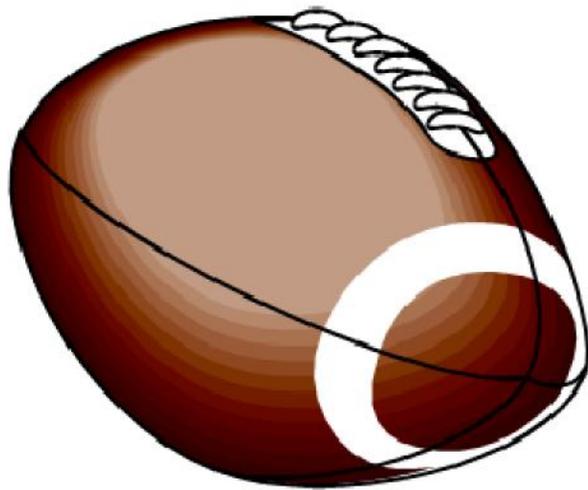


**Southern California
Collegiate Football Officials Association
(SCCFOA)**

**Crew-of-Seven
Officiating Mechanics Manual**



2018

2018
Crew of Seven
Mechanics Changes
CHANGES FROM 2017 MANUAL

Source: 2018 CCA Football Officiating Manual For A Crew of 7 & 8

Change from the 2017 manual	
Defenseless player philosophy	Regarding defenseless players, when in question, a player is defenseless.
Fair catch signal awareness on free kicks	<p>Referee: Should be alert and is primary when player gives a fair catch signal and observes the actions of players when a signal is given.</p> <p>Head Line-Judge & Line Judge: Be alert for fair catch signals and the actions of players when a signal is given.</p>
Awareness of lateral position of ball after touchback or ball placed on Team B's 25-yard line	<p>After a touchback or fair catch inside the Team B 25-yard line, all crew members, especially wing officials on the sideline of Team B, should be alert if the head coach wants to relocate the position of the ball.</p> <p>For NCAA Division 1-AA and Division III... If the head coach wants to relocate the position of the ball that must be communicated before the play clock goes under 25 seconds.</p>
Awareness of lateral position of ball for tries	<p>After a touchdown, all crew members, especially wing officials on the sideline of the scoring team, should be alert if the head coach wants to relocate the position of the ball.</p> <p>For NCAA Division 1-AA and Division III... If the head coach wants to relocate the position of the ball that must be communicated before the play clock goes under 25 seconds</p>
Referee faces pressbox on measurement	Once the chain is down, the Referee will always face the pressbox to make his ruling.

Change from the 2017 manual	
<p>Procedure for teams leaving team area for confrontation</p>	<p>If both teams leave the team area to engage in something other than a fight, and the crew cannot identify squad members leaving the team area vs. players, substitutes, etc., it is acceptable for the Referee to announce all players of both teams are guilty of an unsportsmanlike conduct foul. This mechanic should only be used in extreme circumstances when both teams' tempers are running extremely high. This is significant because now every player has been charged with an unsportsmanlike conduct foul and any subsequent unsportsmanlike conduct foul will result in that player's disqualification. Fouls for which the penalty: includes automatic disqualification will be administered by rule.</p>
<p>Procedure for obviously intentional fouls relating to game clock</p>	<p>UNFAIR ACTS</p> <p>Rule 9-2-3 gives the Referee much latitude in handling obviously unfair acts during a game. This would include situations that arise when a team commits a blatant, obvious and intentional foul or fouls to gain a clock advantage late in a game. As cited in The Football Code, such actions are in direct conflict with the strong statements under Coaching Ethics.</p> <p>As a new interpretation, crews should penalize these intentional fouls as unsportsmanlike conduct fouls and subsequently reset the game clock in these type situations back to the time at the snap of the play in question. Officials will also note that each player committing these unsportsmanlike acts will have a counter in terms of unsportsmanlike conduct fouls. As point of note, this does not apply to intentional fouls committed during the course of the game, as the rules handle these situations quite well</p>

2018

Mechanics Points of Emphasis

Source: 2018 CCA Football Officiating Manual For A Crew of 7 & 8

1.1 Targeting and Dangerous Contact Fouls

The NCAA Football Rules Committee continues to make rules and editorial changes for targeting to continue to promote player safety and seek to continue to eliminate specific targeting actions from the game.

The language in 9-1-3 and 9-1-4 stipulates that no player shall target and make forcible contact to the head or neck area of a defenseless player or contact an opponent with the crown (top) of his helmet. The term "forcible contact" has replaced the word "initiate" to ensure the intent of the rule is clear. Instant replay now has a broader authority to review all aspects of a play involving targeting, and can now create a targeting foul from the replay booth. If no targeting foul is called on the field but the Instant Replay Official can either confirm or have strong video evidence that the action is (1) clear and obvious and (2) Would be confirmed upon review, then he should stop play for review. The Instant Replay Official should not stop play' if video evidence would only: result in a ruling of STANDS. Additionally, if instant replay overturns the player disqualification for targeting, the yardage penalty for targeting is not enforced. If another personal foul is committed in conjunction with the targeting foul, the penalty for that personal foul will be enforced.

Implementation of the rule requires that the calling official and the crew must take special care in analyzing and reporting any foul in conjunction with targeting. The addition of an automatic disqualification for a player guilty of a targeting foul has resulted in significant progress in modifying player behavior. It is imperative that officials continue to aggressively enforce those dangerous contact fouls.

Also note, the definition of a defenseless player in Rule 2-27-14 has been expanded. Each official must thoroughly understand the list and understand how it impacts enforcement of Rule 9-1-4 targeting fouls. Playing time is the most precious commodity to players, and a potential impact on playing time is the most effective way to modify player and coach behavior. It is imperative that targeting actions be penalized in all games. Officials must be diligent in penalizing targeting fouls in order promote player safety and continue to drive that behavioral change.

The NCAA Football Rules Committee introduced more stringent guidelines in 2008 around initiating contact and targeting an opponent. Those rules are now contained in Rule 9-1-3 (Targeting and Initiating Contact with the Crown of the Helmet) and Rule 9-1-4 (Defenseless Player: Contact to Head or Neck Area). As more data is accumulated and understood about the impact of those fouls, it is imperative that officials are vigilant in recognizing those fouls and are ready to penalize offenders.

Additionally, officials must have the courage and be prepared to make that call regardless of the penalty and remember that when in question, it is a foul.

It is important that each official completely understands the rules, namely that no player shall target and make forcible contact against an opponent with the crown (top) of his helmet and that no player shall target and initiate contact to the head or neck area of a defenseless opponent with the helmet, forearm, elbow or shoulder. Each official must review the definition of a defenseless player and understand the examples provided in Rule 2-27-14.

Many times officials simply walk away from a foul thinking that the contact was "just a good football play." That line of thinking must change, and officials must view the contact and determine if it met the guidelines of Rules 9-1-3 or 9-1-4.

Some of the key indicators for an official to help recognize a targeting

foul include but are not limited to:

- The presence of a launch - a player leaving his feet to contact an opponent by an upward and forward thrust of the body, making contact in the head/neck area.
- A player leading with forearm, fist, hand or elbow to the head/neck area.
- A player lowering the head before initiating contact to the head/neck area of a defenseless player.
- A player completing a heads up or wrap up tackle may indicate less risk of a foul.

As coaching techniques and player behavior continues to change on those dangerous contact fouls, it is important that officials fulfill their role and penalize those acts. That will help preserve our great game.

1.2 Coaches' Sideline Management and Control

Since 2011, keeping the working area (six-foot white border) clear of coaches and players while the ball is in play has been a Point of Emphasis. Although some teams have made some progress, that area continues to be a Point of Emphasis for 2018. Officials will be instructed to aggressively enforce the rule, especially during live-ball action.

Coaches will be allowed to only step to the sideline to call offensive and defensive signals after all action has ceased. That working space (six-foot white border) is intended to allow officials to adequately perform their duties; to protect the safety of officials, players and coaches; and to allow teams to demonstrate good sportsmanship within the team area. Special attention should be given to the rule stating that if a coach receives two unsportsmanlike fouls in a single game, he is disqualified.

There is no place for the excessive demonstrations that are occurring after plays by coaches and/ or players coming onto the field of play, and there is no reason anyone should be on the field even during dead-ball action unless allowed by rule, such as to attend to an injured player. For this year, special emphasis has been communicated to coaches, officials and administrators from the national coordinator concerning sideline management and control As noted in the rules, "During the game, coaches ... shall not be on the-field of play...without the permission of the referee." Rule 9-2-1-b-1
NOTE: Coaches who enter the field of play to question, protest or otherwise demonstrate

disagreement with an officiating decision are subject to an immediate 15-yard penalty for unsportsmanlike conduct. This unsportsmanlike conduct foul counts as one of the two leading to disqualification from the game (Rule 9-2-6)

Relative to game administration rule, a flag should be put down even on the first infraction of Rule 9-2-5. Referees need to be sure to announce that the first instance of sideline interference is a warning and does not include a yardage penalty.

The NCAA Football Rules Committee and newly created Competition Committee has instructed officials to be more diligent in their observations of those actions and they are instructed to flag violations of the rule when it occurs in an area they can observe. Officials have also been instructed to aggressively enforce Rule 9-2-5 dealing with sideline and coaching box violations. Coaches are expected to set an appropriate, professional example for their players, fans and the many others who watch the game and to intervene when they see members of their team exhibit behavior that is not acceptable under the Sportsmanship guidelines of the Football Code.

1.3 Managing Pace of Play, Substitutions and Length of the Game

Since the implementation of the 40-second play clock, we have seen an ever-increasing use of the up-tempo offense. That style of play is often used to prevent the defense from matching up to the current game situation by not being able to substitute, which may create an advantage for the offense.

The rules and properly executed officiating mechanics work well to prevent the offense from gaining an unintended advantage by allowing the defense to match up when the offense substitutes. The addition of the Center Judge in 2015 enhanced the crew's ability to consistently administer the substitution process. Note that the crew will work the substitution process any time Team A substitutes, even if the substitution is into the huddle. This will allow more consistency as teams innovate on new and varied type huddles.

The section on no-huddle substitutions has been updated and is being emphasized here to make certain that all officials thoroughly understand the role of game officials in that situation. Adherence to those guidelines will allow a reasonable amount of time for the defense to change personnel if desired following an offensive substitution.

Equally important are plays in which the offense does not substitute. In those situations, officials have been instructed that they should not significantly increase the pace used to spot the ball and make it ready for play. Doing so places the defensive team at a distinct disadvantage not intended by rule. These guidelines have also been updated. It is important that a consistent pace be maintained when spotting the football and making it ready for play in all games. That will allow defensive coaches the ability to recognize how much time is available prior to the ball being ready for play and whether they will have an opportunity to make adjustments to personnel.

Proper implementation of the guidelines will ensure that the mechanics of game officials will not affect the balance between offense and defense and that neither team will gain an advantage not intended by rule regardless of the style of play.

The NCAA Rules Committee and Competition Committee are concerned about the overall length of time it takes to complete some games. These two bodies are instructing our officiating crews to be actively engaged in keeping our games moving. This includes the administration of halftime, working efficiently with our TV partners and being consistent in restarting the clock after out of bounds plays and awarding first downs when prescribed by rule.

By working as a crew to efficiently manage the game and keep it moving, officials can help prevent potential future rule changes that may have a more significant impact on our game.

1.4 Unsportsmanlike Conduct Fouls

The NCAA Football Rules Committee, the CFO National Coordinator of Football Officials and the conference coordinators want to continue to emphasize to coaches, players and officials the expectation of appropriate behavior by all who are a part of the game of football. Special attention should be given to Rule 9-2-6, which states that any player, coach or identified squad member in uniform who commits two unsportsmanlike conduct fouls in the same game shall be disqualified.

To highlight this fact, after a player's first unsportsmanlike foul, the Referee should include in his announcement that it was the player's first unsportsmanlike conduct foul. This will subtly provide the information and reminder to all of the consequence of the second unsportsmanlike conduct foul. Game officials must continue to consistently apply the unsportsmanlike conduct rule for behavior that clearly extends beyond what is acceptable. While officials are directed to not be overly technical in applying the rule, there are certain acts that should be penalized without warning.

TAUNTING

- "In your face"; standing or bending over an opponent.
- Comments that are racist, ethnic or demeaning.
- Gestures toward an opponent, coaches or opponent's sideline.

GESTURES

- Throat slash.
- Demonstrate violence such as six guns or machine gun.
- Remove helmet to celebrate or protest.

Being demonstrative after making an exceptional play or score is accepted as long as it's a spontaneous burst of energy that's not prolonged, clearly self-congratulatory or makes a mockery of the game. When possible, give the head coach an opportunity to correct and instruct his players on what is appropriate celebratory behavior.

A list of Unsportsmanlike Fouls are listed in the NCAA Rules and Interpretations under rule 9-2-1-a through j. Officials should be familiar with those fouls.

Other than taunting and those actions appearing Appendix F, officials should use the same judgment in determining whether to call a UNS foul. Officials should say to themselves, "It's a foul ... it's a foul ... now throw." If officials cannot complete that process, they shouldn't throw a flag but advise the head coach that he should talk with his player(s), after that player(s) has been warned.

Also in the rules, a personal foul can now be included in the UNS category for a possible later disqualification if there are two UNS fouls. However, to be included, the foul should be clearly after the play was over and not part of the continuing action of the play. That means the action may be after the play and a personal foul, but the separation of time would not be sufficient to meet the UNS requirement.

Using the "accordion effect" after a play is over helps to keep players under control. However moving too quickly and too close, especially after a score, reduces an official's "cone of vision" to officiate the entire dead-ball area when there is no threat of a problem.

Appropriate and timely intervention by the officials for action by one or both teams should act as a deterrent to unsportsmanlike fouls.

Officiating Axioms

Source: 2018 CCA Football Officiating Manual For A Crew of 7 & 8

1. We want quality fouls. See everything you call, but don't call everything you see. No technical fouls. Let 'em play.
2. Do not reach for your marker unless you intend to drop it. Get a number and keep officiating. When you put your marker on the field, your integrity is linked to it.
3. Always see the ball before you blow your whistle. (Instant replay – be sure.)
4. Be a good dead-ball official. View all players until they are back with their teammates.
5. Be deliberate in ruling on a fumble — and get a bean bag down.
6. Crisp ball movement, no committee meetings, no walking on the field.
7. Count players EVERY down.
8. Excellent communications with coaches, players and other officials. Courtesy always.
9. If you miss one, don't look back! We must always be ready to officiate the "next" play.
10. Concentration. Give everything you have on every play for 60 minutes, that's all (or extra periods if required).
11. Use preventive officiating when needed.
12. Display integrity, courage and poise. Let the "tight" situations reveal your true character.
13. Be mentally and physically prepared to work the game.
14. And above all else, keep hustling!

Officiating Philosophies

Source: 2018 CCA Football Officiating Manual For A Crew of 7 & 8

The following rules-based philosophies have been adopted for NCAA games.

Ball-Spotting

1. The ball can be placed on a yardline to begin the next series after a change of possession. (Exception: If the change of possession occurs on a fourth-down running or passing play, the ball will be left at the dead-ball spot to begin the next series.) For example, if a punt return ends with the ball between Team B's 33 and 34 yardlines, move the ball forward to Team B's 34 yardline. At all other times, the ball is placed where it became dead.
2. If a punt is downed on the ground inside team B's five yardline, the ball should be left and not moved to the next yardline.

Line of Scrimmage

1. When in question as to whether an action is a false start or illegal motion, it is a false start.
2. Officials will work to keep offensive linemen legal and will call only when obvious or when a warning to the player and a subsequent warning to the coach are ignored. Don't wait till the fourth quarter to enforce rule.
3. If the offensive player is lined up with his head clearly behind the rear end of the snapper, a foul will be called without a warning.
4. Don't be technical on an offensive player who is a wide receiver or slot back in determining if he is off the line of scrimmage. When in question, it is not a foul.
5. Wide receivers or slot backs lined up outside a tight end will be ruled on the line of scrimmage and covering the tight end if there is no stagger between their alignments. If in question, he is not covered up.
6. When in question regarding player position on movement by the defense into the neutral zone which causes the offense to move, a player is moving toward the offensive player. This protects both that player and the two adjacent offensive players.
7. Any time a defensive player initially aligned tight to the line of scrimmage jumps forward, and there is a question whether he was in the neutral zone and the appropriate offensive player(s) moves, shut down the play and penalize the defense.
8. Any time a defensive player shoots the gap, and there is a question as to contact, err on the side of offside and shut the play down to avoid a free shot on the quarterback.
9. Formations during the execution of a trick or unusual play have the highest degree of scrutiny and should be completely legal.
10. When in question, a quick or abrupt movement by the center or quarterback is a false start.

Fumbles Philosophies

1. When in question, the runner was down and did not fumble the ball.
2. When in question regarding whether the quarterback passed or fumbled, it will be ruled a pass.

Defensive Pass Interference

Actions that constitute defensive pass interference include, but are not limited to, the following six categories:

1. Early contact by a defender who is not playing the ball is defensive pass interference provided the other requirements for defensive pass interference have been met, regardless of how deep the pass is thrown to the receiver.
2. Playing through the back of a receiver in an attempt to make a play on the ball.
3. Grabbing and restricting a receiver's arm(s) or body in such a manner that restricts his opportunity to catch a pass.
4. Extending an arm across the body (arm bar) of a receiver thus restricting his ability to catch a pass, regardless of the fact of whether or not the defender is looking for the ball.
5. Cutting off or riding the receiver out of the path to the ball by making contact with him without playing the ball.
6. Hooking and restricting a receiver in an attempt to get to the ball in such a manner that causes the receiver's body to turn prior to the ball arriving.

Offensive Pass Interference

Actions that constitute offensive pass interference include but are not limited to the following four categories:

1. Initiating contact with a defender by shoving or pushing off thus creating separation in an attempt to catch a pass.
2. Driving through a defender who has established a position on the field.
3. Blocking downfield during a pass that legally crosses the line of scrimmage.
4. Picking off a defender who is attempting to cover a receiver.

Not Offensive Pass Interference

1. Offensive pass interference for blocking downfield will not be called if the passer is legally grounding the ball out of bounds, near or beyond the sideline.
2. Offensive pass interference will not be called on a screen pass when the ball is overthrown behind the line of scrimmage but subsequently lands beyond the line of scrimmage and linemen are blocking downfield, unless such blocking prevents a defensive player from catching the ball.
3. On a pick play, it is not offensive pass interference if the defensive player is blocking the offensive player when the pick occurs and the offensive player doesn't make a separate action, or if the blocker's entire body is clearly not beyond the neutral zone.

Other Passing Situations

1. When in question on action against the passer, it is roughing the passer if the defender attempts to punish.

2. The quarterback can throw the ball anywhere if he is not under duress, except spiking the ball straight down. The clock is not a factor. Exception: Rule 7-3-2-e allows the quarterback to spike the ball to stop the clock.
3. An uncatchable pass must be blatantly uncatchable in order to disregard a foul for pass interference.
4. If the quarterback is outside the tackle box and is throwing the ball away to avoid a sack, when in question as to whether the ball is beyond the neutral zone, it is beyond the line. Don't be technical.
5. If in question as to whether the passer is or has been outside the tackle box, he is outside the tackle box.
6. If the passer is contacted after he starts his passing motion, it may be ruled no intentional grounding due to this contact.
7. If the passer is contacted clearly before he starts his passing motion, there will be a foul for intentional grounding if there is no eligible receiver in the vicinity or if the pass does not reach the line of scrimmage after the quarterback has been outside the tackle box.
8. If an interception is near the goal line and there is a question as to whether possession is gained in the field of play or end zone, make the play a touchback.
9. If the passer is legally throwing the ball away and it lands near or beyond the sideline, do not penalize the offense for having ineligible players downfield.

Blocking

1. If a player is illegally blocked or held "into" making a tackle, no foul should be called unless the action is a personal foul or there is an element of time between the foul and the tackle.
2. Obvious and intentional takedowns create special focus and should be called.
3. If there is a potential offensive holding but the action occurs clearly away from the point of attack and has no (or could have no) effect on the play, offensive holding should not be called.
4. If there is a potential for defensive holding but the action occurs clearly away from the point of attack and has no (or could have no) effect on the play, defensive holding should not be called.
Example: A defensive back on the opposite side of the field holding a wide receiver on a designed run play to the other side.
5. For blocks in the back, if one hand is on the number and the other hand is on the side and the initial force is on the number, it is a block in the back. The force of the block could be slight and still a foul if the contact propels the player past the runner or prevents him from making the play. If the force is clearly from the side, it is not a foul. If the blocker is in a "chase mode" all the action must be from the side to be legal.
6. Blocks that start on the side and subsequently end up in the back are not fouls as long as contact is maintained throughout the block.
7. Blocks in the back that occur at or about the same time a runner is being tackled should not be called, unless they are in the nature of a personal foul or there is forcible contact that involves player safety.
8. A grab of the receiver's jersey that materially restricts the receiver and takes away his feet should be defensive holding if other criteria are met, and could also be defensive pass interference.

9. Holding can be called even if the quarterback is subsequently sacked, and there is an element of time between the foul and the tackle.
10. Rarely should you have a hold on a double team block unless there is a takedown or the defender breaks the double team and is pulled back.
11. When in question if an illegal block occurs in the end zone or field of play, it occurs in the field of play.
12. Regarding blocking below the waist, when in question, the ball has not left the tackle box

Kicking Plays

1. The kicker's restraining line on onside and short pooch kickoffs should be officiated as a plane. Any player (other than the kicker or holder) breaking the plane before the ball is kicked should be called for offside. The same plane applies on normal kickoffs, but officials should not be too technical in regard to players breaking the plane.
2. Illegal block in the back can be called on fair catches, but not if the illegal block occurs away from the play as the fair catch is being made, or the play results in a touchback and contact is slight. (Note: Personal fouls should always be called, as should forcible contact that involves player safety.)
3. It shall always be roughing the kicker when there is forcible contact to the plant leg, whether or not that leg is on the ground. It shall be running into the kicker if a defender simply "runs through" the kicking leg and there is no forcible contact. All other contact shall be based on the severity and the potential for injury to the kicker.
4. On kicks into the end zone, when in question, during the return the ball has not left the end zone.
5. When in question, a foul by the receiving team on a scrimmage kick occurs after the ball is kicked.
6. When in question, the kicker is outside the tackle box.
7. The intent of the scrimmage kick formation numbering-exception is to allow teams to make substitutions that are not deceptive. When in question, it is not a scrimmage kick formation.

Plays at the Sideline

1. Substitution mechanics will be used in a situation in which a play ends with Team A player(s) going out of bounds into their own team area.
2. If legal contact occurs before the runner has a foot down out of bounds, consider it a legal hit. If the runner has obviously given himself up very near the sideline and forcible contact is made attempting to punish, a foul should be called.
3. If the whistle has blown and a runner continuing to advance down the sideline has eased up, contact by the opponent against the runner is a foul. Officials should be alert and be sure any action is not part of the initial play before calling a foul.
4. When in question as to whether the runner stepped out of bounds, officials should rule the runner did not step out of bounds.

Scoring Plays

1. When in question, it is not a touchdown.
2. When in question, it is not a safety.

3. When in question, it is a touchdown when a non-airborne runner crosses the goal inside the pylon with the ball crossing the goal line extended.

Personal Fouls

1. If action is deemed to be “fighting,” the player must be disqualified
2. When in question if an act is a flagrant personal foul or fighting, the player is not fighting.
3. Players committing flagrant personal fouls must be disqualified.
4. When in question regarding hits away from the ball near the end of the play, consider it a dead-ball rather than live-ball foul.
5. Regarding defenseless players, when in question, a player is defenseless.

Unsportsmanlike Conduct

1. When in question whether an unsportsmanlike act is a live-ball or dead-ball foul, it is a dead-ball foul.
2. Do not be overly technical in applying Rule 9-2-1.
3. Allow for brief, spontaneous, emotional reactions at the end of a play.
4. Beyond the brief, spontaneous bursts of energy, officials should flag those acts that are clearly prolonged, self-congratulatory, and that make a mockery of the game.
5. A list of specifically prohibited acts is in Rule 9-2-1-a-1 (a) thru (k).

That list is intended to be illustrative and not exhaustive. All agree that when those acts are clearly intended to taunt or demean, they should be penalized.

6. Spitting on an opponent requires disqualification.

Game Clock

1. When in question, a charged team timeout precedes a foul that prevents the snap.
2. Any time loss due to the clock being started erroneously, such as when a dead-ball foul is called, the clock must be adjusted.
3. 5/5 axiom: In order to adjust game clock errors, there must be more than a five-second differential if there is more than five minutes remaining in either half.
4. As a guideline, Referees should consider invoking Rule 3-4-3 when the game clock is under five minutes of each half.

Miscellaneous

1. The ankle or wrist is considered part of the foot or hand, respectively, and does not make a runner down.

Character

Source: 2018 CCA Football Officiating Manual For A Crew of 7 & 8

Officials are expected to exhibit and uphold the standards of integrity of the officiating profession. The image of an official demands honesty and high ethical standards. Officials should make every decision based on the circumstances and facts presented, regardless of an official's past history with a particular player or team. No official should ever threaten a player, coach or team with future retaliation.

