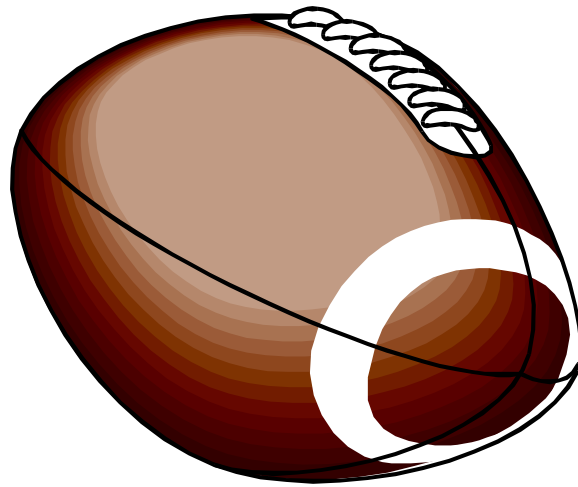


**Southern California
Collegiate Football Official Association
(SCCFOA)**

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



2025

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2025

Crew of Seven

Mechanics Changes

CHANGES FROM 2024 SCCFOA Crew-of-Seven MANUAL
Source: 2025 CCA Football Officiating Manuals For A Crew of 7 & 8

CHANGES FROM 2024 MANUAL	
Officiating Standard updated for the On-side Kick Restraining Line	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. When in doubt, the kicking team player has not broken the plane. The same plane applies on normal kickoffs, but officials should not be too technical in regard to players breaking the plane
Officiating Standard updated for Team Timeout Positions	During a Timeout, if a team huddles near the sideline, all players, coaches, and team personnel must remain outside the numbers and in front of the team area.
Pregame Meeting with the Head Coach updated	The Referee and Umpire shall meet with the Home Team first, unless there has been a previous agreement to reverse the order due to Home Team activities (e.g. recruiting, Senior Day, etc.). For postseason games, the Referee and Umpire shall meet with the Home Team first in all cases.
Recording Down/Distance/Yard Line with the Chain Crew	A member of the chain crew shall record the down, distance, and yard line for all downs in case the box and/or markers need to be reset to a previous position after moving.
Counting Players on Free Kicks	Referee: Count the receiving team players and confirm your count with the Head-Line Judge and Line Judge. Head Line-Judge: Count the receiving team players and confirm your count with the Referee and Line Judge. Side Judge: Count the kicking team players and confirm your count with the Field Judge. Line Judge: Count the receiving team players and confirm your count with the Referee and Head-Line Judge. Field Judge: Count the kicking team players and confirm your count with the Side Judge.

CHANGES FROM 2024 MANUAL	
Substitution Procedures updated	The substitutes and replaced players for Team B must maintain an “athletic pace”. If Team B does not maintain this “athletic pace” - the referee will release the Umpire when the defense should have completed their substitution using an “athletic pace”.
HL/LJ Line to Gain Mechanics on 3rd down and short	On fourth down with two or less yards to the line to gain and Team A not in scrimmage kick formation, the Head Line-Judge and Line Judge should be prepared to move immediately to the line to gain after the snap. Moving immediately to the line to gain on third down with two or less yards should be considered when Team A is likely in four-down territory. Guidelines for four-down territory are when 1) the line of scrimmage is beyond the +40 yard line and/or 2) at the end of the game when Team A is behind.
HL/LJ Mechanics with Line to Gain and Goal Line	Head Line-Judge and Line Judge: 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. The exception is when the line to gain is between the line of scrimmage and the goal line. In this case, stop first at the line to gain and move forward when it is clear the ball will be advanced past the line to gain.

Crew of 7 Umpire in the Backfield Experiment

As an ongoing experiment beginning in the 2020 football season, conferences will be allowed to work the crew of seven mechanics with the Umpire opposite the Referee in the offensive backfield. Included on page 74 thru 77 are the modifications required to a crew of seven mechanics to work this experiment. It is the expectation that officials will follow these mechanics in order to ensure consistency on the national level and create a baseline set of mechanics that we can learn from and build on.

2025

Mechanics Points of Emphasis

Source: 2025 CCA Football Officiating Manual For A Crew of 7 & 8

1.1 PROTECTION OF DEFENSELESS PLAYERS / TARGETING

The NCAA Football Rules Committee continues to embrace the targeting rule in order to promote player safety, reduce head contact and 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 their helmet. The definition of “crown of the helmet,” approved starting with the 2022 season, focused the attention on the top of the helmet. The term “forcible contact” has replaced the word “initiate” to ensure the intent of the rule is clear.

These actions appear in two rules: Targeting and Making Forcible Contact With the Crown of the Helmet (Rule 9-1-3) and Targeting and Making Forcible Contact to Head or Neck Area of a Defenseless Player (Rule 9-1-4). Use of the helmet as a weapon and intentional (targeted) contact to the head or neck area are serious safety concerns. The penalties for fouls under both 9-1-3 and 9-1-4 include automatic disqualification. The committee continues to emphasize that coaches and officials must be diligent to insure that players understand and abide by these rules. A progressive penalty was added in 2019 to continue to emphasize adherence to this rule. Rule 2-27-14 defines and lists characteristics of a defenseless player.

The appeal process for players disqualified for targeting in the second half of a game established starting with the 2022 season **will continue in 2025**. If the national coordinator concludes that it is clearly obvious the player should not have been disqualified, the suspension will be vacated.

1.2 CONCUSSIONS

Coaches and medical personnel should exercise caution in the treatment of a student-athlete who exhibits signs of a concussion. When in question, officials will declare an injury timeout for any player exhibiting signs of a concussion. See Appendix C for detailed information.

1.3 PRE-SNAP ACTIONS FOR OFFENSE & DEFENSE/ DISCONCERTING SIGNALS/OFFENSIVE ALIGNMENT

The intent of pre-snap rules is to define and govern what is allowed by the offense and defense. The offense, by design, has an advantage of knowing the starting signal, cadence, or sound, and the defense has an advantage as they are not limited in terms of overall player movements before the snap. To discourage tactics at the line of scrimmage designed to cause an opponent to foul or to give either team an unmerited advantage, officials must be on high alert for any type of illegal pre-snap actions by either team. Additionally, coaches should not teach illegal pre-snap actions designed to make their opponent foul.

Updated language in Rule 7 makes it clear for Team A, that any movement that simulates action at the snap is a foul. This includes abruptly shifting a player or players that simulates the start of a play. Team B will be held to the same standard of not simulating action at the snap as Team A. Coordinated Team B movement, including lateral and backward movement that simulates action at the snap is a foul. Additionally, the defense cannot use words or signals that simulate the sound or

cadence of, or otherwise interfere with the offensive starting signals. This includes using a clap on the defensive side of the ball that may disconcert the offense. The terms “move” and “stem” are reserved for the defensive cadence and may not be used by the offense. Continued for 2025, a special focus on the offensive alignment is a point of emphasis. Guidelines have been introduced to ensure we are consistent nationally in dealing with restricted linemen that are not on their line of scrimmage. Also, we will ensure that Team A is in proper alignment at the snap, especially when there is a player with an eligible number covered up. These type formations will be evaluated just as we do for “gadget plays” and the offense must be precise in their alignment or should be penalized.

1.4 FEIGNING AN INJURY

With the advent of the up-tempo offenses, there is a growing trend of defensive players feigning an injury in an attempt to slow down or break the rhythm of the offense and try to gain an unwarranted time out. Full protection under the rules should go to a player that indeed suffers an injury; however, on occasion some potential injuries are suspect, happen in unusual windows between plays and appear to be staged. The Rules Committee had serious discussions on potential options on how to best take away incentive for players to feign an injury including adding additional time before a player could return from injury.

Head Coaches are expected to set a culture within their team to ensure that this type of dishonest action will not be tolerated. Feigning an injury is not ethical and is completely against the spirit of fair competition. It is a bad look for our great game.

For the 2025 season, a new rule was approved to address these tactics. If a player presents as injured after the ball is spotted by the officials, that team will be charged a team timeout or a delay of game penalty if all timeouts have been used. The Rules Committee continues to authorize an administrative process for questionable game action. A participating institution or conference has the option to consult the national coordinator of football officials who would then facilitate a video review. After the review, the national coordinator will communicate any findings to the conference office for further action. Special attention is directed to the strongly-worded statement in The Football Code (coaching ethics, section g).

1.5 UNSPORTSMANLIKE CONDUCT/TAUNTING

Currently the Rules Committee is satisfied with the solid judgement that officials are demonstrating evaluating celebration issues and this focus will continue.

For the 2025 season, it will be a point of emphasis for officials to penalize any taunting action that is directed at an opponent. These actions are a bad look for the game and can lead to unnecessary confrontations between the teams and must be eliminated. Further, any actions simulating gun violence, including brandishing a weapon, is an unsportsmanlike act and will be penalized.

The pregame warm-up rules are designed to ensure proper sportsmanship before our contests. Officials should be vigilant during the pregame whenever players are on the field. Unsportsmanlike acts before the game are detrimental to the sport and should be monitored and violations penalized by the game officials. Postgame acts are the jurisdiction of game management. Coaches and players should be mindful of their actions and cannot allow poor sportsmanship to blemish positive work from the game. Conference protocol and sportsmanship policies will determine any postgame impacts to the participating players, coaches, and institutions.

1.6 SIDELINE CONTROL

Coaches that need to have conversations with officials about specific rulings within the game must do so from the Team Area. Coaches are encouraged not to enter the field of play or leave the Team Area to debate officiating decisions, and those that do so will have committed an automatic Unsportsmanlike Conduct Foul.

