

## GENERAL REMINDERS

Communication with other members of the crew is essential. The smooth conduct of the game is dependent to a large extent upon how well the officiating crew on the field works with the timekeeper and members of the line-to-gain crew. The fieldclock operator must attend the pregame conference with the field officials so that he is completely aware of and understands the signals. The procedures near the end of a period and the game shall be explained at this time. The linesman will meet with the line-to-gain crew prior to the game in order to review proper procedures. It is important to remember these assistant officials are part of the officiating team and add to smooth game administration.

The correct use of the official signals provides the only means for the crew of officials to communicate with coaches, assistant officials and fans. This important aspect of officiating is the only means through which decisions can be relayed. The signals, as adopted by the football rules committee, are dignified, informative and meaningful. They are the result of many years of study and experimentation. Poorly executed or unauthorized signals do nothing but confuse. The manner in which the signal is given determines, at least to a degree, acceptance by players, coaches and fans.

The officials' appearance will greatly affect the conduct of the game. A sloppily dressed official will find he has difficulty in having his decisions accepted on the field. On the other hand, the official who wears the proper uniform, which is neat, will foster proper attitudes from all concerned. The physical condition of an official is an important part of appearance. Officials who act in professional manner, who move quickly from one position to another, and who have stamina to last throughout the game, will have more success than the official who does not possess these qualities. Officiating is strenuous, exhausting work. In order to meet the challenge, the official should have a thorough annual physical examination and be in good physical condition. Adjuncts to good condition are proper rest and care in eating prior to a game. Game officials should have an athletic appearance. That is to say the chest should protrude farther than the stomach and the official should be able to hustle as the situation necessitates. The individual who is out of condition, more often than not, does a poor job of officiating simply because of the inability to cover the play. The appearance of this type of official on the field detracts from the coaches' and players' confidence in the officiating team.

## PREGAME RESPONSIBILITIES

**Lateness in arrival** is a cardinal sin in officiating. For playoffs, officials should arrive at the site of the game at least two (2) hours before the scheduled game time. They should report directly to the game management thereby assuring them that the officials are present.

The **electric field clock operator shall attend the pregame** conference with officials 1 1/2 hours before game time to review the signals and then check the operation of the scoreboard clock.

The game management is required to make available a competent crew to operate the line-to-gain equipment and provide each member with distinctive vest or jackets so that they will be readily recognizable. When the line-to-gain is the goal line, use only the down marker.

A distinctive marker may be used to mark the intersection of the yard lines with the chain in order to maintain its location. The assignment of an additional person to perform this task is recommended. The down marker operator must remain outside and within six (6) feet of the sideline and check with the linesman following each down in order to display the proper number. This person is not to change the number of the down or move the marker until instructed to do so by the linesman. When the linesman signals the crew to change positions following a change of possession or a 1 st down, the down marker will be placed at the foremost point of the ball first and the rear rod placed in an adjacent position. Where ever there is a request for a measurement, the down marker will be placed at the spot of the front rod with the previous down indicated. If a ball person is not available, the front rod operator is responsible for retrieving the ball following a kick try. If there is a dispute regarding the number of the down, the referee shall determine the official down number.

There are certain mechanics which become essential for officials to observe following a 1st down and before .the line-to-gain and down marker's are moved' back from. the sideline.- It-is'imperative-for officials to fasten a "clip" at the back of yard line closest to the rear line-to-gain rod. This will always give the official an accurate point of reference should a measurement for a 1 st down be required.

Whenever play action comes near the line-to-gain crew, they should be ready to drop their marker so players do not run into them.

Auxiliary marke(s), which are unofficial line-to-gain ground markers may be positioned off the sideline on both sides of the field. Whether such auxiliary marker is to be used is a decision to be made by the game management. Such use is optional. When an auxiliary marker is used, it is unofficial. When used, they should be of the type which lie flat on the ground and made of materials that pose no danger to players. An unofficial auxiliary down indicator may be used on the sideline opposite the official chain and dawn marker. The person operating this auxiliary marker is considered to be a member of the chain crew and has the same restrictions as discussed in the foregoing paragraphs. The line judge will assist in placing the auxiliary marker.

Use of any replay or television monitoring equipment in making any decision related to the game is **prohibited**.

