for him if he reverses direction.
3. You shall use the extended arm signal to indicate that the closest player of team A to you is off the line of scrimmage. This same signal shall be given when a pass is ruled backwards.
4. You shall be conscious of illegal formations, encroachment, false starts, and snap infractions.
5. When the ball comes to your side and the ball becomes dead, you shall hustle in and get an accurate forward progress spot while visually signaling the ball is dead.
6. Give proper signal when receivers are covered.
7. Count A players and verify that A players on your side are momentarily inside the 9-yard marks (top of the numbers) after the ball is ready for play and before the snap, then signal to Referee.

B. After snap:

1. Areas of responsibility:

- a. Observe your initial pre-snap **Initial Responsibility** (i.e. Tackle).
- b. Be alert for quick plays into line and assist in marking forward progress with downfield foot.
- c. On wide runs to your side, observe blocking near neutral zone in front of runner.
- d. Check actions on your **Initial Responsibility**.
- e. When the ball comes wide to your side of the field, your first step should be toward team A's backfield.
 - (1) Let the play pass and then officiate the sideline, the runner, and action ahead of the runner. Move parallel to the sideline and when the ball becomes dead, square off at 90° to the sideline. Proceed toward the dead ball spot until you encounter players. On plays close to the line-to-gain and goal line, come to the dead ball spot hard and fast being decisive as to the forward progress that was gained.
 - (2) Sound whistle when you confirm that the ball becomes dead and move to the forward progress spot.
 - (3) If the ball becomes dead in the side zone, spot the ball at the forward progress spot or toss to the Referee or Umpire for spotting between the hash marks.
- f. When ball goes to opposite side:

- (1) Move cautiously across toward that area for backside officiating until certain there will be no reverse or counter play.
- (2) Observe action on linebackers and backside pursuit.
- (3) Be prepared to provide or observe the cross-field spot.
- g. On down-the-line option plays toward you, observe pitchman, loose ball, and receiver as he becomes runner.
- h. If ball goes out-of-bounds:
 - (1) Signal time-out immediately.
 - (2) Hold out-of-bounds spot; other officials will retrieve the ball.
- i. If obvious first down, signal clock to stop. If close to a first down, the Line Judge will alert the Referee that it is close. The official obtaining the spot of forward progress should go all the way to the ball, if possible, on spots close to first down yardage.
2. While moving downfield with the runner, watch for illegal forward pass or fumble.
3. If play continues following an illegal forward pass, drop the penalty marker at the spot of the pass to indicate where the run ended and at the spot of any subsequent foul.
4. When the ball becomes dead and you are not the covering official, mirror the opposite official without bird-dogging until the spot is taken or controlled by the Umpire.
5. Be responsible for the entire sideline.
6. Assume primary goal line responsibility following the snap when the snap originates from on or inside the 7-yard line on either end of the field.
7. On short yardage plays (3 yards or less), like Goal Line Mechanics, release immediately to the Line to Gain and officiate from there.

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HEAD LINESMAN: (Working with line-to-gain equipment and crew):

- C. Echo Referee's signal verbally and with proper hand signal.
- B. Repeat the Referee's time-out signal.
- C. Do not turn back on the field of play when having equipment moved.
- D. Authorize the down marker to be moved only after the Referee's signal.
- E. When necessary to move yardage chain, go all the way to the sideline and:
 1. While facing the field of play, spot the foremost point of the ball with a downfield heel.
 2. Have the down marker operator mark a spot informing the Referee that the yardage chain is ready.
 3. Have line-to-gain crew set the two rods.
- F. When line-to-gain is goal line:
 1. Remove line-to-gain equipment from the sideline.

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III. SIDE JUDGE AND FIELD JUDGE

- A. After ball is spotted:
 1. Basic position and responsibilities:
 - a. Assume an initial position approximately 15-20 yards from the line of scrimmage and at least one yard out of bounds – mirror the position of the opposite official.
 - b. Cover play from outside in.
 - c. Count B players every down and exchange signals with the Back Judge.
 - d. Side Judge responsible for the accuracy of the game clock and the

following game timing situations: time outs, following scores, and media timeouts.

- e. The initial pre-snap **responsibility** will be the widest eligible receiver on your side.
- f. Assume primary goal line responsibility for any run when the snap originates outside the 7-yard line going in by taking position one to two yards out of bounds on the goal line extended.

B. After Snap:

- 1. Watch initial action by or against your **initial responsibility** player. Read the play before moving. Do not move backwards immediately. Be alert for illegal blocks, including illegal crack backs and holding by either team.
- 2. Observe action in your zone ahead of the runner. Maintain outside in coverage. On runs toward the sideline, maintain the distance between you and the wing official (15-20 yards), keeping all players in front of you. You will rule on dead ball fouls; the wing official will get most of the forward progress spots.
- 3. Cover players who are deeper than the Head Linesman or Line Judge using Man-Zone-Man.
- 4. Go toward the ball when it becomes dead in order to show presence and stop continuing actions by players. If the dead ball is not in your area, move slowly toward the dead ball keeping play boxed in and observing activity in your area and around the dead ball spot.
- 5. If the run ends out of bounds, the wing official will get the spot and you will move into the sideline area and rule on dead ball fouls.
- 6. Assume primary goal line responsibility for any run when the snap originates outside the 7-yard line going in. **Responsible for spots inside the 2-yard line.**

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V. BACK JUDGE

A. After ball is spotted:

- 1. Basic position and responsibilities:
 - a) Approximately 5 yards deeper than the Side Judge/Field Judge. Make sure you also position yourself at least slightly deeper than the deepest defensive back taking care to stay out of his way. Favor the middle of the field. Adjust your position according to game situations, formations and pre-snap **initial responsibility**.
 - b) Cover play from inside out.
 - c) Count B players every down and exchange signal with the Side Judge/Field Judge.
 - d) Responsible for timing and ruling on the play clock.
 - e) Identify your pre-snap **initial responsibility** which will be the third eligible receiver in when the offense is in Trips; otherwise, the second eligible receiver in on the strong side of the formation. If the formation is balanced, your **initial responsibility is** the second eligible receiver on the press box side of the field.
 - f) On “take a knee”-plays, position as close as necessary to discourage late hits and unsportsmanlike acts, provided no receivers are releasing downfield.

B. After snap:

1. Watch initial action by or against your **initial responsibility** player. Read the play before moving. Do not move backwards immediately. Be alert for illegal blocks, including illegal crack backs and holding by either team.
2. Observe action in your zone behind the Umpire and ahead of the runner. Maintain inside out coverage. On runs toward the sideline, look for action away from the runner.
3. Go toward the ball when it becomes dead in order to show presence and stop continuing actions by players. If the dead ball is not in your area, move slowly towards the dead ball, keeping play boxed in and observing activity in your area and around the dead ball spot.
4. Assume primary goal line responsibility for any run where the snap originates inside the 20-yard line going in. (See positioning for Goal Line plays)

VI. ALL OFFICIALS

A. General

1. Keep play properly boxed in.
2. Before sounding whistle:
 - a. Be certain the ball is dead.
 - b. Be certain of the location of the ball.
 - c. Keep your eyes on the runner when you are the covering official.
3. When ball becomes dead in your area, see the ball, then sound whistle promptly, and be alert for:
 - a. Dead ball fouls.
 - b. Surprise plays or fumbles.
 - c. Close toward the ball and end of play action until resistance.

B. If there is a fumble, covering official should:

1. Mark the yard line of the fumble with a bean bag.
2. Rule on possession immediately if known, but all officials should not signal direction.
3. If defense recovers, the covering official should immediately signal time-out.
4. If the fumbling team recovers, the covering official should indicate the number of next down with finger(s) or fist if 4th down.
5. If the ball becomes dead before fumble, the covering official sound whistle immediately to indicate down has ended.

C. If ball goes out-of-bounds:

1. Covering official:
 - a. Give a time-out signal immediately and check the clock status.
 - b. Mark and hold spot while facing outside the field of play at approximately 45° to the sideline.
 - c. Continue to observe action.
2. Nearest free official retrieve ball, unless the covering official is in the best position to do so.
3. Other officials:
 - a. Echo time-out signal. Check Game Clock.
 - b. Move quickly into position to assist getting the ball ready-for-play.

PASSING PLAYS

(R)(U) (H)(L) (B)(S)(F)	STRENGTH OF FORMATION Strong side determination is based on: - Most eligible receivers outside the tackle - Press box side is the strong side in balanced formation
(R)	<u>FORWARD PASS</u> I. REFEREE A. After ball is spotted: - When required, declare the ball ready-for-play using established procedure. - Position: You shall assume the same initial position as for any snap down in which the offensive team does not set or shift into a scrimmage kick formation. - Count A players, note eligible backs, and exchange signals with Head Linesman and Line Judge. B. After snap: - Read the initial block of the offensive tackle on the opposite side. - Observe all the action on the QBs who is your primary responsibility. - As passer retreats, remain wide and deeper than passer. - Give special attention to contact with passer: - After the ball is released, continue to observe the passer, not the flight of the ball. - Verbally alert defenders when the passer has released the ball. - Determine whether the pass is forward or backward on a drop back pass by the passer. Exception: On throws near parallel to the Line of Scrimmage, it is the wing official's responsibility to determine if the pass is forward or backward. - Be alert to observe illegal passes and if illegal: drop penalty marker and continue to officiate. - Primarily responsible for intentional grounding but seek help/verification from other officials, if needed. - Continue to observe action behind the neutral zone before leaving the area. - Responsible for passer (including forward progress spot) until he crosses neutral zone and has illegal forward pass responsibility. - Provide sideline support near the line of scrimmage if a pass play breaks down.
(U)	II. UMPIRE: A. After spotting the ball: - If the Play Clock is not running, remain over the ball until the ball is ready for play by rule or the Referee signals you to move. If the Play Clock is running, spot the ball and move as quickly as possible to your pre-snap position. - You shall assume an initial position somewhere from 8 to 10 yards behind team B's line and between the offensive tackles - you shall very rarely be positioned outside the offensive tackles. - Your position to either side of the ball shall not be dictated by the Referee's initial position. - You shall be in position to view the actions of the interior linemen of both teams. - You shall focus on illegal action by and on the snapper.

6. Check following:

- a. Count A players and that 5 players numbered 50-79 are on the offensive line.
- b. Interference with snap, false start, or encroachment.
- c. Disconcerting acts or words by B.
- d. Note the position of the ball between hash marks.

B. After snap:

1. Be alert for illegal contact on snapper.
2. Watch for illegal contact and illegal use of hands.
3. When you read forward pass, step towards the Neutral Zone. Do not back up.
 - a. Watch blocking on the interior line.
 - b. Rule whether ineligible is illegally downfield.
 - c. If the passer scrambles, go to the line of scrimmage and remain until the pass is thrown, the ball becomes dead, or the play crosses the line of scrimmage.
 - d. Determine whether or not the pass or the passer goes beyond the Neutral Zone.
4. Observe action of players in and just behind the Neutral Zone.
5. Assist with coverage on short passes over the middle of the field. Turn as the pass goes by you.
6. Know when the forward pass first touches anything.
7. When the ball becomes dead near the line to gain, carry the ball to the appropriate wing official and allow them to spot the ball.



III. HEAD LINESMAN AND LINE JUDGE

A. After ball is spotted:

1. You shall assume an initial position at least one yard out of bounds, and straddle the line the ball is on.
2. You shall be responsible for the player in motion away from you and remain responsible for him if he reverses direction.
3. You shall use the extended arm signal to indicate that the closest player of team A to you is off the line of scrimmage. This same signal shall be given when a pass is ruled backwards.
4. You shall be conscious of illegal formations, encroachment, false starts, and snap infractions.
5. When the ball comes to your side and the ball becomes dead, you shall hustle in and get an accurate forward progress spot while visually signaling the ball is dead.
6. Give proper signal when receivers are covered.
7. Count A players and verify that A players on your side are momentarily inside the 9-yard marks (top of the numbers) after the ball is ready for play and before the snap, then signal to Referee.

