

Three Officials¹

Pre-Game Notes

I. ALL OFFICIALS

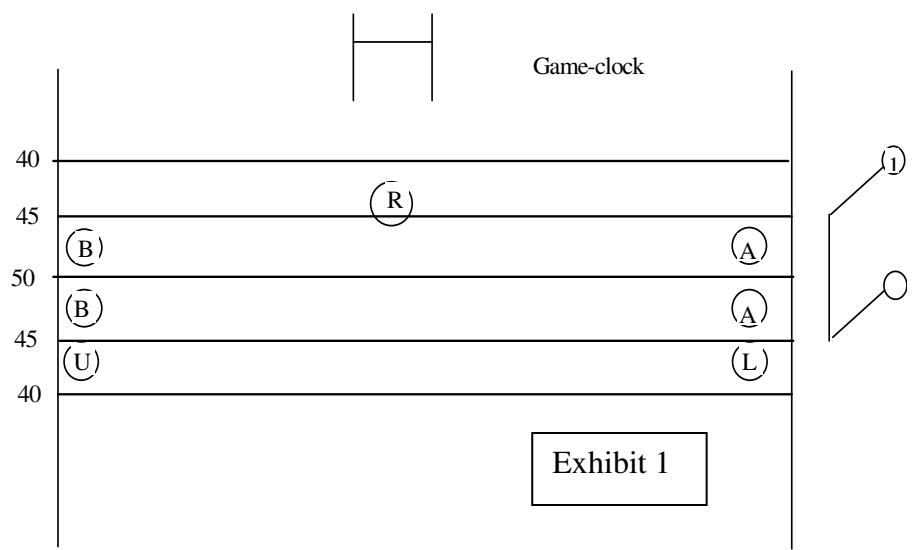
- a. Arrive, dressed in uniform, to the playing field 30- to 45-minutes prior to scheduled game time.
- b. Participate in Pre-Game conference with other officials.
- c. Duties:
 - i. Referee
 1. With Umpire, meet with coaches for captain names and numbers and discuss any extenuating circumstances
 2. Confirm game start time
 3. Identify medical personnel
 4. Locate game site administrator
 5. Coordinate the inspection of playing field and pylons
 6. Instruct clock operator and review signals on starting and stopping clock.
 7. Secure and approve game ball.
 - ii. Umpire
 1. Check player equipment when requested by head coach
 2. You are the final authority on legality of equipment.
 3. With Referee, ask head coach if all his players are legally equipped.
 4. Carry an accurate watch and stopwatch that has correct time.
 5. When there is no field clock, time game with stopwatch.
 6. Take care of game ball for the team on your sideline.
 - iii. Linesman
 1. Secure and check the line-to-gain and down marker indicators, plus all auxiliary equipment. Ensure that the line-to-gain equipment is marked at halfway point with tape.
 2. Remind crew of their duties, responsibilities, and that they are officials, not fans.
 3. Instruct crew that you will use your heel to mark the sideline where rear indicator is to be placed for every first down.
 4. Instruct down indicator operator to clip chain, and then move chain 6 feet off sideline.
- d. Inspect playing field and pylons. Indicate any needed repairs to game management.

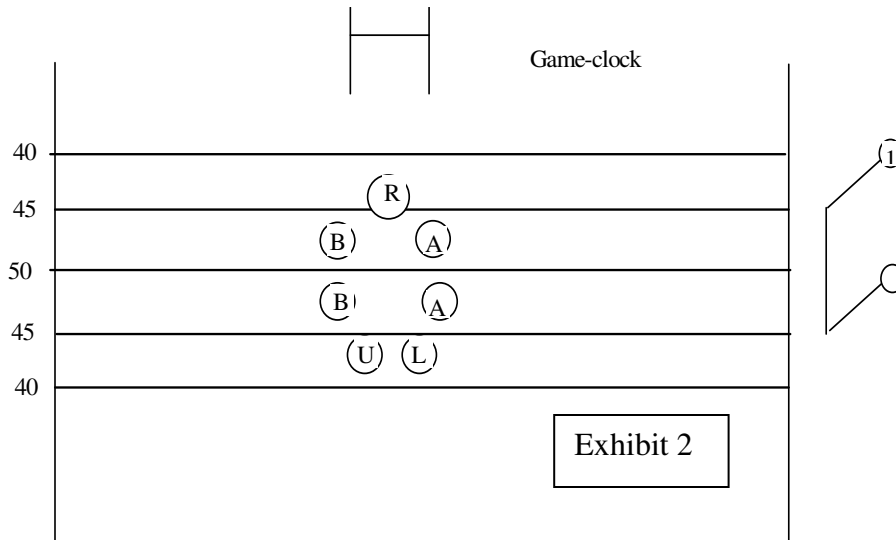
The Coin Toss

I. REFEREE

- a. About 3 minutes prior to start of game, position yourself at the 45-yard line facing the 50-yard line. Referee should be facing away from the clock.

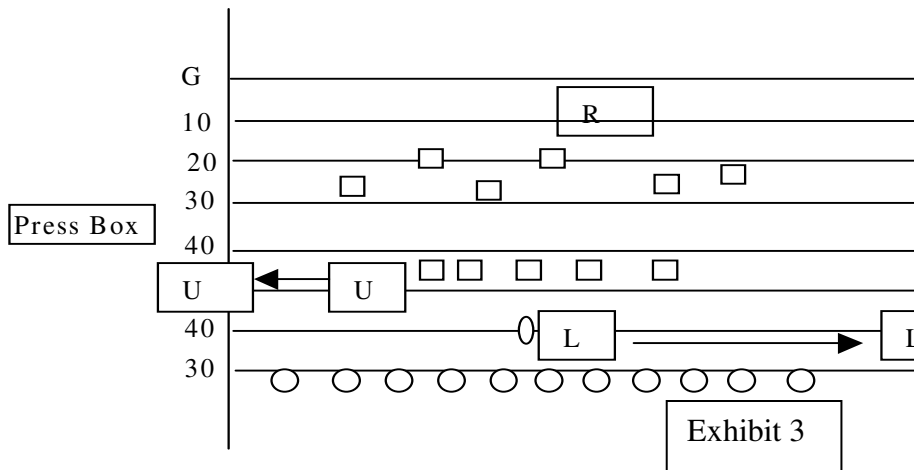
- b. Direct the Umpire and Linesman to escort their respective captains to mid-field. Captains face each other with their backs to their sidelines.
- c. Introduce officials to captains and have captains introduce each other.
- d. Give instructions
- e. In presence of Linesman and Umpire:
 - i. Instruct visiting captain to give “heads” or “tails” choice before toss
 - ii. Instruct captains if coin is not caught, you will toss again.
 - iii. After making toss and determining winner, place hand on captain’s shoulder and have captain choose one of the following:
 - 1. Kick or receive
 - 2. Defend a goal
 - 3. Defer choice to second half.
 - iv. If winner chooses not to defer and makes a choice, give opposing captain choice of remaining options.
 - v. If winner of toss defers, step toward press box and give penalty-declined signal
 - vi. Opposing captain then given choice of options followed by deferring captain’s choice of remaining option.
- f. Place captains in position facing each other with backs toward the goal they will defend.
- g. While facing in same direction as the first choosing captain, signal choice in this manner:
 - i. Swing leg simulating kick
 - ii. Make catching motion simulating receiving
 - iii. If first choosing captain elected to defend a goal, point with both arms extended toward that goal line, then move to other captains and give appropriate signal for choice of other captain.
- h. Dismiss captains
- i. Confirm toss options with Linesman and Umpire
- j. Proceed to kick-off position. (See Exhibit 1)





II. UMPIRE AND LINESMAN

- a. On signal from referee, escort captains to center of field, with backs to their sidelines.
- b. Proceed to the 45-yard line facing the referee. (see Exhibit 2)
- c. Remain to listen to instructions and record toss options.
- d. After captains have been dismissed, confirm toss results with Referee.
- e. Proceed to kick-off positions.



