

JULY 1, 2011

LOUISIANA HIGH SCHOOL FOOTBALL OFFICIALS SIX - 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 six-man mechanics, the on-field officiating crew consists of a Referee, Umpire, Head Linesman, Line Judge, Field Judge, and Side 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 shall inspect the playing field and pylons, as well as the sideline and end-line boundaries. During the game, the Line Judge shall maintain official time remaining in the absence of a game clock operator.

Field Judge: Together with the Side Judge, locate and instruct the team ball handlers on their duties. The Field Judge has responsibility for securing the correct time, carrying an accurate watch, and assisting in getting the game started on time. During the game, the Field 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 Field Judge shall raise his hand overhead when there 10 seconds remaining.

Side Judge: Together with the Field Judge, locate and instruct the team ball handlers on their duties. Observe the game clock while it is running and as Game Clock Operator tests it. The Side 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 TWO members 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 FIELD JUDGE will locate the Team that will occupy the sideline on the Press Box side of the stadium, and the SIDE 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. They will then escort the teams to the respective team box areas for the toss.

Once the teams and or captains have been escorted to the sideline 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 Head Linesman will obtain a game ball. The Line Judge (press box) and Side Judge (opposite press box) shall line up on the left side of the Captains on their respective sidelines. The Field Judge (press box) and Head Linesman (opposite press box) will line up to the left of the Captains on their respective sidelines. The Field Judge and Side Judge should have the Captain who will talk during the coin toss standing next to them.

At the Referee's signal, the Field Judge and Side Judge shall escort their Captains on to the Field. These officials shall stop at the hash marks and instruct the captains to continue to the center of the field. The Line Judge and Head Linesman shall remain on their sidelines. 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.

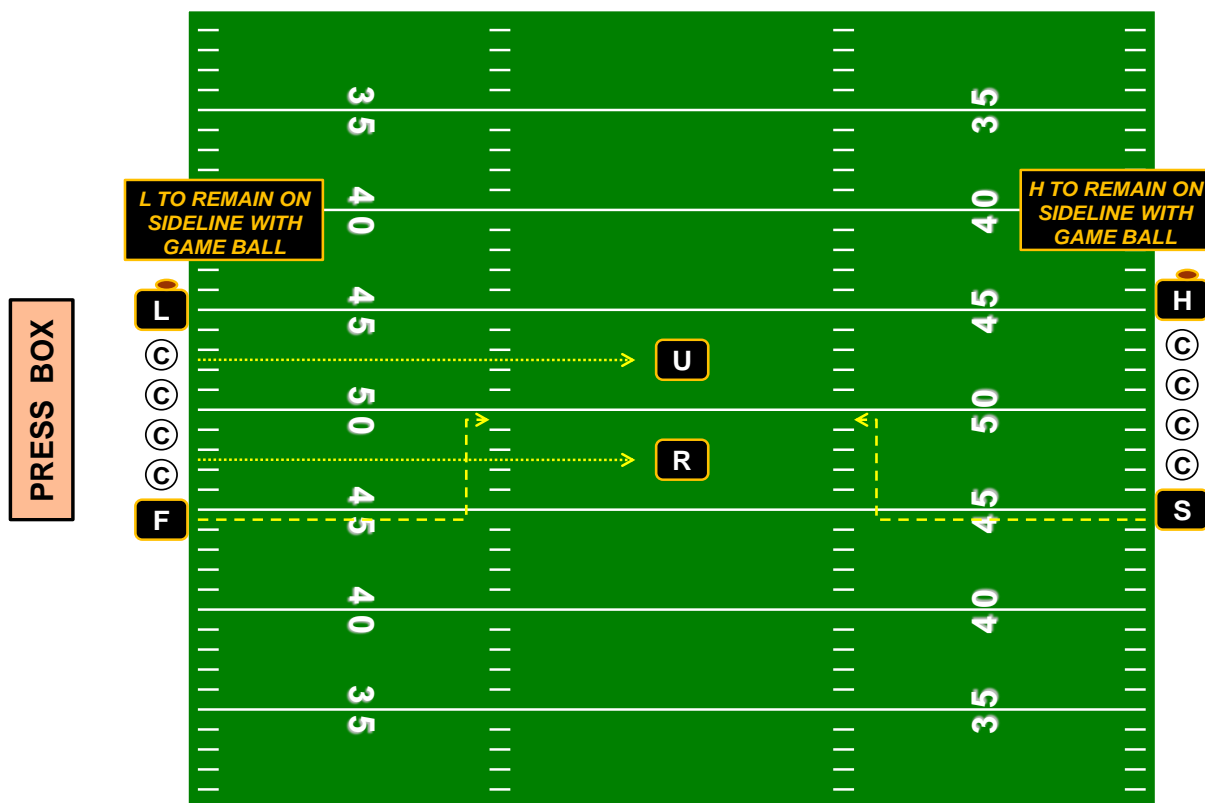
After all introductions, the Referee will ask the Visiting Team Captain to call the toss and shall obtain his choice prior to tossing the coin. Once the Visiting Team Captain has made his choice, the Referee shall toss the coin. The Umpire shall witness the toss. The Referee shall then inform each team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

After the toss, all officials will record the results of the coin toss and the Captains' decisions. The Umpire 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, Line Judge, and Head Linesman should be ready to bean bag any spot of momentum within the five-yard line.

Before the Kick: Following a safety, try, or successful field goal, the Umpire will jog down the sideline opposite the press box to a spot on the sideline at Team K's free kick line. The Side Judge and Head Linesman will position themselves at the 20 yard line on the sideline opposite the press box, and the Field Judge and Line Judge will position themselves at the 20 yard line at the sideline on the press box side of the field. With 20 seconds remaining in the official time-out, as timed by the Side judge, all officials shall jog to their kickoff positions, and the Umpire shall jog on to the field along Team K's restraining line, align Team K, and present the ball to the kicker.

Referee: The Referee shall take a position in the middle of the field on Team R's goal line. 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 Line Judge and Head Linesman, and signal accordingly. Once the Umpire 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 should 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. 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 set up the kicking team to kick off from the appropriate yard line. The Umpire shall count the kicking team and never allow the kickoff to proceed without the proper number of players. The Umpire shall point out the position of the Referee to the kicker and explain kicking procedures to him. The Umpire will exit the field by jogging to a position on the kicker's restraining line beyond the sideline opposite the press box and signal the Referee when ready. He should be alert for encroachment by Team K players, short kicks, onside kicks, and spots of first touching.

At the kick, the Umpire's initial responsibility is action on the kicker. He should run onto the field at a 45 degree angle to a spot near the hash marks. Move downfield carefully and no more than 10 to 15 yards. Observe action mainly toward the center of the field. Watch for illegal blocks and observe off-ball action in front of the runner as he approaches, working inside-out as on any running play. He should move with the action, but he does NOT have goal line responsibility.

