

Officials' Certification Program



***Officials
Certification
Program***



Level II Tackle Student Manual

www.footballcanada.com



Published by:

Football Canada

email: admin@footballcanada.com

www.footballcanada.com

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Printed in Canada





Acknowledgement

Football Canada would like to acknowledge the contribution by the Canadian Football Officials' Association (CFOA), and in particular Kevin Horton of Bay of Quinte Football Officials' Association, for the update of this manual.

Desktop Publisher – Lynda Wegner of Fresh Image Computing Services, who was responsible for the graphics, design and layout of the NCCP manuals, and who has been working with Football Canada since 1988.





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Section 1

Officials' Certification Program Certification Levels Level II — FCOCP





Officials' Certification Program

FCOCP

The FCOCP provides a system that will allow amateur football Officials in Canada to progress through a structured program from a novice to a level of competency within the level of football played in their locale.

The aims of the FCOCP are:

1. To standardize methods of officiating amateur football within 3-, 4-, 5-, 6- and 7-Official systems across Canada.
2. To standardize rule interpretation and application across Canada.
3. To provide participants in the program incentive to progress.
4. To provide participants in the program national recognition for their accomplishments.
5. To aid in improving the confidence of the participants.
6. To improve the image of the Football Official in the eyes of the athlete, the Coach, the spectator, the sport Administrator, and among the Officials themselves.





Certification Levels

Level I

To prepare the new Official for assignment on the sideline (Down Judge and/or Line Judge) in minor leagues and high school football. To begin the familiarization process with instructional techniques, training aids, and training manuals.

Level II

To improve the understanding of the sideline positions and refine sideline officiating mechanics. To prepare Sideline Officials for assignments in the Umpire positions in a 3, 4 and/or 5-official system in community and high school levels of football.

Level III

To deepen understanding of the Umpire positioning in the 3, 4 and 5-official system. To prepare officials for referee and deep positions in the 5 and 6-official system in community and high school levels of football.

Level IV

To prepare officials for assignment to any position in 6 and 7-official system at the USports, CJFL and CGP levels of football. Officials will progress from position to position with experience at higher levels of play.

Notes

With the exception of Level 1, certification at all levels is a two-part process, combining a Theory Clinic and a Practical On Field Evaluation. Written examinations have been prepared for each level. The content of the examination will be based partially on rules and partially on officiating techniques and theory (Rules 25%, Theory 75%)

Standard passing marks have been set as follows:

- LEVEL I: take home exam to be used as a teaching and reference aid.
- LEVEL II: 75%
- LEVEL III: 80%
- LEVEL IV: 85%

The On Field Evaluation is to be carried out on the work of an Official on the playing field under actual game conditions. Evaluators must be entirely familiar with all aspects of the FCOCP in order to provide consistency in the evaluation process.

In addition to the Level Theory Clinic, an Official must be given On Field Evaluation for **each position** at which they wishes to be certified. One does not have to be certified at each and every position but may wish to specialize in one or more positions. In order to retain a certain level of certification the Official must be active at the level of play for which that level of certification is required.





Level II – FCOCP

Purpose

- To improve/upgrade understanding of Sideline positions.
- To prepare Sideline Officials for assignments to the Umpire position.
- 3- and 4-Official Systems
- Minor and High School Leagues
- Encourage further participation and progress in the FCOCP.

Certification Requirements

- Participation at all clinic sessions.
- Minimum of 75% on Level II Exam and field evaluation.
- Pass a practical field evaluation in Sideline and/or Umpire positions.



Section 2

Philosophy of Officiating





Philosophy of Officiating

Be the Best You Can Be

To become a quality Official it is necessary to:

1. Have a Positive Attitude.
2. Study and Know the Rules and Mechanics.
3. Always Hustle on the Field.
4. Be Consistent in your Performance.
5. Give and Demand Respect (Earn it).
6. Have a Sense of Humour.
7. Be Dedicated/Committed.
8. Work Hard at Developing Officiating Skills.
9. Develop High Standards.
10. Show Integrity.

Teamwork

In contests that require more than one Official, the ability to team with fellow Officials is absolutely essential to a well-handled game. Many qualities become involved in teamwork:

1. Co-operation
2. Physical Condition & Appearance
3. Personal Integrity
4. Reliability
5. Uniformity of Decisions
6. Mechanics or Positioning
7. Constructive Criticism

1. Co-Operation

Each Official must have faith in the other and harmony must exist between them all. If one Official is sensitive and resents the other making decisions on plays that they feels are his/her responsibility, harmony between them may be destroyed. Each should welcome the support of the other. Each should realize that they is not always in the most advantageous position to see all the action. Each should be ready to cover the play for the other when one is momentarily caught out of position.

There are occasions when personalities of Officials clash. Their temperaments, mannerisms, tactics, seem to conflict rather than blend. Their general analyses of the play are often opposite. When these differences become evident, every effort must be made to adjust. In the event that they cannot be resolved, then these Officials should not work in the same games. Each may otherwise be an excellent Official in his/her own right.



2. Physical Condition & Appearance

You cannot hold up your end of the “teamwork” with your fellow Officials without being in top physical condition. You will lack the hustle, which is highly valued. An Official without hustle appears lazy and uninterested and this reflects on the whole officiating “team.”

An Official who reports for duty in an unkempt, dirty uniform, or who appears to be in poor physical condition, does not inspire the confidence of the Players, Coaches, or his/her fellow Officials.

Be part of the “SHARP” TEAM – “BE SHARP” by looking sharp (appearance) and feeling sharp (top physical condition).

3. Integrity

You must be honest in your relationships with your fellow Officials. Your personal integrity can be shown by what assignments you do not accept. You should not work a game when you have a close relationship with one of the teams involved. This could embarrass the whole officiating team.

Your relationships with your fellow Officials and your association should be businesslike, not political. The so-called “preferred assignments” will eventually come to the gifted Official, regardless of political maneuverings. The Official who is not gifted is merely baiting his/her own trap when they accepts assignments for which they is not qualified. Unfortunately, large officiating associations by virtue of the Official’s anonymity, frequently create the impression that influence is more important than ability. Ultimately, such an impression is false.

The trading of assignments is not permitted without first being approved by the assignment committee.

4. Reliability

Your reliability in meeting all accepted assignments and meeting them on time is an important part of teamwork. You are in the officiating doghouse if you don’t honor your accepted assignments. About the only things that should prevent your being at the game at the time indicated are: (a) Death or severe illness of self or immediate family, and (b) Fire, flood, impassable roads or other adverse acts of Providence.

It should be noted that no reference is made to your prime work commitments. Assignments should not be accepted if they will conflict in any way with your everyday work.

The only officiating “sin” more serious than appearing late for a game is not appearing at all. If you are going to be late, a telephone call will suffice to let the “team” know of your late arrival. This gives the team the chance to review the coverage to be made until you arrive.

5. Uniformity of Decisions

The officiating team as a whole must gauge their decisions so that they are as uniform as possible. If they diverge to any great extent, the game will be conducted in an erratic fashion.

Uniformity can be achieved by the following:

- a) Regular attendance at all association meetings and rules clinics, and self-evaluate through video review.
- b) Arriving early before the game so that you can review mechanics and rule interpretations, and begin to know your fellow Officials.



- c) Never argue with a fellow Official – come to a common understanding.
- d) Agree in advance about who will do what, such as which team you will count as a Sideline Official when benches are on one side of the field.

If you should make an error on a call, admit it to the Referee. Don't try to bluff your way through the error. The error reflects on the whole officiating team. Remember, the Referee can simply "wave off" the penalty flag.

Never "second guess" another Official or try to explain another Official's call. The Referee will make all explanations to the Captain with the assistance of the Official who actually made the call. As a Sideline Official, if you are asked about a penalty, your reply might be "#54 was holding." Nothing more, no explanation of how they was holding.

Uniformity comes from team effort. Check the distance penalties assessed to make sure they are accurate. If there is a mistake, get to the Referee quickly and quietly so that it can be corrected.

6. Mechanics or Positioning

Mechanics, or positioning, commands the respect and acceptance of every Official. This "teamwork" ensures that every conceivable action is covered and ruled upon. It is the duty of every Official to know exactly where they should be, what they should look for and how they should support and cooperate with his/her fellow Official on every play situation. An Official who is in the right place at the right time has the best opportunity to see and correctly rule on a play or foul. Absolute adherence to approved mechanics is essential and the slightest deviation can result in utter chaos.

A good "team" Official will:

- a) Arrive in time for pre-game conference with other Officials.
- b) Know the primary duties of his/her fellow Officials and instantly move to cover those duties should they be out of position.
- c) Check and guard against erroneous rulings or procedures by fellow Officials, even the Referee.
- d) Know the down and distance required on every play.
- e) Be alert to happenings behind the play, when the play has left his/her area.
- f) Retrieve the ball on the run.
- g) Call Time Out for injured Players and move as quickly as possible to the injured Player to check what is wrong.

7. Constructive Criticism

Criticism of another Official can lead to disharmony, not only in the officiating team but in the Officials' Association. Officials are continually being rated by senior Officials and association Instructors to determine their strengths and weaknesses. Coaches can also become involved in the ratings. If you feel that something was lacking in the officiating team's performance, the time to review it is immediately after the game with the whole officiating team.

Post-game discussions should be held between the Officials on controversial plays or rulings. The game is fresh in your mind, you know what kind of game it was and the actions that were taken. Such discussions should take place in private, away from all other persons associated with the game. The conclusions reached should not go beyond the doors of that room, with the exception of the Referee reporting, if necessary, to the applicable committee of the Officials' Association.



The more experienced Officials should take the initiative to help inexperienced Officials. Such assistance can be appropriate and useful before and after the game, but seldom during the game.

Never, at any time, discuss other Officials and their work with the press, Coaches, Players, team followers or your fellow Officials. Never make negative or derogatory comments about other Officials or other associations, in any circumstance, e.g. association meetings, end of year dinners or other gatherings. This not only reflects on you but also on your Officials' Association.

As a public figure in officiating, you must accept newspaper criticism and radio/TV commentators' remarks, not only about your own work but that of all Officials.

8. Body Language

- Importance of Body Language, from entering the park to leaving it.
- Body language gestures will impact perception – Crossed arms, hands in pocket, walking vs running, etc.
- Interacting with players, coaches, fans, other officials – Be professional but also appear relaxed, calm, and in control.
- Looking confident in your rulings, spots, announcements.
- Ensuring appropriate body language based on game situation (close game, high intensity, etc).
- Delivering the bad news – looking calm and composed when announcing penalties, during coaches meetings, etc.
- Quick Tips
 - Learn not to be too robotic in your movements.
 - Hustle – easy way to earn some credibility and look like you are in the game.
 - Practice your signals, announcements, and movements at home or in the mirror.

**Strong sports Officials take pride in their work
and are willing to assist the less experienced Official.**



Section 3

Working with the Support Crew





Duties of the Support Crew

Timekeeper

The Timekeeper must be familiar with the timing sections in Rules 1 and 2. In particular, the Timekeeper must know exactly when to start and when to stop the clock. Officials must give clear visible signals to assist the Timekeeper, particularly on the far side of the field or on the sidelines near to the End Zone. Officials in the area of the Receiver will signal time in/out.

1. Clock Starts

On a kick off, when the ball touches or is touched by a Player of either team after it has been kicked off.

2. Clock Stops

- a) **Immediately on signal** from any field Official:
 - i. When a score is made and throughout convert attempts (Touchdown, Field Goal, Safety Touch and Rouge Signals).
 - ii. When a forward pass is incomplete.
 - iii. When a live ball goes out of bounds (Time Out Signal).
 - iv. When a play is whistled dead on each play AFTER the 3-minute warning in any half (Time Out Signal).
 - v. For applying or declining penalties (Time Out Signal).
 - vi. For Player injury (only after play is dead) (Time Out Signal).
 - vii. When a team's request for Time Out is recognized (Time Out Signal).
 - viii. For substitution (Time Out Signal).
 - ix. When the ball becomes dead after a first down has clearly been made (Time Out Signal).
- b) On **Time Out** signal from the **Referee**:
 - i. When a measurement is required.
 - ii. When Time Out is taken because of crowd noise.
 - iii. When the **Referee** finds it expedient to do so.
- c) **Immediately**, without signal from any Official:
 - i. When the period ends.



3. Clock Starts Again

- a) When the Referee signals time in (full arm circle signal).

Generally, this is when the Referee declares the ball ready for play and they are moving to his/her position behind the attacking team. However, there are occasions when the time does not start until the snap of the ball. In these cases, the Referee will hold his/her arm in the air until the snap of the ball upon which they will lower it using a full arm circle.

- b) Clock starts on the SNAP of the ball:

- i. After a “time count penalty application”.
- ii. After a Time Out for crowd noise.
- iii. After a requested team Time Out.

(Note: the above three apply at any time during the game).

- iv. After the 3-minute warning signal has been given in any half, after:

- A. an incomplete forward pass,
- B. a ball **carried** out of bounds,
- C. acceptance of a penalty for a foul,
- D. change of possession, or
- E. a kick off, scrimmage kick, return kick, open field kick.

4. Duties

Prior to the start of the game (at least 1/2 hour), the Timekeeper will ensure there is a visible game clock and is in working condition. They should bring a flag for signalling the last minute of each quarter.

The timer will report to the officials’ room before the scheduled starting time for a briefing by the Referee.

They will notify the nearest Sideline Official of the required 3-minute signal for each half.

If possible, proceed close to the sideline to ‘raise their flag’ above their head to signal the last minute in each quarter.

They will not lower the flag until time has fully run out. Even if there is only one second remains on the clock, the flag should be held up high until the ball is snapped as the teams are entitled to that play.

They will signal the end of the period by lower their flag.

They will ensure that the Scorer records both the actual starting and finishing time of the game on the score sheet.



