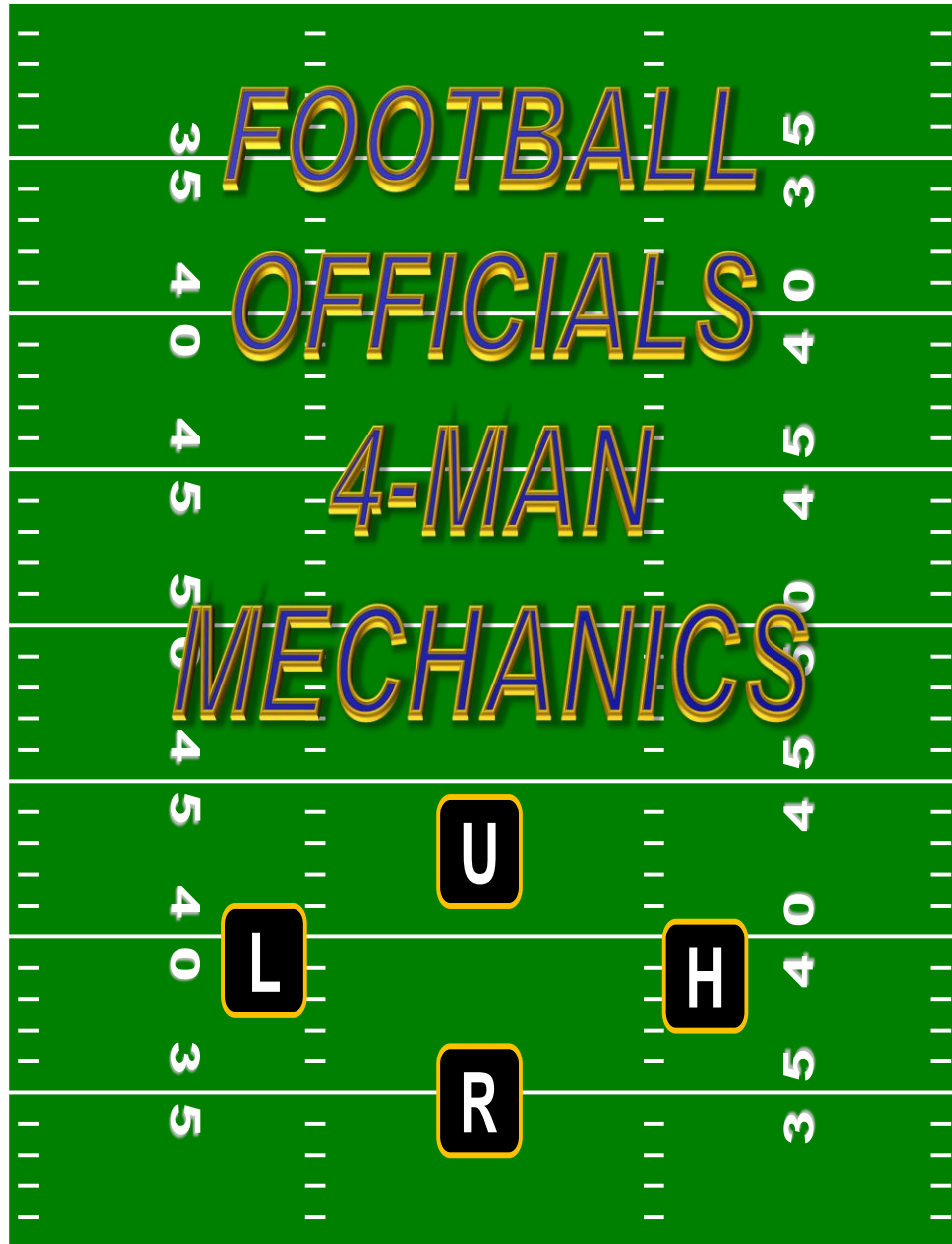




2015 FOOTBALL SEASON



LOUISIANA HIGH SCHOOL FOOTBALL OFFICIALS

FOUR-MAN MECHANICS MANUAL

As Amended August 31, 2015

Changes From the 2014 Manual are **Highlighted**

I. INTRODUCTION

Officials should maintain a professional attitude from the time they assume responsibility for the game until the end of the contest. It is important that officials not only know the rules, but that they communicate with the players and coaches in all matters pertaining to the game. Taunting and baiting opponents, as well as displays, which demean the image of the game, should never be tolerated and should be penalized as provided in the rules. Officials must set an example for players and coaches by treating them with courtesy and respect at all times. Never use profanity or inappropriate language or gestures. Proper conduct is always important. Officials must have a football sense, which complements the technical application of the rules so that the game goes smoothly. Officials are expected to exercise good judgment in applying the rules. There is no substitute for hard work, hustle and a sense for being in good position. Players who have practiced long hours deserve competent officials who have a complete understanding of the letter, as well as the spirit, of the rules and administer them consistently and fairly. There is nothing here that hasn't been said in one way or another in previous years. We must all get involved in the game and do everything we can to protect the value and integrity of the game.

When using four-man mechanics, the on-field officiating crew consists of a Referee, Umpire, Head Linesman, and Line Judge. **Unless otherwise stated, the Line Judge will work on the press box sideline, and the Head Linesman will work on the sideline opposite the press box.**

II. BEFORE ARRIVAL AT GAME SITE

A. Alcoholic Beverages/Drugs.

No alcoholic beverages or drugs that may hinder physical or mental capacity shall be consumed the day of any game at any level of play. Purchasing alcoholic beverages or even entering an establishment that serves such beverages must never be done while wearing a recognizable officials' uniform.

B. Departure for Game.

All officials should be on time at the designated departure location. The designated departure time is the DEPARTURE time, and all crewmembers should arrive at the designated location at least five (5) minutes prior to departure time. If an official arrives late at the designated location and misses the rest of the crew, that official is responsible to get to the game site in time for the pregame conference.

C. Proper Uniform.

All on-field crewmembers must wear all the same identical parts of the uniform.

Shirts: Crewmembers will wear the officiating shirt approved by the Louisiana High School Officials Association (LHSOA) with the LHSOA insignia monogrammed on the left side over the pocket. The American Flag shall be worn on the left shoulder and shall be monogrammed at the time of purchase. All Officials in a given game shall wear the same length shirt (all short sleeve or all long sleeve). Officiating shirts shall be purchased only from vendors authorized by LHSOA to distribute them.

Pants: Crewmembers may wear either white knickers with a short overlap below the knee or the solid black football pant with a one-and-one-quarter-inch (1.25") white stripe running down the outside of the leg from the waist to the cuff.

Socks: If knickers are worn, crewmembers must wear the one-piece sock/legging with modified Northwestern (NCAA) stripes. If the black football pants are worn, crewmembers must wear black crew socks.

Hats: A fitted black baseball cap with white piping shall be worn by all officials, except the Referee, who shall wear a fitted solid white baseball cap.

Shoes: Solid or predominantly black football shoes with minimal white striping are acceptable. Black laces should be worn with either style of shoe. Shoes should be shined before each game.

Belts: A black belt 1-1/4 to 2 inches wide with a plain buckle shall be worn.

Undershirts: If an undershirt is worn, it must be black or be of the type which does not show at the collar or the outer shirt.

Essential Equipment: Essential equipment includes a whistle, weighted light gold flag for use as a penalty marker, white, black, or blue bean bags, game card, pen or pencil and device to keep track of downs. The Head Linesman shall furnish a clipping device to be used with the official line-to-gain equipment.

Jackets: Jackets are permitted for pregame activities in foul or cold weather.

III. AFTER ARRIVAL AT GAME SITE

A. Arrival & Pregame Conferences.

The crew shall arrive at the game site approximately 75 minutes to 60 minutes before game time. Upon arrival at the game site, the Referee and Umpire shall conduct a pregame conference with each Head Coach beginning with the Head Coach for the home team. If one team has not yet arrived at the game site, the conference with that team's Head Coach may be held at a later time. When the Referee and Umpire have completed the conferences with the coaches, the crew will conduct its pregame conference.

Pregame conference with Head Coaches: At the conference with the Head Coach, the Referee will discuss any necessary items with the Head Coach. The Umpire shall obtain in writing each Head Coach's verification that all of his team's players are legally equipped and in compliance with all equipment requirements of the National Federation of State High School Associations and the Louisiana High School Athletic Association. At a minimum, the pregame conference should cover all items on the suggested pregame conference checklist in Appendix I.

*Pregame conference with **Officiating** Crew:* The pregame conference with the **officiating** crew will be conducted by the Referee as he instructs with all game officials and clock operators participating. The conference should cover any matters that arose during the pregame conferences with the Head Coaches.

A pregame conference must be conducted before every game. An optional officials' pregame conference checklist is shown at Appendix II.

B. Individual Official's Pregame and Auxiliary Game Duties.

After the officials' pregame conference, the crewmembers shall complete their pregame responsibilities.