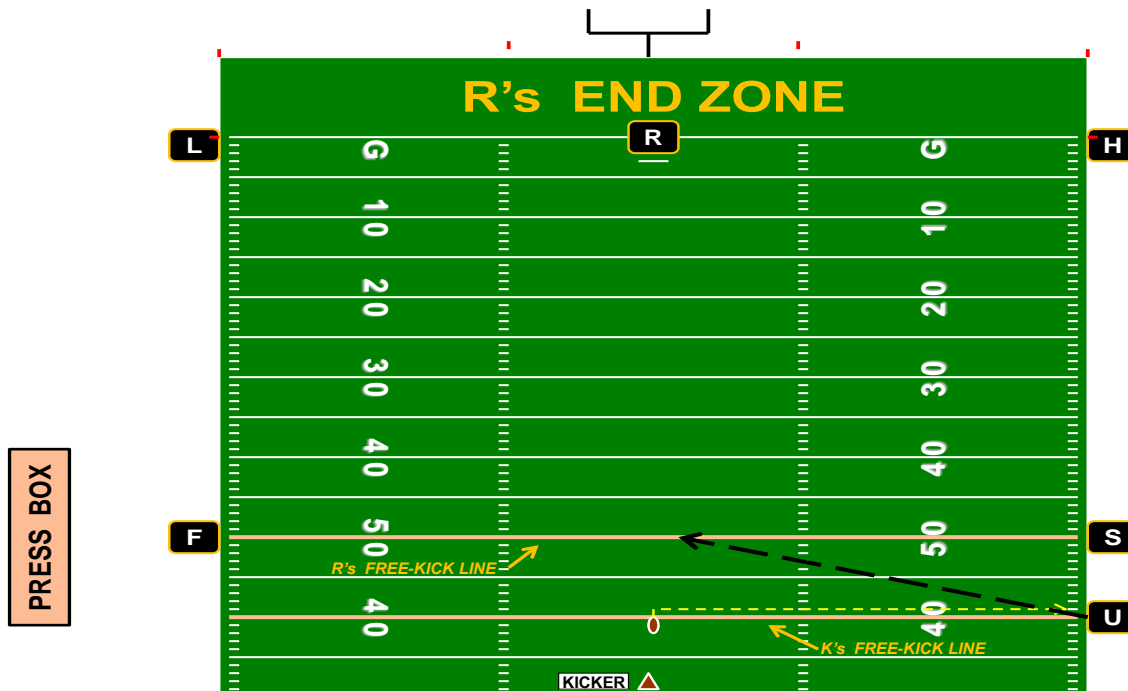
Line Judge and Head Linesman: The Line Judge will position himself on Team R's goal line at the pylon on the press box side. The Head Linesman will position himself on Team R's goal line at the pylon on the sideline opposite the press box. Both officials will count the Team R players and signal accordingly to the Referee.

When the kick is deep and the pylon is threatened, the wing official nearest that pylon should retreat to the pylon in order to cover the action. He should always stay in advance of the kick and should be at the pylon before the ball reaches the goal line. The other wing official should begin moving forward and be in front of the deep receiver to look across the field for illegal blocks, holding clips, forward handing, etc. Each official should be prepared to rule on kicks out of bounds on his sideline. These officials are responsible for forward progress along their sidelines to Team K's two-yard line. They will observe off-ball action away from the runner when the runner is in another official's area.

Field Judge and Side Judge: The Field Judge will initially position himself on the press box sideline at Team R's restraining line, and the Side Judge will initially position himself on the sideline opposite the press box at Team R's restraining line. They will count Team K's players together with the Umpire. It is NOT necessary for them to align Team R prior to the kick.

On a normal kickoff officiating alignment, the Field Judge must observe the kick and know if it touched the ground initially. On a normal kick, the Field Judge and Side Judge should move downfield toward Team R's goal line with a purpose but no more than 10 to 15 yards. Observe coverage in the critical area where contact between the teams occurs. As the return develops, maintain a cushion in advance of the run at all times. These officials are responsible for Team K's goal line and end line and forward progress inside Team K's two-yard 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 the sideline opposite the press box midway between the two free kick lines. The Line Judge will move to the press box sideline on Team K's free kick line. The Umpire, Field Judge, and Side Judge will maintain their same positions as in a normal free kick. The Referee should remain in the center of the field behind the receiving team.

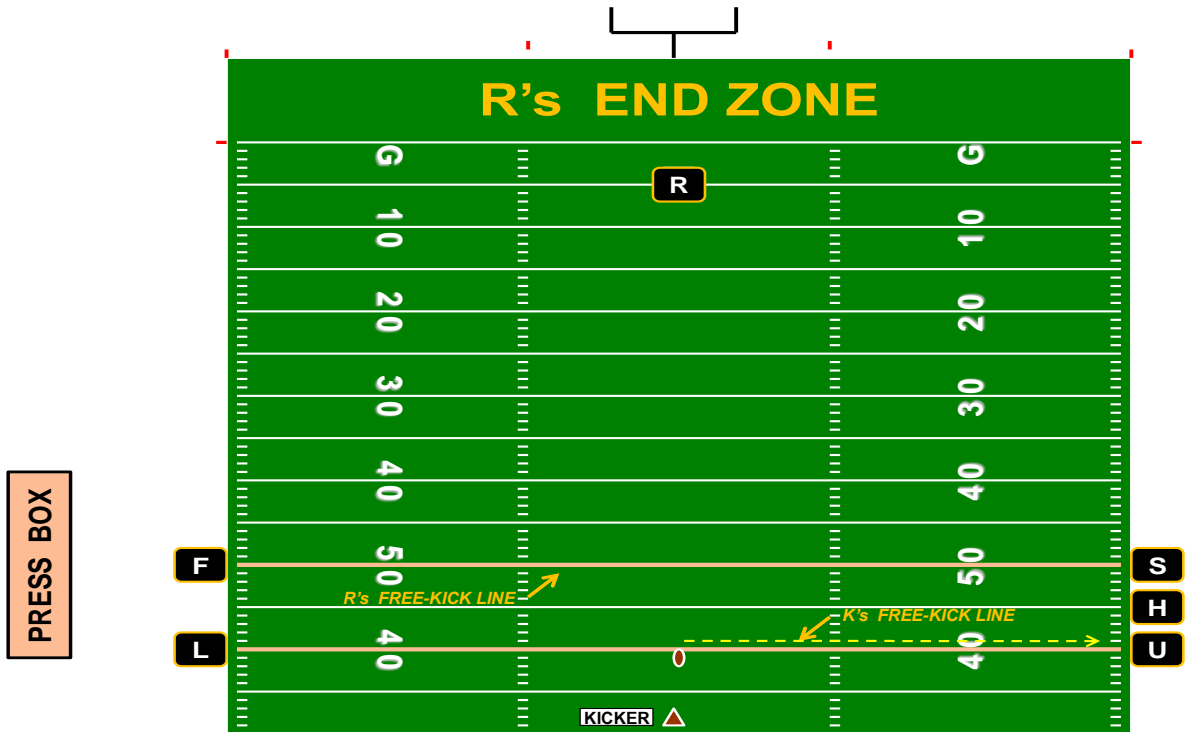
The Umpire has the same duties as for a normal free kick situation. He and the Line Judge should treat Team K's free kick line as a plane and penalize if any Team K player (other than the kicker or holder) breaks the plane of the line before the ball is kicked. The official in whose direction the kick is moving should be alert for first touching and catch or recovery. The other official should watch for illegal blocking, holding, clipping, etc. If the kick is a short onside kick as anticipated, do not run onto the field. Instead, be prepared to cover the play if Team R gains possession and advances. If the kick is deep downfield, move on to the field at a 45 degree angle and officiate as normal.

