

2008 FOOTBALL OFFICIALS MANUAL For A Crew of 5 Officials®

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Revised Annually

PURPOSE OF MANUAL

The manual of football officiating is designed to make available to every official detailed information regarding the officiating techniques which, through evaluation and studied development, have come to be recognized as accepted standards of officiating performance.

This manual is an authoritative guide to the best in football officiating, hopeful that it will assist all officials in maintaining their effectiveness and making ready use of their potentialities.

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SUMMARY OF APPROVED 2008 MANUAL CHANGES

Position Identification (entire manual)

In the manual, each official will be identified by the designations **R** (referee), **U** (umpire), **H** (head linesman), **L** (line judge), and **B** (back judge). Also, for possible future use, the designations **F** (field judge) and **S** (side judge) will be used.

Rationale: Simplification and uniformity.

Pre-game Meeting With Coaches (Section 3, Article 1)

Language added to clarify that the **R & U** are to meet first with the home team, and that the meetings shall be conducted in full uniform.

Rationale: Clarification. Previously, the manual was ambiguous as to which team the **R & U** should visit first. This addition puts in writing what has historically and traditionally been the practice of virtually all officials. Also, the manual has been silent as to the dress protocol for the **R & U** for these meetings, and members requested clarification in order to achieve uniformity and consistency. In the interest of consistency & uniformity, all crews are reminded to follow the prescribed mechanics, i.e., the meetings are to be conducted by the **R & U** (only), in full uniform, with the home team first, and at 1:15 prior to scheduled kickoff, unless circumstances beyond your control interfere with these procedures.

Responsibility for Motion Man (Section 11, Article 1)

Each wing official will be responsible for the motion man whenever the motion man is on his side of the snapper – regardless of direction or origin of the motion.

Rationale: Improved coverage of motion man. View to opposite side of field is too difficult to rule effectively.

Umpire Position On Punts (Section 16)

On apparent punt plays, the **U** will take a position eight to 10 yards beyond the neutral zone (in lieu of the previous five to seven yards).

Rationale: Improved coverage of line play and action in the linebacker area on punts, as well as placing the **U** in a position to assist with action in front of the receiver. Also, this is a significantly safer position for the **U** on punt plays.

Movement by the L, Responsibility to Observe Blocking Backs, and Responsibility to Observe “Flyers” on Punt Plays (Section 18, Article 2)

Language added to clarify that **Ls** are not to leave the NZ immediately at the snap on punt plays; they are to stay on the NZ until it is apparent the kicker will be able to kick the ball successfully.

Language added to clarify that the wing officials have primary responsibility to observe action by the blocking backs in the backfield on punt plays (prior to the kick).

Language added to clarify that the wing officials have primary responsibility to observe the flyers.

Rationale: Too many **L's** have been observed ‘bolting’ downfield immediately at the snap on punts, which takes them away from a position to observe the blocking backs, and to be in good position to observe fake punts, broken plays, and blocked kicks. TASO members requested clarification, for uniformity & consistency, on responsibility to observe action by blocking backs, and action on/by ‘flyers.’

Notification of Expiration of A Charged Team Time-Out (Section 18, Article 1)

When 20 seconds remain in a charged team time-out, the B will sound his whistle three times, short but sharp, to notify officials and teams to be ready to return to play when the time-out expires.

Rationale: TASO members requested a consistent procedure for notification to teams when the time-out interval expires and the when the ready-for-play signal will be given. Teams also have an expectation of being alerted conscientiously and consistently when the time-out period is about to expire, and when the ball will be made ready for play. This procedure will satisfy that expectation.

Notification of Expiration of One-Minute Intermissions (Section 22, Article 1)

When 20 seconds remain in an intermission, the B will sound his whistle three times, short but sharp, to notify officials and teams to be ready to return to play when the intermission expires.

Rationale: TASO members requested a consistent procedure for notification to teams when the intermission interval expires and the when the ready-for-play signal will be given. Teams also have an expectation of being alerted conscientiously and consistently when the intermission period is about to expire, and when the ball will be made ready for play. This procedure will satisfy that expectation.

OFFICIATING REQUISITES

COURAGE, KNOWLEDGE OF THE RULES AND MECHANICS, HUSTLE AND TACT are indispensable to a good official, but none is of any more importance than the prime requisite - GOOD JUDGMENT!

RULES AND MECHANICS: Unfailing familiarity with the rules and full understanding of mechanics are necessary for the proper conduct of a game but are no guarantee of optimum performance. The intent of each rule must be kept in mind. Every official should seek the happy medium between excessive strictness and undue laxity. Situations arise in a game which cannot be foreseen and which cannot be covered in a rule book or manual. Football sense must supersede technical application of the rules.

COURAGE, BUT NOT BELLIGERENCE: Football officiating requires a maximum of courage for which belligerence is not a substitute. A smooth running game suddenly can get out of hand as a result of an overly officious attitude toward players and coaches. Conversation with coach or player should always be courteous without sacrifice of dignity. If something is said or done which warrants a penalty, penalization should be done unobtrusively and without dramatization. A Game is kept under control by proper administration of the rules, which can be best accomplished if no impression of militant supervision is created.

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

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

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

HOSPITALITY ROOMS: Officials assigned to a contest have one responsibility: efficiently conducting the contest at hand. They should not fraternize at the game site or participate in social affairs.

SECTION 1. GENERAL PRINCIPLES

ARTICLE 1. KNOWLEDGE OF THE RULES: Rule mastery must be perfect and supplemented by ability to interpret correctly. Attempting to officiate without these attributes is unfair to everyone concerned. These abilities are acquired only through devotion of much time and study and anyone unable or unwilling to acquire them should leave officiating to those who are.

ARTICLE 2. PHYSICAL CONDITION: Football officiating is difficult and exhausting and requires 100 percent efficiency of mind and body. Men whose eyes, heart or legs are not in excellent condition have no place in officiating. Officials who need eyeglasses should use them and not permit false pride to decrease their efficiency on the field. An annual physical examination is necessary.

ARTICLE 3. MENTAL REACTIONS: Decisions must be instantaneous and rulings announced without delay. To ensure improved instinctive reaction to play situations, review all possible combinations of circumstances before each season and during pre-game conference.

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

AN OFFICIAL MUST:

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

ARTICLE 5. SIGNALS: All signals should be given promptly, distinctly and conspicuously. The preliminary signal on fouls and the regular signal after enforcement (or declination) of a penalty shall be given by the Referee only. (See Code of Signals).

ARTICLE 6. ENFORCEMENT: All rules should be strictly and fairly enforced. There shall be no deviation from the NCAA Football Rules with UIL exceptions.

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

ARTICLE 8. BOXING IN: Smart officiating requires keeping the players "boxed in" and avoidance of officials being "boxed in". "Outside looking in" is essential for sideline and end line coverage. The ultimate is to have each play viewed from more than one direction.

ARTICLE 9. COOPERATION: Team work is essential among officials. If a ruling is puzzling, relay explanation to press box. Never issue directly or indirectly any newspaper interviews, statements or stories concerning games in which you are an official. Continuous verbal communication between all officials during the game is essential for effective game administration.

ARTICLE 10. DON'T DISCUSS: Do not discuss with a coach the play or players of his opponents in a game which you will officiate or are officiating. Coaches and other school representatives are expected to submit reports on work of officials to the governing authority and not to make evaluations through conversation with other officials or through public statements.

ARTICLE 11. OFFICIALS' "ABCs"

- A - Ability to handle players in firm, fair and friendly fashion.
- B - Knowledge, understanding and application of the rules.
- C - Knowledge of an adherence to approved procedures.

ARTICLE 12. WHEN IN QUESTION RULES:

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

SECTION 2. STANDARD UNIFORM

ARTICLE 1. TRADITIONAL UNIFORM: For all varsity games the uniform worn by all officials shall include the following:

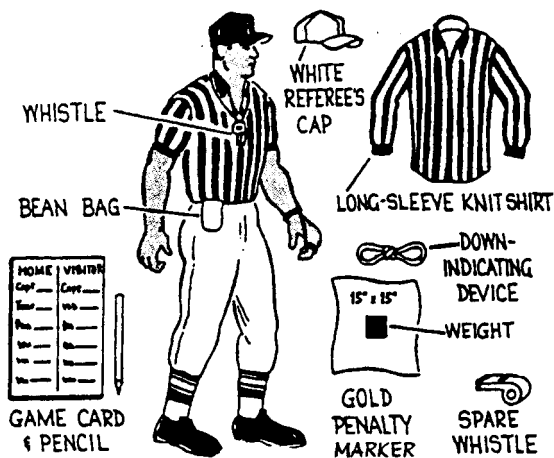
- A. **SHIRT** - Standard black and white knit, long tail, one inch vertically striped officials' long and short sleeve shirts with pocket on the left breast, without emblems and complete with knit black Byron collar and black cuffs. All members of each crew must wear either long or short sleeve shirts. Mesh shirts may be worn if entire crew is so garbed.
- B. **KNICKERS** - Standard all white, tapered, regulation football official's knickers shall be worn with a slight overlap below the knees (not more than four inches).
- C. **STOCKINGS** - Black stockings with:
 - 1. White above the top of the shoe heel not less than three inches and not more than four inches.
 - 2. Two inches and not more than two and one quarter inches Black between the top of the white and the bottom of the lowest white stripe.
 - 3. Alternating stripes, white (1/2-5/8"), black (1/2-5/8"), white (1-1 1/4"), black (1/2-5/8"), white (1 1/2-5/8").
 - 4. Black between the top of the top white stripe and the bottom of the knickers not less than two inches and not more than two and one quarter inches.
- D. **SHOES AND BELT** – Predominantly black shoes with black laces and appropriate soles or cleats. Black belt a minimum of one and one-quarter inches and a maximum of two inches in width shall be worn.
- E. **CAP** - Brooklyn style solid black cap with white piping (without emblem or numbers) shall be worn by all but the Referee, who shall wear a Brooklyn style solid all-white cap.
- F. **FOUL MARKER** - All officials shall be equipped with a light gold foul marker, 15" X 15" and weighted in the center with pebbles, sand or beans and worn *INCONSPICUOUSLY*.
- G. **BEAN BAGS** - All officials will be equipped with one or more white bean bags for marking spots. Bags shall be filled with pebbles, sand or beans.
- H. **JACKETS** – Jackets are not considered part of the official uniform.
- I. **UNDERSHIRTS** - All undershirts which show should be black.
- J. **GLOVES** - Gloves when worn shall be black.
- K. **NUMBERS, LETTERS, AND EMBLEMS** – A 2"x3 3/8" American Flag will be worn on the left sleeve affixed 2" below the shoulder inseam. Numbers, letters, and emblems visible on uniform or equipment are prohibited, except as may be specifically directed by the TASO Football Board of Directors or the TASO Executive Director. Requests for memorial or other special insignia or emblems must be submitted to the Executive Director for approval.

ARTICLE 2. TASO-Football APPROVAL: All uniforms meeting the above specifications are approved by the TASO-Football Division board of directors.

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

ARTICLE 4. SUMMER UNIFORM: A "summer uniform" is approved for wearing in scrimmages and sub-varsity, in accordance with Chapter policy, but all in the crew must wear the same uniform.

UNIFORM AND EQUIPMENT



SECTION 3. OFFICIATING PROCEDURES

ARTICLE 1. BEFORE ENTERING FIELD

- ALL** A. Attendance at the pre-game conference at least 1 ½ hour before game time is mandatory for varsity games. Only an emergency and notice to the Referee may excuse absence.
- H** B. In the absence of the **R**, you are responsible to ensure that a pre-game conference is conducted in accordance with the pre-game conference guide in this manual.
- U** C. If not provided, arrange dependable transportation to and from the stadium.
- B** D. Make certain you have correct time. Other officials will check their watches with yours. Confirm starting time with home management and arrange for punctual arrival on field.
- E. Playing time shall be kept with a game clock which may be either a stopwatch, operated by the **B** or a field clock, operated under the direction of the **B**.
- F. Take over game balls from **R**; take to field just before game time. Have stopwatch or watches ready if necessary.
- G. Ensure that you have an accurate timing device for timing the 25 second count.
- R** H. Conduct a thorough meeting using a pre-game conference guide. The purpose of a pre-game conference is to prepare the crew mentally. It is important to solidify the thinking of officials in regard to procedures, rules and interpretations and enforcement. Referees will vary their approach to a pre-game conference, but the value of organizing and unifying the techniques to be employed in a game cannot be overemphasized. No unauthorized visitors shall be allowed in this important session.
- B** I. Instruct clock operators. (See Section 7)
- R, U** J. **In full uniform, visit each dressing room (home team first) one hour and fifteen minutes before kickoff. U** inspects player equipment and bandages, tape, etc. **U** should record numbers of players with illegal equipment and recheck when players come onto the field. **R** checks official time and confirms starting time with each head coach or designated representative. Remind head coach of equipment rule requirements, secure proper certification and review any unusual game situations, including any play that requires prior notification, with the head coach. Ask defensive coaches about defensive signals to be used during the game.
- Note: If coaches or teams are unavailable at 1:15:00, conduct above conference a minimum of 45 minutes prior to kickoff.*
- ALL** K. Leave the stadium dressing room together at least 20 minutes before game time.

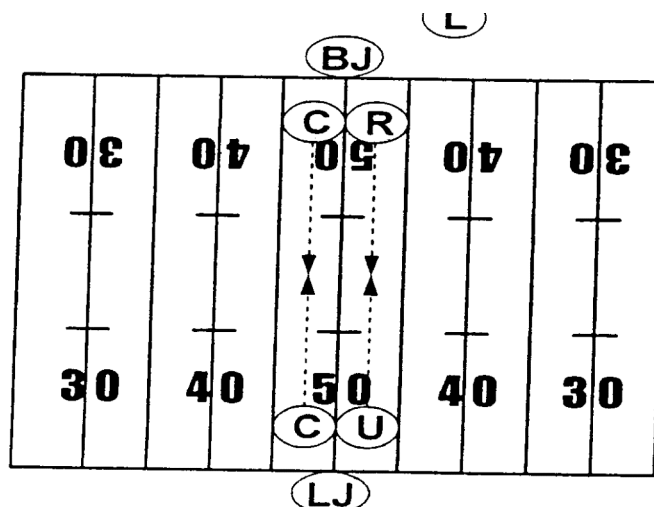
SECTION 4. PRE-GAME DUTIES ON FIELD

ARTICLE 1. PROCEDURES

- A. Anytime players of both teams are on the field, up to 30 minutes prior to the scheduled game time, at least one official shall be present on the field.
- ALL** B. Arrive on the field as a unit, no later than 15 minutes before game time and sooner if duties require. Go to bench on press box side and then disperse for pre-game duties.
- C. Note location of press box, team areas and benches. Check identities of team trainers.
- R, L** D. Inspect entire field. Observe any unusual markings or serious irregularities and advise other officials. Take measures to remedy or remove any hazardous boundary lines, requesting assistance from management and from other officials as necessary.
- U** E. Spot check player equipment, bandages, tapes, etc. Have trainer make any needed corrections.
- R, U** F. Arrange with captain of the team whose bench is on your sideline to meet you in the room or at the 50 yard line, on his sideline, 4 minutes before game time.
- H, L** G. Organize your assistants, locate yardage chain and down marker and have assistants ready with all equipment on the sideline opposite the press box. An auxiliary box and line to gain indicator(s) may be used on the press box side. The auxiliary box and line to gain indicator(s), if used, will be under supervision of the **L**. Remain on the same side throughout the game. Check the chain for kinks, knots and weak spots. Check chain against 10-yard measure on the field. Check chain for tape marker at mid-point.
- H** H. Instruct your assistants to:
1. Set down marker, rods and clip where indicated by you. Position ground markers adjacent to sideline. Box man places down marker on sideline where indicated. Chains are then set on sideline and clip attached on side of yard line closest to rear chain rod. When chains are set, box man retreats six feet and establishes spot where chains are to be reset after clip has been attached. On touchback situations set front stake on the 30 yard line and stretch chain back toward the 20 yard line. Emphasize that your assistants should move only at your direction and to step lively when a move is indicated.
NOTE: Be prepared to give complete and through instructions to assistants if a different line to gain device is to be used in the game.
 2. See that the chain is taut and not kinked at all times.
 3. Make no remarks to players nor express opinions concerning any ruling.
 4. Never move down markers, chains or change the number of the down unless so directed by the **H**. The **H** will check with the **R**.
 5. Remove themselves and all equipment outside the limit line for free kicks.
 6. Chains are to be laid down and only the down marker is used when there is a first down inside the 10-yard line.
 7. Remain neutral and follow instructions at all times.
 8. You are responsible for the conduct and performance of the assistants.
- L** I. Instruct auxiliary box operator concerning duties and use of line-to-gain indicator. Ensure that the auxiliary box is worked approximately six feet off the sideline. Auxiliary box operator is not to move until ball is ready for play on succeeding down.

- B** J. Be sure the game balls are available and instruct ball retrievers on game duties. **H** and **L** will participate in instructing ball retrievers on their side. Ball persons shall not enter the field unless requested by the officials.
- ALL** K. After completing pre-game duties, retire to benches. **R, H** and **B** to **H**'s side, **U** and **L** to press box side.
- R, U** L. Bring the captain(s) to the 50 yard line on the sideline at their team area four minutes before game time.
- L, B** M. Responsible to have the team on your side of the field prior to game time.

