



**Referee (R) & Center Judge (CJ)**

**Individual Mechanics**

**2023**

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

Primary Responsibilities (PR) are listed for each position. **R** has PR for **Crew** using Gold Book. Mechanics are for 5 Man Crews with 4 Man differences indicated with a “**NOTE**”. They are summarized on the PR for 4 Man in the lower right hand corner box. The Mechanics are alphabetized to locate easily. **Crews** Must meet with both HC’s prior to each Varsity & Sub Varsity Game. There are NO exceptions. **Changes from last year are shaded.** (6/7/23)

### Referee (Crew of 5 or 6 Officials)

### Crews That Are CONTENDERS

1. OHSAA Gold Book Mechanics	1. Uses OHSAA Gold Book Mechanics
2. Conserve & Consume Timing Rules	2. 5 Fingers of a Hand -- All Working Together
3. KO -- Count RT (11)	3. Open & Honest Communication = Crew Success
4. FG/Punt/Try -- Count KT (11) & Subs	4. Have the Courage to Help a Fellow Official
5. Run/Pass -- Count A (11) & Subs	5. Treat Others as You Would Like to be Treated
6. QB -- Pass/Fumble; Int. Grounding ( <b>Crew Help</b> )	6. Let Your Mind Digest What Your Eyes Have Seen
7. Official Score & Game Stopped Score	7. We are There to Defuse Rather Than Incite
8. Complete All Reports Except DQ	8. Talk Low & Slow When Addressing Coaches
9. Number of Team TO's -- Crew & Scoreboard	9. Be Firm Yet Fair With Players & Coaches
10. Backward Pass -- Punch & Yell	10. Address Players & Coaches: Yes Sir; No Ma'am
11. Decide to go to OKOM When <b>Crew</b> Disagrees	11. Be Professional -- Uniforms Look Sharp & New
12. The Expert -- Rules 2 & 9	12. Enjoy the Moment -- We Are Truly Blessed

### Referee (Crew of 4 Officials)

1. OHSAA Gold Book Mechanics
2. Conserve & Consume Timing Rules
3. KO -- Count RT (11) at 10 YL
4. FG/Punt/Try -- Count KT (11) & Substitutions
5. FG/Punt/Try --Count LOS Players -- Your side
6. Run/Pass -- Count A (11) & Substitutions
7. QB -- Pass/Fumble; Int. Grounding ( <b>Crew Help</b> )
8. Play Clock & 25 Second Clock
9. # of Team Timeouts -- Crew & Scoreboard
10. Backward Pass -- Punch & Yell
11. Decides to go to OKOM When <b>Crew</b> Disagrees
12. The Expert -- Rules 2 & 9

### 1. Ball Handling Mechanics (BHM)

- A. **CREW:** On COP relay “old” FB to SL after no threat of a DBF. Do not wait for a “new” FB to remove “old” FB to Ball Person. Do not kick FB. State “old” & “new” to **Crew** members.
- 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. **CJ:** On long incomplete passes retrieve FB from near your SL & relay it to the **U**, if needed.

