Sep 20, 2021



**SEFOA 5-Man Quick Look**

**Arrival on Field**

* Crew takes field as a unit NLT 20 mins prior to kickoff – but preferably 30 minutes prior to
* **R** and **any Game Official** – meet with Head Coaches (Home team first if possible); conduct pre-game coin toss if desired by the home team head coach. Pass pre-game coin toss results and other significant notes to the rest of the crew. Inspect the interior of the field (between the hashmarks) from goal line to goal line.
* **U** – rule on any questionable player equipment.
* **H** – inspect chain crew equipment; identify and brief the chain crew; locate and inspect your team’s game balls; identify and brief your team’s ball boy; inspect the visiting team players (with help from the **B**); get a ball to **B** (or the home side) if visitors are kicking off.
* **L** – locate and inspect your team’s game balls; identify and brief your team’s ball boys; inspect the home team players.
* **B** – meet with and brief clock operator if not having already done so prior to taking the field; inspect the field from the hash marks outward all the way to areas beyond the sidelines and end lines. Once done, the **B** should meet with the **R** and provide feedback regarding safety concerns or irregularities. Assist the **H** in inspecting the visiting team.
* **All Crew** – once positional duties are complete, observe team warm-ups and continue to inspect player equipment and the playing area. Make an effort to get with **R** or **U** to get the pre-game coin toss results – if pre-game toss was conducted.

**Coin Toss**

* NLT 6 minutes prior to kickoff, all officials are on their respective sidelines at the 50 yard line: **R**, **L**, and **B** on the home side. **U**, and **H** are on the visitor’s side.
* 5 minutes prior to kickoff, the **R** departs from the Home team side; the **U** departs from the Visiting team side and both meet at mid-field.
	+ If no pre-game toss was conducted, **R** turns and faces the scoreboard.
	+ If a pre-game toss was conducted, **R** steps to the side of the 50 (and places his back to the endzone) that the coin toss winner will be defending.
* On the Referee’s signal, **H** and **L** escort their respective captains (with speaking captains closest to the **R**) to the top of the numbers and instruct the captains to continue to mid-field. The **H** and **L** return to the sideline. **B** will remain on the (home) sideline.
* **R** will conduct the coin toss (or simulated toss) and make the appropriate signals. Once completed, the team captains will be sent back to their respective sidelines. All officials shall write down the coin toss results.
* Once the Captains break to return to their respective sidelines, all officials will proceed directly to their kickoff position.

**Overtime Coin Toss**

* Done in the same manner as a normal coin toss except there is only 1 captain from each team that is brought out. The visiting captain gets to make the call of the coin toss. Winner of the coin toss chooses to “start on Offense or Defense” or “which end of the field to start at the **10 yard** line for **both** possessions”. The loser of the coin toss chooses the remaining option. At the conclusion of the first period (after both possessions), if still tied, and at the beginning of each “even numbered” extra period, then the loser of the Overtime coin toss has first selection of the two options

**Kickoff** – Following the Coin Toss

* **R** – on the goal line centered between the two deep receivers. If there is only one deep receiver, offset to the wide side of the field. If the only receiver is centerline on the field, offset to the **L** side; Count team R; Observe **B** on K’s restraining line (handing the ball to the kicker) - when **B** begins jogging to the Home team sideline after giving the ball to the kicker, all officials should raise their hands indicating they are ready. The Referee will be responsible for ensuring that there are at least four (4) team K players on each side of the kicker **when the ball is kicked**. When **B** reaches sideline after handing ball to kicker and raises hand, **R** will individually point to B only to ensure he is ready. When done checking with **B**, blow the ball ready-for-play. Do NOT blow the ball ready-for-play until both teams have the proper number of players on the field and until the **B** has signaled that the kicking team is in a legal formation.

 ***After Kick*** - **R** has sole responsibility for team R’s goal line and end line – maintain position on goal line until it is no longer threatened – be prepared to rule on touchbacks and ball OOB near pylons. Wind clock when team R touches the kick, observe initial blocks ahead of runner then clean up behind runner once runner is advancing.

* **H** – on the Visitor team sideline at team R’s 25-yard line (this may be adjusted according to the strength of the kicker). Always count team R (even on obvious onside kicks). Observe **B** on K’s restraining line (handing the ball to the kicker) - signal to **R** that R has a good team count and that you are positionally ready.

 ***After Kick*** - Key on team K players 2 and 3 in from your sideline and watch for Fair Catch signals. If the ball comes into your coverage zone, wind the clock when team R touches the ball. Ensure no team K players go OOB, observe blocks immediately ahead of ball carrier. React to the action adjusting as necessary and trail the action upfield. You are responsible for the side line from end line to end line.

* **L** – on the Home team sideline at team R’s 35-yard line (this may be adjusted according to the strength of the kicker). Always count team R (even on obvious onside kicks). Observe **B** on K’s restraining line (handing the ball to the kicker) - signal to **R** that R has a good team count and that you are positionally ready.

 ***After Kick*** - Key on team K players 2 and 3 in from your sideline and watch for Fair Catch signals. If the ball comes into your coverage zone, wind the clock when team R touches the ball. Ensure no team K players go OOB, observe blocks immediately ahead of ball carrier. React to the action adjusting as necessary and trail the action upfield. You are responsible for the side line from end line to end line.

* **U** – on the Visiting team sideline at team R’s restraining line with a bean bag in hand. Always count team K (even on obvious onside kicks). Be prepared to get **B** a Visitor team ball for the kickoff if needed. Backup the **B** - ensuring no team K players (on your side of the kicker) other than the kicker are more than 5 yards behind K’s restraining line. Assist the **B** as needed to correct any team K 5-yd run up discrepancies prior to signaling the **R**. Assist the **R** in ruling on the 4x4 alignment of team K players **when the ball is kicked.** Observe **B** on K’s restraining line (handing the ball to the kicker) – signal to **B** that K has a good team count, a legal formation, and that you are positionally ready.

