

# 2018 FOOTBALL OFFICIALS MANUAL

## For A Crew of 3 Officials



### **PURPOSE OF MANUAL**

The manual of football officiating is designed to make available to each and every official, detailed information regarding the officiating techniques.

### **OFFICIATING PREREQUISITES**

Courage, a working knowledge of the rules and mechanics, hustle, and tact are indispensable to a good official, but none any more important than good judgment!

**RULES AND MECHANICS:** An overall familiarity with the rules and full understanding of mechanics are necessary for the proper conduct of a game. The intent of each rule must be kept in mind. Each official should seek the happy medium between strict adherence and undue laxity. Situations arise in a game which cannot be foreseen, and which cannot be covered in a rule book or manual. Football “sense” must supersede the most technical application of the rules.

**COURAGE:** A smooth running game suddenly can get out of hand as a result of an overly officious attitude toward players and coaches, or an undue laxity of enforcement. Conversations with a coach or a player should always be courteous without sacrificing dignity. If something is said or done which warrants a penalty, penalization should be done unobtrusively and without dramatization. A game is kept under control by proper administration of the rules.

**HUSTLE, BUT DON'T HURRY:** Hurry should not be mistaken for hustle. There are times it is proper to speed the tempo of the game in order to get the ball back in play after an incomplete pass, to take a position on a foul situation, to prepare for a measurement, etc. Never hurry an injured man off the field. Never rush to get another ball before the play is over. Don't move the ball to the inbounds line without first checking for the need of a measurement. Don't pressure a captain's decision on a difficult option. Precision and care should be exercised in all situations. Hustle is essential. HURRY is a hazard.

**TACT, BUT NOT SUBMISSION:** Tact is necessary but should never be a justification for retreat from a position properly taken or a decision correctly rendered.

**POISE, BUT NOT INDIFFERENCE:** Staying loose is an asset in officiating, as in any other phase of a sport where fast reflexes are required. A relaxed appearance is a great help if it gives the impression of confidence. Care, however, should be taken to avoid the appearance of indifference. The poised official is able to remain inconspicuous as he moves to the right place at the right time.

## SECTION 1. GENERAL PRINCIPLES

**ARTICLE 1. KNOWLEDGE OF THE RULES:** Rule mastery will be perfected over time and must be supplemented by ability to interpret rules and editorial changes correctly. These abilities are acquired through devotion of time and study.

**ARTICLE 2. PHYSICAL CONDITION:** Football officiating is difficult and exhausting and requires 100 percent efficiency of mind and body. An annual physical examination should be a personal requisite to ensure your health, thus allowing you to assess your ability to officiate.

**ARTICLE 3. MENTAL REACTIONS:** Decisions must be instantaneous, and rulings announced without delay. To ensure improved instinctive reaction to play situations, continue to review the different combinations of circumstances that may occur.

**ARTICLE 4. DUTIES AND RESPONSIBILITIES:** Each official must have a thorough knowledge of the duties of his own position and must also be fully informed concerning the duties of each of the other officials. He/she should be prepared to assume any one of the other positions whenever circumstances require rearrangement of assignments.

### **AN OFFICIAL MUST:**

- A. Know the down and yardage prior to each snap.
- B. Be ready to assist any official that is temporarily out of position.
- C. Observe erroneous procedure or rulings of other officials and attempt prevention and correction whenever possible. **Under no circumstances should an argument develop on the field between officials.**
- D. Know the prescribed signals and when and how they should be used.
- E. Secure a new ball if appropriate, after all action has ceased and be able to handle and pass the ball properly.
- F. Be alert to happenings away from the ball when play has left his immediate area.
- G. Call time-out for any player who is obviously injured or disabled. Never hurry the treatment of an injured player. Recognition of injured players is the concern of all game officials. Clock can be started if time-out is not necessary.

**ARTICLE 5. SIGNALS:** All signals should be given promptly, distinctly and conspicuously as they are the non-verbal communications tools we use to inform. The preliminary signal on fouls and the regular signal after enforcement (or declination) of a penalty shall be given by the Referee only. (See Code of Signals).

**ARTICLE 6. ENFORCEMENT:** All rules should be strictly and fairly enforced. There shall be no deviation from the NFHS or MSYFL Football Rules.

**ARTICLE 7. HUSTLE:** Keep the game moving smoothly from start to finish. Do not permit haste to interfere with duties or correct determinations.

**ARTICLE 8. BOXING IN:** Smart officiating requires keeping the players "boxed in" and avoidance of officials being "boxed in". "Outside looking in" is essential for sideline and

end line coverage. The ultimate goal is to have each play viewed from more than one direction. Live for the perfect triangle.

**ARTICLE 9. OFF BALL OFFICIATING:** Officials should not be ball watchers. The official nearest the action should take the primary responsibility for the ball but should also be alert to action around the ball. The official that is the farthest distance away should take the widest, “big picture” view of the action, looking for unsportsmanlike acts and threats to player safety. The officials in between should work in “rings”. The closer you are to the ball, the smaller your “ring” is.

**ARTICLE 10. COOPERATION:** Team work is essential among officials. If a ruling is puzzling, relay explanation to the coach. Continuous verbal and nonverbal communication between all officials during the game is essential for effective game administration.

**ARTICLE 11. DON'T DISCUSS:** Do not discuss with a coach the play or players of his opponents in a game which you will officiate or are officiating.

**ARTICLE 12. OFFICIALS' “ABCs”**

**A - Ability to handle players in firm, fair, and friendly fashion.**

**B - Knowledge, understanding and correct application of the rules.**

**C - Knowledge of an adherence to approved mechanics.**

**ARTICLE 13. WHEN IN QUESTION RULES:**

- A. Catch or recovery not completed (2-2-7).
- B. Block below the waist (2-3-2).
- C. Chop block (2-3-3).
- D. Block in the back (2-3-4).
- E. Ball not touched on kick or forward pass (2-10-4).
- F. Ball is accidentally kicked (touched) (2-15-1).
- G. Forward pass and not fumble (2-19-2).
- H. Forward pass rather than backward pass (2-19-2).
- I. It is a catchable forward pass (2-19-4).
- J. Stop clock for injured player (3-3-5).
- K. Forward progress stopped (4-1-3).
- L. Kick catch interference (6-4-1).
- M. Reasonable opportunity to catch (7-3-2).
- N. It is catchable forward pass (7-3-8).
- O. Touchback rather than safety (8-5-1).
- P. Roughing kicker rather than running into (9-1-3).

## SECTION 2. STANDARD UNIFORM

**ARTICLE 1. TRADITIONAL UNIFORM:** It is essential that all Mid-State football officials dress in a consistent manner. All members of a crew must be similarly dressed. For all games the uniform worn by all officials shall include the following:

A. **SHIRT** - Standard black and white knit, long tail, one inch vertically striped officials' long and short sleeve shirts with pocket on the left breast, without emblems and complete with knit black "Byron" collar and black cuffs. All members of each crew must wear either long or short sleeve shirts. Mesh shirts may be worn if entire crew is so garbed.

- **Pants**- Teflon resistant fabric treatment to resist water and mud, double stitched seams, zipper fly, tunnel belt loops and 2 set-in rear pockets (one with flap). The 1 1/4" white stripe running from waist to cuff conforms to NCAA/NFHS specifications. \* - **Shorts** -Regular season black belt loop shorts no denim, or cargo. No basketball shorts allowed.

D. **SHOES AND BELT** – Predominantly black shoes with black laces and appropriate soles or cleats. A black belt, a minimum of one and one-quarter inches and a maximum of two inches in width shall be worn.

E. **CAP** - Brooklyn style solid black cap with white piping shall be worn by all but the Referee, who shall wear a Brooklyn style solid all-white cap. The cap shall be oriented with the bill facing forward and squarely covering the forehead of the official.

F. **FOUL MARKER** - All officials shall be equipped with a light gold foul marker, 15" X 15" and weighted in the center with pebbles, sand or beans and worn *INCONSPICUOUSLY*.

G. **BEAN BAGS** - All officials will be equipped with one or more **black or blue** bean bags for marking spots. Bags shall be filled with pebbles, sand or beans.

H. **JACKETS** – Jackets are not considered part of the official uniform. \*

I. **UNDERSHIRTS** - All undershirts which show should be black or white.

J. **GLOVES** - Gloves when worn shall be predominately black. \*

**ARTICLE 2. APPROVAL:** All uniforms meeting the above specifications are approved by the MSOA Director.

**ARTICLE 3. UNIFORM CHECK:** Check your uniform and equipment before leaving home and again check each other's uniform prior to the game. Test whistle, watch (carry spares) have game data cards, foul marker, bean bag(s), a down indicating device and pencils. **Have shoes polished and entire uniform neat and clean!**

**\* (Wear when applicable)**



## **SECTION 3. OFFICIATING PROCEDURES**

### **ARTICLE 1. BEFORE ENTERING FIELD**

**ALL A.** Attendance at the pre-game conference at the time and place designated in advance notice is mandatory.

**H B.** In the absence of the **R**, you are responsible to ensure that a pre-game conference is conducted in accordance with the pre-game conference guide in this manual.

**L C.** If not provided, arrange dependable transportation to and from the stadium.

**D.** Make certain you have correct time. Other officials will check their watches with yours. Confirm starting time with home management and arrange for punctual arrival of officials on field. Have stopwatch, or watches, ready if necessary.

**E.** Playing time shall be kept with a game clock, which may be a stopwatch, operated by the **L** or a field clock operated under the direction of the **L**.

**R F.** Conduct a thorough meeting using a pre-game. The purpose of a pre-game conference is to prepare the crew mentally. It is important to solidify the thinking of officials in regard to procedures, rules and interpretations and enforcement. Referees will vary their approach to a pre-game conference, but the value of organizing and unifying the techniques to be employed in a game cannot be overemphasized. No unauthorized visitors shall be allowed in this important session.

**R G. PROCEDURES FOR APPROVAL AND USE OF FOOTBALLS PRIOR TO AND DURING THE GAME:**

1. At the coin toss approve all footballs

**L 2.** Take over game balls from **R**. Take to field just before game time. Instruct ball persons on their game duties.

**ALL 3.** When the ball becomes dead nearer the sideline than the hash marks, is unfit for play or is inaccessible, a replacement ball shall be obtained from a ball person, if a ball is available.

**H J.** Contact home management and arrange to have line to gain indicator and down box

## **SECTION 4. PRE-GAME DUTIES ON FIELD**

### **ARTICLE 1. PROCEDURES**

**ALL A.** Anytime players of both teams are on the field, up to 30 minutes prior to the scheduled game time, at least one official shall be present on the field.

**B.** Arrive on the field as a unit, no later than 10 minutes before the toss and sooner if duties require. Go to bench on press box side and then disperse for pre-game duties.

**C.** Note location of press box, team areas and benches.

**D.** Inspect entire field. Observe any unusual markings or serious irregularities and advise other officials. Take measures to remedy or remove any hazardous obstructions within or near boundary lines, requesting assistance from management and from other officials as necessary.

**L E.** Spot checks player equipment, bandages, tapes, etc.

**H, L F.** Five minutes before the kickoff notify the coaches of the time. Obtain captains and bring them to the sideline at their team area 4 minutes before game time.