- E. **CREW:** Play with the same FB as much as possible to facilitate the game & 25/40 PC
  - F. **CREW:** During Inclement Weather make shorter relays & run FB in when needed.
  - G. **CREW:** Do not throw FB toward SL so it hits the ground. It looks unprofessional.
  - H. **R/CJ:** Help relay FB on plays that lose 15YDS or more.
  - I. **CREW:** HT & VT TEAMS: Each team keeps their own FB's on their own SL.
2. **Bean Bag Mechanics (BBM)**
- A. **CREW:** Throw orange BB above head level – prevents IW on fumbles. **Crew** sees a BB; knows FB is loose. BB on correct YL, not at the spot of fumble. NO BB's on 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. **WINGS:** No BB at OOB spot on SL (Exception: Fight breaks out down field or OOB).
  - E. **BJ/CJ/HL/LJ/U:** 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:** OHSA Requires NFHS Rule Book, Case Book & Gold Book (OT) is at the Field.
  - C. **R/HL or R/LJ (R will signal Officials TO):** 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. **R:** Face Scoreboard at 50 YL. **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. **R:** Request officials to introduce themselves to Captains. Ask which Captain will call & ask him/her for “call”, & then repeat it (Items D – G should take only 2-3 minutes)
  - D. **R:** Toss coin at 20 minutes, catch it, & ask Captain to repeat the “call”. Ask Captain if he/she wants to Defer or choose for 1<sup>st</sup> half. Defer- Signal PB (1X). If choose kick, receive, or GL turn captains & signal on Captain's side closest to PB. CT can be earlier if both teams are ready due to weather, senior night, homecoming, or teams have left the field.
  - E. **R:** Discuss Sportsmanship with Captains & then check options with **Crew**.
  - F. **BJ (HT)/U (VT):** 2<sup>nd</sup> Half: Bring 1 Captain each to center of field & meet with **R**.
  - G. **R:** 2<sup>nd</sup> Half: Secure options from Captains & signal PB. Discuss sportsmanship if needed.
  - H. **CREW (OT):** Toss, secure choices, turn captains, & signal PB by pointing to GL.
6. **Dead Ball Mechanics (DBM)**

- A. **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.
  - B. **R**: In most cases there is no need to run to the DBS at or beyond LOS. Stay back & swivel your head (2X), watching for any DB action. Then hustle to your IP.
  - C. **CJ**: Stay back & swivel your head unless action by players dictates moving to the pile (Exception: Spot the FB on a QB sack). Stop near field #'s & observe DB play. Move to SL only if player action dictates it.
  - D. **BJ** (Player in Opponent's Bench): Go into Team Box & escort player(s) back to field.
  - E. **CREW** (Ball Dead): Swivel head (2X) & watch players in your area rather than stare at DBS.
  - F. **CREW**: Immediately raise arm/hand to indicate next down. BE A GREAT DB OFFICIAL!
  - G. **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. **R**: Ensure no penalties; communicate verbally with **BJ** -- no Extension, & signal End of Period Very Deliberately to PB. Verbally confirm down, distance, & location of FB with **U**.
  - C. **U**: Walk off distance to near YL, record info, move to opposite side, & confirm with **R/BJ**.
  - D. **LJ**: Communicate with **R** that the GC has the correct time for start of 2Q & 4Q.
  - E. **BJ**: Verbally check with **R** -- no extension; time 1 minute; hustle to SS. Wait for **U** to spot ball
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). NOTE (6 Officials): **CJ** - Non Plant Leg Side of Kicker, 10 YDS Deeper than Holder & 5 YDS Wide of Holder. **R** Only Calls Roughing/Running the Kicker/Holder. **R** will secure info from **CJ** as Needed.
  - B. Initial Position (IP):
    - 1. **R**: Plant Leg Side of Kicker. 5 YDS Deeper than Holder, 10 YDS Wide of Holder, & shoulders at a 45 degree angle.
  - C. Read & React (R&R) Then Flow:
    - 1. **R**: Signal **Crew** ASAP when “Tee” & Kicker come on field. KEYS: Holder #, Snap, Holder's Catch & Knees, NO FAKE, Snapper, Holder, Rushers, & Kicker/Holder. Mark FB ready when **U** gets to EL & you are at your IP. Inform RT loudly to “stay off center & H/K”. Yell “Ball's Away” when FB is kicked to warn RT to avoid H/K. FG good – Watch KT & RT for DBF. FG blocked – back pedal – might be needed at GL. Count 1001 & 1002 while watching Center for a direct contact foul within 2 seconds. FG good – jog into players.
    - 2. **U**: Communicate to **Crew** – NO WHISTLE. KEYS: Snap, Snapper, & NO FAKE. Watch Center on Snap. Count 1001/1002 on Center for a direct contact foul within 2 seconds.
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. **CREW**: After order is restored, huddle away from everyone, discuss, & then assess penalties & DQ's. Give all officials an opportunity to speak & be heard.
  - D. **R**: Go to SL with **HL** or **LJ** present & inform each HC -- penalties & DQ's for both teams.
  - E. **R** (Signal): DB & Personal Foul, Not UNS, since there is contact while fighting. Signal DQ for each player ejected from game for each team.

