

**“The official who through the influence of their presence causes players to avoid rule violations has attained the perfect relationship to the game.”**

T. H. Shouldice, June 1969



CANADIAN  
FOOTBALL LEAGUE



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# GENERAL OFFICIATING MECHANICS FOR ELITE FOOTBALL

Revised April, 2023

## FOREWORD

The General Officiating Mechanics for Elite Football describe the positioning and responsibilities that are common for crews with 6 or 7 officials. Specific mechanics that vary depending upon crew size are detailed in the manuals for Officiating Mechanics for 6 Officials and Officiating Mechanics for 7 Officials.

Some mechanics have been developed specifically for rules or game administration that only apply to the CFL. These are identified by **yellow highlighting** in the version published for use in the CFL but are hidden in the version published for use in Amateur Football.

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# **CHAPTER 1 – OFFICIATING BASICS**

## **SECTION 1 – GENERAL INFORMATION**

### **1. General Comments**

- 1.1. The Mechanics provide descriptions of responsibilities and guidance for positioning. Officials are expected to be able to read coverages and plays, and to adjust their positioning in order to be in a good position to see the action you are responsible for covering or need to see on any given play.
- 1.2. In the event of injury or illness:
  - 1.2.1. If you suffer an injury after arriving at the stadium, it is important not to jeopardize either your or your crew's performance. Report your condition immediately upon the conclusion of the game to the Game Day Supervisor and seek appropriate medical treatment. Use the form in Appendix C.
  - 1.2.2. Should an official fall ill prior to a game, contact the Game Day Supervisor immediately in order that appropriate arrangements can be made prior to the start of the game.

### **2. Officiating Dress Regulations**

- 2.1. Dress for field officials shall consist of a black and white striped jersey with assigned officiating number, black pants with white stripes, black socks, black football shoes with black laces, a black cap (white for the Referee), a whistle and a coloured flag or marker. The decision to wear either short sleeve or long sleeve jerseys belongs to the crew. All members of the officiating crew shall comply with the decision.
- 2.2. Keep your uniform bag in your possession at all times while travelling. It should not be checked with the airline. Be sure to use a bag that meets airlines' current carry-on specifications.

## CHAPTER 2 – FIELD MECHANICS

### SECTION 1 – GENERAL INFORMATION

#### 1. On-Field Officials

##### 1.1. Identification of Field Officials

1.1.1. Content for this section is in the crew-specific manuals.

##### 1.2. Positional Deployment

1.2.1. Content for this section is in the crew-specific manuals.

#### 2. Positional Responsibilities

##### 2.1. General

2.1.1. Each officiating position carries equal importance. It is the responsibility of all officials to fully understand the position and coverages of all members of the crew.

##### 2.2. Referee

2.2.1. On diagrams the Referee position is denoted by the symbol “R”.

2.2.2. The Referee shall take primary charge of the game, will apply all penalties, adjudicate on matters not covered by the rules and act as the contact between the officiating staff and the on-field captains.

2.2.3. On all plays, the Referee is responsible for:

- Starting the Game Clock and the Play Clocks, and
- Counting the number of players on the offensive team (Team A).

2.2.4. On scrimmage plays, the Referee is responsible for the actions of both teams behind the line of scrimmage, including:

- The legality of the offensive formation with respect to player numbering,
- *Blocking actions of the offensive line players, and*
- *Sharing coverage on the Quarterback in the offensive backfield with the Umpire.*



### 2.3. Umpire

- 2.3.1. On diagrams the Umpire position will be denoted by the symbol “U”.
- 2.3.2. The Umpire has primary jurisdiction over the equipment of all players, particularly those on the line of scrimmage.
- 2.3.3. Along with the Referee, the Umpire is responsible for the placement of the ball to start the second and fourth quarters.
- 2.3.4. Under the direction of the Referee, the Umpire shall apply all game penalties.
- 2.3.5. On scrimmage plays, the Umpire is responsible for the conduct and actions of players on the scrimmage lines of both teams, including:
  - The legality of the offensive formation with respect to player numbering,
  - The blocking actions of the offensive line players, and
  - *Sharing coverage on the Quarterback in the offensive backfield with the Referee.*

### 2.4. Sideline Officials

- 2.4.1. On diagrams the Sideline position is denoted by the symbol “SL” or, more specifically as “DJ” (Down Judge), “LJ” (Line Judge), “M” (Moving) or “H” (Holding).
- 2.4.2. Sideline Officials are responsible for:
  - Counting the team whose bench is on your side of the field. If both benches are on the same side of the field, the Down Judge counts the Home Team and the Line Judge counts the visiting team.
  - Managing player substitution on your side of the field,
  - Watching the action by both teams on the line of scrimmage,
  - Determining if the offense has the required minimum number of players on the line of scrimmage and that there is an eligible number playing end on their respective side of the line.
  - Covering assigned potential pass receivers, and
  - Coverage of the sideline from the Team A Dead Ball Line up to your downfield sideline partner.

- 2.4.3. The Down Judge is also responsible for supervising and controlling the yardstick crew.
- 2.4.4. The Sideline Official on the side where the Penalty Recorder is located will ensure that the Sideline Penalty Recorder is aware of all related details.
  - a. Ensure that Unnecessary Roughness penalties which have a specific description and signal, such as Face Mask, Roughing the Passer, Targeting, etc. are recorded correctly.

NOTE: For Amateur football, there may not always be a Sideline Penalty Recorder.

## **2.5. Deep Officials**

- 2.5.1. Deep Officials are responsible for the offensive and defensive tactics that take place beyond the line of scrimmage.
- 2.5.2. Count the number of players on the defensive team (Team B).
- 2.5.3. Provide Goal Line coverage when it is active to the play.

## **SECTION 2 - PREGAME DUTIES**

### **1. Prior to Pre-game Walk**

#### **1.1. Pregame Meeting & Stadium Arrival**

- 1.1.1. The local Supervisor or Referee will provide information to the crew regarding the time, location and agenda for the pregame meeting.
- 1.1.2. All crew members should be at the stadium not later than 90 minutes prior to the announced kick-off time.

#### **1.1. Referee**

- 1.1.1. Meet with the Timekeeper to review timing procedures. These may include, but are not limited to, some or all of the following:
  - Confirm which visible clock is the official game clock,
  - Use of the Play Clock,
  - Signals, clock resets (both game clock and 20 second clock),
  - When the Timekeeper should automatically reset (overrunning a 20 second violation in the last three minutes of a half), etc.
  - Timeouts between quarters,
  - Stopping the clock at the 3-minute warning,
  - Duration of half-time,
  - Additional requirements for timeouts for televised games.
  - Communication with respect to timeouts,

#### **1.2. Umpire**

- 1.2.1. Meet with the Sideline Penalty Recorder and review the manner in which the Sideline Penalty Card is to be kept.

#### **1.3. Sideline Officials**

- 1.3.1. Meet with the Support Crew and review their duties and procedures with particular emphasis on changing the down, when to move and when not to move and procedures for measurements. See Appendix A – Pre-Game Meeting with Support Crew

**1.4. Deep Officials**

- 1.4.1. Check the game balls.

**2. Pre-Game Walk****2.1. General**

- 2.1.1. Not later than 40 minutes before advertised start, the on-field officiating crew and the sideline support crew will proceed to the field.

**2.2. Referee and Umpire**

- 2.2.1. Meet with Coaches from both teams. See "PREGAME MEETING WITH COACHES".

**2.3. Sideline Pairings**

- 2.3.1. The Sideline and Deep Officials who will be partnered during the game should pair up for pregame walk.
- 2.3.2. Inspect:
- Field markings, goal posts and pylons
  - Location of any potential safety hazards
- 2.3.3. Any problems with the items listed above should be brought to the attention of the Game Day Supervisor at the conclusion of the Pregame Walk.
- 2.3.4. The Field Judge should confirm location of Play Clocks, and that there are no obstructions to your view of them during the game.

**SECTION 3 - PLAYS FROM SCRIMMAGE****1. Positioning****1.1. General**

1.1.1. Content for this section is in the crew-specific manuals.

**1.2. Referee**

1.2.1. Content for this section is in the crew-specific manuals.

**1.3. Umpire**

1.3.1. Content for this section is in the crew-specific manuals.

**1.4. Sideline Officials**

1.4.1. Content for this section is in the crew-specific manuals.

**1.5. Outside Deep Official**

1.5.1. Content for this section is in the crew-specific manuals.

**1.6. Inside Deep Official**

1.6.1. Content for this section is in the crew-specific manuals.

**2. Prior to the Snap****2.1. Referee**

1.1.1. Prior to each down, the Referee shall:

- Check and agree with the Down Judge regarding the down count.
- Confirm that the correct down is showing on the downs box.
- Ensure the correct operation of the Game and Play Clocks.

1.1.2. The ready signal should be given promptly after any time out. Check for Team A substitutions, and once satisfied that these have been complete blow the play in. Tolerance may be given to pass receivers returning to the line of scrimmage following long pass routes.

1.1.3. Count the offense, and if possible, confirm with the Umpire. Identify and confirm the interior block of 5 ineligible players on the line of scrimmage.

- 1.1.4. Control “Hurry Up” or “No Huddle” offensive plays. See Section 18 Substitutions.
- 1.1.5. Identify players who are located inside the box at the snap for Blocking Below the Waist, with particular attention to the depth of players in the offensive backfield.

## 2.2. Umpire

- 2.2.1. Prior to each down, the Umpire shall:
  - Ensure that the downs box is set and that the down count is correct.
  - Count the Offense and if possible confirm with the Referee before the snap.
  - Identify and confirm the interior block of 5 ineligible players on the line of scrimmage.
  - *Identify players lining who are reporting and inform the Defense and officiating crew.*
- 2.2.2. Ensure that the offensive team has 5 correctly numbered players in the interior block.
- 2.2.3. In conjunction with the Referee, control “No Huddle” offensive plays. See Section 18, Substitutions.
- 2.2.4. Identify players who are located inside the box at the snap for Blocking Below the Waist, with particular attention to the depth of players in the offensive backfield.

## 2.3. Sideline Officials

- 2.3.1. Under the direction of the Referee control substitutions from your sideline.
  - a. Control substitutions by raising gates. See the section on Substitutions.
  - b. Monitor substitution proceedings and be alert for a potential “sleeper” play.
  - c. Count the number of players on your assigned team.
- 2.3.2. Ensure that the offensive team has an eligible end on your side of the line of scrimmage and check the backfield for 5 players.

- 2.3.3. Determine the eligibility of the pass receivers on your side of the field, including backs moving toward the line of scrimmage.
- 2.3.4. Identify players who are located inside the box for Blocking Below the Waist, with particular attention to the depth of defensive players relative to the Line of Scrimmage.

**2.4. Down Judge:**

- 2.4.1. Ensure that the downs box and rear yardstick are accurately set, and the chain fully extended on every first down play.
- 2.4.2. Ensure that the down count is correct.
- 2.4.3. Check with the Referee and then the Downs box to confirm the proper numbering of the upcoming down.

**2.5. Deep Officials**

- 2.5.1. Assist your sideline partner with the control of the sideline and substitutions from your sideline. Be alert for sleeper play situations.
- 2.5.2. Ensure the down count is correct.
- 2.5.3. Establish the offensive alignment on your side of the offensive set and identify your keys.
- 2.5.4. Note if any of your initial receiver assignments are located inside the box for Blocking Below the Waist, with particular attention to the lateral positioning of players.

**3. Ball Setup**

- 3.1. When the previous play goes dead outside the hashmarks, the ball is to be set up for the next play in line with the cross-stripe or outside edge of the yard marks.
- 3.2. Work with the Centre to place the ball with laces up or laces down, as preferred by Team A.
- 3.3. When the ball is spotted on the 1-yard line with Team A going in, the nose of the ball is to be placed on the centre of the 1-yard stripe.

## **4. Line of Scrimmage**

### **4.1. General**

- 4.1.1. The responsibility for ruling that the offense has a legal formation at the snap is shared between the Referee, Umpire, and Sideline Officials.
- 4.1.2. No one official will have all of the information required to rule on all aspects of formation, but each official has enough information to rule on specific elements, as described below.
- 4.1.3. It may be necessary to have a conference after a play to ensure that all of the elements for a legal formation were in place. If it is determined that the formation was not legal, then the official responsible for that element will throw their flag for the appropriate penalty.