Kickoff

I. REFEREE

- a. Before kick:
 - i. Position: Near R's 10-yard line centered between the sidelines or deeper than the deepest receiver. Do not go deeper than the goal line. (See Exhibit 3)
 - ii. Count R players
 - iii. Check positions of other officials
 - iv. After ready signs have been received from other officials, declare the ball ready for play and sound the whistle
 - v. If short free kick is anticipated:

1. Take position on the 50 yard line opposite the HL
 2. Be alert for deep kicks down your sideline, as you still have goal-line responsibility
- b. After kick:
- i. Kick down the middle:
 1. Signal clock to start when kick is touched other than first touching by K.
 2. Pick up runner and follow until releasing to covering official.
 - ii. Deep kick:
 1. Retreat to goal line to rule on touchback
 2. If kick is caught inside 5-yard line and player is downed in end zone, or ball goes out of bounds there, mark spot of catch with bean bag and rule on whether player's momentum took him into end zone.
 - iii. Kick outside inbounds lines:
 1. Move toward runner and cautiously trail the play.
 2. Be aware of sideline, as you may need to assist the U for a spot if runner goes out-of-bounds.
 3. Work the play "inside-out" when watching clean up.
 - iv. Kick out-of-bounds in your area
 1. Determine if R had touched or last touched ball inbounds
 2. If untouched by R, mark the spot the ball went out-of-bounds and throw flag in the air.
 3. Referee has sideline to sideline responsibility for any kicks that travel beyond the 25-yard line of the receivers.
 - v. When kick play is over, signal or mirror time-out signal.
- II. UMPIRE
- a. Before kick:
- i. Position: R's free-kick line (usually the 50-yard line) and side zone of field to assist team R in getting into position. Identify free-kick line to R. (See Exhibit 3)
 - ii. Count R players.
 - iii. Once R is in position, acknowledge that you have eleven R players with HL and then move to the sideline opposite from the HL.
 - iv. Monitor bench area; clear away coaches, players, etc from sideline.
 - v. Be certain coaches, players, substitutes and other individuals are in proper location.
 - vi. Hold arm above head to indicate you are ready.
 - vii. If short kick is anticipated
 1. Be alert for first touching by K or kick which does not cross R's free-kick line.
 2. Hold bean bag to mark first touching by K.
- b. After kick:
- i. Kick to your side:
 1. If a short kick, pick up runner and follow.

2. If a deep kick, pick up blockers ahead of ball. When runner gets to the 40-yard line of R, pick up runner and follow.
 3. When ball becomes dead, sound whistle and give time-out signal.
- ii. Be alert for first touching by K and mark spot with bean bag.
 - iii. Mark spot (if short kick) where kick goes out of bounds on your side of field.
 1. Bean bag spot if touched inbounds by R
 2. Drop penalty marker at out-of-bounds spot if untouched inbounds by R.
 - iv. Maintain position enabling coverage of your sideline at all times.
 - v. Observe legality of blocks and action away from the ball when you are not covering the runner.
 - vi. Kick to opposite side of field:
 1. Move cautiously toward play
 2. Observe action of other players in vicinity of runner.
 - vii. When kick play is over, signal or mirror time-out signal.
- III. LINESMAN
- a. Before kick:
 - i. Take charge of ball
 - ii. Position: K's free-kick line in side zone to monitor bench area and assist kicking team in getting into position. Identify free-kick line to K. (See Exhibit 3)
 - iii. Move on field to kicker and after checking legality of kicking tee, hand kicker ball, point out referee and instruct kicker to wait for Referee's signal before kicking. If kicker is not ready, place ball on the ground.
 - iv. Count K players.
 - v. Once K is in position, acknowledge that you have eleven K players with the U and then move to your sideline.
 - vi. Move to your position just outside the sideline on K's free-kick line of the line-to-gain indicator side.
 - vii. Be certain coaches, players, substitutes and other individuals are in proper locations.
 - viii. Hold arm above head to indicate you are ready.
 - ix. Watch for any infractions involving K's free-kick line.
 - x. If there is a dead-ball foul, give signal to press-box and administer penalty and place ball ready.
 - b. After kick:
 - i. Be alert for first touching by K – mark spot with bean bag.
 - ii. Be alert for kick which does not cross R's free-kick line.
 - iii. If there is a penalty for a foul before kick ends requiring rekick, administer penalty and place ball ready.
 - iv. Mark out-of-bounds spot if kick goes out of bounds in your area:
 1. Bean bag spot if touched inbounds by R.

- 2. Drop penalty marker on out-of-bounds spot if untouched inbounds by R.
 - v. Watch initial blocks by players near R's free-kick line and action against the kicker and holder. Cover to opposite 45-yard line.
 - vi. Kick to your side:
 - 1. If a short kick, pick up runner and follow.
 - 2. If a deep kick, pick up blockers ahead of ball. When runner gets to the 45-yard line of R, pick up runner and follow.
 - 3. When ball becomes dead, sound whistle and give time-out signal.
 - vii. Kick to opposite side of field:
 - 1. Move cautiously toward play
 - 2. Observe action of other players in vicinity of runner.
 - viii. After ball has gone downfield, move deliberately in that direction while watching for fouls away from the ball.
 - ix. Maintain position enabling coverage of sideline at all times.
 - x. Be in position to take over coverage of runner in your area on long return. Try to beat the runner to the goal line.
 - xi. When kick play is over, signal or mirror time-out signal.
- IV. ALL OFFICIALS
- a. Covering official signal clock to start when kick is touched, other than first touching by K.
 - b. Kick out of bounds between goal lines:
 - i. Sound whistle
 - ii. Give time-out signal and mark spot.
 - iii. Determine if R had touched ball inbounds.
 - iv. Toss penalty marker on out-of-bounds spot if R did not touch the ball.
 - v. Sideline official must locate "offended" head-coach and offer the rekick options. Report answer back to Referee.
 - c. Maintain position to cover sideline at all times.
 - d. Sound whistle when ball becomes dead in your area and give time-out signal. All other officials mirror time-out signal.
 - e. Carry bean bag in hand.
 - f. Free kick following safety:
 - i. Each official assumes same relative position and has the same duties as on kickoff.
 - ii. Ball put in play by drop kick, place kick, or punt.