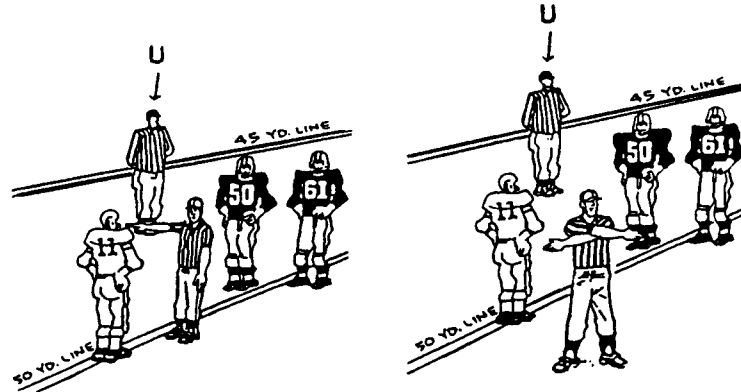
SECTION 5. TOSS



ARTICLE 1. PROCEDURES

- R, U** A. **R** and **U** will escort their Captains to the center of the field.
- L, B** B. After captain(s) are escorted to the center of the field, take a position at the 9-yard marks. **DO NOT ALLOW TEAM MEMBERS WHO ARE NOT INVOLVED IN THE TOSS INSIDE THE 9-YARD MARKS ON YOUR SIDE.** If team members do not approach the 9-yard marks, return to the team area. Stay between the team and the 9-yard marks.
- C. Have the game ball from the team on your side until the winner of the toss is determined.
- H** D. **H** will remain on the sideline.
- R** E. Introduce yourself to the captains on your sideline.
- U** F. Introduce your captain(s) to **R**, and remain with the **R** to witness toss and verify choices.
- R** G. **COIN TOSS:**
1. Introduce captains to each other.
 2. Advise captains of any irregularities in timing or special ground rules.
 3. Have captains face each other with their backs to the sidelines. Ask visiting captain to call the toss. Ask the home captain to repeat what the visiting captain called. If either captain, or **R** or **U** disagrees, seek clarification **BEFORE** making the toss. **R** shall catch the toss.
 4. Indicate winning captain by placing your hand on his shoulder. Explain and obtain his option. Explain loser's options and obtain his choice. Should a captain who wins the toss waive his choice until the second half, the Referee will:
 - a. Indicate the winner of the toss by placing his hand on that captain's shoulder;
 - b. Step clear of captains, turn to the press box and signal, "choice declined" (#10);
 - c. And, subsequently request first choice from the opposing captain.
 - d. Present remaining options to the other captain.

OPTION WAIVED UNTIL SECOND HALF



When captain elects second half option, **R** should step clear of captains (a minimum of three steps) and clearly indicate with signal #10 that captain has deferred his choice to the second half. Following this signal the **R** will give other captain the option and continue usual coin toss procedure.

5. Face press box, place captains in position facing each other with backs to the goal which they will defend.
6. Signal choice of choosing captain by swinging leg simulating a kick or make a catching motion while facing the same direction as the winning captain. If choosing captain elects to defend a goal, point with both arms extended toward the goal line and then give an appropriate signal for the choice of the other captain
7. Start the game at scheduled time.

ARTICLE 2. TOSS COMPLETED

- ALL** A. When toss is completed, other officials will join the **R** and **U** and make a written record of the toss results. Move to kickoff positions simultaneously.
- L, R** B. When moving to your kickoff position, go directly to your sideline and move teams and coaches back to clear the sideline before going to your kickoff position.

SECTION 6. GENERAL GAME DUTIES

ARTICLE 1. SUBSTITUTIONS AND COUNTING PLAYERS

- ALL** A. All officials are responsible for legality of substitutions. The **U** and **R** are responsible for the correct number of players on the offensive team. **B** is responsible for the correct number of players on the defensive team. **H** and **L** have responsibility for the correct number of players on the field whose team is on their respective sidelines.
- ALL** B. On free kicks, **U** & **B** are responsible for the number of players on the kicking team. **R**, **L**, & **H** count the players on the receiving team.
- ALL** C. The fist signal will be used when the team you are counting has 11 or fewer players on the field.

ARTICLE 2. WRITTEN RECORDS AND OTHER GENERAL GAME DUTIES

- ALL** A. Make written record of charged time-outs and fouls you call. The position of ball at end of first and third periods, including down and distance, is the responsibility of the **R**, **H** and **U**. **B** is responsible for recording elapsed time and making certain the status of the clock is correct.
- B. Convey any message you have for other officials promptly. Avoid any position which suggests a huddle of officials, unless necessary.
- C. Be alert for players being out of bounds before a snap or free kick.
- D. Watch for fouls, being certain to know:
1. Spot where run or scrimmage kick ended.
 2. Spot of foul, position or number of offending player.
 3. Whether, ball was loose, in possession or dead when the foul occurred.
 4. That clock is stopped.
 5. Know if Team B's foul occurred within 3 yards of neutral zone on scrimmage kicks.
- E. Be ready for any type of play or unusual development. Always be prepared to rule fumbles backward and illegal forward passes and know which team possessed a fumble or backward pass before it went out of bounds between goal lines. On recovered fumbles, nearest official must rule on possession by prompt signal. If possible, point to recovering player to assist press box.
- F. Be alert to rule on dead ball behind a goal line. Indicate ruling by prompt signal.
- G. Signal time-out when the rules provide for stopping the clock or when time-out is charged to a team or to the **R**. Repeat time-out signal of other officials.
- H. A winding signal may be used when the ball becomes dead close to the sideline and the covering official rules that the ball remained inbounds. When the covering official uses a winding signal, make only two complete rotations of the arm. If an obvious first down has been made by Team A, the clock shall then be stopped.
- I. Indicate by touchdown signal (without reference to any official) when the ball is legally in possession of a player on or behind his opponent's goal line. **R** check for any foul which might affect the ruling, if none, then give touchdown signal.
- J. Check for false starts and feints.
- K. Leave no doubt in the minds of players or other officials, as to any ruling you make.

- L. Be especially alert for acts of misconduct. (Rule 9)
- M. Before the ball is put in play, adjust position as necessary to ensure you can clearly see your key and area of responsibility. There can be no excuse for failing to be in a good officiating position before the ball is put in play.

ARTICLE 3. AFTER EACH SCRIMMAGE DOWN

- R**
 - A. After each scrimmage down, the **R** should go quickly to the appropriate position where he can observe the offensive huddle. He should then check the down and distance with the **H** and announce and indicate the new down. **R** should then declare the ball ready for play, usually within three seconds, by sounding his whistle and giving ready signal (or wind the clock). **R** should only go to the line of scrimmage for non-routine events, close measurement, etc. **R** must consistently indicate the ball is ready for play when the game officials are in position to officiate. Under unusual circumstances this procedure may vary and require discretionary action by **R**.
 - B. If, by rule, the clock should be started after Team A is awarded a first down, **R** will declare the ball ready for play by starting the clock when the point of the new series of downs has been established by **H** and other officials are ready to resume play.
 - C. If, by rule, the clock should be started following a penalty, **R** will declare the ball ready for play by starting the clock when certain the players and officials are ready to resume play.
 - D. When the offensive team is attempting to run a hurry-up play, **U**, after the ball is spotted by **U**, will inform both teams simultaneously, that the ball may not be snapped until the whistle is sounded. **U** will stand over the ball until **R** has backed away from the neutral zone and then indicates the **U** to back out of the way. As soon as **U** is clear of the neutral zone and in position to officiate, **R** will declare the ball ready for play (or wind the clock) and simultaneously sound his whistle.
- R**
 - E. Upon assuming position for the next down:
 1. Recheck number of downs with other officials, showing numbers of fingers, closed fist indicates fourth down.
 2. Assume the position where you can see the ball and the offensive tackle on your side of the ball at the snap.
 3. Checking legality of backfield formation and one second stop following shift or huddle.
 4. Know which backs are eligible to touch a forward pass. On spread formations you are responsible for backfield group directly behind the ball as to illegal motion and eligibility.
 5. Check blocking behind the line after the snap. Be alert for pass thrown toward you. Do not pursue the ball too closely. You are responsible for the ball and runner behind the line of scrimmage. When the runner crosses the line of scrimmage, he will be the responsibility of the wing officials and subsequently the downfield officials. Be alert to the play behind the ball.
 6. Unless in position to determine that ball is legally in possession on or behind opponent's goal line, check for fouls by other officials before giving touchdown signal, signal time-out and proceed as usual.
 7. Responsible for official score.
- U**
 - F. If **R** omits ready signal, remind him immediately.
 - G. Observe ineligible on the scrimmage line. Determine in pre-game conference shar-

ing this responsibility with **H** and **L**. You are primarily responsible for detecting any illegal advance on forward passes.

- H. Assume primary responsibility for determining the legality of defensive signals.
- I. Take position to observe ball at snap.
- J. Be alert for legality of player equipment.
- K. **U** is primarily responsible for lateral placement of the ball at the previous spot after an incomplete pass, penalty, etc.
- H** L. Check down marker for correct number and indicate placement to assistant. Be sure there are no fouls or other reasons for holding spot of previous down before signaling the assistant.
- M. Signal number of each down by holding one arm aloft with correct number indicated by extending fingers. Closed fist indicates fourth down.
- N. Anticipate any call for measurement and be on sideline ready to bring chain when signaled by **R**.
- O. Each time a new line to gain is established, personally mark the spot on the sideline where the down indicator is to be set and be sure that it is set correctly and then moved off sideline.
- P. When a first down is awarded inside the 10-yard line, only the down indicator will be used. The chain crew will ensure the down indicator is returned to the proper spot if forced to move.
- H, L** Q. Be alert for all possible pass receivers. Know and observe the eligible receivers on your side of the field. Each is responsible for players who spread to his side of the field. Be certain that all players are boxed in at the snap and that all offensive players have complied with the 9-yard mark restrictions. Stay wide as you mark progress with downfield out thrust foot (unobtrusively, not making a production out of it.) Do not jump over players. If necessary, come into the field as far as you can. Hold spot with foot until you are sure **U** or other official has spot.
- S. Be aware of the importance of assisting **R** in marking forward progress behind the neutral zone, particularly when goal line is involved.
- T. Check for encroachment, offside and other scrimmage infractions. Assist **U** on legality of numbers of interior offensive linemen on split or wide formations.
- U. Check for backs or linemen illegally in motion. Check backs moving away from you for illegal motion and flankers on your side for one second stop after the huddle.
- V. Be alert for illegal blocks by players spread to your side more than 7-yards from the offensive middle linemen and by backs outside the normal tackle position.
- W. Be certain that the entire offensive team observes the one second shift requirement.
- B** X. Be alert for all pass receivers. Give attention to play on tight end or ends moving off the line of scrimmage and to continuing action downfield as well as play near the sidelines and out of bounds. Be aware of offensive players having complied with the 9-yard mark restrictions.
- R, U** Y. **R** or **U** shall determine the legality of each ball before it is put in play for each down.
- ALL** Z. Before free kick or snap which starts any period, complete all prescribed duties.

SECTION 7. TIMING

ARTICLE 1. GAME TIMING

- B**
- A. General
1. All game timing is under the direction of the **B**. He is primarily responsible for recording elapsed time and making certain the status of the game clock is correct.
 2. All time intervals, team time-outs, between periods and half time are the responsibility of the **B**, unless specific governing authority policy requires a different game official assume the responsibility for a media (radio/TV) time-out.
- B. Pre-Game
1. Make certain you have correct time. Other officials will check their watches with yours. Confirm starting time with home management and arrange for punctual arrival of officials on field. Have stop watch (or watches) ready if necessary.
 2. Playing time shall be kept with a game clock which may be either a stop watch operated by the **B** or a field clock operated under the direction of the **B**.
 3. When a clock operator is assigned and a field clock is official, be certain that clock equipment is in good condition. Arrange for relaying information and for signaling the operator.
- R, B**
4. The game and 25 second clock operators will report to the **R/B** prior to the game. They will be instructed:
 - a. Clock operators shall report to the official's dressing room at the stadium 60 minutes before game time to synchronize timer's watch with official game time as established by the **B**.
 - b. To advise officials as to the location of the clock operator in the press box or on the sideline, and to determine procedure for communications with timer and check this procedure preceding game,
 - c. To discuss coordination of starting and stopping the clock in accordance with the playing rules.
- R**
- d. The field clock is to start 30 minutes before game time and will run during the 20 (28 in UIL) minutes of half-time intermission. The 20 (28 in UIL) minutes of half-time will start when the players and coaches leave the field. **R** will give the "start the clock" signal from the end zone. All pre-game and half-time activities will be synchronized with the official game clock.
- B**
- e. The clock operator shall each have an extra stop watch available in case of failure of the game clock. He shall immediately contact the officials by field telephone, giving them the correct data regarding the official time. **B** will then pick up the correct game time on his stop watch.
 - f. Should the field clock become inoperative, the public address announcer will indicate to the crowd that the field clock will not be official until the malfunction is corrected and subsequent announcement made over the P.A. system. The **B** will alert the P.A. announcer concerning remaining time as often as possible.
- C. Game Procedures for Officials and Timers
- TIMER**
1. On all free kicks, start the clock when the ball is legally touched in the field of play, unless the ball is caught or recovered by a player who is legally down. In this case, the clock will not start. The nearest official(s) will signal the legal

touching of the ball by indicating that the clock should start. The clock will start when the ball crosses the goal line after being first touched by the receivers in the end zone. Usually, this will occur when a receiver carries the ball out of the end zone. It could occur on a muff or fumble, however. In any case, the **R** will be indicating that the clock should start.

2. Under NCAA football playing rules the official who declares the ball dead will be the first official to signal a time-out when the team in possession of the ball meets the requirements for first down. Key yourself on him as the clock will usually stop on long gainers.
3. Any official may signal a team time-out, so be alert to stop the clock.
4. The clock is not to be stopped on plays near a boundary line unless an official so signals. Many times the ball goes out of bounds after having been declared dead in the field of play and no time-out legally occurs. If a pass is touched or caught out of bounds, the incompleteness signal will stop the clock.

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

5. Game officials and clock operators are to be sure that a time-out is indicated and the clock is stopped under the following circumstances:
 - a. Whenever a team or an official's time-out is charged.
 - b. After any score.
 - c. When a live ball goes out of bounds.
 - d. On a penalty.
 - e. When either team is awarded a first down.
 - f. Following an incomplete pass.
6. After the clock has been stopped, it will be started again on the **R**'s (wearing the white cap) "Start the Clock" signal, or if no such signal is given, the game clock will be started on the snap, or legal touching of a free kick. (See #1)
7. In case of a pile-up anywhere on the field, be alert, an official may stop the clock until the congestion is over. The **R** then may start the clock again before the ready for play signal.
8. The game clock should not be stopped if the 25-second clock is started in error.

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

- B, U**
11. The **B** and **U** will keep the **R** informed of the time remaining in each period. Either official or the **R** will sound the whistle if time expires before the snap or advise the **R** at the end of the down if time expired while the ball was in play.

- R**
12. When the period ends, the **R** will so indicate by holding a ball overhead with one hand and arm extended.

13. Timing errors on the game clock, or by an official may be corrected by the **R**. Exact information as to the timing error must be available from either the clock

operator or game officials. These timing errors may only be corrected in the period in which they occur.

ARTICLE 2. CLOCK OPERATION

A. Clock Operators

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

B

2. The governing authority or assigning agency is to be notified immediately following the game (by the **B**) if there is any breakdown in cooperation between game officials and the clock operator during the game, or if any malfunction of the game clock occurs. Timers are encouraged to report crews that are not cooperative or whose signals are not clear and accurate.

B. Charged Team Time-Out

1. Time each time-out interval. When one minute has expired (or when both teams indicate readiness to resume before that time), notify the **R**. The **B** is responsible for all timing situations.

C. Intermission Between Periods

1. Time one-minute interval between quarters. If a media time-out is being utilized, governing authority policy may assign a different official to this duty.

D. Intermission Between Halves

TIMER

1. When time for the half expires, start your stopwatch on **R**'s signal when field is cleared of players and officials.
2. Keep official informed as to running time. Make sure crew arrives at field to start second half on time (at least 3 minutes before kickoff).

ARTICLE 3. TWENTY-FIVE SECOND CLOCK

A. General

1. All timing involving the 25-second count is under the direct supervision of the **B**.
2. When 25-second field clocks are available, they are the official delay of game time piece. The assigned 25-second clock operator will work under the supervision of the **B**.

B. Pre-Game: The 25-second clock operator will report to the **R/B 60 minutes prior to the game. He will be instructed:**

1. To set the displays to 25-seconds.
2. To start the clocks on the **R**'s ready for play signal.
3. To leave the displays at 00 seconds if there is a delay of game penalty.
4. To reset the displays immediately to 25-seconds when the ball is put in play if there is no delay foul.

5. To reset the displays at 25-seconds anytime the **R** interrupts the 25-second count.
6. That if there is a malfunction, both clocks will be turned off until the problem is corrected. Both coaches will be notified if the field 25-second clock is no longer official. The 25-second count will then be restarted at 25-seconds with the **B** manually timing the count on his watch.
7. That with less than 25-seconds remaining in any period and the game clock running, the 25-second clock shall not run.

8. That if the 25-second clock is stopped for crowd noise delay, it will not be started when the ball is next ready for play.

NOTE: If the 25-second clock is erroneously started, it shall be stopped immediately.

