

JULY 1, 2011

LOUISIANA HIGH SCHOOL FOOTBALL OFFICIALS FIVE - MAN MECHANICS MANUAL

(Effective July 1, 2011)

I. INTRODUCTION

Officials should maintain a professional attitude from the time they assume responsibility for the game until the end of the contest. It is important that officials not only know the rules, but that they communicate with the players and coaches in all matters pertaining to the game. Taunting and baiting opponents, as well as displays, which demean the image of the game, should never be tolerated and should be penalized as provided in the rules. Officials must set an example for players and coaches by treating them with courtesy and respect at all times. Never use profanity or inappropriate language or gestures. Proper conduct is always important. Officials must have a football sense, which complements the technical application of the rules so that the game goes smoothly. Officials are expected to exercise good judgment in applying the rules. There is no substitute for hard work, hustle and a sense for being in good position. Players who have practiced long hours deserve competent officials who have a complete understanding of the letter, as well as the spirit, of the rules and administer them consistently and fairly. There is nothing here that hasn't been said in one way or another in previous years. We must all get involved in the game and do everything we can to protect the value and integrity of the game.

When using five-man mechanics, the on-field officiating crew consists of a Referee, Umpire, Head Linesman, Line Judge, and Back Judge.

II. BEFORE ARRIVAL AT GAME SITE

A. Alcoholic Beverages/Drugs

No alcoholic beverages or drugs that may hinder physical or mental capacity shall be consumed the day of the game. This means any game, be it Varsity, Jr. Varsity, Jr. High, Middle School, or Playground. Purchasing alcoholic beverages or even entering an establishment that serves such beverages must never be done while wearing a recognizable officials' uniform.

B. Departure for Game

All officials should be on time at the designated departure location. The designated departure time is the DEPARTURE time, and all crewmembers should arrive at the designated location at least five (5) minutes prior to departure time. If an official arrives late at the designated location and misses the rest of the crew, that official is responsible to get to the game site in time for the pre-game conference.

C. Proper Uniform

All crewmembers must wear all the same identical parts of the uniform.

Shirts: Black and White with one-inch (1") vertically striped shirt (short or long sleeves as designated by the Referee) with the LHSOA insignia monogrammed on the left side over the pocket. The American Flag shall be worn on the left shoulder and shall be monogrammed by Honig's Sporting Goods at the time of purchase. All Officials in a given game shall wear the same length shirt (all short sleeve or all long sleeve). This shirt will become mandatory July 1, 2012. Until that date, either the shirt mentioned above or the current style one-inch (1") vertically striped shirt with the "Louisiana Official" patch shall be permissible.

Pants: Crewmembers may wear either white knickers with a short overlap below the knee or the solid black football pant with a one-and-one-quarter-inch (1.25") white stripe running down the outside of the leg from the waist to the cuff shall be permissible.

Socks: If knickers are worn, crewmembers must wear the one-piece sock/legging with modified Northwestern (NCAA) stripes. If the black football pants are worn, crewmembers must wear black crew socks.

Hats: A fitted black baseball cap with white piping shall be worn by all officials, except the Referee. The Referee shall wear a fitted solid white baseball cap.

Shoes: Solid black football shoes or predominantly black shoes with white striping are acceptable. Black laces should be worn with either style of shoe. Shoes should be shined before each game.

Belts: A black belt 1-1/4 to 2 inches wide with a plain buckle shall be worn.

Undershirts: If an undershirt is worn, it must be black or be of the type which does not show at the collar or the outer shirt.

Essential Equipment: Essential equipment includes a whistle, weighted light gold flag for use as a penalty marker, white or blue bean bags, game card, pen or pencil and device to keep track of downs. The Head Linesman shall furnish a clipping device to be used with the official line-to-gain equipment.

Jackets: Jackets are permitted for pre-game activities in foul or cold weather.

Honig's will be the official sponsor for officials' apparel through June 30, 2015. All striped shirts with the appropriate emblem and American Flag shall be purchased through Honig's.

III. AFTER ARRIVAL AT GAME SITE

A. Arrival & Pre-game Conferences

The crew shall allow themselves enough travel time to arrive at the game site approximately 75 minutes to 60 minutes before game time. Upon arrival at the game site, the Referee and Umpire shall conduct a pregame conference with each Head Coach beginning with the Head Coach for the home team. If one team has not yet arrived at the game site, the conference with that team's Head Coach may be held at a later time. The rest of the crew should assemble in the officials' locker room. When the Referee and Umpire have completed the conferences with the coaches

Pregame conference with Head Coaches: At the conference with the Head Coach, the Referee will provide each Head Coach with a Football Officials Rating Card. The Umpire shall obtain in writing each Head Coach's verification that all of his team's players are legally equipped and in compliance with all equipment requirements of the National Federation of State High School Associations and the Louisiana High School Athletic Association. A suggested coach pre-game conference checklist is shown in Appendix I. The Referee and Umpire should cover all items on that checklist at a minimum.

Pregame conference with Crew of Officials: The pregame conference with the officials' crew will be conducted by the Referee as he instructs with all game officials and clock operators participating. The conference should cover any matters that arose during the pre-game conferences with the Head Coaches. A pregame conference must be conducted before every game. An optional officials' pre-game conference

checklist is shown at Appendix II.

B. Individual Official's Pre-game and Auxiliary Game Duties

After the **officials'** pregame conference, the **crewmembers** shall complete their pre-game responsibilities.

Referee: After the conferences, the Referee should secure and approve the game balls, inspect the playing field and pylons, and order the removal of any hazards on or near the field.

Umpire: The Umpire shall check player equipment and rule on any questions concerning the legality of player equipment.

Head Linesman: The Head Linesman should secure and check the line-to-gain equipment and review with the chain crew members their duties and responsibilities. It is important that the Head Linesman emphasize the fact that they are members of the officiating crew, and, as such, they must refrain from "cheering and coaching."

Line Judge: The Line Judge, together with the Back Judge, shall inspect the playing field and pylons, as well as the sideline and end-line boundaries. The Line Judge and Back Judge shall locate and instruct the team ball handlers on their duties. During the game, the Line Judge shall maintain official time remaining in the absence of a game clock operator.

Back Judge: The Back Judge, together with the Line Judge, shall inspect the playing field and pylons, as well as the sideline and end-line boundaries. The Back Judge and Line Judge shall locate and instruct the team ball handlers on their duties. During the game, the Back Judge shall be responsible for keeping the 25-second count. He should observe the play clock while the clock operator is testing it. If there is no functional play clock, the Back Judge shall raise his hand overhead when there 10 seconds remaining. The Back Judge has responsibility for securing the correct time, carrying an accurate watch, and assisting in getting the game started on time. The Back Judge will time all time-outs and intermissions during the game.

Clock Operators: The Clock Operators will become familiar with the operation of the game clock and the play clock. The operation of each clock shall be thoroughly checked and any problems shall be reported immediately to the Referee. The Game Clock Operator shall have a back-up timing device (countdown timer) suitable for timing the game should the game clock become inoperative. If the game clock becomes inoperative, the Game Clock Operator shall report to the field and continue to time the game from a location on the field approximately 15 to 20 yards behind the Referee. In this situation, his penalty flag and bean bag should not be visible. When the crew enters the field to begin its pre-game duties at 30 minutes prior to game time, the Game Clock Operator shall begin a 30-minute countdown on the game clock. The clock operators shall only operate the clocks and shall never operate other scoreboard functions. If the play clock operator is not an official, the referee shall conduct a pregame conference with him instruct him in his duties.

Crew: With 30 minutes prior to game time, at least one member of the crew should always be present on the 50-yard line in order to observe both teams. As crewmembers finish their respective pre-game duties, they should take different positions around the field to observe and "shadow-scrimmage" the teams as they warm up. Crew members should not congregate or otherwise stand around aimlessly while teams are on the field.

Prior to pre-coin toss duties, the crew should assemble at a location off the field as determined by the Referee. The crew should discuss any last-minute matters and then proceed to their pre-coin toss duties.

IV. COIN TOSS

Prior to the scheduled coin toss, the Line Judge will locate the Team that will occupy the sideline on the Press Box side of the stadium, and the Back Judge will locate the Team that will occupy the sideline opposite the Press Box side of the stadium. These officials will stay with their respective team and, at the appropriate time, notify the Head Coach that it is time to bring the team to the sideline. The Line Judge and Back Judge will escort the teams to their respective team box areas for the toss.

Once the teams and or captains have been escorted to the sidelines and the field has been cleared for the coin toss, the Referee and Umpire shall jog to the middle of the field from the press box sideline. The Referee should enter from the right side of the press box. The Umpire shall enter from the left side of the press box. The Line Judge and Back Judge will obtain a game ball. The Head Linesman and Line Judge will line up on the right side of the Captains on their sideline, and the Back Judge will line up on the left side of the Captains on his sideline, so that the Line Judge and Back Judge are facing each other.

At the Referee's signal, the Line Judge, Back Judge, and Head Linesman shall escort their Captains on to the field. The officials shall stop at the hash marks and instruct the captains to continue to the center of the field. At midfield, the Referee and Umpire will introduce themselves to the Captains and allow the Captains introduce themselves to each other. The Captains will face each other with their backs to their own sidelines.

