**Five Man Mechanics from Manual – Referee Position**

**PREGAME RESPONSIBILITIES**

Game officials should arrive at the site of the game at least 1 1/2 hours before the scheduled game time. Lateness in arrival is intolerable in officiating. Game officials should report directly to the game management, thereby assuring them that the game officials are present.

A pregame conference conducted by the referee shall be held before each game. The line judge (four person)/back judge (five person) will have the correct time and all game officials will synchronize their watches accordingly. The pregame conference should follow a set outline to be most effective.

**PREGAME CONFERENCE:**

I. CREW ASSIGNMENTS

A. Referee:

1. Visit each head coach, starting with the home team, give coaches list of game 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 and in compliance with NFHS rules and that good sportsmanship is expected to be exhibited throughout the game.

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 game officials.

5. Secure name of coaching staff personnel designated to call time-outs if other than the head coach or in absence of head coach.

II. REVIEW COIN-TOSS MECHANICS

Ill. DISCUSS FREE KICKS REVIEW ING POSITIONS AND RESPONSIBILITIES

IV. REVIEW COVERAGE DURING SCRIMMAGE PLAYS

A. Running plays, positions and coverage.

B. Forward passes, eligibility of receivers and interference.

C. 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. Kick-catching interference.

E. Numbering requirements.

F. PSK foul implications

VI. REVIEW "MOMENTUM" RULE AS IT APPLIES INSIDE THE 5-YARD LINE ON KICKS, INTERCEPTIONS AND RECOVERIES

VII. POSITIONS FOR GOAL-LINE PLAY AND TRY

VIII. REVIEW

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. Extending a period.

H. Overtime procedure, if applicable.

IX. GAME OFFICIALS DUTIES AND CREW RESPONSIBILITIES FOLLOWING PREGAME CONFERENCE

A. All Game Officials:

1 Enter field together at least 30 minutes before game time or at an earlier time if required by the state association.

2. Perform duties in business-like manner.

3. Performance and tempo sets tone for way in which game will be officiated.

4. Inspect playing field and pylons.

B. Referee

 1. Coordinate the inspections of playing field

 2. Direct game management to remove or repair any hazards on or near field

 3. Approve clock operator either scoreboard or sideline (per eratta - BJ does this)

4. Review signals for starting or stopping clock with operator and with public address announcer. (per errata – BJ does this)

5. Inform coaches of starting time and where time will be kept.

6. Inform visiting coach of any change in halftime intermission or if it has been extended (a maximum of five minutes).

7. Keep official score.

8. Instruct clock operator to time intermission. On your signal set at 15 or 20 minutes and start it when teams have left field and allow to elapse completely. Then immediately reset three minutes and time warm-ups. (per errata – BJ does this)

9. Secure and approve game ball-use assigned ball person if two balls will be used. (per errata - LJ)

10. Inform appropriate game official to instruct ball person to hold ball not in use moving up and down sideline(s). When ball is dead following change of possession, hand it to nearest game official. Ball person should not hand new ball until instructed.

**THE COIN TOSS**

(May be held off field if both coaches agree)

I. REFEREE

A. Pregame coin toss:

1. If coin toss is held off field, results shall be simulated at center of field three minutes prior to start of game or as directed by state association (see Rule 3-2-1).

2. About five minutes (or as directed by state association) before game time, escort to center of field captain(s) of team whose team box is on side opposite line-to-gain indicator. The actual or simulated coin toss shall be at the three-minute mark.

3. Have captains face each other with their backs to sidelines.

4. After umpire introduces captains, introduce captains to each other and give them instructions, including emphasis on sportsmanship

5. Show the coin to both captains and show both the heads side and tails side. Ask the captain of the visiting team whether he wants heads or tails. Repeat the call that was made so that that all captains and the umpire clearly hear the call. Tell the captains whether you will catch it or let it drop. If you choose to catch it, tell the captains that you will re-flip if you drop it.

 a. Flip the coin so that it flips end over end at least three times (preferably more) and either catch it or let it drop to the ground. Call out the results, either heads or tails.

b. After making toss and determining winner, place hand on captain's shoulder and have captain choose one of following options:

(1) Kick or receive.