C. Duties Before Each Play

- B** 1. Observe the start of the 25-second clock with the **R**'s ready signal.
2. Check time consumed in snapping and free kicking the ball and call 25-second infractions. Stadium clock located at each end of the field operated under the supervision of **B** will officially time the 25-second count. In obvious field goal and scrimmage kick situations or when there is no field 25-second clock, the **R** may assume responsibility for the count.
- B** 3. If visual clocks become inoperative, raise one arm straight overhead during the last 10-seconds.

SECTION 8. USE OF BEAN BAGS

ARTICLE 1. USE OF BEAN BAG - HAT MECHANICS

- A. The bean bag will be dropped on the approximate yard line. (Herein after referred to as "spot".) DO NOT THROW THE BEAN BAG!
- B. The bean bag (or hat) will be dropped to mark the appropriate spot:
 - 1. When a scrimmage kick ends inbounds. (This marks the Post Scrimmage Kick enforcement spot. Normally only one official will mark this spot with his bean bag.)
 - 2. When the covering official actually sees a live ball fumble anywhere on the field. NOT WHEN HE SEES THE BALL LOOSE BUT DID NOT ACTUALLY SEE THE FUMBLE!
 - 3. When a hand-off or backward pass occurs beyond the neutral zone or when there is no neutral zone.
 - 4. Drop hat when an eligible Team A pass receiver voluntarily goes out of bounds.
 - 5. When an eligible receiver fails to return inbounds immediately after being blocked out of bounds.
 - 6. Drop hat when a Team A player goes out of bounds during a free or scrimmage kick down.
 - 7. When a Team A player illegally touches a free or scrimmage kick.
 - 8. When a Team B player intercepts a forward pass, fumble or backward pass between his five yard line and the goal line.
 - 9. When a Team B player catches a free or scrimmage kick between his five yard line and the goal line.
 - 10. When necessary to mark forward progress when the runner/passers is driven back
 - 11. When the potential Team A passer is tackled behind the line of scrimmage.
 - 12. When a fair catch signaler muffs the kick but can complete the catch before it touches the ground.

SECTION 9. BALL HANDLING

ARTICLE 1. UIL GAME BALL AND BALL PERSON POLICIES

The following is excerpted from the UIL Manual / Football Plan:

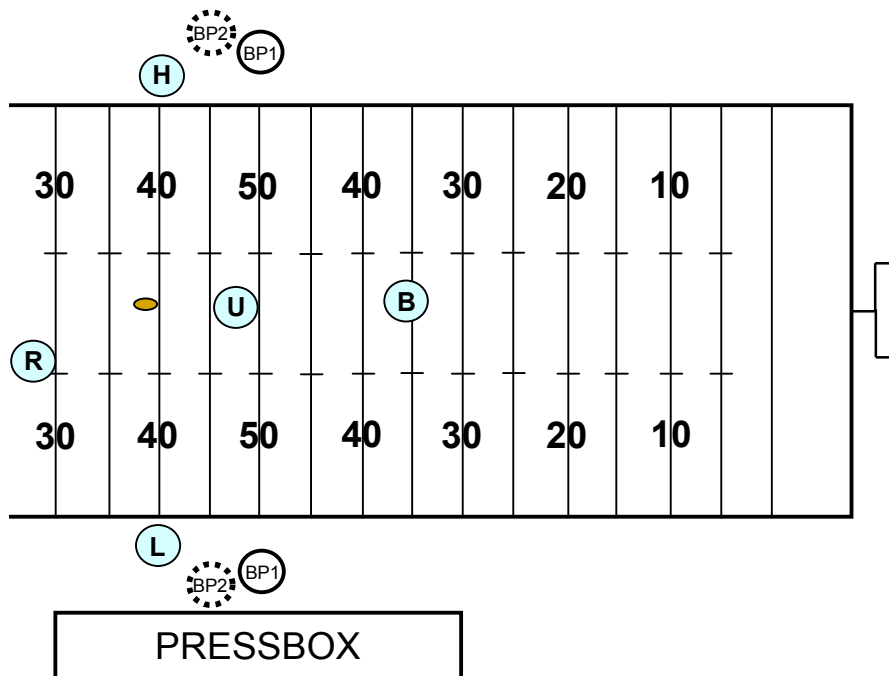
“Game Balls and Ball Persons: The home team should provide a minimum of three legal game balls, and the visiting team, if it desires to use its own game balls, should also provide a minimum of three legal game balls. The home team shall provide a minimum of two ball persons (preferably age 12 or older); one ball person should be positioned on the home sideline, and the other should be positioned on the visiting sideline. In this case, each ball person should assist the officials with the game balls for both teams. The visiting team shall have the option of providing two additional ball persons (preferably age 12 or older) to assist the officials with their own game balls, if desired. Note: If the visiting team chooses to use its own ball persons, they must provide two persons; one to be positioned on the visiting sideline, and one on the home sideline. In this case, the ball persons from each team would handle only the game balls for their respective teams.”

ARTICLE 2. APPROVAL OF GAME BALLS

- R** A. Prior to game, test, certify, and mark at least three (3) game balls from home team; test, certify, and mark at least three (3) game balls from visiting team, if they elect to use their own game balls. Marks should be unique for each team. *Distinct marks are essential for efficient ball handling during the game.*
- B** B. Assist **R** in testing game balls; if air pressure in balls is incorrect, adjust as necessary. If balls are received prior to arrival on field for pre-game duties, take over from **R**. Otherwise, ensure ball persons have game balls and are ready prior to coin toss.

(Ball Handling cont.)

ARTICLE 3. BALL PERSONS



SCRIMMAGE PLAYS (Ball Handling)

Ball persons (BP) at least 10 yards beyond neutral zone and at least six feet off sideline before snap. If visiting team has ball persons, both ball persons on each sideline shall remain close to each other.

- B, L**
- A. Meet and instruct ball persons during on-field pre-game period.
 - 1. At least one ball person provided by the home team or game management is to be stationed on each sideline, and shall be responsible for game balls from both teams (unless the visiting team elects to provide ball persons for their game balls - see B below).
 - 2. (Assuming three game balls per team) Each ball person shall be responsible for two game balls from team on their sideline, and one from opposing team. Each will always be in possession of one game ball from team on opposite sideline, in addition to two (or one) game balls of team on their sideline. When team on their sideline is on offense, one ball from that team will be in game, and one replacement ball will be with ball person on each sideline. Officials and ball persons must coordinate to ensure game balls on each sideline remain 'balanced.'
 - 3. Ball persons are to remain outside field of play at all times, and be at least six feet off sideline unless relaying replacement ball or retrieving ball that has been replaced.

Note: Game officials are solely responsible for transferring replacement ball to U for placement at the succeeding spot; ball persons are to remain off field unless directed to retrieve a ball that has been replaced.

4. For scrimmage plays, ball persons are to be positioned approximately 10 yards beyond neutral zone at the snap, and should move to stay downfield of wing officials as much as possible during play.
 5. Priority is always to get a replacement ball into the game; placing a ball at the foot of the official with forward progress must never delay getting the correct replacement ball into the game.
 6. Following any change of possession, the 'new offense' ball should come from the sideline of team now in possession, regardless at which sideline the dead ball may be, and the replaced ball should be taken to the opponent's sideline.
 7. For field goal attempts and Tries, ball persons are to be positioned at the Team B 10-yard line. *Do not place replacement ball by goal post.* Immediately following play, relay replacement ball to nearest official, then retrieve ball being replaced.
 8. For free kicks, ball persons are to be positioned at the Team B 40-yard line. Immediately following play, ball person on side of team now in possession will relay 'new offense' ball to nearest official, then retrieve ball being replaced.
 9. For most plays, ball person will look for **B** to relay replacement ball into game. Following an incomplete pass, ball person to side where ball falls will look for wing official to that side to relay ball into game.
 10. Ball persons are to remain alert and have correct game ball(s) ready immediately when requested by any official; hustle when retrieving ball that has been replaced,
 11. Ball persons are to toss or hand ball only to officials, and only when requested – *officials and ball persons must get eye contact before tossing/handing ball; keep all tosses short and underhand.*
 12. Ball persons are not to comply with any request by a coach or player to replace the ball; by rule, only the **R** and **U** may determine when a ball is to be replaced.
 13. Ball persons shall not address opposing team personnel in any way; notify nearest official of any interference or unsportsmanlike behavior toward them by anyone.
 14. Ball persons shall be on appropriate sideline and ready with game balls at least three minutes before start of each half.
- B. If visiting team elects to provide ball persons, instruct them as in items A-3 through A-14 above. Additionally:
1. At least one ball person provided by each team is to be stationed on each sideline, and each shall be responsible for game balls from his/her respective team (only).
 2. (Assuming three game balls per team) Ball person on the sideline of his/her team will be responsible for two game balls (for his/her team only). Ball person on opponent's sideline will be responsible for one game ball (for his/her team only). Officials and ball persons must coordinate to ensure game balls on each sideline remain 'balanced.'
 3. All ball persons shall cooperate with and assist each other, regardless of team affiliation.

ARTICLE 4. GENERAL BALL HANDLING

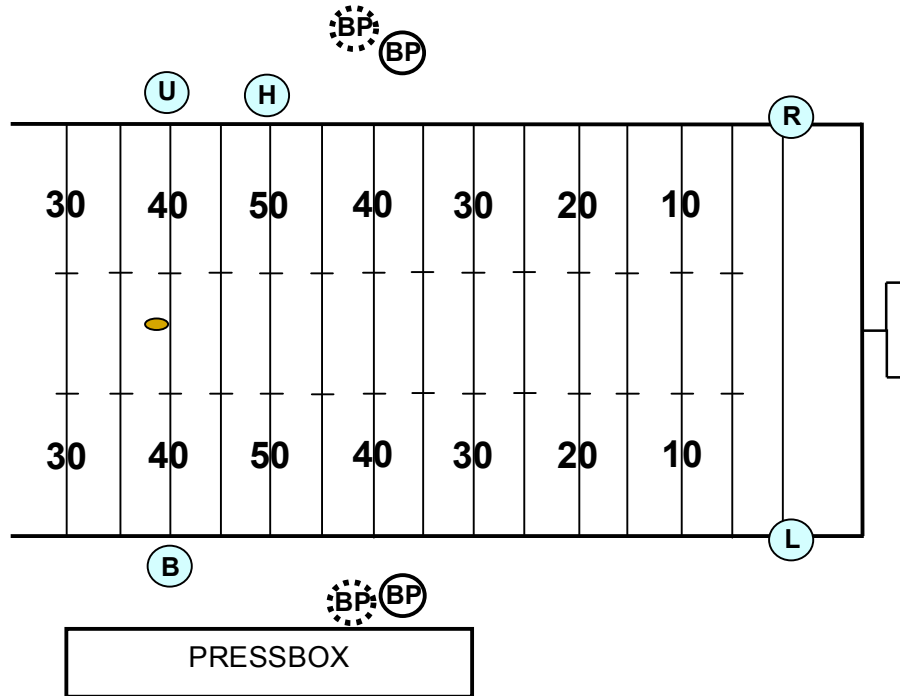
- A. RELAYING BALL – Relaying or transferring of ball should be done quickly and efficiently, with as few exchanges as possible.
- B. SPOTTING BALL – Spotting ball for succeeding down should be done with one placement. Official that spots ball should do so as quickly as practical, yet assuring ball is placed correctly when first spotted. However, any official that has positive knowledge that ball is not spotted correctly should take necessary measures, including stopping clock, to get ball located correctly.
- C. TOSSING BALL – All tosses shall be underhand, with a spiraling motion, and on a generally flat trajectory to chest level of person receiving ball. Do not toss ball over players. A crew proficient in ball handling will not allow ball to fall to ground while handling and transferring it.
- D. START OF EACH HALF OR EXTRA PERIOD – **L** and **B** will have game ball from team on their respective sidelines in hand during the coin toss or option selection. Deliver to **U** game ball from team that will kick-off or snap.

ARTICLE 5. WET WEATHER PROCEDURES

- A. ADDITIONAL GAME BALLS – Teams should provide additional game balls for use in games when wet conditions are expected. **R** must test, approve, and mark all such additional balls prior to the game.
- B. PROCEDURES – Generally the same as for dry conditions, except the wing officials will secure replacement ball from ball persons as needed, and relay to **U**, to ensure dry ball (to the extent possible) is spotted for play for the succeeding down.
- C. TOWELS – **U** should carry a towel to wipe ball dry. After spotting, **U** may cover ball with towel to keep dry. If conditions warrant, **U** may hold ball covered with towel until offense approaches to snap, then spot ball and move to pre-snap position. Other officials may carry towels, if conditions warrant.
- D. BALL PERSONS – Ball persons should have towels to wipe balls dry, and to keep balls covered. Note: By rule, no ball drying substances may be used.

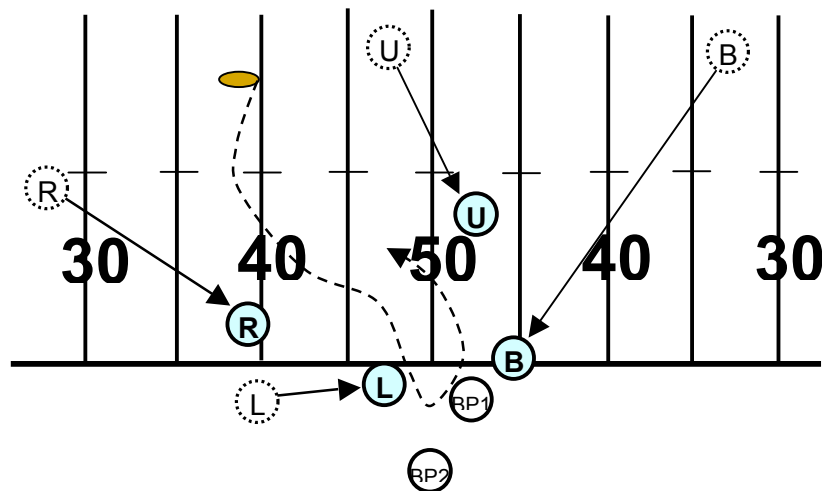
(Ball Handling cont.)

ARTICLE 6. FREE KICKS (Ball Handling)



Ball persons (BP) positioned at the Team B 40-yard line (Team A 40-yard line for kick after safety). If team on offense for succeeding play is on L sideline, L will secure 'new offense' game ball from ball person on that sideline and relay to U to spot. If team on offense for succeeding play is on H sideline, H will secure 'new offense' game ball from ball person on that sideline and spot. All officials will assist in getting replaced ball to appropriate ball person.

ARTICLE 7. SCRIMMAGE PLAYS (Ball Handling)

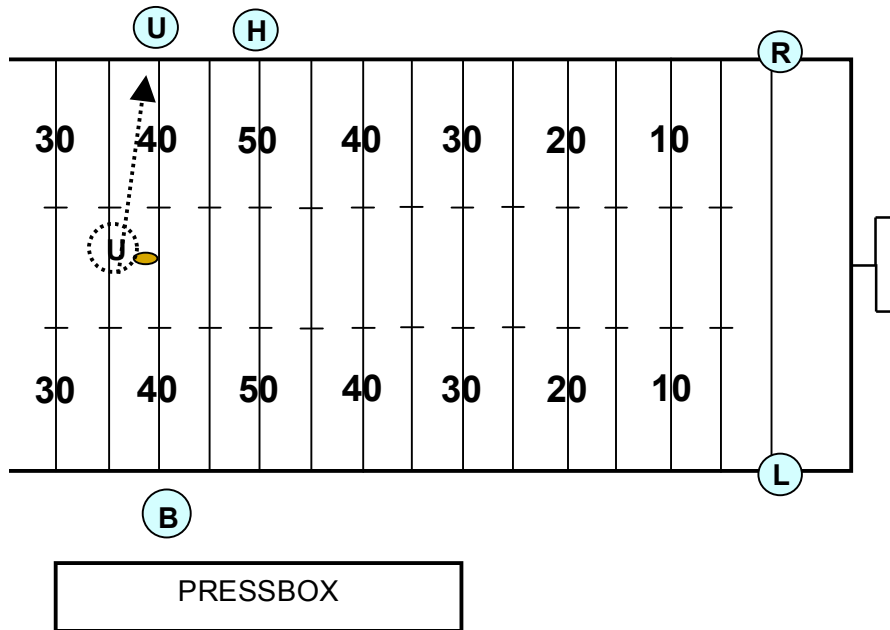


RUN ENDS NEAR SIDELINE OR OUT OF BOUNDS

Ball person(s) move toward Team B goal line as play develops, staying ahead of wing official as much as possible. L covers progress of runner as usual. R and B hustle to sideline area / team area when ball is dead. U moves to a clear area between nine-yard marks and inbounds line, and toward B. When there is no threat of foul, B secures replacement ball from ball person and relays to U. If ball is dead in or behind neutral zone, R may secure replacement ball and relay to U, if conditions permit.

