

Mechanics (5 & 4 Man Crews): Brief & Concise

Primary Responsibilities (PR) are listed for each position. **R** has PR for Crew using Gold Book. Mechanics are for 5 Man Crews with 4 Man differences indicated with a “NOTE”. They are summarized on the PR for 4 Man in the lower right hand corner box. The Mechanics are alphabetized to locate easily. All Crews Must meet with both HC’s prior to each game for Varsity & Sub Varsity Games. There are NO exceptions. **Changes from last year are shaded.** (6/1/17)

1. Ball Handling Mechanics (BHM)

- A. **CREW** (Ball Exchange): On COP relay the “old” FB to the SL after there is no threat of a DBF. Do not wait for a “new” FB to remove “old” FB to Ball Person. Do not kick the FB.
- B. **CREW GOAL:** 100% Completions. Take extra steps before underhand only relay.
- C. **CREW:** Contenders watch DB Action while Pretenders are in a big hurry to secure a new FB. We cannot miss a DBF because we are looking for a new FB.
- D. **U:** Must hustle into the SZ, grab FB, & spot ball off Back Side **Wing**. If FB is near the SL still move into the SZ & work with **R/BJ** to secure FB, hustle to HM & spot off Back Side **Wing**.
- E. **U:** Rain/Snow: Hold & cover FB with towel at DBS. Set FB down as team breaks huddle.
- F. **CREW:** During hurry-up, play with 1 FB only as much as possible.
- G. **HL/LJ:** Do NOT spot FB in SZ (Exception: Spot FB for a measurement). Use downfield foot. If possible, use same FB.
- H. **BJ:** If DBS is outside the HM’s, secure a new FB before measuring for a 1st down.
- I. **CREW:** During Inclement Weather make shorter relays & run FB in when needed.
- J. **CREW:** Do not throw FB toward SL so it hits the ground (Looks unprofessional).
- K. **BJ:** Relay new or current FB on plays that gain approximately 10 YDS. You are part of the triangle from **Wing** to **U**. **R** does same on plays that gain less than 10 YDS, unless **U** wants to hustle & secure a new FB.
- L. **BJ:** On deep incomplete passes, hustle & relay FB off field. **Wings** get a new FB.
- M. Ball Persons stay off the field on their team’s SL only the entire game (Exception: After a TD the **BJ** will have the Ball Person hold a new FB near the GP Upright).
- N. **CREW:** HT & VT TEAMS: Each team keeps their own FB’s on their own SL.

2. Bean Bag Mechanics (BBM)

- A. **CREW** (Fumble): Throw blue BB into air at chest level. This prevents inadvertent whistles. When a **Crew** member sees a BB he knows FB is loose & will not sound his whistle. Get BB on correct YL but not at the spot of the fumble. BB’s are NOT thrown for interceptions or backward passes behind the NZ, but are thrown on backward passes beyond the NZ.
- B. **BJ:** Mark end of first touching & punt (PSK), except TB & fair catch. Need 2 BB’s.
- C. **CREW:** Momentum (Inside - 5 YL): Drop BB at spot of catch or interception.
- D. **WINGS:** No BB at OOB spot on SL (Exception: Fight breaks out down field or OOB).
- E. **BJ/U:** KO (BB in hand) – “think onside kick”. **F. BJ/U/HL/LJ:** BB in hand for OKOM.

3. Change of Possession Mechanics (COPM)

- A. **Covering Official:** Signal New Direction first (2X), then signal TO (2X).
- B. **Non-Covering Officials:** Signal TO (2X) immediately when **Crew** member signals COP.

4. Coach/Referee Conference Mechanics (CRCM)

- A. Definition: HC wants to Review a Rule Misapplication/ Misinterpretation. Consequences for NOT Following this Mechanic is Officials could be suspended a maximum of 2 years. NOTE: We “stay out of trouble” by granting the Coach/Referee Conference.
- B. **CREW:** OHSAA Requires NFHS Rule Book, Case Book & Gold Book (OT) is at the Field.

- C. **R/Wing:** Meet HC at SL & listen to him. Judgment calls do not apply.
R will explain Ruling to HC. R can meet with **Crew** to discuss the ruling. It is imperative that all **Crew** members have an opportunity to talk. R must facilitate talk so an overly aggressive official is NOT allowed to dominate the discussion.
 - D. **CREW:** If HC Disagrees with **R's** Ruling, then **Crew** Must Secure 3 Books, find ruling in the books & show the HC. Use Rules Index in the Gold Book.
5. **Coin Toss Mechanics (CTM)**
- A. **R:** Face Scoreboard at 50 YL. **HL/U:** Opposite PB SL. **LJ/BJ:** PB SL.
 - B. **HL/U & LJ/BJ:** The speaking captain is positioned closest to the R. **LJ/BJ** delay walking until the **HL/U** is at Field #'s. Usually HT is PB SL. Escort Captains & Introduce to **R**. NOTE: Coaches & other players must be outside the HM's for the CT. You can allow some media & "honorees" near the CT. Captains may be in street clothes or not legally equipped for the CT. NOTE: CT choices cannot be changed once the **R** has signaled them to the PB.
 - C. **U/HL/LJ/BJ:** Move to 45 YL with backs to scoreboard.
 - D. **R:** Request officials to introduce themselves to Captains. Ask which Captain will call & ask him for "call", & then repeat it (Items D – G should take only 2-3 minutes).
 - E. **U:** Steps forward & repeats Captains' "Call" of Heads or Tails.
 - F. **R:** Toss coin at 20 minutes, catch it, & ask Captain to repeat the "call". Ask Captain if he wants to Defer or choose for 1st half. If Defer, Signal PB. If choose kick/receive/GL, turn captains & signal PB. It is okay to conduct CT earlier if both teams are ready. This could include cold or inclement weather, senior/parents night, homecoming, or team's left field.
 - G. **R:** Discuss Sportsmanship with Captains & then check options with **Crew**.
 - H. **BJ (HT)/U (VT):** 2nd Half: Bring 1 Captain each to center of field & meet with **R**.
 - I. **R:** 2nd Half: Secure options from Captains & signal PB. Discuss sportsmanship if needed.
 - J. **CREW (OT):** Toss, secure choices, turn captains, & signal PB by pointing to GL.
6. **Dead Ball Mechanics (DBM)**
- A. **HL/LJ (OOB Runner):** Stop GC (2X) immediately when runner goes OOB, then TURN-N-WATCH OOB. Swivel head, watch runner & other players return inbounds.
 - B. **R/HL/LJ/BJ:** When space permits STOP a minimum of 5 YDS from pile of players (Exception: GL or close to a 1st down – hustle in hard & fast). Allows officials to see more "big picture" & call DB Fouls when warranted. Game becomes chippy--move closer to pile – Prevention.
 - C. **R:** In most cases there is no need to run to the DBS at or beyond LOS. Stay back & swivel (2X) your head, watching for any DB action. Then hustle to your IP.
 - D. **BJ (Player in Opponent's Bench):** Go into Team Box & escort player(s) back to field.
 - E. **CREW (Ball Dead):** Swivel head (2X) & watch players in your area rather than stare at DBS.
 - F. **CREW:** Immediately raise arm/hand to indicate next down. BE A GREAT DB OFFICIAL!
 - G. **CREW:** Officiate DB action FIRST. Penalize first DB Hit; this usually stops it.
7. **End of Period – First & Third Mechanics(EOPM)**
- A. **CREW:** Record down, distance, & YL. Check scoreboard & verify all info. Light jog to SS.
 - B. **R:** Ensure no penalties; communicate verbally with **BJ** -- no Extension, & signal End of Period Very Deliberately to PB. Verbally confirm down, distance, & location of FB with **U**.
 - C. **U:** Walk off distance to near YL, record info, move to opposite side, & confirm with **R/BJ**.
 - D. **HL:** Record clip YL; grab clip, reverse the 2 chain rods, move downfield, place clip, & ask chain crew to pull stakes tight. Make sure clip is on the back of the YL.
 - E. **LJ:** Record info, move downfield, monitor your team, & verify new location of chains.
 - F. **BJ:** Confirm verbally with **R** there is no extension; time 1 minute; jog to SS.