Field-Goal Attempt by Free Kick after a fair Catch or Awarded Fair Catch:

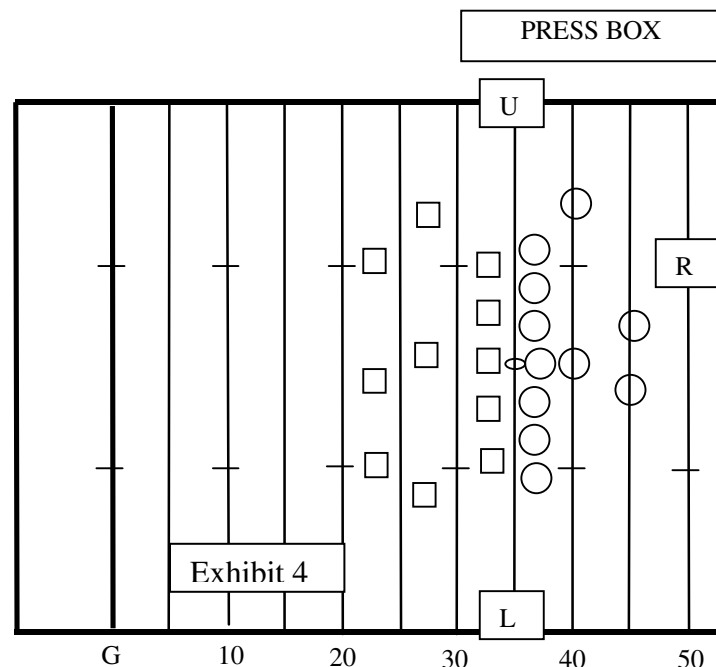
- I. REFEREE
 - a. Position: Behind and directly between uprights.
 - b. Determine whether kick is successful
- II. ALL OTHER OFFICIALS' MECHANICS SAME AS KICKOFF

Keys and Priority of Keys

These keys are intended to help determine coverage at the initial snap only. An official must be prepared to react to the play as it develops. These do not necessarily determine coverage for the entire play, as constant adjustments are necessary.

- I. In determining keys, several definitions are needed for clarification purposes:
 - a. **STRENGTH OF THE FORMATION** – determined by the number of eligible receivers on a particular side of the offensive formation. It has nothing to do with the number of linemen on each side of the center, but rather the number of eligible receivers outside the tackles. If there is no strong side, strength is declared to the UMPIRE’S side.
 - b. **TIGHT END** – The end man on the line of scrimmage lined up no more than four yards from the nearest offensive lineman.
 - c. **BACK IN BACKFIELD** – A player in the backfield between the tackles at the snap.
 - d. **TRIPS** (Three or more receivers outside the offensive tackles)
- II. In 3-man coverage, the keys are fairly straightforward. Each wing official (HL and U) is responsible for action by the players entering his/her zone. The key for each of these officials would be the action of the first player into that zone.

Running Play



- I. **REFEREE**
 - a. After ball is spotted:
 - i. Declare ball ready-for-play by using established procedure

- ii. Position: Behind Team A. (Distance back or to side varies with A's formation, usually 3 to 4 yards deeper than deepest back.) (See Exhibit 4)
 - 1. On passing arm side of quarterback
 - 2. Able to view tackle on far side and backs.
 - iii. Check following:
 - 1. 25-second count
 - 2. One-second count after a huddle or shift
 - 3. Number of A players and eligible backs.
 - 4. Snap irregularities and movement of linemen.
 - 5. Five players numbered 50 through 79 on offensive line.
 - 6. Interference with snap, a false start or encroachment.
 - 7. Disconcerting signals by B.
 - 8. Note position of ball between inbounds lines.
 - 9. Note B's players on the line of scrimmage in the free blocking zone.
 - iv. Be alert for illegal shift or player in motion.
- b. After snap:
- i. Areas of responsibility:
 - 1. Key tackle on opposite side. If he blocks aggressively, read run. If he pass blocks, read pass.
 - 2. Read point of attack, paying particular attention to free-blocking zone restrictions.
 - 3. Ball, runner and action around him to neutral zone
 - 4. If action is not in direction of original position, move toward or parallel to scrimmage line, maintaining position approximately in line with runner's progress.
 - 5. Delay moving immediately toward line of scrimmage to avoid hindering reverse or delayed play and assure maximum vision of play.
 - 6. If there is a score and no foul, give touchdown signal and record score.
 - ii. Move behind play toward side of field to which play advances to cover runner if he is downed near neutral zone.
 - iii. Check following:
 - 1. Illegal use of hands by players of A.
 - 2. Action behind ball and away from runner near neutral zone.
 - 3. Action on quarterback after handoff.
 - 4. Signal from HL or U indicating foremost point of ball on quick line plays.
 - 5. Backward or forward pass when ball is thrown.
 - 6. Out-of-bounds spot behind neutral zone.
 - iv. Be alert for:
 - 1. Quick kick or pass
 - 2. Ineligible receivers and point forward pass first strikes anything.

3. If fumble occurs beyond neutral zone, assist in determining who secures possession.
4. Illegal contact on snapper
- v. Continue to observe action behind neutral zone before leaving area.
- vi. Responsible for runner until he crosses neutral zone.
- vii. When ball is dead:
 1. Move quickly to its location.
 2. Be positive of ball location before sounding whistle.
 3. Signal number of next down.
- viii. If ball/runner goes out-of-bounds, retrieve the ball and bring it back to the field of play.
- ix. Spot the ball for next play (use forward progress spot provided by HL or U, when appropriate), then give ready-for-play signal and sound whistle.
- x. If first down has been made or change of team possession has occurred, give time-out signal to stop clock unless already stopped by rule.

II. UMPIRE AND HEAD LINESMAN

- a. After ball is spotted:
 - i. Position: Straddle line ball is on near sideline, no closer than 9 yards outside widest offensive player. Stand outside sideline if necessary. (See Exhibit 4)
 - ii. Check down indicator number. Signal number of down to other officials.
 - iii. Use extended arm signal and hold until snap to indicate closest A player is off line of scrimmage.
 - iv. Count B players and identify eligible receivers on your side. Be alert for illegal substitutions.
 - v. Check following:
 1. Wingbacks, flankers, split ends and slot backs.
 2. First two players in from your end of offensive line, including backs, as eligible pass receivers.
 3. Player in motion away from you and maintain responsibility for him if he reverses direction.
 4. Minimum of seven offensive players on line-of-scrimmage.
 5. Encroachment or false start.
 - vi. After snap:
 1. Areas of responsibility:
 - a. Key end and wide receiver if defender is covering him tightly. If end uncovered, look through to tackle to read run or pass.
 - b. Be alert for:
 - i. Quick kick or pass
 - ii. quick plays into line and assist in marking forward progress with downfield foot.