1. Realize the importance of your position and at all times uphold the dignity it demands.
2. Have ambition, but also patience, as over-anxiety has ruined many young officials.
3. Never be jealous of a good break another official gets. Your turn may be next.
4. Never use your senior position to embarrass another official.
5. Be receptive. Open your mind to new concepts and ideas.
6. Be honest with yourself. Unreal expectations place an extra burden on an already intense job.
7. Become a leader. If you adopt a philosophy that you're going to help others reach their goals, you will reach yours.
8. Be passionate. If you're passionate about integrity, honesty and professionalism, you've improved your quality of life through officiating.
9. Be courageous. Doing what is right - versus what's popular or safe - takes strong will and conviction.

Conduct and Ethics

Source: 2018 CCA Football Officiating Manual For A Crew of 7 & 8

1. Use of social media to convey information or discuss any aspect of games, coaches, teams or players is strictly prohibited.
2. Officials shall bear a great responsibility for engendering public confidence in sports.
3. Officials shall be free of obligation to any interest other than the impartial and fair judging of sports competitions.
4. Officials shall hold and maintain the basic tenets of officiating which include history, integrity, neutrality, respect, sensitivity, professionalism, discretion and tactfulness.
5. Officials shall master both the rules of the game and mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner.
6. Officials shall uphold the honor and dignity of the profession in all interactions with student-athletes, coaches, school administrators, colleagues and the public.
7. Officials shall display and execute superior communication skills, both verbal and non-verbal.
8. Officials shall prepare themselves both physically and mentally and shall comport themselves in a manner consistent with the high standards of the profession.
9. Officials shall not be party to actions designed to unfairly limit or restrain access to officiating, officiating assignments or to association membership. This includes selection for positions of leadership based upon economic factors, race, creed, color, age, sex, physical handicap, country or national origin.
10. Officials shall be punctual and professional in the fulfillment-of all contractual obligations.
11. Officials shall work with each other and their governing bodies in a constructive and cooperative manner.
12. Officials shall never participate in any form of illegal gambling on sports contests, may never gamble on any sporting event in which they have either a direct or indirect involvement, and may never gamble on events involving college athletics.
13. Officials shall not make false or misleading statements regarding their qualifications, rating, credentials, experience, training or competence.
14. Officials shall accept responsibility for all actions taken.
15. Officials should never do anything to draw undue attention to themselves or the crew.

**2018
SCCFOA
Crew-of-Seven Position Outline
Referee**

- 1) Pregame Duties and Responsibilities
 - a) Pregame Conference Responsibilities
 - i) Contact other game officials during the week prior to the game and notify them of starting time and location of pregame conference.
 - ii) Conduct a thorough meeting using a prepared outline.
 - b) Pregame Meeting With Coaches
 - i) The Referee and Umpire visit each dressing room 90 minutes before kickoff.
 - ii) Per conference policy, for conference games only, the meeting may be conducted by officials other than the Referee and Umpire.
 - c) Pregame Duties on the Field
 - i) If the Referee is not present for the Pregame Meeting with the coaches, he shall meet with the head coaches on the field before the game
 - (1) Introduce yourself and Umpire to Head Coach(s). Briefly review and discuss any concerns he may have raised during pregame meeting.
 - ii) Go with BJ and inspect entire field. Note unusual markings or irregularities. Work with home management to correct any hazardous conditions within or near the boundary lines.
 - iii) Observe Quarterbacks and Kickers during their warm-ups and note hand/foot used to throw/kick ball.
 - iv) Spot check equipment and report any irregularities to Umpire who will work with trainer(s) to correct.
 - v) All officials are responsible for administering and enforcing legality of football throughout the game.
- 2) Coin Toss Procedure and Responsibilities
 - a) Three minutes before kickoff, stand with Umpire at center of field.
 - b) Introduce self to captains; and, have captains introduce themselves to each other.
 - c) Have captains face each other with backs to the goal lines and the referee facing the press box.
 - d) Ask visiting captain to announce his choice.
 - e) Toss coin and let the coin hit the ground. Leave coin on ground until captains leave the coin toss.
 - f) Ask winning captain if he wishes to choose now or defer his choice.
 - i) If he chooses to defer, place hand on his shoulder indicating he has won toss, then signal "choice declined" (S10) to indicated his decision to defer.
 - ii) Ask losing captain for his choice, ask winning captain for remaining choice.
 - g) Place captains with back to goals they will defend.
 - h) Indicate choice of first choosing captain and then give appropriate signal for the choice of the other captain.
 - i) When toss is completed, meeting with other officials and record results of the toss.
 - j) Run to kickoff position.
 - k) Start game at the scheduled time.
- 3) Kickoffs and other Free Kick Plays
 - a) Normal Free Kick
 - i) Basic Positioning
 - (1) Starting position is in the middle of the field behind the deepest receiver.

- ii) Pre-Kick Concentration Routine
 - (1) Count receiving team; and, confirm with visual signal with HL and LJ.
 - (2) Check with Back Judge.
 - (3) When players and officials are ready and once the Back Judge has reached the sideline after handing the ball to the kicker, sound your whistle and give the ready signal (S1).
 - (4) You are responsible for knowing if the kicking team had at least four players on both sides of the kicker.
 - (5) Be alert for a touchback or a kick beyond the end line.
 - (6) Be alert, you are primary when a player gives a fair catch signal and observe the actions of players when a signal is given.
 - (7) You are primarily responsible for ruling on wedge formations on free kicks.
 - (8) HL/LJ will have responsibility for the goal line side line to sideline and will wind the runner coming out.
 - (9) You are responsible for the end line.
- iii) Area of focus after ball is kicked
 - (1) Move laterally to be in position to see action at the point of attack.
 - (2) R will have responsibility for ruling on wedge formations on K/O. HL/LJ will have secondary responsibility. HL/LJ will have primary responsibility for the ball sideline to sideline with respect to GL and will wind the runner out of the EZ if necessary.
 - (3) Follow the play and observe action in front of the runner. You are responsible for ruling on the legality of all block in the middle of the field.
 - (4) Be alert for a handoff and a reverse.
- b) Short Free Kick
 - i) Basic Positioning
 - (1) Starting position is in the middle of the field at the receiving team's goal line.
 - ii) Pre-Kick Concentration Routine
 - (1) Count receiving team.
 - (2) Check with Back Judge.
 - (3) When players and officials are ready and once the Back Judge has reached the sideline after handing the ball to the kicker, sound your whistle and give the ready signal (S1).
 - (4) You are responsible for knowing if the kicking team had at least four players on both sides of the kicker.
 - iii) Area of focus after ball is kicked
 - (1) Be prepared if team A kicks deep instead of onside
 - (2) Be alert to possible fair-catch signals.
 - (3) Wind clock when the ball is touched in the field of play or enters the field after being legally touched in the end zone.
 - (4) You are now responsible for both the end line and goal line on a deep kick
- c) Free Kick after Safety
 - i) Basic Positioning
 - (1) In center of field, 5 to 10 yards behind the deepest receiver.
 - ii) Pre-Kick Concentration Routine
 - (1) Same as for normal free kick.
 - iii) Area of focus while ball is alive
 - (1) Same as for normal free kick.
- 4) Plays from Scrimmage
 - a) Basic Position, duties, and responsibilities before the snap
 - i) Basic Positioning
 - (1) Stand clear of the huddle – at about 17 yards – as you count the offense and observe the substitution process. Be cognizant of the huddle’s formation – is it a huddle?

- (2) Always work on the right-hand side of the quarterback, at least as wide as the tight end and 12 to 14 yards deep.
 - (3) Check off your count with the Umpire.
 - (4) To help simplify the application of rules regarding substitution, we will use the substitution procedures any time Team A substitutes. This includes if Team A substitutes into a formation or into a huddle of any type
 - (a) If the offense begins a substitution, raise your arms to indicate a substitution is in process and look to the defensive sideline to see if they are going to substitute. The defense now has 3 seconds to begin a substitution of their own. It is important that the Umpire see this and immediately stand over the ball. (*See NCAA / CCA Substitution Procedures in this manual*).
 - (i) The Referee will manage the substitution process and the Umpire must assume all responsibility to prevent the snap as determined by the Referee. The Referee must assume his normal position as soon as possible in order to manage the process. The Umpire is not required to count the number of players on offense as his primary responsibility is to prevent a quick snap prior to the defense being allowed to complete their substitution under Rule 3-5-2- e and then to assume his position as quickly as possible once cleared by the Referee.
 - (ii) Slowly back into position and point the Umpire off the ball after 3 seconds have elapsed (no substitution) or when the defense has completed their substitution.
 - (iii) The Umpire shall check with the Referee prior to leaving the ball after placement. Should he notice the Referee with extended hands or the stop signal at any point, he should remain in the vicinity of the ball or return to the vicinity of the ball until the Referee clears him
- ii) Pre-snap Concentration Routine
- (1) Get into a position where you may comfortably see the quarterback, ball, and the backs within the tackle box and the tackle on the opposite side.
 - (2) Check offensive formation and observe Quarterback and other backs for possible false start(s), illegal motion, etc.
 - (3) Be aware of which hash the ball is snapped from, for purposes of the pocket as related to intentional grounding.
 - (4) Note the tackle box.
 - (5) You are responsible for initial position for all backs with respect to legality of blocking (i.e. being lined up in the tackle box for potential Illegal Blocks
 - (a) Determine initial formation – “tight” or “spread”
 - (b) Determine position of back on your side of snapper
 - (c) Signal (arm extender to sideline w/ palm open) if back on your side of snapper is completely outside tackle box.
- b) Running Plays
- i) Responsibilities on running plays:
 - (1) At the snap, read the QB initial movement – if he turns to hand off, your focus should go immediately to the lead block – you no longer have tackle responsibility. Always stay ahead of the runner with your eyes and observe the block that gets him through the hole, or around the corner.
 - (2) If the run is to your side, hold your position and evaluate the lead block
 - (3) If the run is to the opposite side, hold your position until you feel the runner break outside the tackle box, then proceed in that direction, maintaining your depth until the runner progresses beyond the LOS.
 - (4) When the runner has crossed the LOS, begin a slow jog up-field to follow the play and observe action behind the runner and any dead ball action. Be aware of ‘false hustle’

- (5) Always maintain a cushion behind the runner, including when he is behind the LOS, as the HL/LJ *always* have forward progress – including around the offensive goal line.
 - (6) If there is a pileup or delay, get on top of it. Otherwise, stay back and observe at the conclusion of the play, about 7 yards to the side and 5 yards behind the play. Help the Umpire spot the ball when necessary.
 - (7) Signal the next down, or signal first down. If it is close, get to the line of scrimmage and rule first down, the next down, or timeout for measurement.
 - (8) Upon signaling first down, wind the clock, and hustle back to your original position – observing the huddle as you return.
 - (9) After any change of possession, be alert for action on the quarterback, who is a defenseless player. Specifically, be alert for targeting fouls at all times and illegal blocks when the quarterback is clearly out of the play.
- c) Passing Plays
- i) Basic Keys and assignments.
 - (1) At the snap, read the QB initial movement – if pass is indicated drop at a 45-degree angle getting deeper and wider as Quarterback drops back into pocket. Maintain a 12- to 14-yard cushion.
 - (2) Immediately following snap, watch tackle on the opposite side of your position. If trips were initially formed on your side, you are secondary on the tackle on your side and will help *if possible*.
 - (3) If there is no threat to your tackle, observe action on other tackle or closest potential fouler.
 - (4) Focus your concentration above the waist, as this will help you recognize illegal hands to the face, the existence of a ‘RIP’ technique block, reverse takedown, or other type of holds.
 - (5) Remember to use the concept of the need for the blocker to be ‘beat with his feet’ in order for a hold to exist.
 - (6) Be cognizant of the blocking action by any back. If he goes low, let your eyes go to him, as the greater potential exists for a chop block or leg whip. Keep in mind to let your eyes go to action when you feel a player going low on a defender.
 - (7) As you feel the pocket close around the QB, or a defender gets free and nears the QB, immediately divert your attention to the QB. Your main focus becomes protecting him from illegal hits and pass/fumble.
 - (8) If the QB scrambles, do not give away your depth as you trail him. Follow him to the numbers and observe with your eyes, as he is your primary responsibility.
 - (a) If he goes into the side zone, hustle over to escort him out.
 - (9) Insure that the Quarterback is not roughed or thrown to the ground. Verbally alert the defenders when the passer has released the ball. Stay with him at length, and do not peek downfield. Your crew will alert you as to the result of the play. If there is an interception, you will feel it!
 - (10) Be prepared to rule on intentional grounding; know the status of the passer in relation to the tackle box and know if he was under duress. You shall receive help from the covering official in respect to eligible receivers being in the area and the designated wing official on status of the pass crossing the line.
 - (11) Move downfield as per a running play, observing action behind the play, and dead ball action. Help the Umpire spot the ball when necessary, and move according b-i-3 through b-i-6 above.
 - (12) After any change of possession, be alert for action on the quarterback, who is a defenseless player. Specifically, be alert for targeting fouls at all times and illegal blocks when the quarterback is clearly out of the play.

- d) Punts
 - i) Basic Positioning
 - (1) Take a position slightly behind and to the side of the kicker, outside the tight end position and on the right side. See the ball from snap to kick. Be in position to see blockers, rushers, and kicker at the same time.
 - ii) Pre-Kick Concentration Routine
 - (1) Count the kicking team (offense).
 - (2) Be alert to the kicking team's substitution process and timing.
 - (3) Be alert for delay by the kicking team to confuse the opponent.
 - (4) Warn kicker if he is near the end line prior to the snap.
 - iii) Area of focus while ball is alive
 - (1) Do not fixate on the punter, unless the 'template' is broken (goes high or low to receive snap). Instead, keep him in your peripheral, as he is not going to foul himself.
 - (2) Watch blocking and action by players behind the line of scrimmage.
 - (a) Prior to, and immediately after the snap, ensure that all action by the 'personal protector' is legal.
 - (b) Observe the blocking action around the edge on your side.
 - (c) Observe the blocking action that most threatens the kicker.
 - (3) Observe action on the kicker and be aware of the flight of the ball off his foot. Secondly responsible for observing blocking by the shield. Give signal #11 if ball is tipped.
 - (4) If kick goes toward sideline, move to the spot of the kick, observe the flight of the ball, and use arm signals to assist covering official (FJ / SJ) in determining the out of bounds spot.
 - (5) If kick remains in bounds, observe players (especially the kicker) while proceeding down field.
 - (a) Be aware of blocking action by B – becoming the offense – in not allowing A downfield. Watch for the 'spin' or 'takedown' of an A player trying to release downfield.
 - (6) If kick is caught or recovered in bounds, be ready to use 'reverse fade' on return and be at the goal line when runner crosses.
 - (7) Be alert for action on the kicker, who is a defenseless player after kicking the ball, during the kick and on the return. Specifically, be alert for targeting fouls at all times and illegal blocks when he is clearly out of the play.
 - iv) Blocked Kick or Snap Over the Kicker/Holder's Head
 - (1) The referee and the wing official he is facing will retreat and box in the play. The wing official on the same side of the formation as the referee will hold the line of scrimmage until it is no longer threatened. As the play develops, he must adjust to officiate the play.
- e) Field Goals and Trys
 - i) Basic Positioning
 - (1) After a touchdown, the Referee will hold his ready for play signal for the try. Until he is ready to make the ball ready for play, the Referee will position himself between the snapper and holder and will remain in this position. When the Referee sees the crew in place, he will move back into position, signal to clear the Umpire and then whistle the ball in play. If a team has no kicker and holder on the try, we will use our normal scrimmage mechanics and the Umpire will stay in position to prevent the snap until being cleared by the Referee.
 - (2) Take position mid-way between holder and kicker outside the normal tight end position and facing the holder. See the ball from snap to kick. Be in position to see blockers, rushers, and kicker at the same time.

- ii) Pre-Kick Concentration Routine
 - (1) Be alert to possible fakes and or bad snaps.
 - (2) Determine the 'overload' side – which is the side of strength and where the potential block of the kick will come from. The SJ will be lined up to this side.
- iii) Area of focus while ball is alive.
 - (1) Your main responsibility is the block by the widest man (wing) on the overload side.
 - (2) Referee is responsible for action by and on kicker and holder.
- iv) Adjustments on fakes
 - (1) Observe action behind the line of scrimmage and the runner while he is behind the neutral zone.
 - (2) Cover passer if runner throws a legal forward pass.
- v) Adjustment on 'swinging gate' formation
 - (1) Line up as you would if it were a scrimmage play with shotgun QB
 - (2) You are responsible for knowing if it is a 'scrimmage kick' formation
 - (a) For purposes of number exceptions
- vi) Reverse fade on short kicks run back
 - (1) If kick is caught or recovered in bounds, be ready to use 'reverse fade' on return and be at the goal line when runner crosses.
- i) Blocked Kick or Snap Over the Kicker/Holder's Head
 - (2) The referee and the wing official he is facing will retreat and box in the play. The wing official on the same side of the formation as the referee will hold the line of scrimmage until it is no longer threatened. As the play develops, he must adjust to officiate the play
- f) Goal Line Plays
 - i) Goal Line Mechanics (7-yard line and in)
 - (1) Basic Positioning
 - (a) Starting position and coverage is the same as for any scrimmage play. Signal a score only if necessary, such as a delay in the on field ruling after a conference by officials.
 - (2) Pre-snap Concentration Routine
 - (a) COMMUNICATE AND THINK GOAL LINE.
 - (3) Area of focus while ball is alive
 - (a) Coverage is the same as for any other scrimmage plays.
 - (b) If the ball is snapped on or inside team B's seven yard line, you are responsible for knowing if a pass is backward or forward.
 - ii) Reverse Goal Line Mechanics (Goal line to 3-yard line going out)
 - (1) Basic Positioning
 - (a) Positioning is the same as for any other scrimmage plays.
 - (2) Pre-snap Concentration Routine
 - (a) COMMUNICATE AND THINK GOAL LINE.
 - (3) Area of focus while ball is alive
 - (a) Coverage is the same as for any other scrimmage plays.
- 5) General Game Duties
 - a) Substitutions and Counting Players
 - i) To help simplify the application of rules regarding substitution, we will use the substitution procedures any time Team A substitutes. This includes if Team A substitutes into a formation or into a huddle of any type.
 - ii) R (and U) is primarily responsible for counting offense.
 - (a) Count offense while in their huddle; observe their substitution process, note location of replaced players when offense breaks their huddle.
 - (b) Give visual signal to confirm count with Umpire and notify HL/LJ.
 - b) Down, distance and clock status
 - i) At the end of the down, communicate with and signal HL the next down.

- ii) Observe 40/25-second play clock and game clock status.
 - (1) If the 40-second clock has run down to less than 25 seconds, the Referee should have the clock reset to 25 seconds by alternately raising and lowering his arm in a pumping motion with his palm flat and facing up.
 - (2) If there is a delay in getting the play clock operator to reset the play clock or there is an unusual situation, the Referee shall declare a time out and announce that the play clock should be reset to 25 seconds. The Referee shall then signal the ball ready for play.
- iii) Be prepared to spot the ball if Umpire is involved in relay from side zones.
- iv) If applicable by rule, the Referee will signal to start the clock while the Umpire is spotting the ball. Outside of two minutes, the intent is to keep the game moving.
- c) Penalty Enforcement
 - i) When a foul or fouls are reported, the calling official should give a preliminary signal as he approaches. Give a preliminary signal only if the choice is not obvious and a coach's decision is needed.
 - ii) If choice is obvious, make announcement and proceed with enforcement or declination.
 - iii) If choice is not obvious, look to your deep flanks (and wings) to explain foul or fouls and options to the coach and get coach's decision.
 - iv) When there are multiple fouls or double fouls, have the calling official(s) stay near to give you the numbers as you announce the fouls.
 - v) When penalty is to be enforced, instruct Umpire as to point of enforcement and yardage.
 - vi) If the foul carries a potential 10-subtraction, slowly and carefully discuss the options. **First, be sure the stadium game is set to the correct time when the foul causing the clock to be stopped occurred.** Then go to the coach (ideally, your deep flank is there and knows what to ask) to first decide if he wants the foul and the subtraction. If so, then go to the other coach to see if he wants to use a timeout to avoid the subtraction. (*See 10 Second Subtraction Mechanics in this manual*).
 - vii) While Umpire is marking off yardage, take position in the clear and signal foul, team; and acceptance, declination, or offset to press box.
 - viii) The personal foul signal and announcement are to be used before the signal for any personal foul that has its own signal. The signal for an illegal forward pass need not precede the grounding signal. The dead-ball foul signal is now reserved for fouls that occur after the play and should not be used for pre-snap fouls. The language 'prior to the snap' for pre-snap fouls should not be used unless there is doubt as to whether the ball became alive and it is necessary for clarification.
 - ix) When fouls are committed that require enforcement at the next free kick, **the Referee makes the announcement and points to the spot of the free kick.** The Back Judge will enforce the penalty at the succeeding spot without signaling.
- d) Measurements
 - i) When spotting the ball after each play be alert to the possible need for a measure. Avoid unnecessary measurements; however, if in doubt, measure.
 - ii) When the ball becomes dead in the side zone or out of bounds, the measurement should be from at the dead ball spot. Following the measurement the ball will be left in the side zone and an alternate ball will be placed at the inbounds spot.
 - iii) After Head Line-Judge and Umpire are ready, observe the relative position of the ball and the line to gain; then, announce your ruling and signal first down if indicated. Once the chain is down, **The Referee will always face the pressbox to make his ruling.**
 - iv) Remain near the ball and announce down and distance. Get ready signals from captains and Head Line-Judge. Once Head Line-Judge is ready, signal ball ready for play.

- e) Timeouts
 - i) To indicate which team took the timeout, the Referee should "chuck" his hands in the direction of the team. Optionally, the Referee may point to that team.
 - ii) Indicate a full-length charged timeout by prolonged pointing to the requesting team; both arms extended shoulder high giving three chucks in its direction.
 - iii) For thirty-second time out, indicate by taping hands on shoulders.
 - iv) Check with Umpire the number of time outs charged to each team.
 - v) Stand away from other officials and players. On the Back Judge's signal, which comes with 30 seconds remaining in the time out, point to the appropriate sideline officials so they may tell the teams the time out is over. If a team has used its last time out of the half, inform the head coach.
 - vi) For referee's time out, indicate by tapping chest with hands.
- f) End of Quarter
 - i) When time expires, sound whistle only if ball is dead. Indicate the end of a period by holding the ball overhead in one hand.
 - ii) At close of the first and third periods, note yard line, field position, down, distance. Then move ball to exact position at opposite end of the field.
 - iii) Do not resume play until one minute has elapsed. Check with Side Judge for timing.
- g) End of Half
 - i) When time expires, sound whistle only if ball is dead. Indicate the end of a period by holding the ball overhead in one hand.
 - ii) When you have determined the first half has ended and both teams have left the field, from the end zone give clear signal to start the clock for the 20-minute halftime intermission.
 - iii) At close of the second period, turn ball over to Back Judge.
 - iv) A formal second half coin toss procedure is not necessary—have the BJ or FJ receive the choice and kicking direction from the head coach prior to returning to the field for the second half.
- h) End of Game
 - i) When time expires, sound whistle only if ball is dead.
 - ii) Indicate the end of a period by holding the ball overhead in one hand.
 - iii) Leave field as a group and retire to the dressing room without stopping for conversation.
 - iv) In your postgame review, complete any required game reports and forward them immediately.
 - v) For postgame media access to officials, refer to conference, bowl game or post season policies. Any comments or explanations on rules or interpretations shall be governed by conference, bowl game or post season policies.

**2018
SCCFOA
Crew-of-Seven Position Outline
Umpire**

- 1) Pregame Duties and Responsibilities
 - a) Pregame Conference Responsibilities
 - i) Always participate. Participation is mandatory.
 - (1) Discuss team tendencies and how this may affect blocking patterns.
 - b) Pregame Meeting With Coaches
 - i) The Referee and Umpire visit each dressing room 90 minutes before kickoff.
 - ii) Per conference policy, for conference games only, the meeting may be conducted by officials other than the Referee and Umpire.
 - c) Pregame Duties on the Field
 - i) If the Umpire is not present for the Pregame Meeting with the coaches, he shall go with the Referee and meet with the head coaches on the field before the game
 - (1) Go with Referee and introduce yourself to Head Coach (s).
 - (2) Get names of trainer and Special Teams Coach.
 - ii) Spot-check equipment.
 - (1) See trainer regards bandages, wraps, and other possible equipment questions
 - iii) Speak with special teams coach and ask for scrimmage kick numbering exceptions and write on game card.
 - iv) Observe offensive linemen as they warm up, meet briefly with starting center
 - v) All officials are responsible for administering and enforcing legality of football throughout the game.
 - vi) Stay mentally prepared.
- 2) Coin Toss Procedure and Responsibilities
 - a) Walk to midfield 3 minutes prior to kickoff.
 - b) Greet captains.
 - c) Observe and verify toss.
- 3) Kickoffs and other Free Kick Plays
 - a) Normal Free Kick
 - i) Basic Positioning
 - (1) Starting position is 3 yards off the sideline opposite the press box with back foot on the kicking team's restraining line.
 - (2) Ensure kicking team players remain inside the nine-yard marks until the ready-for-play-signal from the referee.
 - (3) You are responsible for clearing your sideline to team A's end line.
 - (4) Umpire keys on team A players four and five from his sideline and observes action on the kicker.
 - (5) Ensure team A players are within five yards of their restraining line
 - ii) Pre-Kick Concentration Routine
 - (1) Count kickers and verify with BJ.
 - (2) Think 'short free kick' to avoid being surprised.
 - iii) Area of focus while ball is alive
 - (1) Kicked outside the hash marks:
 - (a) Watch illegal action on the kicker.