- ALL** A. When the ball is dead and between the nine-yard marks:
1. **U** – when there is no further threat of foul, move to retrieve ball and place at the succeeding spot.
 2. **R** - when there is no further threat of foul, and conditions permit, move to retrieve ball and deliver to **U** to place (or personally place) at succeeding spot.
- ALL** B. When ball is dead and nearer sideline than nine-yard marks, or out of bounds:
1. **B** - when there is no further threat of foul, secure replacement ball from ball person and relay to **U**. After relaying ball to **U**, retrieve ball being replaced and toss or hand to ball person, or, if conditions permit, to wing official for placement at foot marking forward progress.
 2. **R** – when ball is dead and in or behind neutral zone and there is no further threat of foul, if conditions permit, secure replacement ball from ball person and relay to **U**.
 3. **H** and **L** – if you have forward progress and conditions permit, secure ball being replaced, or a ‘spare’ ball from a ball person, and place at foot marking forward progress. *This is to be done only if there is no threat of foul by any player, and if it does not distract any official from performing essential duties.* Assist as necessary in getting replaced ball to appropriate ball person.
 4. **U** – move to an open area between the inbounds line and the nine-yard marks, and toward the **B**; when there is no further threat of foul, permit replacement ball to be relayed to you. Spot replacement ball.
- C. When a forward pass is incomplete:
1. **H** and **L** – if pass falls to your side of the field, when there is no further threat of a foul, secure replacement ball from ball person and relay to **U**.
 2. **U** – go to side to which pass falls; move to an open area between inbounds line and nine-yard marks, and toward **B**; when there is no further threat of foul, permit replacement ball to be relayed to you. Spot replacement ball.
 3. **B** – assist as necessary in getting replaced ball to appropriate ball person.
- D. Following punt or field goal play:
1. **B** – when there is no further threat of a foul, secure ‘new offense’ ball from ball person on sideline of team now in possession and relay to **U**. After relaying ball to **U**, assist in getting replaced ball to appropriate ball person.
 2. **H** and **L** – if you have forward progress and conditions permit, secure ball being replaced, or a ‘spare’ ball from a ball person, and place at foot marking forward progress. *This is to be done only if there is no threat of foul by any player, and if it does not distract any official from performing essential duties.* Assist as necessary in getting replaced ball to appropriate ball person.
 3. **R** – assist as necessary in getting replaced ball to appropriate ball person.
 4. **U** – move to an open area between the inbounds line and the nine-yard marks to sideline of team now in possession; when there is no further threat of foul, permit replacement ball to be relayed to you. Spot ‘new offense’ ball.
- E. When **R** or **U** determines that ball is unfit for play, any official shall obtain a replacement ball from a ball person and deliver to **U**.
- F. Be alert that only game balls marked by the **R** are submitted for use during the game.

SECTION 10. FREE KICKS



U take position in center of field with kicker, give instructions and move to A's restraining line, opposite press box side. *B* is on the press box side on Team A's restraining line. *H* is opposite press box side, on Team B's restraining line. *L* is on press box side at the goal line. *R* is opposite the press box at the goal line.

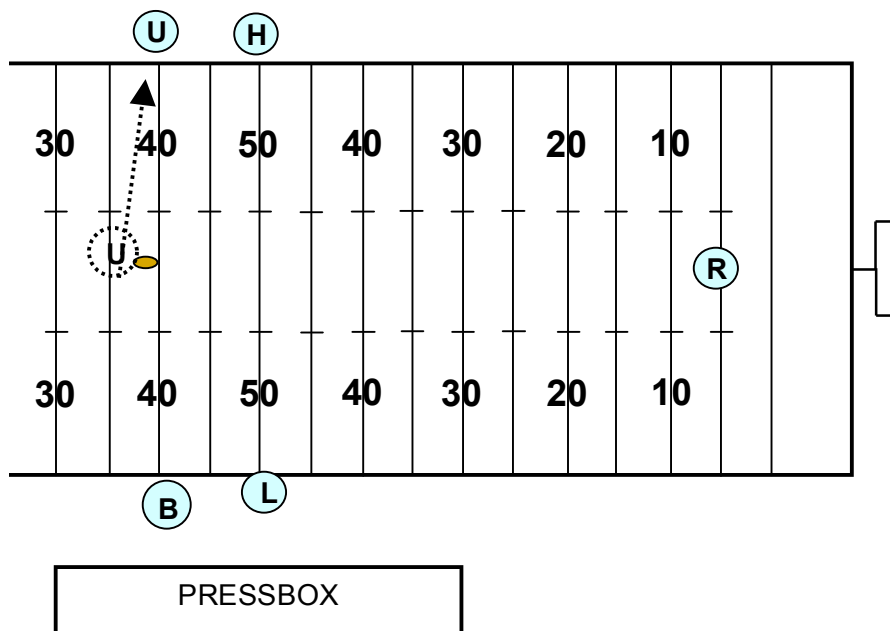
ARTICLE 1. KICKOFFS

- B** A. Take position on A's restraining line, press box side. Check sidelines to make sure all non-players are out of the restricted area. Ensure Team A players have complied with the 9-yard mark requirements. When all are ready, indicate by raising and keeping one arm aloft until **R** drops arm and sounds his whistle. Be alert for Team A offside. Count Team A players. Following the kick, cover the side line with **L** and key on the three Team A players on your side, be prepared to cover goal line should the runner break.
- L** B. Take position on press box side at the goal line. Count Team B players. Following the kick, you have the ball carrier if the ball is caught in your zone. Remain with the ball carrier until you release him to another official. If the ball is caught in the Referee's zone, your key is the lead blocker,
- H** C. Take position off the sideline opposite the press box at Team B's restraining line. Count Team B players. Following the kick, cover the side line with **R** and key on the three Team A players on your side, be prepared to cover goal line should the runner break.
- R** D. Take position off the sideline at the goal line of Team B, opposite the press box. Count Team B players. Following the kick, you have the ball carrier if the ball is caught in your zone. Remain with the ball carrier until you release him to another official. If the ball is caught in the **L**'s zone, your key is the lead blocker.
- U** E. Caution the kicker to wait for the signal and whistle. Also caution him not to kick the ball if it falls from the tee.

- F. Take position with the kicker, give him instructions and move to A's restraining line, opposite press box side. Count Team A players. Ensure Team A players have complied with the 9-yard mark requirements. When you get to the sideline and turn to face the field, **R** drops arm and sounds his whistle. Be alert for Team A offside. Following the kick move toward inbounds line and key on the kicker and the five Team A players in the middle of the formation.
 - G. Caution the kicker to wait for the signal and whistle. Also caution him not to kick the ball if it falls from the tee.
 - R** H. Obtain all crew members' ready signals and when the **U** reaches the sideline and turns to face the field, sound your whistle as you give the ready for play signal. Assist **B** to ensure the correct numbers of players are on each side of the kicker when ball is kicked.
 - B** I. When ball is kicked, ensure the correct number of players are on each side of the kicker. Be alert for Team A offside.
 - ALL** J. Mark the out of bounds spot, with flag if appropriate, if kick goes out of bounds between goal lines. Maintain position enabling coverage of your sideline at all times. If kicked in your area, cover any muff, advance, or any Team B player who catches or recovers the ball.
 - K. Observe any player who is out of bounds before or during the kick, including Team A players who enter the field after the ball is declared ready for play.
 - L. Observe legality of blocks and action away from the ball when not covering the runner.
 - M. Be alert for short and "pooch" kicks.
 - R, L** N. If kick goes deep, retreat to position to observe actions involving the goal line, sideline or end line. **R** will take the ball only if in his side zone. The official who does not have the ball is responsible for action in front of runner. If touchback occurs, move into field of play to stop any late or illegal actions but do not ignore players behind you.
 - B, H, U** O. Watch for infractions involving restraining lines. Watch for short kick and whether it is touched or recovered legally or illegally.
 - ALL** P. Be alert for fair catch signal and interference with the opportunity to catch a kick.
- NOTE: Maintain position in front of player attempting to catch the ball. When you do not have the ball, take a position to observe action in your area ahead of the runner.*

(Ball Handling cont.)

ARTICLE 2. OBVIOUS SHORT FREE KICKS BASIC POSITION



R will determine when to move into short free kick formations and will move near the yard line of the deepest receiver. H opposite press box on Team B's restraining line. U with kicker, give instructions to kicker and move to Team A's restraining line opposite press box side. B, Team A's restraining line, press box side. L to Team B restraining line, if kick is long, L will retreat toward Team B's goal line and assume normal responsibility ahead of runner in his area.

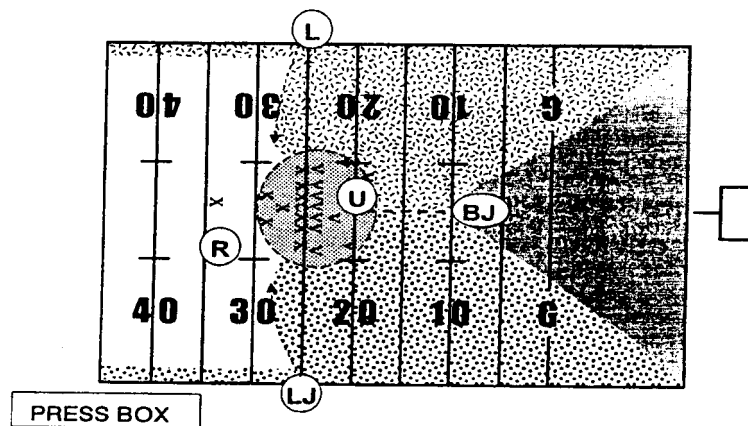
ARTICLE 3. FREE KICK AFTER SAFETY

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

ARTICLE 4. AFTER TRY OR SUCCESSFUL FIELD GOAL

ALL A. After try or successful field goal, note time.
U B. Obtain ball of team which is to kick off. Move up either team's sideline to kicking team's restraining line. Upon notification from the B, instruct the kicker and hand him the ball and move to your sideline. **BE ON THE SIDELINE BEFORE THE INTERMISSION EXPIRES.**

SECTION 11. PLAYS FROM SCRIMMAGE



R takes runner sideline to sideline behind line of scrimmage. *H* and *L* watch action on line of scrimmage; take runner in their side zone; responsible for their sideline. *U* watches 5 interior linemen and runner in his area on short drives. *B* has deep responsibility; helps with out of bounds runs, especially in team areas.

ARTICLE 1. BASIC POSITIONS

- ALL** A. Basic positions may vary, depending upon play situations, team formations, the field and weather conditions. Always box in the play. Avoid positions that may cause scrambling to avoid interference with players.
- R** B. Be in a position 12 to 14 yards deep and outside the shoulder of tight end or where he would usually line up on the line of scrimmage, where you may comfortably see the ball and backs except flankers, or a man in motion toward you. Usual position on long or open side of field behind the deepest back or backs, in position to see the snap. May work on the throwing arm side of the quarterback if desired.
- C. Check the offensive formation and count the offensive players.
- D. Check the set backs and quarterback for illegal motion, the ball at the snap; and assist the **U** if there is movement of restricted linemen.
- U** E. Alignment is variable according to formations of both teams avoiding position which will interfere with linebackers. Adjust distance behind the defensive line according to width of Team A's formation and, except on goal line or try situations be at least five, but seldom more than seven yards deep. When ever possible coordinate your position with that of the **R** for best coverage of interior line play. Read point of attack and your interior linemen. Know the ineligibleibles and where a forward pass first strikes anything.
- H, L** F. In the neutral zone extended and WIDE, stay on or near sideline. Do not setup inside the 9-yard marks on your side. Adjust to the formation. Indicate offensive line of scrimmage by an extended foot, don't exaggerate. Take final position astride the neutral zone. Hand signals shall be used to indicate when the Team A player closest to you, on your side, is off the line of scrimmage. If Team A has an unbalanced line, the flank official who has four (or more) linemen on his side may so indicate by putting his open hand to the side of his face.
- H, L** G. For a snap at your inbounds line, be on or outside the sideline.

- H, L** H. Responsible for legality of motion man whenever he is on your side of the snapper (in any direction), until the snap. DOES NOT RELIEVE OPPOSITE OFFICIAL FROM MAKING OBVIOUS CALL!
- I. Be aware of the importance of assisting **R** in marking forward progress behind the neutral zone, particularly when goal line is involved.
- B** J. Take position slightly behind deepest defensive back, at least 20 to 25 yards beyond scrimmage line. Favor the open side or middle of the field. Adjust to flankers and possible receivers. Be on the side of the tight end if only one.

ARTICLE 2. DETERMINING AND PRIORITY OF KEYS AND GENERAL PROCEDURES

- A. In determining keys, the following definitions are needed for clarification purposes:
 1. STRENGTH OF THE FORMATION: Determined by the number of eligible receivers on a particular side of the offensive formation. Strength has nothing to do with the number of linemen on each side of the center, but rather the number of eligible receivers outside the tackles. If there is no strong side, strength is declared to L's side.
 2. TIGHT END: The end man on the line of scrimmage lined up no more than four yards from the nearest offensive lineman.
 3. BACK IN BACKFIELD: A player in the backfield between the tackles at the snap.
 4. TWINS. Two receivers outside the offensive tackle on both sides of the formation.
 5. TRIPS: Three or more receivers outside the offensive tackles on the same side of the ball.
 6. QUADS. Four receivers outside the tackle on the same side of the ball.
- B. The priority of keys to determine initial assignments for each official is as follows:
 1. **B**
 2. **L** and **H**

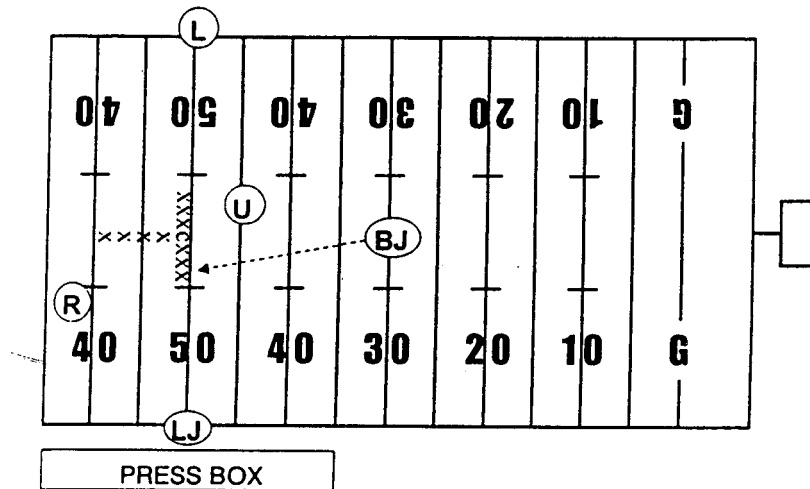
*NOTE: Do not key the same player as the official ahead of you in the priority. **L** or **H** will not key the same player as the **B**.*
- C. **B**'s assignment is based on the strength of the formation; normal assignment is the tight end on the strong side.
- D. **B** has greatest responsibility for observing receivers more than eight yards beyond neutral zone, sideline to sideline. When not **B**'s key, **B** must immediately shift attention to intended receiver when pass is released, and rule on contact, regardless of proximity of receiver to another official.
- E. When there are "twins," **B** primary key is second receiver from the sideline on the **L** side. **B** secondary key is receiver entering middle zone from the opposite side. **B** must observe primary key, then shift attention to secondary key as soon as possible.
- F. When there are "trips" (triple receivers) on the same side, the two receivers nearest to each other ("clustered") will become the keys of the nearest official (flank official to that side or **B**); the remaining receiver will become the key of the other official. When in question, the **L** will key the two nearest receivers.
- G. If there is a motion back, strength may change by the motion back's location at the snap. Officials will take a 'snapshot' of the formation *at the snap* and key the appropriate receivers as indicated herein.
- H. Officials will observe keys until they have moved clear of opponent(s) defending

them; then look for action on/by other receivers in their respective zones. When not their key, **H** and **L** must immediately shift attention to intended receiver when pass is released.

- I. Flank officials must be aware of all wide players to their sides blocking back toward the ball (possible illegal block below waist, clip, etc.).

