

# **WACO CHAPTER - TASO**

**2011**

## **FOOTBALL OFFICIALS**

### **TRAINING MANUAL**



INCLUDING THE FOLLOWING:

- INTRODUCTION
- WACO CHAPTER TASO POLICIES
- TASO ETHICS
- RESPONSIBILITIES OF THE UMPIRE
- RESPONSIBILITIES OF THE HEAD LINESMAN
- RESPONSIBILITIES OF THE LINE JUDGE
- RESPONSIBILITIES OF THE REFEREE
- RESPONSIBILITIES OF THE CHAIN CREW
- NCAA RULES
- MISCELLANEOUS

## INTRODUCTION

Welcome to the Waco Chapter of the Texas Association of Sports Officials (TASO). This training manual has been developed to be the foundation of a training program designed to introduce you to High School Football Officiating. It is a reference guide, which will be used throughout our training sessions.

The intent of the training manual is to provide you with a very basic amount of knowledge on the mechanics of officiating and the football rules. It is not meant to be a substitute for the NCAA Rules book, the Collegiate Commissioners Association (CCA) Manual of Officiating and the CCA Football Rules Simplified & Illustrated Manuals. Rather our training manual is a supplement to our study throughout the season.

In this training manual, we will provide you with simplified explanations of key football rules. We will discuss common sense officiating techniques that have helped many officials in the past. We will attempt to make you aware of the key events that can happen during a game so that you may be prepared to position yourself properly and make the right call. In short, we want you to have an easy to read reference source to begin your football career.

This training manual first presents information about the Waco Chapter TASO member policies, game assignments and uniform equipment. It then presents notes on the proper mechanics for working each of the key positions you will be working as you begin officiating. These are Umpire, Head Linesman and Line Judge. The manual also presents notes on the mechanics of the Referee position so that you will understand what to expect from him in different play situations

After presenting proper officiating mechanics, the manual provides basic materials on the application of the NCAA Rules. The emphasis is on developing a practical understanding of the application and intent of the NCAA Rules. Formal definitions of the rules are avoided so that you may develop this practical understanding. Finally, we conclude with tried and true miscellaneous tidbits of information that don't seem to be written down anywhere but always seem to be followed. We are sharing these with you in hopes that you will remember them and apply them to your games.

This manual will be supplemented by training sessions held in the spring and regularly in the fall. We will work with different sections of the manual along with the standard issue rule book. The training sessions will be held in the classroom and on the football field. The combination of our training and your diligent study efforts will pay off each and every week throughout the football season as you officiate games.

The rest is up to you. Study hard, ask questions of us, and most of all, enjoy your football officiating experience. We are grateful to have you belong to our organization.

## WACO CHAPTER TASO POLICIES

### A. WACO CHAPTER ORGANIZATION

1. The Waco chapter is a member of the Texas Association of Sports Officials (TASO). This organization consists of 3500+ football officials across the state, and represents football, basketball, baseball, and volleyball officials. The organization provide training clinics, educational films, record keeping on officials and the other services to officials. The organization is supported primarily by membership dues.
2. Each year, officials are invited to attend a state convention of all TASO members. Training is provided along with many opportunities to socialize and enjoy the fellowship of other football officials.
3. The Waco chapter is governed by a Constitution, set of By-Laws and Chapter Policies which spell out the purpose of the organization, the officers duties and the membership requirements. Highlights are:
  - a. Officers of the organization are: President, Vice-President, Secretary, Assistant Secretary, and Treasurer.
  - b. An executive Committee is composed of the above officers plus elected representatives from the divisions in the organization. The Executive Committee makes recommendations regarding chapter policies, enforcement of TASO regulations, review of financial reports, improvements in game officiating and other areas.
  - c. The Executive Committee also supports members in any incidents that develop during games. They may also take any necessary disciplinary actions against members.
4. A complete copy of the Constitution, By-Laws, and Chapter Policies is available from the Secretary or online at the chapter web site (members only section).

### B. GAME ASSIGNMENTS AND FEES

1. Games are assigned to you by the Secretary for all Varsity games. The Assistant Secretary assigns Sub-Varsity Games.
2. As a representative of the Waco Chapter of TASO, you can work no games other than those assigned by a member of the Waco executive committee. Please be aware that youth little league games are not assigned by the Waco Chapter of TASO.
3. Go to the Sub-Varsity games dressed in uniform. Very few places have a place to change.
4. Be at the game site 15 minutes prior to kickoff for Sub-Varsity games if at all possible.
5. Most people car pool to out of town games. Make arrangements with your crew members several days in advance.
6. **Do not travel to and from the game wearing a striped officials shirt and hat.** Remove your shirt and hat and wear a plain shirt while traveling to / from the game.

7. In Waco ISD sub-varsity games you MUST sign in at the ticket booth in order to get paid. At other schools one official is responsible for giving the pay card to the Home Team coach when you meet with him prior to the start of the game.
8. Game Fees change from time to time. Fees for all games are established at the beginning of each season. Pay cards are issued to Referees at Monday night meetings for varsity games.
9. Keep a good record of the games you worked:
  - a. Date, Game Level, Point Value, Location
  - b. Home team and score
  - c. Visiting team and score
  - d. Position worked
  - e. Round trip mileage from your home that you drove

### **C. MEMBERSHIP**

1. Every football official whose application is approved by the Board of Directors or Executive Director shall be admitted to membership as a Division V official. To be eligible for membership, an applicant must be least 18 years of age at the time the application is submitted.
2. Application for membership shall be made in writing to the Secretary-Treasurer on printed or electronic forms prescribed by the Board of Directors. A non-refundable application fee, the amount to be determined by the Board of Directors, must accompany each application. In addition to the application fee, an applicant who is accepted for membership must pay the current annual dues. All members shall pass an examination on Football Rules and Mechanics with a minimum grade of seventy percent (70%).
3. All members in good standing as of March 1st are eligible to vote that year.
4. Members shall be classified in one of five Divisions based on the points accumulated at the end of the previous football season:
  - Division V : 0 – 59 points
  - Division IV : 60 – 179 points
  - Division III : 180 – 359 points
  - Division II : 360 – 659 points and a minimum of 40 varsity games
  - Division I : 660 points and more points and a minimum of 75 varsity games
5. The Board of Directors has full authority to change any member's classification whenever, in its opinion, such change is in the best interest of the Division.
6. It is recommended that each member have a physical examination annually.
7. To remain a member in good standing, all members must:
  1. Pay the annual dues for membership by the requested deadline.
  2. Attend a Rule Changes Session prior the first game of each season.
  3. Take an annual Rules Test prior to the first game of each season. The test composition and testing procedure shall be determined by the Board of Directors.
  4. Communications from the Executive Director, Officers and Directors must be answered promptly with return of information requested or statement of reason why it must be delayed or withheld.

8. **New Members Transferring from another State** – All new members who transfer from another State will be placed in Division V their first year as a TASO – Football member. The transferring member may submit officiating records with supporting documentation and letters of recommendation from his/her previous officiating organization. These documents will be reviewed by the TASO-Football Operating Committee who will place the member in the Division they feel appropriate starting in year two.

#### **D. GAME OFFICIAL UNIFORM REQUIREMENTS**

You are required to provide your own uniforms for officiating games. It is important that you maintain your uniform so that you will always look neat and professional. People will judge you by the way you present yourself in your uniform and your personal appearance. A clean uniform with shined shoes will go a long way toward selling a critical call. Here are the uniform requirements of the Waco TASO:

1. Standard Uniform Equipment:
  - a. Long Sleeve & Short Sleeve standard black and white shirt with FRONT POCKET and one inch (1") vertical stripes
  - b. Standard all white, tapered, regulation football official's knickers with a slight overlap below the knees (2 inches) and / or approved black pant with white stripe.
  - c. One piece striped sock or solid black sock (for under the black pant)
  - d. Black shoes with black laces and appropriate soles or cleats. The shoes must not contain any white or colored stripes on the sides. A one inch (1") black belt is also required.
  - e. Solid black cap with white piping from a reputable vendor (except for the Referee who wears an all white cap).
  - f. 15" x 15" light gold penalty flag marker weighted in the center with shot, sand or beans and CARRIED OUT OF SIGHT.
  - g. Bean Bag (two if working some positions), whistle, and spare whistle.
  - h. Rubber band / Elastic band to keep track of downs.
2. DON'T FORGET: Uniform supplies wear out. When a shirt becomes torn or faded, replace it. When a hat becomes wrinkled, warped, and faded, replace it. When knickers begin to turn yellow, replace them. Your shoes will begin to wear out and become torn, replace them. The few dollars you spend on purchasing new uniform equipment on a regular basis will reward you many times in your officiating career.
3. Find yourself a good sports bag to pack your equipment in. Again remember that many times the first appearance you make may be with your bag in hand. Coaches and school officials will be impressed if your appearance is neat, clean, and the items you bring with you look professional. Sloppy suitcases with tape all over them is not the proper way to make a good first impression.
4. Officials must be clean shaven without BEARDS. Neatly trimmed mustaches are permitted. Hair must be neatly trimmed.
5. Equipment may be purchased from many sources. During each of the summer clinics and state convention the major equipment suppliers will be on hand to display their goods and sell you equipment. This is a great way to try on equipment before purchasing, especially if you are purchasing for the first time. Many of the suppliers have complete starter kits. Ask about these.

