

# ANEFO 3-Person Football Officiating Mechanics Manual

## PREGAME DUTIES ON THE FIELD

### **I. REFEREE**

- A. Meet with each head coach separately.
  - 1. Insure all players are properly equipped.
  - 2. Confirm start time and any clock situations.
  - 3. Obtain captains names and numbers.
  - 4. Address any rules questions or unusual plays.
  - 5. Discuss coin toss options.
  - 6. Review overtime and extensions of halftime.
  - 7. Obtain game ball(s).
  - 8. Note the location of the press box.
  - 9. Check for the availability of medical personnel.

### **II. LINE JUDGE**

- A. Check for illegal equipment.
- B. Keep game time. Instruct the clock operator if one is assigned.
- C. Secure the game ball for first half kickoff.

### **III. HEADLINES**

- A. Check down marker and chain equipment.
- B. Instruct chain crew.
- C. Alert the boxman not to move after plays involving penalties until instructed.

### **IV. ALL OFFICIALS**

- A. Inspect the field.
- B. Check for illegal equipment.

## COIN TOSS

### **I. REFEREE**

- A. At 3 minutes before kickoff, Referee will signal to Line Judge and Headlines to send the captains to the center of the field.
- B. Introduce crew, and then instruct captain to shake hands.
- C. Show coin and offer one visiting captain the option of heads or tails.
- D. Verify choice before tossing coin.
- E. Offer coin toss winner a choice of receive, kick, defend a goal or defer.
  - 1. If the captain defers the choice to the second half, indicate the team and make the appropriate "incomplete" signal.
  - 2. Offer a captain of the coin toss loser one of the appropriate remaining choices.
- F. Place the captains with their backs to goal which they will defend.
  - 1. Signal winner's choice to receive or kick, by standing next to the team captain on the press box side and make the appropriate signal.

2. Signal winner's choice to defend a goal, by extending both arms toward the goal line he chose to defend.

## II. LINE JUDGE

- A. When instructed by the Referee, send up to 4 captains to the center of the field.
- B. Remain with home team at sideline.
  1. Do not allow team to go past the top of the numbers until coin toss is over.
- C. Secure the game ball for first half kickoff.

## III. HEADLINES

- A. When instructed by the Referee, send up to 4 captains to the center of the field.
- B. Remain with visiting team at sideline.
  1. Do not allow team to go past the top of the numbers until coin toss is over.

## IV. ALL OFFICIALS

- A. Meet and record winner of coin toss.

## **KICKOFF**

### I. REFEREE

- A. Before kick:
  1. Position is near Team R's 10-yard line in center of field.
  2. Count Team R players.
  3. Check positions of other officials.
  4. Hold arm above head to request ready sign from officials and kicker.
  5. After ready signs have been received, drop arm and sound whistle to signal that kick be made.
  6. Verify that there are at least four K players on each side of the kicker.
  7. If short, free kick is anticipated:
    - a. Take regular position.
    - b. Be alert to assist other officials.
- B. After kick:
  1. Kick down the middle:
    - a. Signal clock to start when kick is legally touched, other than illegal touching by Team K.
    - b. Pick up runner and follow until releasing to Headlines or Line Judge.
  2. Deep kick:
    - a. Retreat to goal line to rule on touchback.
    - b. If kick is caught by Team R inside the 5-yard line and player is downed in end zone, or ball goes out of bounds there, mark spot of catch with bean bag and rule on whether player's momentum took him into end zone.
  3. Kick outside opposite inbounds lines:
    - a. Move cautiously with play.
    - b. Observe action of other players in vicinity of runner.
    - c. Serve as clean-up behind, to side of, and around runner.
  4. Kick out of bounds, determine if Team R had touched the ball inbounds.

## II. HEADLINES

### A. Before kick:

1. Take position on Team R's free-kick line outside the sideline opposite the Line Judge.
2. Monitor bench area, identify the free-kick line for the receiving team, and then move quickly to sideline opposite Headlines.
3. Be certain coaches, players, substitutes and other individuals are in proper location.
4. Count Team R players.
5. Hold arm above head to indicate you are ready.
6. Watch for any infraction involving Team R's free-kick line.

### B. After kick:

1. Kick to your side:
  - a. Signal clock to start when kick is legally touched, other than illegal touching by Team K.
  - b. Pick up runner and follow.
  - c. When ball becomes dead, sound whistle and give time-out signal.
2. Kick to opposite side of field:
  - a. Move cautiously toward play.
  - b. Observe action of other players in vicinity of runner.
3. Be alert for illegal touching by Team K and mark with bean bag.
4. Mark spot where kick goes out-of-bounds on your side of field:
  - a. Bean bag spot if touched inbounds by Team R.
  - b. Throw penalty marker at spot if untouched inbounds by Team R.
5. After ball has gone downfield, move down the sideline while watching for fouls away from ball.
6. Maintain a position enabling coverage of your sideline at all times.
7. If ball becomes dead on your side prior to crossing Team R's free-kick line, sound whistle promptly and take charge.

