

# Gulf Coast Football Officials Association

## Pre-Game

Updated: September 5, 2013

### Arrival Times

**Varsity:** 75 minutes prior to game time. Dress 30 minutes prior to game.

**J.V. and Freshman:** 45 minutes prior to game time. Dress 30 minutes prior to game.

### Uniform and Equipment

It is important to look professional. Be prepared.

Pants (Black with 1" White Stripe and FHSAA Logo)	Whistles
Shirts (FHSAA patch on pocket and Flag 2" from bottom of left sleeve cuff)	Flags
Shoes (All black and shined)	Bean Bags (Blue)
Scorecard	Down Counter
Black Crew Socks	Pencils
Belt (Black)	Coin (R and U)
Hat (Black with white piping or white for R)	Watch (BJ and LJ)
Clip (HL)	Officials Card (3)

**See the ball! See the ball! See the ball!**

## **Inspect Field**

**Referee:** Hash mark on Press Box side. (5-Man)

Middle of Field (4-man)

**Umpire:** Hash mark on chain side. (5-Man)

Sideline on chain side. (4-Man)

**Line Judge:** Sideline opposite the chains.

**Back Judge:** Sideline of chains (5-Man)

**Note:** Lineman goes directly to inspect chains and speak with chain crew. Get names and give instructions. (4 & 5-man crew)

**Note:** Move pylons on End Line back at least 2 yards, preferably 5 yards. Watch for uniform and equipment violations. Practice preventative officiating!

## **Pre-Game Duties**

### **Referee and Umpire:**

- Meet with Head Coaches and Captains in the locker room if possible. Give each coach a GCFOA Game Card with officials names. Read FHSAA sportsmanship card to captain(s) and coach.
- Verify that players are properly equipped. Ask about casts or braces. Umpire inspects.
- Ask for Captains names and numbers.
- Discuss any unusual plays.
- Ask if K and QB are R or L.
- Alert coaches on time for captains to be present and half time (17 min. & 3 min.).
- Teams MUST now be on field for halftime 3 min. warm up.
- Inform Coaches of sideline requirements and ask for name of “Get Back Coach”
- Verify game balls.
- Identify who will call time outs, if Head Coach is not on sideline.

**See the ball! See the ball! See the ball!**

**Linesman:**

- Meets with Chain Crew.

**Line Judge:**

- Meet with ball boys. Get names and give instructions.

**Back Judge:**

- Meet with Band Director and have National Anthem played 10 minutes prior to kickoff and discuss halftime procedure.

**Coin Toss** - Following coin toss all officials meet at midfield to verify toss winner options, quick pep talk. Then HUSTLE to positions.

**Referee:**

- Opposite chains. Set up to face the clock.
- Speaking Captain next to R.
- Prior to Coin Toss: ask the speaking captain: "If the other team wins and defers, do you know what your coach wants you to do?"
- Ask the visiting captain to make his call BEFORE the coin toss. Toss the coin and if it is dropped, toss it again. You can also just let the coin drop. This is white hat preference.
- Explain all options to the winning captain and ask for his choice.

**Umpire:**

- Chains side, facing away from clock.
- Prior to Coin Toss: ask the speaking captain: "If the other team wins and defers, do you know what your coach wants you to do?"
- Repeat the captian's choice of heads or tails

**Linesman:**

- Chains side with U.
- Escort to hash and remain at Parade Rest.
- Speaking Captain next to HL.

**Line Judge:**

- Opposite chains with R.
- Escort to hash and remain at Parade Rest.

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**Back Judge:**

- Chains side with U.
- Escort to hash and remain at Parade Rest.

**Free Kicks (Kickoffs)****Referee:**

- On the Goal Line chain side. (5-man)
- R's 5-10 yd line opposite chains. (4-man)

**Umpire:**

- Setup R's receiving line then move to sideline opposite chains (5-man)
- Setup line from the 9 yd marks (5-man)
- After kick move downfield only 10-15 yds (5-man)
- R's 20-25 yd line chain side (4-man)

**Linesman:**

- R's receiving line chain side (5-man)
- Setup line from the 9 yd marks (5-man)
- After kick move downfield only 10-15 yds (5-man)
- Set up K's kick line and move to chain side sideline. (4-man)
- After kick move downfield no further than the opposite 45 yd line (4-man)

**Line Judge:**

- R's 10 yard line opposite chains (5-Man)
- Setup R's receiving line and move to sideline opposite chains. (4-man)
- Setup line from the 9 yd marks (4-man)
- After kick move downfield 10-15 yds (4-man)

**Back Judge:**

- Set up K's kick line and move to chain side sideline. (5-man)
- After kick move downfield no further than opposite 45 yd line (5-man)

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## **All Officials:**

- HL is first to signal ready, followed by the BJ, then U, then LJ (This order is crew discretion)
- Keep your hand raised until ready for play whistle.
- Ball kicked OB: mark spot with flag.