## TASO ETHICS

The following was adopted by the Southwest Officials Association on April 14, 1985 and amended April 9, 1987, April 23, 1989, April 21, 1991, April 26, 1992 and ratified by the membership of all member divisions by adopting the necessary By-laws changes to give the TASO Board of Directors authority for final decisions regarding violations of an ethical nature:

1. **PURPOSE:** To provide a Code of Ethical conduct, Standards of conduct, a course of action for officials to lodge complaints concerning ethical conduct of members and to provide "Due Process" procedure for dealing with these complaints.
2. **COMMITTEE:** The TASO Ethics Committee shall be made up of the Immediate Past President of each Division of the TASO and the Executive Director of the TASO, with the Division Immediate Past President currently serving as TASO President serving as the Committee Chair. If a Division has no Immediate Past President or if an Immediate Past President is for any reason unable to participate in an individual ethics proceeding, the Executive Director with consent of the President of the absent immediate past president's Division may appoint a past or present member of that Division who has served as an officer or director of that Division or of the TASO to serve during the absence of the Immediate Past President with respect to a specified ethics proceeding. An attorney appointed by the President of TASO shall serve as an Ex-Officio member of the Committee.
3. **AUTHORITY:** The Ethics committee is empowered by each Division to have complete authority, under the guidelines contained herein, to take action on questions concerning ethical behavior of any TASO member and will be directly responsible to the TASO Board of Directors.
4. **CODE OF ETHICAL CONDUCT:**
  - A. Each member of the TASO shall:
    1. Put loyalty to the highest moral principles and to TASO above loyalty to persons or individual gains.
    2. Uphold the By-laws and legal regulations of the TASO and support members therein and never be a party to their evasion.
    3. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept for self or family, favors or benefits under circumstance which might be construed by reasonable persons as influencing the performance of TASO duties.
    4. Make no private promises of any kind binding upon duties of office since a TASO member has no private word which can be binding on public duty.
    5. Engage in no business with non-members, either directly or indirectly which is consistent with the conscientious performance of TASO principles.
    6. Expose corruption wherever discovered.
    7. Uphold these principles ever conscious that membership is a basic human trust.
5. **STANDARDS OF CONDUCT:**
  - A. Each member of the TASO must avoid any action, whether or not specifically prohibited by this code, which might result in or create the appearance of a violation of these standards of conduct which include but are not restricted to:
    1. Using TASO for private gain.
    2. Giving preferential treatment to any person.

3. Losing complete independence or impartiality.
  4. Making an TASO decision outside official channels.
  5. Affecting adversely the confidence of the public, schools, and universities in the integrity of the TASO.
  6. Solicitation of, or accept any gift, favor, entertainment, meal, loan, or anything of value from any person seeking contractual or other business with TASO and supporting members.
  7. No member will engage in criminal, dishonest, notoriously disgraceful, or immoral conduct or other conduct prejudicial to the TASO.
  8. Use intoxicating beverages or tobacco products while engaged in officiating activities.
  9. Use of illegal drugs which may be grounds for removal from TASO.
  10. Consume alcohol the day of the game.
  11. Consume alcohol in public after a contest.
6. EACH MEMBER OF THE TASO IS OBLIGATED TO THE FOLLOWING CODE OF ETHICS:
- A. TASO Code of Ethics:
1. The official shall be a member in good standing of his/her Association each year.
  2. The official uniform and patches as designated by each Association shall be worn.
  3. No official shall partake of any substance prior to officiating a game/match which would impair his/her physical or mental performance. An official shall not compromise the integrity of the Association while in any article of clothing identifying themselves as an official following a game/match.
  4. Every member's conduct, speech, and actions during or en route to and from a game/match shall be above reproach and should always demonstrate the example of sportsmanship, courtesy, and self control.
  5. The official should arrive at the game/match with sufficient time to inspect facility and equipment, discuss ground rules, instruct supplementary officials, and discuss any pertinent information with the coaches.
  6. No official shall criticize any other official or any individual association within TASO in the presence of coaches, players, spectators, or the news media before, during, or after a game/match.
  7. No official shall cancel an officiating assignment to accept another more advantageous UIL sanctioned assignment. Each chapter should establish policy regarding upgrading assignments (such as college, etc.) This policy shall be reviewed with the appropriate District Director, and a copy filed with other chapter documents in the TASO office.
  8. No official shall fail to honor an officiating contract. Whenever it becomes impossible to fulfill any officiating assignment, the official involved shall notify the chapter secretary, or assignor, in sufficient time that a replacement may be obtained. If the cancellation occurs less than 24 hours before the scheduled game or match time, the official shall recommend an available, qualified replacement.
  9. No official shall seek to influence a coach for the purpose of promoting personal officiating opportunities.
  10. Every official shall seek to possess and demonstrate a comprehensive knowledge and understanding of the letter and intent of the playing rules and officiating mechanics.
  11. No official shall solicit games unless he/she is operating as an individual contracting agent in an area without an assigning secretary.
  12. No official shall falsify records or reports for personal gain.

13. No official shall engage in scouting activities or engage in conversation with coaches regarding officiating assignments.

## RESPONSIBILITIES OF THE UMPIRE

### A. PRE-GAME DUTIES

#### 1. Before You Arrive At Game Location

- a. Confirm that the game is as previously scheduled. Confirm departure time and location.
- b. It is the “CUSTOM”, not a Chapter rule, that the Driver provide refreshments for the return trip after the game. The refreshments may consist of chips and drinks or a more substantial snack such as sandwiches. It is nice to at least have something to drink after several hours of hard officiating.
- c. The Driver should make arrangements to be at the meeting place at least 15 minutes early. This allows time for the crew to load their equipment and leave promptly at the pre-determined time.
- d. **DOUBLE CHECK YOUR UNIFORM EQUIPMENT!** Make sure that you have ALL your required equipment. Uniform items are very hard to find in local stores, on very short notice, the day of the game or on the way to the game site. YOU pack your travel bag and be responsible for having all the necessary equipment. DONT make a friend or family member responsible for your equipment.

#### 2. At Game Location

- a. Attendance at the pre-game conference at the time and place designated in advance notice is MANDATORY. Only an emergency and notice to the Referee may excuse absence. If the Referee is detained, he must notify a member of the crew and request him to conduct the meeting. If no member of the crew is notified by the Referee, the Linesman shall conduct the conference.
- b. The Referee or Umpire shall determine the legality of each football before it is put into play. An official shall mark each team’s football(s) prior to the game and shall disallow any other football from being used during the game.
- c. Visit each dressing room one hour and thirty minutes before the kickoff with the Referee. The Umpire inspects player equipment, including bandages, tapes, pads, etc... Be sure and check the players gloves for compliance and for proper size of hand towels attached to the uniform. The Umpire should record the number of each player with illegal or not approved equipment and notify the trainer and a coach of the deficiencies. The Umpire re-checks those players who had equipment problems when they arrive on the field to ensure compliance with the equipment rules.

### B. PRE-GAME DUTIES - ON THE FIELD

1. Arrive on the field as a unit, no later than 15 minutes before game time, and sooner if duties should require. Go to the press box side of the field then disperse for pre-games duties.
2. The Umpire should spot check player equipment, bandages, tapes, etc.. Have trainer make any needed corrections to equipment before the player participates in the contest.

3. The Umpire should locate the captains representing the “Home” team and be prepared to escort them onto the field. Have the captains on their sideline (press box side) at the 50 yard line approximately 3 to 4 minutes before game time.
4. Inspect the entire field with the other officials. Remember the pylons at the intersections of the end lines and inbounds lines extended should be moved three feet off the end lines on both ends of the field.

### **C. THE COIN TOSS**

1. Usually, the Referee will face the scoreboard during the coin toss. Ask your captains which one will speak for the group and have him stand on the same end of the captain line as the Referee is standing.
2. When your captains are properly lined up, raise one hand to signal the Referee that you are ready. The Referee will acknowledge your signal by raising one hand. Upon receiving his signal, escort your captains to the center of the field. Time your arrival to the center of the field to correspond with the Referee and his captains.
3. The Referee will instruct the captains as to their responsibilities and ask the visiting captain to “call” the toss. The Umpire should move into a position that he can hear the instructions of the Referee and be able to witness the coin toss results and record the decisions made by the captain of each team.
4. Confirm the decisions of the captains with the Referee and the remainder of the crew who have come to the middle of the field on the 50 yard line.
5. Upon the instructions of the Referee, move (run) to your Kick-Off position.
6. The Umpire will be responsible for the correct number of players on the Offensive team, unless discussed in the pre-game conference and changed by the Referee.

### **D. KICKOFF POSITIONS - FREE KICKS**

1. After a score, retrieve ball and advance to the Kicking team restraining line by moving up the field on the Scoring team side. Wait at the restraining line for approximately 30 seconds then take a position in the center of field with kicker.
2. Caution kicker to wait for signal and then move to the kicking team restraining line on the visiting team sideline. Do not kick the ball if it falls off the tee. Have the kicker reset the ball.
3. Count the kicking team players.
4. Watch for infractions involving restraining lines. Watch for a short kick and whether it is touched or recovered legally or illegally.
5. Watch for action on the kicker. He is protected for 5 yards from being blocked.
6. Umpire is responsible for the kicker and remaining two players next the kicker.
7. Cover action in the center of the field and check blocking by the three players in the middle of the receiving teams front line.

8. Be prepared to pick up the runner if he comes directly toward you in the center of the field.
9. Observe a wide view of the entire play. Watch for any unnecessary blocks or cheap shots. Get the big picture. Many times you have the best view for an illegal block or clip. Make the call!
10. Be alert for short kicks. Have a bean bag in hand for short kicks, mark forced touching, continue to officiate until the ball is dead. Watch for blocking below the waist by both teams.

#### **E. PLAYS FROM SCRIMMAGE**

1. The Umpire position may vary according to formations of both teams, avoiding a position which will interfere with linebackers and tight ends. Adjust distance behind the defensive line according to width of Team A's formation and (except on goal line or extra point try situations) be at least 5 yards, but seldom more than 7 yards deep from the line of scrimmage. Read point of attack, your four offensive linemen (which includes tackle opposite the Referee). Know the ineligible on passes and where a forward pass first strikes anything.
2. If the Referee omits the ready signal after a down, remind him immediately.
3. Observe ineligible on the scrimmage line. Determine in pre-game conference sharing this responsibility with the Linesman and Line Judge.
4. The Umpire is primarily responsible for detecting any illegal advance on forward passes.
5. Assume primary responsibility for legality of defensive signals.
6. Take a position that permits you to observe the ball on every snap.
7. Be alert for legality of player equipment.
8. Primarily responsible for lateral placement of the ball at the previous spot after incomplete forward pass, penalty, etc.