B. After snap:

1. Focus on the initial actions of your **initial responsibility** as follows:
 - a. Trips: The second eligible receiver (See Figure A)
 - b. Balanced: Line Judge has the back and Head Linesman has the second eligible receiver (See Figure B)
2. Move to position to check blocking and contact of eligible receivers and linebackers.

3. Determine whether a quick pass or pitchout thrown toward you is forward or backward.
 - a. Do not signal if the pass is forward.
 - b. Give the backward pass signal as quickly as you determine the pass is backward.
 - c. Be aware of screen passes, and be able to rule on a complete or incomplete pass behind the line of scrimmage.
4. Move downfield only after a forward pass crosses the line of scrimmage.
 - a. Watch for pass interference or holding by either team.
 - b. Be ready to rule on fumble or illegal pass after completion.
 - c. Be able to rule on passes near the sideline.
5. If pass is incomplete in your area:
 - a. Sound whistle.
 - b. Give an incomplete pass signal.
 - c. Assist with ball retrieval and relay to the official nearest the previous spot.
6. Be ready to adjust coverage if a potential passer decides to run.
7. Be alert for sideline action.
8. Be alert for forward progress of the runner.
9. Responsible for the entire sideline.
10. Secure eye contact with other officials when the ball is thrown between you and these officials in determining whether or not the pass was trapped. Be sure that these officials are giving the same ruling before you give any signal.
11. Be alert for ineligible receivers.

IV. SIDE JUDGE AND FIELD JUDGE

A. After ball is spotted:

1. Your basic position and responsibilities are the same for any snap down in which team A does not set or shift into a scrimmage kick formation.

B. After snap:

1. Watch initial action by or against your **initial responsibility** player. When you read pass, expand your coverage and check blocking or contact by or against all eligible receivers in your coverage area. Be alert for offensive pass interference (including illegal picks), defensive holding, and illegal use of hands.
2. Cover deep receivers generally in the side zone. Do not let any receiver get behind you. Watch all contact in your area before the ball is thrown. Officiate Man- Zone-Man.
3. When a pass is thrown, maintain the distance between you and the wing official (15-20 yards), keeping all players in front of you. While the ball is in flight, watch opposing players who are contesting the pass. Be alert for pass interference or holding by either team.
4. Be prepared to rule on completion or interception of the pass. If the player attempting a catch has his back to you, look for help from any official in a better position to rule on the catch before making your call.
5. Be ready to rule on a fumble or illegal pass after the catch.
6. Be alert to rule on passes involving the goal line, end line or sideline – get visual confirmation from the Back Judge on End Line and Goal Line situations and the Head Linesman/Line Judge on sideline situations before making the ruling. The official looking into the receiver and the ball rules on the catch (possession); the other official rules on the feet and the line (side or end line).

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Ⓑ	7. If pass is incomplete in your area: a. Sound whistle. b. Give an incomplete pass signal. If not in your area, give a stop clock signal and verify. c. Continue to observe contesting players. d. Help retrieve and/or relay the ball after action has ended. 8. If pass is complete deep in your area: a. Sound whistle when ball becomes dead. b. Move towards the dead ball . c. Assist the Head Linesman/Line Judge with the forward progress spot. d. Continue to observe contesting players. e. If line-to-gain has been reached, give a time-out signal. V. BACK JUDGE A. After ball is spotted: 1. Your basic position and responsibilities are the same for any snap down in which team A does not set or shift into a scrimmage kick formation. B. After snap: 1. Watch initial action by or against your initial responsibility player. When you read pass, expand your coverage and check blocking or contact by or against all eligible receivers in your coverage area. Be alert for offensive pass interference (including illegal picks), defensive holding, and illegal use of hands. 2. Cover deep receivers down middle. Do not let any receiver get behind you. Watch all contact in your area before the ball is thrown. Officiate Man-Zone-Man. 3. When a pass is thrown, maintain proper distance while keeping all players in front of you. While the ball is in flight, watch opposing players who are contesting the pass. Be alert for pass interference or holding by either team. 4. Be prepared to rule on completion or interception of the pass. If the player attempting a catch has his back to you, look for help from any official in a better position to rule on the catch before making your call. 5. Be ready to rule on a fumble or illegal pass after the catch. 6. Be alert to rule on passes involving the Goal Line or End Line. Get visual confirmation from the Side Judge/Field Judge before making the ruling. The official looking into the receiver and the ball rules on the catch (possession); other official rules on the feet and the line (side or End Line). 7. If pass is incomplete in your area: a. Sound whistle. b. Give an incomplete pass signal. If not in your area, give a stop the clock signal and verify. c. Continue to observe contesting players. d. Help retrieve and/or relay the ball. 8. If pass is complete deep in your area: a. Sound whistle when ball becomes dead. b. Move towards the dead ball. c. Assist the Head Linesman/Line Judge with the forward progress spot. d. Continue to observe contesting players. e. If line-to-gain has been reached, give a time-out signal.
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(R) (U)
 (H) (L)
 (B) (S) (F)

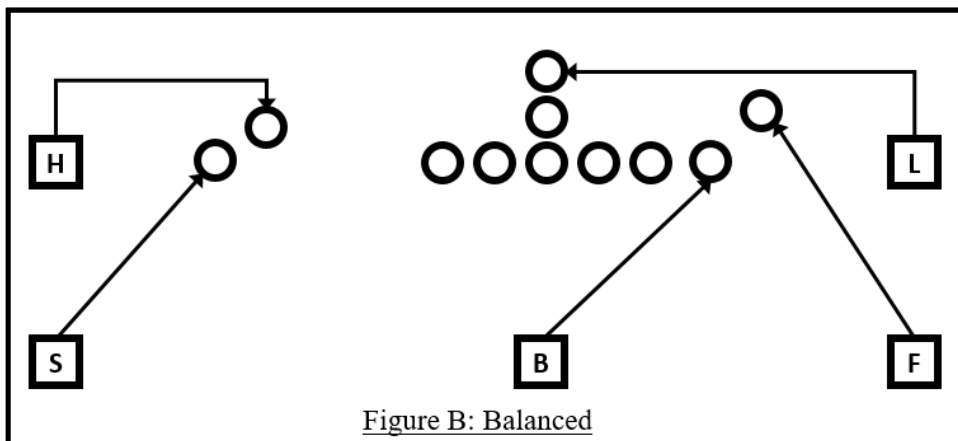
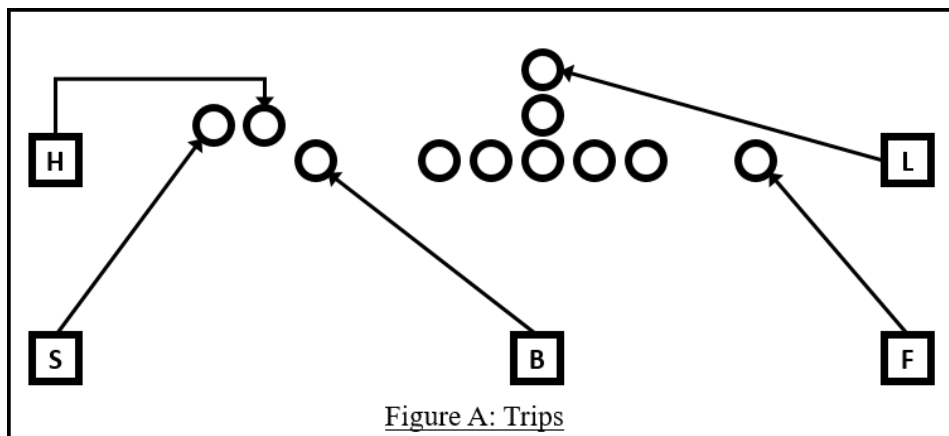
VI. COVERING OFFICIALS

- A. Be alert for illegal passes.
- B. Observe touching or catching by eligible or ineligible players.
- C. Watch for holding of eligible receivers and all contact beyond the neutral zone both before and after a pass is thrown.
- D. If pass intercepted inside defensive team's 5-yard line and player making interception is downed in end zone or ball goes out-of-bounds there:
 - 1. Be prepared to rule whether his initial momentum took him into the end zone.
 - 2. Mark spot of interception with bean bag.
- E. Should not use "Catch Signal" on completed passes

STRENGTH OF FORMATION

Strong side determination is based on:

- a. Most eligible receivers outside the tackle
- b. Line Judge side is the strong side in balanced formation



SCRIMAGE KICKS

SCRIMAGE KICK (PUNT)

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I. REFEREE

A. After ball is spotted:

1. Position 3-5 yards outside tight end and 2-3 yards behind player in kicker's position on kicking foot side.
2. Be able to see the ball and observe all backs.
3. Count K players and signal.

B. After snap:

1. When the ball is kicked, observe the initial trajectory, but do not watch the ball. Watch for fouls behind the neutral zone especially near kicker — do not take your eyes off the kicker to watch the flight of the ball.
2. Be alert for blocked kick and be ready to rule on recovery.
3. After the ball crosses the neutral zone, observe line play.
4. Move downfield slowly following the kick.
5. Watch for fouls and be ready to pick up the runner if there is a long return.
6. Determine from covering official if the ball was touched beyond the neutral zone and by whom.
7. If the kick is out-of-bounds in flight, you shall move to the spot from where the ball was kicked and line up the covering official with the spot where the ball crossed the sideline by using an outstretched arm.
8. Check with the side judge, field judge or back judge for possible fair catch.
9. If no foul, signal Head Linesman to move line-to-gain equipment.
10. Verify all officials are in position then obtain ready sign from Head Linesman before giving ready-for-play signal.

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II. UMPIRE

A. After spotting the ball, if the Play Clock is not running, remain over the ball until the Referee has given the ready-for-play signal or signal to move. If the Play clock is running, spot the ball and move to your pre-snap position as quickly as possible.

1. For each snap down, your initial position shall be the same.
2. Position: 8 to 10 yards deep between team A's tackles being able to observe the ball and action on the snapper.
3. Count offensive players and signal, check the numbering exception for interior offensive linemen.
4. Pre-snap initial responsibilities are the offensive guards and center.

B. After snap:

1. Step toward the neutral zone and be alert for roughing the snapper, then shift to the action of offensive guards and backs behind the neutral zone. If there is a broken play, go to the line of scrimmage and be able to rule on illegal kicks or passes from beyond the neutral zone.
2. Read the play, be alert for a run or pass.
3. Be alert to assist the Referee in covering a short or blocked kick and determining if the ball crosses the neutral zone.
4. Following the kick, pivot to view the center of the field to observe blocks in the middle zone and move toward the return area observing players away from the ball from the inside out.
5. Be alert for fouls in secondary and move downfield slowly.

- b. Let the play pass and then officiate the sideline and action ahead of the runner. Move parallel to the sideline and when the ball becomes dead, square off at 90° to the sideline. Proceed toward the dead ball spot until you encounter players.
- c. When ball becomes dead, sound your whistle, give a time-out signal, and mark the spot
- 5. Cover all kicks in the side zone:
 - a. Know where and by whom the kick was first touched.
 - b. Be prepared to rule on kick catching interference.
 - c. If R touches or is touched by the ball prior to K's touching, give the legal touching signal and allow the play to continue.
 - d. When K is first to touch a grounded scrimmage kick which is moving; mark spot with beanbag and continue to officiate.
 - e. When K is first to touch a grounded scrimmage kick at rest beyond the neutral zone, sound whistle, give time-out signal and mark spot.
 - f. If the kick goes deeper than the receiver on your sideline, stay with the ball and be prepared to make any ruling concerning its status. If the kick goes to the opposite sideline, perform backside officiating.
 - g. If the ball is short to your sideline, assume responsibility for the ball and observe actions of players around the ball. If it is to the opposite sideline, perform backside officiating.
 - h. Use your bean bag to mark the end of the kick if you are the covering official.
- 6. Following fair catch (covering official):
 - a. Make sure of possession on fair catch.
 - b. Sound whistle, give time-out signal and mark spot.
 - c. Be sure the Referee knows it was a fair catch.
- 7. When fair catch is signaled but not made, stay with the player who made the signal to watch for an illegal block.
- 8. Cover the kick return, watching the blocking until the runner moves into your area of responsibility. Officiate using reverse mechanics.
- 9. A kick which is not a scoring attempt becomes dead when it breaks the plane of R's goal line.
- 10. When kick becomes dead:
 - a. Sound whistle immediately and give a time-out signal or touchback signal.
 - b. Inform Referee of ball status before placing it for the next play.
- 11. If the kick is caught inside the receiver's 5-yard line and momentum is a factor, mark the appropriate yard line with a bean bag.

