

2019 REFEREE POSITION GUIDE

Week/Day Of The Game

1. Notify the crew at least two days prior to game and have them respond that they are actually going to work the game. Notify the assigner if there is any discrepancy.
2. Assign tasks to crew members if you want them to take a section of the Pre-Game.
3. Tell them you expect them in the locker room at least 90 minutes before KO.
4. For any playoff game notify the AD at the host school that you have been assigned and give the AD the info about your crew. Get details on dressing facilities, time of KO and any other needed info.

Pre-Game Conference/Duties

1. Arrive more than 90 minutes prior to KO. Set the example for the crew!
2. Be a leader but not a tyrant
3. Have both a long and short sleeve shirt if there is any doubt about the weather. Bring an extra shirt in case a crew member forgets his.
4. Don't waste time discussing which shirt to wear. When in doubt you make the decision.
5. Start the pregame 60 minutes prior to kickoff and involve all the crew by asking questions.
6. Check to see if anyone has any rule or mechanic questions.
7. Afternoon games are hard to pregame but do your best.

□ Items To Cover

These are basic items to discuss but you are urged to create your own very thorough Pre-Game Conference Outline

- a) Kick off
- b) Running play coordination with **BJ**
- c) Forward **AND** backward passes
- d) Scrimmage kicks—both Punts and FGs. Who covers forward progress on returns?
- e) Motion, goal line plays, sideline plays involving goal line and end line, out of bounds spot and clean up by other officials.
- f) Have the **Umpire** and **Flanks** coordinate forward progress spots.
- g) Winding clock near sideline especially if line to gain has been made near the sideline
- h) Discuss procedure for administering penalties. Who has basic spot? Who walks with Umpire to check? Who has next down and clock status? Help each other! Communicate with coach.
- i) Emphasize to LOS officials to have a serious discussion with ball boys on their duties. Have LOS officials report to you on their assessment of the abilities of the ball boys to keep up with the game.
- j) Emphasize to LOS officials that if they do not see the teams exiting their locker room six minutes prior to kickoff, go to corner of field where they will enter so, if necessary they can get the teams out in time to insure a timely kickoff.
- k) **NEW FOR 2019** Have in depth discussion with **BJ** (Have the **BJ** lead an in depth discussion) on coordinating the 40/25 play clock. How will **BJ** communicate when the play clock is under 25 seconds and the ball has not

been spotted (if it appears the delay was the fault of the crew)? How will BJ communicate to coaches and players when the 40 second play clock has reached 10 seconds? 5 seconds? Make BJ aware he is to visibly count down the final 5 seconds with pendulum motion of arm above head. After the final arm swing indicating the play clock is expired, look to ball. If it has not been snapped, throw flag for delay.

- l) **NEW FOR 2019** Discuss with Umpire how he should handle pace of play. Speak about the fact you will no longer be making the ball ready, his need to hustle to get the ball down but not rush. Ask the Umpire if and when he may need R's help in spotting the ball. Tell Umpire he must check to see both teams are ready to go before stepping out. But in high school we do not have an "iron cross" signal to make sure defense gets a chance to match up with substitutions. Have the umpire know the name of the center and be able to communicate with him when there is a hurry up situation.

□ **Review Signals For**

- a) Double stakes
- b) OB especially if line to gain is made
- c) Winding clock if inbounds but close to sideline
- d) Lining up deep official if PUNT is OB
- e) Player closest to you is off the line,
- f) Less than 11 on the field for A (open hands below waist).

On Field Pre-Game Duties

1. Enter playing field **30 minutes** prior to scheduled KO. Unless highly unusual circumstances occur the game is now your responsibility.
2. **NEW FOR 2019 DISCUSS PLAY CLOCK MECHANICS WITH HEAD COACH AND MAKE SURE HE KNOWS THE BJ WILL BE INDICATING THE FINAL 5 SECONDS OF PLAY CLOCK WITH PENDULUM MOTION OF ARM OVER HEAD.**
3. First go to the head coach along with the **Umpire** to discuss equipment, unusual plays (if the coach wants to discuss), any field problem, who is identified as the get back coach etc. Get the captain's numbers and if you wish, ask the coach what he wants to do if his team wins toss. Tell both coaches that on major penalties he should make his choice known to you or the flank official on his side.
4. If the **Flank** wants to join you at the beginning of the pregame conference with the coach to introduce himself that is fine. But you and the **Umpire** conduct the official business.
5. Make sure the **BJ** has communicated with clock operator. Identify any concerns and how will we communicate with clock operator during the game?