Know your options: R can take ball where it went OB, 5 yards and rekick or take ball on 25 yards from where the ball was kicked (usually the 35 yd. line).

## **On-Side Kick:**

### **5-man**

If it is apparent that an on-side kick is about to occur, LJ should move to K's kick line, U stays on R's receiving line. HL and BJ stay the same as a normal free kick. **Bean bags in hand!!** Look for first touching, illegal blocking of R players by K, and fair catch.

### **4-man**

U will move to R's receiving line. **Bean bags in hand!!** Look for first touching, illegal blocking of R players by K, and fair catch.

## **Free Kick after Safety:**

Each official assumes same relative position and has same duties as on kickoff.

## **Free Kick after Awarded Fair Catch:**

- R and LJ under uprights. LJ has whistle and crossbar.
- All other officials mechanics will be the same as a kick off.

## **Counting Players:**

- Count your side on EVERY play.
- R and U count Offensive player.
- BJ, LJ and HL count Defensive players.
- Indicate by punching for 11 and with fingers pointing down is fewer than 11.
- It is the coaches' responsibility to have the proper number of players.
- Better to flag teams for illegal substitution than illegal participation.

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## **Scrimmage Plays:**

### **Referee:**

- Set up 10 to 12 yards deep and 5 yards wide on QB's passing arm side.
- Count A players and signal U.
- Watch for : False starts on backs, one second count after a shift, holding at POA

### **Umpire:**

- Set up: 5-7 yards behind B's LOS, opposite Referee.
- Count offensive players and signal R.
- Count interior lineman of A and verify numbers.
- Watch for: holding at POA, snap infractions, false starts on opposite guard and tackle, disconcerting signals by B, ineligible downfield on pass plays.
- Be ready to rule on very short passes across middle of field

### **Linesman/Line Judge:**

- Set up on LOS until snap. Signal down. Count defensive players of team on your sideline and signal to BJ. Punch back if widest player is off LOS. Signal unbalanced line.
- Manage your sideline.
- Move downfield on pass 10-12 yds.
- Responsible for the goal line when ball snapped at the 10 or in.
- Plays inside the 5, move to Goal Line at snap and work back to the ball. When ball is dead press inside until you meet resistance and keep dead ball coverage.
- Watch for: 6-man lines, encroachment, false starts, interference, holding, substitutions, forward/backward pass (punch back if QB makes quick throw).
- On long runs, indicate to BJ that player is inbounds by punching inbounds or kill clock and blow whistle.

### **Back Judge:**

- Set up: 15-20 yards behind B's LOS. Deeper than deepest B.
- Count B players and signal sideline officials. Time 25 second count between downs and time outs.
- Responsible for Goal Line when ball snapped outside the 10.
- Always responsible for the End Line.
- Watch for: ineligible, holding on ends, interference, delay of game.

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## **Passing Keys:**

Passing keys determine what BJ and wings should be looking at the snap. Strength is determined by number of eligible receivers on either side of the ball. Motion that changes strength, changes keys. If balanced formation, strength defaults to the LJ side.

BJ has widest receiver to strong side. Wing then takes next receiver or looks through to tackle and has backs out of backfield.

If trips formation, BJ has widest two receivers to strong side.

## **Goal Line Plays:**

Wing Officials, inside 10 yd line, drift downfield at snap. Stay in front of the play.

Inside 5 yards, immediately move to Goal Line at snap and work back if needed.

Wings: stay 2 yards out of bounds side of pylon to give yourself a good angle.

Wings crash in to the play and look to your partner before signaling TD. **SEE THE BALL!!**

Wings have Sideline, BJ has End Line.

U will signal with punched fist if ball is in End Zone. U **NEVER** signals TD.

Be Decisive!