(2) Defend a goal.

(3) Defer choice to second half.

c. If winner chooses not to defer and makes a choice, give opposing captain choice of remaining options.

d. If winner of toss defers, step toward press box, place hand on shoulder of winner and then give toss option­deferred signal (S #10) twice.

e. Opposing captain then given choice of options followed by deferring captain’s choice of remaining option.

6. Place captains in position facing each other with !lacks toward goal they will defend.

7. While facing in same direction as the first choosing captain, signal choice in this manner:

a. Swing leg simulating kick.

b. Make catching motion simulating receiving.

c. If first choosing captain elected to defend a goal, point with both arms extended toward that goal line, then move to other captains and give appropriate signal tor choice of other captain.

8. Dismiss captains.

B. Second-half choices:

1. The game official escorting the team with the second-half choice obtains from that team's head coach its second-half choice and communicates same to the referee.

2. The referee then obtains the opposing team's response to the second­half choice team's choice from the game official escorting that team.

3. Following the mandatory three-minute warm-up period after the halftime intermission expires, both teams assume their respective free-kick formations.

IV. ALL GAME OFFICIALS

A. Pregame:

1. At conclusion of the coin-toss procedures and after the 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. Head linesman, umpire and judge(s) clear sidelines before going to kickoff position.

**SOUNDING WHISTLE**

I. GAME OFFICIAL COVERING RUNNER

A. Find ball before sounding whistle.

B. When ball becomes dead, sound whistle quickly and loudly.

C. Move in quickly to be certain all action stops on whistle.

II. ALL GAME OFFICIALS

A. Player safety is first responsibility.

B. Find ball before sounding whistle.

C. Actually see ball in possession of runner who is down or forward progress stopped - this prevents early whistle.

D. When sounding whistle, do it quickly and loudly.

E. Be alert and in position to keep ball in view.

F. Be ready to assist covering official after whistle has sounded.

G. Use bean bag to mark spot of end of the run if whistle is sounded inadvertently.

H. Inadvertent whistle:

1. Ball becomes dead immediately

2. Location at which ball will be put in play and number of next down determined by location and status of ball when whistle was sounded.

**STOPPING, STARTING AND WINDING THE CLOCK**

I. Stopping the clock

A. Stop clock (S#3 twice) when:

1. The down ends following a foul

2. An official's time-out is taken.

3. A charged or TV/radio time-out is granted.

4. The period ends.

5. The ball is out of bounds.

6. A fair catch is made or awarded.

7. An obvious first down has occurred.

8. An incomplete forward pass.

9. After a down in which a player’s helmet came off during the down.

B. Official's time-out requires clock be stopped when ball becomes dead. Stop clock (S #3 twice), followed by tapping hands on chest twice: (Note, do not tap the chest for #2, 3, 10, 13)

1. For measurement of possible first down.

2. Before first down is declared.

3. Following change of team possession.

4. When captains and coaches are notified of time remaining.

5. For player who appears injured.

6. For player in need of equipment repair.

7. To dry or change ball.

8. For unusual heat or humidity which may create a health risk to players.

9. When coach-referee conference concerning misapplication of a rule results in referee altering ruling.

10. After a time-out to administer the penalty.

11. For unusual delays in getting ball ready for play.

12. A TV/radio time-out.

13. One minute between periods and following a try, successful field goal or safety.

C. Other reasons:

1. As provided by rule.

2. Team attempts to consume time.

3. Covering official determines ball reaches line-to-gain.

II. STARTING CLOCK

A. On ready-for-play-signal (S #1) followed by (S #2) - two different signals - if clock was stopped:

1. For an official's time-out other than a new series for Team B or a new series following a legal kick.

2. For dead ball after foul if:

a. There was no charged time-out during dead-ball interval.

b. The down is not extension of period or try.

c. There was no abuse of timing rule, or a delay-of-game penalty.

d. Action th.at caused down to end did not also cause clock to stop.

