## MECHANICS – 4-MAN

**COIN TOSS PROCEDURES**

1. The REFEREE and UMPIRE only will meet with the captains at the center of the field for the coin toss.
2. LINE JUDGE escorts captains from press box side to the top of the numbers /nine-yard marks. 14THEAD LINESMAN escort captains from chains side to the top of the numbers /nine-yard marks. The captains will continue to the middle of the field and the *HEAD* *LINESMAN* and *LINE* *JUDGE* will remain at the top of the numbers / nine-yard marks. The *LINE* *JUDGE* and *HEAD* *LINESMAN* will have a legal ball for their respective team.
3. *LINE* *JUDGE* and *HEAD* *LINESMAN* make certain your team is either in their respective team box or in their end zone during the coin toss.
4. *REFEREE* instructs captains. Visiting captains will call coin toss. The visiting captain is required to indicate heads or tails prior the toss of the coin.
5. Once the choices have been made by both teams, move the captains so their backs are to the goal they’re defending. The *REFEREE* will indicate winning captains and choice, or option deferred. If the captain’s choice is to defer, the *REFEREE* will give the proper signal (signal #10) then move to the other captains and give the signal for the appropriate choice.
6. After the toss, all officials will meet in the middle of the field, record results, then jog to their specific kickoff positions.

**QUARTER**

REFEREE and UMPIRE

1. Be aware of last minute of play. If the ball is not in play when the clock runs out, step in to prevent the snap.
2. Announce end of quarter by holding the ball over head, record the down and distance and release the HEAD LINESMAN
3. Jog to the new spot on the opposite side of the field and spot the ball.
4. Check to make certain the down, distance and yard line is correct.
5. When officials are ready and the LINE JUDGE indicates the intermission is over, declare the ball ready for play

LINE JUDGE

1. Prepare to go to the spot where the ball should be put into play at the start of the next quarter.
2. Time the one-minute intermission and notify REFEREE when 45 seconds have elapsed.
3. Stay between the teams to show presence as you move to the new spot.

HEAD LINESMAN

1. Prepare the chains to move to the new location on the REFEREE’S signal. Make certain the clip is located appropriately on the nearest yard line and take note.
2. Grab the clip and chain at the same time, reverse the chain crew, jog to the new position and place the chain on the new spot.
3. Place your heel at the front of the ball for the down box.

**HALFTIME**

ALL OFFICIALS

Meet and review first half

REFEREE

1. As soon as teams leave field, look at the timer and wind to start the half-time clock
2. All officials will meet away from teams and coaches to review first half

LINE JUDGE

Keep the unofficial halftime clock for the crew

HEAD LINESMAN and LINE JUDGE

1. Extend a 5-minute courtesy call to each team (I would delete this one)
2. Confer with the coach who has the second half decision on which way they would like to kick the ball. Do this as they either leave the field or when you provide the 5-minute courtesy call
3. Provide the information to fellow officials during mandatory three-minute warm-up period or before the crew leaves for the appropriate kick-off positions

### FREE KICK MECHANICS – 4-MAN

**PRE-KICK MECHANICS**

ALL OFFICIALS

HUSTLE TO POSITION!

REFEREE

1. Take position at the goal line (or as appropriate behind the deepest receiver) in the toward the HEAD LINESMAN’s side of the field.
2. Count the receiving team (use eyes not fingers). Ensure they have 11 men on the field prior to kick-off.
3. Signal HEAD LINESMAN to confirm count by extending your arm with a closed fist.
4. Upon ready signal from UMPIRE, if the receiving team is in position, blow the ready for play whistle.
5. On anticipated short free kicks, may cheat-up if possible.
6. On a free kick following a safety, take position five-yards deeper than the receiver(s) but not further from the goal line than the 20-yard line.

UMPIRE

1. On 20-yard line on LINE JUDGE side.
2. Count the receiving team (use eyes not fingers). Ensure they have 11 men on the field prior to kick-off.
3. Signal REFEREE to confirm count by extending your arm with a closed fist
4. On anticipated short free kicks, move to position on the receiving team’s restraining line on the sideline. Hold bean bag in hand. Anticipate first touching

LINE JUDGE

1. Time the one-minute intermission following a score. Alert UMPIRE and HEAD LINESMAN after 45 seconds
2. Go to your position on the kicking team’s restraining line at the sideline. Have your team on the field within one minute following a score
3. Count the kicking team (use eyes not fingers). Signal accordingly for less than/greater than/or equal to 11 players. Confirm with HEAD LINESMAN
4. Provide ready signal to REFEREE only when count is correct. Be ready before the whistle
5. Hold bean bag in hand. Anticipate first touching

HEAD LINESMAN

1. Go to your position on the receiving team’s restraining line at the sideline. Have your team on the field within one minute following a score
2. Count the kicking team (use eyes not fingers). Confirm with LINE JUDGE
3. Hold bean bag in hand. Anticipate first touching
4. Provide ready signal only when count is correct, receiving team is in position, sideline is clear and you are ready. Be ready before the whistle

**FREE KICK FOLLOWING A FAIR CATCH**

REFEREE – Position with the kicker.

