

MARYLAND BOARD OF FOOTBALL OFFICIALS, INC.

FIVE MAN MECHANICS

**PREPARED BY THE
RULES AND MECHANICS**

SUB-COMMITTEE on 5-MAN MECHANICS
(E.Marconi, J.Byrd, R.Friedman, R.Hefferon, P.Holt & J.Monroe)

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5-MAN MECHANICS AUGUST 2013 EDITION

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APPENDIX A – MECHANIS DIAGRAMS

SECTION 1. AT LEAST 48 HOURS BEFORE GAME

- All Confirm game site, time, uniform requirements, his/her arrival time, start time and site of pre- game conference. This should be done in the web-based assigning system or by phone calls to the REFEREE.
- If you are an applicant, first or second year official, prepare evaluation sheets for veteran officials. If game is a Baltimore City Public School game, prepare pay card. If you are a late assignment to the game, you are responsible for calling and confirming with the proper official(s).
- R Be proactive in supplying information to your crew in the assigning system. Check the system to ensure that each member of the crew has confirmed. If not, be prepared to call crew and/or Commissioner if they fail to contact you within 24 hours of the game.

SECTION 2. BEFORE ENTERING THE FIELD

- ALL Attendance at pre-game conference, at time and place designated in advance, is mandatory. If REFEREE is detained, the senior official shall conduct the meeting. If applicant, first or second year official, give evaluation forms to veterans. If game is a public school game, REFEREE collect pay vouchers for presentation to Head Coach or Athletic Director.
- Check equipment, whistles, flags, bean bags, game card and pencils, a watch that can be used for timing, coin for toss, rubber bands or appropriate down and spare down indicator, clip for chains and any other necessary equipment.
- R Conduct the pre-game conference. Suggested topics for pre-game conference are in APPENDIX A. If possible, locate, test and select game balls. Fill out game cards identifying crew for coaches. Ensure you have an acceptable 25 second time piece. You will be the 25 second clock operator when the official time is kept on the field by the BACK JUDGE.
- U If it is raining, looks like rain, or field is muddy, contact home management and arrange for towels to be available for your use during game. If provided, take over game balls from REFEREE.
- L Contact home management and arrange to have chain crew, yardage chain and down marker on the field when you arrive.
- BJ Make certain you have correct time. Other officials will check their watches with yours. Confirm starting time with home team management. If playing time is to be kept on field, you will time game. If there is an official timer, coordinate timing instructions. Make sure you have a spare watch. When time is kept by an official timer, you will be the 25-second clock operator.

SECTION 3. ARRIVAL ON THE FIELD

- ALL Arrive on the field as a unit no later than 15 minutes before game time and sooner if duties should require.
- R/U Confirm with each Head Coach that all players are legally equipped. If not previously done, obtain, test and select game balls and, if applicable, instruct coach on expectations for using their own game balls;
- R Give crew identification cards to coaches. Notify coaches of starting time, official time of day and time you expect Captains for coin toss. Obtain information on Captains and give to other officials when appropriate. Inform coaches of who is keeping the official game clock. If field clock is official remind coaches that there will be no Four Minute Warning. **Remind each Head Coach of the Sportsmanship rule.** Determine from both coaches separately and privately if they have any unusual plays or formations. If so, notify other officials. Go to side line opposite LINESMAN and UMPIRE. Ascertain from game management or home coach whether or not assigned doctor, medic, or nurse has arrived. If not, follow policy for starting the game.
- U If asked by coach, check player equipment, tape and bandages. Observe players during warm-ups for any suspicious equipment violations. Obtain information on Captains and any unusual plays or formations from REFEREE. Take possession of game balls. Go to same side line as LINESMAN; opposite the LINE JUDGE and REFEREE.

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- LJ/ Inspect field. Obtain information on Captains and any unusual plays or formations from REFEREE. Instruct ball persons if provided. Go to sideline opposite LINESMAN, UMPIRE, and BACK JUDGE.
- BJ Inspect field and go to team bench on the same side line with the LINESMAN and UMPIRE. Obtain information on Captains and any unusual plays or formations from REFEREE. If a field clock (official or unofficial) is to be used, give instructions to the clock operator. Have timing device available. If ball persons will be used, provide proper instructions.
- L Locate your chain crew and equipment on the side line opposite the press box, the filming tower, or whichever side line the home team wishes to operate the equipment. Remain on the same side line the entire game. Inspect the equipment for damage and legality. Make sure there is tape on the midpoint of the chain. Instruct the crew. Suggested chain crew instructions are in APPENDIX B. Obtain information on Captains and any unusual plays and formations from the REFEREE or UMPIRE. Go to team bench on your side line.
- T Locate and test game clock. Inform BACK JUDGE of any clock problems. Have spare timing device available.

SECTION 4. THREE MINUTES BEFORE GAME TIME

- R/U **REFEREE meet Captains at the 50-yard line on the Home Team's side of the field and UMPIRE on the Visitor's side.** Instruct Captains on their different options while they are still close enough to their coaches to answer questions. REFEREE positions speaking Captain on his/her left. UMPIRE positions speaking Captain on his/her **far left**. Signal each other when ready to proceed with Captains by holding one arm aloft until REFEREE beckons onto the field. Escort Captains to the center of the field for the actual coin toss process. UMPIRE introduces his/her Captains to the REFEREE and remains in center of the field for coin toss.
- R Ask Captains to introduce themselves to one another. Inform Captains of who is official time keeper and location of official game clock. **Remind Captains of the Sportsmanship rule.** If field clock is official, remind Captains that there will be no Four Minute Warning. Conduct coin toss. If winner chooses to defer option, signal immediately before proceeding with remaining options. Align Captains and provide appropriate signals. At the conclusion of this procedure, conduct post coin toss review with other crew members.
- LJ/BJ Remain on your side of the field and observe coin toss. Keep team within their restricted area. Join REFEREE, UMPIRE and LINESMEN at center of the field at conclusion of the toss.
- L Stay on your side line with chain crew. Observe coin toss and signals provided by REFEREE. Direct chain crew to proper end of field. Join REFEREE, UMPIRE, BACK JUDGE and LINE JUDGE at the center of the field at conclusion of toss.
- ALL **Meet at the center of the field to review kick-off information after the conclusion of coin toss procedures; BJ or LJ secures the game ball from the kicking team's sideline, or the official game ball to be used, to give to the BJ at the center of the field; hustle to kick-off positions.**

SECTION 5. KICKOFF (OTHER THAN SAFETY)

- R Take position near R's 5 or 10 yard line, **deeper than** the deepest receiver, on the L's side of the field (approximately around the 10 to 15 yard lines and the goal line). Must be prepared to rule on touchbacks. Check the positions of the other officials, sound whistle when ready and start the 25 second clock. Count R players, confirm count with U. Check position of crew and ready signals. Sound whistle to start 25 second clock and motion for kicker to kick ball. If kick is deep and returned, pick up runner if he comes to your side and stay with him until he enters another official's area of responsibility. Once this happens, continue to observe players coming to the immediate area of the ball as trail official. If kick is caught within 5 yard line, toss bean bag and be prepared to make judgment on momentum. If kick enters R's end zone, sound whistle and signal touchback. You are responsible to cover the return approximately 20-25 yards.
- U Take position 10-15 yards in advance of the Referee, on the LJ's side of the field. Count R players, confirm count with R. If kick is deep and returned pick up runner if he comes to your side and stay with him until he enters another official's area of responsibility. Once this happens, continue to observe players coming to the immediate area of the ball as trail official. If kick is caught within 5 yard line, toss bean bag and be prepared to make judgment on momentum. If kick enters R's end zone, sound whistle and signal touchback. You are responsible to cover the return approximately 20-25 yards.

