

**Wings (HL & LJ) Individual Mechanics**  
**2021**

## Mechanics for 4, 5, or 6 Officials on a Crew: Brief & Concise

Primary Responsibilities (PR) are listed for each position elsewhere in the Gold Book (GB). **R** has PR for his/her **Crew** Mechanics. Mechanics for 5 Officials are detailed below. Six & four Officials' differences are indicated below with a "NOTE". Four officials are summarized on the PR page. Mechanics are alphabetized below to locate easily. **Crews** Must meet with both HC's prior to every Varsity/Sub varsity Game. There are NO exceptions. **Changes from last year are shaded.** (5/22/21)

<u>Head Linesman (Crew of 5 or 6 Officials)</u>	<u>Line Judge (Crew of 5 or 6 Officials)</u>
1. Correct Down Number & Yardage	1. Game Clock & Talk with GC Timer
2. ENFORCE Restricted Area	2. ENFORCE Restricted Area
3. KO -- Count RT (11)	3. KO -- Count RT (11)
4. Pass/Punt/Run -- Count 7 on LOS --A/KT	4. Pass/Punt/Run -- Count 7 on LOS --A/KT
5. Pass/Punt/Run -- Eligible A/KT Receivers	5. Pass/Punt/Run --Eligible A/KT Receivers
6. Player in Motion -- Your Side of Center	6. Player in Motion -- Your Side of Center
7. Measurements & Initiate Double Stakes	7. First Down or Not -- Your Call
8. Chain Gang -- Lead Them	8. Time Half Time & Interrupted Game Interval
9. Backward Pass -- Punch & Yell	9. Backward Pass -- Punch & Yell
10. Double Check Yardage by <b>U</b> on Penalties	10. Double Check Yardage by <b>U</b> on Penalties
11. Ball Person -- Your Side	11. Ball Person -- Your Side
12. The Expert -- Rules 5 & 7	12. The Expert -- Rules 3 & 4

<u>Head Linesman (Crew of 4 Officials)</u>	<u>Line Judge (Crew of 4 Officials)</u>
1. Correct Down Number & Yardage	1. Game Clock; Signal <b>R</b> to Start/Stop Clock
2. ENFORCE Restricted Area	2. ENFORCE Restricted Area
3. KO -- Count RT (11) at 10 YL	3. KO -- Count RT (11) at 50 YL
4. Pass/Punt/Run -- Count 7 on LOS --A/KT	4. Pass/Run -- Count 7 on LOS --A/KT
5. Pass/Punt/Run --Eligible A/KT Receivers	5. Pass/Punt/Run --Eligible A/KT Receivers
6. Player in Motion -- Your Side of the Center	6. Player in Motion -- Your Side of the Center
7. Measurements & Initiate Double Stakes	7. First Down or Not -- Your Call
8. Chain Gang -- Lead Them	8. Punt -- Punt Crosses LOS; Extension of Period
9. Backward Pass -- Punch & Yell	9. Backward Pass -- Punch & Yell
10. Double Check Yardage by <b>U</b> on Penalties	10. Double Check Yardage by <b>U</b> on Penalties
11. Ball Person -- Your Side	11. Ball Person -- Your Side
12. The Expert -- Rules 5, 7 & 8	12. The Expert -- Rules 3, 4, & 6

### Crews That Are CONTENDERS

1. Uses OHSAA Gold Book Mechanics
2. 4 Fingers of a Hand -- All Working Together
3. Open & Honest Communication = Crew Success
4. Have the Courage to Help a Fellow Official
5. Treat Others as You Would Like to be Treated
6. Let Your Mind Digest What Your Eyes Have Seen
7. We are There to Defuse Rather Than Incite
8. Talk Low & Slow When Addressing Coaches
9. Be Firm Yet Fair With Players & Coaches
10. Address Players & Coaches: Yes Sir; No Ma'am
11. Be Professional --Uniforms Look Sharp & New
12. Enjoy the Moment -- We Are Truly Blessed

#### 1. Ball Handling Mechanics (BHM)

- A. **CREW** (Ball Exchange): On COP relay the “old” FB to the SL after there is no threat of a DBF. Do not wait for a “new” FB to remove “old” FB to Ball Person. Do not kick the FB.
- B. **CREW GOAL:** 100% Completions. Take extra steps before underhand only relay.
- C. **CREW:** Contenders watch DB Action while Pretenders are in a big hurry to secure a new FB. We cannot miss a DBF because we are looking for a new FB.
- D. **U:** Must hustle into the SZ, grab & spot FB off Back Side **Wing**. If FB is near the SL, still move into the SZ & secure the FB, hustle to HM & spot off Back Side **Wing**. After an incomplete pass spot FB off the Down Box. Move to IP ASAP after spotting FB.
- E. **CREW:** Play with the same FB as much as possible to facilitate the game & 25/40 PC.
- F. **HL/LJ:** Do NOT spot FB in SZ unless close to 1st. Use downfield foot.
- G. **CREW:** During Inclement Weather make shorter relays & run FB in when needed.
- H. **CREW:** Do not throw FB toward SL so it hits the ground. It looks unprofessional.
- I. **BJ:** On deep incomplete passes, hustle & relay FB off field. **HL/LJ** gets a new FB.
- J. **CREW:** HT & VT TEAMS: Each team keeps their own FB’s on their own SL.

#### 2. Bean Bag Mechanics (BBM)

- A. **CREW:** Throw your orange or blue BB above head level to prevent an IW on fumbles. **Crew** sees a BB; knows FB is loose. BB on correct YL but not at the spot of the fumble. NO BB’s for interceptions or backward passes behind NZ, but is thrown on backward passes beyond NZ. Drop BB at spot of catch or interception for Momentum Rule (inside – 5 YL).
- B. **HL:** On 1<sup>st</sup> down drop BB on SL if Down Box Person is late & A is ready to snap the FB.
- C. **WINGS:** No BB at OOB spot on SL (Exception: Fight breaks out down field or OOB).
- F. **BJ/U/HL/LJ:** BB in hand for OKOM.

#### 3. Change of Possession Mechanics (COPM)

- A. **Covering Official:** Signal New Direction first (2X), then signal TO (2X).
- B. **Non-Covering Officials:** Signal TO (2X) immediately when **Crew** member signals COP.

