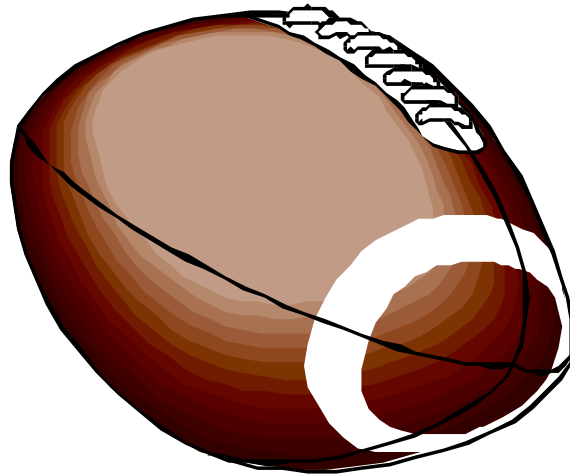


**Southern California
Collegiate Football Official Association
(SCCFOA)**

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



2009

2009 CCA Football Officiating Mechanics Changes

CHANGES FROM 2009 MANUAL

- Penalty signaling.** The referee may use the personal foul signal in conjunction with the foul signal if the foul has its own signal. The signal for an illegal forward pass need not precede the grounding signal.
- Second-half choices.** It is no longer necessary to meet with the captains at midfield to determine second-half choices. That decision can be obtained from the head coaches either before the teams leave the field for halftime or before the second-half kickoff.
- Uniform.** If worn, an American flag should be sewn one inch above the breast pocket. The blue field with stars should be on the viewer's left. If worn, the CFO patch is sewn three inches below the left shoulder seam.
- Game and play clock.** 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.
- Umpire positioning.** The starting position is on the side opposite the tight end, generally five to seven yards, but not more than eight yards, off the ball.
- Umpire-side judge positioning.** When the double umpire is used on scoring kicks, the starting position for the umpire and side judge is generally five to seven yards, but not more than eight yards, off the ball.
- Signal chart.** Signal 25 (horse-collar tackle) has been added to the signal chart.

Source:
2009 CCA Football Officiating Manual for a Crew of 7
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2009

Officiating Philosophies

Line of Scrimmage

1. Officials will work to keep offensive linemen legal and will call only when obvious or where repeated warnings are ignored. Don't wait till the 4th qtr to enforce rule.
2. 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.
3. Don't be technical on an offensive player who is a wide receiver or slot back in determining if he is off the line of scrimmage. When in question, it is NOT a foul.
4. Wide receivers or slot backs lined up outside a tight end will be ruled on the line of scrimmage and covering the tight end if there is no stagger between their alignments. If in question, he is not covered up.
5. 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.
6. Anytime 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 QB.
7. Formations during the execution of a trick or unusual play have the highest degree of scrutiny and should be completely legal.

Pass Interference

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 DPI 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 three categories:

1. Initiating contact with a defender by shoving or pushing off thus Creating Separation in an attempt to catch a pass.
2. Driving thru a defender who has established a position on the field.
3. OPI for Blocking Downfield will not be called if the passer is legally grounding the ball out of bounds or into an area where there is no player.

Not Offensive Pass Interference

Actions that do not constitute offensive pass interference include but are not limited to:

1. OPI will not be called on a screen pass where the ball is overthrown behind the LOS but subsequently lands beyond the expanded LOS (up to 3 yds) and linemen are blocking downfield, unless such blocking prevents a defensive player from catching the ball.
2. It is not OPI on a pick play if the defensive player is blocking the offensive player when the pick occurs and the offensive player doesn't make a separate action.

Passing Situations

1. Neutral zone will be expanded one yard when determining if a pass (untouched) is beyond the line.
2. Neutral zone will be expanded one yard when determining ineligible receivers.
3. When in question on action against the passer, it is roughing the passer if the defender's intent is to punish.
4. 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-d allows the QB to spike the ball to stop clock.
5. If the quarterback is outside the frame of the body of the normal tackle position 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. Don't be technical.
6. If an interception is near the goal line (inside the 1-yard 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.
7. If the passer is legally throwing the ball away out of bounds, do not penalize the offense for having ineligible players downfield.

8. If the passer is legally throwing the ball away anywhere in the field of play, do not penalize the offense for having ineligible players downfield within the expanded LOS (up to 3 yds.).

Blocking

1. Takedowns at the POA, those in the open field, within the tackle box, and affecting the result of the play create special focus and should be called in these situations.
2. 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.
3. 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.
4. 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 on the side, it is not a foul. If the blocker is in a “chase mode” all the action must be on the side.
5. A grab of the receiver’s jersey that restricts the receiver and takes away his feet should be defensive holding if other criteria are met, and could also be DPI.
6. Holding can be called even if the quarterback is subsequently sacked as it may be the other half of an offset foul.
7. Illegal block in the back can still 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 touchback occurs and contact is slight (personal foul type actions should always be called).
8. Blocks in the back that are personal foul in nature should be called regardless of their timing relative to a fair catch or runner being tackled.
9. 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.
10. When in question if an illegal block occurs in the EZ or field of play, it occurs in the field of play.

Kicking

1. The kicker's restraining line on onside and short pooch kick-offs should be officiated as a plane and any player (other than the kicker or holder) breaking the plane before the ball is kicked should be called for offside. For deep kick-offs, we will also use a plane, but do not be technical.

Runner Down

1. When in question, the runner fumbled the ball and was NOT down.
2. When in question, it is not a touchdown.
3. If legal contact occurs before the runner has a foot down out-of-bounds, legal hit.
4. Runner continuing down sideline: If whistle has blown and player has eased up then this is a foul. Be alert and be sure any action is not part of the initial play before calling a foul.
5. A non-airborne runner crossing the goal inside the pylon with the ball crossing the goal line extended is a touchdown.
6. When in question, the runner did not step out of bounds.

Personal Fouls

1. If action is deemed to be "fighting", then the player must be disqualified. When in question of such actions, the player is not fighting.
2. For late hits away from the ball near the end of the play, when in question lean towards dead-ball foul rather than live-ball foul.
3. Spitting on an opponent requires disqualification.

Miscellaneous

1. The ball can be placed on a yard line to begin the next possession. At all other times, the ball is placed where it is. (Exception: If the change of possession occurs on a 4th down, running or passing play, the ball will be left at the dead ball spot to begin the next series.)
2. When in question on QB pass/fumble, we will rule pass, not fumble.
3. 5/5 axiom: In order to adjust the game clock when it has been running, there must be more than a 5 second differential if there is more than 5 minutes remaining in either half. Any time loss due to the clock being started erroneously, such as when a dead ball foul is called, the clock must be adjusted.

2009
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) Before Entering the Field
 - i) Visit each dressing room (with Umpire) 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. 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) Go with SJ and inspect entire field. Note unusual markings or irregularities. Work with home management to correct any hazardous conditions within or near the boundary lines.
 - ii) Observe Quarterbacks and Kickers during their warm-ups and note hand/foot used to throw/kick ball.
 - iii) Spot check equipment and report any irregularities to Umpire who will work with trainer(s) to correct.
- 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 their sidelines.
 - d) Ask visiting captain to announce his choice. Catch the toss.
 - e) Ask winning captain if he wishes to choose now or defer his choice.
 - i) If he chooses to defer, place hand on his shoulder indicating he has won toss, then signal "choice declined" (S10) to indicated his decision to defer.
 - ii) Ask losing captain for his choice, ask winning captain for remaining choice.
 - f) Place captains with back to goals they will defend.
 - g) Indicate choice of first choosing captain and then give appropriate signal for the choice of the other captain.
 - h) When toss is completed, meeting with other officials and record results of the toss.
 - i) Run to kickoff position.
 - j) Start game at the scheduled time.
 - k) Second-half choices.
 - i) It is no longer necessary to meet with the captains at midfield to determine second-half choices. That decision will be obtained by the FJ / SJ from the kicking team's head coach before the teams leave the field for halftime.
 - ii) Go directly to your basic free kick coverage position (on receiving team's goal line) when you return to the field from half 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 at the receiving team's goal line.
 - 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) Be alert for a touchback or a kick beyond the endline.
- (5) You are responsible for the endline and goal line.
- (6) You are responsible for knowing if the kicking team had at least four players on both sides of the kicker.
- (7) You are responsible for the end line and goal line from sideline to sideline. Be ready to rule on action at or near goal line (touchback, safety, momentum, etc.).
- iii) Area of focus after ball is kicked
 - (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.
 - (2) Follow the play and observe action in front of the runner.
 - (3) 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.
- 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) Assume a basic position, always on the QB's throwing hand side, outside the normal tight end position and at least five yards deeper than the deepest back (12 – 14 yards off line of scrimmage).
 - ii) Pre-snap Concentration Routine
 - (1) Count the offensive team in the huddle; and observe their substitution process. Use visual signal to confirm count with Umpire and alert HL/LJ as to number of players on offense.
 - (2) Check offensive formation and observe Quarterback and other backs for possible false start(s), illegal motion, etc.
 - b) Running Plays
 - i) Responsibilities on running plays:
 - (1) At the snap watch tackle on your side of field.
 - (2) Action behind the line of scrimmage and the runner while he is behind the line.
 - (3) Action on the ball and the Quarterback on hand-offs and pitchouts.

- (4) Runner behind the line of scrimmage until he goes out of bounds, coordinate sideline coverage with HL and LJ.
- c) Passing Plays
 - i) Basic Keys and assignments.
 - (1) If pass is indicated drop at a 45-degree angle getting deeper and wider as Quarterback drops back into pocket. Maintain a 12- to 14-yard cushion.
 - (2) Immediately following snap, watch tackle on your side of line.
 - (3) As Quarterback drops back, observe action behind the line. Observe drop back blockers and the Quarterback (your primary responsibility) until there is no threat of a foul.
 - (4) Insure that the Quarterback is not roughed or thrown to the ground. Verbally alert the defenders when the passer has released the ball.
 - (5) Rule on intentional grounding; may consult with other officials regards positions of eligible receivers with an opportunity to catch the pass.
- d) Punts
 - i) Basic Positioning
 - (1) Take position 2 to 3 yards behind the kicker and wider than the normal tight end position of the kicking foot side. See the ball from snap to kick. Be in position to see blockers, rushers, and kicker at the same time.
 - ii) Pre-Kick Concentration Routine
 - (1) Count the kicking team (offense).
 - (2) Be alert to the kicking team's substitution process and timing.
 - (3) Be alert for delay by the kicking team to confuse the opponent.
 - (4) Warn kicker if he is near the end line prior to the snap.
 - iii) Area of focus while ball is alive
 - (1) Watch blocking and action by players behind the line of scrimmage.
 - (2) Observe action of and against the kicker. Give signal #11 if ball is tipped.
 - (3) If kick goes toward sideline, move to the spot of the kick, observe the flight of the ball, and use arm signals to assist covering official (FJ / SJ) in determining the out of bounds spot.
 - (4) If kick remains in bounds, observe players (especially the kicker) while proceeding down field.
 - (5) If kick is caught or recovered in bounds, be ready to use 'reverse fade' on return and be at the goal line when runner crosses.
- e) Field Goals and Trys
 - i) Basic Positioning
 - (1) 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.
 - iii) Area of focus while ball is alive.
 - (1) 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) Reverse fade on short kicks run back
 - (1) If kick is caught or recovered in bounds, be ready to use 'reverse fade' on return and be at the goal line when runner crosses.