UMPIRE – Position under the goal post opposite the LINE JUDGE.

LINE JUDGE – Position under the goal post on your side of the field.

HEAD LINESMAN – Position on the kicking team’s restraining line.

**FREE-KICK MECHANICS**

REFEREE

1. Identify your keys, the nearest receivers
2. Consider your areas of protection; goal line and sideline
3. Quickly check the direction of the ball (short, long, left, or right). If it is a short kick, move up and provide dead-ball support.
4. On a kick out of bounds, move toward the out of bounds spot and throw flag to the out of bounds spot if in your zone
5. When the ball is touched in your coverage area, start the clock (two winds)
6. When the kick breaks the goal line plane (touched or untouched), signal touchback
7. Observe action around the receivers and watch the middle players of the receiving team moving down the field. Cover blocking and other action on and by your keys
8. When the runner is downed in your coverage zone, stop the clock. Duplicate other official’s signals if play does not end in your coverage zone. Place the ball at your feet and wait for the UMPIRE to relieve you
9. As the runner moves further downfield, assume coverage in behind the ball carrier. Maintain an inside-out view of the action around the field

UMPIRE

1. Identify your keys - four players of the kicking team on your side
2. On a kick out of bounds, throw flag to the out of bounds spot. If the team on your sideline is the offended team, get the enforcement choice from the coach and advise the REFEREE
3. As the runner nears, assume coverage in front of the ball carrier. Be on the goal line before the runner. Maintain an inside-out view of the action around the ball carrier
4. Flank officials have progress to the goal line. You have the goal line

LINE JUDGE

1. Identify your keys - four players of the kicking team on your side
2. Watch the action of the kick. Was it kicked into the air or did it bounce off the ground?
3. Quickly check the direction of the ball (short, long, left, or right). If it is a short kick, look for first touching by kicking team and use your bean bag as needed. Also, be aware of subsequent first touching spots
4. On kicks out of bounds in the air, line up sideline official at the out-of-bounds spot. If the ball will be re-kicked after a foul, you are responsible for signal and penalty enforcement
5. Observe action on the kicker and watch the middle three players of the kicking team moving down the field. Cover blocking and other action on and by your keys. As the runner nears, assume coverage in front of the ball carrier. Be on the goal line before the runner. Maintain an inside-out view of the action around the ball carrier
6. Flank officials have progress to the goal line. You have the goal line
7. On a kick out of bounds, throw flag to the out of bounds spot. If the team on your sideline is the offended team, get the enforcement choice from the coach and advise the REFEREE
8. Drift down field to assume coverage of the runner and take him all the way to the goal line. You have progress
9. On plays to the opposite side, mirror HEAD LINESMAN movement down field. With wide vision, watch blocking and look for illegal acts. Use cross-field mechanics where appropriate
10. When the runner is down in your coverage zone, stop the clock. Place the ball at your feet until the incoming ball is spotted. Duplicate other official’s signals if play does not end in your coverage zone
11. On anticipated short free kicks (during onside kick), when the ball is kicked to your side of the field, you are responsible for blocks around the ball. Be aware of blocks by K before the ball advances beyond R’s restraining line
12. On anticipated short free kicks, when the ball is kicked away, take a wide view and prepare to assist on whether the ball has advanced beyond R’s restraining line. Be aware of backside blocks

HEAD LINESMAN

1. Identify your keys, the nearest four players of the kicking team
2. Watch the receiver’s restraining line for encroachment by receiving team
3. Quickly check the direction of the ball (short, long, left, or right). If it is a short kick, look for first touching by kicking team and use your bean bag as needed. Also, be aware of subsequent first touching spots.
4. On a kick out of bounds, throw flag to the out of bounds spot. If the team on your sideline is the offended team, get the enforcement choice from the coach and advise the REFEREE
5. Drift down field to assume coverage of the runner and take all the way to the goal line. You have progress
6. On plays to the opposite side, mirror LINE JUDGE movement downfield. With wide vision, watch blocking and look for illegal acts. Use cross-field mechanics where appropriate
7. When the runner is downed in your coverage zone, stop the clock. Place the ball at your feet until the incoming ball is spotted. Duplicate other official’s signals if play does not end in your coverage zone
8. On anticipated short free kicks (during onside kick), when the ball is kicked to your side of the field, you have primary responsibility for the ball. Be prepared to rule on whether the ball has advanced beyond R’s restraining line and possession at the end of the play
9. On anticipated short free kicks, when the ball is kicked away, take a wide view and assist with backside blocks