Support Crew – the Stick Crew (“Chain Gang”)

The Stick Crew consists:

- Downsbox Operator
- Sticks x2
- Lonesome Stick*
- Penalty Card Recorder*

* Depending on the availability of officials and the league’s requirements On all first down situations, the downsbox and the rear stick should be together in line with the forward point of the ball.

The downsbox will only be changed on the direction of the Referee and will be placed as directed by the Down Judge. In changing the down where the flip-over type of downsbox is used, the downs should be changed so that the Referee will see the down that has just been used up, such as two number 1’s or two number 2’s. This is done by having the moveable numbers facing you and turning them from that position.

Should the play be approaching the sideline, the downsbox and the chain and sticks should be dropped so as to prevent injury.

The downsbox and sticks should be placed on the side of the field opposite the team benches. If the benches are on opposite sides of the field, the sticks crew should position on the home side facing the visitor’s bench in the first half and move to the opposite side, facing the home bench.

The Lonesome Stick, if used, is the single marker on the opposite side of the field from the Downsbox. The marker will be placed in line with the forward stick of the chain. This is only an approximate marking and is not used in determining if a first down has been gained. In practice, it is usually best to have it slightly in advance of the forward stick. As a precaution against the inadvertent moving of the downsbox and chain, the Lonesome Stick may be asked not to move until the signal for “ball ready for play” on the next down by the Referee.

If penalty cards are used by the Officials, ideally a dedicated penalty card recorder will be assigned to the game. The Lonesome Stick Operator may record the penalties if a Penalty Card Recorder is not assigned.

The Downs Box should be placed at the forward point of gain or loss as directed by the Down Judge. The forward point of gain is the point of the ball closer to the defending team’s Goal Line.

Depending on the experience of the Support Crew, either the Downs Box operator or Down Judge will place the clip on the chain on each first down situation. The clip is placed at the back of the yardage stripe closest to the rear stick – ‘Back of the back line’.

After a touchdown is scored, the Downs Box should be placed where the convert will take place. One of the Support Crew members should proceed behind the deadball line and be prepared to retrieve the kicked convert. The other Support Crew member should obtain another game ball, if available, and kicking tee and place them at the appropriate kickoff line.



The Downsbox Operator must be alert to a forward pass situation when the passer approaches the line of scrimmage, in that the Referee may require their assistance in ruling whether the pass was thrown from behind the line of scrimmage. A pre-arranged signal can be used, such as discreetly pointing towards the passer's Goal Line if the ball was thrown before crossing the line of scrimmage and pointing towards the opponent's Goal Line if the quarterback threw the ball after crossing the line of scrimmage. This applies only if the procedure is covered in the pre-game meeting.

General Mechanics

To set the downsbox and chain to start a drive, the Down Judge will mark the line of scrimmage. The rear stick should be set along with the Downsbox at that point, the chain will be stretched out. The chain must be kept tight at all times.

The downsbox and rear stick will be together on all initial first downs of a series of downs. The downsbox will move on every down. The chain will only move when a first down has been gained or there is a change of possession. Any movement should only be made after signal by Referee / Down Judge.

If the play is approaching the sideline, the Stick Crew should drop the sticks flat on the ground to prevent injuries. This also gives the Sideline Official room to work on the sideline.

Measurement:

- Called by the Referee.
- Wait for Down Judge to get to the front stick.
- Be sure the clip is on and at the proper spot.
- The rear stick crew member will pick up the chain as well as the clip (make sure the clip is in hand and not being drag on the ground), ensure the front stick crew member is ready and both hustle onto the field of play.
- The Line Judge (4-Official system) will take the clip and the rear stick crew member will continue to hold the stick during the measurement.
- The forward stick will be handed to the Umpire and move clear of the actual measurement.
- Upon completion of the measurement, the stick crew will take the sticks and the clipped chain from the on field officials and return to the sideline.
- If yards were not gained – the forward stick will be placed at the point being held by the Down Judge. Linesman. The clip is placed on the correct line and the chain stretched out by the back stick.
- If yards were gained – the crew will move upfield and reset the sticks from the point indicated by the Down Judge.

At the conclusion of the game, the chain should be wound around the sticks and the chain returned as required by the league. In some situations, the downsbox and chain should be taken back to the Officials' room.



Ball Attendant

If the weather conditions and field conditions are bad, it may be helpful to assign additional officials or identify volunteers to manage the game balls.

If only one Ball Attendant, they will be given at least one ball and a supply of towels from the home team. Preferably, additional balls will also be left at the timer's bench. The Ball Attendant will follow the play from a point about 10 yards in advance of the line of scrimmage and will always be alert to give the dry ball to the nearest Official before retrieving the other ball.

The Ball Attendant may also help retrieve the ball during a convert or field goal attempt, instead of a stick crew member. The Ball Attendant should position beyond the dead ball line and will retrieve the kicked ball after the play has been declared dead.

If two Ball Attendants are available, the second will perform the same duties from the opposite side of the field.

The Ball Attendant ball should hand or pass accurately to the nearest on field official. It is a good practice to change the ball on every play to ensure the Ball Attendants are engaged and remain focused.

Impartiality of Support Crew

Prior to the game, Support Crew should be instructed that the appearance of impartiality is an absolute necessity. Support Crew **may be replaced** if their performance and/or conduct is not satisfactory to the Referee.



Section 4

Relationships with Players, Coaches, Spectators





Relationships

Relationships With the Players

If an Official is to have a meaningful effect on the play during a game, it is essential that they try to gain the respect of the Players. If they show good knowledge and consistent interpretations of the rules, then the Players will realize that they have a “qualified and competent” Official and will respond accordingly. When dealing with a very young Player, an Official should be friendly and helpful and answer the youngster’s questions, if approached in a polite manner. As discussed, this is an opportunity to lead by example and demonstrate an understanding when player are unaware or don’t understand specific rules. If the Official approaches the situation in a strictly authoritative nature, young players may develop a resentment to Officials that will carry over to higher levels of football.

As Players become older and are better able to understand the game of football and its rules, the Officials can now begin to limit most rule interpretations to discussions with team Captains. Allowances have been made within the rules for this communication and this, as a portion of the Captain’s role, should be reinforced. Again, it must be remembered that the Officials are striving for game control by cooperation of all components of the game. Respect of both teams will be obtained if the Officials show some respect to the Captain of the teams. An Official who continually humiliates the Players authorized to communicate with his/her, will quickly find that the game has deteriorated, in that they have lost one of his/her greatest potential allies.

The discussion to this point is not intended to mean that an Official should become buddy-buddy with the Players during a game. They should remember that his/her role is well defined and can be applied only if they remains detached from all the Players involved.

Even when an Official is able to strike up this type of relationship, they may be faced with a situation where a Player does not follow the rules properly. If a Player shows disrespect by profane or vulgar actions or language, it is the duty of the Official to penalize them for this. If they are penalized without hesitation or contempt, the effects of this penalty should not last over the entire game. The Player and his/her teammates will quickly see that the Player was penalized for his/her abuse of the rules at that instant and not because the Official was trying to “get” somebody. This reflects consistency and consistency is one mark of a good Official.

As a Sideline Official, you are in charge of substitutions on your side. Most Coaches and Players understand the significance of your “gates” signal. However, there are times when it is questionable in their minds whether or not a Player or Players have made it onto the field on time. If it is an obviously close situation, you can signal the Player on or off and yell at their, “You’re O.K. to come on” or “Stay off.” This avoids any uncertainty on the Player’s part, and can avoid an unnecessary penalty situation.



With the Coaches

It is wise not to develop “rabbit ears” as a Sideline Official. Players and Coaches on the benches are often very loud. For the most part, it is wise to completely ignore comments from the bench area. Sometimes the team personnel are just yelling out loud at no one in particular. The only time you should consider throwing a penalty flag is when the Official is confronted with a Coach who is very loud and boisterous and/or is directing his/her unacceptable remarks at an individual Official, by name, number, or position. The Team Captain should be told that unless his/her Coach shows a little more control behind the bench, his/her team will be assessed a penalty. Of any group of individuals, a Coach has more influence on Players’ behaviour than anyone else. If they are continually upset and berating the Officials, his/her Players will soon follow suit. If they start to use profane or vulgar language, they may be banished from the game site, under Rule 7, and if they cannot maintain his/her self-discipline, they are no longer fit to play the role. When a situation like this arises, if an Official lowers himself/herself to the level of an obscene individual, they are also no longer fit to play the role of an Official.

Once in a while, the Officials will have to approach the Players’ bench in order to communicate directly with a Coach. This may happen when the communication link with the designated Captain has deteriorated or the situation is too complex for the Captain to understand. They should remember that part of a successful game lies in a good attitude between the Officials and the Coach. They should approach the Coach in a knowledgeable and respectful manner and explain to them clearly the interpretation of the rule and not insert personal opinions. The Coach may not be aware of some complex rule interpretations; thus the Official must make them aware of it and not get into a discussion about whether or not the situation was interpreted properly. Coaches will soon find out that the Officials are human beings also, with a very sound knowledge of the rules and their interpretation in game situations.

Note: Be prepared to relay Player numbers and the nature of the foul or other information from the Referee to the Coach.



With the Spectators

Because of the role spectators play in sports, the relationship between the Official and the spectators is the hardest one that an Official must create. Usually spectators are present for the following reasons: (1) they have a relative playing, (2) they are caught up in the spectacle of the football game and gain a great deal of enjoyment from watching, or (3) they were at one time Players and spectating has become their continuity with the game. Most problems will arise from people in categories (1) and (2) and this is based on their ignorance of the rules of the amateur game. Any form of communication with these people will be a complete waste of time. However, an Official will have an automatic influence on the third group of spectators. If they do the job well, they will gain their respect immediately. Eventually, if they maintains a high level of skill, acts with dignity and displays consistency throughout the game, they will fall within the favour of all spectators.

The important thing to remember is that at no time should an Official communicate directly with the spectators. The Official should never look into the stands to acknowledge the criticism of a spectator nor stand around the field and fraternize with friends. No matter how good an Official is, personal biases will always arise within the spectators when a call is made against their team. The Official does have to watch out for the extremely boisterous or vulgar spectators. They can cause trouble and have a great influence on the game. If the fans from one team are acting in a very unruly manner, the home team should be warned that if the spectators interfere in any manner with the management, game, or Players, the game could be forfeited. If necessary, for the safety of the Players, have a fan removed from the area. Sport is fun and most specifically there for the enjoyment of the Players. No spectator has the right to impinge upon the well-being of those individuals playing the game.

Bench Area

The Officials, in particular the Sideline Officials, have a responsibility to make sure that all team Players, Coaches and team Officials observe the designated bench area as laid out in the Rule Book. This area should be clearly marked and observed, but on occasion, the Officials may be required to remind the teams of this area of restricted movement. This reminder should be done in a firm but courteous manner, directly to the Head Coach.



Generally

In general, there are a few points that Officials must bear in mind when developing relationships with the various sectors:

- Be a leader, yet a friend, especially with younger Players.
- Be firm, yet be consistent.
- Know the rules and help others to learn them.
- Have control of the game, yet be inconspicuous.
- Your decisions are your own and explanations are usually not necessary.
- Avoid fraternizing with Coaches or Players while on the field.
- Do not tolerate unreasonable delays in play.
- Maintain privacy in the Officials' dressing room.
- Do not ask for special favours from any team.

Remember:

Officials are only one influencing factor during the game. They must make sure that their influence is a positive one.



Section 5

Duties and Positioning of Line of Scrimmage (LOS) Officials





Duties and Positioning of LOS Officials

Zone Coverage

Box In Play

Looking Through Play

Out-of-Bounds Coverage After Play is Dead

Player Action After the Play is Dead

Developing Awareness

General On-Field Mechanics

Reporting and Recording Penalties

Do's and Don'ts for Officials





4-Official Crews

Zone Coverage, Box in Play, Looking through the Play

Zone Coverage

- know your positioning for play situations (i.e. Run, Pass).
- don't overstep your area of responsibility.
- look off the ball, you have other responsibilities.
- don't follow the ball too closely – let it come to you – and then stay up with it.
- welcome support from other Officials.

Box in Play

- don't be over anxious.
- don't turn your back on the play or Players (i.e. picking up the spot).
- containment is the key.
- step out of bounds if necessary.
- don't get trapped by overrunning your area of responsibility.

Looking Through the Play

- use your eyes to cover a play, not always your feet.
- be willing to give way to other Officials, look for help (who has the best view?)
- key situations:
 - fumbles – who gains possession; who touched the ball last if it goes out of bounds.
 - completed catch – clean catch or trapped ball; in possession before Player goes out of bounds.
 - forward progress – position of ball, not Player.
 - lateral pass by QB – was it forward or lateral?

Out-of-Bounds Coverage – After Ball is Dead

Key Words – Positioning, Sequence, Eye Contact

Positioning

- keep your sideline clear.
- sideline responsibility, don't get blocked out, make sure you can see the sideline.
- step out of bounds when necessary.



Sequence

- whistle
- mark spot of forward progress
- stop the clock
- follow ball carrier out of bounds using eye contact (especially on side of benches).

Eye Contact

- know where sideline is and be sure you can see it, as required.
- be sure to physically follow ball carrier out of bounds, if necessary.

Out-of-Bounds Situations

1. LJ or DJ mark the spot – with your foot not your eyes or make a mental note of out-of-bounds spot.
2. Other Official marks spot – Team work, they gets spot, you watch Players.

Dead Ball Officiating

Once the play is blown dead, there is still a requirement to watch the players around and away from the dead ball spot for fouls or cheap shots. When another official is taking the dead ball spot, observe the action of the players away from the ball. Ensure that players have stopped blocking after the whistle is blown and that no players are getting in an extra push or shove after the whistle.