- iii. Ineligible receivers and point forward pass first strikes anything.
 - iv. If fumble occurs beyond neutral zone, assist in determining who secures possession.
 - c. Watch initial charge of linemen.
 - d. On wide-end run to your side, observe blocking near neutral zone to tackle.
 - e. Check block on eligible receiver.
 - f. When ball comes to your side of field:
 - i. Cover sideline and watch for crackback block.
 - ii. Sound whistle when ball becomes dead and move to spot of ball.
 - iii. If ball becomes dead in side zone, toss it to Referee for spotting. Do not leave forward progress spot, however.
 - g. When ball goes to opposite side:
 - i. Move cautiously into general area until certain there will be no reverse of counter.
 - ii. Observe action on linebacker and back side pursuit.
 - h. On down-the-line option plays toward you, observe pitchman, loose ball, and pitchman as he becomes runner.
 - i. Observe late blocks and forearm blows away from runner.
 - j. Responsible for entire sideline. If ball goes out of bounds:
 - i. Signal time-out immediately.
 - ii. Hold out-of-bounds spot while the Referee retrieves ball.
 - 2. On a running play, do not leave your scrimmage line position until ball has crossed the neutral zone. (Except for goal-line mechanics plays)
 - 3. While moving downfield with runner, watch for illegal forward pass or fumble.
 - 4. If play continues following illegal forward pass, drop penalty marker at spot of pass to indicate where run ended and at spot of any subsequent foul.
 - 5. Sound whistle if you are the covering official.
 - 6. If obvious first down, signal clock to stop.
 - 7. When a kick is almost certain (surprise quick kick from a running formation), Umpire to begin moving behind B's line along sideline immediately after snap.
- III. HEAD LINESMAN (working with the line-to-gain indicator and crew):
- a. Echo referee's signal verbally and with proper hand signal.
 - b. Repeat referee's time-out signal.

- c. Do not turn back on field of play when having the indicator moved.
 - d. Authorize down marker to be moved only after referee's signal.
 - e. When necessary to move the line-to-gain indicator:
 - i. Spot foremost point of ball with downfield foot.
 - ii. Have down indicator operator mark the spot, informing referee that the line-to-gain indicator is ready.
 - iii. Have line-to-gain crew set the indicator.
 - f. When line-to-gain is goal line:
 - i. Fasten clip to line-to-gain indicator at intersection of goal line.
 - ii. Remove line-to-gain indicator from sideline.
- IV. ALL OFFICIALS
- a. Areas of responsibility:
 - i. Keep play properly "triangled-in".
 - ii. Before sounding whistle:
 - 1. Be certain ball is dead
 - 2. Be certain of location of ball
 - 3. Keep eyes on runner when you are covering
 - iii. When ball becomes dead in your area, sound whistle promptly, and be alert for:
 - 1. Dead-ball fouls
 - 2. Surprise plays or fumbles
 - b. If there is a fumble, covering official should:
 - i. Mark spot of fumble with bean bag.
 - ii. Rule on possession immediately.
 - iii. If defense recovers, covering official should immediately signal time-out and then first down.
 - iv. If fumbling team recovers, covering official should indicate number of next down with finger(s) or fist if fourth down.
 - v. If ball becomes dead before fumble, covering official sound whistle immediately to indicate down has ended.
 - c. If ball goes out of bounds:
 - i. Covering official:
 - 1. Give time-out signal immediately.
 - 2. Mark and hold spot
 - 3. Continue to observe action
 - ii. Nearest free official, (usually Referee), retrieve ball, unless covering official is in best position to do so. Note to covering official: do not bean bag spot in order to retrieve ball. DO NOT leave out-of-bounds spot!
 - iii. Other officials:
 - 1. Echo time-out signal
 - 2. Move quickly into position to assist getting ball ready-for-play.
 - d. Be alert for substitution infractions.

Forward Pass

I. REFEREE

- a. After ball is spotted:
 - i. Declare ball ready-for-play by using established procedure.
 - ii. Position: Behind Team A (most advantageous to situation). Distance back to side varies with A's formation to be able to view tackle on far side and backs. (See Exhibit 4)
 - iii. Count A players.
 - iv. Identify eligible backs
- b. After snap:
 - i. Be alert for illegal contact on snapper.
 - ii. Read block of offensive tackle on opposite side.
 - iii. Observe all blocks behind the neutral zone.
 - iv. As passer retreats, remain wide and deeper than passer.
 - v. Give special attention to contact with passer:
 1. After ball is released, continue to observe passer, not flight of ball.
 2. Verbally alert defenders when the passer has released the ball.
 - vi. Determine whether pass is forward or backward
 - vii. Be alert to observe illegal pass:
 1. Move to spot of pass to determine whether passer's feet were in or behind neutral zone when ball is released.
 2. If illegal, drop penalty marker, continue to officiate.
 3. If close, mark spot of pass with bean bag and continue to officiate.
 - viii. Solely responsible for intentional grounding. May get assistance from covering official.
 - ix. Continue to observe action behind neutral zone before leaving area.
 - x. Responsible for runner until he crosses neutral zone.

II. LINESMAN AND UMPIRE

- a. After ball is spotted:
 - i. Linesman:
 1. Check down indicator number
 2. Signal referee number of down.
 - ii. Position: Same as for running play. End of line on side of line-to-gain indicator. Assist with line-up. (See Exhibit 4)
 - iii. Be alert for illegal substitution.
 - iv. Umpire
 - v. Position: Same as for running play. End of line opposite linesman. Assist with line-up (See Exhibit 4)
 1. Be alert for illegal substitution.
 2. Acknowledge and signal next down to Referee.
 - vi. Count B players
 - vii. Identify eligible receivers