- f) Goal Line Plays
 - i) Goal Line Mechanics (5-yard line and in)
 - (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.
 - ii) Reverse Goal Line Mechanics (Goal line to 3-yard line going out)
 - (1) Basic Positioning
 - (a) Positioning is the same as for any other scrimmage plays.
 - (2) Pre-snap Concentration Routine
 - (a) COMMUNICATE AND THINK GOAL LINE.
 - (3) Area of focus while ball is alive
 - (a) Coverage is the same as for any other scrimmage plays.
- 5) General Game Duties
- a) Substitutions and Counting Players
 - i) R (and U) is primarily responsible for counting offense.
 - (1) Count offense while in their huddle; observe their substitution process, note location of replaced players when offense breaks their huddle.
 - (2) 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 both 25- or 40/25-second play clock and game clock status.
 - iii) Be prepared to spot the ball if Umpire is involved in relay from side zones. Beginning this year you will be more involved with spotting the ball.
 - c) Penalty Enforcement
 - i) When a foul or fouls are reported, immediately give preliminary signal.
 - ii) If choice is obvious, make announcement and proceed with enforcement or declination.
 - iii) If choice is not obvious, explain foul or fouls and options to the captain.
 - iv) When penalty is to be enforced, instruct Umpire as to point of enforcement and yardage.
 - v) While Umpire is marking off yardage, take position in the clear and signal foul, team; and acceptance, declination, or offset to press box.
 - vi) The referee may use the personal foul signal in conjunction with the foul signal if the foul has its own signal. The signal for an illegal forward pass need not precede the grounding signal.
 - 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 in bounds spot.
 - iii) After Linesman 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.
 - iv) Remain near the ball and announce down and distance. Get ready signals from captains and Linesman. Once Linesman is ready, signal ball ready for play.

- e) Timeouts
 - i) Indicate a full-length charged timeout by prolonged pointing to the requesting team; both arms extended shoulder high giving three chucks in its direction.
 - ii) For thirty-second time out, indicate by tapping hands on shoulders.
 - iii) Check with Umpire the number of time outs charged to each team.
 - iv) Notify head coach when his team timeouts are exhausted.
 - v) For referee's time out, indicate by tapping chest with hands.
- f) End of Quarter
 - i) When time expires, sound whistle only if ball is dead. Indicate the end of a period by holding the ball overhead in one hand.
 - ii) At close of the first and third periods, note yard line, field position, down, distance. Then move ball to exact position at opposite end of the field.
 - iii) Do not resume play until one minute has elapsed. Check with Side Judge for timing.
- g) End of Half
 - i) When time expires, sound whistle only if ball is dead. Indicate the end of a period by holding the ball overhead in one hand.
 - ii) From the end zone give clear signal to start the clock for the halftime intermission as soon as the second period ends.
 - iii) At close of the second period, turn ball over to Back Judge.
- h) End of Game
 - i) When time expires, sound whistle only if ball is dead.
 - ii) Indicate the end of a period by holding the ball overhead in one hand.
 - iii) Leave field as a group and retire to the dressing room without stopping for conversation.

2009
SCCFOA
Crew-of-Seven Position Outline
Umpire

- 1) Pregame Duties and Responsibilities
 - a) Pregame Conference Responsibilities
 - i) Always participate. Participation is mandatory.
 - ii) Discuss team tendencies and how this may affect blocking patterns.
 - iii) Go with Referee to meet w/ Head Coaches.
 - (1) Ask Head Coach to verify player compliance w/ mandatory illegal equipment rules.
 - (2) Get numbers of interior lineman on scrimmage kick. Know exemption rules.
 - (3) See trainer regards bandages, wraps, and other possible equipment questions.
 - b) Pregame Duties on the Field
 - i) Spot-check equipment.
 - ii) Observe offensive linemen as they warm up.
 - iii) 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.
 - d) Second-half choices.
 - i) It is no longer necessary to meet with the captains at midfield to determine second-half choices. That decision will be obtained by the FJ / SJ from the kicking team's head coach before the teams leave the field for halftime.
 - ii) Go directly to your basic free kick coverage position when you return to the field from half time.
- 3) Kickoffs and other Free Kick Plays
 - a) Normal Free Kick
 - i) Basic Positioning
 - (1) Starting position is on the sideline opposite the pressbox on the kicking team's restraining line.
 - (2) You are responsible for your sideline to kicking team's endline.
 - ii) Pre-Kick Concentration Routine
 - (1) Count kickers and verify with BJ.
 - (2) Think 'short free kick' to avoid being surprised.
 - iii) Area of focus while ball is alive
 - (1) Kicked outside the hashmarks:
 - (a) Watch illegal action on the kicker.
 - (b) If kick is to your side of the field,
 - (i) Move to a spot between the numbers and the hashmark.
 - (ii) Move downfield no more than 10 to 15 yards.
 - (iii) Observe action mainly toward the center of the field, observing off-ball action.
 - (c) If kick is to opposite side,
 - (i) Move to the hashmark.
 - (ii) Move downfield no more than 10 to 15 yards.
 - (iii) Observe action mainly toward the center of the field, observing off-ball action.
 - (d) Observe dead ball action around pile.
 - (2) Kicked to the middle of the field:
 - (a) Watch illegal action on the kicker.

- (b) Move to the hashmark on your side. Move downfield no more than 10 to 15 yards. Observe action mainly toward the center of the field, observing off-ball action.
 - (c) Observe dead ball action around pile
 - b) Short Free Kick
 - i) Basic Positioning
 - (1) Starting position is on the sideline opposite the pressbox on kicking team's restraining line.
 - ii) Pre-Kick Concentration Routine
 - (1) Count kickers and confirm with Back Judge.
 - (2) Think kicking team restraining line, touching, and blocking.
 - (3) Lots of potential action up close. Be aware and alert.
 - iii) Area of focus while ball is alive
 - (1) Treat kicking team's restraining line as a plane.
 - (a) Any player (other than the kicker or holder) breaking the plane before the ball is kicked should be called for offside.
 - (2) If the kick is to your side, you are responsible for 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) 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
 - (1) The starting position is on the side opposite the tight end, generally five to seven yards, but not more than eight yards, off the ball.
 - ii) 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 guard-center-guard.
 - (4) Be alert to sound and cadence of defensive captain's signals.
 - b) Running Plays
 - i) Responsibilities on running plays:
 - (1) Up the middle
 - (a) Watch lead blocks. Get out of the way.
 - (b) Take progress from wing official.
 - (2) Into either side zone
 - (a) Read keys. Watch lead blocks.
 - (b) Watch dead ball and action behind play.
 - (c) Hustle to numbers to receive and spot new ball.
 - c) Passing Plays
 - i) Basic Keys and assignments
 - (1) Always key guards and center. Watch for potential chop blocks.
 - ii) Pre-snap Concentration Routine
 - (1) Be alert to possible illegal snaps, false start by offense, defense offside by contact.
 - iii) Responsibilities during a forward pass play
 - (1) Area of focus while ball is alive

- (a) Move up to line when reading pass.
 - (b) Focus attention on action involving the center and guards. Watch for potential chop blocks.
 - (c) Be aware of touching in or behind neutral zone.
 - (d) Pivot and turn on passes. Help out when possible on catch/no catch.
 - (e) On interceptions and all change of possession plays, be alert for low blocks.
- d) Punts
- i) Basic Positioning
 - (1) A little deeper (7-9 yards) than normal position.
 - (2) Always able to see the snapper's hands.
 - ii) Pre-Kick Concentration Routine
 - (1) Stay over ball a little longer while teams change personnel.
 - (2) Count kickers.
 - (3) Remind defense to avoid the snapper.
 - iii) Area of focus while ball is alive
 - (1) Watch for illegal blocks and holding by both teams.
 - (2) Pay particular attention to the team B player over the snapper.
 - (3) Pivot once ball passes overhead and watch action ahead of runner.
 - (4) If kick is short or partially blocked, assist in determining if the ball crosses the neutral zone.
 - iv) Adjustments on fakes
 - (1) Read keys.
 - (2) Read play. Move up to line if pass is read.
- e) Field Goals and Trys
- (1) Basic Positioning
 - (a) Behind defense.
 - (b) When the double umpire is used on scoring kicks, the starting position for the umpire and side judge is generally five to seven yards, but not more than eight yards, off the ball.
 - (c) Always able to see the snapper's hands.
 - (2) Pre-Kick Concentration Routine
 - (a) Snapper. Count kickers. Defensive delays.
 - (3) Area of focus while ball is alive
 - (a) Watch for holding, pull-and-shoot, and personal fouls.
 - (b) Watch for defense using teammate or opponent to gain leverage to block kick.
 - (c) Close after ruling and clean up action.
 - (4) Adjustments on fakes
 - (a) Move to scrimmage.
 - (b) Play mechanics.
 - (c) Reverse fade on short kicks run back.
- f) Goal Line Plays
- i) Use basic scrimmage play mechanics.
 - ii) May need to assist wings with forward progress.
 - (1) Discuss means of communication during pregame.
 - (2) Never signal touchdown.
- 5) General Game Duties
- a) Substitutions and Counting Players
 - i) Always count offense or kickers.
 - b) 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.
 - iii) Referee will assist in spotting if you are involved in relaying the ball.

- iv) Also, know ball location; and, be ready to tell Referee correct position on the field.
- c) Penalty Enforcement
 - i) After option is accepted, step off penalty.
 - ii) Verify proper enforcement with Head Linesman and Line Judge.
- d) Measurements
 - i) Take forward stake from chain crew.
 - (1) Wait until clip is ready.
 - (2) Extend chain.
 - (3) Stay clear of press box.
- 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 Linesman.
- g) End of Half
 - i) Discuss any problems or concerns with crew.
 - ii) Stay mentally prepared.
- h) End of Game
 - i) Leave field as a group and retire to the dressing room without stopping for conversation.
 - ii) Have a post game conference. Listen to advice and critique from observers. Discuss game.
Now you can relax. Start preparing for next week!!!

2009
SCCFOA
Crew-of-Seven Position Outline
Head Linesman

- 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 Duties on the Field
 - i) Check chain crew equipment. Tape in middle of chain.
 - c) Pregame Instructions to Assistants
 - i) Indicate all 1st downs with heel. Clip on 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) Coin Toss Procedure and Responsibilities
 - a) Stay on sideline opposite the press box at the 50-yd-line. (SJ will be at the numbers to keep players back).
 - b) Second-half choices.
 - i) It is no longer necessary to meet with the captains at midfield to determine second-half choices. That decision will be obtained by the FJ / SJ from the kicking team's head coach before the teams leave the field for halftime.
 - ii) Go directly to your basic free kick coverage position when you return to the field from half time.
- 3) Kickoffs and other Free Kick Plays
 - a) Normal Free Kick
 - i) Basic Positioning
 - (1) Staring position is on the sideline opposite the pressbox at the receiving team's goal line.
 - (2) Count receiving team and signal LJ and R.
 - (3) You are responsible for your sideline to receiving team's endline.
 - ii) Pre-Kick Concentration Routine
 - (1) Count receiving team, think kick rules (no low blocks)
 - iii) Area of focus while ball is alive
 - (1) Kicks outside the hash marks:
 - (a) 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.
 - (b) When a player who is attempting to catch the ball is between the nine-yard marks and your sideline, take a position ahead of the receiver if possible. The referee will take the runner between the nine-yard marks.
 - (c) When the runner is outside the nine-yard marks, the official on that side will be responsible for the runner. Watch for illegal blocks. When you do not have the ball, take a position to observe action in your area ahead of the runner.
 - (d) When the linesman or line judge is at his pylon to cover a deep kick threatening the sideline, the official on the opposite side of the field should go forward.
 - (2) Kicks between the hash marks:
 - (a) 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.
 - (b) Follow the runner. Watch for illegal blocks