8. **Field Goal Mechanics (FGM)**

A. Definition: FG from any YL. (Assume Right Footed Kicker below) NOTE: 4 Man: **Wing** who looks at **R's** back goes to EL. **U/Wing** (GP Uprights).

B. Initial Position (IP):

1. **R**: Plant Leg Side of Kicker. 5 YDS Deeper than Holder, 10 YDS Wide of Holder, & shoulders at a 45 degree angle.
2. **U/BJ**: GP Uprights (choice of post). 3. **HL/U**: Stand on Field Numbers at LOS

C. Read & React (R&R) Then Flow:

1. **R**: Signal **Crew** ASAP when "Tee" & Kicker come on field. KEYS: Eligible Backs & Holder #, Snap, **Holder's Catch & Knees**, NO FAKE, Snapper, Holder, Rushers, & Kicker/Holder. Delay marking ball ready until **U** gets to EL. Inform RT loudly to "stay off center & H/K". Yell "Ball's Away" when FB is kicked to warn RT to avoid H/K. FG good – Watch KT & RT for DBF. FG blocked – back pedal – might be needed at GL. Count 1001 & 1002 on Center (Foul for direct contact within 2 seconds).
2. **U**: Communicate to **Crew** – NO WHISTLE. KEYS: Snap, Snapper, & NO FAKE. Watch Center on Snap. Count 1001/1002 on Center (Foul for direct contact within 2 seconds).
3. **HL/U**: KEYS: Snap, FAKE, & Near TE/WB Block. Long FG: Move downfield when kicked. Short FG Made: Hustle in toward linemen. Fake or mishandled snap: R & R quickly & move to SL OOB, & if necessary, move toward GL.
4. **U/BJ**: If faked, **BJ** stays on EL & **U** hustles to GL. If FG is short, both hustle to GL, & rule if Kick breaks GL Plane. Sound whistle when kick crosses GL, & signal no score & TB.
5. **U/BJ**: Good – **U** sounds whistle, both signal FG good & move 2 YDS into EZ; Not good & hits in or beyond the EZ – **U** sounds whistle. Both move 2 YDS into EZ, signal no score ONLY (2X) & TB (2X). **BJ**: Responsible for his upright & Crossbar. **U** has his upright only.

9. **Fight Mechanics – Actual Fight (FMA)**

A. Definition: 2 or more opponents are swinging at each other (rare in Ohio).

B. **CREW**: If players are swinging, stand back, & "take numbers". Keep other players away from fight. Once players go to ground, attempt to break it up.

C. **HL/U**: Primary responsibility for SL & keeping non-players from leaving their bench.

D. **CREW**: After order is restored, huddle away from everyone, discuss, & then assess penalties & DQ's. Give all officials an opportunity to speak & be heard.

E. **R**: Go to SL with **Wing** present & inform each HC -- penalties & DQ's for both teams.

F. **R** (Signal): DB & Personal Foul, Not UNS, since there is contact while fighting. Signal DQ for each player ejected from game for each team.

G. **CREW**: After game record facts. Complete required Ejection Forms online; follow OHSAA Ejection Policy, as best you can. OHSAA makes any necessary adjustments.

H. **CREW**: During weeks 1 – 10 Contact League Assigner or Commissioner.

10. **Fight Mechanics – Prevention (FMP)**

A. Definition: Tempers are rising; players are getting "personal"; it is "heating up".

B. **CREW**: Allow no talking between opposing teams; stop it immediately. "Pinch into field" further. Your presence is vital. **U**: An important role in the middle.

C. **CREW**: Talk with players on the "edge" of a late hit, but not late enough to call.

D. **CREW**: 2 opponents "chest up" or shove each other. Get between the opponents & stop it then assess penalties, if warranted. If players are not swinging, get between them. This is GOOD DB Officiating. Positive statements can defuse it.

- E. **CREW:** Be Assertive without being Aggressive – Do Not push players to ground, tackle players, grab a player’s face mask, or pull them off pile. Sound your whistle loudly.
 - F. **CREW:** It is vitally important to penalize FIRST late hit, when warranted.
11. **First Down Mechanics (FDM)**
- A. **Definition:** Close to a first down
 - B. **LJ:** Primary Responsibility to decide if it is a 1st down. If close, stop GC & look. If not, start GC. We do not have to measure because we stopped the GC. Note: **LJ** has best look from across field & is usually downfield. With today’s spread offenses & number of passes, the **R** is usually too far away. **HL:** Do not look over your shoulder.
 - C. **CREW:** If CLOSE regarding first down MEASURE. There are too many games where a **Crew** refused to measure, & then, in “eyes of coaches, they could do no right”. On synthetic & well-marked grass fields, if forward stake is beyond YL & DBS is behind same YL, we will not measure. Too many times we look across field & think “that is not even close”, & then we bring chains across field -- “Wow – that was close or is a 1st down.
 - D. **HL/LJ** (Close to 1st down): Sprint in assertively until you meet resistance. **Wing** who can “see leather” yells for FB. **U** will “dig for FB” & “hand it”. Do not throw FB to Wing.
 - E. **HL:** If 1st down, hustle to SL & **mark YL with foot** where rear stake & down box will be set.
12. **Flag Mechanics (FLM)**
- A. **CREW:** All flags must be in front & tucked in. Carry 1 or 2 center weighted Black ball only.
 - B. **CREW:** Never throw a flag at a player. No Spot: Throw flag high into air. Spot: Throw flag to YL. Passer beyond LOS – Drop Flag at spot. **Crew** must cover a spot foul flag.
 - C. **CREW:** Same Foul: Multiple flags – move flags to same spot. Confirm foul & player # & then 1 official signals Prelim to **R**. UNS/DB Personal Foul: Throw flag high into the air.
13. **Forward Progress Mechanics (FWPM)**
- A. **HL/LJ:** Place downfield foot in front of backfield foot to for FWP. Square Off. No angle in.
 - B. **HL/LJ:** Cross field mechanics (passes & runner driven back near SL) – look across field for help & an accurate FWP spot. Important for back side **Wing** to move into field near HM so your partner can see you.
 - C. **HL/LJ:** Marks FWP most unless **R** marks FWP behind LOS or **BJ** marks FWP down field
 - D. **HL/LJ:** Player hit/driven back between field # & SL – wind (2X) & move in, not past players.
 - E. **HL/LJ/BJ:** After you sound whistle for FWP swivel your head (2X) & watch for DB action.
 - F. **HL/LJ/BJ:** Trapped pass – catch or no catch – do not move in to mark FWP until you know it is a catch. If you square off & move in you are indicating Catch. Swivel your head & see if other officials signaled incomplete pass. Key is: Go SLOW here!!
14. **Free Kick After Fair Catch (FC)/Awarded FC (FKFC)**
- A. Initial Position (IP): **R** (Kicker); **U** (GP Upright, Opposite PB); **HL** (KT Line); **LJ** (RT Line); **BJ** (GP Upright, PB). NOTE: 4 Man: **R** (KT Line); **Wing** (RT Line); **Wing/U** (GP Uprights)
 - B. Read & React (R&R) Then Flow:
 - 1. **R:** Ask **BJ** if it is a FC. Ask HC where to spot FB. **2. CREW:** Once kicked use FGM.
15. **Free Kick After Safety (FKS)**
- A. Initial Position (IP): **R** (RT 20 YL); **U** (KT 30 YL); **HL/LJ** (RT 30 YL); **BJ** (KT 20 YL). NOTE: 4 Man: **R/HL** (RT 30 YL); **U** (KT 20 YL); **LJ** (KT 30 YL)
 - B. Read & React (R&R) Then Flow: KOM. **BJ/U:** Run to KT 30 YL HM after kick/punt.
16. **Fumble Mechanics (FUM)**
- A. **CREW:** Covering Officials throw BB. **R** will stop GC (no whistle) after 2 seconds if there is no

signal from an official signaling possession. If A retains possession, covering official signals next down & R winds GC immediately along with LJ.