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- L/LJ You have receivers. Position on R's restraining line on your sideline (50 yard line unless moved by penalty). **L counts receivers. LJ counts Kickers (A) and confirms with the BJ.** Do not raise hand unless you have proper number of players. When ready, raise hand. Keep hand aloft until R sounds whistle. At kick, drift down field observing blocking on your side of field. Pick-up coverage of the runner around the 25-30 yard line. Be alert for illegal blocks occurring in front of runner. As play progresses up field, stay with the runner observing action immediately around runner. Be prepared to pick up the runner's progress from the R/U and follow the runner all the way to goal line.
- BJ You have kickers. Position on K's restraining line on your sideline **opposite the Line Judge** (40 yard line unless moved by penalty). For kickoff following score, time one minute official timeout. Sound whistle twice to alert teams and crew of timeout ending. You are responsible for the ball, you will hand ball to kicker. Make sure ball is legal and marked. Instruct kicker to raise his hand when ready and to wait for R's whistle. Count kickers. Do not raise hand unless you have proper number of players. Observe K encroachment (call only if significant advantage gained). Be alert for illegal blocks occurring in front of runner. **After the ball is kicked, move quickly into the center of the field and proceed slowly downfield.** Be alert for illegal blocks occurring in front of runner. As play progresses up field, maintain 20 yard cushion between L/LJ. If runner breaks away, you have goal line responsibility and must stay in front of the runner. Once runner is down and spot is secured, look for and relay ball if offensive team is coming from your side.
- R/U Always be cognizant of a reverse hand off or the runner changing direction. If there is a hand off make sure it is not forward (live ball foul, no whistle). Be alert for kicks going into the end zone, sound whistle and signal time out as soon as the ball breaks the plane of the goal line - NOT touches the ground in the end zone.
- L/LJ Be alert for first touching by kicking team before ball crosses R's free kick line. Bean bag this infraction - ball is still live. Move down field slowly, observing players blocking for the return until ball comes into your area of responsibility then observe runner. Once ball comes into your area of responsibility you have ball and sideline responsibility all the way to the goal line.
- BJ
- ALL Signal the clock to start when kick is legally touched in your area. **Ball kicked out of bounds untouched by R is marked with a penalty flag at the out-of-bounds spot by the nearest covering official, sound whistle and signal timeout. Ball touched in-bounds by R before going out-of-bounds, sound whistle and signal timeout.** If you are not sure of R's touching throw bean bag to spot, sound whistle, signal time out and consult with fellow official on your side line to get ruling. If ball becomes dead by rule in your area of responsibility, sound whistle and signal time out. If **LINESMAN** has forward progress spot, nearest official should obtain that spot from **LINESMAN** in order to release him/her for setting of chain. **COMMUNICATE!** If ball is dead in possession of a runner out of bounds, nearest official should get to spot, face out of bounds while sounding whistle and give time out signal. The other official on that side line should follow runner out of bounds to retrieve ball and prevent any extra activity in the vicinity of runner. **COMMUNICATE!** ALL time out signals are **TWO HANDED** signals! If kickoff results in a score, the official responsible for the goal line must get to the goal line before blowing whistle and provide a **TWO HANDED** touchdown signal.

SECTION 6. KICKOFF AFTER SAFETY

- ALL Same as SECTION 5 except that the restraining line of Team K is their 20 yard line (unless changed by penalty) and ball may be put in play by a punt.

SECTION 7 OBVIOUS SHORT FREE KICKS

- U Move up and take a position at K's free kick restraining line. Count Kickers and confirm with the **BACK JUDGE**.
- R Since the **UMPIRE** has moved up, you must position yourself deeper than the deepest receiver or on the goal line, whichever the formation permits. **You will be positioned toward the middle of the field. You now have total responsibility for the goal line and everything deep.** If kicked deep and returned, you must cover the runner for the entire width of the field until he enters another official's area of responsibility. Count Receivers (R).
- L/LJ/BJ Same alignment and procedure as in SECTION 5, KICKOFF (OTHER THAN SAFETY).

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ALL Have bean bags in hand and be prepared to rule on illegal first touching of the kick by K before the ball travels the required 10 yards or is touched by R. Watch for illegal blocking by the kickers and be alert for touching by R after the ball travels 10 yards. Be aware of the fair catch signal and kick catch interference. Be alert for encroachment by anxious players (dead ball foul). The remainder of play should be covered as described in SECTION 5. REMEMBER - A MUFF BY R CANNOT BE ADVANCED BY K.

SECTION 8. RUNS AND FORWARD PASSES FROM SCRIMMAGE BEFORE SNAP

ALL Basic positions may vary depending upon play and game situations, team formations, location of ball on the field, weather conditions, et cetera. Always box in the play. Avoid positions which may cause scrambling to avoid interference with players. Ensure down displayed on the down box agrees with rubber bands or official's down indicator.

R When crew is in position and ready to officiate, sound ready for play signal and start 25-second clock. Move to position where you may comfortably see the ball and the backs, except flankers or man in motion toward you. Count the Offense (A) (Recommended that a clenched fist be displayed when 11 is counted). Usual position is to the Quarterback's throwing arm, formation's strong side or wide side of the field, behind and 5 to 7 yards outside the deepest back. Observe that all players come to a complete stop for at least 1 second following a huddle before the snap. Be alert for an illegal shift or backs going forward in motion prior to snap. Also watch for snap irregularities on the line of scrimmage. DO NOT restrict yourself by trying to line up within the inbounds lines. If ball is snapped at the inbounds line and formation dictates, you may line up one to two yards in the side zone. You can easily adjust after the snap.