- b) Short Free Kick
 - i) Basic Positioning
 - (1) Starting position is on the sideline opposite the pressbox, midway between the two restraining lines.
 - ii) Pre-Kick Concentration Routine
 - (1) Think kick rules, ball kicked into ground, blocking and touching of kick.
 - iii) Area of focus while ball is alive
 - (1) You must know if the ball was kicked into the ground before becoming airborne.
 - (2) If the kick is to your side, you are responsible for touching by either team.
 - (3) If the kick is to the opposite side, you are responsible for blocking.
 - (4) Be prepared to cover the play if a receiving team player recovers the kick and attempts to advance the ball.
- c) Free Kick after Safety
 - i) Basic Positioning
 - (1) Line up on sideline on same yard line as R & LJ.
 - ii) Pre-Kick Concentration Routine
 - (1) Count receiving team.
 - (2) Think kicking rules (wind when legally touched, no blocking below the waist).
 - iii) Area of focus while ball is alive
 - (1) Blocks in front of the ball
- 4) Plays from Scrimmage
 - a) Basic Position, duties, and responsibilities before the snap
 - i) Basic Positioning
 - (1) On line of scrimmage, off the sideline opposite the press box
 - ii) Pre-snap Concentration Routine
 - (1) Down & distance, count offense, signal with LJ, identify formation, identify your eligible receiver, identify crackback zone, ensure legal snap, watch tackle
 - b) Running Plays
 - i) Responsibilities on running plays:
 - (1) Up the middle
 - (a) Blocks and ball carrier
 - (2) Toward your side of field
 - (a) Blocks in front of ball carrier, progress, 90 degree angle
 - (b) How did they turn the corner?
 - (3) Away from your side of field
 - (a) Back side blocks, cross field spot for LJ
 - c) Passing Plays
 - i) Basic Keys and assignments.
 - (1) If two backs HL has back, if balanced HL has 2nd receiver, if trips HL has 3rd receiver.
 - (2) Stay at line of scrimmage until ball crosses
 - ii) Pre-snap Concentration Routine
 - (1) Down & distance, count offense, signal with LJ, identify formation, identify eligible receiver, identify crackback zone, ensure legal snap, watch tackle
 - iii) Responsibilities during a forward pass play
 - (1) 'Modified Fade Mechanics'
 - (a) Stay at line of scrimmage until ball crosses, then get progress.
 - (2) Area of focus while ball is alive
 - (a) Watch eligible receiver/defender then zone and ball
 - (3) Reverse fade on interceptions
 - (a) Back pedal and give up progress to SJ.
 - (b) Observe blocks in front of runner.
 - (c) Get to goal line if necessary.
 - (d) Clean up around dead ball spot and out-of-bounds.

- (i) Watch dead ball action
- d) Punts
 - i) Basic Positioning
 - (1) Same position as any scrimmage play
 - ii) Pre-Kick Concentration Routine
 - (1) Down & distance, count offense, signal with LJ, identify formation, identify eligible receiver, identify crackback zone, ensure legal snap, watch tackle, think kick rules (no low blocks), who's facing R to help with blocked kick?
 - iii) Area of focus while ball is alive
 - (1) Clear action on flier, stay at LINE OF SCRIMMAGE until ball crosses, move downfield, watch for signaler to block (does he touch ball?)
 - iv) Reverse fade on punt returns
 - (1) Back pedal and give up progress to SJ.
 - (2) Observe blocks in front of runner.
 - (3) Get to goal line if necessary.
 - (4) Clean up around dead ball spot and out-of-bounds.
 - (a) Watch dead ball action
 - v) Adjustments on fakes
 - (1) Officiate like any other scrimmage play.
 - (2) Know eligible receivers.
- e) Field Goals and Trys
 - (1) Basic Positioning
 - (a) Same position as any scrimmage play
 - (2) Pre-Kick Concentration Routine
 - (3) Down & distance, count offense, signal with LJ, identify formation, identify eligible receiver, identify crackback zone, ensure legal snap, watch wing back, think kick rules (no low blocks), who's facing R to help with blocked kick?
 - (4) Area of focus while ball is alive
 - (a) Watch wing back
 - (5) Adjustments on fakes
 - (a) You have sideline responsibility to the end line. You also have goal line responsibility. Be at the goal line pylon and ready to rule on possible touchdown if necessary.
 - (6) Reverse fade on short kicks run back
 - (a) Back peddle & beat them to the goal line. HL has responsibility for block in front of runner.
- f) Goal Line Plays
 - i) Goal Line Mechanics
 - (1) HL has goal line responsibility when the ball is snapped from the 5 yard-line and in.
 - (2) Basic Positioning
 - (a) Same position as any scrimmage play
 - (3) Pre-snap Concentration Routine
 - (a) Down & distance, count offense, signal with LJ, identify formation, identify eligible receiver, identify crackback zone, ensure legal snap, watch tackle, think "go to goal line"
 - (4) Area of focus while ball is alive
 - (a) Get to goal line immediately and officiate the play / rule on progress from there.
 - (b) Stay wide & see the ball

- ii) Reverse Goal Line Mechanics
 - (1) HL has goal line responsibility when the ball is snapped from the 3 yard-line back.
 - (2) Basic Positioning
 - (a) Same position as any scrimmage play
 - (3) Pre-snap Concentration Routine
 - (a) Down & distance, count offense, signal with LJ, identify formation, identify eligible receiver, identify crackback zone, ensure legal snap, watch tackle, think “go to goal line”
 - (4) Area of focus while ball is alive
 - (a) Get to goal line immediately and officiate the play / rule on progress from there.
 - (b) Stay wide & see the ball
- 5) General Game Duties
 - a) Substitutions and Counting Players
 - i) See substitutes and count offense.
 - ii) All official are responsible for the legality of substitutions.
 - iii) Be particularly aware of player and/or substitutes entering or leaving on your sideline.
 - iv) Be aware of substitutions to deceive
 - v) Signal referee if offense substitutes after ball is ready for play.
 - b) Down, distance and clock status
 - i) Know these every play
 - c) Penalty Enforcement
 - i) Mark off all penalties with the U. Verify accuracy.
 - ii) All officials are responsible to check and verify that the penalty has been properly enforced.
 - d) Measurements
 - i) Take the clip into the field.
 - ii) Box is at forward stake with old down
 - iii) 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) Record down & distance, move chains.
 - ii) Verify that ball has been relocated correctly.
 - g) End of Half
 - i) Update fouls.
 - ii) Make certain chain crew will meet you at the 50-yard line at the beginning of the second half.
 - h) End of Game
 - i) Leave field as a group and retire to the dressing room without stopping for conversation.
 - ii) Complete Game Reports in dressing room.

2009
SCCFOA
Crew-of-Seven Position Outline
Line Judge

- 1) Pregame Duties and Responsibilities
 - a) Pregame Conference Responsibilities
 - i) Discuss signals & communications with HL.
 - b) Pregame Duties on the Field
 - i) Notify coach 5 minutes prior to kickoff and bring team onto the field.
 - c) Pregame Instructions to Assistants
 - i) If auxiliary boxes are used, check equipment and communicate with crew.
- 2) Coin Toss Procedure and Responsibilities
 - a) Stay on your sideline at 50-yard line. (FJ will be at the numbers to keep players back.)
 - b) Meet with other officials at center of field, record results of toss.
 - c) Second-half choices.
 - i) It is no longer necessary to meet with the captains at midfield to determine second-half choices. That decision will be obtained by the FJ / SJ from the kicking team's head coach before the teams leave the field for halftime.
 - ii) Go directly to your basic free kick coverage position when you return to the field from half time.
- 3) Kickoffs and other Free Kick Plays
 - a) Normal Free Kick
 - i) Basic Positioning
 - (1) Starting position is on the sideline on the pressbox side at the receiving team's goal line.
 - (2) Count receiving team and signal HL and R.
 - (3) You are responsible for your sideline to receiving team's endline.
 - ii) Pre-Kick Concentration Routine
 - (1) Think kick rules (wind when legally touched, no blocking below the waist)
 - iii) Area of focus while ball is alive
 - (1) Kicks outside the hash marks:
 - (a) 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.
 - (b) When a player who is attempting to catch the ball is between the nine-yard marks and your sideline, take a position ahead of the receiver if possible. The referee will take the runner between the nine-yard marks.
 - (c) When the runner is outside the nine-yard marks, the official on that side will be responsible for the runner. Watch for illegal blocks. When you do not have the ball, take a position to observe action in your area ahead of the runner.
 - (d) When the linesman or line judge is at his pylon to cover a deep kick threatening the sideline, the official on the opposite side of the field should go forward.
 - (2) Kicks between the hash marks:
 - (a) 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.
 - (b) Follow the runner. Watch for illegal blocks.
 - b) Short Free Kick
 - i) Basic Positioning
 - (1) Starting position is on the sideline on the pressbox side, midway between the two restraining lines.

- ii) Pre-Kick Concentration Routine
 - (1) Think kick rules, ball kicked into ground, blocking and touching of kick.
- iii) Area of focus while ball is alive
 - (1) You must know if the ball was kicked into the ground before becoming airborne.
 - (2) If the kick is to your side, you are responsible for touching by either team.
 - (3) If the kick is to the opposite side, you are responsible for blocking.
 - (4) Be prepared to cover the play if a receiving team player recovers the kick and attempts to advance the ball.
- c) Free Kick after Safety
 - i) Basic Positioning
 - (1) Line up on sideline on same yard line as R & 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.
- 4) Plays from Scrimmage
 - a) Basic Position, duties, and responsibilities before the snap
 - i) Basic Positioning
 - (1) On line of scrimmage, off the sideline on the pressbox side of the field.
 - ii) Pre-snap Concentration Routine
 - (1) Know down and distance.
 - (2) Count the offense.
 - (3) Complete signals with HL.
 - (4) Locate keys.
 - (5) Identify crack back zone.
 - (6) Confirm legal formation, shifts and motion.
 - (7) Shut down false starts, illegal snaps, defensive infractions that require it.
 - b) Running Plays
 - i) Responsibilities on running plays:
 - (1) Up the middle
 - (a) Shuffle along sideline keeping even with runner.
 - (b) Pinch in and mark progress only when play is dead.
 - (c) Stop clock if first down.
 - (2) Toward your side of field
 - (a) How did they turn the corner?
 - (i) Stay with your key early (crack backs, holding etc.)
 - (ii) Locate the lead blocker and observe his blocks.
 - (b) Take runner when he crosses line and get progress.
 - (3) Away from your side of field.
 - (a) Observe action behind referee.
 - (b) Move downfield as runner progresses downfield.
 - (c) Get progress, watch dead ball action, and stop clock on first down.
 - c) Passing Plays
 - i) Basic Keys and assignments.
 - (1) Key is normally third receiver in (usually the backfield player).
 - (2) SNAP-TACKLE-BACK.
 - ii) Pre-snap Concentration Routine
 - (1) Identify your receiver.
 - (2) Know down and distance.
 - (3) Confirm legal formation, shifts and motion.