**H, L G.** Organize your assistants, locate yardage chain and down marker and have assistants ready with all equipment on the sideline opposite the press box. Remain on the same side throughout the game. Check the chain for kinks, knots and weak spots. Check chain against 10-yard measure on the field. Check chain for tape marker at mid-point.

**H, L H.** Instruct your assistants to:

1. Set down marker, rods and clip where you indicated. Position ground markers adjacent to sideline. Box man places down marker on sideline where indicated. Chains then are set on sideline and clip attached on side of yard line closest to rear chain rod. When chains are set box man retreats six feet and establishes spot where chains are to be reset after clip has been attached. Emphasize that your assistants should move only at your direction and to step lively when a move is indicated. NOTE: Be prepared to give complete and through instructions to assistants if a different line to gain device is to be used in the game.
  2. See that the chain is taut and unknotted at all times.
  3. Make no remarks to players or express opinions concerning any ruling.
  4. Never move down markers, chains or change the number of the down unless so directed by the **H**. The **H** will check with the **R**.
  5. Remove themselves and all equipment outside the limit line for free kicks.
  6. Chains are to be laid down and only the down marker is used when there is a first down inside the 10-yard line.
  7. Remain neutral and follow instructions at all times.
  8. You are responsible for the conduct and performance of your assistants.
- J. Be sure the game balls are available and instruct ball persons on game duties.

## SECTION 5. TOSS



### ARTICLE 1. PROCEDURES

**ALL A.** Three minutes prior to kickoff, **R** will signal **L** and **H** to escort the coach & captains to the center of the field. **L** is always on the right side of the captain on the press box side, **H** is on left side of his captains, facing **U**. Introduce captains to **R**.

**H B.** After captains are introduced to **R**, step back to 45-yard line. Keeps team personnel behind 9-yard marks during toss procedure.

**L C.** Introduces captain(s) to **R**, then steps to opposite end of captains; remain with **R** to witness toss and verify choices.

**R D.** Have captains face each other with their backs to the sidelines. Ask visiting captain to call the toss. Ask the home captain to repeat what the visiting captain called. If either captain, or **L** disagree, seek clarification BEFORE making the toss. **R** shall catch the toss.

**E.** Introduces captains to each other and advises of any irregularities in timing or special ground rules. Indicates winner of toss by placing hand on shoulder and obtains option (kick, receive or defend goal), then obtains loser's option. After choices, places captains with backs to goals which they will defend. Signals choice of team with first option only, unless they elect to defend a goal, then gives appropriate signal for both teams.

## SECTION 6. GENERAL GAME DUTIES

### ARTICLE 1. TOSS COMPLETED

**ALL A.** When the toss is completed, meet at the center of the field and make a written record of the toss results. Run to kickoff positions. See that sidelines are clear.

### ARTICLE 2. SUBSTITUTIONS

**ALL A.** All officials are responsible for legality of substitutions.

**R, L B. R** is responsible for the correct number of players on the offensive team and **L** is responsible for the correct number on the defensive team. All officials have a secondary responsibility for the correct number of players.

**R, L C.** On free kicks **L** is responsible for the number of players on the kicking team while the **R** counts players on the receiving team.

**D.** In situations where Team A is either in a no huddle formation or has already broken the huddle and substitute(s) enter the field:

1. Either **H** or **L** (the official working Team A's sideline) should signal, by arms held with closed fists extended horizontal to the ground, that Team A is substituting, and Team B is allowed the opportunity to do so as well.
2. **R** should move to a position over the ball when seeing either this situation or signal.
3. Upon completion of the substitution process by both teams, **R** will release to his normal position.

### ARTICLE 3. DURING GAME

**ALL A.** Convey any message you have for other officials promptly. Avoid any position which suggests a huddle of officials unless necessary.

**B.** Be alert for players being out of bounds before a snap or free kick, kicking team player going out during kicks and other out of bounds situations.

**C.** Watch for fouls, being certain to know:

1. Spot where run or scrimmage kick ended.
2. Spot of foul, position or number of offending player
3. Whether ball was loose, in possession or dead when the foul occurred.
4. That clock is stopped before reporting the foul.
5. Know if Team B's foul occurred within 3 yards of neutral zone on scrimmage kicks.

**D.** Be ready for any type of play or unusual development. Always be prepared to rule on muffs, fumbles backward and illegal forward passes and know which team possessed a fumble or backward pass before it went out of bounds between goal lines. On recovered fumbles, nearest official must rule on possession by prompt signal. If possible, point to recovering player to assist press box. *Bean bags shall be used when the covering official actually sees a live ball fumbled, not just a ball loose and did not witness the fumble. The bean bag should be dropped parallel to the spot where the ball was fumbled, not thrown to a spot on the field where the fumble occurred.*

**E.** Be alert to rule on dead ball behind a goal line. Indicate ruling by prompt signal.

**F.** Signal time-out when the rules provide for stopping the clock or when time-out is charged to a team or to the **R**. Repeat time-out signal of other officials.

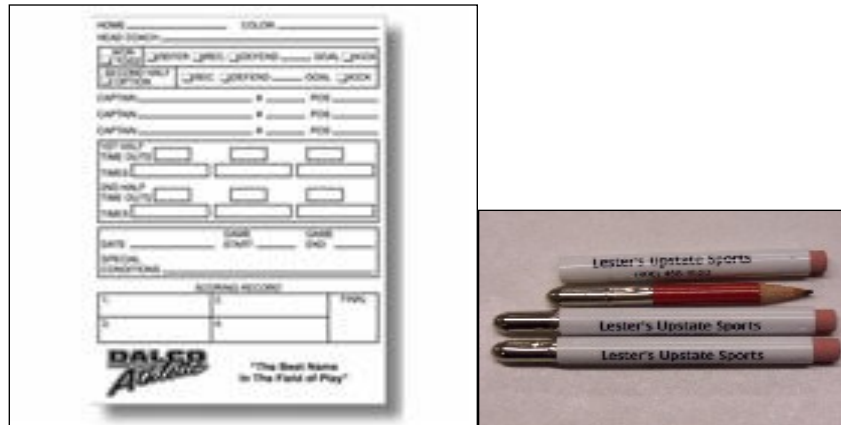
**G.** A winding signal may be used when the ball becomes dead close to the sideline and the covering official rules that the ball remained inbounds. When the covering official uses a winding signal, make only two complete rotations of the arm. If Team A has made an obvious first down, the clock shall be stopped.

**H.** Signal touchdown (without reference to any official) when the ball is legally in possession of a player on or behind his opponent's goal line. **R** checks for any foul which might affect the ruling, if none, then give touchdown signal.



- I. Check for false starts and feints.
- J. Leave no doubt in the minds of players or other officials, as to any ruling you make.
- K. Be alert for acts of misconduct (Rule 9-2-1-a-1 & 5).

#### ARTICLE 4. WRITTEN RECORDS



**ALL A.** Make written record of charged time-outs and fouls you call. The position of ball at end of first and third periods, including down and distance, is a shared responsibility. **L** is responsible for recording elapsed time and making certain the status of the clock is correct.

#### ARTICLE 5. AFTER EACH SCRIMMAGE DOWN

**R A.** After each scrimmage down, the **R** should go quickly to the approximate position of the ball, check the down and distance with the **H** and **L** and announce and indicate the new down. **R** is primarily responsible for lateral placement of the ball at the previous spot after an incomplete pass, penalty, etc. **R** should declare the ball ready for play, usually within three seconds, by blowing his whistle and giving ready signal. Under unusual circumstances this procedure may vary and require discretionary action by **R**. Do not set the ball ready for play until all officials are in position to officiate.

**B.** If by rule the clock should be started after Team A is awarded a first down, **R** will declare the ball ready for play by starting the clock when the point of the new series of downs has been established by **H**, and **H & L** are ready to resume play.

**C.** If by rule the clock should be started following a penalty, **R** will declare the ball ready for play by starting the clock when certain the players and officials are ready to resume play.

**D.** When the offensive team is attempting to run a hurry-up play, after the ball is spotted, **R** will inform both teams simultaneously, that the ball may not be snapped until the whistle is sounded. **R** will then move along the neutral zone going into the offensive backfield through the first open line spacing, then will back away from the offensive formation and when in position will declare the ball ready for play and:

1. Recheck number of downs with other officials, showing numbers of fingers, closed fist indicates fourth down.
2. Check legality of formation and one second stop following shift or huddle.
3. Know which backs are eligible to touch a forward pass. On spread formations your are responsible for backfield group directly behind the ball as to illegal motion and eligibility.
4. Primarily responsible for determining the legality of defensive signals, and for

lateral placement of the ball at the previous spot after incomplete pass penalty, etc.

5. Check blocking behind the line after the snap. Be alert for pass thrown toward you. Do not pursue the ball too closely. You are responsible for the ball and runner behind the line of scrimmage. When the runner crosses the neutral zone, he is the responsibility of the down field officials. **R** then is alert to the play behind the ball.

6. When in position to determine that ball is legally in possession on or behind opponent's goal line, give the touchdown signal, then check for fouls by other officials before repeating the touchdown signal, signal time-out and proceed as usual.

7. **R** is responsible for official score.

**L E.** If **R** omits ready signal, remind him immediately, and:

1. Take position to observe ball at the snap.

2. Observe ineligible on the scrimmage line. Share this responsibility with **H**.

You are primarily responsible for detecting any ineligible downfield on forward passes.

3. Be alert for legality of player equipment and enforce the rules.

**H F.** Check down marker for correct number and indicate placement to assistant. Be sure there are no fouls or other reasons for holding spot of previous down before signaling the assistant and:

1. Signal number of each down by holding one arm aloft with correct number indicated by extending fingers. Closed fist indicates fourth down.

2. Anticipate any call for a measurement and be ready on the sideline to bring chain when signaled by **R**.

3. Each time a new line to gain is established, personally mark the spot on the sideline where the down indicator is to be set and be sure that it is set correctly and then moved off sideline. When a first down is awarded inside the 10-yard line, only the down indicator will be used. The chain crew will insure the down indicator is returned to the proper spot if forced to move.

Be aware of the importance of assisting **R** in marking forward progress behind the neutral zone, particularly when the goal line is involved.

**H, L G.** Be alert for all possible pass receivers. Observe eligible receivers on your end of the scrimmage line. Each is responsible for players who spread to his side of the field. Be certain that all players are boxed in at the snap and that all offensive players have complied with the 9-yard mark restrictions and:

1. Do not jump over players as you mark progress with downfield out thrust foot (unobtrusively, not making a production of it). If necessary, come into the field as far as you can. Hold spot with foot until you are sure **R** or another official has spot.

2. Check for encroachment, offside and other scrimmage infractions. Assist **L** on legality of numbers of interior offensive linemen on split or wide formations.

3. For plays at the sideline, backside official should assist **R** with spotting ball at the inbounds spot.

**H, L 4.** Check for backs or linemen illegally in motion. Check backs moving away from you for illegal motion and flankers on your side for one second stop after the huddle. Be alert for crack back blocks by players spread to your side more than 7-yards from the offensive middle linemen.

**ALL 5.** Be alert for all pass receivers. Give attention to play on tight end(s) moving off the line of scrimmage and to continuing action down field as well as play near the sidelines and out of bounds. Be aware of players who have not been inside

the 9-yard marks following the ready for play signal.