POINTS OF EMPHASIS

REFEREE

1. Touchback and kick out of bounds
2. Fair catch, including illegal signal
3. Knee on ground on catch
4. Forward handing during return
5. Batting
6. Blocking below the waist and clipping
7. Interlocked interference
8. Action on the wedge when coming towards you
9. Continuing action dead ball action out of bounds
10. Momentum exception
11. Short free kick support

UMPIRE, LINE JUDGE and HEAD LINESMAN

1. Short free kick
2. First touching (subsequent first touches) – USE BEAN BAG
3. Starting-stopping the clock
4. Blocking below the waist and clipping
5. Legal substitutions
6. Kick catch interference and fair catch interference
7. Knee on ground on catch
8. Forward handing, illegal forward pass
9. Batting
10. Interlocked interference and illegal blocking
11. Continuing action out of bounds
12. Players going out of bounds during kick

**FREE-KICK COVERAGE MECHANICS**

ALL OFFICIALS

Keep play and runner boxed in and sidelines covered at all times.

RETURNS DOWN THE CENTER OF THE FIELD

1. REFEREE – Cover the secondary areas and view blocking and other illegal activity
2. UMPIRE, HEAD LINESMAN and LINE JUDGE – Keep the runner boxed in between you. View the action immediately around the runner
3. LINE JUDGE – Responsible for goal line, action in front of the runner, inside-out coverage on runner to goal line

RETURNS INTO HEAD LINESMAN SIDE ZONE

1. HEAD LINESMAN is responsible for the runner and action immediately surrounding the runner
2. HEAD LINESMAN and UMPIRE will cover the action in front of the runner, viewing blocking and other illegal activity
3. REFEREE will cover behind and to the side of the runner, keeping a distance to view activity by other players not around the play

RETURNS INTO THE LINE JUDGE SIDE ZONE

1. LINE JUDGE is responsible for the runner and action immediately surrounding the runner
2. LINE JUDGE and UMPIRE will cover the action in front of the runner, viewing blocking and other illegal activity
3. REFEREE will cover behind and to the side of the runner, keeping a distance to view activity by other players not around the play

POINTS OF EMPHASIS

1. Closest official to the runner has responsibility to declare the ball dead if and when the runner is tackled or downed
2. There should always be two officials covering the secondary areas away from the ball carrier.
3. All officials should dead ball officiate after the play
4. All officials will hustle and efficiently prepare for the start of the next series

### SCRIMMAGE PLAY MECHANICS – 4-MAN

**PRE-SNAP MECHANICS**

ALL OFFICIALS

1. HUSTLE and assist in obtaining the ball/a new ball for spotting
2. Note status of the clock (running/stopped)
3. Note down, distance and game situation
4. Back into position, keeping a wide view of all players and dead ball action

REFEREE

1. Signal upcoming down to HEAD LINESMAN and then to rest of the crew
2. Make visual contact with all officials to determine if they are ready and be alert to start the 25 second play clock
3. Indicate “Ready for Play” with short whistle and hack or long whistle and wind (two times). Be sure to stay in view of the press box when giving the signal
4. Assume a position about 12-14 yards behind the neutral zone and outside the tackle, typically on the quarterback’s throwing arm side. For 2017 only, referees will be allowed to stay on the QB’s right side, even if the QB is left handed. This must be discussed and confirmed with the entire crew during the crew’s pre-game conference
5. Count Team A players (in huddle, if possible) and signal to LINE JUDGE and HEAD LINESMAN
6. Identify formation and observe initial keys: snap, QB hard count and head bob, false start, and tackle on opposite side

UMPIRE

1. Retrieve the ball from the runner or obtain a new ball from another official or ball boy. Hustle outside the inbounds marks as needed to assist in retrieving the ball and spotting it
2. After REFEREE signals next down, signal next down
3. If team A is in a hurry-up offense, stay at the ball until signaled off by the REFEREE. Otherwise, after the “ready-for-play” whistle, back away from the ball to your pre-snap position while keeping the ball in sight
4. Count Team A players and confirm with REFEREE when team A breaks huddle
5. Count Team A players numbered 50-79. Know ineligibles
6. Assume a ready position 5-7 yards beyond the neutral zone, typically opposite the tight end side of the offensive formation
7. Identify and observe your initial keys, (a) snap, and (b) center and (c) guard(s).