U Stay over the ball until ball is made ready for play. After the REFEREE has made the ball ready for play take a position 5 to 7 yards behind B's line of scrimmage, usually opposite the REFEREE and between A's tackles. DO NOT restrict yourself by trying to stay within the inbounds lines. If ball is snapped at the inbounds line and the formation dictates, you may line up one or two yards in the side zone. After the snap you can easily adjust. Check for five Team A players numbered between 50 to 79 on A's line of scrimmage when not a scrimmage kick formation. Count Team A (Recommended that a clenched fist be displayed when 11 is counted). Watch for interference with the snap, snap infractions by the center, or false starts. If there is a time out or some other action that causes a whistle to sound, get to the ball immediately. Do not interfere with the vision or movement of the B players lined up behind you, take a step to one side if asked.

LJ/BJ **Count the Defense (B). Signal count with the BJ/LJ.**

L/LJ In the neutral zone and wide. For the snap, adjust your position between the side line and the nearest inbounds line, to be no closer than 5 to 8 yards outside the widest offensive player except in short yardage, goal line situations or when restricted by the side line. Indicate line of scrimmage for Team A wide out by extended foot. Announce to wide out only his status ("I have you on the line" or "I have you in the backfield"), do not comment on formation. Never let any player line up outside you.

Count Team A players on the line of scrimmage. Ensure at least 7 Team A players are on the scrimmage line and set prior to snap (**Signals used to indicate number of linemen on your side of field are optional**). Signal the opposite wing official by extending arm at shoulder's length toward Team A if widest player outside the end player on the line of scrimmage is in the backfield. Hold this signal until ball is snapped. If a shift formation changes position of widest player to the line of scrimmage, you may have to adjust signal by either extending arm toward Team A or dropping arm. You have responsibility for man in motion initially away from you even if he reverses his motion direction.

Your key is the widest eligible receiver in the formation. You are responsible for the forward progress spot to the 2-yard line.

BJ If scoreboard clock is official, start 25 second clock when REFEREE declares ball ready for play. At 10 seconds, raise arm above head and move on to field to be visible. Make sure final 5 second chop is CLEARLY VISIBLE. Coordinate with R hand signals for final five seconds prior to violation. Delay foul is your flag. Take a position at least 15 - 20 yards down field but GENERALLY DEEPER THAN THE DEEPEST BACK. Favor the wide side of the field or the strong side of the formation. **Your key is the tight end.** During pre-game conference, you and the Wingmen should discuss responsibility for action on and by wide outs and tight ends at the snap. If the formation puts two wide outs on one side, you have responsibility for the **inside wideout** player. If the formation puts three wide outs to one side, you have responsibility for the **two inside wideout players**. Again key on the tight end, he will generally provide you with an indication of the type of play. If he moves down field blocking at the snap, probably a run play. If he doesn't block, probably a pass play. If a man in motion changes the strength of the formation, your responsibility may change. **THIS IS WHY IT IS CRITICAL TO HAVE A GOOD PRE-GAME DISCUSSION REGARDING KEYS AND COVERAGE.**

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Keep in mind that you always have end line responsibility. You are responsible for B's goal line on any play from which the ball is snapped outside **B's 10 yard line**. When the ball is snapped on or inside **B's 10 yard line**, turn responsibility for the goal line over to the Wingmen. Verbally COMMUNICATE this responsibility!

BJ/LJ/L Keys refer to Eligible Receivers coming off the line of scrimmage. Once the Receivers are off the line you have zone responsibilities and, when the ball is thrown in the air, you then have ball responsibility. THE PROGRESSION OF PASS COVERAGE IS MAN-ZONE-BALL, MAN WHEN RECEIVER(S) RELEASE FROM THE LINE, ZONE BEFORE THE PASS IS THROWN, AND BALL WHEN IT'S IN THE AIR RELATIVE TO THE POSITIONING OF THE RECEIVER AND DEFENDER. .

SECTION 9. AFTER THE SNAP IF A RUN

R If toward you, fade towards Team A's goal line and remain deeper than and behind the runner; if the run is away from you, trail the runner. Keep ball boxed-in between you and the wing official the play is moving toward. Observe runner until he gets to the scrimmage line and then turn him over to the appropriate official. When the runner moves into another official's area, direct your attention to action behind the ball. Observe action against the Quarterback after he has handed the ball whenever possible. Move behind the play deliberately, toward the side of the field the play advances to cover ball carrier if he is downed near or behind the line. When ball is dead, move quickly to its location. If A's first down has been made or a change of team possession has occurred, give time out signal to stop the clock, and signal either first down or change of direction. You should only be involved in the relay of the ball to the UMPIRE for spotting if it becomes dead and there is obvious loss of yardage on the play (Ball is dead on A's side of the line of scrimmage).

U After the snap, DO NOT cover the ball closely, but watch for illegal use of the hands, holding or other fouls near the line of scrimmage by BOTH TEAMS. IF YOU ARE WATCHING THE BALL OR THE BALL CARRIER YOU WILL NOT SEE ANY FOULS OTHER THAN A POSSIBLE FACE MASK. When play is wide to either side, especially when the ball is advanced to the side zones for short gains or losses, move in that direction following initial line play to cover action around the runner. Forward progress is usually the responsibility of the Wingman, however, if the ball becomes dead by rule and you have definite knowledge of forward progress, sound your whistle and let the other officials know verbally that you have the spot. If the Wingman sounds his/her whistle because the ball is dead by rule, you should be ready to take the forward progress from the official who sounded the first whistle or the official who announces the he/she has the spot. If ball becomes dead in a side zone or out of bounds be ready to spot the ball at the inbounds line. When the ball is dead outside the inbounds lines, do not always remain inside the inbounds line and wait for the ball to be relayed to you. The other officials may be busy cleaning up action which keep them from relaying the ball immediately. If this is the case then you should go get the ball and bring it back to the inbounds line for spotting.

L/LJ At the snap observe the contact by and on the end players on the line of scrimmage. Coordinate with BACK JUDGE (pre-game conference) responsibility for block by and on the tight end and wideouts. Help UMPIRE with block by and on offensive tackle. If run is toward you, fade toward the Team A goal line and let the runner go in front of you as you take over coverage from the REFEREE. Cover your side zone and protect your side line all the way to the goal line. Keep the play boxed in between you and the BACK JUDGE. If the run is away from you toward other wing official, observe action on quarterback after hand off behind REFEREE. Drift down field observing players from the scrimmage line but be ready for the runner cutting back toward you. If the run is toward the scrimmage line between the inbounds lines, and ends there, be prepared to get forward progress and mark it unobtrusively. Assist in spotting ball if it is dead in your side zone. Get to ball quickly on short yardage plays. Stay back and let other official's unpile the players and give you the ball if it is going to be close for a first down. Place the ball down and allow REFEREE to rule.

