Officiating Fall 2015

IMPORTANT REMINDERS!!

Tuesday Aug. 25, 7pm-9pm @ UC Theatre
Thursday Aug. 27, 7pm-9pm @ Alpine Field

Monday Aug. 31, 7pm-9pm @ Alpine Field
Tuesday Sept. 1, 7pm-9pm @ Alpine Field
Wednesday Sept. 2, 7pm-9pm @ Alpine Field

HOW TO CONTACT US:

General Questions, Comments, Concerns
Email: imsports@uccs.edu

Mallory Barger
- Email: mbarger@uccs.edu
- (O) Phone: 719-255-7513
- (C) Phone: 517-420-7391
- Office: Alpine Field

C.J. Gates
- Email: imsports@uccs.edu
- (O) Phone: 719-255-3429
- (C) Phone: 720-334-3085
- Office: Alpine Field

Joe West
- Email: imsports@uccs.edu
- (O) Phone: 719-255-3429
- (C) Phone: 760-560-8737
- Office: Alpine Field

MUST COMPLETE IN ORDER TO BE AN OFFICIAL:
- Employee Hiring Forms – Turn in to Student Employment
- Attend Stations Training and Practice Games and receive a good evaluation

**You will not be paid until you turn in your completed payroll packet!**
Our Expectations

As an intramural official, you are expected to have strong knowledge of the rules of the game. You have been given an official's manual so please read it and ask us any questions that you may have! The teams will be playing hard to win and you are expected to have the knowledge to make the proper calls. As with any other job, you are expected to be at work ON TIME and prepared with the proper clothes, equipment, and, most importantly, a positive attitude!

What you can expect

You can expect to:

- **Receive training in order to be an official.**
- **Top rate pay.** Campus Recreation offers extremely competitive pay rates.
- **Flexible scheduling.** We allow you to help us decide your schedule with the availability card that you fill out at training. You are students first and employees second. Remember this when filling out your availability.
- **Support from the program.** Rules have been put into place to assist officials with game control. You can use these rules to help your games run more smoothly.

Benefits of being an Intramural Sports Official

Becoming an intramural official will provide you with valuable experiences and skills that you can use in the job market and later in life. Intramural sports officials will:

- Gain a sense of responsibility by attending all training, meetings, and shifts on time and coming to work mentally and physically prepared.
- Learn to communicate with teams, other officials, co-workers, and staff members.
- Develop teamwork by learning to work with a partner in a game situation, follow directions of supervisors and head officials and work with participants to deliver a quality experience.
- Learn how to work under pressure to help minimize mistakes. As an official teams will expect that you perform at high standards.
- Hone decision-making by learning to make these decisions quickly and not second-guess their calls.

Of the many officials that you will meet, someone somewhere may be able to connect you with a job. By being an official you will create a large network of contacts for personal and professional purposes. Every one of the above skills is common in the workforce and can be used to help develop your resume. If you are interested, there are many opportunities to be an official at higher levels. These include extramural tournaments, parks and recreation, youth games, high school, college, amateur games, and professional contests.

Along with the skills listed above, being an official allows you to have fun and exercise while at work. Being an official gives you an opportunity to work in a sports environment and while we want you to take your job seriously, we want you to enjoy your time working with us as well.

Appearance

As an employee of Campus Recreation at University of Colorado Colorado Springs, you are expected to look and act professional at all times. Campus Recreation will loan you a stripes at the beginning of each shift. You will be given a whistle at the stations training. You will need to wear a white or black undershirt along with a dark color (preferably black) athletic shorts/pants and athletic shoes when you show up to work. NO JEANS!

Supervisors

A Supervisor is an employee who has been in the intramural program for at least 1 semester and has extensive rule knowledge. The Supervisors are the "go to" people who you can ask for rule interpretations and assistance with problems on the courts or fields.
**Work Schedules**
The officials schedule is created by the information that you give to us on your availability sheet. If your availability changes throughout the season, you need to let us know because we schedule you based on the availability that we have.