#### **F. RUNNING PLAYS**

1. The Umpire's position prior to the snap should be approximately one yard back of and to the side of a linebacker so that he can see the ball and all interior linemen. Under normal circumstances he should be opposite the tight end. He will vary his position so that the players cannot be sure in regard to his position on each play.
2. Just prior to and at the snap he will be certain that the defensive team does not use words or signals which obviously disconcert the opponents when they are preparing to put the ball in play. He should be in position to see the snap and to rule on illegal movements of linemen or the football. He is responsible for the legality of the snap with assistance from the Referee and wing officials. He continues to observe his area of responsibility as long as there is a threat of action.
3. When a play develops in his direction he will read the ineligible pass receivers on the line of scrimmage. When the hole opens directly at him he should move away

from it as nearly laterally as possible. He should check for illegal use of the hands and holding and other fouls by both offensive and defensive players in his area.

4. As the play develops between the tackles, the Umpire's primary responsibility is to cover the action of players at the point of attack, then behind the ball and finally around the runner.
5. On short, quick runs through the line (between tackles in close formation), the Umpire generally will blow his whistle when the runner's forward progress stops directly in front of him, on his side of the line of scrimmage. He will take the forward progress of each play usually from the closest wing official (Linesman or Line Judge).
6. When the runner moves into the side zone, the Umpire will be the clean up man in the area between his position and the ball. He may, if necessary, move in near the sideline when he is needed to give proper coverage to the action. In other words, when the ball is in the side zone, the Umpire is in a position to observe action away from the ball and around the ball carrier from an inside out position. When the play is over, the Umpire and all officials have the responsibility to rule on late blocks and other illegal acts.
7. There must be 5 players on the line wearing numbers 50 through 79.
8. Watch the ball, center may simulate a snap by jerking the ball before the actual snap. This is a "false start", blow your whistle, drop penalty flag. This is a dead ball foul.
9. Restricted linemen (50-79) cannot move after hands are on or near the ground.
10. The Umpire is responsible for players that line up more than 7 yards from the center of the formation who block below the waist on a linebacker. This is a "crack back block" and is your call as well as the wing officials.
11. Since you are in the middle of the action most of the time after a play is over, be alert for unnecessary talking between players. Stop it as soon as possible before the situation gets out of control.
12. In general, the Referee or the Umpire has easy access to the ball when the play is up the middle. Hustle to get the ball spotted for the next play.

#### **G. FORWARD PASSES**

1. The Umpire should check legality of numbers of interior offensive linemen at the snap. Observe action of players on and directly behind the neutral zone and illegal advance of ineligibles, and assist with trapped and buttonhook passes. When the Umpire 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 him to observe linemen and their contact with the 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, If possible, assist the Referee in determining the legality of the forward passer.

2. Concentrate on illegal use of hands by interior linemen until the ball is released.
3. If the linebacker is blocked more than 3 yards beyond the line of scrimmage by an ineligible receiver, the ineligible receiver is down field and in violation.
4. When the ball is released, check for ineligible down field and since you should be on the line of scrimmage, you are in a perfect position (working with the Referee) to determine if the passer was beyond the line when he released the ball.
5. If a short pass, over the middle, is complete, Go To The Spot.
6. Assist in relaying the ball back to the Referee on deep incomplete passes. Referee will move to the spot to locate the ball for the next play. Toss it to him and remain in the defensive backfield. Verify the position of the ball for the next snap.
7. Hustle down field to get new spot for ball on deep completed or intercepted passes. Stay at the spot of the ball until Referee arrives. Communicate result of the play to the Referee.

#### **H. GOAL LINE PLAYS**

1. The Umpire should take a position on the opposite side of the field from the Linesman. Ordinarily need not be as deep as for other scrimmage plays. When runner has made a quick thrust into the line at your feet be sure the ball is not moved forward after it is declared dead. Verify score if positive all requirements are met (do not signal).

#### **I. SCRIMMAGE KICKS - PUNTS**

1. The Umpire should adjust to a field position 8 to 10 yards deep favoring the Line Judge's side of the field. Face the offensive line during the initial charge, observing the blocks of Team A and the actions by Team B players. Observe defensive player over the center. Do not allow a defensive player to take a "cheap shot" at the center's neck or back area. Shift observation to contact between defensive players and protectors behind the line. After players move past your position, read the play and turn toward the return area to observe the entire picture for illegal action by players of either team. If the kick is short, or partially blocked, be alert to determine if it crossed the neutral zone. Be alert for sleeper plays.

#### **J. EXTRA POINT TRY'S AND FIELD GOAL ATTEMPTS**

1. The Umpire is responsible for action on or by two outside offensive linemen and up blocking back on vacated Line Judge side of the field. 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 Line Judge side. Be alert for the snapper being fouled.
2. If the kick is short, or partially blocked, know if it crossed the neutral zone.

#### **K. TEAM TIME OUTS**

1. Umpire counts the offensive players.
2. When relaying time outs to fellow crew members, relay the number the team has REMAINING. When relaying the time outs to players and coaches, relay the number of time outs they have REMAINING.
3. During any Team Time out, an Injury Time Out or an Official's Time Out, the Umpire shall quickly take a position over the ball. Remain over the ball until released by the Referee.

#### **L. MEASUREMENTS FOR FIRST DOWN**

1. The Umpire will take the forward rod. Wait until the Linesman calls "ready" then carefully tighten the chain. Don't pull or jerk it! Have the rod perpendicular to the ground at the side of the ball until the Referee announces his ruling, then return the rod to the chain crew. Make sure the chain is taut.

#### **M. CLOSE OF A PERIOD**

1. When time expires, sound your whistle only if ball is dead. The termination of a period is then indicated by the Referee holding a ball over his head with one hand. The Referee is primarily responsible for determining the end of any period. He should enlist the aid of the Umpire when the only field clock is at his back.

#### **N. FUMBLES**

1. Drop bean bag when YOU see ball fumbled at a spot where the ball came out. Never drop your bean bag just because the ball is loose on the ground. See the Fumble! Otherwise, officiate the result of the play.

#### **O. MISCELLANEOUS**

1. The Umpire on an officiating crew is a very important person. He is actually in the middle of each and every play. He handles the ball on every play. He keeps the Referee tuned into the tempo of the game. He communicates with each official on every play in some manner.
2. The Umpire must be very knowledgeable of the rules and mechanics of the game. The Umpire must be capable of assisting the Referee with rule interpretations, enforcement spots and assisting the Referee establish a methodical tempo for the game and maintaining that tempo through out the entire game. He must develop the skill of almost knowing what is going to happen before it happens in order that he may react and get out of the way of a play or make the calls in the trenches.
3. The Umpire should always carry a coin to every game. The Referee could forget his toss coin or even lose it on the field before the toss.
4. The Umpire is directly responsible for sportsmanship among the players on the line. Generally, unsportsmanlike conduct begins with illegal blocks, holds, or comments between players on the offensive and defensive line. Keeping the players concentrating on the game of football is the Umpire's responsibility. Preventative officiating at the first hint of unsportsmanlike conduct will prevent the necessity of calling fouls or ejecting players later in the game.

5. The Umpire is responsible for marking off each penalty. This task is very visible and **MUST** be done in both an accurate and professional manner. The actions of the Umpire will directly affect the personality of each player, coach and fan.
6. **BE SURE** you are marking off a yardage penalty in the proper direction **BEFORE** you start walking. It is much better to take a few seconds and do it right than to be required to correct **YOUR MISTAKE** in front of the whole world. Do not begin stepping off the penalty until instructed to do so by the Referee. Verify spot, direction, yardage with Referee **BEFORE** starting to mark off the penalty.
7. Communicate with the Referee and the rest of the **CREW** before and after each down. If you think something is wrong, **STOP** everything and get it **RIGHT** then, don't let the **CREW** make a mistake. In an officiating crew there is no such thing as an individual mistake. If one member makes a mistake, the whole crew takes the blame.
8. Talk to the players, when necessary, to remove the idea that the officials are their **ENEMY**. Your professional actions will indicate that you are there for the sole purpose of administering the contest according to the rules of the game and are totally uninterested in which team wins or loses.
9. **NEVER, NEVER** be late to a meeting place or to a game. When an official is late, it has the tendency to start the whole evening off on a negative tone and usually things will get worse as the evening progresses. It is impressive to the crew when you develop the reputation of being on time or early.
10. Again, always check your equipment before you leave home. Make sure you have two shoes, one left and one right. Carry extra whistles, penalty flags, bean bags and pencils. It is easy to lose a whistle, pencil or bean bag while on the field. It is embarrassing to be required to borrow a piece of equipment from the coaching staff of a school. It leaves a non-professional opinion of the crew, the chapter and the organization.

## RESPONSIBILITIES OF THE HEAD LINESMAN

### A. PRE-GAME DUTIES

1. Attend pre-game conference.
2. Check equipment, being sure to bring Linesman's clip for the chain.
3. Bring completed "Pay Card" with all names, addresses, etc.. and give to the Referee (unless he has arranged to complete instead of you).

### B. PRE-GAME DUTIES - ON THE FIELD

1. Make sure you have an ADEQUATE chain crew identified.
2. Find your chain crew and check the condition of the chain and the box.
  - a. Check chain for proper length.
  - b. Check the connection at the poles to make sure they are good and secure. If not make them tight.
  - c. Check to see if the chain is wrapped with a piece of tape at the middle. If not, get a piece from the trainer and add it. This is very handy for determining if a 5 yard penalty gives a team a first down.
3. Instruction to Chain Crew:
  - a. They are not to move until you tell them to do so.
  - b. The box man is not to change the down until you signal for him to. When the box is moved, he should move to the new location first, put the pole in the ground and then flip to the next down.
  - c. Tell them that they are to make no comments to players/coaches of either team or to an official if they disagree with the call. They are game officials and they must conduct themselves in that manner.
  - d. They must hustle to get the box set on every play and the chain set on a first down, especially under 2 minutes of each half.
  - e. For any first down, the chain is to be set on the sideline (unless the field has marks 6 yards out of bounds with yard line marks). The clip attached to the chain on the yard line closest to the rear rod, and then moved 6 ft. off the field. Both the box and the chain are to be run 6 ft. off the field. Always go to the sideline and give your heel to set the chain crew.
  - f. For a first down inside the 10 yard line, only the box is used. DO NOT use the chain. Lay them down way outside the sideline.
  - g. On any kickoff they should position themselves between the 20 and 30 yard lines at the receiving team end of the field and they are to be outside the limit line so they are not in the way. Chains and box should be laying on the ground during the kickoff.
  - h. Be sure to tell them to drop the chain rods and box and get out of the way if a player looks like he is going to run into them.
4. At the change of a quarter, ALWAYS make sure the clip is attached at the proper position before you move the chain. DO NOT TRY TO GET ALONG WITHOUT A CLIP ON THE CHAIN WHEN MEASURING FOR A FIRST DOWN OR AT THE CHANGE OF A QUARTER.