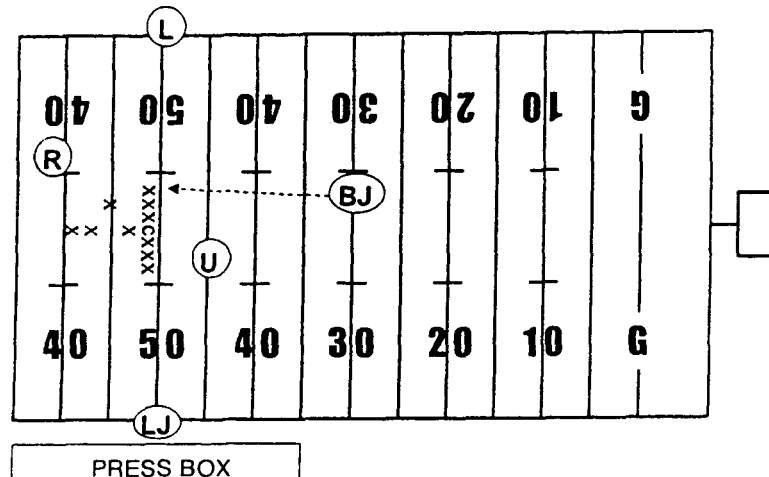
ARTICLE 3. **B KEYS**

A. BALANCED FORMATION "I"



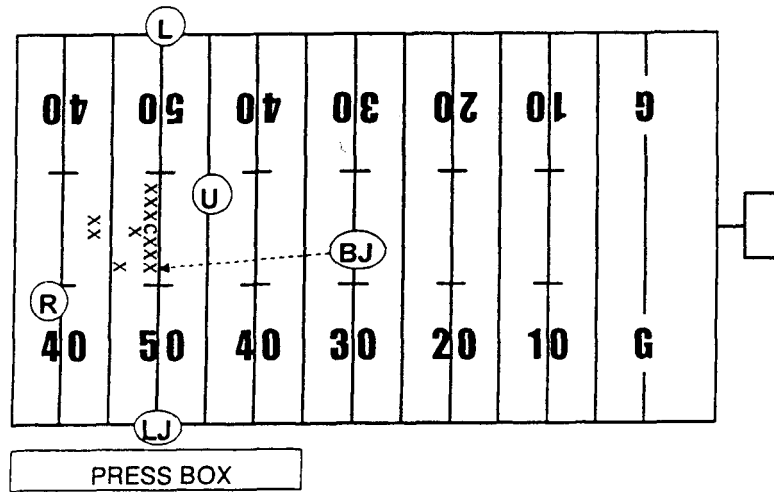
*Balanced formation, declares strength to **L**'s side. **B** has the end on **L**'s side. **H** is responsible for initial action on or by the end on his side.*

B. STRENGTH TO H's SIDE



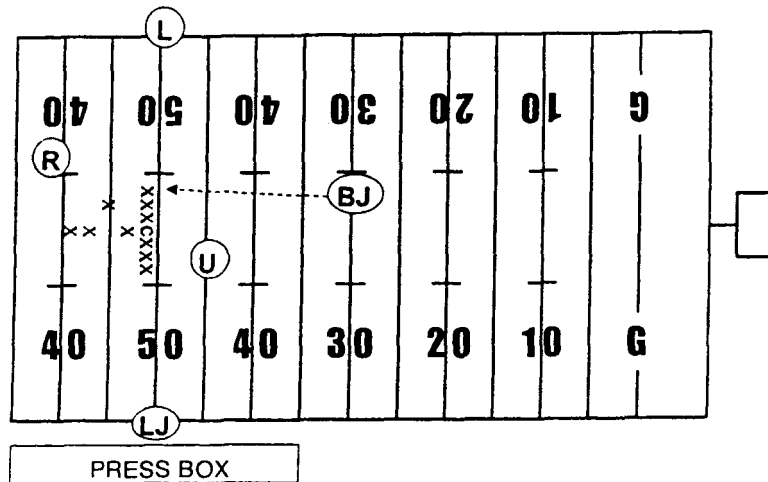
*When the formation is as above, the back shows strength to **H**'s side, **B** has the end on the **H**'s side; **L** is responsible for initial action on or by the end on his side.*

C. STRENGTH TO L's SIDE



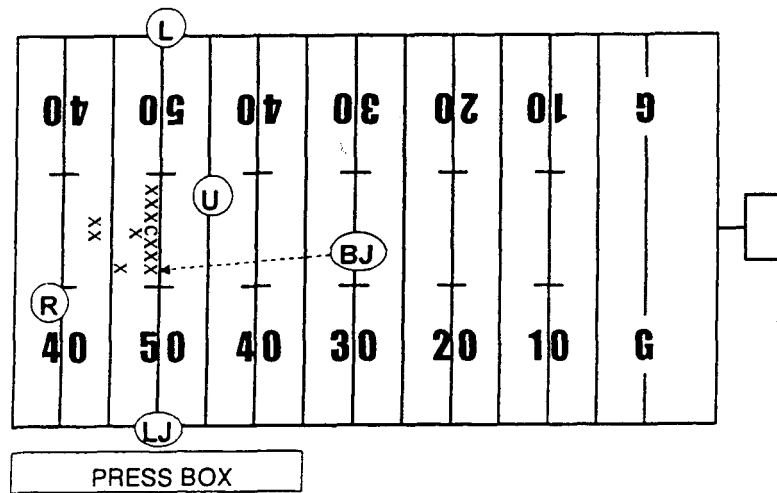
When the formation is as above, the back shows strength to L's side. B has the end on L's side, H is responsible for initial action on or by the end on his side.

D. STRENGTH TO H's SIDE



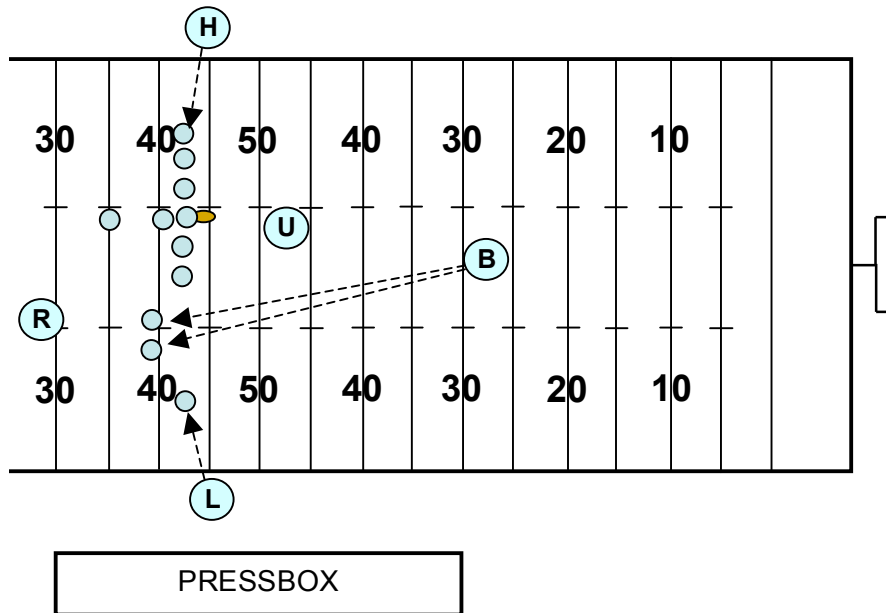
When the formation is as above, the back shows strength to H's side, B has the end on the H's side, L is responsible for initial action on or by the end on his side.

E. STRENGTH TO L's SIDE



When the formation is as above, strength is declared to L's side. L will key the outside back, B is responsible for the action on or by the end, H is responsible for the action on or by the back and end on his side.

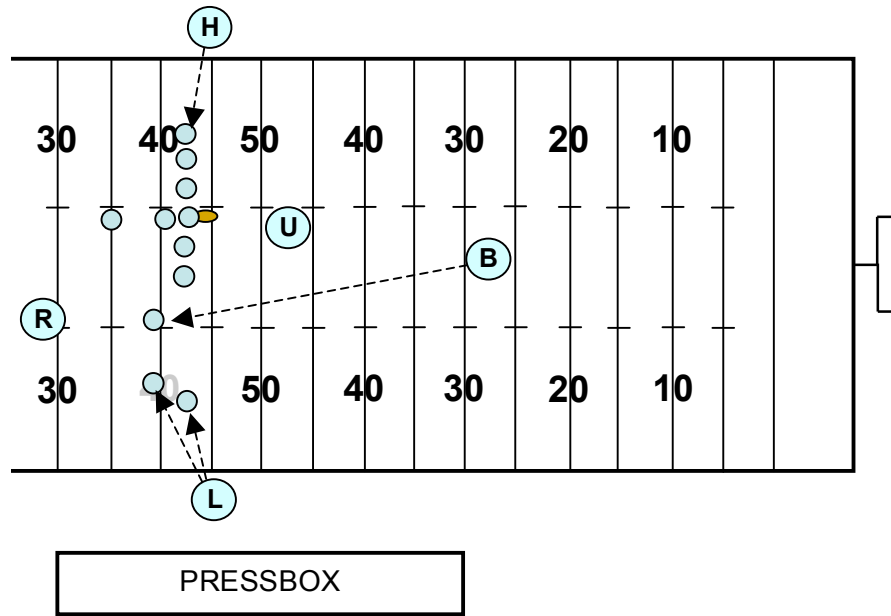
F. TRIPLE RECEIVERS ON ONE SIDE ("TRIPS")



EXAMPLE 1

(cont.)

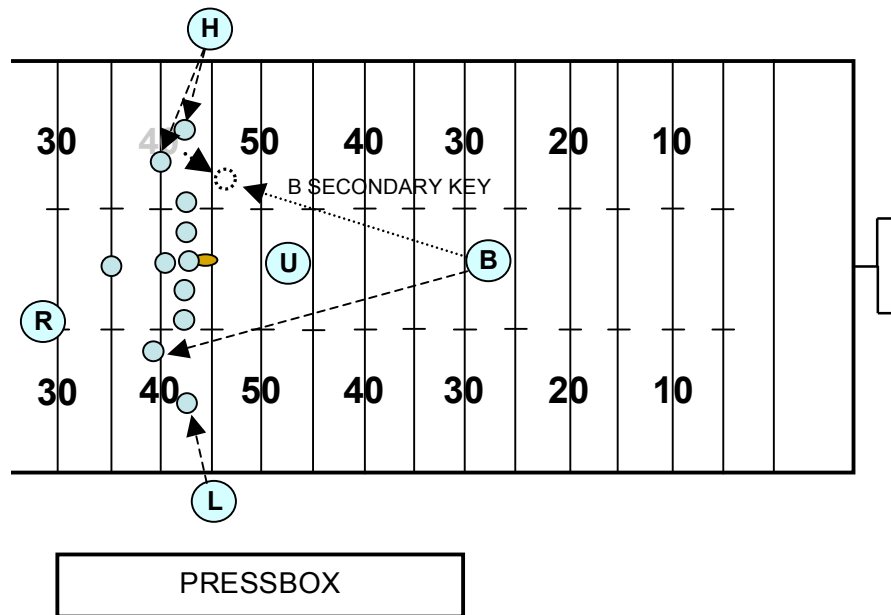
("Trips" cont.)



EXAMPLE 2

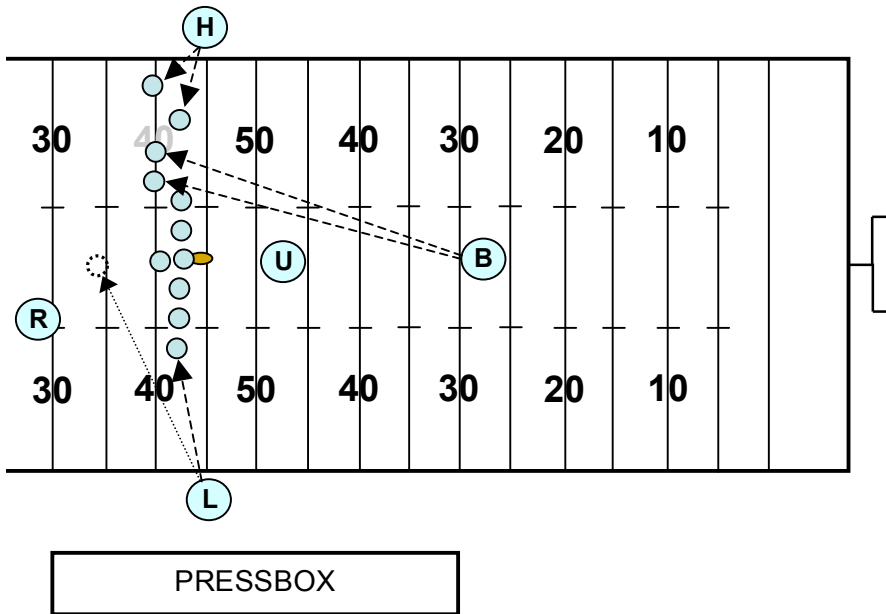
When the formation shows "trips", "clustered" receivers become key of nearest official (**B** in Example 1 above; **L** in Example 2). Remaining receiver becomes key of other official (**L** in Example 1 above; **B** in example 2). **H** key is end to that side.

G. DOUBLE WING ("TWINS")



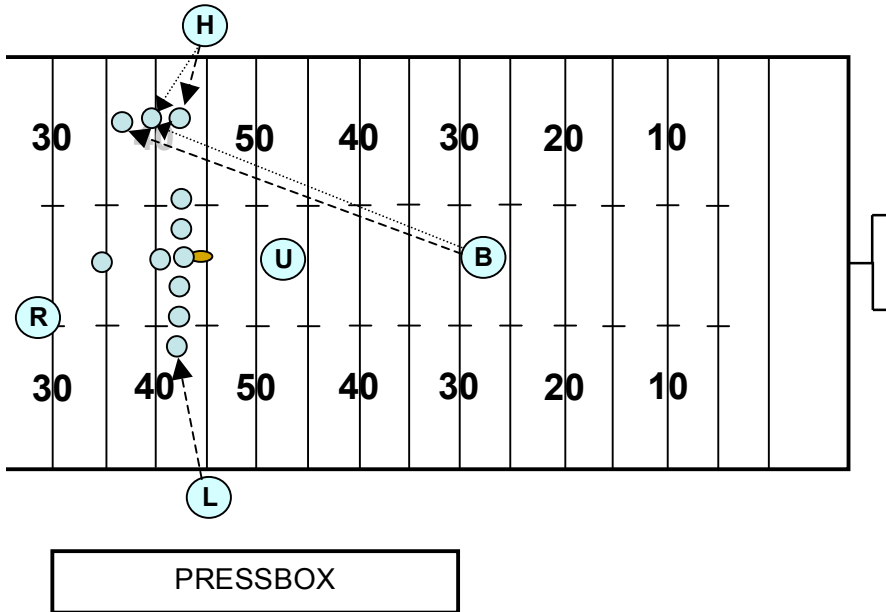
When the formation is a double wing or "twins," strength is declared to **L**'s side. **B** will key the second receiver from the sideline on **L**'s side (regardless if on the line or in the backfield). **L** will key the widest receiver on his side and look through to his tackle. **H** will key the end and flanker on that side. **B** must shift attention to receiver entering middle zone from opposite side as soon as possible.

H. FOUR RECEIVERS TO ONE SIDE "QUADS"



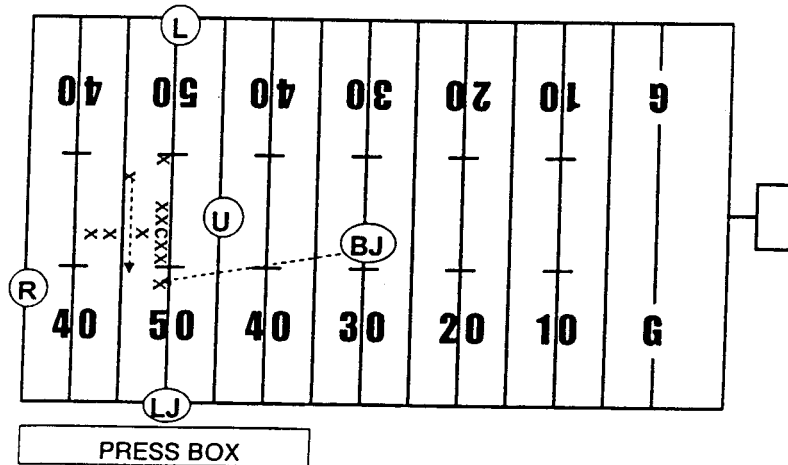
When the formation is "quads," the flank official (**H** in example) to that side will key the two outside receivers. **B** will key the two inside receivers. Opposite flank official (**L** in example) will key end (or back) to that side.

I. STACKED "TRIPS"



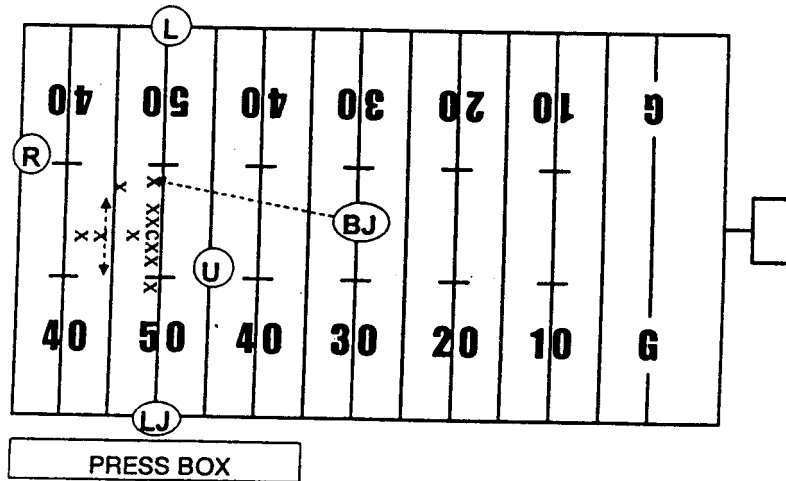
When the formation is stacked "trips," flank official (**H** in example) will key front and middle receivers; **B** will key middle and rear receivers. Opposite flank official key is end to that side. (Note: If stacked "quads," flank official keys are two front receivers; **B** keys are two rear receivers.)

J. MOTION WHICH CHANGES STRENGTH



When the formation is as above, when Team A sets, strength is declared to H's side, but when the motion back is clearly on L's side of the ball when the ball is snapped, strength has changed. L takes the motion back after the snap, H takes the end on his side. B switches keys when the motion back is clearly on L's side of the field at the snap. B has the end on L's side.

K. MOTION WHICH DOES NOT CHANGE STRENGTH



Motion as shown above, the "I" back in either direction does not change strength. Above, strength is still to H's side.

SECTION 12. RUNNING PLAYS

ARTICLE 1. REFEREE

- R**
- A. **R** is responsible for the ball and the runner and action around him to the neutral zone. If the action is not in the direction of your original position move toward or parallel to the scrimmage line, maintaining position approximately in line with the runner's progress. Close in on the ball when it becomes dead. If in the direction of your position be deep enough so you do not have to step back to allow necessary clearance and then move toward or parallel to the scrimmage line, maintaining a position approximately in line with the runner's progress. Close in on the ball when it becomes dead and there is no threat of a foul. If the ball is thrown, with help from **H/L**, rule whether if it is backward or forward. When the runner in the side zone reaches the neutral zone, turn him over to the **L** or **H**. Responsible for forward progress spot behind the neutral zone and out of bounds spot behind the neutral zone. Observe players and give support on sideline plays. Cooperate with **U** on spotting ball. Quick handoffs that result in short yardage gains will be the responsibility of the **U** or wing officials with the **R** concentrating on action behind the ball. When the quarterback turns up field with the ball, assume responsibility for the "pitch man", until there no longer a threat of a foul. On plays into the line, if runner is driven back after forward progress is stopped, retrieve ball from runner and relay to official covering spot.