### **4.2. Referee & Umpire**

- 4.2.1. The Referee has primary responsibility for counting the offense, and for identifying the block of 5 ineligible receivers. The Umpire may not be able to get a count, particularly in no-huddle or tempo offense.
- 4.2.2. If you count less than “12” on the offense, then look for the missing position.
  - a. Note that Amateur rules permit numbering variances for both eligible ends and ineligible line players if Team A has less than 12 players on the field.
  - b. If you cannot identify a block of 5 ineligible receivers then you will have a foul for “Illegal Formation”.

### **4.3. Sideline Officials**

- 4.3.1. Responsible for 7 players on the line of scrimmage and an eligible end on your side of the line.
  - a. Counting the backfield players is one way to determine if the formation is legal. If you identify “5” backfield players and have a legal number on your end of the line then the formation is probably ok.
  - b. Note that Amateur rules allow for the number of line players to be reduced if Team A has less than 12 players on the field. If in doubt, check with the Referee and Umpire after the play.



- 4.3.2. Identify the player who is on the end of the line on your side and know the number in case there is a discussion after the play regarding the formation.
- 4.3.3. If a player's position creates doubt as to whether or not that player is a line player, make a decision and act accordingly. If at all possible, give the benefit of the doubt to the player.

## 5. Eligible Ineligibles

- 5.1. See section on Allowable Numbering Variances

## 6. After the Snap

### 6.1. General Points

- 6.1.1. Referee
  - a. Ensure that the ball is legally snapped.
  - b. Responsible for the ball while it is in your primary zone of coverage.
  - c. Responsible for coverage of hand-off and shovel passes.
- 6.1.2. Umpire
  - a. Ensure that the ball is legally snapped.
  - b. Be aware of the ball when it is in your zone of coverage. Be prepared to assist with coverage on the ball carrier, or to take a spot if the ball goes dead in the offensive backfield.
- 6.1.3. Sideline Officials
  - a. Have primary responsibility for ruling on defensive offside, offensive offside and illegal procedure on your side of the line of scrimmage and secondary responsibility for assisting the Sideline Official opposite with these same rulings, if necessary.
  - b. Retain outside control in relation to the play and never place yourself in a position that forces you to turn away from the play. Never allow players behind you or get into a position that forces you to turn your back to the field of play.
  - c. Be responsible for the ball when it is in your primary zone of coverage.

- d. Be prepared to offer backup coverage to your Deep Side partner on situations when the DS official is covering the sideline and there is action out-of-bounds.
  - e. Be prepared to cover backfield plays especially situations where the ball is carried to the outside. Remember, the Referee may not have a view of the ball under this circumstance and will be expecting your assistance.
  - f. Keep parallel to the ball if possible. When spotting ball, move *upfield along the sideline up to the spot and then in straight to ball. Be aware of player action around the ball and avoid getting too close. Unless necessary to mark a close spot for first down or score, do not pass other players on the ground to take the spot.*
  - g. Mark all out-of-bounds plays on your sideline up to your DS partner. When marking the out-of-bounds point of termination, the covering official must signal "Time-Out" and observe all of the continuing action out of bounds. Never turn your back on out-of-bounds plays.
- 6.1.4. Deep Officials
- a. Have primary responsibility for ruling on the actions of receivers and defensive backs in your zone of responsibility on running and passing plays.
  - b. Be responsible for the ball when it is in your primary zone of coverage.
    - Read the play. Be prepared to move when you read a deep threat to your area. Get your feet moving but read the play before breaking deep.
    - Backpedal as long as possible to keep the play in front of you. Do not turn your back on the play. When the play overtakes your position, stop, turn, and follow.
  - c. Be prepared to offer backup coverage to your sideline partner on situations when your partner is covering the sideline and action occurs out-of-bounds.
    - *Read the situation. If there are multiple players involved near the ball, or if the play goes out of bounds into a team bench, then close quickly to separate players and remove them from the opponent's bench area. If only the ball carrier and tackler are involved, then observe from a distance unless physical presence is required by the actions of the players.*

- *Do not leave players behind you unless there is an immediate need for your presence upfield.*
- *Field Judge should be aware of the actions of the Deep Side officials, and be prepared to cover actions behind them if they are required to close on post-play action.*

## **6.2. Primary Responsibilities**

*6.2.1. Content for this section is in the crew-specific manuals.*

## **6.3. Secondary Coverage**

- 6.3.1. Be prepared to provide backup coverage to officials occupying zones adjacent to you. Remember plays do occur when the closest official cannot see the ball or the play action. Be prepared to step in and assist. In addition to their primary zone of coverage, all officials must be aware of the need to assist with coverage anywhere on the playing field.
- 6.3.2. Referees should not leave the Quarterback on interceptions or following pass plays if there is pressure from the defense. Ensure that you extend your coverage on rollouts and play out-of-bounds.

## **6.4. Scrimmage Run (not Quarterback)**

6.4.1. Referee

*a. Content for this section is in the crew-specific manuals.*

6.4.2. Umpire

*a. Content for this section is in the crew-specific manuals.*

6.4.3. Sideline Officials

- a. Observe the actions of your initial responsibility.
- b. If run goes towards your side be prepared to rule on possession and forward progress.
- c. If you read run to the far side of the field:
  - Move off the sideline as required to stay engaged with the play, keeping all players in front of you as the play progresses.
  - Be aware of actions of players towards the middle of the field, off the ball.

- Be prepared to provide secondary coverage on the spot of the ball, if needed.

#### 6.4.4. Deep Officials

- a. Content for this section is in the crew-specific manuals.

### 6.5. Quarterback Run *or Rollout*:

- a. If the Quarterback crosses the line of scrimmage, the official who is responsible for that zone covers the point of play termination. The Referee must work to maintain line-of-sight coverage on the Quarterback, but retain a controlled distance, thus providing full coverage of all the action.
- b. *See crew-specific manuals for more details.*
- c. See Section 8 Quarterback Out of Bounds.

#### 6.5.2. Sideline Officials

- a. If the Quarterback moves outside the offensive tackles, be prepared to box in coverage from outside. Secondary coverage *for high hits and Face Mask* on the Quarterback is provided by the Sideline Official.
- b. *The Backside Sideline Official is primarily responsible for the actions of line players behind the Referee or Umpire.*
- c. If the Quarterback crosses the line of scrimmage, the official who is responsible for that zone covers the point of play termination.
- d. Be aware of Quarterback sliding feet first or head/side first *and mark forward progress accordingly.*
- e. On a QB sack, be prepared to take the forward progress spot, relieving the *covering official* to stay with the quarterback.
- f. See Section 8 Quarterback Out of Bounds.

### 6.6. Pass

#### 6.6.1. General

- a. *The covering official has primary responsibility for all aspects of Roughing the Passer, including late hits, low hits, and high hits.*

## 6.6.2. Referee

- a. Is responsible for your side of the offensive line for holding, delayed-knee blocks and similar action with particular attention to the action between the first rusher to reach the Quarterback and the blocker.
- b. The Referee has secondary responsibility for ruling if a swing pass is forward or lateral, assisting the Sideline Officials if possible. *The Referee should not signal forward or lateral. If there is any doubt, let the play continue and then determine the correct ruling with the other officials after the play is over.*

## 6.6.3. Umpire

- a. When forward pass plays develop, maintain a position that provides a clear view of the actions of your keys.
- b. As the play develops alter the focus of your coverage to officiate the greatest threat on the line.

## 6.6.4. Sideline Officials

- a. Provide coverage on your assigned receivers and zones. Specific coverage and responsibilities will vary, depending on whether the official is Held or Moving.

## 6.6.5. Hold Official

- a. Content for this section is in the crew-specific manuals.

## 6.6.6. Moving Official

- a. Content for this section is in the crew-specific manuals.

## 6.6.7. Deep Officials

- a. Provide coverage on your assigned receivers and zones. Specific coverage and responsibilities will vary, depending on crew composition and position.
- b. Work yourself into the best position to see separation or restricting actions of receivers and defenders.
  - Preferred position is to be upfield of the receivers. This allows a minimum of 2 and possibly 3 officials to support on the completion.

- Stationary or at least breaking down rather than full sprint, and 8-12 yards away from the target area, generally provides the best view and ability to rule on the actions of players.
  - Parallel is seldom a good place to be, unless you are ruling on the goal line or a line-to-gain.
  - Being in a trail position on deep passes is acceptable but not preferred.
- c. Be alert for offensive pick plays and offensive blocking on forward passes in advance of the line of scrimmage prior to completion of the pass.
- d. Amateur ONLY – Assist the Umpire with passes down the centre of the field 10 – 20 yards.
- 6.6.8. Outside Deep Official
- a. Content for this section is in the crew-specific manuals.
- 6.6.9. Inside Deep Official
- a. Content for this section is in the crew-specific manuals.

## 7. Initial Assignment of Pass Receivers

### 7.1. General Rules of Receiver Coverage

- 7.1.1. Identify potential receiver responsibilities as soon as possible after Team A breaks its huddle or takes position at the Line of Scrimmage.*
- 7.1.2. The position occupied by the receiver at or immediately after the snap is the only factor that determines the responsibility.*
- 7.1.3. Each official is expected to monitor the progress of and observe the tactics, both by and against, the receiver or receivers they have initial responsibility for until those receivers are no longer threatened by a defensive player and move out of their zone.*
- 7.1.4. This includes coverage of blocking tactics on all plays.*
- 7.1.5. Position-specific content for this section is in the crew-specific manuals.

## 7.2. Initial Coverage Diagrams

### 7.2.1. General

- a. *Each official needs to recognize the receiver formations on every play. If one zone becomes overloaded, the officials in adjacent zones should assist by affording backup coverage.*
- b. *Be aware of backs coming out of the backfield.*
- c. *Be aware of receivers coming into your zone and be prepared to switch coverage. Switch coverage sooner when receivers cross if neither receiver is being pressured by a defender.*

7.2.2. Position-specific content for this section is in the crew-specific manuals.

## 8. Quarterback Running Out-of-Bounds

- 8.1. The Sideline (SL) official will take either the spot or the Quarterback out of bounds, whichever is easier based on the play and the surroundings on the SL. Personal safety of the official is a key consideration in making this decision.
- 8.2. The Referee will take the opposite responsibility once the SL has reacted. If unsure what the SL will cover, the Referee will always stay with the Quarterback out of bounds. When taking the spot continue to maintain visual contact with the Quarterback.

## 9. Third Down and Short Yardage

### 9.1. General Guidelines

- 9.1.1. These guidelines will apply on any play that involves a third down and 2 or less yards to go.
- 9.1.2. The duties of all officials prior to the snap remain the same as other plays from scrimmage. Some basic differences exist due to the reduced area of coverage zones.

### 9.2. Referee

- 9.2.1. Be certain all officials are correctly positioned before blowing the play in.
- 9.2.2. Assume an initial position on the opposite side of the field of the Umpire that allows a full view of the ball and the line players on your side of the ball. See Figures 3.11 & 3.12.

- 9.2.3. Be alert for any illegal actions by the offensive line players on the opposite side of the Umpire who may attempt to draw the defense offside. Do not allow the Centre to advance the ball in the process of adjusting it for the snap.
- 9.2.4. Following the snap, do not close too quickly. Be alert for fumbles.

