



Pre-Game 5-Man, Conference begins 2 hours prior to kick-off.

1. Pregame Duties

- A. Check time, adjust watches
- B. Check equipment
- C. Check pressure in balls (12.5-13.5psi)
- D. Ball boys – Back Judge
- E. Chain crew – Linesman
- G. 25 second clock, record injury times – Back Judge
- H. Meet with coaches – Referee and Umpire (30 min. prior)
- I. Jurisdiction – 30 minutes prior to kick-off
30 min – kick off; Linesman, Line Judge and Back Judge
- J. Meet at press box after performing duties (10 min. prior)
- K. Five minute notification to coaches and bring captains
- L. Coin toss mechanics
- M. Half time procedures
- N. Overtime procedures
- O. Coverage if an official is injured
- P. Completion of game cards (record fouls) and reports

2. Timing

- A. Kickoff clock shows 12 minutes
- B. Injury time out
- C. Crowd noise
- D. Extension of a period (review plays)
- E. Starting of clock after measurement

3. Kick-off, Safety Kick

- A. Position and mechanics – all officials
- B. Count K and R – (receivers R, U, HL), (kickers BJ,LJ)
- C. Ready signal – hand up, down on whistle
- D. Starting clock
- E. Kick out of bounds
- F. Coverage of short kick
- G. Handing the ball forward on return

- H. Coverage on runback
- I. Touching by player who has been OB
- K. Blocking below the waist
- L. Safety kick
- M. Watch team A blocks prior to their eligibility

4. Scrimmage Plays

- A. Know down and distance – all communicate and check
- B. ALWAYS count players – A: R, U, HL/LJ, BJ
- C. False start, encroachment, legality of formation
- D. Forward progress – offside officiating, mirror
- E. Duties when not covering ball carrier
- F. Crackback and chop block
- G. Clipping zone
- H. Relay of ball from side zone and OB
- I. Sideline mechanics – cover OB for late hits, etc.
- J. Ball handling procedure on wet day
- K. Fumbles OB, out of end zone

5. Pass Plays

- A. Proper keys
- B. Legality of pass – forward, backward, beyond/behind line and OB
- C. Illegal block
- D. Intentional grounding
- E. Pass interference rules and enforcement; all passes thrown from behind line of scrimmage
- F. Call when illegal contact visually evident and materially effect receiver – not for incidental contact – illegal picks, uncatchable passes
- G. Receiver OB
- H. Airborne player shoved OB
- I. Intercepting momentum
- J. Trapped pass behind Umpire
- K. Tipped passes
- L. Coverage on interception
- M. QB sack – forward progress
- N. Linemen downfield (and unintentional contact)
- O. Pass thrown beyond line of scrimmage

6. Kicks From Scrimmage

- A. Position of officials and responsibilities, counting
- B. Punt OB
- C. Punt blocked – did it cross LOS, blocking
- D. Illegal touching
- E. Fair catch signal
- F. Fair catch interference
- G. Running into kicker or roughing

- H. Block after fair catch signal
 - I. Review of field goal attempt
 - J. Touching by B in field of play
 - K. K keeps ball from going into end zone
 - L. Coverage on fake field goal attempt
 - M. Communication after successful FG
 - N. Kick catching momentum
 - O. Know ineligibles – Umpire
7. **Try**
- A. Position of officials
 - B. Kicker and Holder
 - C. Leverage/leaping
 - D. Fouls during try
 - E. Referee – Umpire communication after try
8. **Goal Line Coverage**
- A. Position of officials
 - B. See the ball break plane before signal
 - C. Pile up at goal line – come in to spot ball, keep players back
 - D. No whistle unless you are sure
9. **Measurement Procedures**
- A. Position of officials
 - B. Communication between HL and R
 - C. Use chains to relocate ball
 - D. Tape at center of chain for 5 yard penalties
10. **Time Outs**
- A. Position of officials
 - B. Radio and TV TO, if any – BJ record
 - C. Referee and BJ communication
11. **End of Quarter Procedure**
- A. Referee, HL and U record
 - B. HL – ensure clip is right
12. **Reporting Fouls**
- A. Throw flag, continue to officiate
 - B. Report – O, D – K, R (post scrimmage kick enforcement). Make sure Referee understands
 - C. Adjust flag if necessary, cover flag
 - D. Umpire mark distance, others check
 - E. HL to succeeding spot and count yardage
 - F. Multiple flags on scrimmage infractions
 - G. Double foul during forward or backward pass – bean bag

- H. Post possession foul, clean hands
- I. Double foul after change of possession
- J. Foul involving loss of down
- K. Rule changes
- L. More than one flag, do not assume, communication

13. General Game Duties

- A. Sharp signals
- B. See the ball at the snap – U, HL, LJ
- C. HL personally mark spot on 1st down except after measurement then BJ
- D. 1st down inside 10 yard line – box only
- E. HL and LJ motion man away from you
- F. Give help on low passes, uncatchable signal

14. Procedures

- A. Defense fouls during or following a score
- B. All timing intervals by BJ
- C. Referee start half time clock from end zone
- D. Sideline decorum by coaches and teams

15. Your Focus

- A. Know and carry out your primary responsibilities
- B. Be decisive
- C. Stay alert to action of all players
- D. Slow whistle and see the ball
- E. Enjoy the game and have a good time
- F. Teamwork!!!