The employee schedule will be created each week and sent out via email by 7pm on Wednesday afternoon.

**Substitution Policies**
You filled out an availability card to assist our office in scheduling you. If we have made a mistake and scheduled you during a time when you said you were not available then we will be responsible for correcting our mistake. If you said that you were available during that time then it is your responsibility to find a sub to cover your shift. So please make sure that your availability card is correct and notify us of any changes!!

Your schedule page has the contact information for all officials located on the right hand side of the schedule. **It is your responsibility to make sure that you find a replacement for your shift**, either by calling or e-mailing them. After a sub is found both people must email the Coordinator of Intramural Sports at imsports@uccs.edu, to confirm the change. In the email include your name, the sub’s name, the sport, the date, and the time of the shift. Remember that every night there are many officials working and this is a great place to personally speak with officials that can assist you in finding a sub.

**Getting More Shifts**
Shifts are assigned on availability and ability. The more available you are to work the better chance you have of getting shifts. The better your evaluations are also increases your chance of getting more shifts. You may also choose to email imsports@uccs.edu to let us know about your interest in increased shifts.

**Working in Multiple Areas**
Many officials will work multiple Intramural Sports or multiple jobs any given semester, and it is highly encouraged. However, there are some things to keep in mind if you do work multiple sports/jobs:

- It is your responsibility to communicate with the Coordinator for each of your sports/jobs when the scheduling of shifts is being done so that potential conflicts can be avoided.

**Staff Discipline Policy**
While we recognize that you are students with demanding schedules, meeting job expectations is part of your responsibility. The following “strike” system has been created to give Intramural Sports officials and supervisors the opportunity to have a step-by-step level of discipline that can be monitored. If an employee obtains 3 strikes, he/she will be terminated.
<table>
<thead>
<tr>
<th>Category</th>
<th>Mark</th>
<th>Strike</th>
<th>Immediate Termination</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>5-15 Minutes Late to a shift</td>
<td>More than 15 Minutes late to a shift</td>
<td>Behaving completely irresponsibly and in an unprofessional manner</td>
</tr>
<tr>
<td>General</td>
<td>Not in proper staff-wear (First offense)</td>
<td>Not in proper staff-wear (2 or more offenses)</td>
<td>Showing up to work under the influence of alcohol or drugs</td>
</tr>
<tr>
<td>General</td>
<td>Invalid Paperwork (Depending on severity)</td>
<td>Discipline issues (conflict with staff)</td>
<td>Stealing from the program</td>
</tr>
<tr>
<td>General</td>
<td>Non-work related cell phone usage</td>
<td>Two or more non-work related cell phone usage offenses</td>
<td>Fighting with participants or staff</td>
</tr>
<tr>
<td>General</td>
<td>Non-effective communication with office (email &amp; cell phone)</td>
<td>2 Strikes: No-Call, No-Show to a Shift.</td>
<td>Being ejected as a participant</td>
</tr>
<tr>
<td>General</td>
<td>Wearing staff wear outside of work-related activities.</td>
<td></td>
<td>Disciplinary sanctions brought on by the university deemed unsatisfactory conduct</td>
</tr>
<tr>
<td>General</td>
<td>Improper setup and/or teardown of fields, courts, not cleaning up trash etc.</td>
<td>Secondary offense of improper setup and/or teardown of fields, courts, not cleaning up trash etc.</td>
<td></td>
</tr>
<tr>
<td>Supervisors</td>
<td>Leaving 4 Diamonds unlocked (first offense)</td>
<td></td>
<td>Repeat offense of leaving 4 Diamonds unlocked</td>
</tr>
<tr>
<td>Supervisors &amp; Officials</td>
<td>Knowingly allowing a suspended student to participate in a game</td>
<td></td>
<td>Repeat offense of knowingly allowing suspended student to participate in a game</td>
</tr>
<tr>
<td>Officials</td>
<td>Poor effort (as determined by the Supervisor and Scorekeeper)</td>
<td>Talking back to participants in a poor manner</td>
<td>Inexcusable behavior to participants or other staff members</td>
</tr>
<tr>
<td>Officials</td>
<td>Not having proper equipment (whistle, indicator, etc.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Payroll Information

Direct Deposit

UCCS has a mandatory Direct Deposit policy for all employees. At the time you are hired you will be asked to complete an employee hiring packet which includes information to make deposits directly to your account. The form asks that you attach a voided check or deposit slip from your account.

