



2021

Football Officials Manual
For a Crew of 7 Officials



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Football Officials Manual For A Crew of 7 Officials

Texas Association of Sports Officials



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PURPOSE OF MANUAL

The manual of football officiating is designed to make available to each and every TASO official, detailed information regarding the officiating techniques which, through evaluation and studied development, have come to be recognized as accepted standards of officiating performance.

This manual is an authoritative guide to the best in football officiating, hopeful that it will assist all officials in maintaining their effectiveness and making ready use of their potentialities.

This manual is designed to provide the best possible officiating techniques for TASO officials working Texas High School Football. TASO officials are expected to use the mechanics specified in this manual and are not authorized to deviate in any manner.

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SUMMARY OF APPROVED 2021 MANUAL CHANGES

HEAD LINE-JUDGE: Head Linesman title has been changed to Head Line-Judge and will still be referred to as **H**.

PRE-GAME DUTIES ON FIELD: Anytime players of both teams are on the field, up to 60 minutes prior to the scheduled game time, at least two officials shall be present on the field. (see page 8)

10-SECOND RUNOFFS: Created a signal the **R** can use to signal to clock operator for a 10-second runoff. (see page 17)

SCRIMMAGE KICKS (PUNTS): SECTION 17. – ARTICLE 1.

- Modified the position before the snap for the **R** on scrimmage kick (punt) plays to be slightly behind punter.
- Modified positioning of the **U** to adjust to field position 8 to 10 yards deep on Team B side of the LOS.
(see page 51)

OFFICIATING REQUISITES

COURAGE, A WORKING KNOWLEDGE OF THE RULES AND MECHANICS, HUSTLE, AND TACT are indispensable to a good official, but none any more important than – GOOD JUDGMENT!

RULES AND MECHANICS: An overall familiarity with the rules and full understanding of mechanics are necessary for the proper conduct of a game. The intent of each rule must be kept in mind. Each official should seek the happy medium between strict adherence and undue laxity. Situations arise in a game which cannot be foreseen and which cannot be covered in a rule book or manual. Football “sense” must supersede the most technical application of the rules.

COURAGE: A smooth running game suddenly can get out of hand as a result of an overly officious attitude toward players and coaches, or an undue laxity of enforcement. Conversations with a coach or a player should always be courteous without sacrificing dignity. If something is said or done which warrants a penalty, penalization should be done unobtrusively and without dramatization. A game is kept under control by proper administration of the rules, which can be best accomplished if no impression of militant supervision is created.

HUSTLE, BUT DON'T HURRY: Hurry should not be mistaken for hustle. There are times it is proper to speed the tempo of the game in order to get the ball back in play after an incomplete pass, to take a position on a foul situation, to prepare for a measurement, etc. Never hurry an injured man off the field. Never rush to get another ball before the play is over. Don't move the ball to the inbounds line without first checking for the need of a measurement. Don't pressure a captain's decision on a difficult option. Precision and care should be exercised in all situations. Hustle is essential. HURRY is a hazard.

TACT, BUT NOT SUBMISSION: Tact is necessary but should never be a justification for retreat from a position properly taken or a decision correctly rendered.

POISE, BUT NOT INDIFFERENCE: Staying loose is an asset in officiating, as in any other phase of a sport where fast reflexes are required. A relaxed appearance is a great help if it gives the impression of confidence. Care, however, should be taken to avoid the appearance of indifference. The poised official is able to remain inconspicuous as he moves to the right place at the right time.

SECTION 1. GENERAL PRINCIPLES

ARTICLE 1. KNOWLEDGE OF THE RULES:

Rule mastery will be perfected over time, and must be supplemented by ability to interpret rules and editorial changes correctly. These abilities are acquired through devotion of time and study.

ARTICLE 2. PHYSICAL CONDITION:

Football officiating is difficult and exhausting and requires 100 percent efficiency of mind and body. An annual physical examination should be a personal requisite to ensure your health, thus allowing you to assess your ability to officiate.

ARTICLE 3. MENTAL REACTIONS:

Decisions must be instantaneous and rulings announced without delay. To ensure improved instinctive reaction to play situations, continue to review the different combinations of circumstances that may occur.

ARTICLE 4. DUTIES AND RESPONSIBILITIES:

Each official must have a thorough knowledge of the duties of his own position and must also be fully informed concerning the duties of each of the other officials. He/she should be prepared to assume any one of the other positions whenever circumstances require rearrangement of assignments.

AN OFFICIAL MUST:

- A. Know the down and yardage prior to each snap.
- B. Be ready to assist any official that is temporarily out of position.
- C. Observe erroneous procedure or rulings of other officials and attempt prevention and correction whenever possible. Under no circumstances should an argument develop on the field between officials.
- D. Know the prescribed signals and when and how they should be used.
- E. Secure a new ball if appropriate, after all action has ceased and be able to handle and pass the ball properly.
- F. Be alert to happenings away from the ball when play has left his immediate area.
- G. Call time-out for any player who is obviously injured or disabled. Never hurry the treatment of an injured player. Recognition of injured players is the concern of all game officials. Clock can be started if time-out is not necessary.

ARTICLE 5. SIGNALS:

All signals should be given promptly, distinctly and conspicuously as they are the non-verbal communications tools we use to inform.

ARTICLE 6. ENFORCEMENT:

All rules should be strictly and fairly enforced. There shall be no deviation from the NCAA Football Rules with UIL exceptions.

ARTICLE 7. HUSTLE:

Keeps the game moving smoothly from start to finish. Do not permit haste to interfere with duties or correct determinations.

ARTICLE 8. BOXING IN:

Smart officiating requires keeping the players "boxed in" and avoidance of officials being "boxed in". "Outside looking in" is essential for sideline and end line coverage. The ultimate goal is to have each play viewed from more than one direction.

ARTICLE 9. OFF BALL OFFICIATING:

Officials should not be ball watchers. The official nearest the action should take the primary responsibility for the ball, but should also be alert to action around the ball. The official that is the farthest distance away should take the widest, "big picture" view of the action, looking for unsportsmanlike acts and threats to player safety. The officials in between should work in "rings". The closer you are to the ball, the smaller your "ring" is.

ARTICLE 10. COOPERATION:

Team work is essential among officials. If a ruling is puzzling, relay explanation to press box. Never issue direct or indirect newspaper interviews, statements or stories concerning games in which you are an official. Continuous verbal and non-verbal communication between all officials during the game is essential for effective game administration.

ARTICLE 11. DON'T DISCUSS:

Do not discuss with a coach the play or players of his opponents in a game which you will officiate or are officiating. Coaches and other school representatives are expected to submit reports on work of officials to the governing authority and not to make evaluations through conversation with other officials or through public statements.

ARTICLE 12. OFFICIALS' "ABCs"

- A - Ability to handle players in firm, fair, and friendly fashion.
- B - Knowledge, understanding and correct application of the rules.
- C - Knowledge of an adherence to approved mechanics.

ARTICLE 13. WHEN IN QUESTION RULES:

- A. Block below the waist (2-3-2-a).
- B. Block in the back is below the waist (2-3-4-a).
- C. Catch or recovery not completed (2-4-3-h).
- D. Ball not touched on kick or forward pass (2-11-4-d).
- E. Ball is accidentally kicked (touched) (2-16-1-d).
- F. Forward rather than backward pass if thrown from in or behind the neutral zone (2-19-2-a).
- G. Forward pass and not fumble (2-19-2-c).
- H. It is a catchable forward pass (2-19-4 and 7-3-8-c).
- I. Stop clock for injured player (3-3-5-a-1).
- J. Forward progress stopped (4-1-3-a).
- K. Kick catch interference (6-4-1-b and e).
- L. Touchback rather than safety (8-5-1-a).
- M. Is targeting with the crown of the helmet (9-1-3).
- N. Is initiating contact to the head or neck area of a defenseless player (9-1-4).
- O. Twisting, turning, pulling facemask or helmet opening (9-1-8-b)
- P. Roughing kicker rather than running into (9-1-16-a-8).

ARTICLE 14. ALTERNATE OFFICIAL-

For some games, an Alternate Official may be assigned in case another official is injured during a game. The Alternate Official will be considered a part of the crew, should travel and arrive at the game site with the crew, and participate in pregame activities with the crew. The Alternate Official will dress in the same uniform as the game crew and will wear a black shirt or jacket at all times when on the field. During the game, the Alternate official will be positioned on the sideline opposite the press box, moving up and down the field as play dictates, paying close attention to each play in preparation for the possibility of entering the game. The Alternate Official will only enter the game in situations where another official is injured and cannot continue his duties. The Alternate Official will aid the crew in matters such as pass thrown beyond/behind the LOS, pass caught/touched beyond/behind the LOS, and linemen illegally downfield.

SECTION 2. STANDARD UNIFORM

ARTICLE 1. TRADITIONAL UNIFORM:

It is essential that all TASO football officials dress in a consistent manner. All members of a crew must be similarly dressed. For all varsity games the uniform worn by all officials shall include the following:

- A. **SHIRT** - Standard black and white knit, long tail, 2¼ inch vertically striped officials' long and short sleeve shirts with pocket on the left breast (without emblem or numbers, other than small manufacturer's logo) and complete with knit black "Byron" collar and black cuffs. Mesh shirts may be worn if entire crew is so garbed.
- B. **PANTS** - The Pants shall be full length black pants. The pants must include a one and one-quarter inch white strip on the seam of the leg, must not be cuffed, and must continue to the shoe without a break.
- C. **SOCKS** – When wearing approved pants, officials will wear black socks
- D. **SHOES AND BELT** – Predominantly black shoes with black laces and appropriate soles or cleats. A black belt, a minimum of one and one-quarter inches and a maximum of two inches in width shall be worn.
- E. **CAP** - Brooklyn style solid black cap with traditional narrow white piping (without emblem or numbers, other than small manufacturer's logo) shall be worn by all but the Referee, who shall wear a Brooklyn style solid all-white cap (without emblem or numbers, other than small manufacturer's logo). The cap shall be oriented with the bill facing forward and squarely covering the forehead of the official. For state championship games only, the logo of a sanctioning body may appear on the front two panels.
- F. **FOUL MARKER** - All officials shall be equipped with a light gold foul marker, 15" X 15" and weighted in the center with pebbles, sand or beans and worn *INCONSPICUOUSLY*.
- G. **BEAN BAGS** - All officials will be equipped with one or more **white or black** bean bags for marking spots. Bags shall be filled with pebbles, sand or beans. The entire crew must use the same color of bean bag.
- H. **JACKETS** – Jackets are not considered part of the official uniform.
- I. **UNDERSHIRTS** - All undershirts which show should be black. Long sleeved undershirts shall only be worn with long sleeve standard official's shirt.
- J. **GLOVES** - Gloves when worn shall be black.
- K. **NUMBERS, LETTERS, AND EMBLEMS** – A 2" x 3³/₈" American Flag will be worn on the left sleeve and a 2" x 3³/₈" Texas Flag will be worn on the right sleeve. A standard TASO patch as prescribed by the TASO Football Board of Directors shall be worn above the left breast pocket.

The crew may opt to wear letters or plackets for Varsity games only. The plackets must be worn

by the entire crew and must be securely affixed to the back of the shirt, centered 3" below the collar. The letters shall align with the TASO mechanics manual, i.e., R, U, H, L, B, S and F.

All other numbers, letters, and emblems visible on uniform or equipment are prohibited, except as may be specifically directed by the TASO Football Board of Directors or the TASO Executive Director. Requests for memorial or other special insignia or emblems must be submitted to the Executive Director for approval.

L. **HELMETS** – A protective helmet may be worn by the Umpire. When worn, helmets will be black, without a bill and must be fitted and secured with a black chin strap which must be secured when the ball is in play.

M. **MICROPHONES** - Microphones for officials other than the **R** are prohibited. Protected wireless communication systems open only to the crew and observers may be allowed if approved by TASO prior to use on the field.

Below are the standards, along with a brief explanation, that all crew systems must meet in order to be considered for approval. A list of approved systems is available in the Member's Portal at taso.org and available for crew use without prior approval. While other radio systems may meet the standards below, if they are not on the approved list, they may not be used without written approval from TASO.

- **Private transmission.** Radios must provide a system of "privacy codes" which allow for private communication and conversation within the system while also reducing interference.
- **Push to talk operation only.** Allows more focus by officials without the distraction of open microphones.
- **Paired with headset and microphone.**
- **Water resistant.**
- **Black or black & white are the only acceptable colors.**

ARTICLE 2. TASO-FOOTBALL APPROVAL:

All uniforms meeting the above specifications are approved by the TASO-Football Division board of directors.

ARTICLE 3. UNIFORM CHECK:

Check your uniform and equipment before leaving home and again check each other's uniform prior to the game. Test whistle, watch (carry spares) have game data cards, foul marker, bean bag(s), a down indicating device and pencils. Have shoes polished and entire uniform neat and clean.

ARTICLE 4. SUMMER UNIFORM:

A "summer uniform" is approved for wearing in scrimmages and sub-varsity, in accordance with Chapter policy, but all in the crew must wear the same uniform. A "summer uniform" is a traditional uniform with black shorts with a 1 ¼ inch white stripe down the side. Black socks will be worn with the black shorts.

SECTION 3. OFFICIATING PROCEDURES

ARTICLE 1. BEFORE ENTERING FIELD

- ALL** A. Attendance at the pre-game conference at least one and a half (1.5) hours before the scheduled game time is mandatory for varsity games. Only an emergency and notice to the Referee may excuse an absence.
- H** B. In the absence of the **R**, you are responsible to ensure that a pre-game conference is conducted. A pre-game conference guide is provided in this manual as a tool to help prepare for and deliver a pre-game conference.
- U** C. If not provided, arrange dependable transportation to and from the stadium.
- B** D. Make certain you have correct time. Other officials will check their watches with yours. Playing time shall be kept with a game clock which may be either a stopwatch, operated by the **S** or a field clock, operated under the direction of the **S**. If they have been delivered to the locker room, take over game balls from **R**; and take them to field just before game time. Have stopwatch or watches ready if necessary. Ensure that you have an accurate timing device for timing the 25 second count.
- R** E. Conduct a thorough meeting outlining individual and crew duties, (A pre-game conference guide is included at the end of this manual as a tool to help prepare for and deliver a pre-game conference.) The purpose of a pre-game conference is to prepare the crew mentally. It is important to solidify the thinking of officials in regard to procedures, rules and interpretations and enforcement. Referees will vary their approach to a pre-game conference, but the value of organizing and unifying the techniques to be employed in a game cannot be overemphasized. No unauthorized visitors shall be allowed in the area during this important session.
- S, B** F. Instruct clock operators. (See Section 7) Meet with both clock operators 60 minutes before kickoff and review game timing procedures for both play clock and game clock.
- R, U** G. Visit each team one hour and fifteen minutes before kickoff. **U** inspects player equipment, braces, bandages, tape, etc. **U** should record numbers of players with illegal equipment and recheck when players come onto the field. **R** checks official time and confirms starting time with each head coach or designated representative. Remind head coach of equipment rule requirements and his certification that all players are equipped according to rule, and review any unusual game situations, extensions of half-time, etc. Additionally, the **R** may ask each Coach for insights on: scrimmage play formations, free kick formations, return formations, etc.
Note: If coaches or teams are unavailable at 1:15:00, conduct above conference a minimum of 45 minutes prior to kickoff.
- ALL** H. Leave the dressing room together at least 20 minutes prior to kickoff.

SECTION 4. PRE-GAME DUTIES ON FIELD

Pre-game activities on the field performed by Officials are very important and necessary so all officials, chain crews, teams and clock operators are ready for the start of the game and compliant in all rules. Officials should utilize the pre-game time effectively to accomplish all tasks and not use it for activities unrelated to pre-game activities.

ARTICLE 1. PROCEDURES

- ALL** **A.** Anytime players of both teams are on the field, up to 60 minutes prior to the scheduled game time, at least two officials shall be present on the field.
- ALL** **B.** Arrive on the field as a unit, no later than 15 minutes before scheduled game time; sooner if duties require.
- C.** Note location of press box, team areas and benches. Check identities of team trainers and game administrator(s).
- R, B** **D.** Inspect entire field. Observe any unusual markings or serious irregularities and advise other officials. Take measures to remedy or remove any hazards from within or near the boundary lines, requesting assistance from management and from other officials as necessary.
- U** **E.** Spot check player equipment, pads, braces, pants, shirts, bandages, tapes, etc. and have the teams' trainer(s) make any needed corrections.
- R, U** **F.** Arrange with captain of the team whose bench is on your sideline to meet you in the room or at the 50-yard line, on his sideline, 4 minutes before game time.
- H, L** **G.** Organize your assistants, locate yardage chain and down marker and have assistants ready with all equipment on the sideline opposite the press box. Check the chain for kinks, knots and weak spots. Check chain against 10-yard measure on the field. Check chain for tape marker at mid-point.
- H, L** **H.** Instruct your assistants to:
Set down marker, rods and clip where indicated by you. Position ground markers adjacent to sideline. Box man places down marker on sideline where indicated. Chains are then set on sideline and clip attached on side of yard line closest to rear chain rod. When chains are set, box man retreats six feet and establishes spot where chains are to be reset after clip has been attached. On touchback situations set front stake on the 30-yard line (35-yard line after a free kick) and stretch chain back toward the 20-yard line (25-yard line after a free kick). Emphasize that your assistants should move only at your direction and to move quickly when such a move is indicated.

The following is excerpted from the UIL Manual / Football Plan:

Chain Crew

With the addition of the 40/25 second clock to UIL games, it will be extremely important to get the chains set and ready for the next play. The chain crew, but most

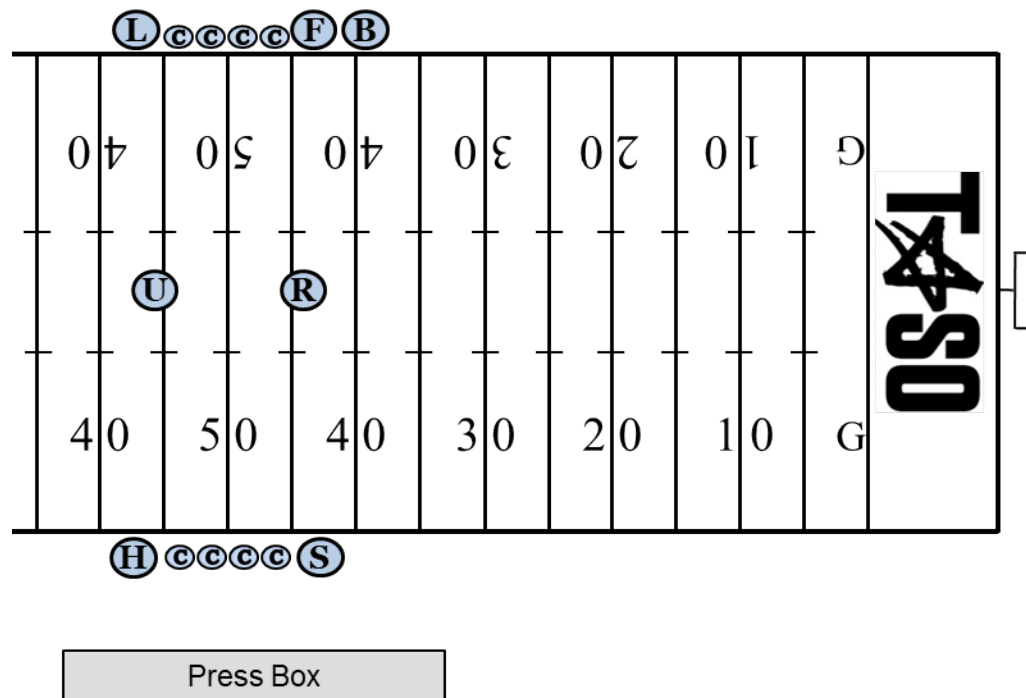
importantly, the down box/marker must hustle (and sometimes run!) to the succeeding spot. If the school is able, it would also be recommended that there be an 'alternate' down box on the opposite side of the field that can hold the previous spot in case it is necessary to return to that spot for some reason. In that scenario, the 'alternate' down box would remain at the previous line of scrimmage until the ball was marked 'ready for play' at the succeeding spot and then move to that spot for the ensuing snap.

NOTE: Be prepared to give complete and thorough instructions to assistants if a different line to gain device is to be used in the game.

1. See that the chain is taut and not kinked.
2. Make no remarks to players, nor express opinions concerning any ruling.
3. Never move down markers, chains or change the number of the down unless so directed by the **H** or **L**.
4. Remove themselves and all equipment outside the limit line for free kicks.
5. Chains are laid down and only the down marker is used when a first down is declared inside the 10-yard line.
6. If threatened by a player(s) coming to the sideline, the crew should drop the yardage markers and retreat for their own safety and well-being.

- L, H** I. If used, instruct auxiliary box operator concerning duties and use of line-to-gain indicator. Ensure that the auxiliary box is worked approximately six feet off the sideline. Auxiliary box operator is not to move until ball is ready for play on succeeding down.
- S, F** J. Be sure the game balls are available and instruct ball retrievers on game duties. **H/S** and **L/F** will participate in instructing ball retrievers on their side. Ball persons shall not enter the field unless requested by the officials.
- ALL** K. After completing pre-game duties, retire to benches. **L, F** and **B** opposite the press box, **R, U, H** and **S** to press box side.
- S, F** L. Bring the captain(s) to the 50-yard line on the sideline at their team area four minutes before game time.
- L, H** M. Responsible to have teams on your side of the field prior to the toss.

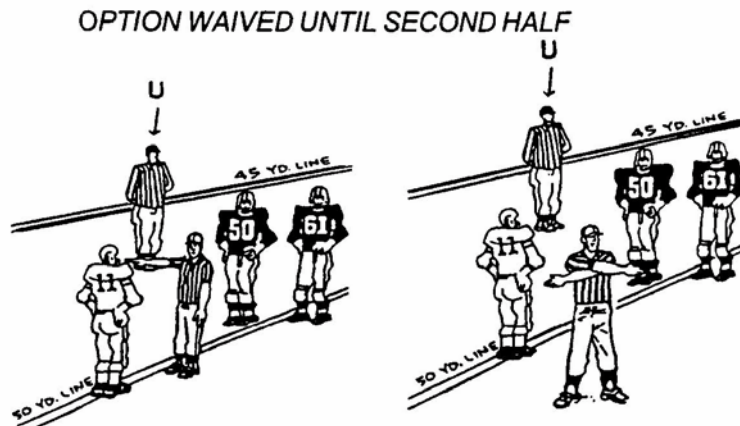
SECTION 5. THE COIN TOSS



ARTICLE 1. PROCEDURES

- R, U** A. Go to the center of the field 3 minutes prior to game time.
- R** B. Face scoreboard or the primary scoreboard if multiple scoreboards exist.
- F, S** C. Escort captain(s) to the 9-yard marks and stop while sending them to the middle of the field. Take this position at the 9-yard mark to keep teams behind them. **DO NOT ALLOW TEAM MEMBERS WHO ARE NOT INVOLVED IN THE TOSS INSIDE THE 9-YARD MARKS ON YOUR SIDE.** If team members do not approach the 9-yard marks, return to the team area. Stay between the **team and the 9-yard marks.**
- H, L, B** D. Remain on the sideline. **L** and **B** have the game ball from the team on your side until the winner of the toss is determined.
- R** E. 1. Introduce captains to each other.
 2. Advise captains of any irregularities or special ground rules.
 3. Have captains face each other with their backs to the sidelines. Ask **visiting** captain to **call** the toss. Ask the **home** captain to **repeat** what the visiting captain called. If either captain, or **R** or **U** disagrees, seek clarification **BEFORE** making the toss. **R** shall allow the coin to hit the ground. If warranted by field conditions, **R** may catch the toss.
 4. Indicate winning captain by placing your hand on his shoulder. Explain and obtain his option. Explain loser's options and obtain his choice. Should a captain who wins the toss waive his choice until the second half, **R** will:
 a. Indicate the winner of the toss by placing his hand on that captain's shoulder;

- b. Step clear of captains, turn to the press box and signal "choice declined" (S 10);
- c. Subsequently request first choice from the opposing captain, and then;
- d. Present remaining options to the other captain.



When captain elects second half option, R should step clear of captains (a minimum of three steps) and clearly indicate with Signal #10 that the winning captain has deferred his choice to the second half. Following this signal, the R will give other captain the option and continue usual coin toss procedure.