 ***After Kick*** - Key on team K players 4 and 5 in from your sideline. Be prepared to rule on pop-up kicks, encroachment by team R, fair catches, kick catching interference, and determining whether or not the ball has travelled beyond the neutral zone. After the ball is kicked, angle in to the hash marks and officiate from the inside going no more than 10 yards down field initially.

* **B** – If the Home Team is kicking, acquire their ball and move down the Home sideline to the Kicker’s restraining line (usually the K-40). Once you see the **H**, **L**, and **R** reaching their positions, move to the middle of the field on the kicker’s restraining line.

- If the Visiting Team is kicking and you already HAVE a visiting team ball, move down the home sideline to the Kicker’s restraining line (usually the K-40). Once you see the **H**, **L**, and **R** nearing their positions, move to the middle of the field on the kicker’s restraining line.

- If the Visiting Team is kicking and for some reason you DO NOT have a visiting team ball, communicate with the **U** and have him bring you a ball. After getting the visiting team ball, proceed directly to the middle of the field on the kicker’s restraining line.

After the kicking team takes the field, the **B** shall:

1. Always Count Team K players on free kicks (even on obvious onside kicks) – if the count is incorrect, tell the kicker to count his players before handing him the ball.
2. Make a quick visual inspection of the kicking tee – (must be made of a pliable material intended for use as a kicking tee and cannot raise the ball more than 2”).
3. Inform the kicker that he may kick the ball from anywhere along K’s restraining line between the hash marks.
4. Tell the kicker not to kick the ball until the **R** has blown his whistle – (point to the **R**).
5. Ensure that all team K players (other than the kicker) are forward of the 5-yard restraining line behind K’s restraining line.
6. Hand the ball to the kicker.

After handing the ball to the kicker, depart the field to the Home team sideline. Position yourself at the sideline on the Kicker’s restraining line and have a beanbag in hand. Upon reaching the sideline, re-verify a legal kick formation … K has no players more than 5 yards back (other than Kicker) … then raise your hand and hold it until the **R** points at you or blows the ball ready-for-play; then you may lower it.

 ***After Kick*** - Key on team K players 4 and 5 in from your sideline. Officiate K’s restraining line loosely on regular kickoffs … allow a “mid-step beyond K’s restraining line”. For on-side kicks, officiate K’s restraining line as a “glass plane” – no K players beyond it until the ball is kicked. Responsible for the ball to rule on whether it touches the ground in the neutral zone, first touching by team K and illegal blocking (early blocking) by team K players. After the ball is kicked, angle in to the hash marks and officiate from the inside going no more than 10 yards down field initially. You have sole responsibility for K’s goal line and end line.

**On-Side Kicks** (Obvious)

* Very similar to a regular kickoff except the **H** and **L** move up the sideline and fill in positions on the “restraining line box”.
* **H** – “leapfrog” over the **U** and move to team K’s restraining line on the visitor’s side opposite the **B**. Have a bean bag in your hand.
* **L** – move to team R’s restraining line on the home side opposite the **U** and have a bean bag in your hand.
* **R** – move up as appropriate. Remain 15 yards behind deepest receiver. You still have sole responsibility for the goal line and end line.
* **R**, **H**, and **L** count team R players.
* **B** and **U** count team K players.
* **B** and **H** – have responsibility for team K’s restraining line and shall officiate it as a plane of glass ... no K players are permitted beyond their restraining line before the ball is kicked. Responsible for the ball to rule on whether it touches the ground in the neutral zone, first touching by team K and illegal blocking (early blocking) by team K players.
* **U** and **L** – responsible for team R’s restraining line. Be prepared to rule on encroachment by team R, fair catches, kick catching interference, and determining whether or not the ball has travelled beyond the neutral zone.

**Scrimmage Plays –** Initial Starting positions

* **R** – on throwing arm side of QB, 12 – 15 yards deep and as wide as the widest player on the end of the line other than a wide or slot receiver. Count A players and signal to appropriate wing when offense breaks the huddle. Observe snap, look through QB and cue off of opposite side tackle. Read play and move accordingly if QB scrambles
* **U** – Spot and cover ball. When **R** marks the ball ready-for-play, step back 8 – 10 yards. Ensure legal numbering of the 5 interior offensive linemen. Count offense and signal to **R**.
* **H** and **L** – at their respective side lines on the line of scrimmage. On scrimmage plays, **H** will always count the Visiting team and **L** will always count the Home team regardless of whether their team is on offense or defense. When the offense breaks the huddle, **H** and **L** will signal their count to the **R** if their team is on offense or to the **B** if their team is on defense.
* **B** – 15 – 20 yards deep on strong side of the field. If formation is balanced, be more centerline. Count B players and when the offense breaks the huddle, signal count to the wing official whose team is on defense.

**Scrimmage Plays –** Running Plays

* **R** – Observe snap, look through QB and cue off of opposite side tackle. When QB is no longer threatened, observe blocking action in front of the play. Read play and flow accordingly if QB scrambles keeping yourself deep and wide. You have responsibility for actions on and around the QB all game.
* **U** – Observe blocking action on the interior of the line (guard – snapper – guard) and read Run. React to the action, observe interior line blocking and flow accordingly – keeping out of the runner’s path.
* **H** and **L** – Observe the Neutral Zone and shut down plays when a neutral zone infraction occurs prior to the snap. Ensure a clean Snap then read the Tackle to determine Run play then observe the direction of the action (Back) and react and flow accordingly (Snap – Tackle – Back).
	+ If the play goes ***up the middle (roughly TE to TE)***, hold the line of scrimmage observing the action on the line and in front of the ball carrier and flow downfield trailing the play.
	+ If the play goes ***wide away from you***, hold the line of scrimmage observing the action on the line and flow downfield trailing the play.
	+ If the play ***comes wide toward you***, step into the backfield far enough to keep the play in front of you and observe the blocks/action around the ball carrier. After the play turns, flow downfield trailing it.
* **B** – Observe primary key(s) and if they are blocking (not running a pass route) then look to your Deep Zone and pick up receivers moving in from the wing officials coverage. If no other receivers, determine the running play and observe the Action in your zone ahead of the play (Man – Zone – Action). The **B** will now indicate play clock status. When there are 10 seconds remaining on the play clock, the **B** will raise his arm straight in the air and keep it there for 5 seconds. The **B** will then count down the last 5 seconds of the play clock by making a sweeping motion (similar to an “Illegal Motion” penalty signal) as each second expires.

