

**A NEW SUMMARY OF
POSITIONING & MECHANICS
FOR THE
4 OFFICIAL SYSTEM**

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APPENDIX A - PREGAME CONFERENCE AGENDA

POSITIONING & MECHANICS

4 OFFICIAL SYSTEM

PREGAME CONFERENCE AND MEETINGS

PRE GAME CONFERENCE FOR THE CREW:

All Officials should arrive at the game venue in plenty of time (usually 1 Hour) prior to the start of the game to take an active part in the Pre Game Conference.

The Referee is to act as a facilitator for the meeting and to provide leadership for the Crew. He is to lead the discussions and should provide for ample discussion by the crew.

The Pre Game Conference should NOT be a lecture - it is more productive if discussion is held and all take part.

The Pre Game Conference is a must for every game - never assume that everyone on the Crew is "on the same page". This meeting allows for the "Teams within the Team" to review particular play situations with their partner(s).

A sample of topics for the Pre Game Conference is attached as Appendix A.

PRE GAME MEETING WITH THE TIME KEEPER:

The Referee should meet with the Timer prior to going onto the field for other Pre Game duties (if at all possible).

Instruct the Timer of his duties re Timing the Game:

1. Duties as to Starting and Stopping the Clock - as per the Timing Rules for the League.
2. Giving Time Warnings - One Minute in each Quarter and Two Minutes (KASSAA rules) in the Second and Fourth Quarters.
3. Procedure for correcting a Timing Error.
4. Instruct the Timer that his responsibility is for Timing only.

PRE GAME MEETING WITH THE COACHES:

Approximately 30 minutes prior to game time, the Referee and Umpire shall proceed to the field to meet with the respective Head Coaches. Meet with the Coaches at their respective 45 yard lines.

An equal amount of time should be spent with each Head Coach. Meet with the Home Team Head Coach first, then with the Visiting Team Head Coach. The following format is suggested:

1. The Referee shall introduce himself and the Umpire to the Coach. The *Referee* shall lead the discussion with the Coaches.
2. Ask the Coach if there are any items that he would like to bring up - special plays, numbering of players, etc. This is NOT a time to discuss tactics used by the opponents - this type of discussion should only be held with the other Coach present.
3. Ask the Head Coach if his team is properly equipped. It is the Head Coach's responsibility to ensure the presence of all proper equipment (tail pads, doctor notes for tinted visors, legal cleats et cetera).
4. Advise the Coach of any Ground Rules that apply - short field, short End Zone, etc.
5. Wish the Coach to "Have a Good Game" and proceed to meet with the other Coach. After having met with both Head Coaches, proceed to meet with the rest of the Crew to report on any special plays, concerns, etc. This may be at the sideline or in the dressing room.

NOTE: This meeting with the Crew may be held after the meeting with the Team Captains, depending upon the time frames being utilized.

PRE GAME MEETING WITH THE CAPTAINS:

Depending upon the Pre Game Schedule being utilized, the Referee and Umpire will meet with the Team Captains 10 or 5 minutes prior to game time - depending upon the league. The following format is suggested:

1. The Referee and Umpire shall proceed to Center Field and indicate to the Teams that they wish to meet with the Captains. The other Crew members may relay this message to the respective teams - H.L. the Home Team, the L.J. the Visiting Team.
2. The Referee shall introduce himself and the Umpire to the Team Captains. The Referee shall lead the discussion with the Captains.
3. The Umpire shall record the numbers of the Captains on the Game Card.
4. Review with the Captains any Ground Rules, special field markings, or special concerns. This should be a discussion NOT a lecture.
5. Carry out the Coin Toss:
 - a. Ask which Visiting Team which Captain will be the spokesman and who will call the coin toss. Also ask the Home Team Captains who is to be their spokesman.
 - b. Allow the Visiting Team Captain to call "heads" or "tails". The Referee shall repeat the named choice of the Visiting Team spokesperson, toss the coin and let it fall on to the ground.

- c. Show the coin to both Captains and the Captain who wins the toss will then choose:
 - i. to take choice to start the game or to defer to the second half
 - ii. choice to kick off
 - iii. choice to receive. OR
 - iv. choice to defend an end
- d. After making his choice, the other Team Captain has the option of one of the remaining choices.
- e. The Umpire is to record the choices on the Game Card.
- f. If the Visiting Team wins the coin toss and elects to defer until the second half, immediately indicate the decision by standing beside the Visiting Team Captain and waving your arms in the same manner as an incomplete pass.
- g. Have the Captains face their opponents' End Zone. Signal the choice of the Captains by standing by the Captain whose team will receive and simulate a catch. **Note:** you only need to give the signal for who will be receiving. It is redundant to indicate who is kicking if you just indicate who is receiving.
- h. Wish the Captains "To have a good game".
- i. If there is an anthem planned, return to the sideline with the rest of the Crew for the National Anthem.
- j. On completion of the national anthem (or if no anthem, after completing point "h", Hustle to your Kick Off Position.

NOTE: As noted above, the meeting with the Crew may have to be held immediately prior to the National Anthem, depending upon time frames utilized.

PRE GAME FIELD INSPECTION:

1. While the Referee and Umpire are meeting with the Head coaches the other Crew members shall walk the perimeter of the field to look for any hazards, irregularities, etc.
2. During the Field Inspection, the Crew should also look for any player safety equipment problems such as missing pads, illegal footwear, etc.
3. Any problems noted should be brought to the Referee's attention for his follow up action. No player in violation of safety equipment is to take part in the game.

