

2024 PRE-GAME OUTLINE

- **Devotion** –
- **General** –
 - Discuss who is working each position and backups if someone gets sick/injured.
 - Uniform/equipment check (coin [R], whistle, flag, card, pencil, down indicator, bean bag(s), stop watch [ECO], clip & zip ties [L], radio/earpiece/antenna, Ready Ref [BJ])
 - BJ keep track of time. Be on field 45 minutes prior to kickoff.
- **Pre-Game Responsibilities** –
 - (All) Review pregame timeline.
 - (All) Maintain presence near 50-yard line until first team leaves field; keep teams inside 45.
 - U – Check equipment; meet with Centers to give expectations on when ball will be ready to snap.
 - BJ – Meet with Quarterbacks to cover play clock signals.
 - BJ – Attend Emergency Action Plan Meeting immediately following Game Admin. Meeting.
 - SJ/FJ (BJ/LJ in 5-man crew) – **Approve game balls and mark.**
 - L/SJ & LJ/FJ – Meet with chain crew, ball boys and get back coaches to communicate expectations.
 - ECO – Ensure game clock is in sync with kickoff time.
 - (All) Look for illegal equipment and notify coaches.
 - (All) Be in positions by ~8 minutes before kickoff time.
 - LJ / BJ – Bring out game balls to coin toss.
- **General Duties** –
 - Fumble pileups – remove players who obviously do not have ball until ball is found.
 - Ball relay – work together to relay short throws underhand back to U. Ball should never hit ground!
 - Bean bag / flag – drop on line near you where fumble/penalty occurred; do not throw into action.
 - Obvious timing errors may be corrected if discovered before the 2nd live ball following the error unless period has officially ended. **Use 5&5 Principal** (Less than 5 minutes left in half or more than 5 sec.)
 - L/LJ/SJ/FJ – Make R aware of any issues with coaches, questions asked or warnings issued.
- **Free Kicks** –
 - ECO – Position is 40-yard line in all situations.
 - BJ – ensure 11 players on kicking team (at least 4 on each side of kicker and not behind 35) and proper time on clock. Check off U/SJ/FJ. Hold ball until signaled off by R.
 - L / LJ – Signal TB, then come on field, blowing whistle & signaling TO. Move to 45 if instructed.
 - K can't initiate contact until kick travels 10 yards, K is eligible to recover or R initiates contact in zone.
 - Untouched kick out of bounds (options – 5-yard penalty and re-kick; 5-yard penalty from succeeding spot; position 25 yards from previous spot {35 normally}). (Above 30 – get flag on spot kick went out.)
- **Play Clock** –
 - L / LJ – Pause after ball blown dead to ensure no fouls and raise open hand if you have spot. On incomplete passes and first downs, play clock starts when time out signal is given.
 - PC – Reset play clock to 25 if less than 25 when ball spotted and start when ball is spotted.
 - Play clock set to 25 after penalty, time-out, end of quarter, change of possession but set to 40 after Official's time-out for defensive injury, foul or equipment issue.
 - After 1st down inbounds, R starts clock with silent wind (no whistle) when U has ball inside hashes.
 - BJ – Raises hand with 10 seconds remaining, counts down last 5 seconds. Coincide with visible clock.

