

WDFOA Mechanics Manual, 2009

4 Man Mechanics

Prepared Spring 2009

FOUR MAN MECHANICS
Kent County Junior Varsity
Montgomery County Junior Varsity

Section 1: 48 hours Prior to Game

- R Confirm game site, start time, uniform requirements, arrival time, and site of pre-game.
- L/U/LJ Confirm game information with R. Be sure to discuss special circumstances (e.g., an earlier game); if there is a conflict, contact appropriate assignor

Section 2: Before Entering Field

- All Attendance at pre-game conference, at time and place designated in advance, is mandatory. If REFEREE is detained, the senior official present will conduct the meeting. Check for whistles, flags, bean bags, game card and pencils, a watch that can be used for timing, coin for toss, appropriate down and spare down indicator, clip for chains and any other necessary equipment. Stretch prior to leaving the locker room.
- R Conduct pre-game conference (see addendum A). If possible, locate and mark game balls. Fill out game cards identifying crew for coaches. You have the 25 second clock.
- U If it is raining, looks like rain, or field is muddy, contact home management (if possible) and arrange for towels to be available for your use during game. If possible, check players and equipment with REFEREE prior to teams taking field.
- L If possible, contact home management and arrange to have chain crew, yardage chain and down marker on the field when you arrive.
- LJ Make certain you have correct time. Other officials will check their watches with yours. Confirm starting time with home team management. You will be the official time. Remember, and review if necessary, the "old" timing rules for Montgomery County JV games. Make sure you have a spare watch.

Section 3: Arrival on Field

- All Arrive on the field, as a unit, no later than 15 minutes before game time and earlier if duties should require.
- R/U Introduce yourselves to Head Coach. Confirm with each Head Coach that all players are legally equipped according to National Federation rules. If not previously done, obtain, test, select and CLEARLY MARK game balls and if applicable, instruct coach on expectations for using legal game balls and bringing balls on field.

- 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 coach of the timing rules governing the game. Inform coaches of who is keeping the official game clock. Determine from both coaches separately and privately if they have any unusual plays or formations. If so, notify other officials. Ascertain from game management or home coach whether or not assigned trainer, doctor, or EMT has arrived. After having informed crew of any special concerns, go to HOME sideline, opposite UMPIRE.
- 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 and make sure all are properly marked. Go to sideline opposite REFEREE.
- L Locate your chain crew and equipment on HOME sideline. Inspect the equipment for safety and functionality (e.g., make sure all downs show on down marker). Make sure there is tape on the midpoint of the chain. Instruct the crew. Suggested chain crew instructions are in Addendum B. Obtain information on Captains and any unusual plays and formations from the REFEREE. Introduce yourself to Head Coach. Determine if there is a "get back" coach. Show players player restraining line.
- LJ Inspect field. Obtain information on Captains and any unusual plays or formations from REFEREE. Find out how ball will come in. Instruct ball persons if provided. Go to side line opposite LINESMAN. Introduce yourself to Head Coach. Determine if there is a "get back" coach. Show players player restraining line.

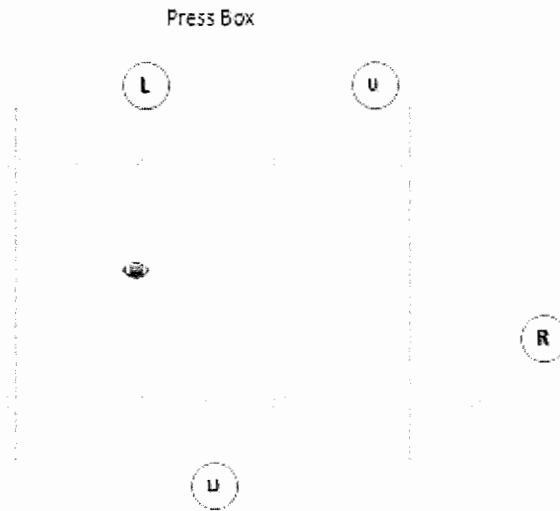
Section 4: Three Minutes before Game Time

- R/U Meet captains at the 50 yard line of respective side line. Instruct captains on their different options while they are still on side line. Ask coach what he wants if he wins toss. R & U raise hand when ready to escort captains to center of field. Umpire introduces his captains to R.
- R Escort captains from home side line. Speaking captain is next to you. Ask captains to introduce themselves to one another. Inform captains of who is official time keeper and location of official game clock. Conduct coin toss. If winner chooses to defer, 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 crew on receiving side of field at 45 yard line.
- U Escort captains from visitors' side line to center of field. Speaking captain stands opposite U. Introduce captains to R at center of field. Echo call of captain and record on game card captain's choice of options. Confirm results of toss with R.
- L Escort captains from home side line. Stop at inbounds line and restrain any other players other than the 4 speaking captains. Observe coin toss. Direct chain crew to receiving end of the field. Join crew at receivers' 45 yard line to share toss results.