If ball becomes dead in your side zone inbounds but near the out of bounds line, give appropriate wind signal (three arm winds) to indicate that the clock is to continue to run. If clock is to stop as a result of first down after the continuation signal, give the stop the clock signal. If you have followed the runner out of bounds, mark the spot and face out of bounds watching the action around the runner. DO NOT FACE IN BOUNDS until all players are in bounds. BACK JUDGE or REFEREE (on negative yardage plays) should be prepared to follow ball out of bounds if Wingman is holding spot. Wingman should be prepared to mark spot with bean bag and follow ball out of bounds if BACK JUDGE or REFEREE (on negative yardage plays) is not in position to immediately follow ball out of bounds. In this situation, the BACK JUDGE or REFEREE should be prepared to cover the bean bag spot. Verbally communicate with each other to ensure a smooth transition on out of bounds plays.

BJ DO NOT ATTEMPT TO LOCATE BALL AND BALL CARRIER. Watch flow of play and action of offensive and defensive players blocking and tackling on the play. Do not let the flow of the play get past you. Keep play boxed in between you and the Wingman if it advances to the side zones. You will only take over the ball carrier if he breaks away from the pack and usually this is related to your goal line responsibility. Remember, if there is a score, be at the goal line before sounding your whistle and giving a TWO handed signal.

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If ball is dead in side zone be prepared to triangle the ball back to the UMPIRE for spotting. If ball becomes dead out of bounds, and the wing official on that side has the spot, you should be prepared to follow runner out of bounds to protect runner and retrieve ball. **The Wing Official should always have the out-of-bounds spot, but if for some unforeseen reason you have it**, hold it while facing out of bounds observing the runner until help arrives. If you have to leave the spot drop bean bag and mark the spot. COMMUNICATE with wing official to execute this mechanic smoothly. Forward progress is usually the responsibility of the Wingman, however, if the ball becomes dead by rule and you have definite knowledge of forward progress, sound your whistle and let the other officials know verbally that you have the spot. If ball becomes dead in a side zone inbounds but near the out of bounds line, and you have forward progress, give appropriate wind signal (three arm winds) to indicate that the clock is to continue to run. If clock is to stop as a result of first down after the continuation signal, give the stop the clock signal.

ALL After ball is dead move quickly to assist in relaying and spotting the ball. However, in every case, one official must be in position so that he/she has all the players in view. This may prevent an official from assisting in relaying and spotting the ball and the other officials should be prepared to adjust. If advance is close to a first down, whichever official has forward progress should call out "its close." Hold that spot and let other officials unpile play and give you the ball. Spot it and let REFEREE make ruling. If it is an obvious first down, give time out signal to stop the clock. Officials should be prepared to get forward progress spot from the LINESMAN as soon as possible on first down situations to allow him/her to get to the chain. If you are not covering the runner, then you must be covering the play near him, or you must be covering the remainder of the field. Remember to repeat the stop the clock signal until the clock has stopped and to communicate the clock status to the REFEREE and LINE JUDGE.

SECTION 10. AFTER THE SNAP IF A PASS

R If passer retreats or rolls out, remain wide and deeper than the potential passer. Observe action by blocking backs and retreating linemen behind the line of scrimmage. Observe offensive and defensive action by all players as the pocket moves closer to the quarterback. The LINESMAN, LINE JUDGE and BACK JUDGE will cover play down field and the UMPIRE will cover the play on and around the line of scrimmage. Be ready to lend assistance on passes into the flat. Be alert to rule on whether the pass was forward or backward. If the passer is contacted and loses possession of the ball, be ready to determine if the ball was fumbled or passed. If quarterback is thrown for a loss, be prepared to mark his forward progress spot with a bean bag.

If the play develops into a run and the Wingmen are down field covering receivers, you must cover the runner into the side zones until he advances into another official's area.

U At the snap, observe the blocking by both teams on the scrimmage line. When you determine by the action that a possible pass play is in progress, move forward to the line of scrimmage deliberately while continuing to observe the offensive and defensive action between the Team A tackles. Be alert for a delayed running play. **DON'T GET CAUGHT IN THE HOLE. IF YOU ARE WATCHING THE BALL OR THE QUARTERBACK, YOU WILL NOT SEE ANY FOULS OTHER THAN A POSSIBLE FACE MASK.** You are responsible for ruling on ineligible beyond the line of scrimmage on any forward pass that crosses the line of scrimmage. You are also responsible for ruling if a pass crosses the line of scrimmage. Be prepared to rule on completion or incompleteness on quick look-in or button hook plays where the quarterback stands and throws quickly to the tight end or a receiver breaking across the line of scrimmage. Keep track of the spot of the snap so the ball can be returned to that spot following an incomplete pass. Be prepared to spot the ball after every play. If it is a pass down field **DO NOT TURN AROUND TO WATCH THE BALL** going down field until all action which you have been observing has discontinued. Hustle down field on completed passes to help spot the ball or form a relay to spot the ball back at the previous spot on an incomplete pass. If it is a first down and the LINESMAN has the forward progress spot, get there quickly to release him/her to get his/her chain.

L/LJ Slowly trail the receivers as they move down field. Since you have deep help from the BACK JUDGE you probably will never move more than 10 - 15 yards down field in coverage of pass plays before the ball is thrown. You can make up ground after the pass is in the air. Be ready to drop back and cover passes into the flat in your side zone or the runner if the play turns into a run. Be ready to assist REFEREE on any pass into the flat. Remember you have responsibility for the goal line when the ball is snapped on or inside **B's 10 yard line**. If there is a score, go to the goal line before blowing whistle and signaling the score (TWO HANDS). You have responsibility for the sideline on your side of field to the end line.

BJ **NEVER GET BEAT DEEP. Observe action on the tight end(s) and/or the inside wideouts** . Keep the play in front of you and approximate your position near the center of the field. Move towards the receiver(s) and defender(s) when the ball is in the air, however do this slowly and deliberately so as not to let a catch and run get by you leaving the goal line uncovered. Remember you always have the end line and you have the goal line any time the ball is snapped outside **B's 10 yard line**. If there is a score, get to the goal line before sounding whistle and providing a TWO handed signal.

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Communicate with wing official when pass is caught in area of overlapping responsibility (end line / side line in end zone). Be aware of momentum rule if there is an interception inside the 5 yard line.