Ⓑ

V. BACK JUDGE

- A. After ball is spotted:
 - 1. Initial position shall be no less than 5 yards behind and to the side of the deepest receiver generally to the wide side of the field. If there are multiple receivers, position in the middle of the field.
 - 2. Count R players and signal.
 - 3. Assume initial position with bean bag in hand.
- B. After snap:
 - 1. When the ball is kicked, observe the initial trajectory, but do not watch the ball. Observe receiver(s) in your area and movement of other players. Adjust as necessary to see the receiver touch/catch the ball.
 - 2. When the kick is short to either sideline.
 - a. Perform backside officiating.

- b. Observe the action of players around the ball.
- 3. Cover all kicks down middle:
 - a. Know where and by whom the kick was first touched.
 - b. Be prepared to rule on kick catching interference.
 - c. If R touches or is touched by the ball prior to K's touching, give the legal touching signal and allow the play to continue.
 - d. When K is first to touch a grounded scrimmage kick which is moving; mark spot with beanbag and continue to officiate.
 - e. If the kick goes deeper than the receiver, stay with the ball and be prepared to make any ruling concerning its status. On kicks deeper than the receiver and towards the sideline, observe actions of players around the ball.
 - f. Use your bean bag to mark the end of the kick if you are the covering official. Back Judge will have most of the bean bag spots.
- 4. Following fair catch:
 - a. Sound whistle, give time-out signal and mark spot.
 - b. Be sure the Referee knows it was a fair catch.
- 5. When a fair catch is signaled but not made - stay with the ball.
- 6. Cover the kick return, watching the runner until he moves into another official's area of responsibility. After handing the runner off, observe action behind the runner and all contact in your area.
- 7. A kick which is not a scoring attempt becomes dead when it breaks the plane of R's goal line.
- 8. When the kick becomes dead:
 - a. Sound whistle immediately and give appropriate signal.
 - b. Inform Referee of ball status before placing it for the next play.
- 9. If a kick is caught or recovered inside the receiver's 5-yard line and momentum is a factor, mark the appropriate yard line with a bean bag.

KICKOFFS

KICKOFF

(See Figure C)

- Referee – R's Goal Line Middle of Field
- Umpire – K's Free Kick Line, Press Box side
- Head Linesman – R's Goal Line Pylon, Opposite Press Box side
- Line Judge – R's Goal Line Pylon, Press Box side
- Back Judge – K's Free Kick Line, Opposite Press Box side
- Side Judge – R's Free Kick Line, Opposite Press Box side
- Field Judge – R's Free Kick Line, Press Box side

I. REFEREE

A. Before kick:

1. Position: R's goal line in the middle of the field.
2. Count R players, signal and confirm with the Head Linesman and Line Judge.
3. Check positions of other officials.
4. Hold arm above head to request ready sign from the other officials.
5. After ready signs have been received, give the ball ready for play signal and sound whistle to signal that kick can be made.
6. If short free kick is obvious:
 - a. Take position on the 10-yard line and be prepared to rule on touchback.
 - b. Be alert to assist other officials.
7. Give all signals for any fouls to be administered prior to a free kick.

B. After kick:

1. During a kick return down the middle:
 - a. Signal clock to start when kick is touched by the receiving team.
 - b. Pick up the runner and follow until releasing to covering official.
 - c. Observe action of other players in the vicinity of the runner.
2. Kick deep:
 - a. While standing on the goal line be prepared to rule on touchback. Has primary responsibility for ruling on the plane of the goal line.
 - b. If a kick is caught or recovered inside the 5-yard line, be ready to rule on momentum. If the player is downed in the end zone, or the ball goes out-of-bounds there, rule on whether the player's momentum took him into the end zone and mark spot of catch or recovery with a bean bag.
3. Kick outside hash marks:
 - a. Move cautiously with play.
 - b. Observe action of other players in the vicinity of the runner.
 - c. Serve as clean-up behind, to the side of, and around the runner.
4. Kick out-of-bounds — the HL and LJ have responsibility for kicks out of bounds.

II. **FIELD JUDGE** AND SIDE JUDGE

A. Before kick:

1. Position:
 - a. **Field Judge - R's** free kick line on the Press Box sideline.
 - b. Side Judge – R's free kick line on the opposite Press Box sideline.
2. Count K players, and exchange signals with one another.

3. Be certain spectators are behind the restricted area and coaches and substitutes are in the team box.
4. Hold your arm above your head to indicate you are ready.
5. Watch for any infractions involving R's free kick line.
6. If a short free kick is obvious, remain in position on R's restraining line with a bean bag in hand. Always be alert for short free kick.

B. After kick:

1. Be alert for first touching by K — mark spot with bean bag.
2. Be alert for a kick which does not cross R's free kick line.
3. Mark out-of-bounds spot if the kick goes out-of-bounds in your area.
4. Watch initial blocks by players near R's free kick line.
5. **Field Judge** Only: Allow the players to advance beyond the receiver's free kick line, then move to your respective hash mark. Watch blocks on initial **responsibility player**.
- Move 8-10 yards from R's **free kick line** and officiate from inside-out
6. **Side Judge** Only: Remain on the sideline and move 8-10 yards from the **Receiver's** free kick line. Stay in front of the play, officiating outside-in, and be prepared to rule on sideline plays and/or pylon plays.
7. Always be alert for short free kick.
8. If crew is expecting an on-side kick and **Head linesman and Line Judge are positioned on the 45-yard line**, **Field Judge and Side Judge have coverage of Receiving Team if the kickoff goes past the 50-yard line in flight (i.e. Pooch Kicks and/or Standard Kicks).**

III. HEAD LINESMAN AND LINE JUDGE

A. Before kick:

1. Position: Goal Line on respective sideline (i.e. Head Linesman opposite the Press Box side, Line Judge Press Box side).
2. Monitor bench area.
3. Be certain spectators are behind the restricted area and coaches and substitutes are in the team box.
4. Count R players and exchange signals with the Referee.
5. Hold your arm above your head to indicate you are ready.
6. If an on-side kick is obvious:
 - a. **Position on the 45-yard line on respective sidelines**
 - b. Be alert and ready to assist with **blocks and** touching

B. After kick:

1. Kick to your side.
 - a. Signal clock to start when kick is legally touched.
 - b. Pick up the runner while observing the point of attack and action ahead of the runner.
 - c. When the ball becomes dead, sound the whistle and give a time-out signal.
 - d. Be prepared to rule if the ball breaks the plane of the goal line or out of bounds first.
2. Mark the spot where the kick goes out-of-bounds on your sideline.
3. Maintain position enabling coverage of your sideline at all times.
4. Observe legality of blocks and action away from the ball when you are not covering the runner.
5. Kick to opposite side of field:

(H)(L)

	a. Move quickly up field and observe the action of players. b. Observe action of other players near the runner. c. Be prepared to provide or observe the cross-field spot.
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IV. BACK JUDGE AND UMPIRE**A. Before kick:**

1. Back Judge - Take charge of the ball.
2. Back Judge - Position: K's free kick line on the field to assist kicking team alignment..
3. Back Judge - Use the following procedures on the initial kick, and ensure the instructions are understood on all subsequent kicks:
 - a. Check kicking tee legality
 - b. Hand the kicker the ball
 - c. Point out the Referee
 - d. Instruct the kicker to wait for the Referee's signal before kicking
4. Move to position just outside the respective sideline (i.e. Back Judge – K's free kick line opposite Press Box side, **Umpire** K's free kick line Press Box side)
5. Count K players, and exchange signals with one another.
6. Be certain spectators are behind the restricted area and coaches and substitutes are in the team box.
7. Hold your arm above your head to indicate you are ready.
8. Watch for any infractions involving K's alignment or free kick line.
9. Be aware of illegal kicks such as a pop up kick.

B. After kick:

1. Be alert for first touching by K — mark spot with bean bag.
2. Be alert for a kick which does not cross R's free kick line.
3. Mark out-of-bounds spot if the kick goes out-of-bounds in your area.
4. Watch initial blocks by players near R's free kick line.
5. Back Judge Only: Allow the players to advance beyond the kicker's free kick line, then move to your respective hash mark. Watch blocks on initial **responsibility player**, with emphasis on the kicker. Move 8-10 yards from K's restraining line and officiate from inside-out while being prepared for goal line responsibility on long returns.
6. **Umpire** Only: Remain on the sideline and move 8-10 yards from the kicker's free kick line. Stay in front of the play, officiating outside-in, and be prepared to rule on sideline plays and/or pylon plays.
7. Always be alert for short free kick.

VII. ALL OFFICIALS**A. Covering official(s) signal clock to start when appropriate by rule.****B. Kick out-of-bounds between goal lines:**

1. Sound whistle.
2. Give a time-out signal, and mark the spot.
3. Determine if R had touched the ball inbounds.

C. Observe and rule on fair catch signal given by R**D. Sound whistle when ball becomes dead in your area and give time-out signal.****E. Free kick following safety:**

1. Each official assumes the same relative position and has the same duties as on kickoff.
2. Ball put in play by dropkick, place kick or punt.

(R)(U)

(H)(L)

(B)(S)(F)

INITIAL RESPONSIBILITIES FOR KICKOFFS

- Referee – Deep receivers, Middle of Field
- Umpire – Outer two K players (9 & Gunner), Press Box side
- Head Linesman – Deep receivers, Opposite Press Box side
- Line Judge – Deep receivers, Press Box side
- Back Judge – Interior three K players (2-4) and Kicker (5), Opposite Press Box side
- Side Judge – Outer two K players (1 & Gunner), Opposite Press Box side
- Field Judge – Interior three K players (6-8), Press Box side

FIELD GOAL AFTER A FAIR CATCH OR AWARDED FAIR CATCH

(R)(U)

(H)(L)

(B)(S)(F)

- Back Judge and Field Judge shall take their normal positions under the uprights.
- Head Linesman shall be on the goal line opposite the press box.
- Line Judge shall be on the goal line on the press box side.
- Umpire shall be on R's restraining Line on the press box side.
- Side Judge shall be on K's restraining line opposite the press box.
- Referee shall be behind the kicker.

FIELD GOAL / TRY

FIELD GOAL / TRY

I. REFEREE

A. After ball is spotted:

1. Position: 2-3 yards to the rear and 3-5 yards **to the side** of the potential kicker, facing the holder and able to see the holder receive the ball.
2. Count K players and signal.
3. Observe kicker, holder and opposite side tackle.
4. Observe status of holder for dead ball exception.

B. After snap:

1. Watch for muff or fumble by the holder.
2. Cover as usual if run or pass.
3. Signal score or no score after receiving signal from Field Judge and Back Judge.
4. Rule on contact with kicker or holder. (Do not watch the flight of the ball.)
5. If a try is blocked, immediately sound the whistle and give the no score signal.
6. If a field goal is blocked, the ball remains live.

II. UMPIRE

A. After ball is spotted:

1. You shall assume an initial position that will allow you to carry out your responsibilities in the best possible manner.
2. Count K players and signal and check for use of numbering exception.

B. After snap:

1. Step toward the neutral zone reading interior linemen. Your movement and responsibility are the same as for a punt from scrimmage.
2. Check action on the snapper.
3. Be alert for determining if the kick crosses the neutral zone.
4. Be ready to assist the Referee in covering short or blocked kick.
5. Be alert for action on or by outside offensive linemen and up blocking back.
6. Shift observation to contact between defensive players and blockers behind line.
7. After players go past your position, pivot to view the center of the field and observe blocks and move toward play to observe action.