- LJ Escort captains with U from visitors' side line. Stop at inbounds lines with any players who have joined the four toss captains. Observe toss and record toss results. Join crew at 45 yard line of receivers.
- All Review and record coin toss results. Run to respective positions simultaneously.

Section 5. Kickoff (See Figure 4-1)

4 Man Fig 4-1



- R Take position at R's goal line favoring LJ's side of field (visitor's side line). Count R players, confirm count with U. Check position of crew and ready signals. Sound whistle and start 25 second clock. For kickoff following score, time one minute official timeout. Sound whistle twice to alert teams and crew of timeout ending. If kick is returned, pick up runner 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.
- U Approach home sideline at R's 45 and sweep players back to player restraining line. Take final position at R's 25. Count R. Do not let ball be kicked if your side line has too many or too few players. If kick is to your side and returned, pick up runner and stay with him until he enters another official's area of responsibility. Continue to observe remainder of players and action behind the runner. If you have spot, hold until ball comes in.
- L Linesman has kickers. Make sure ball is legal and marked. Instruct kicker to raise his hand when ready and to wait for R's whistle. Leave field to home side line at 40 yard line (unless moved by penalty). Count kickers. Do not raise hand unless you

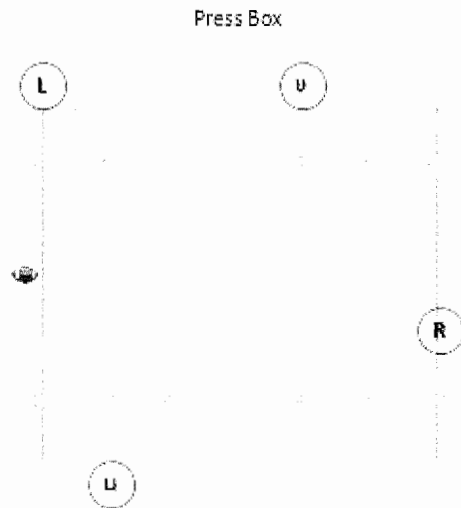
have proper number of players. When ready, raise hand. Keep hand aloft until R sounds whistle. Observe kickers encroaching. Observe action on kicker. Drift slowly 10 to 15 yards downfield observing blocking on your side of field. Be alert for illegal blocks occurring in front of runner. As play progresses up field, fade, maintaining 20 yard cushion with U. If runner breaks away on your side, you have side line to goal line. If you have spot, hold until another official releases you to move chain crew.

LJ Line Judge has receivers. Position at 50 yard line (unless moved by penalty) on visitor's side line. Count receivers. Do not raise hand unless you have proper number of players. When ready, raise hand. Keep hand aloft until R sounds whistle. Be alert for first touching. Observe R's initial blocks (make sure they are "up"). Drift slowly 10 yards downfield observing blocking on your side of field. Be alert for illegal blocks occurring in front of runner. As play progresses up field, fade, maintaining 20 yard cushion with R. If runner breaks away on your side, you have side line to goal line. Once ball is dead, if you have spot, hold spot until U takes it. If not assist in getting ball in.

All Have bean bag in hand. Signal clock to start when kick is legally touched in your area. If ball is kicked and goes out of bounds, be prepared to rule on which team last touched the ball. If out of bounds by K, toss flag at out of bounds spot, sound whistle, signal time out. If last touched by R, get spot, sound whistle, signal time out. If unsure of last touching team, bean bag spot, sound whistle, signal time out, and consult with nearest official. If runner carries ball out of bounds, nearest official holds spot and signals time out while observing action out of bounds. Official on same side follows runner, retrieves ball, and prevents any extra activity. Escort player from opposing team's side line.