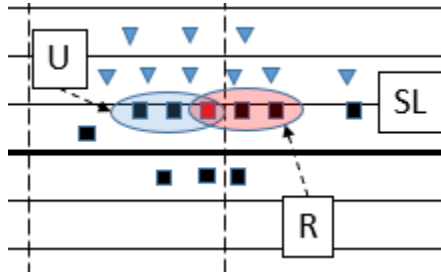


Figure 3.11 – Short Yardage, Referee on Right-Hand Side of Formation

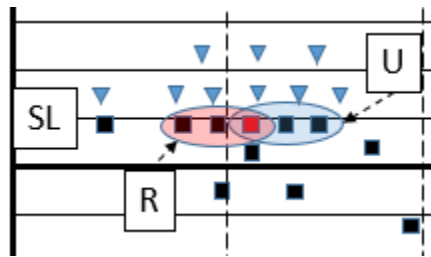


Figure 3.12 – Short Yardage, Referee on Left-Hand Side of Formation

### 9.3. Umpire

- 9.3.1. Position yourself slightly behind and outside the widest defensive player on the line and on the wide side of the field thus boxing the play between yourself and the short Sideline Official. Initial position should not be closer than 2 yards off the line of scrimmage to avoid blocking the SL Official's view of the defensive line or interfering with the players of Team B.
- 9.3.2. *When the Quarterback comes out in shot gun formation, the Umpire should adjust positioning towards the middle of the defensive formation at a depth of 8 – 10 yards off the line of scrimmage.*
- 9.3.3. Responsible for the actions of the Team A line players directly in front of you. Confirm line coverage with the Referee. See Figures 3.11 & 3.12.



- 9.3.4. Work closely with the Sideline Officials to spot the ball. Be aware of players when closing on the dead ball spot.

#### 9.4. Sideline Officials

- 9.4.1. Do not pinch in. A broken play may come wide.
- 9.4.2. Be alert to the actions of the Centre, in particular be alert for the Centre advancing the ball in the process of adjusting it for the snap.
- 9.4.3. *When the spot is close to the line-to-gain, move in aggressively to take you spot as close to the ball as you can, considering the actions of players and your own safety.*

#### 9.5. Deep Officials

- 9.5.1. Be prepared to cover in the event that the play breaks through and goes for a longer gain.
- 9.5.2. Be prepared to assume your measurement duties should one be necessary.

### 10. Plays Near the Goal Line – Going In

#### 10.1. General Guidelines

- 10.1.1. Content for this section is in the crew-specific manuals.
- 10.1.2. Only officials who see the ball break the plane of the Goal Line while in the possession of a player shall signal a Touchdown. No signal should be given on UNSUCCESSFUL Goal Line attempts.
- 10.1.3. If there is any uncertainty due to a pile-up of players or determining whether the player went out-of-bounds before scoring the covering officials should discuss and arrive at a conclusion before signaling. The Referee following termination of play can then relay the signal.
- 10.1.4. Be sure you see the ball. Provide a deliberate and clear signal. Slow whistles are better than rushed blasts on Goal Line plays.
- 10.1.5. The duties of all officials prior to the snap remain the same as other plays from scrimmage. Some basic differences exist due to the reduced area of coverage zones.

## 10.2. Referee

*10.2.1. Assume an initial position on the opposite side of the field of the Umpire that allows a full view of the ball and the line players on your side of the ball.*

*10.2.2. Responsible for the actions of the Team A line players from Centre to Tackle on your side of the line.*

10.2.3. Be certain all officials are correctly positioned before blowing the play in.

10.2.4. Following the snap, do not close too quickly. Be alert for fumbles.

10.2.5. If a Touchdown is scored the Referee should give a confirming signal when the play action is complete, and the score confirmed.

## 10.3. Umpire

10.3.1. When the ball is scrimmaged between the 5-yard line and 10-yard line, initial position should be on the goal line, on the wide side of the field. Cover the actions of the offensive line players directly in front of you. Confirm coverage with the Referee. See Figures 3.11 and 3.12.

10.3.2. When the ball is scrimmaged inside the 5-yard line, assume a position on the wide side of the field, on or near the goal line in the end zone and not closer than 2 yards off the line of scrimmage.

10.3.3. Be alert for possible fumbles – and the recovery.

10.3.4. Work closely with the Sideline officials to spot the ball. Be aware of players when closing on the dead ball spot.

10.3.5. When there is a line-to-gain and it is near the GL:

- On 1<sup>st</sup> and 2<sup>nd</sup> down – regular goal line positioning
- 3<sup>rd</sup> down – first line of importance.

## 10.4. Sideline Officials

10.4.1. Retain strong outside control. Do not pinch in. Retain a view of the full scope of your area.

10.4.2. This is “pick play” territory. Cover your receivers and the defensive backs.

**10.5. Deep Side/Outside Deep Official**

10.5.1. Content for this section is in the crew-specific manuals.

**10.6. Inside Deep Official**

10.6.1. Content for this section is in the crew-specific manuals.

**11. Plays Near the Goal Line – Coming Out****11.1. General Guidelines**

11.1.1. The following guidelines will apply on any play that originates near the Goal Line of the team in possession of the ball and will apply on situations when the Goal Line may be threatened by the ball carrier.

**11.2. Referee**

11.2.1. Regular position on the Quarterback's throwing arm side of the offensive formation.

11.2.2. Set up slightly wider and as close to the Goal Line as player positions allow.

**11.3. Umpire**

11.3.1. Regular position.

11.3.2. Should the Goal Line be threatened as the play develops, be prepared to move up toward the Goal Line and afford coverage.

**11.4. Sideline Officials**

11.4.1. Content for this section is in the crew-specific manuals.

**11.5. Deep Officials**

11.5.1. Assume normal positioning.

11.5.2. Be aware that the line of scrimmage officials will be assisting at the Goal Line and that the area between sideline pairings may therefore be expanded to some degree.

## **12. Third Down Gambling Situations**

### **12.1. General Guidelines**

- 12.1.1. The following guideline will apply on 3<sup>rd</sup> and long yardage where teams attempt to gain first down.

### **12.2. Referee**

- 12.2.1. Normal position and responsibilities.

### **12.3. Umpire**

- 12.3.1. Normal position and responsibilities.

### **12.4. Sideline Officials**

- 12.4.1. Content for this section is in the crew-specific manuals.

### **12.5. Outside Deep Official**

- 12.5.1. Content for this section is in the crew-specific manuals.

### **12.6. Command Centre**

- Not applicable to Amateur football.

## **13. Catch Near the Sideline**

- 13.1.1. Content for this section is in the crew-specific manuals.

## **14. Catch and Force Out**

- 14.1. *Section deleted. Force-out does not apply.*

## **15. Intentional Grounding**

- 15.1. The Referee is the only one who throws a flag for Intentional Grounding.

- 15.1.1. Throw your flag immediately if you have all the information you need and determine it is intentional grounding.

- 15.2. If the Referee believes the Quarterback is “dumping” the ball but does NOT have all the information needed to flag it, look to the SL official for assistance.

- 15.2.1. If the ball is thrown behind the LS and there is no receiver in the area, the Sideline Official will point to the backfield indicating the Referee should throw the flag.

- 15.2.2. If the ball is thrown across the LS or the ball is thrown behind the LS and there is an eligible receiver in the immediate area, the Sideline Official will point downfield indicating NO flag is to be thrown.

## 16. After the Play

- 16.1. The official who terminated the play shall stop the Game Clock if necessary.
- 16.1.1. It is not necessary to stop the clock if the result of the play is a score or incomplete forward pass.
- 16.2. When the play ends, the official declaring the ball dead must mark the point of forward progress and retain this spot. When marking the dead ball spot, stand with your foot parallel to the sidelines with your toes at the forward point of advancement. The Down Judge may be required to carry out this procedure to assist the yardstick crew as they relocate the downs box and/or sticks.
- 16.3. When marking sideline out-of-bounds points of termination, give the “Time Out” signal and observe all out-of-bounds action. Never turn away from players who are off the field of play following a play.
- 16.4. In the last three minutes of a half, clearly indicate to the Referee that the ball was dead in-bounds by extending both arms in toward the field of play or that the ball was ruled dead out-of-bounds by pointing back over both shoulders. Hold the signal for 15-20 seconds to provide the Quarterback’s and coaches an opportunity to be made aware of the clock implications for the subsequent play.
- 16.5. When the result of the play is a touchdown being scored, the official(s) who saw the ball in possession of an offensive player break the plane of the Goal Line shall give the Touchdown signal. Other officials must not echo the call. If you personally did not see the ball in the end zone DO NOT signal.
- 16.6. Officials not covering the ball must provide outside coverage for late hits, piling, and other unnecessary acts by players not involved with the dead ball spot.
- 16.7. After each scrimmage play the Referee must check to see if there were any flags thrown on the play. If not, then confirm the next down signal with Down Judge if a first down was not made. When it is obvious that a first down has been made, wave the chain crew to take up a new position as required.

**17. Penalty Administration**

17.1. If an official has thrown a penalty marker during a play, then upon termination of the play:

17.1.1. Wave "Time Out" to stop the Game Clock or signal any score made on the play even if the flag is against the team that scored.

17.1.2. BLOW YOUR WHISTLE TO GET THE ATTENTION OF THE REFEREE.

17.2. When clear of all dead ball duties and secondary coverage:

17.2.1. Report to the Referee, using RefCom if available:

- The infraction;
- The offending team;
- The number of the offending player (if positive identification was made);
- Other pertinent details i.e., Point ball held when infraction occurred, team in possession or other required information.

17.3. Remain with the Referee until it is clear that no more information is required.

17.3.1. If using a RefCom system, stay on-line to answer any questions that the Referee might have.

17.3.2. If the penalty is of an unusual nature, or if there are more than one penalty on the play, cease Ref-Com communications and go to the Referee. Remain with the Referee until it is clear that all pertinent information has been received.

*17.4. The official who calls the penalty is responsible for the correct application of the penalty, including application point and yardage.*

*17.4.1. If the penalty is applied where the ball is held or where possession is gained, work directly with the Umpire to identify the correct application point, the yardage to be applied, and where the ball should be placed after the penalty has been applied.*

- 17.5. The Referee will announce the penalty to both captains, if applicable, and explain to the non-offending captain the decision or options available, if any, and the number of the next down and distance to obtain a first down.
- 17.5.1. It is not necessary for the Referee to explain to the captains when:
- The penalty is entirely automatic, or
  - There is obviously no option.
- 17.5.2. After the captains have determined the final outcome of the penalty situation, the Referee shall instruct the Umpire how to apply the yardage and then step into a clear area and along with hand signals provide spoken details of the penalties and the disposition.
- On kicks from scrimmage, Referees will explain holding infractions by announcing “Holding before possession gained” for infractions that occur early in the play or near the LS, or “Holding on the return” for fouls that occur after the receiving team has gained possession and are attempting a kick return.
- 17.5.3. If a penalty application requires a lengthy explanation to the captain, it may be better to give the options directly to the coach.
- 17.5.4. Should an Official’s flag be thrown in error, the Referee will step forward, drop a flag to the turf and announce, “There was no infraction on the play”. Further explanation could be given to clarify why there was no infraction in certain cases.
- 17.6. The Umpire applies the yardage at the direction of the Referee. Check the Downs box for proper placement of the ball *if the penalty is applied from the previous line of scrimmage, or the official who called the penalty if the penalty is applied at Point Ball Held or Point Possession Gained.*
- 17.6.1. The Down Judge will check the yardage *applied from the previous line of scrimmage* and correct the Umpire if there is an obvious error. Use the RefCom system for this, if available.
- 17.6.2. The Referee must check with the Umpire and Down Judge on yardage penalties to ensure proper placement of the ball prior to the ensuing down.
- 17.7. Each official is to record their own fouls on a penalty card. This should be done inconspicuously after the non-offending team captain’s choice has been made and the ball placed for the next down.

- 17.8. Officials not involved in reporting or applying a penalty following a foul must ensure that all players other than captains remain away for their discussion with Referee.

## **18. Measuring for A First Down**

### **18.1. General**

- 18.1.1. All officials should be aware of the possibility of a first down measurement. At the end of the play, if the ball spot appears to be close to the first down yardage, let other officials know it is close and ensure the ball remains at the dead ball spot.
- 18.1.2. Officials should be alert not to move the ball after declaring a play dead if there is any doubt there could be a measurement. The Referee will make that decision.

### **18.2. Referee**

- 18.2.1. Once the play is dead the Referee must immediately determine if a measurement is required.
- 18.2.2. Act promptly in decisions on measurements. If there is any doubt then stop the clock and bring in the chains.
- 18.2.3. If it is a windy day, the Referee should take over holding the ball in place from the covering official. If outside the hash mark, either one of the officials or one of the ball boys should stay with the ball to ensure that it does not move until the new ball has been placed at the hash mark.
- 18.2.4. If the measurement takes place between the sidelines and the hash marks and a first down has not been made, replace the ball at the hash marks with the aid of the chain.
- 18.2.5. Conduct the measurement facing the press box.