Ill. WINDING CLOCK

1. If ball becomes dead inbounds near sideline (within 2 yards) behind the line­ to-gain:

1. Covering official shall use normal coverage.

2. After determining ball is dead, give the start-clock signal (S #2) twice.

B. If ball becomes dead near sideline and first down is gained:

1. Covering official shall use normal coverage.

2. After determining ball is dead, stop the clock with the time-out signal (S#3) twice.

**SHORTENING PERIODS**

I. PROCEDURES

A. If procedures have been adopted by state associations, referee confers with opposing coaches to confirm the decision and provide any necessary instructions.

B. Referee notifies all other game officials when period-shortening procedures are in effect.

C. Referee holds the ball up to indicate the end of the shortened period.

**USE OF THE PENALTY MARKER**

I. ALL GAME OFFICIALS

A. Penalty marker should be tucked out of sight.

B. The penalty marker shall be used to mark the appropriate yard line on which a game official has observed an infraction.

C. Discretion, officiating position and game situation should determine whether the marker is dropped or tossed following an infraction. However, as a general rule, throw the penalty marker in the air on a dead ball foul and throw the penalty marker out to a location or spot on a live ball foul.

**USE OF THE MICROPHONE**

I. REFEREE

A. The referee's use of a field microphone adds another dimension to communication - a positive dimension when used properly. The microphone should be used to explain penalties and unusual situations. The referee should have the option to use or not use a field microphone. The referee should have control (on/off switch) of the microphone. If used, the microphone should be tested prior to the start of the contest and the second half.

B. The number of the player who committed the foul may not be announced unless specifically directed to do so by CIF.

C. Turn microphone off so other comments are not broadcast.

**USE OF THE BEAN BAG**

I. ALL GAME OFFICIALS

A. The bean bag is to be dropped on the appropriate yard line in accordance with the situations calling for such action in this manual.

B. The bean bag is to serve as an aid to enforcement and not an absolute reference point.

**DECLARING BALL READY-FOR-PLAY**

l. REFEREE

A. After ball is spotted:

1. Move to a position that is visible to clock operator, approximately 10 yards behind the line-of-scrimmage and 5 yards wide of the huddle.

2. Check that crew is ready and in position to officiate.

3. Announce down (finger(s) or fist for fourth), sound whistle, give ready­ for-play signal (S #1 ), starting the 25-second count, start clock if necessary (S #2) (should only have to give the wind signal once) and move to final position to observe snap.

4. Three seconds should be maximum to mark ball ready-for-play.

5. Umpire stand over ball until referee marks the ball ready for play.

B. Quick snap possible:

1.Referee same as above except referee should release umpire off the ball just prior to marking the ball ready-for-play.

2. Umpire stand over ball until referee signals him/her to move.

II. ALL GAME OFFICIALS

A. Hustle to proper positions.

B. Teamwork is essential to prevent delay.

C. Establish and maintain the same tempo throughout the game.

**AFTER A SCORE OR TRY - PRIOR TO FREE KICK**

I. REFEREE

A. In four-person, start 60-second interval before ensuing kickoff as players and game officials move out to their kickoff positions-head linesman should have ball. Back judge will time this interval in five-person and notify referee.

B. At 45 seconds, if teams are not in position to play, signal umpire, head linesman and line judge, by pointing directly at them to give their teams 15 second warning.

C. Count R players

D. Pick up ready signs from crew when they are in free-kick positions

E. At end of 60 second interval, promptly give ready for play signal with sharp blast of whistle.

F. Penalize for delay of game if ball not kicked within 25 seconds after ready.

G. On scoring plays involving a penalty by the opponent of scoring team, use the following procedure:

1. Give preliminary penalty signal and indicate offending team.

2. Obtain captain's choice.

3. Give penalty signal, and indicate offending team. If penalty is accepted, indicate score counts and if penalty will be enforced on the subsequent kickoff, indicate by pointing to midfield. (head linesman in four-person and back judge in five-person, will give final signal prior to stepping off penalty and prior to the subsequent kickoff).