A dead ball situation is also the time when taunting or gestures are used by players to intimidate or goad their opponents.

When the play is dead, always be alert for unnecessary Player actions and prevent the situation from escalating. These situations may be called for Objectional Conduct or Unnecessary Roughness depending the severity of the incident.

Good Dead Ball Officials

- Observe players away from the dead ball spot.
- Move between players quickly and send them back to their huddle.
- Use their voice to make their presence known.
- Trail the play out of their zone by watching the players behind the play and not the ball.

Mental Preparation for Play

- Develop a pre snap routine (check list) and stick to it throughout the game.
- Be aware of game situations, i.e. Time Left, Down, Distance Required.
- Be aware of previous tendencies by Teams.
- Expect the unexpected.



General On-Field Mechanics

Fundamental Skills

Use of Whistle

- Loud and Sharp.

Throwing of Flag

- Throw high to be clearly visible, unless spot foul.
- Throw to spot when required.
- Get Player's number.
- Continue to officiate until end of play.

Use of Signals

- In Teamwork with other Officials.
Examples
 1. Held/Free.
 2. Relay signals, long complete/incomplete pass.
- Control of the clock.

Spotting, Retrieving and Relaying the Ball

- Pick up spot when required but be willing to give up to other Official (i.e. Umpire at Hash Mark) in order to retrieve ball.
- Don't move ball if there is any doubt that a measurement will be needed.
- Work as a unit – Triangle system, chain action, short underhand passes.

Count of Players

4 Official:

DJ Home Team

LJ Visitors

Reporting Penalties – Use of Penalty Card

Procedure:

- Release Official who has penalty from spot.
- Use format CINS or TINS.
- Provide all information needed – i.e. first down made before foul, foul after change of possession, point where ball held at time of foul (PBH), point of possession (PP), etc.

Penalty Card Information (as per Local Association)

- If required, all Officials should aid DJ, who in turn will notify minor official (i.e. Downsbox) or whoever is recording the penalty information.
- Accuracy is essential if the information is to be of any use to Coaches or for league statistics.
- Use correct abbreviations on the card.





LOS Duties

1. Forward Progress

What is forward progress and why is it so hard to get right?

- Identifying the furthest point of advancement of the ball, before a player is tackled, driven backwards, goes out of bounds, etc.
- Need to give the ball carrier everything they earned, and no more.
- Every situation is different, reinforcing the need to be in the right position.
- Finding the ball is only part of the battle. Need to identify when another part of the body touches the ground, line, etc.

General tips and best practices

- Movement
 - 90 degrees where possible and appropriate.
- Visual Cues
 - Major lines, logos, etc.
- Situational Awareness
 - Down and distance, line to gain, etc.

2. Bench & Sideline Control

- The ability to create and maintain a professional and positive dialogue/rapport along your sideline is something every official should strive to accomplish.
- Relationships between officials and players, coaches, and fans start well before the game begins and end after it ends.
- Mastering the ability to deliver bad news to a game participant and projecting an appearance of being in control are key strengths of a football official at all levels.

Every situation is different and requires you to adjust:

- Ball carrier/Receiver downed in the field of play.
- Ball carrier/Receiver wrapped up and/or driven backwards.
- Receivers coming back on own and then contacted.
- Boundary line plays – With or without contact.
- Goal line plays – Coming In and Going Out.



3. Marking forward progress inbounds:

- Stay even with ball carrier when in front of you, in the field of play, look through to Umpire for help if unsure or to help with receivers coming back to the ball.
- Receiver and Ball Carriers have right to try and advance the ball, need to distinguish between players advancing and being wrapped up.
- Once decided on giving a specific spot, get on the whistle early and loud!

Boundary Line Plays

- Trail position down the sideline is ideal for pursuing ball carrier.
- Watch for feet stepping out of bounds but have awareness of ball position in hands.
- Consider the game situation:
 - Is the ball carrier reaching for a specific line?
 - Carried out of bounds vs. down inbounds?
- Take your time, back out of the way to give enough room to make and sell the call.

Goal Line Plays

- Back off the sideline and give yourself room to work.
- Maintain view down the goal line, the ball only needs to break the plane in possession.
- Look through to Umpire to help box in the play.
- Try and keep whole body in view so you can see when a knee touches down before the ball breaks the plane.
- Once you see the ball cross the plane, whistle, and signal decisively.
- If down prior to the goal line, move in quickly mark a spot and kill the play.

Forward Progress – Closing Thoughts

- Get into position – mechanics are a starting point.
- Take your time.
- Watch for the ball position.
- Look for help from other officials with opposite viewpoint.
- Be decisive in your call, sell it!
- Give them everything they earn, and not an inch more!



4. Kicking Plays

Kickoffs

- Count, don't let play start without correct number.
- Know where the ball is going.
- Umpire signal ball and blocking.
- Start the clock.
- Downfield – key blocks at POA, players arrive at once.
- Upfield – POA blocks plus scan for next blocks, “potential BSB”.
- Deadball officiating.

Punts

- Need a long snapper, blocking scheme and kicker to make work.
- Open sideline.
- Stay out wide, be prepared to move.
- Be aware of position on field, is goal line challenged?
- Ensure yards are given.
- If ball hits ground focus goes to recovery and possession.
- Key blocks at POA.
- Deadball officiating.

Field Goals (Outside 10 Yard Line)

- Position downfield between the uprights, ideally several yards back to maintain adequate view of both posts.
- Once the ball is in flight, position accordingly, moving to the nearest post that the ball is heading towards for more accurate ruling.
- Missed FG – Be prepared and treat exactly like a punt.

Field Goals

- Need a long snapper, blocking scheme and kicker who can aim.
- Open sideline.
- Under the posts, initial positioning.
- First job is score, FG or single.
- If ball hits ground focus goes to recovery and possession.
- Key blocks at POA.
- Deadball officiating.



Find The Impactful Blocks

- As the ball is in flight, start to identify important blocks for the return and focus on them in order once caught.
 - 1st Wave Blocks
 - Point of Attack
 - etc.
- Transition ball coverage to the next official as the play develops into a long return or move to another official's zone of coverage.

5. Signalling & Other Tips

- Signals should be:
 - Sharp
 - Visible
 - Demonstrative
 - Purposeful
 - Supporting other forms of communication (verbal, body language).

Key Signals

- Signaling can help communicate information from across the field to other officials, players, coaches, fans and speed up the game.
- Key Signals to Master:
 - Held/Free
 - Gates
 - Completed forward pass behind the LOS.
 - Incomplete Pass
 - Time In/Out
 - In Bounds vs Out of Bounds (Under 3min).
 - Scores
 - Signal the Down to Ref.





Penalty Card Abbreviations

Blindside Block	UBSB	Intentional Grounding	IG
Blocking Below The Waist (10)	BBW	Late Hit	ULH
Blocking Below The Waist (15)	UBBW	No Yards (15)	NY15
Blocking Downfield Prior To Pass	BD	No Yards (5)	NY5
Blocking From The Rear	UBR	Objectionable Conduct	OC
Contacting The Kicker	CK	Offside – Kick	OK
Crack-Back Block	UCB	Offside Defence	OD
Delay Of Game	DG	Offside Offence	OO
Delayed Knee Block	UDKB	Offside Pass	OP
Fask Mask	UFM	Pass Interference – Defence	DPI
Hands To The Face	HTF	Pass Interference – Offence	OPI
Head Leading Block	UHLB	Piling On	UPO
Head Leading Tackle	UHLT	Push Block	UPB
Head Tackle	HDTKL	Pyramiding	PYR
Helmet Violation	HV	Rough Play Dq	RPDQ
Holding (Offence,Defence,Kick)	HLD (O,D,K)	Roughing The Kicker	URK
Horse Collar	UHC	Roughing The Passer	URP
Illegal Block	IB	Spearing	USP
Illegal Contact	ICR	Targeting	RPT
Illegal Forward Pass	IFP	Time Count	TC
Illegal Interference	IINT	Too Many Players	TM
Illegal Kick Off ^o	IKO	Too Many Players In Huddle	TMH
Illegal Participation	IPART	Tourist Hit	UTH
Illegal Procedure	IP	Tripping	TRIP
Illegal Substitution	IS	Unecessary Rough. (Post Play)	URPP
Inelligible Receiver	IR	Wedge Block	WED
Inllegal Procedeure – No End	IPNE		



Section 6

Umpire





Umpire — General Philosophy

General Philosophy

Introduction

- Introduction to Umpire.
- Safety is prime job one.
- Start deep and adjust as you gain confidence.
- Keep everything boxed in.
- Student of the game "squared".
- Distance is your friend it gives you time to process & see the BIG picture.
- SEE the "forest for the trees".

You MUST Know the Basics

- No matter the league know the rules & applications.
- Know your mechanics and make sure the crew is on the same page.
- Understand situational awareness and game applications.
- Understand your crew, its strength & weaknesses.
- More importantly understand your own strengths and weaknesses.
- Own your side of the LOS.
- Communication.
- Safety is paramount use your vision especially peripheral.

Fouls & the Job

- Holding look for the shock value (and advantage gained or defender disadvantaged).
- Pass Interference/ Illegal Contact. Must see the whole play and advantage gained.
- UR Delayed knee Blocks, BBW, watch for blows to the head by O and D linemen.
- Line movement, Action of the Center, etc.
- Fatal Flaws – fumbles, avoid trying to be an LOS official and trust them to do their job, spots, adjudicating players down.
- Penalties, make sure its right, control the narrative.



How to Read Plays — Offense and Defense

- Is the offense a run oriented or pass oriented team.
- What are their tendencies, everyone has them.
- If you learn nothing else learn body language.
- Be a student of the game, mechanics, etc are already past their BBD.
- Recognize the vibes, something different is about to happen be ready for it expect the unexpected.
- Heavy packages on the line, empty backfield sets, misdirection.
- Remember both O & D players are trying to gain an advantage. It is the nature of interior line play and tactics.

Know your Teams and Players

- It doesn't matter 4,5,6, 7 official ball or what side of the ball you are on.
- Who are the team leaders that can control things.
- Be aware of players trying to disrupt the game or playing on the edge.
- Be vocal in trying to control their emotions.
- Learn, learn, learn each play gives you knowledge don't let it go to waste , use it.
- There is never a time when nothing is going on.
- It's the little nuisances that make the difference.

Be Proactive Helps to Prevent Reactive

- Situational Awareness and applying it each play.
- Build rapport any time you can (humour, nice play, trainer).
- The mechanics change when using 5, 6 or 7 officials but the job is the same.
- Got a player about to lose it, call a friend (his captain, coach, whoever).
- Talk players out of taking penalties.
- Remember to talk and respect others as you like to be treated.

What is your job and how to accomplish it? — LEAP B4 ME

- Control the LINE.
- Keep things running EFFICIENTLY.
- Be a person of ACTION.
- Keep the PEACE.
- BODY Language tells all.
- All 4 one & one 4 all – we are in this together.
- Help with the game & clock MANAGEMENT.
- Read the ENERGY of the crew, teams & coaches.



Standards of your Calls

- Know your rules and applications (Refs best friend).
- Save your crew from themselves but diplomatically.
- Safety calls vs technical.
- Talk to your players & coaches – let them know your standard there are no secrets.
- Ensure other’s standards and yours are consistent.
- Don’t wait until things are over to realign our standards.

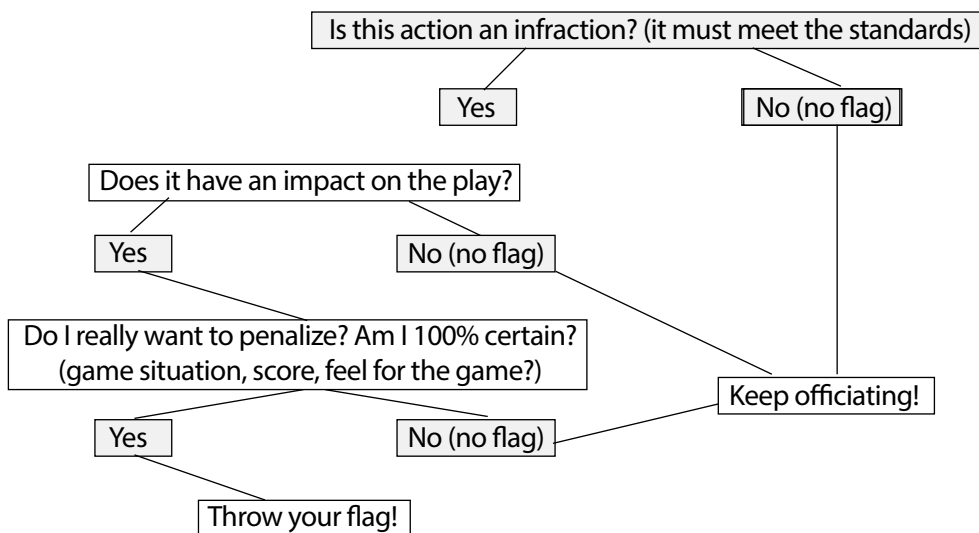
What can I do to improve MY game?

- Get in the rulebook.
- Understand your mechanics.
- Interpersonal skills with players, coaches & most important your crew.
- Be a student of the game.
- Absorb information from every source.
- Learn from your peers.
- Seek out Senior officials with questions to broaden your knowledge and experience.

Tips

- Slow down your decision-making process.
- Stick with your keys as long as possible.
- Only call obvious penalties.
- Always hustle!

Algorithm for Calling (Minor) Penalties



Factors of the Umpire Position

The Umpire has a unique opportunity on his/her crew. They is the one who must communicate with the Players and the other Officials regularly and frequently throughout the game. The Umpire can do a great deal to promote the smooth administration of the game in a way that does not draw attention to his/her efforts.