5. Instruction to Ball Persons
  - a. Find your ball persons and introduce yourself.
  - b. Tell them how important their assignment is to the game.
  - c. Usually they will be younger persons, so keep the instructions SIMPLE.
  - d. Tell them to stay close to you off the sideline at all times from goal line to goal line.
  - e. Relay a new ball to you and you will get it in to the Umpire.
  - f. Keep towels with them at all times if it is wet.
  - g. Either place a ball at the base of the goal post or have a ball ready to come in after every field goal or try situation.
  - h. Most incomplete passes require a new ball to come in.
  - i. Compliment them if they are doing good. This will help tremendously!
  - j. They are responsible for retrieving balls coming out of the game.

### **C. THE COIN TOSS**

1. Bring the visiting team to the team area 3 minutes before kickoff. Position yourself on the sideline. Do not allow team members, who are not involved in the toss, get between you and the 9 yard marks on your side.
2. Obtain the game ball from the team on your side line until the winner of the toss is determined.
3. Make certain your chain assistants are ready and send them to the receiving teams 20 yard line.
4. Meet at the center of the field to record choices after coin toss.
5. Move into position for the kickoff.

### **D. KICKOFF POSITIONS - FREE KICKS**

1. Take position off the sideline opposite the press box between the receiving team's restraining line (50 yard line, normally).
2. Count the receiving team.
3. Position yourself to make sure the receiving team is not offside. You should be on the 50 yard line.
4. The Linesman has the 4 players on the kicking team closest to him from the time the ball is kicked until they reach the receiving team restraining line.
5. Watch for illegal touching if the kick is short.
6. After the kick, be in position to pick up the runner if he returns the ball down your sideline. You should be at your goal line ahead of the runner in all cases.
7. BE ALERT FOR A FAIR CATCH SIGNAL - IT CAN HAPPEN.
8. Be alert for interference with the opportunity to catch a kick.
9. Get the chain set.

**E. PLAYS FROM SCRIMMAGE**

1. Count the players on the field whose team is on your sideline. Watch for substitutions.
2. The proper hand signal (arm extended horizontally to the offensive backfield) should be used to indicate when the closest Team A player on your side is off the line of scrimmage. Watch the Line Judge's hand signals.
3. If Team A has an unbalanced line and four or more linemen are on your side, you should so indicate by putting your open hand to the side of your face.
4. You have the offense from yourself to the snapper.
5. You and the Line Judge share the defense from sideline to sideline.

**F. RUNNING PLAYS**

1. Your initial position should be on the sideline.
2. Tell player "I am on the line", NOT that he is "OK", that is his decision.
3. Indicate offensive teams line of scrimmage with extended down field foot.
4. Move to final position astride the neutral zone.
5. A an in motion on your side of the center is your primary responsibility even if he reverses his direction.
6. Observe initial charge of linemen.
7. Responsible for forward progress and indicating forward progress with extended up field foot. DO NOT RUN AROUND OR JUMP OVER PLAYERS TO GET THE SPOT. Hold foot until umpire gets your spot.
8. Do not get caught in too close, if you do, your first move should be toward the offensive goal line.
9. NEVER TURN YOUR BACK ON THE BALL OR THE PLAY.
10. Cover runner in your side zone beyond the line, turning toward the sideline to observe the play out of bounds.
11. Converge rapidly on the dead ball spot when play in your area permits. Move quickly to assist in relaying the ball.
12. On option plays toward you, you are responsible for the pitch man. Know when he can be blocked below the waist.
13. If the ball is out of bounds, signal time out & hold the out of bounds spot, another official can retrieve the ball. BE SURE TO OFFICIATE OUT, i.e. stand on the spot but watch for action between players on sidelines. KEEP OFFICIATING.

**G. FORWARD PASSES**

1. Assist Umpire in checking legality of numbers of offensive linemen.
2. Check legality of positions for players with eligible numbers.
3. Use hand signals (on all pass & run plays) to indicate when the closest Team A player to you is off the line. If you and the Line Judge both have your hand out, you MAY have a problem, check for 7 men on the line.
4. After initial charge of linemen, move into position to check blocking and contact of eligible receivers and linebackers.
5. Be ready to rule on the direction of a quick pass (forward?).
6. If your receiver takes off, be prepared to cover him. You should be 10-15 yards short of a deep receiver.
7. Watch for holding and illegal contact beyond the neutral zone both before and after the ball is thrown.
8. After an incompletion, hustle to relay the ball back to the previous spot unless you have good ball boys.
9. If the airborne receiver returns to the ground out of bounds, give incomplete signal. You may, with both arms, give a sweeping motion toward out of bounds.
10. If the airborne receiver returns to the ground in bounds, not in control of the ball, and then touches out of bounds, give the incomplete signal. You may, with both arms, give a "bobbing" signal.

**H. GOAL LINE PLAYS**

1. MOVE IN QUICKLY TO GET FORWARD PROGRESS.
2. Signal touchdown if you SEE the ball break the plane of the goal line in player possession.

**I. SCRIMMAGE KICKS - PUNTS**

1. Get bean bag in your hand.
2. You are the only one to make sure there are 7 men on the line of scrimmage.
3. Be alert for a blocked kick or a scramble that turns into a pass.
4. Observe blockers for holding.
5. If the kick is short on your side, be prepared to cover the play.
6. On short, blocked or wind-blown kicks it is YOUR responsibility to know whether the ball crossed the neutral zone.
7. Don't go down field fast after the ball has crossed the neutral zone, you have the goal line if he breaks it all the way.

8. You have responsibility for your complete sideline.
9. Observe action around the ball. If a player that signals for a fair catch does not touch the ball, you must observe the legality of his actions until the ball is dead (he can't block).
10. Cover in front of the runner until you pick him up on your side.
11. Be alert to cover and accept the Referee's signal for spotting a kick that goes out of bounds in the fly on your side. Go deep on sideline and then walk back toward line of scrimmage on sideline until Referee drops his hand.
12. Use bean bag to mark the spot where the kick ends or is first touched by the kicking team.

#### **J. EXTRA POINT TRYS AND FIELD GOAL ATTEMPTS**

1. Normal sideline responsibilities.
2. If the kick is inside the 15 yard line, you are responsible for illegal action against the kicker and the holder on a four man crew. On a five man crew the Referee is responsible for the kicker and holder. The Referee is always responsible for kicker and holder outside the 15 yard line.
3. You are the only one to make sure there are 7 men on the line of scrimmage.

#### **K. TEAM TIME OUTS**

1. Mark down time out and know how many each team has taken. Be available to tell the coach how many he has left.
2. Responsible for team on your side on the field.
3. Assist in notifying bench when time out is over.
4. Responsible for counting the number of players for the team on your side whether offense or defense.
5. Let Referee know when the players return.

#### **L. MEASUREMENTS FOR FIRST DOWN**

1. CLIP THE CHAIN at the point of its intersection with the back edge of the marked yard line nearest the rear rod. Have box man place box at the spot vacated by the front stake unless there is a penalty involved.
2. Place the clipped spot on the chain on the back edge of the proper yard line (the Line Judge should mark with his toe). Call "ready", be sure chain is not jerked from your hand.
3. If not a first down, personally place chain at original spot on sideline. If you are outside the hash the Referee will first use chain to mark the ball at the hash.

**M. CLOSE OF A PERIOD**

1. Determine the yard line which intersects the chain between the rods. Record: down, distance and yard line where the ball is. CLIP THE CHAIN at the back edge of the yard line, reverse the chain and assistants holding the rods, and move to the corresponding line in the other half of the field. Hold the point on the chain at that line until the chain is stretched tight. Have your assistants move the chains 6 ft. off on the sideline.

**N. HALF-TIME**

1. Make certain your assistants are ready, then take position to keep any players outside the 9 yard marks.

**O. FUMBLES**

1. Drop bean bag when YOU see ball fumbled at a spot where the ball came out. Never drop your bean bag just because the ball is loose on the ground. See the Fumble! Otherwise, officiate the result of the play.

**P. MISCELLANEOUS**

1. Always give the new down to the Referee, then signal to box man to change down. Continue holding hand in the air indicating down to all officials.
2. ALWAYS GIVE A BACKWARD FOOT TO SET BOX WHEN IT IS A FIRST DOWN. Give the boxman your heel and have him acknowledge when he has picked it up so that you can go out on field.
3. Be sure to walk off the penalties on the sideline with the Umpire to make sure the enforcement yardage is correct.

## RESPONSIBILITIES OF THE LINE JUDGE

### A. PRE-GAME DUTIES

1. Have a neat, clean personal appearance in both street clothes and in your game uniform.
2. Your Referee and Umpire set the tone for the evening with both coaches.
  - a. Ask them to tell the coaches to give both wing officials a clear sideline.
  - b. Ask home coach about game clock performance and about 25 second clock, if used.
3. Discuss hand signals with linesman
  - a. Flanker - Hand / fist back
  - b. Split End - hand down by your side

### B. PRE-GAME DUTIES -ON THE FIELD

1. Take over game balls from the Referee after they are checked.
2. Instruct ball persons about how you want to work with them during the game.
  - a. Kicks for points - have the ball boy set one ball down behind the goal post then catch the kick and return to their sidelines.
  - b. Incomplete passes to their own sidelines - have the ball boy pitch the ball into the Umpire then get the incomplete pass.
  - c. September and rain (sweat and other moisture) - have the ball boy keep the ball dry and get a towel. Alternate in dry balls upon request.
3. Inspect the entire field with the other officials.