2024 PREGAME OUTLINE (*continued*)

- **Scrimmage Plays –**
 - R – Position visible to ECO 12-15 yards from LOS and 5 yards wide of tackle, on passing arm of QB.
 - BJ – Position on end line when ball snapped <25 (7) or <20 (5). Move to goal line if running play develops.
 - SJ/FJ – Position on goal line if snapped from 25 to 6 (3-5 yards off pylon from 14 to 6), on back pylon inside 5 unless instructed otherwise by L.
 - Always be aware of down and distance. Ensure box has correct down.
 - Signals:
 - R/U – Count offensive players on every down. Signal - fist to indicate 11 players and 5 players numbered 50-79 on line (ineligible). If >11 on field, whistle and flag before play for illegal substitution, if possible. Drop flag if >11 on field at snap and determine if more than 11 participate.
 - BJ/FJ/SJ (BJ/LJ in 5-Man) – Count defensive players – 2 to 3 times – on every down. Signal - fist to indicate 11 players. If >11 on field, whistle and flag before play for illegal substitution, if possible.
 - L/LJ – Punch back if outside receiver is off ball. Communicate legal formation. Drop flag if more than 4 in backfield at snap; if in doubt, drop flag and immediately check with other L/LJ after play. If right number of players were on LOS, wave off flag. Pat top of hat to indicate covered receivers.
 - L/SJ; LJ/FJ – Inside the 25, communicate who has goal line responsibility.
 - All – Signal time-out on all dead balls, including incomplete passes and 4th down plays.
 - L/LJ – On 1st down inbounds near sideline, give 1 wind signal, then 2 time-out signals. Give 2 wind signals when forward progress is stopped inbounds near sideline.
 - Double stakes, snapper protection/legal formation and last play out of bounds are mandatory signals.
 - All – Give next down with arms to side and parallel to ground when backing out.
 - Dead ball fouls – motion in interior line, neutral zone violations, substitution infractions. **Sound whistle immediately** and get marker down on offending team side– goal is to prevent play from getting off.
 - L/LJ – Ensure all receivers are above numbers at some point after ball is ready for play (U inside hashes with ball). Drop flag if defense does not cover receivers who have not done so.
 - Covering official should be only official sounding whistle and signaling incomplete. No echo whistles.
 - L – Hold chains for any flags. Look for R's on punts. Move immediately on 1st down signal. Place extra bean bag on spot if box not there when ball is ready for play.
 - Unless team in no huddle offense, ECO remains on previous line of scrimmage until ball ready for play.
 - Keep whistle out of mouth, and find ball before blowing whistle.
 - SJ/FJ – after getting players separated, hustle to retrieve balls going outside hash marks and get to U.
 - L/LJ/SJ/FJ – stay in restricted zone during all plays; accordion to top of numbers after every play.
 - L/LJ – square up for all spots; keep coming if required. Goal line/short-yardage – close in tighter and find ball to get good spot or give TD signal. **“Sell spot” by hustling to ball carrier.** Maintain straight line; don't go over/around players. Take possession/place ball for potential measurement. Watch for low blocks on edge.
 - Bean bag on any fumbles.
 - L / LJ – stays on LOS until ball crosses:
 - Backward pass – blow whistle if incomplete pass is obviously forward; punch with back arm if backward. When in doubt, pass should be ruled forward.
 - Pass behind / beyond line of scrimmage (important for penalty enforcement). Punch with arm to indicate if behind or beyond (both feet must be behind LOS). No pass interference behind LOS.
 - On interceptions, throw bean bag if inside defense 5-yard line and maintain coverage. Be alert for momentum into end zone and blocking below the waist / in the back.
 - Any player outside center can be eligible receiver if proper number and last player on line.
 - Change ball on plays ending outside the numbers on offense side of field and all incomplete passes; balls go off through BJ/FJ/SJ.

