**Back Judge Mechanics**

**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.

**Back Judge:**

Safety is everyone’s responsibility

Equipment is everyone’s responsibility before and during game

Communicate with each other

Start game and second half on time

Prevent problems: Talk, have a presence and communicate with coaches

During the game, if something is not right, speak up!

Communicate with coaches:

* + It’s not a debate
  + Be respectful
  + Ask the head coach for his help to quiet players and assistants
  + Explain exactly what you or your partner have called
  + Be sure penalty enforcements are efficient and accurate

Hustle to communicate with coaches

Count the players on defense on every play.

Must know the correct down.

When in doubt, let the play go, hold your whistle

**PREGAME CONFERENCE:**

I. CREW ASSIGNMENTS

Back Judge

1. Be responsible for all timing situations: including 25 second play clock / time-outs / quarter change / and the time between a score and the succeeding kickoff
2. Review starting time and be sure auxiliary stopwatch, which records accumulated time, is available
3. Responsible for Clock Operator
   1. Review signals for starting or stopping clock with operator and with public address announcer.
   2. Review any questions for Clock Operator
   3. Set / Sync Official Game Time to Game Clock
   4. Review Half-Time (look at #7)
4. Inform coaches of starting time and where time will be kept
5. Inform visiting coach of any change in halftime intermission or if it has been extended (a maximum of five minutes)
6. Keep official score
7. Instruct clock operator to time intermission. On your signal set at 15 / 18 / 20 minutes (depending on the home team) and start the clock when both teams have left field and allow to elapse completely. Then immediately have the clock operator reset and start the mandatory three minutes warm-ups.
8. Secure and approve game ball-use assigned ball person if two balls will be used
9. 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.

II. REVIEW COIN-TOSS MECHANICS

Ill. DISCUSS FREE KICKS REVIEWING 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.
    5. Assist the umpire in identifying illegal equipment.

**THE COIN TOSS**

(May be held off field if both coaches agree)

Back Judge

1. Pregame
2. Back judge observes team on head linemen’s side while head linesman completes instruction to line to gain crew. Back Judge will bring the game ball to the center of the field after the coin toss if that ball will be used for the first kickoff of the game.

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.

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 second­ half team's choice from the game official escorting that team.

3. Hustle to kickoff positions / make sure that all officials have clear sidelines before going to kickoff position.

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

**SOUNDING WHISTLE**

I. GAME OFFICIAL COVERING RUNNER:

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

B. 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**

1. 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

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:

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 tout 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 that caused down to end did not also cause clock to stop

*Ill. WINDING CLOCK (DOESN’T APPLY TO BACKJUDGE)*

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

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**

1. Start 60 second count for subsequent kick off as players and game officials move out to their positions. ball person should leave the ball behind the goal post and back judge should carry ball up the sideline.
2. At 45 second mark, if teams are not in position to play,, notify referee who in turn will signal head linesman and line judge to give 15 second warning to their teams
3. Obtain ball. Move to sideline opposite umpire at same time as heads linesman and line judge
4. Count K players, point out referee to kicker and instruct kicker to wait for referee to give ready for play signal before kicking
5. If kicker will not accept ball:
6. Place ball at free kick spot
7. Assume final position by moving to sideline at same tine as line judge
8. Fill out game cards upon reaching free kick position

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

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 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**

OTHER GAME OFFICIALS

1. Line judge or head linesman accompany referee to sideline.
2. Assist referee if necessary
3. Back Judge - Observe all players
4. Notify opposing coach of disqualification

Ill. REMINDER

A. Imperative coach is 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 enforced 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 sideline
4. Covering official echo signal (S#15) whistle 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

**SECOND AND SUBSEQUENT VIOLATIONS BY TEAM**

A. Covering official will drop penalty marker, sound whistle, and 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-Indicate 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, 10-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

**Five-Game Official Positions for Kickoff**

**KICK OFF**

Back Judge -

1. Before Kick:
2. Take charge of ball
3. Position: K’s fee kick line outside sideline to monitor bench area and assist kicking team in getting into position
4. Move on field to kick and after checking legality of kicking tee, hand kicker ball, point out referee and instruct kicker to wait for referee’s signal before kicking. If the kicker is not ready place the ball on the ground and proceed to the sideline
5. Count K players. Do not kick off with less or more than 11
6. Move to a position just outside the sideline on K’s fee kick line on the line to gain indicator side
7. Be certain coaches, players substitutes and other individuals are in proper locations and no K players, with the exception of the kicker, may be more than 5 yards behind the kicking team’s free kick line
8. Hold are above head to indicate you are ready
9. If ball falls or blows off tee, sound whistle to prevent action. Moe to kicker to give instructions
10. Watch for any infractions involving K’s free kick line
11. If there is a foul to be administered on the free kick, give signal signal and administer penalty.
12. Time 25 second count
13. After Kick:
14. Be alert for first touching by k mark spot with bean bag
15. Be alert for a kick which does not cross R’s free kick line
16. If there is a penalty for a foul before kick ends requiring rekick, administer penalty and place ball ready
17. Mark out of bounds spot if kick goes out of bounds in your area with penalty marker if untouched by R
18. Watch initial blocks by players near R’s free kick line and action against kicker and holder. Cover to opposite 45 yard line.
19. After ball has gone down field, move to the center of the field. Move downfield towards the middle (45-degree angle), no more than 10-15 yards while maintaining inside out coverage Take responsivity for K’s goal line.
20. Be in position to take over coverage of runner in your area on ling return
21. Observe legality of blocks and action away from ball
22. Watch Kicker