Referee: The Referee should secure and approve the game balls, inspect the playing field and pylons, and order the removal of any hazards on or near the field.

Umpire: The Umpire shall check player equipment and rule on any questions concerning its legality.

Head Linesman: The Head Linesman should secure and check the line-to-gain equipment and review with the chain crew members their duties and responsibilities. It is important that the Head Linesman emphasize the fact that they are members of the officiating crew, and, as such, they must refrain from "cheering and coaching."

Line Judge: The Line Judge shall inspect the playing field and pylons, as well as the sideline and end-line boundaries. The Line Judge shall locate and instruct the team ball handlers on their duties. Line Judge should carry an accurate watch, and assist in getting the game started on time. During the game, the Line Judge shall maintain official time remaining in the absence of a game clock operator.

Clock Operators: The Clock Operators will become familiar with the operation of the game clock and the play clock. The operation of each clock shall be thoroughly checked and any problems shall be reported immediately to the Referee. The Game Clock Operator shall have a back-up timing device (countdown timer) suitable for timing the game should the game clock become inoperative. If the game clock becomes inoperative, the Game Clock Operator shall report to the field and continue to time the game from a location on the field approximately 15 to 20 yards behind the Referee. In this situation, his penalty flag and bean bag should not be visible. When the crew enters the field to begin its pregame duties at 30 minutes prior to game time, the Game Clock Operator shall begin a 30-minute countdown on the game

clock. The clock operators shall only operate the clocks and shall never operate other scoreboard functions. If the play clock operator is not an official, the referee shall conduct a pregame conference with him instruct him in his duties.

Crew: With 30 minutes prior to game time, at least one member of the crew should always be present on the 50-yard line in order to observe both teams. As crewmembers finish their respective pregame duties, they should take different positions around the field to observe the teams as they warm up. Crew members should not congregate or otherwise stand around aimlessly while teams are on the field.

Prior to pre-coin toss duties, the crew should assemble at a location off the field as determined by the Referee. The crew should discuss any last-minute matters and then proceed to their pre-coin toss duties.

IV. COIN TOSS

Prior to the scheduled coin toss, the Line Judge and Head Linesman will each locate the teams that will occupy their respective sidelines and stay with them. At the appropriate time, they will notify the Head Coaches that it is time to bring the teams to the sideline and escort the teams to the respective team box areas.

Once the teams and or captains have been escorted to the sideline and the field has been cleared for the coin toss, the Referee and Umpire shall jog to the middle of the field from the press box sideline. The Referee should enter from the right side of the press box. The Umpire shall enter from the left side of the press box. The Line Judge and Head Linesman will obtain a game ball. The Line Judge shall line up on the right side of the Captains on his sideline, and the Head Linesman shall line up on the left side of the Captains on his sideline.

At the Referee's signal, the Line Judge and Head Linesman shall escort their Captains on to the field. The officials shall stop at the hash marks and instruct the captains to continue to the center of the field. The Captains will face each other with their backs to their own sidelines.

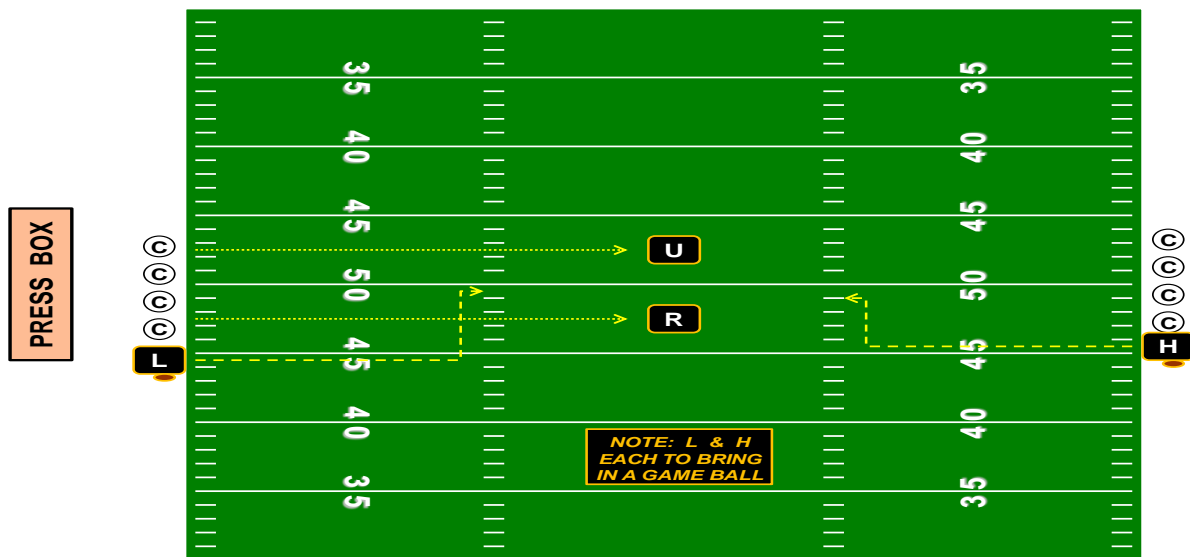
After all introductions, the Referee will ask the Visiting Team Captain to call the toss and obtain his choice prior to tossing the coin. Once the Visiting Team Captain has made his choice, the Referee shall toss the coin. The Umpire shall witness the toss. The Referee will then obtain each team's choice of options.

After the toss, all officials will record the results of the coin toss and the Captains' decisions. The Umpire will retain the kicking team's ball for the kickoff.

During the playing of the National Anthem, all officials will stand at attention, facing the flag, with the cap held by the right hand over the left chest. If no flag is present, officials will face the music source.

Following the National Anthem, the crew will assemble at midfield for last minute instructions. Crewmembers will then break to their positions for the opening kickoff.

The proper officiating positions for the coin toss are illustrated in the following diagram:



V. FREE KICK RESPONSIBILITIES

Moving to Free Kick Positions: Except when starting a half, following a safety, try, or successful field goal, the Umpire will jog down the sideline opposite the press box to Team K's free kick line, and the Line Judge will jog down the sideline on the press box side of the field to Team R's free kick line. With 20 seconds remaining in the official time out, the Umpire shall jog on to the field along Team K's restraining line, align Team K, and present the ball to the Kicker.

Generally: Prior to any free kick, all officials should have their bean bags in hand. The covering official should give the signal to start the clock when he observes the kick touched other than “first touching” in his area. Any official should mark a spot of “first touching” that **he observes** with a bean bag. Any official should mark the spot of a free kick that goes out of bounds untouched by Team R that **he observes** with a penalty flag. The Referee and Head Linesman should be ready to bean bag any spot of momentum within the five-yard line.

A. Normal Free Kicks.

Referee: The Referee shall take a position on the goal line favoring the press box side of the field. The Referee shall **wait** for alignment of the teams and be prepared to acknowledge the signals by fellow crewmembers. The Referee will count **Team R** players and signal accordingly. The Referee will signal the “Ready” when all officials are set and conditions are ready. The Referee is responsible for the play clock and for knowing if Team K had at least four players on each side of the kicker.

After the ball is kicked, the Referee **will cover the receiver touching, catching, or recovering the kick when in his area. He has primary responsibility for ruling on whether the kick breaks the plane of Team R’s goal line and for winding the clock when the ball is touched in his area other than “first touching.”** The Referee should be ready to bean bag a momentum spot inside the 5 yard line. The Referee should watch for illegal blocks, clips, forward handing, etc. The referee should be ready to move to the middle of the field should play flow in that direction. If the runner breaks up field, the Referee should take him to the vicinity of the Line Judge, release him and then cover action behind the runner.

Umpire: The Umpire will **align Team K at the appropriate yard line and hand the ball to the Kicker.** The Umpire shall count **Team K** and never allow the kickoff to proceed without the proper number of players. **He will** point out the position of the Referee to the Kicker and explain kicking procedures to him. He will ensure that all Team K players other than the Kicker are within five yards of Team K’s restraining line. **He will then exit** the field by jogging to a position on **Team K’s** restraining line opposite the press box. He should have bean bag in hand and signal the Referee when ready. He should be alert for encroachment by Team K players, short kicks, “onside kicks,” first touching, and **early blocks by Team K.**

After the ball is kicked, the Umpire’s initial responsibility is action on the Kicker and the kicking team players nearest his sideline. If the kick goes out of bounds in the Umpire’s area, untouched by Team R, he should go to the spot, mark it and then throw his penalty flag. He should look for any illegal blocks.

The Umpire is responsible for the sideline from approximately the fifty yard line to Team K's goal line. If the runner scores, he should give the touchdown signal.