5. Face press box, place captains in position facing each other with backs to the goal which they will defend.
6. Signal choice of choosing captain by swinging leg simulating a kick or make a catching motion while facing the same direction as the winning captain. If choosing captain elects to defend a goal, point with both arms extended toward the goal line and then give an appropriate signal for the choice of the other captain.
7. Optionally, line up captains on the sideline on the 49-yard line of the side of the field they will defend. Escort captains to the middle of the field and conduct the coin toss as above. This option should only be used if the toss is a re-enactment of the real coin toss that occurred as both teams left the field after pre-game warmups.

ARTICLE 2. TOSS COMPLETED

- ALL** A. When the toss is completed, other officials will join the **R** and **U** at mid-field and make a written record of the toss results. Move smartly to kickoff positions simultaneously.
- R, B** B. Move to positions through the center of the field.
- L,H,S,U,F** C. When moving to your kickoff position, go directly to your sideline and move teams

and coaches back to clear the sideline before going to your kickoff position. H and L may move directly from the middle of the field to kickoff position at respective pylon.

ALL D. Start the game at scheduled time.

SECTION 6. GENERAL GAME DUTIES

ARTICLE 1. SUBSTITUTIONS AND COUNTING PLAYERS

- ALL** A. 1. All officials are responsible for legality of substitutions.
 2. **R** and **U** are responsible for the correct number of players on the offensive team.
 3. **F**, **B** and **S** are responsible for the correct number of players on the defensive team.
 4. **H** and **L** are responsible for the correct number of players for the team on their sideline.
- ALL** B. On free kicks,
 1. **U** and **B** count the players on the kicking team.
 2. **R**, **L**, **H**, **F**, and **S** count the players on the receiving team.
- ALL** C. Use the fist signal when the team you are counting has 11 players on the field. The open palm signal will be used when the team you are counting has fewer than 11 players on the field.
- D. In situations where Team A is either in a no huddle formation or has already broken the huddle and substitute(s) enter the field:
 1. **B** and either **H/S** or **L/F** (the officials working Team A's sideline) should signal, by arms held with closed fists extended horizontal to the ground, that Team A is substituting and Team B is allowed the opportunity to do so as well.
 2. If it is apparent that Team B will respond with substitutes **R** will then signal in the same manner, indicating to the **U** that action is required.
 3. **U** should move to a position over the ball when seeing either this situation or signal.
 4. Upon completion of the substitution process by both teams, **R** will release **U** to his normal position by dropping his arms and pointing at **U**.

ARTICLE 2. WRITTEN RECORDS AND OTHER GENERAL GAME DUTIES

- ALL** A. Make written record of charged time-outs and fouls you call. The position of ball at end of first and third periods, including down and distance, is the responsibility of the **R**, **H**, **L** and **U**. **B** is responsible for recording elapsed time and making certain the status of the clock is correct.
- ALL** B. Convey any message you have for other officials promptly. Avoid any position which suggests a huddle of officials, unless necessary.
- ALL** C. Be alert for players being out of bounds before a snap or free kick.
- ALL** D. Watch for fouls, being certain to know:
 1. Spot where run or scrimmage kick ended.
 2. Spot of foul, position or number of offending players.

3. Whether, ball was loose, in possession or dead when the foul occurred.
4. That clock is stopped.

- ALL** E. Be ready for any type of play or unusual development. Always be prepared to rule on muffs, fumbles backward and illegal forward passes and know which team possessed a fumble or backward pass before it went out of bounds between goal lines. On recovered fumbles, nearest official must rule on possession by prompt signal. If possible, point to recovering player to assist press box.
- ALL** F. Be alert to rule on dead ball behind a goal line. Indicate ruling by prompt signal.
- ALL** G. Signal time-out (S3) when the rules provide for stopping the clock or when time-out is charged to a team or to the **R**. Repeat time-out signal of other officials.
- ALL** H. Covering officials will use the dead ball signal (S7) when the play ends and there is no other reason to stop the clock.
- ALL** I. A winding signal (S2) may be used when the ball becomes dead close to the sideline and the covering official rules that the ball remained inbounds. When the covering official uses a winding signal, make only two complete rotations of the arm. If an obvious first down has been made by Team A, the clock shall then be stopped.
- CALLING** J. Indicate by a touchdown signal (S5) (without reference to any official) when the ball is legally in possession of a player on or behind his opponent's goal line. **R** check for any foul that might affect the ruling; if none, then give touchdown signal.
- ALL** K. Check for false starts and feints.
- ALL** L. Leave no doubt in the minds of players or other officials, as to any ruling you make.
- ALL** M. Be especially alert for acts of misconduct (Rule 9).
- ALL** N. Before the ball is put in play, adjust position as necessary to ensure you can clearly see your key and area of responsibility. There can be no excuse for failing to be in a good officiating position before the ball is put in play.

ARTICLE 3. AFTER EACH SCRIMMAGE DOWN

- R** A. After each scrimmage down, **R** should go quickly to the appropriate position where he can observe the offensive huddle. He should then check the down and distance with the **L** and announce and indicate the new down. If play clock is to be started on the **R**'s signal, **R** should then declare the ball ready for play by sounding his whistle and giving ready signal (or wind the clock). **R** should only go to the line of scrimmage for non-routine events, close measurement, etc. Under unusual circumstances this procedure may vary and require discretionary action by **R**.
- R** B. If by rule, the clock should be started after Team A is awarded a first down, then declare the ball ready for play by starting the clock when the point of the new series of downs has been established.
- U** C. When the offensive team is attempting to run a hurry-up play, after the ball is spotted, **U** will inform both teams simultaneously, that the ball may not be snapped

until the whistle is sounded OR the **U** advises the offense that play can begin. **U** will stand over the ball until **R** has backed away from the neutral zone and then indicates the **U** to back out of the way. As soon as **U** is clear of the neutral zone and in position to officiate, **R** will declare the ball ready for play (or wind the clock) and simultaneously sound his whistle OR the **U** will advise the offense play can begin.

- R** D. Upon assuming position for the next down:
1. Recheck number of downs with other officials, showing numbers of fingers, closed fist indicates fourth down.
 2. Assume the position where you can see the ball and the offensive tackle on your side of the ball at the snap
 3. Check legality of backfield formation and one second stop following shift or huddle.
 4. Know which backs are eligible to touch a forward pass. On spread formations, **R** is responsible for the backfield group directly behind the ball as to illegal motion and eligibility.
 5. Check blocking behind the line after the snap. Be alert for pass thrown toward you. Do not pursue the ball too closely. You are responsible for the ball and runner behind the line of scrimmage. When the runner crosses the line of scrimmage, he will be the responsibility of the wing officials and subsequently the downfield officials. Be alert to the play behind the ball.
 6. Unless in position to determine that ball is legally in possession on or behind opponent's goal line, check for fouls by other officials before giving touchdown signal, signal time-out and proceed as usual.
 7. Do not overlap coverage with **H** or **L** when the ball becomes dead beyond the neutral zone.
 8. Be responsible for the official score.
 9. With **B**, check time consumed in snapping and free-kicking the ball, and call play clock infraction. **B** takes regular scrimmage plays, FGs and TRYs; **R** has free kick.
- U** E. 1. If **R** omits ready signal when needed to make the ball ready for play, **U** should remind him immediately.
2. Observe ineligible on the scrimmage line. Determine in pre-game conference sharing this responsibility with **H** and **L**. Be primarily responsible for detecting any illegal advance on forward passes.
 3. Assume primary responsibility for determining the legality of defensive signals.
 4. Take initial position to observe ball at snap.
 5. Be alert for legality of player equipment.
 6. Take primarily responsibility for lateral placement of the ball at the previous spot after an incomplete pass, penalty, etc.
 7. Determine legality of ball before it is put in play for each down.
- H, L** F. 1. Check down marker for correct number and indicate placement to assistant. Be sure there are no fouls or other reasons for holding spot of previous down before signaling the assistant.
2. Signal number of each down by holding one arm aloft with correct number indicated by extending fingers. Closed fist indicates fourth down.
 3. Anticipate any call for measurement, and be on sideline ready to bring chain when signaled by **R**.
 4. Each time a new line-to-gain is established, personally mark the spot on the sideline where the down indicator is to be set, and be sure that it is set correctly and then moved off sideline.
 5. When a first down is awarded inside the 10-yard line, only the down indicator will

be used. The chain crew will ensure the down indicator is returned to the proper spot if forced to move.

- H, L** G. 1. Be alert for all possible pass receivers. Know and observe the eligible receivers on your side of the field. Be responsible for players who spread to your side of the field.
2. Be certain that all players are boxed in at the snap and that all offensive players have complied with the 9-yard mark restrictions.
3. Stay wide as you mark progress with downfield out thrust foot (unobtrusively, not making a production out of it.) Do not jump over players. If necessary, come into the field as far as you can. Hold spot with foot until you are sure **U** or another official has spot.
4. Be aware of the importance of assisting **R** in marking forward progress behind the neutral zone, particularly when goal line is involved.
5. Check for encroachment, offside and other scrimmage infractions. Assist **U** on legality of numbers of interior offensive linemen on split or wide formations.
6. Check for backs or linemen illegally in motion. Check backs on your side of the ball for illegal motion and flankers on your side for one second stop after the huddle.
7. Be alert for illegal blocks by players spread to your side more than 7-yards from the offensive middle linemen and by backs outside the normal tackle position.
- F, S** H. 1. Be alert for all possible pass receivers. Know and observe the eligible receivers on your side of the field. Be responsible for players who spread to your side of the field.
2. Be certain that all players are boxed in at the snap and that all offensive players have complied with the 9-yard mark restrictions.
- B** I. 1. Be alert for all pass receivers. Give attention to play on tight end or ends moving off the line of scrimmage and to continuing action downfield as well as play near the sidelines and out of bounds.
2. Be aware of offensive players having complied with the 9-yard mark restrictions.
- ALL** J. Before free kick or snap which starts any period, complete all prescribed duties.

SECTION 7. TIMING

ARTICLE 1. GAME TIMING

- S**
- A. 1. All game timing is under the direction of the **S**. He is primarily responsible for recording elapsed time and making certain the status of the game clock is correct
 2. Make certain you have correct time. Other officials will check their watches with yours. Confirm starting time with home management and arrange for punctual arrival of officials on field. Have stop watch (or watches) ready if necessary.
 3. When a clock operator is assigned and a field clock is official, be certain that clock equipment is in good condition. Arrange for relaying information and for signaling the operator, especially regarding 10-second runoffs.
 4. Playing time shall be kept with a game clock which may be either a stop watch operated by **S** or a field clock operated under the direction of **S**.
 5. All time intervals, team time-outs and between periods are the responsibility of **B**. The time for the intermission between halves is the responsibility of the **S**.
 6. The game and 25 second clock operators will report to **S** and **B** prior to the game. They will be instructed:
 - a. Report to the official's dressing room at the stadium 60 minutes before game time to synchronize timer's watch with official game time as established by the **S**.
 - b. To advise officials as to the location of the clock operator in the press box or on the sideline, and to determine procedure for communications with timer and check this procedure preceding game
 - c. To discuss coordination of starting and stopping the clock in accordance with the playing rules and for relevant signals related to the 10-second runoff. **The R extends both arms forward & slightly above shoulders with palms facing out and will flash all fingers on both hands towards the press box to signal a 10-second runoff is needed. This could be used when no microphone or other communication is available with the clock operator.**
 7. Be prepared to assume timing of the game on the field in the event the field clock becomes inoperative. The clock operator shall each have an extra stop watch available in case of failure of the game clock. He shall immediately contact the officials by field telephone or PA announcement. He shall then give the **R** and **S** the correct data regarding the official time. **S** will then pick up the correct game time on his stopwatch.
 - a. Should the field clock become inoperative, the public address announcer will indicate to the crowd that the field clock will not be official until the malfunction is corrected and subsequent announcement made over the PA system.
 - b. **S** will alert the PA announcer concerning remaining time as often as possible.
 8. Synchronize all pre-game and half-time activities with the official game clock.

- R**
- B. 1. Start the field clock 30 minutes before game time.
 2. Start the intermission timing (28 min max in UIL when the players and coaches leave the field. **R** will give the "start the clock" signal from the end zone.

C. GAME PROCEDURES FOR TIMERS

- Timers**
1. On all free kicks, start the clock when the ball is legally touched in the field of play, unless the ball is caught or recovered by a player who is legally down. In this case, the clock will not start. The nearest official(s) will signal the legal touching of the ball by indicating that the clock should start. The clock will start when the ball crosses the goal line after being first touched by the receivers in the end zone. Usually, this will occur when a receiver carries the ball out of the

end zone. It could occur on a muff or fumble, however. In any case, **H** or **L** will be indicating that the clock should start.

2. Under NCAA football playing rules the official who declares the ball dead will be the first official to signal a time-out when the team in possession of the ball meets the requirements for first down. Key yourself on him as the clock will usually stop on long gainers.
3. Any official may signal a team time-out, so be alert to stop the clock.
4. The clock is not to be stopped on plays near a boundary line unless an official so signals. Many times, the ball goes out of bounds after having been declared dead in the field of play and no time-out legally occurs. If a pass is touched or caught out of bounds, the incompleteness signal will stop the clock. Be alert for the covering official's signals.
5. Game officials and clock operators are to be sure that a time-out is indicated and the clock is stopped under the following circumstances:
 - a. Whenever a team or an official's time-out is charged.
 - b. After any score.
 - c. When a live ball goes out of bounds.
 - d. On a penalty.
 - e. When either team is awarded a first down.
 - f. Following an incomplete pass.
 - g. At the discretion of **R**.
6. After the clock has been stopped, it will be started again on the **R**'s "Start the Clock" signal, or if no such signal is given, the game clock will be started on the snap, or legal touching of a free kick.
7. In case of a pile-up anywhere on the field, be alert, an official may stop the clock until the congestion is over. **R** then may start the clock again before the ready for play signal.
8. The game clock should not be stopped if the 25-second clock is started in error.

D. GAME PROCEDURES FOR OFFICIALS

- S** 1. When time for half expires, start the field clock on **R**'s signal when field is cleared of players and officials.
- S** 2. Always be aware of the condition of the clock and the time remaining in any period. In the event the clock is running when it should be stopped, **S** shall make and repeat the appropriate signal until the clock has been corrected (only **R** shall start the clock on the ready for play). If appreciable error is noted, or if inefficiency is habitual, the **S** shall call time-out and so advise the **R**. Officials will review these procedures with the timer before the game
- S, U** 3. Keep **R** informed of the time remaining in each period. Either official or **R** will sound the whistle if time expires before the snap or advise **R** at the end of the down if time expired while the ball was in play.
- R** 4. Indicate the end of the period by holding a ball overhead with one hand and arm extended.
- R** 5. Correct timing errors on the game clock or by any officials. Exact information as to the timing error must be available from either the clock operator or game officials. Correct timing errors only in the period in which they occur.

ARTICLE 2. CLOCK OPERATION

A. CLOCK OPERATOR

1. Function as an integral member of the officiating crew and game administration.

Unfair advantages accrue when the game clock is not started or stopped promptly. Great care must be exercised to see that no time lag occurs in starting or stopping the clock.

2. Notify the governing authority or assigning agency immediately following the game if there is any breakdown in cooperation between game officials and the clock operator during the game, or if any malfunction of the game clock occurs. Timers are encouraged to report crews that are not cooperative or whose signals are not clear and accurate.

B

1. **Charged Team Time-Out** Time each time-out interval. When one minute has expired (or when both teams indicate readiness to resume before that time), notify **R**.
2. **Intermission Between Periods** Time the one- minute interval between quarters. If a media time-out is being used, TASO or UIL policy may assign a different official to this duty.

S**C. CLOCK OPERATOR INTERMISSION BETWEEN HALVES**

1. When time for the half expires, start your stopwatch on **R**'s signal when field is cleared of players and officials.
2. Keep official informed as to running time. Make sure crew arrives at field to start second half on time (at least 4 minutes before kickoff).

ARTICLE 3. PLAY (25/40-SECOND) CLOCK**A. General**

1. All timing involving the play count is under the direct supervision of the **B**.
2. When play field clocks are available, they are the official delay of game time piece. The assigned play clock operator will work under the supervision of the **R**.

B. Pre-Game: The play clock operator should report to the **R/S** 60 minutes prior to the game. If the play clock operator does not visit the dressing room, it is advisable to attempt to discuss timing procedures with the individual. He will be instructed:

1. To set the displays prior to plays.
2. To start the clocks on the **R**'s ready for play signal or an official's dead ball signal (see chart at end of this Article.)
3. To leave the displays at 00 seconds if there is a delay of game penalty.
4. To reset the displays immediately to 40 seconds when the ball is put in play if there is no delay foul.
5. To reset the displays to 25 seconds anytime the **R** interrupts the play count.
6. That if there is a malfunction, both clocks will be turned off until the problem is corrected. Both coaches will be notified if the field play clock is no longer official. The play count will then be restarted at plays with the **B** manually timing the count on his watch.
7. That with less than 40 seconds (or 25 seconds if the play clock is starting on the Referee's signal) remaining in any period and the game clock running, the play clock shall not run.

NOTE: If the play clock is erroneously started, it shall be stopped immediately.

C. Duties Before Each Play

- B**
1. Observe the start of the play clock with the **R**'s ready signal or an official's dead ball signal.
 2. Check time consumed in snapping and free kicking the ball and call play clock infractions. Stadium clock located at each end of the field operated under the supervision of **B** will officially time the play clock. In obvious field goal and scrimmage kick situations or when there is no field play clock, the **R** may assume responsibility for the count.
- B**
3. If visual clocks become inoperative, raise one arm straight overhead during the last 10- seconds. Drop that arm and extend it out to the side, fist closed, during the last 5-seconds

PLAY (25/40-SECOND) CLOCK CHART

BASIC PREMISE: The play clock will **ALWAYS** start at 40 seconds unless there is an *administrative* stoppage.

REFER TO THE FOLLOWING TABLE FOR SITUATIONS WHEN THE PLAY CLOCK WILL BE SET AT 25 SECONDS:

SITUATION	PLAY CLOCK	REFEREE SIGNAL
Administration of a penalty	25 seconds	Chop or Wind
At the start of a period	25 seconds	Chop
Measurement	25 seconds	Chop or Wind
Offensive (Team A) Helmet Off	25 seconds	Chop or Wind
Offensive (Team A) Injury	25 seconds	Chop or Wind
Defense (Team B) Awarded a First Down	25 seconds	Chop
After All Field Goal, Punt or Point After Touchdown Plays	25 seconds	Chop
Start of a Team's Possession in an Extra Period (OT)	25 seconds	Chop
Inadvertent Whistle	25 seconds	Chop or Wind
Timeout by Either Team	25 seconds	Chop
Timeout by Official	25 seconds	Chop or Wind
Touchback	25 seconds	Chop
Period Extension	25 seconds	Chop

If the R wants the play clock reset, regardless of whether or not it is running, he will signal the play clock operator to restart the play clock. For 40-seconds, the referee will signal with both palms open in an over-the-head pumping motion. For 25-seconds, the referee will signal with one open palm in an over-the-head pumping motion. There is usually no need to stop the game clock to reset the play clock unless the play clock operator does not reset upon the R's signal. The play clock should be reset to 25-seconds when, through no fault of the players, the ball is not ready for play and the play clock has run down below 25-seconds.

SECTION 8. USE OF BEAN BAG AND HAT

ARTICLE 1. USE OF BEAN BAG

- A. The bean bag will be dropped on the approximate yard line, herein after referred to as "spot". **DO NOT THROW THE BEAN BAG!**
- B. Drop the bean bag to mark the appropriate spot:
1. When a scrimmage kick ends inbounds. (This marks the Post Scrimmage Kick enforcement spot. Normally, only one official will mark this spot with his bean bag.)
 2. When the covering official actually sees a live ball fumble anywhere on the field. **SEE THE BALL FUMBLED, NOT MERELY LOOSE!**
 3. When a hand-off or backward pass occurs beyond the neutral zone or when there is no neutral zone.
 4. When a Team A player illegally touches a free or scrimmage kick.
 5. When a Team B player intercepts a forward pass, fumble or backward pass between his 5-yard line and the goal line.
 6. When a Team B player catches a free or scrimmage kick between his 5-yard line and the goal line.
 7. When necessary to mark forward progress when the runner/passer is driven back.
 8. When the potential Team A passer is tackled behind the line of scrimmage.
 9. When a fair catch signaler muffs the kick but can complete the catch before it touches the ground.
 10. When there is an inadvertent whistle and the covering official marks the spot of the ball at the time of the whistle.

ARTICLE 2. HAT MECHANICS

- ALL**
- A. Use your hat to mark appropriate spots as follows:
1. When an eligible Team A pass receiver voluntarily goes out of bounds.
 2. When an eligible Team A pass receiver fails to return inbounds immediately after being blocked out of bounds.
 3. When a Team A player voluntarily goes out of bounds or fails to return inbounds immediately after being blocked out of bounds during a free kick play or scrimmage kick play.

OPPOSITE SIDE OFFICIAL

- B. 1. Be alert for a hat on the ground.
2. Cover the yard line while calling official reports action to **R** and **U**.

SECTION 9. BALL HANDLING

ARTICLE 1. UIL GAME BALL AND BALL PERSON POLICIES

Ball Boys

With the addition of the 40/25 clock to UIL games, it will be extremely important to get the ball on the ground and ready for play as soon as possible. To that end, it will be highly recommended that game balls for both teams be on both sidelines. This means that both teams will either have to count on the opposing team's ball boys to administer their game balls, or that each team will have to place ball boys on both sidelines. Additionally, it is recommended for each team to provide a 'ball retriever' to assist the ball boys. In the ideal situation there would be two ball boys (one for each team) and one ball retriever on each sideline.

It is recommended that ball boys be at least seventh grade students or above (Freshman or JV players would be optimal). Ball retrievers (those who will 'chase' balls that are downfield or that end up on the opposite sideline) could be younger students working in conjunction with the ball boys.

ARTICLE 2. APPROVAL OF GAME BALLS

- R
 - A. Prior to game, test, certify, and mark at least three (3) game balls from home team; test, certify, and mark at least three (3) game balls from visiting team, if they elect to use their own game balls. Marks should be unique for each team. *Distinct marks are essential for efficient ball handling during the game.*
- B
 - B. Assist R in testing game balls; adjust air pressure in balls if incorrect. If balls are received prior to arrival on field for pre-game duties, take over from R. Otherwise, ensure ball persons have game balls and are ready prior to coin toss.

ARTICLE 3. BALL PERSONS (BP)

- BP
 - A.
 1. For scrimmage plays, **BPs** are to be positioned approximately 10 yards beyond neutral zone at the snap, and should move to stay downfield of wing officials as much as possible during play.
 2. Remain outside field of play at all times, and be at least six feet off sideline unless relaying replacement ball or retrieving ball that has been replaced. **NOTE:** Game officials are **solely** responsible for transferring replacement ball to **U** for placement at the succeeding spot; ball persons are to remain off field unless directed to retrieve a ball that has been replaced.
 3. Following any change of possession, the 'new offense' ball should come from the sideline of team now in possession, regardless at which sideline the dead ball may be, and the replaced ball should be taken to the opponent's sideline.
 4. For field goal attempts, **BPs** are to be positioned at the Team B 10-yard line. For Tries, **BPs** may be positioned behind the end line. *Do not place replacement ball by goal post.* Immediately following play, relay replacement ball to nearest official, then retrieve ball being replaced.
 5. For free kicks, **BPs** are to be positioned at the Team B 40-yard line. Immediately following play, ball person on side of team now in possession will relay 'new offense' ball to nearest official, then retrieve ball being replaced.

6. For most plays, **BPs** will look for **H, L, F, S** or **B** to relay replacement ball into game. Following an incomplete pass, **BPs** to side where ball falls incomplete will look for wing official to that side to relay ball into game.
 7. Remain alert and have correct game ball(s) ready immediately when requested by any official; hustle when retrieving ball that has been replaced.
 8. Toss or hand ball only to officials, and only when requested – *officials and ball persons must get eye contact before tossing/handing ball*; keep all tosses short and underhand.
 9. Do comply with any request by a coach or player to replace the ball; by rule, only the **R** and **U** may determine when a ball is to be replaced.
 10. Do not address opposing team personnel in any way; notify nearest official of any interference or unsportsmanlike behavior toward them by anyone.
 11. Be on appropriate sideline and ready with game balls at least three minutes before start of each half.
- B. If visiting team elects to provide ball persons, instruct them as in items A-1 through A-11 above. Additionally:
1. At least one ball person provided by each team is to be stationed on each sideline, and each shall be responsible for game balls from his/her respective team (only).
 2. (Assuming three game balls per team) Ball person on the sideline of his/her team will be responsible for two game balls (for his/her team only). Ball person on opponent's sideline will be responsible for one game ball (for his/her team only). Officials and ball persons must coordinate to ensure game balls on each sideline remain 'balanced'.
 3. All ball persons shall cooperate with and assist each other, regardless of team affiliation.