LINE JUDGE

1. Signal upcoming down and confirm with HEAD LINESMAN and REFEREE
2. Communicate with the REFEREE if necessary to indicate the status of the game clock (on the ready with wind signal at waste or, on the snap with arms crossed at the chest)
3. Assume a position straddling the neutral zone, outside the sideline opposite the HEAD LINESMAN
4. If directed by a signal from the REFEREE in a “Hail Mary” situation, the LINE JUDGE may establish his position at the goal line or up to 15 yards down field in anticipation of a last second desperation play
5. Count Team B players, confirm count with HEAD LINESMAN when Team A breaks huddle
6. Be prepared to indicate team A restraining line to team A wide receiver with your up-field foot
7. Identify formation and signal status of eligible receivers on your side of snapper
8. Use the prescribed Line of Scrimmage signals on all scrimmage plays
9. Know eligible receivers on your side of snapper and identify your initial keys. Know your eligible receivers
10. Motion – if motion man is going away from you, have primary responsibility for knowing if motion is legal or illegal. If motion man is coming to your side and motion is forward, call it if you see it

HEAD LINESMAN

1. Signal upcoming down and confirm with REFEREE and LINE JUDGE
2. Move box/chains as necessary for the correct down and distance
3. Assume a position straddling the neutral zone, outside the sideline opposite the LINE JUDGE
4. Be prepared to indicate team A restraining line to team A wide receiver with your up-field foot
5. Identify formation and signal status of eligible receivers on your side of snapper
6. Use the prescribed Line of Scrimmage signals on all scrimmage plays
7. Know eligible receivers on your side of snapper and identify your initial keys. Know your eligible receivers
8. Motion – if motion man is going away from you, have primary responsibility for knowing if motion is legal or illegal. If motion man is coming to your side and motion is forward, call it if you see it

### RUN MECHANICS – 4-MAN

**RESPONSIBILITIES AT THE SNAP**

ALL OFFICIALS

1. Concentrate on your area of responsibility. “Fish in your own pond”
2. Verify no false starts, encroachment and legal snap

REFEREE

1. Observe the snap, then read the action of the Quarterback, Backs and Lineman to determine the type of play
2. Allow your reads to help you identify the point of attack, while maintaining primary responsibility for action on and by the quarterback

UMPIRE

1. Observe the snap then read run/pass by observing the block(s) by the guard(s) or center (block down, cross block, pass block, pulling, reach block, etc.)
2. Allow your reads to help you identify the point of attack

LINE JUDGE

1. Observe the snap then momentarily read run/pass by observing the block by the near tackle (block toward, pass block, pull, etc.)
2. Locate the ball and the point of attack but do not focus on it
3. On plays beginning at or within the five-yard line, going into the end zone, move to the goal line and officiate back to the line of scrimmage
4. On plays beginning at or within the three-yard line, going out of the end zone, move back to the goal line and officiate forward to the line of scrimmage

HEAD LINESMAN

1. Observe the snap then momentarily read run/pass by observing the block by the near tackle (block toward, pass block, pull, etc.)
2. Locate the ball and the point of attack but do not focus on it
3. On plays beginning at or within the five-yard line, going into the end zone, move to the goal line and officiate back to the line of scrimmage
4. On plays beginning at or within the three-yard line, going out of the end zone, move back to the goal line and officiate forward to the line of scrimmage

**RESPONSIBILITIES AFTER THE SNAP**

ALL OFFICIALS

1. Know when you have responsibility for the runner and progress and when you have responsibility for action away from the ball
2. Maintain separation from the players and other officials and keep a wide view, even when you have responsibility for the runner and progress

REFEREE

1. After determining the point of attack, shift your focus to appropriate run zone. Know where the runner is, but he should not be your focus once he is beyond the line of scrimmage.
   1. If the point of attack is toward you, you have responsibility for the legality of blocks in Zone 2
   2. If the point of attack is away from you, you have responsibility for the legality of blocks in Zone 3
   3. If the point of attack is up the middle, you and the umpire both have responsibility for the legality of blocks in Zone 2
   4. If the point of attack is outside the inbounds marks, move to that side while maintaining your view of the action behind and around the runner
   5. If the point of attack is between the inbounds marks, box in from the rear, again focusing on blocks behind at the point of attack and around the runner
2. After the runner is down, maintain a wide view of the dead ball action. If the play ends out of bounds, hustle to the sideline and ensure players separate and return inbounds. Assist with getting the ball to the UMPIRE
3. If the ball is dead between the inbounds marks, move towards the pile and keep your head up to observe the action around the pile Assist the UMPIRE

UMPIRE

1. After determining that the initial blocks of the center and guards are legal and determining the point of attack, shift your focus to the appropriate Run Zone. Know where the runner is, but he should not be your focus
   1. If the point of attack is away from you, you have responsibility for judging the legality of blocks in Zone 3
   2. If the point of attack is toward you, you have responsibility for judging the legality of blocks in Zone 2
   3. If the point of attack is up the middle, you and the referee both have responsibility for judging the legality of blocks in Zone 2
2. If the ball is dead outside the inbounds marks, hustle to the dead ball spot while maintaining a wide view of the dead ball action. The umpire must go outside the inbounds marks to assist in retrieving the ball and spotting it
3. If the ball is dead between the inbounds marks, hustle to that spot while keeping your head up to observe the action around the pile
4. You are responsible for maintaining control around the pile. Talk to players as they un-pile, encouraging them to do so in a sportsmanlike manner
5. Communicate to the flank officials with “I’VE GOT BALL” on a goal line play if the flank officials look for assistance and you are certain the ball is across the goal line and in possession