ALL GAME OFFICIALS

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

B. Determine if R had touched

C. Carry bean bag in hand.

D. 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**

POSITIONS

Back Judge - Mechanics are same as Field Goal

**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. BACKFIELD - A player in the backfield between the tackles at the snap.

D. TRIPS (Three or more receivers outside the offensive tackles.)

II. The priority of keys in determining initial assignments to each game official is as follows:

**REFER TO KEYS AND CHARTS ON PAGES 28 - 35**

**Running plays**

Back Judge

1. After ball is spotted
2. Position:
3. Approximately 20-25 yards beyond defensive line of scrimmage and always deeper than deepest defensive back
4. When ball is on hash mark position no wider than near upright
5. On sing and/or double spread formation, adjust position to provide best coverage
6. Areas of responsibility
7. Time 25 second count including providing a visible count of the last 5 second. Visible Count will be raising your left or right hand in the air with an open hand. Your hand will stay raised till the 5 second count has expired.
   1. Back Judge will throw flag if time exceeds 25 seconds.
8. Count B players and indicate to the wing men that you have counted the defense
9. After snap (read your keys):
10. On runs to either side of field, move so runner is between you and either head linesman or line judge while observing blocks in front of runner
11. Retreat to be in position behind deepest receiver stay far enough away to keep play boxed in
12. Maintain inside out coverage wild staying between the hash marks
13. Cover players who are deep than head linesman or line judge
14. When runner breaks free, cover action around him/her
15. Cover goal line or goal line if you have “released” the goal line to the flank officials
16. On out of bounds runs, especially in team areas, move into area of dead ball and assist game officials in maintaining order
17. Assist with relay of ball inside zone from wing official to umpire
18. The Back Judge will give up the goal line to the flacks at about the 15 yard line. This could vary by plus or minus 5 yards depending on the passing skills of the offense. Back Judge must receive acknowledgement from the flanks when he gives them the goal line.

VI. ALL GAME OFFICIALS

A. If ball goes out of bounds:

1. Covering officials (not back judge):
2. Give time out signal immediately (S#3) twice
3. Mark and hold spot, monitoring players out of bounds
4. Continue to observe action.
5. Referee or back judge retrieve ball, unless cornering official is in best position to do so
6. Back Judge should watch as players separated to ensure proper sportsmanship
7. Other game officials:
8. Each Time Out signal
9. Read and react. Dead Ball Officiate
10. Move quickly into positions to assist getting ball ready for play
11. Be alert for substitutions infractions
12. When line to gain has been reached give time out signals twice.
13. When ball is blown dead after fourth down, give time out signal twice.

**Forward Pass**

Back Judge

1. After ball is spotted: SAME AS BACK JUDGE ON RUNNING PLAYS
2. After snap:
3. Read keys. Retreat in order to be in position behind deepest receivers
4. Cover deep receivers down middle and to each side
5. When pass is thrown, move quickly to ball:
6. Watch for interference by either team
7. Be ready to rule on possible fumble or illegal pass after completion
8. Re ready to rule on all passes near goal line and end line
9. If pass is incomplete in your area:
10. Sound whistle
11. Give incomplete pass signal
12. Retrieve ball and relay to nearby game official
13. If pass is complete, in your area of responsibility, sound whistle when ball becomes dead:
14. Move to spot of forward progress
15. When line to gain has been reached give time out signal twice

Covering officials

1. Be alert for illegal passes
2. Observe touching or catching by ineligible player
3. Watch for holding of eligible receivers and all contact beyond neutral zone both before and after pass is thrown
4. If ruling on pass reception involving sideline, only approved signals (S#2, S#3 or S#10) should be used
5. 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:
6. Mark spot of interception with bean bags
7. Be prepared to rule whether his/her momentum took him/her into end zone