- ALL After an incomplete pass, form a relay to return the ball to the official nearest the previous spot. If complete and results in a first down, the UMPIRE and or LINE JUDGE should get the forward progress and release the LINESMAN to get the chain as soon as possible. After a completed pass you now have a run play in progress. Execute coverage of this portion of the play as described in SECTION 9, AFTER SNAP IF A RUN. **If intercepted and after ball is blown dead covering official gives timeout signal followed by directional signal; if touchdown is scored covering official gives touchdown signal while straddling the goal line.**

SECTION 11. GOAL LINE, SHORT YARDAGE AND TRY PLAYS (NOT A KICK)

- R Follow the same alignment and procedures as previously described for a run or pass (SECTIONS 8, 9 and 10). You will never be the official to rule on a score at B's goal line. If a whistle has sounded and a ruling on a score has been made by another official, via signal, you should provide the time out signal to stop the clock and then you may repeat the TD signal. On short yardage plays or any time when forward progress is close to a first down, listen for the verbal communication between the other officials and after the ball has been placed you should rule on the first down. If there is some delay in placing the ball, signal time out to stop the clock. This can be done without the benefit of another whistle.
- U Follow the same alignment and procedures as previously described for a run or pass (SECTIONS 8, 9 and 10). You also will almost never rule on a score in either end zone. However, if you have definite knowledge of a ball carrier still in possession of the ball when he breaks the plane of B's goal line; and the ball becomes dead in the end zone at our approximate position; and after observing both Wingmen for a signal or a verbal communication on a spot; you may sound your whistle and signal the score. **ALL THREE OF THESE CONDITIONS MUST BE MET BEFORE YOU SIGNAL THE SCORE.** Do not repeat a TD signal given by a Wing official. On short yardage plays or when the ball is dead near a first down, if you have definite knowledge of the spot, call out "Its close" to alert the Wingmen and spot the ball for the REFEREE to look. If the Wingmen call for the spot in these situations, locate the ball and give it to the nearest Wingman with forward progress to spot.
- L/LJ Follow the same alignment and procedures as previously described for a run or pass (SECTIONS 8, 9 and 10); however, move in to a position that you can comfortably and accurately judge forward progress and/or rule on the goal line plane (pinch in); be prepared to move in quickly with the forward progress spot; **DO NOT** Jump over players or PUSH players out of the way as you move in towards the pile, **your initial move after the snap is to goal line** or line to gain. If score occurs, sound whistle and signal **ONLY** if you are in position to see the ball in possession of a player across the opponent's goal line. Do not give a back-up signal to another official's signal.
- REMEMBER YOU CANNOT HESITATE - YOU EITHER HAVE A SCORE OR YOU ARE CLOSING IN TO SELL A SPOT. DO NOT JUST STAND THERE AND WAIT FOR SOMEONE ELSE TO DO SOMETHING. THE TWO WING OFFICIALS MUST COMMUNICATE WITH GOOD EYE CONTACT AND VERBALLY ON THESE PLAYS.** If short yardage or near a first down and you are the official with definite forward progress, verbally call out "Its close" while closing in to the spot. Hold the spot and let the other officials give you the ball to spot for the REFEREE to look.
- BJ Follow the same alignment and procedures as previously described for a run or pass (SECTIONS 8, 9 and 10). You may not be able to get 15 - 20 yards down field when the ball is snapped from or inside B's 10 yard line. In these situations you must be on the end line and cover the end line during the entire play. You will sound whistle and signal a score if a pass is completed by A in B's end zone. However, if the ball is snapped at or inside **B's 10 yard line** and a running play by A results in a score, the responsibility for the goal line belongs to the Wingmen.
- ALL Be aware of clock and down status when these plays are close and don't result in a score or first down.

SECTION 12. FIELD GOAL AND TRY PLAYS (BY KICK)

- R Position yourself opposite the Linesman at least 5 yards to the side of the kicker/holder and 2-5 yards behind the kicker/holder. You do not rule on the kick but you have responsibility for roughing or running into the kicker/holder. Be prepared to move into and provide side zone coverage on the LINE JUDGE's side of the field if there is no kick. Count the Kickers (K) (Recommended that a clenched fist be displayed when 11 is counted). Be aware of numbering exceptions.
- U Check for numbering exception by Team A in case they don't kick and throw a forward pass. Know the eligibles. Follow the procedure in SECTION 8 for any run or pass, however, take a position favoring the **LINE JUDGE's side of the field.**

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When the ball is snapped, step closer to the neutral zone while observing action of players on the line of scrimmage. Be ready to assist the REFEREE and LINESMAN in covering a short or blocked kick. Following the kick, slowly pivot and move down field while observing players away from the ball. Be prepared to assist the LINE JUDGE with side line coverage if there is no kick and the play advances to the LINE JUDGE's side of the field. Count Kickers (K) (Recommended that a clenched fist be displayed when 11 is counted). **If the ball is snapped inside the 10 yard line and the play breaks down, you have Line of Scrimmage responsibility.**

- LJ **You must take a position behind the goal post** and in line with the upright on your side of the field. You will rule on the kick with the BACK JUDGE. Coordinate with the BACK JUDGE how the two of you will communicate verbally on the kick and the uniformed action the two of you will take to signal the ruling. Count the Receivers (R) (Recommended that a clenched fist be displayed when 11 is counted).
- BJ You take a position behind the goal post and in line with the upright opposite the LINE JUDGE. You will rule on the kick with the LINE JUDGE. Coordinate with the LINE JUDGE how the two of you will communicate verbally on the kick and the uniformed action the two of you will take to signal the ruling. ONLY your whistle will be sounded to rule when the ball is no longer alive in B's end zone. Count Receivers (R) (Recommended that a clenched fist be displayed when 11 is counted).
- LJ/BJ **If the ball is snapped OUTSIDE THE 10 YARD LINE and there is no kick you two have primary responsibility for the GOAL LINE.** Be prepared to abandon your kick judging positions and hustle to the goal line. BACK JUDGE should go wide to the LINESMAN's side of the field for this coverage. LINE JUDGE should go wide to his/her side of the field for this coverage. If ball is snapped at or inside the **10 yard line**, and there is no kick, the LINE JUDGE must get wide quickly to cover his/her sideline and possibly assist with the goal line. The BACK JUDGE should slowly abandon his/her kick judging position and assume normal coverage, **and will always be responsible for the end line.**
- L Your position is always on the scrimmage line and wide. You rule on seven players on the line of scrimmage. After the snap, you are responsible for the initial line charge and action by players on the end of the line of scrimmage on your side of the field. You are always responsible for ball crossing line of scrimmage, however, DO NOT CONTINUE TO FOLLOW THE FLIGHT OF THE BALL. Watch action of players as they move down field or observe the kick. **If ball is snapped OUTSIDE THE 10 YARD LINE and there is no kick**, you have to read a broken play. You will either move to the back field to help the REFEREE. Or, you will drift downfield to cover a pass/run situation. On a broken scrimmage kick snapped INSIDE THE 10 THE L MUST GET TO THE GOAL LINE IMMEDIATELY!!!
- ALL If a try by kick is blocked and it is obvious that no score can occur, sound your whistle and signal no score immediately since the ball cannot be recovered and advanced by either team. If a field goal and the kick is blocked, wide, or short, do not sound your whistle or give a no score signal until the ball is dead by rule. For either a try or field goal be alert for a fake kick or busted play. If this occurs, assume your regular run or pass coverage positions as quickly as possible. No player can be eligible to receive a pass unless he is wearing an eligible number and initially lines up in an eligible position. He cannot become eligible because of a shift in formation. REFEREE and UMPIRE have responsibility for numbering on scrimmage kick formations. Communicate verbally before snap to avoid problems.