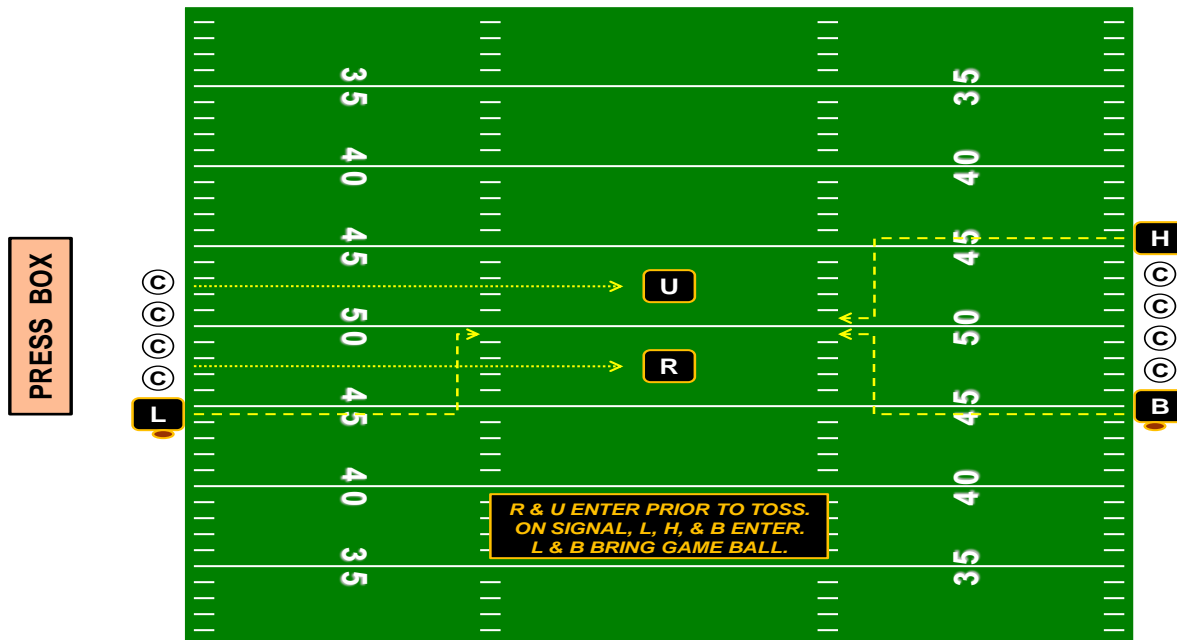
After all introductions, the Referee will ask the Visiting Team Captain to call the toss and shall obtain his choice prior to tossing the coin. Once the Visiting Team Captain has made his choice, the Referee shall toss the coin. The Umpire shall witness the toss. The Referee shall then inform each team of their respective options.

After the toss, all officials will record the results of the coin toss and the Captains' decisions. The Back Judge will retain the kicking team's ball for the kickoff.

During the playing of the National Anthem, all officials will stand at attention, facing the flag, with the cap held by the right hand over the left chest. If no flag is present, officials will face the music source.

Following the National Anthem, the crew will assemble at midfield for last minute instructions. Crewmembers will then break to their positions for the opening kick-off.

The proper officiating positions for the coin toss are illustrated in the following diagram:



V. FREE KICK RESPONSIBILITIES

Generally: Prior to any free kick, all officials should have their bean bags in hand. The covering official should give the signal to start the clock when he observes the kick touched other than "first touching" in his area. Any official should mark a spot of "first touching" that they observe with a bean bag. Any official should mark the spot of a free kick that goes out of bounds untouched by Team R that they observe with a penalty flag. The Referee and Head Linesman should be ready to bean bag any spot of momentum within the five-yard line.

After a safety, try, or successful field goal, the crew will use the following mechanics to get in position for the next kickoff. The Back Judge will jog down the sideline opposite the press box to Team K's free kick line. The Line Judge will jog down the press box sideline to Team R's free kick line. With 20 seconds remaining in the official time-out, the Back Judge shall jog on to the field along Team K's restraining line and align Team K.

Referee: The Referee shall take a position on Team R's goal line at the pylon on the press box side of the field. The Referee shall stand erect while waiting for alignment of the teams and be prepared to acknowledge the signals by fellow crew members. The Referee will count the "R" players along with the Head Linesman and Umpire and signal accordingly. Once the Back Judge has handed the ball to the Kicker and has taken his position on the sideline, the Referee will sound his whistle and signal that the ball is ready for play. After the kick, the Referee will observe the receiver making the catch or recovery and thereafter observe action involving him and in front of him, including watching for illegal blocks, clips, forward handing, etc. The Referee should move onto the field and officiate from an inside-out position after the kick is caught or recovered by Team R. When the kick is deep, he should maintain his position at the pylon until the kick is secured by a player if his pylon is threatened. He should be prepared to rule on kicks out of bounds on his sideline. As the runner breaks up the field into other officials' areas, the Referee should observe action behind the runner as well as off-ball activity.

Umpire: The Umpire will be positioned at Team R's 25-30yard line on the press box side of the field.

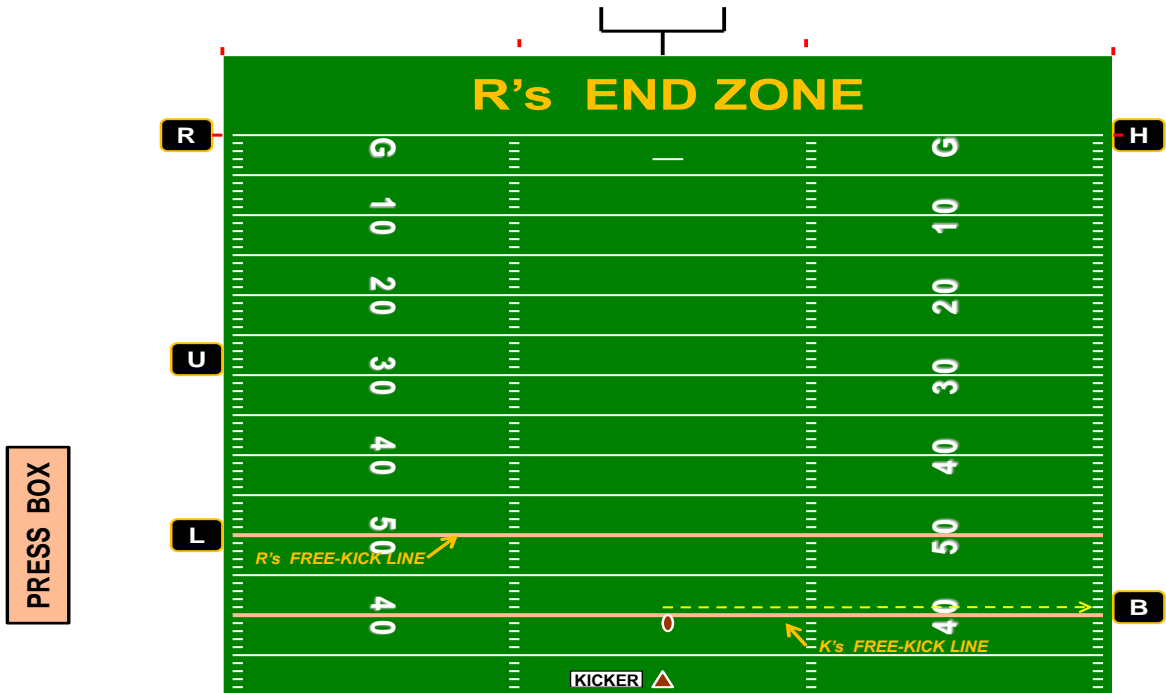
Together with the Referee and Head Linesman, he will count the number of Team R players and signal accordingly. At the kick, the Umpire's initial responsibility is the action on or by the players nearest his side line. If the runner breaks long, he will assume responsibility for action on the runner when the runner enters his area and has coverage until approximately midfield where the Line Judge assumes coverage of the runner and the Umpire will then observe action behind the ball carrier. The Umpire should be ready to signal the clock to start if the kick is first legally touched near him. The Umpire should be ready to rule on out of bounds kicks in his area.

Head Linesman: The Head Linesman will position himself on Team R's goal line at the pylon on the sideline opposite the press box. He will count the Team R players and signal accordingly to the Referee. When the kick is deep, he should maintain his position at the pylon until the kick is secured by a player if his pylon is threatened. If his pylon is not threatened, he should begin moving forward in front of the deep receiver and look across the field for illegal blocks, holding clips, forward handing, etc. He should be prepared to rule on kicks out of bounds on his sideline. He is responsible for forward progress along his sideline until the runner advances to the Back Judge's area. As the runner breaks up the field into other officials' areas, the Head Linesman should observe action behind the runner as well as off-ball activity.

Line Judge: The Line Judge shall position himself on Team R's restraining line at the sideline on the press box side of the field. It is NOT necessary for him to align Team R prior to the kick. He should count Team K's players and never allow the kickoff to proceed without the proper number of players. He should be alert for encroachment by Team R players, short kicks, or onside kicks, and the spot of first touching. He should determine whether any short or onside kick touches the ground. At the kick, his initial responsibility is action on and by the players nearest his sidelines. He should slide down the sideline toward Team R's goal line a maximum of 5 - 10 yards if necessary. He should be alert for holding, illegal blocks, clips, etc. If the kick goes out of bounds in his area, untouched by Team R, he should go to the spot, mark it, and then throw his penalty flag. He should maintain a position on his sideline in advance of the play at all times and be on the goal line before the runner crosses it. He will rule on forward progress when the ball becomes dead between Team K's restraining line and the goal line.

Back Judge: The Back Judge will assume a position on Team K's free kick line beyond the sideline opposite the press box. He should count Team K's players together with the Umpire and never allow the kickoff to proceed without the proper number of players. He should be alert for encroachment by Team K players, short kicks, or "onside kicks", and the spot of first touching. At the kick, his initial responsibility is action on and by the players nearest his sidelines. He should slide down the sideline toward Team R's goal line a maximum of 10 - 15 yards if necessary. He should be alert for holding, illegal blocks, clips, etc. If the kick goes out of bounds in his area, untouched by Team R, he should go to the spot, mark it, and then throw his penalty flag. He should maintain a position on his sideline in advance of the play at all times and be on the goal line before the runner crosses it. He will rule on forward progress when the ball becomes dead between Team K's restraining line and the goal line.