**Scrimmage Plays –** Passing Plays

* **R** – Observe snap, look through QB and cue off of opposite side tackle. Read pass and observe action of, on and around QB. Be prepared to move if QB scrambles keeping yourself wide and deep. You have responsibility for actions on and around the QB all game.
* **U** – Observe blocking action on the interior of the line (guard – snapper – guard) and read Pass. Step up into the pocket observing all action on the line. Be prepared to rule on the passer throwing from beyond the LOS. Pivot and follow passes – be prepared to assist the **B** and wing officials ruling on trapped catches where the downfield receiver is diving back towards the line of scrimmage.
* **H** and **L** – Observe the Neutral Zone and shut down plays when a NZ infraction occurs prior to the snap. Ensure a clean Snap, read the Tackle then observe the direction of the action (Back) to determine Pass play (Snap – Tackle – Back). After reading Pass, both **H** and **L**will follow your receiver key and flow downfield as needed … initial flow should be 5-7 yds (typically no more than 15 yards as the **B** has deep coverage) – be prepared to rule on a catch/no-catch, pass interference and receiver stepping out of bounds.
* **B** – Observe primary keys. If/when they are no longer receiving threats look to your Zone and pick up receivers moving in from the wing official’s coverage. Pick up any wide fliers and assist wing officials in their coverage (Man – Zone – Action). Be prepared to rule on a catch/no-catch or pass interference situation. The **B** will now indicate play clock status. When there are 10 seconds remaining on the play clock, the **B** will raise his arm straight in the air and keep it there for 5 seconds. The **B** will then count down the last 5 seconds of the play clock by making a sweeping motion (similar to an “Illegal Motion” penalty signal) as each second expires.

**Passing Keys –**

* As a general “rule of thumb”, for passing keys, the **HL** and **LJ** will typically only have 1 key and the **B** will typically have 2 keys.
* There are endless possibilities for formations and trying to remember each one is futile at best. Instead, memorize these 5 simple rules to identify your passing keys:
	1. The first objective is to identify the receivers that are ***Outboard of the Tackles***.
	2. The **B** will ALWAYS key on any Tight End(s) … whether there’s 1 or 2 (except possibly in a “Trips” or “Quads” formation). The **HL** and **LJ** should almost NEVER have a Tight End as one of their keys (with the exception of possibly in a “Trips” or “Quads” formation).
	3. If there is only ***1 Receiver Outboard of the Tackle*** (on either or both sides), the **B** will have that/those keys … regardless of whether that 1 receiver is a Tight End or Split End … when there is only 1 receiver outboard of the Tackle, that receiver belongs to the **B**. In this formation, the **HL** and **LJ** will key on the next available receiver on their side of the formation that is inboard of the **B**’s key … that could be a wing, RB etc.
	4. If there are ***2 Receivers Outboard of the Tackle*** (on either or both sides), the **HL** and **LJ** will key on the widest receiver and the **B** will key on the 2nd receiver inboard.
	5. If there is a ***Triple-Receiver “Trips”*** formation, the **B** keys on the widest receiver and the **HL** or **LJ** keys on the 2 inboard receivers. In keeping with rule 3 or 4 above, the **B** will typically have another key on the other side of the formation also.
	6. If there is a ***4-Receiver “Quads”*** formation, no real keys are assigned. Observe receivers after the snap and pick up the receiver(s) who come into your coverage area.

**Motion –**

* **HL** or **LJ** -you have the responsibility for the motion man when he is on your side of the ball. If the motion man starts in motion from your side of the ball, you will observe him until he crosses to the other side of the ball. He then belongs to the opposite wing, no matter his direction.

**Red Zone –** Deep Official Starting position

* **B** - When the ball is snapped outside the B-20 yard line, B’s starting position is normal (15-20 yards deep)
* **B** -When the ball is snapped between the B-20 and B-15 yard line, **B**’s starting position is on the Goal Line.
* **B** - When the ball is snapped on or inside B’s 15 yard line, **B**’s starting position is on the end line.

**Goal Line Positioning** – Team A is on or inside **B’s 7-yard line** (A’s ball going **IN**)

* **R** – Same starting position as a normal scrimmage play.
* **U** – Spot and cover ball. When **R** marks the ball ready-for-play, step back approximately 6 yards (not as deep as normal). Responsible for the line of scrimmage in determining if passer was beyond it; so if you read pass, you must move up to the line of scrimmage to make the ruling.
* **H** and **L** – Same starting position as a normal scrimmage play. Must be on the goal line to rule on a score so move to goal line immediately after the snap and officiate from the goal line back out. Be alert for a pass.
* **B** – Starting position is on the end line slightly favoring strong side of formation.

**Reverse Goal Line Positioning** – Team A is on or inside **A’s 7-yard line** (A’s ball going **OUT**)

* **R** – Same starting position as a normal scrimmage play. Responsible for the end line.

When the ball is snapped at the 7 yard line and in, **R** has the End line. When the ball is snapped outside the 7 yard line, **R** has the Goal line AND the End line.

* **H** and **L** – Same starting position as a normal scrimmage play. Must be on the goal line to rule on a Safety so move to goal line immediately after the snap and officiate from the goal line back out. Be alert for a pass.
* **U** – Spot and cover ball. When **R** marks the ball ready-for-play, step back approximately 6 yards (not as deep as normal). Responsible for the line of scrimmage in determining if passer was beyond it; so if you read pass, you must move up to the line of scrimmage to make the ruling.
* **B** – Same starting position as a normal scrimmage play.