LINE JUDGE AND HEAD LINESMAN

1. After reading the block of the near tackle, momentarily locate the point of attack and the runner
2. You always have the progress spot all the way until the runner crosses the goal line. This includes an accurate spot when the runner goes out of bounds
3. On plays within the 10-yard line, if a play threatens the goal line, be prepared to be at the goal line to make the appropriate call
4. If the point of attack is away from you, you have responsibility for judging the legality of blocks and action in Zone 4, maintain a wide view of the action while paralleling the progress spot, observing player conduct away from the play
5. If the point of attack it toward you, you have responsibility for judging the legality of blocks in Zone 1, observe blocks in front of the runner until you take over responsibility for the runner at the line of scrimmage. If the runner is headed toward your sideline, allow the play to go past you (move into the offensive backfield, if necessary), then trail the play. If the runner crosses the sideline, hustle to the spot and mark progress. Signal timeout while observing the out of bounds dead ball action. Do not look at the ground. If the runner crosses the goal line and continues out of bounds, signal touchdown while observing all dead ball action
6. After the ball is dead, close to the dead ball spot. You must move into the field on every play (unless safety prohibits) to show presence until the colors separate. Do not pass players and do not close beyond the near inbounds mark unless:
7. The line to gain is threatened
8. The goal line is threatened
9. The ball is loose then recovered
10. In these three cases, hustle to the dead ball spot.

POINTS OF EMPHASIS

REFEREE

1. False starts
2. Illegal shift and motion
3. Blocking around runner and by team A backs
4. Illegal acts around runner
5. Reverses and trick plays
6. Free blocking zone REFEREE
7. False starts
8. Illegal shift and motion
9. Blocking around runner and by team A backs
10. Illegal acts around runner
11. Reverses and trick plays
12. Free blocking zone

UMPIRE

1. False starts
2. Illegal snaps
3. Illegal use of hands and other illegal blocks
4. Free blocking zone

LINE JUDGE AND HEAD LINESMAN

1. Encroachment
2. False Starts
3. Illegal motion, shifts, formations
4. Illegal acts in front of the runner
5. Clipping, blocks in back and use of hands

### PASS MECHANICS – 4-MAN

**COVERAGE MECHANICS (In addition to Running Play)**

REFEREE

1. As QB drops to pass, maintain a position behind QB on passing arm side
2. Observe initial blocks by offensive backs
3. Look through QB to observe blocking by the guard and tackle opposite you. Transition to the biggest threat on the QB from wherever it comes
4. As QB is threatened and attempts to pass, determine if arm is moving forward
5. On QB scrambles toward LOS, determine forward point where ball is released
6. Use tip ball signal if pass is touched in or behind neutral zone
7. Communicate with players (Announce “BALL’S AWAY) and protect QB until immediate action is complete or QB moves to participate. You have all calls on QB behind the line of scrimmage
8. Dead ball officiate
9. Assist in relay / spotting ball on plays ending behind LOS

UMPIRE

1. Know uncovered offensive lineman on your side, determine pass vs. run
2. Move toward spot of snap (on LOS)
3. Rule on pass blocking technique of offensive linemen
4. Start with inside linemen (G-C-G) then transition to linemen away from you (C-G-T) on referee’s side. Move vision away from double-team blocks to one-on-one conflicts
5. On roll-outs & scrambles toward LOS, assist REFEREE in determining if ball is released beyond LOS
6. Rule on any ineligibles downfield
7. Use tip ball signal if pass is touched in or behind neutral zone. Know if the pass crosses the neutral zone
8. Communicate with players as appropriate, off-ball officiate
9. On all short passes, pivot and assist in trapped ball rulings
10. Dead ball officiate
11. Spot ball