- (4) You are primarily responsible for knowing if a pass behind the line of scrimmage is thrown forward or backward.
- iii) Responsibilities during a forward pass play
 - (1) 'Modified Fade Mechanics'
 - (a) Stay at initial position until ball is thrown.
 - (b) Be prepared to get progress when play is dead.
 - (2) Area of focus while ball is alive
 - (a) Snap, tackle, back.
 - (b) Observe key until zone coverage is appropriate.
 - (c) Be aware of quarterback's action and get progress if sacked.
 - (3) Reverse fade on interceptions.
 - (a) Back pedal and give up progress to FJ.
 - (b) Observe blocks in front of runner.
 - (c) Get to goal line/pylon if necessary.
 - (d) Clean up around dead ball spot and out-of-bounds.
 - (i) 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) Signal to HL the number of players on your side of snapper.
 - (3) Identify eligible receivers on your side.
 - (4) Confirm legal formation, shifts and motion.
 - iii) Area of focus while ball is alive
 - (1) Watch action of widest blocker on LOS.
 - (2) Help referee if rusher is illegally blocked into kicker.
 - (3) Precede downfield approx ten yards, watch blocking coming toward you.
 - iv) Reverse fade on punt returns
 - (1) Back pedal as runner approaches you, FJ has progress.
 - (2) Observe blocks in front of runner.
 - (3) Close and watch dead ball action when ball is dead.
 - (4) Get to goal line/pylon if necessary.
 - v) Adjustments on fakes
 - (1) Watch for illegal blocks and help with ineligible players downfield.
- e) Field Goals and Trys
 - i) Basic Positioning
 - (1) Same initial positioning as normal scrimmage play.
 - ii) Pre-Kick Concentration Routine
 - (1) Check referee's signal for eleven.
 - (2) Signal to HL the number of players on your side of snapper.
 - (3) Identify eligible receivers on your side.
 - iii) Area of focus while ball is alive
 - (1) Watch action of widest blocker on LOS.
 - (2) Help referee if rusher is illegally blocker into kicker.
 - iv) Adjustments on fakes and blocked kicks
 - (1) Watch for illegal blocks and ineligibles downfield.
 - (2) When the ball is snapped outside the 20-yard line:
 - (a) Hold your position at the line of scrimmage. FJ has goal line responsibility.
 - (3) When the ball is snapped on or inside the 20-yard line:
 - (a) You have sideline responsibility to the end line. You also have goal line responsibility. Be at the goal line pylon and ready to rule on possible touchdown if necessary.

- v) Reverse fade on short kicks run back
 - (1) Back pedal as runner approaches you, FJ has progress.
 - (2) Close and watch dead ball action when play is dead.
 - (3) Get to pylon if necessary.
- f) Goal Line Plays
 - i) Goal Line Mechanics
 - (1) Basic Positioning
 - (a) Same as normal scrimmage play.
 - (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 5 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) Basic Positioning
 - (a) Same as normal scrimmage play.
 - (2) Pre-snap Concentration Routine
 - (a) Remind self that first move is back to goal line (3 yd line or closer)
 - (3) Area of focus while ball is alive
 - (a) Get back to goal line if necessary when ball is snapped between the 3 and 5-yard line.
- 5) General Game Duties
 - a) Substitutions and Counting Players
 - i) Count offense and help with twelve in the huddle.
 - ii) Be particularly aware of player and/or substitutes entering or leaving on your sideline.
 - iii) Be aware of substitutions to deceive.
 - iv) Signal referee if offense substitutes after ball is ready for play.
 - b) Down, distance and clock status
 - i) Primarily responsible for stopping clock on first downs.
 - ii) Communicate with referee when close.
 - c) Penalty Enforcement
 - i) Stay at spot of enforcement until march off and correct ball placement.
 - ii) All officials are responsible to check and verify that the penalty has been properly enforced.
 - d) Measurements
 - i) Place foot at spot for HL to place clip.
 - e) Timeouts
 - i) Record quarter, time and number of player who called T.O.
 - ii) Prepare to notify coach when T.O. complete.
 - iii) Notify coach of timeouts remaining.
 - f) End of Quarter
 - i) Record yard line, down and distance.
 - ii) Proceed downfield and confirm proper ball placement.
 - g) End of Half
 - i) Proceed off field with team and watch for confrontation with opponent.
 - h) End of Game
 - i) Leave field as a group and retire to the dressing room without stopping for conversation

2009
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 Duties on the Field
 - i) Introduce yourself to the Head Coach on your sideline and determine who is to receive foul reports during the game.
 - ii) Get visiting team Captains at 4 minutes and bring them to the 50-yard line on the sideline at their team area three minutes before game time.
 - c) Pregame Instructions to Assistants
 - i) Be sure the approved game balls are available and instruct ball boys on game duties.
- 2) Coin Toss Procedure and Responsibilities
 - a) On a signal from the Referee escort captains to the inbounds line, from there send them to the Referee.
 - b) After sending captains to the Referee, return to the vicinity of the team area. Stay between team members not involved in the coin toss and the 9-yard marks.
 - c) Insure that players are ready to take their kickoff positions promptly.
 - d) Second-half choices.
 - i) It is no longer necessary to meet with the captains at midfield to determine second-half choices. If your team will be kicking to start the second half, you will obtain that decision from the head coach before the teams leave the field for halftime.
 - ii) Go directly to your basic free kick coverage position when you return to the field from half time.
- 3) Kickoffs and other Free Kick Plays
 - a) Normal Free Kick
 - i) Basic Positioning
 - (1) Starting position is on the sideline on the pressbox side at receiving team's restraining line.
 - ii) Pre-Kick Concentration Routine
 - (1) Count members of the receiving team.
 - (2) Identify members of the receiving that you will be responsible for after the ball is kicked.
 - (3) Be alert to short free kicks and possible fair catch signals.
 - iii) Area of focus while ball is alive
 - (1) Ball kicked outside the hash marks:
 - (a) You must know if the ball was kicked into the ground before becoming airborne (surprise onside kick).
 - (b) Move no more than 10 to 15 yards toward receiving team's goal line.
 - (i) That action will give better coverage in the critical area where contact occurs between the kicking and receiving team.
 - (c) Be alert to kickers voluntarily going out of bounds.
 - (i) Throw hat to signify kicker voluntarily OB.
 - (d) Focus on critical area where contact will occur between the kicking and receiving team.
 - (e) Officiate from the outside and ahead of the runner.
 - (f) You are responsible for blocking ahead of the runback.

- (g) Be ready to pick up runner on long runbacks. Be on the goal line when runner crosses.
 - (2) Ball kicked to middle of the field:
 - (a) You must know if the ball was kicked into the ground before becoming airborne (surprise onside kick).
 - (b) Move no more than 10 to 15 yards toward receiving team's goal line.
 - (c) That action will give better coverage in the critical area where contact occurs between the kicking and receiving team.
- b) Short Free Kick
 - i) Basic Positioning
 - (1) Starting position is on the sideline on the pressbox side at receiving team's restraining line.
 - ii) Pre-Kick Concentration Routine
 - (1) Count members of the receiving team.
 - (2) Identify members of the receiving that you will be responsible for after the ball is kicked.
 - iii) Area of focus while ball is alive
 - (1) 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.
- 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 on the press box side of field 18-20 yards beyond the line of scrimmage.
 - ii) Pre-snap Concentration Routine
 - (1) Know down, distance, and clock status.
 - (2) Count the defense and verify count with BJ and SJ.
 - (3) Identify the receiver you will be responsible for at the snap. This will be the widest receiver on your side of the formation.
 - 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 crackback block, 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 in the team area if necessary.
 - (3) Away from your side of field
 - (a) Clean up behind the U.
 - (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).

- c) Passing Plays
 - i) Basic Keys and assignments.
 - (1) You are responsible for action on and by the widest receiver on your side of the formation.
 - ii) Pre-snap Concentration Routine / Identify your receiver
 - (1) Know down, distance, and clock status.
 - (2) Count the defense and verify count with BJ and SJ.
 - (3) Identify the widest receiver on your side of the formation.
 - 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 alert to wide receiver voluntarily going out of bounds.
 - (ii) Throw hat to signify receiver voluntarily OB.
 - (b) Cover sideline from your original position to the end line.
 - (c) Using 'Modified Fade Mechanics' maintain deep positioning. Cover the play when ball is thrown into your area.
 - (d) When pass is thrown into your area, watch the defender's action on the receiver.
 - (e) Be alert for eligible receivers out of bounds. Throw your hat to signal an eligible receiver voluntarily out of bounds.
 - (f) Watch for holding or illegal checking of 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.
 - (2) 'Modified Fade Mechanics'
 - (a) Hold your basic position at the snap and observe the type of play as it unfolds. Begin to 'fade' only when your 10-15 yard cushion is threatened.
 - (3) Reverse fade on interceptions
 - (a) On interception run backs, switch responsibilities with the LJ.
 - (b) You are responsible for the runner's forward progress, the LJ 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 LJ 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 or slightly in front of the deepest receiver.
 - (2) When ball is snapped at approximately Team B's 45-yard line, take your initial position at the goal line pylon.
 - ii) Pre-Kick Concentration Routine
 - (1) Have beanbag in your hand.
 - (2) Count Team B players and verify count with BJ and SJ.
 - (3) Read the offensive formation and determine your player responsibility.
 - (4) Be alert for blocked or 'fake kick'.

- iii) Area of focus while ball is alive
 - (1) Be alert to kickers 'flyers' voluntarily going out of bounds.
 - (a) Throw hat to signify kicker voluntarily OB.
 - (2) When it is obvious that the kicked ball will not land in your area of responsibility:
 - (a) Hold fast in the original position while the ball is in the air.
 - (b) Cover play in front of the receiver and then cover action around the runner if play is away from you.
 - (c) Be ready to clean up and be alert for dead ball fouls around the dead ball spot.
 - (d) If return is to your side, take over the runner when he reaches your original position. You are responsible for his forward progress to the opponent's goal line. The LJ will cover action in front of the runner and is responsible for cleaning up the action around the play and in the team area if necessary
 - (3) When it is obvious the kicked ball will land in your area outside the 9-yard marks, you are responsible for:
 - (a) Moving into position to rule on validity of catch or signal; ruling on interference with the opportunity to catch the kick; following the ball if the receiver fails to catch or field the kick.
 - (b) Be in position to rule on the legality of hand-offs on the kick return.
 - (c) Mark the end of the kick. Assist the BJ in marking the end of the kick.
 - (d) If the return is to your side of the field, you are responsible for his forward progress to the opponent's goal line. The LJ will cover action in front of the runner and is responsible for cleaning up the action around the play and in the team area if necessary. Otherwise, observe the runner until he enters another official's area.
 - (e) Be alert to the R waving you in position to the out of bounds spot on a kick in flight. You are responsible for the out of bounds spot on rolling kicks that go out of bounds on your sideline.
- iv) Reverse fade on punt returns
 - (1) If the return is to your side of the field, you are responsible for his forward progress to the opponent's goal line. The LJ will cover action in front of the runner and is responsible for cleaning up the action around the play and in the team area if necessary.
- 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) Take position inside the limit line to look up the upright of the goal on your side of the field.
 - (2) Pre-Kick Concentration Routine
 - (a) Count Team B players and verify count with BJ and SJ.
 - (b) Read the offensive formation and determine your player responsibility.
 - (c) Be alert for blocked or 'fake kick'.
 - (3) Area of focus while ball is alive
 - (a) Be ready to rule on success or failure of field goal/try attempt.
 - (b) Be alert for fake field goal attempts; be ready to cover runs or passes.
 - (c) Be alert for illegal touches or batting.
 - (d) Be alert for ball striking an upright or crossbar. (If ball strikes crossbar BJ is responsible for the ruling.)
 - (e) Sideline and end line coverage.

- (4) Adjustments on fakes and blocked kicks:
 - (a) When the ball is snapped outside the 20-yard line:
 - (i) Move at a 45-degree angle to the intersection of the goal line and sideline on your side of the field. Be at the pylon. FJ has goal line responsibility.
 - (b) When the ball is snapped on or inside the 20-yard line:
 - (i) Move to the intersection of the end line and sideline on your side of the field. Be at the pylon. LJ has goal line responsibility.
 - (5) Reverse fade on short kicks run back
 - (a) If the return is to your side of the field, you are responsible for his forward progress to the opponent's goal line. The LJ will cover action in front of the runner and is responsible for cleaning up the action around the play and in the team area if necessary.
 - f) Goal Line Plays
 - i) Goal Line Mechanics
 - (1) Basic Positioning
 - (a) When the ball is snapped outside the 20, assume your normal position. You are responsible for being at the goal line when the runner crosses.
 - (b) When the ball is snapped from the 20- to the 5-yard line, assume your preliminary position on the goal line at the pylon. **WHEN THE PLAY TERMINATES ON OR NEAR THE GOAL LINE, YOU MUST BE ON THE GOAL LINE TO RULE ON PLAY.** You are responsible for progress inside the last two yards.
 - (c) Take position at the pylon at the intersection of your sideline and the end line.
 - (2) Pre-snap Concentration Routine
 - (a) Count Team B players and verify count with BJ and SJ.
 - (b) 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.
 - 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) All official are responsible for the legality of substitutions. Be particularly aware of player and/or substitutes entering or leaving on your sideline.
 - ii) 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 prior to every snap.
 - c) Penalty Enforcement
 - i) You are responsible for reporting the type of foul, number of player who fouled, and a brief description of 'What he did' to the Head Coach on your sideline.
 - ii) All officials are responsible to check and verify that the penalty has been properly enforced.