**ALL H.** Be certain that the entire offensive team observes the 1-second shift requirement.

Before a free kick or snap that starts any period, complete all prescribed duties.

## SECTION 7. TIMING



### ARTICLE 1. GAME TIMING

#### L A. General

1. All game timing, except the 25-second interval, is under the direction of the **L**. He primarily is responsible for recording elapsed time and making certain the status of the game clock is correct.

**R 2.** All time intervals, team time-outs, between periods and half time are the responsibility of the **R**.

#### L B. Pre-Game:

1. Make certain you have correct time. Other officials will check their watches with yours. Confirm starting time with home management and arrange for punctual arrival of officials on field. Have a stop watch (or watches) ready if necessary.

2. Playing time shall be kept with a game clock, which may be a stopwatch operated by the **L**, or a field clock operated under the direction of the **L**.

3. When a clock operator is assigned, and a field clock is official be certain that clock equipment is in good condition. Arrange for relaying information and for signaling the operator.

f. Should the field clock become inoperative and subsequently repaired, it will not be used again until the next quarter. The public address announcer will indicate to the crowd that the field clock will not be official until the malfunction is corrected, and subsequent announcement made over the

P.A. system. The **L** will alert the P.A. announcer concerning remaining time as often as possible.

#### C. Game Procedures for Officials and Timers

**TIMER** 1. On all free kicks, start the clock when the ball is legally touched in the field of play, unless the ball is caught or recovered by a player who is legally down. In this case, the clock will not start. The nearest official(s) will signal the legal touching of the ball by indicating that the clock should start. The clock will start when the ball crosses the goal line after being first touched by the receivers in the end zone. Usually, this will occur when a receiver carries the ball out of the end zone. It could occur on a muff or fumble, however. In any case, the covering official will indicate the clock should start.

2. Under NFHS football playing rules the official who declares the ball dead will be the first official to signal a time-out when the team in possession of the ball meets the requirements for first down. Key yourself on him, as the clock will usually stop on long gainers.

3. Any official may signal a team time-out; therefore, stay alert to stop the clock.

4. The clock is not to be stopped on plays near a boundary line unless an official so signals. Many times the ball goes out of bounds after having been declared dead in the field of play and no time-out legally occurs. If a pass is touched or caught out of bounds, the incompleteness signal will stop the clock.

*Note: On some plays near the sideline and in advance of the line to gain, an official may give a winding signal to indicate the ball is inbounds and follow it by a stop the clock signal for an apparent first down. Be alert for both signals.*

5. Game officials and clock operators should be sure that a time-out is indicated and the clock is stopped under the following circumstances:

a. Whenever a team or an official's time-out is charged.

b. After any score.

c. When a live ball goes out of bounds.

d. On a penalty.

e. When either team is awarded a first down.

f. Following an incomplete pass.

6. After the clock has been stopped, it will be started again on the **R**'s (wearing the white cap) "Start the Clock" signal, or if no such signal is given, the game clock will be started on the snap, or legal touching of a free kick.

7. In case of a pile-up anywhere on the field, be alert, that any official may stop the clock until the congestion is removed. **R** then may start the clock again before the ready for play signal.

8. The game clock should not be stopped if the 25-second clock is started in error.

**L** 9. When time for half expires, start the field clock, or if not available, your stopwatch on **R**'s signal when field is cleared of players and officials.

10. The **L** shall always be aware of the condition of the clock and the time remaining in any period. In the event the clock is running when it should be stopped, the **L** shall make and repeat the appropriate signal until the clock has been corrected (only **R** shall start the clock on the ready for play). If appreciable error is noted, or if inefficiency is habitual, the **L** shall call time-out and so advise the **R**. Officials will review these procedure with the timer before the game.

11. The **L** will keep the **R** informed of the time remaining in each period. Either official or the **R** will sound the whistle if time expires before the snap or advise

the **R** at the end of the down if time expired while the ball was in play.

**R** 12. When the period ends, the **R** will so indicate by holding a ball overhead with one hand and arm extended. Following this signal, a horn or siren may be sounded.

13 Timing errors on the game clock, or by an official may be corrected by the **R**. Exact information as to the timing error must be available from the electric clock operator or game officials. These timing errors may only be corrected in the period in which they occur.

## **ARTICLE 2. CLOCK OPERATION**

### **A. Clock Operators**

1. The electric clock operator is an integral member of the officiating crew and game administration. Unfair advantages accrue when the game clock is not started or stopped promptly. Great care must be exercised to see that no time lag occurs in starting or stopping the clock.

**L** 2. The assigning agency will be notified immediately following the game if there is any breakdown in cooperation between game officials and the clock operator during the game, or if any malfunction of the electric game clock occurs.

Timers are encouraged to report crews that are not cooperative or whose signals are not clear and accurate.

### **B. Charged Team Time-Out**

1. Time each time-out interval. When 20 seconds remain (or when both teams indicate readiness to resume before that time), give notification to teams and officials.

### **C. Intermission between Periods**

1. Time one-minute interval between quarters. When 20 seconds remain, give notification to teams and officials.

### **D. Intermission between Halves**

1. When time for the half expires, start your stopwatch on **R**'s signal when field is cleared of players and officials.

2. Keep official informed as to running time. Make sure crew arrives at field to start second half on time (at least 5 minutes before kickoff).

## **ARTICLE 3. Play Clock**

### **A. General**

-All timing involving the 30/45-second count is under the direct supervision of the **R**

1. . To start the clocks on the **R**'s ready for play signal.

2. To leave the displays at 00 seconds if there is a delay of game penalty.

3. To reset the displays immediately to 30/45-seconds when the ball is put in play if there is no delay foul.

4 Reset the displays at 30/45-sec anytime the **R** interrupts the 30/45-second count.

## SECTION 8. USE OF BEAN BAGS



### ARTICLE 1. BEAN BAG MECHANICS

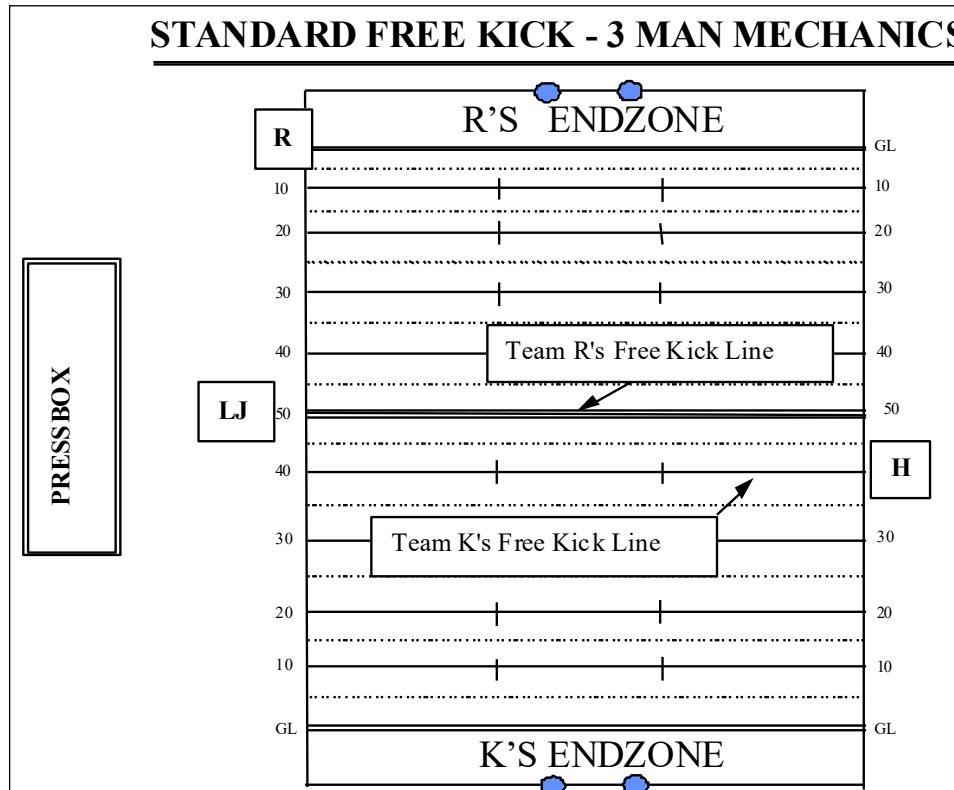
A. The bean bag will be DROPPED on the approximate yard line. (Herein after referred to as the "spot".) **DO NOT THROW THE BEAN BAG!**

B. The bean bag will be dropped to mark the appropriate spot:

1. When a scrimmage kick ends inbounds. (This marks the Post Scrimmage Kick enforcement spot. Normally only one official will mark this spot with his bean bag.)
2. When the covering official actually sees a live ball fumbled anywhere on the field. **NOT WHEN HE SEES THE BALL LOOSE BUT DID NOT ACTUALLY SEE THE FUMBLE!**
3. When an eligible Team A pass receiver voluntarily goes out of bounds.
4. When an eligible receiver fails to return inbounds immediately after being blocked out of bounds.
5. When a Team A player goes out of bounds during a free or scrimmage kick down.
6. When a Team A player illegally touches a free or scrimmage kick.
7. When a Team B player intercepts a forward pass, fumble or backward pass between his five yard line and the goal line. **MOMENTUM!**
8. When a Team B player catches a free or scrimmage kick between his five yard line and the goal line.

## SECTION 9. FREE KICKS

*NOTE: high school kick-off is from the 40-yard line( on a 100 yd field) 35-yard line on an 80 yard field .*



### ARTICLE 1. KICKOFFS

- R** A. Take position approximately at Team B's goal yard line, in the center of the field.
- H, L** B. Take initial positions in center of field; after explanation to kicker, move briskly to kick off positions on prearranged signal. Move to restraining line on your side of field and insure that you have line of sight along the restraining line to the end line, with no one between the restraining line and the sideline.
- H** C. Take position opposite press box, outside the sideline on Team B's restraining line.
- L** D. Take position to press box side, off the sideline on Team A's restraining line.

### ARTICLE 2. DUTIES

- L** A. Count the kicking team for the correct number of players. Explain to kicker to kick only on **R**'s signal. Point out **R** on each free kick.
- H, L** B. Check sidelines to make sure all non-players are out of the restricted area. Insure Team A players have complied with the 9-yard mark requirements.
- R, H** C. Count the receiving team for the correct number of players.
- ALL** D. Raise hand clearly above head when ready, then drop arm when **R** drops arm and sounds whistle. Always be prepared to rule on muffs, fumbles, backward passes, etc.
- L** E. When the ball is kicked, insure the correct number of players are on each side of

the kicker. Watch for unnecessary roughness on holder or kicker. Watch for illegal kicks. Observe action on kicker until five-yard requirement has been met.

**L, H F.** Watch for short kicks and whether the ball is touched or recovered legally or illegally. Watch for any infractions involving your restraining line. Be in position to take runner if ball is advanced beyond 35-yard line.

**ALL G.** Mark the out of bounds spot when kick, in flight or rolling, goes out of bounds. (Bean bag if touched, otherwise flag.)

**L, H H.** Maintain position enabling coverage of your sideline at all times.

**ALL I.** Give signal starting when kick is first touched after being touched by Team B. Signal to start clock should be given only by official who has the ball in his area of responsibility. Observe any player who is out of bounds before or during the kick.