#### 4. Coach/Referee Conference Mechanics (CRCM)

- A. Definition: HC wants to Review a Rule Misapplication/ Misinterpretation. Consequences for NOT Following this Mechanic is Officials could be suspended a maximum of 2 years. NOTE: We “stay out of trouble” by granting the Coach/Referee Conference.
- B. **CREW:** OHSAA Requires NFHS Rule Book, Case Book & Gold Book (OT) is at the Field.
- C. **R/HL or LJ:** Meet HC at SL & listen to him. Judgment calls do not apply.

**R** will explain Ruling to HC. **R** can meet with **Crew** to discuss the ruling. It is imperative that all **Crew** members have an opportunity to talk. **R** must facilitate talk so an overly aggressive official is NOT allowed to dominate the discussion.

D. **CREW:** If HC Disagrees with **R's** Ruling, then **Crew** Must Secure 3 Books, find ruling in the books & show the HC. Use Rules Index in the Gold Book for a quick reference.

5. **Coin Toss Mechanics (CTM)**

A. **HL/U:** Opposite PB SL. **LJ/BJ:** PB SL. **CJ:** Face **R** at 45 YL.

B. **HL/U & LJ/BJ:** The speaking captain is positioned closest to the **R**. **LJ/BJ** delay walking until the **HL/U** is at Field #'s. Usually HT is PB SL. Escort Captains & Introduce to **R**. NOTE: Coaches & other players must be outside the HM's for the CT. You can allow some media & "honorees" near the CT. Captains may be in street clothes or not legally equipped for the CT. NOTE: CT choices cannot be changed once the **R** has signaled them to the PB.

C. **U/HL/LJ/BJ:** Move to 45 YL with backs to scoreboard.

D. **R:** Discuss Sportsmanship with Captains & then check options with **Crew**.

E. **CREW (OT):** Toss, secure choices, turn captains, & signal PB by pointing to GL.

6. **Dead Ball Mechanics (DBM)**

A. **HL/LJ (OOB Runner):** Stop GC (2X) immediately when runner goes OOB, then TURN-N-WATCH OOB. Swivel head, watch runner & other players return inbounds.

B. **R/HL/LJ/BJ:** When space permits STOP a minimum of 5 YDS from pile of players (Exception: GL or close to a 1<sup>st</sup> down – hustle in hard & fast). Allows officials to see more "big picture" & call DB Fouls when warranted. Game becomes chippy--move closer to pile – Prevention.

C. **CREW (Ball Dead):** Swivel head (2X) & watch players in your area rather than stare at DBS.

D. **CREW:** Immediately raise arm/hand to indicate next down. BE A GREAT DB OFFICIAL!

E. **CREW:** Officiate DB action FIRST. Penalize first DB Hit; this usually stops it.

7. **End of Period – First & Third Mechanics(EOPM)**

A. **CREW:** Record down, distance, & YL. Check scoreboard & verify all info. Light jog to SS.

B. **HL:** Record clip YL; grab clip, reverse the 2 chain rods, move downfield, place clip, & ask chain crew to pull stakes tight. Make sure clip is on the back of the YL.

C. **LJ:** Record info, move downfield, monitor your team, & verify new location of chains.

8. **Field Goal Mechanics (FGM)**

A. Definition: FG from any YL. (Assume Right Footed Kicker below) NOTE (4 Officials): **HL** or **LJ** who looks at **R's** back goes to EL. **U/HL** or **LJ** (GP Uprights).

B. Initial Position (IP):

3. **HL/LJ:** Stand 15 YDS wider than all KT Players.

C. Read & React (R&R) Then Flow:

1. **R:** Signal **Crew** ASAP when "Tee" & Kicker come on field.

2. **HL/LJ:** KEYS: Snap, FAKE, & Near TE/WB Block. Long FG: Move downfield when kicked. Short FG Made: Hustle in toward linemen. Fake or mishandled snap: R & R quickly & move to SL OOB, & if necessary, move toward GL.

9. **Fight Mechanics – Actual Fight (FMA)**

A. Definition: 2 or more opponents are swinging at each other (rare in Ohio).

B. **CREW:** If players are swinging, stand back, & "take numbers". Keep other players away from fight. Once players go to ground, attempt to break it up.

C. **HL/LJ:** Primary responsibility for SL & keeping non-players from leaving their bench.

D. **CREW:** After order is restored, huddle away from everyone, discuss, & then assess penalties & DQ's. Give all officials an opportunity to speak & be heard.