- (b) Move at a 45 degree angle from your initial position to a position close to the hash mark as quickly as possible after the ball is kicked on a free kick. No more "looping" or "banana" route to the new position. Stop and observe action of first contact, then continue to move into the play.
 - (c) Move downfield no more than 8 to 10 yards. Settle. Remember: "You can't shoot rabbits from a galloping horse".
 - (d) Observe action mainly toward the center of the field, observing ball back-side action.
 - (e) Observe dead ball action around pile.
 - (2) Kicked to the middle of the field:
 - (a) Watch illegal action on the kicker.
 - (b) Move to a position close to the hash mark on your side. Move downfield no more than 8 to 10 yards and stop. Observe action of first contact, and then continue to move into the play.
 - (c) Observe back-side off-ball action.
 - (d) Observe dead ball action around pile
- b) Short Free Kick
 - i) Basic Positioning
 - (1) Starting position is 3 yards off the sideline opposite the press box on kicking team's restraining line.
 - ii) Pre-Kick Concentration Routine
 - (1) Count kickers and confirm with Back Judge.
 - (2) Think kicking team restraining line is now a plane, touching, and blocking.
 - (3) Lots of potential action up close. Stay on the sideline-do not move into field of play until action dictates. Be aware and alert.
 - iii) Area of focus while ball is alive
 - (1) Treat kicking team's restraining line as a plane.
 - (a) Any player (other than the kicker or holder) breaking the plane before the ball is kicked should be called for offside.
 - (2) If the kick is to your side, you are responsible for team A players not breaking plane of restraining line prior to kick, then team A players remaining inbounds, and legality of blocks.
 - (3) If the kick is to the opposite side, you are responsible for A team players not breaking plane of restraining line prior to kick, blocking.
 - (4) Be prepared to cover the play if a receiving team player recovers the kick and attempts to advance the ball.
- c) Free Kick after Safety
 - i) Basic Positioning
 - (1) Same for all free kicks, with kicker.
 - ii) Pre-Kick Concentration Routine
 - (1) Same for all free kicks.
 - iii) Area of focus while ball is alive
 - (1) Same for all free kicks.
- 4) Plays from Scrimmage
 - a) Basic Position, duties, and responsibilities before the snap
 - i) Basic Positioning
 - ii) The starting position is on the side opposite the tight end, generally eight to 10 yards but not more than eight yards, off the ball.
 - iii) Be in a position to see the snap as clearly as possible, generally without being wider than outside shoulder of either guard.

- iv) Pre-snap Concentration Routine
 - (1) Count offense. Signal to Referee (hand closed, extended toward offense) only when sure.
 - (2) Watch snapper for illegal movements. Be alert to possible illegal snaps, false start by offense, defense offside by contact.
 - (3) Key on the center and both guards:
 - (a) Rule on illegal movement by center and both guards prior to the snap.
 - (b) Be certain that the defensive team does not use words or signals to disconcert opponents.
 - (4) Always be aware of lateral position of the ball (Position 1-5) – use rubber band and consistently change the band at the same time before each play (such as after the ball is ready)
- b) Running Plays
 - i) Responsibilities on running plays:
 - (1) Up the middle (between tackles)
 - (a) Clean snap. Watch blocks at point of attack (POA). Feel for the “safe zone”
 - (b) Take progress from wing official. Spot ball facing referee.
 - (2) Stretch plays:
 - (a) Read keys. Focus on “back-side” blocks, then progress towards the POA.
 - (b) When play is over, Watch dead ball action and look for “pile pickers”.
 - (c) Hustle to numbers to receive and spot new ball facing the Referee.
 - c) Passing Plays
 - i) Basic Keys and assignments
 - ii) Always key guards and center. In passing situations, be aware of a screen pass or draw play
 - iii) Pre-snap Concentration Routine
 - (1) Be alert to possible illegal snaps, false start by offense, defense offside by contact.
 - iv) Responsibilities during a forward pass play
 - (1) Area of focus while ball is alive
 - (a) Slowly move up towards the line when reading pass if possible.
 - (2) Focus attention on action involving the center and guards. You must see the initial contact by team B players on your keys (and vice-versa) from the chest to the helmet (new helmet rule ramifications).
 - (a) Be alert for potential chop blocks and defensive holding by defensive lineman.
 - (b) Be aware of touching in or behind neutral zone and give tip signal when touched in or behind neutral zone.
 - (c) Pivot and turn on passes. Help out when possible on catch/no catch, possibly help on targeting defenseless receiver (point of emphasis)
 - (d) On interceptions and all change of possession plays, be alert for low blocks.
 - (3) When a pass is thrown, all covering officials in the area must focus on the spot of the catch. That is especially important for the Umpire, who must immediately turn in the direction of the pass if the play dictates. If there is a question on the catch, the officials away from the play may be able to help rule on the play.
 - d) Punts
 - i) Basic Positioning
 - (1) A little deeper (8-10 yards) than normal position.
 - (2) Always able to see the snapper’s hands.
 - ii) Pre-Kick Concentration Routine
 - (1) Stay over ball a little longer while teams change personnel.
 - (2) Count kickers.
 - (3) Remind defense to avoid the snapper.

- iii) Area of focus while ball is alive
 - (1) Observe the blocks of Team A and action by Team B players. Pay particular attention to the Team B player over the snapper. Turn and move toward the return area when the first wave of Team A linemen has reached you.
 - (2) If kick is short or partially blocked, assist in determining if the ball crosses the neutral zone.
- iv) Adjustments on fakes
 - (1) Read keys.
 - (2) Read play. Slowly move up to line if possible if pass is read.
- e) Field Goals and Trys
 - (1) Basic Positioning
 - (a) On all kick try and field goal attempts, the Umpire spots the ball. The Umpire coordinates with the Referee when to release the center to snap the ball. The Umpire will move back five to seven yards off the ball opposite the Side Judge while keeping the center in his view. After the snap, he is primarily responsible for action by and against the center and action by and against the two guards. The Side Judge should be positioned five to seven yards on the defensive side of the ball on the side of the defensive formation that has more players. He observes on and against the tackle and tight end on his side of the field. Both officials should be alert for leverage, leaping, and the pull and shoot. The Umpire is primary to observe defensive action on the snapper.
 - (b) Always able to see the snapper's hands.
 - (2) Swinging Gate Formation
 - (a) When Team A uses a swinging gate formation with a kicker and holder in position, take initial positions as a normal scoring kick with the Side Judge adjusting to a wider position in front of the gate on their side and the Umpire over the snapper. If the original swinging gate shifts to a traditional scoring kick formation, move to your normal scoring kick position.
 - (b) On a scoring kick down when Team A is spread with no holder and kicker in position, assume regular scrimmage down positions. If Team A subsequently shifts to a traditional scoring kick formation with a kicker and holder in position, the Umpire and Side Judge will shift to their normal positions for a scoring kick.
 - (3) Pre-Kick Concentration Routine
 - (a) Snapper. Count kickers. Defensive delays.
 - (b) Identify numbering exceptions (eligible number that is ineligible by formation)
 - (c) Identify potential "leapers" and caution them.
 - (d) Caution defense with regard to contacting snapper
 - (4) Area of focus while ball is alive
 - (a) Clean snap
 - (b) Protect snapper
 - (c) Watch for holding, pull-and-shoot, and personal fouls.
 - (d) Watch for defense using teammate or opponent to gain leverage to block kick.
 - (e) Close after ruling and clean up action.
 - (5) Adjustments on fakes
 - (a) Read play (pass vs. run)
 - (b) Move to scrimmage if necessary (goal line mechanics if pass play-you rule on QB over LOS).
 - (c) If pass watch for ineligible players downfield.

- f) Goal Line Plays (7-yard line and in)
 - i) Use basic scrimmage play mechanics.
 - (1) Starting position needn't be as deep as scrimmage plays but don't block goal line for wing officials.
 - (2) When the ball is snapped on or inside Team B's seven yard line, you are primarily responsible for the line of scrimmage in determining if the passer was beyond the line of scrimmage and if the pass is beyond the line of scrimmage.
 - ii) Provide discreet information and dig for ball when scrum near goal line.
 - (1) Discuss means of communication during pregame.
 - (2) Never signal touchdown.
- 5) General Game Duties
 - a) Substitutions and Counting Players
 - i) To help simplify the application of rules regarding substitution, we will use the substitution procedures any time Team A substitutes. This includes if Team A substitutes into a formation or into a huddle of any type.
 - ii) Always count offense or kickers.
 - b) Lateral ball placement, down, distance and clock status
 - i) Use wristbands.
 - ii) Spot ball on runs up the middle; and, on change of possessions, fourth downs, hurry up or no huddle offense.
 - (1) When Team A uses a no-huddle offense, the Umpire will be primary in spotting the ball. For consistency, the officials shall not significantly increase the pace of spotting the football for teams seeking to snap the ball as soon as possible. The Umpire should neither sprint nor walk but move throughout the game at a consistent pace that puts neither team at a disadvantage. After the ball is properly spotted, the Umpire shall check with the Referee prior to leaving the ball after placement. Should he notice the Referee with extended hands or the stop signal at any point, he should remain in the vicinity of the ball or return to the vicinity of the ball until the Referee clears him. (*See NCAA / CCA Substitution Procedures in this manual*).
 - iii) Referee may assist in spotting if you are involved in relaying the ball and team is **NOT** in hurry up or no huddle.
 - iv) ALWAYS know lateral placement location of ball and correct position on the field (Positions 1-5).
 - (1) Position 1 is hash on press box side of field.
 - (2) Position 2 is upright on press box side of field.
 - (3) Position 3 is center of the field.
 - (4) Position 4 is upright farthest from press box side of field.
 - (5) Position 5 is hash farthest from press box side of field.
 - c) Penalty Enforcement
 - i) The primary responsibility for enforcing penalties is assigned to the Umpire.
 - ii) Upon noting the preliminary signal of the calling official, determine the enforcement in obvious cases and immediately mark off the penalty yardage from correct enforcement spot.
 - iii) If an option is required, wait until the Referee receives the option from the offended team and then proceed to enforce the penalty.
 - iv) Step off penalty and check with Head Line-Judge before placing ball.
 - v) Work with the Head Line-Judge and the Line Judge to ensure the penalty is correctly enforced.
 - d) Measurements
 - i) Take forward stake from chain crew.
 - (1) Wait until clip is ready.
 - (2) Extend chain on the pressbox side of the ball.

- e) Timeouts
 - i) Record on card. Keep track. Stay over ball until R is ready to signal ready for play.
- f) End of Quarter
 - i) Record down, distance, yard line and ball location.
 - ii) Relocate ball at opposite end of field with Referee.
 - iii) Verify with Head Line-Judge.
- g) End of Half
 - i) Discuss any problems or concerns with crew.
 - ii) Stay mentally prepared.
- h) End of Game
 - i) Leave field as a group and retire to the dressing room without stopping for conversation.
 - ii) Have a post game conference. Listen to advice and critique from observers. Discuss game.
Now you can relax. Start preparing for next week!!!

2018
SCCFOA
Crew-of-Seven Position Outline
Head Line-Judge

- 1) Pregame Duties and Responsibilities
 - a) Pregame Conference Responsibilities
 - i) Attendance at the pre-game conference is mandatory.
 - ii) Responsible for pre-game conference if R is not present.
 - b) Pregame Meeting with Head Coach
 - c) Per conference policy, for conference games only, the meeting may be conducted by officials other than the Referee and Umpire.
 - i) Visit each dressing room (with Side Judge) at least one hour and fifteen minutes before kickoff. Give Head Coach or his designated representative a card listing the names of the officials who will be working the game. Ask Head Coach to verify player compliance w/ mandatory illegal equipment rules. Get names and numbers of Captains. Confirm current time and schedule time for start of game. Review any special plays and/or concerns.
 - d) Pregame Duties on the Field
 - e) The Head Line-Judge and Line Judge shall meet with the chain crew before the game. The box holder and chain crew should be instructed to place markers, rods and the clip where indicated by the Head Line-Judge and Line Judge.
 - i) Check chain crew equipment. Tape in middle of chain.
 - ii) Pregame Instructions to Assistants
 - (1) Indicate all 1st downs with heel. Clip on backside of nearest 5-yd-line. When chains are set everyone retreats 6 ft. “Don’t move until I tell you to move, then hustle.” Drop chains whenever play comes in our direction. Lay chains down – Down box only inside the 10-yard line. Make eye contact with box-man after every down/before changing down on down box.
 - iii) All officials are responsible for administering and enforcing legality of football throughout the game.
- 2) Coin Toss Procedure and Responsibilities
 - a) The Line Judge and Head Line-Judge ensure their respective teams are on the field three minutes before the start of the game.
 - b) Stay on sideline at the 50-yd-line. (SJ will be at the numbers to keep players back).
 - c) The Head Line-Judge should have a game ball from each team in his possession. Once the toss is completed, the correct ball can be given to the Back Judge for the opening kickoff.
- 3) Kickoffs and other Free Kick Plays
 - a) Normal Free Kick
 - i) Basic Positioning
 - (1) The Line Judge and Field Judge will be positioned opposite the press box in the first half and the Line Judge will be responsible for the chains. **The Head Line-Judge and Side Judge will be opposite the press box in the second half** and the Head Line-Judge will be responsible for the chains. Mechanics and keys do not change regardless of which side of the field the officials are working, other than responsibility for the chains. If a sideline penalty recorder is present, he shall remain with the Head Line-Judge throughout the game.
 - (2) Starting position is about 6’ off of the sideline at the receiving team’s goal line extended.
 - (3) Count receiving team and signal LJ and R.
 - (4) You are responsible for your sideline to receiving team’s end line.

- ii) Pre-Kick Concentration Routine
 - (1) Count receiving team, think kick rules (no low blocks)
 - (2) Be alert to possible balls kicked into the end zone and touchbacks.
 - (3) Be alert for fair catch signals and the actions of players when a signal is given.
 - (4) You have secondary responsibility for knowing if Team A has at least four players on each side of the ball when it is kicked.
- iii) Area of focus while ball is alive
 - (1) Wind the clock when the ball is legally touched in the field of play, unless the ball is caught or recovered by a player who is legally down. The clock will start when the ball crosses the goal line after being first touched by the receivers in the end zone. Stay at the goal line until it is no longer threatened. When the runner is on your side of the field, you are responsible for blocks at the point of attack and the runner. When you do not have the ball, take a position to observe blocks on the backside of the runner.
 - (2) On kicks into the end zone, when in question, the ball has not left the end zone.
- b) Onside Short Free Kick
 - i) Basic Positioning
 - (1) Starting position is 6' off of the sideline, midway between the two restraining lines.
 - ii) Pre-Kick Concentration Routine
 - (1) Think kick rules, ball kicked into ground, blocking and touching of kick.
 - (2) You have secondary responsibility for knowing if Team A has at least four players on each side of the ball when it is kicked.
 - iii) Area of focus while ball is alive
 - (1) You must know if the ball was kicked into the ground before becoming airborne.
 - (2) If the kick is to your side, you are responsible for touching by either team.
 - (3) If the kick is to the opposite side, you are responsible for blocking.
 - (4) Be prepared to cover the play if a receiving team player recovers the kick and attempts to advance the ball.
- c) Free Kick after Safety
 - i) Basic Positioning
 - (1) Line up on sideline on same yard line as R & LJ.
 - ii) Pre-Kick Concentration Routine
 - (1) Count receiving team.
 - (2) Think kicking rules (wind when legally touched, no blocking below the waist).
 - iii) Area of focus while ball is alive
 - (1) Blocks in front of the ball
- 4) Plays from Scrimmage
 - a) Basic Position, duties, and responsibilities before the snap
 - i) Basic Positioning
 - (1) On line of scrimmage, 6' off the sideline.
 - ii) Pre-snap Concentration Routine
 - (1) Watch for illegal formations, including encroachment prior to the snap and false starts by tackle and players outside the tackle on your side.
 - (2) Down & distance, identify formation, identify your eligible receiver, identify Restricted and Unrestricted players and the direction that they can block low anywhere and which are limited, indicate Line of Scrimmage by extended foot, you have man in motion going away. Ensure legal snap, watch immediate action of offensive tackle on your side until free from foul and then shift to your receiver.
 - (3) You are responsible for the man in motion while he is on your side of the snapper. You need to rule on whether or not his motion is legal (not toward his opponents goal line) and determine the direction in which he can legally block below the waist. (If he is on your side of the snapper, he is your man and can only block below the waist in a north-south

direction or toward you, but if he is Restricted in which he started outside of the Tackle and is still in motion at the snap he cannot block toward you or in any direction inside of the Tackle Box). If he stops moving away from you (either becomes stationary or continues his motion 'in place') before crossing behind the snapper he remains your responsibility. If he is in motion near the snapper and continuing to move away from you, the Line Judge will assume this responsibility.

b) Running Plays

i) Responsibilities on running plays:

- (1) Observe the initial action on or by the offensive player who is your key, especially if he's pressed. Observe the blocking in front of the runner behind the line of scrimmage on runs to your side or in the neutral zone.
 - (a) Up the middle
 - (i) Blocks and ball carrier
 - (b) Toward your side of field
 - (i) Blocks in front of ball carrier, progress, 90 degree angle
 - (ii) How did they turn the corner?
 - (iii) If it becomes necessary for the LJ/HL to leave a progress spot to assist with OB action, they are to drop a bean bag and go. The offside official should provide cross-field assistance with the spot and come in as far as the middle of the field to indicate that he has help if needed.
 - (c) Away from your side of field
 - (i) Back side blocks, cross field spot for LJ

c) Passing Plays

i) Basic Keys and assignments.

- (1) If two backs HL has back, if balanced HL has 2nd receiver, if trips HL has second receiver.
- (2) When HL reads pass, stay on line and help with Tackle in case helmet comes off (must see how Tackle or defensive lineman helmet comes off) before shuffling slowly and deliberately up to 5 yards beyond the line of scrimmage to maintain focus on receivers in the belt area from sideline to opposite sideline.
- (3) If your receiver is not threatened, assist with the tackle on your side or other receivers in the 0- to 10-yard belt if they are threatened. Provide information to the Referee on eligible receivers in the area of the pass and whether the pass reached the line of scrimmage.

ii) Responsibilities during a forward pass play

- (1) Basic responsibility for preliminary action on the line of scrimmage is the same as during a running play:
 - (a) After the snap, read point of attack and observe initial action on or by interior lineman nearest you and by the offensive player who is your designated responsibility.
 - (b) When you read a forward pass your primary responsibility is to your receiver.
 - (c) Be prepared to move downfield along your sideline at a pace that allows you to stay in control. HL will go downfield 3-5 yards when reading pass and provide primary coverage sideline to sideline for receivers in the area between the line of scrimmage and 10-15 yards downfield. Rarely will you drift more than five yards downfield prior to the pass being thrown.
 - (i) Note: The drift should only take place if your key takes you downfield. For example, if your key stays in to block, you should not move downfield. If your key does move downfield, do not advance beyond him.
- (2) Area of focus while ball is alive
 - (a) When a pass is thrown, all covering officials in the area must focus on the spot of the catch.

- (b) Once the pass is thrown, especially if thrown in your area of responsibility, reducing movement while the ball is in the air will improve your ability to see the play more accurately.
 - (c) If there is a question on the catch, the officials away from the play may be able to help rule on the play.
 - (3) If your receiver is not threatened:
 - (a) Assist with the tackle on your side or other receivers in the 0- to 10-yard belt if they are threatened. You are responsible for covering pass receptions in the area between the line of scrimmage and the deep officials. Provide information to the Referee on eligible receivers in the area of the pass.
 - (b) If the pass is thrown out of your area, observe the action of players other than the pass receiver after you have observed the pass being caught, intercepted or incomplete. Provide information to the Referee on eligible receivers in the area of the pass and whether the pass reached the line of scrimmage.
 - (c) To provide better coverage for observing ineligible linemen downfield, on passes thrown out of your area of responsibility, assist the Umpire with ineligible downfield. Observe where the ineligible are at the time the passer releases the ball.
 - (4) Reverse fade on interceptions
 - (a) Back pedal and give up progress to SJ.
 - (b) Observe blocks in front of runner.
 - (c) Get to goal line if necessary.
 - (d) Clean up around dead ball spot and out-of-bounds.
 - (i) Watch dead ball action
- d) Punts
 - i) Basic Positioning
 - (1) Same position as any scrimmage play
 - (2) Who's facing R to help with blocked kick? Officiate the play.
 - ii) Area of focus while ball is alive
 - (1) After the snap, hold your position until the ball crosses the neutral zone and signal if the kick is tipped. Move deliberately downfield after the kick crosses the line, covering play, or ahead of the runner if the Side Judge has the runner. Therefore, you must maintain an appropriate cushion ahead of the runner. You have goal line responsibility on long returns.
 - iii) Reverse fade on punt returns
 - (1) Back pedal and give up progress to SJ, once returner starts running downfield with the ball.
 - (2) Observe blocks in front of runner.
 - (3) Get to goal line if necessary.
 - (4) Clean up around dead ball spot and out-of-bounds.
 - (a) Watch dead ball action
 - iv) Adjustments on fakes
 - (1) Officiate like any other scrimmage play.
 - (2) Know eligible receivers and their numbers.
 - v) Blocked Kick or Snap Over the Kicker/Holder's Head
 - (1) The referee and the wing official he is facing will retreat and box in the play. The wing official on the same side of the formation as the referee will hold the line of scrimmage until it is no longer threatened. As the play develops, he must adjust to officiate the play.
- e) Field Goals and Trys
 - (1) Basic Positioning
 - (a) Take regular positions. Observe action by and against the tight end and wingback on your side.
 - (2) Who's facing R to help with blocked kick? Officiate the play.

- (3) Area of focus while ball is alive
 - (a) Watch wing back
- (4) Adjustments on fakes
 - (a) Watch for illegal blocks and help with ineligible players downfield.
 - (b) As a guideline on fake kicks:
 - (i) When the ball is snapped inside team B's 20 yardline, the line judge and Head Line-Judge have the goalline the back judge and field judge move along the end line to the sideline.
 - (ii) When the ball is snapped on or outside team B's 20 yardline, the field judge and back judge move toward the pylons on their sides of the field and have the goalline.
- (5) Reverse fade on short kicks run back
 - (a) Back pedal & beat them to the goal line. HL has responsibility for blocks in front of runner.
- (6) Blocked Kick or Snap Over the Kicker/Holder's Head
 - (a) The referee and the wing official he is facing will retreat and box in the play. The wing official on the same side of the formation as the referee will hold the line of scrimmage until it is no longer threatened. As the play develops, he must adjust to officiate the play
- f) Goal Line Plays
 - i) Goal Line Mechanics
 - (1) Starting position is the same as for any scrimmage play. You are responsible for the goal line when the ball is snapped on or inside Team B's seven yardline. In order to rule on a score, you must be on the goal line. Be alert for a pass.
 - (2) Basic Positioning
 - (a) Same position as any scrimmage play
 - (3) Area of focus while ball is alive
 - (a) Get to goal line immediately and officiate the play / rule on progress from there.
 - (b) Stay wide & see the ball – start wide and adjust (get wider) as necessary
 - ii) Reverse Goal Line Mechanics
 - (1) When Team A snaps the ball from on or inside its own three yard line, both flanks will go back to the GL at the snap (outside of the three yard line HL will use the same mechanics as any other scrimmage play, but be prepared to help if a run is going toward your sideline at the GL).
 - (2) If the snap is between the three and 10 yardline. the Line Judge holds the line of scrimmage and the Head Line-Judge reads the play and reacts to the goal line if necessary.
 - (3) Basic Positioning
 - (a) Same position as any scrimmage play
 - (4) Area of focus while ball is alive
 - (a) Get to goal line immediately and officiate the play / rule on progress from there.
 - (b) Stay wide & see the ball.
- 5) General Game Duties
 - a) Substitutions
 - i) To help simplify the application of rules regarding substitution, we will use the substitution procedures any time Team A substitutes. This includes if Team A substitutes into a formation or into a huddle of any type.
 - ii) All officials are responsible for the legality of substitutions.
 - iii) Be particularly aware of player and/or substitutes entering or leaving on your sideline.
 - iv) Be aware of substitutions to deceive
 - v) Signal referee if offense substitutes after ball is ready for play.