ARTICLE 4. GENERAL BALL HANDLING

- A. RELAYING BALL – Relaying or transferring of ball should be done quickly and efficiently, with as few exchanges as possible.
- B. SPOTTING BALL – Spotting ball for succeeding down should be done with one placement. Official that spots ball should do so as quickly as practical, yet assuring ball is placed correctly when first spotted. However, any official that has positive knowledge that ball is not spotted correctly should take necessary measures, including stopping clock, to get ball located correctly.
- C. TOSSING BALL – All tosses shall be underhand, with a spiraling motion, and on a generally flat trajectory to chest level of person receiving ball. Do not toss ball over players. A crew proficient in ball handling will not allow ball to fall to ground while handling and transferring it.
- D. START OF 2nd HALF OR EXTRA PERIOD – **B** will obtain ball from home team if they are kicking off. If visiting team is kicking off, **U** will obtain ball and deliver to **B** prior to the kickoff. In Extra Periods, **H** or **L** will deliver game ball to **U** to spot.

ARTICLE 5. WET WEATHER PROCEDURES

- A. **ADDITIONAL GAME BALLS** – Teams should provide additional game balls for use in games when wet conditions are expected. **R** must test, approve, and mark all such additional balls prior to the game.
- B. **PROCEDURES** – Generally the same as for dry conditions, except the wing officials will secure replacement ball from ball persons as needed, and relay to **U**, to ensure dry ball (to the extent possible) is spotted for play for the succeeding down.
- C. **TOWELS** – **U** should carry a towel to wipe ball dry. After spotting, **U** may cover ball with towel to keep dry. If conditions warrant, **U** may hold ball covered with towel until offense approaches to snap, then spot ball and move to pre-snap position. Other officials may carry towels, if conditions warrant.
- D. **BALL PERSONS** – Ball persons should have towels to wipe balls dry, and to keep balls covered. **NOTE:** By rule, no ball drying substances may be used.

ARTICLE 6. SCRIMMAGE PLAYS

H and **L** cover progress of runner as usual. **R**, and **F** or **S** hustle to sideline area or team area when ball is dead. **U** moves to a clear area between 9-yard marks and inbounds line, and toward **F** or **S**. When there is no threat of foul, **F** or **S** secures replacement ball from ball person and relays to **U**. If ball is dead in or behind neutral zone, **R** may secure replacement ball and relay to **U**. When conditions permit, the **R** should assist the **U** by moving to the succeeding spot and spotting the ball. Fluid coordination and communication between the **R** and **U** will ensure the most efficient spotting of the ball.

- ALL** A. When the ball is dead and between the 9-yard marks:
 - U** 1. When there is no further threat of foul, move to retrieve ball and place at the succeeding spot.
 - R** 2. When there is no further threat of foul, and conditions permit, move to retrieve ball and deliver to **U** to place (or personally place) at succeeding spot.
- ALL** B. When ball is dead and nearer sideline than 9-yard marks, or out of bounds
 - F** or **S** 1. When there is no further threat of foul, secure replacement ball from ball person and relay to **U**. After relaying ball to **U**, retrieve ball being replaced and toss or hand to ball person, or, if conditions permit, to wing official for placement at foot marking forward progress.
 - R** 2. When ball is dead and in or behind neutral zone and there is no further threat of foul, if conditions permit, secure replacement ball from ball person and relay to **U**.
 - H** or **L** 3. If you have forward progress and conditions permit, secure ball being replaced, or a 'spare' ball from a ball person, and place at foot marking forward progress. *This is to be done only if there is no threat of foul by any player, and if it does not distract any official from performing essential duties.* Assist as necessary in getting replaced ball to appropriate ball person.

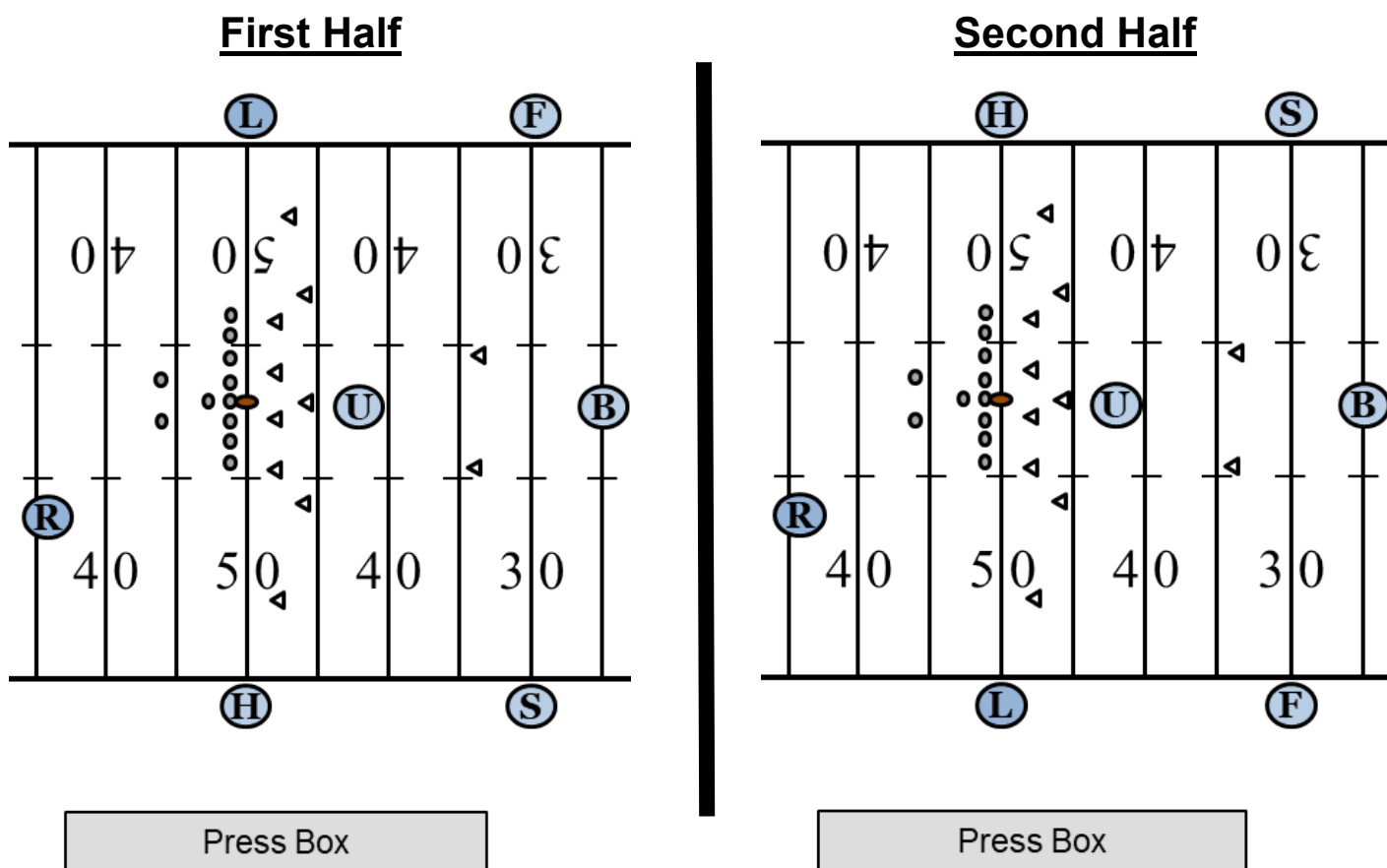
- U** 4. Move to an open area between the inbounds line and the 9-yard marks, and toward the **H, L, F or S**; when there is no further threat of foul, permit replacement ball to be relayed to you. Spot replacement ball.
- ALL** C. When a forward pass is incomplete:
- H or L** 1. If pass falls to your side of the field, when there is no further threat of a foul, secure replacement ball from ball person and relay to **U**.
- U** 2. Go to side to which pass falls; move to an open area between inbounds line and 9-yard marks, and toward **H or L**; when there is no further threat of foul, permit replacement ball to be relayed to you. Spot replacement ball.
- B, F or S** 3. Assist as necessary in getting replaced ball to appropriate ball person.
- D. Following punt or field goal play:
- S, F** 1. When there is no further threat of a foul, secure 'new offense' ball from ball person on sideline of team now in possession and relay to **U**. After relaying ball to **U**, assist in getting replaced ball to appropriate ball person.
- H, L** 2. If you have forward progress and conditions permit, secure ball being replaced, or a 'spare' ball from a ball person, and place at foot marking forward progress. *This is to be done only if there is no threat of foul by any player, and if it does not distract any official from performing essential duties.* Assist as necessary in getting replaced ball to appropriate ball person.
- R** 3. Assist as necessary in getting replaced ball to appropriate ball person.
- U** 4. Move to an open area between the inbounds line and the 9-yard marks to sideline of team now in possession; when there is no further threat of foul, permit replacement ball to be relayed to you. Spot 'new offense' ball.
- R or U** E. If the ball is unfit for play, obtain a replacement from **any** wing official.
- ALL** F. Be alert that only game balls marked by **R** are used during the game.

SECTION 10. BASIC POSITIONS

For the first half, the Line Judge and Field Judge will be positioned on the sideline opposite the press box and the Line Judge will be responsible for operation of the chains. Beginning with the second half kickoff, and continuing through the end of the game, the Head Line-Judge and Side Judge will be positioned on the sideline opposite the press box and the Head Line-Judge will be responsible for operation of the chains.

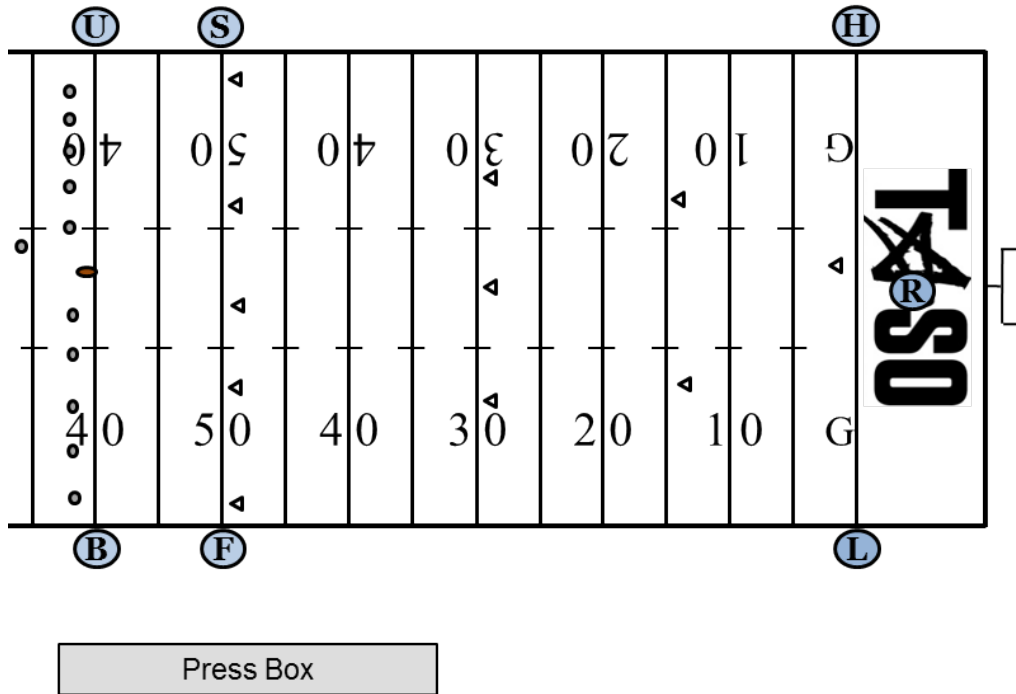
Other than the operation and responsibility for the chains, all other mechanics and keys related to the specific positions do not change, regardless of the sideline the official is working.

All illustrations and graphics in this manual (other than the toss) represent positioning for the second half of a game.

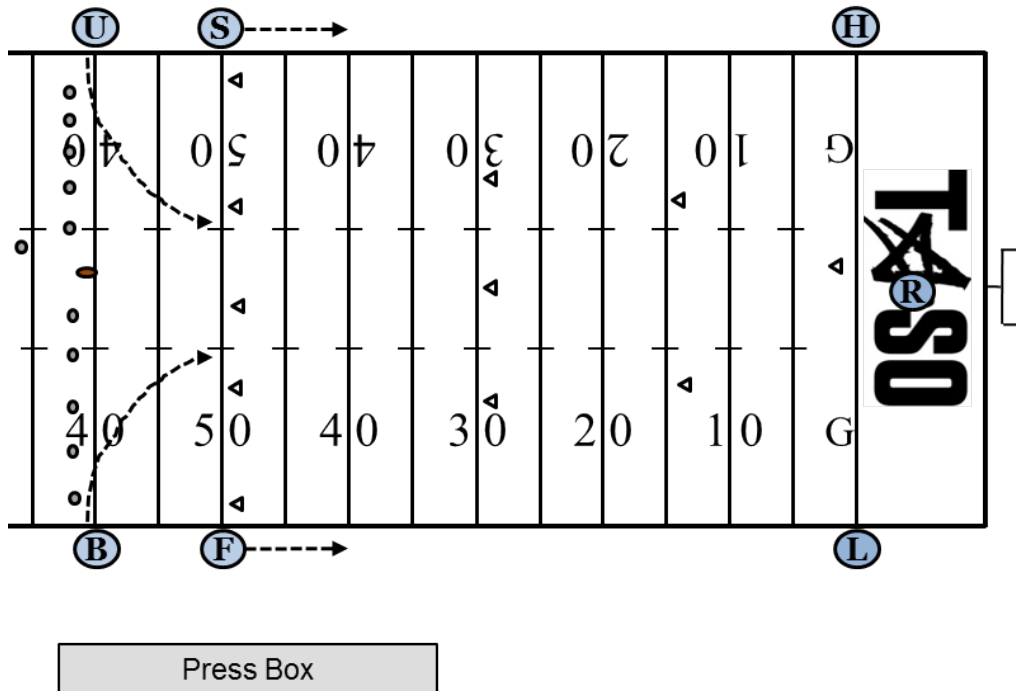


SECTION 11. FREE KICKS

BASIC FREE KICK POSITIONS

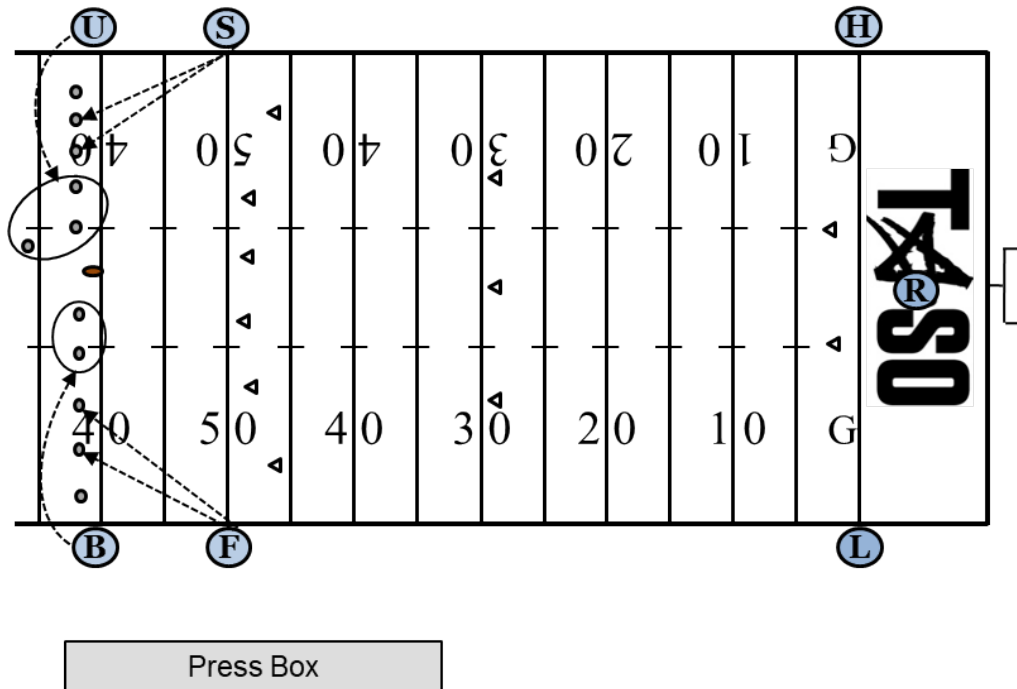


MOVEMENT AFTER BALL IS KICKED DEEP



KEYS – Know your keys and observe them throughout the kick-off. The two outside Team A

players near the sideline are not accounted for because they are usually not threatened until they reach the H and L zones.



ARTICLE 1. KICKOFFS

- ALL** A. 1. Take position as shown on kickoff diagrams and complete your duties.
 2. Be alert for legal touching, touchbacks, kicks beyond the end line and near the sidelines and wind clock when appropriate.
 3. Think **onside kick** first; then anticipate every kick could be returned for TD.
 4. Know and stay with your keys during the entire down.
- ALL** B. 1. Take positions as shown on the kickoff diagrams. (*Note adjustments when onside kick is indicated.*)
 2. Responsible for ruling if four players are on each side of the kicker when the ball is kicked and illegal wedge formations. Observe action in front of the runner. Be aware of rulings involving the end line.
- H, L** 3. Be responsible for the goal line and pylon in your zone. Watch for holding, clips and blocks below the waist. Check sidelines, restraining lines, etc. When you do not have the ball, move up field to observe action ahead of the runner. Stay at the pylon to cover a deep kick threatening their sideline, the official on the opposite side of the field should hustle up field to observe action by blockers and defenders. Take runner up field until handing off to **F** or **S** at the 2-yard line.
- F, S** C. 1. Assist in clearing your sideline. Be responsible for receiving team's restraining line - being alert for short free kicks and balls kicked immediately into the ground. After the kick off, move downfield with a purpose, no more than 10 yards. Take goal line responsibility on any long return.
- U** D. 1. Responsible for clearing your sideline to Team A's goal line. Be responsible for kicking teams restraining line - being alert for short free kicks.

2. Make sure Team A players have complied with the 9-yard mark requirements and within 5 yards of their restraining line after the ready for play signal.
3. Observe action on the kicker. On any kick going beyond the 50-yard line, move to the hash mark opposite **B** and officiate using the hash mark as a guideline, observing action mainly toward center of field, observing off-ball action.
4. Wind clock on legal touching.

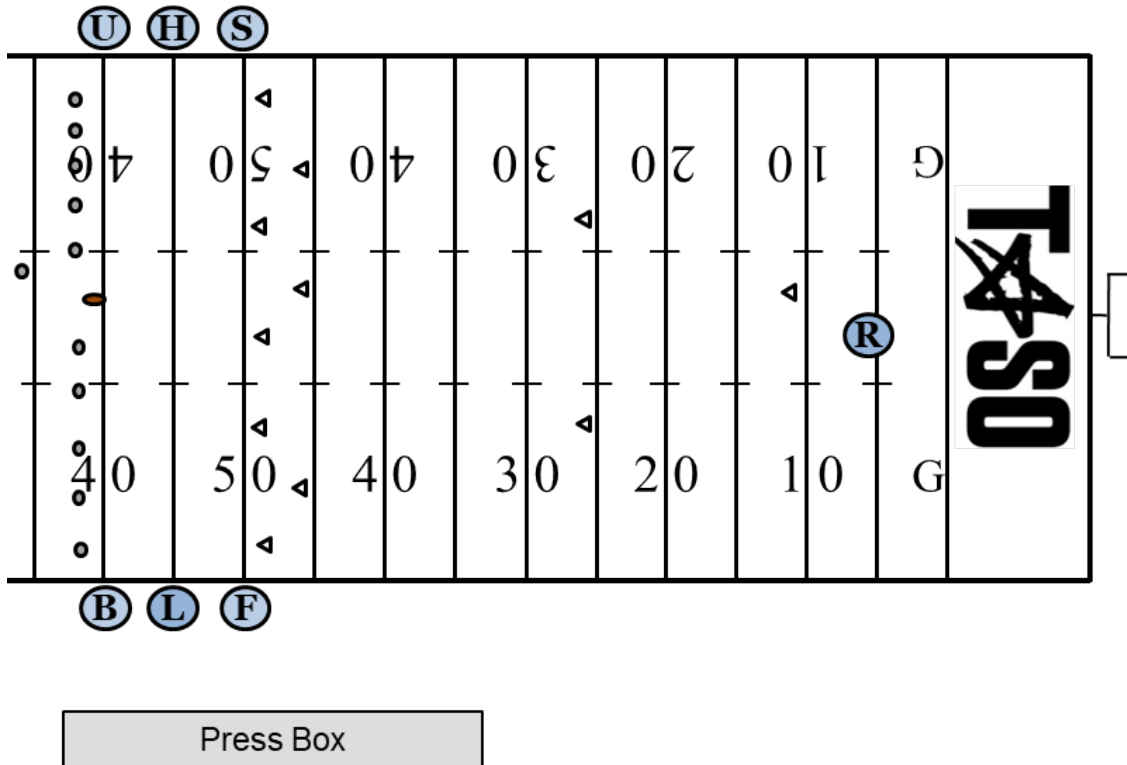
- B**
- E. 1. Responsible for clearing your sideline to Team A's goal line. Prior to ready for play, check to see if **U, F, and S** are ready for kick-off. If so, signal **R** and give ball to kicker once **R** signals back. Move to sideline position. **R** will then mark ball ready for play. Watch illegal action on the kicker.
2. Make sure Team A players have complied with the 9-yard mark requirements and within 5 yards of their restraining line after the ready for play signal.
 3. On any kick going beyond the 50-yard line, move to the hash mark opposite **B** and officiate using the hash mark as a guideline, observing action mainly toward center of field, observing off-ball action.
 4. Wind clock on legal touching. Responsible for Team A's goal line on long returns.

- ALL**
- F. 1. Be alert for a "fair catch" signal on any kick.
2. Mark the out of bounds spot (with flag if appropriate) when kick, in flight or rolling, goes out of bounds. Determine if inbounds Team B player touched the ball inbounds and signal time out.
 3. If kicked in your area, cover any muff or advance by any Team B player who catches or recovers.
 4. Give the "start the clock signal" when ball is legally touched.
 5. Observe any player who is out of bounds before or during the kick. This includes Team A players who enter after the ball is made ready for play.
 6. If touchback occurs move into the field to stop any late or illegal action, but do not ignore players behind you.

ARTICLE 2. SHORT KICKOFFS

- ALL**
- A. 1. When anticipating a short free kick, take basic positions as shown on the diagrams.
2. Be alert for illegal touching, drop beanbag and be prepared to rule on possession.
 3. Be ready to start the clock when the ball is legally touched in the field of play.
- R**
4. DETERMINE WHEN TO MOVE INTO SHORT FREE KICK POSITIONS.