### C. THE COIN TOSS

1. Bring your team to the area 3 minutes before kickoff. Do not allow team members who are not involved in the toss between you and the 9 yard marks on your side.
2. Obtain the game ball from the team on your side line until the winner of the toss is determined.
3. Meet at the center of the field to record choices after the coin toss.
4. Move into position for kick-off.

### D. KICKOFF POSITIONS - FREE KICKS

1. Take a position off the sideline. Count Team B players.
2. Check sidelines to make sure all non-players are out of the restricted area. When all is ready, indicate by raising and keeping one arm aloft until the Referee drops his arm and sounds his whistle.

3. Watch for blocking below the waist, holding, clipping, illegal use of the hands on your side of the field around the runback.
4. If the run comes to your side of the field, pick up the runner as your prime responsibility. Get his forward progress or out of bounds spot. Officiate OUT as necessary.
5. Hold forward progress spot if necessary until ball is spotted by the Referee or assist in obtaining inbounds spot if ball is on the other side of the field.
6. Move into position for the first scrimmage play by Team A.

#### **E. PLAYS FROM SCRIMMAGE**

1. Count the players on the field whose team is on your sideline. Watch for substitutions.
2. The proper (arm extended horizontally to Offensive backfield) hand signal should be used to indicate when the closest Team A player to you is off the line of scrimmage. Watch the Linesman's hand signals.
3. Watch the chain and down box.
4. You have the offense from yourself to the snapper.
5. You and the Linesman share the defense from sideline to sideline.
6. If Team A has an unbalanced line and four or more linemen are on your side, you should so indicate by putting your open hand to the side of the face.

#### **F. RUNNING PLAYS**

1. Same play coverage as Linesman.
2. RESPONSIBLE FOR CORRECT NUMBER OF PLAYERS ON THE FIELD WHOSE TEAM IS ON YOUR SIDELINE.

#### **G. FORWARD PASSES**

1. Determine eligible receivers on your side.
2. Be alert for the tight end getting covered up by a flanker who gets lost.
3. If the airborne receiver returns to the ground out of bounds, give incomplete signal. You may, with both arms, give a sweeping motion toward out of bounds.
4. If the airborne receiver returns to the ground in bounds, not in control of the ball, and then touches out of bounds, give the incomplete signal. You may, with both arms, give a "bobbing" signal.

#### **H. SCRIMMAGE KICKS - PUNTS**

1. Get bean bag in your hand. TALK TO YOURSELF: "(COLOR) RECEIVING"

2. Take position on your side of the field outside the deep receiver, 2 to 5 yards in front of receiver. DO NOT GET BEHIND THE RECEIVER! Assume responsibility for coverage to either side of the field.
3. You must cover the ball anywhere it goes. You are the only one around.
4. Be alert for fair catch signal and opportunity to catch fouls (remember 2 yard zone around receivers).
5. Once a fair catch signal is made, NO ONE CAN ADVANCE THE BALL.
6. If a player makes an invalid fair catch signal, kill the play when the receiver gains possession, the receiver has NO PROTECTION (except late hits, etc.).
7. Be alert for forced touching disregarded.
8. Possession by kicking team kills the play, THEY CANNOT ADVANCE (Unless Team B had possession, fumbles, and Team A intercepts or recovers). This is also true on free kicks.

#### **I. EXTRA POINTS TRYS AND FIELD GOAL ATTEMPTS**

1. For kicks where the snap is on or outside the 15 yard line, take position behind and in center of the goal post. On a four man crew you are responsible for:
  - a. Success or failure of the kick.
  - b. Your sideline in case of a run or pass.
  - c. Passes as usual.
  - d. The complete endline.
2. For kicks and attempts inside the 15 yard line take position on the endline on your side of the goal posts. On a four man crew you are responsible for:
  - a. Any kick that strikes the crossbar or an upright. (Referee is responsible for the success or failure of the kick).
  - b. If kicked ball passes under crossbar, immediately signal no score.
  - c. Otherwise, the same as outside 15 yard line.
3. Remember, if a field goal kick is short, THE BALL IS STILL ALIVE! CONTINUE TO LET THE PLAY GO.
4. When the field goal or try attempt narrowly passes outside an upright, you may give a sweeping motion with both arms away from the upright.

#### **J. TEAM TIME OUTS**

1. Record on your scorecard:
  - a. The number of the team member calling the time out if you get it.
  - b. Quarter in which the time out was called.
  - c. The remaining time from the scoreboard.

#### **K. MEASUREMENTS FOR FIRST DOWN**

1. Assist in clearing the area for measurement and indicate placement of clip for Linesman.

**L. CLOSE OF A PERIOD**

1. Keep other officials informed as to running time. Be sure crew is on the field at least 5 minutes before kickoff. Secure game ball and make sure ball persons are ready.
2. Write down the down, distance and yard line and direction and go to the yard line at the other half of the field where the ball is to be put into play. Check the clock.

**M. FUMBLES**

1. Drop bean bag when YOU see the ball fumbled at a spot where the ball came out. Never drop your bean bag just because the ball is loose on the ground. See the Fumble! Otherwise, officiate the results of the play.

## RESPONSIBILITIES OF THE REFEREE

### A. PRE-GAME DUTIES

#### 1. The Week of the Game

- a. The Chapter secretary/assistant secretary will contact the coaches prior to the game to confirm game date and time. This is especially important for sub-varsity games since there can be last minute changes in field availability and equipment.
- b. If the Referee does not have a vehicle capable of accommodating the crew, then he should ask other members of the crew if they can drive.
- c. The Referee should confer with all the other members of the crew as to the meeting place.
- d. The Referee should confer with the crew as to the departure time. ALWAYS allow sufficient time, to obey the speed laws, taking into consideration the time of day, day of the week, and departure location as to the type of traffic congestion delays to expect and give yourself a little extra time to change a flat tire, if it should occur.
- e. The Referee should make contact with all members of the crew and inform them of travel information and determine if the crew will travel together or in separate vehicles.
- f. The Referee should secure a road map and become familiar with the most efficient route to the game site.
- g. It is beneficial for the Referee to contact the crew on Monday night at the chapter meeting to advise and confirm travel arrangements. The earlier these arrangements are made, the more secure the assignments will be and the less likely that a member of the crew will be confused and miss the meeting location or the game.
- h. There are several popular meeting places in and around the Waco area. New members should become familiar with these locations and if you do not know where a specific meeting place is located, PLEASE ASK!
- i. Begin preparing for next week's game as soon as your Friday night game ends. including a review of the rules during the week.  
Example: Monday - Rule 6, Tuesday - Rule 7, Wednesday - Rule 8 etc.  
Rules 1, 2, 4, and 5 will be reviewed through cross references from other rules.

#### 2. The Day of the Game

- a. Call the crew. Confirm that the game is as previously scheduled. Confirm departure time and location.
- b. It is a "CUSTOM", not a Chapter rule, that the driver provide refreshments for the return trip after the game. The refreshments may consist of chips and drinks or a more substantial snack such as sandwiches. It is nice to at least have something to drink after several hours of hard officiating.

- c. The driver should make arrangements to be at the meeting place at least 15 minutes early. This allows time for the crew to load their equipment and leave promptly at the pre-determined time.
    - d. **DOUBLE CHECK YOUR UNIFORM EQUIPMENT!** Make sure that you have all your required equipment. Uniform items are very hard to find in local stores, on very short notice, the day of the game or on the way to the game site. You pack your travel bag and responsible for having all the necessary equipment. Don't make a friend or family member responsible for your equipment.
3. Attendance at the pre-game conference at the time and place designated in advance notice is **MANDATORY**. If the Referee is detained, he must notify the Linesman and request him to conduct the meeting.
4. Game Location Pre-Game Conference
  - a. Arrive at the game location early enough to allow for a 1 hour to 1 hour, 15 minute conference. Unauthorized visitors are not allowed in this important session. Use a written guide such as recommended in the Mechanics Manual. If the Referee is unable to conduct the conference, the Linesman should conduct the Conference.
5. At least 1 hour before game time, the Referee or Umpire shall determine the legality of each football before it is put into play. The Referee shall mark each team's football(s) prior to the game and the Umpire shall disallow any other football from being used during the game.
6. Visit Home team dressing room **FIRST**, one hour and thirty minutes before the kickoff with the Umpire. The Umpire inspects player equipment, including bandages, tapes, pads, etc. The Umpire should record the number of each player with illegal or not approved equipment and each player with illegal or not approved equipment and notify the trainer and a coach of the deficiencies. The Umpire re-checks those players who had equipment problems when they arrive on the field to ensure compliance with the equipment requirements and secures proper certification from the coach that each of their players are properly equipped and comply with the NCAA rules and that the players have been instructed in the proper use of their equipment.
7. For all **VARSITY GAMES**: get the team captains last name, their number, and captains that will be spokesmen for penalty enforcement. Check on player equipment, game balls and unusual play situations. Synchronize your watch with Home team head coach. Give specific time team is to enter the field, time of toss, national anthem and kick-off.
8. Referee remind the Head Coach of equipment requirements and secure proper certification from the coach that each of their players are properly equipped and comply with the NCAA rules and that the players have been instructed in the proper use of their equipment.
9. Confer with Clock Operator and explain procedure in the event the game clock(s) become inoperable. Line Judge will conduct a detailed discussion with the Clock Operator before game time. It is recommended that the Line Judge follow the guidelines stated in the Mechanics manual and provide a summary sheet to the Clock Operator and 25 second Clock Operator if used. Explain the Rule changes (if any) to them that apply to the operation of the clock.

10. Establish procedures for ball persons, including but not limited to the following:
  - a. Locate and learn the ball persons names.
  - b. Tell them no matter which team has the ball, be ready to get a ball to the nearest official.
  - c. If your dead ball spot is in the side zone opposite Team A's bench use a Team B ball to mark the spot until the Umpire can spot with a Team A ball at the proper hash mark.