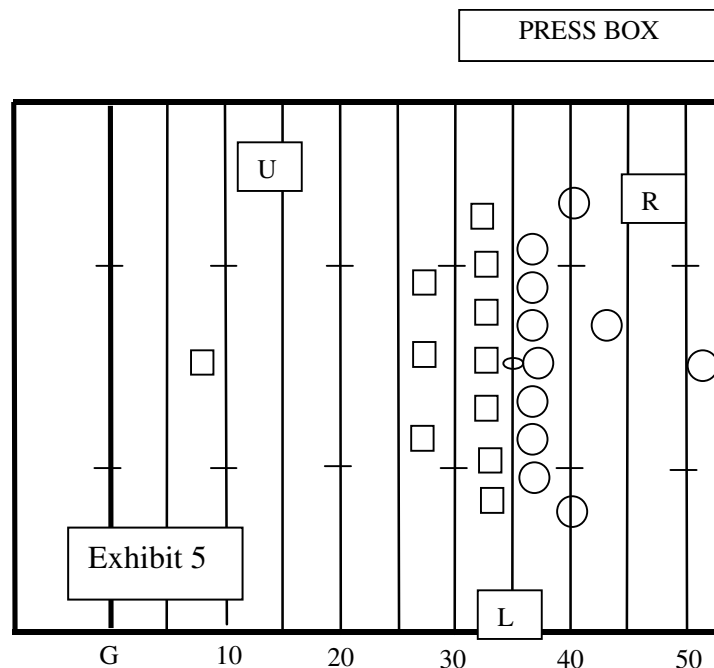
- v. Use extended-arm signal and hold until snap to indicate closest A player is off line of scrimmage.
 - vi. Be alert for player in motion away from you and maintain responsibility for him if he reverses direction.
- b. After snap:
- i. Key through end to read initial block of tackle.
 - ii. Move to position to check blocking and contact of eligible receivers and linebackers.
 - iii. Be ready to rule on direction of quick quarterback pass. Do not punch direction of pass. If pass is backward and incomplete, do nothing. If pass is forward and incomplete, blow whistle and kill clock.
 - iv. Positions:
 - 1. Umpire: Move cautiously downfield for first 5 to 7 yards, approximately halfway between that zone and deepest receiver. Exception: In goal line mechanics, move immediately to goal line after snap.
 - a. Watch for interference by either team.
 - b. Be ready to rule on fumble or illegal pass after completion.
 - c. Rule on ineligibles downfield.
 - 2. Linesman: Stay on line of scrimmage until ball crosses (either by run or pass). Then move downfield to cover play. Exception: in goal line mechanics, move immediately to goal line after snap.
 - a. Rule on whether pass crossed line of scrimmage
 - b. Rule on ineligibles downfield.
 - c. Watch for interference by either team.
 - d. Be ready to rule on fumble or illegal pass after completion.
 - v. If pass is incomplete in your area:
 - 1. Sound whistle
 - 2. Give incomplete-signal
 - 3. Retrieve ball and relay to official nearest previous spot.
 - vi. Know where forward pass first touches anything.
 - vii. Be alert for quick passes down the middle.
 - viii. Be ready to adjust coverage if potential passer decides to run.
 - ix. Be alert for sideline action
 - x. Be alert for forward progress of runner
 - xi. Responsible for entire sideline.
 - xii. Be alert for any A player that voluntarily goes out of bounds and returns.
 - xiii. Always be prepared to come back to rule on play near neutral zone in addition to sideline action.

III. COVERING OFFICIALS

- a. Be alert for an illegal pass

- b. Observe touching or catching by ineligible player
- c. Watch for holding of eligible receivers and all contact beyond neutral zone both before and after pass is thrown.
- d. If ruling on pass reception involving sideline, only signal governing action should be used, i.e. "Incomplete", "stop clock", "touchdown", or "next-down" signals only.
- e. If pass intercepted inside defensive team's 5-yard line and player making interception is downed in end zone or ball goes out of bounds there:
 - i. Be prepared to rule whether his momentum took him into end zone.
 - ii. Mark spot of interception with bean bag.

Scrimmage Kick



- I. REFEREE
 - a. After ball is spotted:
 - i. Check down and distance with linesman
 - ii. Declare ball ready-for-play by using established procedure.
 - iii. Position: 3-4 yards in advance and 5-7 yards outside player in kicker's position, on Umpires' side of the field. (See Exhibit 5)
 - iv. Count K players
 - v. Check numbering exception
 - b. After snap:
 - i. Be alert for roughing the snapper
 - ii. Read play and be alert for run or pass
 - iii. Watch for fouls behind neutral zone especially near kicker.
 - iv. Be alert for blocked kick and be ready to rule on recovery
 - v. After ball crosses the neutral zone, observe line play.

- vi. Move downfield slowly following kick.
- vii. Watch for fouls and be ready to pick up runner if there is a long return.
- viii. Determine from covering official if ball was touched beyond neutral zone and by whom.
- ix. Kick out of bounds in flight:
 - 1. Long kick or kick to linesmen's sideline – line up covering official with spot ball crossed sideline by using an outstretched arm.
 - 2. Short kick on Umpire's sideline – go directly to out-of-bounds spot.
- x. Check with Umpire and HL for possible fair-catch.
- xi. If no foul, signal linesman to move line-to-gain indicator.
- xii. Obtain ready sign from linesman before giving ready-for-play signal.

II. Umpire

- a. After ball is spotted:
 - i. Position: 7-10 yards wider than and in front of the deepest receiver, in position to cover sideline as well as kick. (See Exhibit 5)
 - ii. Count R players
- b. After snap:
 - i. Carry bean bag in hand during down to mark first touching, fumble, momentum or end of kick.
 - ii. Responsible for initial action on or by the end on your side.
 - iii. Cover all kicks down the middle and to your side.
 - iv. Be alert for fair-catch signal by any of the downfield receivers
 - v. Ball rolls out of bounds:
 - 1. Sound whistle and give time-out signal.
 - 2. Hold spot and continue to observe action.
 - vi. Ball out of bounds in flight:
 - 1. Sound whistle and give time-out signal
 - 2. Go deeper than the spot where the ball went out of bounds and walk back toward the referee.
 - 3. Have referee spot you on sideline and hold spot until ball has been spotted for next down.
 - 4. If referee does not assist in spotting you, take your best estimate and sell the spot.
 - vii. Ball stays in bounds:
 - 1. Be ready to rule on whether kick is touched by either team.
 - 2. If ball is muffed, be prepared to rule on possession.
 - 3. Be alert for hand-off and reverse.
 - 4. If K is first to touch a kick which is moving, mark spot of first touching with bean bag and continue to cover play.
 - 5. If K is first to touch kick that is motionless beyond the neutral zone, sound whistle, give time-out signal and mark spot.
 - viii. Following fair catch:

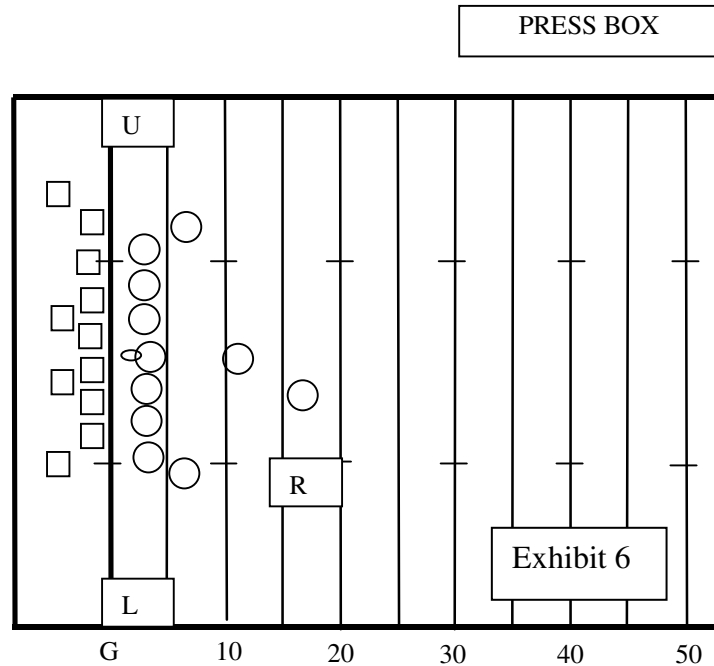
1. Sound whistle, give time-out signal and mark spot.
 2. Observe action or signaler when no fair catch is made.
 3. Be prepared to rule on touchback or safety, or whether receiver's momentum took him into end zone.
- ix. When kick is returned:
1. Move with runner if he runs up the middle or to your side until another official picks him up.
 2. When this is done, delay and observe action behind ball.
 3. Have responsibility for the sideline from end-line to end-line.
- x. When kick becomes dead:
1. Sound whistle immediately and give time-out signal.
 2. Inform referee of ball status before placing it for next play.
- xi. If kick is caught inside 5-yard line and player is downed in his end zone or ball goes out of bounds there, be prepared to rule on whether his momentum took him into end zone.