**SCRIMMAGE KICK**

1. After ball is spotted:
2. After ball is spotted:
3. Position: 7-10 yards back / 1 yard off the shoulder of the receiver. If there is more than one receiver, 7 yards deep of the deepest receiver in the middle of the field.
4. Exception #1: If receiver is on the 10-yard line to Goal Line, position on Goal Line. Watch for touchbacks.
5. Exception #2: Coffin Corner – Review Mechanics
6. Count R players and indicate to wing officials that you have counted the receiving team
7. After Snap
8. Carry contrasting bean bags in hand during down to mark first touching, fumble, momentum or end of kick
9. When kicks short to either sideline:
10. Head linesman or line judge will assume responsibility for ball
11. Observe action of players around ball
12. Cover long or deep kick out of bounds on head linesman’s side
13. When kicked ball goes out in flight, sound whistle
14. Give time out signal
15. Have referee spot you on sideline and hold spot until ball is spotted
16. Cover all kicks down middle and be ready to rule on whether kick is touched by either team:
17. If ball is muffed, be prepared to rule on possession
18. Be alert for hand off and reverse
19. Let the player move to the ball. Watch and react to the players.
20. When K is first to touch scrimmage kick which is moving:
21. Mark spot of first touching with bean bag
22. Continue to cover play
23. If K is first to touch kick that is motionless beyond neutral zone, sound whistle, give time out signal twice and mark spot
24. Following a fair catch
25. Sound whistle, give time out signal twice and mark spot
26. Be sure referee knows it was a fair catch
27. When fair catch is not made:
    1. Stay with ball
    2. Let line judge observe action by signaler
28. Move with runner who catches kick and advances
    1. Other game officials will ordinarily pick up runner near line of scrimmage
    2. When this is done, delay and observe action behind ball
    3. When one of the other game officials is screened out and not able to pick up runner, move with him/her and sound whistle when ball becomes dead
29. When kick becomes dead;
    1. Let the wing officials whistle, unless Fair Catch or player is downed in your “area”. Back Judge - give time out signal twice
    2. Be prepared to rule on touchback and give appropriate signal twice
30. If kick is caught inside 5 yard line and player is downed in his/her end zone or ball goes out of bounds there, be prepared to rule on whether his/her momentum took him/her into tend zone
31. Mark spot of catch inside 5 yard line with bean bag

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

**Back judge and Head linesman or Line judge (whoever is looking at the front of the holder)**

1. After ball is spotted:
2. Positions: beyond end zone and behind your upright where you feel most comfortable and have best coverage of upright
3. Count R players
4. Back judge time 25 second count
5. After snap:
6. Assume responsibility for end line and for determining if ick goes over or under crossbar and inside upright
7. Back judge rules on crossbar and upright
8. Line judge rules on upright
9. Sound whistle when successful kick passes upright or when it is apparently unsuccessful after breaking goal line plane
10. Both game officials, at the same time move one yard into the end zone in front of their upright and signal score or no score twice while facing the line of scrimmage
11. Be prepared to move if kick is blocked, obviously short or a fake:
12. Key tight end on your side
13. Head linesman or line judge: if run or pass develops to your vacated side, quickly move along end line to back pylon to rule on sideline.
14. Next move is toward goal line to assist
15. Mark first touching, fumble, momentum or end of kick

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**

Back Judge

1. Position:
2. Assume complete responsibility of end line coverage
3. Time 25 second count

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**

Back Judge

1. Help obtain ball
2. Assist in holding spot of foul or recovering penalty marker
3. Assist in relaying foul information to appropriate sideline
4. Give final signal for foul to be enforced on kickoff to press box side of field

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 of ball at time of foul.

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 unless directed by Referee.

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

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.

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 / Head Coach

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 visiting 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.

b. Observe all other players.

6. Notify state association office, if applicable.

I. Record unsportsmanlike penalties.

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

Back Judge

1. Help clear players from measurement area
2. Observe all players
3. Tend ball at time of measurement
4. Back Judge keeps the old ball at the spot of the measurement until new ball is spotted.

**TIME-OUT PROCEDURE**

Back Judge

1. Time Move to position halfway between ball and your sideline and observe team on you sideline
2. Be alert for signal from referee to give your team 15 second warning: to team huddle and say’ “ Coach, ball will be marked ready for paly in 15 seconds”
3. Be alert for substitutes by your sideline or attempts to use substitutes for purpose of deception and maintain proper number of players/attendants in huddle when conferences are held between the 9 Yard line mark
4. **Inform captain and coach of time outs remaining**

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.)

None

**BETWEEN-PERIODS PROCEDURE**

Line Judge and Back Judge

1. Line judge observe team on your sideline and back judge observe team on head linesman’s sideline until head linesman becomes available
2. Assume responsibilities as for time out
3. Check team box and huddle areas for appropriate conference procedure as during charged time out
4. Line judge give 15 second warning when directed by referee
5. Back judge time the 6 0 second interval; notify referee at 45 seconds and again when 60 second interval expires.

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**

**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.