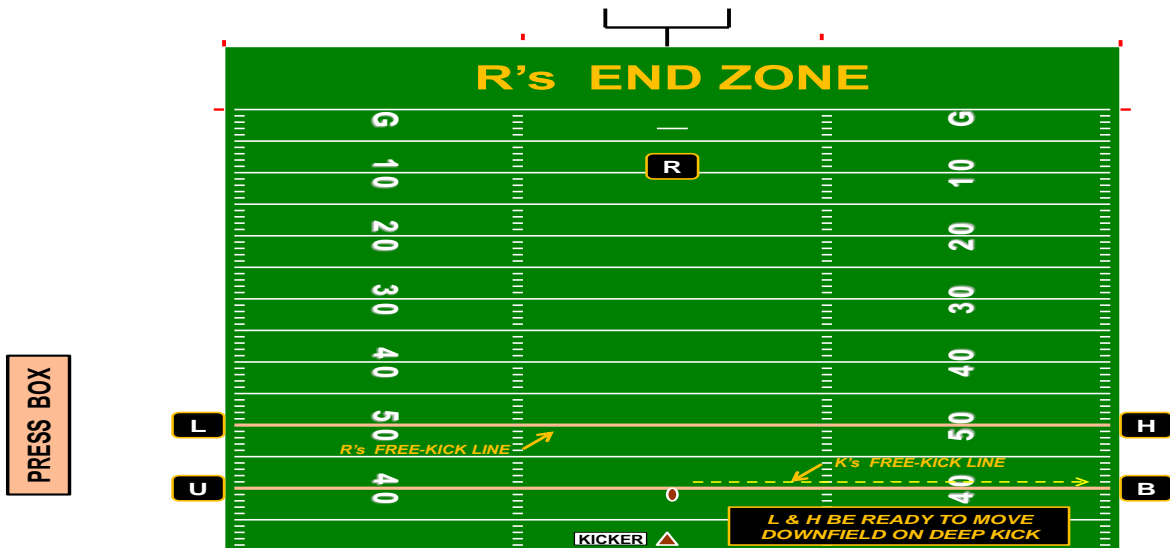
The normal free kick positions are illustrated in the following diagram:



F. Anticipated Short Free Kick

When the situation arises that an on-sides kick is likely, the Head Linesman will move to Team R's restraining line beyond the sideline opposite the press box. The Umpire will move to Team K's restraining line beyond the sideline on the press box side of the field. The Line Judge and Back Judge will maintain the same positions as in a normal free kick. The Referee should remain in the center of the field behind the receiving team. All officials will be alert for encroachment and spots of first touching. Generally, the two officials in whose direction the kick is moving should be alert for first touching and catch or recovery. The other two officials should watch for illegal blocking, holding, clipping, etc.

The proper officiating positions for an anticipated on-sides kick are illustrated in the following diagram:



the Head Linesman and Line Judge should note numbers of eligible pass receivers. Check positioning of the wingbacks, slot backs and split ends. Use hand to backfield signal when the closest offensive player is off the line. This signal should be held until the snap or until the closest offensive player is no longer off the line. Both officials should count the players on the offensive line making sure that there are at least seven players on the line. The Head Linesman and Line Judge should communicate with each other to make sure that enough players are on the line of scrimmage. Both wingmen shall be responsible for forward progress from Goal line to Goal Line along their respective sidelines. They should assist each other when necessary using cross-field mechanics. Be alert for encroachment by either team. Blow the whistle, move in quickly, and shut down all action immediately when encroachment or false starts occur. The wingman is responsible for the back in motion going away from him, and he retains that responsibility even if the motion man stops and returns toward him. As stated further below, the wingman is also responsible for all passes thrown toward him in determining if the pass is forward or backward.

In addition to the above duties, the Head Linesman has the responsibility for the conduct of the line-to-gain and down marker crew, and the primary responsibility for counting downs. All officials, however, are responsible for maintaining the correct down count. All field officials should communicate and agree on the down count. The Head Linesman after each down, shall establish eye contact with the Referee to receive the signal for the next down. He should echo verbally and also indicate the next down with the appropriate hand signal. He should not call to change the down marker or move the chains for a first down until the Referee signals. For all first downs, the Head Linesman will mark the spot with his foot for the line to gain crew at the sideline. When the goal line is the line to gain, only the down marker will be used to mark the spot of the ball. The chain will be removed from the sideline.

Both wing officials should count Team B players along with the Back Judge and signal him with a clenched fist when 11 or less defensive players are counted.

The Head Linesman and Line Judge should be aware of eligible receivers. Observe the snap making sure there are no encroachments or false starts.

Back Judge: The Back Judge shall initially be positioned 20 yards deep on the defensive side of the ball and always deeper than the deepest defensive back roughly in the center of the field. He should count the defensive players along with both wing officials and signal them with a clenched fist when 11 or less are counted. The Back Judge is responsible for enforcing the 25-second count. If there is no functioning play clock, he will raise his hand overhead with 10 seconds remaining. Be alert for incoming substitutions, check the game clock, and assist in relaying the ball from the sideline and relaying messages to the sideline and wing officials, especially penalty information. The Back Judge should work from the inside-out. He should always check the numbers of the eligible receivers and the numbers of the players inside the eligible receivers when possible. He must see the wing man's signal so as to know who is on or off the line. The sidelines belong to the wingmen and the goal line belongs to the Back Judge. On snaps on or inside Team B's 10 yard line, the Back Judge will line up on the end line and the goal line then belongs to the wing officials. If formations dictate that the Back Judge move to the end line sooner, he may do so but should communicate with the wing officials so that they may be ready to cover the goal line.

B. Running Plays.

Progression of Coverage: SNAP - TACKLE - KEY - ZONE.

Referee: After making sure that the snap was legal and there were no false starts, the Referee should read whether the play is a run or pass play based on the blocking by the tackles. If run is read, the Referee's primary responsibility is the football until it is beyond the line of scrimmage, then to cover the action

behind the runner. While the ball is behind the line of scrimmage, focus on blocks on the front side of the point of attack. At the snap, move only if necessary. Delay moving immediately to avoid hindering reverse or delayed plays and to assure maximum vision of play. If needed, move backwards at an angle to keep the play in front.

If the play is wide, slowly move in that direction and watch for action around and in front of the runner to the neutral zone. On option plays, if the quarterback keeps the ball and turns up field, observe action on the trailing back until there is no longer the threat of a foul. When the quarterback becomes the runner and runs into a side zone or out of bounds, follow him all the way including out of bounds.

For runs by runners OTHER THAN THE QUARTERBACK into the side zone, move in that direction watching the play and action. Unless the runner was the quarterback or in a hurry-up or "two-minute offense," when the ball is dead in a side zone or out of bounds, get forward progress from the wingman at the inbounds spot and help spot the ball. For obvious first downs on long plays, or on short gains between the hash marks, it is not necessary to run to the line of scrimmage prior to declaring the ball ready for play.

Umpire: After making sure that the snap was legal and there were no false starts or encroachment, the Umpire should read whether the play is a run or pass play based on blocking by the offensive line. If run is read, the Umpire should key on the point of attack and action on or by the interior linemen. Focus on the blocks and action on the back side of the point of attack looking for holding, chop blocks and other illegal blocks. If the play is wide, slowly move in that direction, and observe any action around the runner. Do not be restricted between the hash marks. When the ball becomes dead in a side zone or out of bounds, move out and retrieve the ball. Relay the ball to the Referee to spot the ball at the hash mark, unless the Referee is in the side zone. For a hurry-up or "two-minute" offense, obvious first downs and long gains, short gains between the hash marks, or balls that become dead within a few steps beyond the hash marks, retrieve and spot the ball getting forward progress from the wingman and spot the ball.

Head Linesman and Line Judge: After making sure the snap was legal and there were no false starts or encroachment, observe the tackles to read run or pass. Once run is read, both officials should maintain position on the line of scrimmage and allow the play to develop in front of them. Observe actions by tackles and keys. Do not leave the line of scrimmage until the runner crosses it. If the play is nearing the sideline, the covering official should back up beyond the sideline while maintaining his position on the line of scrimmage and officiate from outside-in. If the play is away from him, the wingman should pick up action behind the Referee and Umpire while moving downfield with the play. When the runner is down in his area, the covering wingman should get an accurate forward progress spot and hold it until the Referee or Umpire acknowledges it. The wingmen should use cross-field mechanics when needed to assist each other in getting accurate forward progress. When the ball is dead, each official should "accordion in" on to the field approximately to the nine-yard marks or until he feels pressure from other players. Each official should square off the field in getting the spot and should match each other on the same line. If there is any disagreement, the officials should close in together and determine the correct spot. Use the up-field foot to give the spot of forward progress. When the ball is dead inbounds near the sideline including when a runner is forced sideways or backwards out of bounds, give a winding signal to indicate the clock is to continue running. If the ball goes out of bounds, hold the out of bounds spot and facing the action out of bounds while either the Referee or Back Judge retrieves the ball. When getting the out of bounds spot, always keep the head up looking at the action and never look down at the ground. If a first down is obvious, the covering wingman should stop the clock. If close, signal to and wait for the Referee to rule.

Back Judge: At the snap, maintain initial position while reading the play. Once run is read, be alert for crack-back blocks and clips coming across the middle behind the Umpire. Move laterally and backwards

to observe the action. Delay moving forward during the play. When a runner makes a long run, the Back Judge must be on the goal line in advance of the runner to rule on the touchdown and assist with forward progress near the goal line. When a runner crosses the goal line after running closely down the sideline, the Back Judge should look to the covering wing official and assure that the runner did not step out of bounds before giving a touchdown signal. On plays that carry into the side zones and out of bounds, the Back Judge should cover the action around and in front of the runner. As the play ends, the Back Judge should run into the side zones and out of bounds if necessary after the play and retrieve the football and the runner while being alert for illegal activity out of bounds. When the ball becomes dead in between the hashes, he should "accordion in" while observing dead ball action.

C. Passing Plays.

Progression of Coverage: SNAP - TACKLE - KEY - ZONE.

Referee: On passing downs, as the passer retreats, stay outside of and deeper than the passer, moving backwards along an angle to maintain cushion if necessary. Observe drop back blockers in vision, especially the tackles. After the pass is thrown, continue to observe action on and around the passer. Verbally alert defenders when the passer has released the ball. Assist the wingmen on passes thrown behind the line of scrimmage in determining forwards or backwards. Responsible for all passes thrown behind the line of scrimmage when the ball is snapped within Team B's 10 yard line. The Referee is the sole judge for intentional grounding but should seek input from other officials as to whether a forward pass was thrown into an area not occupied by an eligible receiver.