VI. ALL GAME OFFICIALS

A. Observe action.

B. Prevent unnecessary delays when possible.

C. Encourage both teams to take free-kick positions quickly.

D. Hustle to free-kick position by jogging first to the sideline and then proceeding up the sideline.

E. Fill out game cards upon reaching free kick position.

**CORRECTING OBVIOUS ERRORS IN TIMING**

I. REQUISITES FOR CORRECTING TIMING ERRORS

A. Must be readily evident and have resulted in acknowledged discrepancy.

B. Must not involve judgment, but from failure, either human or mechanical, to correctly administer timing rule.

II. REFEREE

A. Authorized to correct obvious error in timing if discovered prior to second live ball following error unless period officially has ended.

B. Must be able to reasonably determine interval of time involved when putting time on or taking time off clock. May consult operator.

Ill. ALL GAME OFFICIALS

A. Note time on clock in dead-ball intervals when clock is stopped.

B. Monitor closely if problems arise with the operation of the clock.

C. Assist referee as much as possible.

**COACH-REFEREE CONFERENCE**

I. PURPOSE

A. Allows review of possible misapplication or misinterpretation of rules by game officials.

B. Allows corrections when error has been made.

II. PROCEDURES

A. Request for conference must be made prior to ball becoming live following the play which is to be reviewed unless period has officially ended.

B. Coach directs player to request time-out or requests time-out himself to confer with referee regarding possible misapplication of a rule.

C. Time out granted- charged to requesting team

D. Referee (accompanied by the head linesman/line judge) and coach confer at sideline directly in front of team box in the field of play.

E. Rule determined to have been applied correctly:

 1. time-out remains charged to team

 2. Foul for delay of game if permissible time-outs have been used

F. Rule determined to have been applied incorrectly:

 1. Correction made immediately

 2. Time out previously charged to team becomes an official’s time out

 3. Referee will review and explain situation to opposing coach before continuing the game

**COACH-DISQUALIFICATION PROCEDURE**

I. REFEREE

A. Provide coach with reason (accompanied by head linesman or line judge).

B. Require coach to vacate stadium area.

 1. If coach does not vacate:

a. Inform noncompliance could lead to forfeiture.

b. Locate local administration for assistance.

2. Do not continue contest until coach vacates stadium area.

3. Forfeit contest if necessary.

C. Comply with all state association reporting requirements.

II. OTHER GAME OFFICIALS

A. Line judge or head linesman accompany referee to sideline.

B. Assist referee if necessary.

C. Observe all players.

D. Notify opposing coach of disqualification.

 Ill. REMINDER

A. Imperative coach be notified by referee or calling game official of all unsportsmanlike fouls against him/her, such as:

1. Improper conduct toward a game official.

2. A player not wearing required equipment.

3. More than three coaches in 2-yard area between sideline and team-box area prior to ball becoming live.

4. Having anyone in the restricted area when the ball is live.

B. Mandatory that any coach receiving two unsportsmanlike fouls carrying 15-yard penalties, vacate stadium area.

C. If severe enough, can be disqualified on first foul.

**CONTROLLING THE SIDELINE AND TEAM BOX**

I. ALL GAME OFFICIALS

A. Consistently administer and enforce so that all game officials have enough room to work.

B. Be firm and professional, ensuring that restrictions are enforced so that all game officials have enough room to work.

II. First Violation by Team

1. Results in sideline warning
2. Covering official sound whistle drop penalty marker give proper signal, then report infraction to referee.
3. Referee will give proper signal and indicate offending team.
4. Covering official echo signal (S#15) while verbally informing coach of warning. Communication also should include reminder of distance penalties for further violations.
5. All game officials record time and period warning is given.

III. Second and Subsequent Violation by Team

A. Covering official will drop penalty marker, sound whistle, report infraction to referee.

B. Referee will give approved signals and umpire will assess distance penalty.

C. Covering official will verbally inform and remind coach that each subsequent offense will result in 15-yard penalty.

D. All game officials record time and period penalty is assessed.

**CONTROLLING TEAM PERSONNEL ALTERCATIONS**

I. ALL GAME OFFICIALS

A. If altercation is in your area, attempt to stop initial confrontation.

B. If unable to stop altercation, step back and record the uniform number of each player involved and other team personnel.