SHORT FREE KICKS



ARTICLE 3. OBVIOUS SHORT KICKOFFS

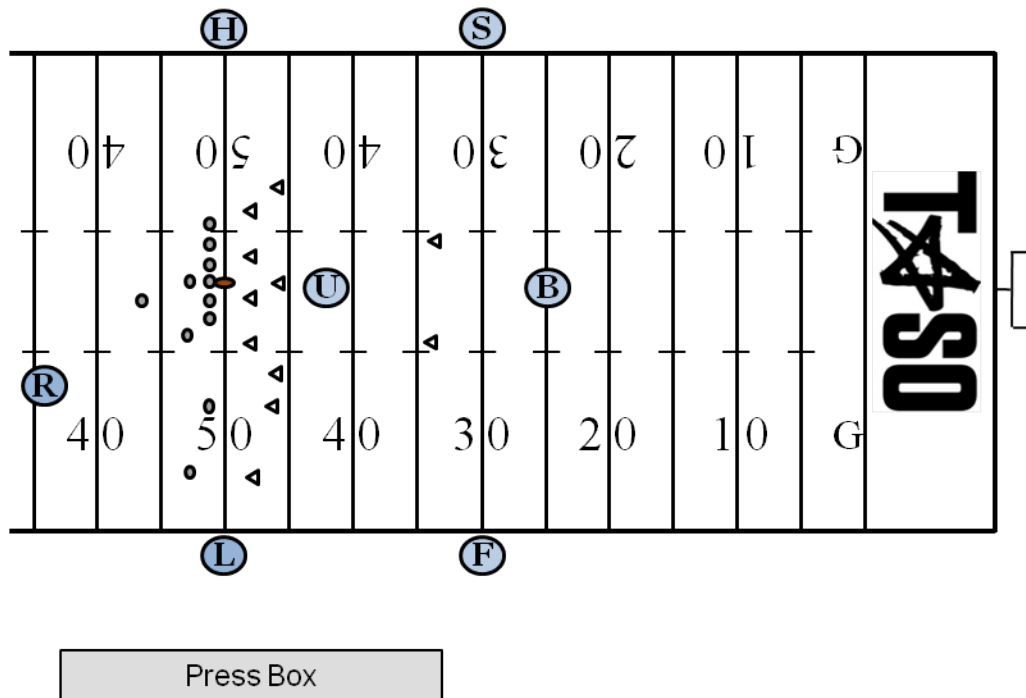
- ALL**
 - A. 1. Take positions as shown on kickoff diagrams and perform all pre-kick duties.
 - 2. Give the ready for play (S1) to the kicking team when officials are ready and ball is handed to kicker.
 - 3. **R** has responsibility for the play clock.
 - 4. Be alert for touching, both legal and illegal; action at the sidelines and regular coverage if ball is kicked deep.
- H,L,S,F**
 - B. 1. When **R** determines that the crew will use the obvious short free kick mechanics, **H** and **L** proceed up the sideline, taking positions midway between Team A and B's restraining lines.
 - 2. With bean bag in hand, observe touching of the ball by either team, noting when and where the ball was touched.
 - 3. Observe action by the kicking team on your side blocking and/or touching the ball prior to becoming eligible by rule.
 - 4. Know whether the ball was kicked into the ground or air.
- S, F**
 - C. 1. Responsible for receiving team's restraining line.
- R**
 - D. 1. Take a position slightly behind and to the side of the deepest receiver, and aware that the **R** still has goal line, end zone and end line responsibilities.

- B** E. 1. Take position as shown on the kickoff diagrams, bean bag in hand.
 2. Hand ball to the kicker and give him the necessary instructions; move smartly to position.
 3. Officiate Team A's restraining line as a plane being alert for kicking team members beyond their restraining line prior to the ball being kicked.
 4. Observe action by the kicking team on your side; blocking and/or touching the ball prior to becoming eligible by rule.
 5. Watch illegal action on the kicker.
- U** F. 1. Take the position shown on the kickoff diagrams, bean bag in hand.
 2. Officiate Team A's restraining line as a plane being alert for kicking team members beyond their restraining line prior to the ball being kicked.
 3. Observe action by the kicking team on your side; blocking and/or touching the ball prior to becoming eligible by rule.
- ALL** G. 1. Think **onside kick** first – then anticipate every kick could be returned for TD.
 2. Mark the out of bounds spot (with flag if appropriate) when the kick, in flight or rolling, goes out of bounds. Determine if inbounds Team B player touched the ball inbounds and signal time out.
 3. If kicked in your area, cover any muff or advance by any Team B player who catches or recovers. Give the “start the clock signal” when ball is legally touched.
 4. Observe any player who is out of bounds before or during the kick. This includes Team A players who enter after the ball is made ready for play.

ARTICLE 4. FOLLOWING A SCORE

- ALL** A. Review any enforcement actions affecting the kick-off.
- R** B. 1. Go to pre-kick position.
 2. Review official score.
 3. Look for **B**'s ready signal, return that signal, and then make the ball ready for play when **B** reaches sideline position.
- L F U H S** C. 1. Proceed directly to your sideline and then to your free kick position.
- F, U, S** 1. Use this opportunity to advise coaches, players and team personnel to return to the team box and clear the sideline.
- B** D. 1. Retrieve Team A's ball then proceed to the Press Box sideline.
 2. Continue up the sideline to Team A's free kick restraining line.
 3. Signal **R** when ready; and move to sideline after **R** returns signal.

SECTION 12. PLAYS FROM SCRIMMAGE



ALL. Always box in the play. Avoid positions that may cause scrambling to avoid interference with players.

ALL

A. Determining and Priority of Keys:

1. In determining keys, the following definitions are needed for clarification purposes.
 - a. Strength of the formation is 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.
 - 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 an offensive tackle.
2. The priority of keys to determine initial assignments, from the sideline in, for each group of officials is as follows:
 - 1st: F and S
 - 2nd: B
 - 3rd: L and H
3. The general rule is do not key the same player as the group of officials ahead of you priority-wise. For example, the **L** or **H** should not key the same player as **B**; in turn, **B** should not key the same player as **F** or **S**.

R

B. Duties before snap:

1. Assume a position deep and wide where you may comfortably see the ball and backs and tackle on your side, except flanks, or a man in motion toward you.
 - a. Work on the throwing arm side of the quarterback, 12-14 yards wide from the original position of the ball and 12-14 yards deep.
 - b. Be aware of the wingback's alignment and signal the wing official on your side

if appropriate.

2. Check the offensive formation and count the offensive players. Check the setbacks and quarterback for illegal motion, the ball at the snap; and assist the **U** if there is movement of restricted linemen.

U

C. Duties before snap

1. Vary positioning according to the formations of both teams; avoid a position that will interfere with linebackers.
 - a. Adjust distance behind the defensive line according to the width of Team A's formation and (except on goal line or TRY situations) be at least 6, but no more than 10 yards deep.
 - b. Whenever possible, coordinate your position with the **R** for best coverage of the interior line play. Usually this means the **U** will be on the opposite side of the formation from the **R**.
 - c. Be aware of wingback's alignment on the side opposite referee. Signal wing official if appropriate.
2. Read offensive alignment and know the 5 ineligible, making sure there are at least 5 linemen numbered 50-79. Ensure you have a clear view of the snap.
3. Count Team A players and give appropriate signal to the **R**.
4. Rule on illegal movement by restricted linemen prior to the snap.
5. Be certain that defensive team does not use words or signals to disconcert opponents.

H, L

D. Duties before snap:

1. Read the offensive formation and know your eligible receiver responsibilities. Be aware of wingbacks aligned near the tackle on your side.
2. Watch for illegal formations, including encroachment prior to the snap.
3. False starts by Team A players.
4. Indicate the offensive line of scrimmage by extended foot, then take final position straddling the neutral zone, out of bounds off the sideline.
5. Cover man in motion on your side of the ball. When the motion man is beyond the center of the formation (either going away from or towards you) it will then be the other wingman's responsibility. (This does not relieve opposite official from making obvious call).
6. Signal the widest man off the line of scrimmage to your side.

F, S

E. Duties before snap:

1. Take original position 20 yards deep, out of bounds off the sideline. When the ball is snapped between Team B's 25-yard line and the goal line take a starting position on the goal line. Know your eligible receiver responsibilities.
2. Count Team B players and signal other deep officials. Be aware of violations of the restricted team area.
3. **S** should be aware of the game clock time and status.

B

F. Duties before snap:

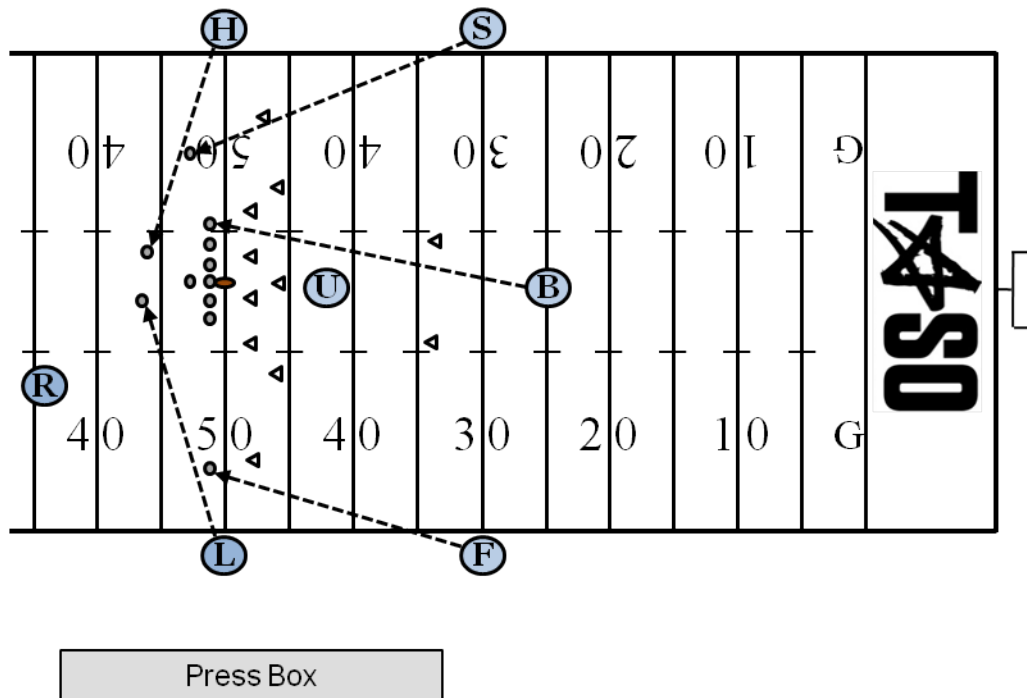
1. Take an initial position 25 yards deep favoring the strong side of the formation.
2. Be in position to cover from the inside (looking out), and for the end line. Responsibility for man in motion may be determined by his location at the snap if in motion at the snap.
3. Observe the start of the play clock and violations of the play clock, and will assist in counting Team B players.

SECTION 13. RUNNING PLAYS

- R** A. Responsibilities during a Running Play:
1. Help with the tackle on his side immediately following the snap.
 2. Watch action behind the line and the runner to the neutral zone.
 3. Watch action on the ball and the quarterback on hand-offs and backward passes.
 4. Take runner behind the line of scrimmage until the ball is dead; coordinate sideline coverage with the **L** and **H**.
 5. Watch action on the QB during an option play until there is no threat of a foul. Then trail the runner into the side zone, covering behind the play.
 6. When the QB turns up field, across the line of scrimmage with the ball, assume responsibility for the player in position to receive a backward pass until there is no longer a threat of a foul.
 7. When spotting the ball after it becomes dead, check with the **L** and **H** to get accurate forward progress.
 8. Coordinate with the **U** in spotting the ball for the next play.
- U** B. Responsibilities during a Running Play:
1. Read the point of attack and the action on or by the interior linemen. Key the snapper and two guards.
 2. Observe continuing action on the backside of the runner. On a sweep, open up to the point of attack gaining depth as needed while watching the backside. Observe action in side zone, especially between inbounds lines and 9-yard marks.
 3. After the ball becomes dead (and there is not a threat of dead ball action), hustle to the ball and assist in placing the ball in accord with the forward progress designated by the wing official.
 4. Remember that inbounds lines are not walls; move into side zone as needed.
- H, L** C. Responsibilities during a Running Play:
1. Observe illegal shifts and motion by flankerback; take action toward the ball by wingbacks that are aligned just outside the tackle on your side.
 2. Watch for offside by defense and encroachment by offense.
 3. Observe initial action on or by interior lineman nearest you and action on or by the offensive player who is your designated responsibility
 4. Observe blocking in front of the runner behind the line of scrimmage or in neutral zone.
 5. Mark forward progress on straight hand-offs and runs to your side.
 6. Observe action on the player(s) in position to receive a backward pass when the ball is behind the neutral zone.
 7. Take the player in position to receive a backward pass (trailing back), loose ball and the trailing back as he becomes the runner on play action toward your side.
 8. Take the ball carrier in your side zone as far as possible, then release and cover action behind the runner all the way to the 2-yard line. **F** and **S** have progress from B's 2-yard line to the goal line. Make certain you "square off" your spots.
 9. Mark forward progress and out of bounds spot on your side when within your area of responsibility.
 10. When flow of play is away from your position, move cautiously toward the flow and clean up action behind the **R** and **U**, giving special attention to late action on the QB after he has thrown a backward pass.

11. Always keep players boxed in.
- F, S** D. Responsibilities during a Running Play:
1. Watch action on or by the widest receiver on your side of the field.
 2. Watch for crack-back blocks.
 3. Observe blocking below the waist by a wide-out, back toward the spot of the snap, less than 10 yards from the previous spot.
 4. Box in the widest player on your side.
 5. Cover sideline from approximately 20 yards beyond the neutral zone to the end line.
 6. If the play is to your side of the field and the **H** or **L** marks the out of bounds spot, clean up the action around the play. When the play ends out of bounds, go directly into the area and observe. Stay with players until all are back on the field of play.
 7. Be sure to maintain 10-15 yards separation between you and the **H** or **L**.
 8. Assist on player(s) in position to receive a backward pass; assist with lead blockers.
 9. When the flow is away from your position, clean up behind the **U**. Be especially careful for fouls, piling on or personal fouls before and after the ball becomes dead. Cover the action between you and the area of the runner once the play crosses the line of scrimmage.
 10. Be alert for late substitutions and hideout plays. Also be alert for defensive actions (12 or more men on the field until just before the snap).
- B** E. Responsibilities during a Running Play:
1. Observe action on or by your eligible receiver responsibility as determined by offensive formation.
 2. Move laterally and backward to observe actions of players ahead of the runner as the ball moves to the **F**'s or **S**'s side of the field.
 3. Be ready to take over on cutback and breakaway runs.
 4. Cover the goal, or end line as spot of the snap and subsequent action dictates.
 5. Go to the football when it becomes dead in your immediate area.
 6. When play is not in your area, move to a position to best observe the continuing action after the ball becomes dead. When a running play develops toward a sideline, drift toward that sideline. Keep runner bracketed between you, and **F** or **S**.
 7. Assist in stopping the clock and be aware of the status of the clock when the play is dead.
 8. Observe player action downfield between the **U** and you. On line plunges up the middle do not move too fast; let the play come to you.
 9. Pick up any ball carrier that breaks loose and goes downfield.
 10. On plays where runner goes out of bounds, cover area around the runner.
 11. Watch player(s) activity that is in the area of the ball carrier, especially in wide-open plays where players are pursuing and coming to the primary area.
 12. On long runs, be prepared to rule on goal line plays.

SECTION 14. FORWARD PASSES



ASSIGNMENT AND BASIC KEYS

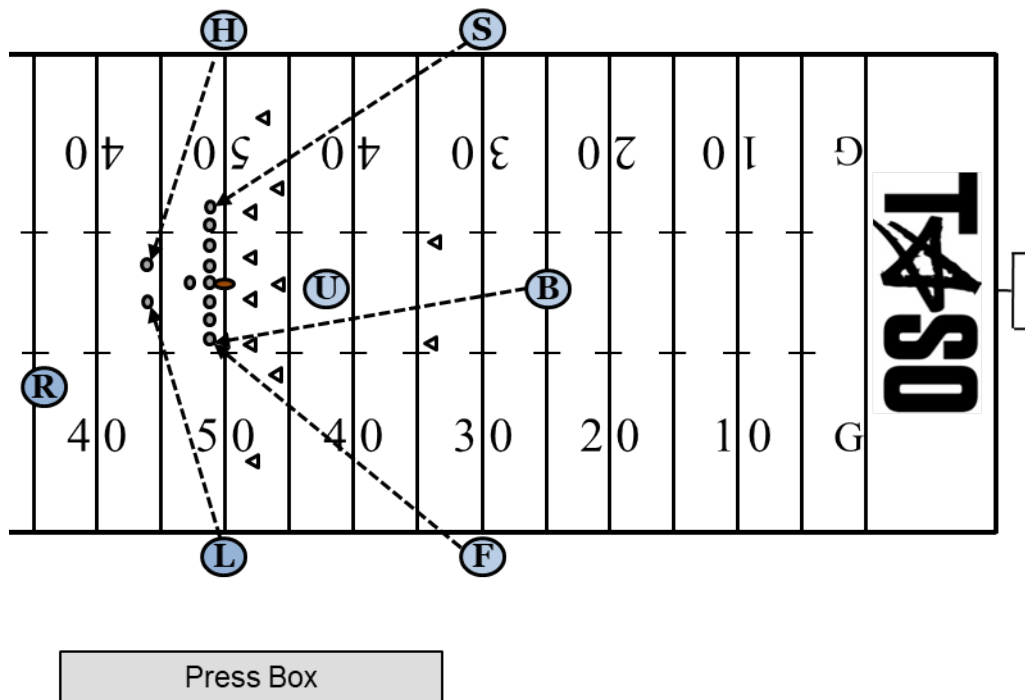
- R** A. Watch QB with responsibility for the tackle on opposite side while helping with the tackle on his side.
- U** B. Watch interior linemen. Keys are the snapper and two guards, but help with tackles if obvious fouls are observed.
- F, S** C. Watch widest eligible receiver in the formation on your side of the field.
- B** D. Based on the strength of the formation, and if there is a third receiver outside the tackle box at the snap. Normal assignment would be the second eligible receiver on the strong side of the field. If there is a third receiver to either side, your key will switch to the third. In a balanced formation, the strong side is determined to be the **L**. Initial pre-snap position should favor the strong side of the field. This will assist **H** and **L** in determining their keys.
- H, L** E. If there is a third receiver outside the tackle box at the snap, normal assignment is the second eligible receiver from the sidelines to your side of the formation. If you are on the weak side of the formation, you will have the second eligible receiver from your sideline. Your only concern is not to double cover **B**'s assignment.

NOTE: In a regular pro formation with a split end to the press box side and a flanker and tight end on the other side, **F** would key the split end, **L** the nearest back in the backfield. **S** would key the flanker and **H** would normally key the second man to his side of the formation or tight end; but since **B** keys the tight end on the strong side of the formation, **H** would look into the backfield and pick up the nearest back to him. The number of eligible receivers dictates the “strong” side. In a balanced formation, strong side is to the **L** side of the field.

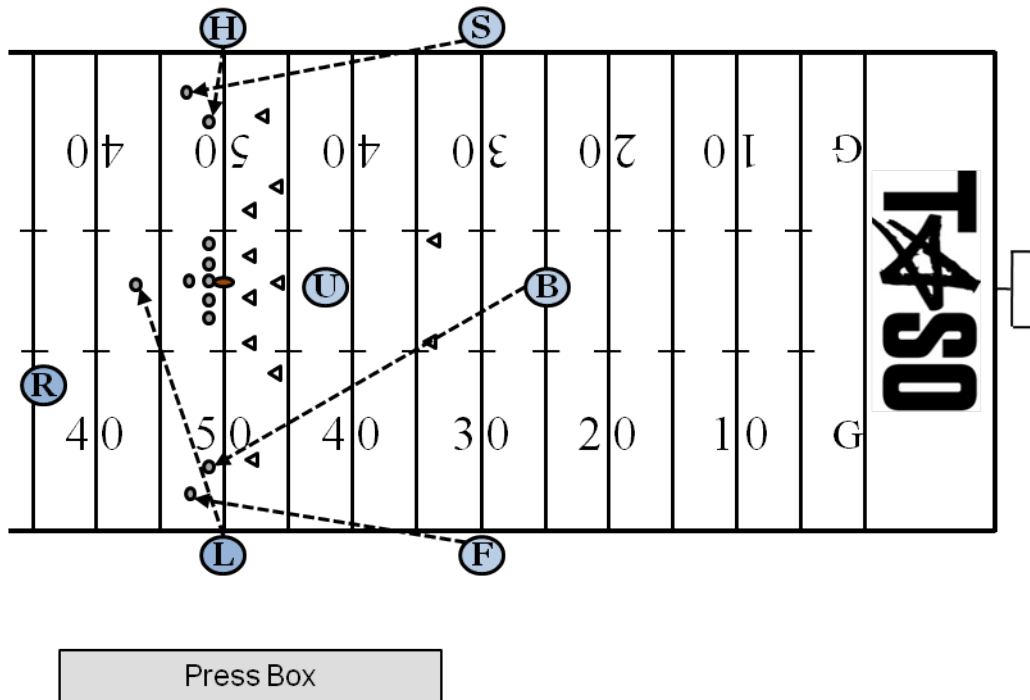
ALL F. After the snap do not release too quickly in assuming zone responsibility.

DOUBLE TIGHT END AND BALANCED BACKFIELD

B will assist on L's side when the formation is balanced.

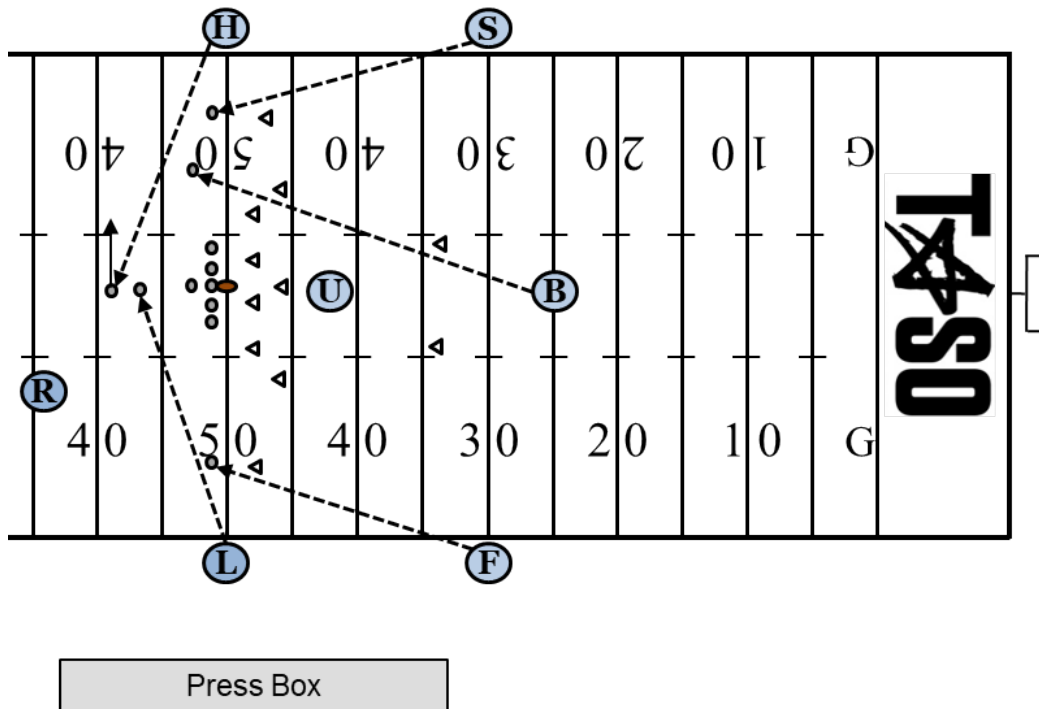


DOUBLE WING

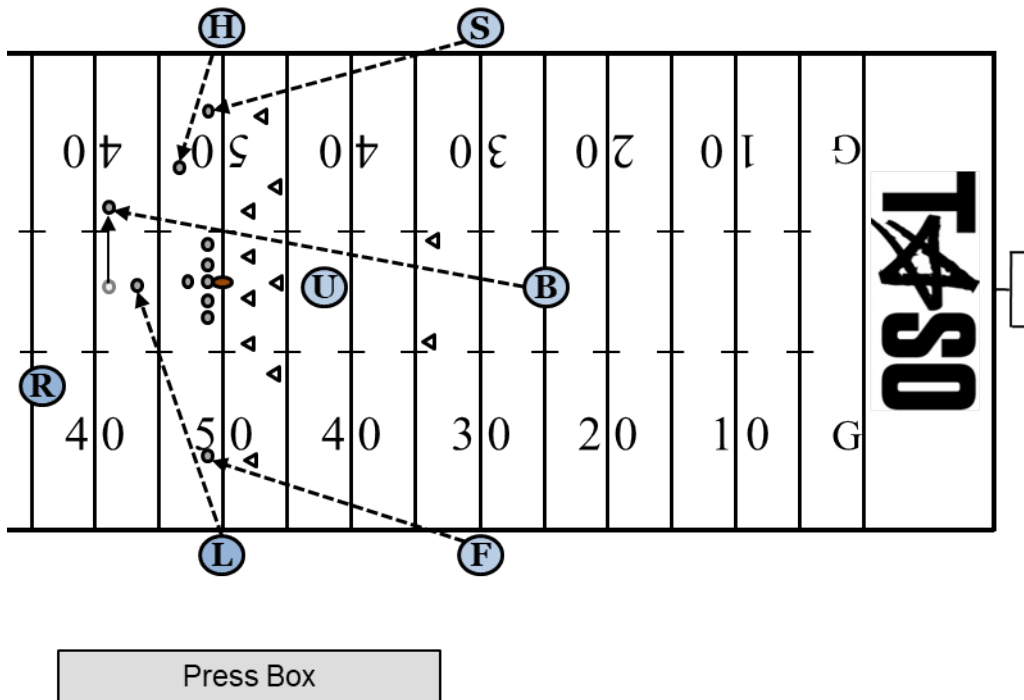


With a balanced double wing formation as shown above, strength is to L's side. F has widest receiver. B has second receiver in, and the L has the back in the backfield if he comes out.