- 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”.
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:** 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.
14. **Free Kick After Fair Catch (FC)/Awarded FC (FKFC)**
- A. **Initial Position (IP):** **R** (Kicker); **U** (GP Upright, Opposite PB); **HL** (KT Line); **LJ** (RT Line); **BJ** (GP Upright, PB). **NOTE (4 Officials):** **R** (KT Line); **Wing** (RT Line); **Wing/U** (GP Uprights). **NOTE (6 Officials):** **CJ** – KT Line on PB SL; **HL** – RT Line Opposite PB SL.
  - B. **Read & React (R&R) Then Flow:**
    - 1. **R:** Ask **BJ** if it is a FC. Ask HC where to spot FB. 2. **CREW:** Once kicked use FGM.
15. **Free Kick After Safety (FKS)**
- A. **Initial Position (IP):** **R** (RT 20 YL); **NOTE (4 Officials):** **R/HL** (RT 30 YL). **NOTE (6 Officials):** **CJ** – KT 30 YL, PB SL, 2 YDS OOB.
  - 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 the **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. NOTE (4 Officials): **U** moves to EL between Uprights.
  - C. Initial Position (IP):
    - 1. **R:** 15 YDS behind LOS & 8 YDS Wide of QB at 45 degree angle. Wide Side of Field.
  - D. Read & React (R&R1 & 2) Then Flow:
    - 1. **R:** Same as Pass or Run Play. After TD watch players move toward SL. Do NOT signal TD to PB. Look for Tee held by Kicker. After TD ask HC for location to spot FB for Try.
19. **Hat Mechanics (HATM)**
20. **Hurry-up Offense Mechanics (HUM)**
- A. **R/HL/LJ:** Adjust position by not moving in as far when FB is dead.
  - B. **R:** Emphatically tell Center & QB to “wait for my whistle” (If required) if A is ready to snap. **R:** If Center is over FB, back pedal quickly to IP before marking ball ready (If required).
  - 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): **R** (RT 10 YL near PB SL); **HL** (RT 10 YL opposite PB SL); **LJ** (RT 50 YL on PB SL); **U** (KT 40 YL opposite PB SL). **U/LJ:** Stay on SL after KO. Wind GC (2X): **R** signals when Kick touches player/caught between your SL & far HM. **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. NOTE (6 Officials): **CJ** – 50 YL, PB SL, 2 YDS OOB. Slide down SL to – 40 YL & Stop. Be ready to back pedal.
  - B. Initial Position (IP):
    - 1. **R:** Straddle GL on wide side of 1 receiver & between 2 receivers.
  - C. Pre Kickoff:
    - 1. **BJ:** (Start 1Q & 3Q): Do not hand the FB to the kicker until the GC reads 12:00.