Umpire: When the Umpire reads pass, he must get to the line of scrimmage as soon as possible, looking for holding or other illegal blocks. He must determine if the pass crosses the line of scrimmage. If the passer crosses the line of scrimmage and then throws a forward pass, the Umpire will drop his penalty flag at the yard line where the pass was released. He must also look for ineligible receivers being down field prior to the releasing of a forward pass. The Umpire must also assist the Referee in determining whether the pass was tipped by a Team B player in or behind the neutral zone. Once the pass has been released, he should turn quickly to assist the wingmen and Back Judge in determining if there is a reception, interception, or an incompleteness as they could be blocked out if the pass was thrown over the middle. On deep passes, he should maintain observation of line play.

Head Linesman and Line Judge: After the snap, observe the tackles to read run or pass. When pass is read, wingmen should slowly slide about five yards downfield but facing the field at all times. Observe action initially by the tackle and then the key. The wingmen's key is always the eligible receiver closest to his sideline. If multiple receivers are balanced on both sides, the Head Linesman should also key on the interior receiver on his side.

If the wingman's key does not move downfield, or if a back or other eligible receiver enters the wingman's area in the backfield in position to catch a pass behind the line of scrimmage, that wingman should hold his position at the line of scrimmage to rule on that pass. Each wingman is responsible for ruling on quick sideline passes thrown to his side.

When the pass is released downfield, move downfield with the pass. The covering official is responsible for receptions between him and the deep official. The opposite wingman should observe off-ball action involving players other than the pass receiver. For shorter downfield passes, especially when the ball is thrown directly into the wingman's area, reducing movement while the ball is in the air will improve the ability to see the play more accurately.

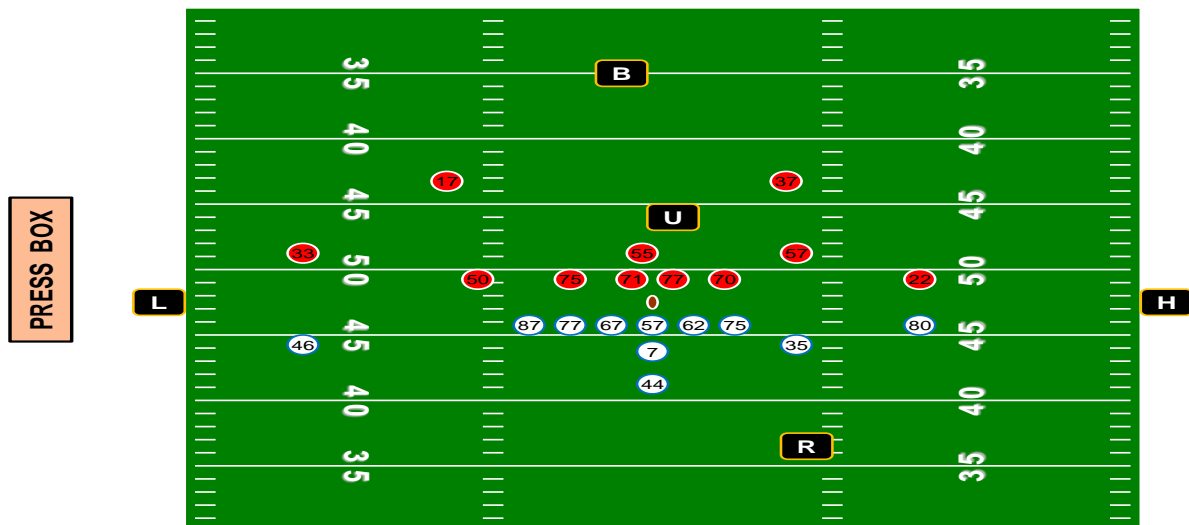
The wingmen are responsible for their respective sidelines to the end line. If there are two wide outs on

the same end of the line of scrimmage, the wingman on that side is initially responsible for the widest man. On a completion, square off to get accurate forward progress. If a first down is obvious, the covering wingman should stop the clock. If close, **signal to and** wait for the Referee to rule.

Back Judge: At the snap, and once pass is read, begin moving backwards to maintain cushion and assure maximum vision. His initial key is the tight end or interior receiver on the strong side of the field. If the receivers are balanced, key on the tight end or interior receiver on the Line Judge's side. The Back Judge is responsible for initial contact on receivers moving off the line, coverage of the deepest receivers, action behind the Umpire, and the goal line and end line depending on the location of the yard line snap.

On plays originating outside Team B's 10 yard line, the Back Judge should be on the goal line before any ball carrier crosses it. He should always be aware that he is officiating from the inside-out. The Back Judge should make eye contact with wing officials on side line plays if control of the ball is questionable or if the pass in the middle of the field is in front of him. He must know where the receivers are and never let a receiver get behind him.

The proper initial officiating positions for scrimmage plays are illustrated in the following diagram:



Diagrams indicating position keys are included in Appendix III at the back of the manual.

VII. SCRIMMAGE KICK (PUNT) RESPONSIBILITIES

Referee: The Referee is positioned **slightly behind** the kicker and 7-9 yards wide on the kicking foot side of the field, in a position to look at approximately a 45 degree angle to the position where the kick will be made, so that **he** can see the snap, **back blockers**, and entire play in front of him. **Verbally alert Team R players when the kicker has kicked the ball.** Be alert for action on and around the kicker, then clean up behind the kick action while drifting down field, opposite the side of the Umpire. **If the kick is blocked, or on a long return, he should be prepared to move to Team K's goal line for coverage.**

Umpire: The Umpire should favor the Line Judge's side of the field but still be in position to rule on any contact with the snapper. **He may adjust his position to 8 to 10 yards off the line of scrimmage.** When the offensive team is in a scrimmage kick formation, **the Umpire should verbally warn Team R players not to charge directly into the snapper.** Also, when in a scrimmage kick formation, **the Umpire must remember that Team A is** exempt from the 50-79 numbering requirement, but the Umpire must note other

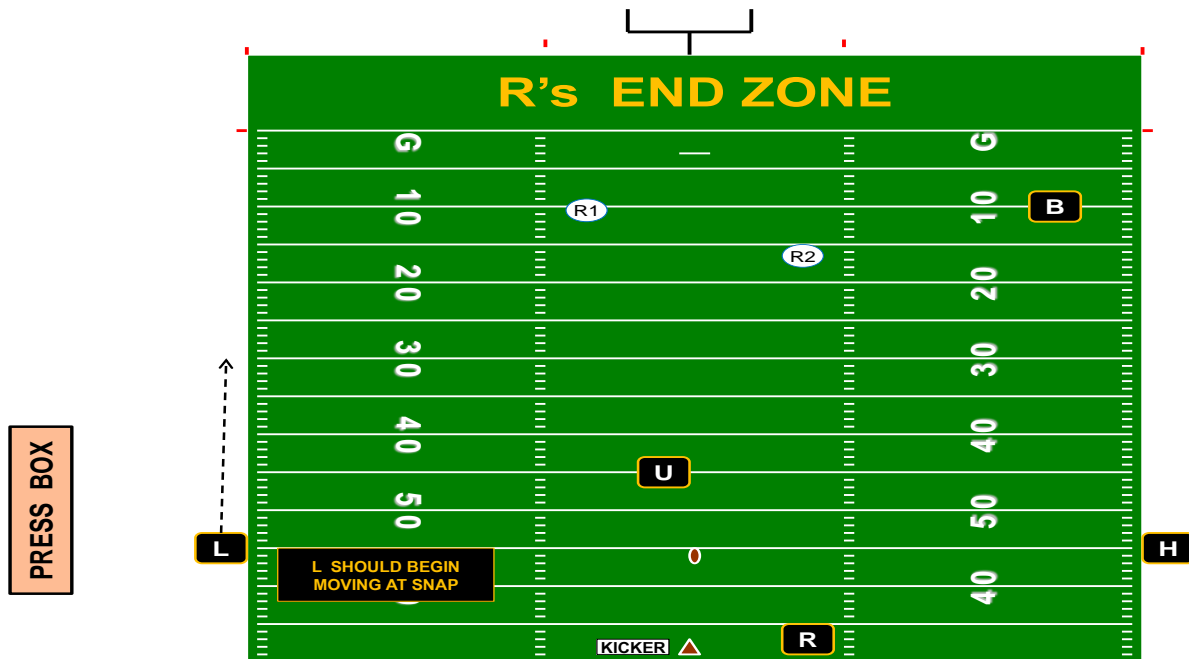
numbers in case a forward pass is thrown. He must assist the Referee in determining if the ball was tipped in or behind the neutral zone. After the kick has crossed the neutral zone, turn and observe any action as the players go downfield to cover the kick. After the ball becomes dead, be on the appropriate yard line to spot the ball. If the kick is blocked and picked up by a member of the receiving team, the Umpire must follow the play and cover action around and behind the runner.

Head Linesman: The Head Linesman's position and pre-snap responsibilities are the same as for any scrimmage play. They should communicate with each other to make sure that there are at least seven players on the line of scrimmage. He should be alert for a blocked kick and, if this occurs, move into the backfield to assist the Referee. The Head Linesman is responsible for determining if the kicked ball has crossed the neutral zone. After the kick crosses the neutral zone, he should proceed down field observing action in front of the receiver/runner and **be alert for any illegal blocks, clips, holding, etc.** He should assume coverage of the runner if he comes to his sideline **and observe off-ball action if the play is to the opposite sideline.** The Head Linesman is responsible for his sideline. Take direction from the Referee in spotting a ball kicked out of bounds. When the runner is downed in his zone, he should accurately spot forward progress and hold this spot until the Umpire arrives to accept the spot. Relay information to the Umpire and/or the Referee as to the results of the kick play. Watch for the Referee to signal first down and go to the sideline to set up the line-to-gain markers.

Line Judge: From his normal position on the scrimmage line, the Line Judge should be alert for a blocked kick and assist the Referee in the backfield. **At the snap, he should begin moving downfield.** The Line Judge is responsible for his sideline from end line to end line and for coverage of the deep receivers. He should officiate in front of the receiver/runner **being alert for any illegal blocks, clips, holding, etc.,** until the runner comes into the his zone. The Line Judge will then have primary responsibility for the runner as well as sideline coverage all the way to the goal line. He should be alert for illegal blocks on the runback. If the kick is out of bounds in flight toward the press box side, the Line Judge will work with the Referee in spotting where the ball crossed the sideline. When the runner is downed in his zone, he should accurately spot forward progress and hold this spot until the Umpire arrives to accept the spot. Relay information to the Umpire and/or the Referee as to the results of the kick play.