LINE JUDGE and HEAD LINESMAN

1. Read through key receiver to nearest offensive lineman to read play
2. Rule on action by and on key receiver during initial action. Following initial action, shift to zone coverage – focus on short receiver
3. Remain near LOS until pass is thrown unless all receivers are deep, stay underneath the shortest receiver (EXCEPTION: Snap at or inside the 5-yardline, move immediately to goal lone). If off-mechanics are used, start downfield an appropriate distance from the line of scrimmage.
4. Close Forward/Backward Pass - If pass is thrown toward you, you have primary responsibility for knowing if the initial direction of the pass was forward or backward. If backward, use an extended arm with closed fist (punch) toward the offensive backfield
5. Maintain Outside-in coverage, move parallel to sideline, responsible for sideline from end line to end line
6. On catch attempts near sideline or end-line, focus on feet then hands
7. If pass is caught in bounds and then player goes out of bounds, blow whistle, stop clock, mark spot, continue to officiate – Do NOT give catch signal
8. Do not mark spot of passes caught out of bounds
9. Responsible for progress up to the goal line
10. Off-ball officiate on plays away. Come into the numbers on plays into the opposite side zone
11. Dead ball officiate

14TPOINTS OF EMPHASIS

REFEREE

1. Forward or backward pass
2. Pass attempt vs. fumble
3. Roughing passer
4. Illegal pass (beyond LOS or intentional grounding)

UMPIRE

1. Holding, Clipping, Illegal blocks
2. Ineligibles downfield
3. Assist in illegal pass determination
4. Touching of pass in or behind neutral zone

LINE JUDGE and HEAD LINESMAN

1. Holding
2. Pass interference
3. Catch/No-catch
4. Unnecessary contact / Personal fouls
5. Forward/backward pass
6. Illegal participation

**PASS RECEIVER COVERAGE KEYS**

Definitions

Receiver –

End or back lined up outside of offensive tackles

Strength of the formation –

Determined by the number of eligible receivers on a particular side of the offensive formation. The strong side is the side with the most eligible receivers outside the tackles

Tight End –

The end man on the line of scrimmage lined up no more than 4 yards from the nearest offensive lineman. If he is lined up wider, then he is a split end.

Back in the backfield –

A player in the backfield between the tackles at the snap.

Trips –

Three or more receivers on one side of the offensive formation outside the tackles.

Widest receiver –

If players are stacked one behind another, the one nearest the line of scrimmage is considered to be the widest.

1. The LINE JUDGE and HEAD LINESMAN key on the eligible receiver(s) of the offensive formation on their side of the field
2. Keys are established at the snap by taking a snapshot of the formation, regardless of changes in formation prior to the snap

### SCRIMMAGE KICK MECHANICS – 4-MAN

**PRE-KICK MECHANICS**

ALL OFFICIALS

HUSTLE TO POSITION!

REFEREE

1. Position to the LINE JUDGE side of the field and slightly behind the kicker (approximately 7 yards to the side and 5 yards deeper than the kicker)
2. Count the kicking team and confirm with the UMPIRE and the HEAD LINESMAN
3. View the lineman and know numbering exceptions

UMPIRE

1. Position approximately seven (7-10) yards from the line of scrimmage and favor the LINE JUDGE side of the field
2. Count the kicking team and confirm with the REFEREE
3. View the lineman and know numbering exceptions
4. Tell the receiving team lineman “DO NOT HIT THE SNAPPER”

LINE JUDGE

1. Position slightly behind and to the side of the deepest receiver on your side of the field (no further than half-way between the near sideline and the receiver) and 3-5 yards behind the receiver. If two receivers, your starting field position is between the receivers, 3-5 yards behind the receivers. On kicks from inside the receiving team’s 40- yard line, take a position on the goal line
2. Count the receiving team
3. View the position of the outside kicking team players. Know who is eligible to catch a pass or go down field prior to the kick
4. Provide fair catch instructions to the receiver(s), if possible
5. Hold a beanbag in your hand

HEAD LINESMAN

1. Position on the line of scrimmage in front of the down marker
2. Count the receiving team and look for confirmation from LINE JUDGE for eleven players
3. View formation to see that they have no more than four players in the backfield
4. View the position of the outside kicking team players. Know who is eligible to catch a pass or go down field prior to a forward pass

**SCRIMMAGE KICK COVERAGE MECHANICS**

ALL OFFICIALS

Strange things happen on kicks. Be mentally prepared for various scenarios based on your position.

REFEREE

1. Normal Kick –Watch blocking by the A Team backs and protect the kicker. Stay with the kicker until all is clear. Be the last official down the field and box in all players from behind with wide vision. If the return breaks through defense, be prepared to take the runner all the way to the goal line
2. Bad Snap - When there is a bad snap on a scrimmage kick and the play goes deep into the backfield, you will follow the ball back and bracket with HEAD LINESMAN
3. Kick Out of Bounds – If the kick goes out of bounds in flight, move to the spot of the kick and then proceed to line up the out of bounds spot with covering official by signaling with a hack
4. After the Play - Indicate to HEAD LINESMAN when to move chains, hustle to the new spot and indicate first down and direction of ball