**END-OF-GAME AND OVERTIME PROCEDURE**

I. ALL GAME OFFICIALS

A. Regulation game:

1. Referee indicates end of fourth period (S #14).

2. Leave field together immediately.

3. Neither avoid nor seek coaches.

4. Do not discuss game on field or make any public statement about game to news media.

5. Report any flagrant irregularity or disqualification(s) to state association office when applicable.

6. If your state association has additional penalty for fighting, follow reporting procedure.

B. Overtime, 25-yard line procedure:

1. Hold coin toss at center of field, using general coin-toss mechanics.

2. Toss winner shall choose whether to be on offense or defense or choose the end of field at which ball will be put in play.

**KICK OFF**

I. REFEREE

A. Before kick:

1. Position: R's goal yard line on the head linesman's side just outside hash marks.

2. Count R players.

3. Check positions of other game officials. Make sure that officials on the free kick lines have a bean bag in hand.

4. After ready signs have been received from other game officials , declare the ball ready for play and sound whistle. Verify that at least four K players are on each side of the kicker when the ball is kicked.

5. If short free kick is anticipated:

First, notify other crew members to assume on-side kick mechanics.

a. Take position near R's 10-yard line.

b. Be alert to assist other game officials.

B. After kick:

1. Kick down the middle:

a. Signal clock to start (S #2) when kick is touched other than first touching by K.

b. Pick up runner and follow until releasing to covering official.

2. Deep kick:

a. While standing on goal line, rule on touchback.

b. If kick is caught inside 5 yard line and player is downed in end zone or ball goes out of bounds there, rule on whether players’ momentum took him/her into end zone and mark spot of catch with bean bag.

 3. Kick outside opposite hash mark:

 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. Mark out of bounds spot if kick goes out of bounds in your area:

 a. Drop penalty marker if untouched inbounds by R

VI. ALL GAME OFFICIALS

A. Covering official(s) signal clock to start (S #2) when kick is touched, other than first touching by K.

B. Kick out of bounds between goal lines:

1. Sound whistle.

2. Give time-out signal (S #3) twice and mark spot.

3. Determine if R had touched.

4. Toss penalty marker if R did not touch the ball.

C. Maintain position on sideline at all times except for referee.

D. Sound whistle when ball becomes dead in your area and give time-out signal.

E. Free kick following safety:

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

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

**FIELD-GOAL ATTEMPT BY FREE KICK AFTER A FAIR CATCH OR AWARDED FAIR CATCH**

I. POSITIONS

A. Referee behind upright.

**KEYS AND PRIORITY OF KEYS**

These keys are intended to help determine coverage at the initial snap only. A game official must be prepared to react to the play as it develops. These do not necessarily determine coverage for the entire play, as constant adjustments are necessary.

I. In determining keys, several definitions are needed for clarification purposes:

A. STRENGTH OF THE FORMATION - 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 . If there is no strong side, strength is declared to the LINE JUDGE'S side.

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 the offensive tackles.)

**RUNNING PLAY**

I. REFEREE

A. After ball is spotted:

1. Move to a position that is visible to clock operator, approximately 10 yards from the line-of scrimmage and 5 yards wide of the huddle.

a. On passing arm side of quarterback.

b. Able to view tackle on far side and backs.

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

3. Check following:

a. One-second count after huddle or shift.

b. Number of A players and signal to umpire.

c. Snap irregularities and movement of linemen.

4. Be alert for illegal shift or player in motion.

5. Identify eligible backs.

B. After snap:

1. Areas of responsibility:

a. Key tackle on opposite side. If he/she blocks aggressively, read run. If he/she pass blocks, read pass.

b. Ball, runner, action around runner and blocks behind him/her to neutral zone.

c. If action is not in direction of original position, move toward or parallel to scrimmage line, maintaining position approximately in line with runner's progress.

d. Delay moving immediately toward line of scrimmage to avoid hindering reverse or delayed play and to assure maximum vision of play.

2. Move behind play toward side of field to which play advances to cover runner if he/she is downed near line.

3. Check following:

a. Illegal use of hands by players of A.

b. Action behind ball and away from runner near neutral zone.

c. Action on quarterback after handoff.

d. Backward or forward pass when ball is thrown.

e. Out-of-bounds spot behind neutral zone.