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. If any player, coach, or team personnel approaches an official with a tablet to review or view video during the game, that will result in an automatic unsportsmanlike conduct foul. Special attention should be given to the rule stating that if a coach receives two unsportsmanlike fouls in a single game, they are ejected.

The NCAA Football Rules Committee has instructed officials to be more diligent in their observations of these actions and they are instructed to flag violations of the rule when it occurs in an area they can observe. 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.

1.7 ILLEGAL CONTACT AGAINST A QUARTERBACK/PASSER

Because of their position, the passer is often in a vulnerable position, with little or no opportunity to protect themselves from, or to prepare for, forcible contact. In recognition of this, there is an explicit rule (Rule 9-1-9) which addresses this unique situation: “No defensive player shall unnecessarily rough a passer when it is obvious the ball has been thrown.”

The rule then lists several specific acts which are illegal when they occur against a passer or potential passer. The NCAA Football Rules Committee over time has given options for the quarterback to protect himself, such as sliding feet first and to legally throw the ball away outside the tackle box. The definition of a defenseless player-passer has been expanded to include an offensive player in a passing posture with focus downfield, even if a pass is not thrown. Because of the extremely vulnerable situation the quarterback position presents, it is important for all officials, and the Referee and the Center Judge in particular, to be a presence and recognize when a passer is threatened or is in a defenseless position. The crew must make it a priority to afford the quarterback all the protection the rules provide.

1.8 PACE OF PLAY, SUBSTITUTIONS, & LENGTH OF GAME

Since the implementation of the 40-second play clock, we have seen an ever-increasing use of the up-tempo offense. This 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 or Team A players go out of bounds into their team area, even if the substitution is into the huddle. This will allow more consistency as teams innovate on new and varied type huddles.

Adherence to these 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 these situations, officials have been instructed that they are not to significantly increase the pace used to spot the ball and make it ready for play. Doing so would place the defensive team at a distinct disadvantage not intended by rule. 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 these 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 Football Rules Committee is concerned about the flow of the game and the number of plays per game and is 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. Efficiently managing game flow will have a positive impact on the sport.

Automatic Unsportsmanlike Actions for Players

Source: 2025 CCA Football Officiating Manual For A Crew of 7 & 8

The following list of actions by players that are intended to show off or that disrespects the game or the opponent shall always be penalized when observed:

- Throat slash
- Demonstrations of violence, such as “six guns” or “machine gun”
- Removal of helmet to celebrate or protest
- Heisman pose
- Gestures with a sexual connotation
- Dancing
- Somersault or flip
- High step
- Dunking the ball over the crossbar
- Spinning the ball
- Using forcible contact to push or pull an opponent off the pile
- Spitting on an opponent
- Brandishing a weapon

Automatic Unsportsmanlike Action for Coaches

Source: 2025 CCA Football Officiating Manual For A Crew of 7 & 8

The following action by coaches shall always be penalized when observed:

- Coming onto the field to protest an officiating decision.
- Team personnel engaging an official with a tablet to show or review video is guilty of an automatic Unsportsmanlike Conduct foul.

Officiating Axioms

Source: 2025 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 Standards

Source: 2025 CCA Football Officiating Manual For A Crew of 7 & 8

Source: 2025 NCAA® FOOTBALL RULES AND INTERPRETATIONS Pages FO-1 to FO-8

The following rules-based Standards 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. Officials shall treat formation warnings separately for normal scrimmage downs, punts and field goal/PAT.
3. If an ineligible lineman's helmet is breaking a line drawn through the waistline of the snapper, he is legally on the line of scrimmage. If an ineligible lineman's helmet is anywhere between the waistline of the snapper and his rear end, a warning should be given but a foul will be called if multiple warnings have already been given. 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. Any wide receiver lined up more than one yard off the LOS is considered in the backfield. When in question, it is not a foul.
5. Wide receivers or slot backs lined up outside a tight end if there is not clear separation will be ruled on the line of scrimmage and covering the tight end if there is no stagger between their alignments. Any covered wide receiver intentionally lined up in an ineligible position must meet the same requirements as an originally ineligible lineman. 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.
11. The snapper shall not be permitted to move the ball more than ½ yard forward when taking his stance nor allow the ball to be moved over the line to gain or goal line. The play shall be shut down, the ball reset, and the player and his coach warned. A foul for a False Start shall be considered after a warning.

Fumbles Standards

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. Up to five yards between where a pass lands in bounds and the nearest eligible receiver may be used for determining "in the area" during short passes or when the receiver is relatively stationary on the field. This distance should be increased on long passes and when the receiver is running towards the spot where a pass lands in bounds. When the pass lands out of bounds, an eligible receiver is "in the area" if he is between the top of the numbers and the sideline, or in the end zone, and the pass is thrown over the vicinity of the receiver's head. An eligible receiver shall be deemed "not in the area" no matter where he is positioned when the passer intentionally throws a pass significantly outside of the playing enclosure.
7. If the passer is contacted after he starts his passing motion, it may be ruled no intentional grounding due to this contact.
8. 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.
9. 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.
10. 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. **When in doubt, the kicking team player has not broken the plane.** 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 ejected.
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 ejected.
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 ejection.

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, when there is between two and five minutes remaining in a half and the clock is stopped to complete a penalty by the team ahead in the score, or the score is tied, the Referee should consider invoking Rule 3-4-3, and afford the offended team the option of starting the game clock on the snap. If the score of the game is not competitive, the Referee should not invoke Rule 3-4-3 in this situation.

Miscellaneous

1. The ankle or wrist is considered part of the foot or hand, respectively, and does not make a runner down.
2. During a Timeout, if a team huddles near the sideline, all players, coaches, and team personnel must remain outside the numbers and in front of the team area.

Character

Source: 2025 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: 2025 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 the 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.

2025
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) The Referee and Umpire shall meet with the Home Team first, unless there has been a previous agreement to reverse the order due to Home Team activities (e.g. recruiting, Senior Day, etc.). For postseason games, the Referee and Umpire shall meet with the Home Team first in all cases.
 - iii) This meeting may not be conducted by officials other than the Referee and Umpire.
 - iv) Upon returning to the locker room, the Referee should share the discussion with the coaches with their crew.
 - 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 meetings.
 - 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 limit.
 - iii) lines.
 - iv) Observe Quarterbacks and Kickers during their warm-ups and note hand/foot used to throw/kick ball.
 - v) Spot check equipment and report any irregularities to the Umpire who will work with trainer(s) to correct.
 - vi) All officials are responsible for administering and enforcing the 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 the visiting captain to announce his choice.
 - i) The Umpire should audibly repeat the captain's choice before the flip.
 - e) Toss the coin and let the coin hit the ground. Leave coin on ground until captains leave the coin toss.
 - f) Ask the 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 indicate 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 the choice of first choosing captain and then give appropriate signal for the choice of the other captain.
 - i) When the toss is completed, meeting with other officials and record the 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) You are primarily responsible for ruling on wedge formations on free kicks.
 - (7) Be alert when a player gives a fair catch signal and observe the actions of players when a signal is given.
 - (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) Be alert, you are primary when a player gives a fair catch signal and observe the actions of players when a signal is given.
 - (3) Once a runner catches the ball and leaves end zone your kick coverage zone extends to about the 25 to 30 yard line, center third of field or in front of runner.
 - (a) You are responsible for potential wedge formations and illegal blocks in your zone.
 - (b) Follow the play and observe action in front of the runner.
 - (i) 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) 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 and allows them three seconds to begin any defensive substitutions. If the defense substitutes in this time window, then the Referee will allow them reasonable time to match up, position its players and allow replaced players to leave the field. 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 (*front side*) 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 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) Primarily responsible for the passer until there is no threat of a foul. Then, any lineman who is a threat for a foul, including the initial key, the tackle on the right side.
 - (2) 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.
 - (3) Immediately following snap, watch tackle on the right side of the formation. If trips were initially formed on your side, you are secondary on the tackle opposite your side and will help *if possible*.
 - (4) If there is no threat to your tackle, observe action on other tackle or closest potential fouler.
 - (5) 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.
 - (6) Remember to use the concept of the need for the blocker to be ‘beat with his feet’ in order for a hold to exist.
 - (7) 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.
 - (8) 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. Priority and focus for safety fouls against the Quarterback when he is under duress supersedes the potential for other fouls. Verbally alert defenders when the passer has released the ball.
 - (9) 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.
 - (10) Ensure 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!
 - (11) 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.
 - (12) 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 to b-i-3 through b-i-6 above.
 - (13) 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.
 - a) 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.
 - (2) If the kicker is near the endline, straddle the endline and warn the kicker before the snap.
 - 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 the 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 the ball is tipped.
 - (4) If a 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.
 - (a) When the covering official reaches the spot, chop down with your arm.
 - (5) If the 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 a 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.
- b) 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 a 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.
- c) 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.
 - (b) Be alert for the quarterback "walking into the snap."
 - (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.
 - (c) Signal a score only if necessary, such as a delay in the on field ruling after a conference by officials!
 - 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.
- 2) 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 the 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.
 - (3) Touchdown and Try. The covering official(s) touchdown signal stops the game clock. This signal also serves to start the 40-second play clock. A 40-second play clock is not used if there are any live-ball fouls called during the down, even if the touchdown stands. Once the 40-second play clock starts, the Referee will monitor the remaining time. The play clock should not be allowed to expire while waiting to be cleared. The Referee shall pump the play clock back to 0:25 if it approaches 0:10 in this situation. The play clock

- could require being pumped back up multiple times. Team A shall be afforded at least 0:25 on the play clock.
- 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.
 - v) If the game clock is stopped to complete a penalty for a foul by the team ahead in the score (or either team if the score is tied) anytime after the Two-Minute Timeout in the 2nd or 4th quarters and the clock would start by rule on the referee's signal, it will start on the snap, at the option of the offended team. The game clock will start on the ready-for-play signal after Team A throws an illegal forward or backward pass to conserve time.
- 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 the choice is obvious, make an announcement and proceed with enforcement or declination.
 - iii) If the 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 a 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) Inform the head coach on third charged timeout.