III. HEAD LINESMAN AND LINE JUDGE

A. After ball is spotted:

1. Position: Same as any other scrimmage down (adjust as needed) and count K players.
2. Observe the neutral zone and ball.

B. After the snap:

1. If pass or run, move with play as on any other goal line play.
2. Use your bean bag to mark the end of the kick if you are the covering official.

C. After the ball is dead, move towards the middle of the field to assist the Umpire.

IV. SIDE JUDGE

A. After ball is spotted:

1. Position: Line up beside Umpire behind the receiving team.
2. Pre snap: Observe the offensive tackle, tight end, and wing on their side of the field.
3. Remain there throughout the duration of the play

	B. After snap remain beside Umpire behind the receiving team and be prepared to rule on: 1. Look horizontally across the LOS to ensure receiving team players aren't stepping on teammates or leaping over the LOS. 2. Receiving team lineman illegally grabbing a kicking team tackle to pull them open so the receiving team linebacker can shoot through the gap to block the kick.
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Ⓑ Ⓕ	V. FIELD JUDGE AND BACK JUDGE A. After ball is spotted: 1. Positions: Beyond end zone and behind your upright where you feel most comfortable and have best coverage of upright. 2. Count R players and signal. B. After snap: 1. Assume responsibility for end line and for determining if kick goes over or under crossbar and inside upright: a. Back Judge rules on the crossbar and his upright. b. Field Judge rules on his upright. 2. Back Judge sounds a whistle when a successful kick passes through the uprights, or when an unsuccessful kick breaks the goal line plane. 3. The Back Judge and Field Judge are responsible for keeping their respective upright. Only the covering official should rule good or no good by using the appropriate signal when their respective upright is threatened. The official whose upright is not threatened will not provide a signal. 4. Be prepared to move if kick is blocked, obviously short, or a fake: a. If a fake develops, quickly move along the end line to the back pylon to rule on the sideline. b. Use your bean bag to mark the end of the kick if you are the covering official. VI. ALL OFFICIALS A. Take positions for field goal or try attempt only when there is a scrimmage kick formation. B. Be alert for runback of an unsuccessful field goal attempt which is caught or recovered in the field of play.
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GOAL LINE PLAYS

Ⓡ Ⓢ ⓂⓁ ⓈⓁ	<u>GOAL LINE PLAY</u> I. REFEREE A. On plays going towards the End Zone, position and cover the same as any scrimmage play. B. On plays going away from the End Zone, Referee has primary End Line responsibility. II. UMPIRE A. Position near the goal line and cover same as any scrimmage play. B. The Umpire should never give a TD signal in the end zone. The ruling of whether the live ball crosses the plane of the goal line in player possession is the responsibility/judgment of the Head Linesman/Line Judge only. However, if the Head Linesman/Line Judge is blocked out and asks for assistance (with eye contact only) as they converge on the ball, the Umpire may, if the ball is seen clearly in the end zone, respond with eye contact and a very slight and subtle “Yes nod” to indicate the ball is now in the End Zone. There shall be no signal by the Umpire if not asked for assistance, if the ball is not visible, or if the ball outside the End Zone (meaning there shall not be a “No shake” of the head). This “Yes nod” signal does not signify that he knows or is trying to rule on how the ball got there, but he is only providing information to the wing official that the ball is now in the end zone. C. When the runner has made a quick thrust into line, be sure the ball is not moved forward after it is declared dead. III. HEAD LINESMAN AND LINE JUDGE A. Position as any scrimmage play. B. On a snap on or inside the 7-yard line, has primary responsibility for the goal line going in or out of the End Zone. C. Release immediately to the Goal Line and officiate from there. 1. Run between the numbers – If the run ends short of the Goal Line, retreat and square-in to mark the spot. 2. Run outside the numbers to your side zone – If your pylon is threatened, retreat out of bounds remaining on the Goal Line extended until the down ends or the runner is downed short of the Goal Line. 3. Pass – If the pass is thrown near the intersection of the Goal line and Sideline, retreat out of bounds remaining on the Goal Line extended until the down ends or the runner is downed short of the Goal Line. D. Note the farthest point to which the ball is advanced. 1. If short of the Goal Line, move in quickly and help by marking the forward progress spot with extended foot or by actually placing the ball. (When the Side Judge and Field Judge are on goal line, the Head Linesman and Line Judge have forward progress to the 2-yard line.) IV. SIDE JUDGE AND FIELD JUDGE A. On a snap between the 25 and the 20-yard line, positioned at the 5-yard line with Goal Line responsibility B. On a snap from between the 20 and the 7-yard line, positioned at the Goal Line with primary Goal Line responsibility. Remain on the Goal Line until the runner is downed, and take responsibility of forward progress spots inside the two-yard line. C. On a snap from on or inside the 7-yard line, positioned at the End Line pylon at the snap and has primary End Line responsibility with the Back Judge for the end line.
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Ⓑ	V. BACK JUDGE A. On a snap from between the 25 and the 20-yard line, positioned at the Goal Line with primary Goal Line responsibility B. On a snap from between the 20 and the 7-yard line, positioned at the End Line with primary End Line responsibility. C. On a snap from on or inside the 7-yard line, positioned at the End Line with shared End Line responsibility with the Field Judge and Side Judge. VI. ALL OFFICIALS A. Only covering official(s) who see a touchdown should give a touchdown signal. B. Officials not observing touchdown, do not mirror the signal.
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AFTER A SCORE

Ⓡ Ⓤ ⓗ Ⓛ Ⓑ Ⓢ Ⓕ	<u>AFTER A SCORE</u> ALL OFFICIALS SHALL: A. Prevent unnecessary delays but remember there is a one-minute intermission following a try, made field goal or safety. B. Encourage both teams to take free kick positions quickly. C. Field Judge and Back Judge after signaling the score and all action has ceased, move directly to the 20-yard line then clear your sideline. Side Judge and Umpire move to kick position and assist with clearing the sideline. Head Linesman and Line Judge move to the pylon on their respective sideline. Referee moves to the Goal Line in the middle of the field. D. Record the score and the time on the Game Clock.
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ALTERCATIONS

Ⓡ Ⓤ ⓗ Ⓛ Ⓑ Ⓢ Ⓕ ⓗ Ⓛ	<u>ALTERCATIONS</u> I. ALL OFFICIALS A. If an altercation is in your area, attempt to stop the initial confrontation verbally – show presence. B. If unable to stop altercation, step back, and record the uniform number of each player or other team personnel involved. II. HEAD LINESMAN, LINE JUDGE, SIDE JUDGE, FIELD JUDGE A. Alert the Head Coach on your side to keep all team personnel off the playing area. B. Record uniform number of any nonplayer who leaves the team box during an altercation. C. ECO and PCO can assist crew in observing players that do not remain in the team box during altercation. If you see any player come from the team box during an altercation, record uniform numbers and relay to Referee.
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BEAN BAG

(R)(U) (H)(L) (B)(S)(F)	<u>BEAN BAG</u> 1. ALL OFFICIALS A. The bean bag is to be dropped on the appropriate yard line (not necessarily the spot) in accordance with following situations: 1. When the covering official sees a live ball fumble anywhere on the field, but not when the official sees only a loose ball 2. When a kicking team player first touches (i.e. first touching) a free kick in the free kick neutral zone or scrimmage kick beyond the expanded neutral zone 3. When the momentum exception applies 4. When there is an inadvertent whistle and the ball is in player possession 5. When a scrimmage kick ends B. If the bean bag falls on the wrong yard line, officiate the entire play and then immediately move the bean bag to the correct yard line.
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BETWEEN HALVES

BETWEEN HALVES

I. REFEREE

- A. Signal timer to start clock to time intermission when teams have cleared the field. At the conclusion of the halftime, signal timer to begin mandatory 3-minute warmup.
- B. Discuss any issues with the crew in the Officials' designated meeting room.
- C. Second Half Kickoff Choices:
 - 1. The game Official who escorts the team with the second-half choice obtains its second-half choice from the team's Head Coach. This occurs at the start of the mandatory 3-minute warm up and is communicated to the Referee.
 - 2. The Referee then obtains the opposing team's response to the second-half choice from the game Official escorting that team.
 - 3. With 30 seconds remaining of the mandatory three-minute warm up period, officials will begin to move near their kickoff positions to be ready for the second half.
 - 4. Following the half time intermission and mandatory three- minute warm-up period, both teams assume their respective free-kick formations.

II. HEAD LINESMAN, LINE JUDGE, SIDE JUDGE, FIELD JUDGE

- A. Officials will work opposite of their assigned positions in the First Half.
- B. At Halftime, the Head Linesman/Line Judge will switch sides of the field as well as duties.
- C. At Halftime, the Side Judge/Field Judge will switch sides of the field but will retain the same duties as each had in the first half. Exception: The official on the chain side of the field will have Side Judge duties for measurements and between quarters.
- D. The assigned Side Judge will be responsible for timing during half time.
- E. The Line Judge and Back Judge are responsible for notifying the Home and Visiting Head Coaches, respectively, and escorting the applicable team.
- F. The Field Judge and Side Judge will accompany the Line Judge and Back Judge.

BETWEEN PERIODS

R U H L S	<u>BETWEEN PERIODS</u> I. REFEREE A. Duties: 1. After confirming that there are no fouls or timing irregularities, face the press box and hold the game ball above your head signifying the official end of the quarter. 2. In the presence of the Umpire on the field near the ball, you shall note and record the down, distance, lateral position on the field, team in possession and going in or out. 3. Confirm this information with the Head Linesman and Umpire. 4. Measure distance from the nearest yard line to the foremost point of the ball, and estimate distance from the nearest hash marks. 5. In spotting the ball, check again with the Head Linesman and Umpire. 6. When notified by the Side Judge that 45 seconds have expired, signal Head Linesman and Line Judge to give their teams' 15-second warning. B. When notified by the Side Judge that 60 seconds have expired, announce down and distance. C. Declare ball ready-for-play by using established procedure. II. UMPIRE A. In the presence of the Referee on the field near the ball and prior to the moving of the chains and chain crew, you shall record the down, distance, lateral position of the ball, team in position and going in or out. B. Assist Referee. C. Quickly take the ball to the corresponding point on the other half of the field and reverse directions. III. HEAD LINESMAN 1. Along with the Side Judge, record the team in possession, down, distance and yard lines where the ball and chain clip are located. 2. Once confirmed with the Referee, secure chain clip and the chain crew will switch rod positions. 3. Set the chain clip on the back of the proper yard line at the opposite end of the field. 4. Set the box on the proper yard line at the opposite end of the field, and confirm all details. 5. Give your team 15-second warning when directed by the Referee. IV. LINE JUDGE A. Go to the corresponding yard line while remaining within 5 yards of the sideline to assist the Referee marking the ball at the opposite end of the field. B. Give your team 15-second warning when directed by the Referee. V. SIDE JUDGE A. Verify down, distance, ball location and yard line of clip with Head Linesman. B. Move to the other end of the field and identify the yard line the clip is to be placed for the Head Linesman. C. Make sure chains are set properly. Confirm down, distance and ball location with the Head Linesman. D. Assume responsibilities as for time-out.
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Ⓑ	E. Times 60-second interval; give 2 or 3 short blasts with the whistle to notify Referee at 45 seconds and visually notify Referee when 60-second interval expires. VI. BACK JUDGE A. Record the down, distance, lateral position on the field, team in possession and going in or out. B. Move swiftly to the corresponding point on the other half of the field and confirm details with the Referee and Umpire. VII. ALL OFFICIALS A. Limit of three team attendants are permitted on field. B. Either legal type coach-player conferences may be held.
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CHAIN CREW

Ⓕ	<u>CHAIN CREW</u> HEAD LINESMAN AND LINE JUDGE: A. Provide the members of the chain crew with the following instructions and procedures: 1. Remind crew they work in conjunction with the officiating crew. 2. Secure and check the line-to-gain and down marker indicators. Ensure that the line-to-gain equipment measures 10 yards and is marked at halfway point with tape. This will assist on penalties measured from the previous spot or spot fouls to determine first down enforcement. 3. The Head Linesman/Line Judge's heel will mark the six-foot restraining line spot where the rear rod is to be placed for each 1st down that starts a new series. 4. The box will move on eye contact and down indication by the Head Linesman/Line Judge. The chains will move on wave signal. 5. Set up the chains 2 yards off the sideline and clip the chain on the back edge of the five-yard stripe closest to the rear stake (unless it is within 2 yards of the rear stake). 6. The box or chains shall not move until directed. 7. If there is a penalty marker, hold position and tell the Head Linesman/Line Judge. 8. If there is a first down or long gain, hold position until signaled to move. 9. When play comes your way, lift stakes and box and step back 10. When play comes out of bounds, drop the box or stakes and move back for safety. 11. Be courteous, patient, and professional to the coaches and players when moving within the team area. 12. Remove the chains with stakes on the ground for first downs inside the 10-yard line. 13. Place the box on the line of scrimmage for all try for points with 4th down indicated. 14. The Clip Person shall clip the chain marker on the back edge of the 5-yard stripe closest to the rear chain stake (unless it is within 2 yards of the rear stake) B. Explain measurement mechanics. ADDITIONAL NOTE: Either ECO or PCO can assume the Line Judge's pre-game position at the 45-yard line to allow the Line Judge to participate in Chain Crew pre-game.
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COACH-REFEREE CONFERENCE

COACH-REFEREE CONFERENCE

I. PURPOSE

- A. Allows a Head Coach to request a review of possible misapplication or misinterpretation of rules by officials.
- B. Allows corrections when an error has been made.
- C. This should not be treated as (or confused with) an Instant Replay Challenge.