- b) Down, distance and clock status
 - i) Know these every play
 - ii) For First Half:
 - (1) Primarily responsible for stopping clock on first downs.
 - (2) Communicate with referee when close.
- c) Penalty Enforcement
 - i) The official in charge of the chains shall mark off the yardage from his sideline position at approximately the same time as the Umpire who will look to him to make sure they have marked the penalty correctly. The official opposite the chains will hold the spot from which the penalty is enforce until the Umpire and the official in charge of the chains have completed their duties. The opposite official will then mark off the penalty yardage and confirm that the Umpire and the official in charge of the chains have enforced the penalty correctly.
 - ii) All officials are responsible to check and verify that the penalty has been properly enforced.
 - iii) Any discrepancy should be corrected immediately
- d) Measurements
 - i) Unless provided by the home team, the Head Line-Judge should have two devices that are clipped to the chain as an aid for measurements, etc.
 - ii) For First Half:
 - (1) Place foot at spot for LJ to place clip
 - iii) For Second Half:
 - (1) Take the clip into the field.
 - (2) Box is at forward stake with old down
 - (3) If not a first down personally reset the chains.
- e) Timeouts
 - i) Record time out, notify coach, watch huddle near sideline
- f) End of Quarter
 - i) For Second Quarter:
 - (1) Record yard line, down and distance.
 - (2) Proceed downfield and confirm proper ball placement.
 - ii) For Third Quarter:
 - (1) Record yard line, down and distance
 - (2) Move chains.
 - (3) Verify that ball has been relocated correctly.
- g) End of First Half
 - i) Proceed off field with team and watch for confrontation with opponent.
 - ii) Update fouls.
- h) Intermission Between Halves
 - i) With five minutes left in the intermission, the Side Judge and Head Line-Judge and Field Judge and Line Judge go to the locker rooms to **alert the same teams they had for the coin toss.**
- i) End of Game
 - i) Leave field as a group and retire to the dressing room without stopping for conversation.
 - ii) Complete Game Reports in dressing room.

**2018
SCCFOA
Crew-of-Seven Position Outline
Line Judge**

- 2) Pregame Duties and Responsibilities
 - a) Pregame Conference Responsibilities
 - i) Discuss signals & communications with HL and FJ.
 - b) Pregame Meeting with Head Coach
 - i) Per conference policy, for conference games only, the meeting may be conducted by officials other than the Referee and Umpire.
 - (1) Visit each dressing room (with Field Judge) at least one hour and fifteen minutes before kickoff. Give Head Coach or his designated representative a card listing the names of the officials who will be working the game. Ask Head Coach to verify player compliance w/ mandatory illegal equipment rules. Get names and numbers of Captains. Confirm current time and schedule time for start of game. Review any special plays and/or concerns.
 - c) Pregame Duties on the Field
 - i) Introduce yourself to the head coach and see if they have a get back to assist with sideline control. Notify coach 5 minutes prior to kickoff and bring team onto the field.
 - d) Pregame Instructions to Assistants
 - i) The Head Line-Judge and Line Judge shall meet with the chain crew before the game. The box holder and chain crew should be instructed to place markers, rods and the clip where indicated by the Head Line-Judge and Line Judge.
 - (1) If auxiliary boxes are used, check equipment and communicate with crew.
 - e) All officials are responsible for administering and enforcing legality of football throughout the game.
- 3) Coin Toss Procedure and Responsibilities
 - a) At five minutes before game time, the Side Judge and Field Judge escort the captains of the teams on their respective sidelines from the locker room to their respective sidelines. The **Line Judge** and Head Line-Judge ensure their respective teams are on the field three minutes before the start of the game.
 - b) Stay on your sideline at 50-yard line. (FJ will be at the numbers to keep players back.)
 - i) *Note: Beginning this year, the Head Line-Judge should have a game ball from each team in his possession.*
 - c) Meet with other officials at center of field, record results of toss.
- 4) Kickoffs and other Free Kick Plays
 - a) Normal Free Kick
 - i) Basic Positioning
 - (1) **The Line Judge** and Field Judge will be positioned opposite the press box **in the first half and the Line Judge will be responsible for the chains.** The Head Line-Judge and Side Judge will be opposite the press box in the second half and the Head Line-Judge will be responsible for the chains. Mechanics and keys do not change regardless of which side of the field the officials are working, other than responsibility for the chains. If a sideline penalty recorder is present, he shall remain with the Head Line-Judge throughout the game.
 - (2) Starting position is on the sideline at the receiving team's goal line.
 - (3) Count receiving team and signal HL and R.
 - (4) You are responsible for your sideline to receiving team's end line.

- ii) Pre-Kick Concentration Routine
 - (1) Think kick rules (wind when legally touched, no blocking below the waist)
 - (2) Be alert to possible balls kicked into the end zone and touchbacks.
 - (3) Be alert for fair catch signals and the actions of players when a signal is given.
 - (4) You have secondary responsibility for knowing if Team A has at least four players on each side of the ball when it is kicked.
- iii) Area of focus while ball is alive
 - (1) Wind the clock when the ball is legally touched in the field of play, unless the ball is caught or recovered by a player who is legally down. The clock will start when the ball crosses the goal line after being first touched by the receivers in the end zone. Stay at the goal line until it is no longer threatened. When the runner is on your side of the field, you are responsible for blocks at the point of attack and the runner. When you do not have the ball, take a position to observe blocks on the backside of the runner.
 - (2) On kicks into the end zone, when in question, the ball has not left the end zone.
- b) Onside Kick
 - i) Basic Positioning
 - (1) Starting position is on the sideline, midway between the two restraining lines.
 - ii) Pre-Kick Concentration Routine
 - (1) Think kick rules, ball kicked into ground, blocking and touching of kick.
 - (2) You have secondary responsibility for knowing if Team A has at least four players on each side of the ball when it is kicked.
 - iii) Area of focus while ball is alive
 - (1) You must know if the ball has hit the ground twice. Rule change KCI 2014.
 - (2) If the kick is to your side, you are responsible for touching by either team.
 - (3) If the kick is to the opposite side, you are responsible for blocking.
 - (4) Be prepared to cover the play if a receiving team player recovers the kick and attempts to advance the ball.
- c) Free Kick after Safety
 - i) Basic Positioning
 - (1) Line up on sideline on same yard line as R & HL.
 - ii) Pre-Kick Concentration Routine
 - (1) Count receiving team.
 - (2) Think kicking rules (wind when legally touched, no blocking below the waist).
 - iii) Area of focus while ball is alive
 - (1) Watch blocking immediately in front of runner.
 - (2) Get progress.
- 5) Plays from Scrimmage
 - a) Basic Position, duties, and responsibilities before the snap
 - i) Basic Positioning
 - (1) On line of scrimmage, 6' off the sideline.
 - ii) Pre-snap Concentration Routine
 - (1) Watch for illegal formations, including encroachment prior to the snap and false starts by tackle and players outside the tackle on your side.
 - (2) Know down and distance.
 - (3) Locate keys.
 - (4) Identify crack back zone.
 - (5) Indicate Line of Scrimmage by extended foot, watch offensive tackle on your side
 - (6) Confirm legal formation, shifts and motion.
 - (7) You are responsible for the man in motion while he is on your side of the snapper. You need to rule on whether or not his motion is legal (not toward his opponents goal line) and determine the direction in which he can legally block below the waist. (If he is on your

side of the snapper, he is your man and can only block below the waist in a north-south direction or toward you.) If he stops moving away from you (either becomes stationary or continues his motion 'in place') before crossing behind the snapper he remains your responsibility. If he is in motion near the snapper and continuing to move away from you, the Head Line-Judge will assume this responsibility. .

(8) Shut down false starts, illegal snaps, defensive infractions, and ensure legal snap.

b) Running Plays

i) Responsibilities on running plays:

(1) Observe the initial action on or by the offensive player who is your key, especially if he's pressed. Observe the blocking in front of the runner behind the line of scrimmage on runs to your side or in the neutral zone.

(a) Up the middle

- (i) Shuffle along sideline keeping even with runner.
- (ii) Pinch in and mark progress only when play is dead.
- (iii) Stop clock if first down.

(b) Toward your side of field

- (i) How did they turn the corner?
 1. Stay with your key early (TACKLE). Look for crack backs, holding etc.
 2. Locate the lead blocker and observe his blocks.
- (ii) Take runner when he crosses line and get progress.
- (iii) If it becomes necessary for the LJ/HL to leave a progress spot to assist with OB action, they are to drop a bean bag and go. The offside official should provide cross-field assistance with the spot and come in as far as the middle of the field to indicate that he has help if needed.

(c) Away from your side of field.

- (i) Observe action behind referee.
- (ii) Move downfield as runner progresses downfield.
- (iii) Get progress, watch dead ball action, and stop clock on first down.

c) Passing Plays

i) Basic Keys and assignments.

- (1) Key is normally third receiver in (usually the backfield player) in an even formation. In trips formation we now have second receiver in.
- (2) When you read a forward pass, your primary responsibility is your receiver or other receivers in the 0- to 10-yard belt if they are threatened.
- (3) SNAP-TACKLE-BACK.

ii) Pre-snap Concentration Routine

- (1) Identify your receiver.
- (2) Know down and distance.
- (3) Confirm legal formation, shifts and motion.

iii) Responsibilities during a forward pass play

- (1) The basic responsibility for preliminary action on the line is the same as during a running play.
- (2) When you read a forward pass, your primary responsibility is your receiver or other receivers in the 0- to 10-yard belt if they are threatened.
- (3) If your receiver goes downfield or is threatened, he has priority over the tackle.
- (4) If the pass is thrown out of your area, observe the action of players other than the pass receiver after you have observed the pass being caught, intercepted or incomplete.
- (5) You are primarily responsible to rule on whether a pass is forward or backward behind the line of scrimmage and shall punch back on backward passes.

- (a) When ruling on passes behind the NZ as to forward or backward, you may take 1-2 steps into the backfield (These passes are the primary responsibility of the LJ and secondary to the HL when thrown to his side).
 - (i) Passes that are backward either to your side or away give the punch back signal.
 - (ii) Forward passes away from you behind NZ punch forward and give HL first opportunity to rule, otherwise pinch in and rule incomplete.
 - (6) Be prepared to rule whether the pass was thrown from behind or beyond the line of scrimmage.
 - (a) Know whether the passer was or was not completely beyond the line of scrimmage when he threw a forward pass.
 - (7) Know whether a forward pass was touched behind or beyond the line of scrimmage.
 - (8) Provide information to the Referee on eligible receivers in the area of the pass and whether the pass reached the line of scrimmage.
 - (9) To provide better coverage for observing ineligible linemen downfield, on passes thrown out of your area of responsibility, assist the Umpire with ineligible downfield. Observe where the ineligible are at the time the passer releases the ball.
 - (10) Reverse fade on interceptions.
 - (a) Back pedal and give up progress to FJ.
 - (b) Observe blocks in front of runner.
 - (c) Get to goal line/pylon if necessary.
 - (d) Clean up around dead ball spot and out-of-bounds, watch dead ball action
- d) Punts
- i) Basic Positioning
 - (1) Same initial positioning as normal scrimmage play.
 - ii) Pre-Kick Concentration Routine
 - (1) Check referee's signal for eleven.
 - (2) Identify eligible receivers on your side.
 - (3) Confirm legal formation, shifts and motion.
 - iii) Area of focus while ball is alive
 - (1) Watch action of widest blocker on LOS.
 - (2) Take a quick peek at the gunner as he releases off of the LOS to assist FJ.
 - (3) Help referee if rusher is illegally blocked into kicker.
 - (4) When the kick crosses the line, move deliberately downfield, covering play, or ahead of the runner if the Field Judge has the runner. You have goal line responsibility on long returns. Therefore, you must maintain an appropriate cushion ahead of the runner.
 - iv) Reverse fade on punt returns
 - (1) Back pedal as runner approaches you, FJ has progress.
 - (2) Observe blocks in front of runner.
 - (3) Close and watch dead ball action when ball is dead.
 - (4) Get to goal line/pylon if necessary.
 - v) Adjustments on fakes
 - (1) Watch for illegal blocks and help with ineligible players downfield.
 - vi) Blocked Kick or Snap Over the Kicker/Holder's Head
 - (1) The referee and the wing official he is facing will retreat and box in the play. The wing official on the same side of the formation as the referee will hold the line of scrimmage until it is no longer threatened. As the play develops, he must adjust to officiate the play.
- e) Field Goals and Trys
- i) Basic Positioning
 - (1) Take regular positions. Observe action by and against the tight end and wingback on your side.

- ii) Pre-Kick Concentration Routine
 - (1) Check referee's signal for eleven.
 - (2) Identify eligible receivers on your side.
- iii) Area of focus while ball is alive
 - (1) Watch action of widest blocker on LOS.
 - (2) Help referee if rusher is illegally blocker into kicker.
- iv) Adjustments on fakes and blocked kicks
 - (1) As a guideline on fake kicks:
 - (a) When the ball is snapped inside team B's 20 yardline, the line judge and Head Line-Judge have the goalline the back judge and field judge move along the end line to the sideline.
 - (b) When the ball is snapped on or outside team B's 20 yardline, the field judge and back judge move toward the pylons on their sides of the field and have the goalline.
- v) Reverse fade on short kicks run back
 - (1) Back pedal as runner approaches you, FJ has progress.
 - (2) Close and watch dead ball action when play is dead.
 - (3) Get to pylon if necessary.
- i) Blocked Kick or Snap Over the Kicker/Holder's Head
 - (1) The referee and the wing official he is facing will retreat and box in the play. The wing official on the same side of the formation as the referee will hold the line of scrimmage until it is no longer threatened. As the play develops, he must adjust to officiate the play.
- f) Goal Line Plays
 - i) Goal Line Mechanics
 - (1) Basic Positioning
 - (a) Starting position is the same as for any scrimmage play. You are responsible for the goal line when the ball is snapped on or inside Team B's **seven** yardline. In order to rule on a score, you must be on the goal line. Be alert for a pass.
 - (2) Pre-snap Concentration Routine
 - (a) Communicate with FJ as to goal line responsibility.
 - (b) Remind self that first move is to goal line (if 7 yard line or closer).
 - (3) Area of focus while ball is alive
 - (a) Same keys as normal play.
 - (b) Work wide off field if runner approaches you and stay on goal line.
 - ii) Reverse Goal Line Mechanics
 - (1) When Team A snaps the ball from on or inside its own three yard line, both flanks will go back to the GL at the snap.
 - (2) If the snap is between the three and 10 yardline. the Line Judge holds the line of scrimmage and the Head Line-Judge reads the play and reacts to the goal line if necessary.
 - (3) Basic Positioning
 - (a) Same as normal scrimmage play.
 - (4) Pre-snap Concentration Routine
 - (a) Remind self that first move is back to goal line (5 yard line or closer)
 - (5) Area of focus while ball is alive
 - (a) Get back to goal line if necessary when ball is snapped between the 3 and 5-yard line.
- 2) General Game Duties
 - a) Substitutions
 - i) To help simplify the application of rules regarding substitution, we will use the substitution procedures any time Team A substitutes. This includes if Team A substitutes into a formation or into a huddle of any type.
 - ii) Be particularly aware of player and/or substitutes entering or leaving on your sideline.
 - iii) Be aware of substitutions to deceive.

- iv) Signal referee if offense substitutes after they break the huddle, substitutes into a no huddle or huddles at the sideline.
- b) Down, distance and clock status
 - i) Know these for every play
 - ii) For Second Half:
 - (1) Primarily responsible for stopping clock on first downs.
 - (2) Communicate with referee when close.
- c) Penalty Enforcement
 - i) The official in charge of the chains shall mark off the yardage from his sideline position at approximately the same time as the Umpire who will look to him to make sure they have marked the penalty correctly. The official opposite the chains will hold the spot from which the penalty is enforce until the Umpire and the official in charge of the chains have completed their duties. The opposite official will then mark off the penalty yardage and confirm that the Umpire and the official in charge of the chains have enforced the penalty correctly
 - ii) All officials are responsible to check and verify that the penalty has been properly enforced.
 - iii) Any discrepancy should be corrected immediately
- d) Measurements
 - i) For First Half:
 - (1) Take the clip into the field.
 - (2) Box is at forward stake with old down
 - (3) If not a first down personally reset the chains
 - ii) For Second Half:
 - (1) Place foot at spot for HL to place clip.
- e) Timeouts
 - i) Record quarter, time and number of player who called T.O.
 - ii) Prepare to notify coach when T.O. complete.
 - iii) Notify coach of timeouts remaining.
- f) End of Quarter
 - i) Record yard line, down and distance.
 - ii) Proceed downfield and confirm proper ball placement.
- g) End of Half
 - i) Make certain chain crew will meet HL at the 50-yard line at the beginning of the second half.
 - ii) Proceed off field with team and watch for confrontation with opponent.
- h) Intermission Between Halves
 - i) With five minutes left in the intermission, the Side Judge and Head Line-Judge and Field Judge and Line Judge go to the locker rooms to **alert the same teams they had for the coin toss**
- i) End of Game
 - i) Leave field as a group and retire to the dressing room without stopping for conversation

2018
SCCFOA
Crew-of-Seven Position Outline
Field Judge

- 1) Pregame Duties and Responsibilities
 - a) Pregame Conference Responsibilities
 - i) Attendance at the pre-game conference is mandatory.
 - ii) Leave the dressing room together at least 20 minutes before game time.
 - b) Pregame Meeting with Head Coach
 - i) Per conference policy, for conference games only, the meeting may be conducted by officials other than the Referee and Umpire.
 - (1) Visit each dressing room (with Line Judge) at least one hour and fifteen minutes before kickoff. Give Head Coach or his designated representative a card listing the names of the officials who will be working the game. Ask Head Coach to verify player compliance w/ mandatory illegal equipment rules. Get names and numbers of Captains. Confirm current time and schedule time for start of game. Review any special plays and/or concerns.
 - c) Pregame Duties on the Field
 - i) If you did not attend the Pregame Meeting with the Head Coach, introduce yourself to the Head Coach on your sideline and determine who is to receive foul reports during the game.
 - d) Pregame Instructions to Assistants
 - i) Be sure the approved game balls are available and instruct ball boys on game duties.
 - ii) All officials are responsible for administering and enforcing legality of football throughout the game.
- 2) Coin Toss Procedure and Responsibilities
 - a) At five minutes before game time escort the captains of the team on your respective sideline from the locker room to their respective sidelines.
 - b) On a signal from the Referee escort captains to the top of the numbers, from there send them to the Referee.
 - c) After sending captains to the Referee, remain at the top of the numbers to ensure the teams are in their side zones, on their sideline or in the team area.
 - d) Insure that players are ready to take their kickoff positions promptly.
- 3) Kickoffs and other Free Kick Plays
 - a) Normal Free Kick
 - i) Basic Positioning
 - (1) The Line Judge and **Field Judge will be positioned opposite the press box in the first half** and the Line Judge will be responsible for the chains. The Head Line-Judge and Side Judge will be opposite the press box in the second half and the Head Line-Judge will be responsible for the chains. Mechanics and keys do not change regardless of which side of the field the officials are working, other than responsibility for the chains. If a sideline penalty recorder is present, he shall remain with the Head Line-Judge throughout the game.
 - (2) Starting position is on the backside of the 6 foot area at receiving team's restraining line and straddle the restraining line.
 - ii) Pre-Kick Concentration Routine
 - (1) Count members of the receiving team and signal Side Judge.
 - (2) Identify members of the receiving that you will be responsible for after the ball is kicked. Field judge keys on team A players two and three on his side of the field.
 - (3) Be alert to short free kicks and possible fair catch signals.

- iii) Area of focus while ball is alive
 - (1) You must know if the ball was kicked into the ground before becoming airborne (surprise onside kick).
 - (2) Be aware of short (pooch kicks) kicks, FJ / SJ you need know if the receiver gave a fair catch signal.
 - (3) Remain stationary on free kicks until after the kickers have passed your position. Then run briskly down the sideline until the kick has ended and stop and prepare to begin fading if necessary.
 - (a) That action will give better coverage in the critical area where contact occurs between the kicking and receiving team.
 - (4) Be alert to kickers voluntarily going out of bounds.
 - (a) Throw hat to signify kicker OB.
 - (b) A flag will be thrown if the receiver went ob on his own and returned or did not immediately return after being blocked ob.
 - (5) Focus on critical area where contact will occur between the kicking and receiving team.
 - (6) Officiate from the outside and ahead of the runner.
 - (7) You are responsible for blocking ahead of the runback.
 - (8) Be ready to pick up runner on long runbacks. Be on the goal line when runner crosses.
 - (9) Be alert for holds, IBW from a chase mode, low blocks by both A & B.
 - b) Short Free Kick
 - i) Basic Positioning
 - (1) Starting position is on the backside of the 6 foot area at receiving team's restraining line.
 - ii) Pre-Kick Concentration Routine
 - (1) Count members of the receiving team and signal the side judge.
 - (2) Identify members of the kicking that you will be responsible for after the ball is kicked.
 - iii) Area of focus while ball is alive
 - (1) Stay stationary, you must know if the kick broke the plane of the receiving team's restraining line.
 - (2) You are responsible for touching by either team.
 - (3) Be prepared to cover the play if a receiving team player recovers the kick and attempts to advance the ball.
 - (4) Do not leave r's free kick line until the ball is legally touched or breaks the plane
 - (5) Remember if the LJ/HL move up in-between you and the U/BJ then the SJ/FJ have to hustle deep if the ball is kicked long.
 - c) Free Kick after Safety
 - i) Basic Positioning
 - (1) Same as normal free kick.
 - ii) Pre-Kick Concentration Routine
 - (1) Same as normal free kick.
 - iii) Area of focus while ball is alive
 - (1) Same as normal free kick.
- 4) Plays from Scrimmage
 - a) Basic Position, duties, and responsibilities before the snap
 - i) Basic Positioning
 - (1) On the sideline 18-20 yards beyond the line of scrimmage.
 - ii) Pre-snap Concentration Routine
 - (1) Know down, distance, and clock status.
 - (a) The Side Judge is primarily responsible for the game clock.
 - (2) Count the defense and verify count with BJ and SJ.
 - (3) Be aware of the legality of substitutions. Be particularly aware of player and/or substitutes entering or leaving on your sideline.

- (4) Identify the receiver you will be responsible for at the snap. This will be the widest receiver on your side of the formation.
- (5) Identify players restricted in blocking below the waist.
- b) Running Plays
 - i) Responsibilities on running plays:
 - (1) You are responsible for action on or by the widest receiver on your side of the field. Be alert to illegal blocks below the waist, holding.
 - (2) Toward your side of field
 - (a) Coordinate coverage with the LJ.
 - (b) Maintain a 10-15 yard cushion. Be at the goal line when the runner crosses.
 - (c) You are responsible for ruling on action in advance of the runner.
 - (d) When the runner goes out of bounds, the LJ will mark the spot of forward progress; you are responsible for cleaning up the action around the play and out of bounds.
 - (e) You have goal line responsibility and spots inside the two yardline.
 - (3) Away from your side of field
 - (a) Clean up behind the U and BJ.
 - (b) Be alert to personal fouls, and piling on/dead ball fouls after the ball becomes dead.
 - (c) Cover action between you and the area of the runner once the play crosses the line of scrimmage.
 - (d) Assist with forward progress (cross-field mechanics).
 - (e) Accordion after each play, make sure you come into at the least the numbers. If the play goes to the opposite side of the field be sure to get off the sideline.
- c) Passing Plays
 - i) Basic Keys and assignments.
 - (1) You are responsible for action on and by the widest receiver on your side of the formation.
 - (2) Pre-snap Concentration Routine / Identify your receiver
 - (3) Know down, distance, and clock status.
 - (4) Count the defense and verify count with BJ and SJ.
 - (5) Identify the widest receiver on your side of the formation.
 - (6) Identify players restricted in blocking below the waist
 - ii) Responsibilities during a forward pass play
 - (1) Area of focus while ball is alive
 - (a) Observe contact on your eligible receiver and the defensive back.
 - (b) Cover sideline from your original position to the end line.
 - (c) Using 'Modified Fade Mechanics' maintain deep positioning. Cover the play when ball is thrown into your area.
 - (d) When pass is thrown into your area, watch the defender's action on the receiver.
 - (e) Be alert for eligible receivers out of bounds. Throw your hat to signal an eligible receiver voluntarily out of bounds.
 - (f) Watch for holding or illegal contact on or by eligible receivers and all contact beyond the neutral zone both before and after the pass is thrown.
 - (g) When contact occurs on a pass that is deemed uncatchable, only the covering official will give the uncatchable pass signal (after giving the incomplete pass signal).
 - (h) When ruling on a pass reception involving the sideline, watch foot and then ball. Give only incomplete signal if incomplete, timeout signal if complete.
 - (i) When a pass is thrown, all covering officials in the area must focus on the spot of the catch. That is especially important for the Umpire, who must immediately turn in the direction of the pass if the play dictates. If there is a question on the catch, the officials away from the play may be able to help rule on the play.