2024 PREGAME OUTLINE (*continued*)

- **Punts –**
 - BJ / FJ / SJ – Position is 5 yards behind deepest receiver; set up on goal line if inside 45. On fair catch attempts, don't anticipate catch and sound whistle. BJ carry white bag in hand during punt to mark spot of first touching, momentum, fumble (DO NOT THROW!). BJ only drops blue bean bag for end of kick if punt is returned (not on fair catches).
 - R – Circle behind punter in case punt goes out of bounds, and signal yard line to FJ/SJ if needed.
 - FJ / SJ – On punts out of bounds, jog up field toward LOS with arm up looking at R to signal/mark spot.
 - Ball kicked/blocked but remaining or rebounding behind neutral zone can be advanced by K or R.
 - Discuss momentum rule (touchback if momentum of ball takes player into end zone / bean bag inside 5).
 - Fair catch signals – Instruct receiver to make sure valid. No receiver may advance ball after signal has been given by any receiver. Any receiver who gives signal is prohibited from blocking. Muff takes away fair catch protection.
 - Kick-catch interference – K can't touch ball or R, unless blocked by R, or obstruct R's path to ball. Exception: K can touch ball if no R player in position to catch ball. 3 options.
 - Muffed kick cannot be advanced by K (also on kick-offs).
 - Post scrimmage kick (PSK) enforcement (BJ – mark end of kick with blue bean bag):
 - (1) Foul on receiving team. (2) Ball must cross neutral zone. (3) Foul must be beyond neutral zone and before the end of the kick.
 - Basic spot is spot where kick ends.
- **Field Goal and Try Attempts –**
 - Rules for a field goal are the same as a punt.
 - L / LJ opposite R has goal line on fumbled snap; other stays on LOS (also on punts).
 - On fakes, hustle to (1) gain sideline coverage, then (2) cover goal line.
 - BJ / FJ(LJ) – On kick, communicate together whether good (Yes) or not (No). Only BJ blows whistle.
 - FJ/BJ; SJ/U – After scores, run up sidelines together with U/BJ 10 yds. ahead of SJ/FJ. BJ comes to center of field for all free kicks; Others come in on 1st & 2nd half kickoffs and after safeties.
- **End of Quarters –**
 - All record yard line, clip position, down and distance and verify once ball/chains are moved.
 - L – Takes chains & moves to opposite yard line; BJ – confers with L and moves to clip position ahead of L. FJ/LJ in 5 – moves to ball spot position ahead of R/U. SJ/LJ – monitor huddles.
 - R/U – Moves ball to opposite yard line and side of field.
- **Halftime –**
 - Meet on field to leave together at halftime and end of game. Return to field with 5 minutes on clock.
 - ECO / BJ – Note time when teams have left field and ensure 15/20 minute clock starts.
 - SJ (BJ in 5) / FJ (LJ in 5) – Ensure teams are back on field before time expires; obtain 2nd half choices when 3-minute warm-up period begins.
 - Put 3 minutes on clock after time expires or R signals to reset after both teams on field.
- **Timeouts –**
 - All – Record time and period of timeout and verify with R number each team has remaining.
 - L / LJ / SJ / FJ – Ensure teams are above the 25 and outside the top of the numbers.
 - All – Take a “smart” stance, look professional and maintain sideline control.
 - L / LJ – Communicate remaining time outs to head coach after each time out by either team. At 15-second warning, walk through huddle in front of team box to break up.
 - BJ – Time 1-minute interval, and sound whistle twice to give 15-second warning (includes between quarters and after try/made field goal).