Back Judge: The Back Judge's initial position shall be 5 yards behind as the deepest receiver and 5-7 yards outside of the deepest receiver on the Head Lineman's side of the field. He has goal line responsibility and must watch for touchbacks and batted balls at the goal line. He should have 2 beanbags, one in hand. He should be ready to mark any spot of first touching. He must also use his bean bag to mark the spot where the kick ends (the "post scrimmage kick spot"). He should count the receiving team players and make the appropriate signal. He is responsible for valid and invalid fair catch signals, and ruling on a valid fair catch. Be alert for touching by Team R or Team K players. Be ready to follow the ball if the receiver fails to field the kick cleanly. Cover action on and against the runner until he enters the Head Linesman's or Line Judge's area. If the kick is obviously to the Line Judge's side zone, the Back Judge should cover the play in front of the deepest receiver and behind the runner if the play is away from him **while being alert for any illegal blocks, clips, holding, etc.** The Line Judge will cover the receiver who has given a fair catch signal and does not touch the ball and the Back Judge will cover action on and around the ball. Be alert for illegal blocks, clips, kick catch interference, etc. **If the kick is out of bounds in flight toward the sideline opposite the press box, the Back Judge will work with the Referee in spotting where the ball crossed the sideline.**

The proper officiating positions for punts are illustrated in the following diagram:



VIII. FIELD GOAL TRIES AND TRY FOR POINT

Referee: Prior to the snap, the Referee will count Team K players along with the Umpire and signal with a clenched fist if he counts 11 players or less. The Referee will take a position at least 7 - 9 yards wide on the side ALWAYS facing the front of the holder and about 2 - 3 yards deeper than the holder. He should be in a position to observe the snap. After the snap, he should observe any action by the holder, including a muff, fumble, or recovery, and any action that follows. Once a kick is made, he should observe any action on and around the kicker and holder and verbally alert Team R when the kick is made. Following the kick, and once all action around the kicker and holder is over, he should signal the result of the kick to the press box after receiving the signal from the covering officials. If the play turns into a running or passing play, the Referee should move to cover the play. If the play develops to the sideline without any covering official, the Referee should move quickly to the sideline and assist with sideline coverage. If the play develops to the other sideline, he should cover the play as normal.

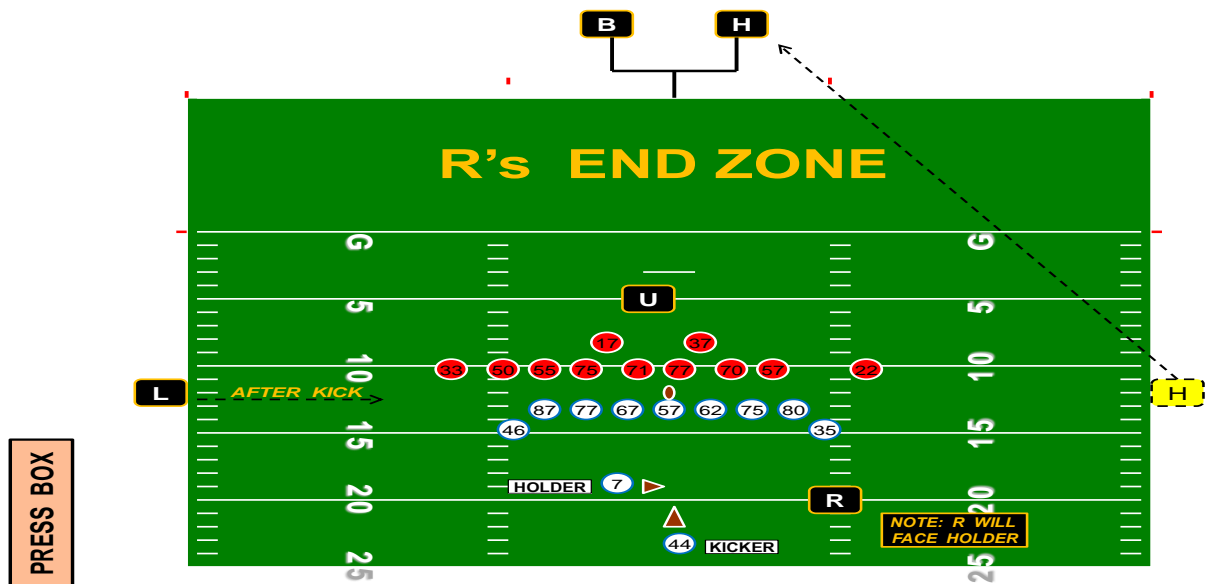
Umpire: Prior to the snap, the Umpire will count Team K players along with the Referee and signal with a clenched fist if he counts 11 players or less. The Umpire should be positioned about 4 - 7 yards behind Team R's line of scrimmage, favoring the side of the field on which the Referee is positioned but still in position to observe any action on the snapper. Be alert for action on or by outside offensive linemen and up blocking back on Referee's side and for "pull and shoot" plays by Team R. Shift observation to contact between defensive players and blockers behind line. If the field goal or kick try is snapped inside Team R's 15 yard line and the play turns into a run or pass play toward the sideline without any covering official, the Umpire should move quickly to the goal line and assist goal-line coverage. Signal touchdown if necessary. If the snap is beyond Team B's 10-yard line, cover the run or pass play as normal.

Head Linesman and Line Judge: If the snap is within Team R's 15 yard line, the only wing official on the line of scrimmage will be the official facing the back of the holder. The other wing official will take a position on the end line under the upright closest to his sideline. If the snap occurs beyond Team R's 15 yard line, the Head Linesman will remain on the line of scrimmage and the Line Judge will take a position under the goal.

- **Wing Official On Line of Scrimmage:** The official on the line of scrimmage will observe the neutral zone and be alert for encroachment and false starts. After the snap, once the kick is made and it is certain there will be no return, he should close in quickly toward the linemen to observe and shut down any unnecessary line play. If the play turns into a run or pass play, he should officiate as any other run or pass play. If there is a return by Team R, officiate as normal.
- **Wing Official Under Goal:** The official underneath the goal will count Team R players along with the Back Judge and signal with a clenched fist if he counts 11 players or less. Together with the Back Judge, he will rule on whether the kick is good. The wing official will have primary responsibility for whether the kick caroms through the goal inside of his upright. After the kick ends, he and the Back Judge should communicate on the result, then take two steps forward and simultaneously signal the result of the play. If the play turns into a run or pass play he should sprint along the end line to the back pylon and assist on side line coverage. From there, if able, his next move is toward the goal line pylon to assist with goal line coverage. If there is a return by Team R, officiate as normal covering the sideline.

Back Judge: The Back Judge should take a position behind the upright closest to the sideline on which there is a covering official on the line of scrimmage. Together with the official underneath the goal he will count Team R players and signal with a clenched fist if he counts 11 players or less. Together with that official, he will rule on whether the kick is good, and will have primary responsibility for whether the kick caroms through the goal inside of his upright and over the crossbar. The Back Judge may sound his whistle once the try is kicked or when the field goal attempt is over. After the kick ends, he and the official under the goal should communicate on the result, then take two steps forward and simultaneously signal the result of the play. If the play results in a pass or run instead of a kick, and if there is any subsequent return, the Back Judge must cover and officiate as any other play.

The proper officiating positions for field goal and try attempts from a scrimmage kick when snapped on or inside Team R's 15-yard line are illustrated in the following drawings:



X. PLAY ON OR INSIDE THE 10-YARD LINE

This area of the field is all important since most scoring plays start from inside the ten yard line. Positions at the start of the play are the same as other scrimmage plays except that the Back Judge is stationed on the end line. For plays starting on or inside the defense's ten yard line, the Back Judge is responsible for the end line and the wing officials are responsible for the goal line and their own sideline all the way to the end line. At the snap, the wing officials should move immediately toward the goal line and position themselves on the goal line outside the pylon. The wing officials should be in advance of the ball at all times and should be at the goal line before the ball crosses the goal line plane. If the runner does not make the goal line, move back toward the line of scrimmage to get the runner's forward progress. If the wing officials cannot see the ball through a pile of players on a short goal line play, they should pinch in toward the middle of the field at the goal line. The Referee is responsible for ruling on all passes behind the line of scrimmage.

XI. CHANGE OF QUARTER PROCEDURES

When time expires for the first or third periods, the Referee will hold the ball in one hand over his head to signal the official end of the period **after pausing** for a moment to make sure that no foul, obvious timing error, request for a coach-official conference or other irregularity has occurred. In hot or inclement weather the change of quarters is recommended as a good time to direct teams to their sidelines.

Once the period officially ends, the Referee, Umpire, and Back Judge will meet at the ball and agree and record possession, next down to be played, and the yard line where the ball is located. The Line Judge and Head Linesman will record the same information, and the Head Linesman will record the position of the clip. The Head Linesman will stay on his sideline and record all of the above and also the yard line where the clip is located. The Line Judge will at all times observe the teams, and help each team get turned around and located at the correct yard line.

Prior to moving the chains, the Back Judge will proceed to the sideline and confirm the information with the Head Linesman and note the yard line where the clip is located. The Back Judge will observe the chains being turned around and then go to the opposite end of the field and make certain the clip is placed in the correct location.

The Change of Quarters procedure should take no more than one minute, and is timed by the Back Judge. After 45 seconds, the Back Judge should signal the Referee. The Referee should then signal the wing official to get the teams ready. After checking that all officials are in proper position and that the clock has been reset and that there is no other delay, the Referee will mark the ball ready for play.

XII. HALF TIME PROCEDURES

When time expires for the second period, the Referee will hold the ball in one hand over his head to signal the official end of the period **after pausing** for a moment to make sure that no foul, obvious timing error, request for a coach-official conference or other irregularity has occurred.

The Game Clock Operator will put the length of the half time period on the Game Clock and wait for the Referee's signal. When all players and coaches have cleared the field, the Referee will signal the Game Clock Operator to start the Game Clock to time the half time period.