Section 6. Kickoff after Safety (Figure 4-2)

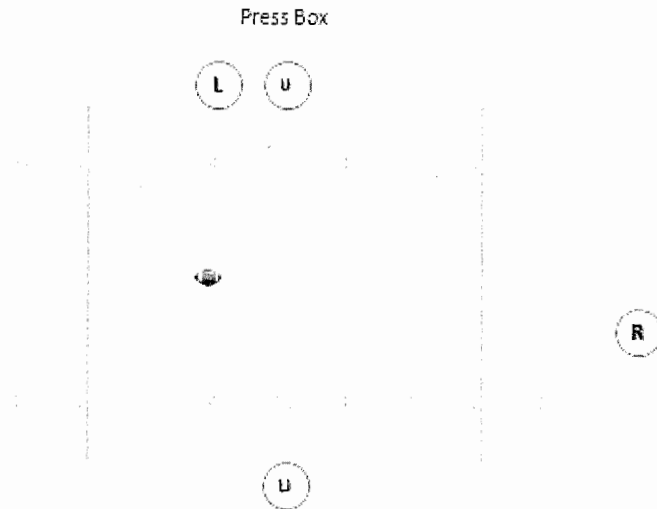
4 Man Fig 4-2



All Same as in section 5 except that K's restraining line is their 20 and a punt may be used for the free kick.

Section 7. Obvious Short Free Kicks (Figure 4-3)

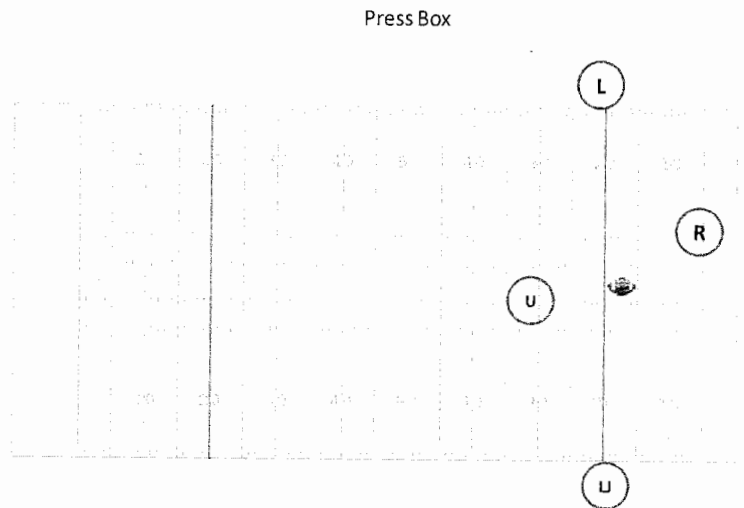
4 Man Fig 4-3



- R Since U has moved up, you must position yourself as deep as or behind the deepest receiver or on the goal line, whichever the formation permits. You still favor the LJ's side of the field. 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 R.
- U Move up to cover R's restraining line. Be ready to judge first touching, kick catching interference, and kick out of bounds. Count R.
- L Position remains the same. Be aware of K encroaching (dead ball foul). Be ready to judge first touching, kick catching interference, and kick out of bounds. Count K.
- LJ Position remains the same. Be ready to judge first touching, kick catching interference, and kick out of bounds. Count K.
- All HAVE BEAN BAG IN HAND. Be prepared to rule on first touching of kick by K before ball has traveled 10 yards and touched ground. Watch for touching of kick by R. Be alert for fair catch signals and kick catching interference. Be aware of legal and illegal touching of kick and starting the clock. NO MUFF BY R MAY BE ADVANCED BY K.

Section 8: Runs and Forward Passes from Scrimmage—Before Snap (Figure 4-4)