HEAD LINESMAN MEETING WITH THE STICK CREW:

1. The H.L. should introduce himself to the Stick Crew prior to Game Time.

2. The H.L. is to give instructions to the Stick Crew as to how to run the sticks and downbox during the game. Emphasize NOT to move until he gives instructions. Emphasis should also be given to drop the sticks and get out of the way in the event a play comes close to their position. Safety of the Stick Crew is paramount.
3. Review Measurement procedures.
4. Learn their names - especially their first names, rather than calling out "Hey You".

START THE GAME ON TIME!

KICK OFF POSITIONING AND MECHANICS

REFEREE:

INITIAL KICK OFF POSITION AND DUTIES:

1. After the ball is placed at the point of the kick off, caution the Kicker to wait for your whistle.
2. Hustle to your position at the sideline on the Kick Off Line on the side opposite to the H.L. This will be on the "Bench Side" if both teams are located on the same side of the field. If there are "Split Benches", start the game on the Visiting Team side of the field. This will require changing sides for the second half.

NOTE: You may wish to have the Timer with the H.L. or on your side of the field.

3. Count the players on the Kick Off Team to ensure that there are the proper number of players on the field of play.
4. Raise your arm and check each Official for his "Ready Signal". Also check the Timer.
5. Check with the respective Captains to ensure that the teams are "Ready".
6. Raise your arm aloft, and keep it aloft until you sound your whistle. Drop your arm and point downfield as a signal for the Kicker to proceed.

DUTIES AND MECHANICS DURING THE KICK OFF:

1. Watch for Offside by the Kicking Team.
2. Watch for short kicks and be ready to assist the Head Linesman to rule if the Kick Off went the required 10 yards. If you suspect a short Kick Off, have the LJ move up to the restraining line on your side of the field; with the Umpire staying deep.
3. After the ball has been kicked and cleared the neutral zone, move inside towards the Hash Marks. Be careful not to move "inside" or "down field" too quickly or too far too soon. Move at a controlled pace - A fast jog, NOT a leisurely walk.
4. Pick up and repeat the "Time In" signal from the other Officials. The Timer will be dependent upon the "time-in" signal(s).
5. Follow the play from "Inside" - there will be other Officials covering the sideline.
6. Watch for the blocking and other action in your zone. The Official(s) in the area of the Kick Off reception are responsible for the Ball Carrier and downfield action.

7. Be prepared for “Give and Take Coverage” if the Ball Carrier comes into your zone.
8. Be prepared to rule on any Kick Off Infractions - before / after possession; before /after a change of possession; before / after the ball is dead, etc.
9. Once the ball is declared ‘Dead”, Hustle to the area to get ready for the next play.
10. Apply any penalty yardage that is applicable & set up for the ensuing play.

UMPIRE:

INITIAL KICK OFF POSITIONING AND DUTIES:

1. Take up an initial position 8 – 10 yards and even with the Deep Receiver(s) on your side of the field. You will be on the same side of the field as the Head Linesman.
2. Count the players of the Receiving Team. Ensure they have the proper number of players on the field of play.
3. Check with the Line Judge to see if he too has counted the correct number of players.
4. If there are not 12 players on the Receiving Team, indicate to the Referee by waving your arms at waist level. You can also tell the Receiving Team to “Count your Players”.
5. Ensure that the sideline and End Zone are clear before giving a “Ready” signal.

Check with the players in your area to ensure that they are ready for the Kick Off. When “ready”, face the Referee and raise your arm aloft.

When the Referee points to you, signal that you are “Ready” by dropping your arm.

DUTIES AND MECHANICS DURING THE KICK OFF:

1. Once the ball is kicked, read the flight of the ball and give the signal as to who will cover the Receiver and who will cover the blocking. Arm up means you have the receiver and your deep partner has the blocking. Arm out means you have blocking and your deep partner has the receiver.

If it is your responsibility to cover the Receiver (Ball Carrier) raise your arm aloft and hold it aloft until the ball is touched / caught by a Receiver.

Give the “Time In” signal by circling your arm.

2. If the ball is kicked to your area cover the return from an “outside” position. Avoid moving inside too far, too soon, too quickly. Officiate from the “outside to the inside”. If the play goes dead in your area be sure to “kill the play” and mark forward progress.

Hold the “spot” until released and then proceed to the point where the ball will next be put in to play.

3. If the play moves across the field, turn over the Ball Carrier to the Official on the other side of the field. Slide “inside” using the hash marks as your limit. Watch for blocking and other action by the players. Officiate from a periphery and controlled distance - avoid crowding towards the ball.
4. If the ball is kicked to a part of the field outside your zone, follow the play from the “outside” and watch the blocking and other player action.
5. Always be ready to follow “Give and Take” responsibilities if the Ball carrier “leaves or enters” your zone.
6. Be alert for:
 - a. Illegal blocking, holding, etc. on the return
 - b. Ball kicked out of bounds
 - c. Fumbles - who last touched the ball, who last had possession, etc.
 - d. Hand offs - lateral versus forward
 - e. Ball striking the goal post assembly - “in flight” or first strikes the ground or a player
7. Be ready to assist the Referee re: penalty application (if and when required).