## III. LINE JUDGE

### A. Before kick:

1. Take charge of the ball.
2. Position is Team K's free-kick line in side zone to monitor bench area and assist kicking team in getting into position.
3. Move on field to kicker and after checking legality of kicking tee, hand kicker ball, point out Referee and instruct kicker to look and wait for Referee's signal before kicking the ball.
4. Count Team K players.
5. Obtain captain's ready sign.
6. Take position on Team K's free-kick line outside the sideline opposite the Headlines.
7. Be certain coaches, players, substitutes and other individuals are in proper locations.
8. Hold arm above head to indicate you are ready.
9. Watch for any infraction involving Team K's free-kick line.
10. Verify that no K players, except the kicker, are more than 5 yards behind K's free kick line.
11. If there is a dead-ball foul, administer penalty and place ball ready.

### B. After kick:

1. Be alert for illegal touching by Team K - mark spot with bean bag.
2. Be alert for kicks that do not cross Team R's free-kick line.

3. Watch initial blocks by players near Team R's free-kick line and action against kicker and holder.
4. If there is a penalty for a foul before kick ends requiring a re-kick, administer penalty and place ball ready.
5. Mark spot where kick goes out of bounds on your side of field.
  - a. Bean bag spot if touched inbounds by Team R.
  - b. Drop penalty marker at spot if untouched inbounds by Team R.
6. Kick to opposite side of field: move cautiously toward the play and observe the actions of other players in the vicinity of the runner.
7. After ball has gone downfield, move down the sideline while watching for fouls away from ball.
8. Maintain position enabling coverage of sideline at all times.
9. Be in position to take over coverage of runner in your area on long return.

#### **IV. ALL OFFICIALS**

- A. Signal clock to start when kick is legally touched, other than illegal touching by Team K.
- B. Kick out-of-bounds between goal lines:
  1. Sound whistle.
  2. Give time-out signal and mark spot.
  3. Determine if Team R had touched the ball inbounds.
  4. Toss flag at out of bounds spot if Team R did not touch the ball inbounds.
- C. Sound whistle when ball becomes dead in your area and give time-out signal.
- D. Carry bean bag in hand.
- E. Free kick following safety:
  1. Each official assumes same relative position and has same duties as on kickoff.
  2. Ball put in play by drop kick, place kick or punt.

### **RUNNING PLAYS**

#### **I. REFEREE**

- A. After ball is spotted:
  1. Declare ball ready-for-play by using established procedure.
  2. Count Team A players.
  3. Position: One which allows continuous view of ball, behind Team A on side opposite the Headlines (distance back or to side varies according to Team A's formation, usually 3 to 4 yards deeper than the deepest back).
  4. Check the following:
    - a. Responsible for 25 second play clock timing as well as giving signal for final 5 seconds.
    - b. Be alert for illegal substitutions.
    - c. Number of Team A players and eligible backs.
    - d. Be alert for snap irregularities, illegal shifts and false starts.
- B. After snap:
  1. Key opposite guard for run/pass, move cautiously to avoid interfering with a reverse or other delayed play.
  2. Areas of responsibility:
    - a. Ball, runner and action around him to neutral zone.
    - b. If action is toward Headlines:
      - (1) Do not follow runner too closely.

- (2) Move parallel to scrimmage line behind runner.
  - c. If action is away from Headlines, move parallel to scrimmage line following runner.
  - d. Do not get boxed in and do not turn back on ball.
  - e. Be ready for kick or pass which may start out as running play.
  - f. If there is a score and no foul which might nullify score, give touchdown signal and record score.
3. Check following:
- a. Illegal use of hands by Team A players.
  - b. Action behind ball and away from runner near neutral zone.
  - c. Action on quarterback after handoff.
  - d. Signal from Headlines indicating foremost point of ball on quick line plays.
  - e. Blocks on your side of ball outside free-blocking zone toward ball.
  - f. Backward or forward pass when ball is thrown.
  - g. Fouls behind runner after he crosses neutral zone.
4. Continue to observe action behind neutral zone before leaving area.
5. Responsible for runner until he crosses neutral zone or turns up field.
6. Focus on the side opposite the Headlines.
7. When ball is dead:
- a. Move quickly to its location.
  - b. Be positive of ball location before sounding whistle.
  - c. Relay the ball to Line Judge at inbounds spot.
8. Oversee spotting of the ball, declare ball ready-for-play by using established procedure and sound whistle.
9. If first down has been made or change of team possession has occurred, give time-out signal to stop clock, unless already stopped by rule.