- iii) 'Modified Fade Mechanics'
 - (1) Hold your basic position at the snap and observe the type of play as it unfolds. Get your momentum moving backward but begin to 'fade' only when your 10-15 yard cushion is threatened. If your receiver's pattern dictates or the runner breaks free, immediately turn and run, keeping your eyes toward the field of play and action on your keys – Maintain your cushion at all times and Do NOT get beat to the goal line!.
- iv) Reverse fade on interceptions
 - (1) On interception run backs, switch responsibilities with the LJ.
 - (2) You are responsible for the runner's forward progress, the LJ will rule on action in advance of the runner.
 - (3) When the runner goes out of bounds, you will mark the spot of forward progress; the LJ is now responsible for cleaning up the action around the play and in the team area.
- d) Punts
 - i) Basic Positioning
 - (1) Take a position on sideline on your side of field in line with the BJ 5-7 yards behind the deepest receiver.
 - (2) When ball is snapped at approximately Team B's 45-yard line (or when BJ determines), take your initial position at the goal line pylon.
 - (a) If initial starting position is on the goal line, Field Judge (and Side Judge) must remain on the goal line until it is no longer threatened.
 - (b) If initial position is not on the goal line, Field Judge and Side Judge must move immediately to the goal line should it be threatened at any point during the down.
 - ii) Pylon mechanics
 - (1) FJ/SJ will start at GL (see above) and BJ will take normal position with relation to receiver (approximately 5 yards behind and 6-8 yards to the wide side of the receiver).
 - (2) Once the ball is kicked the BJ will determine which direction he is going to face.
 - (3) The deep flank that he faces will be the "bracketing" official and the deep flank he turns his back to will be the "backside" or "offside" official.
 - (4) The bracketing official will stay on the GL until the kick ends. He continues to have responsibility for blocks and also shares responsibility for the ball in relation to the GL with the BJ.
 - (5) Once the backside official has determined that the ball will no longer threaten his pylon, move off of the pylon and up the field (distance up the field will be determined by depth of the kick). He will continue to be responsible for blocks and will have the added responsibility of the potential block by a fair catch signaler.
 - (6) After the play has ended, communicate to the BJ whether the receiver blocked or not. BJ will then determine if the receiver signaled for a fair catch and has therefore fouled
 - (7) On punts when in pylon mechanics, FJ/SJ have discretion to line up directly on the GL pylon or approximately 1 yard deep behind GL and about 1 yard into the white area to rule on an airborne kick that passes over the pylon.
- e) Pre-Kick Concentration Routine
 - i) Have beanbag in your hand.
 - ii) Count Team B players and verify count with BJ and SJ.
 - iii) Be aware of the legality of substitutions. Be particularly aware of player and/or substitutes entering or leaving on your sideline
 - iv) Read the offensive formation and determine your player responsibility.
 - v) Be alert for blocked or 'fake kick'.
- f) Area of focus during the kick
 - i) Be alert to kickers 'flyers' voluntarily going out of bounds.
 - ii) Throw hat to signify kicker OB.
 - iii) Hold fast in the original position while the ball is in the air.

- iv) Cover play in front of the receiver and then cover action around the runner if play is away from you.
- v) Be ready to clean up and be alert for dead ball fouls around the dead ball spot.
- vi) If return is to your side, take over the runner when he reaches your original position BUT continue to watch key blocks. You are responsible for his forward progress to the opponent's goal line. The LJ will cover action in front of the runner and is responsible for cleaning up the action around the play and in the team area if necessary
- vii) Rule of thumb on punts: do not start moving forward until the receiver has picked up the ball and is advancing up-field. Sit and maintain a good cushion to secure the good angle. Seeing blocks is more important than getting the spot.
- viii) Be alert to the R waving you in position to the out of bounds spot on a kick in flight but you should have a basic idea of where the ball went OB in case R doesn't position you. You are responsible for the out of bounds spot on kicks that first hit in bounds and then go out of bounds on your sideline.
- g) Reverse fade on punt returns
 - i) If the return is to your side of the field, you are responsible for his forward progress to the opponent's goal line. The LJ will cover action in front of the runner and is responsible for cleaning up the action around the play and in the team area if necessary.
- h) Adjustments on fakes
 - i) You are responsible for the widest eligible receiver on your side of the field.
 - ii) Cover as you would on any other play from scrimmage.
- i) Field Goals and Trys
 - i) Basic Positioning
 - (1) Take position inside the limit line to look up the upright of the goal on your side of the field.
 - ii) Pre-Kick Concentration Routine
 - (1) Count Team B players and verify count with BJ and SJ.
 - (2) Read the offensive formation and determine your player responsibility.
 - (3) Be alert for blocked or 'fake kick'.
 - iii) Area of focus while ball is alive
 - (1) Be ready to rule on success or failure of field goal/try attempt.
 - (2) Be alert for fake field goal attempts; be ready to cover runs or passes.
 - (3) Be alert for illegal touches or batting.
 - (4) Be alert for ball striking an upright or crossbar. (If ball strikes crossbar BJ is responsible for the ruling.)
 - (5) Sideline and end line coverage.
 - iv) Adjustments on fakes and blocked kicks:
 - (1) As a guideline on fake kicks:
 - (a) When the ball is snapped inside team B's 20 yardline, the line judge and Head Line-Judge have the goalline the back judge and field judge move along the end line to the sideline.
 - (b) When the ball is snapped on or outside team B's 20 yardline, the field judge and back judge move toward the pylons on their sides of the field and have the goalline.
 - (2) When a team like presents a standard PAT formation and then shifts out if it we have decided that if then the FJ will go half way down the end line and officiate the play accordingly. If for some reason they shift back to a standard PAT formation then go back to your normal position. Otherwise if not then stay half way.
- j) Reverse fade on short kicks run back
 - i) If the return is to your side of the field, you are responsible for his forward progress to the opponent's goal line. The LJ will cover action in front of the runner and is responsible for cleaning up the action around the play and in the team area if necessary.

- k) Goal Line Plays
 - i) Goal Line Mechanics
 - (1) Basic Positioning
 - (a) When the ball is snapped from inside Team B's 25 yardline to Team B's seven yardline, starting position is on the goal line at the pylon and you are responsible for the goal line. In order to rule on a score, you must be on the goal line extended.
 - (b) When the ball is snapped from Team B's seven yardline in, starting position is on the endline where it intersects with the sideline, one step off the sideline at a 45-degree angle from the endline corner pylon.
 - ii) Pre-snap Concentration Routine
 - (1) Count Team B players and verify count with BJ and SJ.
 - (2) Be aware of the legality of substitutions. Be particularly aware of player and/or substitutes entering or leaving on your sideline
 - (3) Read the offensive formation and determine your player responsibility.
 - (4) Area of focus while ball is alive
 - (5) Concentrate your attention on the sideline in the end zone and the end line in your area.
 - (6) Be alert to the 'fade' pattern to your deep corner of the end zone.
 - l) Reverse Goal Line Mechanics
 - i) Basic Positioning
 - (1) Same as normal scrimmage plays.
 - ii) Pre-snap Concentration Routine
 - (1) Same as normal scrimmage plays
 - iii) Area of focus while ball is alive
 - (1) Same as normal scrimmage plays.
- 5) General Game Duties
 - a) Substitutions and Counting Players
 - i) To help simplify the application of rules regarding substitution, we will use the substitution procedures any time Team A substitutes. This includes if Team A substitutes into a formation or into a huddle of any type
 - ii) All official are responsible for the legality of substitutions. Be particularly aware of player and/or substitutes entering or leaving on your sideline.
 - iii) Count players before every free kick and scrimmage down. You (and the BJ) are primarily responsible for counting the defense. Confirm your count with the BJ and SJ.
 - b) Down, distance and clock status
 - i) Be alert to the correct down, distance, and clock status at the end of each down and prior to every snap.
 - c) Penalty Enforcement
 - i) You are responsible for reporting the type of foul, number of player who fouled, and a brief description of 'What he did' to the Head Coach on your sideline.
 - ii) You are responsible to assist in getting the coaches decision on penalty or timing rule enforcements.
 - iii) All officials are responsible to check and verify that the penalty has been properly enforced.
 - d) Measurements
 - i) During a measurement, insure that players or officials do not block view from the press box.
 - ii) Have a new game ball available as needed
 - e) Timeouts
 - i) Confirm the time out and verify the number of time outs remaining with the other officials.
 - ii) Relay the number of time outs remaining to the Head Coach on your sideline.
 - iii) Take a position half way between your team and the team area. Be ready to call the team captain/players back to the huddle when signaled to do so.

- iv) If a team huddles near the sideline, all players and coaches must remain outside the numbers and in front of the team area.
- f) End of Quarter
 - i) Record down, distance, and location of the ball on the field.
 - ii) Verify that ball has been relocated correctly.
- g) End of Half
 - i) Leave field quickly, so R/SJ can start 20-minute intermission.
 - ii) Alert Head Coach 5 minutes prior to the second half kickoff.
 - iii) Obtain captains and escort them to 50-yard line.
 - iv) Bring captain to 9-yard marks. Wait at 9-yard mark for coin toss.
- h) Intermission between Halves
 - i) With five minutes left in the intermission, the Side Judge and Head Line-Judge and Field Judge and Line Judge go to the locker rooms to **alert the same teams they had for the coin toss.**
- i) End of Game
 - i) Join other officials and leave the field as a group.
 - ii) Leave field as a group and retire to the dressing room without stopping for conversation.

2018
SCCFOA
Crew-of-Seven Position Outline
Side Judge

- 1) Pregame Duties and Responsibilities
 - a) Pregame Conference Responsibilities
 - i) Attendance at the pre-game conference is mandatory.
 - ii) Give crew official time.
 - iii) Have watch capable of timing game if field clock breaks.
 - iv) Leave the dressing room together at least 20 minutes before game time.
 - b) Pregame Meeting with Head Coach
 - i) Per conference policy, for conference games only, the meeting may be conducted by officials other than the Referee and Umpire.
 - (1) Visit each dressing room (with Head Line-Judge) at least one hour and fifteen minutes before kickoff. Give Head Coach or his designated representative a card listing the names of the officials who will be working the game. Ask Head Coach to verify player compliance w/ mandatory illegal equipment rules. Get names and numbers of Captains. Confirm current time and schedule time for start of game. Review any special plays and/or concerns.
 - c) Pregame Duties on the Field
 - i) If you did not attend the Pregame Meeting with the Head Coach, introduce yourself to the Head Coach on your sideline and determine who is to receive foul reports during the game.
 - d) Pregame Instructions to Assistants
 - i) Instruct game clock operator.
 - (1) Remind the timer that if the game clock is stopped with less than 3 seconds in any period and will start on the referee's signal, run the clock to zero if the ball is legally snapped.
 - ii) Be sure the approved game balls are available and assist with instructing ball boys on game duties.
 - e) All officials are responsible for administering and enforcing legality of football throughout the game.
- 2) Coin Toss Procedure and Responsibilities
 - a) At five minutes before game time escort the captains of the team on your respective sideline from the locker room to their respective sidelines.
 - b) On a signal from the Referee escort captains to the top of the numbers, from there send them to the Referee.
 - c) After sending captains to the Referee, remain at the top of the numbers to ensure the teams are in their side zones, on their sideline or in the team area.
 - d) Insure that players are ready to take their kick off positions promptly.
- 3) Kickoffs and other Free Kick Plays
 - a) Normal Free Kick
 - i) Basic Positioning – Clear Sideline, Check Clock
 - (1) The Line Judge and Field Judge will be positioned opposite the press box in the first half and the Line Judge will be responsible for the chains. The Head Line-Judge and **Side Judge will be opposite the press box in the second half** and the Head Line-Judge will be responsible for the chains. Mechanics and keys do not change regardless of which side of the field the officials are working, other than responsibility for the chains. If a sideline penalty recorder is present, he shall remain with the Head Line-Judge throughout the game.

- (2) Starting position is on the backside of the 6 foot area on the receiving team's restraining line.
- ii) Pre-Kick Concentration Routine
 - (1) Count members of receiving team and signal the field judge.
 - (2) Identify members of the kicking team that you will be responsible for after the ball is kicked. Side judge keys on team A players two and three on his side of the field.
 - (3) Be alert to short free kicks and possible fair catch signals
 - (4) If short free kick and ball kicked towards you or in the middle of the field, you have primary responsibility for starting the game clock when the ball is legally touched.
- iii) Area of focus while ball is alive
 - (1) You must know if the ball was kicked into the ground before becoming airborne (surprise onside kick).
 - (2) Remain stationary on free kicks until after the kickers have passed your position. Then move down the sideline until the kick has ended and stop and prepare to begin fading if necessary.
 - (a) That action will give better coverage in the critical area where contact occurs between the kicking and receiving team.
 - (3) Be alert to kickers voluntarily going out of bounds.
 - (a) Throw hat to signify kicker voluntarily OB.
 - (4) Focus on critical area where contact will occur between the kicking and receiving team.
 - (5) Officiate from the outside and ahead of the runner.
 - (6) You are responsible for blocking ahead of the runback.
 - (7) Be ready to pick up runner on long runbacks. Be on the goal line when runner crosses.
- b) Short Free Kick
 - i) Basic Positioning – Clear Sideline, Check Clock
 - (1) Starting position is on the backside of the 6 foot area on the receiving team's restraining line.
 - ii) Pre-Kick Concentration Routine
 - (1) Count members of receiving team and signal the field judge.
 - (2) Identify members of the kicking team that you will be responsible for after the ball is kicked.
 - (3) Be alert to short free kicks and possible fair catch signals.
 - (4) If short free kick and ball kicked towards you or in the middle of the field, you have primary responsibility for starting the game clock when the ball is legally touched.
 - iii) Area of focus while ball is alive
 - (1) Stay stationary, you must know if the kick broke the plane of the receiving team's restraining line.
 - (2) You are responsible for touching by either team.
 - (3) Be prepared to cover the play if a receiving team player recovers the kick and attempts to advance the ball.
 - (4) Do not leave r's free kick line until the ball is legally touched or breaks the plane
- c) Free Kick after Safety
 - i) Basic Positioning
 - (1) Same as normal free kick.
 - ii) Pre-Kick Concentration Routine
 - (1) Same as normal free kick.
 - iii) Area of focus while ball is alive
 - (1) Same as normal free kick.

- 4) Plays from Scrimmage
 - a) Basic Position, duties, and responsibilities before the snap
 - i) Basic Positioning
 - (1) On the sideline 20-22 yards beyond the line of scrimmage.
 - ii) Pre-snap Concentration Routine
 - (1) Know down, distance, and game clock status.
 - (a) The Side Judge is primarily responsible for the game clock.
 - (2) Observe start of the game clock with R's wind-the-clock or ready signal.
 - (3) Count the defense and verify count with BJ and FJ.
 - (4) Be aware of the legality of substitutions. Be particularly aware of player and/or substitutes entering or leaving on your sideline.
 - (5) Identify the receiver(s) you will be responsible for at the snap. This will be the widest receiver on your side of the formation.
 - (6) Identify players restricted in blocking below the waist.
 - b) Running Plays
 - i) Responsibilities on running plays:
 - (1) You are responsible for action on or by the widest receiver on your side of the field. Be alert to crack back block, blocks below the waist, holding.
 - (2) Toward your side of field
 - (a) Coordinate coverage with the HL.
 - (b) Maintain a 10-15 yard cushion. Be at the goal line when the runner crosses.
 - (c) You are responsible for ruling on action in advance of the runner.
 - (d) When the runner goes out of bounds, the HL will mark the spot of forward progress; you are responsible for cleaning up the action around the play and out of bounds.
 - (e) You have goal line responsibility and spots inside the two yardline.
 - (f) Check Clock
 - (g) Assist with ball mechanics as dictated.
 - (3) Away from your side of field
 - (a) Clean up behind the U and BJ.
 - (b) Be alert to personal fouls, and piling on/dead ball fouls after the ball becomes dead.
 - (c) Cover action between you and the area of the runner once the play crosses the line of scrimmage.
 - (d) Assist with forward progress (cross-field mechanics).
 - (e) Check Clock
 - c) Passing Plays
 - i) Basic Keys and assignments.
 - (1) You are responsible for action on and by the widest receiver on your side of the formation.
 - ii) Pre-snap Concentration Routine / Identify your receiver
 - (1) Know down, distance, and game clock status.
 - (2) Observe start of game clock with R's wind-the-clock or ready signal.
 - (3) Count the defense and verify count with BJ and FJ.
 - (4) Identify the widest receiver on your side of the formation.
 - (5) Identify players restricted in blocking below the waist.
 - iii) Responsibilities during a forward pass play
 - (1) Area of focus while ball is alive
 - (a) Observe contact on your eligible receiver and the defensive back.
 - (i) Be especially alert to contact above shoulders of players.
 - (ii) Be alert to wide receiver voluntarily going out of bounds.
 - (iii) Throw hat to signify receiver voluntarily OB.
 - (b) Cover sideline from your original position to the end line.

- (c) Using 'Modified Fade Mechanics' maintain deep positioning. Cover the play when ball is thrown into your area.
 - (d) When pass is thrown into your area, watch the defender's action on the receiver.
 - (e) Be alert for eligible receivers out of bounds. Throw your hat to signal an eligible receiver voluntarily out of bounds.
 - (f) Watch for holding or illegal contact on or by eligible receivers and all contact beyond the neutral zone both before and after the pass is thrown.
 - (g) When contact occurs on a pass that is deemed uncatchable, only the covering official will give the uncatchable pass signal (after giving the incomplete pass signal).
 - (h) When ruling on a pass reception involving the sideline, watch foot and then ball. Give only incomplete signal if incomplete, timeout signal if complete.
 - (i) Be aware of high contact to head /neck of receiver.
 - (j) When a pass is thrown, all covering officials in the area must focus on the spot of the catch. That is especially important for the Umpire, who must immediately turn in the direction of the pass if the play dictates. If there is a question on the catch, the officials away from the play may be able to help rule on the play.
- (2) 'Modified Fade Mechanics'
- (a) Observe the type of play as it unfolds. Get your momentum moving backward; fade to maintain your cushion as play develops. If your receiver's pattern dictates or the runner breaks free, immediately turn and run, keeping your eyes toward the field of play and action on your keys – Maintain your cushion at all times and Do NOT get beat to the goal line!
- (3) Reverse fade on interceptions
- (a) On interception run backs, switch responsibilities with the HL.
 - (b) You are responsible for the runner's forward progress, the HL will rule on action in advance of the runner.
 - (c) When the runner goes out of bounds, you will mark the spot of forward progress; the HL is now responsible for cleaning up the action around the play and in the team area if necessary.
- d) Punts
- i) Basic Positioning
 - (1) Take a position on sideline on your side of field in line with the BJ 5-7 yards behind the deepest receiver.
 - (2) When ball is snapped at approximately Team B's 45-yard line (or when BJ determines), take your initial position at the goal line pylon.
 - (a) If initial starting position is on the goal line, Side Judge (and Field Judge) must remain on the goal line until it is no longer threatened.
 - (b) If initial position is not on the goal line, Side Judge (and Field Judge) must move immediately to the goal line should it be threatened at any point during the down.
 - (3) Pylon mechanics
 - (a) FJ/SJ will start at GL (see above) and BJ will take normal position with relation to receiver (approximately 5 yards behind and 6-8 yards to the wide side of the receiver).
 - (b) Once the ball is kicked the BJ will determine which direction he is going to face.
 - (c) The deep flank that he faces will be the "bracketing" official and the deep flank he turns his back to will be the "backside" or "offside" official.
 - (d) The bracketing official will stay on the GL until the kick ends. He continues to have responsibility for blocks and also shares responsibility for the ball in relation to the GL with the BJ.

- (e) Once the backside official has determined that the ball will no longer threaten his pylon, move off of the pylon and up the field (distance up the field will be determined by depth of the kick). He will continue to be responsible for blocks and will have the added responsibility of the potential block by a fair catch signaler.
 - (f) After the play has ended, communicate to the BJ whether the receiver blocked or not. BJ will then determine if the receiver signaled for a fair catch and has therefore fouled.
- (4) On punts when in pylon mechanics, FJ/SJ have discretion to line up directly on the GL pylon or approximately 1 yard deep behind GL and about 1 yard into the white area to rule on an airborne kick that passes over the pylon.
- ii) Pre-Kick Concentration Routine
 - (1) Have beanbag in your hand.
 - (2) Count Team B players and verify count with BJ and FJ.
 - (3) Be aware of the legality of substitutions. Be particularly aware of player and/or substitutes entering or leaving on your sideline.
 - (4) Read the offensive formation and determine your player responsibility.
 - (5) Be alert for blocked or 'fake kick'.
 - iii) Area of focus during the kick
 - (1) Be alert to kickers 'flyers' voluntarily going out of bounds.
 - (a) Throw hat to signify kicker voluntarily OB.
 - (2) Hold fast in the original position while the ball is in the air.
 - (3) Cover play in front of the receiver and then cover action around the runner if play is away from you.
 - (4) Be ready to clean up and be alert for dead ball fouls around the dead ball spot.
 - (5) If return is to your side, take over the runner when he reaches your original position BUT continue to watch key blocks. You are responsible for his forward progress to the opponent's goal line. The HL will cover action in front of the runner and is responsible for cleaning up the action around the play and in the team area if necessary.
 - (6) Be alert to the R waving you in position to the out of bounds spot on a kick in flight but you should have a basic idea of where the ball went OB in case R doesn't position you, you are responsible for the out of bounds spot on rolling kicks that go out of bounds on your sideline.
 - (7) Check clock at end of play.
 - iv) Reverse fade on punt returns
 - (1) If the return is to your side of the field, you are responsible for his forward progress. HL will cover action in front of the runner and is responsible for cleaning up the action around the play and in the team area if necessary. HL has goal line coverage.
 - v) Adjustments on fakes
 - (1) You are responsible for the widest eligible receiver on your side of the field.
 - (2) Cover as you would on any other play from scrimmage.
- e) Field Goals and Trys
- (1) Basic Positioning
 - (a) On all kick try and field goal attempts, the Umpire spots the ball. The Umpire coordinates with the Referee when to release the center to snap the ball. The Umpire will move back five to seven yards off the ball opposite the Side Judge while keeping the center in his view. After the snap, he is primarily responsible for action by and against the center and action by and against the two guards. The Side Judge should be positioned five to seven yards on the defensive side of the ball on the side of the defensive formation that has more players. He observes on and against the tackle and tight end on his side of the field. Both officials should be alert for leverage, leaping,

and the pull and shoot. The Umpire is primary to observe defensive action on the snapper.

- (2) Swinging Gate Formation
 - (a) When Team A uses a swinging gate formation with a kicker and holder in position, take initial positions as a normal scoring kick with the Side Judge adjusting to a wider position in front of the gate on their side and the Umpire over the snapper. If the original swinging gate shifts to a traditional scoring kick formation, move to your normal scoring kick position.
 - (b) On a scoring kick down when Team A is spread with no holder and kicker in position, assume regular scrimmage down positions. If Team A subsequently shifts to a traditional scoring kick formation with a kicker and holder in position, the Umpire and Side Judge will shift to their normal positions for a scoring kick.
 - (3) Pre-Kick Concentration Routine
 - (a) Check clock
 - (b) Count Team B players and verify count with BJ and FJ.
 - (c) Be alert for blocked or 'fake kick'
 - (4) Area of focus while ball is alive
 - (a) Observe line play.
 - (5) Adjustments on fakes. If kicking team has possession of ball, SJ will have holder or kicker who becomes eligible receiver. R will have player with ball.
 - (6) Reverse fade on short kicks run back
 - (7) Check Clock
- f) Goal Line Plays
- i) Goal Line Mechanics
 - (1) Basic Positioning
 - (a) When the ball is snapped from inside Team B's 25 yardline to Team B's seven yardline, starting position is on the goal line at the pylon and you are responsible for the goal line. In order to rule on a score, you must be on the goal line extended.
 - (b) When the ball is snapped from Team B's seven yardline in, starting position is on the endline where it intersects with the sideline, one step off the sideline at a 45-degree angle from the endline corner pylon.
 - (2) Pre-snap Concentration Routine
 - (a) Check Clock
 - (b) Count Team B players and verify count with BJ and FJ.
 - (c) Be aware of the legality of substitutions. Be particularly aware of player and/or substitutes entering or leaving on your sideline.
 - (d) Read the offensive formation and determine your player responsibility.
 - (3) Area of focus while ball is alive
 - (a) Concentrate your attention on the sideline in the end zone and the end line in your area.
 - (b) Be alert to the 'fade' pattern to your deep corner of the end zone.
 - (c) Dead Ball officiate, check clock.
 - ii) Reverse Goal Line Mechanics
 - (1) Basic Positioning
 - (a) Same as normal scrimmage plays.
 - (2) Pre-snap Concentration Routine
 - (a) Same as normal scrimmage plays
 - (3) Area of focus while ball is alive
 - (a) Same as normal scrimmage plays.