HEAD LINESMAN:

INITIAL KICK OFF POSITIONING AND DUTIES:

1. Take up an initial position at the sideline on the restraining line on the side of the field opposite to the Referee. Line up so that your “back foot” is on the restraining line and you are actually in the neutral zone. Have Sticks set for the Kick Off.
2. Count the players of the Kicking Team. Ensure that the proper number of players are on the field of play.
3. If there are not 12 players on the Kicking Team, indicate to the Referee by waving your arms at waist level. You can also tell the Kicking Team to “Count your Players”.
4. Ensure that the sideline is clear before giving a “Ready” signal. Check with the players in your area to ensure that they are ready for the Kick Off.

When “ready”, face the Referee and raise your arm aloft.

When the Referee points to you, signal that you are “Ready” by dropping your arm.

DUTIES AND MECHANICS DURING THE *KICK OFF*:

1. You must be ready to rule on “Off Sides” by the receiving Team and also if the Kick Off travels the necessary 10 yards. Be ready to rule on who first touched the ball on a kick that did not travel the required 10 yards.
2. You are only concerned with the “Time In” signal on a short Kick Off. Avoid following the flight of the ball on a long Kick Off - the Umpire and Line Judge have the deep kick under control. There is no need to repeat their “Time In” signal.
3. Once the ball crosses the restraining line, move downfield at a quick, controlled pace. Maintain a “cushion” between yourself and the Umpire - avoid crowding the Deep Official.
4. Cover the play from the “outside to the inside”. The sideline is your responsibility all the way to the dead ball line.
5. If the play moves into your zone, be ready for “Give and Take” coverage. If the play moves close to your sideline, move to Out of Bounds. Officiate from Out of Bounds.
6. If the play becomes “Dead” in your zone, be prepared to “Kill the Play” and mark the point of forward progress. Avoid moving in too quickly, mark the “spot” from a safe distance and move in after the player(s) move from the immediate area. Keep your head on a swivel to watch for any illegal tactics as the play is going dead.
7. If the play moves across the field, turn over the Ball Carrier to the Official(s) on the other side of the field. Slide “inside” using the hash marks as your limit. Watch for blocking and other action by the players. Officiate from a periphery and controlled distance - avoid crowding towards the ball.
8. If the ball is kicked to a part of the field outside your zone, follow the play from the “outside” and watch the blocking and other player action.

Always be ready to follow “Give and Take” responsibilities if the Ball carrier “leaves or enters” your zone.

9. Be alert for:
 - a. Legal versus Illegal Actions - Blocking from the Rear, Face Mask, Low blocks, etc.
 - b. Fumbles, Turn-overs, who last touched or last possession

LINE JUDGE:

INITIAL *KICK OFF* POSITIONING AND DUTIES:

1. Take up an initial position 8 – 10 yards and even with the Deep Receiver(s) on your side of the field. You will be on the same side of the field as the Referee.

2. Count the players of the Receiving Team. Ensure they have the proper number of players on the field of play.
3. Check with the Umpire to see if he too has counted the correct number of players.
4. If there are not 12 players on the Receiving Team, indicate to the Referee by waving your arms at waist level. You can also tell the Receiving Team to "Count your Players".
5. Ensure that the sideline and End Zone are clear before giving a "Ready" signal. Check with the players in your area to ensure that they are ready for the Kick Off. When "ready", face the Referee and raise your arm aloft.

When the Referee points to you, signal that you are "Ready" by dropping your arm.

DUTIES AND MECHANICS DURING THE *KICK OFF*:

1. Once the ball is kicked, read the flight of the ball and watch for the Umpire's signal as to who will cover the Receiver and who will cover the blocking. If it is your responsibility to cover the Receiver (Ball Carrier) raise your arm aloft and hold it aloft until the ball is touched / caught by a Receiver.

Give the "Time In" signal by circling your arm.

2. If the ball is kicked to your area cover the "return" from an "outside" position. Avoid moving "inside" too far, too soon, too quickly. Officiate from the "outside to the inside". If the play goes "Dead" in your area be sure to "kill the play" and mark forward progress. Hold the "spot" until released and then proceed to the point where the ball will next be put into play.
3. If the play moves across the field, turn over the Ball Carrier to the Official(s) on the other side of the field. Slide "inside" using the hash marks as your limit. Watch for blocking and other action by the players. Officiate from a periphery and controlled distance -avoid crowding towards the ball.
4. If the ball is kicked to a part of the field outside your zone, follow the play from the "outside" and watch the blocking and other player action.
5. Always be ready to follow "Give and Take" responsibilities if the Ball carrier "leaves or enters" your zone.
6. Be alert for:
 - a. Illegal blocking, holding, etc on the return
 - b. Ball kicked out of bounds
 - c. Fumbles - who last touched the ball, who last had possession, etc.
 - d. Hand offs - lateral versus forward
 - e. Ball striking the goal post assembly - "in flight", first strikes the ground or a player

SCRIMMAGE PLAYS - POSITIONING AND MECHANICS

REFEREE:

1. Be sure to take up a position behind the offensive team that is 3 - 5 yards behind the deepest Back fielder and outside the Tackle. Always be able to see the ball being put into play.
2. Mirror the Q. B. as he leaves the centre so as to be in motion - not be caught "flatfooted" as the play develops.

