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| **PRE-GAME** |
| • Pack and confirm uniform in trunk. | • Confirm location, time, date and teams. |
| • Arrive early – know where to park and location of locker room. | • Know both head coaches by name  |
| • Be prepared to participate in the pre-game | • Develop and share your personal goal for the game  |
| • Ask what the other officials need from you. | • Enter the field on time and with the entire crew |
| • Find the chains and instruct the chain crew. | • Go to head coach of the home team if chain crew is missing. |
| •Assign chain crew positions. Learn the name of the person working the box. Confirm proper length of chains, tape at 5-yards, box works. | • Review: establishing a first down; 2nd down, 3rd down and a new 1st down. Instruction for the clip. |
| • Play out of bounds at anyone, move straight back and drop the chains. | • Long play, don’t move until signaled to do so. Review signals. Hustle when directed to move. |
| • Referee can also direct crew but he’s the only one. | • Tell them to be alert for penalty flag and that you will be very vocal with them “not to move” if there is one. |
| • Review measurement and change of quarter. | • They are important and a part of the officiating crew. |
| • Use the field when going through the team box area. | • Do not talk to opponents or cheer for your team. |
| • Meet both coaches during warm ups. | • Walk your sideline and check field marking and field equipment.  |
| • Help monitor the DMZ  | • Look for uniform infractions. |
| • Warm up eyes by watching feet then ball. | • Work plays, talk to players about formations |
| • Bring Home team to field before the 5-minute count down. | • Meet with crew after coin toss. Get game info from referee. |
| **FREE KICKS** |
| • Team out at 45-seconds | • Find the chain crew and confirm their readiness |
| • Help clear the sideline | • Take position at receiver’s 30-yard line (unless penalty or safety) |
| •Count R, signal referee, hold arm up to signal readiness | • Watch kick for pop up kick and determine if short or deep kick |
| • If short kick, be alert for early or illegal blocks / contact | • Watch for fair catch signals |
| • Assist with the legality of a recovery by K | • Help with the digging process – announce or point the correct possession |
| • Wind clock when legally touched and kill the clock when down ends. | • Deep kick - stay stationary and observe kickers 1,2,3,4 on your side |
| • Assist with ball kicked out of bounds (touched or untouched by R) | • Assist with touchback |
| • Watch all blocks in side zone and to the middle of the field | • Pick up runner if he comes into the side zone and is threatened |
| • Progress spot is secondary to legal blocks | • Wide view if runner goes to the other side. Have a progress spot cross-field. |
| • Get coach’s option for kick out of bounds | • K restraining line if free kick after a fair catch. |
| **Dead Ball, Officials Time Out, Team Time Out** |
| • Slow, Big, Strong Signals! | • Clock awareness each play | • Accurate spots. Confirm and/or obtain cross-field |
| • Next down with referee | • Monitor the players and the pile. | • Dig or assist on fumble recoveries. |
| • Relay or obtain the ball | • Inbounds or out-of-bounds to the referee/crew | • Status of the ball and forward stake to the referee and then to the chain crew once referee signals. |
| • Know the name of the person working the box | • Abandon clip if necessary | • Eye contact with referee at the beginning of each dead ball period. If downfield, observe referee directing chains |
| • Team on field when injured player gets to sideline | • Team on field at 45 seconds for TOs and free kicks. | • Keep your coach informed of clock status, time outs, downs, penalty options, results of penalties. Be especially alert and helpful at the end of the half and game. |
| • Observe the indicator or potential foul. Confirm the action rises to the level of a material restriction. Finally, observe the play to determine if the action does provide a clear and obvious advantage. If questioning yourself, don’t throw! |
| • Report slowly and clearly and in this order to the referee: the status of the ball; result of the play, type of play; foul; player number; and team. Communicate result of the play, foul, player number and team to other officials. Use radio after referee announces. |
| • Inform chain crew of what we’re going to be doing for this penalty. Walk off with the umpire. |
| • Record all foul information on your game card after the next play. Also note special or interesting plays. |
| • Know the status of the clock (wind, or on-the-snap signal) |
| • Communicate with the sideline in a professional and courteous manner. Be the calming influence when a coach is upset and wants an answer. Don’t ignore. Speak to the ruling and the rule. I did or did not see that action. Number? |
| **PRE-SNAP** |
| • After accordion, move back but don’t turn back to players. | • Make sure down box has correct down. |
| • Make sure sideline is clear. | • Know down, distance and anticipate the type of play. |
| • Set up wide. Use foot to line up your WR and keep neutral zone clean. | • Identify formation and eligible receivers. Signal the LJ. |
| • Locate best players and be alert if in press coverage. | • Identify your initial key. Judge motion forward/backward. |
| • Focus and concentrate on neutral zone and any movement by line. | • Confirm legal snap – tackle – back |
| **RUNNING PLAY** |
| • Snap, Tackle, then Key – tackle will determine if run or pass | • If run, legality of zone 1 blocks. Eyes on the RB when back is threatened. |
| • Move into backfield if you are threatened by sweep | • Observe RB for facemask and progress spot. |
| • Accurate spots. Knee down. Double action. Ball extended. | • Use cross-field when forward progress is close to sideline or runner has been pushed back by defense. |
| • Communicate goal line mechanics and be at goal line if possible |
| • Run Opposite – Wide vision on backside including QB | • Provide cross-field spot |