5) General Game Duties

- a) Substitutions and Counting Players
 - i) To help simplify the application of rules regarding substitution, we will use the substitution procedures any time Team A substitutes. This includes if Team A substitutes into a formation or into a huddle of any type
 - ii) All officials are responsible for the legality of substitutions. Be particularly aware of player and/or substitutes entering or leaving on your sideline.
 - iii) Count players before every free kick and scrimmage down. Count the defense and confirm your count with the BJ and FJ.
- b) Down, distance and clock status
 - i) Be alert to the correct down, distance and game clock status at the end of each down and prior to every snap.
 - ii) Be ready to assist referee with correct clock status.
 - iii) Remember 5/5 axiom (see philosophies) regards correcting clock errors.
- c) Penalty Enforcement
 - i) You are responsible for reporting the type of foul, number of player who fouled, and a brief description of 'What he did' to the Head Coach on your sideline.
 - ii) All officials are responsible to check and verify that the penalty has been properly enforced.
- d) Measurements
 - i) During a measurement, remain near your sideline and if a first down is indicated set the down box.
- e) Timeouts
 - i) Time the time out
 - ii) Confirm the time out and verify the number of time outs remaining with the other officials.
 - iii) Relay the number of time outs remaining to the Head Coach on your sideline.
 - iv) Take a position half way between your team and the team area. Be ready to call the team captain/players back to the huddle when signaled to do so.
 - v) If a team huddles near the sideline, all players and coaches must remain outside the numbers and in front of the team area.
- f) End of Quarter
 - i) Make sure play does not start if game clock runs to "00" before snap.
 - ii) Time the one-minute intermission between quarters.
 - iii) Record down, distance, and location of the ball on the field.
 - iv) Verify that ball has been relocated correctly.
- g) End of Half
 - i) Time half time, start when Referee gives wind-the-clock signal.
 - ii) Alert Head Coach 5 minutes prior to the second half kickoff.
 - iii) Obtain captains and escort them to 50-yard line.
 - iv) Bring captain to 9-yard marks. Wait at 9-yard mark for coin toss.
- h) Intermission between Halves
 - i) With five minutes left in the intermission, the Side Judge and Head Line-Judge and Field Judge and Line Judge go to the locker rooms to **alert the same teams they had for the coin toss.**
- i) End of Game
 - i) Join other officials and leave the field as a group.
 - ii) Leave field as a group and retire to the dressing room without stopping for conversation.

**2018
SCCFOA
Crew-of-Seven Position Outline
Back Judge**

- 1) Pregame Duties and Responsibilities
 - a) Pregame Conference Responsibilities
 - i) Have watch capable of replacing the 40/25-second play clock if play clock breaks.
 - ii) Receive, test, certify and mark game balls.
 - iii) Discuss pass and kick coverage with FJ and SJ
 - b) Pregame Duties on the Field
 - i) The Referee and Back Judge shall inspect the entire field.
 - ii) Talk to and instruct 40/25-second play clock operator.
 - iii) Observe punts being caught, observe pass receiver's routes of both teams
 - c) All officials are responsible for administering and enforcing legality of football throughout the game.
- 2) Coin Toss Procedure and Responsibilities
 - a) Stand with HL on sidelines
 - b) Record coin toss options on game card, meet with crew at mid-field after toss
- 3) Kickoffs and other Free Kick Plays
 - a) Normal Free Kick
 - i) Basic Positioning
 - (1) After handing the ball to the kicker, starting position is on the sideline on the press box side at kicking team's restraining line.
 - (2) You are responsible for kicking team's goal line on any long return.
 - ii) Pre-Kick Concentration Routine
 - (1) Count kicking team, confirm with Umpire
 - (2) Insure all kicking team players are inside numbers prior to ready-for-play signal
 - (3) Ensure all of kicking team, except kicker are within the 5 yards of the ball (new rule 2014)
 - (4) Back Judge keys on team A players four and five on his side of the field.
 - (5) You are responsible for team A's goal line on any long return.
 - (6) Ensure team A players are within five yards of their restraining line
 - (7) Signal Referee when time to kick off.
 - iii) Area of Focus While Ball is Alive
 - (1) Move between the numbers and the hash mark. Move downfield no more than eight to 10 yards. Observe action mainly toward the center of the field, observing off-ball action.
 - (2) If kick is to opposite side, move to the hash mark. Move downfield no more than eight to 10 yards. Observe action mainly toward the center of the field, observing off-ball action.
 - b) Short Free Kick
 - i) Basic Positioning
 - (1) After handing the ball to the kicker, starting position is on the sideline on the press box side at kicking team's restraining line.
 - ii) Pre-Kick Concentration Routine
 - (1) Same as for normal free kick
 - iii) Area of Focus While Ball is Alive
 - (1) Treat kicking team's restraining line as a plane.
 - (2) Any player (other than the kicker or holder) breaking the plane before the ball is kicked should be called for offside.
 - (3) If the kick is to your side, you are responsible for touching by either team.
 - (4) If the kick is to the opposite side, you are responsible for blocking.

- (5) Be prepared to cover the play if a receiving team player recovers the kick and attempts to advance the ball.
 - c) Free Kick After Safety
 - i) Basic Positioning
 - (1) On sideline at kicking team's restraining line (20 yard line)
 - ii) Pre-Kick Concentration Routine
 - (1) Same as for normal free kicks
 - (2) Be aware free kick may be a punt
 - iii) Area of Focus While Ball is Alive
 - (1) Same as for normal free kicks, except run at 45 degree angle to hash mark at kicking team's 30-yard line.
- 4) Plays from Scrimmage
 - a) Basic Position, duties and responsibilities before the snap
 - i) Basic Positioning
 - (1) In middle of field, 25 yards deep, between goal post uprights.
 - (2) Start on Goal Line when snap is inside B30 yard line
 - (3) On end line if ball snapped inside 25 yard line
 - ii) Pre-snap Concentration Routine
 - (1) Is 40/25-second play clock started and running properly?
 - (2) Count defense and confirm first with FJ, then SJ when "A" huddle breaks/ ASAP if no huddle
 - (3) Read offensive formation, anticipate type of play to be run based on formation/situation
 - (4) Identify strength side of formation, identify your receiver to watch at snap; know adjacent receivers in case you switch and need to rule on low blocking.
 - b) Running Plays
 - i) Responsibilities on running plays
 - (1) After the snap, observe action on or by eligible receivers on which you are keying. Move laterally and backward to observe actions of players ahead of the runner as the ball moves toward a sideline and assist the Umpire with second level blocking.
 - (a) Up the middle
 - (i) Watch for crack back blocks by your receiver
 - (ii) Once he is clear, watch for blocks ahead of runner
 - (iii) When ball is dead, close to dead ball and observe dead ball action
 - (b) Towards sidelines
 - (i) Same as "Up the middle" coverage, except flow towards play while observing
 - (ii) Help cover runner who goes out of bounds; be aware of substitutions in hurry up situation
 - c) Passing Plays
 - i) Basic Keys and Assignments
 - (1) Take second receiver on strength side
 - (2) If balanced formation, take second receiver on LJ side
 - (3) Take third receiver in trip formations; Take third and fourth in four receiver sets.
 - d) Responsibilities during a forward pass play
 - i) 'Modified Fade Mechanics'
 - (1) At snap move backwards, stop if run play, observe, continue fading if long run
 - (2) At snap move backwards, continue fading if a pass
 - ii) Area of focus while ball is alive
 - (1) Watch your receiver for 8 to 10 yards, go to zone coverage when ball is in the air
 - (2) Watch your receiver for crack back block
 - (3) Primary coverage for PI when pass is in middle of field
 - (4) Secondary coverage for PI when pass near side lines

- (5) Assist FJ and SJ with uncatchable passes
 - (6) If interception, remain between hash marks, allow action to precede you downfield
 - (7) When a pass is thrown, all covering officials in the area must focus on the spot of the catch. That is especially important for the Umpire, who must immediately turn in the direction of the pass if the play dictates. If there is a question on the catch, the officials away from the play may be able to help rule on the play.
- e) Punts
- i) Basic positioning
 - (1) 5 to 7 yards behind deepest punt receiver, favoring wide side, always inside hash marks
 - (2) Set up on goal line if ball is inside 45 to 50 yard line
 - (a) The Back Judge has primary responsibility for the ball and must leave the goal line if necessary.
 - (3) Pylon mechanics
 - (a) FJ/SJ and BJ will start at GL; BJ may slide on goal line to get wide and create an angle.
 - (b) Once the ball is kicked the BJ will determine which direction he is going to face.
 - (c) The deep flank that he faces will be the "bracketing" official and the deep flank he turns his back to will be the "backside" or "offside" official.
 - (d) The bracketing official will stay on the GL until the kick ends. He continues to have responsibility for blocks and also shares responsibility for the ball in relation to the GL with the BJ.
 - (e) The backside official will move up the field (distance up the field will be determined by depth of the kick) at least to the 5 yard line. He will continue to be responsible for blocks and will have the added responsibility of the potential block by a fair catch signaler.
 - (f) After the play, the "backside" official will communicate on a grounded ball if the BJ's receiver blocked on the play and will know the yard line. The BJ will know if the receiver signaled and determine if a foul has occurred.
 - ii) Pre-Kick Concentration Routine
 - (1) Bean bag in hand
 - (a) NOTE: All officials should have at least one bean bag to mark non-penalty spots, except the Back Judge who has two.
 - (2) Count defense and confirm with FJ first, then SJ
 - (3) Remind yourself of possibility of illegal touching, fair catch, fair catch interference
 - (4) Remind yourself to mark spot where kick ends with bean bag only if ball is returned
 - iii) Areas of focus while ball is alive
 - (1) Find path of punt, move with receiver
 - (2) Take ball into end zone and rule on touchback, give up receiver
 - (3) Rule of legality of fair catch, kick catch interference and batting by kicking team
 - (4) Bean bag spot of illegal touching and/or spot where kick ends
 - (5) If punt lands near sideline, watch action in front of receiver
 - (6) On kicks into the end zone, when in question, during the return the ball has not left the end zone.
 - iv) Reverse fade on punt returns
 - (1) After catch, the BJ will maintain responsibility for punt receiver who has become a runner until after the runner has cleared the first wave of blockers/tacklers.
 - (2) Cover runner, observe action while remaining between hash marks
 - (3) Adjustments on fakes and blocked punts
 - (4) Move towards line of scrimmage to assist with action around play
- f) Field Goals and Trys
- i) Basic Positioning

- (1) Under goal post on SJ side, opposite FJ
- ii) Pre-Kick Concentration Routine
 - (1) Watch for kicker/holder coming onto field for kick possibility
 - (2) Make sure FJ is under goal posts with you
 - (3) Give illegal procedure signal to remind you and other officials that ball is alive during kick
 - (4) Count defensive players and confirm with FJ
- iii) Areas of focus while ball is alive
 - (1) If kick made, rule on success or failure of try or field goal attempt
 - (2) You have cross bar responsibility
- iv) Adjustments of fakes and blocked kick
 - (1) As a guideline on fake kicks:
 - (a) When the ball is snapped inside team B's 20 yardline, the line judge and Head Line-Judge have the goalline the back judge and field judge move along the end line to the sideline.
 - (2) When the ball is snapped on or outside team B's 20 yardline, the field judge and back judge move toward the pylons on their sides of the field and have the goalline
- v) After the Field Goal or Try
 - (1) Go to the sideline on the Line Judge's side of the field to get a ball for the next kickoff if you have split balls. Otherwise run down the scoring team sideline. Meet the ball person at the 15-yard line to complete this exchange as you jog to your position.
- g) Goal Line Plays
 - i) Goal Line Mechanics
 - (1) Basic Positioning
 - (a) When the ball is snapped outside Team B's 25 yard line, starting position is the same as for any scrimmage play.
 - (b) When the ball is snapped on or inside Team B's 25 yard line to the goal line, starting position is on the end line.
 - (i) You may get help from the deep wings on passes to the corners of the end zone.
 - (ii) When the ball is snapped from Team B's seven yard line in, you will get help on the end line from the deep wings.
 - (iii) If necessary on a close play, look through and coordinate with the official facing the receiver.
 - (2) Pre-snap Concentration Routine
 - (a) Same routine as for normal plays
 - (3) Area of focus while ball is alive
 - (a) Same coverage of receivers as for normal plays
 - (b) Be aware of potential pick plays and try to stay with your receiver a bit longer
- 5) General Game Duties
 - a) Substitutions and Counting Players
 - i) To help simplify the application of rules regarding substitution, we will use the substitution procedures any time Team A substitutes. This includes if Team A substitutes into a formation or into a huddle of any type
 - ii) Count defense and confirm with FJ first, then SJ
 - (1) If 11 players – extended fist pointed in front of body
 - (2) If 10 players – open hands down at waist level
 - (3) If more than 11 players – winding finger signal at waist level, then recount
 - (4) Kill play (blow whistle) and throw flag if you confirm more than 11 on defense before snap

- b) Down, distance and clock status
 - i) Confirm down with FJ and SJ
 - ii) Give cross wrist signal at chest level (double stakes) if line to gain is more than ten yards
 - iii) Verify correct starting of the 40/25-second play clock.
 - (1) For NCAA Division I-AA and Division III, be sure play clock is set to 40 and started after touchdowns and after free kicks.
 - (2) When there is an official's timeout for a helmet off not caused by a foul or for an injured player, the play clock will be set at 40 seconds for a player of team B or 25 seconds for a player of team A.
 - (3) At the end of a period, the play clock should not be started if there is less time on the running game clock than the proper time on the play clock.
 - (4) If there is a malfunction ... with the Back Judge manually time the count on his watch. The Back Judge should raise one arm straight overhead when the play clock reaches 10 and the arm moved continuously downward. The arm is straight out with five seconds left. When his arm reaches his thigh, the play clock has expired.
 - iv) If there is a potential delay of game foul, look to play clock; once it reads: 00 look to the ball; if the ball hasn't moved and is still on the ground, kill the play; blow whistle and throwing flag.
- c) Penalty Enforcement
 - i) If you have a penalty, report it to Referee
 - ii) Cover flag or ball if not involved with penalty
 - iii) When fouls are committed that require enforcement at the next free kick, the Referee make the announcement and point to the spot of the free kick. The Back Judge will enforce the penalty at the succeeding spot without signaling.
- d) Measurements
 - i) The back Judge holds the ball in place from the downfield side shading away from the pressbox. Holding the ball in that way will preclude the ball from being accidentally displaced and will allow room for the Umpire to place the chain on the pressbox side of the ball.
- e) Timeouts
 - i) Record time out information on game card
 - ii) Confirm time outs each team has remaining with FJ and SJ
- f) End of Quarter
 - i) Move to approximate new spot for team reference where next snap will occur.
 - ii) You must be aware of the 22 players transitioning to other end of field. Stay in between.
- g) End of half
 - i) Monitor teams leaving field.
 - ii) Synchronize watch with game clock and inform crew when to go back onto field for second half
- h) End of Game
 - i) Ensure players leave field without problems
 - ii) Note and write down time game ended
 - iii) Leave field as a group and retire to the dressing room without stopping for conversation.

**SCCFOA Crew Duties
45 Minutes Prior to Kickoff
For Community College Games**

Game Clock	Position	Activity
45:00-30:00	R-U-LJ	Position yourself at mid-field, between the 45 yard lines. Observe the pre-game warm-up alert to any unsportsmanlike acts.
	U	From your position at mid-field, spot check equipment (bandages, tape, casts, etc). To the extent possible observe blocking drills.
	R	From your position at mid-field, spot check player equipment. To the extent possible observe QBs and kickers as they warm up.
	HL-SJ	Inspect Sideline area. Discuss sideline coverage – goal line plays – out of bounds coverage. Observe teams passing game and formations. Spot check player equipment.
	FJ	Inspect Sideline area. Observe teams passing game and formations. Spot check player equipment.
	BJ	Observe punts being caught – Evaluate kicking game conditions / position of sun, need to shade eyes. Spot check player equipment.
30:00-20:00	R-U-LJ	Remain at mid-field in the area between the 45 yard lines and continue to observe the pre-game warm-up.
	FJ-SJ-BJ	Discuss kick and pass coverage – goal line – counting players.
	HL	Meet w/ LJ at mid-field to discuss formations, responsibilities, coordination of forward progress – cross filed mechanics and signals.
	R-U	While in your position at mid-field, discuss hurry-up offense, penalty enforcement – other R&U communication Counting offense.
20:00-7:00	R-U-LJ	Remain at mid-field until teams have left for their locker rooms. Assist in escorting teams off the field in order to prevent any last minute language, gestures or acts that provoke ill will.
	HL	Instruct chain crew and auxiliary down box personnel.
	SJ-FJ	Instruct ball persons – Check w/ coach who receives foul reports.
	SJ	Check game clock and phones to timers.
	BJ	Inspect field 40/25-second clock.
7:00	FJ-LJ	To locker room on FJ-LJ side of the field.
	SJ-BJ	To locker room on SJ side of the field.
5:00	SJ-FJ	Captains to field.
3:00	BJ-LJ	Teams to field.
3:00	R-U	Coin Toss
0:00		Kickoff.

**SCCFOA Crew Duties
One Hour Prior to Kickoff
For NCAA Division 1-AA and Division III**

Game Clock	Position	Activity
60:00-45:00	L-SJ	Inspect Sideline area. Discuss sideline coverage – goal line – out of bounds. Observe teas passing game and formations. Spot check player equipment.
	L-FJ	Same as above.
	BJ	Observe punts being caught – Evaluate kicking game conditions / position of sun, need to shade eyes. Spot check player equipment.
	U	Spot check equipment (bandages, tape, casts, etc). Observe blocking drills.
	R	Observe QBs and kickers. (right hand/foot – left hand/foot). Spot check player equipment.
45:00-30:00	FJ-SJ-BJ	Discuss kick and pass coverage – goal line – counting players.
	L-LJ	Discuss formations, responsibilities, coordination of forward progress – cross filed mechanics and signals.
	R-U	Discuss hurry-up offense, penalty enforcement – other R&U communication Counting offense.
30:00-20:00	L	Instruct Chain crew.
	LJ	Instruct auxiliary down box personnel.
	SJ-FJ	Instruct ball persons – Check w/ coach who receives foul reports.
	SJ	Check game clock and phones to timers..
	BJ	Inspect field 40/25-second clock
	U	Final equipment check.
20:00	ALL	Leave field with teams.
8:00	R-U-L	Return to field for coin-toss.
7:00	FJ-LJ	To visiting team locker room.
	SJ-BJ	To home team locker room.
5:00	SJ-FJ	Captains to field.
3:00	BJ-LJ	Teams to field.
3:00	R-U	Coin Toss
0:00		Kickoff.

2018 SCCFOA TRIP FORMATIONS

(Source: PAC-12 Football - Purposeful Officiating - July 2013)

Adjusting Keys To Various Trips Formations

When numbering the receivers to establish initial KEY assignments, start with the outside receiver and work in toward the snapper:

- a. Receiver #1 is the widest receiver
 - b. Receivers #2, #3 (or #4) will be established sequentially by determining their positions furthest to closest to the snapper.
2. At the onset of the initial formation, BJ takes receiver #3 and HL/LJ has receiver #2 and SJ/FJ has receiver # 1.

Adjustments

1. At the snap, if receiver #3 stays in and blocks, the HL/LJ will switch to receiver #3 and the BJ will go to receiver #2.
2. At the snap, if receiver #3 goes beyond the LOS the BJ will stay with #3 and HL/LJ will stay with receiver #2.
3. At the snap, if receiver #3 comes off the ball towards HL/LJ, the wing officials should switch to receiver #3 and the BJ will go to receiver #2.
4. At the snap, if receiver #3 comes straight up the field, the BJ will stay with receiver #3 and HL/LJ will stay with receiver #2.
5. At the snap, if receiver #3 goes away from the HL/LJ, the BJ will stay with receiver #3 and the HL/LJ will stay with receiver #2.

Special Situations: Bunching or Stacking

1. If receivers #1, #2 and/or #3 are "bunched" in close proximity of each other, treat this as "stacking." Do not determine which receiver is #1, #2 and/or #3 until the ball is snapped and they declare their routes. The BJ will take receiver that comes toward him and his area.
2. On a trips formation that has a bunch or is stacked, the HL/LJ will stay with either receiver #2 or #3 when they do one of the following:
 - a. The receiver comes toward the HL/LJ
 - b. The receiver stays in and blocks
 - c. The receiver goes behind the LOS.
 - If any of these actions occur, the BJ will then take the other receiver. If receiver #2 or #3 runs straight up the field, then the BJ will pick up that receiver and the HL/LJ will take the other stacked receiver regardless of where he goes.
3. With a 4 receiver set, HL/LJ initially will key on receiver #2 and the BJ will key on receivers #3 and #4. At the snap, if:
 - a. Receiver #4 is involved in the stacking situations as listed in Item 2 above, the HL/LJ will switch to #4 and the BJ will take receivers #2 and #3.
 - b. Receiver #2 illustrates the action in "Adjustments" 4 or 5 as listed above, then the BJ stays with 2 and the HL/LJ will take receivers #3 and #4.

SCCFOA Determining Keys Expanded

Three-receiver sets

A numbering system is used to help identify initial keys. The widest receiver is number 1, next widest is number 2, etc. At the snap, if there is a number 3 receiver outside the normal tackle box, he is the Back Judge's key, the Head Line-Judge or Line Judge has number 2 and the Side Judge or Field Judge has number 1.

Red Zone

Inside team B's 20 yardline and in third and fourth and short, be especially alert for your keys running pick plays. Because, the field is short, Team B will be more likely to be in press or man coverage. That means there will be less switching of keys for the officials.

SCCFOA 'Modified Fade Mechanics'

FJ / BJ / SJ will use a 'modified version' of the 'fade' mechanic. At the snap the FJ / BJ / SJ are to read their keys and the play and react accordingly.

If their receiver's action at the snap indicates a run or short pass pattern they are to maintain their initial position until their cushion (at least 7 to 10 yards from their receiver) is threatened. At that time they are to begin to fade, remaining at least 7 to 10 yards in front of their receiver; and, if necessary being at the goal line when the receiver/runner crosses the goal.

If their receiver's action at the snap indicates a deep pass pattern they are to begin to fade immediately in order to maintain their cushion (at least 7 to 10 yards from their receiver). Again, they are to fade, remaining at least 7 to 10 yards in front of their receiver; and, if necessary be at the goal line when the receiver/runner crosses the goal.

The key is to **read the receivers initial action at the snap and work to be in the best position to cover the play that is indicated.**

**2018
SCCFOA
10-Second Subtraction Mechanics**

Note: Before beginning the process detailed below it is critical that the time on the stadium clock be set to the correct time at which the foul that caused the clock to stop occurred. If necessary, communicate the correct time to be shown on the stadium game clock before beginning the 10-Second Subtraction process.

1. Fouling team has no time-outs remaining and it is obvious the opponent would want the 10-second subtraction:

When more than 10 seconds remain on the game clock:

***Enforce the penalty.
Set the game clock to "xx" seconds
Start the game clock on the ready for play.***

When 10 seconds or fewer remain on the game clock:

By rule, the game (or half) is over.

2. Fouling team has time-outs remaining and it is obvious the opponent would want the 10-second subtraction:

Ask the head coach of the fouling team if he would like to use a time-out to avoid the 10-second subtraction.

- 1) IF NO...

When more than 10 seconds remain on the game clock:

***Enforce the penalty
Set the game clock to "xx" seconds
Start the game clock on the ready for play.***

When 10 seconds or fewer remain on the game clock:

By rule, the game (or half) is over."

B. IF YES...

Enforce the penalty
Charge the fouling team with a charged team timeout.
Start the game clock on the snap.

3. Fouling team has no time-outs remaining and it is not obvious the opponent would want the 10-second subtraction (e.g., foul occurs on 3rd or 4th down in the 1st half):

Ask the head coach of the offended team if he wants the 10-second subtraction.

A. IF NO...

Enforce the penalty
Start the game clock on the snap.

B. IF YES, proceed as in 1.

When more than 10 seconds remain on the game clock:

Enforce the penalty.
Set the game clock to "xx" seconds.
Start the game clock on the ready for play

When 10 seconds or fewer remain on the game clock:

By rule, the game (or half) is over."

4. Fouling team has time-outs remaining and it is not obvious the opponent would want the 10-second subtraction (e.g., foul occurs on 3rd or 4th down in the 1st half):

Ask the head coach of the offended team if he wants the 10-second subtraction.

A. IF NO, then

Enforce the penalty.
Start the game clock on the snap.

B. IF YES...

Ask the head coach of the fouling team if he would like to use a time-out to avoid the 10-second subtraction.

a. IF NO...

When more than 10 seconds remain on the game clock:

Enforce the penalty
Set the game clock to "xx" seconds
Start the game clock on the ready for play."

When 10 seconds or fewer remain on the game clock:

By rule, the game (or half) is over."

b. IF YES...

Enforce the penalty.
Charge the fouling team with a charged team timeout.
Start the game clock on the snap.

The situation in 4B will require a decision by both head coaches. It will be crucial that sideline officials recognize when it arises. They should get the appropriate information to each head coach so that the proper decisions can be made with as little delay as possible.