**Hurry-Up Offense –**

* **R** – Adjust position by not moving in as far when football is dead. Emphatically tell Snapper and QB to “***wait for my whistle****”* if team A is ready to snap. If snapper is over ball, back pedal quickly to initial starting position before marking ball ready.
* **H** and **L** – Both hold dead ball spot for the **U** as he might use either backside or frontside wing to spot ball.
* **U** – The “Hustler” between downs, hustles (not hurries) to get football and spots it off of either wing official. Remember, the clock management is more important than the exact dead ball spot (unless it’s close to a first down or inside the Red Zone). Spot the football and move to your initial starting position.
* **B** – Same starting position as a normal scrimmage play. Assist appropriately in getting the ball back to the **U** for spotting.
* **Crew** – When team A catches or runs with the ball, use only 1 ball for spotting the next down
* **Crew** – So that teams and officials can get into a game “rhythm”, officials should attempt to maintain about the same pace of play throughout the entire game ... whether in regular offense or “hurry-up” offense. This consistent pace gives both teams an expectation of the game’s pace and each can strategize accordingly. Teams that wish to use a “hurry-up” offense should gain their advantage by snapping the ball quickly once it is made ready-for-play NOT by having the officials significantly shorten the dead ball period. Remember to “Hustle” NOT “Hurry” … so when a team goes into a “hurry-up” offense, the officials pace should remain close to their normal pace so as to not advantage one team or disadvantage another team. However, the officials can do a few things (as described above) to streamline the dead ball period.

**Punts**

* **R** – Slightly behind and to the side of the kicker outside the TE and on the kicking foot side.
* **U** – Approximately 10 yards off the line. Observe action on and around the snapper.
* **H** – on the line of scrimmage; after ensuring there is a clean snap, flow downfield as deep as needed to help cover the return. Assist the **B** by observing the blocking action in front of the return guy. Be prepared to rule on short kicks: first touching by team K, touching by team R, Fair catch signals (Valid, Invalid and Illegal), kick-catching interference and kicks OOB.
* **L** – on the line of scrimmage; hold position until ball crosses the line of scrimmage then flow downfield as needed to cover the return (typically no more than 10 yards). Observe the blocking action in front of the return guy. Be prepared to rule on short kicks: first touching by team K, touching by team R, Fair catch signals (Valid, Invalid and Illegal), kick-catching interference and kicks OOB.
* **B** – no less than 5 yards behind deepest receiver on wide side of field with a bean bag in hand. If no wide side, position on the **L** side. If receiver is inside his 10-yard line, take position on the goal line. Remind the punt returners of the valid Fair Catch signal. Maintain a 45 degree angle to view the receiver, ball and coverage. Be prepared to rule on first touching by team K, touching by team R, Fair catch signals (Valid, Invalid and Illegal), kick-catching interference and touchbacks.

**Field Goals and Kick Trys**

* **R** – even with or slightly behind the holder and approximately 7 - 10 yards wide looking into the holder. Be prepared to assist in covering **L**’s sideline and goal line pylon if play becomes broken.
* **H** – on the line of scrimmage; officiate as a scrimmage play; hold position until ball crosses the line. If snapped inside the 7 yard line, be prepared to move to goal line and rule on score if kick is faked or play is broken.
* **U** – Spot and cover ball. When **R** marks the ball ready-for-play, step back approximately 6 yards and position yourself favoring the **L**’s side of the field (just outside the tackle). Be prepared to cover the **L**’s sideline and goal line pylon. Ensure legal numbering of interior linemen; Identify any Ineligible K players and pass the ineligible numbers to the **B** and **L**.
* **L** – under the upright on **L** side. If snapped outside the 7 yard line, be prepared to move to goal line pylon and rule on score if kick is faked or play is broken.
* **B** – under the upright on **H** side. If snapped outside the 7 yard line, be prepared to move to goal line and rule on score if kick is faked or play is broken.
* On Kick Trys, **R** shall have the whistle responsibilities. On Field Goal attempts, **B** shall have the whistle responsibilities.
* If Field Goal attempt misses left; misses right; or misses under the crossbar, **B** and **L** signal “no good” – DO NOT signal a “Touchback”.
* If Field Goal attempt is woefully short and barely makes it into the endzone – either by landing short in the endzone or by rolling into the endzone – **B** and **L** signal “Touchback”.

**After a Score** – (Moving to) Free Kick Positions

* **R** – move directly to the center of R’s goal line. Offset as needed based on the position of the receiver(s).
* **U** – move to goal line pylon on the Visitor’s side.
* **B** – collect team K’s kicking ball then move to goal line pylon on the Home side.
* **U** and **B** – once both are at their goal line pylons, signal each other and simultaneously move up sideline to team R’s and team K’s restraining line respectively. Both remain at the sideline.
* **H** and **L** – move directly to the goal line pylons on your respective side. **L** times the intermission and when 25 seconds have elapsed, **H** and **L** simultaneously move up the sideline and take positions along your respective sideline: **H** at R’s 25 yard line and **L** at R’s 35-yard line (adjustable based on strength of the kicker’s leg). While moving to position, you are “sweeping” your sideline to get the teams back into their team boxes and getting the players back onto the field.

**Note:** If the teams are already out on the field and ready for the kickoff before the **L** completes his 25-second count, the **H** and **L** can start moving up the sideline early.

* **B** – When you see the **H** and **L** begin moving up the sideline, move out to mid-field on K’s restraining line and commence your routine with the kicker.
* Once officials and teams are set, the remainder is the same as a normal kickoff.

