**Five Man Mechanics from Manual – Head Linesman Position**

**FIVE GAME Officials**

**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:**

CREW ASSIGNMENTS

1. Check line to gain equipment and meet crew

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 for ward 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)

Head linesman, Line Judge and Back Judge

1. Pregame
2. Head linesman gives instruction to line to gain crew
3. Head linesman, back judge and line judge remain at hash marks to observe team members not involved in toss and who shall not be on the field of play. Head linesman, back judge and line judge remain at hash marks to observe team members not involved in toss and who shall not be on the field of play.
4. Head linesman, back judge and line judge bring an approved game ball from each team to the coin toss.

**At the conclusion of the coin toss the back judge will bring in an approved game ball if the visiting team wins the toss. The line judge will bring an approved game ball from the home team if they win the toss.**

1. Back judge observes team on head linemen’s side while head linesman completes instruction to line to gain crew.

**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. Head linesman, umpire and judge(s) 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. 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**

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

**Ill. WINDING CLOCK**

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**

Head linesman

1. Move up own sideline to clear for play
2. Check line to gain crew for questions and positions
3. Be alert for signal from referee to give your team – 15 second warning go to team huddle and say “coach ball will marked ready for play in 15 seconds.
4. Count R players
5. Be sure sideline is clear before giving ready sign to referee.

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-DISQUALIFICAT ION PROCEDURE**

Headlines man

OTHER GAME OFFICIALS

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

III. REMINDER

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 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. Ill.

**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**

**Headlines man**

1. Before kick
2. Be certain coaches, players, substitutes and other individuals are in proper location
3. Position R’s 30 yard line outside the same sideline as the line to gain indicator.
4. Count R players
5. Hold arm above head to indicate you are ready
6. If short free kick is anticipated
7. Position on R’s free kick line
8. Be alert for first touching by K or kick which does not cross R’s free kick line. Hold bean bag to mark first touching by K.
9. After Kick
10. Kick to your side:
11. Signal clock to start when the kick is legally touched, only if ball is even or up field from you
12. Pick up runner and follow along sideline
13. When ball becomes dead, sound whistle and give time out signal
14. Be alert to first touching by K and mark spot with bean bag.
15. Mark spot where kick goes out of bounds on your side of field
16. Drop penalty marker if untouched inbounds by R
17. Maintain position enabling coverage of your sideline at all times.
18. Observe legality of blocks and action away from the ball when you are not covering the runner
19. Kick to opposite side of field:
20. Move cautiously with play along sideline
21. Observe action of other players in vicinity of runner

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.

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

2. Determine if R had touched.

3. 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. Carry bean bag in hand.

F. 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

1. POSITIONS

Head linesman

Mechanics are same as kick off

**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:

1. Head linesman have the second key

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

Running plays

Head linesman and Line Judge

1. After ball is spotted
2. Position: straddle the line of scrimmage 1 yard beyond the sideline
3. Indicate number of next down on chains. After referee signals next down number, signal number of next down and check down marker number
4. Use extended arm signal and hold until snap to indicate closest A player is off line of scrimmage
5. Count B players and indicate to back judge that you have counted the defense.

**Delete #4. (HL will count defense on free kicks and scrimmage kicks).**

1. Identify eligible receivers on your side
2. Be alert for illegal substitutions
3. Check following:
4. Wingbacks, flankers, split ends and slot backs
5. First two players in from your end of offensive line, including backs as eligible pass receivers
6. Play in motion away from you and maintain responsibility for him//her if he/she reverses direction. Remain in position unless vision is impaired in which case; take one step into offensive backfield.
7. Minimum of seven offensive players on line of scrimmage
8. Encroachment or false start.
9. After Snap
10. Areas of responsibility
11. Observe keys and read tackle to determine run or pass. Stay on line of scrimmage until ball carrier crosses line of scrimmage.
12. Be alert for quick plays into line and assist in making forward progress with down field foot
13. Watch initial charge of linemen
14. On an end run to opposite side, observe blocking near neutral zone to tackle
15. Check block on eligible receiver
16. When ball comes to your side of field
17. Cover sideline and check or illegal offensive and defensive Blocks
18. Sound whistle when ball becomes dead and mark forward progress with down field foot
19. Square off forward progress by moving down the sideline to the spot the ball became dead and then move perpendicular in towards the center of the field no further than the nine yard marks
20. Keep all players In front of you unless spot of forward progress is close to first down or a touchdown in which case come in as far as possible until you reach players on that yard line. Do not go around any players.
21. If ball becomes dead near sideline and first down is gained:

a. covering official shall use normal coverage

after determining ball is dead, give the time out signal

1. When ball goes to opposite side:
2. Move down sideline until certain there will be no reverse or counter
3. Observe action on linebackers and backside pursuit
4. On down the line option plays toward you, observe pitchman, loose ball and pitchman’s as he/she becomes runner.
5. Observe late blocks and fours away from the runner
6. Responsible for entire sideline. If ball goes out of bounds:
7. Signal time out immediately
8. Hold out of bounds spot, monitoring players out of bounds while another game officials retrieves ball
9. If obvious first down, signal clock to stop
10. While moving down field with runner, watch for illegal forward pass or fumble
11. If play continues following illegal forward d pass, drop penalty marker at spot of pass to indicate where run ended and at spot of any subsequent foul

Head linesman working with line to gain indicator and crew

1. Echo referee’s signal verbally and with proper hand signal
2. Do not turn back on field of play when having the indicator moved
3. Authorize down indicator operator to be moved only after referee’s signal
4. When necessary to move the line to gain indicator:
5. Spot foremost point of ball with downfield foot
6. Have down marker operator mark spot
7. Have line to gain crew set the two indicators
8. Inform referee that the line to gain indicator is ready
9. When line to gain is goal line:
10. Provide bean bag to down marker operator to mark line of scrimmage
11. Remove line to gain indicator from sideline

VI. ALL GAME OFFICIALS

.A. Areas of Responsibilities

* + 1. Keep play properly boxed in
    2. Before sounding whistle:
       1. See the ball and be certain ball is dead
       2. Be certain of location of ball
       3. Keep eyes on runner when you are covering

.B. If there is a fumble, covering officials should:

1. Mark yard line of fumble with bean bag if beyond line of scrimmage
2. Rule on possession immediately
3. If defense recovers, covering official should immediately signal time out (S#3) twice and then indicate direction the recovering tea in going
4. If fumbling team recovers, covering official should indicate number of next down with finger or first if fourth down.
5. If ball becomes dead before fumble, covering officials sound whistle
6. Immediately to indicate down had ended.

.C. If ball goes out of bounds:

1. Covering officials
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. Other game officials:
7. Each Time Out signal
8. Move quickly into positions to assist getting ball ready for play

D. Be alert for substitutions infractions

1. When line to gain has been reached give time out signals twice.
2. When ball is blown dead after fourth down, give time out signal twice.

**Forward Pass**

Head linesman

1. After ball is spotted:

SAME AS HEAD LINESMAN AND LINE JUDGE ON RUNNING PLAYS

1. After snap:
2. Observe keys and read tackle to determine run or pass. Stay on line of scrimmage until ball carrier crosses line of scrimmage or until receiver(s) on your side of the field have gone at least 10-12 yards down field
3. Be ready to rule on the direction (forward or backward) of a quick quarterback pass.
4. Move down sideline as required to cove pass on your side of field
5. Watch for interference by either team
6. Be ready to rule on fumble or illegal pass after completion
7. If pass is complete in your area:
8. Sound whistle
9. Give incomplete pass signal twice

**Give incomplete pass signal once**.

1. Retrieve ball and relay to game officials nearest previous spot
2. Be ready to adjust coverage if potential pass decides to run
3. Be alert for sideline action
4. Be alert for forward progress of runner
5. Be responsible for entire sideline

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**

Head linesman

1. After ball is spotted:
2. POSITION IS SAME AS FOR RUN OR PASS
3. Check down number, count R players and indicate to back judge that you have counted the receiving team

**Head Linesman or Line Judge (whoever is looking at the front of the holder) Add this line**

1. After snap:
2. Head linesman: hold momentarily after snap. Know if ball crossed neutral zone, then move slowly down field covering our side between neutral zone and deep receiver(s).