MAN IN MOTION

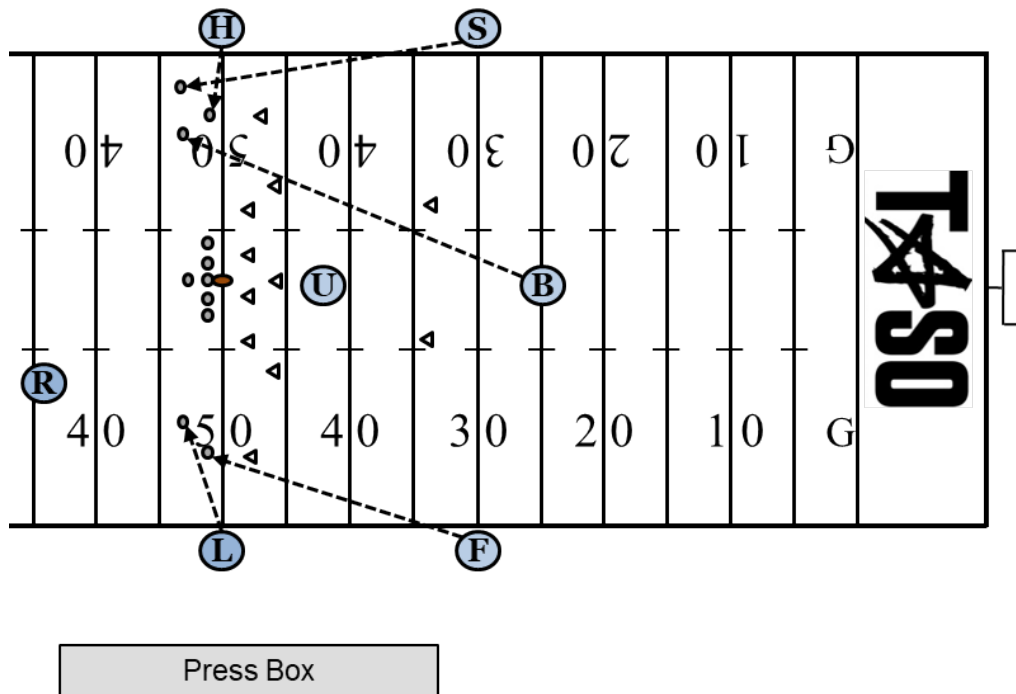


L or **H** Initially takes the motion man. Responsibility for the motion man will be determined by location of motion man at snap. The man in motion will then be put into the normal numbering of wide man, second man in, etc. In a regular pro formation with a split end to one side and a flanker and tight end on the other side, **B** will always have the second receiver in from the strong side, unless there is a third receiver outside the tackle box at the snap, when the **B** will key on the third receiver.



TRIPS

To the trips side of the field, the widest receiver will be covered by the **F** or **S**, the second receiver from the sideline will be covered by the **H** or **L** and the third receiver by the **B**. The side opposite trips would be covered in the normal manner.

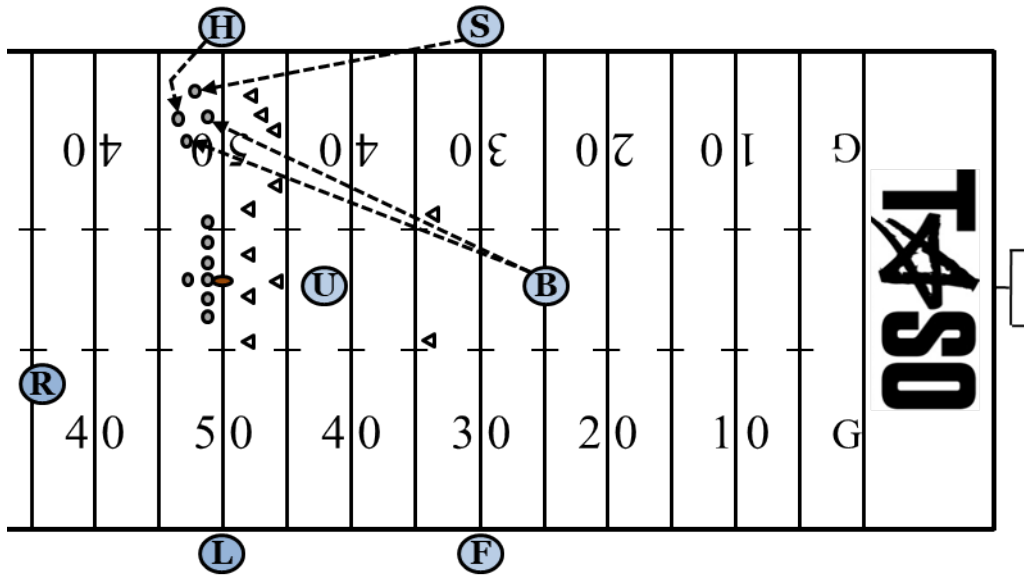
**TRIPS ALERT:**

If at the snap receiver 3 comes off the ball toward the **H** or **L**, or if receiver 3 stays in and blocks, the **H** or **L** should switch to receiver 3 and the **B** should switch to receiver 2.

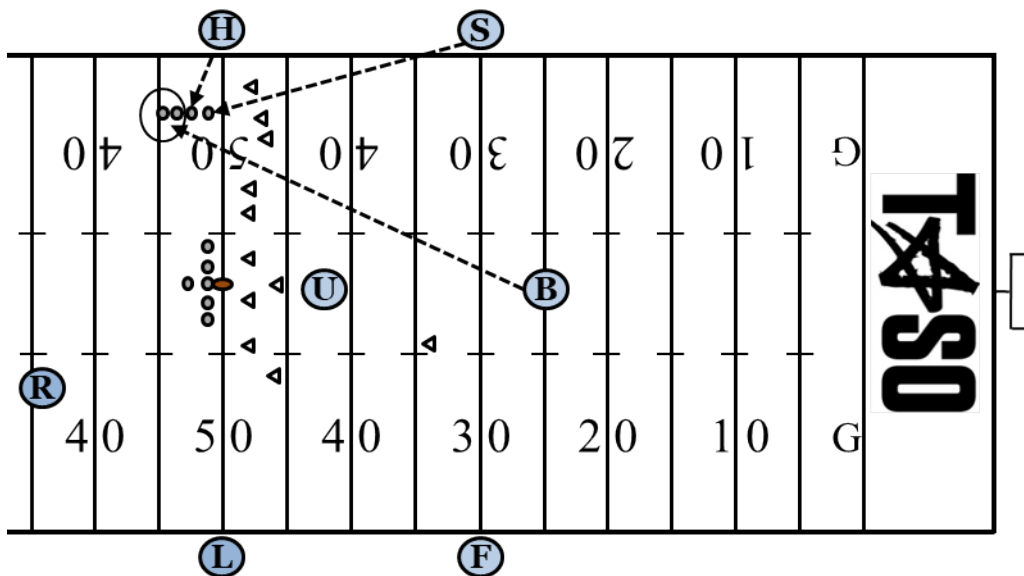
The term “stacking” refers to situations where receivers 2 and 3 are in close proximity to each other. Which receiver is number 2 or 3 is determined when the ball is snapped and they begin their routes. The **B** will take the receiver that proceeds toward him while the **H** or **L** takes the other receiver, regardless of where he goes. The **H** or **L** will take receiver 2 or 3 if that receiver comes toward him, stays in to block or proceeds behind the line of scrimmage.

4-RECEIVER SETS:

H or L initially takes receiver 2 while the B takes receivers 3 and 4. If, at the snap receiver 4 proceeds toward the H or L, stays in to block or goes behind the line of scrimmage, the H or L will switch to receiver 4 and the B will take receivers 2 and 3. If receiver 2 proceeds up the field or moves away from the H or L, the B takes receiver 2 and the H or L will take receivers 3 and 4.



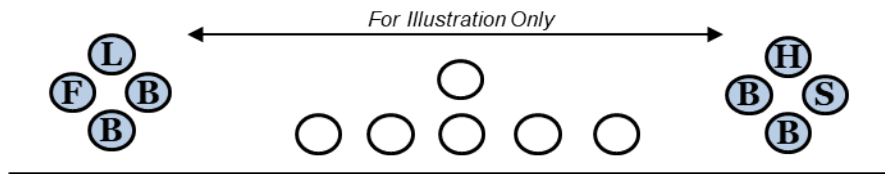
Press Box



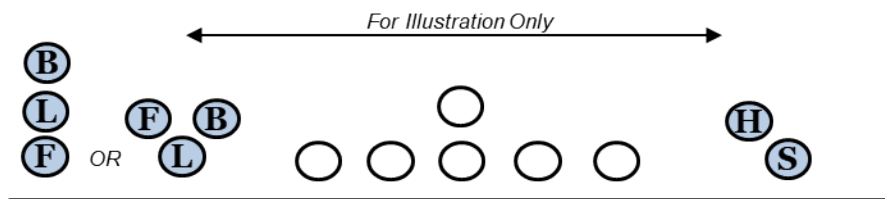
Press Box

RECAP of TASO KEYS

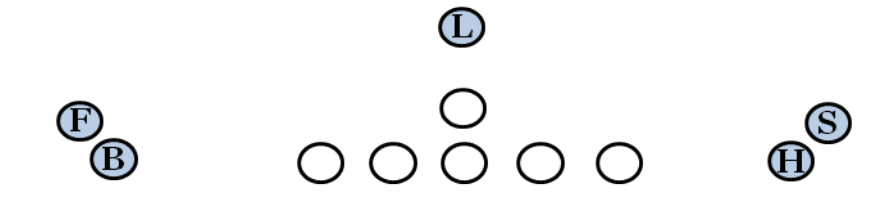
Diamond



Trips

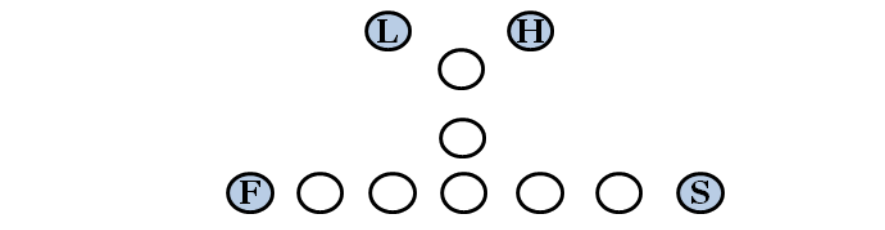


Double Wing



Double Tight End and Balanced Backfield

B will assist on the L's side when the formation is balanced.



FORWARD PASS PLAYS

- R** A. Responsibilities during a Forward Pass Play:
1. Observe the tackle on your side immediately following the snap. Opposite side tackle then becomes your primary, once QB has dropped back into his passing position.
 2. Observe action behind the line.
 3. Observe drop back blockers in your vision and QB or passer who is your responsibility until there is no threat of a foul. Ensure that he is not roughed or thrown roughly to the ground. Verbally alert defender(s) when passer has released the ball.
 4. Rule on the legality of forward pass thrown (when the passer releases the ball) beyond or behind the neutral zone, or out of bounds on run/pass option. Coordinate with the **H** or **L** on quick passes (forward or backward) that are thrown right at the wing officials.
 5. Check with downfield officials on the results of the play.
 6. Rule on intentional grounding; consult other crewmembers on the position of eligible receivers.
 7. The position of the **R** will be on the throwing arm side of the QB. (12-14 yards deep and 12-14 yards wide from the original position of the ball). When you read pass, back out from your original position at a 45-degree angle.
- U** B. Responsibilities during a Forward Pass Play:
1. Observe ineligible interior linemen – being mindful of ineligibles down field.
 2. When you read a forward pass, move toward the line of scrimmage. Be aware of draws and drag patterns.
 3. Know whether or not a forward pass crosses the neutral zone.
 4. Pivot on low trajectory and short passes and move toward area where pass is headed. Assist on the ruling on trapped passes.
 5. Must know the lateral position of the ball on the field if the pass is incomplete.
 6. Continue to observe your area of responsibility as long as there is a threat of action. Then, cover continuing action around the runner in the side zone.
 7. Assist the **R**, **H** and **L** in determining legality of forward pass if possible.
 8. Primarily responsible for legal pass when ball is snapped on or inside Team B's 5-yard line.
- H, L** C. Responsibilities during a Forward Pass Play:
1. Take an initial position at sideline.
 2. **L** will hold the LOS. In addition to watching his key, he will help rule on whether a pass is caught/touched behind or beyond the LOS and whether linemen are illegally downfield, particularly if the play is away from you and they are behind the **U**.
 3. On drop back passes, **H** will drift 5-7 yards downfield and is initially responsible for his key, then for any passes thrown into the 5-yard belt across the field. If the line to gain is less than 7 yards down field, ideally the **H** will set up on the line to gain.
 4. Watch action of nearest ineligible lineman when the action is away from you.
 5. Cover pass receptions in the area between you and the **S**, **F** and **B**.
 6. Observe action on players other than the pass receiver if the pass is thrown out of your area.
 7. Determine whether a quick pass thrown toward you is forward or backward. The covering official, toward whom the ball is thrown, should signal, by extending one arm horizontally in the direction of the passing team's goal line, if the pass is ruled backward. Be alert and take responsibility for the legality of forward passes near the line of scrimmage. Umpire can give valuable assistance with this ruling.
 8. **READ YOUR KEYS**. Hold the line of scrimmage on flair passes to your side. Be

aware of wide-outs who stay at or near the line of scrimmage after the snap – "jailbreak" screen could be coming. **When** your key is **no longer threatened**, go to **zone coverage**.

- F, S** D. Responsibilities during a Forward Pass Play:
1. Observe contact on your eligible receiver and the defensive back.
 2. Cover sideline from original position to end line.
 3. On pass plays maintain deep positioning; cover play when ball is thrown in your area.
 4. When a pass is thrown in your area, watch the defender's action on the receiver.
- B** E. Responsibilities during a Forward Pass Play:
1. Assume basic responsibilities prior to the snap as on running plays.
 2. Be responsible for action on your designated receiver from the time the ball is snapped until it may be necessary to release your specific player responsibility so you can cover the action in your zone.
 3. Once the motion man has cleared the tight end, responsibilities for the motion man will be determined by the location of the motion man at the snap. If a man goes in motion between the tackles and never leaves the tackle box, officiate the play as if there is no motion.
 4. Take end line responsibility.
 5. Rule on pass receptions in your area.
 6. Always maintain the inside out look. Go to the football when it is thrown in your area, and clean up from sideline to sideline when the ball becomes dead near or outside the sideline.
 7. Do not set up too shallow; this interferes with pass patterns and you can always move in much better than you can back pedal or sidestep.
 8. Be aware of a "pick" on forward pass plays, particularly when the ball is inside the 20-yard line.
 9. Watch player activity removed from the ball carrier, especially on wide-open plays.
 10. On long pass receptions; rule on goal line plays.
 11. Assist on **L**'s side when formation is balanced.
- ALL** F. Responsibilities during a Forward Pass Play:
1. Be alert for eligible receivers out of bounds and for an illegal pass (especially after a completion); observe touching or catching by an ineligible player; watch particularly for holding or illegal checking of eligible receivers and all contact beyond the neutral zone both before and after the pass is thrown. Observe action when opposing players contest for the pass.
 2. When ruling on a pass reception involving the sideline, only the signal governing the action should be used. The incomplete signal shall be used if pass is ruled incomplete or the time out signal if ruled complete.

NOTE 1: *If airborne player receives a pass near the sideline and first returns to the ground out of bounds, after giving the incomplete signal, the covering official may, with both arms, give a sweeping motion toward out of bounds.*

NOTE 2: *If an airborne player receives a pass inbounds and first returns to the ground inbounds not in control of the ball, and touches out of bounds, after giving the incomplete signal, the covering official may, with both arms, give a "bobbling" signal (both hands extended out from the body, palms up, alternating pumping arms up and down)*

3. Watch for fouls by blockers leading runner and for fouls after the ball is declared dead. Continue to observe your area of responsibility as long as there is a threat of action.
4. After an incompleteness, form a relay to return the ball to official nearest the previous spot. Be sure results of pass plays are properly communicated. Signal until **R** sees it. Make sure all action has cleared before being in too big of a hurry to get a new ball.
5. When contact occurs on a pass that is un-catchable and the covering official does not drop his penalty marker, the covering official will give the un-catchable pass signal after giving the incomplete pass signal (S17).
6. When the ball is airborne, covering official should focus on spot where pass is headed and other officials be prepared to help when needed.
7. When there is a change of team possession, immediately switch to reverse mechanics to ensure proper coverage of the play and the goal line.
8. On short yardage situations on third and fourth down and inside Team B's 20-yard line, be alert for keys running pick plays.

SECTION 15. GOAL LINE PLAYS

Except when a field goal attempt is indicated on a try, the crew will setup as on any other short yardage down. See Section 18 for Field Goal Attempts.

ARTICLE 1. PROCEDURES

- R** A. Execute position and coverage the same as for other scrimmages with the forward point of advancement usually determined by the wing official. Do not back up other officials' TD signals.
- U** B. Know ineligible.
1. Do not be as deep as for other scrimmage plays. When runner has made quick thrust into the play, move quickly to the dead ball pile.
 2. When ball is snapped on or inside 5-yard line, assume primarily responsible for line of scrimmage regarding passer beyond the line of scrimmage.
 3. Be aware of the goal line and do not block the wing officials' view.
- H, L** C. 1. When the ball is put in play outside the 7-yard line, rule on action as in any scrimmage down, except the **F** or **S** will cover the goal line.
2. Stop at the 2-yard line releasing ball carrier to the **F/S**. When the ball is put in play at or inside the 7-yard line you are responsible for goal line.
 3. When the ball is snapped at or inside the 5-yard line (going in), move to the goal line at the snap. The one exception is when the line to gain is between you and the goal line. In that instance, go to the line to gain and be prepared to move quickly on to the goal line.
 4. Move toward the goal line and rule on the score or on accurate forward point when you see the ball.

COMMUNICATE AND THINK GOAL LINE.

YOU MUST BE ON THE GOAL LINE TO RULE ON SCORE.

5. Be alert for a forward pass.
 6. Check responsibilities with the **F** or **S** prior to EVERY scrimmage down in this area.
- H, L** D. Use "Reverse Goal Line" mechanic to provide goal line coverage when Team A snaps the ball on or behind its 3-yard line. At the snap move immediately to the goal line. When snapped between A's 3 and 10-yard line, L will hold the line of scrimmage and H will read the play and react to the goal line if necessary. Be alert for fumbles and who provided impetus for the ball being in the end zone.
- F, S** E. When the ball is put into play from the 25 to 7-yard line, assume your preliminary position on the goal line pylon.
1. Responsible for the goal line and your sideline to end line.

WHEN PLAY TERMINATES ON OR NEAR THE GOAL LINE, YOU MUST BE ON THE GOAL LINE TO RULE ON PLAY.

2. Responsible for the goal line and your sideline.
3. When the ball is snapped on or inside the 7-yard line, take your initial position

on the end line at the pylon. The **L** or **H** will cover the goal line.
 4. Check responsibilities of the **H** or **L** before each play.

- B** F. When the ball is snapped outside the 25-yard line, take position as in normal scrimmage plays.
1. Be responsible for the end line.
 2. When the ball is snapped between the 30 and 7-yard line, rule on the end line with some help on corner plays from **F** or **S**.
 3. When ball is snapped from 7 yards in, **F** and **S** will be positioned to provide more assistance on the end line near their sidelines.
 4. If in doubt on a close play, defer to the official facing the receiver. When the ball is snapped outside the 30-yard line, **B** should be at the goal line on running plays or pass plays completed outside the 10-yard line and advanced into the end zone.
- ALL** G. 1. Aid in pileups where runner or ball is not visible.
 2. Let nearest official dig out the ball and indicate touchdown if appropriate.
 3. Stop clock if appropriate.
 4. Be alert for ball fumbled through the end zone or out of bounds.

**INDICATE SCORE BY TOUCHDOWN SIGNAL ONLY WHEN IN
 POSITION TO DETERMINE IT, BEING POSITIVE THAT
 REQUIREMENTS ARE MET.**

5. Communication between officials in this situation is most important.
6. Do not let a fellow official make a mistake.

- H, S, L, F** H. 1. When the ball is put into play on or inside the 7-yard line, **H** and **S** and **L** and **F**, shall communicate verbally prior to the snap to remind each other that the **H** and **L** assume complete responsibility for ruling on all goal line plays. This allows **F** and **S** to concentrate his attention on the sideline in the end zone and the end line in his area.

SECTION 16. FUMBLES

ARTICLE 1. SIGNALS

- COVERING** A. Point in the proper direction no matter who recovers; if a change of possession results, stop the clock.
- R** B. Signal next down if fumbling team recovers, or direction if opponent of the fumbling team recovers.
- B,F,S or L C.** Make sure clock stops if opponent recovers.

ARTICLE 2. MARKING SPOT WITH A BEAN BAG

- ALL** 1. Mark the spot of the fumble by dropping a bean bag on the corresponding yard line.
- ALL** 2. Make sure players or other game participants do not move the bag.

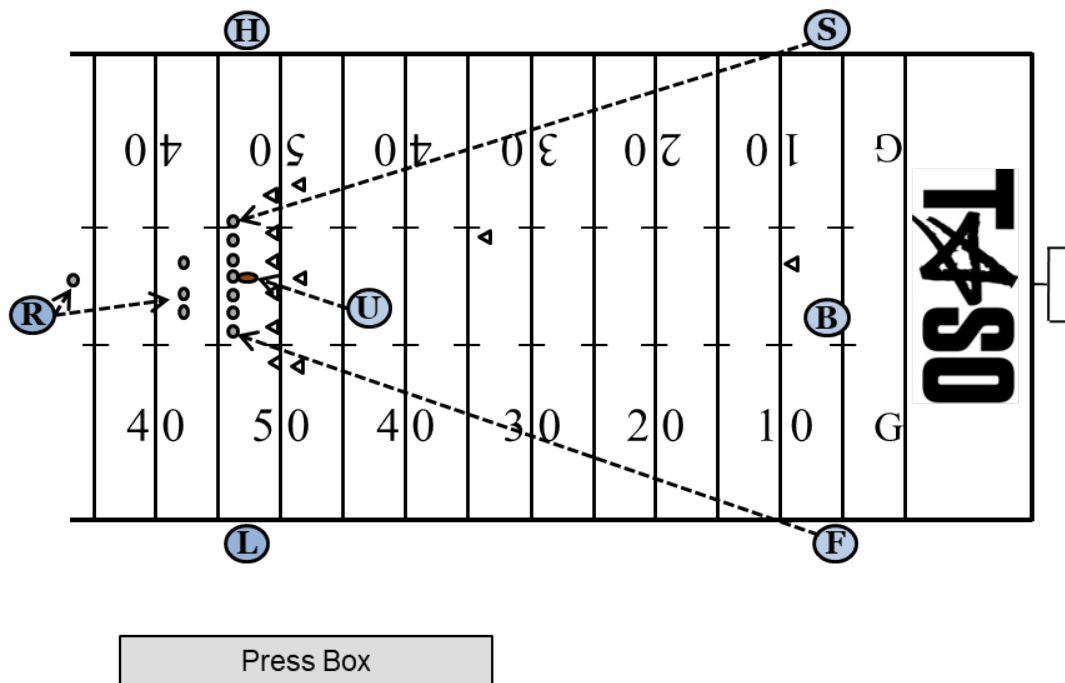
ARTICLE 3. DIGGING OUT FUMBLES

- ALL** A. Should it become necessary to "dig it out," the nearest official should dig for the ball, the next official to the area should **signal to stop the clock** and look to the clock to ensure it is stopped. The stop the clock signal should be relayed by the remainder of the crew.
- ALL** B. When the digging official determines possession, he should verbally relay possession information to the nearest standing official, normally the **R**, who will then signal the proper direction. If possible, the signaling official will point to the recovering player to assist the press box. Only **R**, if he is not the signaling official, should relay the direction signal. See Section 8 for bean bag mechanics on fumbles.