**After a Safety** – (Moving to) Free Kick Positions

* **R** – move directly to the other end of the field and position yourself on the center of R’s goal line or 15 yards behind the deepest receiver. Offset as needed based on the position of the receiver(s). **R** has responsibility for the goal line.
* **U** – move directly to R’s restraining line (usually the K-30) and take a position along the visitor’s side line on R’s restraining line.
* **B** – collect team K’s kicking ball then move directly to the center of K’s restraining line (usually the K-20).
* **H** and **L** – move directly to the goal line pylons on your respective side. **L** times the intermission and when 25 seconds have elapsed, **H** and **L** simultaneously move up the sideline and take positions along your respective sideline: **H** at K’s-45 and **L** at R’s 45 (adjustable based on strength of the kicker’s leg). While moving to position, you are “sweeping” your sideline to get the teams back into their team boxes and getting the players back onto the field.
* **B** – When you see the **H** and **L** nearing their positions, commence your routine with the kicker. Remind the kicker that if he is punting the ball, he must do so within 1 step from behind K’s restraining line.
* Once officials and teams are set, the remainder is the same as a normal kickoff.

**Field Goal Attempt by Free Kick** – Following a Fair Catch

* **R** – move directly to the upright on the **L** side of the field.
* **H** – Set the chains and down marker (even if the forward stake extends into the endzone) then move to the goal post upright on your side of the field
* **L** – move directly to the goal line pylon on your side of the field. Responsible for the goal line.
* **U** – move directly to team R’s restraining line and take positions along your respective sideline on R’s restraining line. Assist team R in lining up properly if necessary. R’s restraining line is always 10 yards from K’s restraining line even if it extends into the end zone.
* **B** – collect team K’s kicking ball then move directly to the center of K’s restraining line. When you see the **H** begin moving up the side line (heading to the goal post upright), commence your routine with the kicker.
* Once officials and teams are set, the remainder is the same as a normal kickoff … except a field goal will score 3 points.

**Change of Quarters** – End of 1st and 3rd Periods

* **R**, **U**, and **H** – meet at the ball and record the ball data on their game cards.
* **L** – go to the new yard line on the opposite end of the field to ensure proper ball placement and observe the Home team conference.
* **B** – time the intermission, move to your new position on the other end of the field and observe the Visitor’s conference.
* Once the ball data is confirmed, the **H** returns to the sideline, moves the chains and box and resets them at the other end of the field.
* **R** and **U** – take the ball, move to the new position, spot the ball, and position yourselves for the remainder of the intermission.

**Measurements**

* Covering official spots the ball on his feet and indicates to the **R** that the spot is close and to take a look.
* **R** – look at the spot, determine the need for a measurement – then signal to stop the clock. Once chains are brought in, rule on the measurement and signal accordingly.
* **B** – hold ball in position during measurement – position yourself facing the **U** on the side of the ball opposite the sideline from which the chains are coming in.
* **L** – mark the spot where the clip will be placed
* **H** – take the down marker and place it directly behind the forward stake. Bring the chains in and place the clip at the location marked by the **L**.
* **U** – take the forward stake from the chain crew person and stretch the chains tight.
* **R** – rule on the measurement and signal accordingly. If measurement is being done outside the hash mark, **R** uses the chains to bring the ball inside the hash marks.
* **H** – after measurement, return chains to sideline and reset the chains. Also, reset the box respective of the results of the measurement.

**Timeouts**

* **Crew** – each official should verify timeout information with at least one other official (specifically, confirm the number of timeouts used and remaining for each team).
* **R** – signal the timeout and stand away from other officials and observe all the timeout activities.
* **U** – stand over the ball until the **R** marks the ball ready-for-play.
* **B** – time the time out; after verifying timeout data, take an approximate scrimmage play position.
* **H** and **L** – Inform your respective coach of how many timeouts each team has remaining. Do this either prior to or after the coach conducts his conference … in other words, don’t interfere with the coach’s conference to tell him remaining timeout status. Position yourself near the conference if the teams are using a “sideline conference”. If teams are using an “inside the hash mark” conference, position yourself halfway between the conference and the team box. In either case, you should maintain a clear line of sight with the **R** while observing your team’s conference.
* **15 Seconds remaining in timeout** – The **B** will notify the **R** when there is approximately 15 seconds remaining in the timeout. The **R** will then signal to the wing officials who will inform teams that the timeout is expiring, get the coaches out, and get the teams back on the field.

**Timing Situations**

* **B** – responsible for keeping the back-up game clock on the field and should be prepared to assume official clock duties at any time. The **B** also keeps the halftime intermission timing and informs respective officials when to retrieve their teams if needed.
* **B** – responsible for the 25/40-second play clock, timing timeouts, all 1-minute intermissions (after scores and before the kickoff; between quarters) as well as any intermissions pertaining to overtime.

\* The **B** indicates play clock status. When there are 10 seconds remaining on the play clock, the **B** will raise his arm straight in the air and keep it there for 5 seconds. The **B** will then count down the last 5 seconds of the play clock by making a sweeping motion (similar to an “Illegal Motion” penalty signal) as each second expires.

**Penalty Enforcement**

* When reporting fouls, officials should provide the following:
	+ The foul that was called
	+ The offending team (jersey color; offense or defense; kicking team or receiving team etc)
	+ Offending player’s number
	+ Pertinent spots (spot of the foul, the end of the run or kick etc.)
	+ The status of the ball when the foul occurred (live or dead; loose or in player possession)
	+ The outcome of the play (touchdown, incomplete pass, which team recovered a fumble etc.)
* **U**, **H**, and **L** will be marking off most of the penalty enforcements while the **R** is signaling.
* **U** and **H** will mark off the penalty simultaneously.
* **L** – hold the spot from which the penalty is enforced until the **U** and **H** have completed their enforcement. Then, independently mark off the penalty yardage and confirm that the **U** and **H** have enforced the penalty correctly.
* **B** should observe the actions of the **R**, **U**, **H** and **L** and make sure no errors have been made.
* If at any time, any official believes an error was made, he must bring it to the attention of the **R** immediately.
* Whenever an Unsportsmanlike Conduct penalty or any other penalty is assessed against a team member in which a second such occurrence will result in disqualification, the referee will notify the head coach.
* **B** should know all penalty signals and enforcements and be prepared to signal such when penalties carry over to succeeding kickoffs.