#### Proper Uniform:

Cap - Black with white piping; Referee solid white cap  
Shirt - Black and white striped with black collar  
Belt - Black Knickers - White Stockings - One-piece  
modified northwestern stripe Shoes - Solid black  
with black shoe laces Turtleneck - Black (if  
needed)  
Gloves - Black (if needed)

**NO JACKETS DURING GAME**

A pregame conference conducted by the referee shall be held before each game. The conference should start after the crew is dressed for the game at approximately one and one half (1 1/2) hours before the scheduled game starting time. Officials, the clock operator and the chain crew will attend this conference. The back judge will have the correct time and all officials will synchronize their watch accordingly. The pregame conference should follow a set outline to be most effective. The following checklist includes the major subjects to be covered:

Pregame Responsibilities:

1. Crew Assignments:

A. Referee:

1. Visit each dressing room, give the head coaches a list of officials and notify them of the length of intermission.
2. Ask head coach to verbally verify in presence of umpire, that all players are legally equipped in compliance with National Federation rules. . 3.  
Check with each head coach for any unusual plays or formations, including any that require prior notification.
4. Secure name of coaching staff personnel who will be responsible for sideline control of team members and report this information to all officials.

B. Umpire:

1. Accompany referee and examine any player equipment about which the coach has a question of legality.
2. Review any appropriate documentation for equipment and pads.

C. Linesman:

Check line-to-gain equipment and meet crew.

D. Line Judge:

Check auxiliary line-to-gain equipment (if available) and meet crew. E. Back Judge:

Be responsible for all timing situations, including 25-second count... F. Side Judge and Back Judge:

Review starting time and be sure an auxiliary stopwatch, which records accumulated time, is available. Instruct ball person to hold ball not in use moving up and down sideline on line judge side. When dead following change of possession hand ball to nearest official. Ball person should not enter field unless beckoned.

III. Discuss free kicks reviewing positions and responsibilities.

IV. Review coverage during scrimmage plays:

A. Running plays, position and coverage.

B. Forward passes, eligibility of receivers and

interference.

. Illegal forward passes.

D. The umpire is responsible for checking numbering requirements.

V. Review positions and coverage during scrimmage kicks:

A. First touching by K

B. Fair catch situations.

C. Kicks out-of-bounds.

D. Kicks catching interference.

E. Numbering requirements.

VI. Review "momentum" rule as it applies inside the 5-yard line on kicks and interceptions.

VII. Goal line play and try (Variation of positions near goal line.)

VI II. Review the following

A. Substitution rule.

B. Starting and stopping clock.

C. Procedures during measurement.

D. Duties during time-outs and intermission between periods.

E. Penalizing personal and unsportsmanlike fouls.

F. Penalty administration.

G. Overtime procedure, if applicable.

IX. Responsibilities following conference:

k A. All Officials:

1. Enter field together at least twenty (20) minutes before game time.
2. Perform duties in business-like manner.
3. Performance and tempo sets tone for way in which the game will be officiated.

2.
  1. Inspect playing field and pylons.  
Direct game management to remove any hazards on or near field.
  3. Approve clock operator, either scoreboard or sideline; must know where he is.
  4. Review signals for starting or stopping clock with operator and with public address announcer.
  5. Inform coaches of starting time and where time will be kept.
  6. Inform coaches of halftime intermission length -15 minutes. It may be increased to a maximum of 20 minutes only for special half time activities ( Homecoming or Parents' Night).
  7. Keep official score.
  8. Instruct dock operator to time intermission - set at 15 minutes and start it when teams have left field - reset 3 minutes and time wormups once both teams have entered field.
  9. Secure and approve game ball - use assigned ball person.

C. Umpire:

1. Check player equipment when requested by head coach.
2. You are the final authority on legality of equipment.
3. Do not permit use of any illegal equipment.

D. Linesman:

1. Secure and check the line-to-gain equipment and down markers plus all auxiliary equipment.
  2. Check whether game management has distinctive vests or jackets for the crew.
  3. Remind crew of their duties and responsibilities.
  4. Instruct crew that you will use your heel to mark at sideline where rear rod is to be placed for every first down.
  5. Work on side nearest line-to-gain equipment, which is opposite press box, if there is one.
  6. Ask game management to specify side if there is no press box.

E. Line Judge:

1. Inspect field with referee.

2. - 'Instruct ball personnel. '

F. Field Judge

1. Secure game balls from referee

2. Instruct ball personnel.

3. Will notify head coach when to bring team onto field and remain **with team** to see it arrives on time at start of each half.

Responsible for securing correct time and carrying an accurate watch.

5. In case of field clock failure, time the game. G. Back

Judge:

**1. Responsible for 25 second count and one minute time outs.**

2. Will notify head coach when to bring team onto field and **remain with team to see** it arrives on time at start of each half.