1. Communication with the Referee

A) Before the game

i. Meetings with Coaches

- 30 minutes before game time, proceed with the Referee to meet the Head Coach of each team.
- Introduce yourself and shake hands with the Coach.
- Let the Referee lead the meeting; answer any questions directed to you.
- On the game card, record the numbers of the Captains, quarterbacks, kickers, holders, and punters.

ii. Meetings with Other Officials

- Review any special plays that the Coaches have stated.
- Review any problems with numbering of Players.
- Review how you will interact with the other Officials.
- Review when you will give the "HELD" signal and what responses you desire.
- Review how kicks from scrimmage will be covered.
- Review coverage when ball goes out of bounds.
- Review the relay of the ball after it becomes dead.

iii. Meetings with the Captains

- 5 minutes before start of each half, proceed with the Referee to the 55 yard line to meet the Captains.
- Let the Referee lead the meeting; answer questions directed to you.
- Record the choices of the Captains on the game card.

B) During Penalty Options

- Be sure that the clock has been stopped.
- Obtain a ball from the Down Judge or the Line Judge.
- Direct the Captain to the Referee.
- Know as much as possible about the circumstances of the play and foul as you can (e.g. where was the **EXACT** point of last scrimmage? on the left hash? right hash? centre of the field?).
- Stay with the Referee.
- Remind the Referee to give a pre-signal.
- Know what the options should be to assist the Referee **IF** they needs help.



- Once an option has been chosen, mark off the distance and put the ball down as directed by the Referee.
- Confirm with the Down Judge that the correct distance penalty has been assessed.
- Remind the Referee when time will start on the next play.

C) Time Outs

- If a Player asks you for a Time Out, signal the clock to stop after the ball becomes dead.
- If another Official grants a Time Out, make sure that the clock is stopped.
- Time the Time Out on your watch.
- See that the Time Out is charged against the proper team and that it is recorded on the game card.
- Stand together as a crew to discuss any pertinent situations that need to be reviewed.
- Notify the Referee when 50 seconds have elapsed.
- Remind the Referee that time should start on the snap of the ball.

D) Half-Time

- When the half time begins, note when the second quarter ended and when third quarter should start.
- Get the game ball.
- Proceed to the dressing room.
- Discuss any problems or play situations that require review.
- Check the game card to see which team will have the choice for the second half.
- Proceed to the field 5 minutes before the start of the second half.

2. Communication with Sideline Officials

- As soon as the ball is dead and the Players have returned to their huddles, take your position.
- Determine which Sideline Official will be **"HELD"** and which will be **"FREE"** for the next play.
 - Usually the **"HELD"** Official is the Official on the wide side of the field, who will have the shorter zone to cover and remain closer to the LS after the snap.
 - You may wish to hold the **"FREE"** Official close to the LS because of the formation or game situation.
- When the Referee blows the ball ready to play, indicate which Official will be **"HELD"** by extending your arm and pointing at their with an open hand.
- Check for his/her response signal (pointing to the ground) and that the response signal of the other Official points downfield.
- As the offense breaks its huddle, count the defensive team and check for the legality of the offensive formation.
- Prepare for next play. Be aware of play situations.



3. Developing Player Relationships

- The Umpire has the unique opportunity to develop a close understanding with the Players.
- Because of his/her nearness to the line Players, the Umpire can work to create a positive relationship between himself/herself and the Players.
- This relationship will reduce disputes about calls, enhance the Players' respect for Officials, make the Players aware that you care about their efforts, and facilitate your administration of their game.
- Verbal communication with the Players in your area will produce a good rapport. Make the Players know that you are present, watchful and caring about their actions by using comments like:
 - "let them up easily"
 - "ball, please" followed by "thank you"
 - "watch your hands"
 - "keep your hands in"
 - "Raiders, you've got 2 Players coming in"
- Disparaging comments should be avoided since they alienate Players; your efforts to develop closeness with them will be wasted.
- Your comments should not be chummy nor authoritative, neither compliments nor demands. You want to build a firm yet friendly atmosphere which establishes that although you are in control of the game, the game is not for you.



Section 7

Duties, Positioning and Mechanics of Umpire Position

Umpire — 4-Official crew

Umpire — 3-Official crew





Duties, Positioning and Mechanics

Umpire — 4-Official Crew

Duties and Positioning

Kick-Off Duties

1. Position yourself outside the deepest Receiver, about the ten-yard line. With a crew of 4, the Umpire takes the same side of the field as the Down Judge. Make sure not to obstruct the view or interfere with any Player of the receiving team.
2. Count the Players of the receiving team.
3. When ready, turn and face the field. Signal “ready” to the Referee by holding arm aloft. Do not give the “ready” signal until your End Zone is completely clear. Hold arm aloft until Referee recognizes you are ready, then drop your arm after his/her acknowledgement.
4. Spot the nearest Captain and, if necessary, direct his/her attention to the Referee’s call for “ready” signal.
5. When the kicked ball has been legally touched by a Player in your vicinity, give the “Time In” signal.
6. If another Official has the ball carrier, be on the move watching for illegal blocking, blocking below the waist, and any other infractions behind and beyond the ball carrier. Your duties vary with the direction the ball is advanced.
7. Watch for short kicks, fumbles, laterals, offside passes on handoffs, or accidental forward passes.
8. Watch for kick off going out of bounds, especially in the End Zone, as well as for Players going out of bounds. Be prepared to cover Dead Ball Line and Goal Line on your side of the field, including between the goal posts, and to rule on 1 or 2 point(s) score. Also, sound whistle and throw flag if K.O. goes out of bounds in your zone.
9. Be alert to sound your whistle immediately if the kicked ball strikes the goal post assembly in flight.
10. Know who last touched a fumbled or lateralled ball.
11. In calling an infraction, know if the ball was in possession or not in possession. If in possession, try to throw your flag to the point where the ball was held at that time. If not in possession, throw flag high and note where possession was gained. Try to know where possession was gained to assist in application of penalties called by other Officials.



4-Official System Kick Off

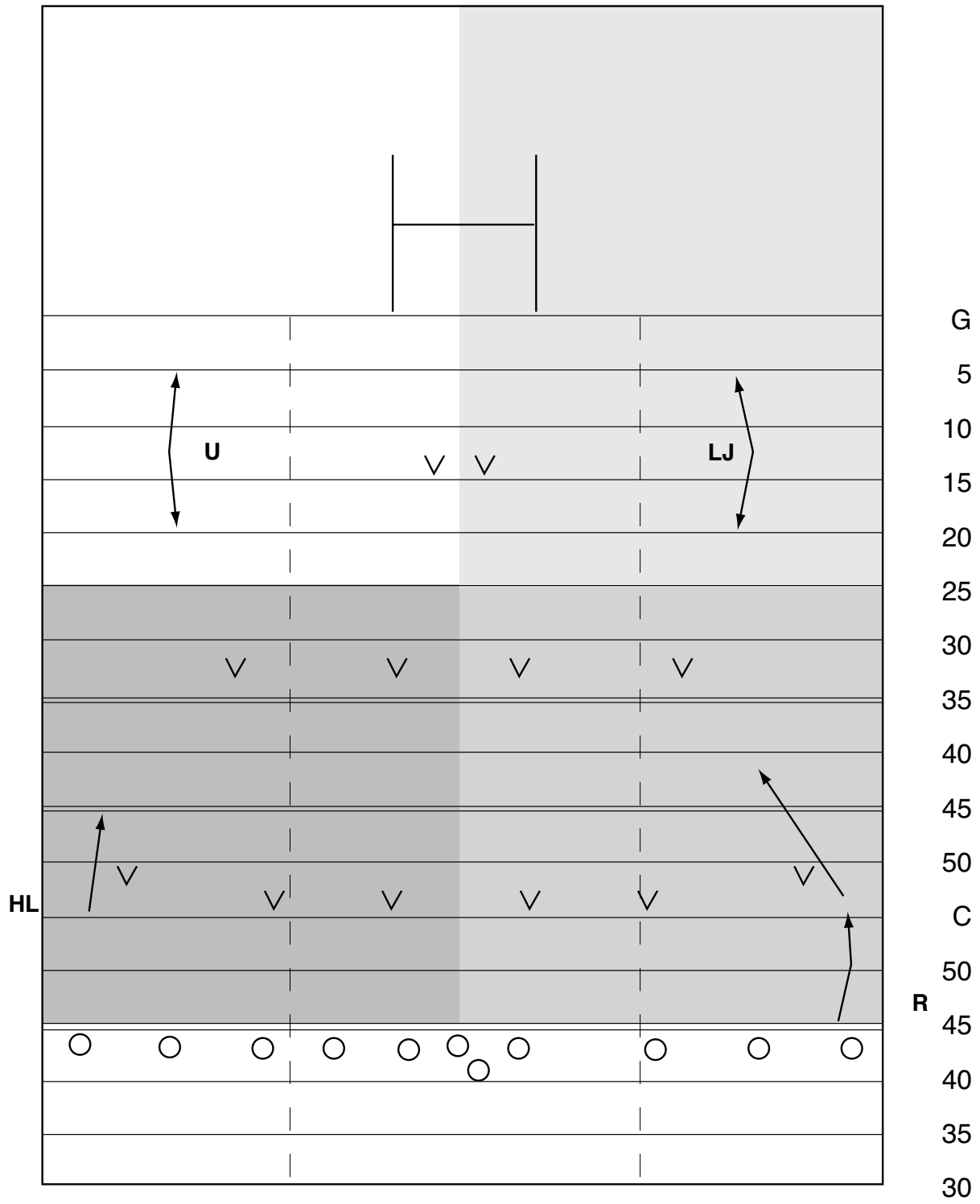


Fig Off100



Punt Responsibilities – LOS Official

Line of Scrimmage Official(s)

- Remain at Line of Scrimmage.
- Count Players
 - 3-Official – Home Team
 - 4-Officials – DJ – Home, LJ – Visitor
- Watch for blocked/deflected kick.
- Be alert for “fake” or broken plays.
- Move after ball crosses Line of Scrimmage.
- Watch blocking in front of or beyond ball carrier.
- Be prepared to help at Goal line if play remains in EZ.
- Be prepared to help with sideline with ball kicked out of bounds.
 - Be ready to rule on Offsides and Illegal Procedure beyond the Centre.

Short Kick Into Group

(from Rule 5 Section 4 Article 2 – Miscellaneous)

A scrimmage kick which travels only a short distance across the line of scrimmage, or a return kick (not including a dribbled ball) which is short, and thereby prevents players of the kicker’s team from giving the required distance, shall be whistled dead as soon as the ball touches a player or the ground, with possession awarded to the receiving team.

In obvious situations where the kick will clearly fall short into a group of players, the play may be whistled dead as soon as the ball begins to descend.

No distance penalty will be assessed, but if the ball is whistled dead in this manner on the final play of a half, the receiving team shall be entitled to 1 play from scrimmage if they so elect.

There are exceptions to whistling the ball dead:

- Ball is kicked into the endzone.
- Ball is kicked from the endzone and is not leaving the endzone.

The Line of Scrimmage official may have the best view of where the ball is in relation to the players thus making this decision.



Punt Responsibilities – No Yards

Punt Responsibilities – Umpire

As stated earlier proper positioning to:

- a) See the ball being touched; and;
- b) Identify if any opposing players are within 5 yards.
- c) Be prepared to cover the Dead Ball Line.

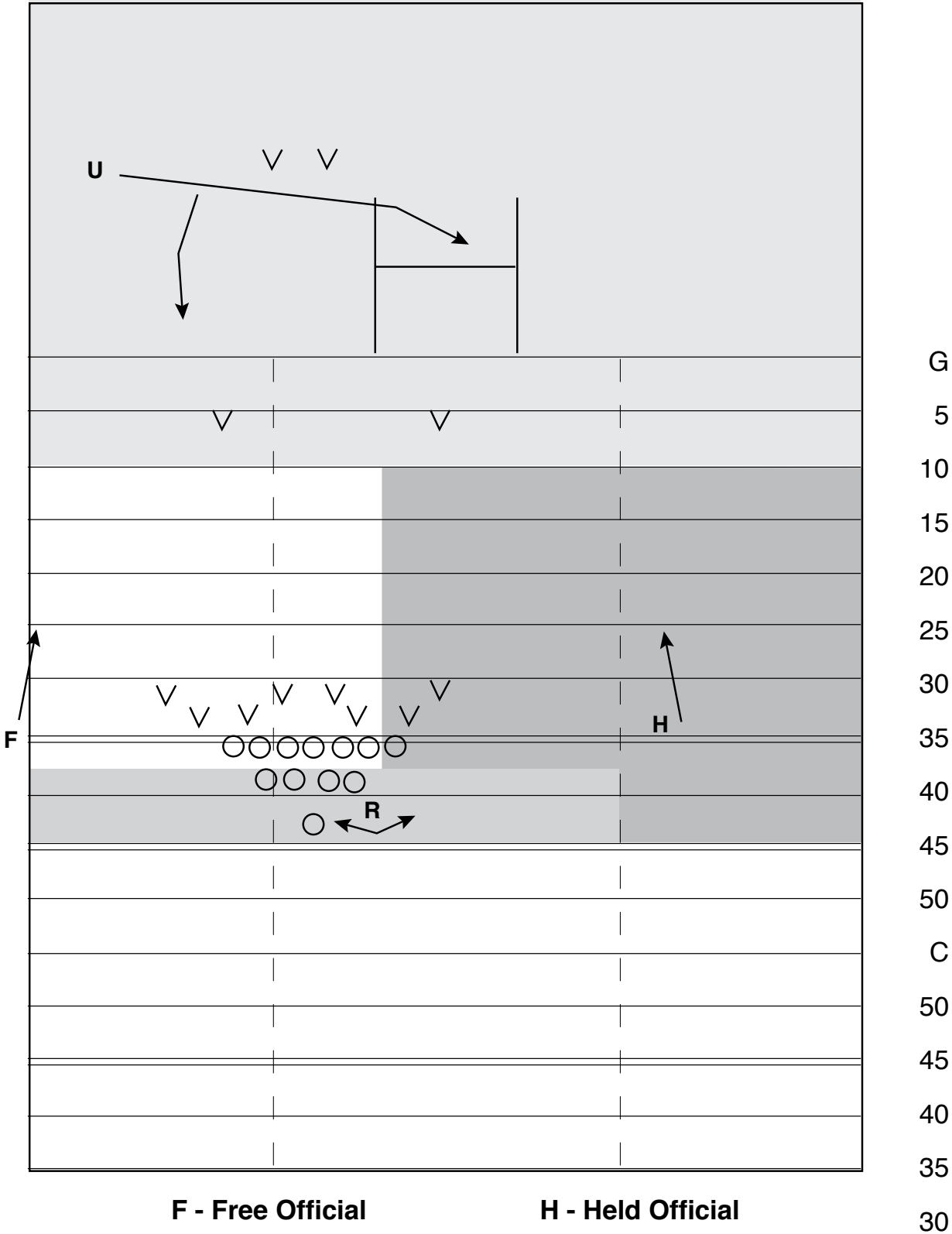
If Opposing players are within a 5 yard radius, the flag is thrown to the spot (or yard line of where the ball is initially touched). The official throwing the flag is also responsible for noting the jersey number(s) of the player(s) in the zone. This is *because the player could have been onside*.