4. Continue to observe action behind neutral zone before leaving area.

5. Responsible for runner until he/she crosses neutral zone.

6. When the ball is dead:

a. Be positive of ball location before sounding whistle.

b. Move quickly to spot of forward progress.

c. Signal number of next down.

7. Confirm with all crew members the number of the next down. Quickly check that down marker is correct and that the rest of the crew is ready, then give ready-for-play signal (S #1) and sound whistle.

8. 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. Point in the direction the team in possession will advance.

**FORWARD PASS**

I. REFEREE

A. After ball is spotted: Same as referee on Running Plays.

B. After snap:

1. Read block of offensive tackle on opposite side.

2. Observe all blocks behind the neutral zone.

3. As passer retreats, remain wide 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, after quarterback drops back.

6. Be alert to observe illegal pass:

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, may get assistance from covering official.

8. Continue to observe action behind neutral zone before leaving area.

9. Responsible for runner until he/she crosses neutral zone.

**SCRIMMAGE KICK**

I. REFEREE

A. After ball is spotted:

1. Check down and distance with head linesman.

2. Declare ball ready-for-play by using established procedure. Give the rolling arms signal for scrimmage kicks.

3. Position: 3-5 yards outside the tight end and 2-3 yards behind the kicker, on kicking-leg side.

4. Be able to see ball and observe all backs.

5. Count K players and indicate to umpire that you have counted the kicking team.

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 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:

a. Long kick-line up covering official with spot ball crossed sideline by using an outstretched arm.

b. Short kicks behind the line of scrimmage - go directly to out-of-bounds spot.

8. If no foul, signal head linesman to move line-to-gain equipment.

9. Obtain ready sign from head linesman before giving ready-for-play signal.

**FIELD-GOAL ATTEMPT OR TRY FROM ANY DISTANCE**

I. REFEREE

A. After ball is spotted:

1. Signal to crew that K is in a scrimmage-kick formation.

2. Position: 2-3 yards to rear and 3-5 yards to side of potential kicker, facing holder and able to see holder receive ball.

3. Count K players and indicate to umpire that you have counted the kicking team.

4. Observe kicker, holder and opposite side tackle.

B. After snap:

1. Watch for fumble by holder.

2. Cover as usual if run or pass.

3. Assist in sideline coverage if run or pass develops to referee's side.

4. Signal score (S #5) or no score (S #10 twice) after receiving signal from game officials ruling on kick.

5. Rule on roughing kicker or holder.

6. If try is blocked, immediately sound whistle and give the no-score signal (S #1O) twice.

7. If field goal is blocked, ball remains live.

V. ALL GAME OFFICIALS

A. Take positions for field-goal or try attempt if the kicking tee is brought onto field.

B. Be alert for runback of an unsuccessful field-goal attempt which is caught or recovered in field of play.

**GOAL-LINE PLAY**

I. REFEREE

A. Position and cover same as scrimmage play.

8. Do not give touchdown signal from behind runner.

C. After checking with crew, if no foul occurred, give touchdown signal (S #5), while facing the press box to verify score.

V. ALL GAME OFFICIALS

A. Only game officials who actually see touchdown should give touchdown signal (S #5).

B. Game officials not observing touchdown do not mirror signal.

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

I. ALL GAME OFFICIALS

A. Same as kickoff.

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

C. Reminder-on free kick following safety:

1. Each game 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.

D. Back judge begin timing one minute interval after referee signals score or no score (S#5, S#6 or S#10).

E. Game officials hustle up sidelines to free-kick position and then fill out game cards.

F. Be ready and in position to mark ball ready-for-play within the one minute interval.

**ADMINISTERING PENALTIES**

1. REFEREE

A. When ball is dead following a foul:

1. Give time-out signal (S #3) twice.

2. Get full information from game official who called foul.

3. Give preliminary signal to press-box side of field only.

4. Give options to captain of offended team or the head coach

5. When captain's most advantageous choice is obvious, quickly inform him/her.

6. When captain does not respond, his/her silence shall be considered acceptance of obvious choice. Once made, it cannot be revoked.