### **18.3. Umpire**

- 18.3.1. When a measurement is necessary, proceed to the dead ball spot
- 18.3.2. When the chain crew arrives, take control of the forward picket and be prepared to stretch the chain and place it close to the football. Be sure there are no kinks in the chain then hold the picket vertically at the basic spot until the Referee has determined the outcome of the measurement.



- 18.3.3. If it is necessary to move the ball into the hash marks, control the front picket until the Referee completes the process of using the chains to move the ball.
- 18.3.4. Return the chain to the yardstick crew.
- 18.3.5. Take control of the football and ensure that it is not inadvertently moved or snapped until the chains are properly set and the Referee declares it ready for play.

#### **18.4. Down Judge**

- 18.4.1. As soon as the ball has been ruled dead:
  - a. If the Down Judge is at the dead ball spot, then wait until another official comes to take the spot before proceeding to the sticks on the sideline.
  - b. Otherwise proceed directly to the sideline.
- 18.4.2. At the sideline, go to the forward picket and mark the location of the front yardstick with one foot.
- 18.4.3. Remain at this spot until the Referee has determined the results of the measurement and the chains have been returned to the sideline and properly located.
- 18.4.4. Ensure that the rear picket holder holds the clip as the chain is carried in to the dead ball spot.
- 18.4.5. For a play that becomes dead outside the hash marks, the HL should instruct the ball attendant to leave the “old” ball on the field of play and stand over it until the Referee sets the “new” ball down at the hash marks. At that time, the “old” ball can be removed.

#### **18.5. Line Judge**

- 18.5.1. You have traffic control.
- 18.5.2. Keep the area clear of players except for one captain of each team.

#### **18.6. Deep Officials**

- 18.6.1. The Back Judge is responsible for the clip when the ball goes dead between the sideline and the near hash marks.

- 18.6.2. When the chains arrive, place the clip at the rear edge of the proper line stripe, ensuring that the chains will be at a 90° angle to the stripe and parallel to the sideline.
- 18.6.3. Should first down not be achieved, ensure that the rear picket holder holds the clip as the chains are returned to the sideline.
- 18.6.4. If the dead ball spot is on or outside the far hash marks, you have traffic control.

## 19. Substitutions

### 19.1. Team A Huddle:

- 19.1.1. Referee checks for OFFENSIVE substitutions only waiting for a maximum 3-count. If they substitute, check the defense for a maximum 3-count.
- 19.1.2. If the defense wants to substitute, allow the defensive players to get to their general position before blowing the play in.
- 19.1.3. If the defense doesn't start to substitute by the time the maximum 3-count period ends, signal the Umpire to leave the ball and blow the play in. The defense can still substitute at their own peril.
- 19.1.4. If after waiting for a maximum 3-count to see if the OFFENSE is substituting and they DON'T, then signal the Umpire to leave the ball and blow the play in. Do not check or wait for the defense to substitute if the offense does not substitute. The defense can still substitute at their own peril.
- 19.1.5. There is no need for the Umpire to stay on the ball, unless requested by the Referee.
- 19.1.6. Sideline Officials raise the gates when the offense breaks the huddle.

### 19.2. Team A "No Huddle":

- 19.2.1. Should such a "No Huddle" situation arise, the Umpire will:
  - a. Assume a position that allows you to control the start of the play. This could be straddling the ball, or preferably immediately behind the centre between the Centre and the Quarterback.
  - b. Be firm and ensure that the play is not going to start until the Referee has declared the ball ready for play.

- c. Talk to the Centre and the Quarterback. Advise both players that they must wait for the Referee's whistle. Be calm and deliberate.
  - d. When signaled by the Referee, assume your normal position as quickly as possible and be prepared for the up-coming play.
- 19.2.2. The Referee will:
- a. Signal the Umpire to leave the ball when the downs box is set and all officials are in position.
  - b. Blow the play in when the Umpire is fully clear from players and fully ready to officiate.
- 19.2.3. Sideline Officials raise the gates when the Umpire leaves the ball.

### **19.3. Team B:**

- 19.3.1. Content for this section is in the crew-specific manuals.

## **20. Tempo Offense**

Not applicable to Amateur football.

## **21. End of Game**

### **21.1. Quarterback Kneeling in the Field of Play**

- 21.1.1. The Referee has the primary responsibility to manage this sequence.
- a. Exercise judgment based on the game situation to determine when to blow a kneel-down dead. Use the following guidelines:
    - Confirm the Quarterback's intention and communicate to the defense and the rest of the crew.
    - With the clock held and 3 or fewer seconds remaining, instruct the Quarterback to take the snap and let time expire. Signal the game clock to start on the snap.
    - With the clock held and more than 3 seconds but less than 20 remaining, instruct the Quarterback to take the snap and immediately kneel to kill the play. Signal the game clock to start on the snap and stop it when the play ends. Instruct the Quarterback to delay the snap until the game clock reads zero and immediately kneel to kill the

play, then whistle the next play in, starting both the game clock and play clock.

- 21.1.2. Officials are not to position themselves between players during declared “Victory Formation” offensive plays. Actively manage the situation within the scope of the rules and with an emphasis on player safety.
- 21.1.3. All other officials need to be aware of the game situation and position themselves appropriately to influence the behaviour of players by their presence. Be as vocal as you need to be so that they know you are there.

### **21.2. Ball Carrier in the Field of Play**

Not applicable to Amateur football.

## **SECTION 4 - KICKOFFS**

### **1. General Guidelines**

### **2. Support Crew**

- 2.1. Prior to each kickoff a member of the sideline support crew will proceed on to the field and present the kicking tee and game ball to the kicker.
  - 2.1.1. Take up a position in front of the ball on the line of kickoff and wait for the Referee's signal
  - 2.1.2. When signaled off the ball by the Referee, move behind the kicking team and back to a sideline.
- 2.2. Downs Box Official and Stick Crew should take a position in the receiving team's half of the field, well off the sideline so as to not interfere with players or officials covering the play.

### **3. Regular Kickoffs**

#### **3.1. Referee**

- 3.1.1. Assume a position on the field that provides a clear view of the timer's bench.
- 3.1.2. Check the number of players on the kicking team. Confirm with the SL official on your side of the field.
- 3.1.3. Position yourself on the line of kickoff on the sideline occupied by the Timekeeper.
- 3.1.4. Check with the other members of the crew. When satisfied that the field is the crew is ready release the ball attendant.
- 3.1.5. Once the support official is clear, indicate to the kicker by signal and whistle that the ball is ready for the kickoff and start the Play Clock.
- 3.1.6. Be prepared for possible on-side kicks, and to adjust coverage if that occurs.

#### **3.2. Umpire**

- 3.2.1. Position yourself on the restraining line opposite the Referee.
- 3.2.2. Count the number of players on the kicking team. Confirm with the SL official on your side of the field

- 3.2.3. Look to the Referee and be prepared to acknowledge the “ready” signal.
- 3.2.4. Rule on offside by the receiving team.
- 3.2.5. Be prepared for possible on-side kicks, and to adjust coverage if that occurs.

### **3.3. Sideline Officials**

- 3.3.1. Assume an initial position on the sideline, 15 – 20 yards downfield of the Restraining Line.
- 3.3.2. Check the number of players on the kicking team. Confirm with Referee or Umpire.
- 3.3.3. Look to the Referee and be prepared to acknowledge the “ready” signal.
- 3.3.4. Be prepared for possible on-side kicks, and to adjust coverage if that occurs.

### **3.4. Deep Officials**

- 3.4.1. Look to the Referee and be prepared to acknowledge the “ready” signal.
- 3.4.2. Be prepared for possible on-side kicks, and to adjust coverage if that occurs.
- 3.4.3. Signal “Time In” if a player in your coverage zone touches the ball.

### **3.5. Out of Bounds**

- 3.5.1. **AMATEUR ONLY** – If a ball is kicked off and ruled out-of-bounds in the end zone the following shall apply:
  - a. If the ball goes through the end zone or out-of-bounds in-flight, proceed to the 20-yard line and signal 1st down. If a RefCom system is being used, inform the Referee that the ball went out of play in the end zone in flight.
  - b. If the ball bounces or touches a player or official before going out-of-bounds, signal 1 point.

## **4. Short Kickoffs**

### **4.1. General**

- 4.1.1. All officials should be alert for potential short or on-side kickoffs with special attention and communication taking place on obvious late game situations.
- 4.1.2. Be sure your sideline partner is aware of the possibility of an on-side kick.

### **4.2. Obvious Short Kick Situations**

- 4.2.1. When there is a possibility of a short kickoff, the crew will revert to the positioning shown in the crew-specific manuals.
- 4.2.2. Referee and Umpire are on the kicking line, responsible for Team A offside, interference in the target area, and players going out of bounds.
- 4.2.3. Sideline Officials are on the restraining line, responsible for Team B offside, ball traveling 10 yards before being touched, first-touch/last-touch, and possession up to the position of their downfield partner.
- 4.2.4. Deep Officials are on the sidelines, 15-20 yards off the restraining line, responsible for interference at the target area, support on first-touch/last-touch, and players going out of bounds.
- 4.2.5. All crew react and cover as per normal kickoff if the ball is kicked past the position of the Deep Officials.

### **4.3. Short Kick Coverage from Normal Positioning**

- 4.3.1. All officials must be prepared to adapt quickly in the event of a surprise short kickoff.
- 4.3.2. In the event of a short kick when in normal positioning, the following responsibilities apply:
  - a. Referee – offside by the kicking team, interference at the point of reception, support on first touch/last touch and possession.
  - b. Umpire – offside by the receiving team and ball traveling 10 yards.
  - c. SL officials – first touch/last touch and possession.

- d. Deep officials – interference at the point of reception and players returning to the field of play after going out of bounds.



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**SECTION 5 - PUNT PLAYS****1. Prior to the Snap****1.1. General****1.2. Referee**

- 1.2.1. Assume an initial position 2 – 5 yards behind the kicker outside the tackle on the wide side of the field.
- 1.2.2. Count Team A. Confirm with Umpire if possible, but the Umpire may not have time to count depending on the game and clock situation.
- 1.2.3. Identify players wearing eligible numbers playing in the interior line and ineligible numbers playing in potentially eligible positions.
- 1.2.4. Identify the continuous block of 5 ineligible players. If there is a tight end on your side of the line, signal to the Sideline Official by pointing at the tight end to signify that you have your block of 5 AND you have another player on the end.
- 1.2.5. Ensure that both teams have substituted and that all officials are in position before blowing the play in. If the Umpire is holding the ball, signal and wait for the Umpire to be set in position before blowing the play in.
- 1.2.6. Identify potential outside players on the Umpire's side of the field.
- 1.2.7. Watch your side of the line for pre-snap fouls, focusing on Centre-Guard-Tackle.

**1.3. Umpire**

- 1.3.1. If Team A does not huddle, assume a position at the ball to ensure that the ball is not snapped before the Referee blows the ready signal. Move to your regular position upon confirmation from the Referee.
- 1.3.2. Count Team A if possible, either before moving off the ball or as soon as possible after assuming your position behind the kicker.
- 1.3.3. Assume an initial position 2 – 5 yards behind the kicker outside the tackle on the opposite side of the ball to the Referee.
- 1.3.4. Identify players wearing eligible numbers playing in the interior line and ineligible numbers playing in potentially eligible positions.

- 1.3.5. Identify the continuous block of 5 ineligible players. If there is a tight end on your side of the line, signal to the Sideline Official by pointing at the tight end to signify that you have your block of 5 AND you have another player on the end.
- 1.3.6. Identify potential onside players on the Referee's side of the field.
- 1.3.7. Watch your side of the line for pre-snap fouls, focusing on Centre-Guard-Tackle.

#### **1.4. Sideline Officials**

- 1.4.1. Ensure that Team A has the required number of players on the line of scrimmage. Count the players in the backfield.
- 1.4.2. Be alert for a signal from the Umpire regarding players reporting.
- 1.4.3. Identify the player on the end of the line and note that player's number.
  - a. If the player on the end is wearing an ineligible number, check with the Umpire after the play to confirm if that player reported.