Allow the play to continue until ball becomes dead. Report to the referee the following:

- Penalty you have: No Yards.
- Number of the player(s) in the restraining zone.
- Where the ball was when initially touched.
- Is it a 5 yard or 15 yard penalty. If unsure, describe what happened – eg. Ball was caught in the air.



4-Official System Punt



F - Free Official

H - Held Official

Fig Off005



Field Goal Outside 10 Yards

Line of Scrimmage Official(s)

- Remain at LoS
- Count the team Players
 - 3-Official – Home Team
 - 4-Officials – DJ – Home, LJ – Visitor
- Watch for blocked kick... may need to move towards backfield to box in play with Referee
- Be alert for “fake” or broken plays
- Move downfield after the ball crosses LOS
- Watch blocking in front of or near ball carrier
- Be prepared to help at Goal line and with ball kicked out of bounds

Umpire

In many ways Field goals outside 10 yards are treated the same as a punt with added responsibility of determining if the ball crosses the goalpost through the upright posts. Punts and Field Goals are both “Kicks from Scrimmage” so the rules regarding no yards and blocking are the same.

- Position in the End Zone between the goal post uprights.
- If attempt is unsuccessful, be prepared to cover the Dead Ball Line or move up to the Goal Line to box play in with the Line of Scrimmage official.



Field Goal / Convert

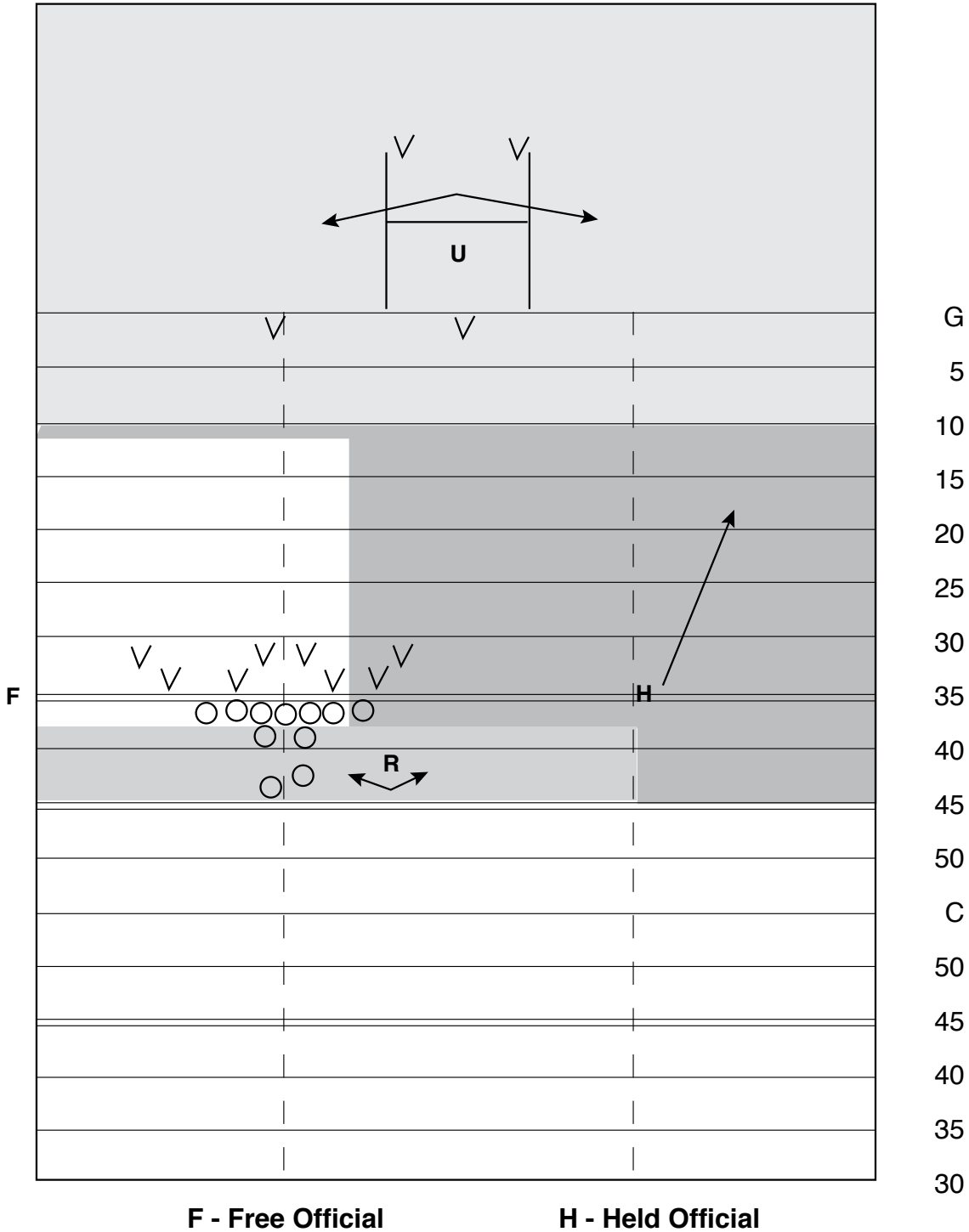


Fig Off006



Field Goal Inside 10 Yards

The referee will make the decision on short Field Goals and Converts. This means that the Line of Scrimmage officials remain at the line. Since the referee will be looking to see if the ball passes through the uprights, actions against the kicker and holder become a priority of one of the LoS officials.

Line of Scrimmage Official(s)

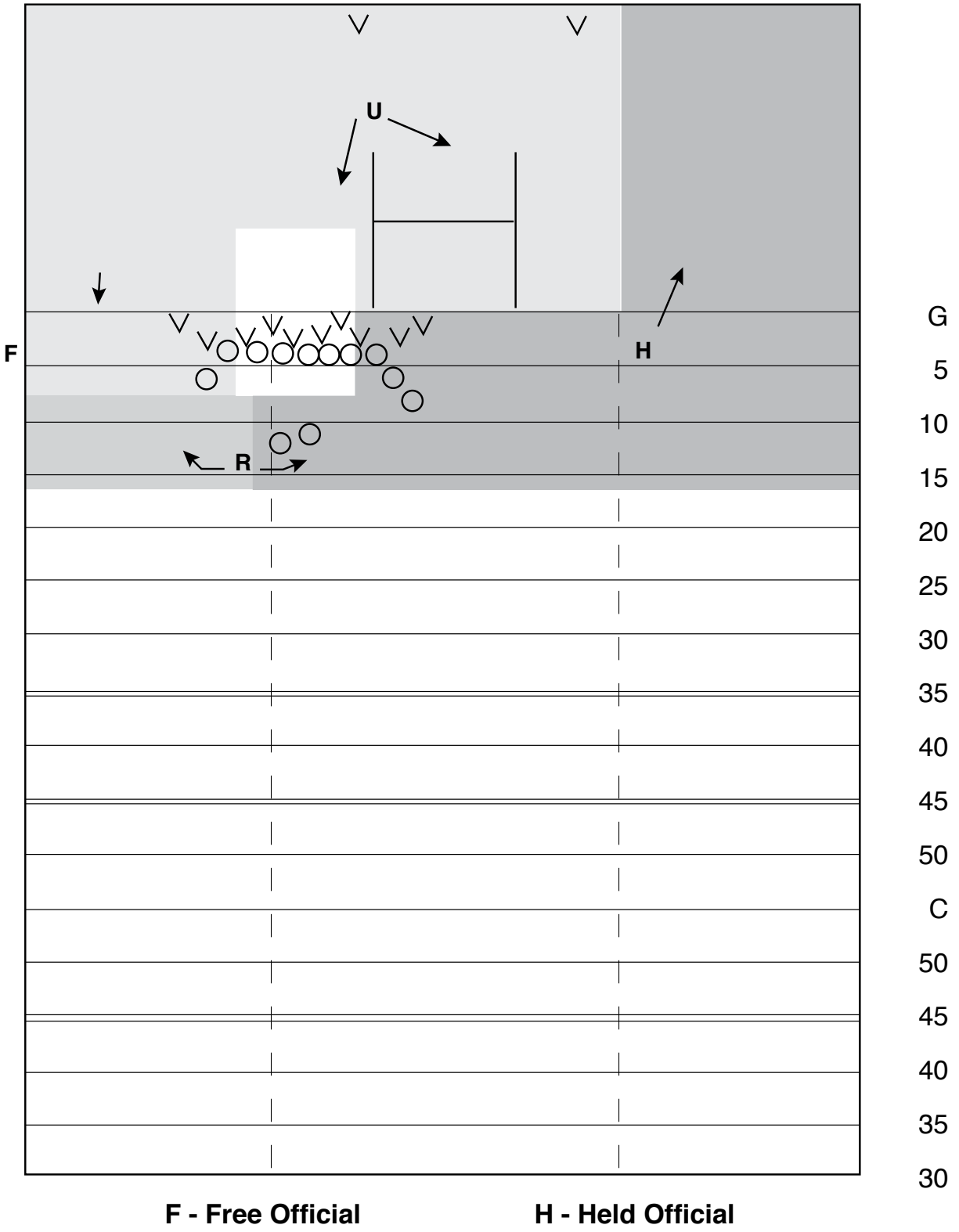
- 3-Official: initially focus on line play at the snap and kicker if the player is threatened.
- 4-Official: Signal to LOS partner on HOLDER/KICKER responsibility (the official who can see the holder's face has responsibility for calling any fouls with respect to roughing the kicker or holder.)
- Once ball is kicked, stay put unless the goal line near your side is threatened.

Umpire

- Communicate with Referee to ensure if the Referee will make the call. Field position and other environment factors may prompt the Referee to delegate the call to Umpire.
- If Referee has the call, position in the End Zone and be prepared to cover the play in an unsuccessful attempt.
- Be alert for low kicks and be prepared to assist Referee on the ruling.