INITIAL SCRIMMAGE PLAY POSITIONING AND DUTIES:

1. Always work on the "Offensive Side" of the Line of Scrimmage (where the ball is placed). This is for Down Announcements, Penalty Announcements, etc. Carry out administrative duties in an area 3 - 4 yards away from the ball - the "Office".
2. Prior to each scrimmage play, go to the "Office" and announce the Down and distance.

Check for substitutions - give suitable time. You set the pace, not the teams. Do not linger at the ball - keep the game moving.
3. Be "Clock Conscious / Time Aware". Know when to start the clock. Give the appropriate signal that "The Ball is Ready for Play" by dropping your arm straight down or for the Timer to "Start the Clock" by winding your arm in a circular motion.

BE SURE TO FACE THE SIDELINE / BENCHES WHILE GIVING THESE SIGNALS.

4. Hustle to your position. Take up your position behind the Offensive Team approximately 3 - 5 yards behind the deepest Backfield Player, and in a position just 1 - 3 yards outside the Tackle position on the Wide Side of the field.

DUTIES AND MECHANICS DURING SCRIMMAGE PLAYS:

1. Note the 20 second Rule re "putting the ball into play".
2. Count the Offence - note 7 on the Line, 5 Interior Linemen, know Eligible Receivers
3. Be in position to watch your side of the Line - from the Center out on your side of the Line. Watch for early movement and see the exchange between the Center and Q.B.
4. Ensure that blocking behind the Line of scrimmage is legal - use of hands, high blocks, etc.

RUNNING PLAYS:

1. Avoid following the play too closely - maintain a safe and constant "cushion" with the Ball Carrier and especially the Q.B. while the ball is in the Backfield.

2. Allow the Sidemen and the Umpire to mark forward progress unless the ball is "Dead" in your immediate area.
3. If the Q.B. rolls out or carries the ball to the outside, follow him, but keep your "cushion".
4. Always turn over the Ball Carrier to the Sidemen once he crosses the LOS. Practice "Give and Take" officiating procedures. If the Ball Carrier goes out of bounds prior to crossing the LOS., the Referee must follow the play right to the sideline as the "Trailing Official".
5. Follow the play from the "inside" - avoid trying to go to the "outside" except as noted above where the play goes out of bounds.
6. Signal to the Timer to "Stop the Clock" on plays where required.
7. Go to the point of next scrimmage and follow the required sequence.

PASSING PLAYS:

1. Know all the eligible players by number and position.
2. Mirror the Q.B.'s movement (path) as he leaves the Center following the exchange.
3. Maintain a safe "cushion" as the Q.B. moves back or rolls out.
Stay with the Q.B. as long as there are opponents in the area.
4. Avoid watching the pass - keep your attention and stayed "glued" to the Q.B.
5. Passes in the Backfield are the Referee's responsibility to rule on. He may seek assistance from the Held Official or the Umpire from time to time.

SHORT YARDAGE AND GOAL LINE PLAYS:

Short Yardage situations are defined as 3rd or 4th Down & less that 2 yards anywhere on the field. Goal Line Plays are defined as any down from the 5 to the 2 yard Line.

1. Since the Umpire will have moved to the Wide Side of the field, take up your initial position on the Short Side and watch the center and Line Players on the Short Side.
2. Allow the Umpire and Sidemen to rule on forward progress.
3. After the ball is "Dead" give the appropriate signals, etc.

KICKS FROM SCRIMMAGE (PUNT):

1. Set up approximately 5 - 8 yards outside the Kicker and even with him.

Note any "On Side" player(s) and be ready to rule on them as the ball is kicked

2. See the ball being put into play and watch for all action in the Backfield.
3. Stay with the Kicker until the area clears - follow the Kicker Downfield.
4. Be prepared to rule on Contact, Roughing or Illegal Interference on the Kicker.
5. Note the flight of the ball. If the trajectory is taking the ball out of bounds, stay in position to assist the Official at the sideline rule on the point the ball goes out of bounds.
6. Be alert for "fake kick" plays and react accordingly.
7. Proceed downfield and after the ball is "Dead" follow the proper sequence for the next play.

FIELD GOAL ATTEMPTS:

A. Outside the 10 Yard Line:

1. Same Positioning and Responsibilities as for a Kick from Scrimmage.
2. Check for a legal kicking tee.
3. Watch and give "protection" to the Kicker and Holder.

B. Inside the 10 Yard Line:

1. Take up a position behind the Kicker.
2. Watch the ball being put into play - the snap from the Center to the Holder.
3. Watch the flight of the ball and rule if "Good or Not Good"
4. If "Good" sound your whistle and signal. Keep eyes on players while giving the signal to note any late action(s).
5. If "Not Good" the ball remains in play as per a "Punt" unless it strikes the Goal Post Assembly "in flight".

CONVERTS:

1. Take up a position behind the Kicker.
2. Watch the ball being put into play - the snap from the Center to the Holder.
3. Watch the flight of the ball and rule if "Good or Not Good"
4. On a Convert, sound your whistle immediately after the ball is kicked.

5. Be alert for a “fake kick”, and cover the ensuing Running or Passing Play.
6. Keep eyes on players while giving “Convert signals” - watch for late action.