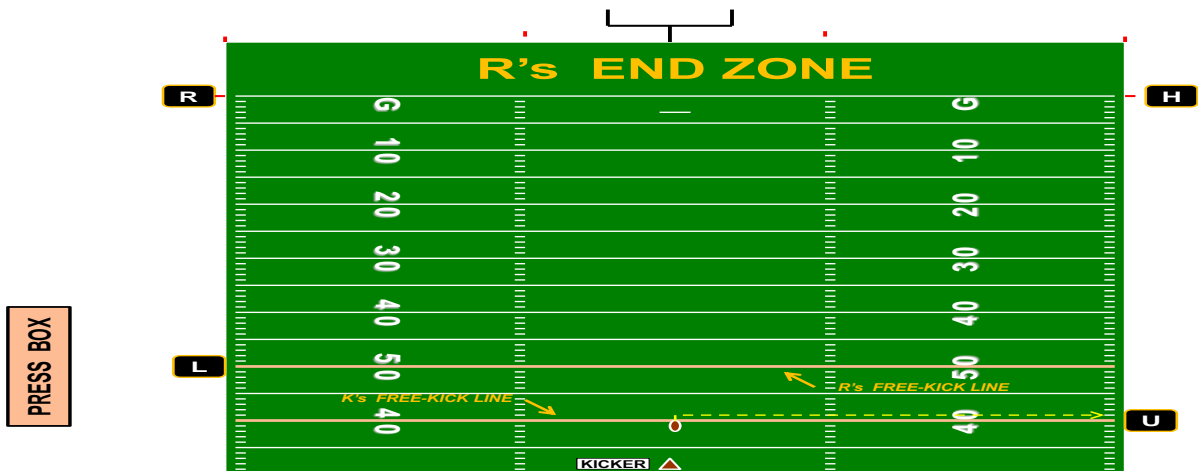
Head Linesman: The Head Linesman will position himself on the goal line pylon. He shall be at the sideline opposite the press box. He will count Team R players and signal accordingly.

After the ball is kicked, the Head Linesman will cover the receiver touching, catching, or recovering the kick when in his area. He has responsibility for ruling on whether the kick breaks the plane of Team R's goal line and for winding the clock when the ball is touched in his area other than "first touching." The Head Linesman should be ready to bean bag a momentum spot inside the 5 yard line when he is covering the pylon in his area. He should watch for illegal blocks, clips, forward handing, etc. The Head Linesman should be prepared to rule on kicks out of bounds on his sideline. If the runner breaks long on his side of the field, the Head Linesman will take the runner until the runner is picked up by the Umpire. The Head Linesman will observe action behind the runner or away from the runner when the runner is in another official's area.

Line Judge: The Line Judge will assume a position at the sideline on Team R's free kick line. He should count Team R players and never allow the kickoff to proceed without the proper number of players. When in position, with bean bag in hand, the Line Judge will signal to the Referee when ready. He should be alert for encroachment by Team R players, short kicks, or "onside kicks", and the spot of first touching.

After the ball is kicked, initial responsibility is action on and by the players nearest his sideline. If the kick goes out of bounds in his area, untouched by Team R, he should go to the spot, mark it, and then throw his penalty flag. If a long run occurs, take the runner from the deep official at the 35-40 yard line, and have sideline coverage to Team K's goal line. Look for illegal blocks.

The normal free kick positions are illustrated in the following diagram:



B. Anticipated Short Free Kicks.

When an **onside** kick is likely, the Head Linesman will move to a position slightly off the field at the intersection of Team R's free kick line and the sideline opposite the Line Judge. The Referee should move to a position at the center of the field behind the receiving team. The Umpire and Line Judge assume positions and duties as per standard four man free kick mechanics. **The Head Linesman and Line Judge should be alert for clear encroachment by Team R. The Umpire should treat Team K's free-kick line as a plane and penalize if any Team K player (other than the kicker or holder) breaks the plane of the line before the ball is kicked.**

The proper officiating positions for an anticipated on-sides kick are illustrated in the following diagram:

Referee: The Referee will make sure of the down, checking with the Head Linesman. The Referee shall maintain a depth of 12-15 behind the line of scrimmage at an angle and shall line up on the passing-arm side of the Quarterback. He should be in position to comfortably see the snap and exchange of the ball, as well as the backs and tackles. The Referee will announce the down. He will consistently mark the ball ready for play within 12-16 seconds following the ball becoming dead with the same cadence throughout the game without any extra delay for substitutions unless a momentary special delay is mandated by rule, such as for the Try or after an unexpected change of team possession. The Referee should notify the Head Coach when his team has used its last time out and should remind the wing official to notify the Head Coach of time outs remaining on all other charged time outs. He will count Team A players along with the Umpire, and signal him with a clenched fist when 11 are counted. He should be alert for false starts in his area, especially involving the Quarterback and backs. The Referee shall enforce the 25-second count.

Umpire: The Umpire should take a position from 6 to 8 yards deep on Team B's side of the line of scrimmage. He shall count Team A players and signal the Referee with a clenched fist if 11 players are counted. His initial position at the snap should vary, depending on the position of the ball and the formation, but the ball should be visible so that he can rule on snap violations. He shall check offensive linemen to make sure there are five players numbered 50 through 79 on the line at the snap. Be alert for snap infractions, interference with the snap, false starts, encroachment, and disconcerting signals by the defense.

Head Linesman and Line Judge (Wingmen): Initially, the Head Linesman and Line Judge should be positioned on the sideline and on the line of scrimmage. These officials should be alert for incoming and outgoing substitutes involving the teams on their respective sidelines as well as keeping the Restricted Area off the sideline clear. Both the Head Linesman and Line Judge should note numbers of eligible pass receivers. Check positioning of the wingbacks, slot backs and split ends. Use hand to backfield signal when the closest offensive player is off the line. This signal should be held until the snap or until the closest offensive player is no longer off the line. Both officials should count the players on the offensive line making sure that there are at least seven players on the line and should communicate with each other by extending an arm across his chest to indicate more than three linemen on his side of the snapper. This signal should be held until the opposite wingman acknowledges him by tapping the bill of his cap. Both wingmen shall be responsible for forward progress along their respective sidelines. They should assist each other when necessary using cross-field mechanics. Be alert for encroachment by either team. Blow the whistle, move in quickly, and shut down all action immediately when encroachment or false starts occur. The wingman is responsible for the back in motion going away from him, and he retains that responsibility even if the motion man stops and returns toward him.

In addition to the above duties, the Head Linesman has the responsibility for the conduct of the line-to-gain and down marker crew, and the primary responsibility for counting downs. All officials, however,

are responsible for maintaining the correct down count. All field officials should communicate and agree on the down count. The Head Linesman, after each down, shall establish eye contact with the Referee to receive the signal for the next down. He should echo verbally and also indicate the next down with the appropriate hand signal. He should not call to change the down marker or move the chains for a first down until the Referee signals. For all first downs, the Head Linesman will mark the spot with his foot for the line to gain crew at the sideline. When the goal line is the line to gain, only the down marker will be used to mark the spot of the ball. The chain will be removed from the sideline.

Both wing officials should count Team B players and signal each with a clenched fist when 11 or less defensive players are counted.

B. Running Plays.

Progression of Coverage: SNAP - TACKLE - KEY - ZONE.

Referee: After making sure that the snap was legal and there were no false starts, the Referee should read whether the play is a run or pass play. If run is read, the Referee's primary responsibility is the football until it is beyond the line of scrimmage, then to cover the action behind the runner. While the ball is behind the line of scrimmage, focus on blocks on the front side of the point of attack. At the snap, move only if necessary. Delay moving immediately to avoid hindering reverse or delayed plays and to assure maximum vision of play. If needed, move backwards at an angle to keep the play in front.

If the play is wide, slowly move in that direction and watch for action around and in front of the runner to the neutral zone. On option plays, if the quarterback keeps the ball and turns up field, observe action on the trailing back until there is no longer the threat of a foul. When the quarterback becomes the runner and runs into a side zone or out of bounds, follow him all the way including out of bounds.

For runs by into the side zone, move in that direction watching the play and action trailing the play. When the ball is dead in a side zone or out of bounds, help in relaying the ball to the Umpire

Umpire: After making sure that the snap was legal and there were no false starts or encroachment, the Umpire should read whether the play is a run or pass play based on blocking by the offensive line. If run is read, the Umpire should key on the point of attack and action on or by the interior linemen. Focus on the blocks and action on the back side of the point of attack looking for holding, chop blocks and other

illegal blocks. If the play is wide, slowly move in that direction, and observe any action around the runner. Do not be restricted between the hash marks. When the ball becomes dead in a side zone or out of bounds, move out and retrieve the ball. Spot the ball getting forward progress from the wingman and spot the ball.