SECTION 13. SCRIMMAGE KICKS BEFORE THE SNAP (NOT A FIELD GOAL)

- R To side away from LINESMAN (regardless of the fact that the kicker is right or left footed), at least 5 yards to the side and about **2-5 yards behind the kicker**. Be prepared to assist on numbering exception rule as it applies to ineligible receiver. Count Kickers (K)
- U Check for numbering exceptions by Team A in case they don't kick and throw a forward pass. Know the eligibles. Follow the procedure in SECTION 8 for any run or pass, however, take a position favoring the LINE JUDGE's side of the field. Count Kickers (K). Recommended that a clenched fist be displayed when 11 is counted).
- LJ Same alignment as for runs and passes (SECTION 8). Count Receivers (R) (Recommended that a clenched fist be displayed when 11 is counted). Have bean bag in your hand.
- L Same alignment as for runs and passes (SECTION 8). Remain in neutral zone until ball is kicked. You will rule on kick crossing line of scrimmage or if it is tipped in the neutral zone. Alert chain crew to hold previous spot until notified otherwise.

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- BJ Assume a position favoring the LINESMAN's side of the field at least 7 to 10 yards wide and **3-5 yards** behind the deepest receiver(s). Being behind the receiver will allow you to see both the receiver as well as blocks occurring back up field. Remind R of fair catch signal requirements. Count Receivers (R) (Recommended that a clenched fist be displayed when counting 11). Have bean bag in your hand. Be prepared to rule on kicks going into the end zone.

SECTION 14. SCRIMMAGE KICKS AFTER THE SNAP (NOT A FIELD GOAL)

- R Watch blocking and illegal action by players behind the line. Observe action against the kicker. **Be ready to rule on running into or roughing the kicker.** If flight of the kick is toward a sideline, move quickly to a position in line with the flight of the ball and use arm signals to direct the official covering that side line to the out of bounds spot if required. Be prepared to cover K's goal line in case of a blocked kick, fumbled snap, or return by R. If short kick to sideline opposite the LINESMAN, you may be responsible for covering it and marking the out of bounds spot. Verbally communicate with the LINE JUDGE in these situations. Yield to LINEJUDGE if he/she declares that he/she has the spot.
- U When the ball is snapped, step closer to the neutral zone while observing action of players on the line of scrimmage. Be ready to assist the REFEREE and LINESMAN in covering a short or blocked kick. Following the kick, slowly pivot and move down field while observing players away from the ball. Be prepared to assist the LINE JUDGE with side line coverage if there is no kick and the play advances to the LINE JUDGE's side of the field. **DO NOT WATCH THE BALL AND THE PUNTER, THE REFEREE IS ALREADY DOING THIS (Note: if ball is muffed or snapped over kicker's head and the Linesman moves into the backfield to help the Referee, you must move to the neutral zone and be prepared to judge whether or not the ball crosses the neutral zone if kicked).**
- L After initial line charge, observe blocks and holding by or on the end players on the line of scrimmage. Determine if ball has crossed the scrimmage line before moving down field. If a short kick goes down field and to your side zone, attain a position for observing possible first touching, interference, or fair catch signal, especially for an up receiver. Also be in position to cover the runner after catch or recovery on these short side zone kicks and maintain that coverage until the runner cuts toward the opposite side. If he comes toward you, follow him and cover your sideline all the way to the goal line. **If ball is muffed or snapped over the kicker's head move toward the ball and kicker to help the Referee; in this case the Umpire will now judge whether the ball crosses the neutral zone or not.**
- LJ Remain in neutral zone until ball is snapped, then move down field covering action by players moving down field and R players who may field a short scrimmage kick. Be alert for proper fair catch signal. You have the side zone coverage of the ball even with the deep receiver on your side of the field. **You have responsibility for approximately one third of the field (your sideline to your inbounds line). If the ball goes over the receiver's head, stay with the receivers.**
- If the kick goes down field and to your side zone, attain a position for observing possible first touching, interference, muff or fair catch signal, especially for an up receiver. Also be in position to cover the runner after catch or recovery on these side zone kicks and maintain that coverage until the runner cuts toward the opposite side. If he comes toward you, follow him and cover your sideline all the way to the goal line.
- LJ/BJ When one is covering the ball, the other must observe the players. If ball goes out of bounds in the air, sound your whistle, stop the clock, go 10 yards past the spot that you think the ball went out, turn and hold arm straight up in the air and wait for REFEREE's acknowledgment. When acknowledged by the REFEREE, walk up the side line toward the spot and look to the REFEREE for his signal (**Referee signals by holding one arm straight up in air and gives chop motion at out-of-bounds spot**). If kick first touches inbounds, and then bounces out of bounds, you must determine spot.
- BJ If kick is short, move to shallower position; if long, move deeper and cover to the goal line. Maintain cushion for observation of first touching, interference, muff or fair catch signal. You have responsibility for ball and deep receiver across **two thirds** of the field (your sideline to inbounds line on LINE JUDGE's side). After catch or recovery, cover runner until taken over by another official. Be ready to follow the runner and cover the sideline until the runner is taken over by the LINESMAN. **If the ball goes over the receiver's head, stay with the ball.**
- ALL When ball is dead, the covering official who has the succeeding spot, should sound the whistle and stop the clock (if not already done) and mark the spot while indicating the direction of the team in possession. Remember if you have to toss your bean bag for any reason, you only need to drop it indicating the yard line, you don't have to throw it to the exact spot. If ball is snapped over kicker's head, REFEREE moves toward ball; LINESMAN moves toward ball to help REFEREE; UMPIRE moves to line of scrimmage and assumes responsibility for kick crossing the line of scrimmage.

SECTION 15 FUMBLES

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ALL When a fumble occurs, the official in the best position to see the play should rule on recovery. If the defense recovers, give time out signal and then the direction the ball will be going. If the fumbling team recovers, use one hand above your head showing with fingers the number of the next down. If recovery is unknown, the first official to the stack of players is responsible to get into the stack and begin digging for the ball. The second official on the scene, should give the time out signal to stop the clock and assist in unpling players while waiting for first official's ruling. When the official digging in **the** stack rules on recovery, he/she should call out color of the recovering team. The other official should then repeat the ruling and either hold hand up for next down if fumbling team recovered or signal direction if defense recovered. If a fumble occurs on a change of possession play, always signal direction. In all cases, when a fumble occurs, the official(s) who observes the fumble should bean bag the spot where possession was lost. This is just a yard line and does not have to be the exact spot.