- vi) 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.
 - vii) For Referee's time out, indicate by tapping chest with hands.
- f) End of Quarter
- i) When time expires, sound whistle only if the 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 the ball to the exact position at the 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 the 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 a 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 the ball is dead.
 - ii) Indicate the end of a period by holding the ball overhead in one hand.
 - iii) Leave the 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.

2025
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) The Referee and Umpire shall meet with the Home Team first, unless there has been a previous agreement to reverse the order due to Home Team activities (e.g. recruiting, Senior Day, etc.). For postseason games, the Referee and Umpire shall meet with the Home Team first in all cases.
 - iii) 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 the 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 the 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 the starting center.
 - v) All officials are responsible for administering and enforcing the 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.
 - (a) The Umpire will watch illegal action on the kicker.
 - (b) Move downfield at a 45-degree angle no more than eight to 10 yards downfield to a position halfway between hashes and numbers boxing in play down to front wave of players to about the 25-to-30-yard line.

- (c) Observe action mainly toward the center of the field, observing off-ball action. If the kick is to the opposite side, move to the hash mark.
 - b) Short Free Kick
 - i) Basic Positioning
 - (1) Starting position is 3 yards off the sideline opposite the press box on the 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 the 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 the 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 the lateral position of the ball (Position 1-5) – use rubber band and consistently change the band at the same time before each play.
 - 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 the 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 a 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 lines up on Team B's side of the ball. The Umpire takes a position five to seven yards off the ball opposite the Side Judge while keeping the snapper in their view. After the snap, the Umpire is primarily responsible for action by and against the center and action by and against the two guards. Be alert for leverage, leaping and the pull and shoot. The Umpire is primary to observe the defense's formation over the snapper and 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) Staring 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 the press box side of field.
 - (3) Position 3 is the center of the field.

- (4) Position 4 is upright farthest from the 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 the 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 the 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!!!

**2025
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.
 - (2) A member of the chain crew shall record the down, distance, and yard line for all downs in case the box and/or markers need to be reset to a previous position after moving.
 - iii) All officials are responsible for administering and enforcing the 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 the 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 the receiving team players and confirm your count with the Referee and Line Judge.
 - (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).
 - (a) You are secondary for knowing if Team A had at least four players on both sides of the kicker.
 - (2) You have goal line and pylon responsibility.
 - (a) Be alert to possible balls kicked into the end zone and touchbacks.
 - (3) You are primary for observing fair catch signals and the actions of players when a signal is given.
 - (4) You have secondary responsibility for observing illegal wedge formations.
- 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.
 - (2) Once a runner catches the ball and leaves the end zone your kick coverage zone extends to about the 25-to-30-yard line, near third of field or in front of runner.
 - (3) Be alert for possible wedge formations, illegal blocks and the runner. When you do not have the ball, take a position to observe blocks on the backside of the runner.
 - (4) 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 the 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.
 - (2) Moving immediately to the line to gain on third down with two or less yards should be considered when Team A is likely in fourdown territory. Guidelines for four-down territory are when 1) the line of scrimmage is beyond the +40 yard line and/or 2) at the end of the game when Team A is behind.
 - 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) See Initial Responsibilities for Receivers pages 63 & 64 in this document.
 - (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 the 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 with 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 the 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 the 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.
 - (b) Always know the eligible and ineligible receivers on your side of the ball.
 - (2) Who's facing R to help with blocked kick? Officiate the play.
 - (3) Area of focus while ball is alive.
 - (a) Observe action by and against the tight end and wingback on your side.
 - (b) At the snap, step one or two yards onto the defensive side of the ball to give you a better view of action (e.g., pull and shoot) by and against the wingback and tight end.

- (c) Be ready to cover the sideline from the line of scrimmage to the endline. HLJ and LJ are both responsible for covering the play on short field goal and try attempts and fake field goals.
 - (d) You are responsible for determining and ruling on whether a kick crosses the neutral zone.
 - (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.
 - (7) 2-Point Tries
 - (a) If a 2-point try ends short of but near the goal line, the covering official should work the end of the play as they would any other scrimmage down. That would include giving a dead ball signal, using the whistle and marking a spot. After the play is clearly over, the covering official or Referee may then use Signal 10 indicating an unsuccessful try. This will avoid any confusion with coaches, fans etc. that the crew is signaling that the try is unsuccessful.
- 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. The exception is when the line to gain is between the line of scrimmage and the goal line. In this case, stop first at the line to gain and move forward when it is clear the ball will be advanced past the line to gain. 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 the 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-yard line, 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 the 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 players 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 enforced 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 the 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 the field as a group and retire to the dressing room without stopping for conversation.
 - ii) Complete Game Reports in dressing room.

2025
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 the coach 5 minutes prior to kickoff and bring the 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.
 - ii) A member of the chain crew shall record the down, distance, and yard line for all downs in case the box and/or markers need to be reset to a previous position after moving.
 - e) All officials are responsible for administering and enforcing the 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 the receiving team players and confirm your count with the Referee and Head-Line Judge.
 - (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).
 - (a) You are secondary for knowing if Team A had at least four players on both sides of the kicker.
 - (2) You have goal line and pylon responsibility.
 - (a) Be alert to possible balls kicked into the end zone and touchbacks.
 - (3) You are primary for observing fair catch signals and the actions of players when a signal is given.
 - (4) You have secondary responsibility for observing illegal wedge formations.
- 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.
 - (2) Once a runner catches the ball and leaves the end zone your kick coverage zone extends to about the 25-to-30-yard line, near third of field or in front of runner.
 - (3) Be alert for possible wedge formations, illegal blocks and the runner. When you do not have the ball, take a position to observe blocks on the backside of the runner.
 - (4) 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.
 - (2) Moving immediately to the line to gain on third down with two or less yards should be considered when Team A is likely in four-down territory. Guidelines for four-down territory are when 1) the line of scrimmage is beyond the +40 yard line and/or 2) at the end of the game when Team A is behind.
 - 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 the 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 the 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) See Initial Responsibilities for Receivers pages 63 & 64 in this document.
 - (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 for ruling 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 the 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 the 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 the 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.
 - (a) Always know the eligible and ineligible receivers on your side of the ball.
 - (b) Who's facing R to help with blocked kick?
 - 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) Observe action by and against the tight end and wingback on your side.
 - (2) At the snap, step one or two yards onto the defensive side of the ball to give you a better view of action (e.g., pull and shoot) by and against the wingback and tight end.
 - (3) Be ready to cover sideline from the line of scrimmage to the endline. HLJ and LJ are both responsible for covering the play on short field goal and try attempts and fake field goals.

- (4) You are responsible for determining and ruling on whether a kick crosses the neutral zone.
 - 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 the 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.
 - ii) 2-Point Tries
 - (1) If a 2-point try ends short of but near the goal line, the covering official should work the end of the play as they would any other scrimmage down. That would include giving a dead ball signal, using the whistle and marking a spot. After the play is clearly over, the covering official or Referee may then use Signal 10 indicating an unsuccessful try. This will avoid any confusion with coaches, fans etc. that the crew is signaling that the try is unsuccessful.
- 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. The exception is when the line to gain is between the line of scrimmage and the goal line. In this case, stop first at the line to gain and move forward when it is clear the ball will be advanced past the line to gain. 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-yard line, 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 the goal line if necessary, when the 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 players 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 enforced 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 the player who called T.O.
 - ii) Prepare to notify the coach when the T.O. is 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 the field as a group and retire to the dressing room without stopping for conversation.

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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 the 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) Ensure 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 the receiving team's restraining line and straddle the restraining line.
 - ii) Pre-Kick Concentration Routine
 - (1) Count the kicking team players and confirm your count with the 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 receiving and kicking teams.
 - (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 receiving and kicking teams.
 - (a) Your kick coverage zone is from the sideline to halfway between numbers and hashes, boxing in play down to front wave of players to about the 25-to-30-yard line.
 - (6) Officiate from the outside and ahead of the runner.
 - (7) You are responsible for possible wedge formations and blocking ahead of the runner.
 - (8) Be ready to pick up the 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 the 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 and Field Judge are primarily responsible for the game clock.
 - (b) In the event the clock is running when it should be stopped, give and repeat the appropriate signal until the clock has been corrected.
 - (c) If an appreciable error on the game clock is noted, or if inefficiency is habitual, the Side Judge shall call a timeout and advise the Referee.
 - (2) Count the defense and verify count with BJ and SJ.

- (3) Be aware of the legality of substitutions. Be particularly aware of players 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) See Initial Responsibilities for Receivers pages 63 & 64 in this document.
 - (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 the sideline from your original position to the end line.
 - (c) Using ‘Modified Fade Mechanics’ maintain deep positioning. Cover the play when the ball is thrown into your area.
 - (d) When a 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 the 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 the 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 players 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 the 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 a good angle. Seeing blocks is more important than getting to 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 the 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-yard line, the line judge and Head Line-Judge have the goal line 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-yard line, the field judge and back judge move toward the pylons on their sides of the field and have the goal line.
 - (2) When a team 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 the 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-yard line to Team B's seven-yard line, 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-yard line 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 players 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 officials are responsible for the legality of substitutions. Be particularly aware of players 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 and prior to every snap.
 - c) Penalty Enforcement
 - i) You are responsible for reporting the type of foul, number of the player who fouled, and a brief description of 'What he did' to the Head Coach on your sideline.
 - ii) You are responsible for assisting in getting the coach's 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, ensure 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 the 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 the 50-yard line.
 - iv) Bring captain to 9-yard marks. Wait at the 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 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 the field as a group and retire to the dressing room without stopping for conversation.