- E. **R:** Go to SL with **HL** or **LJ** present & inform each HC -- penalties & DQ's for both teams.
  - F. **CREW:** After game record facts. Complete required Ejection Forms online; follow OHSAA Ejection Policy, as best you can. Be Specific. OHSAA makes any necessary adjustments.
  - G. **CREW:** During weeks 1 – 10 Contact League Assigner or Commissioner.
10. **Fight Mechanics – Prevention (FMP)**
- A. **Definition:** Tempers are rising; players are getting “personal”; it is “heating up”.
  - B. **CREW:** Allow no talking between opposing teams; stop it immediately. “Pinch into field” further. Your presence is vital. **U:** An important role in the middle.
  - C. **CREW:** Talk with players on the “edge” of a late hit, but not late enough to call.
  - D. **CREW:** 2 opponents “chest up” or shove each other. Get between the opponents & stop it then assess penalties, if warranted. If players are not swinging, get between them. This is GOOD DB Officiating. Positive statements can help to defuse it.
  - E. **CREW:** Be Assertive without being Aggressive – Do Not push players to ground, tackle players, grab a player's face mask, or pull them off pile. Sound your whistle loudly.
  - F. **CREW:** It is vitally important to penalize the FIRST late hit, when warranted.
11. **First Down Mechanics (FDM)**
- A. **Definition:** Close to a first down
  - B. **LJ:** Primary Responsibility to decide if it is a 1st down. If 1<sup>st</sup> down, stop GC (2X) & signal with arm by pointing to B's GL. If close, stop GC & look. If not, start GC. We do not have to measure because we stopped GC. **LJ** has best look from across field & is usually downfield. Signal **R** to come & look for second opinion, if needed. **HL:** No looking over your shoulder.
  - C. **CREW:** If CLOSE regarding first down MEASURE. There are too many games where a **Crew** refused to measure, & then, in “eyes of coaches, they could do no right”. On synthetic & well-marked grass fields, if forward stake is beyond YL & DBS is behind same YL, we will not measure. Too many times we look across field & think “that is not even close”, & then we bring chains across field -- “Wow – that was close or is a 1<sup>st</sup> down”.
  - D. **HL/LJ** (Close to 1<sup>st</sup> down): Sprint in assertively until you meet resistance. **HL/LJ** who can “see leather” yells for FB. **U** will “dig for FB” & “hand it”. Do not throw FB to HL/LJ.
  - E. **HL:** If 1<sup>st</sup> down, hustle to SL & mark YL with foot where rear stake & down box will be set.
12. **Flag Mechanics (FLM)**
- A. **CREW:** All flags must be in front & tucked in. Carry 1 or 2 center weighted Black ball flags.
  - B. **CREW:** No flags thrown at players. **No Spot:** Throw flag high into air. **Spot:** Throw flag to YL. Passer beyond LOS – Drop Flag at spot. **Crew** must cover a spot foul flag. Pass Interference – 1 throws & 1 nearby does not. Need to come together & discuss it.
  - C. **CREW:** Same Foul: Multiple flags – move flags to same spot. Confirm foul & player #, then 1 official signals Prelim to **R**. UNS/DB Personal Foul: Throw flag high into the air.
13. **Forward Progress Mechanics (FWPM)**
- A. **HL/LJ:** Put downfield foot in front of backfield foot to mark FWP. Square Off. No angle in.
  - B. **HL/LJ:** Cross field mechanics (runner driven back) – look across field for help & an accurate FWP spot. Back side **Wing** MUST move into field near HM so your partner can see you.
  - C. **HL/LJ:** Marks FWP most of the time. **R** marks FWP behind LOS on a large loss of yardage which is rare. **BJ** marks FWP down field.
  - D. **HL/LJ:** Player hit/driven back between field # & SL – wind (2X) & move in, not past players.
  - E. **HL/LJ/BJ:** After you sound whistle for FWP swivel your head (2X) & watch for DB action.

- F. **HL/LJ/BJ**: Trapped pass – catch or no catch – do not move in to mark FWP until you know it is a catch. If you square off & move in you are indicating Catch. Swivel your head & see if other officials signaled incomplete pass. Key is: Go SLOW here!!
14. **Free Kick After Fair Catch (FC)/Awarded FC (FKFC)**
- A. Initial Position (IP): **HL** (KT Line); **LJ** (RT Line); NOTE (4 Officials): **Wing** (RT Line); **Wing/U** (GP Uprights).
- B. Read & React (R&R) Then Flow:  
2. **CREW**: Once kicked use FGM.
15. **Free Kick After Safety (FKS)**
- A. Initial Position (IP): **HL/LJ** (RT 30 YL). NOTE (4 Officials): **R/HL** (RT 30 YL); **U** (KT 20 YL); **LJ** (KT 30 YL).
- B. Read & React (R&R) Then Flow: KOM. **BJ/U**: Run to KT 30 YL HM after kick/punt.
16. **Fumble Mechanics (FUM)**
- A. **CREW**: Covering Officials throw BB. **R** will stop GC (no whistle) after 2 seconds if there is no signal from an official signaling possession. If A retains possession, covering official signals next down & **R** winds GC immediately along with **LJ**.
- B. **CREW**: Large pileup & officials have to “dig”. First official to pile “digs”. Official, who rules team possession, yells team color, & closest official signals team possession direction (2X), after making sure of proper direction. Stop GC (2X) for COP.
17. **Game Management Mechanics (GMM)**
- A. **R** (Meetings with HC’s): Inform HC that **Crew** will send player(s) to SL who is approaching “fouling status”. **Crew** will stop GC & appropriate **Wing** will escort player to the SL & inform the HC. Record player’s numbers on game cards who are sent off the field. Player can reenter when HC thinks he/she is ready to play & behave appropriately. Send any player out who is talking to an opponent. We must “control” the game. Too often there is early talking, & then later we try to regain “control”. Stop the talking between teams early.
- B. **CREW**: When HT & VT enter & leave a common opening the **CREW** must “direct traffic” by “holding” the VT until the HT has a chance to enter or leave if they are “together”.
- C. **CREW** (Halftime): **R** winds GC when teams are at their LR then **Crew** Jogs Off field together.
- D. **CREW** (End of Game): **R** signals End of Period deliberately & **Crew** gets together as a TEAM & RUNS OFF the Field to the LR. Don’t Stay to Visit – Use Preventive Officiating.
18. **Goal Line Mechanics (GLM)**
- A. **CREW**: Use GLM for Try-Run/Pass (2 Pts.)
- B. Definition: Snap on/inside +10 YL.
- C. Initial Position (IP):  
1. **HL/LJ**: 2 Yards outside SL (restraining line).
- D. Read & React (R&R1 & 2) Then Flow:  
1. **U**: Same as Pass or Run Play. If you are 100% sure it is a TD, & **Wing** has not signaled TD, run to appropriate **Wing** & tell him what you saw. The TD call is the **Wing’s** Decision. **U**: NEVER signal TD. Do NOT spot FB for Try until HC indicates spot.  
2. **HL/LJ**: MUST be at GL before FB arrives at GL. R&R1: (+10YL & +5YL) – Start moving immediately toward GL, 2 YDS outside the pylon under control. R&R2: (+5YL & GL) – Hustle ASAP to GL, reading the play as you move to the GL. Be 2 YDS outside pylon before FB arrives at GL. Stay beyond FB & come back as needed. Runner dives at pylon – back out to see. TD – PIVOT-N-WATCH runner in EZ. Pinch in hard & fast on CLOSE Play at GL. Be assertive!! Dig for FB if necessary. It is a TD – Run in on GL. Not Sure –

Run in Short of GL. SELL IT. Be PATIENT – find FB first!! Be Late & Right. Runner runs hard to opposite pylon – Back side **Wing** pinches in. NEVER MIRROR A TD SIGNAL.