Head Linesman and Line Judge: After making sure the snap was legal and there were no false starts or encroachment, observe the tackles and read run or pass. Once run is read, both officials should maintain position on the line of scrimmage and allow the play to develop in front of them. Observe actions by tackles and keys. Advance as the runner crosses the line of scrimmage. Officiate from outside-in. If the play is nearing an official's sideline, that official may move down the sideline into the backfield and trail the play as the runner moves up field beyond the neutral zone. If the play is away from him, the official should pick up action behind the Referee and Umpire while moving downfield with the play. When the runner is down in his area, the covering official should raise his hand above his head, get an accurate forward progress spot, and hold the spot until the Referee or Umpire acknowledges it. The officials should use cross-field mechanics when needed to assist each other in getting accurate forward progress. When the ball is dead, each official should "accordion in" on to the field approximately to the nine-yard marks or until he feels pressure from other players. Each official should square off the field in getting the spot and should match each other on the same line. If there is any disagreement, the officials should close in together and determine the correct spot. Use the up-field foot to give the spot of forward progress. When the ball is dead inbounds near the sideline including when a runner is forced sideways or backwards out of bounds, give a winding signal to indicate the clock is to continue running. If the ball goes out of bounds, hold the out of bounds spot and face the action out of bounds while the Referee retrieves the ball. When getting the out of bounds spot, always keep the head up looking at the action and never look down at the ground. If a first down is obvious, the covering official should stop the clock. If close, signal to and wait for the Referee to rule.

C. Passing Plays.

Progression of Coverage: SNAP - TACKLE - KEY - ZONE.

Referee: On passing downs, as the passer retreats, stay outside of and deeper than the passer, moving backwards along an angle to maintain cushion if necessary. Observe drop back blockers in vision, especially the Tackles and other linemen potentially holding, and any potential defensive threat to the passer. Primary responsibility is the passer until there is no longer a threat for a foul. After the pass is thrown, continue to observe action on and around the passer. Verbally alert defenders when the passer has released the ball. Assist the wingmen on passes thrown behind the line of scrimmage in determining forwards or backwards. Responsible for all passes thrown behind the line of scrimmage when the ball is snapped within Team B's 10-yard line. The Referee is the sole judge for intentional grounding but should

seek input from other officials as to whether a forward pass was thrown into an area not occupied by an eligible receiver. **On a change of possession, be alert for action on the Quarterback. Specifically, be alert for targeting fouls at all times and illegal blocks against him when he is clearly out of the play.**

Umpire: When the Umpire reads pass, he must get to the line of scrimmage as soon as possible, looking for holding or other illegal blocks. He must determine if the pass crosses the line of scrimmage. If the passer crosses the line of scrimmage and then throws a forward pass, the Umpire will drop his penalty flag at the yard line where the pass was released. He must also look for ineligible receivers being down field prior to the releasing of a forward pass. The Umpire must also assist the Referee in determining whether the pass was tipped by a Team B player in or behind the neutral zone. Once the pass has been released, he should turn quickly to assist the wingmen in determining if there is a **catch** or an incompleteness, **but he should maintain coverage of his area of responsibility as long as there is a threat of action.**

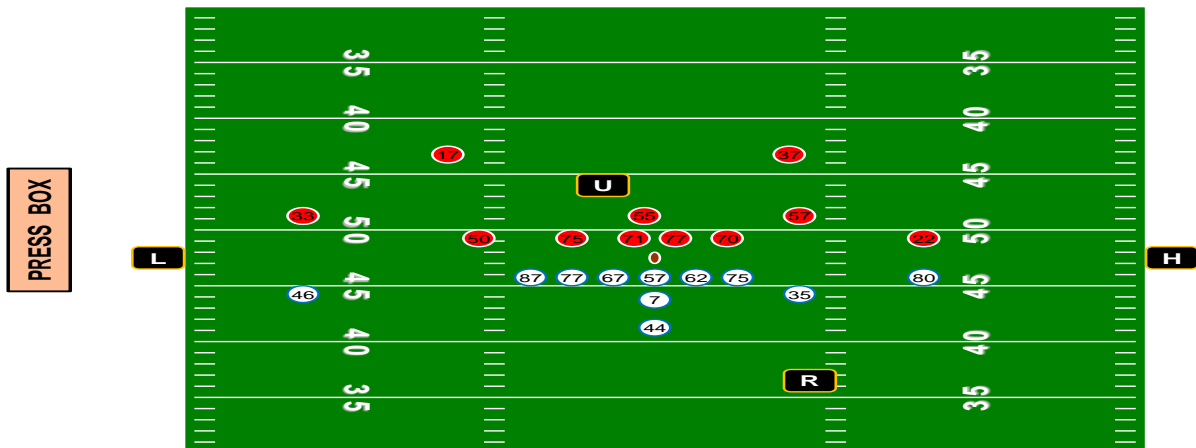
Head Linesman and Line Judge: After the snap, observe the tackles **and** read run or pass. When pass is read, wingmen should release quickly and slide downfield facing the field at all times in covering the play. Observe action initially by the tackle and then other eligible receivers.

Each wingman is responsible for ruling on quick sideline passes thrown to his side. If the wingman determines the pass is backwards, he should extend ("punch") his arm towards the offensive side of the field.

When the pass is released downfield, move downfield with the pass. The covering official is responsible for receptions. The opposite wingman should observe off-ball action involving players other than the pass receiver. For shorter downfield passes, especially when the ball is throw directly into the wingman's area, reducing movement while the ball is in the air will improve the ability to see the play more accurately.

The wingmen are responsible for their respective sidelines to the end line. On a completion, square off to get accurate forward progress. If a first down is obvious, the covering wingman should stop the clock. If close, signal to and wait for the Referee to rule.

The proper initial officiating positions for scrimmage plays are illustrated in the following diagram:



VII. SCRIMMAGE KICK (PUNT) RESPONSIBILITIES

Referee: The Referee is positioned slightly behind and to the side of the kicker, outside the tight-end position, and on the **right** side of the field, in a position to look at approximately a 45 degree angle to the position where the kick will be made, so that he can see the snap, back blockers, and entire play in front of him. Verbally alert Team R players when the kicker has kicked the ball. Be alert for action on and around the kicker, then clean up behind the kick while drifting down field, opposite the side of the Umpire. If the kick is blocked, or on a long return, he should be prepared to move to Team K's goal line **while staying alert to actions involving the kicker. Be alert for targeting fouls and illegal blocks when the kicker is out of the play.**

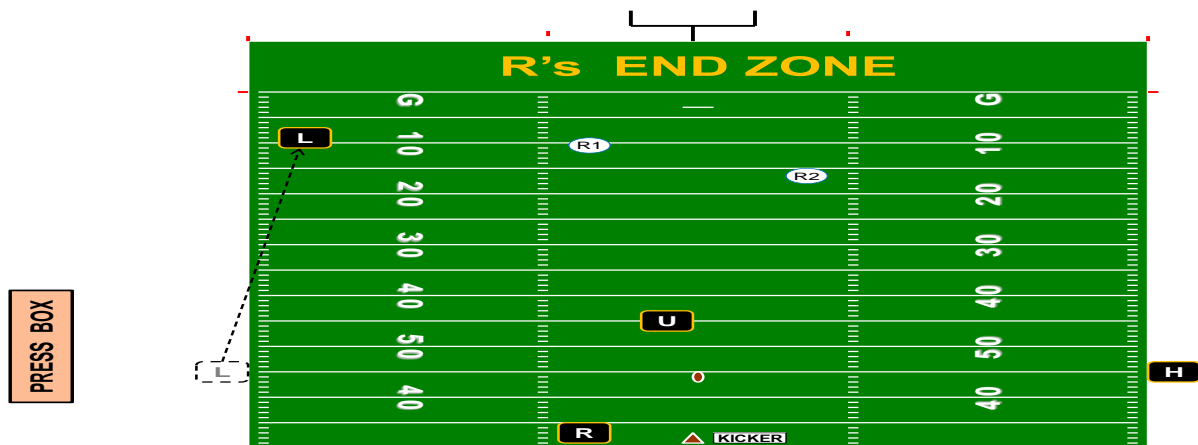
Umpire: The Umpire should favor the Line Judge's side of the field but still be in position to rule on any contact with the snapper. His position is approximately 10 yards off the line of scrimmage. When **Team A or K** is in a scrimmage kick formation, the Umpire should verbally warn Team R players not to charge directly into the snapper. Also, when in a scrimmage kick formation, the Umpire must remember that Team A is exempt from the 50-79 numbering requirement, but the Umpire must note other numbers in case a forward pass is thrown. He must assist the Referee in determining if the ball was tipped in or behind the neutral zone. After the kick has crossed the neutral zone, turn and observe any action as the players go downfield to cover the kick. After the ball becomes dead, be on the appropriate yard line to spot the ball. If the kick is blocked and picked up by a member **Team R**, the Umpire must follow the play and cover action around and behind the runner.

