



Umpire (U) Individual Mechanics

2023

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.** (6/7/23)

Umpire (Crew of 5 or 6 Officials)

<u>Umpire (Crew of 5 or 6 Officials)</u>	<u>Crews That Are CONTENDERS</u>
1. Equipment -- Players & Officials	1. Uses OHSAA Gold Book Mechanics
2. Penalty Enforcement	2. 5 Fingers of a Hand -- All Working Together
3. KO -- Count KT (11)	3. Open & Honest Communication = Crew Success
4. FG/Punt/Try -- Count KT (11)	4. Have the Courage to Help a Fellow Official
5. Run/Pass -- Count A (11)	5. Treat Others as You Would Like to be Treated
6. Pass -- Ineligibles Downfield (Crew Help)	6. Let Your Mind Digest What Your Eyes Have Seen
7. Passer -- Beyond/Behind NZ	7. We are There to Defuse Rather Than Incite
8. Pass -- Beyond/Behind LOS (Crew Help)	8. Talk Low & Slow When Addressing Coaches
9. Game Balls -- Approve Them	9. Be Firm Yet Fair With Players & Coaches
10. Legal Snap	10. Address Players & Coaches: Yes Sir; No Ma'am
11. Try -- Sound Whistle After Kicked	11. Be Professional -- Uniforms Look Sharp & New
12. The Expert -- Rules 1 & 10	12. Enjoy the Moment -- We Are Truly Blessed

Umpire (Crew of 4 Officials)

1. Equipment -- Players and Officials
2. Penalty Enforcement
3. KO -- Count KT (11); Instructions to Kicker & KT
4. FG/Punt/Try -- Count RT (11) & Subs
5. Punt -- Move Downfield Like a 5 Man BJ
6. Run/Pass -- Count B (11)
7. Pass -- Ineligibles Downfield (Crew Help)
8. Pass/Passer -- Beyond/Behind NZ (Crew Help)
9. Game Balls -- Approve Them
10. Legal Snap
11. Try -- Sound Whistle When Kicked
12. The Expert -- Rules 1 & 10

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. **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. **U:** Rain/Snow: Hold & cover FB with towel at DBS. Set FB down as team breaks huddle.
 - F. **CREW:** Play with the same FB as much as possible to facilitate the game & 25/40 PC.
 - 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. **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).
 - C. **BJ/U:** KO (BB in hand) – “think onside kick”. F. **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 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.
 - 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. **U:** Steps forward & repeats Captains' “Call” of Heads or Tails.
 - E. **R:** Discuss Sportsmanship with Captains & then check options with **Crew**.
 - F. **BJ (HT)/U (VT):** 2nd Half: Bring 1 Captain each to center of field & meet with **R**.
 - G. **CREW (OT):** Toss, secure choices, turn captains, & signal PB by pointing to GL.
6. **Dead Ball Mechanics (DBM)**
- A. **CREW (Ball Dead):** Swivel head (2X) & watch players in your area rather than stare at DBS.
 - B. **CREW:** Immediately raise arm/hand to indicate next down. BE A GREAT DB OFFICIAL!
 - C. **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. **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).
 - B. **Initial Position (IP):**
 - 1. **U/BJ:** GP Uprights (choice of post).
 - C. **Read & React (R&R) Then Flow:**
 - 1. **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.
 - 2. **U/BJ:** If faked/ blocked, **BJ** stays on EL & **U** hustles to GL. If FG is short, both go to GL, & rule if Kick breaks GL Plane. Sound whistle when kick crosses GL, & signal no score & TB.
 - 3. **U/BJ:** Good – **U** sounds whistle, both signal FG good & move 2 YDS into EZ; Not good & hits in or beyond the EZ – **U** sounds whistle. Both move 2 YDS into EZ, signal no score ONLY (2X) & TB (2X). **BJ:** Responsible for upright & Crossbar. **U** has upright only.
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. **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 1st down”.

- C. **HL/LJ** (Close to 1st 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.

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)**

14. **Free Kick After Fair Catch (FC)/Awarded FC (FKFC)**

- A. Initial Position (IP): **U** (GP Upright, Opposite PB); NOTE (4 Officials): **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): **U** (KT 30 YL); NOTE (4 Officials): **U** (KT 20 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 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. **U:** 7 YDS off LOS inside TE’s, irrespective of **R**’s IP. Not on GL. Vary position laterally.
- 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.
19. **Hat Mechanics (HATM)**
20. **Hurry-up Offense Mechanics (HUM)**
 - A. **U:** The "Sprinter" between downs, runs to grab FB & spot it off Back side **HL** or **LJ**. Remember, GC becomes more important than exact DBS, unless close to a 1st down. Spot FB & move to your IP as quickly as possible. Hustle, But Do Not Hurry.
 - 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 1st 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):
 - B. **Initial Position (IP):**
 1. **U:** 50 YL, 2 YDS OOB, & opposite PB with BB in hand (think onside kick).
 - C. **Pre Kickoff:**
 1. **U:** Jog up SL opposite PB & clear Restricted Area. Signal **BJ** when ready (raise arm).
 2. **U/BJ:** Memorize Kicker's shoe & sock colors so you see him/her kick FB if positioned more than 5 YDS from KT line.
 3. **CREW:** If wind blows ball off Tee (2X), then a KT member must hold the FB.
 4. **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. **U** (Keys): RT Encroachment, Onside Kick, First Touching, KT Initial Contact by RT Front Line, & R&R. Run to near HM on 50 YL then STOP-N-Watch KT & RT. If runner breaks it, you have inside/out responsibility & **BJ** has GL. If it is a "pooch" kick, high & short, between your SL & #'s, then stay on the SL.
22. **Measurements Mechanics (MM)**
 - A. **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. **Microphone Announcements Mechanics (MICM)**
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):** **U/LJ** (RT 50 YL outside SL), **NOTE (4 Officials):** **U** (KT 40 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. **U/LJ:** Hold at 50 YL & rule on FB crossing RT's Free Kick Line, FC, & possession.
- H. **U/HL/LJ/BJ:** Large pileup on onside kick - - dig out FB - - "survival of the fittest".
- I. **U/HL/LJ/BJ:** Remind teams to stay behind their Free Kick Lines until FB is kicked.