4 Man Fig 4-4



- R** When crew is in position and ready to officiate, sound ready for play signal and start 25 second clock. Move to a position where you may comfortably see the ball and the backs. Count offense and signal with closed fist to U. If there are 10 players, signal U with fingers on chest. Usual position is to Qb's throwing arm, formation's strong side, or wide side of field, 10 to 15 yards behind deepest back. Observe incoming substitutions and immediate leaving by replaced players (dead ball foul). Observe players coming to a complete stop for at least one second following huddle or shifts (live ball foul). Be alert for backs going forward prior to snap (live ball foul).
- U** Stay over ball until ball is made ready for play. After R has made ball ready for play take a position 5 to 7 yards behind B's line of scrimmage, usually opposite R and between A's tackles. Do not line up in same position for each down. Check for five A players numbered between 50 and 79 on A's line of scrimmage when not in a scrimmage kick formation. Count team A. Signal R. Signal if less than 11. Watch for snap infractions (dead ball foul). Watch for false starts by interior linemen (dead ball foul). If there is a time out or some other whistle that delays the snap of the ball, get to ball and await R's ready signal.
- L** In the neutral zone and off of the field on the side line. Observe signal of A's player count by R and U. Instruct player closest to you on line status ("Number 87, I have you on" or "Number 87, I have you off"). If player is off, raise arm perpendicular to body toward A's backfield to indicate that your player is in the backfield. Hold until snap even if player goes in motion away from you. Adjust arm position if shift by A brings widest player on or off line. Watch for illegal motion on player moving away from you (live ball foul). Count the number of players in the backfield to determine that A has 7 men on line of scrimmage (live ball foul). Observe neutral zone for any infractions (dead ball foul). Make sure shifting receivers are set for one second (live ball foul). Determine eligible receivers. Count B.

- LJ In the neutral zone and off of the field on the side line. Observe signal of A's player count by R and U. Instruct player closest to you on line status ("Number 87, I have you on" or "Number 87, I have you off"). If player is off, raise arm perpendicular to body toward A's backfield to indicate that your player is in the backfield. Hold until snap even if player goes in motion away from you. Adjust arm position if shift by A brings widest player on or off line. Watch for illegal motion on player moving away from you (live ball foul). Count the number of players in the backfield to determine that A has 7 men on line of scrimmage (live ball foul). Observe neutral zone for any infractions (dead ball foul). Make sure shifting receivers are set for one second (live ball foul). Determine eligible receivers. Count B. Be aware of status of clock.

Section 9: After the Snap if a Run

- R At snap, fade toward A's goal line and remain deeper than and behind runner. 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 QB after he has handed the ball whenever possible. Move behind the play deliberately, toward the side of the field where the play is advancing to cover ball carrier if he is downed near or behind the line. If runner goes out of bounds, clean up action in out of bounds area. Escort runner from opposing side 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 possession. Help with the relay of the ball to U.
- U After snap, establish direction of run. Do not cover the ball closely, but watch for illegal use of hands, holding, or other fouls involving interior linemen by BOTH teams. 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 line play to cover action around runner. When wingman establishes end of run spot, be ready to take spot. If ball is dead in side zone or out of bounds, be ready to spot ball at inbounds line. When ball is dead outside inbounds line, 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 prevents them from relaying the ball immediately. If this is the case then U should go get the ball and bring it back to the inbounds line for spotting. Do not delay in getting spot from wing officials, they have other responsibilities.
- L/LJ At snap, observe the contact by and on the end players on the line of scrimmage (in addition to wide outs). You have responsibility for block by and on the tight end and wide outs. Help U with block by and on tackle if not covered. If run is toward you, remain still in out of bounds area observing the blockers in front of the runner. As runner approaches line of scrimmage, take runner from R and be prepared to rule out of bounds on side line to goal line. If run is away from you toward other wing official, observe action on QB after handoff behind R (NO CHEAP SHOTS! live ball foul). Drift downfield observing players from the scrimmage line. Stay wide and ready for possible cut back. 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. Square up to spot and use downfield foot to mark forward progress. Hold spot until U has placed ball on ground and releases you. Get to ball quickly on

short yardage plays. Hold spot and let other officials unpile the play and give you the ball if it is close to a first down. Place the ball down and allow R 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. Signal time out if runner is out of bounds. If you have followed the runner out of bounds, mark the spot and face out of bounds watching the action around the runner. Signal time out. **DO NOT FACE IN BOUNDS** until all players are in bounds. R should be prepared to follow ball out of bounds if wing is holding spot. Communicate with R for spots and clean up. Inform R of status of clock.

- All After ball is dead move quickly to assist in relaying and spotting ball. **DO NOT STOP OFFICIATING. BE A DEAD BALL OFFICIAL.** If advance is close to a first down, whichever official has forward progress should call out "it's close" (LJ should help L identify close spots). If spot is clearly a first down, signal time out and inform R of first down. Whenever possible, release L as soon as possible so he can move chain crew.