Head Linesman: The Head Linesman's position and pre-snap responsibilities are the same as for any scrimmage play. He should be alert for a blocked kick and, if this occurs, move into the backfield to

assist the Referee. The Head Linesman is responsible for determining if the kicked ball has crossed the neutral zone. After the kick crosses the neutral zone, he should proceed down field observing action in front of the receiver/runner and be alert for any illegal blocks, clips, holding, etc. He should assume coverage of the runner if he comes to his sideline and observe off-ball action if the play is to the opposite sideline. The Head Linesman is responsible for his sideline. Take direction from the Referee in spotting a ball kicked out of bounds. When the runner is downed in his zone, he should accurately spot forward progress and hold this spot until the Umpire arrives to accept the spot. Relay information to the Umpire and/or the Referee as to the results of the kick play. Watch for the Referee to signal first down and go to the sideline to set up the line-to-gain markers.

Line Judge: The Line Judge's normal initial position is 2 to 3 yards behind the deepest receiver and 5 to 7 yards outside of the deepest receiver, so that he can look at a 45-degree angle to a spot just in front of the receiver. He has goal line responsibility and must be alert for touchbacks and batted balls at the goal line. He should have two bean bags, one in hand. He should be ready to mark any spot of first touching. He also must use a bean bag to mark the spot where the kick ends (the "post scrimmage kick spot"). He should count **Team R** players and make the appropriate signal. The Line Judge's area of coverage is from the middle of the field to the press box sideline. He should be alert for fair catch signals and any action on the receiver. If the kick is angled toward the press box sideline, he must work with the Referee in locating the out-of-bounds spot. If the runner goes toward the **Head** Linesman's side of the field, the Line Judge will take him to the far side zone and release him to the **Head** Linesman. If the runner breaks toward the press box sideline, the Line Judge will have coverage all the way to the goal line. He should be alert for illegal blocks on the runback. He needs to be especially alert for muffed kicks and spots of first touching, and remember to mark the spot of first touching, spot of a fumble, out of bounds and PSK spot if any of these occur.

The proper officiating positions for punts are illustrated in the following diagram:



VIII. FIELD GOAL TRIES AND TRY FOR POINT

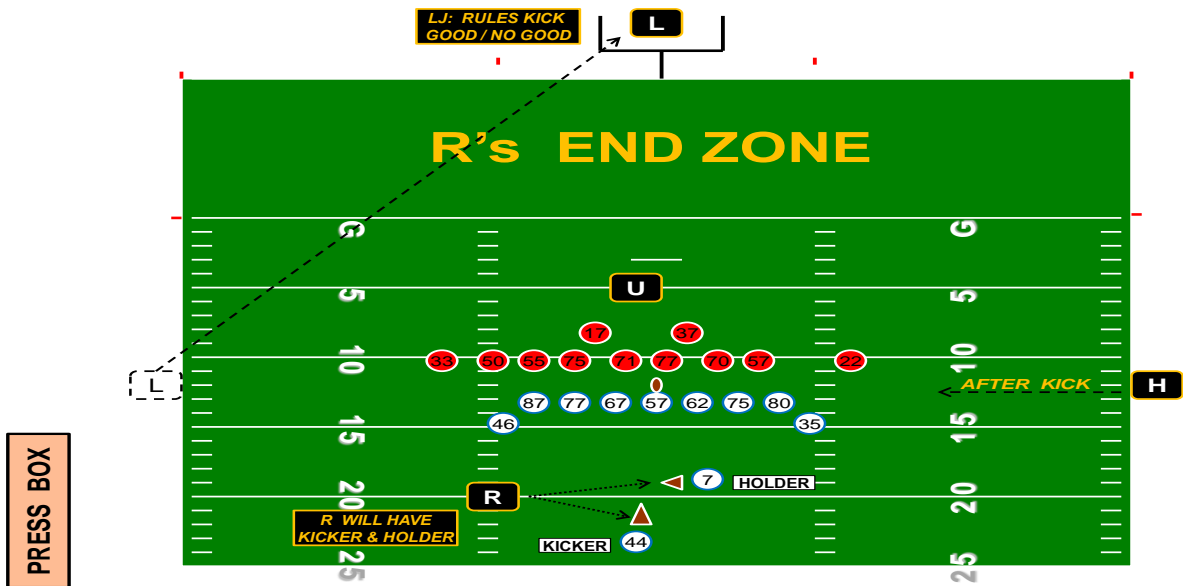
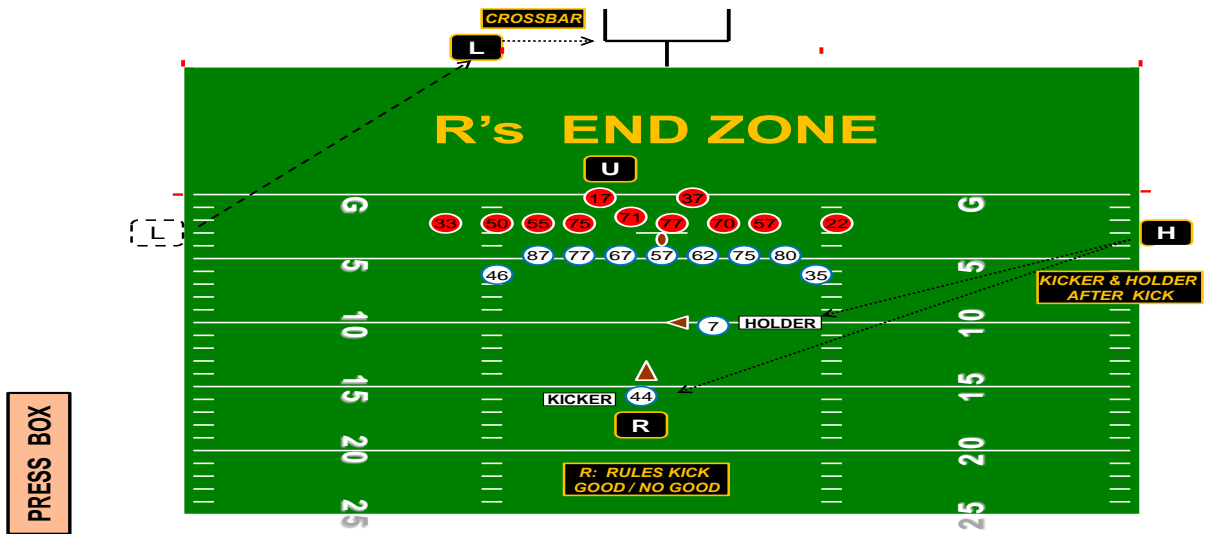
Referee: Prior to the snap, the Referee will count Team K players along with the Umpire and signal with a clenched fist if he counts 11 players. If the ball is snapped for a kick try or a field goal attempt from on or inside **Team R's** 10-yard line, the Referee will line up in a position to move quickly behind the kicker to follow the flight of the ball. The Referee will determine if the kick is successful or unsuccessful. If the ball is snapped from outside **Team R's** 10-yard line, the Referee is responsible for action on the kicker and holder, and the Line Judge will be responsible for determining if the kick is successful or unsuccessful. The Referee will rule on motion of backs within his line of vision. He will watch for fumbles by the holder and be alert for a run or pass. Signal "score" or "no score." If the try for point is blocked, immediately sound his whistle and give "no score" signal. On a field goal attempt, if the kick is blocked, the play proceeds as any other scrimmage kick.

Umpire: Prior to the snap, the Umpire will count Team K players along with the Referee and signal with a clenched fist if he counts 11 players. The Umpire should be positioned about 4 to 7 yards behind Team R's line of scrimmage, favoring the Line Judge's side of the field but still in position to observe any action on the snapper. Be alert for action on or by outside offensive linemen and up blocking back on the Referee's side and for "pull and shoot" plays by Team R. Shift observation to contact between defensive players and blockers behind line.

Head Linesman: If the ball is snapped for a kick try or field goal attempt from on or inside **Team R's** 10-yard line, after the snap, the Head Linesman is responsible for action on the kicker and holder. If the ball is snapped from outside **Team R's** 10-yard line, he will assume normal line of scrimmage responsibilities, but after the ball is kicked he should move toward the players on the line to prevent any illegal action by the players on the line of scrimmage.

Line Judge: As soon as he determines that Team K is in kick formation, he should move toward the goal posts and he is responsible for determining if the ball crosses over the crossbar, if asked by the Referee. Appropriate signals should be worked out between the Referee and Line Judge at the pregame conference. If the Referee asks for help from the Line Judge, the Line Judge should know that the ball went between the uprights and the Line Judge will then make the call. If the ball is snapped from outside the 10 yard line, the Line Judge will position himself under the goalposts, and he is responsible for determining if the kick is successful or unsuccessful. If the play results in a pass or run, the Line Judge is responsible for his sideline and the end line.