3. **Wings:** If runner moves toward the opposite SL, go directly to pylon & pinch in. Make sure runner does not change direction. Do NOT “open the door” on GLM.
  4. **HL/LJ/BJ:** EZ Corner – Eye Contact with **Wing** Prior to TD Signal; if someone sees Incomplete Pass, signal immediately (2X); Pass – Wait several seconds before signaling TD – It is Better to be Late & Right. Signal TD (hold 2 seconds) only if you see it. STOP at GL, Signal TD, Pivot 90 Degrees, & WATCH/FOLLOW Runner & other players after TD.
19. **Hat Mechanics (HATM)**
- A. **HL/LJ/BJ:** Throw hat if any A/K Player goes OOB without being blocked prior to a COP or there is no COP. Muddy Field: Save hat & YELL the player’s number loudly!!!
20. **Hurry-up Offense Mechanics (HUM)**
- A. **R/HL/LJ:** Adjust position by not moving in as far when FB is dead.
  - B. **HL/LJ:** Both hold DBS for **U** as he/she might use either back side or front side **Wing**.
  - C. **CREW:** When A catches or runs with FB, use 1 FB only when spotting for next down.
  - D. **CREW:** GOAL for every game is efficient, quick, & accurate FB spotting so A never has to wait for officials other than for TO’s or 1<sup>st</sup> down measurements.
21. **Kick Off Mechanics (KOM)**
- A. **Definition:** KO at KT 40 YL. Score & time don’t indicate Onside KO. Same IP for **R/HL/LJ** if KO is at KT 35 YL. **NOTE (4 Officials):** **HL** (RT 10 YL opposite PB SL); **LJ** (RT 50 YL on PB SL); **U/LJ:** Stay on SL after KO. Wind GC (2X): **HL** starts GC between your SL to near HM. **R/HL:** When TB is ruled 2 officials sound whistle loud & repeatedly while running to #’s to prevent DB Fouls.
  - B. **Initial Position (IP):**
    1. **R:** Straddle GL on wide side of 1 receiver & between 2 receivers.
    2. **U:** 50 YL, 2 YDS OOB, & opposite PB with BB in hand (think onside kick).
    3. **HL/LJ:** GL on SL. **HL** opposite PB. **LJ** on PB SL. If 1st KO for a team is short of the - 15 YL, move to the – 10 YL for the next KO for that team. If kicked between the – 15 YL & GL, stay at GL. The GOAL is to trail the Receiver, NOT be even with him. NOTE: KT penalized 15 YDS -- move up field accordingly for re kick.
  - C. **Pre Kickoff:**
    1. **LJ** (Start 1Q & 3Q): Step on Field #’s with stop signal pointed to **R** until GC reads 12:00.
    2. **R/HL/LJ:** Count RT & secure “ready” signal from **HL/LJ/BJ** (raised arm).
    3. **CREW:** If wind blows ball off Tee (2X), then a KT member must hold the FB.
    4. **HL/LJ:** If they disagree whether to be at GL or - 10 YL, stay at GL.
    5. **R/HL/LJ:** Count RT; **U/BJ:** Count KT. **U/BJ** work together to communicate with KT & HC regarding KT players being within 5 YDS of Free Kick Line & 4 KT players being on both sides of Kicker. **BJ** will call within 5 YDs & **BJ/U** will call the 4 players.
  - D. **Read & React (R&R) Then Flow:**
    1. **HL/LJ** (Keys): RT Touching Kick, Wind GC, KT OOB, Blocks Immediately ahead of Kick Returner & R&R. Stay on SL until kick ends. Be aware of any FC signal by RT. Wind GC if kick is caught/touched in your SZ only. Move up field deliberately, trailing runner by a minimum of 5 YDS, & watching blocks. Do NOT hurry to get to DBS. Blocking is more important ahead of runner. The SL is yours, GL to GL.
    2. **HL/LJ:** When starting at 10 YL, if the kick goes toward the GL hustle back to GL outside the pylon. Be ready to rule TB or OOB if the kick is near your pylon.

3. **HL/LJ:** OOB Kick – Throw flag at spot then hustle to HC for penalty choice.
  4. **R/HL/LJ:** When **R** signals TB, **HL/LJ** signal TB & run toward the - 10 YL #'s at a 45 degree angle, sounding their whistles loud & repeatedly to help prevent DBF's. **R** jogs to the - 10 YL & sounds whistle loud & repeatedly while signaling TB.
22. **Measurements Mechanics (MM)**
- A. **HL/LJ:** **HL** checks correct YL & clip, then places clip where the **LJ** has placed his/her foot. **LJ** will then step on the chain to secure it after the chain has been placed correctly. NOTE: Chain Crew cannot wear official's stripe shirts – causes confusion when looking across field.
  - B. **U/LJ:** **U** makes sure **LJ's** foot is lined up correctly on the YL with the clip & the **LJ's** foot on the chain, then takes forward stake & pulls it tight.
23. **Observers/Crew Meeting Mechanics**
- A. Definition: Applies to Weeks 11 – 16 Only. Meets with **CREW** at halftime for a Maximum 10 Minutes & Post Game for a reasonable time. Listen attentively & be polite. However, if Observer makes a suggestion that is Different from the Gold Book, show him/her the GB.
  - B. **CREW:** Observer is REQUIRED to give **CREW** the OHSAA FB Observation Forms. If he/she does not, email the DOD – FB after the game.
24. **Onside Kick Off Mechanics (OKOM)**
- A. Definition: Score &/or time indicate OKO might occur. KO at KT 40 YL. NOTE (5 Officials): **R** (GL in middle of field), **U/LJ** (RT 50 YL outside SL), **HL/BJ** (KT 40 YL outside SL). NOTE (4 Officials): **HL/LJ** (RT 50 YL outside SL).
  - B. **CREW:** If in doubt, use OKOM. Discuss after Try—**R** makes Decision ONLY if disagreement.
  - C. **CREW:** HC indicates his team onside kicks a lot – use OKOM always when they KO.
  - D. **CREW:** Do **NOT** give signals regarding possible onside KO - - ready for onside KO every time.
  - E. **CREW:** Be aware of any signals by RT – Fair Catch, Invalid or Illegal signals.
  - F. **U/HL/LJ/BJ:** All 2 YDS OOB, BB in Hand. Clear restricted area before raising hand.
  - G. **HL/BJ:** Hold at 40 YL & observe 1<sup>st</sup> touching, blocks by KT & RT, & possession. Then move downfield to help rule on team possession.
  - H. **U/LJ:** Hold at 50 YL & rule on FB crossing RT's Free Kick Line, FC, & possession.
  - I. **U/HL/LJ/BJ:** Large pileup on onside kick - - dig out FB - - "survival of the fittest".
  - J. **U/HL/LJ/BJ:** Remind teams to stay behind their Free Kick Lines until FB is kicked.
25. **Pass Mechanics (PM)**
- A. Definition: Snap is between – 10 YL & + 10 YL. A Pass is thrown. NOTE (4 Officials): **HL/LJ** has all receivers on their side & dual coverage over middle of field.
  - B. Initial Position (IP):
    1. **HL/LJ:** 10 YDS outside widest A Player; Never inside #'s. If A is near SL take steps OOB.
  - C. Read & React (R&R1, 2, & 3) Then Flow:
    1. **R:** Intentional Grounding (ING) is an **R only** flag. When **Crew** members know there are no receivers in area get the info to the **R** ASAP. **R** will then assess the status of the passer. If **R** determines there is ING he/she will drop flag at the spot of the pass.
    2. **Crew GOAL:** A Never has to wait on **Crew** to spot FB & go to IP.
    3. **HL/LJ/BJ** (Coverages): DBL/DBL—**BJ** has inside receiver on **LJ** side. TRIPS – **BJ** has 2 inside receivers. Go to zone coverage once A receivers move past B defenders initially.
    4. **HL/LJ/BJ:** Watch FEET FIRST, & then catch on EL/SL Plays. FEET/FB!
    5. **HL/LJ/BJ:** Watch the initial trajectory of pass & then watch players, not ball.
    6. **HL/LJ/BJ:** Consider Angle/Distance/Timing when moving into position to rule on play.
    7. **CREW:** STOP-N-WATCH at moment of Judgment – You Can See Much Better!!