II. PROCEDURES

- A. Request for conference must be made by the Head Coach prior to the ball becoming live, immediately following the play which is to be reviewed, unless the period has officially ended.
- B. Head Coach or player requests time-out for Referee to confer with Head Coach regarding application of a rule.
- C. Time-out granted — charged to the requesting team.
- D. Referee (accompanied by another official) and Head Coach confer at the sideline directly in front of the team box (within 5 yards of the sideline) in the field of play.
- E. If the rule is determined to have been applied correctly:
 - 1. Time-out remains charged to the team.
 - 2. Foul for delay of game will be administered if permissible time-outs have been used.
- F. If the rule is determined to have been applied incorrectly:
 - 1. Correction acknowledged and implemented.
 - 2. Time-out previously charged to the team becomes an official's time-out.
 - 3. Referee will review and explain the ruling and its results to the opposing Head Coach before continuing the game.

®

COACH DISQUALIFICATION

Ⓡ Ⓢ Ⓤ ⓗⓁ ⓅⓈⓕ Ⓡ	<u>COACH DISQUALIFICATION</u> I. REFEREE A. Provide the Head Coach with the reason for disqualification (accompanied by another official). B. Require Head Coach to vacate the stadium area. 1. If coach does not vacate: a. Inform noncompliance could lead to forfeiture. b. Locate local administration for assistance. 2. Do not continue the contest until the Head Coach vacates the stadium area. 3. Forfeit contest if necessary. C. Notify the opposing Head Coach of disqualification. II. OTHER OFFICIALS A. One other official shall accompany the Referee to the sideline. B. Assist the Referee if necessary. C. Observe all players. III. REMINDER A. It is <u>CRITICAL</u> that the Head Coach be notified by the Referee of all unsportsmanlike fouls against him or any member of his coaching staff and the time and reason noted on the game card. B. Mandatory that any coach receiving two unsportsmanlike fouls vacate the stadium area. C. If a foul is flagrant, the offender will be disqualified on the first foul. D. Immediately following the game, verbally notify your District Director. Also notify the AHSAA state office in writing of an ejection of any player, coach, or school official or any “event” in accordance with AHSAA published protocol.
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COIN TOSS

COIN TOSS

The coin toss shall be held at the center of the field 3 minutes prior to the start of the game. Only the Referee and the Umpire and no more than 4 team captains for each team shall be at the center of the field for the coin toss ceremony. The coin toss procedure shall be the same for beginning a game and for the first overtime period. At 5 minutes before game time, the team captain will enter the field and take their position on their respective sidelines.

I. REFEREE

- A. At approximately 3 minutes before game time, the Referee shall take a position to the right-hand side of the team's captain(s) on the side of the field where the Press Box is located and escort the captains to the center of the field. The captain(s) shall be positioned to your left with the speaking captain to your immediate left.
- B. Have opposing captains face each other with their backs to the sidelines then on your signal, the Umpire and you shall escort the team captains to the center of the field.
- C. After Umpire introduces captain(s) to you, introduce captain(s) to each other and give them instructions including the emphasis that the captains are the team leaders and expected to assist with maintaining good sportsmanship.
- D. In presence of Umpire:
 1. **Option 1 (Grass Field):** Inform captains if coin is not caught, you will toss again
 2. **Option 2 (Turf Field):** Inform the captains you will let the coin land on the turf.
 3. Instruct the visiting team captain to make the heads or tails choice and verify the choice with the home team's captain and the Umpire prior to tossing the coin.
 4. After making toss and determining winner, place hand on captain's shoulder and have captain choose one of following options:
 - a. Defer choice to the second half
 - b. To receive or kick
 - c. Defend a goal
 5. The opposing captain will have remaining option(s)
- E. If the winner of the toss defers, tap the shoulder of the winning captain, face the press box and give a penalty declined signal once.
- F. Once the choices have been decided, ask captains to turn their backs to the goal they will be defending. Tap the shoulder of the team making the choice to kick, receive or defend a goal and give appropriate signal. (Swing leg for kick, catching motion to receive or both arms toward the goal line chosen to defend. If choice was to defend a goal, give that signal and then the choice of kick or receive of the opposing team)
- G. Dismiss captains.
- H. Second Half choices:
 1. The game official who escorts the team with the second-half choice obtains its second-half choice from the team's Head Coach. This occurs at the start of the mandatory three minute warm up and is communicated to the Referee.
 2. The Referee then obtains the opposing team's response to the second-half choice from the game Official escorting that team.
 3. Officials will take their kickoff positions at the expiration of the three-minute warm up period.

II. UMPIRE

- A. At approximately 3 minutes before game time, take a position to the right-hand side of the team captain(s) on the side of the field opposite the Press Box. The captain(s)

	shall be positioned to your left with the speaking captain to your far left.
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Ⓜ Ⓛ ⓑ Ⓢⓕ	B. On the Referee's signal, escort the captains to the center of the field. C. After introducing your captain(s) to the Referee, you shall remain with the Referee listening to his instructions and record the coin toss options selected for accuracy. III. HEAD LINESMAN a. Remain on the sideline with the chain crew. b. Instruct the chain crew to position on the end of the field where the kick will be received. IV. LINE JUDGE A. Responsible for escorting captain(s) on the Press Box side at the sideline, ready for the coin toss prior to the opening kickoff and overtime periods. Captains should enter the field five minutes prior to kickoff to be ready for the coin toss three minutes before kickoff. B. Remain at the 50-yard line and observe the team box area. V. BACK JUDGE: A. Responsible for escorting the captain(s) opposite the Press Box at the sideline ready for the coin toss prior to the opening kickoff and any overtime period. Captains should enter the field five minutes prior to kickoff to be ready for the coin toss three minutes before kickoff. B. Remain at the 50-yard line and observe the team box area. VI. SIDE JUDGE/FIELD JUDGE 1. Each Official shall remain with the team on their respective sideline/end zone to ensure the teams do not enter the field of play during the coin toss. VII. ALL OFFICIALS A. Pre-game: 1. At the conclusion of coin toss procedures and after the captains have been dismissed, come together at the center of the field for final instructions from the Referee. 2. Record which team has first choice for second-half. 3. At the Referee's signal, break the star and hustle to kickoff positions. B. Second-half choices: 1. After choices are communicated to the Head Coaches, all officials should remain on the sidelines until 30-seconds left on the clock runs out for the 3:00 warm up period and then move to second-half kickoff positions.
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COUNTING PLAYERS

Ⓡ Ⓢ Ⓡ Ⓢ Ⓡ Ⓢ Ⓡ	<u>COUNTING PLAYERS</u> Counting players cannot be over emphasized. All officials are responsible for counting their players prior to every down and signal. In addition to counting the offensive team, the Umpire also has the responsibility for counting and verifying that 5 offensive linemen are numbered 50-79. The following officials are responsible for counting players before each snap or free kick: SCRIMMAGE PLAYS Offense: Referee, Umpire, Head Linesman, Line Judge Defense: Back Judge, Side Judge, Field Judge KICKOFFS Kickers: Umpire, Back Judge, Side Judge, Field Judge Receivers: Referee, Head Linesman, Line Judge
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DECLARING BALL DEAD

Ⓡ Ⓢ Ⓡ Ⓢ Ⓡ Ⓢ Ⓡ	<u>DECLARING BALL DEAD</u> I. STOPPING CLOCK A. On an incomplete forward pass the covering official shall only use the incomplete pass signal. (recommend 2 repetitions). All other officials shall only use the time out signal (recommend 2 repetitions). B. On an out-of-bounds play, the covering official shall signal to stop the clock when the runner steps out of bounds and the ball becomes dead. II. DECLARING BALL DEAD A. Covering official(s) will give a dead ball signal 7 (one arm straight up) indicating the ball is dead and to start 40-second play clock. B. Signals 10 (incomplete pass) and 3 (time out) will also indicate the ball is dead and to start the 40-second play clock. III. STARTING CLOCK A. The Referee shall start the game clock by using two arm rotations. IV. CLOCK – NEAR SIDELINE PLAY A. If ball becomes dead inbounds near sideline: - Covering Official shall use normal coverage. - After determining a dead ball, give the start clock signal with two arm rotations. B. If ball becomes dead near sideline and 1st down is gained: - Covering official shall use normal coverage. - After determining a dead ball, give the start clock signal using only two arm rotations and then time out signal.
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END OF GAME

(R)(U) (H)(L) (B)(S)(F) (R)	<u>END OF GAME PROCEDURE</u> I. ALL OFFICIALS A. Regulation game: 1. Shall leave the field together <u>immediately</u>. 2. Neither avoid nor seek coaches. 3. Do not discuss the game on field or make any public statement about the game to the media. 4. Report any flagrant irregularity or disqualification(s) to the state association office when applicable. B. Overtime, 10-yard line procedure: 1. Discuss the overtime procedure with each Head Coach then conduct the coin toss at center of field, using established coin toss mechanics following the appropriate intermission. 2. Toss winner shall choose whether to be on offense or defense or choose the end of field at which ball will be put in play. Coin will only be tossed in the first overtime. The loser of the coin toss will have the 2nd overtime option to choose to be on offense or defense or choose the end of the field. Options will continue to be alternated in additional overtimes until a winner of the game has been determined. 3. To start each new overtime series, the team may designate the location of the ball between inbounds lines. 4. Referee will indicate the winner of the toss by placing a hand on his shoulder. a. Then position the offensive captain facing the goal toward which ball will be advanced and the defensive captain facing his opponents and opposite goal. b. Give 1st down signal toward goal being used.
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END OF PERIOD