Section 10. After the Snap if 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 QB. The L and LJ will cover play down field and U will cover the play on and around the line of scrimmage. Be ready to lend assistance on passes into the flat. If L and LJ are downfield, this may be your call alone. Be alert to rule on whether the pass was forward or backward (discuss this with wings in pre-game). If passer is contacted and loses possession of the ball, be ready to determine if the ball was fumbled or passed. If QB is thrown for a loss, be prepared to mark his forward progress spot with a bean bag. If the play develops into a run, follow runner into side zones and up field depending on where wings are.
- U At 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 team A tackles. Be alert for a delayed running play. **DO NOT GET CAUGHT IN THE HOLE.** You will rule on ineligibles beyond the line of scrimmage. You will rule on forward passes crossing line of scrimmage. Be prepared to rule on completion or incompletion on quick look-in or button hook plays where QB throws quickly to middle. Keep track of spot of snap so the ball can be returned to that spot following an incomplete pass. Be prepared to spot the ball after every play. If pass is thrown down field do not turn around to watch the ball going down field until all action which you have been observing has stopped. Hustle down field on completed passes to help spot the ball or form relay to spot the ball back at the previous spot on an incomplete pass. If it is a first down and L has the forward progress spot, get there quickly to release him to get his chain crew.
- L At snap, observe tackle to determine type of play (either pass or run block). Hold line of scrimmage to determine if ineligibles go downfield. Be prepared to rule on forward or backward status of quick pass thrown to wing. Drift downfield on side line as determined by depth of receivers on your side. Observe receivers coming into your side zone and flat area. However, you are also responsible for deep receivers. Stay wide and split distance between deep and shallow receivers. Be prepared to rule on inbounds/out of bounds status of catch. Hold spot and face out of bounds

observing action. R will clean up. If R is not available to help, drop bean bag to mark spot and then move to players out of bounds. Signal appropriately. Inform R of results of the play.

- LJ At snap, observe tackle to determine type of play (either pass or run block). Be prepared to rule on forward or backward status of quick pass thrown to wing. Hold line of scrimmage to rule on ball or passer crossing line of scrimmage. Be prepared to rule on inbounds/out of bounds status of catch. Hold spot and face out of bounds observing action. R will clean up. If R is not available to help, drop bean bag to mark spot and then move to players out of bounds. Signal appropriately. If L has down field spot, communicate to him first down or close to first down status. Release him and take his spot if clearly first down. Signal timeout. Inform R of results of the play. Be aware of status of clock.
- All Officiate your area. Wing officials help if one side is flooded with receivers. Do not "help" unless asked. Do not blow your whistle for actions outside of your area. Help relay ball back to previous spot if needed. Communicate with other officials before signaling on questionable plays.

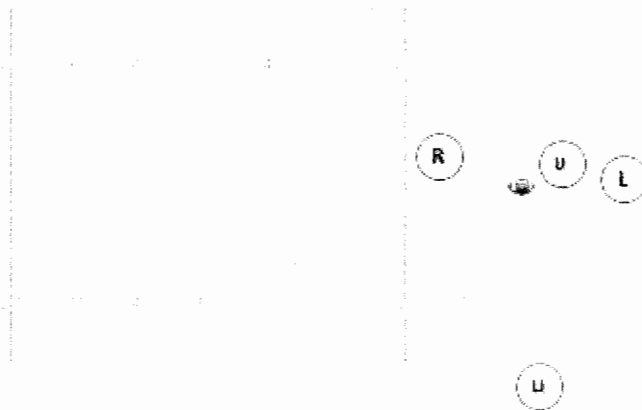
Section 11: Goal Line, Short Yardage, and Non-Kick Tries