2024 PREGAME OUTLINE (*continued*)

- **Fouls and Enforcement** –
 - Place flag at spot of foul (move if necessary before reporting) and note number of offending player. Talk but do not give signal to R.
 - Sound multiple toots on whistle to notify referee you have a flag. Be quick on punts, long plays, etc.
 - If more than 1 official has a flag, discuss before coming to R.
 - Off official should cover flag and retrieve on enforcement.
 - Report who (offense or defense/K or R/ number), what, when and where foul occurred.
 - Referee will repeat to make sure he understands and will give enforcement. If you do not agree with enforcement, ask now.
 - R will break well into the clear and give preliminary signal. L/LJ will discuss options with designated representative of team fouled and get decision to R. **If penalty is obvious, just go ahead and enforce it.** **On LOS dead ball fouls, just give one signal** to Press Box. Do not walk while signaling.
 - Decisions on penalties must be made before any time-out is granted either team.
 - Once option is selected, R will instruct U as to enforcement and give final signal. U communicates with L using distance signals and jogs to enforce inside hashes (don't step off).
 - Enforcement can't take ball more than half between distance spot and offending team's goal-line.
 - Wing officials tell coach who committed foul, etc. If there is a confusing or unusual situation, explain to **both** head coaches. If there is confusion, get together and discuss to clear up or correct.
 - When 2 or more live ball fouls are committed by the same team, only 1 penalty may be enforced – except fouls for unsportsmanlike conduct.
 - Fouls during running plays are enforced from end of run (except fouls on the offense behind end of run).
 - Fouls causing loss of down:
 - Illegal forward pass (5 yards)
 - Illegal handing forward (5 yards)
 - Illegal touching (5 yards)
 - Fouls resulting in first down:
 - Roughing passer (15 yards)
 - Roughing kicker/holder (15 yards)
 - Roughing snapper (15 yards)
 - For unsportsmanlike fouls, team box violations (warning 1st if possible) and ejections, all officials should record period and time of each flag along with number of players or coaches committing violation.
 - During an altercation, maintain sideline control.
 - Discuss penalty enforcement during and after scoring plays.
- **Radio Headset Protocol** –
 - R – Determine radio channel to be used.
 - All– Make eye contact and key radio when giving penalty information to R, so all officials are aware of foul and can give info to coaches.
 - All – Communicate that clock will be stopped at end of down prior to all 4th downs.
 - BJ – Inform R if chop/whistle is needed to signal ready for play on any down.
 - L – Announce yard line, down and distance before each down.
 - L – Communicate if legal formation by saying “4”.
 - L – Inform R whether long (>5 yards) or short (<5 yards) chain when close to 5 yards for a 1st down.
 - LJ – Communicate to R whether clock will start on snap/ready after penalty enforcement.
 - ECO – Inform crew when clock goes under 2 minutes of each half for special penalty options.
 - ECO – Inform R at halfway point of each quarter if time-outs are needed (Heat index is 95° – 104°).

2024 PREGAME OUTLINE (*continued*)

- Review Guides for “When in Question” (Officials Manual page 23) –
- 2023 Points of Emphasis/Rule Changes –
 - Not intentional grounding if passer (only person receiving initial snap if he is only player to possess) is outside free blocking zone and pass reaches neutral zone. L/LJ – Help R with whether pass reached neutral zone and if receiver is in area if exception not met.
 - Player remains out of bounds until reestablishing in bounds.
 - Defenseless player, because of physical position and focus of concentration, is vulnerable to injury (passer just after throwing pass, receiver without time to clearly become runner, intended receiver on incomplete pass/interception, runner whose progress is stopped, player on ground including runner sliding feet-first, player obviously out of play, blindside hit).
 - Pushing pile is legal; direct contact and pushing, pulling, lifting runner is not.
 - Sportsmanship (coaches on field and profanity should be penalized). Always demonstrate respect.
- Prior Year Points of Emphasis/Rule Changes –
 - Chop block is combination block by 2 or more teammates, with or without delay, where 1 block is below *waist* and 1 block is above *waist*.
 - Blocking below waist requires block to be an immediate, initial action following snap. Free blocking zone is 4-yards on either side of ball and 3-yards behind each line of scrimmage. Players may block in back and below waist if both on line and in zone at snap and ball in zone.
 - When a penalty is with <2 minutes in either half, offended team has option to start clock on snap, whether or not penalty is accepted.
 - Ineligible downfield – Neutral expands to ~3 yards from LOS at snap (don’t have to be engaged). Position of ineligible at time of legal pass determines if illegally downfield.
 - Targeting - taking aim/initiating contact above shoulders with helmet/forearm/hand/fist/elbow/shoulder.
 - Blindside block is a block against opponent other than runner, who does not see blocker approaching. To be legal, block must be initiated with open hands.
 - Halftime can be shortened if delay of 30 minutes in last 3 minutes of 2nd quarter.
 - Disconcerting acts or words by defense to interfere with offense signals or movement is 5-yard penalty.
 - QB can spike ball from shotgun position if snap is not muffed and doesn’t touch ground.
 - Illegal kicking or batting penalty is 10-yards.
 - Consistently enforce team box restrictions. Max 3 coaches in restricted area until ball snapped.
 - Improperly equipped players must be replaced for at least 1 down (no longer a distance penalty).
 - Jerseys must completely cover all pads. Undershirts showing/jerseys covering belt tucked in.
 - Pants must completely cover knees and knee pads, and knee pads must be worn over knee.
 - Only 1 mouthpiece; no dangling mouthpiece.
 - Sweatbands on wrist extending no more than 3” toward elbow. No small sweatbands/jewelry.
 - Jewelry, including plastic bands, etc.
 - Towels must be 4” wide but do not have to be same solid color and can have 2 small logos (2¼”) – school and manufacturer.
 - Play cards must be worn on wrist.
 - If ANY thunder is heard OR cloud-to-ground lightning bolt seen, play should be suspended for 30 min.
 - On free kicks, K cannot block R until ball has crossed R restraining line (50), K is eligible to recover free kick or R has initiated a block in the neutral zone.
 - If player helmet comes off, do not stop clock if player starts leaving field. Initiating contact with helmetless opponent is personal foul. Playing without helmet is illegal participation.