2018 SCCFOA SUBSTITUTION MECHANICS

Source: 2018 CCA Football Officiating Manual For A Crew of 7 & 8

Substitution Procedures

To help simplify the application of rules regarding substitution, we will use the substitution procedures any time Team A substitutes. This includes if Team A substitutes into a formation or into a huddle of any type.

When Team A uses a no-huddle offense, the Umpire will be primary in spotting the ball. For consistency, the officials shall not significantly increase the pace of spotting the football for teams seeking to snap the ball as soon as possible. The Umpire should neither sprint nor walk but move throughout the game at a consistent pace that puts neither team at a disadvantage. After the ball is properly spotted, the Umpire looks to the Referee to determine if he must remain near the ball to prevent the snap or if he may assume his normal position.

The Referee will manage the no huddle substitution process and the Umpire must assume all responsibility to prevent the snap as determined by the Referee. The Referee must assume his normal position as soon as possible in order to manage the process described below.

When the offense is in a hurry-up offense, the Umpire is not required to count the number of players on offense as his primary responsibility is to prevent a quick snap prior to the defense being allowed to complete their substitution under Rule 3-5-2-e and then to assume his position as quickly as possible once cleared by the Referee.

If Team A is in a no-huddle formation and sends in substitutes, or if Team A has already broken the huddle and a substitute then enters the field, Rule 3-5-2-e goes into effect: Team A is prohibited from rushing quickly to the line of scrimmage with the obvious intent of creating a defensive disadvantage. If the ball is ready for play, the game officials will not permit the ball to be snapped until Team B has placed substitutes in position and replaced players have left the field of play. Team B must react promptly with its substitutes.

If Team A does not substitute and is in hurry-up mode, Team B must be prepared to react promptly and is not afforded any match-up provisions. The following mechanics will be used:

- The Referee is primarily responsible to signal when Team A is substituting and Team B is allowed a match-up opportunity.
- Officials on the Team A sideline should also be aware of and shall signal when Team A substitutes. Officials on the opposite side, as well as the Back Judge, may also assist in recognition by the Referee.
- The Umpire shall check with the Referee prior to leaving the ball after placement. Should he notice the Referee with extended hands or the stop signal at any point, he should remain in the vicinity of the ball or return to the vicinity of the ball until the Referee clears him by dropping his extended hands and pointing at him.

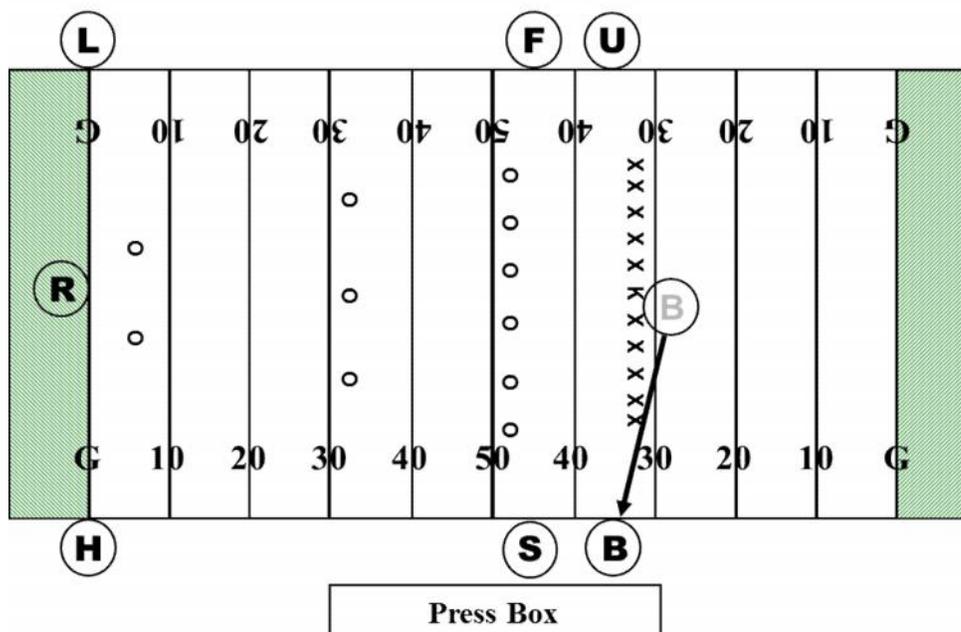
While waiting for the signal, the Umpire should make note of the best exit route to be clear of players when the ball is snapped.

- Once the Referee initiates the substitution rule by extending his arms, he monitors the offensive substitution until it is obvious who the replaced player(s) are and they begin leaving the field. He then observes the defense to allow them reasonable time to match up, position its players and allow replaced players to leave the field.
- If Team A substitutes so late that the play clock expires while Team B, reacting promptly, was not in position prior to the play clock expiring, the offense is responsible for and will be penalized for delay of game.
- The Umpire should be alert if the Referee signals for late substitutions. If the Umpire is remiss the Referee must move in quickly to prevent the snap. The Umpire should then assume a position in the vicinity of the ball as the Referee returns to his position prior to the snap.
- If the officials are delayed in getting to the ball to prevent a snap, the officials will stop the game and warn Team A that it must allow Team B the opportunity to substitute. Further attempts by Team A to create a defensive disadvantage in that manner will result in a 15-yard penalty for unsportsmanlike conduct.
- Any official should be prepared to step in and shut down a play that violates the substitution rule.

Other Substitution Provisions

- If Team A breaks the huddle with 12, it is an immediate foul; if Team A fails to send the replaced player out of the huddle more than three seconds after the substitute enters the huddle, it is an immediate foul. Therefore, the Referee must count players while they are still in the huddle. Too often, teams are allowed to break the huddle with more than 11 players and a foul is not called until the snap is imminent.
- If the replaced player clearly leaves the huddle first, and then the huddle breaks and is not hurrying to the line of scrimmage before the substitute leaves the field, Team A has met its requirements and Team B must be prepared to play in a normal manner.
- When a Team A player enters the game having changed jersey numbers, he must report to the Referee. The Referee uses his microphone to announce the player's former number and the new number and the appropriate sideline official relays the information to the opposing head coach. The game clock and play clock do not stop. Team A must complete the process before the play clock expires. During the process, the officials will not allow the ball to be snapped. Normal substitution rules still apply.
- When a Team B player enters the game having changed jersey numbers, he must report to the Referee. The Referee uses his microphone to announce the player's former number and the new number and the appropriate sideline official relays the information to the opposing head coach. The game clock and play clock do not stop. The player must complete the process and get into position on his side of the line of scrimmage before the ball is snapped or be subject to a foul. During the process, if the ball is ready, the officials will not prevent Team A from snapping the ball. Normal substitution rules still apply.
- These procedures, which are intended to prevent the defense from being unable to match up during normal scrimmage situations, should not be used in the case of substitution for a last-second field goal. In that situation, the offense is making a normal and not unexpected personnel change. The defense should be prepared to respond appropriately. In no case should the Umpire be standing over the ball to prevent the snap as the clock runs out.

BASIC FREE KICK POSITION



Referee: Starting position is in the middle of the field behind the deepest receiver. When players and officials are ready, after the sideline liaison is ready and once the Back Judge has reached the sideline after handing the ball to the kicker, sound your whistle and give the ready-for-play signal. Be alert for a touchback or a kick beyond the endline. You are responsible for the endline. You are responsible for the play clock and for knowing if Team A had at least four players on both sides of the kicker.

Umpire: Starting position is on the sideline opposite the press box on Team A's restraining line. Ensure kicking team players remain inside the nine-yard marks until the ready-for-play-signal from the Referee. You are responsible for clearing your sideline to Team A's endline. Umpire keys on Team A players four and five from his sideline and observes action on the kicker. Ensure Team A players are within five yards of their restraining line.

Head Line-Judge: Starting position is on the sideline opposite the press box at Team B's goal line. You have goal line and pylon responsibility. You have secondary responsibility for knowing if Team A has at least four players on each side of the ball when it is kicked

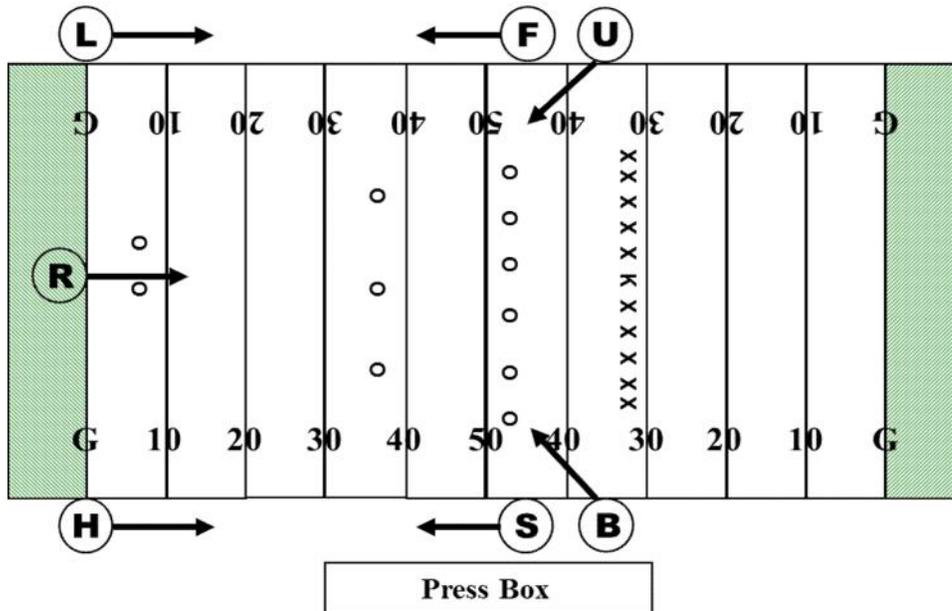
Side Judge: Assist in clearing your sideline. Starting position is on the sideline opposite the press box on Team B's restraining line. Side Judge keys on Team A players two and three on his side of the field.

Line Judge: Starting position is on the sideline on the press box side at Team B's goal line. You have goal line and pylon responsibility. You have secondary responsibility for knowing if Team A has at least four players on each side of the ball when it is kicked

Field Judge: Assist in clearing your sideline. Starting position is on the sideline on the press box side at Team B's restraining line. Field Judge keys on Team A players two and three on his side of the field.

Back Judge: You are responsible for clearing your sideline to Team A's endline. After handing the ball to the kicker, starting position is on the sideline on the press box side at Team A's restraining line. Ensure kicking team players remain inside the nine-yard marks until the ready-for-play-signal from the Referee. Back Judge keys on Team A players four and five on his side of the field. You are responsible for Team A's goal line on any long return. Ensure Team A players are within five yards of their restraining line. Note: Team A player one is not accounted for in the keys as he normally is not threatened until he reaches the Head Line-Judge or Line Judge's zone.

FREE KICK COVERAGE



Free Kick Coverage

All: Once the ball is kicked, observing the players is your primary responsibility. Do not focus on the flight of the ball.

Referee: Move laterally to be in position to see action at the point of attack. Be alert, you are primary when a player gives a fair catch signal and observe the actions of players when a signal is given. You are primarily responsible for illegal wedge formations and illegal blocks. Follow the play and observe action in front of the runner. Be alert for a handoff and a reverse.

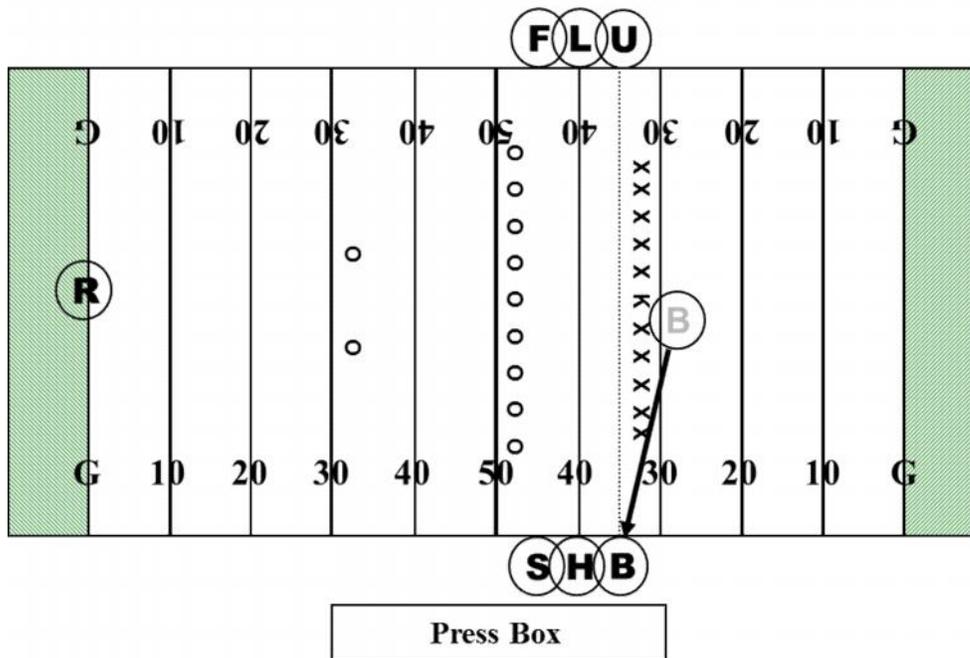
Umpire and Back Judge: Move between the numbers and the hashmark. The Umpire will watch illegal action on the kicker. Move downfield no more than eight to 10 yards. Observe action mainly toward the center of the field, observing off-ball action. If kick is to opposite side, move to the hashmark.

Head Line-Judge and Line Judge: Be alert for fair catch signals and the actions of players when a signal is given. Wind the clock when the ball is legally touched in the field of play, unless the ball is caught or recovered by a player who is legally down. The clock will start when the ball crosses the goal line after being first touched by the receivers in the end zone. Stay at the goal line until it is no longer threatened. When the runner is on your side of the field, you are responsible for blocks at the point of attack and the runner. When you do not have the ball, take a position to observe blocks on the backside of the runner.

Side Judge and Field Judge: Know if the ball was kicked into the ground or if it has taken more than one bounce. Move no more than 10 yards toward Team B's goal line. That will give better coverage in the critical area where contact occurs between the kicking and receiving team.

Lateral Position of the Ball: After a touchback or fair catch inside the Team B 25-yard line, all crew members, especially wing officials on the sideline of Team B, should be alert if the head coach wants to relocate the position of the ball. **For NCAA Division 1-AA and Division III...** If the head coach wants to relocate the position of the ball that must be communicated before the play clock goes under 25 seconds.

SHORT FREE KICK POSITION



Referee: Starting position is slightly behind and to one side of a deep receiver. However, the Referee is responsible for Team B's goal line, the end zone and the endline. When players and officials are ready, after the sideline liaison is ready and once the Back Judge has reached the sideline after handing the ball to the kicker, sound your whistle and give the ready-for-play signal. Be alert to ensure there are at least four players on either side of the kicker.

Umpire: Starting position is on the sideline opposite the press box on Team A's restraining line.

Head Line-Judge: Starting position is on the sideline opposite the press box, midway between the two restraining lines. You have secondary responsibility for knowing if Team A has at least four players on each side of the ball when it is kicked.

Side Judge: Starting position is on the sideline opposite the press box on Team B's restraining line.

Line Judge: Starting position is on the sideline on the press box side, midway between the two restraining lines. You have secondary responsibility for knowing if Team A has at least four players on each side of the ball when it is kicked.

Field Judge: Starting position is on the sideline on the press box side at Team B's restraining line.

Back Judge: After handing the ball to the kicker, starting position is on the sideline on the press box side at Team A's restraining line.

Line Judge and Field Judge, Head Line-Judge and Side Judge: Before taking positions, meet briefly to review responsibilities and coverage.

Short Free Kick Coverage

Referee: Be prepared if Team A kicks deep instead of onside.

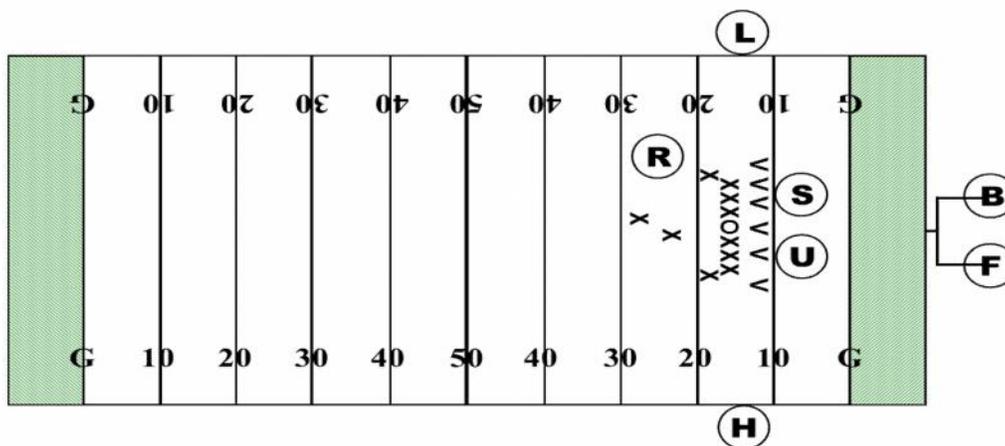
Umpire and Back Judge: Have bean bag in hand. Treat Team A's restraining line as a plane. Any player (other than the kicker or holder) breaking the plane before the ball is kicked should be called for offside. If the kick is to your side, you have secondary responsibility for touching by either team. If the kick is to the opposite side, you are responsible for blocking. Be alert for a fair-catch signal by Team B and be prepared to cover the play if a Team B player recovers the kick and attempts to advance the ball.

Head Line-Judge and Line Judge: Have bean bag in hand. Observe blocking by both teams. Know if the ball was kicked into the ground or if it has taken more than one bounce. Be alert for a fair-catch signal by Team B and be prepared to cover the play if a Team B player recovers the kick and attempts to advance the ball.

Side Judge and Field Judge: Have bean bag in hand. You must know if the kick broke the plane of Team B's restraining line. You are primarily responsible for touching by either team. Be alert for a fair-catch signal by Team B and be prepared to cover the play if a Team B player recovers the kick and attempts to advance the ball.

All: Remember that the clock needs to be properly started and stopped on onside kick plays.

FIELD GOAL and TRY FOR POINT POSITION



Referee: After a touchdown, the Referee will hold his ready for play signal for the try. Until he is ready to mark the ball ready for play, the Referee will position himself between the snapper and holder and will remain in this position. When the Referee sees the crew in place, he will move back into position, signal to clear the Umpire and then whistle the ball in play. If a team has no kicker and holder on the try, we will use our normal scrimmage mechanics and the Umpire will stay in position to prevent the snap until being cleared by the Referee. Starting position is even with and approximately 10 yards wide of the potential kicker, facing the holder. Observe the motion of the backs within your line of vision and action on the kicker and holder. Be prepared to move with the ball if the snap cannot be controlled by the holder. Cover as usual if the play results in a run or pass. Signal a score only after being positive that requirements are met.

Umpire and Side Judge: On all kick try and field goal attempts, the Umpire spots the ball. The Umpire coordinates with the Referee when to release the center to snap the ball. The Umpire will move back five to seven yards off the ball opposite the Side Judge while keeping the center in his view. After the snap, he is primarily responsible for action by and against the center and action by and against the two guards. The Side Judge should be positioned five to seven yards on the defensive side of the ball on the side of the defensive formation that has more players. He observes action on and against the tackle and tight end on his side of the field. Both officials should be alert for leverage, leaping and the pull and shoot. Umpire is primary to observe defensive action on the snapper.

Head Line-Judge and Line Judge: Take regular positions. Observe action by and against the tight end and wingback on your side. Be ready to cover sideline from the line of scrimmage to the endline. Both are responsible for covering the play on short field goal and try attempts and fake field goals. Neither official should leave the line of scrimmage until the ball has crossed the neutral zone.

Field Judge and Back Judge: Take positions inside the limit line to look up the upright of the goal on your side of the field. You are responsible for ruling on the success or failure of field-goal attempts. The official nearest the ball rules on the play. Both should be prepared to move out into position to cover a play in the end zone or on short field goal and try attempts. Be prepared for illegal touching or batting of ball, a blocked kick or a kick striking an upright or crossbar. If the ball strikes the crossbar, the Back Judge is responsible for the ruling. The Back Judge is responsible for the endline. The Field Judge moves to any position that will allow him to help on the play.

All Be alert if a Team B player is positioned to return the kick.

Fake Kicks

Fake Kicks As a guideline on fake kicks, when the ball is snapped inside Team B's 20 yardline, the Line Judge and Head Line-Judge have the goalline the Back Judge and Field Judge move along the end line to the sideline. When the ball is snapped on or outside Team B's 20 yardline, the Field Judge and Back Judge move toward the pylons on their sides of the field and have the goalline.

Swinging Gate Formations

Swinging Gate Formations When Team A uses a swinging gate formation with a kicker and holder in position, take initial positions as a normal scoring kick with the Side Judge adjusting to a wider position in front of the gate on their side and the Umpire over the snapper. If the original swinging gate shifts to a traditional scoring kick formation, move to your normal scoring kick position.

On a scoring kick down when Team A is spread with no holder and kicker in position, assume regular scrimmage down positions. If Team A subsequently shifts to a traditional scoring kick formation with a kicker and holder in position, the Umpire and Side Judge will shift to their normal positions for a scoring kick.

Lateral Position of the Ball

After a touchdown, all crew members, especially wing officials on the sideline of the scoring team, should be alert if the head coach wants to relocate the position of the ball. **For NCAA Division 1-AA and Division III....** If the head coach wants to relocate the position of the ball, that must be communicated before the play clock goes under 25 seconds.

SCCFOA - CHAIN CREW PROCEDURES

The following standard set of instructions to down box operator and chain crews has been adopted so that all crews will operate under the same set of procedures in SCCFOA football games. Top performances by down box operator and chain crew members are essential to the administration and conduct of games, and all shall carefully observe these instructions.

PRE-GAME DUTIES

1. Home management is to appoint the down box operator and chain crews. They will wear uniforms designated by the home school; with contrasting slip over jackets or vests to distinguish them from game officials and other sideline occupants.
2. Chain crew personnel shall report to the Head Line-Judge and Line Judge on the field no later than thirty (30) minutes before game time. He will discuss this set of instructions thoroughly with the chain crew. The Head Line-Judge and Line Judge shall then make certain the chains and the official down box have been placed on the sideline opposite the press box, with the auxiliary box on the other side of the field, and that all are in good working condition. If available, a spare set of chains should be located on the side of the field opposite the pressbox.
3. Chainmen and down box operator shall meet the Head Line-Judge and Line Judge on the sideline opposite the press box five (5) minutes before game time and also five (5) minutes before the end of halftime intermission.

GAME PROCEDURES

1. Members of the chain crew must act only on the Head Line-Judge's or Line Judge's instructions, not moving until signaled to do so by the Head Line-Judge or Line Judge, and then quickly to new positions. Exception: The chain crew will be instructed to remain in place if they see a flag even though signaled to move.
2. When a runner or pass receiver is going out of bounds and in his (their) immediate vicinity, the involved chainman (and/or down box operator) should move backward taking the stake (or box) out of the area to prevent possible injury to players. The chainman away from the play should hold his spot if possible.
3. The Head Line-Judge or Line Judge will personally set the spot of all first downs by going to the sideline and marking, while facing the field of play, the exact spot where the rear stake will be set. The forward chainman will then be sure the chain is extended to its full length before setting his stake.
4. The down box operator (chain side) on every new series of downs will set the box at, and in front of, the rear chain stake. The clip person will place a clip on the chain at the point where the nearest five (5) yard line intersects the chain. The box must be held in an upright position at all times with the down correctly shown. The entire crew will back away from the sideline to the six-foot reference points (or six feet) and reset the chains and box. The clip person will set the chain and allow each stake person to pull the chain tight. The Head Line-Judge or Line Judge must impress upon the crew the importance of accurately setting the chains straight back off the sideline.
5. The down box operator is to show the number of the down just completed and shall not indicate the new down until so notified by the Head Line-Judge or Line Judge. On instruction from the

Head Line-Judge or Line Judge, he will move the box to the new position (six feet away from the sideline) with the marker placed at the forward point of the ball and then change to the correct down.