- R Follow same alignment and procedures as previously described for run or pass (Sec. 8, 9, & 10). You will never rule on a score at B's goal line. Repeat touchdown signal to press box. 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, if needed, help relay ball to official holding close spot, and after the ball has been placed you should rule on the first down. If the chains are needed to rule, signal time out. If line to gain has been made, step away from players and signal first down. Be aware of clock status.
- U Follow same alignment and procedures as previously described for a run or pass (Sec. 8, 9, 10). Rarely will you rule on a score at B's goal line (e.g., a fumble recovery by A in B's end zone, never as a result of forward progress). On short yardage plays or when the ball is dead near a first down, if you know the spot is close to the line to gain, call out "It's close" to alert wings (particularly L, whose back is to the line to gain marker) and R that a ruling may be needed. Give the appropriate wing the ball to spot on his foot. Use voice to control players while unpling (e.g., "Use the ground"; "Get up easy").
- L/LJ Follow same alignment and procedures as previously described for a run or pass (Sec. 8, 9, 10). Initial move at snap within 5 yard line is to goal line. If score occurs, sound whistle and signal only if you are in a position to see the ball in possession of the player who has crossed the goal line. Do not give "echo" signals. If you do not see the ball, close in to pile (but do not leap over players) looking for ball while opposite wing also approaches. Communicate with opposite wing (e.g., "I have him in" or "I have spot"). Do not signal until both wings are clear on call. There is no rush, the nightmare is when you have two different calls. If close, both officials must "sell" either score or spot. In short yardage situations, if L has spot, LJ must tell L he is close and to "Put it on your foot." Hold spot and do not chase ball or move for any reason. The other officials must get the ball to you.
- All Be aware of DEAD BALL fouls while around the pile. Do not stop observing players.

Section 12: Field Goals and Tries by Kick (Figure 4-5)

4 Man Fig 4-5

Press Box



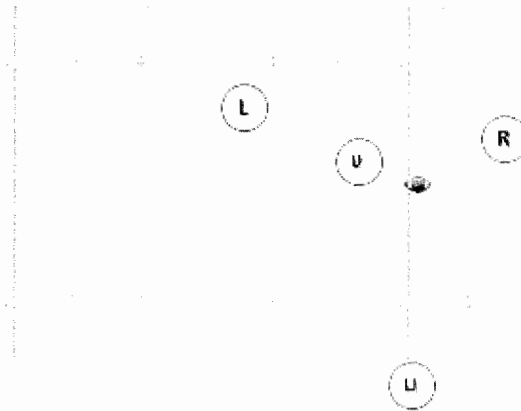
- R Initial position is facing the kick holder and even with the holder. This position should allow you to rule on roughing kicker and holder fouls. Do not follow kick. Be prepared to rule on muffed snaps and dead ball. Fade and be sure play goes in front of you if kick becomes a run. If to L's side line, try to get to side line to rule out of bounds. If kick is blocked, you have the ball. Be aware that field goals are scrimmage kicks and are live (use rolling arms to signal crew). Count K. Be aware of numbering exceptions, particularly if kick becomes pass.
- U Position shading side of field vacated by L. Check for numbering exceptions by team A in case of fake or kick becoming pass. Warn R of roughing snapper (e.g., "Stay off the snapper") and observe action on snapper. When ball is snapped, observe action of players on line of scrimmage, including the end on L's side. Be ready to assist R with blocked kicks, observing action around the ball. If kick is blocked or breaks down, be aware of numbering exceptions and ineligible moving downfield. You will now rule on the ball crossing the line of scrimmage. If kick becomes a run, step to goal line and assist with ruling on goal line. Count K.
- L Initial position is beneath goal post. You will rule on kick. If kick becomes pass or run, get to goal line on side line as quickly as possible. Be aware of numbering exceptions on the end of K's line (eligible or ineligible numbers?). Count R.
- LJ Initial position is on line of scrimmage. You have 7 players on line of scrimmage and other formation infractions. You have encroachment fouls. After snap, you are responsible for the initial line charge and action by player on the end of the line of scrimmage on your side of the field. You are responsible for ruling on ball crossing line of scrimmage. Do not follow flight of ball, but observe players as they move down field. If kick is blocked, fade 3 to 5 yds behind line of scrimmage observing players around ball. Count R. Be aware of status of clock.

- All If a try by kick is blocked and it is obvious that the kick will not score, sound whistle and signal no score since ball cannot be recovered and advanced by either team. If a field goal is blocked or is short, be aware that this is a LIVE BALL. DO NOT SOUND WHISTLE. Continue to officiate.

Section 13: Scrimmage Kicks before the Snap (not a Field Goal) (Figure 4-6)

4 Man Fig 4-6

Press Box



- R Initial position is to L's side of field, slightly in front of punter. Be prepared to rule on roughing. Observe up-backs blocks (must be above waist). Note numbering exceptions in scrimmage kick formation. Count K.
- U Check numbering exceptions for scrimmage kick formation. Warn team R to stay off of snapper. Know eligible receivers. Count K.
- L Initial position is deep, 3 yards in front of up receiver (so as to rule on fair catch). Tell receivers of fair catch requirements. Do not anticipate fair catch. Keep the whistle out of your mouth. Count R. Have bean bag in hand to mark end of kick spot. Be ready to rule on kick going into R's end zone. Be aware of momentum exception and ready to mark spot of catch with bean bag.
- LJ Initial position outside of side line at line of scrimmage. Be prepared to rule on formation and encroachment fouls. Count R.