Ⓡ Ⓢ ⓅⓈⓇ	<u>END OF PERIOD</u> I. REFEREE A. If field clock is not used: 1. When notified by the ECO, take the official's time-out with approximately 4 minutes remaining in 2nd and 4th quarters. (When there is no field clock, the ECO will keep the game time on the press box sideline on the line of scrimmage.) 2. Inform both captains of time remaining and see that both Head Coaches are notified. 3. When time expires and the ball becomes dead, sound the whistle and give the time-out signal. 4. After confirming that there are no fouls, timing errors, a request for coach-Referee conference, or other irregularities, face the press box and hold the game ball above your head with one hand signifying the official end of the quarter. B. If field clock is used: 1. When facing the game clock, be responsible for knowing when time expires. Communicate with the Side Judge that you have the game clock. 2. If time expires prior to snap: a. Sound your whistle to prevent snap. b. If the ball is snapped immediately after time has expired, sound whistle loud and long, and give a time-out signal. c. After confirming that there are no fouls, timing errors, a request for Coach-Referee conference, or other irregularities, face the press box and hold the game ball above your head with one hand signifying the official end of the quarter. II. BACK JUDGE, SIDE JUDGE, and FIELD JUDGE: A. When the field clock is used, when facing the game clock, be responsible for knowing when time expires. Communicate with the Referee that you have the game clock. B. If time expires prior to snap: 1. Sound your whistle to prevent snap. 2. If the ball is snapped immediately after time has expired, sound whistle loud and long, and give a time-out signal.
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FIELD CLOCK

Ⓡ Ⓛ	<u>FIELD CLOCK:</u> The ECO will have a reliable stopwatch or other timing device suitable for timing the game in the event of a field clock failure. If the field clock is inoperable, or becomes inoperable during the game, the ECO will: • Continue to time the game from the sideline on the Press Box side of the field. • Remain along the line of scrimmage and will keep the Referee informed through the Line Judge of the time remaining. • Inform the Referee when four minutes remain in each half.
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HEAT TIMEOUT

Ⓡ Ⓤ ⓗ Ⓛ Ⓑ Ⓢ Ⓕ	<u>HEAT TIMEOUTS</u> - As directed by the AHSAA, “Heat Timeouts” shall be added to the timing of each contest. Refer to the annual directive from the AHSAA for specific timeout requirements, but additional timeouts may be taken anytime if deemed necessary by the Referee. The Heat Timeouts typically have the following guidelines: • Mandatory for the first four weeks (i.e. Week 0 through Week 3) • Taken at the first dead ball after the 6:00 mark of each quarter • Alternately taken within 30 seconds of the 6:00-mark if a change of possession, team time out, any score, injury, or unusual delay occurs • Example: Team A punts to Team B with 6:28 on the Game Clock. The Heat Timeout will be taken at this time. • Mandatory minimum one minute in length. • Quarter changes (i.e. between 1st & 2nd and 3rd & 4th) shall be extended by one minute from 1:00 to 2:00 • If a score takes place prior to either quarter change, the try should be completed and then the dead ball time between the try and the free kick shall be extended by an extra minute for the mandated timeout.
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INJURED OFFICIAL

Ⓡ Ⓢ Ⓑ Ⓕ	<u>INJURED OFFICIAL:</u> 1. During the pre-game conference, the Referee will specifically discuss the procedure to be followed if he or she is injured and cannot continue. 2. If an official is injured during the game and cannot continue, the Referee will determine whether the position will be replaced or continue the game with fewer officials on the field. 3. If the injured official is able to operate the clock, and if the Referee decides the ECO is capable of working on the field and is eligible, then the ECO can come on the field. 4. If the Referee determines that the ECO is not capable of working on the field, adjust positions, as necessary. The Back Judge position will be vacated when the field crew is reduced to six. The Side Judge and Field Judge will resume deep wing responsibilities with working between the sideline and the number. The official working the Side Judge will be responsible for all timing. The Side Judge and Field Judge shall adjust to formations and game situations if needed. 5. During an adjusted crew situation and during a Field Goal and PAT, the Side Judge would vacate the position of being beside the Umpire and assist the Field Judge with goal post responsibilities.
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INJURY TIMEOUT

Ⓡ Ⓢ Ⓤ ⓗⓁ ⓅⓈⓉ	<u>INJURY TIMEOUT</u> I. REFEREE A. Sound whistle and signal for an official's time out. Summon trainer(s) and/or coach(es) on field. B. Assume a position near and remain in the area of the injured player. C. For extended injury timeout, send both teams to their respective team box areas. D. Make sure the play clock is set appropriately at 25 or 40 seconds. II. UMPIRE A. Make sure summoned trainer(s) and/or coach(es) are not on the field for coaching purposes. B. Remain over the ball and observe team A's huddle. C. Verify with the Referee the proper setting of the play clock at 25 or 40 seconds. III. HEAD LINESMAN and LINE JUDGE. A. Observe your sideline being alert for illegal substitutions and conferences. Note: Players may come to sideline as long as they remain on field and coaches remain off the field. IV. BACK JUDGE, SIDE JUDGE, FIELD JUDGE A. Assume positions where you can observe and monitor team B's huddle.
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MEASUREMENTS

MEASUREMENTS

I. REFEREE

- A. Give a time-out signal.
- B. Signal Head Linesman and chain crew to bring the chain onto the field.
- C. Motion players away from the ball.
- D. Rotate the ball so the long axis is parallel to the sideline.
- E. In the side zone, measure before the ball is taken between the hash marks.
- F. If line-to-gain is not reached in the side zone, use a chain to accurately place the ball at the inbounds spot.
- G. If the ball has gone out-of-bounds, measure to the point where the ball crossed the sideline.
- H. Inside edge of forward stake marks line-to-gain.
- I. When measurement is completed:
 - 1. Signal number of next down.
 - 2. Spot ball at proper place.
 - 3. Wait for Head Linesman to signal that the line-to-gain crew has returned to their positions.
- J. If new series awarded to opponent of team which was in possession when ball became dead:
 - 1. Place the ball so that the foremost point, when it became dead, becomes the rear point when the direction is changed.
 - 2. New rear stake set with inside edge at new point of ball so that line-to-gain is 10 yards in advance of this point.
- K. After measurement:
 - 1. Declare ball ready-for-play by using established procedure.

II. UMPIRE

- A. Take forward stake from chain crew at the place of measurement.
- B. When the Head Linesman says “ready,” tighten the chain and hold the forward stake near the ball until the Referee reaches a decision.

III. HEAD LINESMAN

- A. When a measurement is signaled by Referee:
 - 1. Grasp chain and clip - do not just grasp the clip since the clip could detach.
 - 2. Instruct the box person to mark the front stake spot and keep the same down number.
 - 3. Bring chain behind ball and place clipped part of chain at back edge of back yard line.
 - 4. Hold firmly and call “ready” to the Umpire to stretch the chain tight.
 - 5. Wait for the Referee's decision and signal.
 - 6. No 1st down:
 - a. While holding the chain, accompany the crew to the sideline, reset in the original position.
 - b. Have the down marker operator move the indicator to the next down.
 - 7. New series — set inside edge of rear stake at foremost point of ball after spotted by Referee — 1st down on marker.
- B. Mark foremost point of ball for down marker operator on all 1st downs.

Ⓛ	IV. LINE JUDGE
Ⓢ	A. Align Head Linesman with ball so measurement is accurate by placing foot where clip is to be placed.
	V. SIDE JUDGE
	A. Go to the down marker on the Head Linesman's side of the field and assume sideline responsibilities. Make sure the down marker has the correct down and is placed in the spot of the lead stake prior to the Head Linesman removing chains from the sideline.
	B. Do not allow team attendants to enter the field.
	C. Observe players on the sideline.
	D. If a new series is awarded, spot the down marker and return to your normal position. If the measurement is short, return to your normal position.
ⓕ	VI. FIELD JUDGE
	A. Monitor sideline and players on field.
Ⓑ	VII. BACK JUDGE
	Once the Referee signals for measurement, move to the ball, facing the offensive team, and secure the ball so that it is not moved.

MICROPHONE

Ⓡ	<u>MICROPHONE</u> A. Being able to use a microphone is a tremendous asset in communicating with fans, teams, and other officials. It should be used to explain penalties, unusual situations, instant replay results and correct timing errors. Speak calmly and clearly. B. The microphone must have an on/off switch that the Referee can control. Microphone should be tested prior to the start of the game. C. Signals are still necessary. Microphone is not used on preliminary signals. D. Use terms such as kicking team, receiving team, offense, defense instead of the color of the jersey or the name of the team when reporting penalties. E. <u>Do use team names when reporting time outs and sideline warnings.</u> F. Instead of using "dead ball" use "prior to the snap" or "after the play" and "during the return" on interceptions and kick returns to help clarify the penalty enforcement. G. Penalty reporting should include: when foul occurred (if dead or during a change of possession), foul, distance, where from (previous spot, end of the run, spot of the foul, or end of the kick) and the down.
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PENALTY ADMINISTRATION

ADMINISTERING PENALTIES

**** Review Addendum – Preliminary Signals for Dead Ball and Live Ball Fouls ****

I. REFEREE

- A. When ball is dead following a foul:
 - Give a time-out signal.
 - Get full information from the official who called foul.
 - For live ball fouls, give a preliminary signal to press box side only if there is a choice to be made by the offended team. Otherwise, rely on preliminary from calling official.
 - Give options to the designated (by Head Coach) representative of the offended team.
 - When the designated representative's most advantageous choice is obvious, inform him.
 - When a designated representative does not respond, his silence shall be considered acceptance of obvious choice. Once made, his decision cannot be revoked.
 - Make note of enforcement spot for penalties.
 - After the ball has been spotted, give the final signal for foul to press box side.
- B. When penalty is declined:
 - Go to the spot of the ball.
 - Give a foul signal followed by a penalty-declined signal to the press box.
- C. When there is a double foul:
 - Signal each foul, facing press box.
 - Follow this with a penalty-declined signal.
- D. When two penalties are enforced, give proper signals following each enforcement in the order of occurrence.
- E. When penalty is to be enforced on kickoff:
 - Indicate scoring signal.
 - Follow with proper foul signal.
 - Point to the offending team.
 - Point toward the succeeding spot.
 - Following any intermission, after giving captains choices, you shall give the proper signal for penalty enforcement.

II. UMPIRE:

- A. Remain near the Referee to be aware of the choice and the decisions of the designated representative.
- B. Secure ball.
- C. Make note of enforcement spot for penalties.
- D. Proceed with measurement, checking with L and LJ for confirmation.
- E. On a properly marked field, avoid stepping off distance between yard lines except to the first and for the final yard line.
- F. Walk briskly; use an arm signal to point to each five-yard line you cross.

III. HEAD LINESMAN

- A. Be ready to have line-to-gain equipment moved after penalty administration.
- B. Be certain of the down number.
- C. Walk enforcement yardage with Umpire as a double check.
- D. Assist Referee with the choices and decision of the designated representative.