All officials will exit the field together and should neither avoid nor seek out coaches during the exit from the field. The Back Judge will keep backup time, or official time if the Game Clock is not functioning, for the half time period and the time will start when both teams have cleared the playing area. If there are

any discussions between officials and coaches, the Referee will be the spokesman for the officiating crew.

Five minutes prior to the end of half time, the Line Judge will make contact with to the Head Coach for the team on the press box side of the field, and the Head Lineman will make contact with the Head Coach for the team on the side of the field opposite the press box. They will notify the respective Head Coaches of the time remaining in the half time. These officials will remain with their respective teams and make sure the teams return to the field in time for the mandatory warm-up period. These officials will give the proper options to the teams and get the choices from the Head Coaches concerning receiving, kicking, and defending a goal.

XIII. OVERTIME PROCEDURES

All varsity non-Jamboree games must play an overtime period if, at the end of regulation time, the score is tied.

The overtime procedure to be used is the National Federation of State High School Association's 10-yard line overtime procedure specified in **THE OFFICIAL FOOTBALL RULES BOOK**. These procedures should be part of the pre-game.

When the score is tied at the end of regulation, all field officials will meet at the center of the field to review overtime procedures for a period of three minutes. The Game Clock Operator will come down to the field. The Play Clock Operator will continue to operate the play clock. After this three-minute intermission, the Head Linesman and Back Judge will go to their sideline, and the Line Judge will go to his sideline to inform the coaches of any special penalties that will be enforced, and of the number of timeouts each team has remaining (maximum one timeout per team per overtime). If requested by either coach, or to explain unusual situations, the Referee may go to both head coaches, home team first. The other officials will remain in the center of the field.

Prior to the overtime coin toss, the Referee and Umpire will take a position in the center of the field. The Back Judge, Head Linesman, and Line Judge will escort their respective Team Captains to the center of the field. The Head Linesman and Line Judge will bring a game ball from their respective teams. When the coin toss is completed, the Umpire will place the offensive team's game ball on the appropriate yard line to begin the overtime. The crew will briefly meet at the 10 yard line with the Game Clock Operator to discuss any last minute matters. The Game Clock Operator will shadow the down box and will hold his position until the ball has been snapped on the succeeding down.

Beginning with the third overtime, if a team scores a touchdown, it must attempt a two-point try.

XIV. MISCELLANEOUS BUT IMPORTANT ITEMS

A. Forward Progress: IMPORTANT ! Give the runner/receiver every inch he has gained. Never allow the defense to negate forward progress by spotting the ball back to where the offensive player has been pushed. Always be alert as to the foremost point of the ball as the runner crosses the side line (i.e., give him all he has gained).

B. Pinching In: This phrase describes moving toward a downed runner, primarily by the Head Linesman and the Line Judge. Move toward the downed runner at right angles (perpendicular to the side line), never at an oblique angle. If you are slightly behind or ahead when the runner is tackled, reach the same yard line before going in toward the play. Use cross-field mechanics to assist with getting the proper spot of forward progress.

Mark the foremost point of the ball with the up-field foot positioned slightly forward. Hold this spot until the ball has been spotted or until another official has acknowledged that he has acquired the spot. When the Umpire or Referee accepts the spot from the spotting official, he should mirror his action by planting his up-field foot on the same yard line facing Team B's goal line and, when he is given the ball, spot the ball at the most forward point. The ball will then be spotted accurately. It should be noted that almost all forward progress spots will be taken from the wing men (Linesman or Line Judge). The only time the Umpire's spot will be acceptable is when the ball is dead at his feet **and both** wing men are **COMPLETELY** blocked out of the play.

If the dead ball spot is close enough to the line-to-gain that a measurement might be necessary, the spotting official should personally "pinch in" and move to the dead ball spot and place the ball at his own foot. Do NOT take the ball from a dead ball spot in the middle of the field and relay it to the spotting official in a side zone.

If the spot is not so close where a measurement might be necessary, the covering official should "pinch in" to give the spot of forward progress. However, when "pinching in," do not jump over players to reach the spot. Go in until pressure is felt (players at your side). Normally, it is much better to mark the spot from 5 to 7 yards away than to almost reach the downed runner and be knocked around by jostling and late arriving players. You cannot give accurate assistance in spotting the ball if you are being pushed around or knocked down. If you go in too deep, players can and will engage in action behind you and this should never be allowed to happen.

C. Dead Ball Period: Prior to the snap or awaiting the kickoff, all officials should be standing erect or be in a ready position. Officials should **NEVER** slouch or get in the habit of "hands on hips" while "leaning" on one foot. A professional appearance is given to coaches, players and fans if one assumes the "parade rest" position. This posture is highly recommended during time out periods.

During time outs the wing officials should be 10-12 yards from their respective huddles on the side line and be aware of substitutions being made. The Umpire should be over the ball, facing the offense and the Referee should be in the offensive backfield. The Back Judge should be 8-10 yards deep in the defensive backfield and is charged with timing the break in action. With 15 seconds remaining in the time-out, the Back Judge should signal the Referee, who in turn will signal the wing officials to bring in their teams.

D. Live Ball Period: During live ball action, keep in mind that each official has a specific area of responsibility and **never** should all eyes be on the ball. Be aware of the general location of the ball, but do not get in the habit of "zeroing in" on the ball. Be alert for unnecessary action away from the ball. When the ball carrier is downed, get in the habit of seeing the ball, knowing it is the ball and knowing the ball is dead in player possession **BEFORE BLOWING THE WHISTLE !**

E. Bean Bag Use: Wing Officials and the Back Judge shall carry two bean bags. All other officials shall carry at least one bean bag. The covering official will drop the bean bag to mark the designated line specified by rule and by the following mechanics. Officials should be familiar with these bean bag mechanics. It is not necessary to run to the actual spot to drop the bean bag. Once marked, remaining officials should not drop the bean bag just to 'back-up' another official because confusion may result from multiple bean bag spots.

An official should drop his bean bag at the appropriate spot in the following situations:

- 1) any spot of first touching during a free or scrimmage kick;
- 2) any spot where a fumble occurs if the fumble is beyond the neutral zone;
- 3) the spot where a backward pass is thrown if it is beyond the neutral zone;

- 4) the spot of a catch, interception or recovery inside B's 5 yard line when the momentum rule applies;
- 5) forward progress when necessary; and
- 6) the spot where the kick ends (post scrimmage kick spot).

F. Use of Hat: The covering official should drop his hat to signal that either of the following situations have occurred:

- 1) any player has intentionally gone out of bounds during the play; or
- 2) a Team A or Team K player has gone out of bounds prior to a change of team possession.

G. Fumble: The covering official observing a fumble should drop his bean bag to mark the spot of the fumble if the fumble occurs beyond the line of scrimmage. He should continue to officiate the remainder of the play. No bean bag is needed if the fumble occurs behind the line of scrimmage before team possession changes.

If the play involves a scrambling pile of players attempting to recover the loose ball, be sure to see the ball before blowing the whistle. The first official to the pile should start digging for the ball in the pile. The second official should stop the clock and help in unpling players. The remainder of the officiating crew should monitor for dead ball infractions and keep other players from joining the pile.

H. Signals by Wing Officials: The Head Linesman and Line Judge should extend an arm horizontally toward the offensive team to signify that the offensive player *nearest* him is off the line of scrimmage. This signal should be held until the snap or at a time when the nearest player is no longer off the line.

The Head Linesman and Line Judge should extend his arm across his chest to indicate more than three linemen on his side of the snapper. This signal should be held until acknowledged by the other wing official.

The Head Linesman and Line Judge should assist an offensive player who is split out from the rest of the team in order to help him locate the line of scrimmage. If the offense is to the left of the wingman, he should extend his left foot to indicate Team A's line of scrimmage. If the offense is to the right, he should extend his right foot. Do not tell the player to move. However, do tell the player "my foot is on the line."

I. Penalty Administration: All officials have a role in the calling and enforcement of penalties.

The Calling Official: An official who sees a foul shall drop his penalty flag at the proper spot. If it is possible that enforcement may be from the spot of the foul, he should try to get the flag as close as possible to the actual spot of the foul. For dead ball fouls or fouls simultaneous with the snap, the covering official should toss the flag overhead into the air and directly in front of him.

After the ball becomes dead, the official who called the foul should stop the clock and get the Referee's attention by giving short blasts of the whistle. If the calling official is covering the succeeding spot, he should not leave the spot until another official comes to him and takes the spot for him. Make sure another official is covering the spot of the foul. The official should communicate all the following important information to the Referee:

- 1) The foul that was called;
- 2) The offending team (jersey color, offense/defense, etc.);
- 3) The offending player's number;

- 4) Pertinent spots;
- 5) Status of ball when foul occurred (loose, pass, run, possession);
- 6) Outcome of the play if applicable (first down, touchdown, short, fumble, etc.);
- 7) Status of clock on next play.

The calling officials should record all pertinent information on his game card including the player and team who fouled, whether the fouling team was on offense or defense, whether the penalty was accepted or declined, the foul and specific characteristics, the quarter, and time of the foul.

Referee: Give the time out signal and get the full information from the calling official. Give the preliminary signal to the press box side of the field, except that no preliminary signal is needed following dead ball fouls involving the line of scrimmage (false start, encroachment, etc.) and enforcement is obvious. Give the options to the offended Team's Captain and get his choice. If the choice is obvious, simply inform him what the result will be. Determine the enforcement spot. After the penalty has been determined, and while the Umpire is marking off the yardage and spotting the ball, the Referee should take a position clear of other players and then announce and signal the penalty and enforcement to the press box. Do NOT announce the number of the offending player.

The Referee is responsible for informing all officials of any player who commits an unsportsmanlike foul, and all officials will record the numbers of such players.

Following the game, he should review all penalty information with the crew and prepare a foul report to be turned into the Assignment Secretary.

Umpire: Secure the ball, verify enforcement spot and distance with the Referee and proceed to mark off the penalty. On a properly marked field, do not step off the yardage except for the first and final yard.

Head Linesman: Be ready to move the line-to-gain markers and be certain of the next down number. Mark off the penalty along the sideline to verify enforcement with Umpire. This serves as a check on the enforcement. Relay penalty information to the appropriate Coach as soon as possible.