- d) Measurements
 - i) During a measurement, insure that player and/or officials do not block a view of the ball from the press box.
- 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.
- f) End of Quarter
 - i) Record down, distance, and location of the ball on the field.
 - ii) Verify that ball has been relocated correctly.
- g) End of Half
 - i) If your team will be kicking to start the second half, get decision on second half choice from the head coach before the teams leave the field for halftime.
 - ii) Leave field quickly, so R/SJ can start 20-minute intermission.
 - iii) Alert Head Coach 5 minutes prior to the second half kickoff.
- h) End of Game
 - i) Join other officials and leave the field as a group.
 - ii) Leave field as a group and retire to the dressing room without stopping for conversation.

2009
SCCFOA
Crew-of-Seven Position Outline
Side Judge

- 1) Pregame Duties and Responsibilities
 - a) Pregame Conference Responsibilities
 - i) Attendance at the pre-game conference is mandatory.
 - ii) Give crew official time.
 - iii) Have watch capable of timing game if field clock breaks.
 - iv) Tell Referee and Umpire when to break pregame meeting to meet with coaches
 - v) Leave the dressing room together at least 20 minutes before game time.
 - b) Pregame Duties on the Field
 - i) Go with Referee and inspect entire field.
 - ii) Introduce yourself to the Head Coach on your sideline and determine who is to receive foul reports during the game.
 - iii) Get home team Captains at 4 minutes and bring them to the 50-yard line on the sideline at their team area three minutes before game time.
 - c) Pregame Instructions to Assistants
 - i) Instruct game clock operator.
 - ii) Be sure the approved game balls are available and assist with instructing ball boys on game duties.
- 2) Coin Toss Procedure and Responsibilities
 - a) On a signal from the Referee escort captains to the inbounds line, from there send them to the Referee.
 - b) After sending captains to the Referee, return to the vicinity of the team area. Stay between team members not involved in the coin toss and the 9-yard marks.
 - c) Insure that players are ready to take their kick off positions promptly.
 - d) Second-half choices.
 - i) It is no longer necessary to meet with the captains at midfield to determine second-half choices. If your team will be kicking to start the second half, you will obtain that decision from the head coach before the teams leave the field for halftime.
 - ii) Go directly to your basic free kick coverage position when you return to the field from half time.
- 3) Kickoffs and other Free Kick Plays
 - a) Normal Free Kick
 - i) Basic Positioning
 - (1) Starting position is on the sideline opposite the pressbox on the receiving team's restraining line.
 - ii) Pre-Kick Concentration Routine
 - (1) Count members of the receiving team.
 - (2) Identify members of the receiving team that you will be responsible for after the ball is kicked.
 - (3) Be alert to short free kicks and possible fair catch signals.
 - iii) Area of focus while ball is alive
 - (1) Ball kicked outside the hash marks:
 - (a) You must know if the ball was kicked into the ground before becoming airborne (surprise onside kick).
 - (b) Move no more than 10 to 15 yards toward the receiving team's goal line.
 - (i) That action will give better coverage in the critical area where contact occurs between the kicking and receiving team.

- (c) Be alert to kickers voluntarily going out of bounds.
 - (i) Throw hat to signify kicker voluntarily OB.
 - (d) Focus on critical area where contact will occur between the kicking and receiving team.
 - (e) Officiate from the outside and ahead of the runner.
 - (f) You are responsible for blocking ahead of the runback.
 - (g) Be ready to pick up runner on long runbacks. Be on the goal line when runner crosses.
- (2) Ball kicked to the middle of the field:
- (a) You must know if the ball was kicked into the ground before becoming airborne (surprise onside kick).
 - (b) Move no more than 10 to 15 yards toward receiving team's goal line.
 - (i) That action will give better coverage in the critical area where contact occurs between the kicking and receiving team
 - (c) Be alert to kickers voluntarily going out of bounds.
 - (i) Throw hat to signify kicker voluntarily OB.
 - (d) Focus on critical area where contact will occur between the kicking and receiving team.
 - (e) Officiate from the outside and ahead of the runner.
 - (f) You are responsible for blocking ahead of the runback.
 - (g) Be ready to pick up runner on long runbacks. Be on the goal line when runner crosses
- b) Short Free Kick
- i) Basic Positioning

Starting position is on the sideline opposite the pressbox on the receiving team's restraining line.
 - ii) Pre-Kick Concentration Routine
 - (1) Count members of the receiving team.
 - (2) Identify members of the receiving that you will be responsible for after the ball is kicked.
 - iii) Area of focus while ball is alive
 - (1) 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.
- 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 on the press box side of field 18-20 yards beyond the line of scrimmage.
 - ii) Pre-snap Concentration Routine
 - (1) Know down, distance, and clock status.
 - (2) Observe start of the game clock with the R's wind-the-clock or ready signal.
 - (3) Count the defense and verify count with BJ and FJ.
 - (4) Identify the receiver you will be responsible for at the snap. This will be the widest receiver on your side of the formation.
 - 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 crackback 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 in the team area if necessary.
 - (3) Away from your side of field
 - (a) Clean up behind the U.
 - (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).
- c) Passing Plays
- i) Basic Keys and assignments.
 - (1) You are responsible for action on and by the widest receiver on your side of the formation.
 - ii) Pre-snap Concentration Routine / Identify your receiver
 - (1) Know down, distance, and clock status.
 - (2) Count the defense and verify count with BJ and FJ.
 - (3) Identify the widest receiver on your side of the formation.
 - 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 alert to wide receiver voluntarily going out of bounds.
 - (ii) Throw hat to signify receiver voluntarily OB.
 - (b) Cover sideline from your original position to the end line.
 - (c) Using 'Modified Fade Mechanics' maintain deep positioning. Cover the play when ball is thrown into your area.
 - (d) When pass is thrown into your area, watch the defender's action on the receiver.
 - (e) Be alert for eligible receivers out of bounds. Throw your hat to signal an eligible receiver voluntarily out of bounds.
 - (f) Watch for holding or illegal checking of 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.
 - (2) 'Modified Fade Mechanics'
 - (a) Hold your basic position at the snap and observe the type of play as it unfolds. Begin to 'fade' only when your 10-15 yard cushion is threatened.
 - (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 or slightly in front of the deepest receiver.
- (2) When ball is snapped at approximately Team B's 45-yard line, take your initial position at the goal line 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) Read the offensive formation and determine your player responsibility.
 - (4) Be alert for blocked or 'fake kick'.
- iii) Area of focus while ball is alive
 - (1) Be alert to kickers 'flyers' voluntarily going out of bounds.
 - (a) Throw hat to signify kicker voluntarily OB.
 - (2) When it is obvious that the kicked ball will not land in your area of responsibility:
 - (a) Hold fast in the original position while the ball is in the air.
 - (b) Cover play in front of the receiver and then cover action around the runner if play is away from you.
 - (c) Be ready to clean up and be alert for dead ball fouls around the dead ball spot.
 - (d) If return is to your side, take over the runner when he reaches your original position. You are responsible for his forward progress to the opponent's goal line. The HL will cover action in front of the runner and is responsible for cleaning up the action around the play and in the team area if necessary.
 - (3) When it is obvious the kicked ball will land in your area outside the 9-yard marks, you are responsible for:
 - (a) Moving into position to rule on validity of catch or signal; ruling on interference with the opportunity to catch the kick; following the ball if the receiver fails to catch or field the kick.
 - (b) Be in position to rule on the legality of hand-offs on the kick return.
 - (c) Mark the end of the kick. Assist the BJ in marking the end of the kick.
 - (d) If the return is to your side of the field, you are responsible for his forward progress to the opponent's goal line. The HL will cover action in front of the runner and is responsible for cleaning up the action around the play and in the team area if necessary. Otherwise, observe the runner until he enters another official's area.
 - (e) Be alert to the R waving you in position to the out of bounds spot on a kick in flight, you are responsible for the out of bounds spot on rolling kicks that go out of bounds on your sideline.
- iv) Reverse fade on punt returns
 - (1) If the return is to your side of the field, you are responsible for his forward progress to the opponent's goal line. The HL will cover action in front of the runner and is responsible for cleaning up the action around the play and in the team area if necessary.
- v) Adjustments on fakes
 - (1) You are responsible for the widest eligible receiver on your side of the field.
 - (2) Cover as you would on any other play from scrimmage.

- e) Field Goals and Trys
 - (1) Basic Positioning
 - (a) On all Kick Tries for PAT and field goal attempts, the SJ will be positioned beyond the neutral zone and will be responsible for assisting the U with his assigned duties. He will work as a 'DOUBLE UMPIRE'.
 - (b) When the double umpire is used on scoring kicks, the starting position for the umpire and side judge is generally five to seven yards, but not more than eight yards, off the ball.
 - (2) Pre-Kick Concentration Routine
 - (a) Count Team B players and verify count with BJ and FJ.
 - (b) Be alert for blocked or 'fake kick'.
 - (3) Area of focus while ball is alive
 - (a) Observe line play.
 - (4) Adjustments on fakes
 - (5) Reverse fade on short kicks run back
- f) Goal Line Plays
 - i) Goal Line Mechanics
 - (1) Basic Positioning
 - (a) When the ball is snapped outside the 20, assume your normal position. You are responsible for being at the goal line when the runner crosses.
 - (b) When the ball is snapped from the 20- to the 5-yard line, assume your preliminary position on the goal line at the pylon. WHEN THE PLAY TERMINATES ON OR NEAR THE GOAL LINE, YOU MUST BE ON THE GOAL LINE TO RULE ON PLAY. You are responsible for progress inside the last two yards.
 - (c) Take position at the pylon at the intersection of your sideline and the end line.
 - (2) Pre-snap Concentration Routine
 - (a) Count Team B players and verify count with BJ and FJ.
 - (b) 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.
 - 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) All official are responsible for the legality of substitutions. Be particularly aware of player and/or substitutes entering or leaving on your sideline.
 - ii) 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 prior to every snap.
 - ii) Be ready to assist referee with correct clock status.
 - iii) Remember 5/5 axiom (see philosophies) regards correcting clock errors.
 - c) Penalty Enforcement
 - i) You are responsible for reporting the type of foul, number of player who fouled, and a brief description of 'What he did' to the Head Coach on your sideline.
 - ii) All officials are responsible to check and verify that the penalty has been properly enforced.

- d) Measurements
 - i) During a measurement, remain near your sideline and if a first down is indicated set the down box.
- e) Timeouts
 - i) Time the time out
 - ii) Confirm the time out and verify the number of time outs remaining with the other officials.
 - iii) Relay the number of time outs remaining to the Head Coach on your sideline.
 - iv) Take a position half way between your team and the team area. Be ready to call the team captain/players back to the huddle when signaled to do so.
- f) End of Quarter
 - i) Make sure play does not start if game clock runs to “00” before snap.
 - ii) Time the one-minute intermission between quarters.
 - iii) Record down, distance, and location of the ball on the field.
 - iv) Verify that ball has been relocated correctly.
- g) End of Half
 - i) If your team will be kicking to start the second half, get decision on second half choice from the head coach before the teams leave the field for halftime.
 - ii) Time half time, start when Referee gives wind-the-clock signal.
 - iii) Alert Head Coach 5 minutes prior to the second half kickoff.
- h) End of Game
 - i) Join other officials and leave the field as a group.
 - ii) Leave field as a group and retire to the dressing room without stopping for conversation.