4-Official FG Coverage Inside the 10



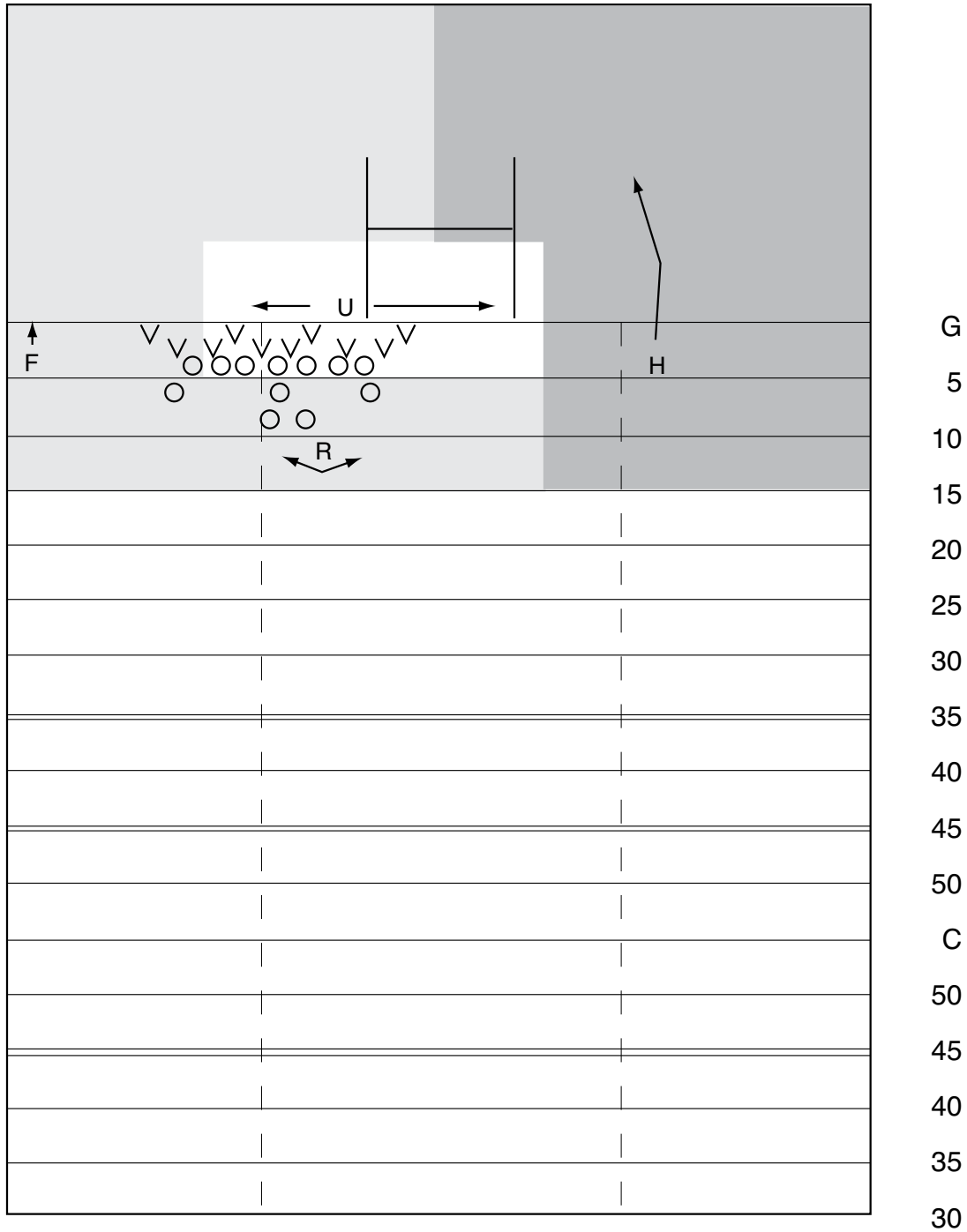
F - Free Official

H - Held Official

Fig 007



4-Official System Goal Line Stand



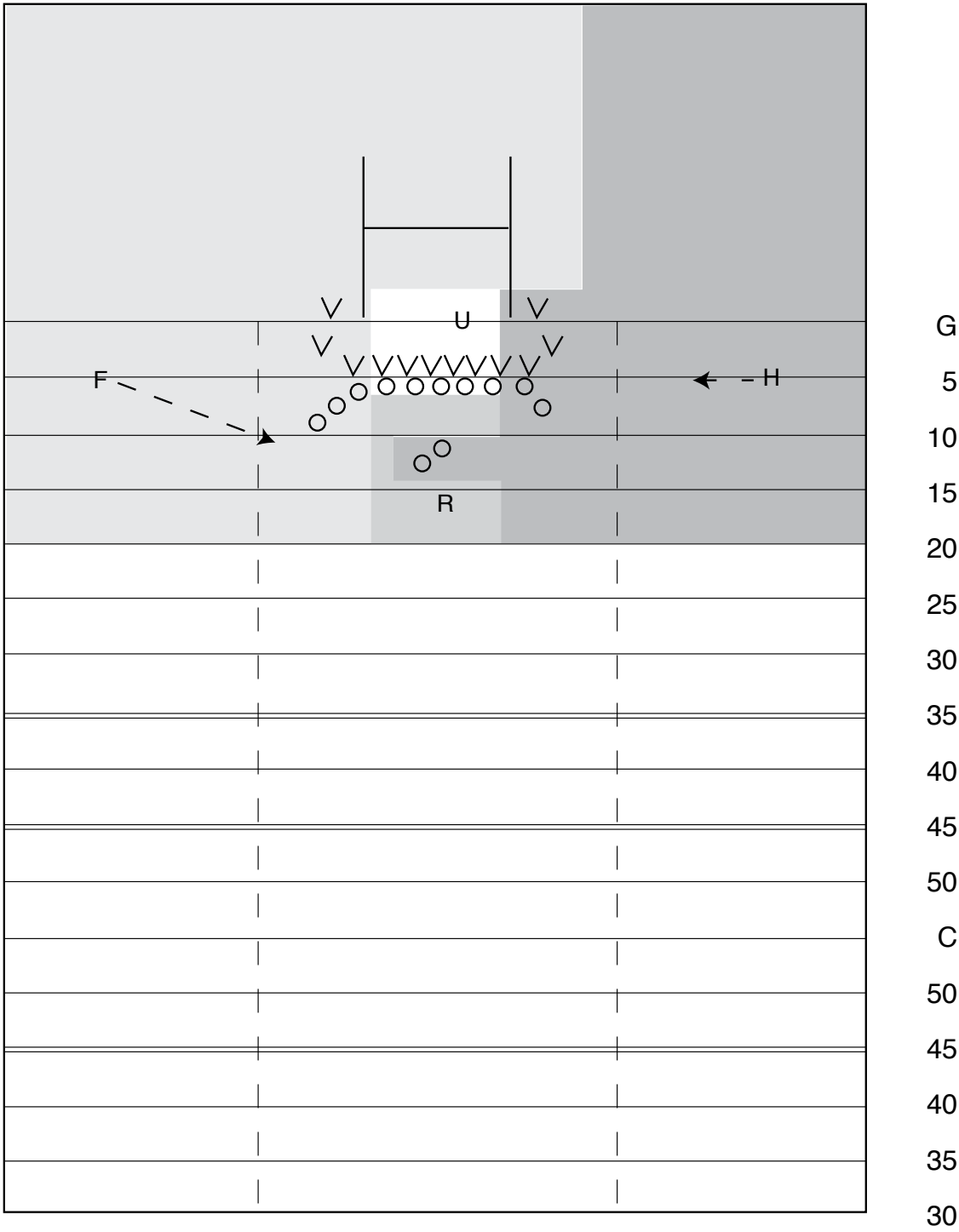
F - Free Official

H - Held Official

Fig Off103



**4-Official System
Convert**



F - Free Official

H - Held Official

Fig Off107



Measurements

1. The Umpire normally calls for the ball to spot it at the hash mark when the play goes dead near the sideline. If there is the slightest indication that a measurement might be required, the Umpire should instruct the LOS official to mark and place the ball at the dead ball spot.
2. Check to see that Referee has signalled "Time Out" for the measurement.
3. Be prepared to take the forward stick and place it beside the ball.
4. If yards are not made, ensure that the next down is as it is supposed to be. If measuring in the side zone, be prepared to take the chain into the hash marks for exact placement of the ball.

Penalties and Referee's Signals

1. Assist the Referee in administering all penalties. Be aware of the infraction and determine if Referee has given correct options and application.
2. Carry the ball and be prepared to spot it according to the correct penalty application as directed by the Referee. Locate the point of application of the penalty then locate a similar spot near the yard line where the ball should be placed following penalty application. Instruct the Down Judge as to yardage distance to be applied prior to applying the penalty charge. Apply yardage then check with DJ and Downsman. Check the distance with Referee and Down Judge.
3. Ensure that Referee has given correct signals, including Time Out and Time In.
4. Check that Referee has not signalled Time In until ball is snapped after:
 - 20 second count violation
 - crowd noise Time Out
 - requested Time Out
 - penalty application, change of possession, ball carried out of bounds, incomplete forward pass (after the three-minute warning signal in a half).

General Comments

1. Do NOT pursue the ball too closely. Avoid getting "trapped" or "caught up" in the traffic.
2. Do NOT be concerned with the ball or the ball carrier unless they have crossed the line of scrimmage into your area of responsibility. Concentrate on other Players in your zone.
3. Let the linemen and linebackers know that you are there and are watching them and not the ball carrier. This potential of presence will do much to discourage illegal blocking, etc.
4. The Umpire is in the best position to watch close line plays and the secondary defense.
5. Be prepared to dry the ball with a towel or change it as necessary.
6. Make certain that you see the ball before blowing your whistle to end the play.



Ball Placement

1. Make sure the ball is placed in line with the toe of the Official marking the spot.
2. Line it up with a corresponding spot on the sidelines or the hash marks.
3. When spotting after an incomplete pass, line up the hash marks and the downsbox (if in centre of the field), and make sure it is placed in the correct lateral position (i.e. distance from the sideline).
4. Always make sure the ball is not scrimmaged outside the hash marks.
5. On a wet or muddy day, hold the ball in your hands (under a towel, if you have one), and mark the spot with your toe. Place the ball when Team A breaks the huddle or hand it to the Center if the ground is very wet.

Developing Play Situation Awareness

1. Be aware of down and distance to go at all times. This may help you determine what type of play may develop.
2. Field position and score of the game are also factors.
3. Be alert for play tendencies – pass, run under certain conditions.
4. Be aware of where the pass Receivers line up.
5. On short yardage plays be ready for a run up the middle.
6. Watch the Offensive Guards and Tackles when the ball is snapped. They could be your best barometer as to what type of play may develop.
7. To develop play situation awareness, get yourself involved in the game. It is not always easy to do, especially when it is pouring rain or when the score is 35 to 0. The more you can be “into” the game, the easier your job will be and the less chance there is for you to make a mistake.
8. It is most important that you make certain you see the ball before blowing your whistle.
9. Let the linemen know that you are there – the potential of presence – use your voice.
10. Don't anticipate play action; be aware of play situation and keep your options open – know what action is necessary if ball/play comes into your area.



Umpire — 3-Official Crew

Review the differences for the Umpire on a 4-Official crew and a 3-Official crew.

Remember that there is only 1 Sideline Official, the Down Judge. Down Judge and Stick Crew are on the opposite side of the field as the Team Benches.

The Umpire on a 3-Official crew assumes many of the responsibilities that the “FREE” Official has on a 4-Official crew, so they need the Down Judge’s help, particularly on pass plays and punts.

Kick Off Duties

1. Umpire’s position is in the centre of the field behind the deep Receivers.
2. Area of coverage is the full width of the field. You must react immediately to the flight of the ball to be in position.

Scrimmage Plays

1. Umpire’s position is basically between 10 to 12 yards in advance of the LS.
2. Umpire counts the defensive team.
3. If running play develops, you have a joint responsibility with the Referee to cover the open sideline. Your position at the start of the play should always favour the “open” sideline.
4. If a pass play develops, you are responsible for all passes (deep or short) to the “open” side of the field. The Down Judge will cover the passes to his/her side of the field (deep and short).
5. The Referee has secondary responsibility to cover line play on forward passes.

Punts

1. Umpire’s position is on the side of the field opposite to that of the Down Judge, set up at 5 (ahead) and 12 (outside) of the Receiver.

Field Goals (outside the 10 yard line)

1. Umpire’s position is in the End Zone between the goal post uprights.
2. If attempt is unsuccessful, coverage is as for a Punt. Don’t forget the “open” sideline.

Convert and Field Goals (inside the 10 yard line)

1. Umpire’s position is on the Goal Line favouring the “open” sideline side of the field, to cover possible pass or run plays.

Goal Line Plays

1. Umpire’s position is on the Goal Line. You will, however, favour the “open” sideline side of the field on all plays.
2. The Down Judge will assist on the Goal Line after the ball is put in play.

In General

1. Favour the open side of the field.
2. Set up a bit deeper than in 4-Officials system.
3. Be ready to follow the play towards the open sideline – you are responsible for sideline coverage to the open side of the field.