III. LINESMAN

- a. After ball is spotted:
- i. Position: Same as for run or pass. (See Exhibit 5)
 - ii. Check down number and count R players
 - iii. After "Ready for play", responsible for entire neutral zone.
- b. After snap:
- i. Straddle neutral zone until ball crosses.
 - ii. Cover all kicks to your side
 - iii. Ball out of bounds on your sideline in flight:
 1. Sound whistle and give time-out signal
 2. Move farther downfield than where the ball went out
 3. Walk upfield until referee spots you on sideline
 4. If referee does not assist in spotting you, take your best estimate and sell the spot.
 - iv. Ball rolls out of bounds:
 1. Sound whistle and give time-out signal.
 2. Hold spot and continue to observe action.
 - v. Assist referee in covering ball on short or blocked kick:
 1. Note if kick is touched beyond neutral zone.
 2. Note if recovered in or behind neutral zone.
 3. Carry bean bag in hand during down to mark first touching, fumble, momentum or end of kick.
 - vi. If fair catch signal is made, observe if signaler blocks.
 - vii. Routine kick:
 1. Unless kick comes close to your side, delay move to sideline, cover clipping and other fouls in secondary.
 2. Move with runner if he comes to your side.
 3. Follow to goal line if run is broken.
 4. Have responsibility for the sideline from end-line to end-line.
 5. When ball becomes dead:
 - a. Sound whistle, give time-out signal and mark spot.

- b. Make sure of possession on fair-catch.
- viii. If there is spot foul and you have the forward progress spot, wait for referee to come to you for foul reporting.
- ix. Watch referee for signal to move line-to-gain indicator.

Field-Goal Attempt or Try When Snap is from 15-Yard Line or Inside



- I. REFEREE
 - a. After ball is spotted:
 - i. Position: About 1 yard to the rear and 2-3 yards to side of potential kicker, facing potential holder and able to see holder receive ball. (See Exhibit 6)
 - ii. Count K players
 - iii. Rule on motion of backs within line of vision
 - iv. Check for use of numbering exception.
 - b. After snap:
 - i. Check action on snapper
 - ii. Watch for fumble by holder
 - iii. Be alert for run or pass, but if ball is kicked, move quickly behind kicker into line of flight of ball.
 - iv. Rule on kick after getting signal from line judge if ball passed over crossbar.
 - v. Signal score or no score.
 - vi. If try is blocked, immediately sound whistle and give the no-score signal.
 - vii. If field goal is blocked, ball remains live.
- II. UMPIRE
 - c. After ball is spotted:

II. UMPIRE

- a. Position: 5 yards behind and directly between uprights (See Exhibit 7)
- b. Rule whether kick is successful or unsuccessful
- c. If unsuccessful, rule on a possible touchback.
- d. Give appropriate signal
- e. Responsible for your sideline and end line on runs and passes.
- f. Cover as any scrimmage kick

III. LINESMAN

- a. Position: Stay on line of scrimmage until ball crosses. (See Exhibit 7)
- b. Observe entire neutral zone for snap infractions
- c. Move downfield as any scrimmage kick
- d. Cover line of scrimmage to end line.

Goal-Line Play

I. REFEREE

- a. Position and cover same as scrimmage play.
- b. Do not give touchdown signal from behind runner unless obvious.
- c. Give touchdown signal if touchdown has been signaled by another official and no foul occurred.
- d. When runner has made quick thrust into line, be sure ball is not moved forward after it is declared dead. Assist wing officials if help is needed.

II. UMPIRE and LINESMAN

- a. Position on scrimmage play.
- b. On snap between 10- and 5-yard lines, release slowly downfield and stay ahead of runner to goal line.
- c. On snap inside 5-yard line, release to goal line and officiate back to ball.
- d. Note farthest point to which the ball is advanced:
 - i. If short of goal line, move in quickly and help by marking point with downfield foot.
 - ii. If you see ball in possession of runner touch or crosses goal-line plane, instantly give touchdown signal.
 - iii. If ball breaks goal-line plane while in player possession, give touchdown signal
- e. Linesman:
 - i. Place clip on line-to-gain indicator at intersection with goal line prior to removing it.
 - ii. Remove line-to-gain indicator from sideline when line-to-gain is goal line.

III. ALL OFFICIALS

- a. Only official(s) who actually see touchdown should give touchdown signal.
- b. Officials not observing touchdown do not mirror signal.
- c. Count your respective team.

After Touchback, Safety, Try or Field Goal

I. REFEREE

- a. Declare ball ready-for play by using established procedure.

- b. Count proper team. Be alert for illegal substitutions.
 - c. Be alert for any irregularities as to number of players.
- II. UMPIRE
- a. Retrieve any kicked ball – if kickoff is to follow, the down indicator operator should retrieve ball and relay to you.
 - b. Relay ball to Linesman
 - c. Count proper team players. Be alert for substitutions.
- III. LINESMAN
- a. Take ball to center of field on proper yard line and place it with foremost point on center of line.
 - b. Count proper team players. Be alert for substitutions.
 - c. Hand ball to kicker if it is put in play by a free kick:
 - i. Instruct kicker to wait for referee's signal.
 - ii. Move to sideline where line-to-gain indicator is located.
- IV. ALL OFFICIALS
- a. Be alert for substitutions and any irregularities as to number of players.
 - b. Do not permit any team attendants on field following a touchback.
 - c. Reminder: On free kick following safety:
 - i. Each official assumes same relative position and has same duties as on kickoff.
 - ii. Ball may be put in play by drop kick, place kick or punt.
 - iii. Strive to put ball in play without delay.