7. Make note of enforcement spot for penalty.

8. After ball has been spotted, give final signal for foul to press-box side of field only. The signals may be given while the yardage is being marked off. Always signal what down it will be after the penalty is enforced.

B. When penalty is declined:

1. Go to spot of ball.

2. Give foul signal followed by penalty-declined signal (S #10) to press box.

C. When there is a double foul:

1. Signal each foul, facing press box.

2. Follow this with penalty-declined signal (S #10).

D. When two penalties are enforced, give proper signals following each enforcement.

E. When penalty is to be enforced on kickoff:

1. Indicate proper foul signal.

2. Point to offending team.

3. Indicate scoring signal (S #5).

4. Point toward succeeding spot.

F. Accepted penalty for foul by either team during the last timed down of a period, play continues with an untimed down (S #1) except for fouls listed in Rule 3-3-4.

G. When dead-ball fouls occur after fourth down:

1. Signal any live-ball fouls.

2. Signal first down.

3. Signal dead ball.

4. Signal the dead-ball foul(s).

VII. ALL GAME OFFICIALS

A. Observe live-ball foul:

1. Withhold whistle.

2. Drop penalty marker at proper yard line and continue to observe play, noting location and status of ball at time of foul and the number of the offending player.

3. When ball becomes dead:

a. Give time-out signal (S #3 twice).

b. Sound whistle.

c. Verbally report information to referee.

d. Give no visible signal.

e. Make mental note as to whether clock should be started on ready or on snap.

B. Observe dead-ball foul:

1. Sound whistle, toss penalty marker into air and give time-out signal (S#3 twice) immediately.

2. Follow procedures outlined under A.

C. See that umpire assesses penalty properly in all respects.

D. Calling game official (umpire, head linesman, line judge, back judge):

1. After calling foul and ball has been declared dead:

a. Sound whistle and give time-out signal (S #3 twice).

b. Get referee's attention by giving short blasts of whistle.

c. Make sure another game official is covering spot of foul and another official is covering the end of the run.

d. Verbally report all 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. Stay clear of spot of foul.

2. If spot is different, go to enforcement spot.

3. When umpire begins enforcement, check for correctness and distance.

4. Avoid chatting while penalty is assessed.

H. When a disqualifying foul is called:

1. Game official who called foul shall inform offending player and report his/her number and type of infraction to referee, coach and other members of officiating crew.

2. Emphasize disqualification is for remainder of game.

3. It there are double disqualifying fouls, referee may designate another game official to assist in reporting foul to coaches.

4. The game official shall not place a hand on offending player, nor accompany or escort him/her to sideline .

5. All game officials:

a. Record player's number and name if known and game time of incident.

b. Observe all other players.

6. Notify state association office, if applicable.

7. Record unsportsmanlike penalties.

**MEASURING FOR FIRST DOWN USING TRADITIONAL LINE-TO-GAIN INDICATORS**

I. REFEREE

A. Give time-out signal (S #3) twice - follow by tapping hands on chest.

B. Signal head linesman to bring the line-to-gain indicator onto field.

C. Motion players away from ball.

D. Rotate ball so the long axis is parallel to sideline.

E. In side zone, measure before ball is taken inbounds.

F. If line-to-gain not reached in side zone, use the line-to-gain indicator to accurately place a second ball at the inbounds spot while keeping the original ball where it was for the measurement.

G. If ball has gone out of bounds, measure to point where ball crossed sideline.

H. Inside edge of forward indicator marks line-to-gain.

I. When measurement is completed:

1. Signal number of next down.

2. Spot ball at proper place.

3. Wait for line-to-gain crew to return to position.

J. If new series awarded to opponent of team which was in possession when ball became dead:

1. Place ball so that foremost point, when it became dead, becomes rear point when the direction is changed.

2. New rear indicator set with inside edge at new point of ball so that line­to-gain is 10 yards in advance of this point.