8. **U/HL/LJ/BJ**: Move to a position to be a MINIMUM of 5 YDS from Catch. On many plays you must move while ball is airborne for a much better angle to see the play.
  9. **HL/LJ** (Keys): Snap/Player(s)/QB/Zone/FB. "Open the Door" when runner moves outside the HM towards you. Let him/her proceed toward GL. Officiate as you trail the players from behind. It gives a better look at the play ahead. GLM/RM/TFM takes priority.
  10. **HL/LJ** (R&R1) (Pass in the Flat, Bubble Screen): Read Run or Pass -- Do G/T stand up? Then do backs move wide or receivers drop back? Read QB eyes -- first look is usually where pass is going. If so, "stay home ". If you rule BP -- signal & yell "back". It is usually easiest for "back side" **Wing** to rule. A contending **Crew** will have both **Wings** signal. Be patient before sounding whistle for an incomplete pass vs. a backward pass.
  11. **HL/LJ** (R&R2) (Short & medium passes): When **HL/LJ** do not read flat or screen pass move downfield 5 YDS keeping shoulders parallel to SL, then stop. (Over 75% of the passes are 10 YDS or less). The outside receiver(s) is yours. Read receivers in your area. Look back & read passer's eyes—where is he looking? Adjust position for a 5 YD cushion from receiver making catch. "STOP-N-WATCH at moment of judgment. Straddle SL on SL catch/no catches. Give "catch" signal (2X) on tight SL catch after signaling TO (2X). DO NOT signal "catch" INTO the field, only on SL.
  12. **HL/LJ** (R&R3) (Long Pass): Key Thought is "Turn & Burn". Read receiver who runs hard downfield or a "stop & go" pattern. Check QB eyes. Ready to go!
  13. **HL/LJ**: The 3 R&R's are a "progression" that the **HL/LJ** must do on each play once they read pass. It is very important that **HL/LJ** "read" play first, then R&R, & flow as dictated by the play. DO NOT MOVE until you have completed R&R1!
  14. **HL/LJ**: When runner moves into far SZ, hustle downfield & move into field toward HM at a 45 degree angle. Be a Contender Rather Than a Pretender. See players & action behind **R/U/BJ**. Square off at DBS & swivel head (2X) for DB action.
26. **Penalty Enforcement Mechanics (PEM)**
- A. **Calling Official**: Give Prelim Signal for foul called after ball is dead & GC stopped. We look STRONG & DECISIVE by giving Prelim Signals ASAP!! If 2 officials have same foul, confer, & then 1 signals. After Prelim Signal, describe to **HL or LJ** what happened. Telling **HL/LJ** "Red #76 held" is not enough. Instead state "Red #76 grabbed the defender with his right hand, then turned, & restricted him at the POA" is much better & more accurate explanation.
  - B. **CREW** (10 Sec. Rule): Simple 5 YD DB Foul. GOAL: Mark ball ready w/in 10 seconds. Assumes Center has FB & hands it to **U** for 5 YD mark off.
  - C. **R/U/HL**: 5 YD walk off close to 1st down; ask **HL** to check tape on the chain.
  - D. **HL/LJ**: Both walk off yardage since one can be distracted by a Coach/Player question; **U** check w/ them only after walk off. Do not look at them until you reach SS.
  - E. **CREW**: ASK questions NOW -- maybe wrong PE; not in LR. **R** must give each official a chance to talk, not just the aggressive official when PE is complicated or **Crew** disagrees.
  - F. **LJ/BJ/CJ**: Signal GC Status to **R** while he/she signals the foul to the PB.
27. **Pre Snap Mechanics (PSM)**
- A. **CREW**: Hustle to IP once the FB is spotted for the next down.
  - B. **U**: Count 5 Ineligible A Linemen. Check their legal numbers, except for Sub Varsity games.
  - C. **R/U**: In Sub Varsity Games the numbering Rule does not apply. Communicate with B if A has an ineligible player's number in an eligible position.
  - D. **HL/LJ**: Enforce the Restricted Area Rule. Coaches are allowed only 2 steps on the field.