## II. LINE JUDGE

### A. After ball is spotted:

#### 1. Position:

##### a. ON mechanics:

(1) Position: on the line of scrimmage opposite the Headlines.

(2) Coverage same as Headlines.

##### b. OFF mechanics:

(1) Approx. 10 - 15 yards off of the line of scrimmage on Team B's side of the ball

(2) Wide position but ON the field and still able to cover sideline.

#### c. Always responsible for end line coverage.

#### 2. Check following:

a. Appropriate number of players numbered 50 through 79 on offensive line.

b. Count Team B players.

c. Note the number of eligible pass receivers on your side on all plays.

d. Interference with snap, snap infraction, false start or encroachment.

e. Be ready for disconcerting signals by Team B.

f. Note the placement position of the ball between inbounds lines.

### B. After snap:

#### 1. Areas of responsibility:

- a. Key on the ineligible linemen for run / pass. Focus on the point of attack.
  - b. Watch line play. Do not cover the ball too closely.
  - c. Look for illegal use of hands or arms, illegal blocks and other fouls near neutral zone.
  - d. On plays into your side zone area and on wide offensive plays, cover from inside the hash marks, take runner and ball to goal line. Referee covers the play behind you.
  - e. When hole opens directly in front of you:
    - (1) React and adjust according to the play, possibly move laterally (quick step) from hole and be alert for the tight end cutting across the field.
    - (2) Cover action at point of attack and then behind runner.
2. Be alert for:
- a. Quick kick or pass.
  - b. Ineligible receivers and point forward pass first strikes anything.
  - c. Fouls in secondary area.
  - d. If fumble occurs beyond neutral zone, throw bean bag and assist in determining which team secures possession.
3. If ball becomes dead in your area, sound whistle immediately; otherwise, do not sound whistle unless covering official is not in position.
4. If ball becomes dead in the side zone, place the ball at the inbounds spot.
5. If ball becomes dead out of bounds, be ready to assist with relay to inbounds spot.

### III. HEADLINES

#### A. After ball is spotted:

- 1. Position: Straddle the line of scrimmage on the sideline.
- 2. Check down-marker number; signal number of down.
- 3. Count Team B players.
- 4. Use extended arm signal and hold until snap to indicate closest Team A player is off the line of scrimmage.
- 5. Check following:
  - a. Number of eligible pass receivers on your side.
  - b. Wingbacks, flankers, split ends and slot backs are in legal position.
  - c. Player in motion away from you and maintain responsibility for him if he reverses direction.  
Note - If Line Judge is not on the line of scrimmage, then Headlines is responsible for ALL players in motion.
  - d. Verify there are a minimum of seven offensive players on line of scrimmage.
  - e. Be ready to rule on encroachment and false start.

#### B. After snap:

- 1. Areas of responsibility:
  - a. On quick plays into line, assist Referee in marking forward progress with downfield foot.
  - b. Observe initial charge of linemen. Key on nearest offensive guard and tackle for run / pass.
  - c. Observe action by blockers on the end and linebackers on your side.
  - d. Pinch in when necessary, especially on short yardage for first down and, if possible, on every play between the 10-yard line and goal line.
  - e. Be ready to move quickly downfield on quick kick and pass.
- 2. On plays into your side zone and on wide offensive plays, take runner and ball to goal line.
- 3. While moving downfield with runner, watch for illegal forward pass or fumble.

4. If play continues following an illegal forward pass, drop penalty marker at spot of pass to indicate where run ended and at spot of any subsequent foul.

C. Working with line-to-gain equipment and crew:

1. Verbally echo Referee's signal and with proper hand signal.
2. Repeat Referee's time-out signal.
3. Avoid turning your back to field of play when having equipment moved.
4. Authorize down marker to be moved only on your directive after the Referee's first down signal.
5. When necessary to move line-to-gain equipment:
  - a. Spot foremost point of ball with downfield foot.
  - b. Have down-marker operator mark the spot, informing Referee that line-to-gain equipment is ready.
  - c. Have line-to-gain crew set the remaining line-to-gain equipment.
6. When line-to-gain is goal line:
  - a. Remove line-to-gain equipment and place on the ground away from the sideline.
  - b. Provide down-marker operator with bean bag for goal-to-go situations when the line-to-gain equipment has been removed.