#### **1.5. Deep Officials**

- 1.5.1. Content for this section is in the crew-specific manuals.

### **2. After the Snap**

#### **2.1. Referee**

- 2.1.1. Maintain a position that provides a clear view of the ball.
- 2.1.2. You are responsible for the actions of the blocking backs and contact on the kicker following the kick.
- 2.1.3. Confirm that any potential onside players in front of you are behind the ball when the ball is kicked. The Umpire is responsible for covering onside players behind the Referee to ensure that they are onside at the kick.
- 2.1.4. Be prepared to determine the flight of the ball if it appears to be headed toward the sidelines.
- 2.1.5. Retain your coverage of the kicker and onside players to ensure they are not blocked illegally prior to crossing the line of scrimmage.

- 2.1.6. Once cleared of kicker responsibilities, move downfield and cover the blocking tactics of the return team in your zone of coverage.<sup>3</sup>
- 2.1.7. Should the returner break through, be prepared to pick up the ball and the ball carrier.
- 2.1.8. On blocked punts or fumbles where the ball stays between the hash marks, stay outside the ball and box in the play with the Umpire.
- 2.1.9. On blocked punts or fumbles where the ball goes outside your hash mark, the Sideline Official on that side will move into the offensive backfield to provide outside-in coverage on the action around the ball.
- 2.1.10. On blocked punts or fumbles where the ball goes outside the Umpire's hash marks, stay near your hash mark and provide wide-angle coverage of the action around the ball, with particular attention to loose-ball interference.

## **2.2. Umpire**

- 2.2.1. You are primarily responsible for the actions of the Guard-Centre-Guard, and for holding by Team B against these players.
- 2.2.2. Confirm that any potential onside players in front of you are behind the ball when the ball is kicked.
- 2.2.3. Once the ball has been kicked crossed the LOS, aggressively move downfield in a trail position focused on action between the tackles up to directly in front of the ball carrier.
- 2.2.4. After your keys are no longer a threat, widen your focus and watch for tourist hits and action around the dead ball, as appropriate.
- 2.2.5. On blocked punts or fumbles where the ball stays between the hash marks, stay outside the ball and box in the play with the Referee.
- 2.2.6. On blocked punts or fumbles where the ball goes outside your hash mark, the Sideline Official on that side will move into the offensive backfield to provide outside-in coverage on the action around the ball.
- 2.2.7. On blocked punts or fumbles where the ball goes outside the Referee's hash marks, stay near your hash mark and provide wide-angle coverage of the action around the ball, with particular attention to loose-ball interference.

**2.3. Sideline Officials**

- 2.3.1. Both Sideline Officials will remain on the line of scrimmage until the ball crosses.
- 2.3.2. Be alert for short or deflected kicks. You may be required to rule on “No Yards”.
- 2.3.3. The Sideline Officials are responsible for the initial blocking tactics against the Tackle and Tight End on your side of the line. Once the ball has been kicked and your initial keys have cleared contact, shift attention to the area directly in front of the ball carrier.
- 2.3.4. If the ball bounces outside the hash-marks, be aware that the Deep Side Official will be shifting coverage from blocking to No Yards and be prepared to extend coverage on blocking closer to the ball.
- 2.3.5. On blocked punts or fumbles where the ball stays between the hash marks, both Sideline Officials remain on the line of scrimmage. Be prepared to assist the Referee or Umpire in the dead ball spot after the play has ended.
- 2.3.6. On blocked punts or fumbles where the ball goes outside the hash mark, the Sideline Official on the side where the ball is will move into the offensive backfield to provide outside-in coverage on the action around the ball. The other Sideline Official will remain on the line of scrimmage.
- 2.3.7. Be aware of players who go out of bounds and then return to participate in the play.
- 2.3.8. If the ball is kicked to the far side of the field move into the field of play as far as necessary to maintain contact with the players. Do not move past the hash marks. Never allow players behind you and never be forced to turn your back to the play as you attempt to recover your position.
- 2.3.9. Be alert to offer coverage on the ball and the ball carrier should the return out strip the coverage of the downfield officials.
- 2.3.10. Should the kick proceed into the end zone be prepared to cover down to the Goal Line and provide coverage on the ball at the Goal Line as it is advanced.

**2.4. Outside Deep Official**

2.4.1. Content for this section is in the crew-specific manuals.

**2.5. Inside Deep Official**

2.5.1. Content for this section is in the crew-specific manuals.

**2.6. Coverage Zones**

2.6.1. Content for this section is in the crew-specific manuals.

**3. Kicks into Touch in Flight****3.1. General**

3.1.1. These procedures apply to punts and wide field goal attempts.

**3.2. Referee**

3.2.1. If the Referee deems that the ball may be kicked directly to touch in flight, aggressively take a position that provides a view of the line of flight of the kicked ball.

3.2.2. Once in line with the path of the ball the Referee will signal to the covering official by indicating the direction the official should move to accurately mark the out-of-bounds spot.

3.2.3. Once the correct location has been established the Referee will signal to the covering official with a crisp thrusting motion of one hand (first-down signal).

**3.3. Deep Officials**

3.3.1. The Deep Official has primary responsibility for marking the out of bound spot.

3.3.2. If the ball goes directly out of bounds in-flight, aggressively proceed to the approximate spot that the ball went over the sideline, declare "Time Out", and look for the Referee who will position you at the spot where the ball has gone out of bounds. Be prepared to take your own spot if the Referee is not able to do so.

a. If that point is near the goal line, proceed immediately to the pylon at the intersection of the goal line and sideline, and then look for the

Referee. If the Referee moves you back into the end zone, then move clearly away from the pylon and signal one point.

- 3.3.3. Should the ball roll out-of-bounds, cross the sideline at a low elevation, or bounce on or near the sideline out-of-bounds the covering official is responsible for the out-of-bounds spot.
- 3.3.4. Do not put up your hand when the Referee is taking you to the spot whether that spot is in the end zone or in the field of play. Only after the Referee has directed you to a spot in the end zone should you put up your hand/arm in order to signal a single point.

## 4. Short Punts

### 4.1. General

- 4.1.1. This section describes adjustments to coverages for punts that cross the line of scrimmage but do not pass the initial position of the Deep Side officials, including deliberate short kicks and kicks that are shanked or deflected.

*NOTE – for Amateur football, the responsibility for deciding if a scrimmage kick should be blown dead per Rule 5.4.2.a and 5.4.2.b is shared between the Sideline Officials and Deep Officials.*

### 4.2. Referee

- 4.2.1. When the ball goes to the Umpire’s side of the field, primary responsibility will be for onside players behind the Umpire and the kicker.
- 4.2.2. When the ball goes to the Referee’s side, primary responsibility will be for the kicker and actions of the line of scrimmage players.

### 4.3. Umpire

- 4.3.1. When the ball goes to the Referee’s side of the field, primary responsibility will be for onside players behind the Referee.
- 4.3.2. When the ball goes to the Umpire’s side, primary responsibility will be for the actions of the line of scrimmage players.

### 4.4. Sideline Officials

- 4.4.1. With the Umpire in the offensive backfield, Sideline Officials do not have any responsibility for onside players.

- 4.4.2. If the ball goes to your side of the field, primary responsibility is the action around the ball, with secondary responsibility for NO YARDS if exposed to the call. Be prepared to assist with No Yards if the ball has bounced.
- 4.4.3. If the ball goes to the opposite side of the field, provide backside support around the line of scrimmage.

#### **4.5. Deep Officials**

- 4.5.1. Content for this section is in the crew-specific manuals.

### **5. Line Players Downfield Before the Kick**

Not applicable to Amateur Football

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## SECTION 6 - LONG FIELD GOALS

### 1. General

- 1.1. This section covers field goal attempts on plays when the line of scrimmage is on or outside the 10-yard line. The 10-yard line cut-off may vary at the discretion of the Referee.
- 1.2. All Officials will count and be responsible for the number of players on the field consistent with the teams assigned during other plays from scrimmage.
- 1.3. On field goals originating outside the 35-yard line it is the responsibility of the Referee, Umpire, Down Judge and Line Judge to note and remember the line of scrimmage in case the attempt scores a rouge.
  - 1.3.1. If a RefCom system is being used, the Down Judge can remind the crew that the line of scrimmage is outside the 35-yard line.

### 2. Prior to the Snap

#### 2.1. Referee

- 2.1.1. Assume a position on the “open” side, looking at the holder, 8 – 10 yards outside and slightly behind the kicker that provides a clear view of the ball prior to the snap
- 2.1.2. Count Team A. Confirm with Umpire if possible, but the Umpire may not have time to count depending on the game and clock situation.
- 2.1.3. Identify players wearing eligible numbers playing in the interior line and ineligible numbers playing in potentially eligible positions. Identify the continuous block of 5 ineligible players.
- 2.1.4. Ensure that both teams have substituted and that all officials are in position before blowing the play in. If the Umpire is holding the ball, signal and wait for the Umpire to be set in position before blowing the play in.
- 2.1.5. Identify potential outside players.
- 2.1.6. You are responsible for the actions on the opposite side of the line of scrimmage. Confirm with the Umpire.
- 2.1.7. Ensure the ball is legally put into play.



**2.2. Umpire**

- 2.2.1. Assume a position in the Team B backfield, approximately 12 - 15 yards off the line of scrimmage and in the middle of the offensive formation.
- 2.2.2. If Team A does not huddle, assume a position at the ball to ensure that the ball is not snapped before the Referee blows the ready signal. Move to your regular position upon confirmation from the Referee.
- 2.2.3. Count Team A if possible, either before moving off the ball or as soon as possible after assuming your position.
- 2.2.4. Identify players wearing eligible numbers playing in the interior line and ineligible numbers playing in potentially eligible positions. Identify the continuous block of 5 ineligible players.
  - a. Direct all players assuming positions not consistent with the number they are wearing to confirm that they are reporting and to raise their hands to indicate that they are reporting.
  - b. Communicate to Referee and Sideline Officials that players are reporting by swiping both hands up and down across the chest. Use the RefCom system if available.
- 2.2.5. The Umpire may assist the Sideline Officials by pointing to the side of the line that has a player in a potential tight end position, outside of the interior block of 5. If both sides of the line have a player in a potential tight end position, point at both sides. It is up to the Sideline Officials to determine if that player is on the line of scrimmage.
- 2.2.6. Ensure the ball is legally put into play.

**2.3. Sideline Officials**

- 2.3.1. Ensure that Team A has at least the minimum required number of players on the line of scrimmage. Identify the player on the end of the line and note that player's number.
- 2.3.2. Be alert for a signal from the Umpire regarding players reporting.
- 2.3.3. The Umpire may assist the Sideline Officials by pointing to the side of the line that has a player in a potential tight end position, outside of the interior block of 5. If both sides of the line have a player in a potential tight end position, point at both sides. It is up to the Sideline Officials to determine if that player is on the line of scrimmage.

2.3.4. If the player on the end is wearing an ineligible number, check with the Umpire after the play to confirm if that player reported.

2.3.5. Ensure the ball is legally put into play.

### **2.4. Deep Officials**

2.4.1. Content for this section is in the crew-specific manuals.

## **3. After the Snap**

### **3.1. Referee**

3.1.1. Maintain a position that provides a clear view of the ball.

3.1.2. Observe the blocking tactics of the line players and backs on the opposite side of the line.

3.1.3. You are responsible for contact on the kicker and holder following the kick.

3.1.4. Confirm that any potential onside players are behind the ball when the ball is kicked.

### **3.2. Umpire**

3.2.1. Maintain a position that provides a clear view of the ball.

3.2.2. Observe the blocking tactics of the line players and backs on the side of the line that the Referee is on.

3.2.3. You are responsible for contact on or over the centre, Push Blocks by Team B, and Pyramiding.

### **3.3. Sideline Officials**

3.3.1. Hold your position on the line of scrimmage until the ball has crossed.

3.3.2. Observe the blocking tactics of the end and backs on your side of the line.

## **4. After the Kick**

### **4.1. Referee**

4.1.1. Be prepared to determine the flight of the ball if it appears directed toward the sidelines.

- 4.1.2. Retain your coverage of the kicker and any onside players and ensure they are not blocked illegally prior to crossing the line of scrimmage.
- 4.1.3. Once the kicker is clear, move slowly downfield and provide coverage of the blocking tactics in your zone of coverage (the centre third of the field).
- 4.1.4. Should the returner break through, be prepared to pick up the ball and the ball carrier.