### THE COIN TOSS

Prior to the game toss:

1. The coin toss ~~may be~~ held the field twenty (20) minutes before kickoff and in the end zone near the official scoreboard.

2. The official or simulated toss will be held at center of field three (3) minutes prior to start of game.

3. Before game time Back Judge and the Field Judge are responsible to escort teams from locker rooms to field.

B. Mid-Field Coin Toss

1. Referee and umpire stand in center of field.

2. On signal from Referee, FJ and BJ escort captains to the inbounds line and from there return to the vicinity of the team area.

3. Line Judge and Linesman remain at sideline. Restrict all other team

to their team box areas or well away from the vicinity of the toss. No team personnel should be on any part of the field during the toss.

All Officials

A. Post Coin Toss:

1. At conclusion of toss procedures and when captains have been dismissed, move together for final instructions from referee.

2. Record which team has first choice for second half.

3. At referee's signal, hustle to kickoff positions. Linesman and judge(s) clear sidelines before going to kickoff position.

Second half choices:

1. After choices are completed come together at center of field for any final instructions.
2. Hustle to kickoff positions. Linesman and judge(s) clear sidelines before going to kickoff

## END OF GAME PROCEDURE

### III. ALL OFFICIALS

#### A. Regulation game:

1. Leave field together.
  2. Neither avoid nor seek coaches.
3. Do not discuss game on field or make any public statement about game to news media.
  4. Report any flagrant irregularity or disqualification(s) to state association office when applicable.

#### B. Overtime, ten (10) yard line procedure:

1. Hold coin toss at center of field, using general coin toss mechanics.
  2. Toss winner shall choose end of field at which ball will be put in play, or to go on offense or defense.
  3. To start each new series, team may designate location of ball between in bounds lines.
  4. Referee will indicate winner of toss by placing a hand on his shoulder.
- a. Then position offensive captain facing goal toward which ball will be advanced and defensive captain facing, his opponent and opposite goal.
  - b. Give 1 st down signal toward goal being used.

#### C. Review the overtime procedure thoroughly with all crews members prior to each game. The overtime procedure is outlined in NF Football

Rules Book oaaes 80 and 82. Each team will be **permitted one additional time-out during each overtime period** (a series for Team A and a series for Team B) plus any unused second half regulation game time-outs. The team scoring the greater number of points in the overtime shall be declared the winner. The final score shall be determined by totaling all points scored by each team during both regulation time and overtime periods.

## KICKOFF

### I. Referee

#### A. Before kick:

1. Position close to goal line in the middle of the field.
2. Count R players.
3. Check position of other officials.
4. Hold arm above head to request ready sign from Linesman and Line Judge.
5. After ready signs from Line Judge and Linesman have been received, drop arm and sound whistle to signal that kick be made.
6. If short free kick is anticipated:
  - a. Take position near R's ten (10) yard line, near hashmark on Lineman's side of field.
  - b. Be alert to assist other officials.

B. After kick:

1. Kick down the middle:
  - a. Signal clock to start when kick is touched other than first touching by K
  - b. Pick up runner and follow until releasing to covering official.
2. Kick deep:
  - a. Rule on touchback.
- b. If kick caught inside five (5) yard line and player is downed in end zone, or ball goes out-of-bounds there,

rule on whether player's momentum took him into end zone and mark spot of catch with bean bag.

3. Kick to either side zone:
  - a. Move cautiously with play.
  - b. Observe action of players in vicinity of runner.
  - c. Serve as clean-up behind, to side of, and around runner.

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clean-up behind, to side of, and around runner.

B. After kick:

- 1. Kicks to your side:
  - a. Signal clock to start when kick is touched, other than first touching by K
    - b. Pick up runner and follow.
    - c. When ball becomes dead, sound whistle and give timeout signal.
- 2. Be alert for first touching by K
- 3. Mark spot of first touching with bean bag.
- 4. Mark spot where kick goes out-of-bounds on your side of field:
  - a. Bean bag if last touched inbounds by R.
- b. Penalty marker if untouched inbounds by R or not last touched inbounds by R.
  - 5. Maintain position enabling coverage of your sideline to the goal line at all times.
- 6. Observe legality of blocks and action away from ball when you are not covering runner.

7. Kick to opposite side of field:

#### IV.. Umpire

- a. Move cautiously toward play.
- b. Observe action of other players in vicinity of runner.