2024 PREGAME OUTLINE (*continued*)

- **Mechanics Review and Special Teaching Points – TSSAA –**
 - R is upright and square to the line of scrimmage on all plays.
 - All players other than the captains must be on the sideline during the coin toss.
 - R does not give echo signal on TDs (only on FG and extra point).
 - U/BJ/SJ/FJ need heels on backline of restricted area on kickoffs.
 - L/LJ should be on line of scrimmage with heels on back of restricted area on all plays.
 - An official never gives an incomplete signal and time-out signal on the same play. Give one or the other.
 - BJ/FJ/LJ move two steps forward (no angle) when giving signal on FG or extra point.
 - Accordion in on all plays.
 - Keep old ball on field until new ball is marked, including after measurements outside hashes.
 - Use reverse mechanics on interceptions and punt returns.
 - Ensure all pads and knees are covered and jerseys covering belt/undershirts are tucked in to pants.
 - All officials should maintain proper position during time-outs as outlined in Officials Manual.
 - On first downs, R should give silent wind for ECO immediately when U is inside hash marks with ball.
 - No technical foul calls – Make “**QUALITY**” calls, not “**PICKY**” calls. Let teams play. **See everything you call, but don’t call everything you see.** Don’t **HUNT** for fouls.
 - Call all personal/unsportsmanlike fouls, but be 100% certain before you eject a player.
 - Anytime there is a confusing or unusual situation – explain promptly to **BOTH** Head Coaches. Anytime there is confusion – get together, discuss and get it “cleared up” or corrected.
 - Don’t reach for your marker, unless you intend to drop it. Get a number & keep officiating on a live ball fouls. When you put your marker on the field, your integrity is linked to it.
 - Always see the ball before blowing your whistle.
 - Be deliberate in ruling on a fumble, and get a bean bag down where the fumble occurred.
 - Be good **dead ball** officials – continue to observe all players until they are back with their teams.
 - If you miss a call, don’t look back! We must always be ready to officiate the “next” play.
 - **Concentrate** – Give everything you have on every play for 48 minutes, that’s all. (OT if required)
 - Always consider **preventive officiating**.
 - All crew members are **equally** responsible for the correct rule interpretation and proper enforcement.
 - **Count players every down.**
 - **Hustle, but don’t hurry** even in hurry up offense!!!
 - Always be **professional** and **show respect**. – **Courtesy** is not a compromise. – Nobody likes a “smart aleck”! Never show anger or emotion – especially on a foul call.
 - Display **Integrity, Courage** and **Poise**. Let the “tight” situations reveal your true **Character**.
 - Review Guides for “When in Question” on page 21 of Officials Manual.
- **Have Prayer!** –