**2025
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 the 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 the 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) Ensure 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 the kicking team players and confirm your count with 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 a 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 receiving and kicking teams.
 - (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 receiving and kicking teams.
 - (a) You kick coverage zone is from the sideline to halfway between numbers and hashes, boxing in play down to front wave of players to about the 25-to-30-yard line.
 - (5) Officiate from the outside and ahead of the runner.
 - (6) You are responsible possible for wedge formations and blocking ahead of the runner.
 - (7) Be ready to pick up the 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 the 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 a 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 and Field Judge are primarily responsible for the game clock.

- (b) In the event the clock is running when it should be stopped, give and repeat the appropriate signal until the clock has been corrected.
 - (c) If an appreciable error on the game clock is noted, or if inefficiency is habitual, the Side Judge shall call a timeout and advise the Referee.
 - (2) Observe the 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 players 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) See Initial Responsibilities for Receivers pages 63 & 64 in this document.
 - ii) Pre-snap Concentration Routine / Identify your receiver.
 - (1) Know down, distance, and game clock status.
 - (2) Observe the 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) 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 the sideline from your original position to the end line.
 - (c) Using 'Modified Fade Mechanics' maintain deep positioning. Cover the play when the ball is thrown into your area.
 - (d) When a 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 the 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 players 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 the 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 the 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) Line up on Team B's side of the ball. The Side Judge's position is dictated by the type of scoring kick. For kick tries, the Side Judge is positioned opposite the Umpire. For field goals, the Side Judge is opposite the Umpire when the snap is from the middle of the field; the Side Judge is positioned to the wide side of the field on field goals when the ball is snapped from any position other than the middle of the field. The Side Judge should be positioned five to seven yards off the ball. They observe action on and against the tackle and tight end on their side of the field. If the kicking team has a tackle-over formation, the Side Judge should key on both tackles on their side. Be alert for leverage, leaping and the pull and shoot.
 - (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 the 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 the kicking team has possession of ball, SJ will have holder or kicker who becomes eligible receiver. R will have a 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 players 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 players 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 Standards) regards correcting clock errors.
 - c) Penalty Enforcement
 - i) You are responsible for reporting the type of foul, number of the 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 halfway 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 the 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 the 50-yard line.
 - iv) Bring captain to 9-yard marks. Wait at the 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 the field as a group and retire to the dressing room without stopping for conversation.

**2025
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 the legality of football throughout the game.
- 2) Coin Toss Procedure and Responsibilities
 - a) Stand with HL on the 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) Ensure 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 at a 45-degree angle from your initial position to a position halfway between hashes and numbers boxing in play down to front wave of players to about the 25-to-30-yard line. Observe action in your zone, 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 the 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 the 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 the 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 the ball is dead, close to the 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.
 - (2) On long runs, you may spot the ball at the end of the play; in which case, remain with the ball until the Umpire gets to the ball.
 - c) Passing Plays
 - i) Basic Keys and Assignments
 - (1) See Initial Responsibilities for Receivers pages 63 & 64 in this document.
 - 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 the 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.

- iii) On long completed passes, you may spot the ball at the end of the play, in which case, remain with the ball until the Umpire or Center Judge gets to the ball.
- 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 the goal line if the ball is inside the 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 the possibility of illegal touching, fair catch, fair catch interference.
 - (4) Remind yourself to mark the spot where kick ends with bean bag only if ball is returned.
 - iii) Areas of focus while the ball is alive.
 - (1) Find the 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 a punt lands near the sideline, watch the action in front of the 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 the 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 goal line.
- 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) Ensure that the play clock is started at the correct time in every situation throughout the game.
 - (1) When there is an official 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.
 - (2) At the end of a period, the play clock should be reset to 40 or 25 and will not be started when there is less time on the running game clock than the proper time on the play clock.
 - (3) If there is a malfunction, the play clocks will be turned off until the problem is corrected. Both coaches will be notified if the field play clock is no longer official. The 25-/40-second count will then be restarted at 25 seconds with the Back Judge manually timing the count on their watch. The Back Judge will raise both arms when the play clock reaches 0:15. The Back Judge will then raise one arm straight overhead when the play clock reaches 0:10 and the arm moved down continuously. The arm is straight out with five seconds left. When the arm is at their thigh, the play clock has expired.

- (4) Touchdown and Try. The covering official(s) signal stops the game clock. This signal also serves to start the 40-second play clock. A 40-second play clock is not used if there are any live-ball fouls called during the down, even if the score stands. Once the 40-second play clock starts, the Referee will monitor the remaining time. The play clock should not be allowed to expire while waiting to be cleared. The Referee shall pump the play clock back to 0:25 if it approaches 0:10 in this situation. The play clock could require being pumped back up multiple times. Team A shall be afforded at least 0:25 on the play clock.
- iv) If the play clock hits :00, look immediately at the ball; if the snapper has not begun the snap, that is, the ball has not started moving, stop the game and penalize the offense for delay of game.
- c) Penalty Enforcement
 - i) If you have a penalty, report it to the 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 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) 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 the other end of field. Stay in between.
- g) End of half
 - i) Monitor teams leaving the 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 the field without problems.
 - ii) Note and write down time game ended.
 - iii) Leave the 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.

2025 SCCFOA Initial Responsibilities for Receivers

(Source: 2025 CCA Football Officiating Manuals For A Crew of 7 & 8, pages 169 – 170)

Most offensive formations have five eligible receivers, not counting the backfield player that receives the snap. It is important to establish which official has initial responsibility for each eligible receiver. The two line of scrimmage officials and the three deep officials are assigned these initial responsibilities.

The duration of initial responsibility starts at the snap and extends until the assigned receiver is moving freely in space 1) without near and immediate threat from a defender and 2) without the receiver moving directly towards an opponent for a potential pick play. This position in open field is called “free of foul.” Man-to-man defensive coverage on eligible receivers typically produce longer durations of initial responsibility since the defender sticks close after the receiver moves after the snap. Crossing patterns that start at the snap (receivers that move immediately inside) also create longer durations of initial responsibility because of the threat of picks. A receiver may be free of foul immediately after the snap if the defensive secondary is in a zone coverage and the receiver releases towards open space.

The five officials read the offensive formation and determine how many receivers are outside the tackle box on either side. This determination is made only at the snap to account for a receiver that is in motion. A numbering system is used to identify each of the outside receivers on either side of the formation. The widest receiver is #1, the next widest is #2, and so on.

Determining Initial Responsibilities

The Side Judge and Field Judge have initial responsibility for the widest receiver on their side. The exception is when two or more outside receivers are lined up in a Stack or Bunch (see below).

The assignments for the Back Judge and two line of scrimmage officials are determined as follows:

Three backs in the tackle box

- The Back Judge has initial responsibility for the first back that releases downfield.
- The line of scrimmage officials have initial responsibility for any back that leaves the tackle box toward their side zone.

2 x 1 formation

- The Back Judge has initial responsibility for the #2 receiver on the side of the formation with two receivers.
- The line of scrimmage officials have initial responsibility for the back in the tackle box closest to them at the snap.

2 x 2 formation

- The Back Judge has initial responsibility for the #2 receiver on the Line Judge’s side of the formation.
- The Head Line-Judge has initial responsibility for the #2 receiver on their side.
- The Line Judge has initial responsibility for the back in the tackle box.

Trips Formation

When three receivers are outside the tackle box on one side of the formation, the Back Judge has the #3 receiver, and the line of scrimmage official has the #2 receiver. If the #3 receiver is lined up as a Tight End and stays in to block, the Back Judge goes to the #2 receiver and the line of scrimmage official takes #3.

Stacking/Bunching

Formations that have two or more receivers that are in close proximity to each other are called stacks (receivers in vertical column) or Bunches (one on the line of scrimmage, one or more in backfield). Initial responsibilities for Stacks/Bunches are determined as follows:

- If only the #2 and #3 receiver are in a Stack/Bunch, the Back Judge and line of scrimmage official will read the routes to determine initial responsibility. The Back Judge is assigned initial responsibility of the receiver that releases vertically or away from the line of scrimmage official; the line of scrimmage official has the other.
- If three receivers are in a Stack/Bunch as trips on one side of the formation, the line of scrimmage official defaults to the receiver with the shallowest route. The Back Judge and either Side Judge or Field Judge take the remaining vertical routes, with the Side Judge or Field Judge taking the outside (closest to the sideline) route.
- If four receivers are in a Stack/Bunch on one side of the formation, the determination for initial responsibilities is the same as for a three-receiver Stack/Bunch above, except the Back Judge has the two, interior vertical routes instead of just one.

Other Factors for Initial Responsibility

- On multiple receiver sets, officials should prioritize observing any receiver that has a defender pressing him at the snap. “Press” or “pressing” is a defender lined up immediately across the neutral zone from a receiver with the intent to jam him as soon as the ball is snapped. This includes multiple officials observing this action against a single receiver if other receivers are not pressed.
- An official’s initial responsibility ends when the receiver gets to a position that is free of foul. At this point, the official should go into zone coverage, observing receivers in their area of coverage.
- An official should expect situations where they need to observe two receivers at the same time. This is especially true when receivers line up near each other and intentionally cross their patterns or when waiting for Stacks/Bunches to declare their route.
- It should be expected that the duration of initial responsibility is longer when in the Red Zone. Man-to-man defense is most prevalent in the Red Zone and receivers getting to a position that is free of foul usually occurs if and only when the pass is delayed due to a scrambling passer.