2009
SCCFOA
Crew-of-Seven Position Outline
Back Judge

- 1) Pregame Duties and Responsibilities
 - a) Pregame Conference Responsibilities
 - i) Have watch capable of replacing 25- or 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) Talk to and instruct 25- or 40/25-second play clock operator.
 - ii) Observe punts being caught, observe pass receiver's routes
 - iii) Bring home team onto field
- 2) Coin Toss Procedure and Responsibilities
 - a) Stand with HL on sidelines
 - b) Record coin toss options on game card, meet with crew at mid-field after toss.
 - c) Second-half choices.
 - i) It is no longer necessary to meet with the captains at midfield to determine second-half choices. That decision will be obtained by the FJ / SJ from the kicking team's head coach before the teams leave the field for halftime.
 - ii) Go directly to your basic free kick coverage position when you return to the field from half time.
- 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 pressbox side at kicking team's restraining line.
 - (2) You are responsible for kicking team's goal line on any long return.
 - ii) Pre-Kick Concentration Routine
 - (1) Count kicking team, confirm with Umpire
 - (2) Insure all kicking team players are inside numbers prior to ready-for-play signal
 - (3) Signal Referee when time to kick off.
 - iii) Area of Focus While Ball is Alive
 - (1) Ball kicked outside the hash marks:
 - (a) Watch illegal action on the kicker.
 - (i) If kick is to your side of the field:
 1. Move to a spot between the numbers and the hashmark.
 2. Move downfield no more than 10 to 15 yards.
 3. Observe action mainly toward the center of the field, observing off-ball action.
 - (ii) If kick is to opposite side:
 1. Move to the hashmark.
 2. Move downfield no more than 10 to 15 yards.
 3. Observe action mainly toward the center of the field, observing off-ball action.
 - (2) Ball kicked up the middle:
 - (a) Watch illegal action on the kicker.
 - (b) Move to the hashmark on your side.
 - (c) Move downfield no more than 10 to 15 yards.
 - (d) Observe action mainly toward the center of the field, observing off-ball action.

- b) Short Free Kick
 - i) Basic Positioning
 - (1) After handing the ball to the kicker, starting position is on the sideline on the pressbox side at kicking team's restraining line.
 - ii) Pre-Kick Concentration Routine
 - (1) Same as for normal free kick
 - iii) Area of Focus While Ball is Alive
 - (1) Treat kicking team's restraining line as a plane.
 - (2) Any player (other than the kicker or holder) breaking the plane before the ball is kicked should be called for offside.
 - (3) If the kick is to your side, you are responsible for touching by either team.
 - (4) If the kick is to the opposite side, you are responsible for blocking.
 - (5) Be prepared to cover the play if a receiving team player recovers the kick and attempts to advance the ball.
- c) Free Kick After Safety
 - i) Basic Positioning
 - (1) On sideline at kicking team's restraining line (20 yard line)
 - ii) Pre-Kick Concentration Routine
 - (1) Same as for normal free kicks
 - (2) Be aware free kick may be a punt
 - iii) Area of Focus While Ball is Alive
 - (1) Same as for normal free kicks, except run at 45 degree angle to hash mark at kicking team's 30-yard line.
- 4) Plays from Scrimmage
 - a) Basic Position, duties and responsibilities before the snap
 - i) Basic Positioning
 - (1) In middle of field, between / inside hash marks.
 - (2) 25 yards down field from snap if ball snapped outside 27 yard line
 - (3) On goal line if ball snapped between 25 and 27 yard line
 - (4) Five yards into end zone if ball snapped between 20 and 25 yard line
 - (5) On end line if ball snapped inside 20 yard line
 - ii) Pre-snap Concentration Routine
 - (1) Are 25- or 40/25-second play clock started and running properly?
 - (2) Count defense and confirm first with FJ, then SJ
 - (3) Read offensive formation, anticipate type of play to be run based on formation/situation
 - (4) Identify strength side of formation, identify your receiver to watch at snap
 - b) Running Plays
 - i) Responsibilities on running plays
 - (1) Up the middle
 - (a) Watch for crack back blocks by your receiver
 - (b) Once he is clear, watch for blocks ahead of runner
 - (c) When ball is dead, close to dead ball and observe dead ball action
 - (2) Towards sidelines
 - (a) Same as "Up the middle" coverage, except flow towards play while observing
 - (b) Help cover runner who goes out of bounds
 - c) Passing Plays
 - i) Basic Keys and Assignments
 - (1) Take second receiver on strength side
 - (2) If balanced formation, take second receiver on LJ side
 - d) Responsibilities during a forward pass play
 - i) 'Modified Fade Mechanics'
 - (1) At snap move backwards, stop if run play, observe, continue fading if long run
 - (2) At snap move backwards, continue fading if a pass

- ii) Area of focus while ball is alive
 - (1) Watch your receiver for 8 to 10 yards, go to zone coverage when ball is in the air
 - (2) Watch your receiver for crack back block
 - (3) Primary coverage for PI when pass is in middle of field
 - (4) Secondary coverage for PI when pass near side lines
 - (5) Assist FJ and SJ with uncatchable passes
 - (6) If interception, remain between hash marks, allow action to precede you downfield
- e) Punts
 - i) Basic positioning
 - (1) 5 to 7 yards behind deepest punt receiver, favoring wide side, always inside hash marks
 - (2) Set up on goal line if ball is inside 45 to 50 yard line
 - ii) Pre-Kick Concentration Routine
 - (1) Bean bag in hand
 - (2) Count defense and confirm with FJ first, then SJ
 - (3) Remind yourself of possibility of illegal touching, fair catch, fair catch interference
 - (4) Remind yourself to mark spot where kick ends with bean bag
 - iii) Areas of focus while ball is alive
 - (1) Find path of punt, move with receiver
 - (2) Take ball into end zone and rule on touchback, give up receiver
 - (3) Rule of legality of fair catch, kick catch interference and batting by kicking team
 - (4) Bean bag spot of illegal touching and/or spot where kick ends
 - (5) If punt lands near sideline, watch action in front of receiver
 - iv) Reverse fade on punt returns
 - (1) After catch, cover runner until he enters another official's zone
 - (2) Cover runner, observe action while remaining between hash marks
 - (3) Adjustments on fakes and blocked punts
 - (4) Move towards line of scrimmage to assist with action around play
- f) Field Goals and Trys
 - i) Basic Positioning
 - (1) Under goal post on SJ side, opposite FJ
 - ii) Pre-Kick Concentration Routine
 - (1) Watch for kicker/holder coming onto field for kick possibility
 - (2) Make sure FJ is under goal posts with you
 - (3) Give illegal procedure signal to remind you and other officials that ball is alive during kick
 - (4) Count defensive players and confirm with FJ
 - iii) Areas of focus while ball is alive
 - (1) If kick made, rule on success or failure of try or field goal attempt
 - (2) You have cross bar responsibility
 - iv) Adjustments of fakes and blocked kick
 - (1) Stay on end line, rule on passes into end zone and plays that involve end line
 - (2) If long field goal attempt and kick is short, may need to rule on touchback
- g) Goal Line Plays
 - i) Goal Line Mechanics
 - (1) Basic Positioning
 - (a) Standing on end line
 - (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

5) General Game Duties

a) Substitutions and Counting Players

- i) Count defense and confirm with FJ first, then SJ
 - (1) If 11 players – extended fist pointed in front of body
 - (2) If 10 players – 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 if line to gain is more than ten yards
- iii) Verify correct starting of the 25- or 40/25-second play clock.
 - (1) 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.
- iv) Check time consumed in snapping the ball and call delay of game (if ball is still on the ground after observing the play clock reading '00').

c) Penalty Enforcement

- i) If you have a penalty, report it to Referee
- ii) Cover flag or ball if not involved with penalty

d) Measurements

- i) Place hand on ball to make sure it is not moved during measurement

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.

g) End of half

- i) Monitor teams leaving field
- ii) Tell crew when to go back onto field for second half

h) End of Game

- i) Ensure players leave field without problems
- ii) Note and write down time game ended
- iii) Leave field as a group and retire to the dressing room without stopping for conversation.

SCCFOA

‘Modified Fade Mechanics’

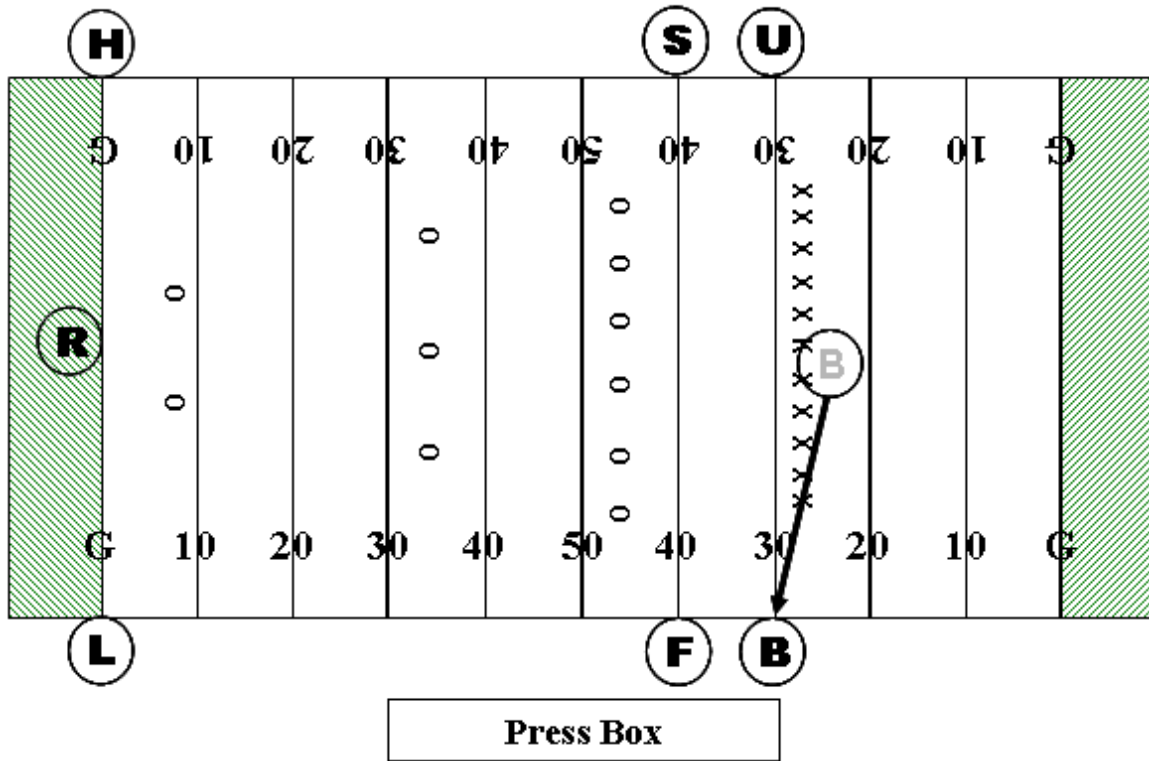
FJ / BJ / SJ will use a ‘modified version’ of the ‘fade’ mechanic. At the snap the FJ / BJ / SJ are to read their keys and the play and react accordingly.

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.