ARTICLE 4. FUMBLES OUT OF BOUNDS

- COVERING** A. Mark the out of bounds spot by dropping the bean bag, and continue to officiate the out of bounds action.
- COVERING** B. Be prepared to rule if the action is in fact a forward fumble or an illegal forward pass; confer with fellow wing official if any doubt exists.
- ALL** C. Know what action cause the fumble to be out of bounds—ball touches ground, player, equipment or other participant that is out of bounds.
- R, U** D. Spot ball by rule following the out of bounds action.

SECTION 17. SCRIMMAGE KICKS (PUNT PLAYS)



ARTICLE 1. PROCEDURES

- ALL** A. Read the offensive formation. Know your offensive player responsibilities.
- R** B. Duties Before the Snap:
1. Be in position slightly behind (no more than 5-yards) and to the kicking foot side of the kicker, wide enough to observe the snap and the flight of the ball to the kicker. Be in position to see the blockers and kicker at the same time and be prepared to rule on any contact with the kicker when the ball is kicked. If the kicker is near the end line, take position on the end line and remind the kicker if he is on or outside the end line prior to the snap. Adjust to the situation
 2. Count Team A players, and give appropriate signal to **U**. Be alert for delay by the kicker's team to confuse the opponent.
 3. When it is obvious a kick will take place and there is not a player 10 or more yards behind the neutral zone, the **R** will place an open hand on his chest, indicating to the **U** that Team A is not in a legal scrimmage kick formation.
- R** C. Duties After the Snap:
1. Watch blocking and illegal action by players behind the line.
 2. Observe action by and against the kicker.
 3. Observe players and clean-up action, while proceeding slowly down field if the kick remains inbounds.
 4. If the flight of the kick is toward a sideline, move quickly to a position in line with the flight, use arm signals to direct covering official to the out of bounds spot when appropriate.
 5. If the kick is caught or recovered down field, be prepared to take over the runner as prearranged if the covering official is out of the play.

6. Give Signal #11 if ball is tipped, and alert players vocally that the kick has been made.

U D. Duties Before the Snap:

1. Adjust positioning to 8-10 yards deep. Know the ineligible.
2. Count Team A players and give appropriate signal to the **R**.
3. Be aware of disconcerting signals by the defense.
4. Be alert for **R** giving the substitution signal. If he does, cover the ball or stand near the snapper, preventing the snap, until motioned off by the **R**. Move quickly to your position.

U E. Duties After the Snap:

1. Look down the line at initial charge, checking blocks of Team A and action by Team B players.
2. Observe Team B players lined up near the snapper. Be particularly conscious of illegal acts against the snapper. **Remind** Team B players to avoid illegal action against the snapper.
3. Be alert for holding by Team B, and pull and shoot action by B players.
4. After action in the line has cleared, move toward the return area to observe the entire picture of illegal action by players of either team. Don't hesitate to call a foul that occurs away from your position, if you are certain a foul occurred and if it is your responsibility to be cleanup man.

H F. Duties Before the Snap:

1. Take basic position and officiate as on scrimmage play.
2. Read offensive formation and know your offensive player responsibilities.

H G. Duties After the Snap:

1. Hold your position until ball crosses the neutral zone.
2. Assist the **R** in knowing if kick is tipped by a blocker.
3. Move down field with a purpose (about 15 yards) after the kick crosses the line covering play behind the **S**, covering ahead of runner, if the **S** takes him over. Use reverse mechanics with the **S**, keeping a 15-yard buffer. You have goal line on a long return.
4. Assume normal sideline responsibility.
5. Assist the **R** with errant snaps and blocked kicks if **R** is on the opposite side of the ball. Hold on the line of scrimmage if **R** is on your side of the ball.

L H. Duties Before the Snap:

1. Take basic position and officiate as on scrimmage play.
2. Read Offensive formation and know your offensive player responsibilities.

L I. Duties After the Snap:

1. Hold your position until the ball crosses the neutral zone.
2. When the ball is kicked, move downfield with a purpose (about 15 yards), covering the play behind **F**.
3. Cover ahead of runner if **F** takes him over, using reverse mechanics and keeping a 15-20 yard buffer. You have the goal line on a long return.
4. Assume normal sideline responsibility.
5. Assist **R** on errant snaps and blocked kicks if **R** is on the opposite side of the ball. Hold the line of scrimmage if **R** is on your side of the ball.

- F, S** J. Duties Before the Snap:
1. Take a basic position on sideline on your side of the field on the same yard line as the **B**. When the ball is snapped at or inside the 50-yard line, take your initial position at the goal line pylon.
- F, B, S** 3. Count Team B players, if there are 11, give appropriate signal with closed fist at shoulder level. The open palm signal will be used when the team you are counting has fewer than 11 players on the field.
4. Read offensive formation; know your offensive player responsibilities.
- F, S** K. Duties After the Snap: Responsible for knowing if your man is illegally obstructed or goes out of bounds as he makes his way down field. When it appears obvious the kicked ball will land between the numbers, you are responsible for:
1. Hold fast on the original lateral position while ball is in air. If you can see the “B” on the **B**’s back prior to the ball being snapped you are responsible for action in front of the deepest receiver. You are responsible for action on your key as he moves down the field. If the kick is away from you, move up field so that you can get a good view of the blockers and put yourself in position to get a good angle through the action.
NOTE: This mechanic will only be put into action when the ball is kicked outside the 50-yard line.
 2. Cover the play in front of receiver action around the runner if play is away from you. The off official must cover the action around the runner when there is a possibility that two men might be watching the runner who is threatening a sideline. Do **not hesitate** to call a foul if you see one occur in the area where you are the cleanup man, even though you may be a considerable distance from the action.
 3. If return is to your side, responsible for forward progress all the way to Team A’s 2-yard line.
 4. Help when possible on action of man who signaled for fair catch and does not touch the ball. **B** is responsible for coverage of the football, ruling on the end of the kick, goal line, etc.
 5. Concentrate on the action in front of the receiver.
 6. Know if ball is kicked or passed.
 7. When the ball is snapped at or inside the 50-yard line, your initial position will be at the goal line pylon. When the receiver does not catch the ball, **F** or **S** (depending of the position of the ball) must be responsible for ruling on the end of the kick and its status relative to the goal line.
- F, S** L. When it is obvious the kicked ball will land in your immediate area (between bottom of numbers and your sideline):
1. Stay focused on your key and any action against him. Move into position to rule on validity of catch or signal; ruling on interference with catch opportunity; following the ball if receiver fails to field a kick.
 2. Be in position to rule on legality of hand-offs on kick return.
 3. Observing the runner until he enters another official’s zone.
 4. Being alert for the **R** waving you in position to spot out of bounds kick in the air, if you need assistance in marking it; cover rolling kicks that go out of bounds on your sideline.
- B** M. Duties Before the Snap:
1. Take a position slightly behind and at the side of the deepest receiver favoring the wide side of the field. Your position will determine where the **F** and **S** line up

as all three deep officials will start on the same yard line.

NOTE: if you observe two receivers, do not split the receivers.

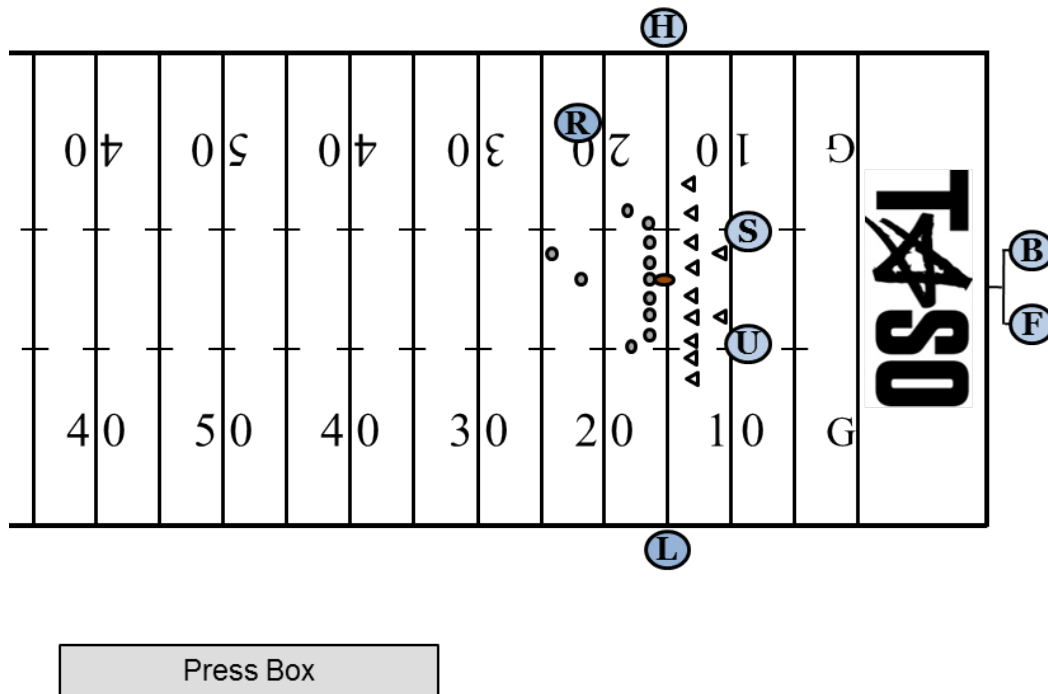
2. Read offensive formation, know your offensive player responsibilities.
3. Assist in counting Team B players.
4. Be responsible for the play clock.

- B** N. Duties After the Snap:
1. Move into position to rule on validity of catch or signal; ruling on interference with catch opportunity (**F** and **S** should inform you if the offending player was blocked into the receiver); following the ball if receiver fails to field kick.
 2. Be in position to rule on legality of hand-offs.
 3. Responsible to mark the end of the kick from sideline to sideline.
 4. Cover the ball carrier until he enters another official's zone.
 5. Rule on play on ball in end zone. Be alert for batting violation.
 6. When the ball is snapped at or inside the 50-yard line, take your normal position in relation to the deepest receiver, favoring the wide side of the field. Be responsible for ruling on validity of catch or signal, and for ruling on interference with the opportunity to catch the kick. If the receiver fails to catch the ball, rule on action by or on the receiver who signaled for a fair catch. **F** or **S** will be responsible for ruling on the end of the kick and its status relative to the goal line, as noted.
- B** O. When it is obvious the kicked ball will land between the bottom of the numbers and the sideline:
1. Concentrate on action in front of runner after catch is made.
 2. Move into position to cover play around the runner.

ARTICLE 2. GENERAL DUTIES

- ALL** A. Be alert for blocked or "fake kick". Be alert for recovery and advance.
- F, S, B** B. On deep kicks, only the **B** should mark end of kick.
- F & S** C. Mark where the runner goes out of bounds and continue to officiate through the activity immediately following the ball becoming dead. H and L have "clean up" responsibilities when the returner goes out of bounds into the team area. They also have the goal line on a long return.
- D. Make sure **R** and **U** know the outcome of the play especially if the ball is loose after a catch or a touch.

SECTION 18. TRY AND FIELD GOAL PLAYS



ARTICLE 1. PROCEDURES

- R** A. On a TRY or field goal, take a position even with and 10 yards wide of the potential kicker, facing the holder. When it is obvious a kick will take place and a potential holder and potential kicker are not seven or more yards behind the neutral zone, the R will place an open hand on his chest, indicating to the U that Team A is not in a legal scrimmage kick formation.
1. From this position, observe the motion of the backs within his line of vision, and cover as usual if a run or pass develops.
 2. Signal score after being positive that requirements are met.
 3. Responsible for action on the kicker and holder.
- U, S** B. Adjust to field position and line-up approximately five yards deep and observe line play and defensive action on the snapper and linemen on your side of the snapper.
1. Be aware of any illegal action against the snapper.
 2. Be aware of the pull and shoot.
- H, L** C. Take regular positions.
1. Cover sideline from line of scrimmage to end line:
 - a. Cover plays on short field goal and PAT attempts.
 - b. Be alert for fake field goal attempts, being in position as usual.
 - c. Stay at the line of scrimmage until the ball has crossed the neutral zone.
 - d. Pinch as far as the bottom of the numbers when the ball is snapped from the opposite hash mark.
 - e. Know who **“remains at LOS”** and who moves into the backfield on blocked

kicks, and bad snaps.

- f. Close once the ball is kicked and travels beyond the neutral zone talking to players on both teams to make sure there is no extra-curricular activity after the play.

- F, B**
- D. Take positions inside the limit line to look up the upright of the goal on your side of the field:
1. Rule on success or failure of field goal attempts.
 - a. Official nearest ball rules on play.
 - b. Both officials will signal when a kick is successful.
 - c. When the ball is wide to the **F's** upright, only the **F** will signal the kick unsuccessful.
 - d. When it is the **B's** responsibility to rule on the upright on his side and the crossbar and the kick is unsuccessful, only the **B** will signal the kick unsuccessful.
 2. Breaking out into position to cover play in end zone or short field goal and PAT attempts. Communicate verbally with each other. *NOTE: When the field goal or TRY attempt narrowly passes outside an upright, the official nearer the ball may give a sweeping motion with both arms away from the upright.*
 3. Being alert for fake field goal attempts. Be ready to cover passes, runs and even the goal line when the ball is snapped outside the 20 yd. line.
 4. Be alert for illegal touching or batting of ball.
 5. Be alert for ball striking an upright or crossbar. If ball strikes the crossbar, the **B** is responsible for the ruling.
 - B** 6. Sideline and end line responsibilities.
 - a. Be responsible for play clock.
 - B** b. Sound the whistle on successful PAT attempts.
- S**
- E. On ALL Kick Tries for a PAT and field goal attempts,
1. Take a position approximately five yards beyond the neutral zone opposite the **U** (double umpire) and will be responsible for assisting the **U** with action by linemen on his side of the snapper.
 2. Be aware of "pull and shoot" action by Team B.

SECTION 19. TIME-OUTS

ARTICLE 1. PROCEDURES

- R** A. 1. Indicate a full length charged time out by facing the press box.
 2. Give time out signal then extend one arm in pointing fashion, horizontally, in direction of requesting team.
 3. Indicate a third charged time out by following this signal with three tugs on an imaginary steam whistle at the ball. If **R** has a field microphone, announce the team calling the timeout has taken their third and final time out of the half in lieu of the steam whistle pull signal.
 4. Check with **U** the number of time outs remaining for each team and the playing time remaining in the period; confirm with wing officials.
- S** B. 1. Make sure the game clock is stopped.
- U** C. 1. Take charge of the ball, and confirm number of time outs left for each team.
 2. Confirm ready for play whistle with **R**.
 3. Do not allow Team A to snap the ball if the **B** is not ready (delay of game) after being notified.
- H, L** D. 1. Notify a coach from team on your sideline of the number of time outs remaining to each team and of the remaining time in the period.
 2. Stay with team on your side, and inform coach of ready-for-play signal.
- F, S** E. 1. Notify a coach from team on your sideline of the number of time outs remaining to each team and of the remaining time in the period.
 2. Stay with team on your side, and inform coach of ready for play signal.
- B** F. 1. Time the time-out period.
 2. Coordinated any Radio-TV breaks.
 3. Indicate that the timeout is over and the teams should return to the field. This can be a hand signal, verbal signal or sounding of the whistle.
- ALL** G. 1. Make sure all have correct information on number of timeouts remaining.
 2. Inform coaches on your sideline.

ARTICLE 2. REFEREE'S TIME OUT

- R** A. 1. Signal time out, then indicate **R**'s time out by tapping chest with hands. Stay at the ball.
 2. Only **R** may stop the clock for a coach's conference.
 a. If the coach is not correct on his reason for requesting a coach's conference, he will be charged with a time out.
 b. After the time out has been charged to the coach, the procedure for a team time out will be carried out. This includes a full-time allotment.
 3. Signal time out when Team A is awarded a first down.
 4. Declare ball ready for play as soon as need for time out has been met.

- ALL** B. 1. Signal time out and carry out usual duties.
2. When either team is in possession of the ball in advance of the line to gain, covering official indicates time out.
3. If game is disrupted for any reason, record down, team in possession, position of the ball and time remaining in the game.

ARTICLE 3. INJURY TIME-OUTS

- ALL** A. 1. Same as free time out. Permit as much time as is necessary.

SAFETY OF INJURED PLAYERS IS MOST IMPORTANT.

2. Use signal #3, followed with tapping hands on chest.
3. Do not allow players to assist teammates but direct that they wait for trained staff.
- R** B. 1. Permit water attendants to tend to their teams on the field during extended injury timeouts.
2. If appropriate, send players to sidelines.
3. Make notes with **U** for incident report if injury qualifies for a report.

SECTION 20. MEASUREMENTS

ARTICLE 1. PROCEDURES

- ALL** A. 1. Let R know that the dead ball spot is close to the line to gain.
2. Let R determine need for timeout for a measurement.
3. Echo signal if R calls time out.
- R** B. 1. When spotting the ball after each scrimmage, be sure there is no need for measurement before announcing the down. If close, announce the down and be alert for either captain's request for measurement, if doubtful, call for measurement without captain's request.
2. When the ball becomes dead in a side zone or out of bounds and measurement should be at the dead ball spot, have covering official place the ball at the proper spot. If short of a first down, use the forward point established on the chain when spotting the ball at the inbounds line. If alternate game ball is available following the measurement, leave the ball in the side zone until an alternate ball is placed at a corresponding inbounds spot.
3. See that the **U** is ready. Facing the press box, observe the relative position of ball and point to be gained, then announce your ruling.
4. Remain over the ball and announce down and distance. Get ready signals from captains while **H** is resetting chain. When **H** is ready, declare the ball ready for play.
5. If not first down, and in a side zone, retain firm grasp and personally set the ball at the hash marks using the chain.
6. Be alert to measurements at the end of the 1st and 3rd quarters, and properly spot the ball after changing ends of the field.
- U** C. 1. Make sure the ball is not moved until **B** arrives and assumes responsibility for the ball.
2. Place chains on the press box side of the ball, take forward rod making sure chain is free of kinks.
3. Wait until **H or L** calls "ready" then carefully tighten the chain only once. Don't pull or jerk it.
4. Hold the rod perpendicular to the ground at the press box side of the ball until **R** announces his ruling, then return rod to the chain crew.
- H or L** D. 1. Go to sideline and make sure clip is properly located.
2. Instruct box operator to take a position near the front stake, maintaining the previous down.
3. On your signal, move chains to spot indicated by **L or H**.
4. Call ready when chain is set.
5. Take chains to the sideline and reset chains depending on result of play.
- L or H** E. 1. Go to appropriate spot on the yard line nearest the rear stake.
2. Use foot to hold chain taut after **H or L** sets chains.
3. Report results to coach on your side, so coach can call appropriate play.

- F, S**
- F. 1. Take sideline positions that facilitate spotting the box and auxiliary box, and keeping sideline clear.
2. Be prepared to move to spot of the measurement to help keep the area clear.
3. Observe dead ball action around the area of measurement.
4. Get a new ball if the measurement is outside the hash mark.
5. Will take a position at the sideline and move the box man to a spot on the sideline where the ball will next be snapped.
- B**
- G. Ensure the ball is not moved after being spotted for measurement. If holding the ball is necessary, assume a position parallel to the ball's axis and in advance of the line to gain, allowing room for chains, etc.

SECTION 21. CALLING FOULS and ENFORCEMENT

ARTICLE 1. PROCEDURES

- ALL**
- A. 1. Official calling foul will drop at the proper spot or throw marker, mentally marking the yard line. If ball is alive, withhold whistle until the ball becomes dead; then continue to sound whistle until you are certain other officials are aware a foul has been called. The official should then verbally communicate the information to the **R**. For pre-snap fouls, visual signals are acceptable.
 2. Know status of ball if it is in play. Make mental note as to whether the clock should be started on the ready or on the snap.
 3. Do not place a hand on or point to the offending player. Official who calls disqualifying foul notifies the head coach. Nearest official will notify, by position or number, a coach of non-disqualifying fouls by his team. On encroachment fouls or false start fouls, if more than one marker is down, calling officials should consult with each other, before reporting foul. If **U** is involved, he should report the foul to the **R**. When giving a sideline warning, throw your flag. Notify the head coach then go to the **R** and report the violation. Each official should record and the **R** will signal.
 4. After calling foul, get **R**'s attention as soon as ball is dead, sound whistle and give description. It is your duty to make sure another official is covering the spot of foul if foul is spot foul; then go to **R** and report the foul fully as follows:
 - a. Foul called. Always use Who, What, Where, When, Who fouled? Offense or Defense, Return or Kicking team. What was the foul? Where did the foul occur? Behind or beyond LOS. When did the foul occur? Live or dead ball
 - b. Offending team, including jersey color and A/B, offense/defense or kicking team/ receiving team
 - c. Offending player's number or position.
 - d. Spot of foul, previous spot, end of run or end of kick.
 - e. Status of ball (live (run/pass), loose, dead) when foul occurred.
 5. Foul called by another official:
 - a. If ball is not at dead ball spot, assist in getting it there.
 - b. Cover and hold dead ball spot, and mark end of run. Leave ball on ground until needed.
 - c. If the foul is a spot foul, cover and hold spot of foul.
 - d. If all spots are covered, including penalty marker, observe players and assist where needed.
 6. Covering the Spot of Foul
 - a. Hold spot as long as necessary. Ascertain foul and offending team. When **U** starts to enforce the foul, pick up marker of official who called foul.
 - b. If enforcement spot is different from spot of foul, see that it is covered by an official.
 - c. If enforcement is from spot of foul, **L** shall hold spot during enforcement. **U** will release him.
- H, L, F, S**
7. Be alert for **R**'s preliminary signal, and be ready to explain options to the coach on your sideline.
 8. When fouls are committed that require enforcement at the next free kick, **R** will give the preliminary signal and point to the next free kick.
 9. If calling official, be responsible to see that **R** and **U** assess penalty properly in all respects.

- ALL** 10. If a coach wants a conference to discuss a call, alert **R** who will call the time-out. Make sure at least one other official accompanies **R** to the sideline.
- R** B. 1. When fouls are committed that require enforcement at the spot of the next free kick, **R** will give the preliminary signal and point to the next free kick spot. **B** will repeat the signal following enforcement from the succeeding spot
2. When foul or fouls are reported to the **R**, he will immediately give preliminary signal or signals to press box side before explaining options to captains. Notify both captains if loss of down is part of the penalty. Give dead ball signal before giving the signal for a dead ball foul. For pre-snap fouls, preliminary and dead ball signals are not required and should not be given.
3. If a choice is obvious, announce it and proceed with enforcement or declination.
- a. If captain objects, explain alternatives and conform to his choice.
- b. If choice is not obvious, explain foul or fouls and the options, state options briefly, but correctly, clearly and courteously.
- c. Notify captain of offending team of foul called and number and position of offending player (if possible).
4. If penalty is accepted, signal foul and extend one arm in pointing fashion, horizontally in direction of offending team.
5. If penalty is declined, signal foul, extend one arm in pointing fashion, horizontally in direction of offending team and then give the penalty declined signal (S10)
6. If penalties offset, signal one foul, extend one arm, in pointing fashion, horizontally in direction of offending team, repeat this procedure for foul by other team, then give penalty declined signal.
7. While facing press box, indicate the number of the next down.
8. Be **alert** for wing officials **relaying choice from head coach**.
9. After **U**'s enforcement, make sure of proper enforcement actions.
10. If not correct, do not let the next play go.
- U** C. 1. Take a position near **R** when he explains options to a captain.
2. If penalty is to be enforced, follow **R**'s instructions in marking off the penalty.
3. Carry ball and place in position when enforcing the penalty.
4. Verify correct placement with **H**.
- H or L** D. 1. After decision, reset box and chains as appropriate.
2. Verify down and distance.
3. Visually check with **U**. If enforcement is correct, direct assistants to move down indicator and direct moving of chains if appropriate.
- L or H** E. 1. When **U** starts to mark off penalty, remain at the enforcement spot until the penalty enforcement is complete.
- F, S** F. 1. Make sure offended team coach knows his options.
2. Relay his decision as appropriate to **R**.
- B** G. 1. Observe dead ball action around players on the field.
2. Make sure play clock has stopped.