OTHER:

The Referee and other Crew Members must be aware of other special duties:

1. Penalty Administration - Options, Distance Application, etc.
2. Administering Measurements
3. Time Out management

These topics will be noted at end of this summary of Officiating Duties.

UMPIRE:

INITIAL SCRIMMAGE PLAYS POSITIONING AND DUTIES:

1. The Umpire is responsible for placing the ball at the Point of Next Scrimmage for all Scrimmage Plays.
2. Once the ball has been placed and is “ready for play” take up a position about 8 - 10 yards deep on the defensive side of the ball. Take up a position outside the “O” Tackle.

Be sure not to be “static” in taking up your position so as to avoid being used as a “target” by the offensive Receivers in the “short zone”.

Shift from side to side with the play. Try and stay between the hashes.

Always hustle to your position. Vary position to where you are comfortable and safe.

DUTIES AND MECHANICS DURING SCRIMMAGE PLAYS:

1. Count the players of the Offensive Team. Check and watch the Center and players on your side (the Short Side) of the Line for early motion.
2. Check the line for eligible players. Point to the side of the line so that the sideline official can check for eligible numbers/that the receiver is within 1 yard of the LOS.
3. Once the ball is put into play, watch the players of both teams for any illegal tactics.

Be aware of Holding, Low Blocks, “Hi Lows”, “Crack Backs”, etc.

4. Be conscious of the “Point of Attack” and note any illegal tactics. Discretion must be used in regards to certain action away from the “Point of Attack”. (e.g. When is “Holding Not Holding”?)
5. Look through the play to assist other Officials.

RUNNING PLAYS:

1. Pick up the Ball Carrier on short plays through the line. If blocked out, look to the Sidemen for assistance in marking forward progress.
2. If the play goes to the outside, turn and follow from a safe distance. Avoid crowding the Sideman. Assist with the “spot” if needed.
3. After the play and players have moved past you, follow at a distance and at a quick, controlled pace. Officiate from the periphery watching action away from the ball.
4. Once the play is “Dead” and the area begins to clear, move to the point of next scrimmage and be in position to receive and place the ball on the ground.
5. Once the ball is placed, hustle to your position.
6. For “Hurry Up Offence / No Huddle Offence”, remain at the ball until the Referee signals for you to go to your position.
7. Always be available to assist the Referee re Downs, Timing, Penalty Application.

PASSING PLAYS:

1. A key to a Passing Play is the fact that “Tackles Don’t Lie” - i.e. they will “Retreat Block” on a Forward Passing Play.
2. Note the Interior “O” Linemen and ensure that Ineligible Receivers do not proceed downfield until the pass has been thrown.
3. As the “O” Linemen drop back to Pass Block, step up into the pocket. Use caution so as not to get caught in a “Draw Play” or “Counter”.
4. Watch for illegal tactics by Lineman and Backs prior to the ball being thrown.
5. Once the ball has gone past you, turn to assist with rulings to the side or downfield.
6. Assist but do not race to “spot the ball”. Allow the Official in the area to rule - help if needed.
7. Be prepared to assist in marking forward progress on short pass plays.
8. On long pass plays, move downfield at a quick, controlled pace and cover action in the periphery away from the ball.

9. Once the ball is ruled “Dead” move towards the point of next scrimmage in order to be in place to receive and place the ball for the next play.

SHORT YARDAGE PLAYS:

(3rd or 4th Down and less than 2 yards to Go – anywhere on the field)

1. Take up a position on the **Wide Side** of the Defence. Set up close to the widest Down Lineman (Defensive Tackle or Defensive End)
2. Primary responsibility after the “snap” is to mark forward progress.
3. Also watch the Line Players for any illegal tactics - holding, etc. in the area around the Ball Carrier.

GOAL LINE PLAYS:

(From the defensive 2 to 5 Yard Line – any Down)

1. Same position as per Short Yardage. May set up near / at the Goal Post for protection.
2. Following the “snap” concentrate on the Ball carrier.
3. If score is made, sound whistle and signal T.D.
4. Be alert for fumbles and changes of possession. Mark the “spot” of forward progress.
5. Avoid giving the T.D. signal on infractions that would nullify the T.D.

KICKS FROM SCRIMMAGE (*PUNTS*):

1. Take up a position slightly deeper than normal (up to 15 yards deep) and a bit wider to the Short side of the field.
2. Be ready for a “broken play / fake kick”. The Short Side of the field is open at the sideline as the Sideman has moved downfield to cover the kick and return.
3. After the snap, move forward a few yards as the players proceed downfield. As the area begins to clear out, turn and follow the play. Move carefully at a controlled pace downfield to assist in covering the return. Move towards the Short Side to assist in sideline coverage. Avoid crowding the Sideman who has gone downfield.
4. Watch for the normal open field action - Legal versus Illegal blocking, etc..
5. Once the ball is “Dead”, move towards the Hash Marks and be ready to receive and place the ball for the next series of plays.

6. On short kicks that will come down between the hash marks and which will place the Umpire in jeopardy be alert! The Side Officials have primary responsibility to whistle the ball dead *as it is descending*; **not** when it hits the ground.
7. On a “snap” that goes over the Kicker’s head, move up to the LOS. The Referee and Wide Official will handle action in the Backfield.
8. Be ready to assist in the event of a penalty situation.