#### IV. ALL OFFICIALS

- A. Keep play properly boxed in.
- B. Before sounding whistle:
  1. Be certain ball is dead.
  2. Be certain of ball location.
  3. Keep eyes on runner when you are covering.
  4. Be alert for surprise plays or fumbles.
- C. If there is a fumble, covering official should:
  1. Mark spot of fumble with bean bag.
  2. Rule on possession as quickly as possible.
  3. If defense recovers and ball is dead, covering official should immediately signal time-out and - then first down.
  4. If fumbling team recovers and ball is dead, covering official should indicate number of next down with finger(s) or fist if fourth down.
  5. If ball becomes dead before fumble, covering official sound whistle immediately to indicate down has ended.
- D. When ball becomes dead in your area, sound whistle promptly and be alert for dead-ball fouls.
- E. If ball goes out of bounds:
  1. Covering official:
    - a. Give time-out signal immediately.
    - b. Mark and hold spot.
    - c. Continue to observe action during dead ball.
  2. Nearest free official should retrieve the ball, unless covering official is in best position to do so.
  3. Other officials:
    - a. Mirror time-out signal.
    - b. Move quickly into position to assist getting ball ready-for-play.
- F. Be alert for substitution infractions.

## **FORWARD PASS**

### **I. REFEREE**

#### A. After ball is spotted:

1. Declare ball ready-for-play by using established procedure.
2. Position: On side of quarterback's throwing arm.
3. Count Team A players.
4. Identify eligible backs.

#### B. After snap:

1. Key opposite offensive tackle for run / pass.
2. Observe all blocks behind the neutral zone.
3. As passer retreats, remain wider and deeper than passer.
4. Give special attention to contact with passer.
  - a. After ball is released, continue to observe passer, not flight of ball.
  - b. Verbally alert defenders when passer has released ball.
5. Determine whether pass is forward or backward.
6. Be alert to observe illegal passes.
  - a. Move to spot of pass to determine whether passer's feet were in or behind neutral zone when ball was released.
  - b. If illegal, drop penalty marker; continue to officiate.
  - c. If close, mark spot of pass with bean bag and continue to officiate.
7. Solely responsible for intentional grounding.
8. Continue to observe player action behind neutral zone before leaving area.
9. Responsible for runner until he crosses neutral zone and to side of field opposite Headlines.

### **II. LINE JUDGE**

#### A. After ball is spotted:

1. Position: Refer to ON and OFF mechanics.
2. Count Team B players.
3. Observe ineligible and numbering requirements.
4. Identify eligible receivers on your side of line.
5. Note position of ball between inbounds lines.

#### B. After snap:

1. Watch initial charge and whether ineligible linemen are illegally downfield.
2. Key ineligible linemen for run / pass.
3. Determine whether pass crosses neutral zone.
4. Assist Referee to determine whether passer's feet were in or behind neutral zone when the ball was released.
5. Cover short passes down the middle and in the flat on your side.
6. Watch for pass interference.
7. Cover a fumble or an illegal pass after forward pass is caught:
  - a. Mark spot of fumble with bean bag.
  - b. Drop penalty marker at spot from which illegal pass is thrown.
8. If pass is incomplete, relay the ball to Referee.
9. Determine if and ineligible are illegally downfield.
10. If pass is intercepted inside defensive team's 5-yard line:



- a. Be prepared to rule on momentum.
- b. If momentum rule applies, then mark spot of the interception with bean bag.

### III. HEADLINES

#### A. After ball is spotted:

1. Position, same as for running play.
2. Count Team B players.
3. Check down-marker number.
4. Identify eligible receivers on your side of line.
5. Be alert for shifts which may change eligibility of players.
6. Check player in motion away from you and maintain responsibility for him if he reverses direction.

#### B. After snap:

1. Key on the nearest offensive guard and tackle for run / pass.
2. Be alert for defensive holding of eligible receivers.
3. Move downfield to cover passes on your side and assist with all deep passes.
4. Watch for and be ready to rule on:
  - a. Pass interference by either team.
  - b. Illegal forward pass after completion.
5. Be ready to adjust coverage if passer decides to run.
6. After catch and ball is dead, mark spot and look for first down.
7. After interception:
  - a. Observe action until ball is dead.
  - b. Mark progress spot.
  - c. Signal time-out.
  - d. Signal direction the ball will be put in play.
8. After incompleteness in your area:
  - a. Sound whistle and give incomplete signal.
  - b. Relay the ball to the Line Judge.
  - c. If Line Judge retrieves the ball, help him relay it to Referee by splitting the distance of the toss from the Line Judge.

### IV. COVERING OFFICIALS

- A. Be alert for an illegal pass.
- B. Observe touching or catching by ineligible player.
- C. Watch for holding of eligible receivers and all contact beyond neutral zone both before and after pass is thrown.
- D. If ruling on pass reception involving sideline, only signal governing action should be used.
- E. If pass intercepted inside defensive team's 5-yard line and player making interception is downed in end zone or ball goes out of bounds there:
  1. Be prepared to rule whether his momentum took him into end zone.
  2. Mark spot of interception with bean bag.