Be alert for fair catch signal, valid, invalid or illegal. Be alert for interference with opportunity to catch a kick.

**R J.** If kick goes deep, retreat to position to observe actions involving the goal line, end line. Watch for handoffs and criss-cross, do not give play away.

**ALL K.** Be alert for illegal handoffs.

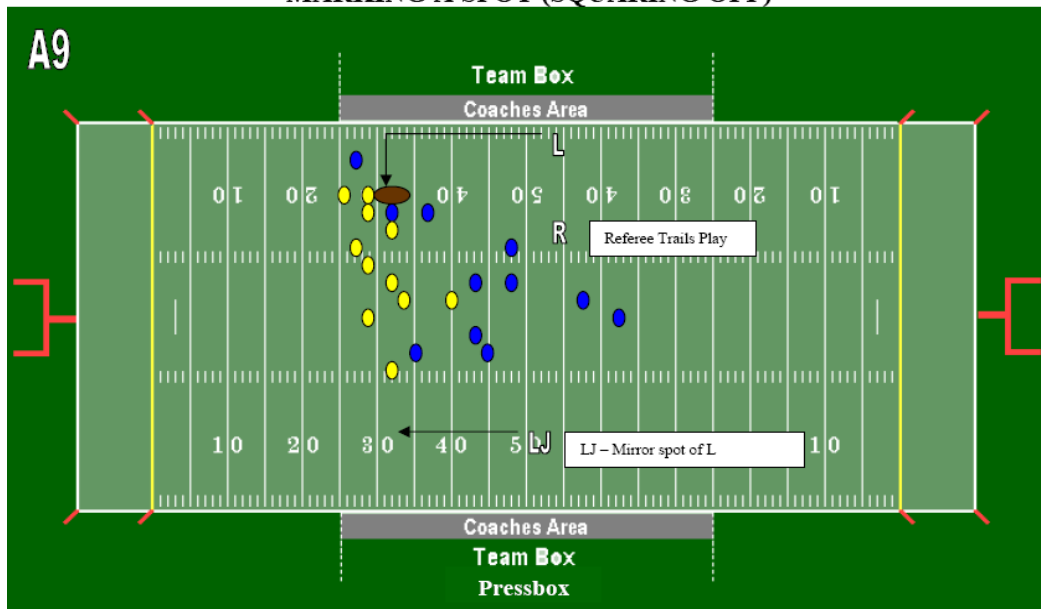
**ALL L.** Watch for Team A blocks prior to Team A becoming eligible to touch the ball.

### ARTICLE 3. FREE KICK AFTER SAFETY

**ALL** Assume same relative positions and duties, as on kickoff when ball is put in play by place kick, drop kick or punt.

## SECTION 10. PLAYS FROM SCRIMMAGE

### MARKING A SPOT (SQUARING OFF)



### ARTICLE 1. BASIC POSITIONS

**R A.** After making the ball ready for play, be in a position to see the ball and the backs, 10 to 12 yards behind the line of scrimmage. Initial position is near the center of the field.

**H, L B.** In the neutral zone extended and WIDE. When the ball is to be snapped near your inbounds line, be on or outside the sideline. Indicate offensive line of scrimmage by an extended foot to wide offensive players.



H C. Be in position to see the ball, the backs and a man in motion. Be opposite press box, on the line of scrimmage and wide, in the neutral zone, extended.

**ARTICLE 2. DUTIES BEFORE BALL IS SNAPPED**

H, L A. Check for a minimum of seven offensive players on the line of scrimmage. Check wing back(s) and slot back for being in proper position. Indicate with extended arm toward offensive team's goal line if wide man nearest you is in the backfield. Check lineman for interfering with opponents before snap. Check and know eligible pass receivers. Check for any type of violation by lineman and backfield players. Keep position outside all flankers. Responsible for motion man when he is on your side of the snapper - DOES NOT RELIEVE YOU OF MAKING AN OBVIOUS CALL.

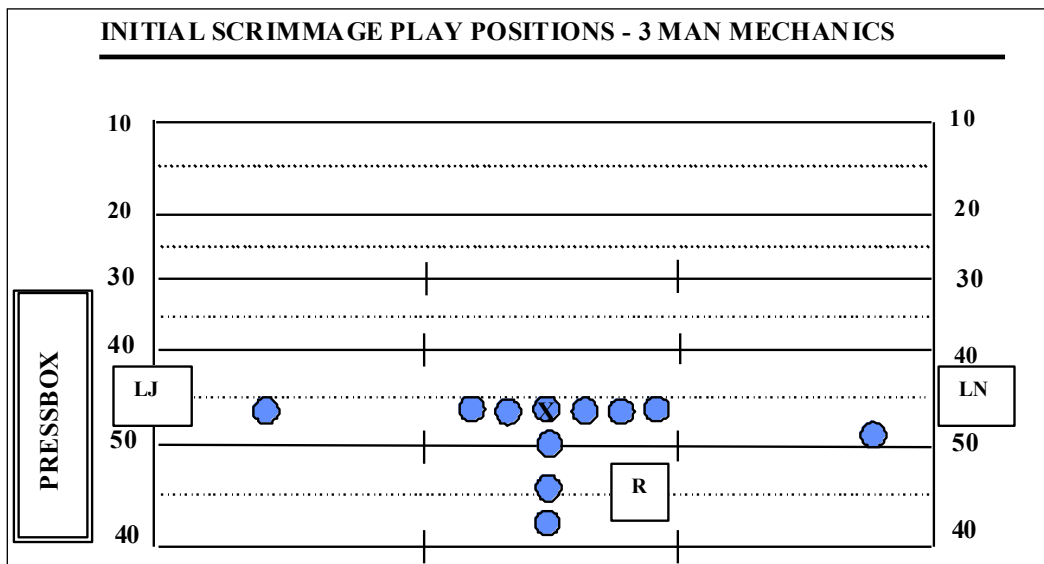
L B. Responsible for the correct number of players on defensive team .

R C. Check for 5 offensive players on scrimmage line with numbers 50-79. Responsible for the correct number of players on the offensive team. Assume primary responsibility for legality of defensive signals.

ALL D. Check for false starts and other violations.

R E. Position yourself where you have continuous view of the ball. Know the number of players on both teams. Check legality of offensive formation. Check backs directly behind the ball and the players on your side. Check and know backfield players eligible for pass. Check time consumed in putting ball in play. Watch for illegal shifts and false starts.

**SECTION 11. RUNNING PLAYS**



**ARTICLE 1. AFTER BALL IS SNAPPED**

R A. Watch for illegal action by blockers leading the runner. Check for legality of forward pass. Follow the runner to the sideline behind the line of scrimmage. Retrieve ball if runner's forward progress is stopped and driven back. Make sure all blocks and play are legal behind scrimmage line. Watch for fouls behind runner after he crosses neutral zone. Responsible for pitchman, discuss in pre-game. Observe initial charge of lineman for infraction by players of either team. Be alert

to cover forward progress of runner. If play goes away from you, observe action in offensive backfield behind runner and behind flank official. Be in position to cover runner if he returns into your area.

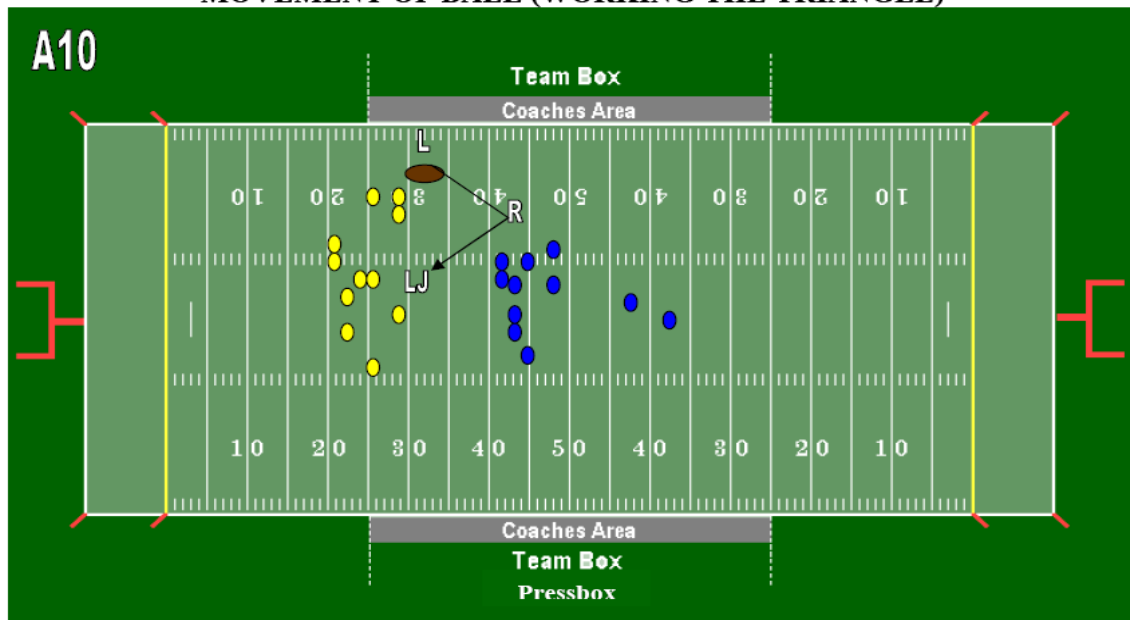
**H, L B.** Responsible for all neutral zone infractions by players of either team. Be alert to cover forward progress of runner. If play goes away from you, observe action in offensive backfield behind runner and behind **R**. Be in position to cover runner if he returns into your area. Pinch in when necessary, especially on short yardage for first down and if possible on every play within 10-yard line and goal line. Rule on all neutral infractions. Be prepared to rule on forward progress. Responsible for blockers and action on ends and line backers.

**H, L C.** On plays into your side zone area and on wide offensive plays, be prepared to take runner and ball to goal line. **R** covers behind you.

**H, L D.** Responsible for clipping zone and crack back blocks. Watch for out of bounds plays on your sideline, hold spot, another official will retrieve ball. Clean up out of bounds. Do not get boxed in or turn your back to the ball. Be ready for kick or pass which may start out as a running play. When ball becomes dead in your area, relay ball to **R**. Responsible for sideline, end line to end line.