ARTICLE 2. UMPIRE

- U**
- A. Position prior to the snap should be approximately a yard back of and to the side of, or between the linebackers, so that ball and all interior linemen can be seen. Under normal circumstances **U** should be opposite the tight end. **U** will vary position and ensure that the players cannot be sure of his position on each play.
- B. Just prior to and at the snap **U** will be certain the defensive team does not use words or signals which obviously disconcert their opponents when they are preparing to put the ball in play. **U** should be in position to see the snap and rule on illegal movement of lineman or ball. **U** is responsible for the legality of the snap with assistance from the **R** and wing officials. **U** continues to observe his area of responsibility as long as there is a threat of action.
- C. When play develops in his direction, **U** will read the ineligible pass receivers on the line of scrimmage. When a hole opens, he should move away from it as nearly laterally as possible. **U** should check for illegal use of the hands and holding and other fouls by both offensive and defensive players in his area.
- D. As the play develops between the tackles, **U**'s primary responsibility to cover the action of players at the point of attack, then behind the ball and finally around the runner.
- E. On short, quick runs through the line, between tackles in close formation, **U** generally will sound his whistle when the runner's forward progress stops directly in front of him, on his side of the line of scrimmage. **U** always takes forward progress from the wing officials.

- F. When the runner moves into the side zone, **U** will clean-up the area between his position and the ball. **U** may, if necessary, move in near the sideline when he is needed to give proper coverage of the action go where the play makes you go. When the ball is in the side zone, **U** is in position to observe action away from the ball and around the runner from an inside out position. When the play is over, all officials have responsibility to rule on late blocks and other illegal acts.

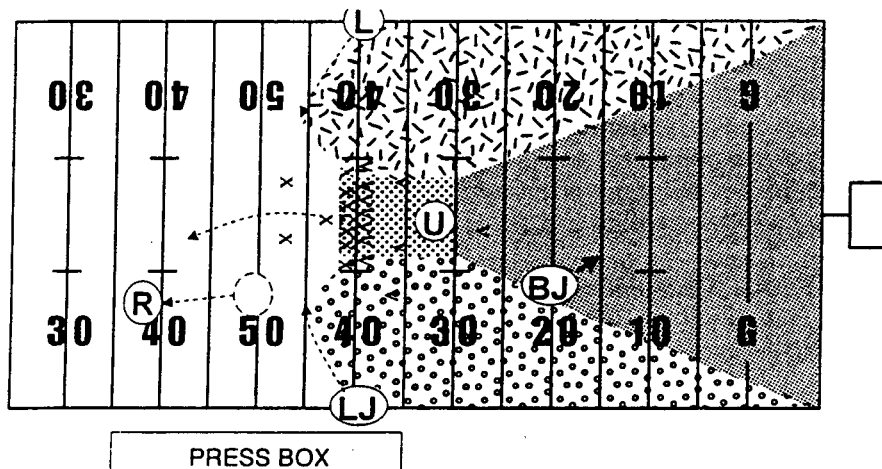
ARTICLE 3. HEAD LINESMAN, LINE JUDGE, BACK JUDGE

- H, L** A. Initial position should be on the sideline. NEVER TURN YOUR BACK TO THE BALL. Cover the runner in your side zone beyond the line of scrimmage and out of bounds. Mark forward progress with down field foot, extended slightly toward the spot, don't exaggerate. When marking forward progress, converge rapidly on the dead ball spot when play in your area permits. Be alert to cover forward progress spot when runner has been thrown back. Work the ball as needed.
- B. Observe initial charge on your side. You are responsible for blockers and action on ends and linebackers on your side. Pick up runner when he crosses the neutral zone in your area. Spot ball on quick thrusts and close line plays. If play goes away from you, observe action behind runner and assist with action on the pitch man if he does not receive the ball. Maintain a position in relation to the runner's progress observing the play behind the **U** and in front of the **B**. Be alert for the runner returning to your area.
- B** C. Cover play from behind defensive backs. Watch for action by and on your key(s). Bracket runner between yourself and either **H** or **L**, depending on the side zone runner is occupying. Maintain enough depth to keep players boxed in. Cover continuing action in advance of the runner.
- D. On out of bounds runs, especially in team areas, move into dead ball area and assist flank officials and **R** with maintaining order. The presence of another official stops most dead ball fouls in the team areas. Some out of bounds runs may necessitate coming rapidly into the team area while observing all action. Go where the play makes you go.
- R, B** E. When the runner goes out of bounds, from your area, you are responsible to follow the runner to assure there are no fouls outside the sidelines. Be particularly alert when the runner goes out of bounds into the opponent's team area. Go where the play makes you go.

ARTICLE 4. GENERAL

- ALL** A. Watch for fouls by blockers leading the runner and for fouls after ball is declared dead. The use of signal #7 to indicate dead ball should be used only by **R** when fouls are involved.

SECTION 13. FORWARD PASSES
BASIC POSITIONS AND AREA COVERAGE



ARTICLE 1. REFEREE

- R** A. When passer retreats, remain wide and deeper than the potential passer. **R** is solely responsible for intentional grounding. He may consult with other officials on the position of eligible receivers. Remain behind line to observe legality of the throw and action against the passer. After the passer throws the ball, continue to observe him until there is no threat of a foul. Ensure that passer is not roughed or thrown roughly to the ground. Verbally alert defenders when passer has released the ball. Continue to observe offensive and defensive action behind the line before moving out of the area. Other officials will cover play downfield. With help from the **H/L**, determine whether pass is forward or backward and give appropriate signal. Move to spot of pass; if illegal, drop flag while continuing to officiate.
- U** B. Check legality of numbers of interior offensive linemen at the snap. Observe action of players on and directly behind the neutral zone, illegal advance of ineligible and assist with trapped and buttonhook passes. When **U** reads a forward pass play, he should step toward the line of scrimmage. This removes him as a target and opens up his area for shallow drag-pass patterns. This position permits **U** to observe linemen moving illegally downfield. After observing play of linemen and their contact with up blocking backs, pivot to assist on low trajectory and short passes over the center of the line. Know where ball first touches anything on forward pass. Use signal #11 when appropriate. Assist **R** in determining legality of forward passer.

ARTICLE 2. HEAD LINESMAN, LINE JUDGE, BACK JUDGE

- H, L** A. Assist **U** in checking the legality of numbers of offensive interior linemen. Check legality of positions for players with eligible numbers. After initial charge of linemen, move into position to check blocking and contact of eligible receivers and linebackers. Be ready to rule on the direction of a quick quarterback pass. Drift downfield cautiously for the first 5-7 yards, approximately halfway between flat zone and deepest receiver. While pass is in flight, move to the most advantageous position to judge the play. Always be prepared to come back to rule on play near the neutral zone in addition to sideline action. Observing the wide initial position is helpful in covering any pass. If potential passer decided to run, you must cover him beyond the neutral zone. Entire sideline is your responsibility.

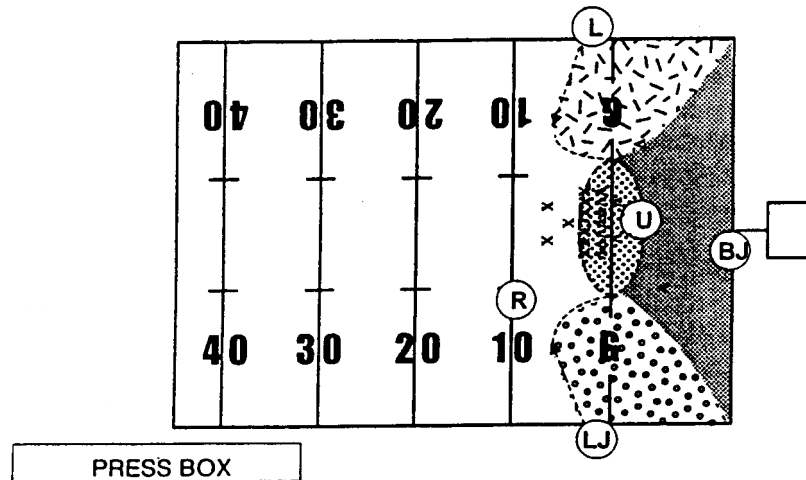
- B. After an incompleteness, obtain ball from ball person and form a relay to return the ball to official nearest the previous spot.
 - C. If an airborne player receives a pass near the sideline and first returns to the ground out of bounds, after giving the incomplete signal, the covering official may, with both arms, give a sweeping motion toward out of bounds.
- B**
- D. Cover play from behind deepest receivers. Bracket pass receivers between yourself and either **H** or **L**, depending on location of receivers in side zone. Cover deep receivers down middle and to sidelines. The end line is your responsibility. When pass is thrown go to the ball.

ARTICLE 3. ALL

- A. Be alert for an illegal pass, especially after a completion, observe touching or catching by an ineligible player. Watch particularly for holding or illegal contacting eligible receivers and all contact beyond the neutral zone both before and after the pass is thrown. Observe action when opposing players contest for the pass. When ruling on pass reception involving the sideline, only the signal governing should be used. Repeat signal three times. After an incompleteness, obtain a ball from a ball person and form a relay to return ball to official nearest the previous spot.
- B. When contact occurs on a pass that is uncatchable, and the covering official does not drop his penalty marker, the covering official will give the uncatchable pass signal. (S17)

SECTION 14. GOAL LINE PLAYS

BASIC POSITION AND AREA COVERAGE



Except when a field goal attempt is indicated on a try, the crew will setup as on any other short yardage down. (See Section 17 for Field Goal Attempts)

ARTICLE 1. GOAL LINE

- R** A. Position and coverage the same as for other scrimmages with the forward point of advancement usually determined by the wing official. Signal score only after being positive all requirements are met.
- U** B. Ordinarily need not be as deep as for other scrimmage plays. When runner has made quick thrust into the line at your feet, be sure the ball is not moved forward after it is declared dead. Never signal score but assist the **H**, **L**, verbally or visually, they will signal score.
- H, L** C. Initial position must be wide on or near the sideline. Move toward the goal line and rule on the score or on accurate forward point when you see the ball. Be alert for a forward pass.
- B** D. Ordinarily need not be as deep as for other scrimmage plays. Start on the end line if snap is from on or inside the 10 yard line. Assume complete responsibility of end line coverage. In short yardage situations, i.e. running plays, be alert for illegal activities in the fringe areas.
- U, H, L** E. If ball's forward progress stops short of the goal line, move in on the ball, mark and hold the dead-ball spot until ball is spotted for the next play.
- ALL** F. Indicate score by touchdown signal only when in position to determine same, being positive that requirements are met.

SECTION 15. FUMBLES

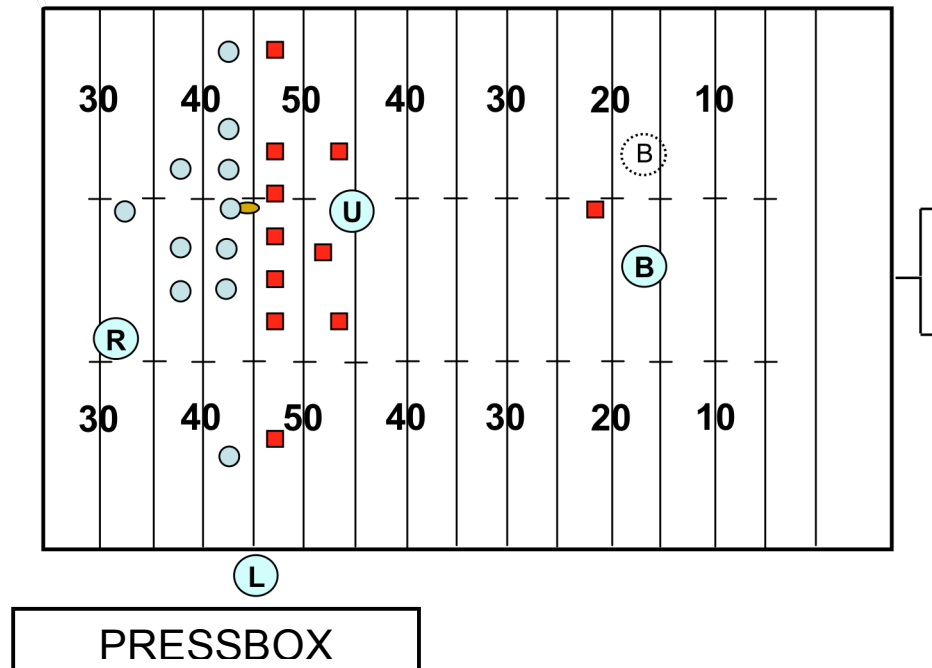
ARTICLE 1. SIGNALS

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

ARTICLE 2. DIGGING OUT FUMBLES

- A. Should it become necessary to "dig it out", the nearest official should dig for the ball, the next official to the area should signal to stop the clock and look to the clock to ensure it is stopped. The stop the clock signal should be relayed by the remainder of the crew. When the digging official determines possession he should verbally relay possession information to the nearest standing official, normally the **R**, who will then signal the proper direction. If possible, the signaling official will point to the recovering player to assist the press box. Only the **R**, if he is not the signaling official, should relay the direction signal. See Section 8 for bean bag mechanics on fumbles.

SECTION 16. SCRIMMAGE KICKS (OTHER THAN OBVIOUS FIELD GOAL ATTEMPTS)



R watches play on kicker, *H* holds until ball crosses neutral zone, then moves slowly downfield covering on his side between line of scrimmage and deep receiver(s). *U* takes initial position 8 - 10 yards deep. *L* stays on line until ball will be kicked without risk of block, then moves downfield covering his side between the line of scrimmage and the deep receiver(s). *H* and *L* be alert for blocked or partially blocked kick. *B* takes a position behind receiver(s). *H*, know if kick crosses neutral zone. Be alert for delay by kicking team designed to confuse opponents.

ARTICLE 1. BASIC POSITIONS AND COVERAGE

- R** A. Takes position at the side of the kicker, wide enough to see the ball from snap to kick. Be able to see blockers and kickers at the same time. Be in position to be even with, or slightly in front of the kicker when ball is kicked. Adjust to the situation; warn potential kicker if he is on or outside the end line prior to the snap.
- R, U** B. Count offensive players.
C. Be alert for delay by kicking team to confuse opponents.
- U** D. Adjust to field position 8 to 10 yards deep favoring the L's side of the field. Face the offensive line during the initial charge, observing the action of Team A and Team B players. Observe defensive man over center. Avoid serious injury to the snapper. Shift observation to contact between defensive players and protectors behind the line. After players move past your position, turn and move toward the return area to observe for illegal action by players of either team. Be alert for sleeper plays.
- H, L** E. If the kick is short or partially blocked, know if it crossed the neutral zone.
- H, U** F. Same as for runs and passes. Check offensive linemen for on or behind the line and for an unbalanced line.

- B** G. Take position outside and behind the deep receivers. Position yourself on either side so that you may have the best view on the catch. Adjust to play area and assume responsibility for coverage into either sideline. If necessary to retreat, move backward at a 45° angle.

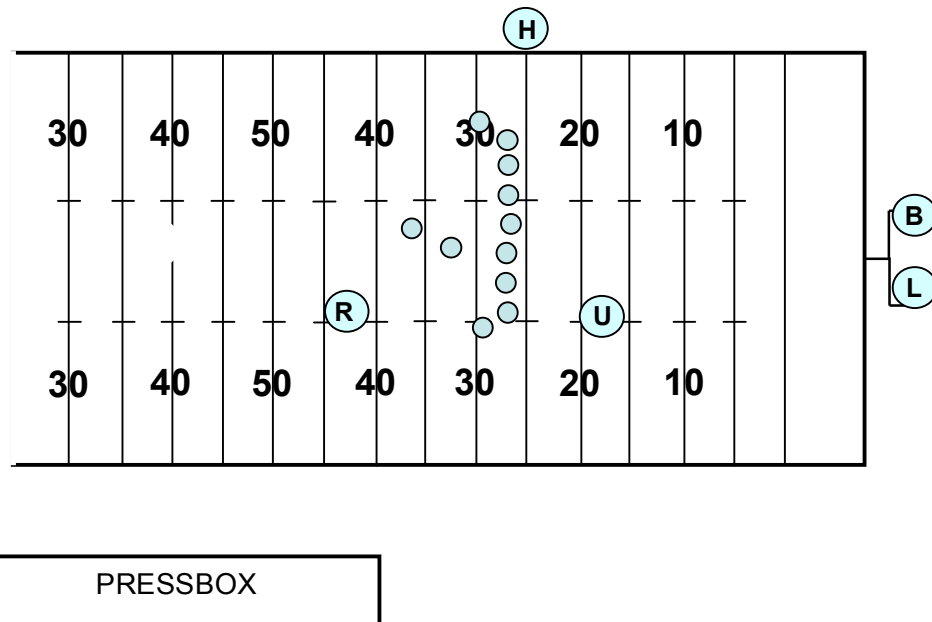
ARTICLE 2. AFTER THE SNAP

- R** A. Watch blocking and illegal action by players behind the line. Observe action of and against the kicker, using signal #11 if appropriate, and observe players while proceeding slowly downfield if the kick remains inbounds. If the flight of the kick is toward a sideline, move quickly to position in line with the flight and use arm signals to direct the official covering that sideline to out of bounds spot. When correctly aligned, drop your arm as indication that the official hold the spot until ball is spotted for next down.
- B. If the kick is caught or recovered downfield, be conscious of coverage of either sideline. Be prepared to take over the runner.
- R, U, H, L** C. Be alert for blocked kick. Be alert for recovery and advance.
- U** D. Look down the line at the initial charge, checking blocks of offense and action by defensive players. Observe defensive linemen over center to avoid serious injury to snapper. Shift observations to contact between defensive players. After players go past your position turn and move toward the return area, observe the center picture for illegal action by players of either team, assist with substitutes. Be alert for sleeper plays.
- H, L** E. If the kick is short or partially blocked, know if it crossed the neutral zone.
- H** F. Primary responsibility to know if kicked ball crosses neutral zone.
- H** G. After initial line charge, observe offensive backs for holding, and defensive holding in the line area. If the kick is short to your side, observe first touching, legal or illegal, kick catch interference, valid or invalid signal for fair catch. Maintain position to cover in front of the runner after catch or recovery of the kick, maintain coverage until the runner cuts toward the opposite side or, if on your side, is picked up by you. You have responsibility for the entire sideline on your side.
- L** H. After initial line charge, observe offensive backs for holding, and defensive holding in the line area. When it is obvious that the kicker will successfully kick the ball, immediately move downfield in an easy run. If the kick is short to your side, observe first touching, legal or illegal, kick catch interference, valid or invalid signal for fair catch. Maintain position to cover in front of the runner after catch or recovery of the kick, maintain coverage until the runner cuts toward the opposite side or, if on your side, is picked up by you. You have responsibility for the entire sideline on your side.
- H** I. When the kick has clearly crossed and will not threaten the neutral zone, release and move downfield.
- H, L** J. During the flight of the ball continue moving downfield, particularly observing action on and by the “flyers” (Team A players charging the receiver). It is not necessary to get to the yard line of the receiver before the catch attempt is made; simply move downfield on an easy run until the ball is in return, then reverse direction and work forward progress as any running play. Be alert for a sudden cut toward your side and possible exchange in coverage of the runner. When you do not have the ball, take a position to observe action in your area ahead of the runner. You have all forward progress, including a receiver that makes a fair catch.