## **Scrimmage Kicks:**

### **Punts:**

#### **Referee:**

- Set up: 2-3 yards behind and 3-5 yards outside tight end on kickers leg side. Count players and give signal. Acknowledge with U that protection of the snapper is in effect.
- Watch for: holding on rushers, blocked kicks, touching by R, roughing or running into kicker/holder.

#### **Umpire:**

- Set up: 4-7 yards behind R's line with snapper in view.
- Check K players for numbering exceptions.
- Watch for: Roughing the snapper, holding on interior line, be alert for blocked and short kicks.

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### **Linesman/Line Judge:**

- Set up: HL responsible for entire LOS (4-man). Signal down.
- Count players of team on your sideline and signal to either R of BJ. Manage your sideline. Punch back if widest player is off LOS. Signal unbalanced line.
- Watch for: 6-man lines, encroachment, false starts, interference, holding on outside players, substitutions, illegal block during return, cover sideline during return on kicks going OB. If grounded, your spot, if in flight, R's spot.
- LJ releases downfield on kick.
- HL stays on LOS UNTIL ball crosses the expanded Neutral Zone!
- Ignore first touching behind expanded NZ.

### **Back Judge/Line Judge(4-man):**

- Set up: 7-10 yards wider and in front of deepest R player (LJ in 4-man). Bean bag in hand. Count players and signal. Instruct players to give a good fair catch signal.
- Watch for: muffs, touchbacks, momentum, fair catch, interference, holding on outside players, blocking after FC signal.
- Cover sidelines on kick OB. If grounded, your spot, if in flight, R's spot. Walk past possible spots and walk toward original LOS. R will chop you in.

### **Field Goal/Try (5-man):**

#### **Referee:**

- Set up: 2-3 yds behind, 3-5 yds outside facing holder. Count players and signal. Acknowledge with U that protection of the snapper is in effect.
- Watch for: Roughing or running into the holder/kicker.

#### **Umpire:**

- Set up: 4-7 yards off the line with snapper in view. Check for numbering exceptions.
- Watch for: Roughing the snapper, inter-locked blocking, holding, and hurdling.

### **Linesman/Line Judge:**

- Set up: 5-7 yards outside of A's end. Responsible for entire LOS.
- Check with R to see if K has 11 players.
- Watch for: 6-man lines, encroachment, false starts, interference, holding on outside players, substitutions.

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### **Back Judge and HL or LJ:**

- Wingman with R's back to him sets up under uprights.
- Set up: Position under uprights. Note the numbers of eligible receivers on your side.
- BJ has upright and crossbar, HL/LJ has crossbar only
- BJ has whistle.
- Communicate step out and signal: No good or good. If field goal is no good the signal no good twice the give touchback signal.

TRY is blocked: Ball is DEAD. FG is blocked; ball is LIVE.

### **Field Goal/Try (4-man) when ball snapped inside 15 yd Line:**

#### **Referee:**

- Set up 1 yd behind and 2-3 yds to the side of kicker facing holder
- If ball kicked move quickly behind kicker into flight of the ball
- Rule on kick good or no good, after getting signal from LJ who rules on whether ball crossed over the upright
- If try is blocked immediately blow whistle and signal no good twice

#### **Umpire:**

- Same as 5-man mechanics

#### **Linesman:**

- Set up on line of scrimmage
- Read end and tackle, be aware of possible fakes or bad snaps
- After kick responsible for roughing or running into kicker/holder

#### **Line Judge:**

- Set up on line of scrimmage
- Read end and tackle, be aware of possible fakes or bad snaps
- After kick move towards end line to determine if ball passes over the crossbar. If yes, do nothing. If no, then signal no good twice.
- Blow whistle when ball crosses uprights or when apparently unsuccessful after breaking goal line plane

### **Field Goal/Try (4-man) when ball snapped outside 15 yd line:**

#### **Referee:**

- Set up is the same as kick inside the 15 yd line
- After kick, responsible for roughing or running into the kicker/holder

**See the ball! See the ball! See the ball!**

**Umpire:**

- Set up and coverage is the same as kick inside the 15 yd line

**Linesman:**

- Set up is the same as inside the 15 yd line
- Responsible for the entire LOS
- After kick cover like any scrimmage kick

**Line Judge:**

- Setup 5 yds behind and directly between uprights
- Rule on whether kick is good or no good.
- If field goal/try good, blow whistle, then step out from under uprights and signal good
- If try no good, blow whistle, then step out and signal no good twice
- If field goal no good and ball crosses plane of goal line, blow whistle, then step out and signal no good twice then touchback
- If field goal no good but does not cross plane of goal line, **DO NOTHING**, and cover like a punt
- Responsible for your sideline on fakes or bad snaps

**Time Outs/Between Periods/ Water Breaks:****Referee:**

- Responsible for timing T.O.s (4-man).