Coin Toss Procedures

1. You and the **Umpire** are in the middle of the field. You face the clock. The **LJ** and **BJ** bring captains to top of numbers and send them on out.
2. Have the Captains with their backs to their own team sideline.
3. Keep your remarks **VERY** brief. Tell them you expect good sportsmanship. Get on with it! They won't remember anything you say anyway.
4. Ask the visiting team captain his choice of heads or tails. Confirm that with the other captain and the **Umpire before** you toss the coin.
5. Point to the winner and give him the options (base on coach's conference). If DEFER is the choice, 1) Point to him and give the incomplete pass signal to the press box, then ask which way they want to kick. (Team should never kick off to start the game and the 2nd half). Have the captains put their backs to the goal they will be defending and visually indicate which team will receive.
6. Bring crew together and confirm and write down the results of the coin toss.
7. There is no captain's conference prior to the beginning of the second half.

Overtime Procedures

1. For **Overtime** we repeat the process after consulting with the coaches. The winner of the toss has the choice of offense or defense or picking the end of the field on which to play. If there is a second or more overtimes the choice is alternated. There is never another coin toss.

FREE KICKS

1. Your position is on the side **opposite the press box**. You are to begin halfway between the hash marks and the top of the numbers. Your primary responsibility is to know if the kick breaks the plane of the goal line. Your next responsibility is the pylon on your goal line/sideline. When in doubt the kick is a touchback. If the kick is OB it is a foul and you should throw your flag to the spot it went OB.
2. Once you have counted the players on the receiving team and verified that with the **Umpire**, look to the **BJ** for his indication that all is ready up near the kickoff line. If his hand is in the air make the ball ready for play with a long blast on your whistle. Make sure that at the kick you are looking to see if there are **at least 4 players on either side of the kicker at the time of the kick**. If not, it's a dead ball foul.
3. The goal line is yours from your sideline to the hash marks on the other side of the field. The umpire has the other 1/3 of the goal line and his pylon.
4. If the kick is into your area of responsibility you have the runner from the goal line up to about the 25-30 yard line including sideline responsibility. Then the **HL** takes the runner and you switch to observing the action around the area.
5. On kicks away from you your responsibility is to have an inside to outside look and to observe action around the ball carrier.
6. No need to rush to dead ball spot unless you have the ball carrier OB. It is better to observe all the action until things settle down.

SCRIMMAGE PLAY

□ 5 Person Crew

- a) **NEW FOR 2019** Know when to make the ball ready for play with a hack and whistle. This is significantly different beginning in 2019. This procedure usually follows the stoppage of the game clock for administrative purposes such as a change of possession, following a time out, etc. **YOU NEED TO KNOW THESE SITUATIONS!** CIF-SS mechanics are different from manual. We want R to give s short blast on whistle when he is starting game clock following a first down by A and the clock is to run. However, R does not hack the ball because the 40 second clock is already running. Just give short whistle and wind. This is because we want the clock operator to be aware of the game clock status.
- b) Make ball ready for play from at least 5 yards behind the LOS. Don't get caught in the middle of a quick play.
- c) Line up 12-14 yards behind LOS **ON THE RIGHT SIDE** of the QB. We no longer stay on the passing hand of the QB!
- d) Normal start position is behind where a tight end would be. But if the down, distance and position of the ball on the field indicates you might be better able to cover the play from another position then move there. **Example:** If the ball is on the short side hash mark you might want to cheat in a little and line up behind the tackle. Get into a position where you can best cover the play! There are only 5 of us so do your part.

□ 3 Person Crew

- a) You are in the offensive backfield opposite the **HL**. You are not responsible for the sideline opposite the **HL**. That is the responsibility of the **LJ**.

- b) **NEW FOR 2019** In 3 man mechanics the R is responsible for play clock timing. The R must give a pendulum motion with arm above head counting down the final 5 seconds on the play clock.