#### **4.2. Umpire**

- 4.2.1. Be alert for short or deflected kicks – you may be required to rule on “No Yards” situations.
- 4.2.2. Do not back out of your position until the majority of the kicking team has passed, then turn and cover the blocking tactics in the centre of the field in front of the ball carrier.
- 4.2.3. In the event the ball carrier breaks through the first wave of tacklers, be prepared to pick up the ball and the ball carrier.

#### **4.3. Sideline Officials**

- 4.3.1. Be alert for short or deflected kicks. You may be required to rule on “No Yards”.
- 4.3.2. Both Sideline Officials must remain on the line of scrimmage until the ball has crossed the line.
- 4.3.3. The Sideline Officials are responsible for the initial tactics by and against the player(s) of the kicking team between your sideline and the hash marks (your zone of coverage). Be alert for holding, with special attention to the wide side of the field.
- 4.3.4. Be prepared to assist the Referee on blocked kicks and the recovery of the ball.
- 4.3.5. Following the kick proceed downfield and observe the tactics of the receiving teams as they block for the ball carrier.
- 4.3.6. If the goal line is clearly not threatened on the return, there is no need to move up field to the goal line. Read the play and adjust positioning to maintain coverage on the blocking ahead of the return.

- 4.3.7. If the return comes out of the end zone be prepared to retreat and maintain separation with the covering downfield official. Provide coverage on blocking action in front of the ball, and then outside coverage on the forward progress of the ball when the ball carrier reaches and passes your position.
- 4.3.8. Be prepared to pick up the ball carrier and assume primary responsibility for the spot once your downfield partner has lost contact with the play.

**4.4. Deep Officials**

- 4.4.1. Content for this section is in the crew-specific manuals.

## **SECTION 7 –SHORT FIELD GOALS**

### **1. General**

- 1.1. This section covers Converts and Field Goal attempts when the line of scrimmage is inside the 10-yard line. The 10-yard line break point is for general guidance only and this coverage may be adopted outside the 10-yard line at the discretion of the Referee.

### **2. Prior to the Snap**

#### **2.1. Referee**

- 2.1.1. Responsible for the actions of the offensive line from the Centre to your right.
- 2.1.2. Assume an initial position behind the kicker that provides a clear view of the ball and the line of scrimmage. This need not be directly behind the kicker at the start.
- 2.1.3. Other responsibilities are the same as for long field goals.

#### **2.2. Umpire**

- 2.2.1. General responsibilities are the same as for long field goals, except for prior to the snap:
  - a. Assume a position at or near the Goal Line.
  - b. Provide coverage on the Line of Scrimmage players from the Centre to the right.

#### **2.3. Sideline Officials**

- 2.3.1. Pre-snap positioning and responsibilities are the same as for long field goals.

#### **2.4. Deep Officials**

- 2.4.1. Content for this section is in the crew-specific manuals.

### **3. After the Kick**

#### **3.1. Referee**

- 3.1.1. Check for and identify players of the kicking team who are “onside” relative to the kicker when the ball is contacted. Line of scrimmage officials may need to help depending on positions of onside players
- 3.1.2. If the kick is successful, signal and terminate the play
- 3.1.3. If the kick is not successful, is blocked, or evolves into a running or passing play, be prepared to:
  - a. DON'T BLOW YOUR WHISTLE.
  - b. Cover and rule on the ball in your zone
  - c. Ensure that onside players are not blocked illegally prior to crossing the line of scrimmage if the kick is wide. Line of scrimmage officials may need to assist with the coverage and blocking tactics.
  - d. Cover the ball and ball carrier to termination of play if a wide kick is returned
- 3.1.4. Should the play develop into a passing situation, check with the covering official to determine which player number caught the ball, and along with the Umpire determine if the card was active.

#### **3.2. Umpire**

- 3.2.1. Responsible for contact on the Centre, Push Blocks, and Pyramiding.
- 3.2.2. Be alert for partially blocked kicks or kicks touching or deflecting off the post assembly. The Referee may require your assistance.
- 3.2.3. If the play evolves in to a running or passing situation you must cover the Goal Line.

#### **3.3. Sideline Officials**

- 3.3.1. For this section, the following terminology will apply:
  - a. Open Side Official – the Sideline Official looking at the face of the holder.
  - b. Closed Side Official – the Sideline Official looking at the back of the holder.

- 3.3.2. The Closed Side Official will stay on the line of scrimmage until the ball crosses.
- 3.3.3. The Open Side Official will provide coverage of the kicker, the holder and other backfield action.
- 3.3.4. Both Sideline Officials must be alert to assist the Referee on blocked kicks, backfield fumbles and the following play.
- 3.3.5. Following the kick or the progress of other play action, become sideline and Goal Line conscious. You could be required to rule on the ball going in or coming out and also the sideline in to the Dead-Ball-Line corner.

### **3.4. Deep Officials**

- 3.4.1. If the kick is not successful you must adapt quickly:
  - a. Apply basic principles for punt coverage with respect to positioning and coverage responsibilities.
  - b. Move aggressively to the sideline, retain full outside control and coverage of the Sideline-In-Goal.
  - c. Observe the blocking tactics of the receiving team.
  - d. Be prepared to rule on the progress of the ball carrier with special attention to plays at or near the Goal Line.
- 3.4.2. If the play develops into a running or passing situation:
  - a. Move aggressively to the sideline, identifying any potential receivers that come into your zone.
  - b. Provide normal coverage with Field Judge and Sideline partners as for scrimmage plays originating near the goal line.
- 3.4.3. Be prepared to provide coverage on the Dead-Ball-Line and Sideline in Goal if threatened.

**SECTION 8 - CONVERTS****1. General**

- 1.1. Coverage for converts will depend on where the line of scrimmage is, and what the Offense decides to do.

**2. Kicked Converts**

- 2.1. Use regular Field Goal mechanics for either Short Field Goals or Long Field goals, depending on whether the Line of Scrimmage is inside the 10-yard line.

**3. Scrimmage Convert**

- 3.1. Use Goal Line coverage on the first scrimmage play.
- 3.2. If a penalty moves ball back, adjust coverage to suit the situation as you would any other play going into goal.



**SECTION 9 - ALLOWABLE NUMBERING VARIANCES****1. General**

- 1.1. USport and CJFL regulations require players who are reporting either as eligible or ineligible to clearly raise a hand above their head as they assume their position. It is the responsibility of the players, not the officials, to ensure that they report, however this is an opportunity for preventative officiating to eliminate an administrative penalty.
- 1.2. The Umpire manages communication to the Defensive Team and the rest of the officiating crew.
  - 1.2.1. Identify all players who may be playing out of position by number and ensure that they are reporting. If possible, assume a position at the ball and instruct the Centre and Quarterback to not snap the ball until the Referee blows the play in. Direct all reporting players to raise their hands.
  - 1.2.2. If a RefCom system is in use, announce the numbers of the players who have reported to the rest of the crew.
  - 1.2.3. Brush both hands up and down in front of your body to indicate the ineligible/eligible rule is in effect.
  - 1.2.4. Only leave the ball once acknowledgement is received from both Sideline officials (who will do so by mimicking the Umpire's signal or confirming by radio).

**2. Eligible Numbers in Ineligible (Interior Line) Positions**

- 2.1. For Amateur football there are no restrictions on the number of players who may report as ineligible players. All such players are deemed to be "ineligible receivers" for that play, series, or game as appropriate.

**3. Ineligible Numbers Designated as Eligible Receivers**

- 3.1. For Amateur football there are no restrictions on the number of players who may report as ineligible players. All such players are deemed to be "ineligible receivers" for that play, series, or game as appropriate.
- 3.2. If the Sideline Official notices one of the listed ineligible numbers playing as the end, but is not certain that the player reported:

- 3.2.1. Wait until the termination of the play, then check with the Referee to determine if the player did report.
  - a. Unless the Sideline Official is a long distance away from the Referee, go to the Referee. This improves the optics if a flag will be necessary.
- 3.2.2. If the Referee confirms that the player did not report, then the Sideline Official will throw a flag for Illegal Formation – No End.

#### **4. Forward Pass from Kicking Formation**

- 4.1. The following applies when a forward pass is thrown on a punt, field goal, or convert.
- 4.2. Referee
  - 4.2.1. Check with the covering official to determine which player number caught the ball. Use RefCom if available.
  - 4.2.2. If the receiver is wearing an ineligible number confirm with Umpire if that player had reported prior to the play.
- 4.3. Umpire
  - 4.3.1. The Referee will check with the covering official to determine which player number caught the ball. Use RefCom if available.
  - 4.3.2. If the receiver is wearing an ineligible number confirm with Referee if that player had reported prior to the play.
- 4.4. Covering Official
  - 4.4.1. Inform the Referee which player number caught the ball. Use RefCom if available.
  - 4.4.2. Be prepared to provide additional information regarding position and eligibility of the receiver if requested by the Referee.

## **CHAPTER 3 - GAME ADMINISTRATION**

### **INTRODUCTION**

This section of the Handbook is intended to cover issues that may have an impact on the operational side of a CFL game. They will generally involve, but are not limited to, the enforcement of issues from both the Rule Book and the Rules and Regulations.

*NOTE – for Amateur football, much of this Section does not apply. It is included in this manual for the benefit of Amateur Referees to provide examples of how pregame meetings may be conducted.*

**SECTION 1 - GAME-DAY SECURITY MEETING**

Not applicable to Amateur Football.

## SECTION 2 - PREGAME MEETING WITH COACHES

### 1. General

- 1.1. The pregame meeting with coaches should occur 40 minutes prior to game time.
- 1.2. The Referee and Umpire shall be available at the centre point of the 45-yard line toward the end of the field occupied by the Visiting Team for its warm-up.
- 1.3. After meeting with the Visiting Team, the Referee and Umpire shall then go to the centre point of the 45-yard line toward the end of the field occupied by the home team for the purpose of meeting with the Head Coach of the Home Team.
- 1.4. The Referee and Umpire will be available for a maximum of 5 minutes for consultation with each team.

### 2. Topics to be Covered

- 2.1. The following information shall be requested during the pregame conference between the Referee, Umpire and Head Coach of each team. The Umpire is responsible for recording the relevant information for the purpose of providing the data to the crew and for recording on the game penalty card.
  - Captains' Numbers
    - Offense
    - Defense
    - Special Teams
  - Kicker's Numbers
    - Punter
    - Place kicker
  - Holder on converts and field goals
  - Numbers of players who, after Reporting to the Referee, will be playing out of position relative to their number
  - Any information that the Head Coach may wish to share with respect to unusual plays.

- Any information that the Coach may request with respect to the interpretation or intent of a specific rule.
  - Amateur Only – Unless otherwise covered by League or Conference procedures, obtain Coach's signature on equipment declaration.
- 2.2. At no time shall the Referee or Umpire comment upon or respond to questions about plays or rulings from other games, including but not limited to viewing play clips from previous games.
- 2.3. When the officiating crew returns to the dressing room after the pregame walk, the Referee and Umpire will provide the balance of the crew with the player numbers and share such other information as the Referee deems relevant.

**SECTION 3 - COIN TOSS PROCEDURES****1. Before the Start of the Game**

- 1.1. Unless League Regulations designate who will have first choice the Referee conducts a coin toss prior to the first half of each contest or overtime game to establish the sequence of first choices by the team captains.
- 1.2. The Referee and Umpire will move to centrefield for the coin toss.
  - 1.2.1. There is no requirement for the Referee to introduce the officiating crew to the Captains or for the other Officials to participate in the coin toss.
- 1.3. The Sideline Officials will be responsible for having the Team Captains join the Referee and Umpire at centrefield.
- 1.4. When the captains of both teams have joined the Referee and Umpire at centre field, the procedure is as follows:
  - 1.4.1. The Referee will conduct the coin toss with the captain of the Visiting Team calling the toss. To avoid possible confusion, the following procedure is recommended:
    - a. If using a special coin, clearly indicate to both sets of captains which side is "Heads" and which side is "Tails".
    - b. Indicate that if the coin touches an individual or an object before coming to rest on the ground it will be tossed again.
    - c. Ask the Visiting Captain to indicate the choice of "Heads" or "Tails" and repeat it back before tossing the coin.
    - d. Toss the coin.
- 1.5. If the team winning the toss chooses to defer, the Referee shall:
  - 1.5.1. Point to the team winning the toss and
  - 1.5.2. Signal their choice to defer by use of the Incomplete Pass signal.
- 1.6. The Referee will inquire of the captain exercising choice for the first half whether they wish to kick, receive, or defend an end.
- 1.7. The captain of the other team will then be asked to declare the option they wish to exercise on the remaining choice.