- E. **HL/LJ**: Memorize LTG prior to snap for 1<sup>st</sup> down awareness.
- F. **HL/LJ/BJ**: Decide which players can legally block below the waist immediately after snap.
- G. **HL/LJ**: Responsible for substitutes getting off field prior to snap on correct SL.
- H. **HL/LJ**: Move backfield foot forward so A players can line up. Then place feet parallel & shoulder width, so you can move quickly. Stand up straight to see players better.
- I. **HL/LJ** (Balanced Line – 7 Players): Count # of players on LOS on your side of Center. Signal each other with both hands & hold for 2 seconds or signal with 1 hand & the other hand/arm used to indicate player(s) closest is off LOS.
- J. **HL/LJ** (Unbalanced Line – 7 Players): Count # of players on LOS on your side of Center, & then use “2” & “4” fingers to indicate it, & hold for 2 seconds.
- K. **HL/LJ** (Closest Player(s) is Off LOS): Punch off at a 90 degree angle & hold until snap. If he/she goes in motion, & now closest player is on, drop your arm. If 2 closest players are off LOS, punch them off with 2 fingers in a waving motion to a 90 degree angle. NO signal given for nearest A player on LOS.
- L. **HL/LJ** (Motion Man): Responsible when MM moves on your side of Center.
- M. **LJ** (Down Box # is wrong): Point to Down Box repeatedly to get **HL**’s attention. If not, sound your whistle softly & jog in to center of field. BE PROFESSIONAL.
- N. **HL/LJ/BJ** (Pass Coverage): Based upon formation, know your receiver(s).
- O. **HL/LJ/BJ**: Check location of Defensive Backs. Are they in “press” coverage which rarely occurs in HS? If not, then be ready to go to Zone Coverage immediately at the Snap.

## 28. **Punt Mechanics (PUM)**

- A. Definition: KT lines up in punt formation. NOTE (4 Officials): **HL/LJ** on LOS at SL. **R** or **CJ** “Chops” his/her arm at the **Wing** on punts that go OOB on your Opposite SL. U’s IP is “heads up” on the Snapper.
- B. Initial Position (IP):
  1. **HL/LJ**: On SL (Possible OOB Punt); Reverse Mechanics (R&R1) takes priority for the **HL**.
  2. **BJ**: 8 YDS wide & 8 YDS Deep. If 1 receiver, favor wide side of field. If ball is snapped in middle of field with 1 receiver, then favor **LJ** side. If 2 receivers, “split them”, 8 YDS Deep. When Receiver(s) has heels on or inside - 10 YL, stand on GL.
- C. Read & React (R&R) Then Flow:
  1. **R**: Signal **Crew** when Kicker enters field.
  2. **HL** (Keys): Snap, Punter’s Catch, Line Play, & Wide Out. Fair Catch Signal after Release.
  3. **HL** (R&R1): Pause before moving downfield & read if punt could be blocked. If snap is over Punter’s Head, move into backfield & assist **R**.
  4. **LJ**: KEYS – Snap, Line Play, Blocking Backs, Punt Cross LOS, & Blocking.
  5. **LJ** (R&R1): Straddle LOS until Punt crosses LOS (Use down box as reference).
  6. **CREW**: If punt is tipped, give the tip signal (2X).
  7. **HL/LJ** (R&R2): Punt 30 YDS or less; jog downfield 10 YDS, STOP-N-WATCH KT/RT.
  8. **HL/LJ** (R&R3): Punt more than 30 YDS; jog downfield 15 - 20 YDS watching KT/RT.
  9. **HL/LJ**: Do NOT “overrun” play; concentrate on blocks ahead of receiver(s).
  10. **HL/LJ**: Punt OOB -- jog beyond spot, turn w/ arm up & jog back. Once you get to the area where you think it went OOB, WALK SLOWLY, & look for **R** to chop.
  11. **HL/LJ/BJ**: Punt rolls OOB deep – look to **BJ** as needed due to his angle. **BJ** will NOT move to SL on any OOB punt in flight.

## 29. **Reverse Mechanics (RM)**

- A. Definition: Snap is inside – 10YL.

**B. Initial Position (IP):**

1. **HL/LJ:** 10 YDS outside widest A Player; Never inside #'s.

**C. Pre Snap:** **R** will signal the **HL/LJ** that they have GL by pointing at them & then at GL. **HL/LJ** confirm this by pointing at themselves & then at GL. Eye contact between **R** & **HL/LJ** is a **MUST** regarding GL responsibility. \_\_\_\_\_

**D. Read & React (R&R 1 & 2) Then Flow:**

1. **R/HL/LJ:** When the **HL/LJ** have responsibility for the GL, they will rule on Safety or the FWP is "in the field of play", **NOT** the **R**.

2. **HL/LJ (R&R1)** (Between – 5 YL & GL): When FB is snapped find it. Slide to GL **IMMEDIATELY** if FB is on or near the GL. Remember the importance of the GL.

3. **HL/LJ (R&R2)** (Between – 10 YL & -- 5 YL): Take one step toward GL at the snap, reading QB, RB, & B Rushers. If B Rushers threaten QB &/or RB at GL, move to GL ASAP.

4. **R/HL/LJ (NO LONGER IN RM):** Once the FB touches - 10YL, **R** has responsibility for GL. **R** will point to yourself & then to GL, signaling **Wings** that GL is his. **Wings** will point to GL & then to **R** confirming that **R** has GL. If QB rolls toward **R** "suddenly", **R** must move along the GL quickly, straddling the GL. Do not "open door" to avoid QB/RB. If QB/RB is tackled at GL, **R** is the only official that can rule on DBS -- Safety or "in field of play".

5. **LJ:** Punt mechanics take priority over RM. Stay on LOS until punt crosses it.

**30. Run Mechanics (RUM)**

**A. Definition:** Snap is between – 10YL & + 10YL. Run occurs from scrimmage.

**B. Initial Position (IP):**

1. **HL/LJ:** 10 YDS outside widest A Player; Never inside Numbers.