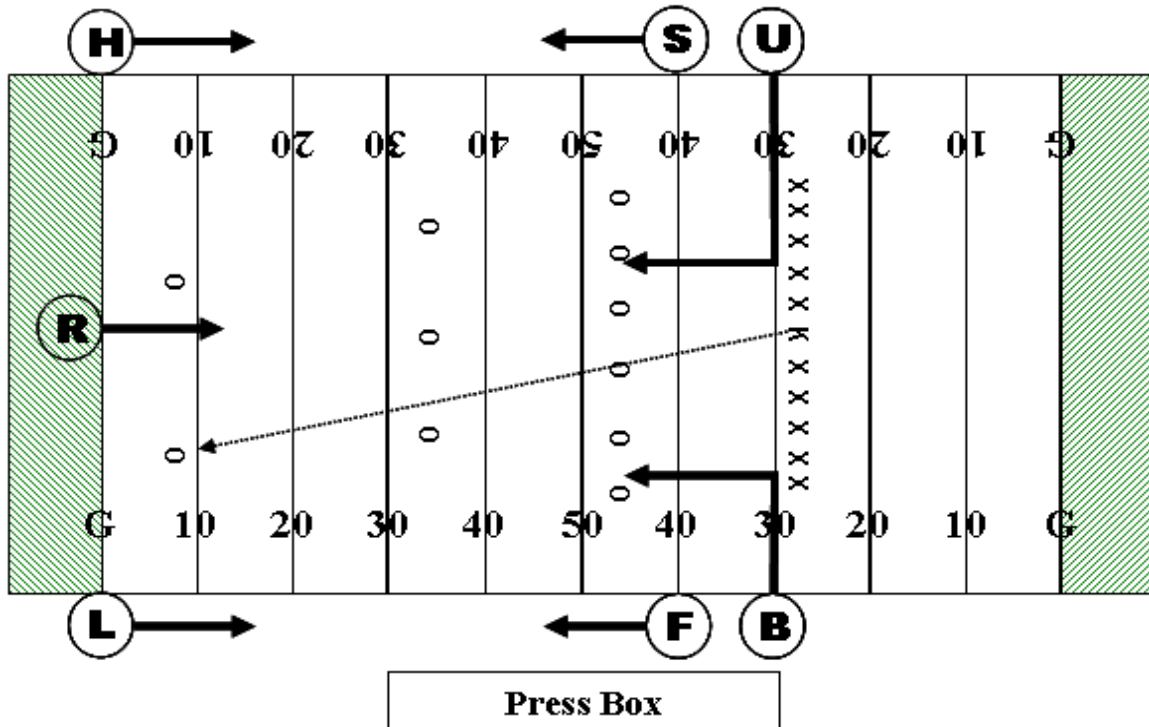
If their receiver’s action at the snap indicates a deep pass pattern they are to begin to fade immediately in order to maintain their cushion (at least 7 to 10 yards from their receiver). Again, they are to fade, remaining at least 7 to 10 yards in front of their receiver; and, if necessary be at the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

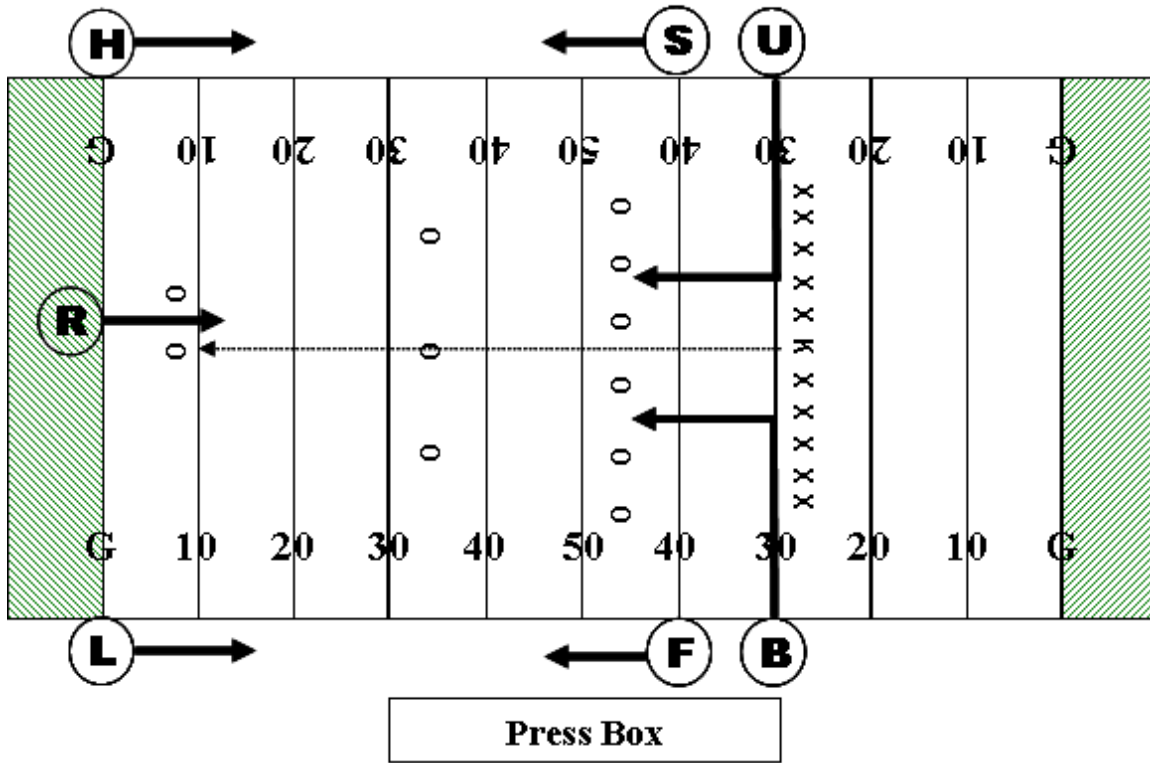
BASIC FREE KICK POSITION



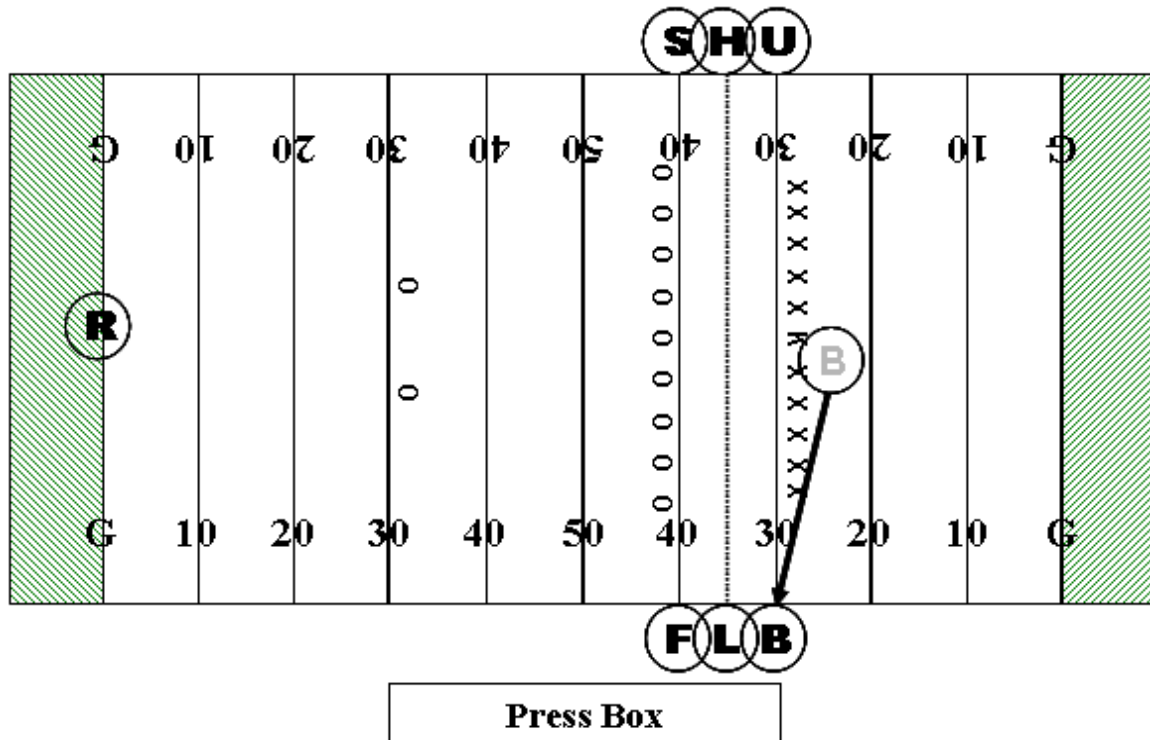
FREE KICK COVERAGE Ball Kicked Outside the Hashes



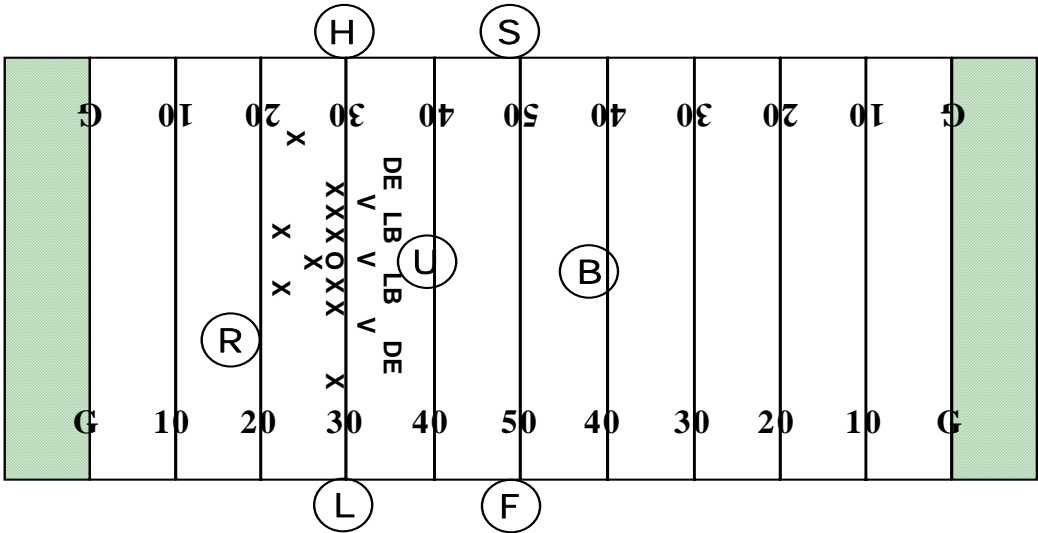
FREE KICK COVERAGE Ball Kicked to Middle of the Field