### **SCRIMMAGE KICK**

#### I. REFEREE

##### A. After ball is spotted:

1. Check down and distance with Headlines.
2. Declare ball ready-for-play by using established procedure.
3. Position: 3-4 yards in advance and 5-7 yards outside of the kicker, and on kicking leg side.
4. Be able to see ball and observe all backs.
5. Count Team K players.

B. After snap:

1. Watch for fouls behind neutral zone especially near kicker.
2. Be alert for blocked kick and be ready to rule on recovery.
3. After ball crosses the neutral zone, observe line play.
4. Move downfield slowly following kick.
5. Watch for fouls and be ready to pick up runner if there is long return.
6. Determine from covering official if ball was touched beyond neutral zone and by whom.
7. Kick out of bounds in flight - direct officials accordingly:
  - a. Move official back and away from the Referee - point outstretched arm at the official.
  - b. Move official forward and toward the Referee - hold outstretched arm above head.
  - c. Hold spot - give chopping motion with arm.
9. If no foul, signal Headlines to move line-to-gain equipment.
10. Verify Headlines is ready before giving ready-for-play signal.

## II. LINE JUDGE

A. After ball is spotted:

1. Position: Wide and 10 yards in front of receiver.
2. Check numbering exception.
3. Count Team R players.

B. After snap:

1. Carry bean bag in hand during down.
2. Kick caught inside 5-yard line and player downed in his end zone:
  - a. Mark spot of catch with bean bag.
  - b. Be prepared to rule if momentum took him into end zone.
3. Kick down middle or to your side:
  - a. Move quickly downfield.
  - b. Cover action around ball.
  - c. Pick up runner if kick is returned.
4. Kick rolls out of bounds along your sideline:
  - a. Sound whistle.
  - b. Give time-out signal.
  - c. Mark dead ball spot.
  - d. Continue to observe play until all action stops, drop bean bag if necessary.
  - f. Retrieve the ball and toss it to the nearest official at the inbounds spot.
5. Kick is to Headlines side:
  - a. Move slowly downfield watching action around ball.
  - b. If out of bounds on Headlines side, then help retrieve the ball and go to the inbounds spot.
  - c. Spot the ball on the ground.
6. Team K touches kick beyond line:
  - a. Mark spot of illegal touching with bean bag.

- b. Sound whistle if Team K is first to touch kick at rest beyond neutral zone.
- 7. Following fair catch:
  - a. Sound whistle as soon as kick is caught.
  - b. Give time-out signal.
  - c. Mark dead ball spot.
- 8. If there is a foul, official not involved should cover ball while official who had foul reports information to Referee.

### III. HEADLINES

- A. After ball is spotted:
  - 1. Position: Same as for run or pass.
  - 2. Check down number.
  - 3. Count Team R players.
  - 4. Responsible for knowing if the ball crossed neutral zone.
- B. After snap:
  - 1. Hold position on the line of scrimmage until the ball crosses the neutral zone.
  - 2. Cover all kicks to your side.
  - 3. Ball out of bounds in flight:
    - a. Sound whistle and give time-out signal.
    - b. Move farther downfield than where it went out.
    - c. Look back at the Referee for signal.
    - d. Walk up field until Referee spots you on sideline.
  - 4. Ball rolls out of bounds:
    - a. Sound whistle and give time-out signal.
    - b. Hold spot and continue to observe action.
    - c. Drop bean bag at spot if ball must be retrieved.
  - 5. Assist Referee in covering ball on short or blocked kick:
    - a. Note: if kick is touched beyond neutral zone.
    - b. Note: if recovered in or behind neutral zone.
  - 6. Routine kick:
    - a. Unless kick comes close to your side, delay your move downfield, watch for illegal blocks and other fouls in secondary.
    - b. Move with runner if he comes to your side.
    - c. Follow to goal line if run is broken.
    - d. When ball becomes dead:
      - (1) Sound whistle, give time-out signal, and mark progress spot.
      - (2) Make sure of possession on fair catch before blowing whistle.
  - 7. If there is a foul, free official cover the ball while official who had foul reports to Referee.
  - 8. Watch Referee for signal to move line-to-gain equipment.

### **FIELD-GOAL OR TRY ATTEMPT**

#### I. REFEREE

- A. Position: Outside of the kicker opposite the Headlines. Be able to see holder receive the ball.
- B. Count Team K players.
- C. Responsible for ruling on roughing the kicker and holder.

- D. Assist with sideline coverage opposite the Headlines.
- E. Optional mechanic:
  - a. Take position behind the kicker.
  - b. Watch for roughing the snapper fouls.
  - c. Determine if ball passes above crossbar on try attempt.
  - d. Judge whether kick goes between uprights.
- F. Try or Field goal kick blocked, ball remains live.