K. After measurement:

1. Get ready signs from captains.

2. Declare ball ready-for-play (S #1) if ball was out of bounds.

3. If not out-of-bounds , signal clock to start with ready-for-play (S #1) and then start clock (S #2) twice.

4. If first down for Team B (S #8), clock will start on snap.

**TIME-OUT PROCEDURE**

l. REFEREE

A. Sound whistle.

1. Signal "time-out" (S #3) two times.

2. If time-out is charged to a team, indicate by moving both arms three times in a horizontal motion toward that team.

3. If official's time-out, indicate by tapping chest with both hands.

B. Duties:

1. Record the game time of the time-out on game card. Check number of time-outs remaining for each team with other officials.

2. Check time remaining with back judge.

3. Check down with head linesman.

4. Notify coach and captain after a third time-out has been charged.

5. Take position away from other game officials. Observe Team B.

6. When notified by back judge that 45 seconds have expired, signal head linesman and line judge by pointing directly at them to give their team’s 15-second warning.

7. Inform each team huddle of down and time remaining in period.

8. Declare ball ready-for-play (S #1).

V. ALL GAME OFFICIALS

A. Repeat time-out signal (S #3) twice.

B. Record time-out, number of player who called it, time on clock and period.

C. Stand alertly erect.

D. Do not visit with players.

E. Restrict discussion to captain.

F. Do not huddle in a group.

G. Confirm number of remaining time-outs.

**INJURY TIME-OUT PROCEDURE**

(Additional responsibilities beyond regular time-out.)

I. REFEREE

A. Summon appropriate health-care professional(s) and/or coach(es) on field.

B. Duties:

1. Any player who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health­care professional.

2. Be ready to assist appropriate health-care professional(s) and/or coach(es) in securing additional medical help, if needed.

3. Attempt to keep players a significant distance away from the seriously injured player(s). Direct players and coaches toward respective team bench area.

4. Once the appropriate health-care professional(s) begins to work on an injured player, all members of the officiating crew should control the total playing field environment and team personnel and allow the appropriate health-care professional(s) to perform services without interruption or interference. Always ensure adequate lines of vision between the appropriate health-care professional(s) and all available emergency personnel.

5. Players and coaches should be appropriately controlled to avoid dictating medical services to the appropriate health-care professional(s) on the time taken to perform such services.

6. If there was a long delay in the action, provide a warm-up period to both teams.

**END-OF-PERIOD PROCEDURE**

I. REFEREE

A. If field clock is not used:

1. Take official's time-out (S #3) twice - follow by tapping hands on chest with approximately four minutes remaining in second and fourth period.

2. Inform both captains of time remaining and see that both coaches are notified.

3. When time expires and ball becomes dead, sound whistle and repeat time-out signal (S #3) twice.

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 your 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 (S #3) twice.

C. Following delay to insure 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 official end of period.

**BETWEEN-PERIODS PROCEDURE**

I. REFEREE

A. Record down, distance, and yard line nearest foremost point of ball while meeting with umpire in center of field.

B. Measure distance from the nearest yard line to foremost point of ball, and estimate distance from hash mark.

C. In spotting ball, check again with head linesman and umpire.

D. When notified by back judge that 45 seconds have expired, signal head linesman and line judge to give their team’s 15-second warning.

E. When notified by back judge that 60 seconds have expired, from near the ball announce down and distance.

F. Declare ball ready-for-play (S #1).

V. ALL GAME OFFICIALS

A. Limit of three team attendants are permitted on field.

B. Either legal type coach-player conferences may be held.

**BETWEEN-HALVES PROCEDURE**

I. REFEREE

A. Responsible for seeing that three minutes is placed on the clock for the mandatory warm-up period prior to start of second half after the intermission time has elapsed. (per errata - BJ does this)

B. Signal time to start clock to time intermission. (per errata - BJ does this)

C. Discuss situations in dressing room or other private place.

D. Determine which team has choice for second half.

II. ALL GAME OFFICIALS

A. Assist referee with halftime intermission responsibilities.

B. Leave field together.

C. Assemble in dressing room or other private place.

D. Discuss the overtime procedure, if applicable.

E. Return to field at least five minutes before the second half is to begin.

F. Start second half on time.