The Head Linesman must know if the kick hit the ground. If the kick is moving toward him, he should be alert for first touching and catch or recovery. If it moving away from him, he should watch for illegal blocking, holding, clipping, etc. Be prepared to cover the play if Team R gains possession and advances.

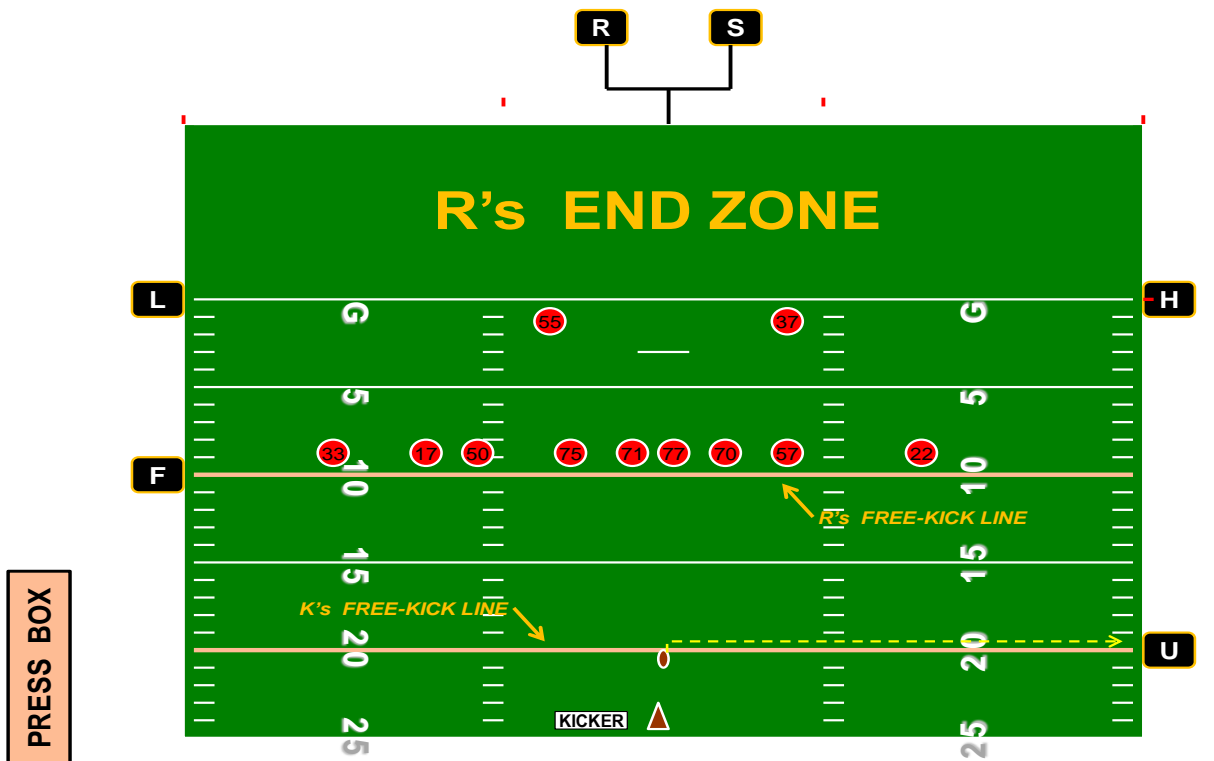
If the kick is deep downfield, the Line Judge and Head Linesman should move downfield about five to 10 yards and officiate the play being alert for blocking and holding in front of the play. If a long return develops, they should maintain a sufficient cushion in front of the play and be on the goal line before a runner crosses it.

The Field Judge and Side Judge should be alert for clear encroachment by Team R. They must know if the kick traveled 10 yards (i.e. breaks Team R's free kick line). They should be alert for touching by either team. If the kick ends up being a deep kick down the field, they should move downfield to assist with downfield coverage. If a long return develops they should trail the play and will have forward progress to the two yard line.

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



The proper officiating positions for a free kick following a fair catch is illustrated in the following diagram:



VI. PLAY RESPONSIBILITIES

A. Pre-Snap and General Duties.

Referee: The Referee will make sure of the down, checking with the Head Linesman. The Referee shall maintain a depth of 12-16 behind the line of scrimmage at an angle and shall line up on the passing arm side of the Quarterback. He should be in position to comfortably see the snap and exchange of the ball, as well as the backs and tackles. The Referee will announce the down. He will consistently mark the ball ready for play within 12-16 seconds following the ball becoming dead with the same cadence throughout the game **without** any extra delay for substitutions unless a momentary special delay is mandated by rule, such as for the Try or after an unexpected change of team possession. The Referee should notify the Head Coach when his team has used its last timeout and should remind the wing official to notify the Head Coach of timeouts remaining on all other charged time outs. He will count the offensive team players along with the Umpire, and signal him with a clenched fist when 11 or less are counted. Stand ERECT or get in a hand-on-knee position. DO NOT SLOUCH. Do not move too quickly to the play. He should be alert for false starts and illegal shifts in his area, especially involving the quarterback and backs. The Referee's initial keys are the Quarterback and the Tackle on the Head Linesman's side of the field. If there is an empty backfield, the Referee will key on the Quarterback and both Tackles.

Umpire: The Umpire should take a position from 6 to 8 yards deep on Team B's side of the line of scrimmage. He shall count the offensive team players and signal the Referee with a clenched fist if 11 players or less are counted. His initial position at the snap should vary, depending on the position of the ball and the formation, but the ball should be visible so that he can rule on snap violations. He shall check offensive linemen to make sure there are five players numbered 50 through 79 on the line at the snap. Be alert for snap infractions, interference with the snap, false starts, encroachment, and disconcerting signals by the defense. The Umpire's initial keys are the center and both guards, but he can help with tackles when obvious fouls are observed.