## II. LINE JUDGE

- A. Position: Under goal post to rule on kick. Be ready to move to either goal post to rule on kick.
- B. Count Team R players.
- C. Be alert for snap infraction by the snapper.
- D. Watch for roughing the snapper fouls.
- E. Determine if ball passes above crossbar on field goal attempt.
- F. Sound whistle when kick breaks goal-line plane.
- G. Primary responsibility for end line if play breaks down.
- H. Optional mechanic:
  - (1) Take position on line of scrimmage opposite the Headlines.
  - (2) Cover sideline and goal line.
  - (3) Still responsible for end line coverage.

## III. HEADLINES

- A. Position: Same as for pass or run.
- B. Count Team R players.
- C. Be alert for encroachment and false start.
- D. Responsible for goal line ruling and sideline.
- E. Optional mechanic:
  - (1) Responsible for ruling on roughing the kicker or holder.
  - (2) Still responsible for goal line and sideline.

## IV. ALL OFFICIALS

- A. Position and duties are similar to any scrimmage kick.

## GOAL-LINE PLAY

### I. REFEREE

- A. Position and coverage is same as scrimmage play.
- B. Do not give touchdown signal behind runner unless obvious.
- C. Be alert for farthest point of advance of ball.
- D. Hustle into both side zones if necessary.
- E. Give touchdown signal if touchdown has been signaled by another official and no foul occurred.

### II. LINE JUDGE

- A. Position: On the line of scrimmage opposite Headlines.
- B. Cover same as scrimmage play.
- C. Be alert for quick jump pass over line of scrimmage.

D. When runner has made quick thrust into line, be sure ball is not moved forward after it has been declared dead.

### **III. HEADLINES**

A. Position: On the line of scrimmage opposite the Line Judge.

B. Cover same as any scrimmage play.

C. When line-to-gain is goal line:

1. Remove line-to-gain equipment from sideline.

2. Provide down-marker operator with bean bag for goal-to-go situations when the line-to-gain equipment has been removed.

D. During play:

1. Observe action on line.

2. Be ready to move quickly in end zone if forward pass is thrown.

3. Responsible for end line coverage.

3. Mark farthest point to which the ball is advanced with extended foot or by actually placing ball.

4. If you see ball in possession cross or touch goal-line plane, INSTANTLY give touchdown signal.

### **AFTER A TOUCHBACK, SAFETY, TRY OR FIELD GOAL**

#### **I. REFEREE**

A. Declare ball ready-for-play by using established procedure.

B. Count proper team players.

#### **II. HEADLINES**

A. Be alert for substitutions and any irregularities as to number of players.

B. Count proper team players.

C. Move to proper position.

#### **III. LINE JUDGE**

A. Take proper position.

1. Touchback: Take ball to center of field on proper yard line and place it with foremost point on center of line.

2. Safety / Try / Field Goal: Count Team K players and be alert for substitutions.

B. Hand ball to kicker if it is put in play by free kick:

1. Instruct kicker to wait for Referee's signal.

2. Move to sideline and await Referee's ready-for-play signal.

#### **IV. ALL OFFICIALS**

A. Do not permit any team attendants on field following a touchback.

B. Reminder, on free kick following safety:

1. Each official assumes same relative position and has same duties as on kickoff.

2. Ball may be put in play by drop kick, place kick or punt.

C. Strive to put ball in play without delay.

### **ADMINISTERING PENALTIES**

#### **I. REFEREE**

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- A. When ball is dead following a foul:
  1. Give time-out signal.
  2. Get ALL of the information from the official who called the foul.
  3. Penalty Signals: Be stationary, give clear signals and avoid rushing.
  4. Give preliminary signal to press-box side of field only.
  5. Give options to captain of offended team.
  6. Quickly inform the captain and coach when his most advantageous choice is obvious.
  7. When a captain or coach does not respond, his silence shall be considered acceptance of obvious choice. Note - Once the captain's choice has been made, it cannot be revoked.
  8. Take note of the enforcement spot for penalties.
  9. After the ball has been spotted, give final signal for foul to press-box side of field only.
- B. When a penalty is declined:
  1. Go to the spot of the ball.
  2. Give foul signal followed by penalty declined signal to press-box side of field only.
- C. When there is a double foul:
  1. Signal each foul, facing press box.
  2. Follow this with penalty-declined signal.
- D. When two penalties are enforced, give proper signals following the enforcement for each penalty.
- E. When the penalty is to be enforced on the kickoff:
  1. Indicate scoring signal.
  2. Follow with proper foul signal.
  3. Point to offending team.
  4. Point toward succeeding spot.

## **II. LINE JUDGE**

- A. Secure the ball.
- B. Make note of enforcement spot for penalty.
- C. Proceed with measurement.
- D. On properly marked field, avoid stepping off distance between yard lines.
- E. Walk briskly when enforcing penalty yardage.
- F. Relay penalty information to the Head Coach.