ARTICLE 3. AFTER THE KICK

- B** A. If kick is short to either sideline, the sideline official will assume responsibility for the ball. Observe action in front of the ball. On all other kicks cover the receiver, taking a position ahead of the receiver if possible. Observe first touching, interference, and fair catch situations. Cover kicks on ground or in air which go 25 yards or more. If in doubt as to spot of out of bounds kick in the air, raise hand and **R** will assist. If there is any question regarding covering official, communicate verbally.
- H, L** B. If kick goes to side opposite you, drift downfield while kick is in flight, observing all action and be alert for a sudden cut toward your side and possible exchange in coverage of the runner. When you do not have the ball, take a position to observe action in your area ahead of the runner.
 - C. Mark and hold out of bounds spot of rolling kick on your side. Be alert to cover and accept **R**'s signal in spotting out of bounds kick in flight.
- B** D. **B** will be primarily responsible for ruling on fair catch signal in his area. **L** and **H** observe other action surrounding the ball. If player signaling fair catch does not touch the ball, **L** and **H** must observe legality of his actions until the ball becomes dead. Be ready to rule on kick in end zone. Be alert for batting. Use a bean bag to mark the spot where kick ends.

SECTION 17. TRY AND FIELD GOAL PLAYS



*On field goal attempts **B** & **L** will take positions slightly behind the goal posts. When the kick is made, adjust positions to rule on kick. When the ball strikes the cross bar, **B** is solely responsible for the result of the attempt and will give the appropriate signal. **B** and **L** should use either signal #5 or signal #10 as appropriate.*

ARTICLE 1. BASIC POSITIONS AND COVERAGE

- R** A. On a try or field goal, **R**'s position is a yard or so to the rear and several yards to the side of the potential kicker, (favoring the **L** sideline), facing the kicker where **R** can see the ball when spotted for the kick and from which position **R** observes the two guards and the center within his line of vision. Covers as usual if a run or pass. Assist in sideline coverage if run develops to vacated **L**'s side. Signal score after being positive that requirements are met. Rule on roughing or running into the kicker and/or holder.
- U** B. Responsible for action on or by two offensive linemen and up blocking back favoring the vacated **L**'s side. Shift observation to contact between defensive players and protectors behind the line. After players go past your position, turn and move toward play to observe the entire picture for legal action by players of either team. Assist in goal line coverage if run develops to vacated **L**'s side. Be alert for the snapper being fouled.
- H** C. Responsible for legality of snap and entire line of scrimmage. Quickly move to goal line if run develops.
- H** D. If the kick is short or partially blocked, know if it crossed the neutral zone.
- L** E. Responsible for your upright goal post. If run develops to your vacated side, quickly move along back line to back pylon to rule on the sideline. Next move is toward goal line to assist. If run situations develop to **L**'s side, **L** has primary sideline responsibility with **R**'s assistance. If attempt is short and ball remains alive, give no signal, officiate as a scrimmage kick.

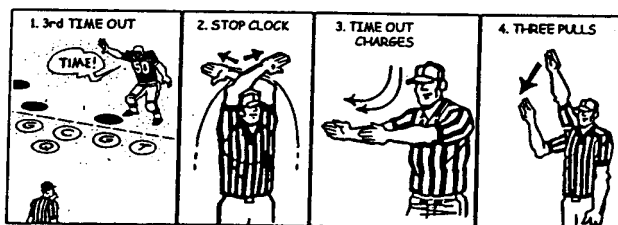
- B** F. Responsible for your upright goal post and rule if ball hits cross bar on kick. If run develops, move to goal line to assist in ruling. If attempt is short and ball remains alive, give no signal, officiate as a scrimmage kick. Sound whistle when ball becomes dead on attempted field goals and kick tries.
- L, B** G. When the field goal or try attempt narrowly passes outside an upright, the official nearer the ball may give a sweeping motion with both arms away from the upright.
- ALL** H. All officials should be alert for runbacks. Assist each other in getting ball spotted for next down.
 - I. Officiate all try downs as a normal scrimmage down and do not sound whistle until ball is dead.

SECTION 18. TIME OUTS

ARTICLE 1. PROCEDURES

- R**
- A. Indicate a full length charged time out by facing the requesting team. Give time out signal, then with both arms extended shoulder high, giving three chucks in its direction. Indicate a third charged time out by following this signal with three tugs on an imaginary steam whistle.
 - B. Check with **U** the number of time outs charged to each team and the playing time remaining in the period.

THIRD CHARGED TIME OUT



- C. Notify the head coach when his team time outs are exhausted.
- H, L**
- D. Notify a coach from team on your sideline of the number of time outs remaining to each team and of the remaining time in the period.
- ALL**
- E. When relaying time outs to fellow crew members, relay the number the team has taken. When relaying the time outs to players and coaches, relay the number they have remaining.
- R**
- F. Quickly take position, well clear of officials and players, and be ready to handle any emergency.
 - G. Upon **B**'s visual signal that the time-out interval has expired, or when both teams indicate readiness to resume before that time, direct teams to prepare to resume play. Go to position, get ready signals from each captain, and declare the ball ready for play within five seconds.
- ALL**
- H. Record time left on clock and number of requesting player when charged team time-out is requested. Do not huddle unless necessary.
- H, L**
- I. Take a position halfway between your team and its team area. Direct teams to prepare to resume play upon signal from **B**.
 - J. Check number of players in your teams huddle. Repeat this check after taking position for the next down. **H & L** are responsible for teams on their side.
- U**
- K. Quickly take position over the ball. Remain over the ball until released by **R**.
- B**
- L. Time the one-minute time-out interval. When 20 seconds remain in the interval, sound your whistle three times, short but sharp. Move to your position and give a visual signal to the **R** when the interval expires. Be alert to assist **R** if needed.
 - M. Check time remaining.

ARTICLE 2. REFEREES TIME OUT

- R**
 - A. Signal time out, then indicate **R**'s time out by tapping chest with hands. Stay at the ball.
 - B. Only **R** may stop the clock for a coach's conference. If the coach is not correct on his reason for requesting a coach's conference, he will be charged with a time out. After the time out has been charged to the coach, the procedure for a team time out will be carried out. This includes a full time allotment.
 - C. Signal time out when Team A is awarded a first down.
 - D. Declare ball ready for play as soon as need for time out has been met.
- ALL**
 - E. Signal time out and carry out usual duties.
 - F. When either team is in possession of the ball in advance of the line to gain, covering official indicates time out.
 - G. If game is disrupted for any reason, record down, team in possession, position of the ball and time remaining in the game.

ARTICLE 3. INJURY TIME OUTS

- ALL**
 - A. Same as free time out (limited). Permit as much time as is necessary. SAFETY OF INJURED PLAYERS IS MOST IMPORTANT. Use signal #3, followed with tapping hands on chest.
 - B. Do not allow players to assist teammates but direct that they wait for trained staff.
 - C. **R** may permit water attendants to tend to their teams on the field during extended injury timeouts.

SECTION 19. MEASUREMENTS

ARTICLE 1. PROCEDURES

- R** A. When spotting the ball after each scrimmage, be sure there is no need for measurement before announcing the down. If close, announce the down and be alert for either captain's request for measurement, if doubtful, call for measurement without captain's request.
- B** B. Will ensure the ball is not moved after being spotted for measurement. Hold ball if necessary.
- C** C. Clear the area of officials and players for press box view.
- R** D. When the ball becomes dead in a side zone or out of bounds and measurement should be at the dead ball spot, have covering official place the ball at the proper spot. If short of a first down, use the forward point established on the chain when spotting the ball at the inbounds line. If alternate game ball is available following the measurement, leave the ball in the side zone until an alternate ball is placed at a corresponding inbounds spot.
- E** E. See that the **U** is ready. Observe the relative position of ball and point to be gained, then announce your ruling.
- F** F. Remain over the ball and announce down and distance. Get ready signals from captains while **H** is resetting chain. When **H** is ready, declare the ball ready for play.
- R, H, U** G. Check for kinks in chain and be sure that chain is taut.
- U** H. Take forward rod. Wait until **H** calls "ready" then carefully tighten the chain only once. Don't pull or jerk it. Have the rod perpendicular to the ground at the side of the ball until **R** announces his ruling, then return rod to the chain crew.
- L** I. Go to yard line nearest rear stake. Mark a spot perpendicular to the ball to aid. Also, aid **H** in positioning the chain for an accurate measurement.
- H** J. Grasp chain at point of its intersection with the back edge of the marked yard line nearest the rear rod, after clip of snap is affixed to mark the correct point, grasp the chain firmly as assistants carry it to the position on the field. Instruct the box operator to place the box at the nearest rod.
- K** K. Maintaining grasp, place the correct point of the chain on the back edge of the proper yard line, call "ready" and be sure the chain is not jerked from your grasp when tightened by the **U**.
- L** L. If not first down, retain firm grasp and personally set the chain at its original spot on the sideline. Check the point marked by your assistant.

SECTION 20. CALLING FOULS/PENALTY ENFORCEMENT



ARTICLE 1. PROCEDURES

- ALL**
- A. Official calling foul will drop or throw marker at proper spot, mentally marking the yard line. If ball is alive, withhold whistle until the ball becomes dead; then continue to sound whistle until you are certain other officials are aware a foul has been called. The official should then verbally communicate the information to the **R**. There should be no visible signal.
 - B. Know status of ball if it is in play. Make mental note as to whether the clock should be started on the ready or on the snap.
 - C. Do not place a hand on or point to the offending player. Official who calls disqualifying foul notifies the head coach. Nearest official will notify, by position or number, a coach of non-disqualifying fouls by his team. On encroachment, offside, false start fouls, etc., if more than one marker is down, calling officials should consult with **R** or **U** whichever is appropriate, before reporting foul. If **U** is involved, he should report the foul to the **R**. When giving a sideline warning, throw your flag. Notify head coach, go to **R** and report the violation, each of you record, let the **R** signal sideline receiving the warning.
 - D. After calling foul, get **R**'s attention as soon as ball is dead, sound whistle and give verbal description. It is your duty to make sure another official is covering the spot of foul if foul is spot foul; then go to **R** and report the foul fully as follows:
 1. Foul called. Always use Who, What, Where, When, Who fouled? Offense or Defense, Return or Kicking team. What was the foul? Where did the foul occur? Behind or beyond LOS. When did the foul occur? Live or dead ball.
 2. Offending team, including jersey color and A/B, offense/defense or kicking team/receiving team.
 3. Offending player's number or position.
 4. Spot of foul, previous spot, end of run or end of kick.
 5. Status of ball when foul occurred.
 - E. Stay clear of spot of foul.

- H, L, B** F. Foul called by another official:
1. If ball is not at dead ball spot, assist in getting it there.
 2. Cover and hold dead ball spot and mark end of run. Leave ball on ground until called for
 3. If foul is spot foul, cover and hold spot of foul.
 4. If all spots are covered, including penalty marker, observe players and assist where needed.
- H, L, B** G. Covering Spot Of Foul:
1. Hold spot as long as necessary. Ascertain foul and offending team. When **U** starts to enforce the foul, pick up marker of official who called foul.
 2. If enforcement spot is different from spot of foul, see that it is covered by an official.
 3. If enforcement is from spot of foul, **L** shall hold spot during enforcement. **U** will release him.
 4. When fouls are committed that require enforcement at the spot of the next free kick, **R** will give the preliminary signal and point to the next free kick spot. **U** will repeat the signal following enforcement from the succeeding spot.
- R** H. When foul or fouls are reported to the **R**, he will immediately give preliminary signal or signals to press box side before explaining options to captains. Notify both captains if loss of down is part of the penalty. Give dead ball signal before giving the signal for a dead ball foul.
- R** I. If a choice is obvious, announce it and proceed with enforcement or declination. If captain objects, explain alternatives and conform to his choice. If choice is not obvious, explain foul or fouls and the options, state options briefly, but correctly, clearly and courteously. Notify captain of offending team of foul called and number and position of offending player (if possible).
- L** J. Hold enforcement spot until penalty is completed. (Exception: Penalties assessed on kickoff).
- R** K. When penalty is to be enforced, instruct **U** as to point of enforcement and yardage to be marked off.
- U** L. Take a position near **R** when he explains options to a captain. If penalty is to be enforced, follow **R**'s instructions in marking off the penalty. **U** will carry ball and place in position when penalty is enforced. Don't step off yardage, use yard line. Verify visually with **L** and **H**.
- U** M. If satisfied with enforcement, proceed to succeeding spot.
- H** N. When **U** starts to mark off penalty, be on or near the sideline and move to the succeeding spot. Check visually with **U**; if enforcement is correct, direct assistants to move down indicator and direct moving of chains if appropriate.
- R** O. While **U** is marking off penalty, take position in clear where you can be seen. Give signal to press box side of the field only.
1. If penalty is accepted, signal foul and extend one arm in pointing fashion, horizontally in direction of offending team.
 2. If penalty is declined, signal foul, extend one arm in pointing fashion, horizontally in direction of offending team and then give the penalty declined signal. (#10)
 3. If penalties offset, signal one foul, extend one arm, in pointing fashion, horizontally in direction of offending team, repeat this procedure for foul by other team, then give penalty declined signal.

4. While facing press box, indicate the number of the next down.
 5. When fouls are committed that require enforcement at the next free kick, the **R** will give the preliminary signal and point to the next free kick.
- U** P. Cover the ball after completing penalty and **R** is in process of giving signal for fouls.
- R** Q. Declare ball ready for play. Start clock if appropriate.
- L** R. Move auxiliary down indicator, if available.
- ALL** S. Official calling foul is primarily responsible to see that **R** and **U** assess penalty properly in all respects.

SECTION 21. CLOSE OF A PERIOD

ARTICLE 1. PROCEDURES

- ALL** A. Near the end of a period, all officials should be aware of the time remaining before the start of each play. With less than 25 seconds remaining in any period and the game clock running, the 25 second clock shall not run.
- R, U** B. When time expires, sound whistle only if ball is dead. The termination of a period is then indicated by the **R** holding a ball over his head with one hand. The **R** is primarily responsible for determining the end of any period. He should enlist the aid of the **U** when the only field clock is at his back.
- C. At close of first and third periods, see that ball is not disturbed until exact position for transfer has been determined. Turn the ball over to the **B** at close of second period.
- U** D. Keep **R** informed of remaining playing time. Indicate by inconspicuous signal whether there is ample or scant time for next snap. Advise **R** at the end of the down if time expired while the ball was in play.
- U, H, L, B** E. Leave the ball alone; **R** will handle it at the end of each period.