FIELD GOALS:

A. Outside the 10 Yard Line:

1. Positioning and Mechanics are as per a Kick from Scrimmage (Punt).

B. Inside the 10 Yard Line:

1. Take up a normal Scrimmage Play Position.
2. Be alert for the ball striking the Goal Post Assembly in Flight
3. Be ready to assist the Referee on ruling “Good or Not Good” on “low” kicks.
4. Be ready to “spot the ball” for the next play.

BE READY TO COVER MISSED F.G.’s AS A PUNT PLAY. (Give “Yards”, etc.)

CONVERTS:

1. Place the ball in the proper location - note special requests for location of the ball.
2. Set up as per a normal Scrimmage Play.
3. Be ready for Passes or Runs from a “fake kick”.

HEAD LINESMAN AND LINE JUDGE

INITIAL SCRIMMAGE PLAYS POSITIONING AND DUTIES:

1. The Head Linesman is responsible for controlling the Stick Crew. Ensure that the Sticks are properly set and the proper Down is displayed on the Downsbox for every play from scrimmage. If the team benches are located on opposite sides of the field, position the stick crew on the Home side of the field for the first half of the game and the Visitor side for the second half of the game.

The Head Linesman should announce and signal to the Referee the upcoming Down prior to the Downsbox being moved or number changed.

2. (Both H. L. & L. J.) Set up at or near the sideline (minimum of 5 - 8 yards outside the Wide Receiver on your side of the field.
3. THE H.L. AND L.J. ARE REFERRED TO AS THE “**HELD OFFICIAL**” (on the Wide Side of the Field) AND THE “**FREE OFFICIAL**” (on the Short Side of the Field).

HELD OFFICIAL:

1. Signal to the FREE OFFICIAL that you are “HELD” by pointing to the Offensive backfield. Make sure the FREE Official acknowledges your signal by indicating that he is FREE by pointing an outstretched arm downfield.
2. Check your sideline to ensure that it is clear.
3. Count the appropriate team - H.L. counts Home Team, L.J. counts Visitors.
4. Check for the Eligible Receivers on your side of the field.
5. Raise “Gates” as the second player of the huddle breaks. This ends all substitution.
6. Drop the “Gates” once the Linemen are up to their position.
7. Communicate with the End Player to ensure that he is lined up properly.
8. You are responsible for observing the action while the ball is being put into play.
9. On ALL PLAYS FROM SCRIMMAGE “HOLD” YOUR POSITION ON THE LINE OF SCRIMMAGE UNTIL THE BALL CROSSES THE LOS.

FREE OFFICIAL:

1. Acknowledge that you are the “FREE OFFICIAL” by pointing downfield.
2. Follow steps #2 - #9 above as per the “HELD OFFICIAL”.
3. THE “FREE OFFICIAL” WILL MOVE OFF THE LINE ON THE SNAP.

Take 3 - 5 steps off the Line while looking back to “Read the Play” - if a run or pass and then react accordingly to the play. Move back or go deep to provide the necessary coverage.

RUNNING PLAYS:

1. If a running play comes to your side, be prepared to cover the Ball Carrier all the way to the Goal Line.

2. If the play goes dead in your areas mark the point of forward progress. Hold the “spot” until the Umpire places the ball for the next play and then go to your position.
3. If the play moves to the far side, move off the sideline and “float” inside - maintain a good “cushion” and cover from the periphery. Use the Hash Marks as your limit of moving inside.
4. Avoid moving inside too far, too quickly or too soon.
5. NOTE: HELD OFFICIAL stay at the Line until the ball crosses the LOS.

FREE OFFICIAL may have to come back to cover the Ball Carrier – avoid going too deep until the play goes deep. READ THE PLAY!

PASSING PLAYS;

1. HELD OFFICIAL: Hold the Line till the pass is thrown, then move downfield to cover the Receiver(s) on your side of the field. The Back Umpire will have deep coverage responsibilities; however you have deep sideline responsibilities.
2. FREE OFFICIAL: Avoid going too deep until you read “PASS” - once the ball is thrown hustle downfield to cover the Receiver(s) on your side of the field.

NOTE: Once the ball is in the area, watch the target zone, not the ball.

3. Sidemen cover the play from the “outside”. Avoid moving “inside” to far.
4. Be prepared for Completions, Incomplete Passes and Interceptions.
5. Note if a 1st down is gained, there is an Incomplete Pass, a turnover, or the ball carrier goes Out of Bounds in order to “Stop the Clock”.
6. If marking forward progress, give a “soft spot” till the Umpire acknowledges your spot by pointing to you. Then turn your foot so your foot is pointing downfield. This is called a “hard spot”. The Umpire will then place the ball at that spot for the next play.

NOTE: There should only be one “hard spot” indicated by Sideline Officials. Both officials should always start out by indicating a “soft spot”. Only when the Umpire points to the Sideline Official whose spot he wishes to take does that Official then indicate a “hard spot”. The other Sideline Official can then abandon his “soft spot” and get ready for the next scrimmage play.

NOTE: ON ALL PLAYS, if you call an infraction, hold the “spot” until released by another official - then report to the Referee.