- B. **CREW:** Large pileup & officials have to “dig”. First official to pile “digs”. Official, who rules team possession, yells team color, & closest official signals team possession direction (2X), after making sure of proper direction. Stop GC (2X) for COP.

17. **Game Management Mechanics (GMM)**

- A. **R** (Meetings with HC’s): Inform HC that **Crew** will send player(s) to SL who is approaching “fouling status”. **Crew** will stop GC & appropriate **Wing** will escort player to the SL & inform the HC. Record player’s numbers on game cards who are sent off the field. Player can reenter when HC thinks he is ready to play & behave appropriately. Send any player out who is talking to an opponent. We must “control” the game. Too often there is early talking, & then later we try to regain “control”. Stop the talking between teams early.
- B. **CREW:** When HT & VT enter & leave a common opening the **CREW** must “direct traffic” by “holding” the HT until the VT has a chance to enter or leave if they are “together”.
- C. **CREW** (Halftime): **R** winds GC when teams are at their LR then **Crew** Jogs Off field together.
- D. **CREW** (End of Game): **R** signals End of Period deliberately & **Crew** gets together as a TEAM & RUNS OFF the Field to the LR. Don’t Stay to Visit – Use Preventive Officiating.

18. **Goal Line Mechanics (GLM)**

- A. **CREW:** Use GLM for Try-Run/Pass (2 Pts.)
- B. **Definition:** Snap on/inside +10 YL. NOTE: 4 Man: **U** moves to EL between Uprights.
- C. **Initial Position (IP):**
 - 1. **R:** 15 YDS behind LOS & 8 YDS Wide of QB at 45 degree angle. Wide Side of Field.
 - 2. **U:** 7 YDS off the LOS inside the TE’s, irrespective of **R**’s IP. Vary your position laterally.
 - 3. **HL/LJ:** 2 Yards outside SL (restraining line). 4. **BJ:** EL between GP Uprights.
- D. **Read & React (R&R1 & 2) Then Flow:**
 - 1. **R:** Same as Pass or Run Play. After TD watch players move toward SL. Do NOT signal TD to PB. Look for Tee held by Kicker. After TD ask Captain for location to spot FB for TRY.
 - 2. **U:** Same as Pass or Run Play. If you are 100% sure it is a TD, & **Wing** has not signaled TD, run to appropriate **Wing** & tell him what you saw. The TD call is the **Wing**’s Decision. **U:** NEVER signal TD. Do NOT spot FB for Try until Captain indicates spot.
 - 3. **HL/LJ:** MUST be at GL before FB arrives at GL. **R&R1:** (+10YL & +5YL) – Start moving immediately toward GL, 2 YDS outside the pylon under control. **R&R2:** (+5YL & GL) – Hustle immediately to GL while reading the play, 2 YDS outside pylon before FB arrives at GL. Stay beyond FB & then come back as needed. Runner dives at pylon – back out to see. TD – PIVOT-N-WATCH runner in EZ. Pinch in hard & fast on CLOSE Play at GL. Be assertive!! Dig for FB if necessary. It is a TD – Run in on GL. Not Sure – Run in Short of GL. IMPORTANT TO SELL IT. Be PATIENT – find FB first!! Better to be Late & Right. Runner runs hard to opposite pylon – Back side **Wing** will pinch in. NEVER MIRROR A TD SIGNAL!! NOTE: **R&R3** -- If time & score dictate it, move to GL ASAP at snap.
 - 4. **Wings:** If runner moves toward the opposite SL, go directly to pylon & be ready to pinch in assertively on field of play. Make sure the runner does not change direction.
 - 5. **BJ:** Stay on EL during live ball. Hustle down EL, maintaining a 5 YD cushion with receiver. Straddle EL on tight catch/no catch. Observe A Players near SL for touching EL. **BJ** signals incomplete pass on EL only, not **Wings**.
 - 6. **HL/LJ/BJ:** EZ Corner – Eye Contact with **Wing** Prior to TD Signal; if someone sees Incomplete Pass, signal immediately (2X); Pass – Wait several seconds before signaling

TD – It is Better to be Late & Right. Signal TD (hold 2 seconds) only if you see it. STOP at GL, Signal TD, Pivot 90 Degrees, & WATCH/FOLLOW Runner & other players after TD.

19. **Hat Mechanics (HATM)**

- A. **HL/LJ/BJ:** Throw hat if any A/K Player goes OOB without being blocked prior to a COP or there is no COP. Muddy Field: Save hat & YELL the player's number loudly!!!

20. **Hurry-up Offense Mechanics (HUM)**

- A. **R/HL/LJ:** Adjust position by not moving in as far when FB is dead.
B. **R:** Emphatically tell Center & QB to "wait for my whistle" if A is ready to snap. **R:** If Center is over FB, back pedal quickly to IP before marking ball ready.
C. **U:** The "Sprinter" between downs, runs to grab FB & spot it off Back side **Wing**. Remember, GC becomes more important than exact DBS, unless close to a 1st down. Spot FB & move to your IP as quickly as possible. Hustle, But Do Not Hurry.
D. **HL/LJ:** Both hold DBS for **U** as he might use either back side or front side **Wing**.
E. **CREW:** When A catches or runs with FB, use 1 FB only when spotting for next down.
F. **CREW:** GOAL for every game is efficient, quick, & accurate FB spotting so A never has to wait for officials other than for TO's or 1st down measurements.

21. **Kick Off Mechanics (KOM)**

- A. **Definition:** KO at KT 40 YL. Score & time don't indicate Onside KO. Same IP for **R/HL/LJ** if KO is at 35 YL. NOTE 1: Players do not have to be legally equipped until the KO (Grades: 9-12) or spotting the ball (Grades: 7th & 8th) which starts the game. NOTE 2: 4 Man: **R** (RT 10 YL near PB SL); **HL** (RT 10 YL opposite PB SL); **LJ** (RT 50 YL on PB SL); **U** (KT 40 YL opposite PB SL). **U/LJ:** Stay on SL after KO. Wind GC (2X): **R** signals when Kick touches player/caught between your SL & far HM. **HL** starts GC between your SL to near HM. **R/HL:** When TB is ruled 2 officials sound whistle loud & repeatedly while running to #'s to prevent DB Fouls.
- B. **Initial Position (IP):**
1. **R:** Straddle GL on wide side of 1 receiver & between 2 receivers.
 2. **U:** 50 YL, 2 YDS OOB, & opposite PB with BB in hand (think onside kick).
 3. **HL/LJ:** GL on SL. **HL** opposite PB. **LJ** on PB SL. If 1st KO for a team is short of the - 15 YL, move to the - 10 YL for the next KO for that team. If kicked between the - 15 YL & GL, stay at GL. The GOAL is to trail the Receiver, NOT be even with him. NOTE: KT penalized 15 YDS -- move up field accordingly for re kick.
 4. **BJ:** 40 YL, 2 YDS OOB & on PB SL with BB in hand (think onside kick).
- C. **Pre Kickoff:**
1. **BJ:** After Try, secure new FB from Ball Person near GP Upright, start your timer for 60 seconds, & jog up PB SL. Jog to Kicker at 30 seconds. Check Tee & hand kicker FB. REMIND KT to stay behind Line until kick. Jog to SL. After clearing Restricted Area, secure ready from **U** & signal **R**. If FB falls off Tee sound whistle (2X) & jog to kicker.
 2. **U:** Jog up SL opposite PB & clear Restricted Area. Signal **BJ** when ready (raise arm).
 3. **LJ:** Stand at Field #'s with "stop" signal pointed to **R** until GC is set at 12:00.
 4. **R/HL/LJ:** Count RT & secure "ready" signal from **HL/LJ/BJ** (raised arm).
 5. **CREW:** If wind blows ball off Tee (2X), then a KT member must hold the FB.
 6. **HL/LJ:** If they disagree whether to be at GL or - 10 YL, stay at GL.
 7. **R/HL/LJ:** Count RT; **U/BJ:** Count KT. **U/BJ** work together to communicate with KT & HC regarding KT players being within 5 YDS of Free Kick Line & 4 KT players being on both sides of Kicker. **BJ** will call within 5 YDs & **BJ/U** will call the 4 players.
- D. **Read & React (R&R) Then Flow:**