Line Judge: Mark and hold the enforcement spot. Mark off the penalty along the sideline to verify enforcement with Umpire, but do so after the Umpire has already done so. This serves as a check on the enforcement. Relay penalty information to the appropriate Coach as soon as possible.

Back Judge: Help in retrieving the ball, holding the succeeding spot and or spot of the foul, and recovering the penalty marker. Assist in relaying foul information to the appropriate sideline.

All Officials: Accordion in at the end of the play as usual. Assist in obtaining information about what happened on the foul and relay the details to the Head Coaches. Make a mental note as to whether the clock should be started on the ready or at the snap. Make sure the penalty has been assessed properly in all respects. Communicate with other officials to make sure the entire crew agrees on the upcoming down number.

J. Gender References: In this manual, the masculine should be understood to include the feminine throughout.

XV. END OF THE GAME

The jurisdiction of the officials ends when the Referee declares the score final by holding the ball over his head. Unless the score is tied and there will be overtime played, there cannot be a dead ball foul

following the end of regulation time. All officials will immediately exit the field, and the Clock Operators will rejoin the crew as soon as possible. Do not discuss the game on the field with anyone. Do not make any public statements about the game. **All officials should give their foul information to the Referee so he can prepare his game foul report.** The Referee should report any flagrant irregularity, player disqualification or coach disqualification to the Assignment Secretary as soon as possible following the game.

XVI. GAME CLOCK OPERATOR RESPONSIBILITIES

- A. The Game Clock Operator's job is very important and the success or failure of an officiating crew sometimes depends on the reliability of the Clock Operator. You will always report for your game in full uniform with whistle, flag, etc., as every year **there** have had occasions where the Clock Operator had to replace a field official. It is your responsibility to have a football stop watch or count down watch should the field clock become inoperable. Participate in the pregame conference and ask the Referee any questions you have. Do not stand around the field talking to a coach even if he is a long time friend. **After the pre-game conference with the officials,** locate the clock. Just about all of the clocks in our state are operated in the press box, but occasionally some are operated on the sideline. Familiarize yourself with the operation of the clock as there are many different kinds. Be sure the clock is working properly. If you have any problems, report to the Referee immediately.
- B. The Clock Operator is to operate the clock only. Do not operate the downs, score, quarter, yardage, etc. If anyone insists, including a Coach or a Principal, politely but firmly refuse and refer them to the Assignment Secretary. Be in a position to see the whole field and all the field officials. Never talk to the Announcer, the Press or the Radio people concerning a play or a player or a coach. Do not discuss any play that happened or any penalty enforcement. Never criticize a call made by a field official.
- C. At the beginning of the game the clock will start when the kick is touched **other than first touching** and the officials on the field give the winding signal. The clock is then stopped when the covering official gives the stop signal.
- D. The clock is then started on the snap. The clock will then run until the officials on the field "kill" the clock for some reason such as an incomplete pass or the runner goes out of bounds. After this action, the clock will be started on the ensuing snap.
- E. If a time-out is called, the officials on the field will stop the clock. It will then be started on the snap. If a touchdown is scored, the clock will be stopped when the covering official gives the touchdown signal. It will not start until the ball is legally touched after the kickoff and the officials on the field give the start the clock (winding) signal.
- F. At the end of a quarter, the clock will stop when time elapses, but if a play is in progress, it will go to completion. When the second and fourth quarters begin, the clock will be started on the snap.
- G. For the start of the second half, repeat the procedure for beginning the game.
- H. If a player is injured on the field, the covering official will stop the clock. Watch the Referee for starting the clock. If he doesn't give you a signal, start the clock on the snap.
- I. If the Referee stops the clock, when he shouldn't – you stop the clock. If the referee starts the

clock when he shouldn't – you start the clock. If a mistake is made, he will be responsible.

- J. During the half time period, the Clock Operator will put the appropriate time on the clock. He will start the clock on the Referee's signal.
- K. If an overtime is to be played, the Clock Operator will turn the clock off during this period and report to the sideline. **He will shadow the down box.**
- L. If at any time during the game the clock malfunctions, get the attention of the field officials as soon as the ball becomes dead. Know how much time was left on the clock when it malfunctioned. If necessary, get the P.A. announcer to get the attention of the field officials.
- M. The Clock Operator will then keep time on his auxiliary stop watch. He will stay several feet off the sideline. When there are approximately five minutes left in the half, notify the referee. The clock Operator will remove his whistle and tuck his flag in his pocket and then take a position on the field about 15 to 20 yards behind the Referee. Drift from sideline to sideline notifying both Coaches of time remaining. Do not enter into any conference with the field officials unless instructed to do so by the Referee.

XVII. 25 SECOND CLOCK OPERATOR RESPONSIBILITIES

- A. Report to the game in full uniform. You may need to officiate on the field in the event of an injury. Familiarize yourself with the game clock operator's duties in the event that he has to go onto the field because of an injury. Fully participate in the pregame conference, and ask questions if you are not completely sure of your responsibilities.
- B. You are to operate the 25 second clock only. Do not operate any other scoreboard function.
- C. **After the pre-game conference with the crew**, go to the press box or the site from which the 25 second clock is operated **as directed by the Referee** and familiarize yourself with the way in which the clock operates.
- D. Watch the Referee. Start the 25 second clock when the Referee's hand gets to the bottom of his stroke on the "ready for play" signal. The 25 second clock runs whether the game clock is running or stopped. This includes kickoffs and tries. The only time that the 25 second clock does not run is when the game clock is running, and there is 25 seconds or less on the game clock. In this situation the 25 second clock is not needed because the game clock will expire before the 25 second clock would run out. Of course, if the game clock is stopped with 25 seconds or less, the 25 second clock will be started on the "ready for play". When in doubt, run the 25 second clock.
- E. Check with the Referee for the signal to be used in the event that the 25 second clock needs to be reset.
- F. Make no statement to any coach, representative of the press or other person about what takes place on the field. Do not discuss any call made by the crew of officials or any penalty enforcement. Never criticize a call made by a game official.
- G. If an overtime period is to be played, stay at your position. The 25 second clock will be used in the overtime period.
- H. As soon as the game is over, immediately exit the press box and field as quickly as possible.

I. APPENDIX I

REFEREE PRE-GAME CONFERENCE WITH HEAD COACH

This conference should be held thirty minutes before game time. The home team coach should be conferred with first.

A. REFEREE:

1. Correct time.
2. Pre-game toss time.
3. Equipped according to rules/sportsmanship statement/profanity
4. Any unusual game situations.
5. Secure names and numbers of Captains.
6. Ask either coach if he will play any left handed quarterbacks, as well as kicker's foot. If so, get that players jersey number.
7. Length of half.
8. Notifications at end of half time.
9. New rules questions from coach.
10. Ask for adult chain crew. Visiting coach can provide one member for chain crew.
11. Keep sidelines clear and coaches in coaching box.
12. Post game escort.
13. Identification of medical personnel.

B. UMPIRE

1. Have Head Coach sign umpire card.
2. Inspect player equipment.
3. Inspect player's tapes and bandages.
4. Record numbers of players with illegal equipment.

APPENDIX II

PRE-GAME CONFERENCE WITH CREW

The Referee will conduct the Pre-Game Conference. However, in his absence the Linesman will assume this responsibility.

A. GENERAL:

1. Review rule changes.
2. Coordinate Watches with Back Judge.
3. Review any special bulletins issued by LHSAA.

B. TOSS OF COIN:

1. Actual three minutes before kickoff at mid-field.
2. Keep all players going on field for toss, except for captains (4-maximum).
3. All officials meet at fifty and record result of coin toss.
4. Break briskly to positions for kick-off. Outside officials check to insure that sidelines are clear.

C. KICKOFF:

1. All officials give referee signal when ready.
2. Discuss field and sideline coverage.
3. Anticipate on side kick, bean bag.
4. Starting clock.
5. Coverage on long run.
6. Fair catch - valid and invalid signals.
7. First touching.
8. Blocking below waist.

D. SCRIMMAGE KICK FORMATION:

1. Kicks:
 - a. Touched or untouched by K or R after crossing neutral zone.
 - b. Kicks that do not cross neutral zone
2. Long or short kicks out of bound, Officials responsibilities.
3. First touching.
4. Catch or recovery by R or K.
5. Fair catch signal.
6. Linesman responsibility if kick cross line.
7. Opportunity to catch kick.
8. Roughing the kicker.
9. Muff or fumble.

E. RUNNING PLAYS:

1. L and LJ to rule on forward point of ball. Stay parallel with runner.
2. Caution on close measurements. Wing officials with forward progress spots on plays close to the line-to-gain or goal line should move in all the way to the dead ball itself to give the spot unless this is impossible.
3. L and LJ position initially on sideline.
Watch for crack-back action.
4. L and LJ check for seven men on offensive line (hand signals).
5. L and LJ man in motion away from you.
6. Referee, Umpire, and Back Judge clean up on plays in side zone and outside sidelines.
7. False Starts - Umpire, Lineman, Line Judge - No player permitted in or beyond neutral zone.
8. Free-blocking zone.
9. Stop clock on first downs.
10. SEE LEATHER BEFORE BLOWING WHISTLE.
11. Illegal snap ball remains dead.

F. GOAL-LINE OR SHORT YARDAGE PLAYS:

1. HL and LJ forward progress (10 yard line) BJ must cover end line.
2. See leather.
3. Signal score (HL and LJ responsibility).
4. Referee never signal score from behind runner.
5. Umpire never signal score from ahead of runner unless if necessary in busted field goal / PAT situation. (Can help on plays at feet.)

G. FORWARD PASS PLAYS:

1. Linesman and Line Judge know eligible receivers.
2. Umpire, ineligible lineman. Know if pass crosses neutral zone. (Wings can help.)
3. Referee, eligible backs.
4. Run-pass option coverage. Referee takes passer to line of scrimmage.
Know if pass is legally thrown.
5. Referee covers passer.
6. HL and LJ responsible for quick quarterback pass (forward or backward). Punch backward passes.
7. Back Judge all passes must be in front not behind him.
8. Zone coverage.
9. Screen passes.
10. Discuss catch and forward progress.
11. Momentum rule inside five yard line.
12. Roughing Passer.
13. Discuss eligible receiver going out of bounds.
14. HL and LJ have forward progress and sideline from end line to end line.