UMPIRE

1. Watch action on the SNAPPER
2. Normal Kick – Initially view line play action and action on ground in front of ball. Pivot and release down the field watching the action of the players and blocking. On returns up middle and to other side, maintain wide inside-out vision
3. Bad Snap – When there is a bad snap on a scrimmage kick and the play goes deep into the backfield, you will move up to the line of scrimmage and rule on whether the ball crossed the line of scrimmage
4. Spot the incoming ball to be ready for play
5. DEAD BALL OFFICIATE

LINE JUDGE

1. Look to see that the ball has been kicked and quickly look to see where the ball is headed (i.e. short, long, right, left). DO NOT WATCH THE FLIGHT OF THE BALL – WATCH THE PLAYERS!
2. Normal Kick – View the receiver and move up to be even with the receiver as he prepares to catch the ball. Your only view is the receiver and stay to the side of him by 5-7 yards. Look to see that the receiver catches the ball cleanly, there was no kick catch interference, or rule on fair catch
3. Drop your beanbag where the kick ends (Remember that the kick ends when any player gains possession or when the ball becomes dead). If the kick crosses the goal line, blow your whistle and signal touchback
4. Keep the runner between you and the HEAD LINESMAN. You are responsible for coverage of runner from an inside-out view your side of the field and must be able to cover the out-of-bounds at the near sideline. You have progress
5. Fair Catch - View the receiver and run up to be even with the receiver as he prepares to catch the ball. View the fair catch signal (valid or invalid?). Make certain the receiver catches the ball cleanly and it does not go through his hands. With a confirmed catch, stop the clock and blow your whistle
6. First Touch Violation – Use your beanbag to mark the spot of first touching (Note: there may be more than one spot of the first touching violation)
7. If you are the covering officials, at the end of the play, spot progress and square-up with the HEAD LINESMAN, stop the clock and signal direction of the team in possession
8. Kick Out of Bounds – On kicks out of bounds, you are responsible for your sideline. Blow your whistle and stop the clock. Line-up deeper than where the ball went out of bounds on the sideline (no deeper than the goal line) with outside arm straight above your head. Make eye contact with REFEREE and begin to walk toward the original line of scrimmage. The REFEREE will hack when you have reached the out of bounds spot
9. If you are holding the spot, cover the ball until you are relieved by another official
10. DEAD-BALL OFFICIATE

HEAD LINESMAN

1. Look to see that the ball has been kicked and quickly see where the ball is headed (i.e. short, long, right, left). DID THE BALL CROSS THE LINE OF SCRIMMAGE, HIT THE GROUND OR A PLAYER?
2. Normal Kick – View the blocking and action around the kicking team’s eligible players (the widest players on your side) and view line action until the ball clears. After the ball has crossed the line of scrimmage, quickly release down the field and parallel the play from the outside with wide vision. Continue to watch the action as the players and ball move toward the receiver. Observe blocking down the field and in front of the runner. Mark first touching with a bean bag
3. Bad Snap – When there is a bad snap on a scrimmage kick and the play goes deep into the backfield, you will follow the ball back and bracket with REFEREE (the UMPIRE will then have kick crossing or not crossing line)
4. If you are the covering officials, at the end of the play, spot progress and square-up with the LINE JUDGE, stop the clock and signal direction of the team in possession
5. Kick Out of Bounds – On kicks out of bounds, you are responsible for your sideline. Blow your whistle and stop the clock. Line-up deeper than where the ball went out of bounds on the sideline (no deeper than the goal line) with outside arm straight above your head. Make eye contact with REFEREE and begin to walk toward the original line of scrimmage. The REFEREE will hack when you have reached the out of bounds spot
6. If you are holding the spot, cover the ball until you are relieved by another official
7. Look to the REFEREE for confirmation to move the chains
8. DEAD-BALL OFFICIATE

If crew puts the UMPIRE in the Kicker’s backfield, the following changes are implemented:

1. The REFEREE does not line up on the LINE JUDGE side
2. The LINESMAN does not cover the kicking team’s backfield on a bad snap or broken play - he stays on the line of scrimmage.

14TPOINTS OF EMPHASIS

REFEREE

1. Fake kicks
2. Bad Snaps
3. Blocked Punt
4. Roughing or Running into the Kicker; Incidental Contact
5. Illegal Blocks
6. Illegal Use of Hands
7. Clock Status before and after the play

UMPIRE

1. Snapper
2. Blocking; legal or illegal, illegal use of hands
3. Numbering exceptions
4. Check first touches, forced touching, muffs, fumbles, blocked punts

LINE JUDGE

1. Fair Catch Signals
2. Blocking
3. Goal Line
4. Illegal Batting or Forward Handing
5. Muff and First Touching Violations
6. Fair Catch or Kick Catch Interference
7. Ball Out of Bounds in Flight

HEAD LINESMAN

1. Blocking
2. Touching of ball; beyond line of scrimmage
3. Illegal Kicking
4. Interference
5. Muff and First Touching Violations
6. Ineligible players downfield