1. **R:** KEYS – RT Touching Kick, Wind GC, GL, TB, Blocks Ahead of Runner, Clean Up Behind Runner & R&R. Straddle GL & maintain 5 YD cushion until GL is not threatened. Wind GC. Signal TB if needed. Move up field watching blocking ahead & around runner. Once ball is dead swivel head (2X) & clean up first.
2. **U:** KEYS – R Encroachment, Onside Kick, First Touching, KT Initial Contact by RT Front Line, & R&R. Run to near HM on 50 YL then STOP-N-Watch KT & RT. If runner breaks it, you have inside/out responsibility & **BJ** has GL.
3. **HL/U:** KEYS – RT Touching Kick, Wind GC, KT OOB, Blocks Immediately ahead of Kick Returner & R&R. Stay on SL until kick ends. Be aware of any FC signal by RT. Wind GC if kick is caught/touched in your SZ only. Move up field deliberately, trailing runner by a minimum of 5 YDS, & watching blocks. Do NOT hurry to get to DBS. Blocking is more important ahead of runner. The SL is yours, GL to GL.
4. **HL/U:** When starting at 10 YL, if the kick goes toward the GL hustle back to GL outside the pylon. Be ready to rule TB or OOB if the kick is near your pylon.
5. **HL/U:** OOB Kick – Throw flag at spot then hustle to HC for penalty choice.
6. **BJ:** KEYS – Kicker, KT Encroachment, Onside Kick, First Touching, KT Initial Contact by RT Front Line, & R&R. Watch RT running forward to block Kicker, & then run to near HM at 50 YL. STOP-N-Watch KT players. Use peripheral vision to check runner. Be ready to lead runner to GL. Arrive at GL prior to runner.
7. **R/HL/U:** When **R** signals TB, **HL/U** runs toward the - 10 YL #'s at a 45 degree angle, sounding their whistles loud & repeatedly to help prevent DBF's. **R** jogs to - 10 YL & sounds whistle loud & repeatedly.

22. Measurements Mechanics (MM)

- A. **R:** Makes final decision to measure, signals TO to PB, & motions chains in.
- B. **HL/U:** **HL** checks correct YL & clip, then places clip where the **U** has placed his foot. **U** will then step on the chain to secure it after the chain has been placed correctly. NOTE: Chain Crew cannot wear official's stripe shirts – causes confusion when looking across field.
- C. **BJ:** If outside HM's secure a new FB, then hold existing FB in place. Face the foremost point of the FB with your back to GL.
- D. **U/U:** **U** makes sure **U's** foot is lined up correctly on the YL with the clip & the **U's** foot on the chain, then takes forward stake & pulls it tight.
- E. **R:** Looks at stake & FB, signals 1st down or signals short to PB. After grabbing FWP spot on chain, move chains inside HM & spot new FB if necessary. If short of a 1st down, wait for **HL** to reset clip & chains on the SL.

23. Microphone Announcements Mechanics (MAM)

- A. **R:** One Microphone Only MUST be controlled by **R** ONLY, if it is heard in stadium. If not, do NOT use. Stand still; face PB; be concise, accurate, & think before talking. Pause for effect.
- B. **R (Practice):** No microphone in this game – verbalize fouls when you signal PB.
- C. **R:** Briefly announce unique rulings; keep it short; avoid being too technical.
- D. **R (Examples):** Player's # is announced.
 1. Dead Ball, False Start, Offense, # 79, 5 YDS, Still 1st Down
 2. Illegal Motion, Offense, # 38, 5 YDS, Repeat 2nd Down
 3. Roughing the Passer, Defense, # 41, 15 YDS, Automatic 1st Down
 4. Intentional Grounding, Offense, # 12, 5 YDS, Loss of Down, 3rd Down
 5. SL Warning, Name of HS, Their First.
 6. Time-out, Name of HS, Their First

7. Name of HS, They Have Requested a Coach/Referee Conference

24. **Observer/Crew Meeting Mechanics**

- A. **Definition:** Applies to Weeks 11 – 15 Only. Meets with **CREW** at halftime for a Maximum 10 Minutes & Post Game for a reasonable time. Listen attentively & be polite. However, if Observer makes a suggestion that is Different from the Gold Book, show him the GB.
- B. **CREW:** Observer is **REQUIRED** to give CREW the OHSAA FB Observation Forms. If he does not, email the DOD – FB within 48 hours after the game.

25. **Onside Kick Off Mechanics (OKOM)**

- A. **Definition:** Score &/or time indicate OKO might occur. KO at KT 40 YL. 5 Man: **R** (GL in middle of field), **HL/LJ** (RT 50 YL outside SL), **BJ/U** (KT 40 YL outside SL). **NOTE:** 4 Man: **U** (KT 40 YL outside SL), **HL/LJ** (RT 50 YL outside SL) **R** (10YL in middle of field).
- B. **CREW:** If in doubt, use OKOM. Discuss after Try—**R** makes Decision ONLY if disagreement.
- C. **CREW:** HC indicates his team onside kicks a lot – use OKOM always when they KO.
- D. **CREW:** Do **NOT** give signals regarding possible onside KO - - ready for onside KO every time.
- E. **CREW:** Be aware of any signals by RT – Fair Catch, Invalid or Illegal signals.
- F. **R:** Stay at GL until there is no chance FB might touch GL or RT runs back to the GL.
- G. **BJ/HL/LJ/U:** All 2 YDS OOB, BB in Hand. Clear restricted area before raising hand.
- H. **U/BJ:** Hold at 40 YL & observe 1st touching, blocks by KT & RT, & possession. Then move downfield to help rule on team possession.
- I. **HL/LJ:** Hold at 50 YL & rule on FB crossing RT's Free Kick Line, FC, & possession.
- J. **U/HL/LJ/BJ:** Large pileup on onside kick - - dig out FB - - "survival of the fittest".
- K. **U/HL/LJ/BJ:** Remind teams to stay behind their Free Kick Lines until FB is kicked.

26. **Pass Mechanics (PM)**

- A. **Definition:** Snap is between – 10 YL & + 10 YL. A Pass is thrown. **NOTE:** 4 Man: **Wings** have all receivers on their side & dual coverage over middle of field.
- B. **Initial Position (IP):**
 - 1. **R:** 15 YDS behind LOS & 8 YDS wide of QB at 45 degree angle; Wide Side of Field.
 - 2. **U:** 7 YDS off LOS inside the TE's, irrespective of **R's** IP. Vary your position laterally. Shoulders parallel to GL.
 - 3. **HL/LJ:** 10 YDS outside widest A Player; Never inside #'s. If A is near SL take steps OOB.
 - 4. **BJ:** 20 YDS off LOS between the GP Uprights. Stay at 20 YDS until the FB is snapped between the + 15 YL & + 10 YL. Then move 5 YDS deep into the EZ. When snapped on or inside the + 10 YL (GLM) move to the EL. IP is behind the deepest B players.
- C. **Read & React (R&R1, 2, & 3) Then Flow:**
 - 1. **R:** KEYS -- Snap/QB/Opposite Tackle/Passer; Maintain a 5 YD cushion with Passer. Yell "Ball's Away" once slowly to tell B Rushers to stay off Passer. If B hits Passer after you have said "Ball's Away" once slowly, it is Roughing the Passer.
 - 2. **R:** BP – signal & yell "back". If Passer rolls, maintain a 10 YD cushion; eye on passer after pass. Passer close to NZ – Memorize spot of release & move to it quickly – check with **U** – beyond or behind NZ. Be ready to rule on Passer who is hit – Pass or Fumble.
 - 3. **R:** Intentional Grounding (ING) is an **R only** flag thrown. When **Crew** members know there are no receivers in area get the info to the **R** ASAP. **R** will then assess the status of the passer. If **R** determines there is ING he will drop a flag at the spot of the pass.
 - 4. **U:** KEYS – Snap/Linemen/QB/Pass/Catch; **Do NOT** move toward the LOS with R&R 1 or R&R 2. Delayed Pass – Delay slightly & read crossing TE or possible screen pass to RB directly behind A linemen. If Passer rolls in a Moving Pocket, **U** should flow with pocket

along LOS in R&R 3. **U** must get to NZ ONLY with R&R3 or if the NZ is threatened by the **Passer**. Check spot where Passer releases ball near NZ with **R** as he arrives. Be ready to rule on trapped pass behind/beyond NZ. Turn immediately when pass is thrown. Jog to DBS. Shoulders parallel to SL when spotting FB. Move off FB quickly after spotting. **Crew GOAL: A Never has to wait on **Crew** to spot FB & go to IP.**