Administering Penalties

I. REFEREE

- a. When ball is dead following a foul:
 - i. Give time-out signal.
 - ii. Get full information for official who called foul.
 - iii. Give preliminary signal to press-box side of field only.
 - iv. Give options to captain of offended team.
 - v. When captain's most advantageous choice is obvious, quickly inform him.
 - vi. When captain does not respond, his silence shall be considered acceptance of obvious choice. Once made, it cannot be revoked.
 - vii. Relay foul information to Linesman and Umpire so they can inform their respective team head-coach.
 - viii. Make note of enforcement spot for penalty and confirm yardage with official that called foul. Be aware of previous spot location between inbounds lines for enforcement purposes.
 - ix. March off all penalties. On properly marked field, avoid stepping off distance between yard line, except to the first and for the final yard line. Walk briskly, using an arm signal to point to each 5-yard line you cross.
 - x. After spotting the ball, give final signal for foul to press-box side of field only.
- b. When penalty is declined:

- i. Go to spot of ball
 - ii. Give foul signal followed by penalty-declined signal to press-box.
 - iii. Relay information to Linesman and Umpire so they can inform their respective team head-coach
- c. When there is a double foul:
 - i. Signal each foul, facing press box
 - ii. Follow this with penalty-declined signal
- d. When two penalties are enforced, give proper signals following each enforcement.
- e. When penalty is to be enforced on kickoff:
 - i. Indicate scoring signal
 - ii. Follow with proper foul signal
 - iii. Point to offending team
 - iv. Point toward succeeding spot.
- f. Accepted penalty for foul by either team during last timed down of a period, play continues with an untimed down.
- g. When dead-ball fouls occur after fourth down:
 - i. Signal any live-ball fouls
 - ii. Signal first down
 - iii. Signal ball dead
 - iv. Signal the dead ball foul(s)

II. UMPIRE

- a. Return time-out signal to referee
- b. Hold enforcement spot

III. LINESMAN

- a. Be certain of down number
- b. Proceed to succeeding spot and confirm distance with Referee
- c. Be ready to have line-to-gain indicator moved after penalty administration
- d. Give final signal for foul to be enforced on kickoff to press-box side of field.

IV. LINESMAN and UMPIRE

- a. Check enforcement and yardage
- b. Do not permit trainers, attendants or coaches to come onto the field.
- c. Relay penalty information to appropriate coach and to other officials if necessary.

V. ALL OFFICIALS

- a. Observe live-ball foul
 - i. Withhold whistle
 - ii. Drop penalty marker at proper yard line and continue to observe play noting location of ball at time of foul.
 - iii. When ball becomes dead:
 - 1. Give time-out signal.
 - 2. Sound whistle.
 - 3. Verbally report information to referee.
 - 4. Give no visible signal.
 - 5. Make mental note as to whether clock should be started on ready or on snap.

- iv. Observe dead-ball foul:
 - 1. Sound whistle, toss penalty marker into air and give time-out signal immediately.
 - 2. Follow procedures outlined under iii.
- v. See that referee assesses penalty in all respects
- vi. Calling official (Linesman or Umpire):
 - 1. After calling foul and ball has been declared dead:
 - a. Sound whistle and stop clock
 - b. Get referee's attention by giving short blasts of whistle
 - c. Stay with your flag and wait for referee to come to you.
 - d. Verbally report full information to referee:
 - i. Identify foul.
 - ii. Identify offending team including heresy color and offense/defense or kicking/receiving team.
 - iii. Identify offending player's number or position.
 - iv. Indicate spot of foul, end of run or end of kick.
 - v. Indicate status of ball when foul occurred.
- vii. Assist with locating captains
- viii. Recover penalty markers and ball. Do not move penalty marker until penalty is enforced.
- ix. Enforcement:
 - 1. Stay clear of spot of foul
 - 2. If spot is different, go to enforcement spot.
 - 3. When referee begins enforcement, check for correctness and distance.
 - 4. Avoid visiting while penalty is assessed.
- x. When a disqualifying foul is called:
 - 1. Official who called foul shall inform offending player and report his number and type of infraction to referee, coach and other members of officiating crew.
 - 2. Emphasize disqualification is for remainder of game.
 - 3. If there are double disqualifying fouls, referee may designate another official to assist in reporting fouls to coaches.
 - 4. The official shall not place a hand on offending player, nor accompany or escort him to sideline.
 - 5. All officials:
 - a. Record player's number and name, if known.
 - b. Observe all other players.
 - 6. Following contest, notify state association if applicable.
- xi. Record unsportsmanlike penalties (team, player number, quarter, time, foul, etc)

Measuring for First Down Using Traditional Line-to-Gain Equipment

I. REFEREE

- a. Give time-out signal

- b. Signal linesman to bring line-to-gain equipment onto field.
- c. Motion players away from ball.
- d. Rotate ball so long axis is parallel to sideline.
- e. In side zone, measure before ball is taken inbounds.
- f. If line-to-gain not reached in side zone, use chain to accurately place ball at inbounds spot.
- g. If ball has gone out of bounds, measure to point where ball crossed sideline.
- h. Inside edge of forward indicator marks line-to-gain.
- i. When measurement is completed:
 - i. Signal number of next down
 - ii. Spot ball at proper place.
 - iii. Wait for line-to-gain crew to return to position.
- j. If new series awarded to opponent of team which was in possession when ball became dead:
 - i. Place ball so that foremost point, when it became dead, becomes rear point when the direction is changed.
 - ii. Set new rear indicator with inside edge at new point of ball so that line-to-gain is 10 yards in advance of this point.
- k. After measurement:
 - i. Get ready signs from captains.
 - ii. Declare ball ready-for-play by using established procedure.
 - iii. If not out of bounds, signal clock to start with ready-to-play.
 - iv. If first down for team b, start clock on snap.

II. UMPIRE

- a. Align linesman with ball so measurement is accurate
- b. Take forward indicator from crewman at place of measurement
- c. When linesman says "ready", tighten line-to-gain indicator and hold forward indicator near ball until referee reaches decision.
- d. Do not permit team attendants to enter field.

III. LINESMAN

- a. When a measurement is signaled by referee:
 - i. Grasp line-to-gain indicator and clip at back edge of back-yard line (don't just grasp clip since clip could detach)
 - ii. Instruct down indicator operator to mark front indicator spot and keep same down number.
 - iii. Bring line-to-gain indicator behind ball and place clipped part of indicator at back edge of back-yard line.
 - iv. Hold firmly and call "ready" to umpire to stretch indicator tight.
 - v. Wait for referee's decision and signal.
 - vi. If not first down:
 - 1. While holding indicator, accompany crew to sideline and reset in original position, 6 feet from sideline.
 - 2. Have down indicator operator move indicator to next down.
 - vii. If new series, set inside edge of rear indicator at foremost point of ball after spotted by referee. First down on indicator.

- b. Mark foremost point of ball for down indicator operator on all first downs by placing a heel on the sideline where you want the back stake to be placed for first down.

Time-Out Procedure

I. REFEREE

- a. Sound whistle
 - i. Signal "time-out"
 - ii. If time-out is charged to a team, indicate by moving both arms three times in a horizontal motion toward that team.
 - iii. If official's time-out, indicate by tapping chest with both hands.
- b. Duties:
 - i. Check number of time-outs remaining for each team.
 - ii. Check time remaining with Umpire
 - iii. Check down with Linesman
 - iv. Notify coach and captain after a third time-out has been charged.
 - v. Maintain position near ball.
 - vi. Take position away from other officials, observe Team A.
 - vii. Time 60-second interval: at 45 seconds, signal linesman and Umpire by pointing directly at them to give their teams 15-second warning.
 - viii. Inform each team huddle of down and time remaining in period.
 - ix. Declare ball ready-for-play by using established procedure.