**Fumbles**

* Officials should only throw a bean bag if they actually see the fumble … and not simply because they see the ball loose on the ground.
* When an official actually sees a player fumble, he should drop a bean bag on the yard line at which the fumble occurred and continue to officiate.
* All officials should be aware of the clock status and should be prepared to advise the **R** if time needs to be put back on the clock as a result of the delay in determining possession.
* If an official clearly sees a player recover the fumble in the prone position he should blow the play dead:
	+ If **Team A** recovers, the official should only signal the next down (unless a first down is made in which case the stop-the-clock signal is also given)
	+ If **Team B** recovers, the stop-the-clock signal is given, followed by the covering official pointing in the direction the recovering team will be going on offense.
* If there is a “**pile up**” that prevents the covering officials from determining possession, the ball must be dug out. The official closest to the pile becomes the digger. If after 3-4 seconds, possession is not determined, other officials should signal to stop-the-clock:
	+ Once the digger can clearly see the ball or is certain about possession, he relays that information to the **R**.
	+ If **Team A** has recovered, the **R** announces the **next down** and restarts the clock (or signals first down if Team A has reached the line to gain).
	+ If **Team B** has recovered, the **R** alone signals the **change of possession**.
	+ If there is **Joint Possession** at the bottom of the pile, the possession is awarded as per normal joint possession rules:
		- Joint possession of a fumble (or pass) goes to **Team A**
		- Joint possession of a kick goes to **Team R**

**Authorized Conferences during Timeouts**

* There are only two types of Timeouts:
	+ ***Charged*** timeouts which are charged to a team. Teams are permitted 3 charged timeouts per half.
	+ ***Official’s*** timeouts for things like injuries, measurements, moving the chains, penalty enforcement, following a change of possession, intermission between periods etc.
* There are only 2 types of authorized conferences teams may use:
	+ “***Outside the 9-yard mark***” conference (otherwise known as a “***Sideline***” conference). One or more coaches with one or more players and any number of attendants may participate in this type of conference in front of the team box within 9 yards of the sideline.
	+ “***Between the 9-yard mark***” conference (or better know as an “***inside the hash mark***” conference). Only one coach, 11 players and 3 attendants (none of whom are coaches) may participate in this type of conference between the hash marks..
	+ Teams may only use one type of conference during any given single timeout period.
* Authorized conferences may ONLY BE HELD during the following:
1. A charged timeout
2. During an official’s timeout for unusual heat or humidity
3. During an official’s timeout for a TV/Radio timeout that is permitted and granted
4. During an official’s timeout for the 1-minute intermission between the 1st and 2nd periods and between the 3rd and 4th periods; following a try, successful field goal or safety and prior to the succeeding free kick.
5. If granted by the Referee during an injury timeout (must be a sideline conference)
6. During a Coach-Referee conference ONLY if the team who requested the Coach-Referee conference has charged timeouts remaining.

A conference held at any other time or in any other fashion is an illegal conference (3-5-8; 9-8-1f)

* During an injury timeout, an authorized conference is not automatically granted. It is granted at the discretion of the **R**. If the **R** does NOT authorize a conference, it is important to keep the coaches and attendants (other than those assisting the injured player) off the field. Wing officials bear the majority of this responsibility. Like any other dead ball period or official’s timeouts, players are permitted to go as far as the sideline … there are no rules preventing this. However, coaches and attendants must stay in the team box and wing officials must be on top of the players in order to get them back out on the field quickly when the injured player is removed and the **R** is ready to resume play.
* Remember, NEW in 2013, the only time players may view electronic media or use electronic devices, such as headphones, is during an **Authorized “Sideline” Conference**.

**Sideline Management**

The **8 situations** below are for **Non-Players** (team members) who “should be in the team box … but are not”:

1. **Non-Player – Substitute, Replaced Player, Coach, Trainer or Attendant** being outside of Team Box but **Not on the Field** during a Live-Ball periodwhere **No Contact** was made with an official is a Non-Player foul for **Sideline Interference**. This is our “**Nuisance**” scenario. – (9-8-1k; 9-8-3) .
	1. 1st occurrence is a Sideline Warning – no distance penalty – (Sig 15)
	2. 2nd occurrence is a 5-yard – dead ball foul – succeeding spot (Sig 7-29)
	3. 3rd and subsequent occurrences are 15-yard – dead ball Unsportsmanlike Conduct fouls **assessed to the Head Coach** – succeeding spot (Sig 7-29-27)
2. Having more than three (3) coaches OR having Non-Coaches in the restricted area/coaches box (between the sideline and team box) during a Dead-Ball period is a Non-Player foul for **Sideline Interference**. This is our other “**Nuisance**” scenario. – (9-8-3; 1-2-3g; 9.8.3 Sit A) .
	1. 1st occurrence is a Sideline Warning – no distance penalty – (Sig 15)
	2. 2nd occurrence is a 5-yard – dead ball foul – succeeding spot (Sig 7-29)
	3. 3rd and subsequent occurrences are 15-yard – dead ball Unsportsmanlike Conduct fouls **assessed to the Head Coach** – succeeding spot (Sig 7-29-27; 9.8.3 Sit A)
3. **Coach, Trainer or Attendant Illegally on the Field** during a Live-Ball period and does NOT participate OR is illegally on the field during a Dead-Ball interval (eg. between downs) - is a 15-yard non-player Unsportsmanlike Conduct foul (9-8-1i) (Sig 27; if Dead-Ball then 7-27).
4. A **Replaced Player** or **Substitute** coming on the field during a Live-Ball period and does NOT participate is Illegal Substitution (3-7-6) – 5-yard non-player – succeeding spot (Sig 22)
5. **Non-Player – Substitute, Replaced Player, Coach, Trainer or Attendant Illegally on the Field OR legally off the Field** during a Live-Ball period and DOESparticipate, hinders an opponent, or influences the play constitutes Illegal Participation (9-6-3; 9-6-4a) – 15-yard – live-ball – Basic Spot (Sig 28)
6. **Non-Player, Coach, Trainer or Attendant Illegally on Field** during a Timeout period when an authorized conference is permitted (such as when a team is conducting an “inside the hash mark” conference during a charged timeout) and team personnel are illegally on the field – (9-8-2).
	1. 1st offense is 5-yards – dead ball foul – succeeding spot (Sig 19); unless Unsportsmanlike then it’s 15-yards – dead ball foul succeeding spot (Sig 27)
	2. 2nd and subsequent offenses are 15-yards Unsportsmanlike conduct fouls - (Sig 27)
7. **Holding an Unauthorized Conference** – **15-yard Unsportsmanlike Conduct foul** - (Sig 27; if Dead-Ball then 7-27)
8. **Illegal Personal Contact in Restricted Area (or on the Field)** – (9-4-8) – Unintentional Contact with a game official in the restricted area (or on the field) during a Live Ball Period.
	1. 1st offense is a 15-yard dead ball foul for illegal personal contact **assessed to the Head Coach** (this is NOT an Unsportsmanlike Conduct Foul) – succeeding spot (Sig 38-29)
	2. 2nd offense is a15-yard dead-ball foul for illegal personal contact and **Head Coach is Disqualified** – succeeding spot (Sig 38-29-47)