2. **BJ:** After Try, secure new FB from Ball Person near GP Upright, start your timer for 60 seconds, & jog up PB SL. Jog to Kicker at 30 seconds. Check Tee & hand kicker FB. REMIND KT to stay behind Line until kick. Jog to SL. Clear Restricted Area, secure ready from **U**, & signal **R**. If FB falls off Tee sound your whistle (2X) & repeat.
  3. **LJ** (Start 1Q & 3Q): Step on Field #'s with stop signal pointed to **R** until GC reads 12:00.
  4. **R/HL/LJ:** Count RT & secure "ready" signal from **HL/LJ/BJ** (raised arm).
  5. **CREW:** If wind blows ball off Tee (2X), then a KT member must hold the FB.
  6. **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. **R** (Keys): RT Touching Kick, Wind GC, GL, TB, Blocks Ahead of Runner, Clean Up Behind Runner & R&R. Straddle GL & maintain 5 YD cushion until GL is not threatened. Wind GC. Signal TB if needed. Move up field watching blocking ahead & around runner. Once ball is dead swivel head (2X) & clean up first.
  2. **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. R:** Make final decision to measure, signal TO to PB, & motions chains in. **Face PB to decide.**
  - B. CJ:** Help keep players away from FB & forward stake.
  - C. R:** Looks at stake & FB, signals 1<sup>st</sup> down or signals short to PB. After grabbing FWP spot on chain, move chains inside HM & spot new FB if necessary. If short of a 1<sup>st</sup> down, wait for **HL** to reset clip & chains on the SL.
- 23. Microphone Announcements Mechanics (MICM)**
- A. R:** One Microphone Only MUST be controlled by **R** ONLY, if it is heard in stadium. If not, do NOT use. Stand still; face PB; be concise, accurate, & think before talking. Pause for effect.
  - B. CJ:** Assist **R** with player numbers when he/she is announcing 2 or more fouls.
  - C. R** (Practice): No microphone in this game – verbalize fouls when you signal PB.
  - D. R:** Briefly announce unique rulings; keep it short; avoid being too technical.
  - E. R** (Examples): Player's # is announced.
    1. Dead Ball, False Start, Offense, # 79, 5 YDS, 1<sup>st</sup> Down
    2. Illegal Motion, Offense, # 38, 5 YDS, 2<sup>nd</sup> Down
    3. Roughing the Passer, Defense, # 41, 15 YDS, Automatic 1<sup>st</sup> Down
    4. Intentional Grounding, Offense, # 12, 5 YDS, Loss of Down, 3<sup>rd</sup> Down
    5. SL Warning, Name of HS, Their First.
    6. Time-out, Name of HS, Their First
    7. Name of HS, They Have Requested a Coach/Referee Conference
- 24. 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.
- 25. 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): **U** (KT 40 YL outside SL), **HL/LJ** (RT 50 YL outside SL) **R** (10YL in middle of field). NOTE (6 Officials): **CJ** – KT's 45 YL, PB SL, 2 YDS OOB.
- 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. **R**: Stay at GL until there is no chance FB might touch GL or RT runs back to the GL.

## 26. 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. NOTE (6 Officials): **R** – IP is 15 YDS from LOS & 8 YDS wide of QB on the right side. **CJ** – IP is 15 YDS from LOS & 8 YDS wide of QB on the left side. **R** Keys are Snap/QB/Opposite side Tackle. **CJ** Keys are Snap/QB/Opposite side Tackle. Both focus on blocking at LOS & ahead of POA. **R** Only calls Roughing Passer/Intentional Grounding. **R** secures needed info from **CJ**. **CJ** will assume Passer responsibility if QB or a BKWD pass crosses his/her "Face". Assume R&R at this time. Let him/her cross your vision to maintain inside/out view of the play.
- B. Initial Position (IP):
  - 1. **R**: 15 YDS behind LOS & 8 YDS wide of QB at 45 degree angle; Wide Side of Field.
- C. Read & React (R&R1, 2, & 3) Then Flow:
  - 1. **R** (Keys): Snap/QB/Opposite Tackle/Passer; Maintain a 5 YD cushion with Passer. Yell "Ball's Away" once slowly to tell B Rushers to stay off Passer. If B hits Passer after you have said "Ball's Away" once slowly, it is Roughing the Passer.
  - 2. **R**: BP – signal & yell "back". If Passer rolls, maintain a 10 YD cushion; eye on passer after pass. Passer close to NZ – Memorize spot of release & move to it quickly – check with **U** – beyond or behind NZ. Be ready to rule on Passer who is hit – Pass or Fumble.
  - 3. **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.
  - 4. **R/CJ/HL/LJ**: Be Very patient when ruling on whether a pass is forward or backward.
  - 5. **CREW**: STOP-N-WATCH at moment of Judgment – You Can See Much Better!!