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.**

2025 SCCFOA

Mechanics for the 10-Second Runoff Rule

(Source: 2025 CCA Football Officiating Manuals For A Crew of 7 & 8, 221 to 223)

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 Runoff process.

Situations involving the 10-second runoff rule require extreme focus and concentration by the entire crew so that the rule is administered correctly and as efficiently as possible. By definition, the rule will almost always come into play in hurry-up situations when players and coaches are working against the clock to get plays called and defenses set. It is imperative that officials completely understand all possibilities concerning the various options available to each team so they are able to administer what can be a complex enforcement. Referees should use the term “runoff” rather than “subtraction” for announcements.

The following guidelines will serve as the CFO mechanics for administering the 10-second runoff rule.

Fouling team has no timeouts remaining and it is obvious the opponent would want the 10-second runoff.

The Referee will:

- Make the announcement (See below);
- Inform the quarterback the game clock will start on the ready;
- Give the offense a chance to move quickly to the line (if they so desire);
- Declare the ball ready for play and wind the clock.

The Umpire must be in position to prevent the snap.

Announcement with more than 10 seconds remaining on the game clock:

“False start, offense number 72. Five-yard penalty. The foul occurred with the clock running and *after the Two-Minute Timeout*. By rule, the penalty includes a 10-second runoff. Please reset the game clock to (appropriate) seconds and it will start on the ready for play.”

Announcement with 10 or fewer seconds remaining on the game clock:

“False start, offense number 72. Five-yard penalty. The foul occurred with the clock running and less than 10 seconds on the game clock. By rule, the game (or half) is over.”

Fouling team has timeouts remaining and it is obvious the opponent would want the 10-second runoff.

Ask the head coach of the fouling team if they would like to use a timeout to avoid the 10-second runoff.

Announcement if head coach chooses to use a timeout to avoid the runoff:

“False start, offense number 72. Five-yard penalty. The offense has chosen to use its (first, second or third) timeout to avoid the 10-second runoff.”

Announcement if head coach chooses not to use a timeout to avoid the runoff:

“False start, offense number 72. Five-yard penalty. The foul occurred with the clock running and ***after the Two-Minute Timeout***. By rule, the penalty includes a 10-second runoff. Please reset the game clock to (appropriate) seconds and it will start on the ready for play.”

Fouling team has no timeouts remaining and it is not obvious the opponent would want the 10-second runoff (e.g., foul occurs on third or fourth down in the first half).

Ask the head coach of the offended team if they want the 10-second runoff.

Announcement if head coach does not want the 10-second runoff:

“False start, offense number 72. Five-yard penalty. The defense has elected to decline the 10-second runoff. The game clock will start on the snap.”

Announcement if the head coach chooses the 10-second runoff:

“False start, offense number 72. Five-yard penalty. The foul occurred with the clock running and ***after the Two-Minute Timeout***. By rule, the penalty includes a 10-second runoff. Please reset the game clock to (appropriate) seconds and it will start on the ready for play.”

Fouling team has timeouts remaining and it is not obvious the opponent would want the 10-second runoff (e.g., foul occurs on third or fourth down in the first half).

Ask the head coach of the offended team if they want the 10-second runoff.

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“False start, offense number 72. Five-yard penalty. The defense has elected to decline the 10-second runoff. The game clock will start on the snap.”

Announcement if the head coach chooses the 10-second runoff:

“False start, offense number 72. Five-yard penalty. The foul occurred with the clock running and ***after the Two-Minute Timeout***. By rule, the penalty includes a 10-second runoff. Please reset the game clock to (appropriate) seconds and it will start on the ready for play.”

Announcement if head coach chooses to use a timeout to avoid the runoff:

“False start, offense number 72. Five-yard penalty. The offense has chosen to use its (first, second or third) timeout to avoid the 10-second runoff.”

The latter situation 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.

2025 SCCFOA SUBSTITUTION MECHANICS

Source: 2025 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.
- Once the Referee has assumed responsibility for managing the substitution, all other officials should stop signaling to assure attention is focused on 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 and allows them three seconds to begin any defensive substitutions. If the defense substitutes in this time window, then the Referee will allow them reasonable time to match up, position its players and allow replaced players to leave the field. **The substitutes and replaced players**

for Team B must maintain an “athletic pace”. If Team B does not maintain this “athletic pace” - the referee will release the Umpire when the defense should have completed their substitution using an “athletic pace”.

- 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.

Game and Play Clocks

Source: 2025 CCA Football Officiating Manuals For A Crew of 7 & 8

Play clocks time either a 25- or 40-second interval starting of the play clock is dependent on the how the previous down ends. Mechanics related to the starting of the play clock is dependent on the how the previous down ends.

When the 40-second interval is in force, officials' signals will serve as the trigger for the play clock operator to start the play clock. All scenarios below assume no live-ball foul is called during the down.

- **Scrimmage Down Ends with a Running Game Clock.** The covering official(s) will raise one arm completely above the shoulder with the hand open and the palm facing forward. This signal informs the play clock operator that the 40-second interval should begin. It is acceptable for the covering official(s), after giving that signal, to then indicate with their hand the next down. The Referee will not blow their whistle and give the ready-for-play signal unless there has been a Team B injury or a helmet off. Instead, the Referee will give the start-the clock signal when the ball is placed on the field for the next snap and the game clock is to be started by rule.

- **Scrimmage Down Ends with a Stopped Game Clock.** The covering official(s) signal stops the game clock (Signal 3 for runner out of bounds, fumble or backward pass out of bounds, ball advanced past the line to gain, down ends with Team B in possession, after a legal kick down or Signal 10 for an incomplete pass). The 40-second play clock should start after these signals and the raised hand signal is not required. If the game clock is stopped for a runner or backward fumble out of bounds **before the Two-Minute Timeout**, any forward fumble out of bounds or for Team A making the line to gain, the Referee will give the start-the-clock signal when the ball is placed on the field for the next snap and the game clock is to be started by rule.

- **Touchdown and Try.** The covering official(s) touchdown signal stops the game clock. This signal also serves to start the 40-second play clock. A 40-second play clock is not used if there are any live-ball fouls called during the down, even if the touchdown stands. Once the 40-second play clock starts, the Referee will monitor the remaining time. The play clock should not be allowed to expire while waiting to be cleared. The Referee shall pump the play clock back to 0:25 if it approaches 0:10 in this situation. The play clock could require being pumped back up multiple times. Team A shall be afforded at least 0:25 on the play clock.

- **Free Kick.** The covering officials will stop the game clock at the end of a free kick down. Unless there is a live-ball foul called during the down, the 40-second play clock will start on this signal. The Referee shall monitor both Team A and Team B substitutions. Team A should not be allowed to snap the ball until Team B completes its substitutions. The Referee shall pump the play clock back to 0:25 in circumstances where Team A is ready and Team B delays its substitutions until less than 0:25 are on the play clock.

•**Clocked Stopped for Injury/Helmet Off.** When there is an official's timeout for an injured player or a helmet off, the play clock is set to 40 seconds if the injury or helmet coming completely off involves a player of the defensive team or 25 seconds if the injury or helmet coming completely off involves a player of the offensive team. It is set to 40 seconds if both teams have an injury and/or a helmet when the official's timeout occurs.

When the 40-second interval is in force, officials' signals will serve as the trigger for the play clock operator to start the play clock. One arm raised completely above the shoulder with the hand open and the palm facing forward informs the play clock operator that the 40-second interval should begin. It is acceptable for the covering official, after giving that signal, to then indicate with their hand the next down.

When a pass is incomplete, Team A has gained a first down, or a ball carrier goes out of bounds, the appropriate signals will cause the timer to start the 40-second clock. In those instances, the raised hand is not necessary.

After a change of possession other than a free kick, Team A begins a series. The play clock is set to 25 seconds and it starts when the Referee blows the ready. The game clock does not start until the snap.

The first play is a run off tackle for a gain of three yards, ending between the hashmarks. The covering official blows their whistle and raises their hand. The 40-second interval then begins. The Referee does not give a ready-for-play signal or blow their whistle because the play and game clocks are already running.

The second-down play is an incomplete pass deep in the Side Judge's coverage area. The 40-second interval begins when the official signals the incomplete pass. The raised hand is not necessary in that case. Because the play clock is running but the game clock does not start, the Referee makes no signal.

On third down, a running play results in a gain of 14 yards. The ball is declared dead when the ball carrier steps out of bounds. The 40-second interval begins when the covering official signals the clock to stop. The raised hand is not necessary in that case. The Referee signals the first down. Because the running play ended out of bounds, the Referee gives the start-the-clock signal accompanied by the whistle.

Other situations. If the play clock must be reset to 25 seconds, the Referee will indicate that by making a pumping motion, alternately raising and lowering one arm, palm flat and pointed toward the sky. If the play clock is to be reset to 40 seconds, the Referee makes the same signal with both hands.

Play clock operators should be instructed that they are to react to those signals only from the Referee. Another official may communicate a play clock problem to the Referee by using one of those signals, but only the Referee's signal should result in the play clock being reset.