II. UMPIRE AND LINESMAN

- a. Move to position halfway between ball and your sideline.
- b. Be alert for signal from referee to give your team 15-second warning; go to team huddle and say, "Coach, ball will be ready-for-play in 15 seconds".
- c. Be alert for substitutions by your sideline or attempts to use substitutes for purpose of deception, and maintain proper number of players/attendants in huddle when conferences are held between the inbounds lines.
- d. Inform captain and coach of time-outs remaining.

III. ALL OFFICIALS

- a. Repeat time-out signal
- b. Record time-out, number of player who called it, time on clock and period.
- c. Stand alertly erect.
- d. Do not visit with players
- e. Restrict discussion to captain
- f. Do not huddle in group.

Injury Time-Out Procedure

(Additional responsibilities beyond regular time-out)

I. REFEREE

- a. Summon trainer(s) and/or coach(es) on field.
- b. Duties:

- i. Determine whether injured player is or was apparently unconscious. Inform coach that player may not return to game without written approval from a physician.
- ii. Be ready to assist trainer(s) and/or coach(es) in securing additional medical help, if needed.
- iii. Attempt to keep players a significant distance away from the seriously injured player(s). Direct players and coaches toward respective team bench area.
- iv. Once the medical staff begins to work on an injured player, all members of the officiating crew should control the total playing field environment and team personnel and allow the medical staff to perform services without interruption or interference. Always ensure adequate lines of vision between the medical staffs and all available emergency personnel.
- v. Players and coaches should be appropriately controlled to avoid dictating medical services to the athletic trainers or team physicians on the time taken to perform such services

II. ALL OFFICIALS

- a. Make sure summoned trainer(s) and/or coaches are not on the field for coaching purposes.

Ending-of-Period Procedure

I. REFEREE

- a. If field clock is not used:
 - i. Take official's time-out with approximately four minutes remaining in second and fourth periods.
 - ii. Inform both captains of time remaining and see that both coaches are notified.
 - iii. When time expires and ball becomes dead, sound whistle and repeat time-out signal.
- b. If field clock is used:
 - i. When facing clock, be responsible for knowing when time expires.
 - ii. If time expires prior to snap:
 1. Sound your whistle to prevent snap, if possible
 2. If ball is snapped immediately after time has expired, sound whistle loud and long, give time-out signal.
 - iii. Following delay to ensure no foul, no obvious timing error, no request for coach-referee conference, and no other irregularity has occurred, hold ball in one hand over head to signal official end of period.

II. UMPIRE

- a. If field clock is used:
 - i. When facing clock, be responsible for knowing when time expires.
 - ii. If time expires prior to snap:
 1. Sound your whistle to prevent snap, if possible

2. If ball is snapped immediately after time has expired, sound whistle loud and long, give time-out signal
- b. If field clock is not used, keep official time
 - i. Notify referee approximately four minutes before end of second and fourth periods.
 - ii. Notify referee approximately 30 seconds before time for period expires that time may expire during next down.
 - iii. When time expires and ball becomes dead, signal referee by raising arm above head, sound whistle, and give time-out signal.

III. LINESMAN

- a. If field clock is used:
 - i. When facing clock, be responsible for knowing when time expires.
 - ii. If time expires prior to snap:
 1. Sound your whistle to prevent snap, if possible
 2. If ball is snapped immediately after time has expired, sound whistle loud and long, give time-out signal.

Between-Periods Procedure

I. REFEREE

- a. Time one-minute interval same as in time-out procedure, including signaling linesman and line judge to give their teams 15-second warning.
- b. Note and record down, distance and yard line nearest foremost point of ball.
- c. Announce this information to the other officials, and confirm with linesman and umpire.
- d. Measure distance from nearest yard line to foremost point of ball and estimate distance from inbounds line.
- e. Quickly take ball to corresponding point on other half of field and reverse directions.
- f. In spotting ball, check again with linesman and umpire.
- g. At end of 60 seconds while near ball, announce down and distance.
- h. Declare ball ready-for-play by using established procedure.

II. UMPIRE

- a. Record down, distance and yard line nearest foremost point of ball
- b. Observe teams while moving to corresponding spot on other end of field
- c. Assume responsibilities outlined for time-out including giving your team 15-second warning when directed by referee.
- d. Check team box and huddle areas for appropriate conference procedure as during charge time-out.

III. LINESMAN

- a. Record down, distance and yard line nearest foremost point of ball.
- b. Confirm information with referee.
- c. Clip line-to-gain indicator at back edge of back-yard line.
- d. Call down and distance to assistants
- e. Reverse ends of line-to-gain indicator
- f. Set line-to-gain indicator after referee has spotted the ball.

- g. Check number of down and distance to gain.
- h. Assume responsibilities outlined for time-out including giving your team 15-second warning when directed by referee.
- i. Indicate to referee you are ready by signaling number of down with finger(s), or fist for fourth down.

IV. ALL OFFICIALS

- a. Limit of three team attendants are permitted on field
- b. Either legal type of coach-player conferences may be held.

Between-Halves Procedure

I. REFEREE

- a. Instruct time operator to time intermission. Responsible for seeing that three minutes is placed on the clock for the mandatory warm-up period prior to start of second half after the intermission time has elapsed.
- b. Signal time to start clock to time intermission. Do not visit with anyone.
- c. Game ball to linesman
- d. Discuss situations in dressing room or other private place.
- e. Determine which team has choice for second half.
- f. Stand on 50-yard line and wait for Umpire and Linesman to escort captains to middle of field. Listen to captain's choices.
- g. Relay choices to team bench and press box with appropriate signals.

II. UMPIRE

- a. Escort captains to mid-field when directed by referee. Line up on the 45-yard line facing the Referee.
- b. Move toward sideline on R's free-kick line.

III. LINESMAN

- a. During intermission, discuss with line-to-gain crew any aspects of their duties which may be improved to aid in game administration. Remind them to come back in time for the second half.
- b. Escort captains to mid-field when directed by referee. Line up on the 45 yard line facing the Referee. Listen to captain's choices/
- c. Preparing for the second half:
 - i. Station line-to-gain crew near team box and on receiver's end of field.
 - ii. Secure game ball, hand it to kicker, instruct him to wait for referee's signal before he kicks.
 - iii. Move to sideline on K's free-kick line.

IV. ALL OFFICIALS

- a. Leave field together
- b. Assemble in dressing room or other private place
- c. Discuss overtime procedure if applicable.
- d. Return to field at least five minutes before second half is to begin.
- e. Start second half on time.

¹ This instructional manual was derived from “2006 and 2007 Official’s Manual – Football”, by the National Federation of State High School Associations. “Three Officials” was edited in August 2006 by Jim McGeough – Instructional Committee Chairman for the East Bay Football Officials Association, in accordance with the intent of the NFHS manual.