The address you list on the Employment Eligibility Verification form is the address that UCCS will use to mail payroll or tax related documents such as your form W-2 Wage and Tax Statement.

Your paycheck deposit will be available on the Friday two weeks after your first shift. Pay periods run for two weeks, ending at midnight on Friday of the second week. It is strongly suggested that you keep accurate records of when you work.

Upon hiring you will be expected to go to student employment to fill out the necessary paperwork. It is required that you bring with you to student employment: an original social security card and a driver’s license.

Signing In and Out

You will sign in with the Supervisor before each shift. This sign in log is used for payroll. Be sure to sign in as soon as you arrive to work and before you leave.

Forfeits

Game time is forfeit time. If a team does not have the required minimum number of players, they will receive a forfeit. If you think there will be a forfeit on your field get a Supervisor. The Supervisor will make the final call on the game and talk to both captains! As an official you do not call a game a forfeit.

Employment Incentives

Employee of the Month

Each month an Official is selected as the Employee of the Month by the Intramural staff. Each Employee of the Month receives a Campus Recreation gift and is recognized on the employee of the month board online. This can be achieved by working multiple shifts and by standing out in a positive way when working.

Game Control

When officiating for Intramural Sports, you will have those games where the players and/or fans will become unruly. When this happens, know that as an official you DO NOT have to accept this type of behavior. Some steps can be taken to help alleviate this behavior. First, talk to the player or captain if the fans are causing problems. If the fans are continually causing problems and you have already talked to the captain, you should get the assistance of a Supervisor. If the problem continues you can ask the fans to leave. The captains are responsible for the behavior of the fans.

If a game becomes out of hand or if a player becomes out of hand and an ejection is necessary, get a Supervisor. Make sure you inform the Supervisor as to why the ejection occurred. They will handle the necessary paperwork and escort the player out of the program area. You may need to make sure the player knows he is ejected and may have to explain the situation to the captains.

As an official you should not work a game in which you may have personal contact with the team members (same fraternity/sorority, roommate is on that team, siblings, etc...) If you have had a past problem working with a particular team and feel uncomfortable working their game again then let the Supervisor know as soon as possible.
Helpful Hints for Officials

- **HUSTLE.** Try to keep the game moving.
- Be neat and clean in appearance.
- Study and discuss the rules often.
- Keep the game, the players, and YOURSELF under control.
- Make it a point to get along with your officiating partner at all costs. He or she is the only friend you have on the field/court. Stick with them and **discuss discrepancies about calls quietly and away from all others.** Be professional and merge with one call.
- Remember that every game is important; slow or fast-paced, Competitive league or Recreational league, men's or women's.
- Position, position, position. If you can't see it, you can't call it.
- Get as close as possible without distorting your peripheral vision.
- Keep your eyes in your area at all times. You never know when a player will give a cheap shot.
- Hurry the players in a friendly way. They will soon get the idea and will hustle with you.
- Keep silent when you're in the midst of an argument. Let the players do the talking and they will talk themselves out. When you are ready, be assertive and encourage an end to the dispute. A whistle blow can also help end any arguments. Take any action in terms of ejections if necessary. Silence cannot be quoted.
- Be a good sport. It pays in the long run.
- If you miss a call, bear down and get the next one right. It is bad enough to make one mistake, so never try to even them up.
- Think ahead while on the playing field. There are many ways that you can help yourself. When you have mastered these tips, officiating will be much easier.
- Don't go on the playing fields to officiate unless you are in good physical and mental condition.
- Sell yourself. Hustle, blow your whistle firmly, and be professional: you will convince them you are good. No one can do it for you.
- You are not better than your partner is, no matter how good you may think you are.
- **USE PREVENTATIVE OFFICIATING.** If a player is acting insubordinate or disorderly, do not wait until confrontation occurs. Take an official's time out if necessary.