Head Linesman and Line Judge (Wingmen): Initially, the Head Linesman and Line Judge should be positioned on the sideline standing ERECT and in a ready position. They should never slouch or use "hands on hips" stance. These officials should be alert for incoming and outgoing substitutes involving the teams on their respective sidelines as well as keeping the Restricted Area off the sideline clear. Both 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. 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. Initial key is the tackle. Secondary key are all inside receivers on their side of the formation.

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.

The Head Linesman and Line Judge generally have responsibility for forward progress from Team A's goal line to Team B's two-yard line. The only exceptions are when the runner passes the down field official, and when covering goal line situations.

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

Field Judge and Side Judge: The Field Judge and Side Judge should take an initial position on their sideline 20 yards in advance of the line of scrimmage. They will count Team B players and signal to each other with a clenched fist when there are 11 players or less. These officials should be alert for incoming and outgoing substitutes and "hideout" plays, and should assist in keeping the Restricted Area off the sideline clear. Their initial keys are the widest receiver on their side of the field. The Field 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. Both officials should assist in relaying information to other officials and coaches. Except for goal line situations, the Field Judge and Side Judge generally have forward progress inside Team B's two-yard 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, but it is not necessary to go too far past the hash marks. 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 giving special attention to late action on the Quarterback after he has pitched the ball.

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 deep wing official 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.

Field Judge and Side Judge: At the snap, maintain initial position and read the play. Observe action on the widest receiver. Be alert for illegal blocks ("crackbacks") and holding. If the play is to the official, he should maintain a cushion in advance of the play and assist with action on lead blockers. Be at the goal line before the runner crosses it. Take forward progress inside the two-yard line. If the play goes out of bounds on his side and the wing official has the spot, he should proceed directly into the out of bounds area to observe, clean up any action, and retrieve the ball. If the play is going away from him, he should assist in observing action behind the Umpire. Each official has responsibility for Team B's end line. After the play ends, they should "accordion in" while observing dead ball action. Be mindful of off-ball activity, especially in wide-open plays.

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 tackle on the head linesman side, and both tackles in an empty backfield formation. After the pass is thrown, continue to observe action on and around the passer until there is no threat of a foul. Verbally alert defenders when the passer has released the ball. Assist the Line Judge on passes thrown 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 should move toward the line of scrimmage but without interfering with players. He should look for holding or other illegal blocks keying, but not tunneling, on the center and two guards. He must be alert for ineligible receivers being down field prior to the releasing of a forward pass. The Umpire must also assist the Line Judge in determining whether the pass crossed the neutral zone. When the ball is snapped inside Team B's 10-yard line, he is primarily responsible for determining whether a forward pass crossed the line of scrimmage and if the passer was beyond the neutral zone. Once the pass has been released, he should turn quickly to assist in determining if there is a reception, interception, or an incompleteness as other officials may be blocked out if the pass was thrown over the middle. He should maintain coverage of his area of responsibility as long as there is a threat of action. After a catch, he should cover continuing action around the runner in the side zone.

Head Linesman: After the snap, observe the tackles to read run or pass. When pass is read, observe the blocking tackle briefly. Then, the Head Linesman's primary responsibility is for his eligible key receiver. If needed, he should move downfield along the sideline up to five yards at a pace allowing him to maintain focus on his keys in the belt area (roughly from the line of scrimmage to 10 yards downfield). Movement should be deliberate and with a purpose. Rarely will the Head Linesman slide more than five yards downfield. However, he may go beyond this distance if the situation suggests it (end of half or game pass near end zone, fourth and long, third and seven, etc.). If his key receiver or belt area is not threatened, he should assist with the tackle on his side.

When the pass is released deep downfield, the Head Linesman should move downfield with the pass. He is responsible for receptions between him and the deep official. For shorter downfield passes, especially when the ball is thrown directly into his area, reducing movement while the ball is in the air will improve his ability to see the play more accurately. If the pass is not thrown in his area, he should observe off-ball action.

When the runner is down and the Head Linesman has forward progress, the Head Linesman should get an accurate forward progress spot and hold it until the Referee or Umpire acknowledges it. He and the Line Judge 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.

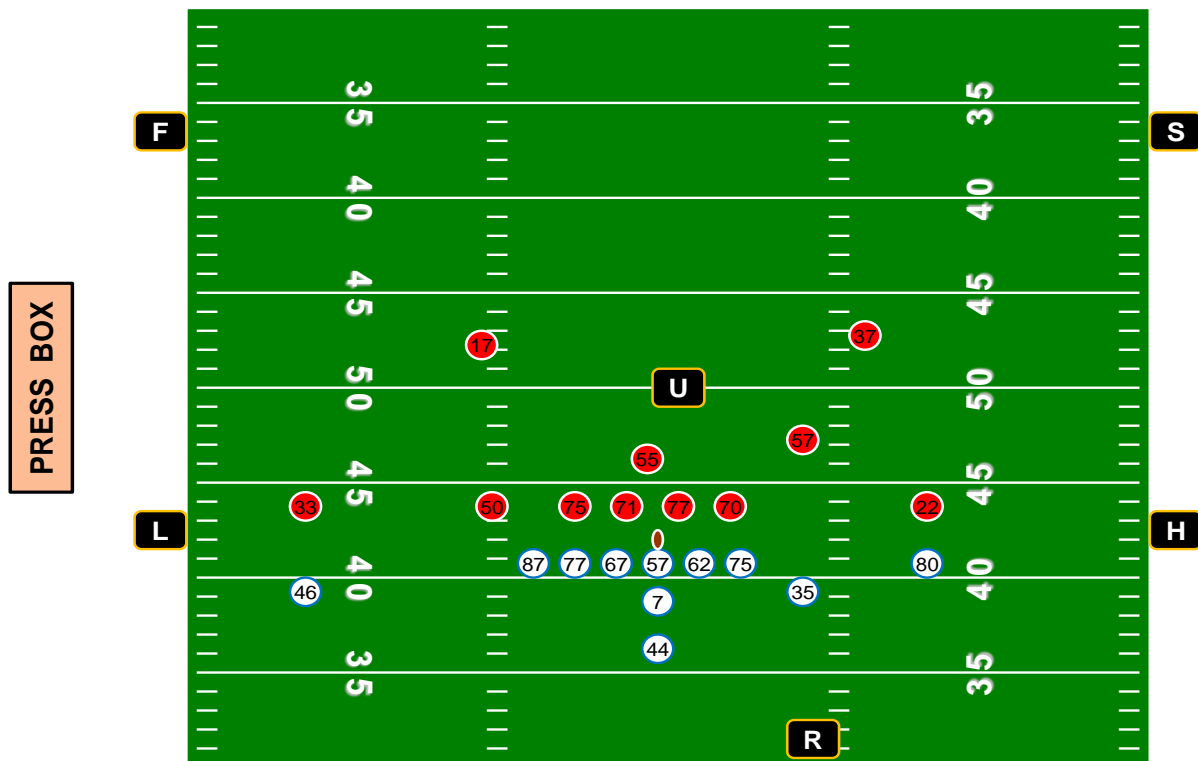
Line Judge: After the snap, observe the tackles to read run or pass. When pass is read, observe the blocking tackle and key eligible receiver. If the receiver is threatened or goes downfield, give him priority. The Line Judge is responsible for activity involving the line of scrimmage, including whether the passer goes beyond the line of scrimmage and whether a forward pass crosses the line of scrimmage. He is also responsible for determining whether a pass behind the line is forward or backwards, and he should extend ("punch") his arm toward the offensive side of the ball to indicate a backwards pass.