SECTION 22. CLOSE OF A PERIOD

ARTICLE 1. PROCEDURES

- ALL** A. 1. Near the end of a period, be aware of the time remaining before the start of each play.
2. Do not run the 25-second count with less than 25 seconds remaining in any period and the game clock running.
3. Record ball position at the close of the period.
4. If a measurement is required, move the ball with the stakes.
- R** B. 1. When time expires, sound whistle only if ball is dead.
2. At the end of the period, indicate by holding a ball over head with one hand.
3. At close of first and third periods, see that ball is not disturbed until exact position for transfer has been determined.
4. Turn the ball over to the **B** at close of second period.
- U, L, H** C. 1. Keep **R** informed of remaining playing time--indicate by inconspicuous signal whether there is ample or scant time for next snap.
2. Advise **R** at the end of the down if time expired while the ball was in play.
3. Leave the ball alone; **R** will handle it at the end of each period.

ARTICLE 2. TIMING AND FOULS

- ALL** A. 1. Make sure no timing errors exist.
2. Record for enforcement any fouls to be enforced at the beginning of the next period.
- R, U** B. 1. Record score and make sure scoreboard is correct.
2. Enforce fouls as appropriate.

SECTION 23. ONE-MINUTE INTERMISSIONS

ARTICLE 1. PROCEDURES

- ALL** A. 1. Observe players as they move to the other end of the field.
2. After prescribed duties are completed, take position for next play.
3. Do not resume play until one minute has elapsed.
- R, U, H, L** B. 1. Note position of the ball, down and distance, mark that information and move to new location.
2. If the period ends and a measurement is required, make sure to spot the ball appropriately.
- H, L, F, S** C. 1. Move downfield assuming responsibility for respective teams.
2. Record yard line, down and distance, and check with **R** both before and after he changes the position of the ball.

ARTICLE 2. SPECIFIC RESPONSIBILITIES

- ALL** A. 1. Verify correct position of ball.
2. Verify enforcement of any penalty occurring during the dead ball period.
- R, U, H** B. 1. Record and announce yard line on which the forward point of the ball rests, and the down, distance, location and direction from nearer goal line (inbound/outbound).
2. Verify correct placement of ball, line to gain, and box.
3. Obtain signal from **B** for marking ball ready for play.
- H & S
or
L & F** C. 1. Determine the yard line which intersects the chain between the rods.
2. Record the down, distance and yard line upon which the ball rests.
3. Grasp the chain at the back edge of the marked yard line, reverse the chain and the assistants holding the rods, and move to corresponding line on the opposite end of the field.
4. Hold the point on the chain at the intersection of that line with the sideline while the assistants tighten the chain; have assistants move the chain approximately six feet off the sideline.
5. After **U** spots the ball, check for correct spotting (especially following a measurement) and check the down and distance to gain.
6. Make sure the down and the distance are correct.
- L (or H)** D. 1. Move to the correct yard line at the opposite end of the field to ensure proper placement of the ball.
2. Verify correct placement of auxiliary markers.
- B** E. 1. Time the interval between periods.
2. Coordinate TV or radio time-outs.
3. Inform **R** and **U** when time-out is about to expire.

SECTION 24. INTERMISSION BETWEEN HALVES

ARTICLE 1. END OF SECOND PERIOD

- R** A. 1. Move smartly off the field with the other officials.
 2. From the end zone give the start the clock signal when field is clear of officials, coaches, managers, and players.
- S** B. Time the intermission.

ARTICLE 2. PRIOR TO SECOND HALF KICK-OFF

- ALL** A. 1. Review options from first toss.
 2. Note any fouls that require enforcement on the kick-off.
 3. Review extra period procedures.
 4. Check with other officials regarding second half choices; which should be obtained before teams depart the field for the halftime.
 5. Re-enter field with no fewer than four minutes on clock.
 6. Arrive at your kickoff position no later than one minute prior to kickoff.
- H, S, L, F** B. 1. Five minutes prior to the end of the half-time intermission, go to the same team that you had for the opening coin toss end escort them to the field.
- B** C. 4. Obtain the correct ball for kickoff.

SECTION 25. EXTRA PERIODS

ARTICLE 1. END OF REGULATION PLAY

- ALL** A. 1. Direct and escort, if necessary, teams to their respective team areas.
 2. Meet at the center of the field and review extra period rules and procedures.
 3. Approximately three minutes following the end of regulation play, **R** will review the procedures for the extra period with the head coach of the team opposite the press box, with **H** as a witness. **U** will review the procedures for the extra period with the head coach of the team on the press box sideline, with **L** as a witness. **R** and **U** will escort the head coaches to the center of the field for the toss.
- R** B. 1. Announce or otherwise notify press box that: "Regulation play has ended with a tie score. There will be a brief intermission followed by an extra period of play."

ARTICLE 2. COIN TOSS

- ALL** A. 1. Approximately four minutes following the end of regulation play, conduct coin toss.
 2. Assume same duties as for coin toss prior to start of game (see Section 5).
- R** B. 1. Remind head coaches that the winner of the toss may not defer choice.
 2. Conduct toss, obtain choices from head coaches, and position them with their backs to their respective goal lines.
 3. Place hand on shoulder of coach (nearest press box) of team winning toss. Stand adjacent to team (to press box side) that will be on offense first and give Signal 8 (first down). Simultaneously, announce choices if equipped with field microphone.

ARTICLE 3. ADDITIONAL EXTRA PERIOD

- ALL** A. 1. When an additional extra period is required, immediately conduct the option selections with the coaches.
 2. Obtain option from coach of team that had second choice in previous extra period, then option from opposing coach. (Note: Beginning with third extra period, **R** reminds coaches that only a touchdown can score points on a Try.)
- R** 3. Indicate choices to press box as noted above.
- R** B. 1. With **U**, move directly to the center of the field and call for coach from both teams.
 2. Obtain option from coach of team that had second choice in previous extra period, then option from opposing coach.
- F, S** C. 1. Remind head coach for team on your sideline about time-outs.
 2. Beginning with third extra period, remind Coaches that only a touchdown can score points on a Try.
NOTE: Beginning with third extra period, **R** reminds coaches that only a touchdown can score points on a Try.

SECTION 26. POST GAME DUTIES

ARTICLE 1. PROCEDURES

- ALL** A. 1. Note total elapsed time from initial kickoff to final whistle including all intermissions.
 2. Join other officials and leave together.
 3. Neither seek nor avoid coaches.
 4. Complete any required game reports and send them immediately.
 5. It shall be permissible for the home school game administrator to contact the **R** regarding rules interpretations. Judgment calls will not be discussed.
 6. All comments must be cleared through the appropriate authority.
 7. Meet with Chapter or TASO observer for a postgame critique. Remember that critiques are provided to improve officiating; do not take these comments personally, but make certain that give the observer you undivided attention.
 8. Discuss any situation that needs improvement.
 9. Record the total elapsed time for the game report.
 10. Leave together. Neither seek nor avoid coaches.
- R** B. 1. Obtain data to complete foul report.
 2. Obtain necessary input for any incident reports.

ARTICLE 2. INCIDENT REPORTING

The University Interscholastic League has directed that certain incidents be reported. *ANY EVENT THAT DISRUPTS THE NORMAL FLOW OF THE GAME*, officiated by TASO officials, requires a report. Examples included, but are not limited to:

- Abuse from coaches, players or fans
- Fighting by players, coaches and fans
- Serious Injuries
- Unsafe Playing Conditions
- A half time lasting longer than 28 minutes at a Varsity game
- Coach Ejection – ALL levels of play
- Player Ejection – ALL levels of play
- ALL Targeting Fouls
- ALL 15-yard penalties involving the sideline
- ALL 15-yard penalties for unsportsmanlike conduct in sub-varsity play, *especially* middle schools or junior high
- For a Varsity game when no Game Administrator is identified

The game administrator is to be informed of the problem the night of the game, when available. Written reports from each official directly involved in the incident shall be submitted within twenty-four hours and may be filed electronically using the TASO or UIL websites. In addition, the official should notify his/her Chapter leadership of the report. Reporting of other incidents should be done in accordance with Chapter policies and such policies that TASO may adopt.

ARTICLE 3. FIGHT REPORTING PROCEDURES

- A. The official who calls the foul will inform the player, squad member or coach and his head coach of the disqualification.
- B. Within 24 hours of the contest **R and all officials who called the foul or witnessed the action** must complete the UIL or Private School Incident Report available at www.taso.org.
- E. Players who are disqualified from a game must remain in the team area for the remainder of the game.
- F. Coaches who are disqualified from a game may not be in the Playing Enclosure during the remainder of the game.

SECTION 27. TASO OFFICIATING PHILOSOPHIES

Guidelines and Tips for Texas High School Football

Officiating Philosophies, Points of Emphasis, Guidelines, and Tips are to be used in connection with the 2021 NCAA Football Rules, Texas High School Football Rule Exceptions, and TASO Football Officiating Mechanics. They are not intended to be in conflict with any rule, exception, or mechanic. An Officiating Philosophy is not part of the rules. Points of Emphasis are special actions we want to take before, during, and after the game. Guidelines are to help simplify some rule and game situations. Tips are saying and advise that has been passed down and shared among officials.

Officiating Philosophies do not take the place of common sense and good judgment by officials. They are not intended to replace the continued study of the Rule Book and Mechanics Manual. They are an aid to officials in an attempt to provide consistency in officiating certain types of plays, so as much as possible, eliminate the differences from crew to crew, game to game, week to week, and chapter to chapter.

Abbreviations used:

CHBChop Block	KO Kickoff
CLPClipping	LTG Line to Gain
COPChange of Possession	LOS ... Line of Scrimmage
DHDefensive Holding	NZ Neutral Zone
DOG ...Delay of Game	OFK ... Offside Free Kick
DOFDefense Offside	OH Offensive Holding
DPIDefensive Pass Interference	OB Out of Bounds
DQDisqualification	OPI Offensive Pass Interference
EZEnd Zone	PF Personal Foul
FOPField of Play	POA ... Point of Attack
FSTFalse Start	RPS ... Roughing the Passer
GLGoal Line	RTH ... Roughing the Holder
IBBillegal Block in the Back above the Waist	RTK ... Roughing the Kicker
IDPIllegally Downfield on Pass	TB Touchback
IFPIllegal Forward Pass	TD Touchdown
ILFIllegal Formation	T. O. ... Time Out
ILSIllegal Substitution	UNR ... Unnecessary Roughness
ILMIllegal Motion	UNS ... Unsportsmanlike Conduct

Aiding the Runner:

- A foul only if the runner is “picked up” by teammates or if he is “pulled” into end zone by a teammate.
- It is not a foul if “driven” into the end zone or forward by his teammates.
- Most of the time, this happens near the GL or short yardage situations, but illegal and legal actions apply anywhere on the field.

Announcements:

- Practice your microphone skills. The fans love this part of the game.
- Practice even when you do not have a microphone.
- Be sure to turn the microphone off after your announcement.

Backward Pass:

- When in question, the pass is forward, not backward.
- When the QB’s hand starts forward with the ball, rule the pass forward even if he is contacted and the ball goes backward.

Bean Bags:

- Fumbles: Officials shall drop the bean bag only when they see the ball fumbled, not when they see the ball loose.
- Punts: Officials shall drop the bean at the spot the kick ends or the spot of illegal touching.
- Be accurate. You are marking a potential enforcement spot.
- Do not drop your bean bag after an interception, except when inside the 5-yard line.

Blocking:

- If there is a potential OH, but the action occurs clearly away from the POA and has no (or could have no) effect on the play, OH should not be called.
- It is not blocking below the waist if the initial contact is above the waist, and the blocker then slides down and makes contact below the waist.
- To be a foul for IBB, the initial contact of the block must be from behind and above the waist. When in question, the block is below the waist. First contact is the key, not the position of the blockers helmet.
- It is not a foul for IBB if the initial contact is from the side.
- If the blocker is in a CHASE MODE, ALL of the contact must be on the side.
- You should not call OH on a double team block unless there is a takedown or the defender breaks the double team and is pulled back.
- A block from behind below the waist is a CLP. Clipping is legal if within the Tackle Box and above the knee if the ball has not left the Tackle Box.
- If a defender has beaten the blocker be alert for OH. If he is beat, the blocker, is going to cheat. Watch the feet.

Ball Persons:

- Have good communication and a good pregame meeting.
- Keep them in the game. Keep them off of the field.
- Tell them you will let them know when you want a new ball. Don't let them make that decision.

Catch:

- If the process of the catch includes going to the ground, the receiver must maintain possession of the ball when he contacts the ground to be awarded a catch. The ground can cause an incompleteness. This is the same in the FOP and the EZ.
- These requirements are the same for interceptions and fumble recoveries.
- There is a difference in the ball moving within the receiver's control and moving from a loss of control.
- If the receiver is contacted simultaneously with or immediately after he controls the ball with one foot down and loses possession, rule the pass incomplete.
- A play that would be ruled a catch/fumble in the field of play would be ruled a catch/TD in the end zone.

Catchable Forward Pass:

- For a pass to be ruled uncatchable, it must be BLATANTLY uncatchable. If there is any question the pass shall be ruled catchable.
- Give the uncatchable signal only if you would have thrown a flag for OPI or DPI if the pass had been catchable.

Chain Crew:

- Remind the chain crew they are part of the officiating crew and are expected to conduct themselves in a professional manner. No cheering or comments. Instruct them to move only on the HL's signal.
- If TASO Officials are on the chain, include them as much as you can.

Chop Block:

- High: If a blocker is engaged with the defender above the waist, a teammate may not block the engaged player below the waist. A high/high block is legal.
- Low: if a blocker is engaged with the defender below the waist, a teammate may not block the engaged player above the waist. A low/low block is legal.
- It is a foul for a CHB even if the high blocker has just disengaged with the defender when the low blocker contacts the defender.
- There must be contact by both the high and the low blocker to be a CHB foul.

Clocks:

- Game Clock: The Referee may make any clock adjustments necessary.
- Game Clock: If an official sees time remaining on the Game Clock, when a T. O. is called, put time back on the game clock even if reads 0:00 when the officials get the game stopped for the T. O.

- Play Clock: Once the play clock reads: 00 the official will look for the ball. If the ball is still on the ground and not in the process of being snapped it is a foul for DOG. If the ball is being snapped, no foul for DOG.
- Play Clock: The Referee may reset the play clock to: 25 if necessary.
- If the clock operators do not come to the dressing room prior to the game report it to the Athletic Director. If they are TASO Officials, report it to the Chapter.
- If time is being kept on the field turn the scoreboard clock off.
- Know the signals used if the play clocks are not working. Turn both off if one is not working.
- Be sure the crew has a watch to time if necessary.
- If the game clock has less than 0:02 seconds remaining when ball is snapped, this will be the last play of the game unless the period is extended by rule.

Coach to Coach Communication System:

- This is not covered by the rules, and the officials are not involved.
- If one team's communication goes down, the officials may notify the other Coach, however, there is no rule of Equity and no obligation for the other team to put theirs down unless there is a district rule

Coin Toss:

- Make this a memorable experience for the captains and their families.
- Make the captain call the toss before you toss the coin. Repeat his choice back to him.
- Let the coin hit the ground. Give good signals to the Press Box.

Consistency:

- Coaches want consistency in what is and is not a foul so they know what to coach.
- Do not call a foul in the 4th Q that you passed on earlier in the game.
- Do not pass on a call in the 4th Q that you called earlier in the game.
- Do not call a foul near the goal line that you passed on near midfield.
- Do not pass on a call near the goal line that you called near midfield.
- Be consistent in marking the ball ready for play throughout the game.

End of Game:

- If an offensive team goes into a victory formation, officials should use common sense officiating and make every attempt to not call fouls that have no bearing on the outcome of the game.
- Personal Fouls and Player Safety Fouls should always be called regardless of time and score.
- If the Referee stops play for any reason, the game is suspended and not over.
- The official's jurisdiction ends when the game is over.

Equipment:

- Both teams must certify in writing before the game that all of their players are equipped according to rule and have been instructed the proper use of their equipment.
- If equipment becomes illegal through play, the team will not be charged a T.O. however, the player must leave the game until the illegal equipment is corrected.

Face Mask:

- Touching the Face Mask or a grab and release is not a foul. There must be a pull or twist and turn to be a foul.
- The grab, pull, twist, and turn of any helmet opening is a foul.
- Face Mask restrictions apply to the offense and defense.

False Start:

- A flinch is a flinch and a FST. This applies to both Lineman and Backs.
- If an ineligible offensive player is going from a 2-point stance to a 3-point stance when the ball is snapped, this is a FST.
- If an eligible offensive player is going from a 2-point stance to a 3-point stance when the ball is snapped is ILM.
- QB head bobs or jerks are FST. QB hard counts are not fouls.
- Ineligible offensive lineman who has their hand on or near the ground can turn and look at the QB to hear the signals if they are slow and do not lift their hand.
- Pointing at the defender as part of the offensive signals is not a FST.
- If the snapper flinches, head bobs, or moves the ball, this is a FST. Especially if this is only done on 4th downs or short yardage situations.
- Be alert for the defense calling the offensive snap count that causes a FST.
- A defender making a non-football move that causes the offense to FST is a foul for DOG.

Field:

- If both teams are on the field, two officials must be on the field to keep the teams separated. Jurisdiction is 60 minutes prior to KO, but use good judgment if there is a potential for problems.
- The **R** will request a change to anything in, on, around the field he believes is unsafe.

Flags

- There is no such thing as a “late flag”. Sometimes, it is necessary to wait until all of the action has stopped to make a ruling.
- Go slow. See the play, read the play, then, make the call.
- There is no such thing as “that’s not your call “. All officials are responsible for their primary area and secondarily responsible for ruling on action legal or illegal anywhere on the field.
- Do not throw flags at players. Throw your flag up in the air unless it is a spot foul.

Fighting:

- If player actions are deemed to be “fighting”, the player must be DQ.
- When in question, such actions will be deemed pushing and not fighting.
- If players come off of the bench on to the field, they are deemed to be fighting by rule.
- In the pregame, be sure the Coach understands this is an automatic DQ by rule.

Formations Defense:

- If the snapper adjusts or moves the ball forward after the defense has established position on the LOS, the defense should not be penalized for DOF as they have been put into this position by actions of the offense.
- A defender is considered on the LOS if any part of his body is inside the rearmost part of a down lineman's body.

Formations Offensive:

- Officials will work to keep offensive lineman legal and call ILF only when obvious or when warnings to the Player or Coach are ignored.
- Do not wait until the 4th quarter to start enforcing this rule.
- A wide receiver or slot back is covering up a tight end if there is no stagger. When in question, it is not a foul.
- Do not be technical in determining if a wide receiver or slot back is on or off the LOS. When in question, it is not a foul.

Free Kicks:

- The kicking team restraining line for regular deep or pooch kicks will be a SOFT plane, and the officials will not be technical on calling OFK.
- The kicking teams restraining line for an onside kick will be a HARD plane, and the officials will call OFK if the kickers (other than the kicker) break the plane of the kicking teams restraining line before the ball is kicked.
- The receiving team restraining line is a plane, and a kickoff has gone 10 yards when the ball has broken the plane and remains beyond the plane of the receiving teams restraining line. (The wind could blow it back)
- If the kickoff results in a TB or Fair Catch do not call a foul for an illegal wedge formation or OH.

Fumbles:

- When in question, the runner fumbled the ball and was not down.
- When in question, the ball is passed and not fumbled during an attempted forward pass.
- The ground cannot cause a fumble. If the runner with the ball in his possession, contacts the ground with something other than his hand or foot and the ball comes out simultaneous with the contact the ball becomes dead. You cannot fumble a dead ball.

Fouls:

- See the play, read the play, make the call. Go slow in calling fouls.
- If you think it's a foul it is not. If you know it's a foul it is.
- If you don't see the entire play don't throw a flag.

Game Balls:

- There is no such thing as a kicking ball. All balls submitted for approval prior to the game must be rotated in and out of the game as necessary.
- When the U places the ball on the ground, he has deemed the ball acceptable for play.
- Do not let a team request a new ball late in the 25 count to keep from getting a DOG
- Good crew ball mechanics is a very important part of the game.

- The crew must have an air pressure test gauge, an air pump, and a marker, to test, inflate and mark the game balls in case the officials' dressing room does not have these items.

Game Control:

- Control of the game is not lost in one play. It happens a play at a time until control is lost.
- Preventive officiating will keep the game pace and eliminate potential fouls.
- "Let them play" does not mean let them foul.
- Fouls that create an unfair advantage or player safety should be called anytime during the game regardless of time and score.

Goal Line:

- When in question it is not a Touchdown.
- When considering whether or not a receiver has taken the ball out of the end zone on a kick, interception, or recovery, it is the position of the ball rather than the position of the player or his feet that will determine if the entire ball is out of the end zone.
- The entire ball must be in the FOP or it is a touchback or safety when coming out.
- The entire Goal Line is in the end zone.
- When in question a foul occurred in the FOB and not in the end zone
- Consider an interception or catching a kick inside the 1-yard line to be in the end zone.

Hide Out & Trick Plays:

- Formations and actions during the execution of a trick or unusual play must be completely legal.
- Any play that uses a substitution to deceive as part of the play is illegal.
- If a play can only be run in front of a team's bench area it is probably illegal.
- Officials must be aware of all substitutions, especially ones that could create an ILS foul.
- A player may fake a spike and throw a pass.
- A player may not fake "taking a knee". This makes the ball dead.

Holding Defense:

- It is not DH if the defender is restricting the offensive player in a personal attempt to get to the ball or the runner.
- A grab of the receiver's jersey that restricts and takes away his feet is DH.
- Do not call DH if the action occurs clearly away from the POA and has no effect on the play.
- If a defender holds and restricts an offensive player and a teammate shoots the gap this is DH
- If the defender holds and restricts an offensive player and no one shoots the gap this is not DH unless this action prevents the offensive player from getting to their blocking assignment. (next level)

Holding Offensive:

- To have OH there must be a clear and visible material restriction: a pull, a yank, or a jerk.
- Make the defense "show you something", like trying to get away.

- Categories of OH: Tackle, Pullover, Grab & Restrict, Hook & Restrict, Take Down, Jerk & Restrict.

Horse Collar Tackle:

- It is not a foul for a Horse Collar Tackle inside the tackle box.
- To have a Horse Collar Tackle the runner does not have to be tackled. If the immediate action buckles the runner's knees but he is strong enough to fight through the action it is still a foul.

Illegal Forward Pass:

- The second forward pass from behind the LOS is IFP.
- If beyond the LOS the spot from where the ball was first touched or hits the ground must be in advance of the spot where the ball was released to be IFP.
- For the QB to be called for IFP the QB's ENTIRE BODY and the BALL must be beyond the LOS when he RELEASES the ball.

Ineligible Downfield:

- For a restricted offensive player to be illegally downfield on a forward pass that crosses the LOS the ENTIRE player's body must have been more than 3 yards past the LOS before pass is RELEASED to have a foul for IDP.
- If the QB is throwing the ball away do not call IDP.

Intentional Grounding:

- The QB can throw the ball anywhere if he is not under pressure. Exception: Cannot spike the ball to stop the clock unless it is immediately after the snap.
- The QB can throw the ball at the feet of an eligible receiver even if he is not looking.
- If the QB is outside the pocket and throws the ball away to avoid a sack and there is a question as to if the ball went beyond the LOS rule that it did.

Kicking a Loose Ball:

- When in question, if a loose ball was kicked, it will be ruled accidental and not a foul.
- Intentionally kicking a loose ball and illegally kicking the ball are not the same.

Leaping:

- Jumping straight up to block a Try or FG is not a foul. Landing on a player is the foul.
- Know who on the defense is in a restricted leaping position.
- It is a foul to leap over a blocker behind the NZ (punt shield) when attempting to block a kick.