Section 14: Scrimmage Kicks after Snap (not a Field Goal)

- R Watch blocking and illegal action by players behind the line. Observe action on kicker. If flight of kick is toward a side line, 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 ball goes over kicker's head, you have ball. If short kick to side line opposite the LJ, you may be responsible for covering it and marking the out of bounds spot. Communicate with L as he returns from downfield.

- U When ball is snapped, step closer to the neutral zone while observing action of players on the line of scrimmage. Be aware of action on end on L's side of field. If ball goes over head of kicker, move to line of scrimmage and rule on kick crossing line of scrimmage. Be ready to assist R and LJ in covering a short or blocked kick. Following the kick, slowly pivot and move down field while observing players away from the ball.
- L Have bean bag in hand. If kick is short, move to shallower position to observe receiver's fair catch signal or catch of kick. If kick is deep, fade accordingly. You have entire field. Be ready to judge first touching, kick-catching interference, or fair catch signal. **DO NOT HURRY A FAIR CATCH WHISTLE.** Mark end of kick with bean bag for PSK enforcement. If kick goes behind receivers, you have ball. You have runner until he moves into another official's area. You then become the trail official. Be prepared to help R rule on down field kicks that cross out of bounds in the air.
- LJ 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. If ball goes behind kicker, fade to help R observing players around ball. 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. Be in a position to cover the runner coming to your side line. You have runner side line to goal line.
- All When ball is dead, the covering official who has succeeding spot should sound whistle and stop clock. Indicate direction of team in possession. Inform R and U of play results. Release L if he has spot to get chain crew.

Section 15: Fumbles

- All When a fumble occurs, the official in the best position to see the play should rule on recovery. Make sure there are no conflicting opinions. **DO NOT HURRY.** If defense recovers, give time out signal and then the direction the ball will be going. If the fumbling team recovers, use one hand above head showing the number of the next down. If recovery is unknown, the first official to the pile is responsible for getting to the bottom of the pile and 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 the first official's ruling. The remaining officials should watch the players surrounding the pile. **BE A DEAD BALL OFFICIAL.** When official in pile determines possession, he should call out color of recovering team. The other official should then repeat ruling and either hold hand over head with next down or signal change of direction. All officials seeing fumble should mark yard line where run ends with bean bag.

Section 16: Penalties

- All When an official observes a penalty and the ball is DEAD, he should immediately sound his whistle so the ball remains dead and then throw the flag to indicate a foul. If the ball is snapped or kicked simultaneously with the penalty and the penalty keeps the ball from becoming live, sound whistle immediately to kill the play. **DO NOT ALLOW THE PLAY TO CONTINUE IF YOU HAVE DEAD BALL FOUL.** If a penalty occurs during a LIVE ball, toss the flag, when appropriate, to the yard line coinciding with the spot of the foul and continue to officiate. When ball becomes dead, sound an extra blast on whistle to get attention of the other officials and signal time out to stop the clock. Official closest to spot of foul will cover flag. Report and administer penalty accordingly:
- R/U
1. Official(s) tossing flag reports foul to R & U, giving foul committed (holding), when foul occurred (live ball), where foul occurred (@44 yd line), who committed foul (#67 Red).
 2. R will repeat foul information to calling official who will confirm that foul is correct.
 3. R will give preliminary signal to side line of team who has options for penalty.
 4. R will explain penalty options to captains of offended team with U.
 5. R will inform U of captain's decision.
 6. As R steps away to give signal to press box, U will mark off penalty.
- L Marks off yardage with U; moves down box after all yardage is assessed.
- LJ Indicates direction of penalty enforcement and holds spot from where penalty is marked off. Be aware of status of clock following enforcement of penalty and indicate to R with wind signal or snap to fingers.
- All Record foul on game card. Be sure to inform both coaches of the # of the player, the foul, and penalty enforcement.