### FIELD GOAL & PAT MECHANICS – 4-MAN

**FIELD GOAL & PAT PRE-SNAP MECHANICS**

ALL OFFICIALS

1. Prior to all field goal attempts, all officials should remind themselves of live ball by using the illegal procedure signal (#S19)
2. Positioning of the HEAD LINESMAN / LINE JUDGE will depend on the location of the REFEREE. Whichever official is nearest to, or facing, the back of the REFEREE on a PAT or Field Goal will go under the goal posts with the UMPIRE

REFEREE

1. Take a wide position, 10–15 yards (or more) wider than the potential kicker and 2–3 yards deeper, on the open side of the holder. Help direct the appropriate official to be under the goal post with the UMPIRE
2. Beware of a fake field goal or PAT. Be ready to assist in covering the open sideline/pylon
3. Before the snap, observe any linebackers that may be attempting to shoot the gap to block the kick
4. Before the snap, check for any illegal locking of legs by offensive linemen

UMPIRE

1. Line up six feet or less behind the goal post closest to the opposite side of the official that is under the goal post with you
2. Count defense and orally communicate with HEAD LINESMAN or LINE JUDGE of your count
3. You always have sole responsibility for protection of the snapper
4. Check for use of numbering exception by team A

LINE JUDGE

1. Take a position on the sideline (on PAT, move in to numbers) and observe neutral zone

* OR (if facing the back of the REFEREE)

1. Line up six feet or less behind the goal post on your side of the field. Count defense and orally communicate with UMPIRE of your count.
2. Callout the numbers of the eligible receivers on your side of the offensive formation

HEAD LINESMAN

1. Take a position on the sideline (on PAT, move in to numbers) and observe neutral zone

* OR (if facing the back of the REFEREE)

1. Line up six feet or less behind the goal post on your side of the field. Count defense and orally communicate with UMPIRE of your count.
2. Callout the numbers of the eligible receivers on your side of the offensive formation

ALL OFFICIALS – SWINGING GATE

1. All officials will be in their regular positions for a scrimmage down. If team A shifts to a formation normally used for a PAT or attempted field goal, then all officials will move to their appropriate position.
2. If the play is a fake kick, attempt to get to your normal scrimmage position while maintaining your usual scrimmage play responsibilities.

**FIELD GOAL & PAT KICK COVERAGE MECHANICS**

REFEREE

1. Observe the motion of backs within line of vision and cover as usual if a run or pass
2. Immediately after the snap, shift your eyes to the holder and mentally rule if the holder’s knee was down upon receiving the snap
3. If it is obvious that the PAT kick has been blocked and grounded, blow the play dead immediately
4. You are solely responsible if the kicker or holder is roughed or has been run into
5. After the kick and the kicker and holder are free, shift your observation to the offensive line to dead ball officiate
6. After you have observed the HEAD LINESMAN / LINE JUDGE & UMPIRE’S signals, turn to the press box and repeat their signal.

UMPIRE

1. As the ball arrives at the goal post, step-up and look straight-up to determine if the ball was kicked between the uprights and not directly over the goal post
2. Orally communicate with HEAD LINESMAN or LINE JUDGE as to the success or failure of the kick
3. The UMPIRE is responsible for the whistle
4. Both should withhold any signal, but immediately move to the end line where you both simultaneously give the signal ruling on the kick
5. Give incomplete signal if kick fails
6. Give touchdown signal if kick is good
7. Watch for ineligibles down field
8. On fake, or broken plays, keep your normal position
9. You always have sole responsibility for protection of the snapper
10. Watch line play, after kick ends

LINE JUDGE AND HEAD LINESMAN

1. IF UNDER THE GOAL POST
   1. As the ball arrives at the goal post, step-up and look straight-up to determine if the ball was kicked between the uprights and not directly over the goal post
   2. Orally communicate with UMPIRE as to the success or failure of the kick
   3. Both should withhold any signal, but immediately move to the end line where you both simultaneously give the signal ruling on the kick
   4. Give incomplete signal if kick fails
   5. Give touchdown signal if kick is good
   6. On fake plays, be ready to cover passes or runs as usual. You are responsible for the goal line and sideline.
   7. Watch line play, after kick ends
2. IF ON THE LINE OF SCRIMMAGE
   1. After the snap, observe the legality of the blocks of the backs protecting the kick
   2. You are responsible for the goal line plane
   3. If it is a pass, observe any illegal lineman downfield. This is your responsibility along with the umpire
   4. If a field goal is blocked, you are responsible in determining if the kick crossed the neutral zone or the goal line and where it is recovered and by whom
   5. After the kick, sprint in to the hash to dead ball officiate
   6. If a 2-point PAT is unsuccessful, give the incomplete pass signal