#### **B. PRE-GAME DUTIES - ON THE FIELD**

1. Arrive on the field at least 15 minutes before kickoff.
2. Inspect entire field with other officials. Look for any unusual markings or irregularities. Take measures to remove any hazardous obstructions within or near boundary lines. Think safety during this inspection time.
3. The Referee should locate the captains representing the "Visitor" team and be prepared to escort them onto the field. Have the captains on their sideline (opposite press box side) at the 50 yard line approximately 4 minutes before game time.

#### **C. THE COIN TOSS**

1. Usually, the Referee will face the scoreboard during the coin toss. Ask your captains which one will speak for the group and have him stand next to you on the right.
2. When your captains are properly lined up, raise one hand to signal the Umpire that you are ready. The Umpire will acknowledge your signal by raising one hand. Upon receiving his signal, escort your captains to the center of the field. Time your arrival to the center of the field to correspond with the Umpire and his captains.
3. The Referee will instruct the captains as to their responsibilities and ask the visiting captain to "call" the coin toss. Before tossing the coin it is a good time to ask the team captains to help the officials keep their players under control.
4. Flip the coin and catch it in the air. If dropped, flip again. Whoever wins the toss, tap the shoulder of the winning captain so the press box can see. Get his option. If the winning captain defers to the second half, step to the side and signal the pressbox (S10). Request first choice from the opposing captain, present the remaining options to the other captain. Face the press box, place the captains in position facing each other with their backs to the goal which they will defend. Give the correct options to the press box. It is recommended to follow the coin toss procedure in the Mechanics Manual.

#### **D. KICK-OFF POSITIONS - FREE KICKS**

1. Take position just in front of deepest receiver and wide to the press box side of the receiver. Count receiving team players.
2. Mark the out of bounds spot if the kick goes out of bounds in your area (bean bag if touched by any player - otherwise throw your flag). You must know out of bounds spot because receiving team has an option.

3. Give signal to start clock when ball is touched by receiving team in your area with the kickoff occurring with less than two (2) minutes in the first and second half.
4. If kick goes deep, retreat to a position to observe action involving the goal line, sideline, and the endline.
5. Be alert for hand-offs and criss-crosses. Ball may only be handed backward.
6. REMEMBER: IF THE BALL TOUCHES THE GROUND IN THE END ZONE WITHOUT BEING TOUCHED BY THE RECEIVING TEAM, IT IS A TOUCHBACK. BLOW YOUR WHISTLE AND SIGNAL IMMEDIATELY TO STOP PLAY.

#### **E. PLAYS FROM SCRIMMAGE**

1. After each play, make sure there are no penalty flags before requesting the down box or chains to be moved, especially on long gains. If any flags have been thrown, the official throwing the flag should be coming towards you. Meet with him and listen to the details of his foul, preferably AWAY FROM ALL PLAYERS. Give preliminary penalty signal to the press box and give penalty options to the captains. Obtain captains choices, meet Umpire at spot of enforcement and insure Umpire is walking in correct direction and knows the correct number of yards to walk. While Umpire steps off the penalty, give final penalty signal to the press box. The Linesman should mark off the penalty along his sideline to double check the Umpire.
2. Assist with the spotting of the ball after each play. Move quickly to receive a "triangle" relay from the covering wing official when the ball is dead in a side zone.
3. Consistently mark the ball ready for play after each scrimmage down. CONFIRM CORRECT DOWN WITH ALL OFFICIALS. Check that down box has been set properly.
4. Be in a position to see the snap, the tackle on your side, and the backs, except flankers or men in motion towards you. Usually you are about 2 or 3 yards behind and 2 yards wide of the deepest back. Count the offensive players every play.
5. Check the backs and quarterback for illegal motion, the ball at the snap and assist the Umpire if there is any illegal movement by the interior linemen.
6. Be consistent in calling movement by the quarterback at the snap.

#### **F. RUNNING PLAYS**

1. The Referee is responsible for the ball and the runner behind the neutral zone. When the runner reaches the neutral zone turn him over to the covering wing official.
2. After the snap, move toward and parallel the line of scrimmage. Maintain your position if the action is not toward you. Close in when the ball becomes dead. If the action is in your direction, step back to allow necessary clearance, then move parallel to the play. Close in when the ball becomes dead. If the ball is thrown, rule on forward or backward pass.

3. The Referee is responsible for forward progress spot behind the neutral zone and the out of bounds spot behind the neutral zone.
4. Quick hand-offs up the middle are the responsibility of the Umpire or wing officials, so the Referee should concentrate on action behind the runner.
5. On pitch plays, the Referee has action on the quarterback before and after the pitch. If the quarterback turns up field and crosses the neutral zone with the football, the wing official will cover the quarterback and the Referee will cover the action of the pitch man.
6. On plays into the line, if the runner is driven back after forward progress is stopped, retrieve ball from runner and toss to official covering spot. Help prevent defensive players from slamming the runner to the ground by verbally sounding whistle in short blasts until all action is stopped.

#### **G. FORWARD PASSES**

1. The Referee is responsible for action on the quarterback. He is solely responsible for intentional grounding. When the passer retreats, remain wider than the potential passer. Take a position on the passing arm of the quarterback so that you can observe the forward motion of his arm from the front. Wing officials should help with the locations of eligible receivers on intentional grounding situations.
2. After the passer throws the ball, continue to observe him until there is no threat of a foul. Verbally alert the defenders when the pass is thrown.
3. Continue to observe offensive and defensive action behind the line before moving out of the area.
4. Rule whether passes were forward or backward. Wing officials may assist with this task.
5. With assistance from the Umpire, rule on illegal forward passes beyond the neutral zone. If a passer throws the ball near the neutral zone, move to the spot of the pass. If it is illegal, drop flag and continue to officiate.
6. Referee spots ball after an incomplete forward pass beyond the neutral zone.

#### **H. GOAL LINE PLAYS**

1. Position and coverage is the same as for other scrimmages with the forward point of advancement usually determined by the wing officials. Signal score after being positive all requirements are met and no penalties are to be enforced that would negate the touchdown.

#### **I. SCRIMMAGE KICKS - PUNTS**

1. Take position at the side of the kicker, wide enough to be able to see the ball from snap to the kick. Be able to see the blockers and kicker at the same time. If kick is out of bounds in the air, line up with the Line Judge using a raised arm signal.
2. Be in position to be even with, or slightly in front of the kicker when the ball is kicked. Warn potential kicker if he is on or outside the endline prior to the snap.

Be wide enough to rule if a kick is blocked. Being too close to the play could result in being out of position and unable to finish the play.

3. Count the offensive players.
4. Watch for blocking below the waist by all players, especially upbacks.
5. Insure that the kicker is not roughed or run into by a player WHO HAS NOT TOUCHED THE BALL. The kicker is afforded protection as long as he remains the kicker. An illegal block can excuse roughing.
6. Remember the ball is alive and anyone may pick it up and run if the kick is blocked and/or kick has not crossed the neutral zone.
7. Move slowly downfield, officiating the “big picture”.

#### **J. EXTRA POINTS TRYS AND FIELD GOAL ATTEMPTS**

1. The Referee’s position is a yard or so to the rear and 2 to 3 yards to the side of the potential kicker, favoring the Line Judge’s side of the field where he can see the ball spotted for the kick.
2. If the field goal or try is on or inside the 15 yard line the referee is responsible for:
  - a. Ruling on the field goal or try. (Four man crew).
  - b. Fumbles by the holder.
  - c. Assisting Line Judge with the sideline on the running play.
  - d. Signal score after being certain all requirements are met.
  - e. Grounding by holder.
3. If the field goal or try is outside the 15 yard line the Referee is responsible for action on the kicker/holder. He will assist the Line Judge with his sideline.
4. Be alert for blocked or partially blocked kicks, continue to officiate.

#### **K. TEAM TIME OUTS**

1. Signal a full length time out by pointing to the requesting team with both arms extended giving three chucks. If the time out is the last remaining time out in the half for a team, indicate by three pulls on a “steam whistle”. For an official’s time out, signal time out and tap both hands on shoulder. Record on your game card the exact time on the game clock and player number that called for the time out.
2. Remain near the ball and the Offensive team during the time out. Avoid any unnecessary group consultations on the ball. It really doesn’t look good to have four officials on the ball chatting away during the time out.
3. This is a good time to review time outs remaining with Umpire when applicable.

#### **L. MEASUREMENTS FOR FIRST DOWN**

1. When spotting the ball, make sure there is no need for a measurement before announcing the next down. If close, or by Captain’s request measure. It is recommended to measure on a fourth down play when it is close to a first down

and a measurement would decide whether team possession of the ball is changed.

2. Observe the relative position of the ball and the stake rod on the stretched chain. It is a first down IF any point of the ball crosses the FRONT EDGE of the stake rod. The ball does not have to completely cross the rod. It merely has to cross the front edge.
3. Announce your ruling. If the ball is in a side zone and it is not a first down, then grasp the chain at the forward point of the ball and use it to spot the ball on the hash mark.

#### **M. CLOSE OF A PERIOD**

1. The Referee is primarily responsible for determining the end of any period. The termination of a period is then indicated by the Referee by holding a ball over his head with one hand. He should enlist the aid of the Umpire when the only field clock is at his back.
2. Meet with Umpire at spot of the ball. Record the yard line, down and distance BEFORE moving the ball. Spot ball at the same relative position at the opposite end of the field.
3. Give a full minute at close of the period before the next ready for play.

#### **N. HALFTIME**

1. Wind the clock after all players have left the field from the exiting end zone.

#### **O. FUMBLES**

1. Drop bean bag when YOU see the ball fumbled at a spot where the ball came out. Never drop your bean bag just because the ball is loose on the ground. See the Fumble! Otherwise, officiate the results of the play.

#### **P. MISCELLANEOUS**

1. The Referee has general oversight and control of the game. His decisions upon rules and other matters pertaining to the game are final.
2. The Referee must be very knowledgeable of the rules and mechanics of the game. He is responsible for proper enforcement spots, and penalty administration.
3. The Referee must work to develop and maintain harmony within the crew and between the players on the field. A smooth running tempo for the game may be established by a Referee's professional actions in the pre-game and on the field. It is important for a Referee to realize that he is no better than any other crew member, rather, he simply has additional responsibilities.
4. It is especially important for the Referee to deal with coaches in a calm professional manner at all times. Any unusual play situations or penalties should be explained to both coaches in a calm, even tempered tone of voice. It is always a good idea to be sure to visit coaches on both sidelines if you are going to explain a situation. Leaving one coach out can only cause ill feelings.