Section 17: Charged Time Outs

- All When time is requested by a player or Head Coach (or "designated" head coach if head coach has been disqualified), sound whistle and give time out signal. Inform R of time out and who has requested time out. Record quarter, time of quarter, and who has requested time out (use player # if player).
- R Check with LJ for the number of time outs charged to each team and the playing time remaining in the period. Notify the L, U, and captains of the remaining time and the timeouts charged to each team. Inform captains and attendants on field 15 seconds prior to the end of the time out that the time out is over. Reset 25 second clock.
- U After R notification of time out, begin timing the time out. Record time, quarter, and who called time out. With 15 seconds left in time out, inform R of the time out ending. Stay with the ball.

- L After notification of time out, record time, quarter, and who called time out. Check number of remaining time outs for each team with R. Notify side line of remaining time outs of each team. Observe authorized conferences, making sure only one of the two types is used. Be aware of substitution infractions.
- LJ After notification of time out, record time, quarter, and who called time out. Inform crew of time of time out. Check number of remaining time outs for each team with R. Notify side line of remaining time outs of each team. Observe authorized conferences, making sure only one of the two types is used. Be aware of substitution infractions.

Section 18: Official Time Outs

- R Signal time out. Indicate official's time out by tapping hands on chest. If it is a 4 minute warning, notify field captains and have wings notify respective side lines for 4 minutes and remaining time outs for each team. Declare ball ready for play and wind clock if appropriate. Reset 25 second clock.
- U Cover ball. Remain with ball unless time out is for measurement or circumstances require you to move. If ball must be moved, take note of spot, remove ball, and replace when time out is over. Be aware of status of clock.
- L/LJ Remain on side line. Do not allow coaches or attendants on field unless R allows water or for an injury. Coach must go to injured player and cannot confer with team. Be aware of substitutions infractions. Be aware of status of clock.

Section 19: Measurements

- R Measurements may be requested by head coach or by a captain, but may be denied. When measurement is required, give official's time out signal, beckon L to bring chain onto field. Clear away players from chain and ball. Measure and rule at the spot of the ball, whether in side zone or on side line. If short of first down, move ball to inbounds line with chain. Reset 25 second clock for resumption of play.
- U Take immediate charge of 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 pole from the chain crew person and tighten it carefully after L calls "ready." Hold pole perpendicular until R announces his ruling. Return the pole to the chain crew person after the ball has been spotted for the next play.
- L Go to chain crew and make sure that the chain is clipped at the back of the yard line closest to the rear pole that intersects the side line. Move the down marker to the forward pole, grasp the clip, and direct the chain crew persons to move the chain onto the field. Place clip at yard line spot indicted by LJ and call "ready." If not a first down, when released, return chain to original spot, or if first down set it up at the first down spot.
- LJ Take a position behind the point of measurement at the yard line where the chain is clipped. Align yourself with the ball and extend your foot to provide L with the correct alignment for the clip. Observe team areas for illegal substitutions or unauthorized time out privileges. If ball has to be spotted at the inbounds line, repeat procedure for aligning the clip. Remind R of clock status.

Section 20: End 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-R conference, and (d) no other irregularity. When satisfied, REFEREE ONLY raises ball above his 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 L and U. 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. Confirm with coach of what options he wants to begin 2nd half (ball, choice of goal to defend). 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 over time, 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. Remind Coaches that each team is permitted only one time out per overtime period.
- 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 R and L. If at the end of the 2nd period, secure possession of the ball from R and leave the field. If at the end of the 4th period and the game is over, make sure R 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 R and U. 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 side line 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 and leave field. If overtime, meet with other officials to review overtime procedures.
- LJ If at the end of 1st or 3rd period, take both teams to the other half of the field to succeeding spot. Observe both teams for substitution infractions. If at the end of the 2nd period, upon signal from the R, LJ begin timing intermission (one minute). If at the end of the 4th period, and the game is over, make sure R returns the ball to the correct team and leave field. If overtime is to be played, meet other officials to review over time procedures. LJ times 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 change of time out rule for each team in overtime period(s). Reset 25 second clock for resumption of play.

Section 21: Post-Game Duties

- R If Varsity assignment, gather game cards from all officials. Make sure each official has recorded name and the position they worked on game card. Report any ejections or other matters that need to be brought to the attention of the commissioner; be sure of numbers and teams.

- All Join other officials and leave the field together as soon as possible. Neither seek nor avoid coaches, players, or school officials. If a rule interpretation is requested, only R should provide answer. Do not converse with any members of coaching staffs, media, or spectators when leaving the field.