Note: The Illegal Personal Contact penalty in this situation does not combine with an Unsportsmanlike Conduct assessed on the Head Coach to force an ejection. It requires 2 Illegal Personal Contact fouls OR 2 Unsportsmanlike Conduct fouls to eject the coach.

The “**Sideline Warning/Interference**” procedure does not apply to the following situations:

1. A coach coming on the field to protest an officiating decision or argue with an official.
2. Excessive protesting, personal insults, or profane remarks directed at officials from anywhere on the field.

In these situations a 15-yard Unsportsmanlike Conduct penalty is assessed without need for a warning.

**Player Equipment**

* **Equipment is divided into 3 Categories:**
1. **Required** – Helmet, knee pads, thigh pads, shoulder pads etc
2. **Optional** – Forearm pads, elbow pads, gloves, play cards worn on wrists/arms, sweatbands etc.
3. **Prohibited** – Tinted eyeshields; bicep bands; skull cap protruding from helmet etc.
* **Equipment infractions are classified as:**
	1. **Safety-Related** – Not having Mouthpieces in, Chinstraps not snapped and not wearing all the required padding are the most common safety infractions
	2. **Advantage / Disadvantage** – Illegal shoe cleats, slippery or sticky substances of a foreign nature on equipment, towels, uniforms or exposed parts of the body. Gloves must be free of tacky substances and have a securely attached label or stamp indicating they meet the NOCSAE or SIFA specifications and may not be ball-colored. **NOTE:** Gloves MUST have either the **NOCSAE** label or **SIFA** label or stamp visible on the outside wrist opening (the NFHS/NCAA stamp is no longer adequate).
	3. **Adornments** – The Under Armor bicep bands are illegal. Towels may be one solid-color other than the color of the football or penalty flag. All towels worn by players must be the same solid color. Sweat Bands may only be worn on the wrist/forearm, Bandanas are not allowed on the body but MAY be worn under the helmet provided they are NOT visible, Shoe spats, skull caps and other head liners are also permitted if worn in the manner in which they were manufactured to be worn. If Eye Shade or Glare Strips are worn, there can be no writing within the strips. Also, no-glare grease must be a solid stroke and cannot extend outside the eye socket or below the cheek bone.
* **Equipment Infractions are divided into 3 Categories:**

A player/entering substitute – missing REQUIRED equipment

A player/entering substitute – not properly wearing required or legal equipment

A player/entering substitute – wearing ILLEGAL equipment

1. **A Player or Entering Substitute – Missing Required Equipment –** Means that the required item is NOT with the player on the field such as: no tailbone pad, no mouth piece, no knee pads, etc.

 **Immediately upon discovery (whether a player or entering substitute)** – Send the player/substitute off and don’t allow him to re-enter until legally equipped. **No Penalty**.

1. **A Player or Entering Substitute – Not Properly Wearing Required or Legal Equipment** – Means the required item is with the player, but he is not properly wearing it. This usually is something like a mouth piece dangling down or a chinstrap that’s unsnapped, knee pads that are pulled up above the knees etc. Good judgment should be exercised when ruling on a “failure to properly wear required or legal equipment”. It is possible for equipment to become illegal during play such as chinstraps and mouthpieces becoming loose or displaced as a result of contact. If there is any doubt, a player should not be penalized

 **Immediately upon discovery (whether a player or entering substitute)** – Send the player/substitute off and don’t allow him to re-enter until legally equipped. **No Penalty**.

1. **Wearing Illegal Equipment** **–** Player is wearing or using illegal equipment such as gloves which do not have the NOCSAE of SIFA label, a tinted eyeshield, sticky or slippery substances on the jersey or towels, exposed bandanas, bicep bands, equipment not worn as intended by the manufacturer etc.

 **If discovered on an Entering Substitute** - Send the substitute off and don’t allow him to re-enter until legally equipped. **No Penalty**

 **If discovered on a Player** – Send the player off and don’t allow him to re-enter until legally equipped. 15-yard Unsportsmanlike Conduct foul **assessed to the Head Coach**

 An official’s timeout shall be declared to permit the prompt repair of player equipment which becomes illegal or defective through use ... such as a shoelace becoming untied, jersey becoming untucked etc. If the repair requires assistance of a team attendant OR the repair will take more than 25 seconds without an attendant, the player must leave the game or the team can call a timeout.