##### A. Before Kick:

1. Be certain all non-team personnel are behind limit lines and coaches and substitutes are in team box.
2. Position: R's free kick line, outside sideline opposite line-to-gain equipment.
3. Count R players.
4. **After** receiving ready signal from Back Judge, hold arm above head to indicate to Line Judge that you and the Back Judge are ready.
5. Watch for any infractions involving free kick lines and cover twenty (20) yards down sideline to thirty (30) yard line.
6. If short free kick is anticipated:
  - a. Position on ICs free kick line.  
Be alert for first touching by K or kick which does not cross R's free kick line.

##### B. After kick:

1. Be alert for first touching by K - mark spot with bean bag.
2. If ball becomes dead in your area, sound whistle and give time-out signal.
3. Mark spot where kick goes out-of-bounds on your side of field:
  - a. Bean bag if last touched inbounds by R.
  - b. Penalty marker if untouched inbounds by R or not last touched inbounds by R.
4. After ball has gone downfield, move deliberately in that direction while watching for fouls away from the ball, maintaining your position, enabling coverage of your sideline to end line at all times.

#### V. Field Judge

##### A. Before kick:

1. Position on R's free kick line in side zone to monitor bench area and assist kicking team in getting into position.
2. Count K players.

3. Be certain all non-team personnel are behind the limit lines and coaches and substitutes are in team box.
4. Hold arm above head to indicate to the Linesman that you are ready.

B. After kick:

1. Be alert for first touching by K - mark spot with bean bag.
2. Be alert for kick which does not cross Ks free kick line. 3. Mark out-of-bounds spot if kick goes out-of-bounds in your area:
  - a. Bean bag if last touched inbounds by R.
  - b. Penalty marker if untouched inbounds by R or not last touched inbounds by R.
4. Cover to R's 35 yard line.
5. After ball has gone downfield, move deliberately to the hash mark while watching for fouls away from ball and officiating from inside of the field out.
6. Be in position to take over coverage of runner in your area on long return.
7. Watch for any infractions involving free kick lines.

VI. **Back Judae**

A. Before kick

1. Take charge of ball. Time 25 second count.
2. Position on ICs free kick line at sideline to monitor bench area and assist kicking team in getting into position.
3. Move onto field to kicker and after checking legality of kicking tee, hand kicker ball, point out referee and instruct kicker to wait for referee's signal before kicking.
4. Count K players.
5. Obtain captain's ready signal.
6. Move to a position just outside the sideline on K's free kick line on the press box side opposite the line-to-gain equipment.
7. Be certain all non-team personnel are behind the limit lines and coaches and substitutes are in team box.
8. Hold arm above head to indicate you are ready.
9. If there is a dead ball foul, administer penalty and place ball ready for play.

## B. After kick:

1. Be alert for first touching by K - mark spot with bean bag.
2. Be alert for kick which does not cross ICs free kick line.
3. If there is a penalty for a foul before kick ends requiring rekick..administer penalty and place ball. ready for **play**.
4. Mark out-of-bounds spot if kick goes out-of-bounds in your area:
  - a. Bean bag if last touched inbounds by R.
  - b. Penalty marker if untouched inbounds by R or not last touched inbounds by R.
5. Watch initial blocks by players in five (5) yard zone and action against kicker and holder.

### **Normal Kickoff**

### **Basic Free Kick Area of Responsibility**

Positioned near goal line in middle of field. Responsible for receivers goal line, also responsible when ball kicked near goal line pylon on Lineman's side.

Is responsible for receiver/runner when ball is kicked into area. When ball is kicked into center of field or away, responsible for blocking ahead of runner. Signals readiness to Referee after receiving signals from Umpire and Field Judge.

Line is also responsible when the ball is kicked near the goal line pylon.

Responsible for R's free kick line (50 yd line). Signals readiness to Line Judge after receiving signal from Back Judge.

Responsible for R's free kick line (50 yd line). Signals readiness

to Linesman. Moves deliberately into hash mark watching for fouls away from the ball and officiating from the inside of field out.

Hands ball to kicker. Instructs kicker at 40 yard line to kick only after R blows whistle. If ball falls from tee, BLOW WHISTLE - DO NOT KICK. Move to a position just outside the sideline on K's free kick line on the press box on side of field. Watches illegal action on kicker and/or holder. Moves deliberately into hash mark watching for fouls away from the ball and officiating from the inside of field out.

### **SHORT FREE KICK BASIC AREA OF RESPONSIBIUTY**

- |         |  |
|---------|--|
| U and L | Position will be at 50 yard line. Determine legality of ball traveling 10 yards. Officials away from kick have responsibility to rule on legality of all blocks. |
| FJ      | Position will be at 40 yard line.  |
| BJ      | After handing ball to kicker, position on press box side of field at 40 yard line. Watches for 1 st touching of kick; protects kicker within 5 yard zone.        |

### **FIELD GOAL TRY AFTER FAIR CATCH**

R Sound whistle and watch kicker to make sure he is not blocked in 5-yard zone.