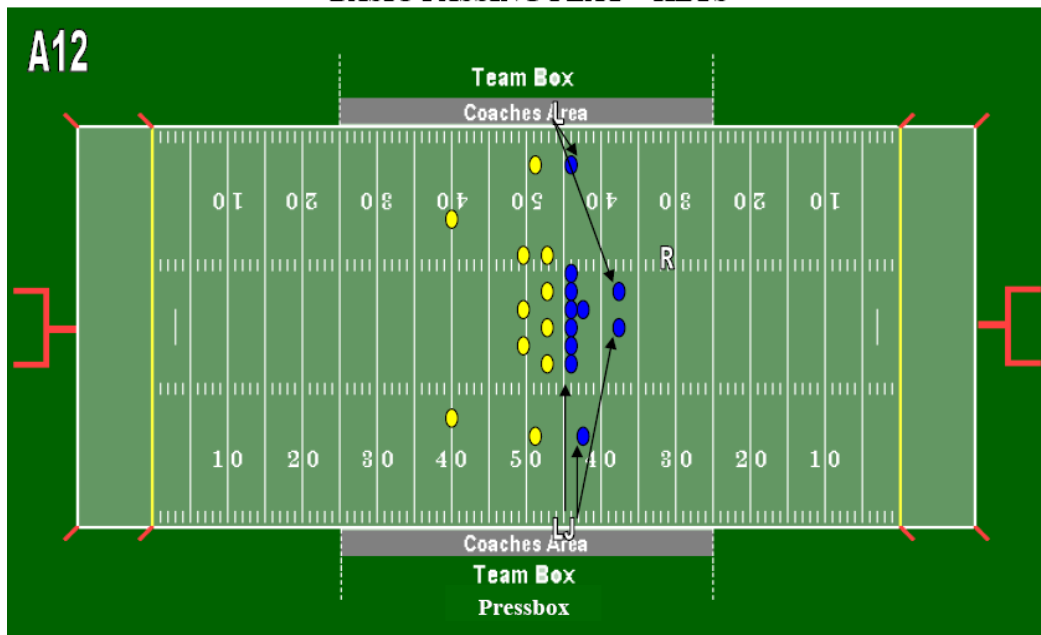
**ALL E.** Watch for any illegal action around runner when the ball is declared dead by another official, then assist in spotting ball. If ball goes out of bounds, signal time out immediately, other officials will follow, hold out of bounds spot, another official will retrieve ball. When ball is declared dead in your area, do not move ball unless you are sure what the next down will be. Pinch when necessary, especially on short yardage for first down and, if possible on every play within 10-yard line and goal line. Always be prepared to rule on forward progress. On plays into your side zone area and wide offensive plays, be prepared to take runner and ball to goal line.

### MOVEMENT OF BALL (WORKING THE TRIANGLE)



## SECTION 12. FORWARD PASSES

### BASIC PASSING PLAY – KEYS



#### ARTICLE 1. BEFORE THE PASS IS MADE

**R A.** Watch blockers in backfield protecting passer. Know eligible receivers on your side. Check for legality of forward pass. Be ready to rule on direction of quick QB pass. Be alert to proper position and coverage should passer decide to run. Check legality of offensive interior linemen's numbers. Cover line play same as any scrimmage down. Observe action of players on and directly behind the neutral zone.

**H, L B.** Cover line play as in any scrimmage down. Know eligible pass receivers on your side, including slot man. Watch for offensive ends and backs blocking defensive linebackers and halfbacks before ball is thrown. Watch for eligible receivers going out of bounds. Know ineligible pass receivers on scrimmage line. Watch for ineligible players beyond neutral zone. Be alert to proper position and coverage should passer decide to run. Assist **R** in checking legality of offensive interior linemen's numbers. Watch for holding and illegal blocking of eligible receivers by defensive players.

**ALL C.** Be alert for runback of interceptions.

**H D.** Cover line play as any scrimmage down. Watch for offensive ends and backs blocking more than one yard downfield before ball is thrown. Watch for eligible receivers going out of bounds. Cover line play the same as any scrimmage down. Know ineligible receivers. Watch for ineligible players beyond the neutral zone. Observe action of players on and directly behind the neutral zone.

**R E.** Cover same as any scrimmage down. Know eligible receivers directly behind the ball. Be ready to rule on direction of QB pass. Be alert to recover for proper position and coverage should passer decide to run. Assist **H** in checking legality of numbers of offensive interior linemen.

**H, L F** . Know eligible pass receiver(s) on your side, including slot man. Watch for holding and illegal blocking of eligible receivers by defensive players.

**ARTICLE 2. AFTER BALL IS THROWN**

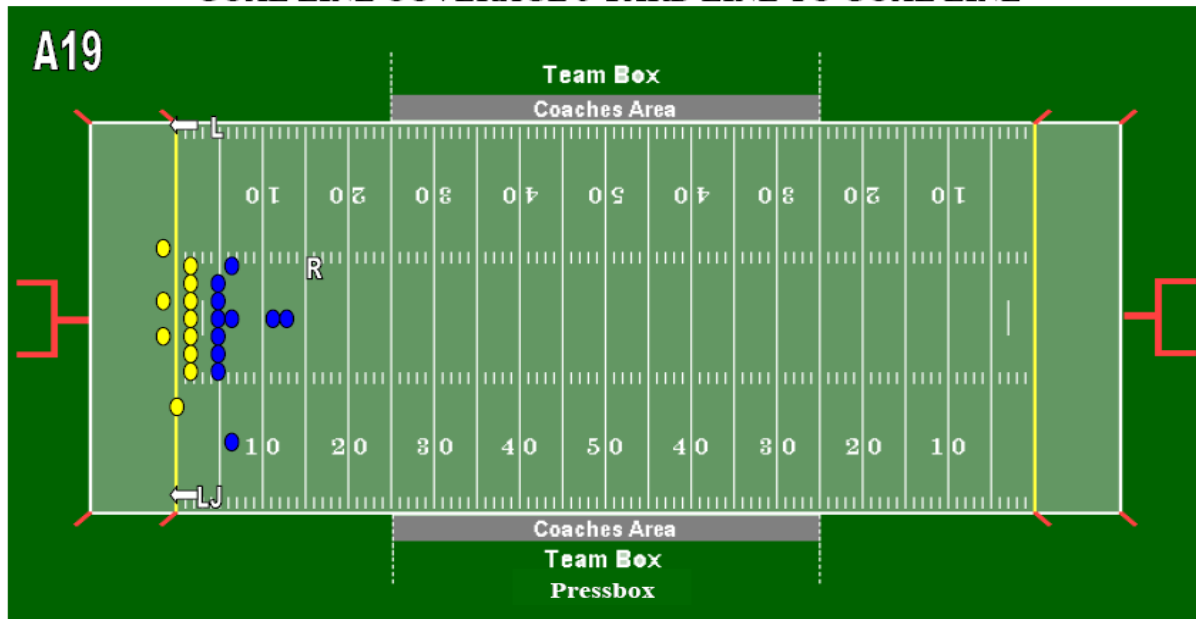
**R A**. Protect the passer before and after the ball is thrown. Determine if drop back pass is forward or backward. Determine if pass is legal or illegal and if forward pass crosses the neutral zone. Assist on passes thrown behind the line and in the flat, when possible. Solely responsible for intentional grounding of a pass. Verbally alert defenders when passer releases the ball.

**H, L B**. Cover long passes and flat passes down your side of field. Watch for offensive players blocking defenders before pass is touched. Always be prepared and be in position to cover any pass near sideline, caught inbounds or out of bounds. While pass is in flight, move to the most advantageous position to judge the play. You have entire sideline on your side. Cover short receiver over the middle. The covering official, toward whom the ball is thrown, should signal, by extending one arm horizontally in the direction of the passing team's goal line, if the pass is ruled backward.

**ALL C**. Responsible for pass being complete or incomplete on all screen passes. Watch for ineligible receivers down field. On every forward pass, watch for touching or catching by ineligible receiver. Assist on button hooks, traps, etc. Assist on forward pass thrown to or near your area and on incomplete pass. Observe players for any illegal action and be alert to retrieve the ball. In case of disagreement on incomplete or complete pass, concede call to official facing the receiver.

**SECTION 13. GOAL LINE PLAYS**

## GOAL LINE COVERAGE 5 YARD LINE TO GOAL LINE



### ARTICLE 1. PROCEDURES

**ALL A.** Position and duties the same as for any scrimmage down. When the ball is snapped on or inside the 5-yard line, work with bean bag in your hand, drop bean bag at spot of fumble if ball becomes loose. See the ball before declaring it dead or awarding score.

**H, L B.** Indicate score by touchdown signal only when in position to determine ball penetrating the plane of the goal in possession. If ball's forward progress stops short of goal line, move in on the ball, mark and hold the dead ball spot until ball is spotted for next down, if any. After snap, move toward the goal line and rule on the score. Work back to the ball to establish forward progress.

**H, L C.** Initial position must be wide enough so you will not be trapped by a quick wide play. Move toward the goal line and rule on the score or on accurate forward point when you see the ball. Be alert for a forward pass.

**R D.** Position and coverage the same as for other scrimmages with the forward point of advancement usually determined by the wing official. Signal score only after being positive all requirements are met.

## SECTION 14. FUMBLES



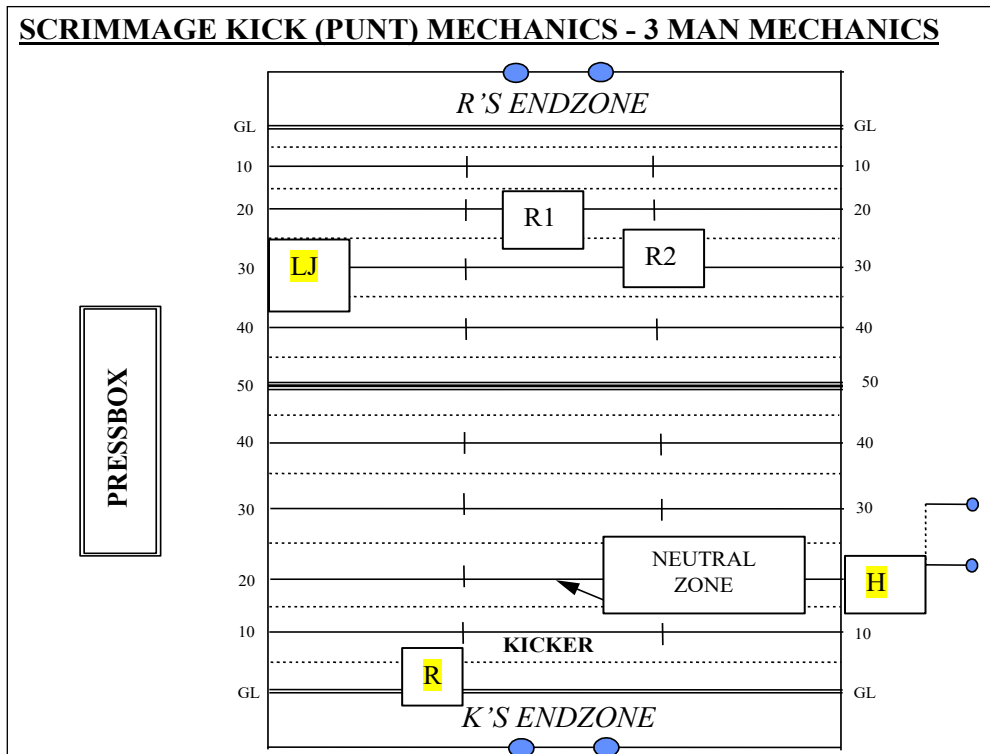
#### **ARTICLE 1. MECHANICS**

**ALL A.** The nearest official should point in the proper direction, no matter who recovers. **R** will then signal the next down when he makes the ball ready for play.