The proper officiating positions for field goal and try attempts from a scrimmage kick are illustrated in the following drawings:



IX. MEASUREMENT FOR FIRST DOWN

Normally, the Line Judge will stop the clock for a first down since he is facing the chains during the entire game. When the ball is dead and forward progress is close to the line-to-gain, the Referee will decide if the clock should be stopped to signal a first down or ask for a measurement. If a measurement is needed, the Head Linesman will go to the sideline, mark the front stake with the down box, and then take the chain at the clip, and direct the chain crew to take the chains onto the field toward the ball. The Line Judge will help the Head Linesman to align the chains on the field for measurement. In the meantime, the Referee will stand near the ball to make sure it remains in place. The Umpire will take the front stake from the chain crewman and, after the clip is spotted, stretch the chains so the Referee can rule if the ball is beyond or behind the line to gain. If a first down is indicated, the Linesman will release the chain crew to return to the sideline where he will give them a first down spot. If the line-to-gain has not been reached, the Linesman will return to the sideline, re-spot the clip, and make sure the chain is stretched to place the chain in its original position.

X. PLAYS NEAR THE GOAL LINE

A. Ball On and Inside Team B's 10-Yard Line.

This area of the field is all important since most scoring plays start from inside the ten yard line. Positions at the start of the play are the same as other scrimmage. For plays starting on or inside **Team B's 10-yard line**, the wing officials are responsible for the goal line and their own sideline all the way to the end line. At the snap, the wing officials should move immediately toward the goal line and position themselves on the goal line outside the pylon. The wing officials should be in advance of the ball at all times and should be at the goal line before the ball crosses the goal line plane. If the runner does not make the goal line, move back toward the line of scrimmage to get the runner's forward progress. If the wing officials cannot see the ball through a pile of players on a short goal line play, they should pinch in toward the middle of the field at the goal line. The Referee is responsible for ruling on all passes behind the line of scrimmage. **The Umpire will rule on whether the pass or passer crossed the line of scrimmage.**

B. Goal Line Coming Out.

When Team A snaps the ball on or inside its own 3-yard line, the Head Linesman and Line Judge should immediately move to the goal line. All other officials should officiate the play as normal.

XI. CHANGE OF QUARTER PROCEDURES

When time expires for the first or third periods, the Referee will hold the ball in one hand over his head to signal the official end of the period **after pausing** for a moment to make sure that no foul, obvious timing error, request for a coach-official conference or other irregularity has occurred. In hot or inclement weather the change of quarters is recommended as a good time to direct teams to their sidelines.

Once the period officially ends, the Referee and Line Judge will meet at the ball and agree and record possession, next down to be played, and the yard line where the ball is located.

The Referee and the Umpire will stay together, and the Line Judge will initially observe teams and direct them to their new location, then assist the Head Linesman. The Head Linesman will note clip location, ball location, next down to be played and will stand on the yard line where the clip is located so the Referee and Umpire can note this information before the Referee signals for movement of the chains.

After checking that all officials are in proper position and that the clock has been reset, the Referee will mark the ball ready for play.

The Change of Quarters procedure should take no more than one minute, and is timed by the Referee.

XII. HALF TIME PROCEDURES

When time expires for the second period, the Referee will hold the ball in one hand over his head to signal the official end of the period **after pausing** for a moment to make sure that no foul, obvious timing error, request for a coach-official conference or other irregularity has occurred.

The Game Clock Operator will put the length of the half time period on the Game Clock and wait for the Referee's signal. When all players and coaches have cleared the field, the Referee will signal the Game Clock Operator to start the Game Clock to time the half time period.

All officials will exit the field together and should neither avoid nor seek out coaches during the exit from the field. The Referee will keep backup time, or official time if the Game Clock is not functioning, for the half time period and the time will start when both teams have cleared the playing area. If there are any discussions between officials and coaches, the Referee will be the spokesman for the officiating crew.

Five minutes prior to the end of half time, the Line Judge and Head Linesman will separately make contact with the Head Coaches for the teams on their respective sidelines and notify them of the time remaining in the half time. These officials will remain with their respective teams and make sure the teams return to the field in time for the mandatory warm-up period. These officials will obtain choices from the Head Coaches concerning receiving, kicking, and defending a goal.

XIII. OVERTIME PROCEDURES

All varsity non-Jamboree games must play an overtime period if, at the end of regulation time, the score is tied.

The overtime procedure to be used is the National Federation of State High School Association's 10-yard line overtime procedure specified in Football Rules Book along with any additional procedures of the LHSAA. These procedures should be part of the pregame.

When the score is tied at the end of regulation, all field officials will meet at the center of the field to review overtime procedures for a period of three minutes. The Game Clock Operator will come down to the field. The Play Clock Operator will continue to operate the play clock. After this three-minute intermission, the Head Linesman will go to his sideline, and the Line Judge will go to his sideline to inform the coaches of any special penalties that will be enforced, and of the number of time outs each team has remaining (maximum one time out per team per overtime). If requested by either coach, or to explain unusual situations, the Referee may go to both head coaches, home team first. The other officials will remain in the center of the field.

Prior to the overtime coin toss, the Referee and Umpire will take a position in the center of the field. The Head Linesman, and Line Judge will escort their respective Team Captains to the center of the field. The Head Linesman and Line Judge will bring a game ball from their respective teams. When the coin toss is completed, the Umpire will place the offensive team's game ball on the appropriate yard line to begin the overtime. The crew will briefly meet at the 10-yard line with the Game Clock Operator to discuss any last minute matters. The Game Clock Operator will shadow the down box and will hold his position until the ball has been snapped on the succeeding down.

Beginning with the third overtime, if a team scores a touchdown, it must attempt a two-point try.

XIV. MISCELLANEOUS BUT IMPORTANT ITEMS

A. Forward Progress: Give the runner/receiver every inch he has gained. Never allow the defense to negate forward progress by spotting the ball back to where the offensive player has been pushed. Always be alert as to the foremost point of the ball as the runner crosses the sideline (i.e., give him all he has gained).

B. Pinching In: This phrase describes moving toward a downed runner, primarily by the Head Linesman and the Line Judge. Move toward the downed runner at right angles (perpendicular to the sideline), never at an oblique angle. If you are slightly behind or ahead when the runner is tackled, reach the same yard line before going in toward the play. Use cross-field mechanics to assist with getting the proper spot of forward progress.

Mark the foremost point of the ball with the up-field foot positioned slightly forward. Hold this spot until the ball has been spotted or until another official has acknowledged that he has acquired the spot. The ball **will be relayed into either the Referee or Umpire and** will then be spotted accurately. It should be noted that almost all forward progress spots will be taken from the wing **officials**. The only time the Umpire's spot will be acceptable is when the ball is dead at his feet and both wingmen are completely blocked out of the play.

If the dead ball spot is close enough to the line-to-gain that a measurement might be necessary, the spotting official should personally "pinch in" and move to the dead ball spot and place the ball at his own foot. Do not take the ball from a dead ball spot in the middle of the field and relay it to the spotting official in a side zone. **When the ball is this close, notify the Referee.**

If the spot is not so close where a measurement might be necessary, the covering official should "pinch in" to give the spot of forward progress. However, when "pinching in," do not jump over players to reach the spot. Go in until pressure is felt (players at your side). Normally, it is much better to mark the spot from 5 to 7 yards away than to almost reach the downed runner and be knocked around by jostling and late arriving players. You cannot give accurate assistance in spotting the ball if you are being pushed around or knocked down. If you go in too deep, players can and will engage in action behind you and this should never be allowed to happen.

C. Dead Ball Period: Prior to the snap or awaiting the kickoff, all officials should be standing erect or be in a ready position. Officials should never slouch or get in the habit of “hands on hips” while “leaning” on one foot. A professional appearance is given to coaches, players and fans if one assumes the “parade rest” position. This posture is highly recommended during time out periods.

During time outs the wing officials should be **near** their respective huddles on the sideline and be aware of substitutions being made. The Umpire should be over the ball, facing the offense and the Referee should be in the offensive backfield. With 15 seconds remaining in the time out, the Referee will signal the wing officials to bring in their teams.

D. Live Ball Period: During live ball action, keep in mind that each official has a specific area of responsibility and never should all eyes be on the ball. Be aware of the general location of the ball, but do not get in the habit of “zeroing in” on the ball. Be alert for unnecessary action away from the ball. When the ball carrier is downed, get in the habit of seeing the ball, knowing it is the ball and knowing the ball is dead in player possession **BEFORE BLOWING THE WHISTLE !**

E. Bean Bag Use: Wing Officials shall carry two bean bags. All other officials shall carry at least one bean bag. The covering official will drop the bean bag to mark the designated line specified by rule and by the following mechanics. Officials should be familiar with these bean bag mechanics. It is not necessary to run to the actual spot to drop the bean bag. Once marked, remaining officials should not drop the bean bag just to ‘back-up’ another official because confusion may result from multiple bean bag spots.