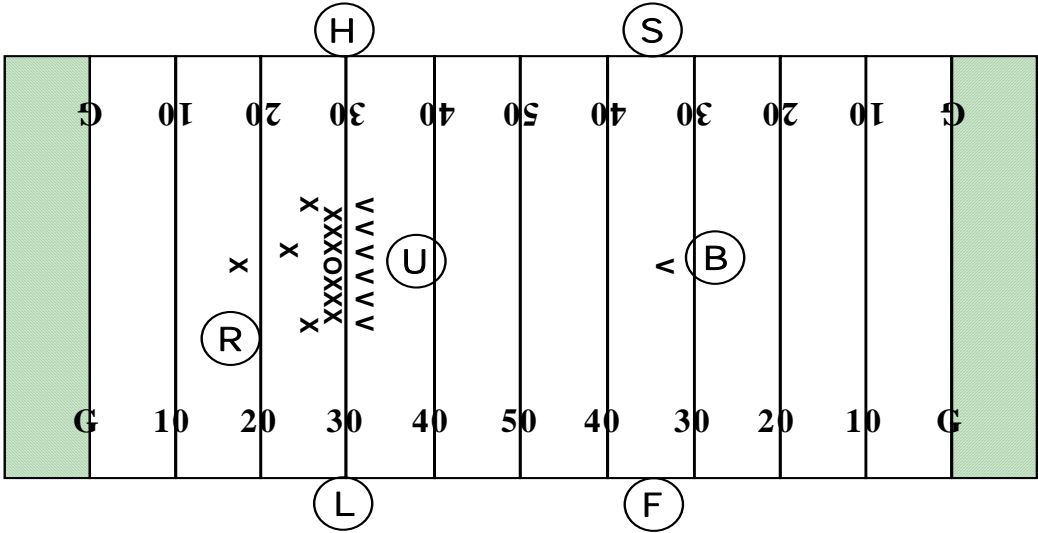
SHORT FREE KICK POSITION



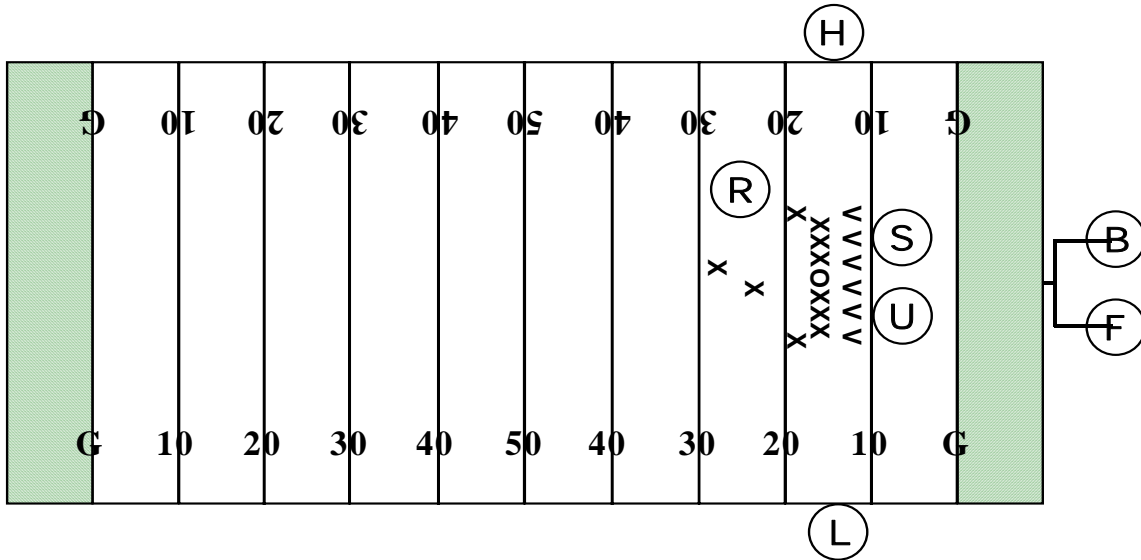
BASIC SCRIMMAGE POSITION



PUNT POSITION



FIELD GOAL and TRY FOR POINT POSITION



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 Linesman 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 Linesman 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 Linesman's side of the field.
3. Chainmen and down box operator shall meet the Linesman 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 Linesman's instructions, not moving until signaled to do so by the Linesman, 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 Linesman 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 Linesman 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 Linesman. On instruction from the Linesman, 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 Linesman'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 Linesman 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 Linesman 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 Linesman's instructions. Do not move until signaled to do so by the Linesman, 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 Linesman 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 Linesman; 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 Linesman 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 Linesman.

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) Tell Ball Persons the mechanic used after a change of possession. This is a new ball always coming in from FJ's side of field.
- j) After any try or successful field goal, UMP will come to side of scoring team to get a ball for the next kickoff. Be at 15-yard line to complete this exchange. Give UMP 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) When there is a change of possession, the Field Judge will always get a new ball from the Field Judge's side of the field.
- 10) After a try or field goal, Umpire will come to the sideline of the scoring team to get a ball for next kickoff. Be at 15-yard line to complete this exchange. Give the Umpire 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 - 25 SECOND CLOCK PROCEDURES

(For use in Community College Games only)

The 25-second field clocks are the official delay of game timepieces. The 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 '25 Second Clock Operator Instructions' sheet to this person if appropriate.

The 25 Second Clock Operator will be instructed to:

- 1) Set the clock display to 25 seconds before the game starts.
- 2) Start 25-second clock on the Referee's Ready-for-Play signal or Wind-the-Clock signal, whichever comes first.
- 3) Leave display at '00' seconds if there is a delay of game penalty called until Referee has completed his signals to the press box after enforcing the delay of game penalty.
- 4) Reset display immediately to 25 seconds when ball is put in play (snapped) if there is no delay foul called.
- 5) Reset display to 25 seconds anytime Referee interrupts 25-second count and gives the reset signal (palm up with pumping arm motion).
- 6) Turn off both displays should either 25 second clock malfunction or become inoperative. Both 25-second clocks will not operate again until the problem is corrected and both 25-second clocks are working. Both coaches will be notified immediately if the 25-second clock is no longer official. The 25-second count will then be kept on the field by the BJ on his watch. When doing this, BJ raises his hand when 10 seconds remain in the 25-second count.
- 7) Do not use 25-second clock when less than 25 seconds remain in any period if the game clock IS running. If 25-second clock is mistakenly started in this situation, DO NOT stop game or game clock to correct. If the game clock is not running when less than 25 seconds remaining in any period, then the 25-second clock is used.
- 8) NOTE: If the 25-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 25-second clock can be used to determine the amount of lost time.

SCCFOA - 25 SECOND CLOCK OPERATOR INSTRUCTIONS
(For use in Community College Games only)

- 1) Set the clock display to 25 seconds before the game starts.
- 2) Start 25-second clock on Referee's Ready-for-Play signal or Wind-the-Clock signal, whichever comes first.
- 3) Leave clock at '00' seconds if there is a delay of game penalty called until Referee has completed his signals to press box and the delay of game penalty has been enforced.
- 4) Reset clock immediately to 25 seconds when ball is put in play (snapped) if there is no delay of game foul called.
- 5) Reset clock to 25 seconds anytime Referee interrupts 25 second count and gives the reset signal (palm up with a pumping arm motion).
- 6) Turn off both 25 second clocks should either one malfunction or become inoperative. Both 25-second clocks will not operate again until the problem is corrected and both field clocks are working. The 25 second count will then be kept on the field by the Back Judge.
- 7) Do not use 25-second clock when there is less than 25 seconds remaining in any period if the clock IS running. If the game clock IS NOT running, when less than 25 seconds left in a quarter, operate the 25 second clock in the normal manner.
- 8) Look to the Referee to get a signal to start 25 second clock near the goal line for kickoffs
- 9) The Back Judge will discuss with you how to communicate with officials on the field should a problem arise.
- 10) NOTE: If 25-second clock is erroneously started, stop it immediately.

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:

- 9) Set the clock display to 25 seconds before the game and second half starts (first play is a kickoff).
- 10) For kickoff, start the 25-second clock when signaled to do so by the Referee.
- 11) The play clock will **automatically reset to 40 seconds** at the end of each play.
- 12) The covering official's signal will designate when to start the play clock.
- 13) 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.
- 14) **Manually set the play clock to 25 seconds** when any official signals to stop the game clock for: a penalty, a charged team timeout, media or injury timeout, measurement, change of possession, after any kick down, any score, first play of a quarter, or first play of a team's series in overtime. Then start the play clock when the Referee next gives the wind the clock or ready for play signal.
 - a) When there is an official's timeout for an injured player, the play clock will be set at 40 seconds for injury to a player of team B or 25 seconds for injury to a player of team A. and will start on the referee's signal when the ball is declared ready for play. That applies regardless of the status of the game clock when the official's timeout for the injury occurs.
- 15) 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.
- 16) 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**.
- 17) If the 40-second count is interrupted or stopped due to a play clock problem, the referee shall stop the game clock and then give a signal (both palms open in an over-the-head pumping motion). This means that the play clock should be re-set to **40 seconds** and started immediately.

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

- 18) 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) The 40-second count will then be kept on the field by the BJ on his watch. When doing this, BJ raises hand when 10 seconds remain in the 40-second count.
- 19) Do not use 40-second clock when less than 40 seconds remain in any period if the game clock is running. If the 40-second clock is mistakenly started in this situation, **DO NOT** stop the game or game clock to correct. If the game clock is not running when less than 40 seconds remaining in any period, then the 40-second clock is used.
- 20) **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.
- 6) **Manually set the play clock to 25 seconds** when any official signals to stop the game clock for: a penalty, a charged team timeout, media or injury timeout, measurement, change of possession, after any kick down, any score, first play of a quarter, or first play of a team's series in overtime. Then start the play clock when the Referee next gives the wind the clock or ready for play signal.
 - a) When there is an official's timeout for an injured player, the play clock will be set at 40 seconds for injury to a player of team B or 25 seconds for injury to a player of team A. and will start on the referee's signal when the ball is declared ready for play. That applies regardless of the status of the game clock when the official's timeout for the injury occurs.
- 7) 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.
- 8) 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**.
- 9) 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.
- 10) If the 40-second clock is running and the ball is not ready to be snapped after 20 seconds into the count, the referee shall call timeout and signal that the play clock be set to **25 seconds**. When play is to be resumed, the referee will give the ready-for-play signal and the play clock will begin the 25-second count.

- 11) 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) The 40-second count will then be kept on the field by the BJ on his watch. When doing this, BJ raises hand when 10 seconds remain in the 40-second count.
- 12) Do not use 40-second clock when less than 40 seconds remain in any period if the game clock is running. If the 40-second clock is mistakenly started in this situation, DO NOT stop the game or game clock to correct. If the game clock is not running when less than 40 seconds remaining in any period, then the 40-second clock is used.
- 13) NOTE: If the 40-second clock is erroneously started, it shall be stopped immediately. The BJ may be asked to help the Referee determine the amount of time lost when the clock is stopped for reasons beyond the circumstances of either team. The amount of time run off the 40-second clock can be used to determine the amount of lost time.

SCCFOA - CLOCK OPERATOR PROCEDURES

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

1. Synchronize SJ's watch with Timer's watch. SJ should have Western Union time - obtained before game. Make sure Timer has an extra timing device or stopwatch if Timer needs to hand time the game if the game clock breaks.
2. Find out if the clock is working properly. Note any problems or situations (e.g., parts of clock not working, Timer cannot wind clock up - only down, blind spots on field, etc.). Tell Timer a horn or buzzer should not sound when clock runs down to '00' and a play is still in progress. Horn or buzzer should only go off after last play of a quarter is over. It may be necessary to turn off the horn or buzzer function (if possible) to prevent it from going off prematurely.
3. Field clock is to start running down 60 minutes before game start. Just prior to 60 minutes, stand at midfield and give 'wind' signal to Timer in Press Box to start 60-minute countdown. When it reaches 1 minute, have Timer reset to 15 minutes – normal time for a quarter. SJ times the one minute before the kickoff for each half.
4. Give Timer a copy of 'Clock Operator Instructions' sheet if appropriate.
5. Discuss with Timer the standard official's signals that affect the clock (when to start or stop clock, adding or subtracting time from clock based on Referee's hand signals, officials winding on kickoffs after a legal touch, wind signal near a sideline, etc.).
6. When first and third quarter ends, reset clock to 15 minutes when Referee signals end of quarter (ball held over head).
7. 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.
8. Discuss how Timer will communicate to field officials when there is a clock problem. This could be done via public address announcement.
9. 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.

10. 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.
11. 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.
12. Write down time the game ended and give to Referee at post game meeting for game report.

SCCFOA - CLOCK OPERATOR INSTRUCTIONS

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