#### **ARTICLE 2. DIGGING OUT FUMBLES**

**ALL A.** Should it become necessary to “dig it out”, the nearest official should dig for the ball, the next official should stop the clock and look at the clock to insure it is stopped. The stop the clock signal should be relayed by the remainder of the crew. The second official should assist removing players from the pile. The third official must remain away from the pile to control the other players and watch for a player escaping from the pile with the ball. When the digging official determines possession he should verbally relay possession information to the nearest standing official, normally the **R**, who will then signal the proper direction. The digging official should press the ball into the recovering player’s stomach and stand up together. If possible, the signaling official will point to the recovering player to assist the press box. Only the **R**, if he is not the signaling official, should relay the direction signal. See Section 8 for bean bag mechanics on fumbles.

### **SECTION 15. SCRIMMAGE KICKS**



### ARTICLE 1. POSITIONS BEFORE SNAP

**R A.** Takes position to the side away from H, wide enough to see the ball from snap to kick. Be able to see blockers and kickers at the same time. Be in position to be even with or slightly in front of the kicker when ball is kicked. Adjust to the situation. Be alert for delay by kicking team to confuse the opponents.

**L B.** Take position on your side of field short of deepest receiver and adjust to play area. Stay wide.

**H C.** Same as any scrimmage down.

### ARTICLE 2. AFTER THE SNAP

**R A.** Watch blocking and illegal action by players behind the line. Observe action of and against the kicker. Be alert for blocked kick, recovery and advance. When certain the kick will not be blocked, the kicker will not be fouled, or the ball will not go directly out of bounds, observe action in the center of the field. Be prepared to pick up runner if play breaks deep.

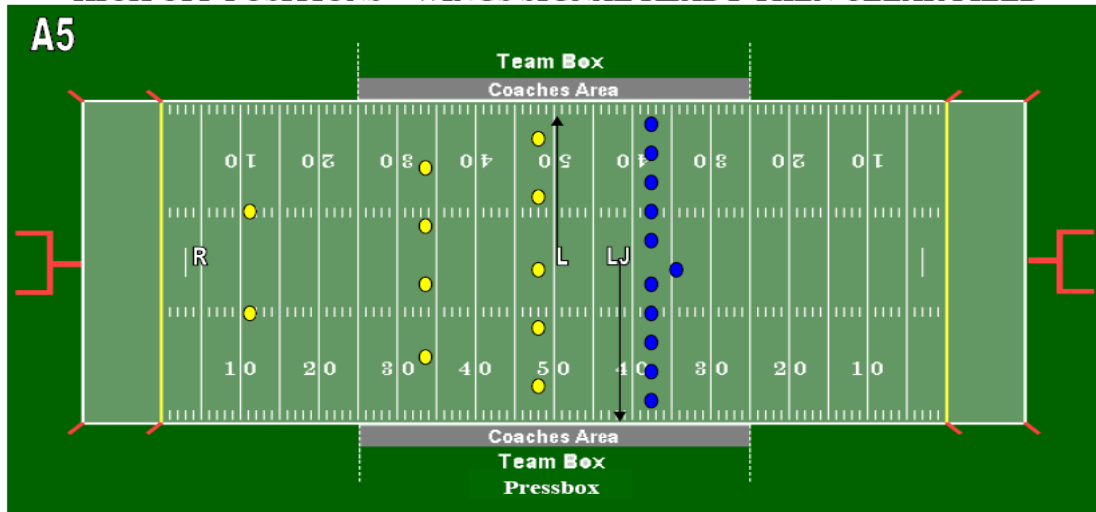
**L B.** Responsible for ruling on all fair catch signals in your area. Responsible for ball if player signals for a fair catch and does not touch the ball. On short kicks, observe action around the ball, other officials are responsible for receiver and ball. On long kicks out of bounds in the air, assist **R** in spotting the ball. If rolling kick goes out of bounds on your side, mark the spot. Responsible for goal line and end line. Mark the spot where kick ends. Be alert for blocked kick in your area and for its recovery and advance.

**H C.** Responsible for the entire line of scrimmage at the snap. If kick is short or partially blocked, know if it crossed the neutral zone. If kick to your side goes out of bounds on the ground, mark the out of bounds spot. If kick goes out of bounds in the air, assist **R** in spotting the ball. If player signaling for fair catch does not touch the ball, observe legality of his action until the ball becomes dead. Responsible for action around the receiver. Responsible for your side on kick return. After the ball

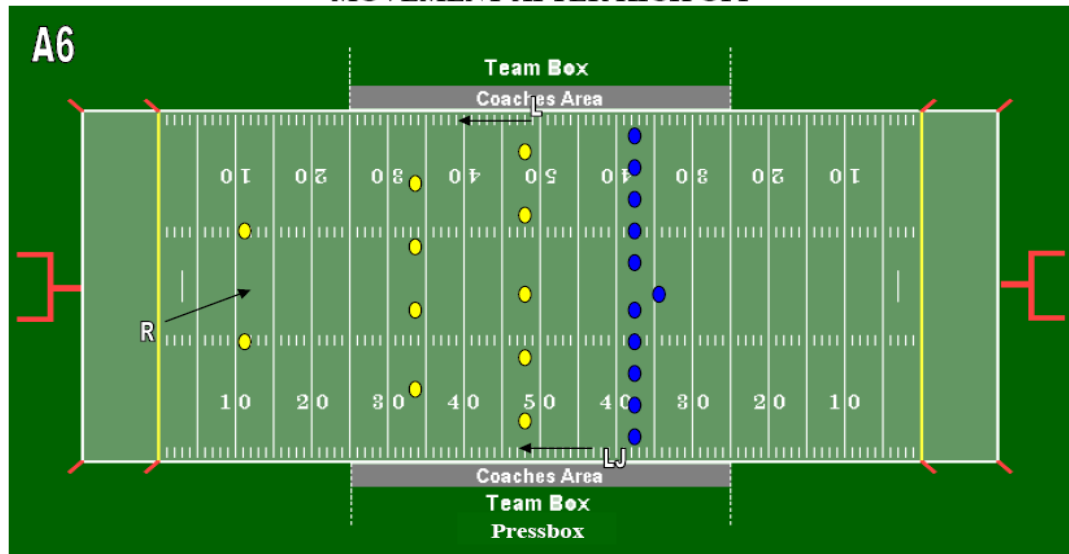
has crossed the neutral zone, move with Team B players who are covering the kick. Be alert for blocked kick in your area and for its recovery and advance.

**ALL D.** Be alert for blocking below the waist, fair catch signal, illegal signal, any waiving signal, etc. Watch for interference with the opportunity to catch a kick, hand-off, fumble, laterals, etc. Be alert for automatic touchback situations and kick return coverage. Be alert for blocked kick going into your area and for its recovery and advance.

**KICK OFF POSITIONS – WINGS SIGNAL READY THEN CLEAR FIELD**



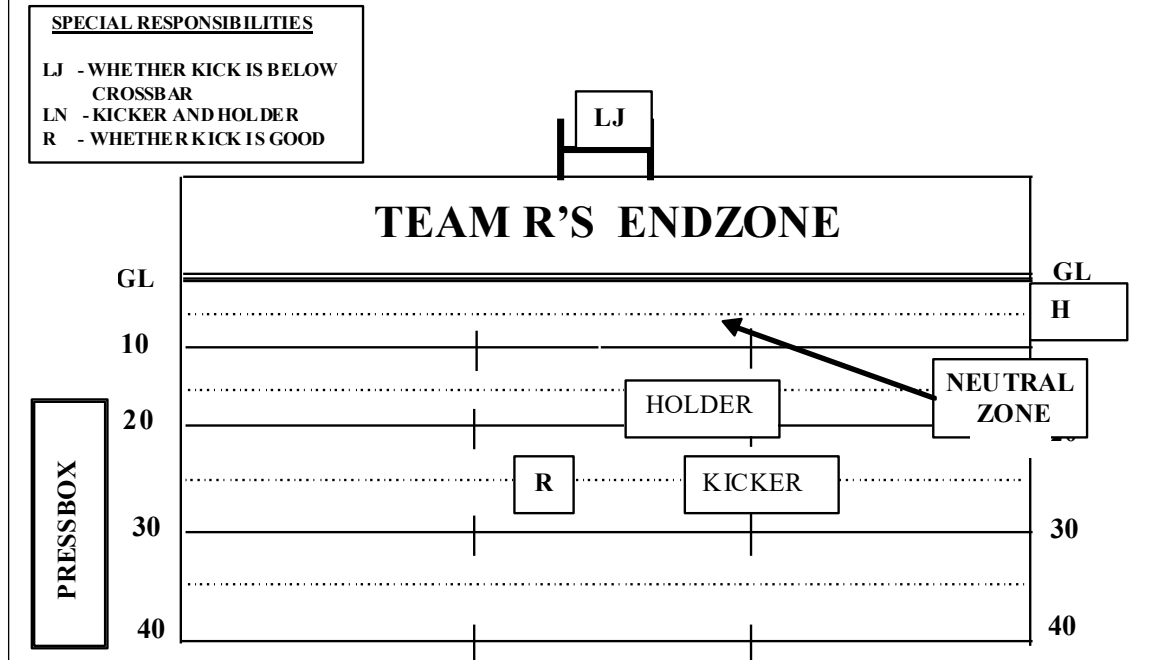
**MOVEMENT AFTER KICK OFF**



**SECTION 16. FIELD GOAL ATTEMPTS**



**FIELD GOAL AND TRY ATTEMPTS FROM THE 10 AND IN  
-3 MAN MECHANICS**



**ARTICLE 1. BASIC POSITIONS AND COVERAGE**

**R A.** When snap is on or outside the Team B 15-yard line, take a position the same as on any scrimmage kick down. Make sure you can see holder receive the snap.

**B.** When snap is inside the Team B 15-yard line, take a position directly behind spot ball will be kicked.

**L C.** When snap is on or outside the Team B 15-yard line, takes a position 5 to 7 yards behind goal post. Kicks inside the 15-yard line, take position to side of goal post.

**H D.** Take your regular position, same as any scrimmage down.

**ARTICLE 2. DUTIES**

**R A.** Responsible for ruling on field goal attempts when ball is snapped inside the 15-yard line, except when ball passes very near crossbar or strikes goal.

**B.** Responsible for illegal action against kicker and holder when ball is snapped on or outside the Team B 15-yard line.

**H C.** When snap is inside the Team B 15-yard line, responsible for action on the kicker and holder.

3-Official Mechanics

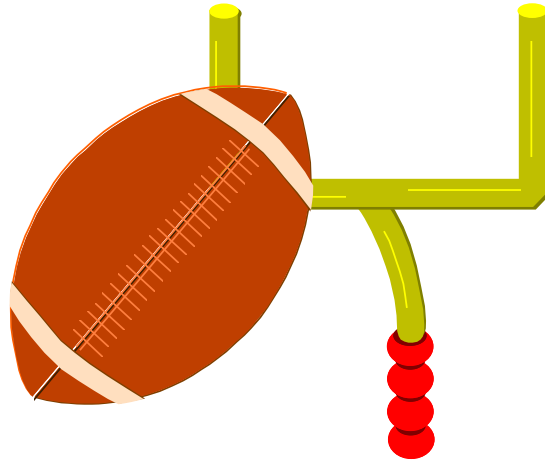
**L D.** When snap is on or outside the Team B 15-yard line, solely responsible for ruling on field goal attempts. If attempt is short and ball remains alive, do not give a signal. Officiate as a scrimmage kick. When snap is inside the Team B 15-yard line, rule on field goal attempt only when ball passes near crossbar or strikes the goal.