An official should drop his bean bag at the appropriate spot in the following situations:

- 1) Any spot of first touching during a free or scrimmage kick;
- 2) Any spot where a fumble occurs if the fumble is beyond the neutral zone;
- 3) The spot where a backward pass is thrown if it is beyond the neutral zone;
- 4) The spot of a catch, interception or recovery inside B **or R**’s 5-yard line when the momentum rule applies;
- 5) Forward progress when necessary; and
- 6) The spot where the **scrimmage** kick ends (post scrimmage kick spot).

F. Use of Hat: The covering official should drop his hat to signal that either of the following situations have occurred:

- 1) Any player has intentionally gone out of bounds during the play; or
- 2) A Team A or Team K player has gone out of bounds prior to a change of team possession.

G. Fumble: The covering official observing a fumble should drop his bean bag to mark the spot of the fumble if the fumble occurs beyond the line of scrimmage. He should continue to officiate the remainder of the play. No bean bag is needed if the fumble occurs behind the line of scrimmage before team possession changes.

If the play involves a pile of players attempting to recover the loose ball, be sure to see the ball before blowing the whistle. The first official to the pile should start digging for the ball in the pile. The second official should stop the clock and help in unpling players. The remainder of the officiating crew should monitor for dead ball infractions and keep other players from joining the pile and roughly pushing or pulling players off the pile.

H. Signals by Wing Officials: The Head Linesman and Line Judge should extend an arm horizontally toward the offensive team to signify that the offensive player nearest him is off the line of scrimmage. This signal should be held until the snap or until the nearest player is no longer off the line.

The Head Linesman and Line Judge should extend his arm across his chest to indicate more than three linemen on his side of the snapper. This signal should be held until acknowledged by the other wing official.

The Head Linesman and Line Judge should assist an offensive player who is split out from the rest of the team in order to help him locate the line of scrimmage by extending his foot closest to the offense to indicate Team A's line of scrimmage. Do not tell the player to move. However, do tell the player, "My foot is on the line."

I. Penalty Administration: All officials have a role in the calling and enforcement of penalties.

The Calling Official: An official who sees a foul shall drop his penalty flag at the proper spot. If it is possible that enforcement may be from the spot of the foul, he should try to get the flag as close as possible to the yard line nearest the actual spot of the foul. For dead ball fouls or fouls simultaneous with the snap, the covering official should toss the flag overhead into the air and directly in front of him.

After the ball becomes dead, the official who called the foul should stop the clock and get the Referee's attention by giving short blasts of the whistle. He should give a preliminary foul signal to the Referee and point to the direction of the offending team. If the calling official is covering the succeeding spot, he should not leave the spot until another official comes to him and takes the spot for him. Make sure another official is covering the spot of the foul. The official should communicate all the following important information to the Referee:

- 1) The foul that was called;
- 2) The offending team (jersey color, offense/defense, etc.);
- 3) The offending player's number;
- 4) Pertinent spots;
- 5) Status of ball when foul occurred (loose, pass, run, possession);
- 6) Outcome of the play if applicable (first down, touchdown, short, fumble, etc.); and
- 7) Status of clock on next play.

The calling officials should record all pertinent information on his game card including the player and team who fouled, whether the fouling team was on offense or defense, whether the penalty was accepted or declined, the foul and specific characteristics, the quarter, and time of the foul.

Referee: Give the time out signal and get the full information from the calling official. Give the preliminary signal to the press box side of the field, except that no preliminary signal is needed following dead ball fouls involving the line of scrimmage (false start, encroachment, etc.) and enforcement is obvious. **Through crewmembers, give and receive the options from the offended team's Head Coach.** If the choice is obvious, simply inform **the Coach** what the result will be. Determine the enforcement spot. **It should not be necessary, in most cases, to confer at length with the Umpire to discuss enforcement.** After the penalty has been determined, and while the Umpire is marking off the yardage and spotting the

ball, the Referee should take a position clear of other players and make his announcement, which should include the foul, the offending team and player number, offended team's choice, penalty, and next down.

The Referee is responsible for informing all officials of any player who commits an unsportsmanlike foul, and all officials will record the numbers of such players.

Following the game, he should review all penalty information with the crew and prepare a foul report to be turned in to the Assignment Secretary.

Umpire: The Umpire has primary responsibility for enforcing penalties. He must have absolute knowledge of all penalty enforcements and is able to enforce any penalty with minimal Referee involvement. Secure the ball, verify the enforcement spot and distance, and mark off the penalty with the Head Linesman and Line Judge. Any discrepancy should be corrected immediately. On a properly marked field, do not step off the yardage except for the first and final yard.

Head Linesman: Be ready to move the line-to-gain markers and be certain of the next down number. Mark off the penalty along the sideline to verify enforcement with Umpire. This serves as a check on the enforcement. Any discrepancy should be corrected immediately. Assist in relaying penalty information and options to and from the appropriate Head Coach.

Line Judge: Mark and hold the enforcement spot. Mark off the penalty along the sideline to verify enforcement with Umpire, but do so after the Umpire and Head Linesman have already done so. This serves as a check on the enforcement. Any discrepancy should be corrected immediately. Assist in relaying penalty information and options to and from the appropriate Head Coach.

All Officials: Accordion in at the end of the play as usual. Assist in obtaining information about what happened on the foul and relay the details to the Head Coaches. Make a mental note as to whether the clock should be started on the ready or at the snap. Make sure the penalty has been assessed properly in all respects. Communicate with other officials to make sure the entire crew agrees on the upcoming down number. If any official feels a mistake has been made, bring it to the Referee's attention immediately.

J. Gender References: In this manual, the masculine should be understood to include the feminine throughout.

XV. END OF THE GAME

The jurisdiction of the officials ends when the Referee declares the score final by holding the ball over his head. Unless the score is tied and there will be overtime played, there cannot be a dead ball foul following the end of regulation time. All officials will immediately exit the field, and the Clock Operators will rejoin the crew as soon as possible. Do not discuss the game on the field with anyone. Do not make any public statements about the game. All officials should give their foul information to the Referee so he can prepare his game foul report. The Referee should report any flagrant irregularity, player disqualification or coach disqualification to the Assignment Secretary as soon as possible following the game.

XVI. GAME CLOCK OPERATOR RESPONSIBILITIES

- A. The Game Clock Operator's job is very important and the success or failure of an officiating crew sometimes depends on the reliability of the Clock Operator. You will always report for your game **with the** full uniform with whistle, flag, etc., as every year there have had occasions where the Clock Operator had to replace a field official. It is your responsibility to have a football stop watch or count down watch should the field clock become inoperable. Participate in the pregame conference and ask the Referee any questions you have. Do not stand around the field talking to a coach even if he is a long time friend. After the pregame conference with the officials, locate the clock. Just about all of the clocks in our state are operated in the press box, but occasionally some are operated on the sideline. Familiarize yourself with the operation of the clock as there are many different kinds. Be sure the clock is working properly. If you have any problems, report to the Referee immediately.

- B. The Clock Operator is to operate the clock only. Do not operate the downs, score, quarter, yardage, etc. If anyone insists, including a Coach or a Principal, politely but firmly refuse and refer them to the Assignment Secretary. Be in a position to see the whole field and all the field officials. Never talk to the Announcer, the Press or the Radio people concerning a play or a player or a coach. Do not discuss any play that happened or any penalty enforcement. Never criticize a call made by a field official.

- C. At the beginning of the game the clock will start when the kick is touched other than first touching and the officials on the field give the winding signal. The clock is then stopped when the covering official gives the stop signal.

- D. The clock is then started on the snap. The clock will then run until the officials on the field “kill” the clock for some reason such as an incomplete pass or the runner goes out of bounds. After this action, the clock will be started on the ensuing snap.
- E. If a time out is called, the officials on the field will stop the clock. It will then be started on the snap. If a touchdown is scored, the clock will be stopped when the covering official gives the touchdown signal. It will not start until the ball is legally touched after the kickoff and the officials on the field give the start the clock (winding) signal.
- F. At the end of a quarter, the clock will stop when time elapses, but if a play is in progress, it will go to completion. When the second and fourth quarters begin, the clock will be started on the snap.
- G. For the start of the second half, repeat the procedure for beginning the game.
- H. If a player is injured on the field, the covering official will stop the clock. Watch the Referee for starting the clock. If he doesn’t give you a signal, start the clock on the snap.
- I. If the Referee stops the clock, when he shouldn’t – you stop the clock. If the referee starts the clock when he shouldn’t – you start the clock. If a mistake is made, he will be responsible.
- J. During the half time period, the Clock Operator will put the appropriate time on the clock. He will start the clock on the Referee’s signal.
- K. If an overtime is to be played, the Clock Operator will turn the clock off during this period and report to the sideline. He will shadow the down box.
- L. If at any time during the game the clock malfunctions, get the attention of the field officials as soon as the ball becomes dead. Know how much time was left on the clock when it malfunctioned. If necessary, get the P.A. announcer to get the attention of the field officials.