Keys Regardless of Crew Size:

1. Count the offense for the correct number of players.
2. Have a good view of the center and the ball at the snap. Be deep enough in offensive backfield that you can see the running backs. Observe them for a possible false start.
3. Your key is the QB. Go wherever he goes. Keep an eye on him after he passes and don't peek downfield. Always know where QB is. If there is an interception focus on QB. Don't let the opponent get an illegal shot at him in the commotion.
4. When pass is thrown yell that "the ball is gone". This alerts the defense to stay off the QB. If they hit him after you have called out you know that the hit was probably late.
5. Coordinate with **Flanks** and **BJ** as to who has OB coverage on a run into the sideline. If there is little or no gain, get over there and help. If there is a gain of 4 or more yards let the **BJ** come in hard and you stay back and observe action around the area. If QB goes in to the side zone, you go with him all the way until he crosses the LOS. If the flank has gone downfield to cover, you stay with QB throughout the whole play.
6. On scrimmage kicks hold your position and observe all action behind LOS until everyone clears. If all the other officials have turned and gone downfield to cover action, you are the only one left to handle action behind the play.
7. Take forward progress from nearest flank official.
8. On all plays except a return of a fumble, pass interception, or scrimmage kick make sure you trail the play. Don't try to get downfield too quick. Observe action from a wide angle.

Use of Whistle

1. It is suggested that you drop the whistle from your mouth as soon as the snap is good.
2. Be sure you see the ball before you put whistle back in your mouth and blow. **SLOW** is good here.
3. ****ELIMINATE FOR 2019** *Blow the whistle when you make the ball ready for play.*
4. *Before you make ball ready for play be sure you give your Umpire time to get into his position.*
5. Coordinate with **BJ** that it is your whistle on a kick PAT and his whistle on a FG try.

Scrimmage Kick

1. Coordinate with **BJ** and **Flanks** how you will indicate next spot on a punt that goes OB. Use arm above head until they reach correct spot and then chop down indicating that is where it went OB. Try to line them up on a yard line.
2. If a kicker fakes getting roughed tell him to get up while using a hand motion, which indicates there was no roughing.
3. During a kick try for a PAT or a FG concentrate fully on action near holder and kicker. You are responsible for any roughing. When all is clear check with officials

under the posts for a good or no good signal. If you wish, mirror that signal while continuing to face the LOS but it is not necessary. Don't turn to press box.

Blocked Punt Mechanic

1. The **Flank Official facing** you mirrors your action on a blocked punt.
2. If you need to retreat that official also retreats behind the LOS. This **Flank** then has any forward progress if the punter retrieves the ball and scrambles.
3. The **Opposite Flank** will leave and head downfield to assist the **BJ** with punt coverage as soon as he sees a good snap controlled by the punter. **If an errant snap hold the line of scrimmage until the punt is off.**
4. You have the responsibility for the goal line should it become involved following the blocked punt.

Passing Play

1. Know down and distance and anticipate a passing play.
2. Coordinate with **Flanks** on a pass thrown quickly toward sideline. Was it forward or backward? How do you handle the backward pass that hits the ground?
3. The passer is your responsibility throughout the play. **DO NOT PEEK DOWNFIELD** after ball is thrown.
4. If passer is hit and has control of ball as his arm is going forward and it hits the ground, it is an incomplete pass. When in doubt let play continue and ask for help from flanks. This should be very, very rare! Make a decision!

Field Goal and TRY

1. Line up facing the front of the holder. **STAY WIDE!** Observe the snap to make sure holder secures it. If the snap is loose, retreat quickly to the sideline keeping your eyes toward the action. If possible get to the pylon, but coordinate that with the **Flank** who started under the crossbar and should be scrambling to the sideline.
2. On a clean snap you are responsible for roughing of the kicker **AND** the holder. **Remember:** on a **FG** try any roughing of snapper; holder or kicker is an automatic first down or the result of the play.
3. ****ELIMINATE FOR 2019** *On a good PAT repeat the signal given by the officials under the crossbar.* Keep focused on the action around the holder and kicker. If there is a skirmish your primary responsibility is to get to the area of the action and get it stopped or identify the player responsible and penalize that action.
4. On a PAT it is **your whistle**; on a **FG** it is the **BJ whistle**.
5. On a **3-person game** your position is the same but you have the option of ruling on the success or failure the kick. Pregame that with the **LJ**.