**ALL E.** While ball is alive, field goal attempt is treated same as a scrimmage kick. **R** is responsible for muff/fumble by holder.

**ARTICLE 3. TRY FOR POINT**

**ALL A.** Positions and duties are the same as any field goal attempt. Officiate all try downs

as a normal scrimmage down and do not sound whistle until ball is dead by rule.  
Discuss in pre-game.



## SECTION 17. TIME-OUTS

### ARTICLE 1. PROCEDURES

**ALL A.** Repeat time-out signal.

**R B.** Indicate a full length charged time out by facing the requesting team. Give time out signal, then with both arms extended shoulder high, giving three chucks in its direction. Indicate a third charged time out by following this signal with three tugs on an imaginary steam whistle. Time the length of time-out. Do not sound whistle.

**ALL C.** Record time-outs. Check with each other during each time-out. When relaying the number of time outs, relay the number the teams have remaining. Record time left on clock and number of requesting player when charged team time-out is requested.

**R D.** Responsible for the ball. When 20 seconds remain before the ready-for-play signal is to be given, signal **H** and **L** to inform the teams to return to the field, or when both teams indicate readiness to resume before that time, get ready signals from each captain, go to position behind the offensive huddle, and declare the ball ready for play. Responsible for counting number of players on the offensive team.

**E.** Do not huddle as a group.

**H, L F.** Take a position near your team on the sideline so you have a clear view of **R**.

Locate a coach not directly involved in the team instruction and inform him of how many timeouts remain for each team and of the remaining time in the period. When **R** indicates 20 seconds remain, notify teams and move to position for succeeding play. Notify the head coach when free time outs are exhausted.

#### **ARTICLE 2. REFEREES TIME OUT**

**R A.** Signal time out, then indicate **R**'s time out by tapping chest with hands. Stay at the ball.

**B.** Only **R** may stop the clock for a coach's conference. If the coach is not correct on his reason for requesting a coach's conference, he will be charged with a time out. After the time out has been charged to the coach, the procedure for a team time out will be carried out. This includes a full time allotment.

**C.** Signal time out when Team A is awarded a first down.

**D.** Declare ball ready for play as soon as need for time out has been met.

**ALL E.** Signal time out and carry out usual duties.

**F.** When either team is in possession of the ball in advance of the line to gain, covering official indicates time out.

**G.** If game is disrupted for any reason, record down, team in possession, position of the ball and time remaining in the game.

#### **ARTICLE 3. INJURY TIME OUT**

**ALL A.** Same procedure as free time out (limited). Permit as much time as is necessary. SAFETY OF INJURED PLAYERS IS THE MOST IMPORTANT ISSUE. MOVE TEAMMATES AWAY FROM INJURED PLAYER. DO NOT ALLOW ANYONE TO TOUCH INJURED PLAYER UNTIL TRAINERS ARRIVE. Use signal #3, followed with tapping hands on chest. It is acceptable to allow water attendants on the field during injury timeouts.

### **SECTION 18. MEASUREMENTS**



#### **ARTICLE 1. PROCEDURES**

**R A.** When spotting the ball after each scrimmage, be sure there is no need for measurement before announcing the down. If close, or by captain's request, measure. If in doubt, signal time out and measure. See that the **H** and **L** are

ready. Observe the relative position of ball and point to be gained, then announce your ruling. Remain over the ball and announce down and distance. Get ready signals from captains while **H** is resetting the chain. When **H** signals ready, declare the ball ready for play.

**L B.** Clear area for measurement and take the rod at the forward end of chain. Hold the rod perpendicular to the ground at the side of ball. Check for kinks and see that the chain is taut.

**H C.** Grasp chain at point of its intersection with the back edge of the marked yard line nearest the back rod end (use clip or snap). Have box man place box at spot vacated by front stake. Place the correct point of the chain on the back edge of the proper yard line. Call ready; be sure the chain is not jerked from your hands.

**R D.** Clear area and indicate placement of clip for **H**. When ball becomes dead in side zone out of bounds, any measurement should be at the dead ball spot. Once chain is stretched, make decision quickly. If short of first down, obtain a new ball leaving the measured ball in place. Use the forward point established on the chain when spotting the ball at the inbounds line. Once the new ball is spotted at the inbounds spot and chain is reset, remove measured ball from the field.

**H E.** If not a first down, retain firm grasp and personally set the chain at its original spot off the sideline. Check with front point marked by the box man.

### ARTICLE 2. FIRST DOWNS

**ALL A.** Be aware and notify all if play is close to a first down. Talk to each other. If you are certain the play results in a first down, stop the clock. Assist **R** in starting clock after awarding Team A first down. (Only **R** should signal)

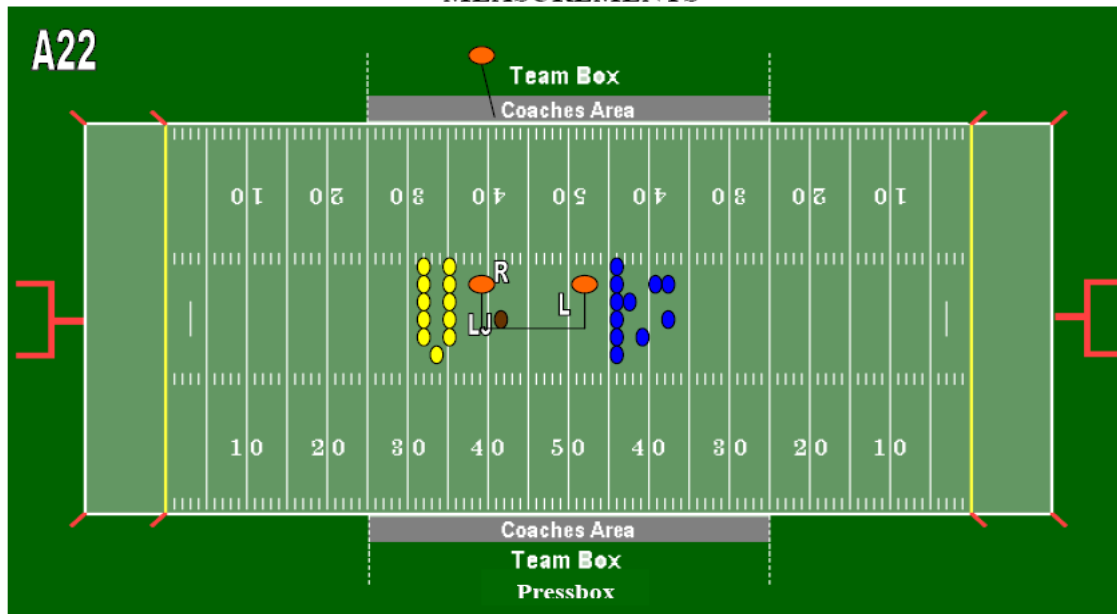
### ARTICLE 3. OPERATING BOX

**ALL A.** Know the down and yardage to be gained on each down.

**R, H B.** Verify the preceding down before changing the box.

**R C.** Verify each down prior to ball being declared ready for play. Signal **H** to move chain and box on first downs and scrimmage kicks.

### MEASUREMENTS



## SECTION 19. CALLING FOULS & ENFORCEMENT



Al Messerschmidt, Getty Images



### ARTICLE 1. PROCEDURES

**ALL A.** Signal time out when ball is declared dead.

**B.** Official calling foul, report to **R** verbally as follows:

1. Type of foul. Describe foul when necessary.
2. Offending team, including jersey color and A/B, offense/defense or kicking team/receiving team.
3. Offending player's number or position.
4. Spot of foul, end of run or end of kick.
5. Status of ball when foul occurred.

**R C.** When a foul or fouls are reported to the **R**, he will immediately give preliminary signal(s) before explaining options to captains. Notify both captains if loss of down is part of the penalty. Give dead ball signal before giving the signal for a dead ball foul.

**D.** If a choice is obvious, announce it and proceed with enforcement or declination. Otherwise explain options to captains. State options briefly, correctly, clearly and courteously. Do not carry the ball. It should remain at the dead ball spot until you call for it.

**ALL E.** Do not place a hand on or point to the offending player. Official calling foul shall stand by and check **R** when explaining options. Assist each other in holding dead ball spot and spot of foul. Cover foul marker, when possible, facing the direction the offending team is defending. Be sure the chain and down marker are not moved.

F. Responsible for knowing that proper yardage has been stepped off. Correct any mistakes immediately. Alert **R** on penalties enforced half the distance to the goal line.

G. Official who calls disqualifying foul notifies coach. Nearest official will notify coach of other fouls by his team stating position and number.

**H H.** Hold yard line enforcement spot if different from previous spot.

**R I.** When a penalty is to be enforced, instruct **L** as to point of enforcement and yardage to be marked off.

**L J.** Take a position near **R** when he explains options to a captain. If penalty is to be enforced, follow **R**'s instructions in marking off the penalty. **L** will carry ball and place in position when penalty is enforced. Verify visually with **H**.

**H K.** If satisfied with enforcement, proceed to succeeding spot.

**R, L L .** When fouls are committed that require enforcement at the spot of the next free kick, **R** will give preliminary signal and point to the next free kick spot. **L** will repeat the signal following enforcement from the succeeding spot.

**R M.** After penalty is completed, take position in a clear area where you can be seen. Give signal to each side of the field.

1. If penalty is accepted, signal foul and extend one arm in pointing fashion, horizontally in direction of offending team.

2. If penalty is declined, signal foul, extend one arm in pointing fashion, horizontally in direction of offending team and then give the no-play signal.

3. If penalties offset, signal one foul, extend one arm, in pointing fashion, horizontally in direction of offending team, repeat this procedure for foul by other team, then give no-play signal.

4. Start clock after a penalty is completed if it was not otherwise stopped by rule.

*NOTE: Official calling foul is responsible to see that **R** enforces the penalty correctly in every respect.*

## **SECTION 20. CLOSE OF A PERIOD AND ONE MINUTE INTERMISSIONS**

### **ARTICLE 1. PROCEDURES**

**ALL A.** Be conscious of the remaining time.

**L B.** Responsible for clock when **R**'s back is to the clock.

**R C.** Responsible for clock when facing the clock.

**R, L D.** When time expires and ball is declared dead, sound whistle and point to clock. The termination of a period is indicated by the **R** declaring the period complete and holding ball overhead with one hand indicating time has expired, (S14). **R** is primarily responsible for determining the end of any period. He should enlist the aid of the **L** when the only field clock is at his back.

**H, L E.** Leave the ball alone. **R** will handle it at the end of each period.

**ALL F.** At the close of first and third period, verify down and distance to be gained before moving ball and chain. **Record yard line, down, and distance to be gained.**

**L G.** Know what yard line the ball was on at the end of the quarter.

**ALL H.** Observe players as they move to the other end of the field. Move briskly to other end of field and mark the spot where the ball will next be put into play.

**H I.** After recording down, distance, and yard line, find the clip while facing into the field. Instruct the person operating the down indicator to go to where the **R** sets the ball. Direct the person carrying the stake nearest the goal line to lead into the field taking care to avoid the team. Follow the first chain person advising the other to follow. As you approach the clip yard line, alert the crew. Place the clip in position while facing out. Instruct the chain crew to stretch the chain.