5. Always make sure to consult with other officials if you are unsure about something. Never be in a hurry to start the next play if something doesn't seem right. TAKE THE TIME to correct any errors in spotting the ball, penalty enforcement or the clock before the next snap. Coaches and fans will appreciate that you got it right.

**Q. COACHES CONFERENCE - DURING GAME**

1. If the Head Coach requests a conference, signal time out on the Referee. Visit the Coach on his sideline and administer ruling. Discuss rules, mechanics, penalty enforcement, spot, etc.. Never discuss a "judgment" call. If the Referee is in error, no time-out is to be charged to the team. Otherwise, charge them with a time out. If time outs have been exhausted and this is the "4th" charged, administer penalty for delay of game as described in the rules.

**R. POST GAME DUTIES**

1. Note elapsed time.
2. Leave the field together.
3. Complete the game report.
4. Do not discuss judgment calls with coaches.

**RESPONSIBILITIES OF THE TIMER**

1. Do not wear your uniform, wear only your hat and wear it ONLY while you are in the press box.
2. Participate in pre-game conference, listen to instructions from the Line Judge.
3. When the officiating crew walks onto the field you should go the press box, become familiar with the clock controls, and get ready to start the game.
4. REMEMBER: YOU ARE TO WORK THE CLOCK ONLY, NOT ANY OTHER SCOREBOARD FUNCTIONS!
5. STARTING THE CLOCK
  - a. On the kickoff, the Referee will give a winding signal to start the clock when the ball is legally touched by the receiving team or when the receiver in possession enters the field of play from the end zone. Start the clock ONLY when you see a winding signal, not when you think it should be started.
  - b. IF THE CLOCK IS STOPPED: Start the clock when the Referee gives the wind the clock signal. If he does not signal, start the clock when the ball is snapped.
  - c. IF THE CLOCK IS RUNNING: Leave it running until you see a signal to stop it.
6. Only STOP THE CLOCK WHEN YOU SEE A SIGNAL TO DO SO.
7. The crew on the field should stop the clock:
  - a. To award a first down to Team A or B.
  - b. To complete a penalty.
  - c. When a forward pass is incomplete.
  - d. When there is a TD, Field Goal, Touchback, or a Safety.
  - e. When a live ball goes out of bounds.
  - f. When an inadvertent whistle is sounded.
  - g. When there is a first down measurement.
  - h. When either team requests a time out or there is a reason for an officials time out.
8. Never anticipate and start or stop the clock on your own. You are to follow the signals of the crew on the field. If the crew on the field makes a mistake and stops or starts the clock at the wrong time, you must follow their direction. That is their problem, not yours.
9. KEEP YOUR HEAD IN THE GAME - STAY ALERT - CONCENTRATE!

**RESPONSIBILITIES OF THE CHAIN CREW**

1. Arrive at the field at least 30 minutes prior to the game or travel with the crew if the game is out of town.
2. Wear a white shirt with full knickers, stripped socks, and black shoes.
3. Follow instructions of the Head Linesman. Do not move the chains or box unless signaled by the Head Linesman. You are his assistants, follow his directions.
4. Do not discuss plays or calls with the Head Linesman on the field.
5. Do not discuss plays, calls, fouls, etc. with the teams or coaches.

## NCAA RULES

### A. NCAA RULES FORMAT

1. The NCAA Rules and Interpretation Manual is divided into 11 major rules.

Rule 1	The Game, Field, Players, and Equipment
Rule 2	Definitions
Rule 3	Periods, Time Factors, and Substitutions
Rule 4	Ball in Play, Dead Ball, Out of Bounds
Rule 5	Series of Downs, Line to Gain
Rule 6	Kicks
Rule 7	Snapping and Passing the Ball
Rule 8	Scoring
Rule 9	Conduct of Players and Others Subject to the Rules
Rule 10	Penalty Enforcement
Rule 11	The Officials: Jurisdiction and Duties
Rule 12	Instant Replay

2. The rules portion of the manual provides formal definitions of each aspect of the game of football. It always takes precedence over any interpretations presented in the manual.
3. The Interpretations section of the manual is designed to present play situations to illustrate the applications of the officials rules to the game of football. It contains play situations followed by “Approved Rulings” which present the correct way to interpret or apply the rule to the given situation. It is a good place to study the application of the rules.

### B. COMMON FOUL SITUATIONS

1. All fouls are assumed to be live ball fouls unless reported otherwise. Report fouls as “OFFENSE/DEFENSE” or “KICKING/RECEIVING” TEAM. On change of possession plays such as kicks, you must know if it was BEFORE or AFTER possession changed.
2. Any striking foul is an automatic 1st down: ROUGHING THE KICKER, KICKING, KNEEING, SPEARING.
3. If a player swings at another player and MISSES, it is a 15 yard non-contact foul. If he connects, it is 15 yards AND disqualification. (Spitting is a disqualification.)
4. Coaches complain the most about NOT calling holding and poor spotting of the ball.
5. Watch for players leaving the field on the wrong sideline or through the end zone. This is a dead ball foul! Blow your whistle immediately.
6. If a legal incoming substitute enters the field and communicates with teammate or an official, enters the huddle, or is positioned in an offensive formation and he leaves the field without participating in the play, it is a 5 yard substitution foul. (This is OK if is between periods, after a score, or during a time out.)

7. The pitch man may not be blocked below the waist or tackled if he is in a position to receive a pitch.

### **C. PLAYER/GAME EQUIPMENT**

1. All metal and plastic must be covered on a knee brace and the brace must be covered so that you cannot hook your fingers in it.
2. Metal showing on a face mask is illegal equipment.
3. ALL seams of a jersey MUST be sewn together.
4. If equipment becomes illegal as a result of play (torn jersey) it is an automatic TIME OUT. A torn jersey CANNOT BE TAPED and be acceptable.
5. Officials cannot do anything about illegal use of TV or instant replay equipment by a team.
6. If the communication equipment from one sideline goes out, the other coach is not obligated to discontinue use of his equipment. This should not affect the game. Also, do not delay the start of a game because the phones are not working or both teams have radios on the same frequency.
7. The Umpire should determine if the ball is good enough to play with when he puts it down. You should not recognize the center's request for a dry ball or another ball. ONLY IN AN EMERGENCY SHOULD THE 25 SECOND COUNT BE INTERRUPTED. Determine acceptability of the ball before it is made ready for play.

### **D. SCRIMMAGE FORMATION REQUIREMENTS**

1. Offensive Players are restricted from moving both by position and number, i.e. offensive linemen 50-79.
2. The man on the end of the line can legally move after being set, provided he does not draw an instantaneous response from the defense.
3. When the quarterback is in a set position, the defense must not use disconcerting signals. The entire offense may use signals as long as it does not simulate a false start.
4. If Team B jumps into the neutral zone and a Team A man straight over or to either side of him moves when threatened, or fires off, blow whistle and penalize the defense. However, if B jumps but DOES NOT cross into the neutral zone and Team A lineman moves, it is a foul on Team A.
5. The man on the end of the line is not covered up by a man outside of him that is neither on the line or in the backfield. This is an illegal formation at the snap because of the end man not being on or off the line of scrimmage. He is an ineligible receiver.

### **E. PASS PLAYS**

1. It is OFFENSIVE PASS INTERFERENCE if any offensive player INITIATES CONTACT beyond the line of scrimmage during a pass play.

2. If a lineman blocks the linebacker on a pass play, you have an ineligible lineman down field and offensive pass interference unless contact was made within 1 yard of the line and the lineman went no further than 3 yards down field.
3. If the ball is between you and the receiver in a pass play, it is your call.
4. YOU CANNOT HAVE DEFENSIVE PASS INTERFERENCE IF IT IS AWAY FROM THE BALL. PASS INTERFERENCE RULES APPLY ONLY WHEN A PASS CROSSES THE NEUTRAL ZONE AND THE RECEIVER HAS THE OPPORTUNITY TO RECEIVE A CATCHABLE FORWARD PASS. For example, if blocking below the waist against a receiver occurs away from the ball beyond the legal clipping zone extended to the sidelines, it is a personal foul.
5. Momentum inside the 5 yard line applies to intercepted forward passes, fumbles, and scrimmage or free kicks.
6. Batting a forward pass is not a foul.
7. If the passer immediately grounds the ball to stop the clock it is OK. It is only an illegal forward pass if it is grounded to save a loss of yardage.

#### **F. KICK PLAYS**

1. Kicking team CANNOT ADVANCE a FREE OR SCRIMMAGE KICK, even if the ball has been touched by the receiving team. (Even if it has not touched the ground.)
2. Anytime Team A kicks, they are giving up the ball, even if it is not 4th down. If it is other than 4th down when Team A's kick is blocked and recovered by Team A behind the line, then it is 4th or succeeding down for Team A. If Team A's kick goes out of bounds untouched it is Team B's ball. If nobody attempts to recover the ball behind the line and the ball is blown dead, it is Team B's ball.
3. Remember that on a scrimmage kick that is blocked and/or does not cross the neutral zone, ANYONE CAN PICK IT UP AND RUN WITH IT. The punter may even pick it up and PUNT IT AGAIN!!!
4. If on a try a team calls a Time Out, the ball can be relocated, unless there is a re-try after off-setting fouls or a penalty against team A on a successful Try.
5. If a kicker comes down on a defensive man, it is 5 yards for running into the kicker. If the kicker is displaced or knocked down by a defender who has not touched the ball, it is a 15 yard penalty for roughing the kicker.
6. When all the officials are in position to start a play, wait 3 seconds and make the ball ready for play, even though the players may not be ready.
7. Unless a kicker fakes through kicking the ball, the holder is down and the ball is dead if the holder muffs the ball and the kicker is not in position to kick the ball. If the kicker is in position the holder may pick up and run or pass the ball.