L H L B S F	IV. LINE JUDGE A. Return time-out signal to the Referee. B. Hold enforcement spot until Umpire and Head Linesman complex mark off and all three agree C. Assist Referee with the choices and decisions of the designated representative. V. HEAD LINESMAN AND LINE JUDGE A. Check enforcement. B. Do not permit trainers, attendants, or coaches to come onto the field. C. Relay penalty information to the Head Coach on your side. VI. SIDE JUDGE, FIELD JUDGE AND BACK JUDGE A. Help obtain the ball. B. Assist in holding end of the run, or covering penalty marker at spot of foul. C. Observe proper penalty enforcement. VII. ALL OFFICIALS A. Observe live ball foul: • Withhold whistle. • Drop penalty marker at proper yard line and continue to observe play, noting location of ball at time of foul. • When ball becomes dead: • Give a time-out signal. • Sound whistle. • Verbally report information to the Referee. • Make a mental note as to the status of the clock to assist the Referee whether the clock should be started on ready or on snap. B. Observe dead ball foul: 1. Sound whistle, toss penalty marker, and give a time-out signal immediately. 2. Follow procedures outlined under A. C. See that the Umpire administers the penalty properly. D. Calling official: 1. After calling foul and ball has been declared dead: a. Sound whistle and stop clock. b. Make sure another official is covering the spot of the foul and end of the run. c. Verbally report information fully to the Referee as quickly as possible. (1) Identify foul. (2) Identify the offending team including jersey color and offense/defense or kicking/receiving team. (3) Identify the offending player's number or position. (4) Indicate spot of foul, end of run or end of kick. (5) Indicate status of ball when foul occurred. d. Assist locating designated representative. e. Recover penalty markers and ball. f. Enforcement 1. When the Umpire begins enforcement, check for correctness and distance. 2. Avoid visiting while the penalty is assessed. g. Record unsportsmanlike penalties, sideline warnings, and pertinent ejection information. VIII. ALL OFFICIALS
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	A. Record all fouls they call on their officials' card. IX. ELECTRONIC CLOCK OPERATOR (ECO) A. Encouraged to record all fouls called by field crew.
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PENALTY MARKER

ⓇⓈ ⓂⓁ ⓅⓈⓉ	<u>USE OF THE PENALTY MARKER – ALL OFFICIALS</u> A. PENALTY MARKER - All officials shall be equipped with two, discreetly worn penalty markers. B. The penalty marker shall be used to mark the appropriate spot or yard line on which an official has observed a foul. C. If the penalty marker falls on the wrong yard line, officiate the entire play, and then move the marker to the correct yard line before discussing the foul with the Referee. D. Discretion, officiating position, and game situation should determine whether the marker is dropped or tossed following a foul. E. Never toss the marker at or near players; toss it towards an “empty” area
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PLAYER DISQUALIFICATION

Ⓡ ⓇⓈ ⓂⓁ ⓅⓈⓉ	<u>DISQUALIFICATION PROCEDURE – PLAYER</u> I. The official who called the foul that results in a player disqualification shall report all information to the Referee, and then, the Referee shall inform the offending players and also report his number to the Head Coaches and other members of the officiating crew. II. Emphasize disqualification for the remainder of the game. The player is allowed to remain on the sideline. III. The official shall <u>NOT</u> place a hand on the offending player, nor accompany or escort him to sideline. IV. ALL OFFICIALS: A. Record player's number and name. B. Observe all other players. C. Immediately following the game, verbally notify your District Director. Also notify the AHSAA state office in writing of an ejection of any player, coach, or school official or any “event” in accordance with AHSAA published protocol.
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PLAY CLOCK

Ⓡ Ⓟ	<u>PLAY CLOCK OPERATORS:</u> • Shall be registered with the AHSAA as either an official, a restricted official, or a clock operator and must be approved by the Referee. • The Referee has the absolute authority to discontinue the use of the play clock at any time. • Both play clock indicators (one on each end of the field) must be in operation. If one goes out, the other will be turned off and the Back Judge will maintain the play clock.
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PREGAME, GENERAL

RU HL BSF UHL	<u>PREGAME RESPONSIBILITIES (GENERAL)</u> A Pre-Game Officials Conference, conducted by the Referee, shall be held before each game. Each Official should be prepared to participate in the discussion. The Conference should be completed so that the officials may take the field at least 45 minutes before scheduled kickoff. Officials and the Clock Operators will attend this conference. The Side Judge will have the correct time and all officials will synchronize their watches accordingly. The Pre-Game Officials Conference should follow the AHSAA checklist below for effectiveness and consistency. I. Discuss and review basic mechanics. II. Review coin-toss mechanics. III. Discuss free kicks, reviewing positions, responsibilities and common scenarios. <u>Expect a short kick on every free kick.</u> IV. Review pre-snap responsibilities, mechanics, and coverage during scrimmage plays: A. Running plays, positions and coverage. B. Forward passes, eligibility of receivers, interference, illegal touching. C. Illegal forward passes. D. The Umpire is responsible for numbering requirements for players on the offensive line. E. All officials shall emphasize good dead ball and backside officiating skills. V. Review positions and coverage during scrimmage kicks: A. First touching by K. B. Fair catches. C. Kicks out-of-bounds. D. Kick catching interference E. Numbering requirements. F. Post Scrimmage Kick (PSK) conditions, fouls, and enforcement G. Review fouls with succeeding spot enforcement VI. Review momentum rule on kicks, fumbles, and interceptions VII. Goal line plays and try for point(s). A. Variation of positions near the Goal Line. Crew communication is critical. B. Umpire assist Head Linesman and Line Judge as needed. VIII. Review the following: A. Substitution rule B. Declaring ball dead, starting and stopping clock C. Procedures during measurements D. Duties during time-outs and intermission between periods E. Penalizing personal, unsportsmanlike fouls, and sideline warnings F. Penalty administration G. Extending a period H. Overtime Procedure
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PREGAME, ON FIELD

ⓇⓊ ⓗⓁ ⒷⓈⓕ Ⓡ Ⓤ ⓗ Ⓛ Ⓑ Ⓢ ⓕ	<u>PREGAME RESPONSIBILITIES (ON FIELD)</u> A. ALL OFFICIALS: 1. Enter the field together at least 45 minutes prior to scheduled game time or at whatever time necessary for the Referee and Umpire to meet with the coaches before they return to the locker room. 2. Perform duties in a professional manner and focus on observing player equipment. 3. Inspect playing field, markings and pylons. 4. Assigned officials should ensure the teams stay out of the Pre-Game Warm-Up Restricted Zone. 5. Observe player equipment and report irregularities/issues to the Referee and Umpire. After the Umpire review, the Referee will relay issues to the Head Coach before the team leaves the field B. REFEREE: 1. Coaches Pre-Game Conference: The Referee and Umpire will meet with the coaches on the field, home team first, at approximately 45 minutes before game time. The Referee shall do the talking unless specific questions or comments are directed to the Umpire. This meeting should be brief, professional, and to the point – lasting 2-3 minutes. a. Emphasize that good sportsmanship is to be followed by all team personnel (coaches, players and support staff) b. Ask the Head Coach to verbally verify in presence of Umpire, that all players are legally equipped in compliance with National Federation rules. c. Check with each Head Coach for any unusual plays or formations. d. Emphasize sideline control and secure name of coaching staff personnel who will be responsible for sideline control of team members and report this information to all officials. e. Discuss administration of AHSAA mandated heat time outs, if applicable f. Obtain a team representative for penalty enforcement. g. Write down the numbers of the Captains h. Advise coach of the official time and confirm starting time. i. Discuss halftime procedures (e.g. length, obtaining choices, mandatory warm up) 2. Responsible for determining the legality of the ball. 3. Direct game management to remove or repair any hazards on or near the field. C. UMPIRE: 1. Accompany Referee and examine any player equipment with legality questions. You have the responsibility of ruling on the legality of player equipment. 2. Assume the responsibility, with the assistance of the other officials, of seeing that only a legal ball is snapped or free kicked. Instruct ball boys from each team procedures for changing balls. 3. Document captains and any other items a coach may bring up that will need to be discussed with the crew. D. HEAD LINESMAN: Check line-to-gain equipment and conduct pre-game with the chain crew. E. LINE JUDGE, BACK JUDGE, SIDE JUDGE, FIELD JUDGE: Check field
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Ⓢⓕ	conditions and assume your responsibility enforcing the Pre-Game Warm-Up Restricted Zone. F. BACK JUDGE: Be responsible for checking the Play Clock. Have a stopwatch in the event the Play Clock indicators become inoperable. CLOCK OPERATORS: The officials assigned as the Electronic Clock Operator (ECO) and the Play Clock Operator (PCO) shall attend the pre-game conference with the crew to review the signals, and then check the operation of the Game Clock and Play Clock. The Referee shall remind the Play Clock Operator of common signals and duties. The Referee shall also remind the ECO to time the halftime intermission by putting 20:00 on the Game Clock and starting on your signal. Allow the time to elapse completely unless instructed otherwise by the Referee. When the game clock reaches 0:00 (or field is clear, and teams have returned), immediately place 3:00 on the game clock, and watch for the Referee to start the mandatory warm up period.
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PREGAME WARMUP

Ⓛⓑ Ⓢⓕ ⓇⓊ ⓗ	<u>PRE-GAME WARM-UP RESTRICTED ZONE</u> The AHSAA has adopted a <i>Pre-Game Warm-Up Restricted Zone</i> with the following criteria: • A 10-yard belt from the 45 to the 45 • Extending from sideline to sideline • Shall remain clear and vacant during pre-game warm-ups. • Primarily monitored by the four judges: Line Judge, Back Judge, Side Judge, Field Judge • Initial position on a hash mark on the 45-yard lines • Movement within the Zone is permitted to monitor teams • Either ECO or PCO can assume the Line Judge's pre-game position at the 45-yard line to allow the Line Judge to participate in Chain Crew pre-game. • Secondly monitored, if necessary, by the remaining officials Referee, Umpire, Head Linesman after each has completed other pre-game responsibilities. • Officials may vacate their observation points when one team completes their pregame warmup and leaves the field. • Officials should remain aware and observe the remaining team to ensure no subsequent unsportsmanlike conduct takes place.
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PROFESSIONALISM

RU HL BSF	<u>PROFESSIONALISM</u> Late arrival is unprofessional. Officials shall arrive at the site of the game at least 60 minutes before the scheduled game time. They should report directly to the game management to identify the game manager in the event of a problem during the contest and to assure them that the officials are present. Note: During playoffs, crews will change into uniforms at the site and be ready for pregame 90 minutes before game time.
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READY FOR PLAY

RU HL BSF	<u>DECLARING BALL READY-FOR-PLAY</u> I. ALL OFFICIALS A. A consistent time frame for spotting and marking the ball ready for play shall be established by the entire crew and maintained throughout the game. When the 40-second play clock is dictated by rule, the ball is ready for play once it is spotted and the Umpire has moved away from the ball and in position. The Umpire should remain over the ball until all officials are in position and any team attendants have cleared the field. B. During administrative stoppages that the 40/25-second play clock is dictated by rule; the Referee should be at or near his initial pre-snap position to sound whistle and mark the ball ready. The Umpire shall remain over the ball facing team A until the Referee has either sounded the ready-for-play signal or signaled Umpire movement. C. Review rulebook for specific rules on 40/25-second clock situations. D. When the clock is stopped due to the offense reaching the line to gain for a new series, the Referee will start the clock once the box is set and the Umpire has moved away from the ball and in position. The whistle should only be blown if needed to get the attention of the timer. II. ALL OFFICIALS A. Hustle to proper positions. B. Teamwork is essential to prevent delay.
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TIMING ERRORS

Ⓡ ⓇⓊ ⓗⓁ ⓅⓈⓕ	<u>CORRECTING OBVIOUS ERRORS IN TIMING</u> I. REQUISITES FOR CORRECTING TIMING ERRORS - Must be readily evident and resulted in acknowledged discrepancy. - Must not involve judgment, but from failure, either human or mechanical, to correctly administer timing rules. II. REFEREE - Must be able to reasonably determine the interval of time involved when putting time on or taking time off clock. - Use a microphone (when available) to correct timing errors. If a microphone is unavailable, establish a method of communicating with the ECO prior to the game. III. ALL OFFICIALS - Note time on clock in dead ball intervals when clock is stopped. - Monitor closely if problems arise with the operation of the clock. - Observe clock status each time the clock is stopped or started to ensure it starts/stops properly. Especially in the final moments of either half. - Assist the Referee as much as possible.
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TIMEOUT