- 1.8. The Umpire will record these choices on the Game Card as they are exercised.
- 1.9. Pursuant to the choices made, the captains will be lined up on either side of centre to the end of the field they will occupy for the kick-off.
- 1.10. The Referee shall then move toward the Press Box sideline and step to the side of the captains of the team which will receive the kick-off for the first half and signal that choice by indicating a catching motion.
- 1.11. Sideline Officials will ensure that each team lines up for the ensuing kick-off at the proper end of the field in accordance with the choices made.



**SECTION 4 - TIMING PROCEDURES****1. Timekeeping and Support Crew**

Not Applicable to Amateur

**2. Commercial Timeout Procedures**

Not Applicable to Amateur

**3. Implementing Commercial Timeouts**

Not Applicable to Amateur

**4. Operation of the Play (20-second) Clock**

- 4.1. The Play Clock must be operated on all plays, including kickoffs and converts.
- 4.2. Should the Play Clock be stopped during the count down the Referee will be the sole judge concerning possible resetting or continuation of the existing count down.
- 4.3. The signal to reset the Play Clock is a stroking motion of the forearm.
- 4.4. Reminder to Referees: On plays when the Game Clock is held until the snap and it is necessary to stop the Play Clock during the countdown, it is imperative that you provide a clear signal to the timekeeper when you wish to restart the count down cycle.
- 4.5. In the event of failure of the Play Clock, the following points will apply:
  - 4.5.1. Should one clock fail, both clocks will be shut down.
  - 4.5.2. The Field Judge will be responsible for time count rulings.
  - 4.5.3. The Field Judge will raise one arm to advise the Referee and the quarterback that 5 seconds remain to snap the ball.

**5. Three Minute Warning and Changes in Timing Rules****5.1. Three-Minute Warning**

- 5.1.1. The time-out for the Three-Minute Warning in each half will not be taken prior to the Game Clock reading 3:00. For example:

- a. Play Situation #1 - If the Referee deems the ball ready for play and the Game Clock reads 3:01 or higher the play will be allowed to run, and the three-minute time-out taken after the play is complete.
  - b. Play Situation #2 - If the previous play ends with more than 3:00 on the clock, but Referee deems the ball is not ready for play when the Game Clock reads 3:00 the Referee will call "Time-Out" at 3:00 and the break will be taken prior to the next play. If the game clock counts down past 3:00 before the Referee can call time out then the game clock shall be reset to 3:00.
- 5.1.2. The Side Line and Deep Side Officials will be responsible for providing a warning to the team bench on their sideline.

## **5.2. Timing in The Last Three Minutes of The Half**

- 5.2.1. If after the implementation of the timing rules in the last three minutes:
- a. Team "A" is penalized for a time count violation and more than twenty seconds are run off the Game Clock, the clock must be reset to reflect 20 seconds of elapsed time, i.e. if the Game Clock started at 1:20 and is stopped at 0:59 for a time count violation reset the Game Clock to read 1:00.
  - b. If the Game Clock is being held and is inadvertently started prior to the play that is killed prior to the ball being put in to play, i.e. for Procedure or Breaking the Plane, the clock shall be reset to the original time.
  - c. Where it is necessary to reset the Game Clock the following procedures shall apply:
    - The Referee, where a microphone or RefCom system is available, may request the timer to correct the clock.
    - If the sideline support officials are unable to communicate with the Referee prior to the next play, the clock shall be corrected on the subsequent play.
    - In all circumstances, the clock must be corrected.

- 5.2.2. If a receiver or ball carrier is driven out-of-bounds towards the opponent's dead ball line as part of the force-out action, rule this as a dead ball out-of-bounds. Timing:
- Prior to the 3-minute warning – clock is stopped, starting again on the ready signal from the Referee
  - After the 3-minute warning – clock is stopped, starting again at snap.
- 5.2.3. If the receiver or ball carrier is clearly driven out-of-bounds parallel to the opponent's dead ball line or back toward the ball carrier's own dead ball line, rule this as dead ball in the field of play. Timing:
- Prior to the 3-minute warning, clock continues to run.
  - Following the 3-minute warning, the clock is stopped, starting again on the ready for play signal from Referee.

### 5.3. Control of the Game Clock

- 5.3.1. All field officials who are not covering the ball or ongoing player action should check the Game Clock for time remaining. If the clock incorrectly counts down to 0:00 or time is lost prior to 0:00 then any official aware of the situation MUST immediately and forcefully communicate with the Referee. It is the field crew that has ultimate responsibility to determine whether there is time remaining or not when a play is terminated.
- 5.3.2. Critical aspects as the clock winds down:
- Clear prompt time out signals at the end of each play. If a "score" signal is delayed pending finding the ball, making eye contact with another official or having a discussion then a time out signal MUST precede any other such activity or signal.
  - For plays terminated near the sideline there must be a prompt, prolonged signal indicating whether the ball is dead in bounds or out of bounds. In addition to the signal, the covering official should loudly verbalize the ruling.
  - It is not necessary for an official who is on the Goal Line to wait for a trailing official to reach the Goal Line before signalling a score. Once the official on the goal line knows that the ball has crossed the plane of the goal line AND the ball carrier has not gone out of bounds, signal the score to stop the clock. A visual check with the trailing official is sufficient.

**5.4. Field Judge Clock Responsibilities After 3-minute Warning**

- 5.4.1. After the 3-minute warning, operation of the clock becomes more critical.
- 5.4.2. The Referee is primarily responsible for ensuring that the Game Clock is correctly started or held at the Ready Signal.
- 5.4.3. The Field Judge has primary responsibility for:
  - Knowing the time showing on the Game Clock at the Ready;
  - Knowing if the Game Clock should be held or running at the Ready;
  - Assisting the Referee in determining if the Game Clock has correctly started at the Ready Signal;
  - Ensuring that the Play Clock starts at the Ready Signal. If it does not start within 1 second of the Game Clock then stop the play and assist the Referee in resetting both clocks;
  - Ensuring that the Game Clock shows the correct time if a Time Count penalty is to be applied. In the event that the Game Clock is running, this is 20 seconds after the start of the play.

**6. Time-In Signals**

- 6.1. In all cases except the touching of kickoffs, the Referee will control the starting of the Game and Play Clocks.
  - 6.1.1. To start the game clock and the Play Clock, the Referee will rotate one arm from the shoulder.
  - 6.1.2. To start only the Play Clock the Referee will drop the raised arm in a pumping action.
  - 6.1.3. In the event that the game clock is held until the snap, the Referee will use signal "b" as at the ready signal following up with signal "a" when the ball is actually snapped.
- 6.2. On kickoffs, the covering official will signal "Time-In" when the ball is touched following the kickoff.

## **7. Time-Out Signals**

7.1. The Timekeeper should automatically stop the clock in the following situations without the covering official signaling "time out":

- Incomplete forward pass,
- Following a score,
- End of a period. Timekeepers must be alert to retain time on the Game Clock on situations when a late quarter play terminates with limited time remaining. Our rules allow another play should time remain on the clock when a play ends.
- When the previous play ends with more than 3:00 in the 2nd & 4th quarters, and the Referee does not blow the play in before the clock reaches 3:00, stop the clock and reset to 3:00 after the Referee acknowledges the 3-minute warning.

7.2. The covering official must signal "Time-Out" in the following situations:

- When the ball goes out-of-bounds or across the Dead Ball Line,
- When a penalty is called,
- When a player is injured

NOTE: In apparent non-serious game situations the covering official should approach the player to determine whether or not the player wishes to leave the contest. If the answer is affirmative signal "Time-Out".

NOTE: If in your opinion the injury appears serious, immediately signal "Time-Out" and summon medical help. USE GOOD JUDGEMENT.

- "Time-Out" on player substitution is by signal of the Referee.
- NOTE: The Timekeeper will not automatically stop the clock on second down plays (going to third down).
- After the Three-Minute Warning has been given; any official terminating a play shall signal "Time-Out".
- "Time-Out" shall be signaled by the field official who receives a request for a team called "Time-Out".

- The Referee shall signal “Time-Out” whenever deemed to be necessary.
- Should any field official observe a condition that precludes further play, signal “Time-Out” and correct the problem or report the situation to the Referee.

7.3. When an official inadvertently or incorrectly signals a time-out, immediately restart the clock with the usual circular time-in signal.

## **8. Operation of the Game Clock During Convert Attempts**

8.1. For Amateur football, the game clock does not run during convert attempts.

8.2. Should a touchdown be scored on the play immediately preceding the Three-Minute Warning in the second or fourth quarter the following procedure shall apply:

- The convert attempt will take place immediately. The Game Clock will not operate during the attempt.
- Following the convert attempt the Three-Minute Time-Out will be taken.

8.3. Should a touchdown be scored on the last play of the first or third quarter, the following procedure shall apply:

- The quarter will be declared completed. The teams will not change ends and the Game Clock will remain at 0:00 and not operate during the convert attempt.
- Following the convert attempt, the teams will change ends, the standard time-out will be taken, and the Game Clock reset to 15:00.

## **9. Game Delays – Time Clock Control**

9.1. This section deals with team-initiated (except called time-outs) delays that occur:

- After the Three-Minute Warning in a half and
- After the Referee has declared the ball ready for play and
- Prior to the ball being snapped.

9.1.1. **PLAY SITUATION:** The Game Clock and the Play Clock are both running, and the offensive team initiates the delay.

- APPLICATION: The Game and Play Clocks WILL NOT BE RESET.
- 9.1.2. PLAY SITUATION: The Game Clock is held, and the Play Clock is running when the offensive team initiates the delay.
- APPLICATION: The Play Clock WILL NOT BE RESET.
- 9.1.3. PLAY SITUATION: The Game Clock and the Play Clock are both running, and the defensive team initiates the delay.
- APPLICATION: The Game and Play Clocks WILL BE RESET.
- 9.1.4. PLAY SITUATION: The Game Clock is held, and the Play Clock is running when the defensive team initiates the delay.
- APPLICATION: The Play Clock WILL BE RESET.
- 9.1.5. PLAY SITUATION: The Game Clock and the Play Clock are both running, and the game is delayed due to CROWD NOISE.
- APPLICATION: The Game and Play Clocks WILL BE RESET.
- 9.1.6. PLAY SITUATION: The Game Clock is held, and the Play Clock is running when the game is delayed due to CROWD NOISE.
- APPLICATION: The Play Clock WILL BE RESET.
- 9.1.7. PLAY SITUATION: Game Clock and the Play Clock are both running, and a member of the defensive team takes a knee claiming to be injured.
- APPLICATION: The player is removed from the field without penalty and both the Game Clock, and the Play Clock are reset.
- 9.2. For the purposes of this section, GAME DELAYS DO NOT include delays caused by penalties. For example:
- 9.2.1. PLAY SITUATION: Game Clock and the Play Clock are both running, and a member of the defensive team breaks the plane before the ball is snapped.
- APPLICATION: The Play Clock will be reset, and the Game Clock will not be reset even though it could be argued that the defensive team initiated the delay.

**SECTION 5 - DRESSING ROOM WARNINGS****1. General**

- 1.1. Competing teams will receive dressing room warnings five (5) minutes prior to:
  - The pregame introductions; and
  - The second half kick-off.
- 1.2. The Officiating Crew will deliver the warnings personally and ensure that a responsible member of each team receives the information.
  - Down Judge & Side Judge – Home Team
  - Line Judge & Back Judge – Visiting Team



**SECTION 6 - WATER ATTENDANTS ON THE FIELD DURING TIME-OUTS**

- 1.1. Team attendants will be allowed to proceed on to the field subject to the following conditions:
  - 1.1.1. During Official Time-Outs and at Quarter Time breaks.
  - 1.1.2. During time-out for serious player injuries. Should it be necessary for the team trainer or medical staff to go on to the field, water may be extended to the on-field players.
  - 1.1.3. During team time-outs.
- 1.2. Teams will be responsible for ensuring their attendants are clear of the playing field prior to the termination of the time-out.
- 1.3. Under no circumstances should water bottles be thrown onto the playing field.