GOAL LINE PLAYS

1. Take up a normal position on the LOS.

2. HELD OFFICIAL: remain on the LOS until the play develops.
3. FREE OFFICIAL: move to the Goal Line on the snap.

KICK FROM SCRIMMAGE (PUNT):

HELD OFFICIAL

1. Take up normal Scrimmage Play Position at the LOS.
2. HOLD your position until the ball crosses the LOS. Be ready to assist the Referee with a snap that goes over the punter's head or a blocked kick.
3. Move off the Line at a quick, controlled pace to cover the run back.
4. Once the ball crosses the LOS, move downfield at a quick, controlled pace to assist in covering the return. Remain "outside"; avoid moving "inside" past your Hash Marks if the play goes to the far side.
5. Be ready for "Give and Take" Mechanics if there is a long return.
6. Remember - you are responsible for your entire sideline from dead ball line to dead ball line.

FREE OFFICIAL

1. Take a position 8 – 10 yards outside and 5 yards ahead of the Receiver(s) on your side of the field.
2. Be prepared to rule on the restraining zone (No Yards) if the ball comes down in your zone.
3. Be prepared for "Give and Take" Mechanics in the event of a long return.
4. Cover the play from the "outside" - avoid moving "inside".
5. The HELD OFFICIAL will be moving downfield to cover the far sideline and assist with the kick return.

BOTH OFFICIALS

1. If the ball become "Dead" in your area mark forward progress and hold the "spot" until the Umpire places the ball for the next play.
2. Avoid crowding towards the ball - maintain a "cushion" with your fellow Official(s).
3. Once the flight of the ball is determined, watch the Receivers, not the ball.

4. On short kicks that are coming down between the hash marks it is the primary responsibility of the Side Officials to assist the Umpire by “Killing the play” as *the ball is descending*; **not** when it hits the ground.
5. Be ready to assist on ruling where the ball goes out of bounds if in your zone.
6. Release the Umpire ASAP if he has the “spot” so that he can proceed to his position for the next play.
7. **Head Linesman** - set the sticks upon the Referee’s signal.

FIELD GOALS:

A. Outside the 10 Yard Line:

FREE OFFICIAL

1. Move back to the Goal Post Area to cover the Field Goal Attempt. Take up a position between the Goal Post Assembly about 2 – 3 yards deep in the End Zone to rule if the F.G. attempt is successful.
2. If the F.G. is “good” blow your whistle and signal.
3. If the F.G. is “wide” DO NOT blow your whistle. You are responsible for coverage. Remember that a failed F.G. attempt is treated as a punt. Watch for restraining zone fouls. Follow the ball carrier up field to determine if (a) the ball is kicked through the dead ball line (a rouse) or the ball is caught and run out of the end zone. You must be in position to determine if the ball carrier was successful in getting out of the end zone.

HELD OFFICIAL

1. Set up on the LOS.
2. Hold the Line until the ball crosses the LOS.
3. Hustle downfield to assist in coverage if the F.G. attempt goes wide - as per “punt” play. You may have to assist the deep official in determining if the ball was successfully carried out of the end zone. Watch for illegal tactics (holding, blocking below the waist) 10 – 15 yards in advance of the ball carrier. Remember to stay “outside” to cover your sideline.

B. Inside the 10 Yard Line:

BOTH SIDE OFFICIALS

1. Set up as per a normal Scrimmage Play

2. The Side Official who is facing the Holder's face shall watch for any illegal action against the Holder and Kicker as the Referee will be watching the flight of the ball.
3. Be ready for a "miss" or a blocked kick.

CONVERTS:

BOTH SIDE OFFICIALS:

1. Line up as per a normal play from scrimmage.
2. Coverage as per a F.G. from Inside the 10 Yard Line - note above.
3. Be ready for a "fake kick" that may result in a pass or run.

MEASUREMENTS

REFEREE:

1. Will call for the Measurement - ensure that the ball remains where ruled "Dead" until after the measurement is completed.
2. Will stand beside the Forward Post (Stick) for the Measurement.
3. Will announce the ensuing Down - if yards gained or not.
4. If very close, pick up the Chain at the forward point of the ball and then move the chain / sticks to the point of next scrimmage.

UMPIRE:

1. Will hold the Forward Post (Stick) at the ball.
2. Will carry the Forward Stick to the point of next scrimmage in the case of a close measurement as per #4 above.

HEAD LINESMAN:

1. Upon a request for a Measurement he shall instruct the Downsbox Man to place the downsbox stick at the same point as the Front yard stick.
2. He shall then proceed to the farthest line from the front Stick and pick up the chain at the back side of the line.
3. He shall instruct the Downsbox Man not to move.

4. He shall instruct the Stickman to pick up the chain and, while holding the chain at the point where it was marked at the back-most line, then take the Sticks in to the Umpire.
5. He shall set the sticks in the proper location upon them being returned to the sideline.
6. If a chain clip is being used, position the clip at the back of the farthest yard line behind the front stick. Move the Downsbox to the front stick position. The Head Linesman shall then pick up the clip along with the chain and he, along with the Stickmen shall bring the chain in to the ball.

LINE JUDGE:

1. Act as a traffic controller - only one Captain from each team is to be in the immediate area of the Measurement.
2. If the ball has to be moved - hold the original "spot" until the ball is ready for the next play.

PENALTY APPLICATION

OFFICIAL CALLING THE FOUL:

1. Continue to Officiate until the play has been completed and the ball is ruled "Dead".
2. If marking forward progress, HOLD the SPOT until released by another Official.
3. Report to the Referee - CINS / TINS.