**C. Read & React (R&R) Then Flow:**

1. **HL/LJ (Keys):** Snap/Line Play/Blocks Downfield/RB. Read G & T for Run or Pass Play. Watch line play at POA & receivers ahead of POA. When possible move off SL to mark FWP as long as you do not run past players. As RB moves to opposite SZ/SL, move toward near HM at a 45 degree angle to "clean up" behind **U & BJ**. During early run keep shoulders parallel with SL to maintain peripheral vision. SL is yours so be ready to "turn & burn" as needed. Check action on RB when tackled. Mark FWP with downfield foot **RATHER** than staring down at the DBS. **HL/LJ** that hug the SL & never move off the SL are "pretenders", not "contenders." Get off SL without running through & around players. Square off at DBS & swivel your head (2X) for DB action.

2. **HL/LJ:** "Open the Door" when runner moves outside the hash mark towards you. Let him/her proceed toward the GL & officiate as you trail him/her & other players from behind. It gives a better look at the play ahead. GLM/RM/TFM takes priority.

**31. Signaling Mechanics (SIM)**

**A. **CREW:**** The one thing to overemphasize is signaling – sharp & crisp signals -- Be ASSERTIVE!!

**B. **CREW:**** Keep your head "up" & swivel your head (2X) when signaling.

**C. **CREW:**** Think "one thousand one, one thousand two when signaling; slow & deliberate.

**D. **CREW:**** When using radios all officials must still give the appropriate Rules Book & GB signals.

**E. **CREW:**** Use a finger whistle? Must still use approved signals (No "one arm" TO signals).

**F. Backward Pass:** "Punch Back" & Yell "Back"; Both **HL & LJ**; & the **R/CJ** (if angle allows); this includes a QB "pitching" the FB to a running back which is a backward pass.

**G. Balanced Line:** Both **HL/LJ**; 2 Hands @ waist level OR Unbalanced Line: 2 & 4 Fingers at head level or above.

- H. Catch (Tight SL): TO Signal (2X) then Catch Signal (2X); Do NOT give catch signals “into” the field (what if another official is signaling incomplete pass!!)
- I. COP by Calling Official Once Ball is Dead: Direction first (2X), then TO signal (2X); Non Calling Officials Signal TO (2X) Upon Seeing COP.
- J. Count Players: 11 (S12); 10 (10 fingers); 12 (1 & 2 with both hands). **R/U**: 45 degree angle.
- K. Double Stakes by **R**: **Crew** relays “One Finger for each hand” (2X) above head.
- L. Down Box is wrong: **LJ** Points Above **HL**’s Head repeatedly. If necessary, use whistle.
- M. First Down near SL Inbounds: TO Signal (2X) ONLY – Do NOT Wind.
- N. 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> Down: ALL Officials signal next down with 1 Straight Arm only immediately after DB. Signal 4<sup>th</sup> down prior to signaling “crossed arms”. Also starts PC for 40 seconds.
- O. 2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> Down (Close to a 1<sup>st</sup>): **HL/LJ** taps their closed fists together (2X) indicating to pinch in once ball is dead.
- P. Formation: Player closest to **HL/LJ** is off LOS: Punch Back & hold on scrimmage plays until snap unless nearest A moves on LOS or goes in motion; if nearest 2 players are off LOS, punch off with 2 fingers in a waving motion to 90 degree angle.
- Q. Foul (Calling Official): After throwing your flag & ball becomes dead by Rule, signal TO (2X), then give a prelim foul signal to **R** & point to offending team.
- R. 4<sup>th</sup> Down Signal: All officials relay Crossed Arms at shoulder level after 3<sup>rd</sup> down.
- S. GC (Wind) (No First Down): After FB Becomes Dead between #'s & SL, **HL** or **LJ** Wind GC (2X) & **R** Mirrors (2X).
- T. GC (Ready): **R** faces PB to wind or uses PB side arm if snap is imminent & must watch snap.
- U. GC (Wind): Wind index finger (2X) at shoulder level or higher so **R** knows to wind GC.
- V. GC (No Wind): Use crossed arms so **R** does NOT wind GC.
- W. GC: Tap wrist shoulder level, remind **Crew** status inside 2 minutes each play
- X. Incomplete Pass Signal: Normal – chest high (2X) – covering official(s) only. Do NOT follow up an Incomplete Pass signal with a TO signal. Incomplete pass kills GC. Other officials on **Crew** do NOT signal TO.
- Y. Incomplete Pass Signal: Both Arms Sweep OOB (2X) on Tight SL Play.
- Z. Incomplete Pass Signal: (2X) then Both Arms Give Juggle Signal (2X) on No catch.
- AA. Knee (K/QB) Touched Ground: Point to your knee & ground emphatically (2X).
- BB. Passer (Incomplete Pass or Fumble): Signal Incomplete Pass (2X) then Pass (S34) (2X).
- CC. Point Differential: See Point Differential Rule elsewhere in the Gold Book for signals.
- DD. Punt OOB: **Wing** will raise his/her arm then drop it when **R** or **CJ** “Chops” him/her.
- EE. **R** Marks Ball Ready: Arm high overhead & extend arm straight out toward FB.
- FF. Reverse Mechanics: **R/HL/LJ** – **R** Points at **HL/LJ** & then GL if **HL/LJ** Have GL; If **R** has GL (No longer RM), he/she points at himself/herself & then at GL.
- GG. Runner Down Before Fumble: Point from your head to waist to Ground (2X).
- HH. Safety: Hold for 2 Seconds.
- II. Stop Sign: Arm/hand extended 90 degrees toward **R** to wait for injured player, talk with coach or player, timer to put 12:00 on GC, or any other good reason.
- JJ. Tee (S4): Given by **R** to **Crew** when Tee is carried on field by KT. If “Tee” is not carried on the field, then Signal a 2 Point Try by holding up 2 fingers.
- KK. Direction by Calling Official for Team TO: TO Signal (2X) Followed by Pointing with Both Arms (2X) Toward Team Who Requested TO.
- LL. TO Signal: All 5 signal Stop GC (2X). Begin signaling with your arms on the side of your body. **R** signals Team who Called Team TO (2X) with 2 Chucks of Arms toward Team’s GL.

**MM.** TO: When team uses 3 charged team TO's, **R** will face PB & pull down on the "steam boat whistle" (2X) & then point to that team (1X).