## **III. HEADLINES**

- A. Be ready to have line-to-gain equipment moved after penalty administration, if applicable.
- B. Check enforcement yardage and spots (previous and succeeding).
- C. Be certain of down number.
- D. Do not permit trainers, attendants or coaches to come onto field.
- E. Relay penalty information to the Head Coach.

## **IV. ALL OFFICIALS**

- A. Observe live-ball foul:
  1. Withhold whistle.
  2. Throw penalty marker at proper yard line and continue to observe play, noting location and play status of the ball at time of foul.
  3. When ball becomes dead:

- a. Give time-out signal.
  - b. Sound whistle.
  - c. Verbally report information to Referee. Speak clearly and make sure the Referee is listening.
  - d. Give no visible signal.
  - e. Make mental note as to whether clock should be started on the ready or on the snap.
- B. Observe dead-ball foul.
- 1. Sound whistle, toss penalty marker into the air and give time-out signal immediately.
  - 2. Follow procedures outlined under A.
- C. See that the Line Judge assesses penalty yardage properly in all respects.
- D. Calling official (Line Judge, Headlines):
- 1. After calling foul and ball has been declared dead:
    - a. Sound whistle and stop clock.
    - b. Get Referee's attention by giving short blasts with whistle.
    - c. Make sure another official is covering the spot of the foul.
    - d. Verbally report information fully to Referee:
      - (1) Identify foul.
      - (2) Identify offending team including jersey color and offense / defense or kicking / receiving team.
      - (3) Identify offending player's number or position.
      - (4) Indicate spot of foul, end of run or end of kick.
      - (5) Indicate status of ball when foul occurred.
- E. Assist with locating captains.
- F. Recover penalty markers and ball.
- G. Enforcement:
- 1. Note the spot of the foul.
  - 2. If spot is different, go to enforcement spot.
  - 3. When Line Judge begins enforcement, check for accuracy.
  - 4. Avoid visiting with players or coaches while penalty is being assessed.
- H. When a disqualifying foul is called:
- 1. Official who called foul shall inform the Referee of the offending player and his number and type of infraction. Referee shall be responsible for reporting the disqualification directly to the Head Coach and other members of officiating crew.
  - 2. Emphasize disqualification is for remainder of game.
  - 3. If there are double disqualifying fouls, the Referee may request the assistance of another official to report the fouls to the Head Coaches.
  - 4. The official shall not place a hand on offending player, nor accompany or escort him to sideline.
  - 5. All officials:
    - a. Record player's number and name.
    - b. Observe all other players.
- I. Record unsportsmanlike penalties.
- J. After the contest, Referee to complete ejection report for league authorities.

## **MEASURING FOR FIRST DOWN USING LINE-TO-GAIN EQUIPMENT**

### **I. REFEREE**

- A. Give time-out signal.

- B. Signal Headlines to bring line-to-gain equipment onto the field.
- C. Motion players away from ball.
- D. Rotate ball so long axis is parallel to sideline.
- E. In side zone, measure before ball is moved to the inbounds spot.
- F. If line-to-gain is not reached, use chains to accurately place ball at the inbounds spot.
- I. If ball has gone out of bounds, measure to point where ball crossed sideline.
- J. Inside edge of forward rod marks line-to-gain.
- K. When measurement is completed:
  - 1. Signal number of next down.
  - 2. Spot ball at proper place.
  - 3. Wait for chain crew to return to position.
- L. If new series awarded to the opposing team:
  - 1. Place ball so that foremost point becomes rear point when the direction is changed.
  - 2. Move the chain crew to the new spot (approx. the length of the football).
- M. After measurement:
  - 1. Get ready signs from captains.
  - 2. Declare ball ready-for-play by using established procedure.
  - 3. If not out of bounds, signal clock to start with ready-for-play.
  - 4. If first down for Team B, start clock on snap.

## II. LINE JUDGE

- A. Take forward rod from box person at place of measurement.
- B. When Headlines is ready, then tighten chain and hold forward rod near ball for Referee's decision.

## III. HEADLINES

- A. When a measurement is signaled by Referee:
  - 1. Grasp both chain and clip at back edge of back-yard line
  - 2. If no penalty then instruct box person to move to the line-to-gain rod spot and keep same down number.
  - 3. If there is a penalty then instruct box person to remain at old spot and keep same down number.
  - 4. Bring chain behind ball and place clip at appropriate yard line.
  - 5. Hold firmly and inform the Line Judge to stretch the chain tight.
  - 6. Wait for Referee's decision and signal.
  - 7. If not first down:
    - a. While holding chain, accompany crew to sideline, reset chain in original position.
    - b. Instruct box person to move indicator to new spot and change to next down.
  - 8. If new series, set inside edge of rear rod at foremost point of ball after spotted by Referee.
- B. Mark foremost point of ball for down-box operator on all first downs.