Line of Scrimmage:

- Defensive players who jump into the NZ and are moving back will be ruled to be DOF anytime there is a question as to did they get back on side before the snap.
- If the defense is crowding the NZ, any forward movement by the defense puts them into the neutral zone.
- 2 Offensive Players Protected: If a defender moves into the NZ in the gap between 2 offensive linemen causing one of the linemen to react it is a foul for DOF.
- 3 Offensive Players Protected: If a defender moves into the NZ head up on an offensive lineman causing that lineman or an adjacent lineman on either side to react it is a foul for DOF.

- Backs and Split Receivers are not protected.
- The defender must be in the NZ when the offense moves for this to be DOF.
- If the offense moves and the defender was not in the NZ this is a FST.
- Contact by the defense prior to the snap is DOF.
- The defense cannot touch the ball after it has been made ready for play.
- Rule a defender as “unabated” when his charge takes him past the hip of the offensive tackle before the ball is snapped.

Measurements:

- Always allow a reasonable request for a measurement.
- Do not allow a team a measurement to keep from a DOG penalty.
- Do not allow a measurement after a touchback. The ball must touch the appropriate yard line to be a first down.
- Do not allow a measurement after a kickoff OB that was spotted 30 yards from the kickoff spot. The ball must touch the appropriate yard line to be a first down.
- Be sure the Press Box or TV cameras have a clear view of the measurement.
- Rotate the ball with the nose facing the goal line before measuring.
- Don’t move the ball then measure.
- Hold the ball to keep it from moving prior to the measurement.
- Be sure the chain has tape in the middle. Never walk off a 5-yard penalty then measure.

Momentum:

- If a pass is intercepted near the goal line (inside the 1-yard line) and there is a question as to whether possession is gained in the FOP or the EZ, make it a TB.
- If intercepted inside the 5-yard line and the players momentum take him into the EZ where he goes down, give him the ball at the spot of the interception.
- Use the same philosophy in ruling if the catcher of a free or scrimmage kick should be a TB or possession in the FOP.

Out of Bounds:

- If you think a runner stepped OB he did not.
- Throw your hat when an eligible receiver steps OB.

Overtime:

- You must know the Overtime Rules and if the District plays Positive Points.

Pass Interference Defense:

- There must be contact to have DPI and the legal pass must be untouched and catchable by rule.
- There can be no DPI on a pass that does not cross the LOS. There can be DH but not DPI.
- There is no face guarding rule.
- Both offensive and defense have equal rights to the ball.
- No DPI on an eligible receiver who went OB on his own.
- Most DPI fouls will fall into these categories:
 - Not playing the ball
 - Playing through the back of the receiver.
 - Grabbing the receiver’s arm.
 - Arm Bar to slow receiver down.

- Cutoff the receiver's route.
- Hook & Turn. Must turn before ball gets there. Hand on back or waist is not a foul without the turn
- DPI is not coached.

Pass Interference Offense:

- Blocking downfield on a pass that crosses the LOS.
- Push off creating separation
- Pick plays.
- Must be more than 1 yard beyond the LOS to be a foul.
- Do not call OPI or IDP if an attempted screen pass is overthrown and lands beyond the LOS.
- OPI is coached.

Personal Fouls:

- Spitting on an opponent is a DQ.
- When late hits occur away from the ball near the end of the play, when in question make them dead ball PF not live ball.
- Flagrant PF is a DQ.
- Contact fouls are UNR. Non-contact fouls are UNS.

Pocket:

- Pocket is not an NCAA Rule Book term. The rule book uses the term Tackle Box.
- The pocket (tackle box) goes from tackle to tackle all the way back to the passers end line.
- The pocket (tackle box) goes away when the ball leaves the pocket and does not come back even if the ball comes back into the original pocket area.

Pregame

- A good pregame conference is vital to the success of the crew.
- Use the time on the field during warm ups to get some snaps and reps at your position.

Professionalism:

- From the time you arrive at the stadium until you leave, how you dress, act, talk, and treat other people is a reflection on you, your fellow officials, and your Chapter.

Pylon:

- The Goal Line pylon is OB behind the goal line.
- If the ball in player possession touches the Goal Line pylon it is a TD.
- A player who touches the Goal Line or End Line pylon is OB
- A loose ball that touches any pylon is OB.
- The End Line Pylon is OB and not part of the end zone.

Roughing/Running into Holder, Kicker and Passer

- The holder can be roughed. Be careful in calling running into the holder. Remember he can get up and run. If contact is very late it is RTH.
- When in question it is RTK. If the defender hits the kicker's plant leg it is RTK. If he hits his kicking leg it can be either RTK or RNK.
- When in question it is RPS if the defender is attempting to punish.

- RPS can be the result of a legal hit that was late.

Sideline:

- Use common sense in working with the team on your sideline to stay back.
- Let them coach but don't let them interfere with you doing your job.
- Sideline control is a safety issue.
- Good communication with your sideline is an important part of the game.
- Be respectful and reply to questions. Do not reply to comments.
- Conduct sideline conferences with the Coach on the sideline. Not on the field.

Signals:

- The dead ball signal kills the play just like a whistle.
- Good signals by the officials make the game play better.
- Do not signal TD unless you are the covering official. Don't repeat another official's TD signal.

Spots:

- Always mark the forward progress spot with your downfield foot.
- Spot the ball with the same pace throughout the game unless there is an up-tempo offense or time is running out. Do not let a hurry up offense take you out of your game. Hustle to get the ball spotted when necessary but you must mechanically do your pre snap responsibilities first even in a hurry up offense.
- The ball should be spotted where it was when it became dead not where it became dead.
- The wrist is part of the hand and the ankle is part of the foot. Rule a player down when something other than his hand or foot touches the ground.
- The back of the hand does not make the runner down.
- HL, LJ practice cross field mechanics.
- Know when you see a double action. Don't give the runner too much progress.
- If the penalty for a foul says it is from the previous spot, go back to where the ball was snapped and then enforce the penalty yardage for the foul.

Targeting:

- When in question, it is a foul for targeting.
- When there is no question there is a foul for targeting, it shall be deemed to be a flagrant foul and the penalty will include disqualification, regardless the number targeting fouls the player has previously committed during the game.

Touchdown:

- If the ball in player possession breaks the plane of the goal line it is a TD and the ball becomes dead. Go slow in ruling TD. Look at the other officials if you need help before you signal.
- Your TD signal kills the play and the ball becomes dead.

Touching the Ball:

- If a player who is passive and not blocking is blocked into the ball, he is not deemed to have touched the ball.

- If a player who is active and blocking touches the ball it is touching.
- On a punt when in question the ball was not touched by kickers or receivers.

Trys & Field Goals:

- The 4th down fumble rule applies on try.
- A kick that hits the cross bar or upright can score a goal, otherwise it becomes a dead ball.
- A pass, free kick, punt, or fumble that hits the goal post is dead.
- Check with the Offense before spotting the ball for a 2 point try. They may want to put it on the right or left hash mark. If it is placed at a hash mark by request of the offense it can only be moved if the offense calls a T. O.

Unsportsmanlike Conduct:

- Allow for brief, spontaneous, emotional reactions at the end of plays.
- Do not allow prolonged actions or taunting actions made toward an opponent.
- Actions such as throat slash, gun references, sexual motions, spiking the ball, or actions that are aimed to draw attention are UNS fouls.
- Kicking or throwing an official's flag is a DQ.
- A player disqualifies himself. We only enforce the rule.

Video:

- Watch and study as much video of yourself and others as possible.
- Watch games on TV from your position.
- Practice your keys when watching TV or video.

Weather:

- Know the weather and lightning rules for stopping and restarting the game.

Whistles:

- Officials are instructed to blow the whistle only when they see the ball dead in player possession.
- It does not matter what type of whistle you use or if you have it in your mouth or not during the play.
- What matters is why and when you blow the whistle.
- There will be no inadvertent whistles if the officials go slow and blow the ball dead only when it becomes dead by rule.

X's & O's

- Learn some football coaching terms.
- This will help when communicating with coaches.

Yard Lines:

- The ball can be spotted on a yard line to begin a new series after a COP. Exception: If the COP occurs after a failure to make the LTG because of an incomplete forward pass or a run that was short of the LTG after a measurement you do not move the ball.
- At all other times the ball will be spotted where it becomes dead.

Zones:

- Know your zones.
- Tackle Box
- Legal Clipping Zone
- Legal Blocking Below Waist Zone
- Neutral Zone
- Side Zone
- Outside/ Inside numbers.
- Free kick blocking zone

PRE-GAME CONFERENCE

IN OFFICIALS DRESSING ROOM

- ALL** A. 1. Set watches to correct time (**B** has official time).
 2. Check uniforms and equipment; whistles markers, game cards, etc. **R** and **U** will provide information from coaches.
 3. Review UIL, TASO or Chapter bulletins from the previous week.
 4. Review kickoff time, toss time, unusual plays, players are properly equipped.
 5. Review where and how line to gain indicator is to be worked, instructions to ball persons, location of testing and marking game balls.
 6. Review instructions for clock operators, (Section 7), and Rules changes and UIL exceptions.
 7. Discuss crew realignment if an official gets injured.
- R** B. Be responsible for the pregame conference.
- ALL** C. Actively participate in pregame conference.

TEAM (LOCKER ROOM or FIELD)

- R, U** A. 1. Visit teams one hour and 15 minutes before kick-off, if possible, otherwise no later than 45 minutes before kick-off.
 2. Give head coaches official time. Obtain name(s) and number(s) of captain(s).
 3. Make certain teams are equipped according to rule. Obtain head coach certification that his players are equipped in compliance with NCAA rules and the UIL exceptions that apply.
 4. Review length of half, 5-minute warning, second half options on field and sideline administration.
 5. Record discussion information on a coaches pregame meeting form or card; disseminate to other officials in meeting. Keep in case you need it for completing an incident report.
 6. Inspect equipment and bandages of each team.

ON THE FIELD

- ALL** A. 1. Enter field together; move smartly to accomplish duties.
 2. Inspect field markings, notify **R, U** and game management of any deficiencies or hazards; end on your bench.
- U** B. Spot check equipment and arrange for your captains at toss.
- H & L** C. Check line to gain equipment, and instruct assistants.
- L & H** D. Instruct auxiliary box operator.
- F, S** E. Arrange for your captains at toss. Take positions to control your sideline during the Coin Toss.
- S, B** F. Instruct clock operator(s), if not done prior to arrival on field, and check clock

operation.

COIN TOSS

- ALL** A. 1. Take initial positions and be ready to execute duties promptly and precisely.
2. After the Coin Toss, move quickly to the center of the field and record the results.
3. Break to positions, preferable before the anthem.
- R, U** B. Take position in the center of the field and signal to the sidelines when ready for captain(s).
- F & S** C. Escort your captains to the 9-yard mark, sending the captain(s) to the center of field.
- L** E. Stay on sideline with line to gain assistants.
- H** F. Stay on sideline with auxiliary equipment assistants.
- B** G. Remain on the sideline.

KICK-OFF

- ALL** A. 1. Arrive at position no later than one minute prior to kickoff.
2. Clear sidelines.
3. Signal ready to nearer official with raised hand.
4. Work with Bean Bag in hand.
- R, U** B. 1. Note length of half-time.
2. Make sure teams select proper ends of the field.

RUNNING PLAYS

- ALL** A. 1. Clear the restricted areas.
2. Work your zones of coverage.
3. Watch for chop blocks on the field.
- R** B. 1. Take an initial position on the throwing arm side of the QB, and 12-14 yards wide to have a clear view of the ball and the tackle for which you are responsible.
2. Cover the QB primarily and then the runner until he leaves our zone.
- U** C. 1. Count interior linemen, along with total A.
2. Listen for defensive signals.
3. Watch for a legal snap, and linemen moving illegally.
4. Cover inside out and clean up away from ball on runs in side zone.
5. Observe blocking action the rectangular area.
- H, L** D. 1. Clear the sidelines.
2. Be wide, and communicate through arm/hand signals.
3. Observe action by end/linebackers on your side, legal snap, man in crack

- back position, chop block, man in motion away from you,
4. Call encroachment and False Starts,
 5. Observe action in front of runner toward you, runner on your side beyond zone,
 6. When run is away from you, clean up action on QB after a backward pass or hand-off.
 7. Enforce 9-yard mark restrictions.

- F, S** E.
 1. Clear the sidelines.
 2. Observe action by and against fliers on your sideline.

- B** F.
 1. Cover from behind defensive backs.
 2. Keep play bracketed, help on illegal blocks and action in front of runner.
 3. Help cover on downfield out of bounds, 9-yard mark restrictions.

PASSES

- ALL** A.
 1. Take same basic positions and coverage as on running plays.
 2. Be alert for action by and against receivers assigned to your coverage.
 3. Be ready to rule on pass interference, out-of-bounds and catchable pass rules.
 4. Ask for help if appropriate on catchable determination.

- R** B.
 1. Observe and rule on action by, on, around passer, intentional grounding, pass from on or behind line, direction on drop-back, work passing arm side of QB is optional.
 2. If passer is sacked, mark dead-ball spot with bean bag.
 3. PROTECT the PASSER

- U** C.
 1. Know ineligible, action on or by close in backs, linemen downfield, where first touched.
 2. Help on button hook and low short passes.

- H, L** D.
 1. Know ineligible on your side by position and number, blocking by or on eligible receivers, eligible receivers out of bounds, and quick pass direction,
 2. Help on first touching.
 3. Discuss coverage on sideline passes between **F** and **S**.

- F, S** E.
 1. Know ineligible on your side by position and number, blocking by or on eligible receivers, and eligible receivers out of bounds.
 2. Discuss coverage on sideline passes between **H** and **L**.

- B** F.
 1. Don't get beat deep, end line yours.
 2. Keep play between you and **F** and **S**.
 3. Rule on momentum on kicks and interceptions near goal line.

PUNTS

- ALL** A.
 1. Be alert for change of possession.

- 2. Review rule on advancing scrimmage kicks.
 - 3. Be alert for passes that resemble punts.
 - 4. Watch for fair catch signals by any B.
- H, L** B. 1. Hold position on line of scrimmage.
2. Rule on whether kick crosses the neutral zone.
- R** C. 1. Take position slightly behind (no more than 5-yards) and to the kicking foot side of the kicker's initial position.
2. Chop out of bounds spot on kicks that fly out of bounds.
- F, S** D. Observe action by and against fliers on your sideline.
- B** E. 1. Take a position most advantageous to ruling on action by and against deep receiver.
2. Mark the end of the kick with a bean bag.
3. Rule on momentum on a catch near goal line.

FIELD GOALS AND TRYS

- ALL** A. 1. Be alert for blocked kicks.
2. Stay off the whistles until the ball is dead by rule.
- R** B. Take an Initial position to see holder.
- F, B** C. Have the call all the way.
- U, S** D. Observe line play, and action against the snapper.
- H, L** E. Cover line play in the neutral zone.
- H** F. Be responsible for knowing if ball crosses the neutral zone.

GOAL LINE PLAYS

- ALL** A. 1. Make sure the appropriate official **covers** the **goal** line.
2. Coordinate coverage between **H** and **L** and **B**, **F** and **S** when going in, and between **R**, and **H** and **L** when coming out.
3. Cover the same as any scrimmage play except be ready to move in.
4. Be alert for score, sound loud whistle when you rule a score.
5. Move in to help if a pile-up occurs.
6. See leather before killing the play.
7. Coordinate call with other officials as appropriate, especially on plays involving the sideline or the end line.
8. Be alert for a busted play or a change of possession.
9. Sell your call.
- B. 1. Do not rule on a score unless wing official cannot make the call.
2. Indicate to the wing officials what you have through a pre-arranged signal.

- R** C. 1. Make sure you have all the information concerning the play before signaling.
2. Be alert for a change of possession and resulting breakaway run.

TIME-OUTS

- ALL** A. 1. Make sure clock stops.
2. Check on the number of time-outs remaining for each team; confirm accuracy with other officials.
- U** B. Cover the ball.
- R** C. Signal time out, and indicate whether it is team or an official's time out.
- H, L** D. Make sure box and auxiliary stay put.
- F, B** E. Stay with the team on your sideline.
- B** F. 1. Time the time-out, and coordinate Radio/TV breaks.
2. Observe dead ball action across the entire field.

MEASUREMENTS

- H** A. Grip the chain at the rearmost yard line and bring it in.
- L or H** B. Make the spot for H or L.
- U** C. Take forward stake stretching the chain.
- B** D. Clear area and hold ball.
- F, S** E. Make sure box and auxiliary marker are in the proper positions.
- R** F. Rule on the status.

CALLING AND REPORTING FOULS

- ALL** A. 1. Report fouls by jersey color, or offense or defense, or A or B with number and position of the offender; status of the ball (run, pass, loose, or dead), spot of the foul, and the enforcement spot.
2. Continue to officiate on live ball fouls.
3. Stop the clock if foul occurs in a dead ball interval.
4. Check with other official as appropriate.
5. If appropriate, inform **R** and **U** of the outcome of the play.
6. Cover penalty markers and bean bags as appropriate.
7. Be alert for special enforcement circumstances.
8. Know the enforcement options of your call.

R B. 1. Give preliminary signals so that wing officials can notify coaches.
2. Present options as appropriate.
3. Signal acceptance or declination, and next down.

U C. 1. Make sure R has all information concerning the play.
2. Check R's options for accuracy
3. Place ball as determined by decision.

H,L,F,S,B D. Cross check enforcement for accuracy.

END OF A PERIOD

ALL A. 1. At the end of first half, record elapsed time and any fouls to carry over to next kickoff.
2. Leave the field together at half-time and at conclusion of game.

R B. 1. Signal end of period, record down, distance and yard line.
2. At the end of the first half and from the end zone, signal clock operator to start the clock after the field is clear of coaches, players and assistants.

U C. 1. Check and accompany **R**.
2. Notify **R** if between downs.

H or L D. Record yard line of the clip, move line to gain indicator. Check for proper placement of ball and line, box and line to gain equipment.

F, S E. Be responsible for moving the team on your sideline to the new position on the field.

B G. Time the intermission.

GENERAL PROCEDURES

ALL A. 1. Be responsible for legality of the 9-yard marks. Offensive players must comply with 9- yard mark restriction.
2. Mark forward progress without fanfare, hold until sure **U** has spot.
3. Keep written record of toss, timeouts, major fouls, unsportsmanlike fouls, ejections.
4. Assess players out of bounds on kicks and passes.
5. Report the status and position of ball on fouls.
6. On fumbles; report jersey color on possession.
7. Discuss dig-out procedure.
8. Review stop the clock signal and procedures.
9. Discuss winding signals by **H** and **L**.
10. Know down and distance of each play.
11. Assure **R** makes ball ready.
12. Be sure one-second stop is observed.
13. Discuss encroachment and sideline coverage.
14. Correct numbering.

15. Hustle, but don't hurry.
16. See what you, and call what you see.
17. Sell your calls.
18. Keep coaches informed on penalty options.

R, U B. Count offense.

B, F, S C. Count defense.

H, L D. Count players from your bench.

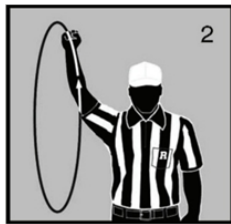
APPROVED SIGNALS



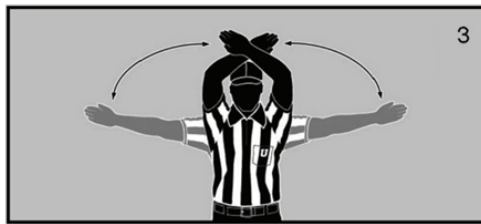
Official Football Signals



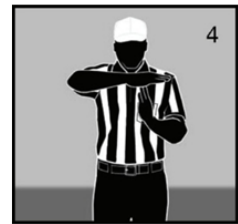
1
Ready for play
*Untimed down



2
Start the clock



3
Stop the clock



4
TV/radio timeout



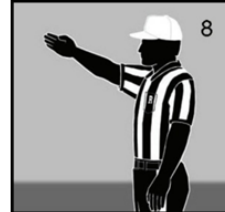
5
Touchdown
Field Goal



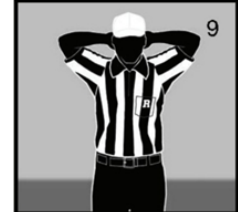
6
Safety



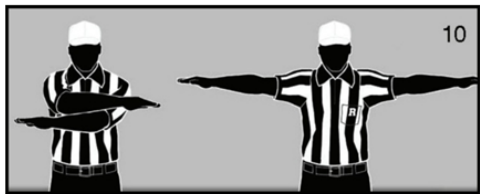
7
Dead-ball foul/
touchback
(move side to side)



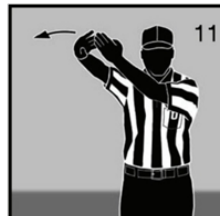
8
First down



9
Loss of down



10
Incomplete pass/unsuccesful try or
field goal/penalty declined/
coin toss option deferred



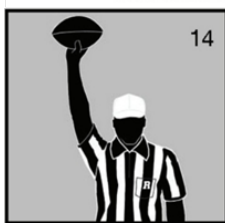
11
Legal touching



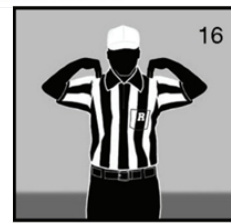
12
Inadvertent whistle



13
Disregard flag



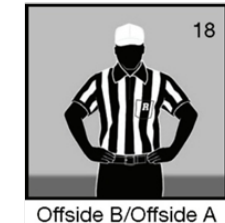
14
End of period



16
Illegal touching



17
Uncatchable pass



18
Offside B/Offside A
or B on kickoff



19
False start/
Encroachment A
Illegal formation



20
Illegal motion (1 hand)
Illegal shift (2 hands)



21
Delay of game



22
Substitution
infraction



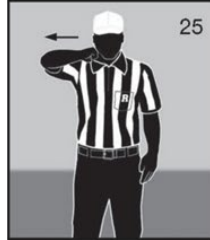
Official Football Signals



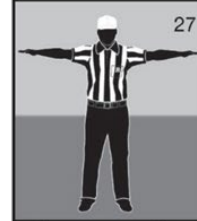
23
Equipment violation



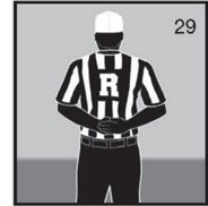
24
Targeting



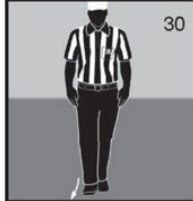
25
Horse-collar



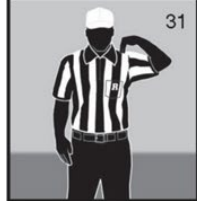
27
Unsportsmanlike conduct



29
Sideline interference
Note: Face press box when giving signal.



30
Running into or roughing the kicker or holder



31
Illegal batting/kicking (for illegal kicking, follow with a point toward foot)



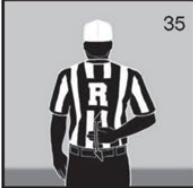
32
Illegal fair catch



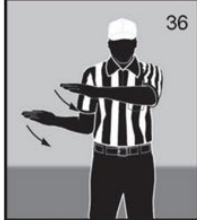
33
Pass interference
Kick-catching interference



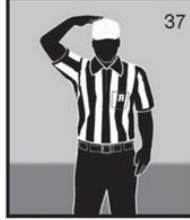
34
Roughing the passer



35
Illegal pass
Illegal forward handing
Note: Face press box when giving signal.



36
Intentional grounding



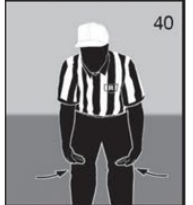
37
Ineligible downfield on pass



38
Personal foul



39
Clipping



40
Block below the waist
Illegal block



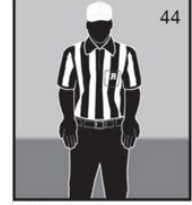
41
Chop block



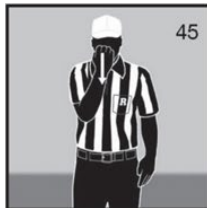
42
Holding
Obstructing
Illegal use of the hands or arms



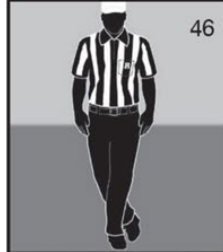
43
Illegal block in the back



44
Helping the runner
Interlocked blocking



45
Grasping of face mask or helmet opening



46
Tripping



47
Disqualification