In order to adjust the game clock when it has been running, there must be more than a five-second differential if there is more than five minutes remaining in either half. Any time loss due to the clock

being started erroneously, such as when a dead-ball foul is called, must result in the clock being adjusted.

If there is a delay in placing the ball and the 40-second clock has run down to 0:25 or lower, the Referee will attempt to reset the play clock without stopping the game clock. If not, the Referee declares a Referee's timeout, has the play clock reset to 25, then gives the ready. The game clock starts on the snap unless it had been running when the Referee declared a timeout.

Following a loose ball, the Referee should be aware of a running game clock in situations where the crew is unsure of the result of the play. The game clock should be stopped by the Referee using the stop-the-clock signal in circumstances where there is unusual delay. When it is determined that Team A has recovered the ball, the Referee should start the game clock and pump the play clock up if there is less than 25 seconds remaining when the ball is made ready for play.

Crew of 7

Umpire in the Backfield Experiment

Source: 2025 CCA Football Officiating Manual For A Crew of 7 & 8

FREE KICKS

- **All Positions** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics.

SCRIMMAGE PLAYS

Before The Snap

- **Referee** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics.
- **Umpire** - Primary for spotting the ball on all plays. After spotting the ball, move to a position behind but to the side of the center to prevent the snap. That position allows the Umpire to clear the linemen's feet as they get set and to avoid having to step over or through the gap between the center and the guard. That also affords a position in front of or to the side of the quarterback to clearly see that the snap is being prevented. While the Umpire has primary responsibility for spotting the ball, it does not prevent other officials from spotting if it expedites the process. When that occurs, the Umpire continues to the ball until released by the Referee. The Umpire should maintain that position as long as the Referee shows signal O12. Otherwise, the Umpire promptly backs into position facing the Referee and quarterback. That allows the Umpire to pick up the tackle on their side, which will be the primary key after the snap and in pass blocking. The Umpire should be prepared to communicate directly with the center and quarterback, especially if there is a late substitution and the Referee extends their arms, indicating that the snap should not occur. The Umpire assists the Referee regarding the status of the game clock as needed.
- **Head Line-Judge and Line Judge** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics.
- **Field Judge and Side Judge** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics.
- **Back Judge** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics.

Substitutions and Counting Players

- **Free Kick:** The Umpire, Back Judge, Field Judge, and Side Judge count Team A; the Referee, Head Line-Judge and Line Judge count Team B.
- **Scoring Kicks:** Referee, Umpire, Head Line-Judge, and Line Judge count the offense. The Field Judge, Side Judge, and Back Judge count the defense.
- **Punts:** Referee, Head Line-Judge, and Line Judge count the offense. The Field Judge, Side Judge, and Back Judge count the defense. The Umpire has no counting responsibility on punts.
- **All Other Non-kicking Plays:** The Referee has primary responsibility to count Team A. Head Line-Judge and Line Judge are secondary for counting Team A. The Field Judge, Side Judge and Back Judge count Team B. The Umpire has no counting responsibility.

Substitution Procedures

- **Umpire** - 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 they must remain near the ball to prevent the snap or if they are released to their normal position.

The Umpire is not required to count the number of players on offense as their 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 their position as quickly as possible once cleared by the Referee.

The Umpire shall check with the Referee prior to leaving the ball after placement. Should they notice the Referee with extended hands or the stop sign at any point, they should remain in the vicinity of the ball or return to the vicinity of the ball until the Referee clears them with a distinct and positive signal. 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.

The Umpire should be alert for the Referee's signal 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 their position prior to the snap.

- On punts, the Umpire remains in the offensive backfield and must assist the Referee in managing the substitution process.
- All other officials to use the same responsibilities and positioning as outlined in the traditional crew of seven mechanics.

Running Play Coverage

- **Referee** - After the snap, observe the action behind the line and the runner to the neutral zone, as well as action on the ball and the quarterback on handoffs on backward passes. Once you read run to your side, focus on the blocks at the point of attack. On a run to the other side, focus on backside blocks. Stay with any threatened runner behind the line on your side. Be prepared to go into the side zone to cover the play as necessary. If the quarterback goes out of bounds to your sideline, coordinate sideline coverage with the Head Line-Judge or Line Judge to ensure the spot is maintained and players return to the field. On option plays to your side, be prepared to cover action around the quarterback. If the quarterback pitches the ball, stay with the quarterback. After any change of possession be alert for action on the quarterback who is a defenseless player. Specifically be alert for targeting at all times and illegal blocks when the quarterback is clearly out of the play.
- **Umpire** - After the snap, observe the action behind the line and the runner to the neutral zone, as well as action on the ball and the quarterback on handoffs on backward passes. Once you read run to your side, focus on the blocks at the point of attack. On a run to the other side, focus on backside blocks. Stay with any threatened runner behind the line on your side. Be prepared to go into the side zone to cover the play as necessary. If the quarterback goes out of bounds to your sideline, coordinate sideline coverage with the Head Line-Judge or Line Judge to ensure the spot is maintained and players return to the field. On option plays to your side, be prepared to cover action around the quarterback. If the quarterback pitches the ball, stay with the quarterback. After any change of possession, be alert for action on the quarterback who is a defenseless player. Specifically be alert for targeting at all times and illegal blocks when the quarterback is clearly out of the play.
- **Head Line-Judge and Line Judge** - Running Play Coverage is the same responsibilities and positioning as outlined in the traditional crew of seven mechanics.
- **Field Judge and Side Judge** - Running Play Coverage is the same responsibilities and positioning as outlined in the traditional crew of seven mechanics.
- **Back Judge** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics being mindful to look for illegal blocks (Blindside, Chop, and Illegal Low blocks) which may occur at the second level in the area of the linebackers.

Goal Line Positioning and Zones

- **Referee** - Starting position and coverage is the same as for any scrimmage play. Signal a score only if necessary, such as a delay in the onfield ruling after a conference by officials. If the ball is snapped on or inside Team B's seven yardline, you are responsible for knowing if a pass is backward or forward.
- **Umpire** - Starting position and coverage is the same as for any scrimmage play, except if the ball is snapped on or inside Team B's seven yardline you are responsible for knowing if a pass

is backward or forward. Additionally, assist line of scrimmage officials, if the passer was beyond the line-to-gain, and if the touched pass is beyond or behind the line of scrimmage.

- **Head Line-Judge and Line Judge** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics. Additionally, be alert to rule if a pass was backwards or forward, if the passer was beyond the line-to-gain, and if the touched pass is beyond or behind the line of scrimmage.

- **Side Judge and Field Judge** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics.

- **Back Judge** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics.

Reverse Goal Line Mechanics

- **All** - Reverse Goal Line Mechanics is identical to the traditional crew of seven mechanic currently in use.

Forward Pass Coverage

- **Referee** - Primary for Guard and Tackle on their side. Primary coverage for the Quarterback. Primary responsibility to rule on Intentional Grounding. Be alert for action on the Quarterback following a change of possession.

- **Umpire** - Primary for Center, Guard and Tackle on the left side of the formation. Secondary coverage for the Quarterback. Eyes shift to the Quarterback when contact is imminent. Be prepared to assist the Referee with Intentional Grounding if needed. Responsible for Team A's goal line after a change of possession. Responsible for the Quarterback when scrambling outside the numbers and into the left sideline bench area.

- **Head Line-Judge and Line Judge** - Same responsibilities and positioning as outlined in the traditional seven person mechanics; except, offside line of scrimmage official has primary responsibility for ineligible players downfield.

- **Side Judge and Field Judge** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics.

- **Back Judge** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics.

- **All** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics.

- **Coverage Notes** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics. However, with no Umpire in the defensive backfield to quickly turn and assist with a potential trapped pass, other officials, including the Replay official, need to be diligent to assist.

READING AND UNDERSTANDING KEYS

- **All** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics.

PUNTS

Positioning and Zones

- **Referee** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics.

- **Umpire** - Coordinate substitution process with Referee. Stand between the snapper and personal protector shield in line with the punter until released by the Referee. When released align even with the punter and outside normal tight end position.

- **Head Line-Judge and Line Judge** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics.

- **Field Judge and Side Judge** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics.

- **Back Judge** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics.

Coverage

- **Referee** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics.
- **Umpire** - Primary for blocking by the shield, secondary for action on the kicker. Following the kick, quickly hustle down field and move toward the return area following and observing the first wave of Team A linemen down field.
- **Head Line-Judge** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics.
- **Line Judge** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics.
- **Back Judge** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics.

Blocked Kick or Snap Over the Kicker/Holder's Head

- **Referee and Umpire** - Retreat and box in the play. Responsible for officiating the play from inside/out perspective as play develops.
- **Head Line-Judge and Line Judge** - Hold the line of scrimmage until it is no longer threatened. Adjust to officiate the play as the play dictates.

SCORING KICKS

Positioning and Zones

- **All** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics.

Fake Kicks

- **All** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics.