## **TIME-OUT PROCEDURE**

### I. REFEREE

- A. Sound whistle:
  - 1. Signal time-out.
  - 2. If time-out is charged to a team, indicate by facing press box and pointing toward that team.
- B. If officials time-out, indicate by tapping chest with both hands.



### C. Duties:

1. Check number of time-outs remaining for each team.
2. Check time remaining with Line Judge.
3. Check down with Headlines.
4. Notify Head Coach and team captain after third time-out has been charged.
5. Position: Maintain position over ball. Observe both teams.
6. Inform captains of remaining time-outs.
7. Inform each team huddle of down and time remaining in period.
8. Declare ball ready-for-play by using established procedure.

## II. LINE JUDGE

- A. Position: Halfway between ball and your sideline.
- B. Time 60-second interval.
- C. At 45 seconds, signal Referee by pointing directly at him to give teams their 15-second warning.
- D. Be alert for substitutions or attempts to use substitutes for purpose of deception, and maintain proper number of players / attendants in huddle.
- E. Inform Head Coach of remaining time-outs.

## III. HEADLINES

- A. Position: Halfway between ball and your sideline.
- B. Be alert for signal from Referee (pointing directly toward you) to give your team 15-second warning;
- C. Be alert for illegal substitution and attempts to use substitution for purposes of deception.
- D. Inform Head Coach of remaining time-outs.

## IV. ALL OFFICIALS

- A. Repeat time-out signal.
- B. Record time-out, number of player who called it (or Head Coach), time on clock and period.
- C. Stand alertly.
- D. Do not visit with players.
- E. Restrict discussions with captains.
- F. Do not huddle in a group.

## **ENDING-OF-PERIOD PROCEDURE**

### I. REFEREE

- A. If field clock is not used, keeps official game time:
  1. Takes officials time-out with approximately four minutes remaining in second and fourth periods.
  2. Inform both captains of time remaining and have both Head Coaches notified.
  3. When time expires and ball becomes dead, sound whistle and repeat time-out signal.
- B. If field clock is used:
  1. When facing clock, be responsible for knowing when time expires.
  2. If time expires prior to snap:
    - a. Sound whistle to prevent snap, if possible.
    - b. If ball is snapped immediately after time has expired, sound whistle loud and long and give time-out signal.

C. Following delay to ensure no foul, no obvious timing error, no request for Coach-Referee conference, and no other irregularity has occurred, hold ball in one hand over head to signal the end of the period.

## **II. LINE JUDGE**

A. If field clock is used:

1. When facing clock, be responsible for knowing when time expires.
2. If time expires prior to snap:
  - a. Sound whistle to prevent snap, if possible.
  - b. If ball is snapped immediately after time has expired, sound whistle loud and long, and give time-out signal.

## **BETWEEN-PERIODS PROCEDURE**

### **I. REFEREE**

- A. Note and record down, distance and yard line nearest foremost point of ball.
- B. Announce this information to other officials and confirm with them.
- C. Quickly take ball to corresponding point in other half of field and reverse directions.
- D. Spot ball with the Line Judge and check with Headlines.
- E. At end of 60 seconds while near ball, announce down and distance.
- F. Declare ball ready-for-play by using established procedure.

### **II. LINE JUDGE**

- A. Time one-minute interval, including signal to Referee to give teams their 15-second warning.
- B. Record down, distance and yard line.
- C. Observe both teams as you move to corresponding spot on other end of field.
- D. Assume responsibilities outlined for time-outs.

### **III. HEADLINES**

- A. Record down, distance and yard line nearest foremost point of ball.
- B. Confirm information with Referee.
- C. Reverse ends of yardage chain and proceed to succeeding spot.
- D. Set yardage chain after Referee has spotted ball.
- E. Check number of down and distance to gain.
- F. Assume responsibilities outlined for time-outs.
- G. Indicate to Referee you are ready.

## **BETWEEN-HALVES PROCEDURE**

### **I. REFEREE**

- A. Review first half with the crew. Discuss unusual plays and any adjustments to be made for second half.
- B. Determine the direction the kicking team elects to kick.
- C. Relay choice to receiving team bench.

### **II. LINE JUDGE**

- A. Keep time during intermission.
- B. Signal clock operator to start the clock for halftime intermission.
- C. Secure the game ball for the second half kickoff.

### **III. HEADLINES**

- A. Remind chain crew to be ready for start of second half.
- B. During intermission, discuss any improvements to be made with the chain crew.

### **IV. ALL OFFICIALS**

- A. Leave the field together as a crew.
- B. Assemble in dressing room or other private place.
- C. Return to field at least five minutes before second half is to begin.
- D. Start second half on time.