3-Official System Kick Off

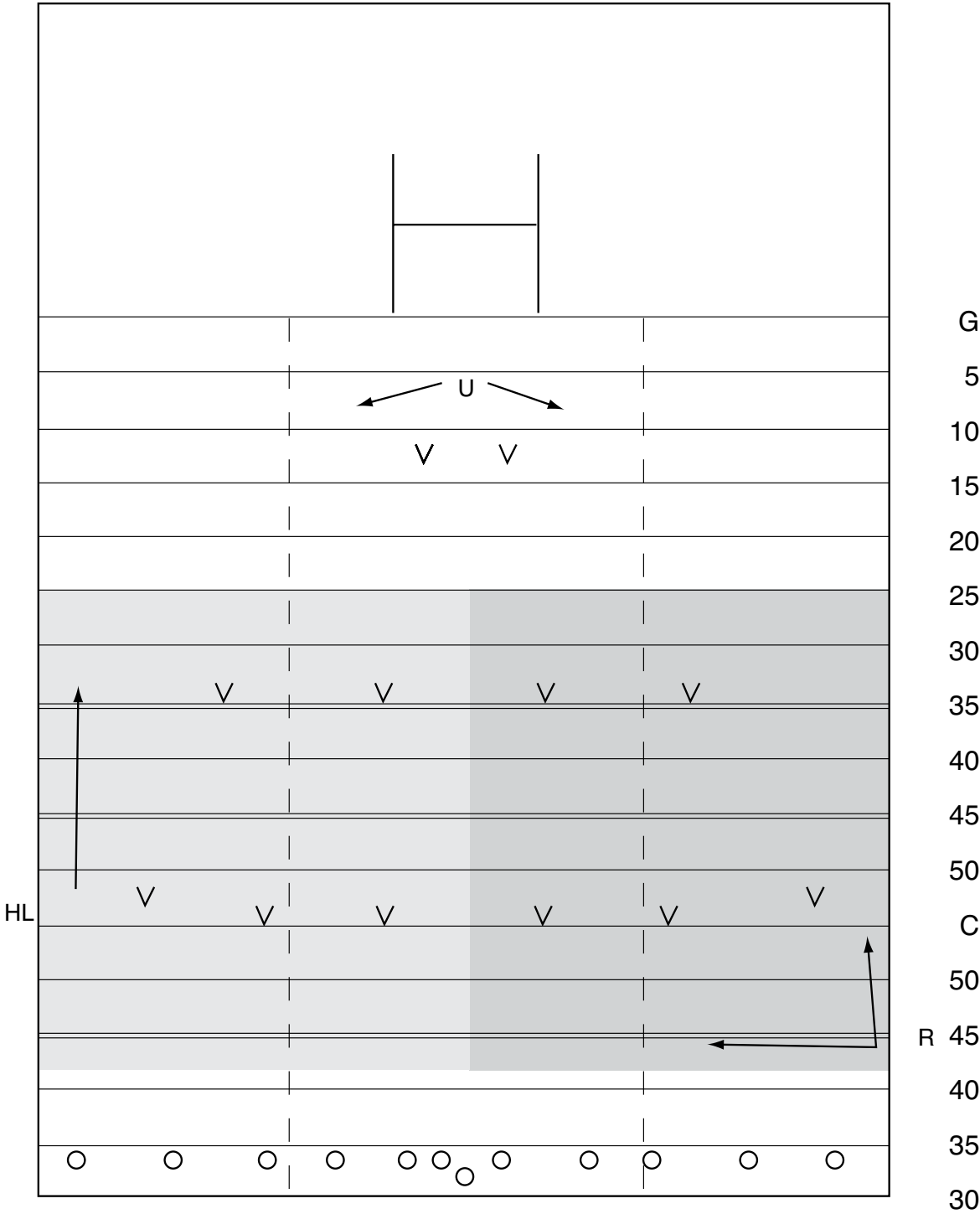


Fig Off108



3-Official System Scrimmage Play

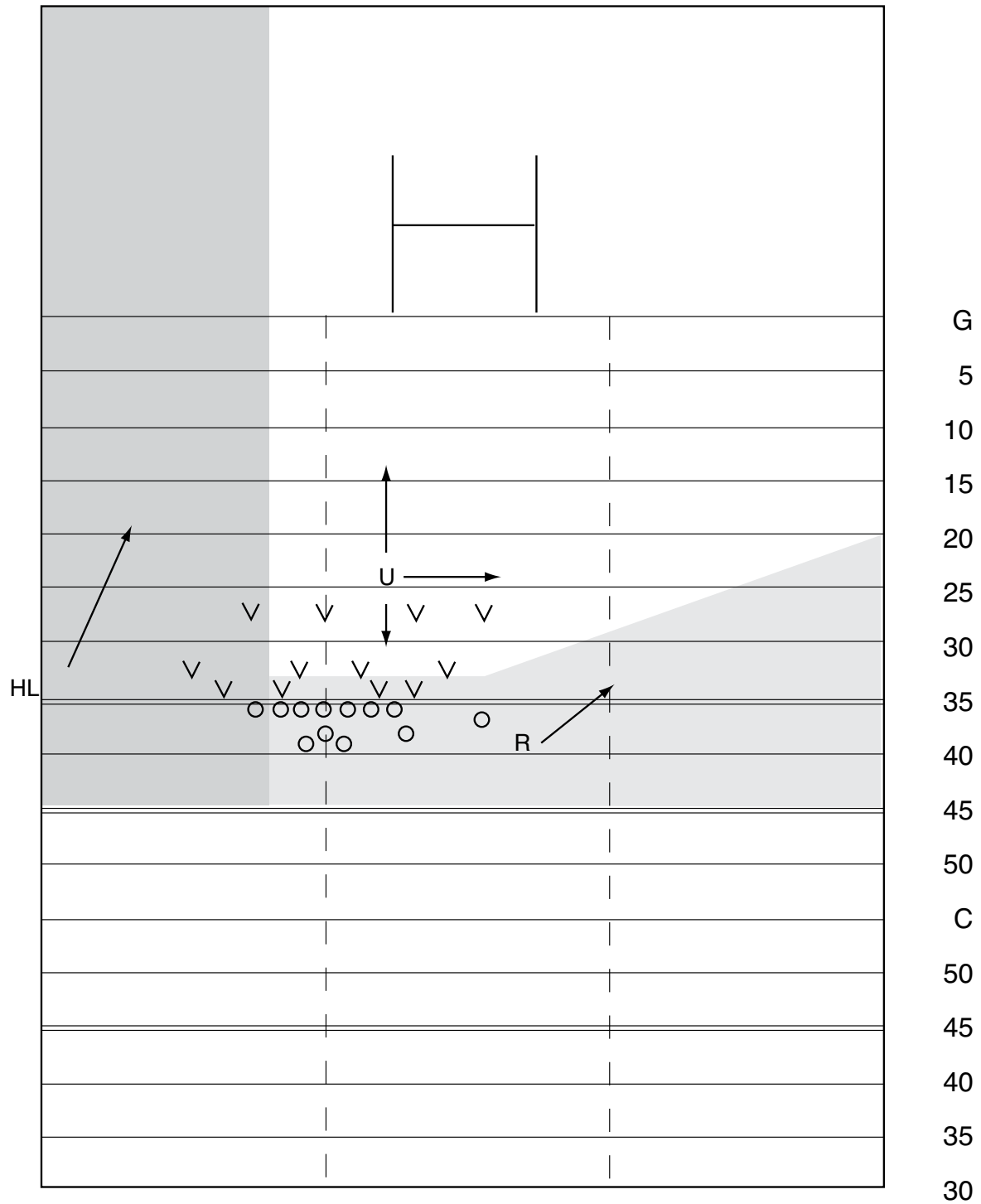


Fig Off109



3-Official System Goal Line

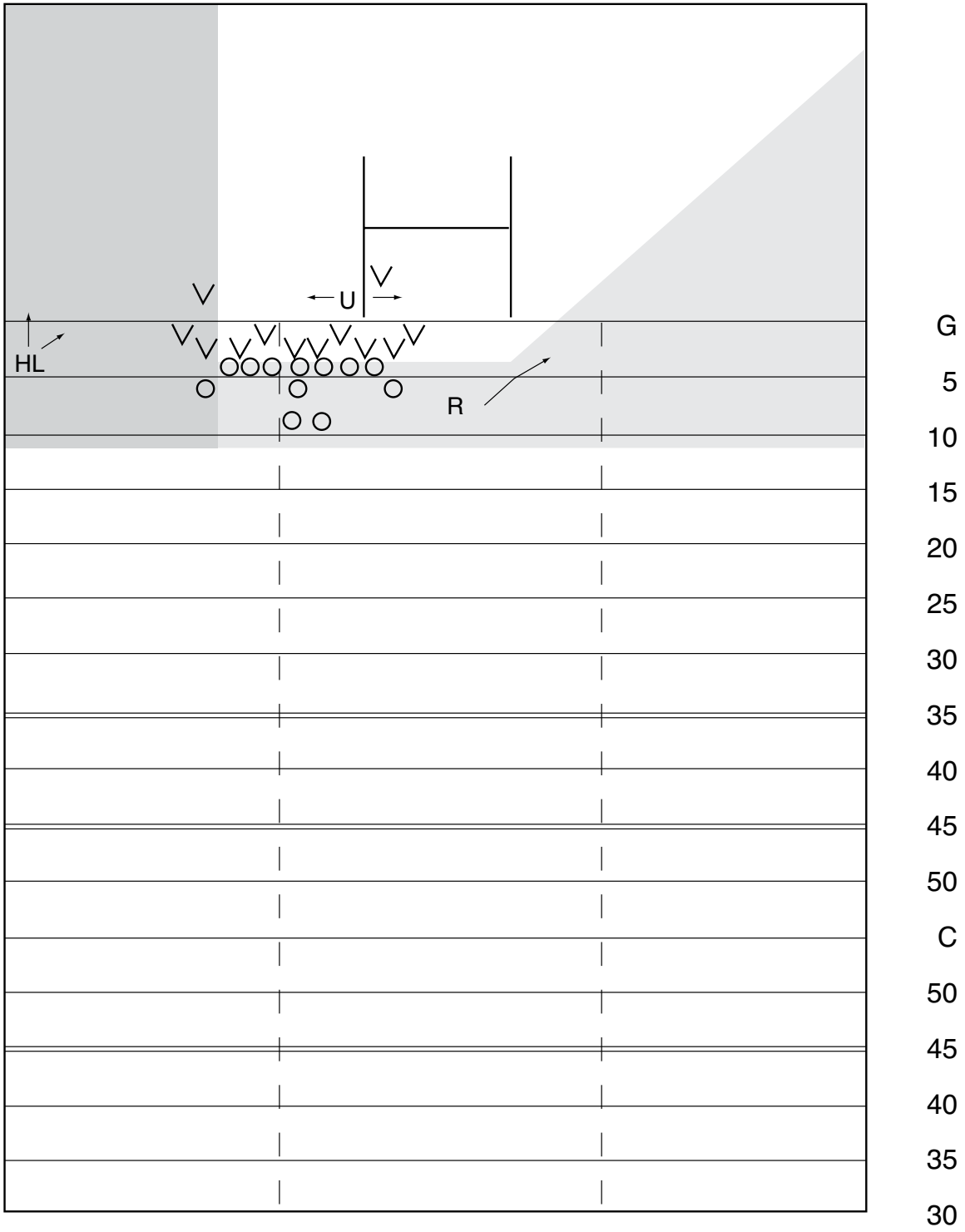


Fig Off110



3-Official System Punt

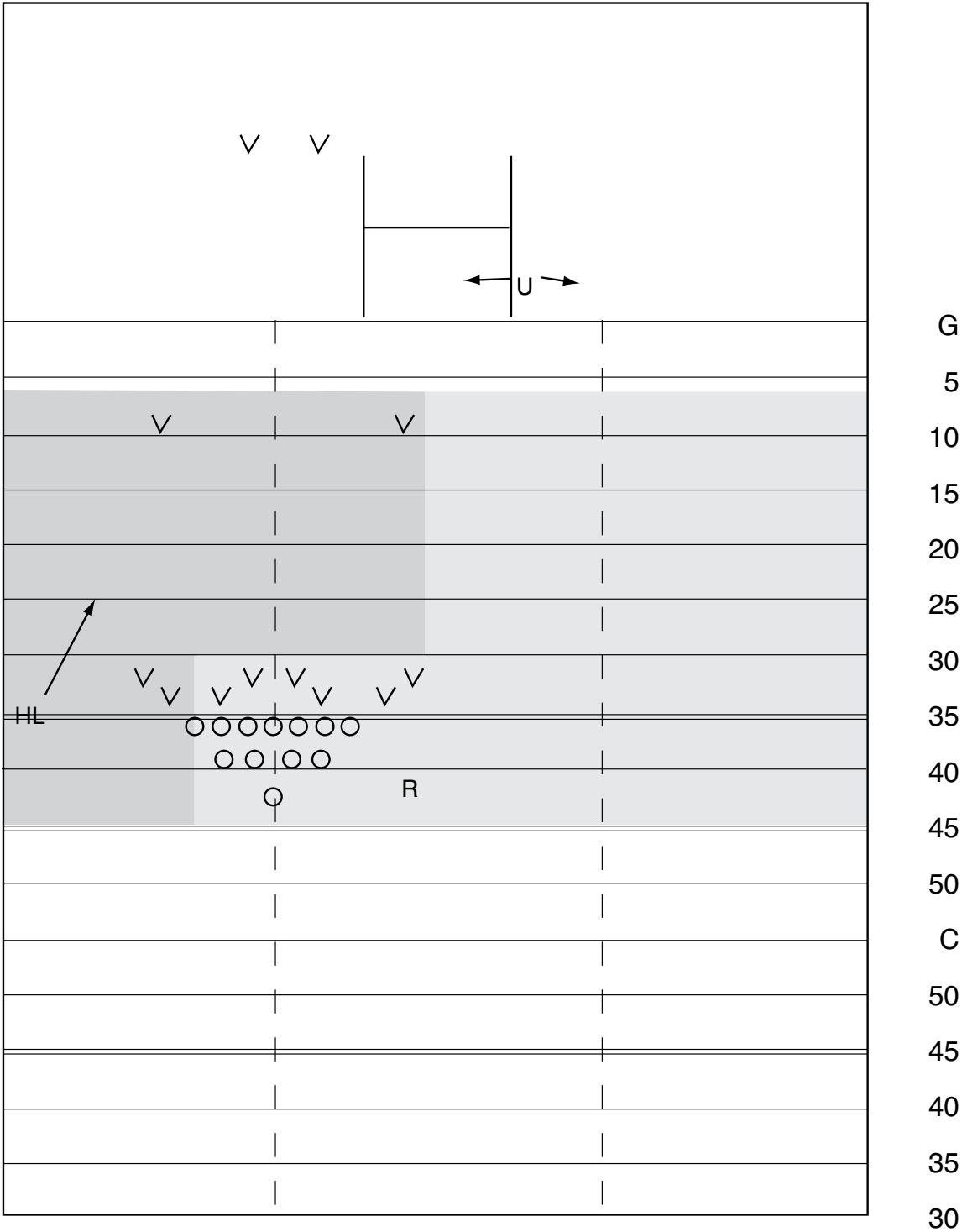


Fig Off111



3-Official System Field Goal (outside 10 yd.)