**Umpire:**

- Covers ball and secures spot. Resets spot between periods.

**Linesman/Line Judge:**

- Remain at Parade Rest and manage your sideline.

**Back Judge:**

- Responsible for timing T.O. (5-man)

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### **ALL Officials:**

- Only Head Coach, designated Head Coach or players may call T.O.
- Confer number of T.O. each time has remaining and time on game clock each occurred.
- During Water Breaks a coach **MUST** come out and attend to team.
- 1 coach/11 players between hashes.
- Unlimited coaches and players within 9 yards of sideline. Can use communications devices during this type of conference

### **Injury Time Outs:**

- Only outside the 9 yd mark conferences are allowed during an injury time out
- Coaches on field to attend to injured player may not coach team if they stayed inside the 9 yard marks
- Players must leave for one play before returning unless halftime or overtime intermission occurs
- Time Out **DOES NOT** buy player back in.
- If the Referee determines a player is unconscious or displays symptoms of a concussion, player must be cleared by appropriate medical professional before allowed back into game.

### **Inadvertent Whistle:**

- If you do not see the ball, **DO NOT BLOW YOUR WHISTLE!**
- Fundamental III.1 The official's whistle seldom kills the ball. It is already dead by rule.
- Focus on your area of responsibility. If the ball is not in your area, **DO NOT BLOW YOUR WHISTLE!**
- Live up to it and blow the play dead.
- Determine possession at time of whistle.
- If **LOOSE** ball: it may be put into play at spot lost or replay the down.
- If ball is **IN FLIGHT** during a forward pass, snap or kick **REPLAY** is **AUTOMATIC**.
- Ball is in possession of team that last possessed it and can choose to take the spot or replay the down.
- An accepted penalty cancels replay option.

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## **Penalties:**

Did the foul affect the play; was it at the point of attack? Practice preventative officiating.

- Mark the spot of the foul with your flag or throw the flag straight up in the air.
- STOP the clock once the ball becomes dead. Use REPEATED whistles!
- Hustle to R to report foul.
- Do not give preliminary signal.
- R will move to meet reporting official.
- Non-calling Official closest to the flag stands over your flag.

Report to Referee:

- Player number and Jersey Color.
- Type of Foul Committed.
- Status of the ball (live or dead)
- For PSK where the ball was at the time the foul was committed.

Referee will do the following:

- Give Preliminary Signal.
- Confer with Captains.
- Inform Umpire of decision and instruct him to administer penalty.
- Give Actual Signal.
- Indicate status of next down to be played.
- Confer with coaches (if necessary).

Note: ALL OFFICIALS should be aware of distance marked in order to verify that penalties are administered correctly.

It is everyone responsibility to GET IT RIGHT!

## **Measurements:**

On plays, which are CLOSE to first downs; place ball on your spot and call for R to take a look. Only kill the clock if it is definitely a first down!

**Referee:**

- Stop clock and signal to HL to bring out the chains.

**Umpire:**

- Take foremost stake and pull tight for measurement

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**Linesman:**

- Grasp the clip on the chain and bring crew out for measurement.

**Line Judge:**

- Set up 90 degrees from ball and line so that HL can set clip.

**Back Judge:**

- Move both teams back and secure ball for measurement.

Make sure Press Box has view. Be sure to FACE THE PRESSBOX!

**Mercy Rule:**

- 35 point differential in second half.
- 3rd Qt. at the discretion of the losing coach.
- 4th Qt mandatory.
- One running clock begins it only stops for time outs (team, official, and injury), USC penalties, scores and the period between quarters.

**Overtime Procedure:**

- Three minute intermission.
- Inform coaches of any penalties that carry over into OT.
- Coin Toss: Visiting Team Captain calls the coin toss. Winner chooses Offense or Defense, Loser chooses end of field to be used throughout OT.
- One Time Out per team per period. Unused Time Outs DO NOT carryover
- Periods are untimed. Play clock is used.
- Offense puts ball in play on 10 yard line, 1st & goal (unless penalty carries over).
- In the event of subsequent OT periods, two minute intermission is followed by meeting of captains; loser of toss gets first choice.

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