5. **HL/LJ/BJ** (COVERAGES): DBL/DBL—**BJ** has inside receiver on **LJ** side. TRIPS – **BJ** has 2 inside receivers. Go to zone coverage once A moves past B initially.
6. **HL/LJ/BJ**: Watch FEET FIRST, & then catch on EL/SL Plays. FEET/FB!
7. **HL/LJ/BJ**: Watch the initial trajectory of pass & then watch players, not ball.
8. **HL/LJ/BJ**: Consider Angle/Distance/Timing when moving into position to rule on play.
9. **CREW**: STOP-N-WATCH at moment of Judgment – You Can See Much Better!!
10. **U/HL/LJ/BJ**: Move to a position to be a MINIMUM of 5 YDS from Catch. On many plays you must move while ball is airborne for a much better angle to see the play.
11. **HL/LJ**: KEYS – Snap/Player(s)/QB/Zone/FB. “Open Door” when players come toward you. Let them proceed toward the GL & officiate as you trail them from behind.
12. **HL/LJ** (R&R1) (Pass in the Flat, Bubble Screen): Read Run or Pass Play -- Do G/T stand up? Then do backs move wide or receivers drop back? Read QB eyes – first look is usually where pass is going. If so, “stay home “. If you rule BP -- signal & yell “back”. It is usually easiest for “back side” **Wing** to rule. However, a “contending” crew will have both **Wings** signal.
13. **HL/LJ** (R&R2) (Short & medium passes): When **Wings** do not read flat or screen pass move downfield 5 YDS keeping shoulders parallel to SL, then stop. (Over 75% of the passes are 15 YDS or less). The outside receiver(s) is yours. Read receivers in your area. Look back & read passer’s eyes—where is he looking? Adjust position for a 5 YD cushion from receiver making catch. “STOP-N-WATCH at moment of judgment. Straddle SL on SL catch/no catches. Give “catch” signal (2X) on tight SL catch after signaling TO (2X). DO NOT signal “catch” INTO the field, only on SL.
14. **HL/LJ** (R&R3) (Long Pass): Key Thought is “Turn & Burn”. Read receiver who runs hard downfield or a “stop & go” pattern. Check QB eyes. Ready to go!
15. **HL/LJ**: The 3 R&R’s are a “progression” that **Wings** must do on each play once they read pass. It is very important that **Wings** “read” play first, then R&R, & flow as dictated by the play. DO NOT MOVE until you have completed R&R1!
16. **HL/LJ**: When runner moves into far SZ, hustle downfield & move into field toward HM. See players & action behind **R/U/BJ**. Square off at DBS & swivel head (2X) for DB action.
17. **BJ**: KEYS – Snap/Player(s)/QB/Zone/FB. Read G/T for Run or Pass. Inside receiver(s) is yours. Read QB eyes – where looking? If R&R1 occurs, move back slowly. No need to back pedal fast unless you read deep pass (R&R3). Do NOT take yourself out of play by back pedaling too quickly. Watch receiver/defender when you know where pass is going. Maintain a 5 YD cushion by “crossing” receiver if he comes to you. Move in opposite direction receiver is moving, thus not trying to outrun him. Lead runner to GL, & stop at GL to rule on TD. Only go back into EZ toward EL when receivers dictate it. Commit sideways only when pass is airborne. Do not move past HM until ball is dead. Move to SL under control – ball can wait. Move similar to a windshield wiper, SL to SL, as needed to support **Wings**. DB – swivel your head (2X). No need to run to DBS on plays of 10 YDS or less.

27. Penalty Enforcement Mechanics (PEM)

- A. **U:** Penalty Enforcement is yours. Turn to calling official after whistle is sounded.
- B. **Calling Official:** Give Prelim Signal for foul called after ball is dead & GC stopped. We look STRONG & DECISIVE by giving Prelim Signals ASAP!! If 2 officials have same foul, confer, & then 1 signals. After Prelim Signal, describe to **Wing** what happened. Telling **Wing** "Red #76 held" is not enough. Instead state "Red #76 grabbed the defender with his right hand, then turned, & restricted him at the POA" is much better & more accurate explanation.
- C. **Calling Official:** Be Descriptive – more than # 88 held; need info to "sell" call.
- D. **CREW (10 Sec. Rule):** Simple 5 YD DB Foul – GOAL: Mark ball ready w/in 10 seconds.
- E. **CREW (10 Sec. Rule):** Assumes Center has FB & hands it to **U** for 5 YD mark off.
- F. **R:** Find open space immediately & give Prelim Signal; do not walk around!!!
- G. **R:** Signals 1 Prelim ONLY to PB for 5 YD DBF – FST, ENC, DOG, Ill Sub, etc. Otherwise he signals a Prelim & Final Signal to the PB only (Exception: If TV Cameras are located on SL opposite PB then give all signals to both SL's. Check with TV before the game).
- H. **U:** 98% of Penalties are enforced w/out asking because we know. The 2% we are not sure, we look at HC (**Wing** by his side) to decide. **Wing** will tell HC down & distance for both acceptance & declination. Walk or jog off penalty yardage; your choice; get it right!
- I. **R/U/HL:** 5 YD walk off close to 1st down; ask **HL** to check tape on the chain.
- J. **HL/LJ:** Both walk off yardage since one can be distracted by a Coach/Player question; **U** check w/ them only after walk off. Do not look at them until you reach SS.
- K. **BJ:** Helps with half distance, automatic first down, & LOD info. Prior to a KO, place FB on ground, signal foul to PB, & walk off yardage. If there are 2 fouls, repeat this mechanic.
- L. **CREW:** ASK questions NOW -- maybe wrong PE; not in LR. **R** must give each official a chance to talk, not just the aggressive official when PE is complicated or **Crew** disagrees.
- M. **LJ/BJ:** Signal GC Status to **R** while he signals foul to PB.

28. Pre Snap Mechanics (PSM)

- A. **CREW:** Hustle to IP once the FB is spotted for next down.
- B. **R (Wide Side):** For GLM, Passes, Punts, RM, & Runs, the **R's** IP is the Wide Side of the Field. Snap in the middle of the field? **R** determines Wide Side. **R** No Longer will ask the HC's whether their QB's or Punters are right/left – only Try/FG Kicker.
- C. **R/U:** Count A 11 Players & Hold Signal for 2 seconds. Get eye contact with each other.
- D. **R:** Primary Responsibility for A subs in & out of huddle. Mark ball ready after A is behind their LOS unless they delay. Mark ball ready ONLY after down box is set for 1st down.
- E. **R:** If A is at LOS or moving to LOS, Back Peddle Out to IP before marking ball ready.
- F. **U:** Count 5 Ineligible A Linemen. Check their legal numbers, except for Sub Varsity games.
- G. **R/U:** In Sub Varsity Games the numbering Rule does not apply. Communicate with B if A has an ineligible player's number in an eligible position.
- H. **HL/LJ:** Enforce the Restricted Area Rule. Coaches are allowed only 2 steps on the field.
- I. **HL/LJ:** Memorize LTG prior to snap for 1st down awareness.
- J. **HL/LJ:** Decide which players can legally block below the waist immediately at the snap.
- K. **HL/LJ:** Responsible for substitutes getting off field prior to snap on correct SL.
- L. **HL/LJ:** Move backfield foot forward so A players can line up. Then place feet parallel & shoulder width, so you can move quickly. Stand up straight to see players better.
- M. **HL/LJ (Balanced Line – 7 Players):** Count # of players on LOS on your side of Center. Signal each other with both hands & hold for 2 seconds or signal with 1 hand & the other hand/arm used to indicate player(s) closest is off LOS.