**Controlling Altercations**

* Always be mindful of your own safety … DO NOT step between two players that are already swinging. Wait until they go to the ground before intervening.
* Try to stop any altercation immediately. Controlling the altercation before it escalates should be your top priority – do not let substitutes or non-players leave the team box and become involved. Get a beanbag down if you are holding a spot.
* Substitutes or non-players leaving their team box during a fight is a 15-yard Unsportsmanlike Conduct and Automatic Disqualification.
* Allow coaches to enter and help defuse the situation. However, if a coach comes on the field and instigates rather than assists then he is subject to the “non-player leaving the team box” DQ also.
* **R**, **U**, and **B** should handle the majority of the problems on the field regardless of location.
* Unless an altercation occurs near the sideline or within 3 steps of the **H** and **L**, they should not be involved in controlling it. Instead, they should focus on keeping their team in the team box and recording those numbers that leave the team box during a fight.

*Altercations in middle of the field (between the 9-yard marks)*

* **R**, **U**, and **B** have primary responsibility dealing with altercations.
* The first official on-scene should attempt to stop it, if punches have not been thrown yet .
* The next official arriving shall remain on the periphery, observe off-ball activities and record numbers of all players involved.
* The third official arriving shall help the first official deal with the altercation.
* **H** and **L** immediately turn their backs to the field and face their teams, preventing any substitutes and non-players from entering the field.
* **H** and **L** shall record the number of any substitute leaving the bench area and entering the field regardless of whether they are combatants or peacemakers.

*Altercations in the deep side zone (outside the 9-yard marks including the bench area)*

* If the **H** or **L** are involved in attempting to control it, the next arriving official shall assume that wing’s duty of keeping the substitutes and non-players out of the altercation and recording numbers of those who leave the team box. Subsequent arriving officials shall help the wing deal with the altercation and record numbers of players involved.
* If the altercation is in the Bench Area, the second arriving official should attempt to keep the opposing players on the field away from the altercation. The third official should record numbers and the remaining officials assist in dealing with the altercation and recording numbers.

**“Mercy” Rule – VHSL Running Clock**

* If at anytime after the halftime intermission, the point differential becomes 35 points or greater, a “Running Clock” shall be instituted. If the point differential falls below the 35-point threshold, the running clock shall be discontinued.
* The “Running Clock” applies to all VHSL contests at all levels for both regular season and post-season contests.
* Also, if rule 3-1-3 is in effect, a “Running Clock” cannot be implemented. Rule 3-1-3 gives the opposing coaches and the Referee the discretion to shorten any remaining periods or terminate the contest in an emergency if mutually agreed upon. What they’re saying is that you can either shorten the periods **OR** implement a “running clock” … but you cannot do both.
* Per the VHSL’s guidelines, there are only 4 timing differences when a “Running Clock” is implemented. Here are **4 key points** to remember:
1. On incomplete passes, the clock shall continue to run
2. When the ball carrier or a fumble goes out of bounds, the clock continues to run
3. Other than in 1 and 2 above, when a “Running Clock” is in effect, the clock shall STOP as it normally would (such as charged timeouts, officials timeouts for injuries, penalties, measurements, first downs as well as changes of possession, scores, end of periods and so forth). When the clock is stopped for any reason, it will **ALWAYS** start on the **ready-for-play**.
4. After a score, the clock does not run during a try but will be started on the **ready-for-play** for the ensuing kickoff.

**Injury Timeouts**

 In the event of an injured or apparently injured player, an official’s timeout is taken. Injuries can be divided into 3 categories:

* Bleeding (3-5-10c)
* Possible Concussion (3-5-10b)
* General Injury (3-5-10a)

 Regardless of the type of injury, if an official calls for an official’s timeout to deal with it, the player must be removed from the game and may not return until the situation is corrected. At a minimum, he must remain out of the game for at least one down… unless the halftime or overtime intermission occurs.

 During an Official’s Timeout for Injury, often called an “Injury” Timeout: ***At the Referee’s discretion***, the teams may be sent to their sidelines to conduct an “Authorized Conference”. This “Authorized Conference” during an injury timeout is ***NOT Automatically Given*** … the Referee will indicate if/when it may be granted. During this conference, any number of players, coaches and attendants may participate. Authorized Conferences that are granted during “Injury” timeouts may only be “Sideline” conferences and may only be conducted if so granted by the Referee. Players are permitted to view and use electronic devices during this conference.

 During short (expected) duration injury timeouts, the **R** will most likely not grant an authorized conference. During extended (expected) duration injury timeouts, the **R** should grant an authorized conference and send the teams to their sidelines. Wing officials need to closely monitor these situations and quickly get the teams back out on the field when the **R** is ready to resume play.

 A common misconception is that during an “Injury” timeout (when the Referee has NOT granted an authorized conference), the players must remain “inside the hash marks” or “at the top of the numbers” or whatever limitation an official makes up at the time … this is incorrect. There is **NO Rule** that sequesters the players to a certain area during an “injury” timeout where the Referee has NOT granted an authorized conference (9.8.1 Situation L). This timeout is nothing more than an extended “Official’s” timeout. The only requirement for players during “injury” timeouts (where an authorized sideline conference has NOT been granted) is that they must stay on the playing field. Players are legally permitted to go as far as the sideline … so, in this situation (when the Referee has NOT granted an authorized conference during an injury), players may go as far as the sideline BUT the coaches and attendants (not attending to the injured player) must stay within the confines of the team box and are not permitted to come out on the field. Again, the wing officials must monitor this, ensure compliance and be prepared to get the teams back out on the field when play is ready to resume.

 During “Injury” timeouts where the Referee has NOT granted an authorized conference and players migrate near the sideline, coaches and other non-players are NOT permitted to show players any media on electronic devices.

 In direct conflict with the above rule, there are still officials that tell teams to stay “inside the hash marks” or “at the top of the numbers” or whatever limitation comes to mind at the time, but allow attendants/waterboys to bring out water. Allowing attendants to come out is tantamount to granting an authorized conference … and remember, teams may only use “Sideline” conferences when authorized conferences are granted by the Referee during “injury” timeouts … therefore, they should be near the sideline getting water … not in the middle of the field. The rules about authorized conferences during injury timeouts were changed a couple years ago to give teams more freedom and make injury timeouts more easily managed.