## 27. Penalty Enforcement Mechanics (PEM)

- A. **U**: Penalty Enforcement is yours. Turn to calling official after whistle is sounded (Exception: On long FG's & Try – Kicks the **CJ** will enforce the penalty.)
- B. **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.
- C. **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.
- D. **R**: Find open space immediately & give Prelim Signal; do not walk around!!!
- E. **R**: Signals 1 Prelim ONLY to PB for 5 YD DBF – FST, ENC, DOG, Ill Sub, etc. Otherwise signal Prelim & Final Signal to the PB only (Decline: 1X only). If TV Cameras are located on SL opposite PB then give all signals to both SL's. Check with TV before the game.



- F. **R/U/HL:** 5 YD walk off close to 1st down; ask **HL** to check tape on the chain.
- G. **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.
- H. **LJ/BJ/CJ:** Signal GC Status to **R** while he/she signals the foul to the PB.

## 28. Pre Snap Mechanics (PSM)

- A. **CREW:** Hustle to IP once the FB is spotted for the next down.
- B. **R** (Wide Side – 4 or 5 Officials): For GLM, Passes, Punts, RM, & Runs, the **R's** IP is the Wide Side of the Field. Snap in the middle of the field? **R** determines Wide Side. **R** No Longer will ask the HC's whether their QB's or Punters are right/left – only FG/TRY Kicker.
- C. **R/U/CJ:** Count A 11 Players & Hold Signal for 2 seconds. Get eye contact with each other.
- D. **R:** Primary Responsibility for A subs in & out of huddle. Mark ball RFP after administrative stoppage for 40/25 second PC.
- E. **R:** If A is at LOS or moving to LOS, Back Peddle Out to IP before marking ball ready.
- F. **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.
- G. **HL/LJ/BJ:** Decide which players can legally block below the waist immediately after snap.
- H. **HL/LJ/BJ** (Pass Coverage): Based upon formation, know your receiver(s).
- I. **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.
- J. **BJ** (PC – With or without a PC): NOTE 4 Officials (PC): **R** states 10 seconds.

## 29. Punt Mechanics (PUM)

- A. Definition: KT lines up in punt formation. NOTE (4 Officials): **U** is downfield with RT receivers (same as a 5 Person **BJ**). **HL/LJ** on LOS at SL. NOTE (6 Officials): **CJ** - 5 YDS deep & 10 YDS wide of punter on left side. **R** - 5 YDS deep & 10 YDS wide of punter on right side. **CJ** – Initial Key is Snapper. Focus on blocks ahead of punter. **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. **R:** 5 YDS Deep & 10 YDS Wide of Punter at 45 degree angle; Wide Side of Field. If Punter is between the - 5 YL & GL, **R's** IP is 10 YDS wide & standing on the GL at a 45 degree angle. If Punter is on GL or in EZ, **R** stands on EL, 10 YDS Wide.
  - 2. **CJ:** When Punter is between the - 5 YL & GL, stand on the EL, 10 YDS wide.
- C. Read & React (R&R) Then Flow:
  - 1. **R:** Signal **Crew** when Kicker enters field. KEYS – Snap, Punter Catch, Eligible Backs #'s, Blocking by Backs, & Punter. Inform RT players loudly to "stay off center" & "stay off punter". Count 1001 & 1002 on Center for Foul for direct contact within 2 seconds. Be aware of low snap & Punter's knee. Yell "ball's away" when FB is punted. Determine roughness/ running into. Stay with Punter until there is no threat of a foul.
  - 2. **R:** Jog to LOS, stop, & watch KT/RT. If runback, back pedal & get to GL as needed.
  - 3. **CREW:** If punt is tipped, give the tip signal (2X).