**R J.** Move up to corresponding yard line beyond the 50-yard line and spot the ball. Do not resume play until one minute has elapsed.

**ALL K.** After **R** spots ball, verify correct spot, down and distance to gain. Trainers and water containers are permitted on the field as long as they do not interfere with officials duties. Trainers and water containers must leave the field when directed by officials. After prescribed duties are completed, take position for next play.

**R L.** Time the one-minute intermission between periods and the one-minute intermission after a safety, try or successful field goal. When 20 seconds remain in the intermission, sound your whistle three times, short but sharp. When the intermission expires, ensure both teams are ready to play, then immediately declare the ball ready for play.

## **SECTION 21. INTERMISSION BETWEEN HALVES**

### **ARTICLE 1. PROCEDURES**

#### **END OF SECOND PERIOD**

**R A.** From the end zone, give start the clock signal when the field is clear of officials and players.

**L B.** When time for end of the half expires, start your stopwatch on **R**'s signal when the field is cleared of officials and players.

**C.** Keep other officials informed of remaining time. Make sure crew arrives at field to start second half on time.

**D.** Secure and retain game ball(s).

#### **PRIOR TO KICKOFF**

**R, L A.** Check with other officials regarding the second half choices.

**R, H B.** Five minutes prior to the end of half time intermission, go to the team that occupies the team area opposite the press box.

**L C.** Five minutes prior to the end of half time intermission, go to the team that occupies the team area on the press box side.

**R D.** Take position in the center of the field to meet captains.

**H, L E.** Three minutes before kick off, escort your captain(s) to the center of the field.

**H F.** Prior to kick off, make certain your assistants are ready and send them to receiving teams 20-yard line. Remind them to stay behind the restraining line during the kick off.

**H G.** Meet **R & L** at the center of the field and then move briskly to kick off positions following the same procedure as the start of the first half. NOTE: **R** to make sure that **L** has the correct ball for the kick off.

## **SECTION 22. POST-GAME DUTIES**

### **ARTICLE 1. PROCEDURES**

**ALL A.** Note total elapsed time from initial kickoff to final whistle including all intermissions.

**B.** Join other officials and leave together. Neither seek nor avoid coaches.

**C.** Complete any required game reports and mail immediately.

### **ARTICLE 2. FIGHT REPORTING PROCEDURES**

The Football Rules Committee has adopted the following procedures for officials, institutions

and conferences to follow after a player, squad member or coach has been disqualified from a football game for fighting.

**A.** The official who calls the disqualification will inform the player, squad member or coach and his head coach of the disqualification.

B. After the game, **R** will contact the assigning agent (usually the conference officiating supervisor) to report the person(s) who were disqualified for fighting. The report must include the segment of the game in which the disqualification occurred.

C. The assigning agency will notify the athletic director and the university president that one or more of the institution's student-athletes or coaches was disqualified for fighting. Such notification will include an explanation of the rule dealing with the suspension(s). If the disqualified person is not under the jurisdiction of the assigning agency, that agency will notify the agent who represents the institution, and similar procedures will be followed.

D. The assigning agent also will alert the next scheduled opponent of the disqualification if it carries over to the next game.

E. Players who have been disqualified from a game must remain in the team area for the rest of that game. If disqualified from the first half of the next game, they may participate in warm-up drills before the game and may be in the team area during the first half. If suspended for an entire game, they cannot participate in warm-up drills or be in the team area during the game.

F. Coaches disqualified from a game must remain in the locker room (or similar facility) for the rest of that game. If disqualified from the first half of the next game, they may participate in warm-up drills before the game and may be in the team area during the first half. If suspended for an entire game, they may not be in the stadium area or have contact with the team from two hours before the game until two hours after the game. Coaches may not participate in any coaching activities while serving a disqualification or suspension.

### **CODE OF ETHICS A GOOD OFFICIAL SHALL:**

Not officiate any game after having had an alcoholic drink that day.

Not converse with crowds at any time before during or after game intermissions included.

Not requested to officiate a game or games from any coach, league or official thereof.

No official should obligate himself to any person affiliated with any game he might be assigned to officiate.

Be in good physical condition.

Be prompt for appointments.

Not be over-officious.

Not become intimate with coaches or affiliates of teams for whom he might be assigned league games.

Not criticize or attempt to explain other official's judgment on decisions to either coach, team or affiliate thereof. Never argue with players. If a player asks a question, he should listen to it, then give a definite and decisive answer, but should not quibble about any situation.

Assist players in the interpretations of rules when such request is made at a proper time.

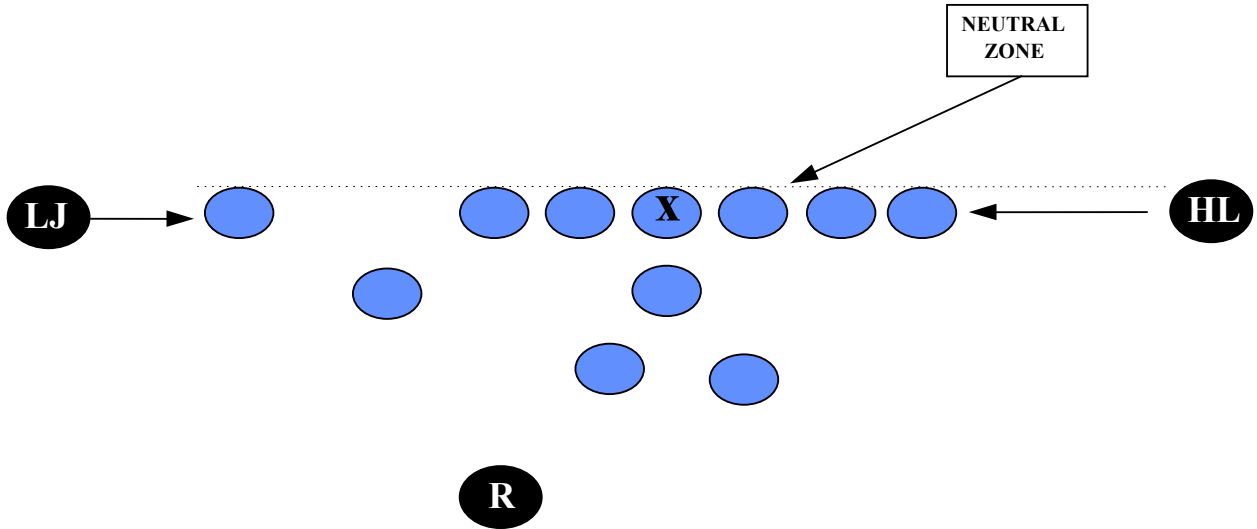
Give each team his best efforts, as he is the employed representative to administer the rules of the game.

Enthusiastically adhere to the ideals of sportsmanship, qualities of loyalty, courage, unselfishness, self-discipline and authority.

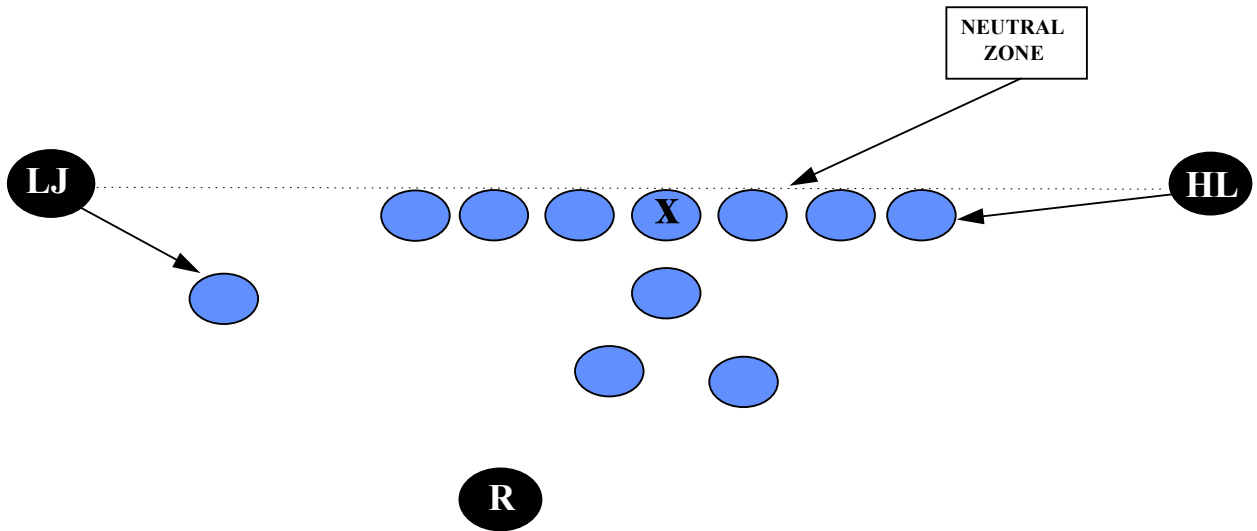
By his actions both on and off the field be a credit to the profession of officiating.



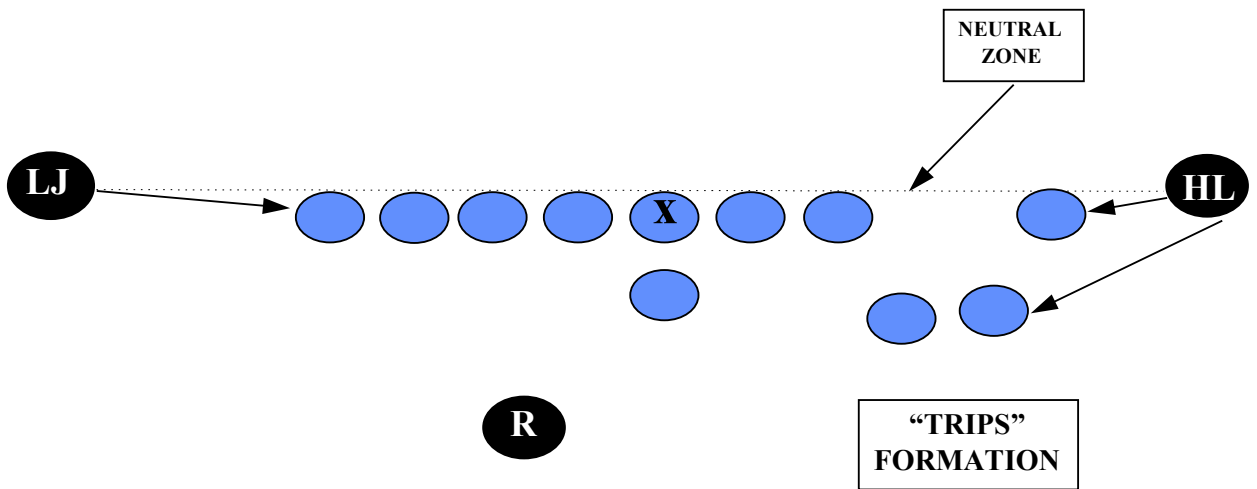
**OFFICIATING KEYS AT THE SNAP:  
SCENARIO #1**



**OFFICIATING KEYS AT THE SNAP:  
SCENARIO #2**



**OFFICIATING KEYS AT THE SNAP:  
SCENARIO #3**



**OFFICIATING KEYS AT THE SNAP:  
SCENARIO #4**