SECTION 16 PENALTIES

ALL When an official observes a penalty, **toss the flag to the spot of the foul if a spot foul, and when the ball is dead, he/she should immediately sound his/her whistle with short blasts to draw the attention of the other officials, especially the Referee, so the ball is not moved and the next down is not called out.**

If the ball is snapped or kicked simultaneously with the penalty and the penalty keeps the ball from becoming alive, sound whistle immediately to kill the play, **toss flag and give timeout signal. DO NOT ALLOW THE PLAY TO CONTINUE IF YOU ARE GOING TO REPORT A DEAD BALL FOUL (Sequence - sound whistle, toss flag, give timeout signal).**

If a penalty occurs during a live ball, toss the flag to the yard line coinciding with the spot of the foul when appropriate and continue to officiate. When ball becomes dead, sound extra blast on your whistle to get the attention of the other officials and signal time out to stop the clock. Administer the penalty according to rule and the following procedure:

1. Official(s) tossing flag give preliminary signal or verbalizes foul to the REFEREE.
2. REFEREE gives preliminary signal to press box side of the field
3. REFEREE explains options to Captain. Official, if necessary. If decision is obvious, don't provide options.
4. REFEREE then informs UMPIRE of Captain's decision.
5. If yardage is assessed, REFEREE should NOT need to instruct UMPIRE the amount of yardage to be stepped off, direction and from what spot. UMPIRE will know enforcement and handles ball and steps off Penalty.
6. LINE JUDGE holds the spot of enforcement and makes sure that UMPIRE goes in right direction.
7. LINESMAN steps off penalty with Umpire.
8. As penalty is being stepped off, REFEREE gives official **signal** to press box side.
9. Offender's number **shall** be reported to offender's coach by nearest sideline official.
10. Be aware of down and clock status **and communicate it to the Referee before the next ready for play signal is given.**

SECTION 17. TIME OUTS (CHARGED)

R **Referee only signals by chucking both arms towards the team calling the timeout to officially indicate the charged team.** Check with **other Officials** for the number of time outs charged to each team and the playing time remaining in the period. Time the time out unless you have given that responsibility to the another official during the pre-game conference. Notify the LINESMAN, UMPIRE, BACK JUDGE and the Captains of the remaining time and the time outs charged to each team. **Notify the Captains and other Officials when time outs are exhausted. Wing officials notify the Head Coaches on your respective sidelines when timeouts are exhausted.** Inform Captains at end of time out period and declare the ball ready for play **when other officials take their positions to officiate.**

U Immediately take charge of the ball. Check the charged time outs for each team and the remaining playing time in the period with the REFEREE. Time the time out if you were assigned that responsibility during the pre-game conference.

LJ **Be ready to acknowledge a timeout called by the Head Coach on your sideline by giving the appropriate signal and verbally inform the Referee when charging a team timeout.** Be ready to check with the REFEREE information on the number of time outs charged to each team and **notify your side line of the number of timeouts remaining for each team along with time remaining in the period if clock is kept on the field.** Make sure that only one of the authorized conferences is taking place involving the team on your sideline. Be alert for substitution infractions. Time the time out if you were assigned that responsibility during the pre-game conference.

L **Be ready to acknowledge a timeout called by the Head Coach on your sideline by giving the appropriate signal and verbally inform the Referee when charging a team timeout.** Check the charged timeouts for each team and the remaining playing time in the period with the REFEREE. Notify your side line of the **number of timeouts remaining for**

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each team and along with the time remaining in the period if clock is kept on the field. Make sure that only one of the authorized conferences is taking place involving the team on your sideline. Be alert for substitution infractions.

- BJ Check the charged time outs for each team and **inform the Referee of the remaining playing time in the period** . Time the time out if you were assigned that responsibility during the pre-game conference. Observe both side lines for substitution infractions. Reset 25 second clock for resumption of play if you are keeping the 25-second clock.
- ALL Record charged time outs on game card and time and period when taken.

SECTION 18. OFFICIAL'S TIME OUT

- R Signal time out, then indicate **OFFICIAL'S** time out by tapping the chest with hands. Complete prescribed duties. If it is **for an injury beckon the trainer onto the field, if for a measurement beckon the Linesman, if for a Four Minute Warning notify field Captains and have Wing officials notify both side lines, and etc..** Declare the ball ready for play after completion of prescribed duties.
- U Immediately take charge of the ball and remain in that position until REFEREE's prescribed duties are complete unless it is the end of a period or for the purpose of a measurement - then follow the prescribed duties for these actions outlined in this manual. Remind the REFEREE of down and clock status.
- L/LJ Remain in your usual positions and make sure that no attendants come on the field unless for an injury (**It is recommended that water be allowed on the field for all players and officials during an injury timeout; it is permitted and recommended that additional water breaks be granted by an Official's timeout during excessive heat or conditions as warranted**) If OFFICIAL'S time out is for the close of a period or for a measurement, follow the procedures outlined in this manual for those actions. Remind REFEREE of down and clock status.
- BJ Reset 25 second clock for resumption of play, if you are keeping the 25-second clock; **remind Referee status of clock when play resumes.**

SECTION 19. MEASUREMENTS

- R Remember that a measurement can be requested by a Captain at any time, but it can be denied if, in your opinion ,it is obvious the first down has or has not been made. However, when a measurement becomes necessary, give the OFFICIALS'S timeout signal and beckon the LINESMAN to bring the chain onto the field. Motion the players away from the ball and position yourself near the ball to give the result of the measurement. Allow opposing Captains to observe measurement. Always measure the ball at the spot, if this is in the side zone or at the side line, measure before moving the ball to the inbounds line. If short of first down and ball is in side zone, use chain to position ball at inbounds spot.
- U Take immediate charge of the ball. Rotate ball so its long axis is parallel to the side line by placing one end against your hand marking the foremost point. Take forward rod from the chain crew person and tighten it carefully after the LINESMAN calls "ready." Hold the rod perpendicular until the REFEREE announces his ruling. **DO NOT MAKE THE CALL FOR THE REFEREE.** Return the rod to the chain crew person after the ball has been spotted for the next play. Remind REFEREE of down and clock status.
- L Go to the chain and make sure that the chain is clipped at the intersection of the side line and the marked yard line closest to the rear rod. Move the down marker to the forward rod, grasp the clip and direct the chain crew persons to move the chain onto the field. Place clip at yard line spot indicated by the LINE JUDGE and call "ready." If not a first down, when released, return the chain to its original spot **on the sideline.**
- LJ Take a position behind the point of measurement at the yard line that the chain is clipped. Align yourself with the ball and extend your foot to provide the LINESMAN with the correct alignment for the clip. Observe Team areas for illegal substitutions or unauthorized time out privileges. If the ball has to be spotted at the inbounds line, repeat procedure for aligning the clip. Remind REFEREE of down and clock status. Be alert for bringing in a new ball.
- BJ Go to the forward line to gain stake and set up the down box at this point. Maintain this position while the other officials complete the measurement. If it is a first down, the LINESMAN will release the chain crew for you to set them up for the next series. If it is not a first down, remain on the sideline until the LINESMAN resets the chain and then you set up the down box on the ball. Make sure the correct down is then displayed. Reset the 25 second clock for resumption of play if you are keeping the 25-second clock **and remind Referee of down and clock status.** Be alert for bringing in a new ball.