When the pass is released deep downfield, the Line Judge should move downfield with the pass. He is responsible for receptions between him and the deep official. For shorter downfield passes, especially when the ball is thrown directly into his area, reducing movement while the ball is in the air will improve his ability to see the play more accurately. If the pass is not thrown in his area, he should observe off-ball action.

When the runner is down and the Line Judge has forward progress, he should get an accurate forward progress spot and hold it until the Referee or Umpire acknowledges it. He and the Head Linesman 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.

Field Judge and Side Judge: At the snap, maintain position and read the play. Once pass is read, move backwards to maintain cushion and assure maximum vision. Observe contact on key receivers and the defensive backs. Observe action behind the Umpire. They should cover the sideline from their original position to the end line. When the ball is thrown into the official's area, he should cover the play and watch the defender's action on the receiver. NEVER LET A RUNNER OR RECEIVER GET BEHIND YOU.

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.

D. Reverse Mechanics.

During a scrimmage kick / punt return, or when Team B begins a return following a turnover, officials should use reverse mechanics to cover the play.

Referee: The Referee should cautiously move backwards towards Team A's goal line while maintaining coverage of Team A's Quarterback or Kicker. The Referee will work inside out to cover the play. He

does NOT have goal line coverage and should NOT turn his back on the play to get to Team A's goal line.

Umpire: The Umpire should work to cover as any other play.

Head Linesman and Line Judge: When Team B or R begins its return, the Line Judge and Head Linesman should begin backing up along the sideline and officiating in front of the return, assisting with lead blockers. They should maintain a cushion in advance of the play and be on the goal line before the runner. They will have forward progress in this situation between Team A's two-yard line and its goal line. The Field Judge and Side Judge will take forward progress otherwise.

Field Judge and Side Judge: The Field Judge and Side Judge will trail the play and cover action on and around the runner on their side. The official who does not have coverage of the runner will assist in off-ball coverage and clean-up action behind other officials. When not covering the runner, be alert for off-ball activity. The Field Judge and Side Judge will take forward progress up to Team A's two-yard line. The Line Judge and Head Linesman will have forward progress inside Team A's two-yard line.

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. Together with the Umpire, he will count Team K players and give the appropriate signal when there are 11 players or less. 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. If the ball goes out of bounds in flight, assist deep wing officials in determining the out of bounds spot. If a return develops, the Referee should use reverse mechanics to cover the play.

Umpire: The Umpire should favor the 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. Together with the Referee, he will count Team K players and give the appropriate signal when there are 11 players or less. 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. Be alert for holding by either team, especially any "pull and shoot" action by Team R. 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, and action in the line has cleared, turn and move toward the return area to observe action. 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 and Line Judge: 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 there are at least seven players on the line of scrimmage. They should hold their positions until the kicked ball crosses the neutral zone. The Head Linesman should assist the Referee in knowing whether the kick was tipped by a blocker. Each official should be alert for errant snaps or blocked kicks. In this situation, the official on the same side of the field as the loose ball should move into the backfield to help with coverage. The other officials should maintain his position at the line of scrimmage and rule on any action involving the line of scrimmage.

After the kick has crossed the neutral zone, they should move with a purpose downfield, approximately

15 yards. If the ball is to his side, that wing official should cover action ahead of the runner. If the ball is not to his side, that wing official should cover the play behind the deep wing official on his side. As the return develops, the Head Linesman and Line Judge should use reverse mechanics to cover the play.

Side Judge: Initial position is on the Head Linesman's side of the field, between the sideline and his hash mark approximately 5 yards behind the deepest receiver and at least 4 to 5 yards towards the sideline from the deepest receiver. He has goal line responsibility and must watch for touchbacks and batted balls at the goal line. He should have 2 bean bags, 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 area.

If the kick will land on your side of the opposite hash mark (2/3 of field), you are responsible for fair catch, valid signal, interference, hand-offs, kicks out of bounds on your sideline, plays at the goal line and taking the runner on the return until he enters another official's zone.

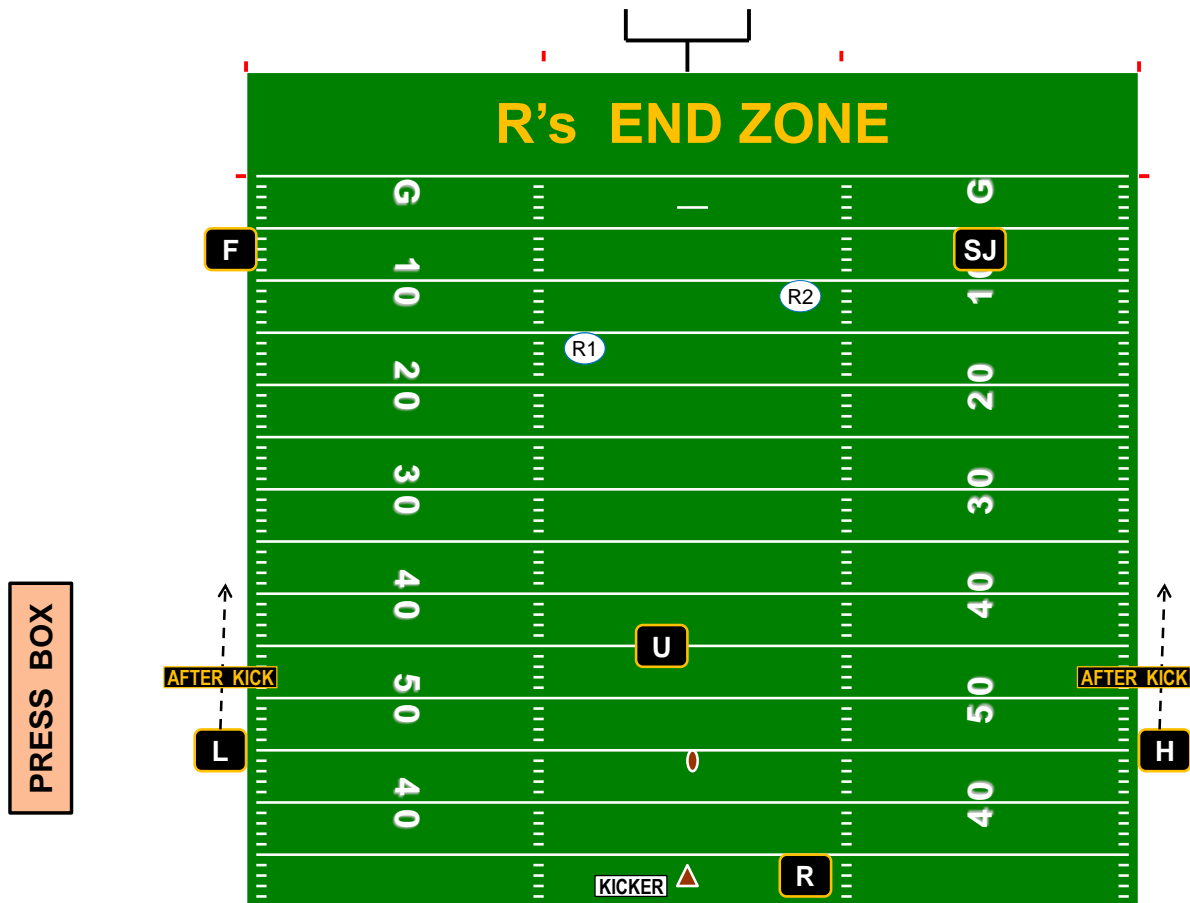
If the kick will land on the other side of your hash mark, cover the play around the receiver and be ready to take the runner if the return is to your side of the field. Cover action behind the runner if the return is to the other side.