#### **G. BLOCKING- LEGAL VS. ILLEGAL**

1. PUSHING IN THE BACK IS BLOCKING IN THE BACK. If a player attempts to recover or catch a fumble, a muff, a backward pass or a touched forward pass, he

MAY USE HIS HANDS OR ARMS ON THE BACK OF AN OPPONENT to push him out of the way, THIS IS NOT BLOCKING IN THE BACK.

2. If there is any change of team possession: Team B intercepts a pass, Team B returns a free or scrimmage kick (including a missed field goal attempt), there can be NO BLOCKING BELOW THE WAIST.
3. If a player puts out his hands to ward off a block ABOVE THE WAIST and the first contact is below the waist, you CANNOT call this blocking below the waist. If his hands are BELOW HIS WAIST and the first contact is BELOW THE WAIST, it is BLOCKING BELOW THE WAIST.
4. Contact with the abdomen area is not blocking below the waist.
5. BLOCKING BELOW THE WAIST: If the defensive man has ONE OR TWO FEET ON THE GROUND and he gets blocked below the waist, it is a foul. If BOTH HIS FEET ARE OFF THE GROUND, it is NOT blocking below the waist.

#### **H. PENALTY ENFORCEMENT**

1. There are 5 spots from which fouls are enforced: Previous, Succeeding, Dead Ball, Where the kick ends (Post Scrimmage Kick), and Where the run ends.
2. Only live ball fouls can offset. Dead ball and live ball cannot.
3. Live ball fouls enforced as dead ball fouls are:
  - a. 9.1.5: Game administration interference
  - b. 9.2.1: Unsportsmanlike conduct
  - c. 9.2.2: Unfair tactics (Spot Most Advantageous)
4. Participation by 12 players during a down is a 15 yard penalty and is enforced from the most advantageous spot.

#### **I. UIL RULE DIFFERENCES**

The University Interscholastic League is the governing body of all Texas High School Athletics. They have modified a few of the NCAA Rules to allow for a more competitive high school game. The key rule differences are:

1. Kick-off from 40 yard line, NOT 30 yard line.
2. The UIL requires the NOCSAE seal and the 4 point chin strap for VARSITY ONLY.
3. 28 MINUTE MAXIMUM HALF-TIME (12 minutes for each band, and 4 minute warm-up).
4. CANNOT TURN THE LIGHTS OFF DURING HALF-TIME.
5. If a Coach says he has players that are exempted from wearing a mouthpiece, ask him: 1. "IS A COPY OF THE DENTIST'S LETTER ON FILE WITH THE UIL?" AND 2. "MAY I HAVE A COPY?". If he cannot comply with BOTH of these, they MUST WEAR A MOUTHPIECE!

6. Penetrations are credited to each team once per team possession if they succeed in penetrating the 20 yard line of their opponent. By rule, a safety is always credited as a penetration.

#### **J. BEAN BAG MECHANICS**

Bean bags will be dropped to mark the appropriate spot:

1. When a scrimmage kick ends inbounds.
2. When the covering official actually see a live ball fumbled on the field.
3. When a hand-off or backward pass occurs beyond the neutral zone or when there is no neutral zone.
4. When an eligible Team A pass receiver voluntarily goes out of bounds (use your hat).
5. When an eligible receiver fails to return inbounds immediately after being blocked out of bounds.
6. 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 a Team B player recovers a fumble or kick between his five yard line and the goal line.
11. When necessary to mark forward progress when the runner/passers is driven back.
12. When the Team A passer is sacked.

## MISCELLANEOUS TIPS AND INFORMATION

### A. CALLING FOULS AND ENFORCEMENT PROCEDURES

1. Any official calling a foul will drop a penalty marker at the proper spot, mentally marking the yard line. If ball is alive, withhold your whistle until ball becomes dead, then continue to sound short blasts until you are certain all other officials are aware a foul has been called.
2. Know status of the ball if it was in play.
3. Do not place a hand on or point to the offending player. Official who calls a disqualifying foul notifies head coach. Nearest official will notify (by position or number) the head coach of any non-disqualifying fouls by his team. On encroachment fouls or false start fouls, if more than one official has called the foul, the calling official should consult with the Referee or Umpire whichever is appropriate, before reporting the foul. If Umpire is involved, he should report foul to the Referee.
4. The Umpire should stay close to the Referee when the foul is being reported in order that he will know what is about to take place.
5. The Umpire should take a position near the Referee when he explains the options to a captain. If the penalty is to be enforced, follow the Referee's instructions in marking off the penalty.
6. The Umpire will carry the ball and place it in position when penalty is enforced. Verify visually with the Line Judge and Linesman.
7. Umpire should stay over the ball after a penalty enforcement until the Referee completes the giving of the signals to the press box and returns to the area of the ball to mark it ready for the next play.

### B. GENERAL OFFICIALS MECHANICS

1. DON'T CALL THEM LIKE YOU SEE THEM, CALL THEM LIKE THEY ARE!
2. BE TOUGH ON SPEARING!
3. DO NOT TOUCH PLAYERS UNDER ANY CIRCUMSTANCES! If they are injured, let the Trainer or Coach take care of the player, NOT YOU.
4. Only "OFFICIATE" the ball when it is in your area.
5. When it is close to a first down or the goal line do not spot the ball on someone else's foot, give the ball to the covering official and let him spot it. You do not know where someone else will spot the ball.
6. On a fumble and pile-up where you cannot find the ball, say "I HAVE THE BALL" and the players will usually unpile.
7. Get bean bag on spot where a fumble occurs. ALWAYS have bean bag in your hand on 4th down, plays close to the goal line, and on all kick plays.

8. ONLY THE REFEREE CAN STOP THE CLOCK FOR A COACHES CONFERENCE. A player MUST direct his request for a Coaches Conference to the REFEREE ONLY.
9. People with clipboards that are walking up and down the sideline must stay behind the 12 foot Limit Line.
10. Never "MIRROR" or "ECHO" a touchdown. Rule on a score only when you see the ball cross the goal line in possession.

### **C. TIME-OUTS**

1. If a team calls Time Out and uses only part of it when they say they are ready to go, the other team can say they want the full Time Out.
2. Allow the water boys on the field during ANY TYPE of Time Out.
3. Can have injury Time Out followed by a Team time Out. Can have Time Out for Team A, Time Out for Team B, and Time Out for Team A, consecutively. Either team may take consecutive time-outs.
4. All players can go to the sideline during a Team Time Out.
5. When it's close to the end of a half or the game and a time out is requested, glance at the clock. If time remains, signal time out and be sure the Referee knows you stopped the clock with time remaining. This is especially important if it ticks down to zero after you have signaled time out.

### **D. HANDLING COACHES**

1. Don't yell, use a low tone of voice because everyone has to be quiet to hear what it is that you are saying or your explanation.
2. Stay away from coaches every chance you get - but don't avoid them.
3. Don't let them show you up - ignore baiting.
4. Use your flag as a last resort.
5. Stay calm - everyone plays off of our emotions.

### **E. WHEN IN DOUBT:**

1. it is a touchback rather than a safety;
2. the pass is incomplete rather than a fumble;
3. the run has ended rather than a fumble;
4. it is legal use of hands rather than holding or illegal use of hands;
5. the ball is accidentally kicked rather than intentionally;
6. a departing player has left the field prior to the snap;
7. offensive players are legally on the line;
8. offensive players are legally in the backfield;
9. it is a legal block rather than clipping;
10. the passer has not intentionally grounded the ball;
11. the passer has thrown the ball rather than fumbled it;

12. the fumble occurred in or behind the neutral zone rather than beyond it;
13. the defensive back has legally initiated contact in passing situations;
14. defensive signals are legal;
15. call time-out for injured players;
16. players are legally moving rather than in illegal motion;
17. the pass is FORWARD rather than backward behind the neutral zone;
18. the pass is BACKWARD rather than forward beyond the neutral zone or when there is no neutral zone;
19. the forward pass was thrown from in or behind rather than beyond the neutral zone;
20. the ball is dead in the field rather than a touchdown;
21. the player is in bounds rather than out of bounds;
22. the block is legal rather than below the waist;
23. the one second pause has been violated;
24. the foul is roughing rather than running into the kicker;
25. Kicking team members have not interfered with a receiver prior to the catch if he cleanly fields the ball;
26. as to touching the ball, a player has not touched;
27. as to disintegration of the clipping zone, it is intact;
28. as to caught or trapped, the pass is incomplete;
29. DON'T THROW THE FLAG;
30. DON'T BLOW THE WHISTLE.

#### **F. PRINCIPLES OF EFFECTIVE OFFICIATING**

##### **All Officials Must:**

1. be helpful (preventive officiating);
2. have a thorough pre-game conference;
3. be prepared to compromise;
4. avail themselves to other officials;
5. help fellow crew members as much as possible;
6. encourage younger officials to ask questions;
7. give advice when needed;
8. be on time, or be early;
9. know their position;
10. know that uniformity is important;
11. be aware of primary and secondary responsibilities;
12. be clock conscious;
13. give good signals;
14. not allow lineman to talk;
15. not converge on the ball;
16. blow their whistle like they mean it;
17. keep their mouth closed around the goal line;
18. be able to control their sideline;
19. be able to cover situations far down field;
20. be aware of tempo;
21. know penalty enforcement;
22. never alienate a member of their crew.

##### **G. POINTS TO PONDER:**

1. player safety is your number one concern;
2. make the tough call;
3. don't get emotionally involved;

4. pre-game conference is a must;
5. if you look like an official you'll perform like one;
6. count the players;
7. correct obvious errors;
8. see leather;
9. know the down and distance on EVERY play;
10. sell the call but don't over officiate;
11. call what you see but see what you call;
12. let the mind digest what the eye has seen;
13. what affect does it have on the play?;
14. it's what you learn after you know it all, that counts;
15. don't get trapped inside;
16. after throwing your flag continue to officiate;
17. 4th down, kill the clock;
18. you're only as good as your next call;
19. officiate the next play as if it will decide the game, it may happen!
20. every runner can become a fumbler, know where your beanbag is.