**NN.** TB: Signal (2X).

**OO.** TD & Try-Pass/Run: If you see TD, signal TD; Do NOT mirror another official's TD if you did not see TD; Hold 2 Seconds; Arms Straight up & Palms Inward. **R** does not mirror TD to PB on successful score. Foul & TD during a down – signal TD since that is the result of the play.

**PP.** Touching a Pass/Kick at LOS: Anyone who sees it will use S11 (2X).

**QQ.** Trap-No catch: Signal Incomplete Pass (2X), run to spot & Pound ground emphatically (2X). (S #) refers to the NFHS Official FB Signal Chart in NFHS FB Rules Book.

### 33. Third & Fourth Down Mechanics (TFM)

**A. HL/LJ:** Know LTG. Point to LTG to inform other **Wing**. Crucial! Don't "Open the Door" in TFM.

**B. HL/LJ:** Similar to GLM, move to LTG immediately at snap if LTG is 5 YDS or less. Imperative to be stationary on LTG prior to FB arriving. If GLM are being used, TFM takes Priority. Go to LTG.

### 34. Timing & TO Mechanics (TOM)

**A. CREW:** When GC does not work announce remaining time loudly at 10, 8, 6, 4, & 2 minutes. Once inside 2 minutes attempt to announce the GC time remaining loudly after every play.

**B. LJ:** Primary Responsibility for GC. He/she talks with Timer before game, times half time, interrupted game for lightning/thunder, & interval between end of game & OT. Make sure GC starts, when stopped, after **R/LJ** signal wind GC. If it does not start, ALL officials wind GC.

**C. HL/LJ:** Signal TO (2X) when runner is OOB, not when you reach DBS. Wind GC (2X) when DBS is inbounds between #'s & SL, unless it is an obvious 1<sup>st</sup> down.

**D. CREW:** Every official MIRRORS every TO (2X) signal on every play.

**E. CREW:** TD, TB, Safety, & Incomplete Pass Signals automatically STOP GC – no need to signal TO.

**F. CREW** (Inside 2 Minutes & All TO's): Someone MUST visibly see GC was stopped on OOB, incomplete passes, TO's, etc – it is that critical.

**G. R/HL/LJ** (KO & Start GC): Kick touches or caught by player between HM's – **R** only winds GC. Kick touches or caught by player in SZ – **R & near Wing** wind GC. **Crew** checks GC – Stopped?

**H. CREW** (Team TO): When necessary for several officials to get together & talk, then DO IT. But still keep an eye on "your" team as needed.

**I. CREW** (Team TO): Calling official – Whistle, signal TO (2X), point to team (2X). **R** signals TO (2X) facing PB, & turns to team's GL & points that way (2X), both arms.

**J. CREW** (Team TO): All 5 officials signal TO's REMAINING for both teams to each other & records it. **R** will give 2 "tugs on steamboat whistle" & point to team's GL when they are out of TO's.

**K. HL/LJ:** When team is out of TO's, **Wing** informs HC only.

**L. CREW** (GC Stopped): Give "stop signal" to **R** for unusual delays in marking ball ready.

**M. R/U/LJ** (TV Games): **LJ** signals **R/U** with "stop signal" until TV Coordinator indicates to **LJ** that TV is ready. **U** stays over FB until **LJ** signals that TV is ready.

### 35. Try-Kick Mechanics (TRYM)

**A. Definition:** Try will probably be kicked. (Assume Right Footed Kicker below) NOTE (4 Officials): **Wing** who looks at **R's** back goes to EL. Stay at LOS on Muddle Huddle. **U/Wing** (GP Uprights).

**B. Initial Position (IP):**

5. **HL/LJ:** Stand on bottom of Field #'s at LOS; Muddle Huddle: Stand 2 YDS OOB.

**C. Read & React (R&R) Then Flow:**

1. **R:** Signal **Crew** ASAP when Tee & Kicker come on field.

2. **HL/LJ** (Keys): Snap, FAKE, & Near TE/WB Block. Try Good or No Good/Blocked: Hustle in toward players with Strong voice after FB is kicked. If fake, move immediately to GL, 2 YDS outside Pylon. Muddle Huddle (GLM): Hustle to #'s if KT shifts to a Try-Kick.
3. **R/HL/LJ**: Fake Try short of GL, **Wings** marks FWP Only. **R** signals No Score to PB when Runner is short of GL only.
4. **R/CREW**: **R** jogs toward players after kick. Huddle after Try only if absolutely necessary.

### 36. **Victory Formation Mechanics (VFM)**

- A. **Definition**: Winning team HC informs officials we are “going to take a knee”. Opponent is out of team TO’s or tells **Wing** that we will not use them. Winning Team is ahead by 9 or more points. If the score differential is 8 or less points **R** will tell the teams to “defend themselves”.
- B. **CREW**: Officials pinch in. **R/U**: Inform A & B that A will take a knee—nothing rough. QB has protection once his/her team indicates they will take a knee. **R**: Emphatically tell QB he/she MUST take a knee ASAP – no fakes. If he/she fakes & does not take a knee, it is an Unfair Act.
- C. **CREW**: Ask winning team HC if the team will take a knee; score/time dictates this. If yes, **Wing** assertively informs losing team HC. Inform all players loudly. Communication is important!!

### 37. **Whistle Mechanics (WM)**

- A. **CREW**: Sound your whistle (SEE LEATHER) when ball is dead by Rule. Not more than 1 or 2 whistles; rarely 3. Who has primary coverage? Contending Crew has Great whistle Discipline.
- B. **CREW**: Ball dead by Rule – 1 only strong short whistle blast by covering official(s); keep whistle in mouth until threat of a DBF is over. Whistle on every play – NO Exceptions.
- C. **CREW**: Repeated blasts of whistle to indicate: Foul away from play; TO; HC Requests Info; Stop Play for Something Unusual; “Fighting”, or “Opponents talking with each other”.
- D. **CREW**: Plastic Whistle only. Carry whistle in your hand only during down, not in your mouth.
- E. **CREW**: Finger whistle – use OHSAA Approved Hand Signals with both arms, if needed.
- F. **CREW**: Whistle can be in mouth prior to snap. Drop or remove it from mouth after snap.