Ⓡ Ⓤ	<u>TIME-OUT PROCEDURE</u> VII. REFEREE - Sound whistle and Signal “time-out.” - If time-out is charged to a team, indicate by moving both arms two times in a horizontal motion toward that team’s goal line. - If it is an official’s time-out, indicate by tapping the chest with both hands. - Duties: - Verify with members of the crew the number of timeouts remaining for each team. - Await notification whistle from the side judge. - Notify the Head Coach and captain when the third time-out of the half has been charged. - Take position away from other officials, observe team A, and check the number of players in their huddle. - When the authorized conference is held between the hash marks, you shall notify the team A huddle that the ready for play will be in 15 seconds as alerted by the side judge. - When the authorized conference is held near the sideline and you receive notification from the side judge that 45 seconds have expired, signal Head Linesman and line judge by pointing directly to them to give their teams the 15- second warning. - Inform each team huddle of the down. - Declare ball ready-for-play using established procedure. VIII.UMPIRE: - Maintain position over the ball and observe Team A until the Referee is ready to
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H L S B F	start play and observe the number of players in their huddle. Note: When the conference is held between the inbound marks, the Umpire will notify team B when 15 seconds remain. IX. HEAD LINESMAN AND LINE JUDGE A. Conference held between hash marks: • Move to position halfway between the ball and your sideline. • Be alert for substitutes by your sideline or attempts to use substitutes for the purpose of deception and maintain the proper number of players/attendants in huddle. • Inform the coach of time-outs remaining. B. Conference held on field within 9-yards of sideline. • Assume a position where you can observe the sideline, monitor team huddle and keep the team and coaches inside the 25-yard lines. • Be alert for a signal from the Referee (pointing directly toward you) to give your team 15-second warning, go to team huddle and say: "Coach, ball will be marked ready-for-play in 15 seconds." • Inform the Head Coach of time-outs remaining. IV. SIDE JUDGE X. Time 60-second interval; give 2 or 3 short blasts with the whistle to notify the Referee at 45-seconds and visually notify the Referee when the 60-second interval expires. XI. Assist Head Linesman with monitoring team personnel during the time out. V. FIELD JUDGE and BACK JUDGE A. Monitor team personnel during the time out. VI. ALL OFFICIALS A. Repeat time-out signal. Only the referee indicates the team charged. B. Record time-out, number of the player who called it, time on clock and period. C. Stand alert. D. Do not visit with players or other officials except as required to properly perform your duties. E. Restrict discussion to captain. F. Do not huddle in a group
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UNIFORM

(R)(U) (H)(L) (B)(S)(F)	<u>UNIFORM</u> ALL OFFICIALS must have the proper uniform and equipment. All officials shall be dressed alike. Essentials are the following: • A whistle • Two penalty markers • Weighted • Light gold • Dimensions 15" x 15" • White or black bean bag • Game card • Pencil/pen • Device to keep track of the down number. The Head Linesman shall furnish a clipping device for use with the chains. The Back Judge and Side Judge shall have a watch capable of counting down.
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USE OF WHISTLE

RU HL BSF	<u>USE OF THE WHISTLE</u> I. FORWARD PROGRESS OFFICIAL COVERING RUNNER A. Find ball and observe that it becomes dead in player possession before sounding whistle and declaring ball dead with visual signal (7: dead ball with arm straight up, 3: time out signal, or 10: incomplete pass). B. Forward progress official(s) shall give visual signal while sounding the whistle after the ball becomes dead: 1. Assertively and loudly. 2. To stop action — prevents continuing action after the dead ball. C. Mark the forward progress of the ball with your downfield foot slightly in advance of the other. II. ALL OFFICIALS A. Show presence after the ball becomes dead. B. Verbalize or sound whistle if necessary, to stop player actions C. Let the forward progress Official be responsible for sounding the whistle. Do not echo their whistle. D. Be ready to assist covering official(s) after the whistle has sounded. E. Use the bean bag to mark the spot of the ball if the whistle is sounded inadvertently. F. You should only have the whistle in your mouth when you are ready to sound it. III. INADVERTENT WHISTLE A. Ball becomes dead immediately. B. If the ball is in player possession, a bean bag shall be dropped on the yard line where the ball was when the whistle sounded. If the ball is loose, the bean bag should be dropped on the yard line where possession was lost. The location at which the ball will be put in play and the number of the next down will be determined by applying the inadvertent whistle rule.
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VERBAL COMMUNICATION

(R)(U) (H)(L) (B)(S)(F)	<u>VERBAL SIGNALS</u> – Verbal communication is a critical aspect of officiating, but should not be a replacement for any approved signals and mechanics. Improper mechanics include, but are not limited to, the following examples: • Verbal communication immediately prior to the snap • Confirming the number of players – “I have 11.” • Identifying eligible receivers – “Number 23 is on.” • Identifying ineligible receivers – “Number 34 is covered.” Verbal reminders to communicate responsibility or play situations are allowable if done early enough in advance of the snap so as to not confuse the players with any snap signals. Appropriate verbal reminders include, but are not limited to, the following examples: • Goal Line responsibility – “I’m on the Goal Line and have the Touchdown.” • Kick clarification – “This is a Field Goal, not a Try.” • Situational timing – “We’re under two minutes; penalty options are live.” • Player status – “Number 33 is out one play because his helmet came off.”
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ADDENDUMS

DISQUALIFICATION EXAMPLE

All disqualifications should contain basic facts of the disqualification without unnecessary details or embellishment. Use clear and concise language. If the reason for disqualification includes unsportsmanlike language, quote the verbiage precisely. Basic requirements of the disqualification report are as follows:

- Quarter
- Time
- Player Number
- Player Name
- School
- Disqualifying action

The following are examples of preferred disqualification reports:

1. “At 5:45 of the first quarter, #45 John Doe of Example High School committed a flagrant personal foul for punching an opposing player.”
2. “At 3:30 of the third quarter, #21 Jim Smith of Example High School committed his first unsportsmanlike conduct foul for spiking the ball after scoring a touchdown. At 11:00 of the fourth quarter, Smith committed his second unsportsmanlike conduct foul by taunting an opponent.”

Note: At the conclusion of the game, ensure the District Director and President of the Association are made aware of the disqualification and related, pertinent details.

ADDENDUMS

GAME CLOCK MODIFICATIONS

1. Running Game Clock – A running game clock can be utilized given the following provisions:
 - a. The game is in the second half.
 - b. Both coaches agree to the running game clock.
 - c. The game clock is stopped for the following reasons:
 - i. Timeout
 - ii. Injury
 - iii. Penalty
 - iv. Score
 - v. Unusual delays
2. Modified Periods –
 - a. Any period can be shortened.
 - b. The agreement to shorten periods may occur at any time during the contest.
 - c. Both coaches agree to the duration of the shortened periods.
 - d. A new period may not begin after 12:00 midnight.
 - e. The game must be stopped (suspended or terminated) at 12:30am.

Note: When a game is delayed for lightning late in the second quarter and play is resumed from the second quarter, by mutual agreement of both coaches, the remaining time of the second period may be terminated. A 10-minute halftime and a 3-minute warm up period must be taken, and then play can resume with the third quarter.

ADDENDUMS

HALFTIME MODIFICATION

According to Rule 3, Section 1, Table 3-1 Note 2, the AHSAA can set a mandatory length for the halftime of all member contests.

- All halftimes for Varsity contests will be 20 minutes in length.
- All halftimes for Sub-Varsity contests will be 15 minutes in length.
- Both teams can mutually agree to shorten the halftime to 10 minutes in all contests prior to the start of the game.
- All players shall have the opportunity to warm up during the mandatory three-minute warm-up period. The mandatory warm up period will begin at the conclusion of the scheduled halftime.
- If the bands are late leaving the field and appropriate areas are not provided for the teams to warm up due to this fact, then the three-minute mandatory warm-up period will begin as soon as the bands clear. The home school shall be penalized for this delay.
- If the bands clear prior to the conclusion of the scheduled halftime and both coaches agree to shorten the halftime due to this fact, the mandatory three-minute warm-up period can begin at that time.

Note: When a game is delayed for lightning late in the second quarter and play is resumed from the second quarter, by mutual agreement of both coaches, the remaining time of the second period may be terminated. A 10-minute halftime and a 3-minute warm up period must be taken, and then play can resume with the third quarter.

ADDENDUMS

OFFICIALS FEES

- Varsity (5 person crew) - \$120/official (2 travels)
- Varsity (7 person crew) - \$110/official (3 travels)
- Clock (Game and Play Clock) Operator Varsity - \$65/official
- Chain Crew - \$40/official
- Sub Varsity
 - 10min Quarters \$75/official
 - 8min Quarters \$65/official
- Clock Operator - \$45/official
- Chains - \$40/official
- Playoffs 1st Round (5 person crew) - \$135/official, Alternate Clip - \$90, ECO - \$70
- Playoffs 1st Round (7 person crew) - \$125/official, Alternate Clip - \$90, ECO - \$70
- Playoffs 2nd Round (7 person crew) - \$135/official, Alternate Clip - \$90, ECO - \$70
- Playoffs Quarter-Finals (7 person crew) - \$140/official, Alternate Clip - \$105, ECO - \$70
- Playoffs Semi-Finals (7 person crew) - \$145/official, Alternate Clip - \$120, ECO - \$70
- State Finals (7 person crew) - \$160/official, Alternates \$130 and ECO - \$90
- Playoffs Chain Crew if Officials - \$50/official

**Effective August 1, 2023

**Approved by the Central Board 4/12/23

ADDENDUMS

SUBVARSITY KICKING MODIFICATIONS

Although the kicking game (special teams) is an important part of the game of football, many subvarsity teams do not have the time or personnel to work on this aspect of the game during practice. The AHSAA will allow for modifications to the kicking rules while providing the opportunity to utilize this part of the game. By mutual agreement of both opposing coaches prior to the start of a subvarsity contest, the kicking rules may be modified as follows:

- OPTION 1 (Simulation of Kicks) - ****If both coaches do not agree, this is the default option****
 - All kickoffs and punts will have no blocking, contact, rushing, or return.
 - Fair catches are mandatory.
 - After the non-contact kickoff, the receiving team begins the series at the 35-yard line.
 - After the no rush and non-contact punt, the ball will be placed 30 yards from the line of scrimmage.
 - The ball will not go inside the 20-yard line (i.e. A “punt” from the B40 will not be placed at the B10; it will be placed at the B20).
 - After a safety, the receiving team begins the series at the 50-yard line
 - *Note: Field goals and extra points will be live and without modification.*
- OPTION 2 (No Simulation of Kicks)
 - Teams will start from the 35-yard line in place of any kickoff.
 - Punts will be 30 yards from the line of scrimmage (not to go inside the 20-yard line)
 - After a safety, the receiving team begins the series at the 50-yard line
 - *Note: Field goals and extra points will be live and without modification.*
- OPTION 3 (All Kicks Live)
 - All kicks (punts and kickoffs) will be live under NFHS rules.

ADDENDUMS

HAT USAGE FOR PLAYERS OUT OF BOUNDS

An Official's Hat shall be used as a device to mark the spot under any of the following conditions:

- Team A player goes out of bounds during a Scrimmage Play
- Team K player goes out of bounds during a Free Kick
- Team K player goes out of bounds during a Scrimmage Kick
- Team A/K player is blocked out of bounds

The Official's Hat should be dropped when the player goes out of bounds.

Note: An Official's Hat should be dropped whether the Team A/K player goes out of bounds voluntarily or not.

ADDENDUMS

PRELIMINARY SIGNALS FOR DEAD BALL AND LIVE BALL FOULS

To maintain consistent game administration and improve game flow, the official who throws the only penalty flag on a play shall give the appropriate preliminary signals for the foul, whether it is a dead-ball or live-ball foul.

Common fouls this applies to:

1. Dead Ball Fouls (Delay of Game, Encroachment, Snap Infraction or False Start)
2. Pass Interference (Offensive and Defensive)
3. Holding

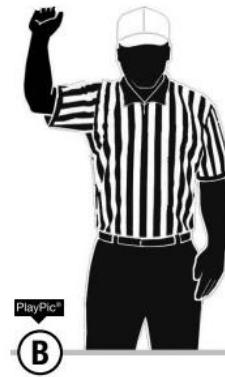
If more than 1 penalty flag has been dropped, all officials that dropped a flag will need to discuss their situations with each other and then one of the officials should communicate the results to the Referee.

A preliminary signal should never be given if more than 1 penalty flag has been dropped.

ADDENDUMS

COUNTING PLAYERS AND SIGNALS

When counting players, all game officials will signal when 11 players are on the field. The signals for 11 players is fist extended straight out with the elbow not bent and the thumb on top of the fist OR arm beside your body with elbow bent 90 degrees with fist on top. (See examples below).



When counting players, if an official counts **anything other** than 11 players on the field, they are to signal the crew to confirm count again by using the untimed down signal. (see example below)



If the recount confirms a count of 12+ and the ball has not been snapped, the guilty team is flagged immediately for a dead-ball foul for illegal substitution. If the recount is completed after the ball is snapped, it's a live-ball foul.

Officials are encouraged to confirm counting players before the ball is snapped.