6. On all measurements for a first down, when the chains are moved onto the field, the down box operator (chain side) is to place his box in the spot of the front stake until a new series of downs has been declared or the chain is returned to its previous position. Exception: If a penalty was called on the previous play, the box must remain at the previous spot.
7. The position of the alternate down box operator on the press box side of the field is not official and he will set his auxiliary box (six feet of the sideline) so that his position agrees with the official indicator. The alternate down box operator is to delay moving until after the chains have been set and the ready for play signal on the succeeding down is given by the Referee. It is important that the down box operator on the side opposite the chain crew hold the previous spot on all long passes, runs and kicks so that this spot will be available in case of need to return to it. The chain crew will, therefore, move immediately on the Head Line-Judge's signal, with the down box operator on the opposite side of the field delaying until the ready for play signal is given and he is sure no foul has been called on the previous play.
8. In addition to the chain and down indicator on the side away from the press box, NCAA institutions may use a ground target marker. The ground target marker will be placed approximately 6 inches in front of the forward stake, perpendicular and adjacent to the sideline by the member of the chain crew carrying the front "stake" of the chain. On the press box side, in addition to the auxiliary box at the line of scrimmage, a ground target marker will be operated. The sideline crew member operating the auxiliary box or another person will also be equipped with a ground target marker which will be placed on the ground approximately 6 inches in front of the forward stake, perpendicular and adjacent to the sideline. The auxiliary box and ground target markers will be unofficial. No additional field markings are needed for this procedure.
9. The down box operator will place the down indicator the line of scrimmage (six feet off the sideline) on all try for point situations. This will aid players and officials in determining the line of scrimmage on plays toward the sidelines. The chains are to be laid down outside the limit line.
10. Whenever a first down is established inside the opponents' ten-yard line, the chains are to be laid down outside the limit line and only the down indicator will be used. A clip should be attached to the chain for the first down should it become necessary to return to that spot.
11. If the sideline becomes crowded and the chain crew does not have room to efficiently discharge its duties, the crew is to notify the Head Line-Judge or Line Judge immediately so that he may call a timeout and clear the sidelines before allowing the game to proceed.
12. If the game is delayed for any reason, the chain crew will remain with the officials.
13. Football is a game of "inches" and complete concentration of the chain crew is absolutely necessary if it is to discharge its duties effectively. The chain crew must refrain from showing any reaction to the events taking place on the playing field. It must be prepared to act immediately on the instructions of the Head Line-Judge or Line Judge so that players, coaches, writers, commentators and statisticians will know the exact situation concerning down and line to gain.

SCCFOA - CHAIN CREW INSTRUCTIONS

1. Act only on the Head Line-Judge's or Line Judge's instructions. Do not move until signaled to do so by the Head Line-Judge, and then move quickly to new positions unless you see a flag.
2. When a runner or pass receiver is going out of bounds in your immediate vicinity, move backward taking the stake (or box) out of the area to prevent possible injury to players. The chainman away from the play should hold his spot if possible.
3. The Head Line-Judge or Line Judge will personally set the spot of the rear chain stake on all first downs. The forward chainman will be sure the chain is extended to its full length before setting his stake.
4. The down box operator (chain side) on every new series of downs will set the box at, and in front of, the rear chain stake. The clip person will place a clip on the chain at the point where the nearest five (5) yard line intersects the chain. The box must be held in an upright position at all time with the down correctly shown.
5. The entire crew will back six feet away from the sideline and reset the chains and box. The clip person will set the chain and allow each stake person to pull the chain tight. Accurately setting the chains straight back off the sideline is critical.
6. The down box operator is to show the number of the down just completed. Do not indicate the new down until so notified by the Head Line-Judge or Line Judge; then, move the box to the new position with the marker placed at the forward point of the ball and then change to the correct down.
7. On all measurements for a first down, when the chains are moved onto the field, the down box operator (chain side) is to place his box in the spot of the front stake until a new series of downs has been declared or the chain is returned to its previous position. Exception: If a penalty was called on the previous play, the box must remain at the previous spot.
8. The alternate down box operator will set his box, six feet off the sideline, so that his position agrees with the official indicator. The alternate down box operator is to delay moving until after the ready for play signal for the succeeding down has been given by the Referee. The alternate down box operator must hold the previous spot on all long passes, runs, kicks, and at the end of the first and third quarters so that this spot will be available in case of need to return to it.
9. A ground target marker will be placed approximately 6 inches in front of the forward stake adjacent to the sideline by the member of the chain crew carrying the front "stake" of the chain. The auxiliary down box operator or another person will also place a ground target marker adjacent to the sideline at the line to gain.
10. The down box operator will place the down indicator on the line of scrimmage (six feet off the sideline) on all try for point situations. The chains are to be laid down outside the limit line.
11. Whenever a first down is established inside the opponents' ten-yard line, the chains are to be laid down outside the limit line and only the down indicator will be used.
12. If the sideline becomes crowded and the chain crew does not have room, notify the Head Line-Judge or Line Judge immediately so that he may call a timeout and clear the sidelines.
13. If the game is delayed for any reason, the chain crew will remain with the officials.
14. Refrain from talking with players, coaches or other persons on the sidelines and from showing any reaction to the events taking place on the playing field. Be prepared to act immediately on the instructions of the Head Line-Judge or Line Judge.

SCCFOA - BALL PERSONS PROCEDURE

It is important that each SCCFOA crew instructs and work with Ball Persons uniformly throughout the season. Consistency from all our officials is an expected mechanic. The FJ will instruct the Ball Persons at their pregame meeting. The SJ shall participate if not attending to other pregame duties.

The meeting with Ball Persons shall take place either in (or near) the officials' dressing room or on the field. This should occur about 20 minutes before kick off. The Ball Persons should be in a uniform (e.g., pull over vest in orange or red, etc.) that distinguishes them from other game administration persons.

Content of meeting with Ball Persons (by FJ):

- 1) Introduce yourself and record first names of Ball Persons on your game card. Specify which side of the field you will be working. Introduce the SJ to them and indicate which side of the field the SJ will be working.
- 2) Hand over game balls to Ball Persons in team bags. Tell them how to distinguish balls of each team using team markings on the ball.
- 3) Assign them to side of field they will be working. Try to pair an experienced person with one with less experience. If you have more than four Ball Persons, assign extra(s) to be 'shuttle' runners.
- 4) 'Pep Talk' to Ball Persons about their importance to the orderly flow and administration of the game. Make them feel important to the game's success. Be sure they understand the need to focus on the game with their undivided attention without being distracted or expressing partiality to either team.
- 5) Give a copy of the 'Ball Persons Instructions' to Ball Persons if appropriate.
- 6) If raining or wet field conditions, make sure they have enough towels to aid in drying balls. Also, we may need a new dry ball for each down when we are using 'wet ball' mechanics.
- 7) Give instructions to Ball Persons:
 - a) Prior to game, the FJ will need a ball of each team for the coin toss. Before the second half kickoff, FJ will need a ball of the kicking team.
 - b) For normal scrimmage plays, one Ball Person positioned slightly ahead of the line of scrimmage, another Ball Person positioned about 10 yards down field. Stay away from players and coaches when possible and stay at least 6 feet from the sideline when the ball is in play.
 - c) For free kicks, position Ball Persons near 30-yard line of receiving team for normal kickoffs (at about the 50 yard line for a free kick after a safety). Adjust their position if there is a penalty to be enforced on the kickoff.
 - d) Ball Persons shall carry one ball from each team with them. Keep a ball of the team in possession in their throwing hand.
 - e) When play ends on your side, come to sideline holding correct ball up and in front so official can see it. DO NOT come onto field. Relay or hand ball to official only upon their request.

- f) A new ball will be required when a play ends between the numbers and sideline. If ball or runner goes out of bounds, we will need any ball to spot at sideline. The correct ball will then be relayed onto the field of play for spotting at the hash mark for the next play.
- g) If ball goes out of bounds on a pass or run, we will bring in a new ball from that sideline. The other Ball Person should retrieve the old ball if necessary.
- h) Ball Persons retrieve all balls out of bounds and some long passes away from all players and after the play is over.
- i) Ball mechanics will be 50/50 in all cases except after scores when the BJ gets a new ball from the LJ side.
- j) After any try or successful field goal, BJ will come to the sideline on the Line Judge's side of the field to get a ball for the next kickoff. Be at 15-yard line to complete this exchange. Give BJ a ball of the team that will next kick off.
- k) Try to keep at least two balls of each team on both sides of field. Use 'shuttle' persons, if available, to keep this balance. Extra Ball Person(s) can assist in retrieving kicked balls after field goals and a kick try, even if the ball goes into the stands.
- l) Give last used ball to Ball Persons before leaving field when the first half and game ends.
- m) Ball Persons will be responsible for balls at halftime. Keep balls in team bags and be ready when officials come back onto field for 2nd half (5 minutes before 2nd half kick off). FJ will get a ball from Ball Persons for the 2nd half kick off.
- n) Instruct Ball Persons to make sure all balls are returned to each team in their team bags after the game is over.

We should be consistently thorough in our meetings with the Ball Persons throughout the season. Even with an experienced set of people, avoid rushing instructions. For new Ball people, be patient and do not leave a point until it is understood. It is a good idea to provide newer people with a Ball Persons Instruction Sheet for them to study.

SCCFOA - BALL PERSONS INSTRUCTIONS

- 1) Prior to game, Field Judge will need a ball from each team for the coin toss. Before the second half kickoff, Field Judge will need a ball for the team kicking off.
- 2) For normal scrimmage plays, one person positioned just ahead of line of scrimmage, other person positioned about 10 yards down field. Stay away from players and coaches and stay about 6 feet from the sideline when the ball is in play.
- 3) For free kicks, position yourselves at about the 30-yard line of the receiving team for normal kickoffs (at about 50 yard line for free kick after a safety). Adjust position if there is a penalty to be enforced on the kickoff.
- 4) Carry one ball from each team with you at all times. Keep a ball of the team in possession in your throwing hand.
- 5) When play ends on your side, come to sideline holding correct ball up and in front so an official can see it. DO NOT come onto field. Relay or hand ball to official only upon their request.
- 6) A new ball will be needed when play ends between the numbers and sideline. If ball goes out of bounds, we will need any ball to spot at sideline. The correct ball will then be relayed onto the field for spotting for the next play.
- 7) If ball goes out of bounds on a pass or run we will bring in a new ball from that sideline. The other Ball Person retrieves old ball if necessary.
- 8) Retrieve all balls out of bounds and some long incomplete passes away from all players after the play has ended.
- 9) Ball mechanics will be 50/50 in all cases except after scores when the BJ gets a new ball from the LJ side.
- 10) After a try or field goal, the BJ will come to the sideline on the Line Judge's side of the field to get a ball for next kickoff. Be at 15-yard line to complete this exchange. Give the BJ a ball of the team about to kick off.
- 11) Try to keep at least two balls of each team on both sides of field. Use 'shuttle' persons, if available, to keep such balance. Extra Ball Persons can assist in retrieving kicked balls following field goal and try kicks, even if the ball goes into the stands.
- 12) You will be responsible for balls at halftime. Keep balls in team bags and be ready when officials return for second half (5 minutes before 2nd half kick off).
- 13) At the end of game, make sure all balls are returned to each team in the team bags given to you at the start of the game.

SCCFOA – 40/25 SECOND CLOCK PROCEDURES

The 40/25-second field clocks are the official delay of game timepieces. The 40/25-second clock operator will work under the supervision of the BJ and will report to him before the game for instructions in or near the officials' dressing room. Discuss with them the procedures for field to press box communications (coordinate with SJ). You may give a copy of the 40/25 Second Clock Operator Instructions' sheet to this person if appropriate.

The 40/25 Second Clock Operator will be instructed to:

- 1) Set the clock display to 25 seconds before the game and second half starts (first play is a kickoff).
- 2) For kickoff, start the 25-second clock when signaled to do so by the Referee.
- 3) The play clock will **automatically reset to 40 seconds** at the end of each play.
- 4) The covering official's signal will designate when to start the play clock.
- 5) Start 40-second clock when the official signals:
 - a) **The ball is dead in field of play:**
Play clock starts when covering official raises his arm or gives a wind signal if near the sideline.
 - b) **Incomplete pass:**
Play clock starts when covering official signals incomplete pass.
 - c) **Ball dead out of bounds:**
Play clock starts when covering official signals to stop the game clock.
- For NCAA Division 1-AA and Division III....**
 - d) **Touchdown:**
Play clock starts when covering official signals touchdown.
 - e) **The ball is dead (in the field of play or out of bounds) after a free kick:**
Play clock starts when covering official signals the ball dead.
- 6) If the play clock has run down to less than 25 seconds and the ball is not ready for play, the Referee should alternately raising and lowering his arm in a pumping motion with his palm flat and facing up to have the play clock operator reset the play clock to 25 seconds.
- 7) If there is a delay in getting the play clock operator to reset the play clock or there is an unusual situation, the Referee shall declare a time out and announce that the play clock should be reset to 25 seconds. The Referee shall then signal the ball ready for play.
- 8) **Manually set the play clock to 25 seconds** when any official signals to stop the game clock for: a penalty, a charged team timeout, media or injury timeout, measurement, change of possession, after any kick down, any score, first play of a quarter, or first play of a team's series in overtime. Then start the play clock when the Referee next gives the wind the clock or ready for play signal.
 - a) When there is an official's timeout for a helmet off not caused by a foul or for an injured player, the play clock will be set at 40 seconds for a player of team B or 25 seconds for a player of team A. and will start on the referee's signal when the ball is declared ready for play. That applies regardless of the status of the game clock when the official's timeout for the injury occurs.

- 9) The play clock will also be set to **25 seconds** if signal to do so by the Referee (one hand pump above the head or the Referee's ready for play signal). Under no circumstances should the play clock be reset to 25 seconds upon a signal by any official other than the referee. It is common practice for officials to communicate to the referee to "ask" if he wants to consider resetting by making the pumping signal. Resetting is the sole discretion of the referee.
- 10) Leave display at '00' seconds if there is a delay of game penalty called until the Referee has completed his signals to the press box after enforcing the delay of game penalty. After a delay of game penalty has been enforced, set play clock to **25 seconds**.
- 11) If the 40-second count is interrupted or stopped due to a play clock problem, the referee shall stop the game clock and then give a signal (both palms open in an over-the-head pumping motion). This means that the play clock should be re-set to **40 seconds** and started immediately.

If the 40-second clock is running and the ball is not ready to be snapped after 20 seconds into the count, the referee shall call timeout and signal that the play clock be set to **25 seconds**. When play is to be resumed, the referee will give the ready-for-play signal and the play clock will begin the 25-second count.

- 12) Turn off both displays should either 40/25-second clock malfunction or become inoperative.
 - a) Both 40/25-second clocks will not operate again until the problem is corrected and both 40/25-second clocks are working.
 - b) Both coaches will be notified immediately if the 40/25-second clock is no longer official.
 - c) If there is a malfunction the Back Judge will manually time the count on his watch. The Back Judge should raise one arm straight overhead when the play clock reaches 10 and the arm moved continuously downward. The arm is straight out with five seconds left. When his arm reaches his thigh, the play clock has expired.
- 13) Do not use 40-second clock when less than 40 seconds remain in any period if the game clock is running. If the 40-second clock is mistakenly started in this situation, **DO NOT** stop the game or game clock to correct. If the game clock is not running when less than 40 seconds remaining in any period, then the 40-second clock is used.
- 14) NOTE: If the 40-second clock is erroneously started, it shall be stopped immediately. The BJ may be asked to help the Referee determine the amount of time lost when the clock is stopped for reasons beyond the circumstances of either team. The amount of time run off the 40-second clock can be used to determine the amount of lost time.

SCCFOA - 40/25 SECOND CLOCK OPERATOR INSTRUCTIONS

The 40/25 Second Clock Operator will be instructed to:

- 1) Set the clock display to **25 seconds** before the game and second half starts (first play is a kickoff).
- 2) For kickoff, start the 25-second clock when signaled to do so by the Referee.
- 3) The play clock will **automatically reset to 40 seconds** at the end of each play.
- 4) The covering official's signal will designate when to start the play clock.
- 5) Start 40-second clock when the official signals:
 - a) **The ball is dead in field of play:**
Play clock starts when covering official raises his arm or gives a wind signal if near the sideline.
 - b) **Incomplete pass:**
Play clock starts when covering official signals incomplete pass.
 - c) **Ball dead out of bounds:**
Play clock starts when covering official signals to stop the game clock.
For NCAA Division 1-AA and Division III....
 - d) **Touchdown:**
Play clock starts when covering official signals touchdown.
 - e) **The ball is dead (in the field of play or out of bounds) after a free kick:**
Play clock starts when covering official signals the ball dead.
- 6) If the play clock has run down to less than 25 seconds and the ball is not ready for play, the Referee should alternately raising and lowering his arm in a pumping motion with his palm flat and facing up to have the play clock operator reset the play clock to 25 seconds.
- 7) If there is a delay in getting the play clock operator to reset the play clock or there is an unusual situation, the Referee shall declare a time out and announce that the play clock should be reset to 25 seconds. The Referee shall then signal the ball ready for play.
- 8) **Manually set the play clock to 25 seconds** when any official signals to stop the game clock for: a penalty, a charged team timeout, media or injury timeout, measurement, change of possession, after any kick down, any score, first play of a quarter, or first play of a team's series in overtime. Then start the play clock when the Referee next gives the wind the clock or ready for play signal.
 - a) When there is an official's timeout for an injured player, the play clock will be set at 40 seconds for injury to a player of team B or 25 seconds for injury to a player of team A. and will start on the referee's signal when the ball is declared ready for play. That applies regardless of the status of the game clock when the official's timeout for the injury occurs.
- 9) Also set the play clock to **25 seconds** if signal to do so by the Referee (one hand pump above the head or the Referee's ready for play signal). Under no circumstances should the play clock be reset to 25 seconds upon a signal by any official other than the referee. Resetting is the sole discretion of the referee.

- 10) Leave display at '00' seconds if there is a delay of game penalty called until the Referee has completed his signals to the press box after enforcing the delay of game penalty. After a delay of game penalty has been enforced, set play clock to **25 seconds**.
- 11) If the 40-second count is interrupted or stopped due to a play clock problem, the referee shall stop the game clock and then give a signal (both palms open in an over-the-head pumping motion). This means that the play clock should be re-set to **40 seconds** and started immediately.
- 12) If the 40-second clock is running and the ball is not ready to be snapped after 20 seconds into the count, the referee shall call timeout and signal that the play clock be set to **25 seconds**. When play is to be resumed, the referee will give the ready-for-play signal and the play clock will begin the 25-second count.
- 13) Turn off both displays should either 40/25-second clock malfunction or become inoperative.
 - a) Both 40/25-second clocks will not operate again until the problem is corrected and both 40/25-second clocks are working.
 - b) Both coaches will be notified immediately if the 40/25-second clock is no longer official.
 - c) If there is a malfunction the Back Judge will manually time the count on his watch. The Back Judge should raise one arm straight overhead when the play clock reaches 10 and the arm moved continuously downward. The arm is straight out with five seconds left. When his arm reaches his thigh, the play clock has expired.
- 14) Do not use 40-second clock when less than 40 seconds remain in any period if the game clock is running. If the 40-second clock is mistakenly started in this situation, **DO NOT** stop the game or game clock to correct. If the game clock is not running when less than 40 seconds remaining in any period, then the 40-second clock is used.
- 15) NOTE: If the 40-second clock is erroneously started, it shall be stopped immediately. The BJ may be asked to help the Referee determine the amount of time lost when the clock is stopped for reasons beyond the circumstances of either team. The amount of time run off the 40-second clock can be used to determine the amount of lost time.

SCCFOA - CLOCK OPERATOR PROCEDURES

The game clock is the official game timepiece. The assigned game clock operator (Timer) will work under supervision of the SJ. Timer will report to SJ before game for instructions in or near official's dressing room. Discuss with them procedures for field to press box communications. This includes location of Timer in press box and location of field phones for press box communication. Tell BJ of these arrangements should there be a concern with 40/25-second clock and BJ needs to talk to 40/25-second clock operator.

1. Synchronize SJ's watch with Timer's watch. SJ should have Western Union time - obtained before game. Make sure Timer has an extra timing device or stopwatch if Timer needs to hand time the game if the game clock breaks.
2. Find out if the clock is working properly. Note any problems or situations (e.g., parts of clock not working, Timer cannot wind clock up - only down, blind spots on field, etc.). Tell Timer a horn or buzzer should not sound when clock runs down to '00' and a play is still in progress. Horn or buzzer should only go off after last play of a quarter is over. It may be necessary to turn off the horn or buzzer function (if possible) to prevent it from going off prematurely.
3. Field clock is to start running down 60 minutes before game start. Just prior to 60 minutes, stand at midfield and give 'wind' signal to Timer in Press Box to start 60-minute countdown. When it reaches 1 minute, have Timer reset to 15 minutes – normal time for a quarter. SJ times the one minute before the kickoff for each half.
4. Give Timer a copy of 'Clock Operator Instructions' sheet if appropriate.
5. Discuss with Timer the standard official's signals that affect the clock (when to start or stop clock, adding or subtracting time from clock based on Referee's hand signals, officials winding on kickoffs after a legal touch, wind signal near a sideline, etc.).
6. Remind the timer that if the game clock is stopped with less than 3 seconds in any period and will start on the referee's signal, run the clock to zero if the ball is legally snapped.
7. When first and third quarter ends, reset clock to 15 minutes when Referee signals end of quarter (ball held over head).
8. Reset clock to 20 minutes for halftime and start the clock when the Referee gives the Wind-the-Clock. Game clock is the official timing device for keeping track of the halftime period.
9. Discuss how Timer will communicate to field officials when there is a clock problem. This could be done via public address announcement.
10. If clock is no longer official game timepiece:
 - a. Have the Timer come down to the field to time game.
 - b. Both coaches are to be notified immediately when the game clock breaks and time is to be kept on the field.
 - c. When there are 2 minutes remaining in either half, Timer shall tell SJ who then becomes official Timer using his watch. This signals the Referee to give a 2-minute notification to both teams.

- d. With less than 2 minutes remaining in each half, when clock stops by rule, SJ gives remaining time to other officials so that this information can be relayed to each team. A team representative may leave their team area along the limit line to get timing information to relay it back to their team area.
11. Should game clock become operative after a malfunction, SJ shall give timing duties back to Timer (except when less than 2 minutes remain in either half). This includes telling Timer of time remaining in the half.
 12. When SJ gets onto field before start of game, test to see if field phones are working and that SJ can communicate with the Timer in the press box.
 13. Be aware of potential 10-second subtraction situations. Whenever, in the last minute of either the second or fourth quarter, either team commits a foul that cause the game clock to stop, there is a potential for a 10-second subtraction from the time remaining on the game clock when the foul occurred. Be alert to instructions from the Referee regards the correct time to place on the game clock after the penalty is enforced. If the foul occurs with less than 10 second of the game clock, there is a possibility the half or game will be over.
 14. Write down time the game ended and give to Referee at post game meeting for game report.

SCCFOA - CLOCK OPERATOR INSTRUCTIONS

- 1) Synchronize your time with Side Judge's time. Carry extra timing device or stop watch in case you need to hand time game if game clock fails to work.
- 2) Insure game clock is working before game. Note any problems or situations and give this information to the Side Judge before the game. If the clock has a horn or buzzer feature, make sure it does not go off during action of the last play of a quarter. Horn or buzzer should only sound after all action of the last play of a quarter is over and the ball is dead. It may be necessary to turn off the horn or buzzer function, if possible, to prevent it from sounding while the last play of a quarter is in progress.
- 3) Start game clock running down 60 minutes before kickoff. Be ready to start this count down on Side Judge's signal. He should be standing near midfield about an hour before the game. He will give a 'wind' signal when you should start the 60-minute count down. When clock reaches 1 minute, reset it to 15 minutes - normal time for first quarter. The Side Judge will time the minute before kickoff to start each half.
- 4) Make sure you understand official signals that indicate the starting and stopping of clock. Make sure you also understand when clock should start or stop (for example, a touchdown, the snap, NEVER use clock on a try, etc.).
- 5) Ask the Side Judge if you are unsure. DO NOT anticipate clock stopping or starting. Wait to get proper signals from field officials. Be alert for officials giving wind signal on kickoffs.
- 6) Remember if the game clock is stopped with less than 3 seconds in any period and will start on the referee's signal, run the clock to zero if the ball is legally snapped.
- 7) At the end of the first and third quarters, reset clock to 15 minutes when Referee signals end of quarter by holding ball over his head after time runs out in a quarter and all action has stopped.
- 8) Reset clock to 20 minutes for halftime and start the clock when the Referee gives the Wind-the-Clock signal. Game clock is the official time for timing halftime period. Again, when the clock reaches 1 minute, reset it to 15 minutes before start of the second half.
- 9) During pregame meeting tell Side Judge how you will contact him should a clock problem arise.
 - a) Be prepared to come down to the field to hand time the game if game clock becomes inoperative.
 - b) When there are 2 minutes remaining in either half, tell Side Judge of this fact - he then becomes the official Timer of the game. At this point, give the Side Judge the time remaining in the half.
- 10) If game clock becomes operative after a malfunction, Side Judge will give timing duties back to you (except when less than 2 minutes remain in either half). This includes telling you of the time remaining in the half.
- 11) Be prepared for Side Judge trying to talk to you in the press box before game starts. This is to see if field phones are working properly and the two of you can communicate during the game should a timing problem arise.
- 11) Be aware of potential 10-second subtraction situations. Whenever, in the last minute of either the second or fourth quarter, either team commits a foul that cause the game clock to stop, there is a potential for a 10-second subtraction from the time remaining on the game clock when the foul occurred. Be alert to instructions from the Referee regards the correct time to place on the game clock after the penalty is enforced. If the foul occurs with less than 10 second of the game clock, there is a possibility the half or game will be over.