SECTION 20. CLOSE OF PERIOD

- R Delay end of period until you check that there is (a) no foul, (b) no timing error, (c) no request for COACH-REFEREE conference, and (d) no other irregularity. When satisfied, REFEREE ONLY raises ball above his/her head to officially signify end of period. If at the end of the 1st or 3rd periods, determine and record the status of the ball, down, distance and location of the clip with the LINESMAN and UMPIRE. Take control of the ball and go to the opposite location of the field and re-spot the ball. If at the end of the 2nd period, hold the ball overhead indicating time has expired. Notify each coach of the time, and when you expect them back for their three minute mandatory warm up period. If at the end of the 4th period, hold the ball overhead indicating that time has expired. If game is over, return ball to the correct team and leave the field. If there is an Overtime, send each team to its side line and confer with other officials for procedure to be followed. Notify coaches and Captains of the Overtime procedures.
- U If at the end of the 1st or 3rd period, determine exact location of the ball, record status of the ball, down, distance and location of the clip with the REFEREE and LINESMAN. If at the end of the 2nd period, secure possession of the ball from the REFEREE and leave the field. If at the end of the 4th period and the game is over, make sure the REFEREE returns the ball to the correct team and leave the field. If Overtime is to be played, meet other officials to review overtime procedures.
- L If at the end of 1st or 3rd period, determine and record status of the ball, down, distance and location of the clip with the REFEREE and UMPIRE. If other than first down, clip the chain at the intersection of the side line and marked yard line closest to the rear rod. Reverse the chain and the assistants holding the rods and move to the corresponding line at the other half of the field. Hold the previously marked point on the chain at the intersection of that yard line with the sideline while assistants tighten chain. Set up the down marker on the ball. If at the end of the 2nd period, alert chain crew as to what time to return. If at the end of the 4th period and game has ended, retrieve clip, if necessary, and leave field. If Overtime, meet with other officials to review Overtime procedures.
- LJ/BJ If at the end of 1st or 3rd period, take both teams to the other half of the field at the approximate position that the ball will be placed. Record the approximate position of the ball along with the down and distance. Observe both teams for substitution infractions (BACK JUDGE observe LINESMAN's side line). If at the end of the 2nd period, upon signal from the REFEREE, **BACK JUDGE** begin timing intermission. If at the end of the 4th period, and the game is over, make sure the REFEREE returns the ball to the correct team and leave field. If Overtime is to be played, meet other officials to review overtime procedures. **BACK JUDGE** time this intermission (three minutes).
- ALL Be conscious of the correct down upon resumption of play. Be aware that teams have regular time out privileges. Be aware of additional timeout allotted each team for overtime period(s). Reset 25 second clock for resumption of play.

SECTION 21. INTERMISSION BETWEEN HALVES

- R/U Check with other officials regarding the time and second half choices. At the conclusion of the mandatory three minute team warm up period, take a position at the 50 yard line on sidelines opposite one another (**Referee home team sideline and Umpire visiting team sideline**). When UMPIRE and REFEREE are ready with their Captains, REFEREE signals UMPIRE and both escort Captains to center of field. When the Captains arrive, REFEREE reviews with them the choices for the start of the 2nd half. After the conference, review with the other officials what the choices were and hustle to your kickoff position.
- LJ/BJ **Back JUDGE** keep the intermission time. Check with other officials regarding the time and second half choices. At the conclusion of the mandatory three minute team warm up period, stay at your respective sidelines and keep teams within Ten yards of sideline. At the conclusion of the conference, meet and review the choices with the other officials and hustle to your kickoff position.
- L Check with other officials regarding the time and second half choices. Prior to the start of the 3 minute mandatory team warm up period, locate your chain crew and provide any additional instructions necessary. At the conclusion of the Captains conference, meet with the other officials and review choices. Hustle to your kickoff position.
- ALL **Meet at the center of the field to review kick-off information after the conclusion of coin toss procedures; hustle to kickoff positions and** follow the kickoff procedures described in SECTION 5, KICKOFF (OTHER THAN SAFETY). **BJ or LJ secures the game ball from the kicking team's sideline, or official game ball to be used, to give to the Umpire when meeting at the center of the field to review kick-off information.**

SECTION 22 TIMER RESPONSIBILITIES

- T **Meet with the Referee and officiating crew for pre-game instructions.** Start and stop the clock according to the signals obtained from the officials on the field. **YOU SHOULD NOT MAKE ANY JUDGMENTS AS TO CLOCK STATUS ON YOUR OWN.** Do not make any comments or interpretation about the field officiating to anyone even if asked. You may interpret the penalty signals for the PA announcer if asked. Otherwise, just run the clock according to the signals provided by the field officials. Try to keep the down and distance indicators if possible. The best time to set these is after the ball is made ready for play while the team is still in the huddle. Pay attention to the action on the field and avoid distractions in the press box or timing station. If there is an overtime, you no longer have any clock responsibilities. **You may have to remain to keep down and distance information on the scoreboard.**

SECTION 23 POST GAME DUTIES

- R Complete the required game report if any unusual situation occurred in the game. If there were any ejections, or anything that should be brought to the attention of the Commissioner, only the REFEREE should call with the report.
- ALL Join the other officials and leave the field together and as soon as possible. Neither seek nor avoid coaches, players, or school officials. If a rule interpretation is requested, only the REFEREE should provide the answer. The REFEREE may direct another official to offer a judgment explanation of a particular play. DO NOT converse with any members of the media concerning any action or circumstance in the game other than the final score. Refer all such inquires to the Chairman of the Rules and Mechanics Committee, **or the Commissioner.** **Do Not shake hands or congratulate each other until you are out of field sight. Be sure to obtain an evaluation sheet and forward it to the Membership Committee if there was an applicant or provisional official in the game; provide verbal feedback on-site if possible.**