## 30. Reverse Mechanics (RM)

- A. Definition: Snap is inside – 10YL. NOTE (6 Officials): When the snap is inside the – 10YL the **R** is on the EL on the right side & the **CJ** is on the EL on the left side.
- B. Initial Position (IP):
  - 1. **R:** 8 YDS Wide of QB at 45 Degrees on EL (Errant snap). Wide Side of Field. NOTE: If snap is between - 10 YL & - 15 YL, **R's** IP is 12 YDS Wide of QB at 45 Degrees on GL.
  - 2. **CJ:** When the snap is between - 10 YL & - 15 YL, stand on the EL.

- 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**: Remain at EL until no threat, & then move forward. Maintain 5 YD cushion w/QB.
2. **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**.
3. **R/HL/LJ (NO LONGER IN RM)**: Once the FB touches - 10YL, **R** has responsibility for GL. **R** will point to you & 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".

31. Run Mechanics (RUM)

- A. Definition: Snap is between - 10YL & + 10YL. Run occurs from scrimmage. NOTE (6 Officials): **R** - IP is 15 YDS from LOS & 8 YDS wide of QB on the right side. **CJ** - IP is 15 YDS from LOS & 8 YDS wide of QB on the left side. **R/CJ** Keys are G/T/TE on your near side. Focus on play ahead of the Runner & the POA. **CJ** will assume Runner responsibility if he/she crosses your "Face". Assume R&R at this time. Let him/her cross your vision to maintain inside/out view of the play. See the last page of this Mechanics Section.
- B. Initial Position (IP):
1. **R**: 15 YDS behind LOS & 8 YDS wide of QB at 45 degree angle. Wide Side of Field.
- C. Read & React (R&R) Then Flow:
1. **R (Keys)**: Snap/QB/Handoff/QB/Line Play at Point of Attack (POA). Follow QB if he/she rolls - 10 YD cushion. Eye on QB after handoff. Check line play at POA & action around RB. When QB/RB is tackled Swivel your head (2X) for DBF.

32. 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/Unbalanced Line: Both **HL/LJ**; 2 Hands @ waist level; Unbalanced Line: 2 & 4 Fingers or 1 & 5 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: **R** Signals ASAP (1X only): No "chopping".
- N. First Down: **LJ** signals by pointing downfield with his/her arm over his/her head.
- O. First Down near SL Inbounds: TO Signal (2X) ONLY - Do NOT Wind.

- P. 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.
- Q. 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.
- R. 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.
- S. 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.
- T. Foul (**R** Signals PB): **R** moves to 1<sup>st</sup> Available Open Space; Do **NOT** Walk Around.
- U. 4<sup>th</sup> Down Signal: All officials relay Crossed Arms at shoulder level after 3<sup>rd</sup> down.
- V. GC (Wind) (No First Down): After FB Becomes Dead between #'s & SL, **HL** or **LJ** Wind GC (2X) & **R** Mirrors (2X).
- W. GC (Ready): **R** faces PB to wind or uses PB side arm if snap is imminent & must watch snap.
- X. GC (Wind): Wind index finger (2X) at shoulder level or higher so **R** knows to wind GC.
- Y. GC (No Wind): Use crossed arms so **R** does NOT wind GC.
- Z. GC: Tap wrist at shoulder level to remind **Crew** of the status inside 2 minutes each play.
- AA. Incomplete Pass Signal: Normal – chest high (2X) – covering official(s) only. No need to signal TO since incomplete pass signal stops GC. Other officials on **Crew** do NOT signal TO.
- BB. Incomplete Pass Signal: Both Arms Sweep OOB (2X) on Tight SL Play.
- CC. Incomplete Pass Signal: (2X) then Both Arms Give Juggle Signal (2X) on No catch.
- DD. Knee (K/QB) Touched Ground: Point to your knee & ground emphatically (2X).
- EE. Passer (Incomplete Pass or Fumble): Signal Incomplete Pass (2X) then Pass (S34) (2X).
- FF. Point Differential: See Point Differential Rule elsewhere in the Gold Book for signals.
- GG. PC (5 Seconds Left): **BJ** raises arm w/ 5 fingers & counts down (4-3-2-1). **U**: 4 Officials.
- HH. PC (Reset): **R/BJ** raises 1 arm (25s.) or 2 arms (40s.) over head & pushes upward (2X).
- II. Punt OOB: **Wing** will raise his/her arm then drop it when **R** or **CJ** “Chops” him/her.
- JJ. **R** Marks Ball Ready: Arm high overhead & extend arm straight out toward FB.
- KK. 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.
- LL. Runner Down Before Fumble: Point from your head to waist to Ground (2X).
- MM. Safety: Hold for 2 Seconds.
- NN. 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.
- OO. 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.
- PP. Direction by Calling Official for Team TO: TO Signal (2X) Followed by Pointing with Both Arms (2X) Toward Team Who Requested TO.
- QQ. 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.
- RR. 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).
- SS. TB: Signal (2X).
- TT. 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.