26. Pass Mechanics (PM)

- A. Definition: Snap is between – 10 YL & + 10 YL. A Pass is thrown.
- B. Initial Position (IP):
 - 1. **U:** 7 YDS off LOS inside the TE's, irrespective of **R's** IP. Vary your position laterally. Shoulders parallel to GL.
- C. Read & React (R&R1, 2, & 3) Then Flow:
 - 1. **U (Keys):** Snap/Linemen/QB/Pass/Catch. Must move forward & get to NZ ONLY if the NZ is threatened by the Passer. Check spot where Passer passes ball near NZ with **R** as he/she arrives. Be ready to rule on trapped pass behind/beyond NZ. Turn ASAP when pass is thrown. Jog to DBS. Shoulders parallel to SL when spotting FB. Move off FB quickly after spotting. **Crew GOAL:** A Never has to wait on **Crew** to spot FB & go to IP.
 - 2. **CREW:** STOP-N-WATCH at moment of Judgment – You Can See Much Better!!
 - 3. **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.
 - 4. **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.

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. **U:** 98% of Penalties are enforced w/out asking HC because we know. The 2% we are not sure, we look at HC (**HL or LJ** by his/her side) to decide. **HL or LJ** tells the HC down/distance for both acceptance/declination. Walk or jog off penalty yardage; your choice; get it right!
- E. **R/U/HL:** 5 YD walk off close to 1st down; ask **HL** to check tape on the chain.
- F. **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.

28. Pre Snap Mechanics (PSM)

- A. **CREW:** Hustle to IP once the FB is spotted for the next down.
- B. **R/U/CJ:** Count A 11 Players & Hold Signal for 2 seconds. Get eye contact with each other.
- C. **U:** Count 5 Ineligible A Linemen. Check their legal numbers, except for Sub Varsity games.
- D. **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.

- E. NOTE: 4 Officials: **U** is responsible for B substitutes in & out of huddle
- F. NOTE 4 Officials (PC): **U** signals 5 seconds, then counts down the same as the **BJ** above.

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): **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. **U**: 7 YDS off LOS, "Nose upon Tackle" opposite **R** (ONLY applies on punt plays).
- C. Read & React (R&R) Then Flow:
 1. **U (Keys)**: Number Exception, Snap, Snapper, Line Play, & TURN-N-WATCH. Watch action on Center after snap. Count 1001 & 1002 on Center for Foul for direct contact within 2 seconds. If punted 30 YDS or less (R&R1), Stand-N-Watch. If punted + 30 YDS (R&R2), jog slowly downfield. Concentrate on blocks ahead of & around the runner.
 2. **CREW**: If punt is tipped, give the tip signal (2X).

30. Reverse Mechanics (RM)

- A. Definition: Snap is inside – 10YL.
- B. Initial Position (IP):
 1. **U**: 7 YDS off LOS inside TE's, irrespective of **R's** IP. Vary your position laterally.
- C. Read & React (R&R 1 & 2) Then Flow:

31. Run Mechanics (RUM)

- A. Definition: Snap is between – 10YL & + 10YL. Run occurs from scrimmage.
- B. Initial Position (IP):
 1. **U**: 7 YDS off LOS inside TE's, irrespective of **R's** IP. Vary your position laterally. Shoulders & feet parallel to GL.
- C. Read & React (R&R) Then Flow:
 1. **U (Keys)**: Snap/Linemen/POA Blocking/RB. Watch interior line play with emphasis at POA. Action on tackled RB. Strong voice after DB to prevent fouls. Action near RB after tackle. Spot Ball: Shoulders parallel to SL. Move off ball quickly after spotting.

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.** 1st/2nd/3rd/4th Down: ALL Officials signal next down with 1 Straight Arm only immediately after DB. Signal 4th down prior to signaling “crossed arms”. Also starts PC for 40 seconds.
- Q.** 2nd/3rd/4th Down (Close to a 1st): **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 1st Available Open Space; Do **NOT** Walk Around.
- U.** 4th Down Signal: All officials relay Crossed Arms at shoulder level after 3rd 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. CREW:** Every official MIRRORS every TO (2X) signal on every play.
- C. CREW:** TD, TB, Safety, & Incomplete Pass Signals automatically STOP GC – no need to signal TO.
- D. 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.
- E. 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.
- F. 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.
- G. 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.
- H. CREW** (GC Stopped): Give "stop signal" to **R** for unusual delays in marking ball ready.
- I. 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):**
 - 1. **U:** GP Upright opposite PB. 4. **U/BJ:** Muddle Huddle: Stand on EL.
- C. Read & React (R&R) Then Flow:**
 - 1. **U** (Keys): Numbering Exception, Snap, Snapper, NO FAKE, & FB. Watch action on Center after snap. Count 1001 & 1002 on Center for a direct contact foul within 2 seconds. Sound whistle immediately when FB is kicked. Muddle Huddle: Stay on EL.
 - 2. **U/BJ: BJ:** Has opposite PB upright & Crossbar. **U** has PB upright only. Fake -- stays on EL. Good – Both signal Try Good & move 2 YDS straight ahead into EZ; Not good beyond or behind LOS – Both move 2 YDS straight ahead & signal no score ONLY (2X).
 - 3. **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.