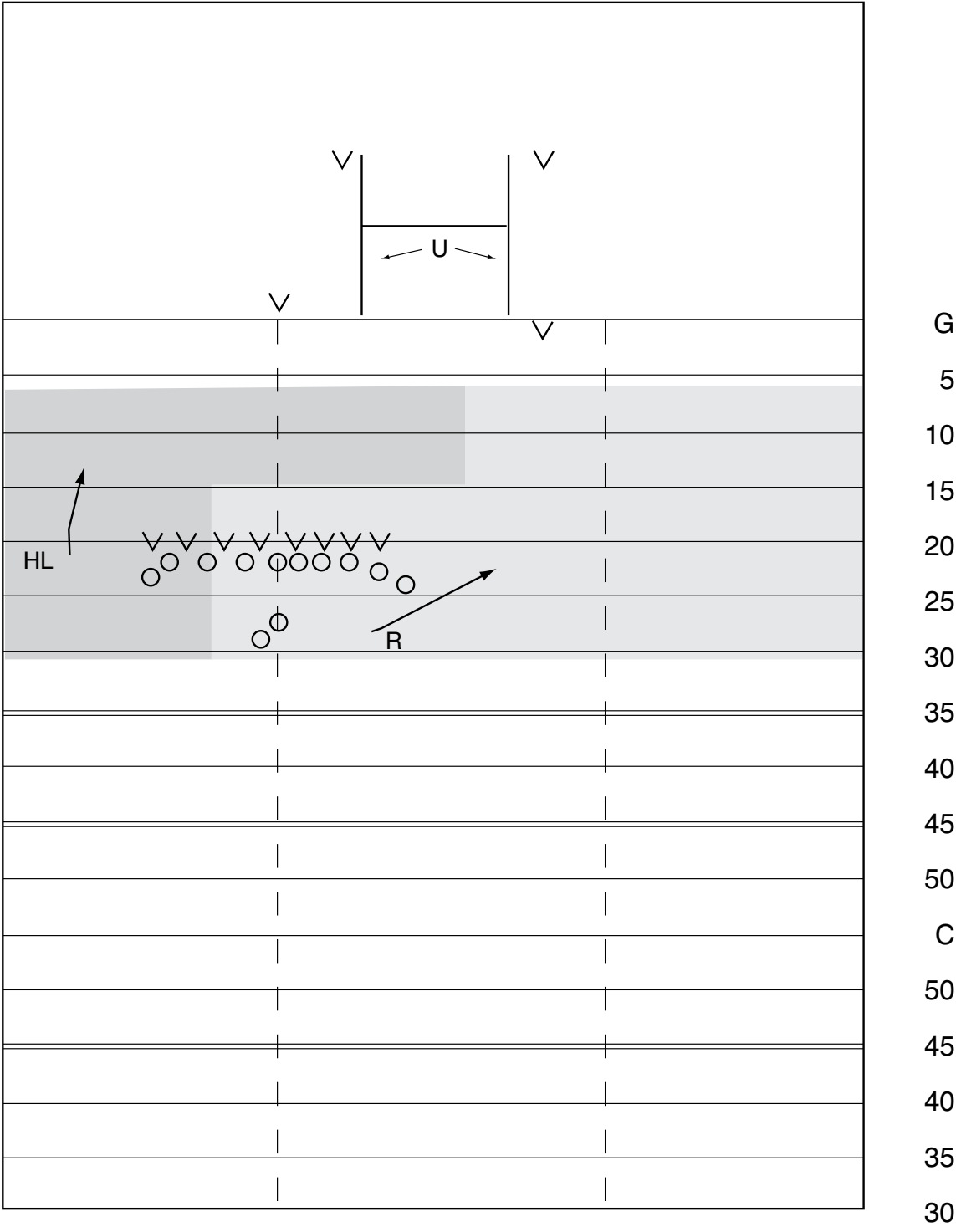


Fig Off112



3-Official System Convert and Field Goal (inside 10 yard line)

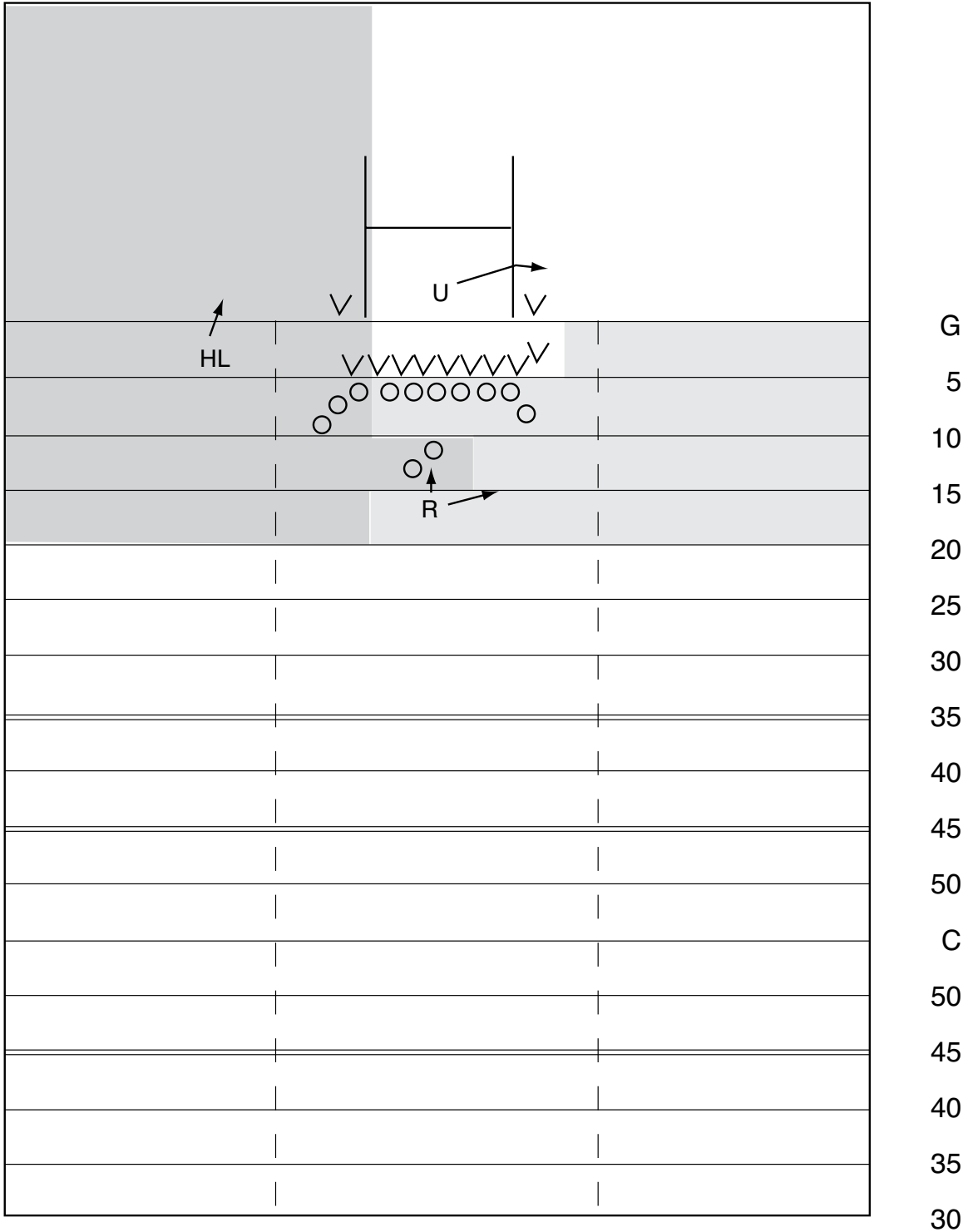


Fig Off113



Section 8

Rules Study





Rules Study

A thorough knowledge of the rules is essential for a top Official. However, at this stage in your development, certain rules are a priority for you and an additional concentration on these rules is required. The following pages summarize these rules in point form. These points should be studied in conjunction with the Rule Book, in order to relate the points with the Rule Book wording.

Such effective rules' study should provide for improved retention of the important points.

Code of Ethics

Purpose

The Code of Ethics has been developed to protect and promote the best interests of the game. Its primary purpose is to clarify and distinguish ethical and approved professional tactics from those that are detrimental. Its secondary purpose is to emphasize the purpose and value of football and to stress proper functions of Coaches in relation to schools, Players and the public.

The ultimate success of the principles and standards of the code depends on the football Coaches.

Primary Focus for Officials falls in the following categories:

1. Competence

Officials must be competent and impartial. They must have the respect and support of Administrators, Coaches and Players.

2. Co-operation

There should exist a close co-operative relationship between Administrators, Coaches and Officials for the mutual benefit of exchanging ideas and suggestions. This can be accomplished through rule interpretation meetings, clinics, etc.

3. Discharge of Responsibilities

By accepting a game assignment the Official takes on the responsibility of penalizing a Player for an infraction of the rules. By doing otherwise, the Official is delinquent and unqualified to officiate. The protection and welfare of the Players are paramount and with these, there can be no compromise.

4. Courtesy

Coaches, Administrators and Officials must treat each other in a courteous manner. In addition, Officials are expected to show courtesy and respect to Players.

Any criticism of Officials or conversely, criticism of Coaches or Administrators by Officials, should not be done in public but in writing to the assigning authority.

5. Success

The ultimate success, as stated earlier, rests with the Coaches. However, without the complete co-operation of Coaches, Administrators, Players and Officials, the code of ethics becomes meaningless. We as Officials, must do a competent, impartial job of administering the rules as set out in the amateur football Rule Book and treat others as we would like to be treated.



The Game

Rule 1

1. Choice
 - coin toss
 - defer choice to second half
 - kick, receive, end
2. Tie Game
 - need for a winner
 - accepted methods
 - variations (requirements)
3. Captains
 - sole communicators
 - penalties
 - measurements

Time Starts

Rule 1

1. Touched on Kick off
2. Ready for scrimmage
3. On snap
 - after time count penalty.
 - after Time Out, crowd noise.
 - after Time Out, team request.
4. After 3-minute warning, on snap:
 - after incomplete forward pass.
 - after ball carried out of bounds.
 - after change of possession.
 - after kick.
 - after penalty application.
5. After 3-minute warning
 - foul before ball is snapped – 3 options.



Time Stops

Rule 1

1. Score
2. Ball Out of Bounds (OB)
3. Incomplete Forward Pass
4. After Penalty
5. Substitution
6. Injury
7. End of Period
8. Ball Dead (3-minute warning)
9. Time Out
10. Referee's Discretion

End of Quarter

- Extra Play
- When

Possession

Rule 1

1. Definition
2. Disputed
3. Simultaneous
4. Chance
 - Scrimmage Play
 - Forward Pass
 - Scrimmage Kick
 - Return Kick
 - Kick-Off
 - Loose Ball
 - In Flight



Live Ball

Rule 1

1. Kicked Off
2. Strikes an Official in bounds (except on forward pass)
3. Lying on ground
4. Held for Place Kick
5. Interception in EZ
6. Offside Pass
7. Dribbled Ball
8. Dribbled Ball hitting GP
9. Kicked Ball hitting GP (not in flight).
10. Injury
 - stoppage of play
 - when
 - treatment/personnel
 - bleeding

Dead Ball

Rule 1

1. Whistle Blown
 - normal
 - inadvertent
2. Out of Bounds
3. Score
4. Forward progress stopped
5. Incomplete forward pass
6. Poss. by Player lying on ground
7. Striking GP assembly “in flight”
8. Ball carrier touches ground (exceptions)
 - Exceptions*
 - holding ball KO, FG, Convert



In/Out of Bounds

Rule 1

1. Definition
2. Carried out
3. Kicked Out
4. Thrown Out
5. Last Touches
6. Into End Zone
 - not touched by opposition
 - touched by teammate
 - touched by opposition
7. From End Zone
 - to OB in EZ
 - to OB in FP
8. Player Out of Bounds

Table of Scores Definitions

Rule 3

1. Touchdown
2. Field Goal
3. Safety Touch
4. Rouge (Single)
5. Convert

Scrimmage Definitions

Rule 4

1. Line of Scrimmage
2. Neutral Zone
3. Close Line Play Area
4. Line vs. Backfield



Requirements for Legal Scrimmage

Rule 4

Numbering

1. Eligible/Ineligible Receivers

Player Requirements

1. 7-Man Line (minimum)
2. 5 Consecutive Ineligible (by number or reporting to Referee)
3. Eligible each end (by number or reporting to Referee)

Stance and Motion

Rule 4

1. Line Players
2. Centre

Interference Definitions

Rule 4

1. Interference (general)
2. Blocking
3. Blocking below the Waist
4. Delayed Knee Block
5. Crack Back Block
6. Blind Side Block

Kicking Definitions

Rule 5

1. Kicked Ball
2. Drop Kick
3. Place Kick
4. Punt
5. Dribbled Ball
6. Return Kick
7. Quick Kick
8. Open Field Kick



Kick Off**Rule 5**

1. Points of Kick Off
2. Neutral Zone
3. Legal Kick Off
4. Offside
5. Interference

Blocked Kick**Rule 5**

1. Definition
2. In Bounds
 - recovered by B
 - recovered by A – YG – YNG
3. Out of Bounds
 - Last Touched by A
 - Last Touched by B
4. Blocked through End Zone
 - Last Touched by A
 - Last Touched by B
 - Without Touching
5. Pyramiding

Scrimmage Kick**Rule 5**

1. Restraining Zone
2. Restraining Zone Violations

Interference**Rule 5**

1. Scrimmage Kick
 - Rec. Team
2. Return Kick
 - Rec. Team
3. Kicking Team
4. Recovery of Kick



Passing Definitions

Rule 6

1. Lateral or Onside Pass
2. Hand Off Pass
3. Offside Pass

Offside Pass

Rule 6

1. Definition
2. Illegal Recovery
3. General Occurrence
4. Legal Situations
5. Legal Recovery
6. Fumbled OB
7. Fumbled into EZ
8. Thrown Forward
9. Offside Pass in EZ

Forward Pass

Rule 6

1. Definition
2. Eligible Receivers
3. Ineligible Receivers
4. Completed Forward Pass
5. Incomplete Pass
6. Deliberate Grounding
7. Interference
8. Illegal Interference
 - Illegal Contact
9. Interception in End Zone
10. Fumble
 - Broken Play
 - Pass or Fumble



Section 9

Officials' Certification Program Level II Evaluation





Officials' Certification Program

Level II Evaluation

Date: _____

Location: _____

Association: _____

1. Was this clinic a beneficial and enjoyable learning experience for you?

2. Please comment on the quality or technical difficulty of the material presented.

3. Please comment on the amount of material presented in the time available.

4. Was the method of presentation (lecture, visuals, film, demonstration, discussion) the best for the material presented? Would you prefer to see more or less of any current or other method?

5. Can you provide any feedback or suggestions for the course Instructors dealing with delivery style, method or mannerisms? (any criticism or accolade would be appreciated).



6. Can you suggest anything that could be changed, included or deleted to the clinic that would improve the quality of the experience the Official is receiving at this clinic?

7. Do you feel this clinic will provide you with enough skill and information for you to enter your first assignment with confidence?

8. Would you recommend that your friends become involved in officiating and attend this clinic?

9. Any other comments.

Signature *(only if you wish)* _____