H. FIELD GOAL AND TRY FOR POINT:

1. Field Goal - HL or LJ and BJ responsible for ruling and signaling on all attempts.
2. Referee responsible for action on kicker and holder.
3. Back Judge has whistle.
4. Discuss fumble by holder.
5. Unsuccessful kicks.
6. Ball must go between not over uprights and over cross bar to be successful.

I. MEASUREMENTS:

1. Always place ball parallel to sideline for measurement.
2. LJ gives spot for HL.
3. Umpire stretches chain.
4. Referee makes decision.
5. Linesman put clip on yard line nearest rear rod. (Have down marker put in place of forward front stake before measurement.)
6. Back Judge sees that ball is not moved prior to measurement.

J. FOULS:

1. Know status of ball when foul occurred.
2. Referee give foul verbally to captain - Umpire to check - official calling foul stay by Referee to be sure he understands foul.
3. Signal foul before explaining options - again after acceptance or declination.
4. HL and LJ to report foul and number to coach. **BJ can assist.**
5. Captain must exercise penalty option before going to sideline during a time-out.
6. Umpire step off penalty.
7. **HL and LJ assure correct enforcement** with Umpire.
8. Review fouls which extend periods.
9. Official calling foul is primarily responsible for seeing that the Referee and Umpire assess penalty properly, **but the entire crew is responsible for getting it right.**

K. TIMING AND TIME OUTS:

1. BJ times length of time outs, twenty-five second count, and holds arm up **with ten** seconds **remaining**.
2. Position of officials during time out.
3. All officials record time outs. Referee notify coaches and captains after third time out in each half.
4. All officials must observe the clock at all times. Do not allow a mistake to occur.
5. Procedure at end of period.
6. If time is kept on field, stop game and notify benches when four minutes remain in **period.**
7. Officials should not gather together for bull sessions during time out.

L. SUBSTITUTIONS:

1. LJ and HL be alert for replaced players leaving field by any sideline except that of their team area.
2. All officials alert for substitution situations.
3. Substitution rules. (Replaced players leave immediately.)

M. MISCELLANEOUS:

1. Referee blow whistle and give arm signal whenever he declares ball ready for play.
2. Dealing with coaches (all officials).
3. Emphasis:
 - a. Keep sideline area clear.
 - b. Watch for blocking below waist.
 - c. **SEE WRITING ON THE BALL BEFORE YOU BLOW THE WHISTLE.**
4. Counting of players (**BJ, LJ, and HL** count defense; R and U count offense). Give signals.
5. Inadvertent whistle.
6. Call what you see but see what you call.
7. Don't turn your back on tough calls.
8. A mistake by one is a mistake by all. Don't allow your co-officials to make an obvious mistake.

9. Be in position for all calls. Hustle and be alert.

N. POST GAME DUTIES:

1. Join other officials and leave field together.
2. Use good judgment in any remarks to anyone.

APPENDIX III

POSITION KEYS

For complete coverage, all officials must cover their assigned keys at the snap.

Referee. Assume the position described in this manual. Key on the quarterback. Has quarterback responsibility throughout the play, until and unless the quarterback /runner advances beyond the neutral zone where a Wing Official picks up coverage.

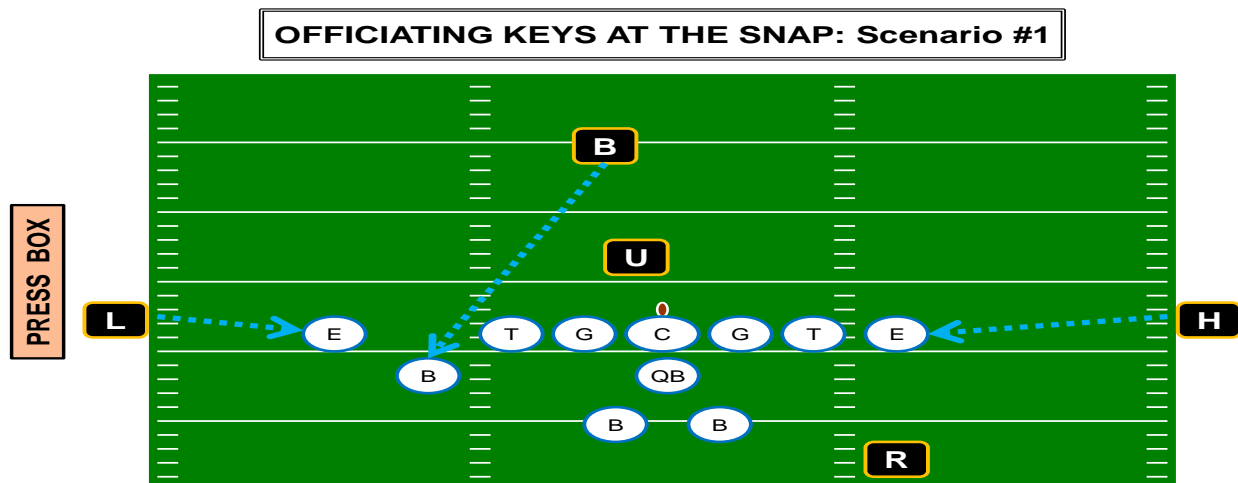
Umpire. Insure legal snap. Has responsibility for the 5 interior lineman, and action on or by them. Officiate at **and behind** the point of attack.

Head Linesman and Line Judge. At the snap, **KEY ON WIDEST ELIGIBLE RECEIVER IN THE FORMATION ON YOUR SIDE OF THE FIELD.** If the formation has 2 wide receivers and a tight end on the other side of the formation (trips away formation), and 2 receivers on your side of the formation, your keys are the 2 receivers on your side. **STAY WITH YOUR KEY(S) FOR INITIAL CONTACT ON HIM OR BY HIM. DO NOT RELEASE YOUR KEY TOO EARLY OR GO TO ZONE COVERAGE. BUT DO NOT TUNNEL VISION KEY.** Only after initial contact should you go to zone coverage. In zone coverage, in a five man crew, check the Back Judge's position. If the Back Judge is covering the deep receiver on your side of the field, you have underneath responsibility. If the Back Judge is covering a deep receiver on the other side of the field, you have coverage all the way downfield.

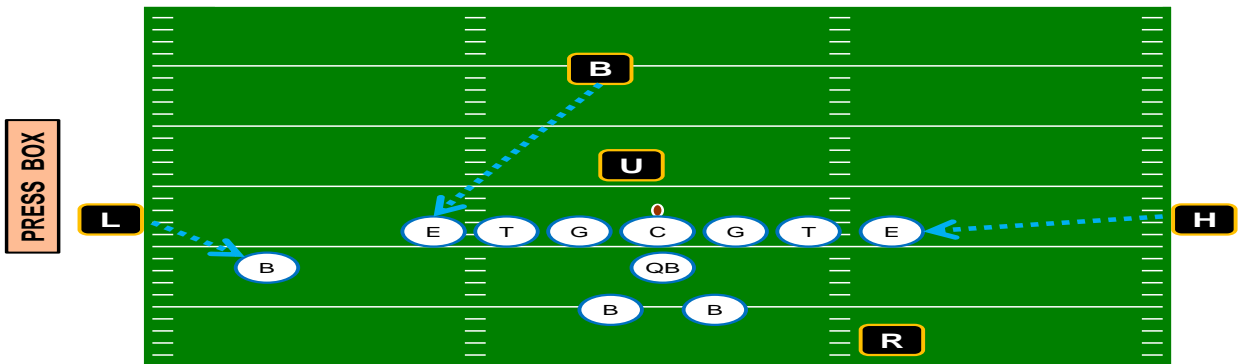
Back Judge. Key at the SNAP on the TIGHT END in normal formations, or the man in motion out of the backfield. In formations with two wide outs to the strong side of the field (trips formations), key on the second wide receiver in on the strong side of the field, **and** the tight end. **If balanced, the Line Judge's side is the strong side.**

Shifts. Your keys are set at the snap. Therefore, if there is a shift before the snap, your keys may change. **BE ALERT FOR SHIFTS PRIOR TO THE SNAP.**

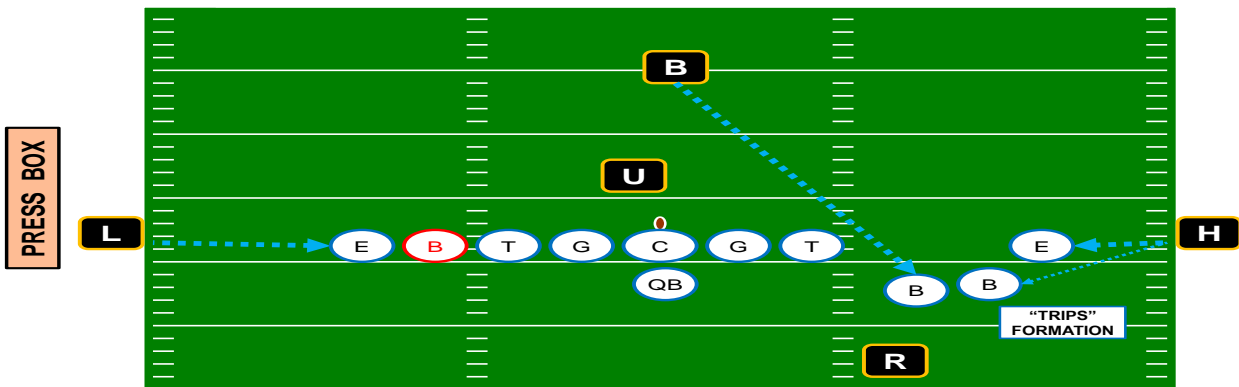
Examples of the application of these keys are illustrated on the following four diagrams:



OFFICIATING KEYS AT THE SNAP: Scenario #2



OFFICIATING KEYS AT THE SNAP: Scenario #3



OFFICIATING KEYS AT THE SNAP: Scenario #4