REFEREE:

1. Receive and repeat the penalty information.
2. Call for the Captains - the Umpire will assist here.
3. Step out into the open to give the preliminary signals.
4. Give options to the Non-Offending Captain.
5. Instruct the Umpire to apply the yardage distance from the appropriate spot.
6. Move out into the open and towards the point of next play and give the signals and announce the Down to follow. (Use a triangle technique.)
7. Sound your whistle and Hustle to your position. NOTE: Timing Rules as to when to start the clock.

UMPIRE:

1. Have the Captain(s) ready for the Referee.
2. Obtain the ball.
3. Listen to the option(s) being given - only interject if an error has been made.
4. Follow the Referee's instructions re yardage application.
5. Communicate with the H. L. re: the penalty application.
6. Apply the distance by crossing lines not by stepping off the yardage. Visualize where to place the ball and then proceed to that point.
7. Before placing the ball, check with the H. L. re: the distance

HEAD LINESMAN

1. Once available to do so, proceed towards the sideline near the Downsbox.
2. Upon instructions from the Umpire, walk off the yardage at the sideline area.
3. Check with the Umpire for distance and set the sticks.

TIME OUT MANAGEMENT

Each Team is entitled to two (2) "Time Outs" per half.

Team "Time Outs" are of one (1) minute duration.

"Time Outs" may NOT be carried over from one half to the second half.

There are NO "Time Outs" in Overtime (Shoot Out).

NOTE: A "Time Out" called by the Officials due to a "blood" issue is NOT considered as a Team "Time Out".

1. Any player, head coach or designated Head Coach may request a time out from the time the ball becomes dead until it is put in to play.
2. The Official who recognizes a request for a "Time Out" should sound his whistle and give the signal for the Timer to "Stop the Clock".
3. The Referee shall then give the "Time Out" signal (not "Stop the Clock" signal) and point towards the team that has made the request. He shall inform the Team Captain as to the team's Time Out status - i.e. one Time Out left, no Time Outs left, etc. This information should be relayed to the Team Head Coach.

4. The Umpire shall time the "Time Out" and inform the Referee when there are 10 seconds left in the Time Out.
5. The Referee shall then announce to both team captains that there 10 seconds left in the Time Out. The other Officials near the benches may relay this message if needed.
6. Except for the Referee, the Officials shall take up their position for the next play.
7. Once the 10 seconds has elapsed the Referee shall sound his whistle to signal that the 20 second count has commenced, keep his hand aloft and proceed to his position.
8. During the Time Out, the Officials should "huddle" to plan strategize for the next play(s).

PREGAME MEETING AGENDA

PREGAME MEETING - MANDATORY FOR ALL ASSIGNED CREW MEMBERS

A. POSITIONING and MECHANICS:

1. Individual Responsibilities On:

Kick Off Punts
Running Plays Field Goals
Passing Plays Short yardage/Goal Line

B. SEQUENCES:

1. See Ball Dead, Then Whistle - Look through the Play for Help if Needed
2. See the Play, see the Foul, see the Ball, make the Call. ? Dead ball or live ball foul?

C. TEAM WORK:

1. BENCH & SIDELINE CONTROL: Side men, Back Men, Referee Using Out of Bounds Areas
2. SIDEMEN: Movement Off the Line of Scrimmage - Short vs Deep Zones
3. DEEPMEN: Keeping Play in Front of You - Zone Coverage
4. KICK PLAYS: Outside Mechanics, Give & Take Coverage
5. PASS PLAYS: Short / Hook Zone - Side and Deep Men

Long Sideline - Side and Deep Men
Long Up Center - Deep Men Hold Zone
Short Zone - Umpire's Responsibilities
Always Two Looks - Inside to Outside and Outside to Inside
6. RUNNING PLAYS: Sweeps

Roll Outs
Up the Middle
Long - Give & Take
7. BLOCKING AT / ABOVE THE WAIST: Kick Plays, K.O., Punts, Blocked Kicks, Turn Over's: Fumbles, Interceptions, etc
8. BALL HANDLING: Umpire to Point of Next Scrimmage or Triangle Method

9. MARKING FORWARD PROGRESS:

Outside the Tackles - Primary & secondary Duties
Inside the Tackles - Primary & Secondary Duties
Outside Men - Remain Outside, Hustle, Hold the Spot for Umpire

10. FIELD GOAL MECHANICS:

Good - Center vs To the Side
Wide - Goal Line (Stay) vs Deep Coverage (Go)
Short - Goal Line vs Restraining Zone Coverage

11. KEEPING TRACK OF DOWNS: everyone Communicate

12. PENALTIES: Reporting - CINS / TINS

Is it a dead ball or live ball foul?
Freeing Up Official Making the Call
Pass Interference – catchable ball?
Application: Referee, Umpire, H.L., Check Offs

13. BOX IN PLAY: Ball Carrier vs Blockers

Action Away from the Ball
Periphery Duties - late Action, Remote Action

14. COUNT PLAYERS: Who Counts Whom

15. PREVENTIVE OFFICIATING: Giving Warnings, Lining Up, Field Presence

16. SITUATIONAL AWARENESS: Down, Distance, Team Tendencies, Know the score – it might dictate what happens next!

17. COMMUNICATION: Hand Signals and be vocal

18. HURRY UP / NO HUDDLE OFFENCE: Referee and Umpire