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

**VV.** 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. 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. R/CJ:** Check Scoreboard for the correct number of TO's. Then the **R** will mark the ball ready.
- C. BJ/CJ** (GC is stopped): **BJ/CJ** signal **R** whether GC is started on ready or snap due to **LJ** talking with HC or walking off penalty. "Top Contending" **Crew:** Most officials signal **R** on most plays.
- D. R/BJ:** Official facing GC rules on snap versus end of period.
- E. CREW:** Every official MIRRORS every TO (2X) signal on every play.
- F. CREW:** TD, TB, Safety, & Incomplete Pass Signals automatically STOP GC – no need to signal TO.
- G. 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.
- H. 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?
- I. 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.
- J. 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.
- K. 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.
- 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). NOTE (6 Officials): **CJ** - Non Plant Leg Side of Kicker, **10 YDS Deeper** than Holder & 5 YDS Wide of Holder. **R** Only Calls Roughing/Running the Kicker/Holder. **R** secures needed info from **CJ**.
- B. Initial Position (IP):**
  - 1. **R:** Plant Leg Side of Kicker. 5 YDS Deep & 10 YDS Wide of Holder, at a 45 degree angle.
- C. Read & React (R&R) Then Flow:**
  - 1. **R:** Signal **Crew** ASAP when Tee & Kicker come on field. KEYS: Holder #, Snap, Holder's Catch & Knees, NO FAKE, Snapper, Holder, Rushers, & Kicker/Holder. Ask HC where FB is spotted. Mark FB ready when **U** gets to EL. Inform RT to "stay off center & K/H". Yell "Ball's Away" when FB is kicked to warn RT to avoid K/H. After Kick – Watch KT & RT for DBF. Don't signal PB on kick Good or not beyond/behind LOS. Count 1001/02 while watching Center for a direct contact foul w/in 2 seconds. Jog in after FB is kicked.
  - 2. **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. **R:** When necessary mark the ball ready & be clear of all players.
- B. **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.
- C. **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.
- D. **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”.
- E. **CREW:** Plastic Whistle only. Carry whistle in your hand only during down, not in your mouth.
- F. **CREW:** Finger whistle – use OHSAA Approved Hand Signals with both arms, if needed.
- G. **CREW:** Whistle can be in mouth prior to snap. Drop or remove it from mouth after snap.

### **Crew of 6 Officials -- Mechanics -- Important Notes**

NOTE: **R & CJ** IP on a HS Marked Field. When FB is spotted on the Right HM for Run/Pass Plays the **R**’s IP is at the top of the Field #’s (Punt – Bottom of Field #’s). **CJ**’s IP is midway between the 2 HM’s. Adjust accordingly as the FB is spotted between the HM’s – always be 8 YDS wide (Punt – 10 YDS wide).