- N. **HL/LJ** (Unbalanced Line – 7 Players): Count # of players on LOS on your side of Center, & then use “2” & “4” fingers to indicate it, & hold for 2 seconds.
 - O. **HL/LJ** (Closest Player(s) is Off LOS): Punch off at a 90 degree angle & hold til snap. If he goes in motion, & now closest player is on, drop your arm. If 2 closest players are off LOS, punch them off with 2 fingers in a waving motion to a 90 degree angle. NO signal given for nearest A player on LOS.
 - P. **HL/LJ** (Motion Man): Responsible when MM moves on your side of Center.
 - Q. **LJ** (Down Box # is wrong): Point to Down Box repeatedly to get **HL’s** attention. If not, sound your whistle softly & jog in to center of field. BE PROFESSIONAL by not drawing attention to yourself or **HL**.
 - R. **HL/LJ/BJ** (Pass Coverage): Based upon formation, know your receiver(s).
 - S. **BJ**: Count B 11 Players & Hold Signal for 2 Seconds. NOTE: 4 Man: **U** count B 11 Players & Holds Signal for 2 Seconds. **BJ**: Responsible for B substitutes in & out of huddle. NOTE: 4 Man: **U** is responsible for B substitutes in & out of huddle
 - T. **BJ** (PC): Signal 5 seconds (with/without a PC), count down with one hand; if needed, reset PC. NOTE: 4 Man: **R** says 5 seconds. **U** signals the PC 5 second count down with one hand.
 - U. **CREW**: Check Signaling Mechanics for more info.
29. **Punt Mechanics (PUM)**
- A. Definition: KT lines up in punt formation. NOTE: 4 Man: **U** is downfield with RT receivers (same as a 5 Man **BJ**). **HL/LJ** on LOS at SL.
 - B. Initial Position (IP):
 1. **R**: 5 YDS Deep & 10 YDS Wide of Punter at 45 degree angle; Wide Side of Field. If Punter is between the - 5 YL & GL, R’s IP is 10 YDS wide & standing on the GL at a 45 degree angle. If Punter is on GL or in EZ, **R** stands on EL, 10 YDS Wide.
 2. **U**: 7 YDS off LOS, “Nose upon Tackle” opposite **R** (ONLY applies on punt plays).
 3. **HL/LJ**: On SL (Due to possible OOB Punt)
 4. **BJ**: 8 YDS wide & 8 YDS Deep. If 1 receiver, favor wide side of field. If ball is snapped in middle of field with 1 receiver, then favor **LJ** side. If 2 receivers, “split them”, 8 YDS Deep. When Receiver(s) has heels on or inside - 10 YL, stand on GL.
 - C. Read & React (R&R) Then Flow:
 1. **R**: Signal **Crew** when Kicker enters field. KEYS – Snap, Punter Catch, Eligible Backs #’s, Blocking by Backs, & Punter. Inform RT players loudly to “stay off center” & “stay off punter”. Count 1001 & 1002 on Center (Foul for direct contact within 2 seconds). Be aware of low snap & Punter’s knee. Yell “ball’s away” when FB is punted. Determine roughness/ running into. Stay with Punter until there is no threat of a foul.
 2. **R**: Jog to LOS, stop, & watch KT/RT. If runback, back peddle & get to GL, if needed.
 3. **U**: KEYS – Number Exception, Snap, Snapper, Line Play, & TURN-N-WATCH. Watch action on Center after snap. Count 1001 & 1002 on Center (Foul for direct contact within 2 seconds). If punted 30 YDS or less (R&R1), Stand-N-Watch. If punted + 30 YDS (R&R2), jog slowly downfield.
 4. **HL**: KEYS – Snap, Punter’s Catch, Line Play, & Wide Out.
 5. **HL** (R&R1): Pause before moving downfield & read if punt could be blocked. If snap is over Punter’s Head, move into backfield & assist **R**.
 6. **LJ**: KEYS – Snap, Line Play, Blocking Backs, Punt Cross LOS, & Blocking.
 7. **LJ** (R&R1): Straddle LOS until Punt crosses LOS (Use down box as reference).
 8. **CREW**: If punt is tipped, give the tip signal (2X).

9. **HL/LJ** (R&R2): Punt 30 YDS or less; jog downfield 10 YDS, STOP-N-WATCH KT/RT.
10. **HL/LJ** (R&R3): Punt more than 30 YDS; jog downfield 15 - 20 YDS watching KT/RT.
11. **HL/LJ**: Do NOT "overrun" play; concentrate on blocks ahead of receiver(s).
12. **HL/LJ**: Punt OOB -- jog beyond spot, turn w/ arm up & jog back. Once you get to the area where you think it went OOB, WALK SLOWLY, & look for **R** to chop.
13. **HL/LJ/BJ**: Punt rolls OOB deep – look to **BJ** as needed due to his angle. **BJ** will NOT move to SL on any OOB punt in flight.
14. **BJ**: KEYS – Snap, Outside Receiver(s) on **LJ** side, Signals, 1st Touch, & RT Catch.
15. **BJ**: Drop BB at PSK (Except: FC & TB) & 1st touching spots. Maintain 8 YD cushion with receiver, initially watching blocks. If receiver "crosses your vision", let him go so you are not straight lined. If IP is GL, stay there until RT runs decisively up field. GL is yours. Once ball is dead help with DBS & swivel your head, then relay new FB.

30. **Reverse Mechanics (RM)**

- A. Definition: Snap will be inside – 10YL.
- B. Initial Position (IP):
 1. **R**: 8 YDS Wide of QB at 45 Degrees on EL (Errant snap). Wide Side of Field. NOTE: If snap is between - 10 YL & - 15 YL, **R's** IP is 10 YDS Wide of QB at 45 Degrees on GL.
 2. **U**: 7 YDS off LOS inside TE's, irrespective of **R's** IP. Vary your position laterally.
 3. **HL/LJ**: 10 YDS outside widest A Player; Never inside #'s.
 4. **BJ**: 20 YDS off LOS & between GP Uprights.
- C. Pre Snap: **R** will signal both **Wings** that they have GL by pointing at them & then at GL. **Wings** confirm this by pointing at themselves & then at GL. Eye contact between **R** & **Wings** is a MUST regarding GL responsibility. _____
- D. Read & React (R&R 1, 2 & 3) Then Flow:
 1. **R**: Remain at EL until no threat, & then move forward. Maintain 5 YD cushion w/QB.
 2. **R/WINGS**: When the **Wings** have responsibility for the GL, the **Wings** rule on Safety or the FWP is "in the field of play", NOT the **R**.
 3. **Wings** (R&R1) (Between – 2 YL & GL): Move to GL ASAP! It is important!
 4. **Wings** (R&R2) (Between – 5 YL & -- 2 YL): Slide to GL & read QB & RB. If either is threatened at GL, hustle to GL IMMEDIATELY. Remember the importance of the GL.
 5. **Wings** (R&R3) (Between – 10 YL & -- 5 YL): Pause, reading QB, RB, & B Rushers. If B Rushers threaten QB & RB at GL, move to GL ASAP.
 6. **R/HL/LJ** (NO LONGER IN RM): Once the FB touches - 10YL, **R** has responsibility for GL. **R** will point to himself & then to GL, signaling **Wings** that GL is his. **Wings** will point to GL & then to **R** confirming that **R** has GL. If QB rolls toward **R** "suddenly", **R** must move along the GL quickly, straddling the GL. Do not "open door" to avoid QB/RB. If QB/RB is tackled at GL, **R** is the only official that can rule on DBS -- Safety or "in field of play".
 7. **LJ**: Punt mechanics take priority over RM. Stay on LOS until punt crosses it.