Field Judge: Initial position is on the press box side of the field, on the sideline about 5 yards behind the deepest receiver.

If the kick will clearly land on your side of the hash mark, signal the Side Judge by extended arm towards R's goal line that you will take the ball. You are responsible for fair catch, valid signal, interference, hand-offs, kicks out of bounds on your side line, ruling on plays at the goal line and taking the runner on the return until the runner enters the Line Judge's area of the field.

If the kick will land on the other side of your hash mark, cover the play around the receiver and be ready to take the runner if the return is to your side of the field. Cover action behind the runner if the return is to the other side.

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 give the appropriate signal with 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 as normal.

Umpire: Prior to the snap, the Umpire will count Team K players along with the Referee and give the appropriate signal with 11 players or less. The Umpire should be positioned about 4 - 7 yards behind Team R's line of scrimmage. He should observe line play and defensive action on the snapper. He should be alert for pull and shoots and other personal fouls. If the field goal or kick turns into a run or pass play toward the sideline without any covering official, officiate from inside out. If Team R possesses the ball and makes a return, use reverse mechanics.

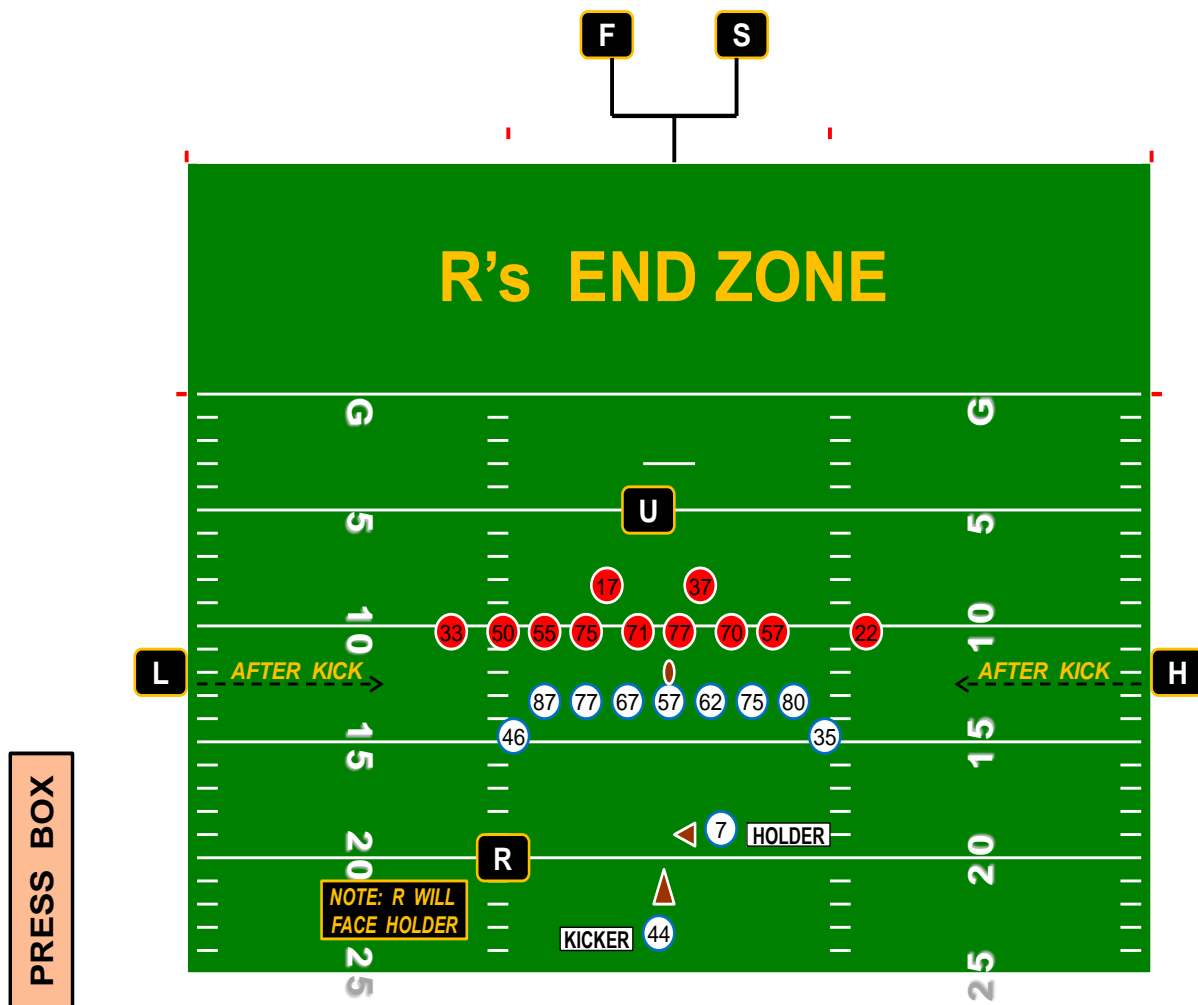
Head Linesman and Line Judge: Prior to the snap, the Head Linesman and Line Judge should position themselves as on any other scrimmage play. They should communicate with each other to make sure that there are at least seven players on the line of scrimmage. They should be ready to cover action on their sideline from the line of scrimmage to the end line if necessary. Neither official should leave the line of

scrimmage until the ball has crossed the line and it is necessary to move downfield. Unless it is necessary to move downfield, they will quickly close in to the line play after the kick and observe action.