Measurement Procedures

- 1) Make sure you cover this in pregame. Have the **HL** let you know where he puts the clip. Back side of line? When it comes onto the field make sure it is placed properly.
- 2) Take a good quick look at the stake and make your decision. Once that decision is made have the **Umpire** take the front stake away quickly to eliminate second-guessing from teams.
- 3) If a **Flank** pinches but is blocked by players from getting to ball take the ball to him and have him place it on the spot. **DO NOT THROW IT TO HIM** and risk it hitting the ground. Have him place it and not you or **Umpire**.

Making The Ball Ready For Play

1. When 40 second play clock (used after all plays and A is next to snap):
 - a) ONLY WHISTLE WHEN GAME CLOCK NEEDS TO BE STARTED
2. When 25 second play clock (used after all administrative stoppages):
 - a) Make sure U and all other officials are in position to officiate next play

Penalty Enforcement and Options

1. On obvious choices such as false starts or encroachment give only one signal to press box as **Umpire** walks off the penalty.

2. On all other penalties, have the **calling official** report to you and then **repeat** what you heard. If possible have **Umpire** in on that conversation.
3. If necessary, get acceptance or declination from offended team's **coach** on any questionable enforcement. Then tell **Umpire** the yardage penalty and point to the spot from where it should be enforced.
4. Take your time! The clock is stopped. No need to rush.
5. Make sure you communicate with **Umpire** and **BJ** when the game clock is inside 2 minutes of either half. **If there is a foul and the clock would start on the ready, the offended team coach has a right to say if he wants the clock to remain stopped. Get that answer from flank official.**
6. Make sure you empower your crew to question your enforcement. We do not want questions in the locker room about enforcement after either half is over.
7. Give the wave off signal with your flag if we decide there was no foul after one of the crew threw a flag.
8. Rehearse your signals in a mirror before every game.
9. ****NEW FOR 2019 Get clock status from BJ or LJ. This is one of the administrative stoppages where you will make the ball ready for play and the play clock will be a 25 second clock. If the game clock is to start following administration of penalty, you will hack and wind.**

Goal Line Procedures

1. The only time you give a TD signal is when the press box cannot see an area of the field where the score occurs. You do not need to echo the signal of the **BJ** or **Flank**. If you do give the TD signal, face the players and don't turn to the press box. You have clean up responsibilities.
2. In a **3 Person Crew** the **LJ** stays on the LOS for a snap that begins on the 5-yard line or closer.

Time Out Procedures

1. All officials are to record the quarter and the time of the time out. It is also your responsibility to know who called the T.O. Quite often it is the coach and that needs to be recorded. When a team has one T.O. left in the half the **Flank must** inform the coach and captain.
2. When there are no time outs you should alert the coach and captain.
3. If you need to communicate with the crew during the T.O. do it as soon as possible and then have everyone go to their assigned position. The **Umpire** has ball, **BJ** times the time out, and **Flanks** have responsibility for the team on their sideline. **Do not allow your crew to engage in idol conversation, or to appear to chuckle especially if it's an injury timeout.**
4. Have the **BJ** notify you at 45 seconds. Toot the whistle and bring the teams back on the field at that time. When you have reached the full 60 second mark, make the ball ready for play. Don't do anything foolish if the teams are a few seconds late returning to the field. Give everyone a chance to be ready.
5. Always announce the down when the teams return to the field.
6. If it is an official's T.O., keep the teams on the field. Tell the team captains when you are about ready to wind the clock. Make sure they are ready to go.

☐ Coaches calling time out

- a) In the pregame conference with the coaches make sure they know they can run down the sideline as far as needed to get the attention of a game official to call a T.O.
- b) Any official, especially the opposite flank, can recognize this request.

Communication

1. **YOU** are the primary communicator to the press box and the crowd. They need to know what is going on. This should be done with clear signals.
2. When giving a penalty signal step away from the players and other officials and be in the clear when you give your signal. Do it with precision and slowly. Focus your eyes midway up in the stands. No need to look up to press box. The TV camera or video person will find you in your white hat if you move slowly and give them a chance.
3. After you are certain there is nothing going to happen at the end of a quarter (such as a late flag) hold the ball above your head to signal the quarter is over.