- M. The Clock Operator will then keep time on his auxiliary stop watch. He will stay several feet off the sideline. When there are approximately five minutes left in the half, notify the referee. The clock Operator will remove his whistle and tuck his flag in his pocket and then take a position on the field about 10 yards behind the Referee. Drift from sideline to sideline notifying both Coaches of time remaining. Do not enter into any conference with the field officials unless instructed to do so by the Referee.

XVII. 25 SECOND CLOCK OPERATOR RESPONSIBILITIES

- A. Report to the game **with a** full uniform. You may need to officiate on the field in the event of an injury. Familiarize yourself with the gam clock operator's duties in the event that he has to go onto the field because of an injury. Fully participate in the pregame conference, and ask questions if you are not completely sure of your responsibilities.
- B. You are to operate the 25 second clock only. Do not operate any other scoreboard function.
- C. After the pregame conference with the crew, go to the press box or the site from which the 25 second clock is operated as directed by the Referee and familiarize yourself with the way in which the clock operates.
- D. Watch the Referee. Start the 25 second clock when the Referee's hand gets to the bottom of his stroke on the "ready for play" signal. The 25 second clock runs whether the game clock is running or stopped. This includes kickoffs and tries. The only time that the 25 second clock does not run is when the game clock is running, and there is 25 seconds or less on the game clock. In this situation the 25 second clock is not needed because the game clock will expire before the 25 second clock would run out. Of course, if the game clock is stopped with 25 seconds or less, the 25 second clock will be started on the "ready for play." When in doubt, run the 25 second clock.
- E. Check with the Referee for the signal to be used in the event that the 25 second clock needs to be reset.

- F. Make no statement to any coach, representative of the press or other person about what takes place on the field. Do not discuss any call made by the crew of officials or any penalty enforcement. Never criticize a call made by a game official.

- G. If an overtime period is to be played, stay at your position. The 25 second clock will be used in the overtime period.

- H. As soon as the game is over, immediately exit the press box and field as quickly as possible.

APPENDIX I - REFEREE PREGAME CONFERENCE WITH HEAD COACH

This conference should be held at least thirty minutes before game time. The home team coach should be conferred with first.

A. REFEREE:

1. Correct time.
2. Pregame toss time.
3. Equipped according to rules/sportsmanship statement/profanity
4. Any unusual game situations.
5. Secure names and numbers of Captains.
6. **Secure information about medical, game administration, security, and lightning-detector personnel, and their locations during the game.**
7. Length of half.
8. Notifications at end of half time.
9. New rules questions from coach.
10. Ask for adult chain crew. Visiting coach can provide one member for chain crew.
11. Keep sidelines clear and coaches in coaching box.
12. Post-game escort.

B. UMPIRE

1. Have Head Coach sign umpire card.
2. Inspect player equipment.
3. Inspect player's tapes and bandages.
4. Record numbers of players with illegal equipment.

APPENDIX II - PREGAME CONFERENCE WITH CREW

The Referee will conduct the Pregame Conference. However, in his absence the Linesman will assume this responsibility.

A. GENERAL:

1. Review rule changes.
2. Coordinate Watches with Back Judge.
3. Review any special bulletins issued by LHSAA.

B. TOSS OF COIN:

1. Actual three minutes before kickoff at mid-field.
2. Keep all players going on field for toss, except for captains (4-maximum).
3. All officials meet at fifty and record result of coin toss.
4. Break briskly to positions for kick-off. Outside officials check to insure that sidelines are clear.

C. KICKOFF:

1. All officials give referee signal when ready.
2. Discuss field and sideline coverage.
3. Anticipate on side kick, bean bag.
4. Starting clock.
5. Coverage on long run.
6. Fair catch - valid and invalid signals.
7. First touching.
8. Blocking below waist.
9. Team K blocking and formation requirements.

D. SCRIMMAGE KICK FORMATION:

1. Kicks:
 - a. Touched or untouched by K or R after crossing neutral zone.
 - b. Kicks that do not cross neutral zone
2. Long or short kicks out of bound, Officials responsibilities.
3. First touching.
4. Catch or recovery by R or K.
5. Fair catch signal.
6. Head Linesman responsibility if kick cross line.
7. Opportunity to catch kick.
8. Roughing the kicker.
9. Muff or fumble.
10. Exception to numbering rule.

E. RUNNING PLAYS:

1. HL and LJ to rule on forward point of ball. Stay parallel with runner.
2. Caution on close measurements. Wing officials with forward progress spots on plays close to the line-to-gain or goal line should move in all the way to the dead ball itself to give the spot unless this is impossible.
3. HL and LJ position initially on sideline. Watch for crack-back action.
4. HL and LJ check for seven men on offensive line (hand signals).
5. HL and LJ man in motion away from you.
6. Referee, Umpire, Field Judge, Side Judge, Back Judge, clean up on plays in side zone and outside sidelines
7. False Starts - Umpire, Head Linesman, Line Judge - No player permitted in or beyond neutral zone.
8. Free-blocking zone.

9. Stop clock on first downs.
10. SEE LEATHER BEFORE BLOWING WHISTLE.
11. Illegal snap ball remains dead.

F. GOAL LINE OR SHORT YARDAGE PLAYS:

1. HL and LJ forward progress . Move to goal line (Team B's 10-yard line)
2. Referee and Umpire Duties.
3. Signal score (HL and LJ responsibility).
4. Referee never signal score from behind runner.
5. Umpire never signal score from ahead of runner unless if necessary in busted field goal / PAT situation. (Can help on plays at feet.)

G. FORWARD PASS PLAYS:

1. HL and LJ know eligible receivers.
2. Umpire, ineligible lineman. Know if pass crosses neutral zone. (Wings can help.)
3. Referee, eligible backs.
4. Run-pass option coverage. Referee takes passer to line of scrimmage. Know if pass is legally thrown.
5. Referee covers passer.
6. HL and LJ responsible for quick quarterback pass (forward or backward). Punch backward passes.
7. Back Judge all passes must be in front not behind him.
8. Zone coverage.
9. Screen passes.
10. Discuss catch and forward progress.
11. Momentum rule inside five yard line.
12. Roughing Passer.
13. Discuss eligible receiver going out of bounds.

14. HL and LJ have forward progress and sideline from end line to end line.

H. FIELD GOAL AND TRY FOR POINT:

1. Field Goal.
2. Referee or Head Linesman responsible for action on kicker and holder.
3. Line Judge has whistle.
4. Discuss fumble by holder.
5. Unsuccessful kicks.
6. Ball must go between not over uprights and over cross bar to be successful.

I. MEASUREMENTS:

1. Always place ball parallel to sideline for measurement.
2. LJ gives spot for HL.
3. Umpire stretches chain.
4. Referee makes decision.
5. Head Linesman put clip on yard line nearest rear rod. (Have down marker put in place of forward front stake before measurement.)
6. Referee sees that ball is not moved prior to measurement.

J. FOULS:

1. Know status of ball when foul occurred.
2. Referee give foul verbally to captain - Umpire to check - official calling foul stay by Referee to be sure he understands foul.
3. Signal foul before explaining options - again after acceptance or declination.
4. HL and LJ to report foul and number to coach.
5. Captain must exercise penalty option before going to sideline during a time out.
6. Umpire step off penalty.

7. HL and LJ assure correct enforcement with Umpire.
8. Review fouls which extend periods.
9. Official calling foul is primarily responsible for seeing that the Referee and Umpire assess penalty properly, but the entire crew is responsible for getting it right.

K. TIMING AND TIME OUTS:

1. R times length of time outs, twenty-five second count, and holds arm up with ten seconds remaining.
2. Position of officials during time out.
3. All officials record time outs. Referee notify coaches and captains after third time out in each half.
4. All officials must observe the clock at all times. Do not allow a mistake to occur.
5. Procedure at end of period.
6. If time is kept on field, stop game and notify benches when four minutes remain in period.
7. Officials should not gather together for bull sessions during time out.

L. SUBSTITUTIONS:

1. L and H be alert for replaced players leaving field by any sideline except that of their team area.
2. All officials alert for substitution situations.
3. Substitution rules. (Replaced players leave immediately.)

M. MISCELLANEOUS:

1. Referee blow whistle and give arm signal whenever he declares ball ready for play.
2. Dealing with coaches (all officials).
3. Emphasis:
 - a. Keep sideline area clear.
 - b. Watch for blocking below waist.
 - c. SEE WRITING ON THE BALL BEFORE YOU BLOW THE WHISTLE.

4. Counting of players (HL and LJ count defense; R and U count offense).

Give signals.

5. Inadvertent whistle.

6. Call what you see but see what you call.

7. Don't turn your back on tough calls.

8. A mistake by one is a mistake by all. Don't allow your co-officials to make an obvious mistake.

9. Be in position for all calls. Hustle and be alert.

N. POST GAME DUTIES:

1. Join other officials and leave field together.

2. Use good judgment in any remarks to anyone.