**Hold momentarily after snap. Know if ball crossed neutral zone, then move slowly down field covering your side between neutral zone and deep receiver(s).**

1. Line judge: release on snap move downfield covering your side between neutral zone and deep receivers

**Release on snap move downfield covering your side between neutral zone and deep receivers**

1. Cover all kicks to your side
2. Ball out of bounds in flight:
3. a sound whistle and give time out signal twice
4. move farther downfield than where it went out
5. walk up until referee spots you on sideline
6. ball rolls out of bounds
   1. a sound whistle and give time out signal twice
   2. hold spot and continue to observe action
   3. drop bean bag at spot if ball must be retrieved
7. Assist referee in covering ball on short or blocked kick”
8. Note if kick is touched beyond neutral zone
9. Note if recovered in or behind neutral zone
10. Be prepared to mark first touch, fumble or end of kick with bean bag.
11. Routine kick:
12. Unless kick comes close to your side delay move to sideline, cover clipping and other fouls in secondary
13. Move with runner if he/she comes to your side
14. Follow to goal line if run is broken
15. When ball becomes dead:
16. a sound whistle and give time out signal twice and mark spot
17. make sure of possession of fair catch.
18. Line Judge: observe action of signaler when no fair catch is made
19. If there is a foul, have free game officials cover ball while game official who had foul reports information to referee
20. Head linesman: Watch referee for signal to move line to gain equipment

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

Head linesman

1. After ball is spotted:
2. Position: on line of scrimmage on sideline
3. Check down number, count R players indicate to back judge that you have counted the receiving team
4. Observe the neutral zone
5. After snap:
6. If pass or run, move with play as on any other goal line play
7. Quickly move to goal line if run develops to referee’s side

**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**

Head linesman and Line judge

1. POSITION IS SAME AS SCRIMMAGE PLAY
2. On snap between 10 and 5 yard line, release slowly downfield and stay ahead of runner to goal line.
3. On snap inside 5 yard line, release to goal line and officiate back to ball
4. Note farthest point to which ball is advanced
5. If short of goal line, move in quickly and help by marking point with down field foot or by actually placing ball
6. If you see ball in possession of runner touch or cross goal line plane, instantly give touchdown signal
7. If ball does into break goal line plane do not give any signal
8. Head linesman
9. Remove line to gain indicator from sideline when line to gain is goal line
10. **Provide down marker operator with bean bar for goal to go situations when the line to gain equipment have been removed**

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**

Head linesman

* + 1. Be certain of down number
    2. Proceed to succeeding spot.

**Walk off the penalty with the Umpire**

C. Be ready to have line to gain equipment moved after penalty administration

**Line Judge**

**A. Be certain of down number**

**B. Proceed to the succeeding spot**.

Head linesman and Line judge

1. Check enforcement spot
2. Do not permit athletic trainers, attendants or coaches to come onto field
3. Relay penalty information to the appropriate coach and to other game officials if necessary

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.

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.

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 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**

Head linesman

1. When a measurement is signaled by referee:
2. Grasp the line to gain indicator and clip at back edge of back yard line (don’t’ just grasp clip since clip could detach)
3. Instruct down marker operator to mark front indicator spot and keep same down number
4. Bring the line to gain indicator behind ball and place clipped part of indicator at back edge of back yard line
5. Hold firmly and call “ready” to umpire to stretch the indicator tight
6. Wait for referee’s decision and signal
7. If not first down:
8. while holding the indicator, accompany crew to sideline, reset in original position , yards from sidle lien
9. Have down marker operator move down marker indicator to next down
10. If new series set inside edge of rear indicator at foremost point of ball after spotted by referee. First down on down marker indicator.
11. Mark foremost point of ball for down marker operator on all first downs

**TIME-OUT PROCEDURE**

Head linesman and Line Judge

1. 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**

Head linesman

1. Record down, distance yard line nearest foremost point of ball
2. Confirm information with referee
3. Clip the indicator at back edge of back yard line
4. Call down and distance to assistance
5. Reverse ends of the line to gain indicator and two crew members
6. Set down marker indicator after referee has spotted ball
7. Check number of down distance to gain
8. Indicator to referee you are ready by signaling number of down with fingers or fist for fourth down

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.