Field Judge and Side Judge: The Field Judge will take a position behind the upright on the press box sideline. The Side Judge will take a position behind the upright on the side opposite the press box. Both will count Team R players and give the appropriate signal when 11 players or less are counted. They will rule on whether the kick is good. The Side Judge has primary responsibility for his upright and the crossbar. The Field Judge has primary responsibility for his upright. The Side Judge may whistle once the try is kicked or when the field goal attempt is over. After the kick ends, both officials 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, or if Team R gains possession and begins a return, the Field Judge and Side Judge should officiate as normal. Each should run along the end line towards the pylons on their respective sides of the field to cover action coming to him. If a return develops, they should use reverse mechanics.

The proper officiating positions for field goal and try attempts from a scrimmage kick are illustrated in the following drawings:



IX. MEASUREMENT FOR FIRST DOWN

When the ball is dead and forward progress is close to the line-to-gain, the Referee will decide if the clock should be stopped to signal a first down or ask for a measurement. If a measurement is needed, the Field Judge will hold the ball in place on the ground. The Side Judge and The Head Linesman will go to the sideline with the chains. The Side Judge will mark and hold the front stake with the down box. The Head Linesman will take the chain at the clip, and direct the chain crew to take the chains onto the field toward the ball. The Line Judge will help the Head Linesman to align the chains on the field for measurement by giving him a spot on the yard line with the clip and in line with the ball. Once the Head Linesman has the clip down and secure, the Umpire will take the front stake from the chain crewman and stretch the chains so the Referee can rule on whether the front of the ball is beyond the line to gain. If a first down is indicated, the Head Linesman will release the chain crew to return to the sideline where he will give them a first down spot. If the line-to-gain has not been reached, the Head Linesman will return to the sideline, re-spot the clip, and make sure the chain is stretched to place the chain in its original position.

When a measurement is needed and the ball is dead outside the hash marks, the same process is used. However, if the ball is short of the line to gain, the old ball should remain at the spot until a new ball is spotted at the hash mark for the next play. In this situation, the Line Judge should obtain a new ball and hand it to the Referee. The Referee will take the new ball from the Line Judge and also grab the link of the chain just in front of the foremost point of the old ball. The Head Linesman, holding the clip, the Referee, holding the chain link, and the Umpire, holding the front stake, should bring the chains to the hash mark and align them with assistance from the Line Judge. The Head Linesman shall hold the chain at the clip, and the Umpire shall stretch the chain. Once the chains are aligned, the Referee will spot the new ball just inside the hash mark at the proper spot. The Field Judge will hold the dead ball in the side zone at its spot on the ground until the Referee has correctly spotted the new ball inside the hash mark and has released the chains back to the sideline. The Field Judge should then give the old ball to the ball handler. If the Referee happens to drop the chain, the new ball does not line up clearly with the old ball, or some other event occurs causing a problem with the process, return the chains to the old ball and start over. This is the reason it is very important for the Field Judge to secure the old ball the ENTIRE TIME.

X. PLAYS NEAR THE GOAL LINE

A. Ball Outside Team B's 10-Yard Line.

The Referee, Umpire, Head Linesman, and Line Judge will assume their normal positions. The Field Judge and Side Judge will position themselves on the goal line outside the pylon and will maintain this position as Team A moves toward the goal line unless the runners or receivers force them to move to the end line. The Line Judge and Head Linesman must be ready to move to the goal line if the Field Judge and Side Judge are forced to the end line.

B. Ball On and Inside Team B's 10-Yard Line.

The Referee, Umpire, Head Linesman, and Line Judge will assume their normal positions. The Field Judge and Side Judge will position themselves on the end line outside the pylon and will maintain this position as Team A moves toward the goal line. At the snap, the Head Linesman and Line Judge should move to the goal line outside the pylon and officiate from that spot. They should be on the goal line before the runner crosses it. The Referee will take responsibility on ruling passes behind the line of scrimmage. The Umpire will take responsibility for determining whether the pass or passer crossed the line of scrimmage.

C. Goal Line Coming Out.

When Team A snaps the ball on or inside its own five yard line, the Head Linesman and Line Judge should immediately move to the goal line outside the pylon. All other officials should officiate the play as normal.

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 Field 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. All officials 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 and Field Judge will at all times observe the teams, and help each team get turned around and located at the correct yard line. The Referee and Umpire shall move to the location of the ball at the new spot.

Prior to moving the chains, the Side 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 Side 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 Side Judge. After 45 seconds, the Side 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 Side 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 Field Judge will make contact with to the Head Coach for the team on the press box side of the field, and the Side Judge 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 Side Judge will go to the sideline opposite the press box, and the Line Judge and Field Judge will go to the press box 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 Field Judge and Side Judge will escort their respective Team Captains to the center of the field. The Head Linesman and Line Judge will obtain 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 deep wings should be 8-10 yards deep in the defensive backfield, and the Side Judge is charged with timing the break in action. With 15 seconds remaining in the time-out, the Side 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: Deep Wing Officials 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.

Field Judge and Side Judge: Help in retrieving the ball, holding the succeeding spot and or spot of the foul, and recovering the penalty marker. Assist in relaying information about the penalty to the Head Coaches.

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.

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.

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 Field 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. HL 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. HL and LJ position initially on sideline.
Watch for crack-back action.
4. HL and LJ check for seven men on offensive line (hand signals).
5. HL and LJ man in motion away from you.
6. Referee, Umpire, Field Judge, Side 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 and must cover end line. FJ and SJ take end line at 10.
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. FJ and SJ should be ahead of all passes.
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 - FJ and SJ responsible for ruling and signaling on all attempts.
2. Referee responsible for action on kicker and holder.
3. SJ 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. Field 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. FJ and SJ to report foul and number to coach.
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. SJ times length of time outs. FJ times 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, FJ and SJ, 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 (FJ, and SJ 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 and the tackle on the Head Linesman side. In trips formation, take both tackles. Has quarterback responsibility throughout the play, until and unless the quarterback /runner advances beyond the neutral zone where a Wing Official picks up coverage.