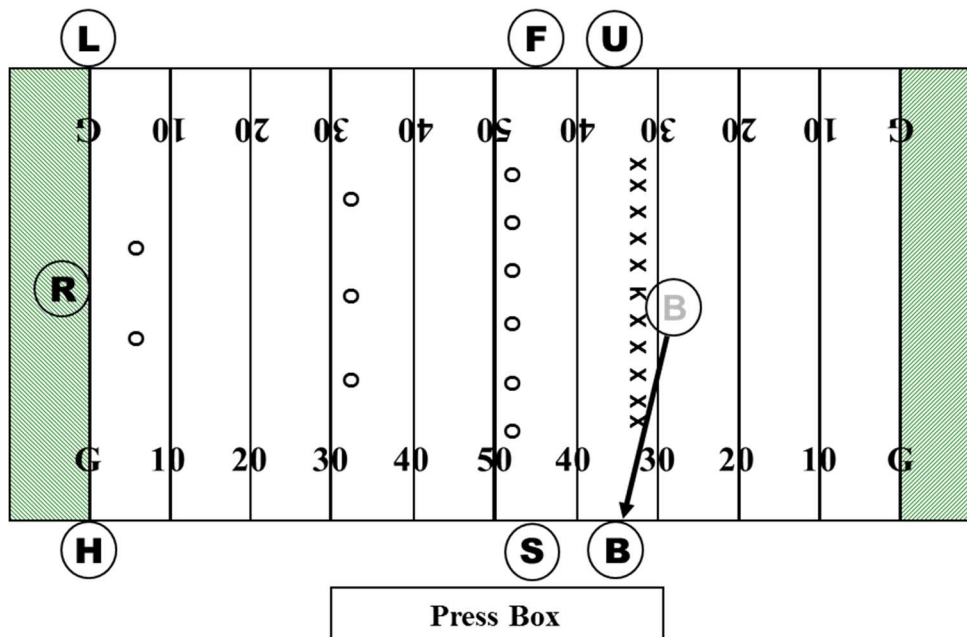
TIMEOUTS

- **All** - Same responsibilities and positioning as outlined in the traditional crew of seven mechanics.

BALL HANDLING

Following plays that require a new football, the new ball is delivered by the umpire or referee. There are times where expediency results in the ball coming from another position. Because this experiment is new and different from past patterns, officials should be diligent in instructing ball personnel to work trailing plays that is on the offensive side of the neutral zone, since the new ball will no longer arrive from downfield.

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

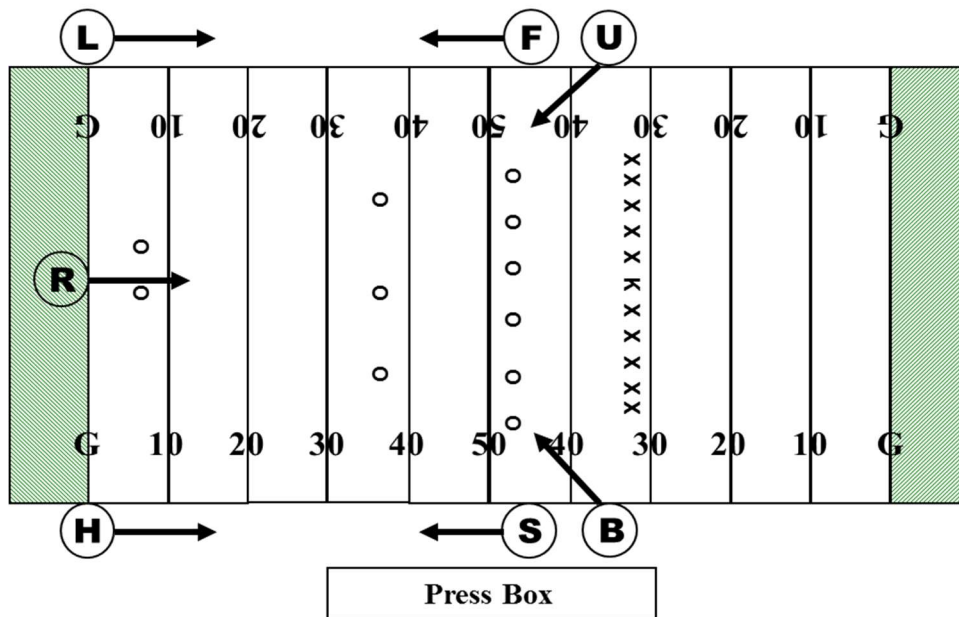
Side Judge: Assist in clearing your sideline. Starting position is on the sideline opposite the press box on Team B's restraining line. Side Judge keys on Team A players two and three on his side of the field.

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. You are primarily responsible for illegal wedge formations and illegal blocks. Be alert, you are secondary when a player gives a fair catch signal and observe the actions of players when a signal is given. Follow the play and observe action in front of the runner. Be alert for a handoff and a reverse.

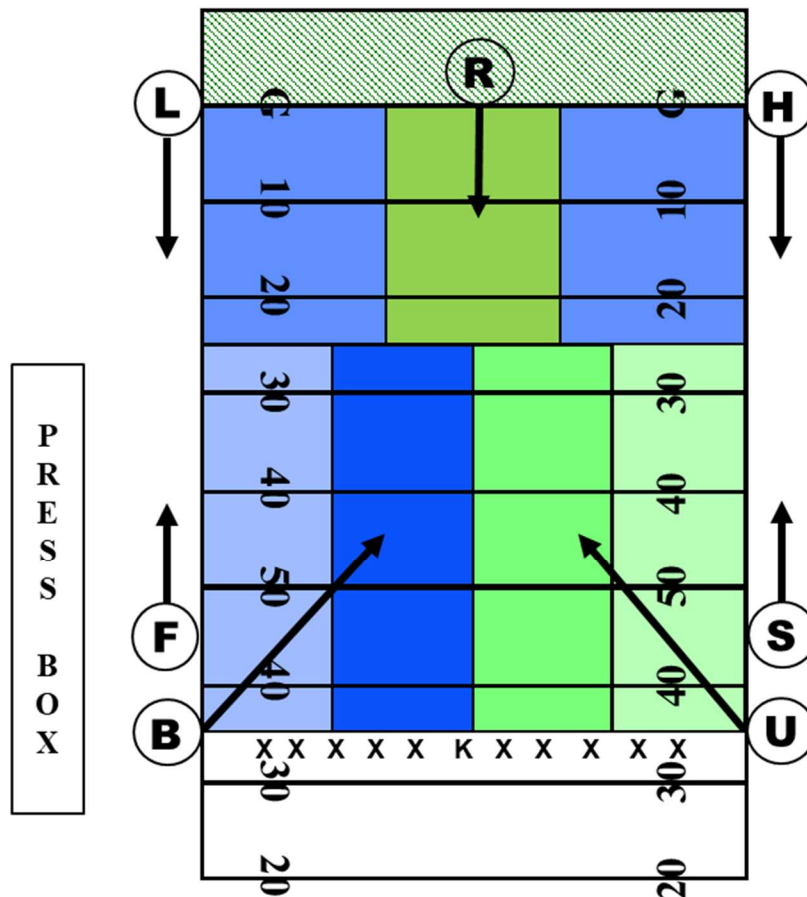
Umpire and Back Judge: Move between the numbers and the hashmark. The Umpire will watch illegal action on the kicker. Move downfield no more than eight to 10 yards. Observe action mainly toward the center of the field, observing off-ball action. If kick is to opposite side, move to the hashmark.

Head Line-Judge and Line Judge: You are primary for fair catch signals and the actions of players when a signal is given. You are secondary for illegal wedge formation. 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. If the head coach wants to relocate the position of the ball that must be communicated before the play clock goes under 25 seconds.

FREE KICK COVERAGE ZONES



Free Kicks Generalized Zone Coverage

Note: Yard lines stated are guidelines only and are not set in stone.

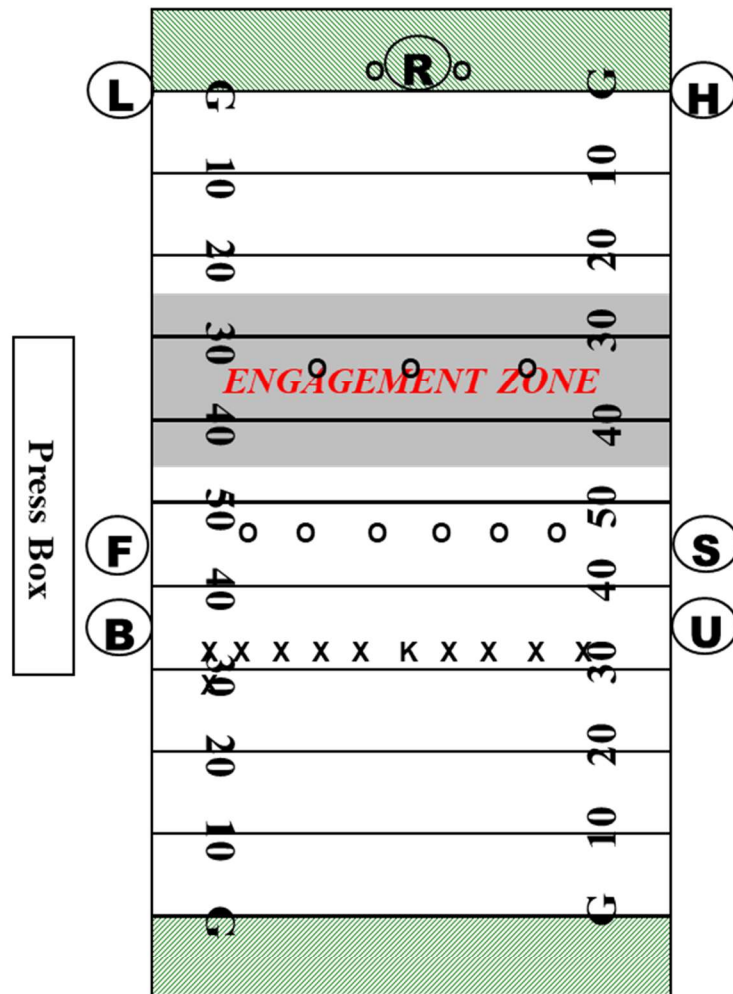
Referee: Once runner catches ball and leaves end zone to about 25–30-yard line, center third of field or in front of runner.