L Take a position on sideline in line with point where kick is to be made. Responsible for determining that kicking team is onside at time of kick.

LJ Take a position on sideline opposite Umpire in line with receiver's restraining line. You are responsible to see to it that receivers remain behind their restraining line until ball is kicked.

U Take your position downfield on the Linesman's sideline. Be prepared to cover goal line.

BJ,FJ Each man will cover one of the two goal posts. Both men are responsible for indicating to the Referee whether or not goal has been made.

Is responsible for sounding whistle when attempt is determined to be successful or unsuccessful.

### **BASIC POSITIONS AND DUTIES BEFORE SNAP**

*BASIC POSITIONS MAY VARY, DEPENDING UPON PLAY SITUATIONS, TEAM FORMATIONS, THE FIELD AND WEATHER CONDITIONS. Always box in the play. Avoid positions that may cause scrambling to avoid interference with players.*

A. Determining and Priority of Keys:

ALL

1. In determining keys, the following definitions are needed for clarification purposes:
  - a. Strength of the formation is determined by the number of eligible receivers on a particular side of the offensive formation. It has nothing to do with the number of linemen on each side of the center but rather the number of eligible receivers outside the tackles.
  - b. Tight End - the end man on the line of scrimmage lined up no more than four yards from the nearest offensive lineman.
  - c. Back In Backfield - a player in the backfield between the tackles at the snap.
  - d. Trips - three or more receivers outside an offensive tackle.
2. The Priority of keys to determine initial assignments for each group of officials is as follows:
  - a. Field Judge and Back Judge.
  - b. Line Judge and Linesman.
3. The general rule is not to key the same player as the official ahead of you priority wise. The Line Judge should not key the same player as the Back Judge and the Linesman should not key the same player as the Field Judge.

- R
1. Be in a position where you may be comfortable to see the ball and backs and tackle on your side, except flankers, or a man in motion toward you. Usual position, is behind and about 5-7 yards outside the deepest back or backs. Work on the throwing arm side of the quarterback.
  2. Check the offensive formation and count the offensive players.
  3. Check the setbacks and quarterback for illegal motion, the ball at the snap, and assist the Umpire if there is movement of restricted lineman.

U  
1. Position variable according to the formations of both teams, avoid position which will interfere with linebackers. Adjust distance behind the defensive line according to the width of Team A's formation and (except on goal line or [181

try situations) be at least 5, but seldom more than 7 yards deep. Whenever possible, coordinate your position with the R for best coverage of the interior line play. Normal position is on side opposite the tight end.

2. Read offensive alignment and know 5 ineligible.
3. **Count offensive players.**
4. Rule on illegal movement by restricted linemen prior to the snap.
5. Be certain the defensive team does not use words or signals to disconcert opponents.

L,LJ

1. Take original position on or near sideline and adjust to the spot of the snap. Read the offensive formation and know your eligible receiver responsibilities.
2. Watch for illegal formations, including encroachment prior to the snap.
3. False starts by offensive players.
4. Indicate the offensive line of scrimmage by extended foot, then take final position straddling the neutral zone.

.....  
5. Cover man in motion going away from you for illegal motion. This man , continues to be your responsibility, even though he changes direction.  
(Does

. : not-relieve opposite official from. making obvious call)..

6. If Team A has an unbalanced line, the flank official who has four (or more) linemen on his side should indicate by using a sign such as putting a open hand to the side of his face.

FJ - BJ

Take original position no less than 15 yds deep on or near sideline. Depending upon the offensive formation, may move into field of play as close as the numbers (midway between the sideline and the hashmark), but never at the hashmark.

1. Always be positioned wider than the widest receiver on your side of field. 2. Officiate from the outside-in. DO NOT LET A PLAYER get between you and the sideline.
3. Know your eligible receiver responsibilities
4. Are responsible for counting defensive players.
5. Be aware of violations of the restricted team area. BJ is responsible for end line

BASIC SCRIMMAGE DOWN AREA OF RESPONSIBILITY

- R,U Responsible for counting offensive team.
- L Responsible for counting for minimum of seven offensive lineman.
- LJ Assists Linesman in counting offensive lineman.
- BJ,FJ Responsible for counting defensive team.

Never more than 7 - 9 yards behind deepest defensive player.

Be aware of your position as game progresses. Do not allow yourself to get too deep.