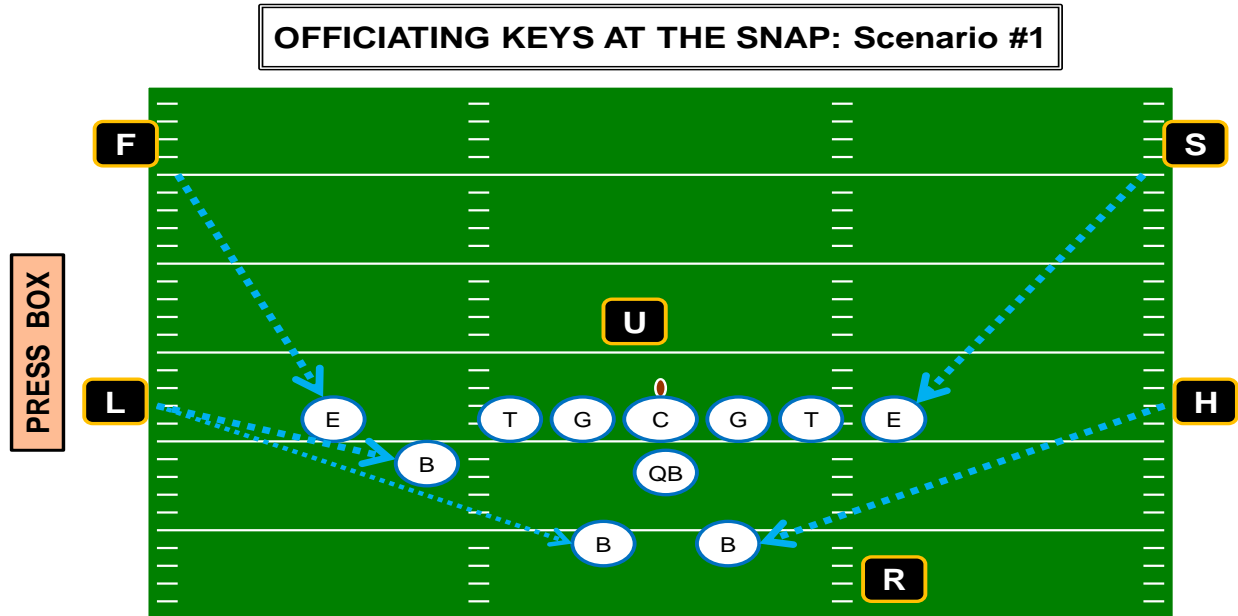
Umpire. Insure legal snap. Has primary responsibility for the center and both guards and action on or by them. Officiate at **and behind** the point of attack.

Head Linesman and Line Judge. At the snap, key on inside receivers. **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.

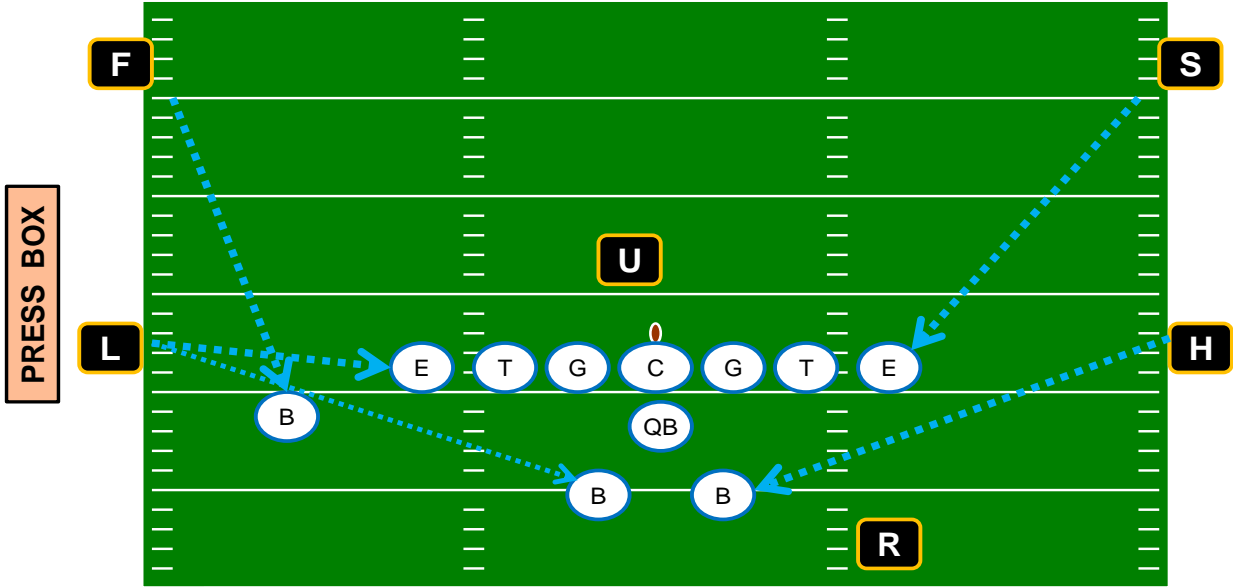
Field Judge and Side Judge: At the snap, key on the widest receiver.

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.**

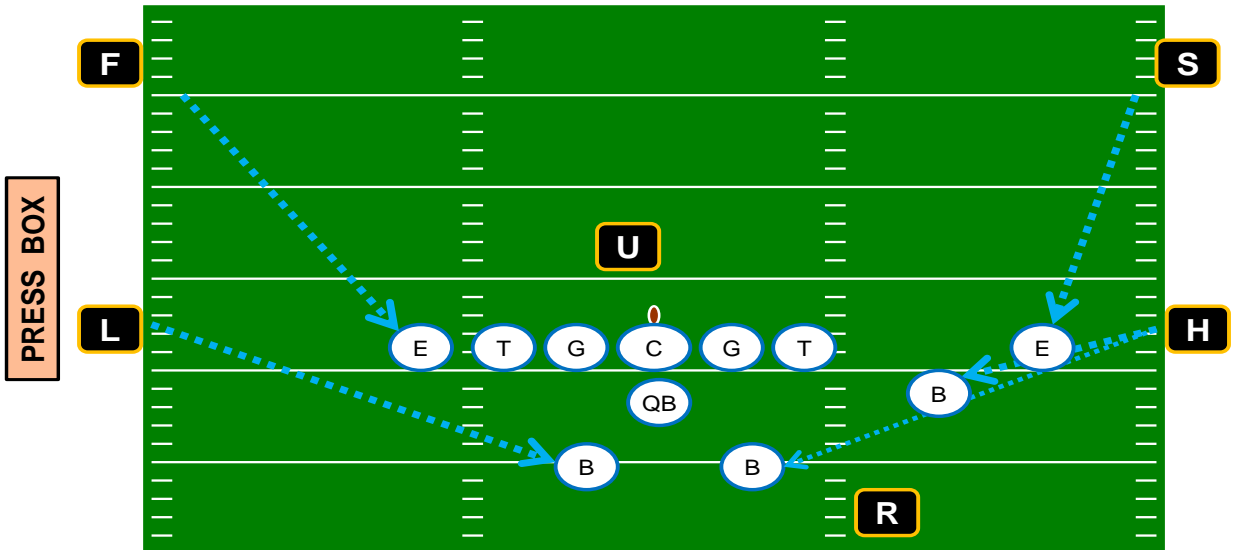
Examples of the application of these keys are illustrated on the following four diagrams:



OFFICIATING KEYS AT THE SNAP: Scenario #2



OFFICIATING KEYS AT THE SNAP: Scenario #3



OFFICIATING KEYS AT THE SNAP: Scenario #4