31. **Run Mechanics (RUM)**

- A. Definition: Snap is between – 10YL & + 10YL. Run occurs from scrimmage.
- B. Initial Position (IP):
 1. **R**: 15 YDS behind LOS & 8 YDS wide of QB at 45 degree angle. Wide Side of Field.
 2. **U**: 7 YDS off LOS inside TE's, irrespective of **R's** IP. Vary your position laterally. Shoulders & feet parallel to GL.
 3. **HL/LJ**: 10 YDS outside widest A Player; Never inside Numbers.

4. **BJ:** 20 YDS off LOS between GP Uprights. Stay at 20 YDS until FB is snapped between + 15 YL & + 10 YL. Then move 5 YDS deep into EZ. When snapped on or inside + 10 YL (GLM) move to EL.

C. Read & React (R&R) Then Flow:

1. **R:** KEYS: Snap/QB/Handoff/QB/Line Play at Point of Attack (POA). Follow QB if he rolls – 10 YD cushion. Eye on QB after handoff. Check line play at POA & action around RB. When QB/RB is tackled Swivel your head (2X) for DBF.
2. **U:** KEYS: Snap/Linemen/POA Blocking/RB. Watch interior line play with emphasis at POA. Action on tackled RB. Strong voice after DB to prevent fouls. Action near RB after tackle. Spot Ball: Shoulders parallel to SL. Move off ball quickly after spotting.
3. **HL/LJ:** KEYS: Snap/Line Play/Blocks Downfield/RB. Read G & T for Run or Pass Play. Watch line play at POA & receivers ahead of POA. When possible move off SL to mark FWP as long as you do not run past players. As RB moves to opposite SZ/SL, move toward near HM at a 45 degree angle to “clean up” behind **U & BJ**. During early run keep shoulders parallel with SL to maintain peripheral vision. SL is yours so be ready to “turn & burn” as needed. Check action on RB when tackled. Mark FWP with downfield foot RATHER than staring down at the DBS. **Wings** that hug the SL & never move off the SL are “pretenders”, not “contenders.” Get off SL without running through & around players. Square off at DBS & swivel your head (2X) for DB action.
4. **HL/LJ:** “Open Door” when players come to you. Officiate as you follow them from behind.
5. **BJ:** KEYS: Snap/TE & T/Receivers/Line Play Beyond POA/RB. Read G/T for Run/Pass Play. R&R1: Stay “home”. Don’t back pedal if you read run. R&R2: Move backwards if runner breaks LOS. Check receivers for blocks & crack backs. Check blocks ahead of POA & action on RB when tackled. Swivel head (2X) after RB is tackled for late hits. Talk to “borderline” players.

32. Signaling Mechanics (SIM)

- A. **CREW:** The one thing to overemphasize is signaling – sharp & crisp signals -- Be ASSERTIVE!!
- B. **CREW:** Keep your head “up” & swivel your head (2X) when signaling.
- C. **CREW:** Think “one thousand one, one thousand two when signaling; slow & deliberate.
- D. **CREW:** Use a finger whistle? Must still use approved signals (No “one arm” TO signals).
- E. Backward Pass: “Punch Back” & Yell “Back”; Both **Wings/R** (if angle allows); this includes a QB “pitching” the FB to a running back which is a backward pass.
- F. Balanced Line: Both **Wings**; 2 Hands @ waist level OR Unbalanced Line: 2 & 4 Fingers at head level or above.
- G. Catch (Tight SL): TO Signal (2X) then Catch Signal (2X); Do NOT give catch signals “into” the field (what if another official is signaling incomplete pass!!)
- H. COP by Calling Official Once Ball is Dead: Direction first (2X), then TO signal (2X); Non Calling Officials Signal TO (2X) Upon Seeing COP.
- I. Count Players: 11 (S12); 10 (10 fingers); 12 (“1” & “2” with both hands).
- J. Double Stakes by **R:** **Crew** relays “One Finger for each hand” (2X) above head.
- K. Down Box is wrong: **LJ** Points Above **HL’s** Head repeatedly. If necessary, use whistle.
- L. First Down: **R** Signals immediately (1X only): No “chopping”.
- M. First Down near SL Inbounds: TO Signal (2X) ONLY – Do NOT Wind.
- N. 1st/2nd/3rd/4th Down: ALL Officials signal next down with 1 Straight Arm only immediately after DB. Signal 4th down prior to signaling “crossed arms”.

- O.** 2nd/3rd/4th Down (Close to a 1st): **Wings** tap their closed fists together (2X) indicating to pinch in once ball is dead.
- P.** Formation: Player closest to **HL/LJ** is off LOS: Punch Back & hold on scrimmage plays until snap unless nearest A moves on LOS or goes in motion; if nearest 2 players are off LOS, punch off with 2 fingers in a waving motion to 90 degree angle.
- Q.** Foul (Calling Official): After throwing your flag & ball becomes dead by Rule, signal TO (2X), then give a prelim foul signal to **R** & point to offending team.
- R.** Foul (**R** Signals PB): **R** moves to 1st Available Open Space; Do **NOT** Walk Around.
- S.** 4th Down Signal: All officials relay Crossed Arms at shoulder level after 3rd down.
- T.** GC (Wind) (No First Down): After FB Becomes Dead between #'s & SL, **Wing** Winds GC (2X) & **R** Mirrors (2X).
- U.** GC (Ready): **R** faces PB to wind or uses PB side arm if snap is imminent & must watch snap.
- V.** GC (Wind): Wind index finger (2X) at shoulder level so **R** knows to wind GC.
- W.** GC (No Wind): Use crossed arms so **R** does NOT wind GC.
- X.** GC: Tap wrist shoulder level, remind **Crew** status inside 2 minutes each play
- Y.** Incomplete Pass Signal: Normal – chest high (2X) – covering official(s) only. Do NOT follow up an Incomplete Pass signal with a TO signal. Incomplete pass kills GC. Other officials on **Crew** do NOT signal TO.
- Z.** Incomplete Pass Signal: Both Arms Sweep OOB (2X) on Tight SL Play.
- AA.** Incomplete Pass Signal: (2X) then Both Arms Give Juggle Signal (2X) on No catch.
- BB.** Knee (K/QB) Touched Ground: Point to your knee & ground emphatically (2X).
- CC.** Passer (Incomplete Pass or Fumble): Signal Incomplete Pass (2X) then Pass (S34) (2X).
- DD.** Point Differential: See Point Differential Rule elsewhere in the Gold Book for signals.
- EE.** PC (5 Seconds Left): **BJ** raises arm w/ 5 fingers & counts down (4-3-2-1). **U:** 4 Man **Crew**.
- FF.** PC (Reset): **BJ** raises arm over head & pushes upward (2X).
- GG.** Punt OOB: **Wing** will raise his arm then drop it when **R** “Chops” him.
- HH.** **R** Marks Ball Ready: Arm high overhead & extend arm straight out to FB.
- II.** Reverse Mechanics: **R/Wings** – **R** Points at Wings & then GL if **Wings** Have GL; If **R** has GL (No longer RM), he points at himself & then at GL.
- JJ.** Runner Down Before Fumble: Point from your head to waist to Ground (2X).
- KK.** Safety: Hold for 2 Seconds.
- LL.** Stop Sign: Arm/hand extended 90 degrees toward **R** to wait for injured player, talk with coach or player, timer to put 12:00 on GC, or any other good reason.
- MM.** Tee (S4): Given by **R** to **Crew** when Tee is carried on field by KT.
- NN.** Direction by Calling Official for Team TO: TO Signal (2X) Followed by Pointing with Both Arms (2X) Toward Team Who Requested TO.
- OO.** TO Signal: All 5 signal Stop GC (2X). **Begin signaling with your arms on the side of your body.** **R** signals Team who Called Team TO (2X) with 2 Chucks of Arms toward Team’s GL.
- PP.** TO: When team uses 3 charged team TO’s, **R** will face PB & pull down on the “steam boat whistle” (2X) & then point to that team (1X).
- QQ.** TB: Signal (2X).
- RR.** TD: If you see TD, signal TD; Do NOT mirror another official’s TD signal if you did not see TD; Hold 2 Seconds; Arms Straight up & Palms Face Inward. **R** does not mirror TD to PB on successful score. Foul & TD during a down – signal TD since that is the result of the play.
- SS.** Touching a Pass/Kick at LOS: Anyone who sees it will use S11 (2X).