Umpire and Back Judge: Halfway between hashes and numbers boxing in play down to front wave of players — about 25–30-yard line.

Side Judge and Field Judge: Sideline to halfway between numbers and hashes, boxing in play down to front wave of players — about 25–30-yard line.

- Zones will ebb and flow as play dictates exactly as they do for punts.
- If player leaves your zone and there is a legitimate “threat of foul,” stay with him.
- If there is no legitimate “threat of foul,” be alert to other players coming into your zone as you assume responsibility for their actions.
- If there is nothing happening with players in your zone, broaden your vision.

FREE KICK ENGAGEMENT ZONE

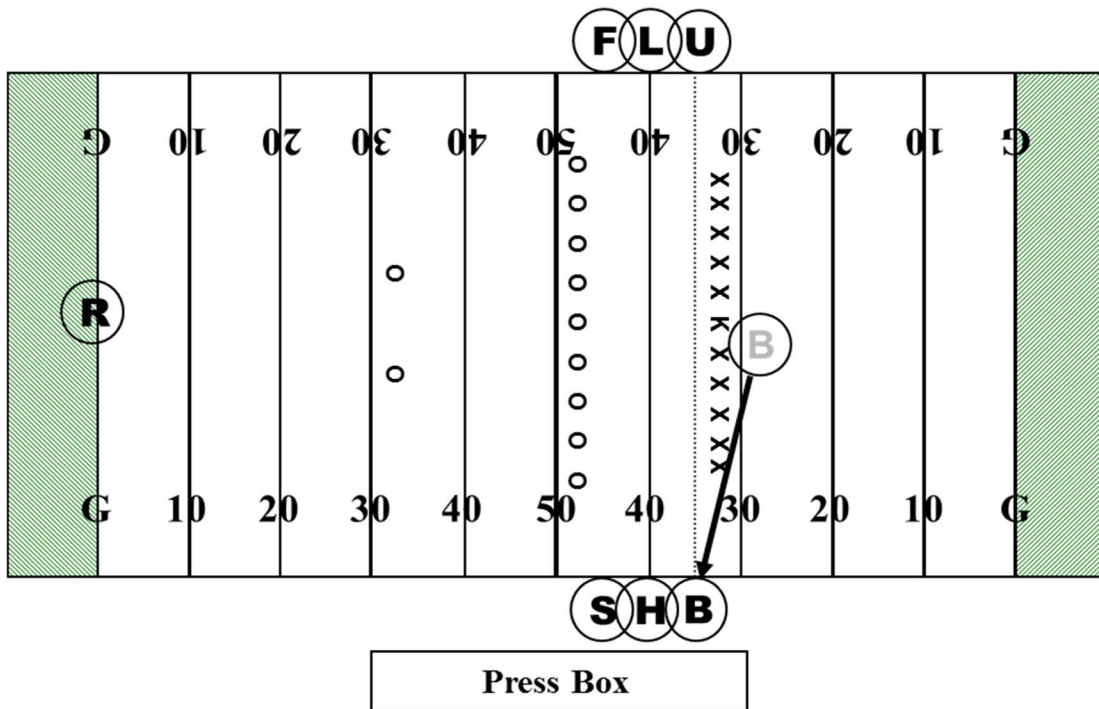


Free kick mechanics are designed to best observe potential player safety fouls that are prevalent during free kick plays. The crew's priorities during free kicks plays are:

- 1) player safety fouls by the receiving team, including illegal wedge blocks and illegal blindside blocks,
- 2) fair catch signals and
- 3) illegal blocks during a return, such as blocks in the back and holding.

It should be noted that fouls related to 1) and 3) most often occur between the receiver's 25- and 45-yard lines. This area of the receiver's side of the field is the "Engagement Zone." Free kicks require the crew to have heightened awareness inside this "Engagement Zone" both during the kick and during returns.

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-forplay 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.

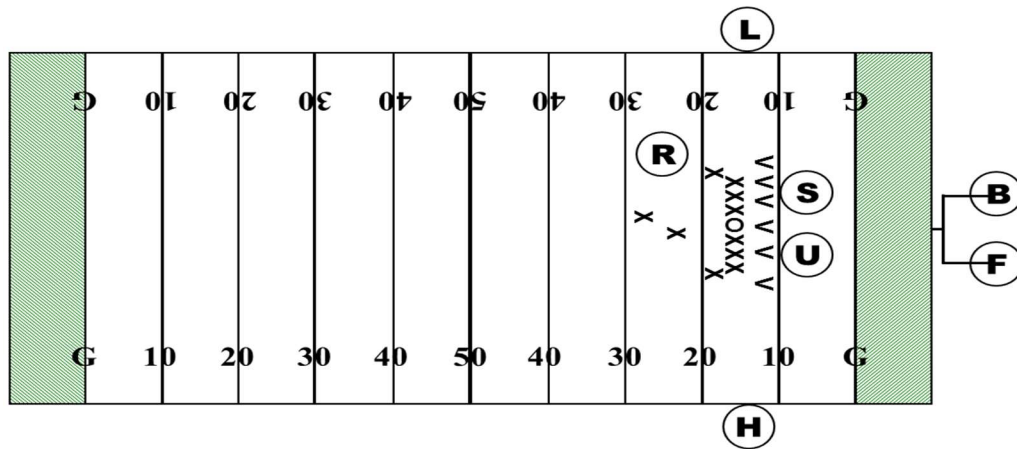
Umpire and Back Judge: Have bean bag in hand. Treat Team A's restraining line as a plane. Any player (other than the kicker or holder) breaking the plane before the ball is kicked should be called for offside. If the kick is to your side, you have secondary responsibility for touching by either team. 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: The Umpire and Side Judge line up on Team B's side of the ball. The Side Judge's position is dictated by the type of scoring kick. For kick tries, the Side Judge is positioned opposite the Umpire. For field goals, the Side Judge is opposite the Umpire when the snap is from the middle of the field; the Side Judge is positioned to the wide side of the field on field goals when the ball is snapped from any position other than the middle of the field. The Umpire takes a position five to seven yards off the ball opposite the Side Judge while keeping the snapper in their view. After the snap, they are 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 off the ball. They observe action on and against the tackle and tight end on their side of the field. If the kicking team has a tackle-over formation, the Side Judge should key on both tackles on their side. Both officials should be alert for leverage, leaping and the pull and shoot. Umpire is primary to observe the defense's formation over the snapper and defensive action on the snapper.

Head Line-Judge and Line Judge: Take regular positions. Always know the eligible and ineligible receivers on your side of the ball. Observe action by and against the tight end and wingback on your side. At the snap, step one or two yards onto the defensive side of the ball to give you a better view of action (e.g., pull and shoot) by and against the wingback and tight end. 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. You are responsible for determining and ruling on whether a kick crosses 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. If the head coach wants to relocate the position of the ball that must be communicated before the play clock goes under 25 seconds.

2-Point Tries

If a 2-point try ends short of but near the goal line, the covering official should work the end of the play as they would any other scrimmage down. That would include giving a dead ball signal, using the whistle and marking a spot. After the play is clearly over, the covering official or Referee may then use Signal 10 indicating an unsuccessful try. This will avoid any confusion with coaches, fans etc. that the crew is signaling that the try is unsuccessful.

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.
 - d) **Touchdown and Try:**
Play clock starts when covering official signals touchdown or try good/no good.
 - 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 other than a touchdown, 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 is 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 play clocks will be turned off until the problem is corrected. Both coaches will be notified if the field play clock is no longer official. The 25-/40-second count will then be restarted at 25 seconds with the Back Judge manually timing the count on their watch. **The Back Judge will raise both arms when the play clock reaches 0:15.** The Back Judge **will then** raise one arm straight overhead when the play clock reaches 0:10 and the arm moved down continuously. The arm is straight out with five seconds left. When the arm is at their thigh, the play clock has expired.
- 13) At the end of a period, the play clock should be reset to 40 or 25 and will not be started when there is less time on the running game clock than the proper time on the play clock.
- 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.
 - d) **Touchdown and Try:**
Play clock starts when covering official signals touchdown or try good/no good.
 - 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 other than a touchdown, 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 is 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 play clocks will be turned off until the problem is corrected. Both coaches will be notified if the field play clock is no longer official. The 25-/40-second count will then be restarted at 25 seconds with the Back Judge manually timing the count on their watch. **The Back Judge will raise both arms when the play clock reaches 0:15.** The Back Judge **will then** raise one arm straight overhead when the play clock reaches 0:10 and the arm moved down continuously. The arm is straight out with five seconds left. When the arm is at their thigh, the play clock has expired..
- 14) At the end of a period, the play clock should be reset to 40 or 25 and will not be started when there is less time on the running game clock than the proper time on the play clock.
- 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 – GAME 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 the 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, **after the Two-Minute Timeout in the 2nd or 4th quarters**, 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 seconds 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 – GAME CLOCK OPERATOR INSTRUCTIONS

- 1) Synchronize your time with Side Judge's time. Carry an extra timing device or stop watch in case you need to hand time game if game clock fails to work.
- 2) Ensure the game clock is working before the 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 the clock reaches 1 minute, reset it to 15 minutes - normal time for the 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 the 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 the 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 the game clock becomes inoperative.
 - b) When there are 2 minutes remaining in either half, tell the 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 the 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, **after the Two-Minute Timeout in the 2nd or 4th quarters**, either team commits a foul that causes 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 regarding the correct time to place on the game clock after the penalty is enforced. If the foul occurs with less than 10 seconds of the game clock, there is a possibility the half or game will be over.