SECTION 22. ONE-MINUTE INTERMISSIONS

ARTICLE 1. PROCEDURES

- ALL** A. Observe players as they move to the other end of the field.
- B, L** B. Move downfield assuming responsibility of respective teams.
- B** C. Time the one-minute intermission between periods and the one-minute intermission after a safety, try or successful field goal. When 20 seconds remain in the intermission, sound your whistle three times, short but sharp. Move to your position and give a visual signal to the **R** when the intermission expires.
- R** D. Record and announce yard line on which forward point of ball rests and the down and distance loudly and clearly enough for other officials to hear.
- E. Carefully measure distance from nearest marked yard line to forward point of the ball. Distance from the inbounds line may be estimated.
- F. Check with the **H** and **U** on location, down and distance and proceed to corresponding yard line beyond the 50-yard line and spot the ball. Do not resume play until one minute has elapsed.
- U, L, B** G. Record yard line, down and distance and check **R**, both before and after he changes position of the ball.
- H** H. Determine the yard line which intersects the chain between the rods. Record the down, distance and yard line upon which the ball rests. Grasp the chain at the back edge of the marked yard line, reverse the chain and the assistants holding the rods and move to corresponding line in the other half of the field. Hold the point on the chain at the intersection of that line with the sideline while the assistants tighten the chain. The assistants will then move the chain approximately six feet off the sideline.
- U, H, L, B** I. After **R** spots the ball, check for correct spotting and check the down and distance to gain with **R**.
- ALL** J. During the intermission between periods, after other prescribed duties are completed, take positions to observe the teams, but away from the team areas. Upon the **B**'s 20-second remaining notification, verbally notify both teams that 20-seconds remain, and move to positions for the succeeding play.
- U** K. When the succeeding play will be a free kick, upon the **B**'s 20-seconds remaining signal, deliver the ball to the kicker between the inbounds lines, and quickly return to the sideline. Be on the sideline and ready when the intermission expires.
- R** L. Upon the **B**'s visual signal that the intermission has expired, ensure both teams are ready to play, then immediately declare the ball ready for play.

SECTION 23. INTERMISSION BETWEEN HALVES

ARTICLE 1. END OF A PERIOD

- R** A. From the end zone give the start the clock signal when field is clear of officials and players.
- B** B. When time for the half expires, start your stopwatch on **R**'s signal when field is cleared of players and coaches.
- C. Keep other officials informed as to running time. Make sure crew arrives at field to start second half on time, at least 3 minutes before kickoff.
- ALL** D. Secure and retain game ball.

ARTICLE 2. PRIOR TO KICKOFF

- R, U** A. Check with other officials regarding second half choices.
- R, B** B. Five minutes prior to the end of the half-time intermission go to the team that occupies the team area opposite the press box.
- U, L** C. Five minutes prior to the end of the half-time intermission go to the team that occupies the team area on the press box side.
- R, U** D. Three minutes before the kick off, escort your captain(s) to the center of the field.
- R** E. Obtain captain's option, give appropriate signals to press box.
- L, B** F. Bring your team to the team area three minutes before kickoff.
- H** G. Make certain your assistants are ready and send them to the receiving team's 20-yard line. Remind them to stay behind the restraining line during the kickoff.
- ALL** H. Meet **R** at the center of the field and then move briskly to kickoff positions following the same procedure as the start of the first half.

NOTE: U assures that he has correct ball for the kickoff.

SECTION 24. EXTRA PERIODS

ARTICLE 1. END OF REGULATION PLAY

- ALL** A. Direct and escort, if necessary, teams to their respective team areas.
- R** B. Announce or otherwise notify press box that: "Regulation play has ended with a tie score. There will be a brief intermission followed by an extra period of play."
- ALL** C. Gather at the center of the field and review extra period rules and procedures.
- ALL** D. Approximately three minutes following the end of regulation play, break to positions for coin toss.
- B** E. Ensure field clock is turned off or displays 00:00. Ensure 25-second clock is operational.
- R, U** F. Remind head coach of team on your sideline of extra period rules, particularly coin toss and option procedures, and time-outs.

ARTICLE 2. COIN TOSS

- All** A. Approximately four minutes following the end of regulation play, conduct coin toss. Assume same duties as for coin toss prior to start of game (see Section 5), except no introductions.
- R** B. Remind captains that the winner of the toss may not defer choice. Conduct toss, obtain choices from captains, and move captains with their backs to their respective goal lines. Place hand on shoulder of captain (nearest press box) of team winning toss. Stand adjacent to team (to press box side) that will be on offense first and give signal S8 (first down). Simultaneously, announce choices if equipped with field microphone.
- ALL** C. Immediately move to scrimmage positions and begin play without delay.

ARTICLE 3. ADDITIONAL EXTRA PERIOD

- ALL** A. When an additional extra period is required, immediately conduct the option selections with the captains. **R** and **U** move directly to the center of the field and call for captain(s) from both teams. Obtain option from captain of team that had second choice in previous extra period, then option from opposing captain. **R** indicate choices to press box as noted above. **H, L,** and **B** perform duties as for coin toss.
Note: Beginning with third extra period, R remind captains that only a touchdown can score points on a Try.
- H, L** B. Remind head coach for team on your sideline about time-outs. Also, beginning with third extra period, remind them that only a touchdown can score points on a Try.

SECTION 25. POST-GAME DUTIES

ARTICLE 1. PROCEDURES

- ALL**
- A. Note total elapsed time from initial kickoff to final whistle including all intermissions.
 - B. Join other officials and leave together. Neither seek nor avoid coaches.
 - C. Complete any required game reports and mail immediately.
 - D. It shall be permissible for the home school game administrator to contact the **R** regarding rules interpretations. Judgment calls will not be discussed.
 - E. All comments must be cleared through the appropriate authority.

ARTICLE 2. INCIDENT REPORTING

The University Interscholastic League has directed that certain incidents be reported. Officials **MUST** report all ejections of coaches, severe verbal and physical abuse, and any major disruptions that occur during a game. The game administrator is to be informed of the problem the night of the game. Written reports from each official involved are to be mailed/faxed/e-mailed to the UIL office within two working days following the game or match. (Reports may also be filed electronically using the TASO or UIL websites). Reporting of other incidents should be done in accordance with Chapter policies and such policies that TASO may adopt.

CODE OF ETHICS

A GOOD OFFICIAL SHALL:

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

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

Not request to officiate a game or games from any coach, league or official thereof. No official should obligate himself to any person affiliated with any game he might be assigned to officiate.

Be in good physical condition. Be prompt for appointments. Not be over-officious.

Not accept league assignments for any school he has attended, coached or has any relationship with the affiliates or coach thereof, unless league rules make this permissible.

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

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

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

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

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

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

PRE-GAME CONFERENCE

IN OFFICIALS DRESSING ROOM

ALL Set watches to correct time. Check equipment; whistles markers, game cards, etc. **R** and **U** will provide information from coaches. Review kickoff time, toss time, unusual plays, players are properly equipped. Review where and how line to gain indicator is to be worked, instruction to ball persons, location of testing and marking game balls. Review instructions for clock operators, (Sec 7), and Rules changes. Discuss crew realignment if an official gets injured.

TEAM DRESSING ROOMS: (HOME TEAM FIRST)

R, U One hour 15 minutes before toss, if possible, otherwise no later than 45 minutes before toss. Give head coaches official time. Obtain name(s) and number(s) of captain(s). Make certain teams are equipped according to rule. Review length of half, 5-minute warning, second half options on field and sideline administration.

U Inspect equipment and bandages of each team. Check with head coach or his designated representative for assurance that his players are equipped in compliance with NCAA rules.

ON THE FIELD:

ALL Inspect field markings, end on your bench.

B Instruct clock operator(s), if not done prior to arrival on field.

H Check line to gain and instruct assistants.

L Instruct auxiliary box man.

R Arrange for your captains at toss.

Spot check equipment and arrange for your captains at toss.

B Instruct clock operator(s) if not done prior to arrival on field.

COIN TOSS:

R, U Escort captains to center of field.

H Stay on sideline with line to gain assistants.

L, B Remain with your teams, holding team's ball pending outcome of toss.

R Introduce captains to each other, conduct toss, signal winner, signal options chosen, option waived until second half.

ALL After toss move quickly to the center of field. Record results of toss. **U** obtain correct game ball and break to kick off positions.

SECOND HALF OPTIONS:

- R, U** Escort captains to mid-field.
- L, B** At proper time, go get and stay with your teams.
- H** Standby on your 50-yard line. Have assistants ready.
- R** Obtain and signal choices.
- ALL** Assemble at the center of the field then break to kickoff positions after **R** signals options.

KICKOFF

- ALL** Break to positions from mid-field for opening kickoff of each half.
- U** Basic position, with kicker. A's nine yard mark restrictions. Ensure correct number of players on either side of kicker. Instruct kicker, count kicking team players and take position at kicking team restraining line, opposite press box side.
- B** Kicking team's restraining line, press box side. A's nine yard mark restrictions, count kicking team.
- R** Opposite press box side, outside sideline until area between you and **H** is clear, then move to sideline.
- L** Press box side, outside sideline until area between you and **B** is clear, then move to sideline.
- H** Receiving team's restraining line opposite press box, outside and remain outside until ball is kicked, count receivers.
- ALL** Clear restricted area then raise arm to indicate ready. **R** will make ball ready.
- H, U, B** Restraining line fouls, short kicks, kicking team players out of bounds.
- U** Action on and by kicker.
- ALL** Covering official winds the clock. **L, R** discuss end zone split, illegal touching, untouched kick out of bounds, blocking below waist, fair catch, kick catch interference, forward hand-offs, special adjustments for obvious onside kick, free kick after safety same.

RUNNING PLAYS:

- R** Basic position, **R** should, but not mandatory, work on the throwing arm side of the QB, and be at least as wide as tight end and 12-14 yards deep.
- U** Basic position varies to formation, 5-7 yards deep and out of linebackers flow.
- H, L** In side zone extended, be wide, stay on or near the sideline, mark offensive scrimmage line with foot for flankers, off field if necessary.
- B** At least 22-25 yards downfield, behind deepest back, favor your key side of the field, action on and by tight end, use keys, responsible for 25-second clock.
- R** Cover runner behind neutral zone, get ball on short out of bounds plays.
- U** Interior linemen, correct numbers, defensive signals. Legal snap, linemen moving, cover inside out and clean up away from ball on runs in side zone. Clip zone, chop blocks.
- H, L** Be wide, use arm/hand signals, action by end/linebackers on your side, legal snap,

man in crack back position, chop block, man in motion on your side of snapper, encroachment & offside, action in front of runner toward you, runner on your side beyond zone, when run is away from you clean up action on QB after pitch or hand-off. Pitchman when to your side. 9-yard mark restrictions.

B Cover from behind defensive backs. Keep play bracketed, help on illegal blocks and action in front of runner. Help cover on downfield out of bounds, 9- yard mark restrictions.

PASSES:

ALL Same basic positions and coverages as on running plays.

R Action by, on, around passer, intentional grounding, pass from on or behind line, direction on drop-back, work passing arm side of QB is optional. If QB is sacked, mark dead-ball spot with bean bag. PROTECT PASSER.

U Know ineligible, action on or by close in backs, linemen downfield, where first touched. Help on button hook and low short passes.

H, L Know ineligible on your side by position and number, blocking by or on eligible receivers, eligible receivers out of bounds, quick pass direction, sideline yours. Help on first touching. Discuss coverage on sideline passes between **B**, **H**, and **L**.

B Don't get beat deep, end line yours. Keep play between you and flankers, momentum on interception near goal line.

PUNTS:

R Kicking foot side of kicker is optional, 5-6 yards outside and even with kicker's final position. Help to spot out of bounds kick if needed.

U 8-10 yards deep; defensive player over center, turn with flow, work center.

H, L Same basic position as run or pass. If Team B fouls, know if post scrimmage fouls apply.

B Wide side of field, behind and to side of receiver; Responsible for 25-second clock. Bean bag end of kick.

R Blocking and action behind line, action by, on or near the kicker.

H After snap, hold until ball crosses neutral zone before going downfield.

H, L Defensive backs, illegal touch, signals, action in front of ball.

ALL Be alert for blocking below waist, short or blocked kick, fair catch interference and illegal touching.

FIELD GOALS AND TRYS:

R Initial position favoring **L** side.

L, B Have the call all the way.

U Favor **L** side, coverage as any kick.

H Line play, neutral zone.

ALL On short or partial block, know if ball crossed neutral zone. Kick that does not score,

same as punt, fair catch, blocking, etc. **B**, know if and where unsuccessful kick is touched. Review coverage, especially if run or pass develops.

GOAL LINE PLAYS:

ALL Coverage same as any scrimmage play except be ready to move. Be alert for score, sound loud whistle when you rule a score. Move in if not sure, help if pile-up, nearest official will dig out ball. **R** will signal if score.

TIME OUTS:

R Free

U Cover and hold ball position.

B Free. Time all time outs, 20 seconds remaining and expiration signals to **R**.

H, L Team on your side.

MEASUREMENTS:

H Grip chain at spot and bring in.

L Mark spot for clip

U Stretch chain.

R Make ruling

B Clear players and officials for press box side view. Hold ball if necessary.

CALLING AND REPORTING FOULS:

ALL Fouls by jersey color or offense/defense or A/B, number/position of offender. **Report Who fouled, What was the foul, Where did the foul occur and When did it occur.** **R** will state foul. **R** will give preliminary signal. Wing officials notify coaches on all fouls number/ position. One official hold spot of foul. Check **R**'s options and **U**'s enforcement.

END OF PERIOD:

R Signal end of period, record down, distance and yard line.

U Check and accompany **R**. Notify **R** if between downs.

H Record yard line of clip, move line to gain indicator.

U Check **H** and assist **B** in observing teams.

B Move downfield observing teams, go to approximate position for ball. Time all intermissions, 20 seconds remaining and expiration signals to **R**.

ALL End of first half, record elapsed time and any fouls to carry over to next kickoff.

- R** End of first half, from end zone, signal clock operator to start the field clock when field is clear of players and coaches.
- ALL** Leave together at half and at conclusion of game.























GENERAL PROCEDURES:









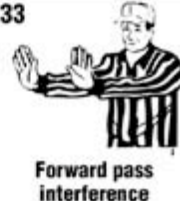














- ALL** Responsible for legality of the 9-yard marks. Offensive players must comply with 9-yard mark restriction. Forward progress without fanfare, hold until sure **U** has spot. Keep written record of toss, timeouts, major fouls, warnings on sideline administration. Players out of bounds on kicks and passes. Status and position of ball on fouls. Fumbles; report jersey color on possession. Discuss dig-out procedure. Stop clock signal. Discuss winding signals by **H** and **L**. Know down and distance of each play. Assure **R** makes ball ready. Be sure one-second stop is observed. Discuss encroachment/offside and sideline coverage. Correct numbering.
- R, U** Count offense
- R** Help defensive signal calling
- B** Count defense
- L, H** Count players from your bench.
- U** Keep **R** posted near end of quarter when clock is to his back.
- ALL** Hustle!

**MANUAL CHANGES APPROVED BY THE
TASO FOOTBALL BOARD OF DIRECTORS
May 13, 2008**

Official Football Signals

High School and College

<p>1</p>  <p>Ball ready for play *Untimed down</p>	<p>2</p>  <p>Start clock</p>	<p>3</p>  <p>Time-out Discretionary or injury time-out (follow by tapping hands on chest)</p>	<p>4</p>  <p>TV/Radio time-out</p>	
<p>5</p>  <p>Touchdown Field goal Point(s) after touchdown</p>	<p>6</p>  <p>Safety</p>	<p>7</p>  <p>Dead ball foul Touchback (move side to side)</p>	<p>8</p>  <p>First down</p>	
<p>9</p>  <p>Loss of down</p>	<p>10</p>  <p>Incomplete forward pass Penalty declined No play, no score Toss option deferred</p>	<p>11</p>  <p>Legal touching of forward pass or scrimmage kick</p>	<p>12</p>  <p>Inadvertent whistle (Face Press Box)</p>	<p>13</p>  <p>Disregard flag</p>
<p>14</p>  <p>End of period</p>	<p>15</p>  <p>Sideline warning</p>	<p>16</p>  <p>First touching (NFHS) Illegal touching</p>	<p>17</p>  <p>Uncatchable forward pass (NCAA)</p>	
<p>18</p>  <p>Encroachment (NFHS) Offside defense or free-kick defense (NCAA)</p>	<p>19</p>  <p>False start Illegal formation</p> <p>Encroachment offense (NCAA)</p>	<p>20</p>  <p>Illegal shift - 2 hands Illegal motion - 1 hand</p>	<p>21</p>  <p>Delay of game</p>	<p>22</p>  <p>Substitution infraction</p>

<p>23</p>  <p>Failure to wear required equipment</p>	<p>24</p>  <p>Illegal helmet contact</p>	<p>27</p>  <p>Unsportsmanlike conduct Noncontact foul</p>	<p>28</p>  <p>Illegal participation</p>	
<p>29</p>  <p>Sideline interference (Face Press Box)</p>	<p>30</p>  <p>Running into or Roughing kicker or holder</p>	<p>31</p>  <p>Illegal batting/kicking (Followed by pointing toward toe for kicking)</p>	<p>32</p>  <p>Invalid fair catch signal (NFHS) Illegal fair catch signal</p>	<p>33</p>  <p>Forward pass interference Kick catching interference</p>
<p>34</p>  <p>Roughing passer</p>	<p>35</p>  <p>Illegal pass/forward handing (Face Press Box)</p>	<p>36</p>  <p>Intentional grounding</p>	<p>37</p>  <p>Ineligible downfield on pass</p>	<p>38</p>  <p>Personal foul</p>
<p>39</p>  <p>Clipping</p>	<p>40</p>  <p>Blocking below waist Illegal block</p>	<p>41</p>  <p>Chop block</p>	<p>42</p>  <p>Holding/obstructing Illegal use of hands/arms</p>	<p>43</p>  <p>Illegal block in the back</p>
<p>44</p>  <p>Helping runner Interlocked blocking</p>	<p>45</p>  <p>Grasping face mask or helmet opening</p>	<p>46</p>  <p>Tripping</p>	<p>47</p>  <p>Disqualification</p>	

NOTE: Signals number 25 and 26 are for future expansion.