TT. Trap & No catch: Incomplete Pass signal then run to spot & “Pound” ground emphatically (2X) when it is a very tight call.

(S #) refers to the NFHS Official FB Signal Chart in NFHS FB Rules Book.

33. **Third & Fourth Down Mechanics (TFM)**

- A. **HL/LJ:** Know where LTG is. Point to LTG to inform other **Wing**. This is crucial!
- B. **HL/LJ:** Similar to GLM, move to LTG immediately at snap if LTG is 5 YDS or less. Imperative to be stationary on LTG prior to FB arriving. If GLM are being used, TFM takes Priority. Go to LTG.

34. **Timing & TO Mechanics (TOM)**

- A. **CREW:** When GC does not work or is turned off, announce remaining time at 9, 6, 4, & 2 minutes. Once inside 2 minutes attempt to announce the GC time remaining after every play. Use a very loud voice to communicate to benches.
- B. **R:** Check Scoreboard for the correct number of TO's before marking ball ready.
- C. **BJ** (GC is stopped): **BJ** signals **R** whether GC is started on ready or snap due to **LJ** talking with HC or walking off penalty. “Top Contending” **Crew:** Most officials signaling **R** on most plays. Ask your **R** -- He will tell you how much he appreciates it.
- D. **R/BJ:** Official facing GC rules on snap versus end of period.
- E. **LJ:** Primary Responsibility for GC. He talks with Timer before game, times half time, interrupted game for lightning/thunder, & interval between end of game & OT. Make sure GC starts, when stopped, after **R/LJ** signal wind GC. If it does not start, ALL officials wind GC.
- F. **HL/LJ:** Signal TO (2X) when runner is OOB, not when you reach DBS. Wind GC (2X) when DBS is inbounds between #'s & SL, unless it is an obvious 1st down.
- G. **CREW:** Every official MIRRORS every TO (2X) signal on every play.
- H. **CREW:** TD, TB, Safety, & Incomplete Pass Signals automatically STOP GC – do **not** follow any of these signals with a TO signal.
- I. **CREW** (Inside 2 Minutes & All TO's): Someone MUST visibly see GC was stopped on OOB, incomplete passes, TO's, etc – it is that critical.
- J. **BJ:** Operation of a visible Stadium PC is a Game Management responsibility; NOT the **BJ**.
- K. **R/HL/LJ** (KO & Start GC): Kick touches or caught by player between HM's – **R** only winds GC. Kick touches or caught by player in SZ – **R & near Wing** wind GC. **Crew** checks GC – Stopped?
- L. **CREW** (Team TO): When necessary for several officials to get together & talk, then DO IT. But still keep an eye on “your” team as needed.
- M. **CREW** (Team TO): Calling official – Whistle, signal TO (2X), point to team (2X). **R** signals TO (2X) facing PB, & turns to team's GL & points that way (2X), both arms.
- N. **CREW** (Team TO): All 5 officials signal TO's REMAINING for both teams to each other & records it. **R** will give 2 “tugs on steamboat whistle” & point to team's GL while facing PB when they are out of TO's.
- O. **HL/LJ:** When team is out of TO's, **Wing** informs HC only.
- P. **CREW** (GC Stopped): Give “stop signal” to **R** for unusual delays in marking ball ready.
- Q. **R/U/LJ** (TV Games): **LJ** signals **R/U** with “stop signal” until TV Coordinator indicates to **LJ** that TV is ready. **U** stays over FB until **LJ** signals that TV is ready.

35. **Try-Kick Mechanics (TRYM)**

- A. Definition: Try will probably be kicked. (Assume Right Footed Kicker below) NOTE: 4 Man: **Wing** who looks at **R's** back goes to EL. Stay at LOS on Muddle Huddle. **U/Wing** (GP Uprights)
- B. Initial Position (IP):
 - 1. **R:** Plant Leg Side of Kicker. 5 YDS Deep & 10 YDS Wide of Holder, at a 45 degree angle.
 - 2. **U:** GP Upright opposite PB. 3. **BJ:** PB GP Upright. 4. **U/BJ:** Muddle Huddle: Stand on EL.

5. **HL/LJ**: Stand on Field #'s at LOS; Muddle Huddle: Stand 2 YDS OOB.

C. Read & React (R&R) Then Flow:

1. **R**: Signal **Crew** ASAP when Tee & Kicker come on field. KEYS: Eligible Backs & Holder #, Snap, Holder's Catch & Knees, NO FAKE, Snapper, Holder, Rushers, & Kicker/Holder. Ask Captain/HC where FB is spotted. Delay marking ball ready until **U** gets to EL. Inform RT loudly to "stay off center & K/H". Yell "Ball's Away" when FB is kicked to warn RT to avoid K/H. After Kick – Watch KT & RT for DBF. Don't signal PB on Good/No Good kick. Count 1001/1002 on Center (Foul for direct contact within 2 seconds).
2. **U**: KEYS: Numbering Exception, Snap, Snapper, NO FAKE, & FB. Watch action on Center after snap. Count 1001 & 1002 on Center (Foul for direct contact within 2 seconds). Sound whistle immediately when FB is kicked.
3. **HL/LJ**: KEYS: Snap, FAKE, & Near TE/WB Block. Try Good or No Good/Blocked: Hustle in toward players with Strong voice after FB is kicked. If fake, move immediately to GL, 2 YDS outside Pylon. Muddle Huddle: Hustle to #'s if KT shifts to a Try-Kick.
4. **R/HL/LJ**: Fake Try short of GL, **Wings** marks FWP Only. **R** signals No Score to PB when Runner is short of GL only.
5. **U/BJ**: **BJ**: Responsible for his upright & Crossbar. **U** has his upright only. Fake -- stays on EL. Good – Both signal Try Good & move 2 YDS straight ahead into EZ; Not good – Both move 2 YDS straight ahead & signal no score ONLY (2X).
6. **R/CREW**: **R** jogs toward players after kick. Huddle after Try only if absolutely necessary.

36. Victory Formation Mechanics (VCM)

- A. Definition: Winning team HC informs officials we are "going to take a knee". Opponent is out of team TO's or tells **Wing** that we will not use them. Winning Team is ahead by 9 or more points. If the score differential is 8 or less points tell the teams to "defend themselves".
- B. **CREW**: Officials pinch in close. **R/U**: Inform A & B that A will take a knee—nothing rough. QB has protection once his team indicates he will take a knee. **R**: Emphatically inform QB he MUST take a knee ASAP – no fakes. If he fakes & does not take a knee, it is an Unfair Act.
- C. **CREW**: Ask winning team HC if his team will take a knee; score/time dictates this. If yes, **Wing** assertively informs losing team HC. Inform all players loudly. Communication is important!!

37. Whistle Mechanics (WM)

- A. **R**: Mark ball ready when clear of all players
- B. **CREW**: Sound your whistle (SEE LEATHER) when ball is dead by Rule. Not more than 1 or 2 whistles; rarely 3. Who has primary coverage? Contending Crew has Great whistle Discipline.
- C. **CREW**: Ball dead by Rule – 1 only strong short whistle blast by covering official(s); keep whistle in mouth until threat of a DBF is over. Whistle on every play – NO Exceptions.
- D. **CREW**: Repeated blasts of whistle to indicate: Foul away from play; TO; HC Requests Info; Stop Play for Something Unusual; "Fighting", or "Opponents talking with each other".
- E. **CREW**: Plastic Whistle only. Carry whistle in your hand only during down, not in your mouth.
- F. **CREW**: Finger whistle – use OHSAA Approved Hand Signals with both arms, if needed.
- G. **CREW**: Whistle can be in mouth prior to snap. Drop or remove it from mouth after snap.