| • “Crash” on short yardage and goal line. Look across to LJ. | • Stay in the field of play at the goal line unless ruling a TD |
| • Be alert for backward / forward pitch downfield | • Punch backward on all backward pitches/passes like on an option pitch |
| • Walk, if possible, to get to the spot. Then slide step, then run. | • Be strong with all signals |
| **PASS PLAY** |
| • Watch key if pressed. | • Identify routes – vertical, screen, layered, crossing, swing |
| • Discover coverage – man press, man trail, zone, safety over-the-top | • Stay beneath the shortest route. |
| • Move into backfield on all quick passes for a better look | • Say it! Forward , Backward Behind , Beyond |
| • Man – Zone - Ball | • Watch arms and hands |
| • Avoid Bang-Bang | • Consider the entire play (ball landing well out of bounds) |
| • Grab and Restrict (holding?) – Early Contact | • OPI – Blocking downfield – Creating Separation |
| • Only check QB, do not just watch QB | • Feet then Ball (with control) |
| • Must demonstrate control if going to the ground | • Upright receiver is awarded quicker control if in the end zone |
| • Consider the element of time when determining control | • WR in end zone with control and foot down in EZ - TD |
| • WR comes out of EZ (not pushed) airborne in EZ but lands out – no TD | • Eye contact with BJ at end line & side line |
| • Signals: Juggling; out of bounds; slapping the ground; or completion | • Don’t be afraid to look for help! |
| **SCRIMMAGE KICK** |
| • Count K with Referee | • Judge the legality of the formation – Warn coach/players once, then flag. |
| • View entire Line of Scrimmage for FST / Encroach when LJ is off | • Observe blocks by wing, tackle and or TE |
| • Bad snap move into backfield and bracket with referee | • Listen for blocked punt, deep punt, or shanked punt |
| • Bad shank over your head, work with referee to determine spot | • Quickly transition to gunner and his progress down field |
| • Move slowly downfield once ball crosses NZ | • Settle and watch for additional fair catch signals |
| • Also watch for blocking of gunner into receiver | • Drop bean bag if you judge 1st touching. |
| • Return to your side view blocks in front until returner is threatened. | • Return away, wide view for low and or other illegal blocks (safety) |
| • Get progress spot and/or cross-field spot | • Signal the direction of the team in possession. |
| • Get the “move the chains” signal from the referee | • Muff cannot be advanced by K |
| • PAT no clock – FG is live ball | • 10-yard line and in the umpire is under |
| • Outside 10 view referee and holder to determine your position | • If LOS/PAT cheat to numbers and provide visible and audible presence |
| • Be alert for bad snap, block, and/or fake | • Observe the wing and end blocking |
| • Know your eligible numbers | • If under communicate “Yes” or “No” |
| • Both signal if “Yes”. Only one signals if “No” | • Hold signal and make eye contact with referee |
| • If under – On broken plays try to get to the pylon. Move diagonally through back of EZ to get to the sideline. Get off of the end line. |
| **END OF THE HALF / END OF THE GAME** |
| • Close in on kneel down plays. Talk to players and talk with your head coach. Inform referee of any decisions by coach. |
| • Tell chain crew when you want them back after half. | • Know the location of the visitor’s locker room. | • Confirm clock starts with referee’s signal at half. | • Share info regarding team box, coaches and chains. |
| • Confirm all penalties and special/interesting plays. |
| • Do not dominate or consume the crew’s time at halftime. Be a good listener and follow the lead of the referee. |
| • Hydrate and use bathroom. Get your teams with 5-minutes on the clock. |
| • Confirm who’s kicking and which direction. | • Find your chain crew |
| • Be alert for kneel down plays. Share coaching decisions with the crew. Move in and talk with players and coaches. |
| • Work the final plays without a clip. Put it in your pocket. Thank the chain crew! |
| • Observe final play. Encourage players to shake hands. Wait for crew and leave the field together. Silence!!! |
| **PENALTY ENFORCEMENT** |
| • 5 and loss (illegal forward pass, illegal touching, grounding) | •15 and 1st down (roughing passer/kicker/holder, snapper) |
| • 10-yard (kicking/batting/holding/interlocked/ IBB,/illgl block free kick) | • Live ball – Dead ball – Double – Multiple – UNS/NP – PSK – W/snap |
| • Basic spots = dead ball spot, PSK spot, previous spot, spot of foul, spot where run ends (fumble), succeeding spot | • PSK = Foul by R (not Illeg. Sub or Partic.), During scrimmage kick play (not Try or successful FG), Ball and foul beyond NZ, During play, R next to snap |
| • Live ball = All but one | • Dead ball is not combined with Live ball. |
| • Dead ball is after determining the LTG = 1st and 10 | • Consider the result of the play first |
| • Foul by K during free / scrimmage kick down prior to end of kick – carry over | • Foul for roughing the passer is dead ball spot if completed pass and no change of possession |
| • Free kick out of bounds options – 35 or re-kick or OB spot + 5-yards | • KCI – result of play or awarded fair catch plus 15 or 15 and replay the down |
| • Opponent of scoring team fouls during TD – enforce on Try or Kick Off | • Opponent of scoring team fouls after change of possession & thenTD - same |
| • Successful PAT or FG and opponent fouls – accept & replay or succeeding spot (not kick off in extra periods)  | • Either team UNS or non-player during down in which TD is scored – opponent may enforce on try or subsequent kick off |
| • Defenseless player - consider excessive | • Not excessive if lower, without helmet, wrap up or not forceful |
| • Targeting takes aim, initiates forceful contact head or neck area | • Hurdling – defender on ground – attempts to lead with feet/knees  |
| • IBB initial contact is in back, inside the shoulders | • No blocks below the waist unless tackle initial charge |
| •  | • |
| • Exceptions to intentional grounding – QB out of pocket | • Offended team game clock options inside of 2 minutes |
| • Chop block one above one below the waist | • Number 0 is legal |