**SECTION 7 - YARDSTICKS****1. General**

- 1.1. The Down Judge is responsible for the positioning of the chains at the start of each half.
- 1.2. In stadiums with both team benches on the same side of the field, the chains will always be on the sideline opposite that on which the team benches are located.
- 1.3. In stadiums with home and visiting team benches on opposite sides of the field, the chains will be located on the Home team sideline for the first half of the game and on the Visiting team sideline for the second half of the game. All sideline support officials shall change sides at the half along with the officiating crew sideline pairings.
- 1.4. In the event of overtime, the chains and officiating pairings will remain on the sideline they occupied at the conclusion of regulation time.

**SECTION 8 - DISRUPTIONS BY FANS**

Not applicable to Amateur.

**SECTION 9 - PROCEDURES DURING PLAYER INJURY****1. General**

- 1.1. In order to assist team medical personnel in accessing injured players Officials should observe the following:
- 1.2. Prior to the game Officials should attempt to visually identify trainers, assistant trainers and professional medical personnel for both teams.
- 1.3. In the event of player injury requiring on-field assistance, Officials should assist trainers/medical personnel by creating a buffer zone of 3 – 5 yards around the injured player to provide qualified personnel with room to work. They should also ensure that other necessary personnel have free access between their bench area and the area of the injury.

## SECTION 10 - ALTERCATIONS & PLAYER DISQUALIFICATIONS

### 1. Player Altercations

- 1.1. In the event that an altercation breaks out between players, officials noticing the situation should immediately step in and attempt to defuse the action. Usually the combatants are looking for an excuse and our presence is sufficient and effective.
- 1.2. If a serious fight or altercation should break out, Officials are instructed to:
  - 1.2.1. Not get involved by attempting to physically restrain or remove players from the fracas.
  - 1.2.2. Observe and note the numbers of players actively involved.
  - 1.2.3. Attempt to deter other players from joining in the melee.

### 2. Player Disqualification Procedures

- 2.1. In the event that it becomes necessary to disqualify one or more participants, the following procedures shall be employed:
  - 2.1.1. The Official(s) who flagged the incident shall report the relevant information to the Referee and recommend that the player be Disqualified. The final decision to remove the player(s) shall be the Referee's.
  - 2.1.2. The Referee will advise the disqualified player(s) that they have been disqualified and must proceed directly to the dressing room.
  - 2.1.3. The Down Judge and Line Judge (in stadiums where the team benches are on the same side of the field, the Line Judge and the Back Judge) shall provide the appropriate Head Coach with the details of the disqualification.
  - 2.1.4. The appropriate Sideline Official shall notify the scorekeeper.
  - 2.1.5. The Field Judge, Back Judge and Side Judge will ensure that the offending player(s) proceed directly to the team locker room.
    - It is the responsibility of the Club to ensure that the dressing room is unlocked.
  - 2.1.6. The Umpire will apply the penalty/penalties and the Referee will make the appropriate Public Address announcement(s).

**SECTION 11 - OVERTIME PROCEDURES**

For Amateur football, overtime procedures are covered in Rule 1.3.6 and League Regulations.

**SECTION 12 – GAME BALL PROCESS**

Not applicable to Amateur Football

**SECTION 13 – COACHES' CHALLENGE DURING COMMERCIAL BREAKS**

Not applicable to Amateur Football.

## APPENDICES



**APPENDIX A – PRE-GAME MEETING WITH SUPPORT CREW**

All here - who's who & responsibilities.

Spare equipment – whistle-down marker-flag. If possible, there should be spares available on both sides of the field.

Check chains - 10 yards – tape at 5 yards - (during pre-game walk.)

LOGOS on the field – any paint which will affect where/how we clip?

Stick crew

- Start on Home side of the field. Overtime→ stay on same side as you were in 2nd half.
- Downs Box Official is responsible for directing stick crew – keep them prepared and in the game.
- Talk on every down – what is the down and confirm on the box.
- Do not flip down until clear signal from Referee.
- Do not move until 1st Down is signaled by Referee.
- Penalties – take signal from Umpire. March independently after the Umpire leaves the spot and confirm distance with Down Judge.
- Field Goal – LOS is \_\_\_\_\_. Outside 35-yard line – STAY. NEXT LS IS AT YOUR SPOT.
- Converts- Downs box only – 5-yard line unless there was a penalty on previous play.
- Measurements – anticipate – wait for DJ to get there to set toe at forward stick.
  - Back Stick will pick up chain beside clip (not clip) and proceed to location of the measurement. Clip – hand to the SJ/BJ. Front Stick – stay clear of measurement to provide clear view for TV.
  - After measurement – proceed back to sideline - Front Stick – hand the stick to DJ for placement.
- Quarter time – wait for DJ to direct moving the chains to the opposite end of the field - this applies when the play is going from a 1D to 2D and from 2D to 3D – not necessary if team has gained a 1D or there was a change of possession on the quarter-ending play.
- Flag on the play – DO NOT MOVE UNTIL SIGNALLED BY THE REFEREE. Sometimes the flag may end up out of bounds – if you see a flag, stay there, even if the Referee has signaled you to move. DJ will not start the next play without you – if play starts, that is our problem, not yours.

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**Pre-Game Meeting with Support Crew**

- Chains – kinks – you can work out - broken or tangled mess à advise HL and play will stop to repair the chains.
- Use the entire white sideline marking – bench area – be polite – ask coaches for assistance in moving/keeping the players off the sideline.
- Keep the sticks vertical – look professional.

**Picket**

- Be as close to the 1D marker as possible – not short and no more than 3-4 inches beyond.
- Measurement on your sideline – disappear – do not want to confuse the Teams-Media-TV-Radio.
- Kick-offs - hand ball to the kicker - (35-yard line). Face Referee & stay there until directed to leave by the Referee. Work your way off the field by moving straight back thru the Kicking Team players and then proceed to the sideline. Kicking Team will retrieve their own kicking tee.

Sticks & Picket - when play gets tight to your sideline and you are in jeopardy of being injured. Drop sticks (to stands side) and back out of the area.

**Penalty Card**

- Accuracy is especially important – Time, Team, Player #, and Infraction. Use approved abbreviations.
- Identify Offense (O) on Offside, Illegal Contact, and Pass Interference. Fouls by the kicking team are by the Offense.
- On UR penalties that have a separate signal, record the actual penalty, not “UR” (Facemask, Clipping, Targeting, etc.)
- Specify yardage for No Yards (5 or 15).
- Indicate if a penalty is declined.
- Confirm penalties with crew at half-time and at the end of the game. Start with Official Number, then Time-Foul-Team-Player Number. Use team names, not team colours. Make sure the card is correct.

**Ball Attendants**

- Bean bags – drop on the sideline. If ruckus breaks out on the field you may be needed to stay at the location of the bean bag – be alert for this. Pick up official’s bean bags after the play is over.
- Run ball directly in to the Umpire – most Sideline Officials do not handle the ball – take in to the Umpire unless otherwise directed.

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**Pre-Game Meeting with Support Crew**

- Wet field – new ball every play. Also, anticipate the centre asking for a new ball, even when the field is not wet – be alert and prepared. Have easy and quick access to towels
- Water/ Gatorade every time-out, except Team called Time Outs.
- 2nd clip (Replay) – your help will be needed to remove on subsequent 2nd D play – ensure you are removing the correct one.
- Tempo offence - your help will be needed to clip.
- Do not run onto field until play is completely over and there is no official coming down/up the sideline. Enter the field when safe to do so → no collisions.
- **DO NOT GET HURT OR COMPROMISE THE PLAYERS' SAFETY BY HOLDING THE STICKS UPRIGHT**

Hustle

Be Alert

Anticipate

Prepare

## APPENDIX B – PENALTY ABBREVIATIONS

Abbreviation	Foul	Abbreviation	Foul
BBW	Block Below the Waist	INEL REC DOWNFIELD	Ineligible Receiver Downfield
CBB	Crack Back Block	INT GRD	Intentional Grounding
		NO YDS – 5/15	No Yards, 5 or 15 yards
CLIP	Clipping	OBJ COND	Objectionable Conduct
CONT KICK	Contacting Kicker	OBJ COND (T)	Objectionable Conduct - Taunting
DELAY	Delay of Game	OFFSIDE	Offside
DISQ	Disqualification	OFFSIDE (O)	Offside - Offense
DKB	Delayed Knee Block	PILING	Piling ON
FACE MASK	Face Mask	PROC	Illegal Procedure
FP INT (O)	Offensive Pass Interference	PROC - FORMATION	Illegal Formation
FP INT	Defensive Pass Interference	PROC NO END	Illegal Formation - No End
HTF	Hands to Face	PUSH	Push Block
HOLD	Holding	PYRAMID	Pyramiding
HOLD (K)	Holding on Kick Play. HOLD by Kicking Team is by "Offense".	RFG KICK	Roughing the Kicker
HC	Horse Collar Tackle	RFG PASS	Roughing the Passer
ILL BLK	Illegal Block	RP DISQ	Rough Play Disqualification
ILL CONT	Illegal Contact on a Receiver	SPEAR	Spearing
ILL CONT (O)	Illegal Contact on a Receiver by Offense	TANDEM	Tandem Buck
ILL FP	Illegal Forward Pass	TARGET	Targeting
ILL INT	Illegal Interference	TIME COUNT	Time Count
ILL KO	Illegal Kickoff	TOO MANY	Too Many Men
ILL PART	Illegal Participation	TRIP	Tripping
ILL SUB	Illegal Substitution	UR	Unnecessary Roughness
INEL REC	Ineligible Receiver	WEDGE	Wedge Block

**APPENDIX C – GAME INCIDENT REPORT****1. General**

- 1.1. Any incident that happens to an official before, during, or after a game that warrants documentation with the Conference must be reported within 24 hours of the completion of the game using the prescribed Game Incident Report Form.
- 1.2. The following procedures apply to USport & CJFL, unless local conferences & FOAs have additional or other specific requirements.
- 1.3. Incidents which could warrant the submission of a report include, but are not limited to:
  - 1.3.1. Disqualification of player or team member
  - 1.3.2. Application of a penalty for Objectionable Conduct resulting from reference to a person's race, religion, or sexual orientation
  - 1.3.3. Confrontation with a member of a Team
  - 1.3.4. Injury to an official
  - 1.3.5. Targeting called (Amateur only)
  - 1.3.6. Targeting not called but suspected (Amateur only)
- 1.4. Game Incident Reports may be the primary source of information upon which subsequent League actions are based. Reports must state all of the facts of the incident, without emphasis or personal interpretations of events.
- 1.5. Submit the Game Incident Report before leaving the dressing room after the game, either by mailing the completed electronic form or a scanned or photographed copy of a hand-written form. Retain the hand-written original in case it is required at a later date.
- 1.6. Incident reports are to be sent to:
  - Conference Referee-In-Chief
  - Game-day Supervisor

## **APPENDIX D – CREW PRE-GAME MEETING AGENDA**

*For Amateur football:*

*There is no set agenda for pre-game meetings. The Referee should set an agenda, and provide that to the game crew at least 1 day in advance of the meeting along with meeting time, location and meal provisions. Topics can include:*

- *Crew introduction if traveling officials are working the game*
- *Injury rotation, if applicable*
- *Dressing room expectations, in particular when field crew or support crew contains both male and female officials*
- *Use of RefCom system*
- *Special notes regarding stadium or field set up*
- *House rules in effect for the game*
- *New rules for the current season*
- *New standards for the current season*
- *New mechanics for the current season*
- *Officiating memos*
- *Team tendencies, if available*
- *Other topics as deemed appropriate by the Referee and crew*

*Officiating partners should confirm specific mechanics and responsibilities during the pre-game walk.*