Officiating Highlights
Below are some points to keep in mind when officiating sports at any level. All officials must have a good working knowledge of the rules and mechanics. In addition to this, very successful officials have an understanding of the human relations aspect of their jobs.

* **BE COMPETITIVE**--The players give maximum effort, so should you. Tell yourself, "I'm not going to let this game get away from me. I am better than that." You are hired to make the calls that control the game--Make them!

* **EXPECT CRITICISM**--Don't think your official's shirt grants you immunity from having to take a little criticism. It's part of officiating. Plan on it. Successful officials know how much to take.

* **DON'T BE A TOUGH GUY/GAL**--If a coach is on your back but not enough to warrant a penalty stay away from him (or her). This is especially true during timeouts. Standing near an unhappy coach will only lead to further tensions.

* **GET INTO THE FLOW OF THE GAME**--Each game is different. Good officials can feel this difference. Concentrate on the reactions of the players. Take note if the tempo of the game changes. A ragged game calls for a different style of officiating from a smooth one.
*DON'T SHOUT*--If you don't like to be shouted at, don't shout at someone else. Be firm with a normal, relaxed voice. This technique will help you to reduce tension during pressure-filled games. Shouting indicates a loss of control of oneself and the game.

*SHOW CONFIDENCE*--Although it is desirable to show confidence while you work, cockiness has absolutely no place in officiating. Your presence should command respect from the participants. As in any situation, appearance, manner and voice determine how you are accepted. Try to present the proper image.

*FORGET THE FANS*--As a group, fans usually exhibit three characteristics: ignorance of the rules, highly emotional partisanship and delight in antagonizing the officials. Accepting this fact will help you ignore the fans, unless they interrupt the game or stand in the way of you doing your job.

*ANSWER REASONABLE QUESTIONS*--Treat coaches and players in a courteous way. If they ask you a question reasonably, answer them in a polite way. If they start telling you off, interrupt and remind them of the reason for the discussion. Be firm, but relaxed.

*CHOOSE YOUR WORDS WISELY*--Don't obviously threaten a coach or a player. This will only put them on the defensive. More importantly, you will have placed yourself on the spot. If you feel a situation is serious enough to warrant a threat, then it is serious enough to penalize, without invoking a threat.

MANAGE THE GAME – As an official you need to be prepared to enforce policies and procedures while running your game site effectively and efficiently. The more prepared you are for your sport, the smoother the game will run.

**OFFICIALS’ PROCEDURES**

**Meetings**
Meetings will be announced at least one week prior to the meeting date. The date, time and location of any meetings will be printed on your work schedules. ALL officials are expected to attend these meetings. If you need to miss a meeting for any reason, it must be cleared with the Coordinator prior to the meeting. If you are excused from a meeting, you are responsible for all materials covered.

**Game Day Procedures**
A. **Check-In** - Report to the field/court by your scheduled time so that you can sign in with a supervisor, secure your equipment, set up the field/court and be ready 10-15 minutes before game time. Employees will be counted as late if they are not at the field or court by 30 minutes before their first scheduled game, regardless of the parking situation.
B. **Positioning**: Check with the Supervisor to receive game position assignment (Ref, Line, Back, Score). Rotate positioning each game to experience all positions.
C. **Before stepping onto the Field** – Officials should check with the Supervisor to get the official time. The supervisor’s watch will be used as the official time. Confirm starting time.
D. **Entering the Field** - Inspect the entire field, and, if necessary, remedy or remove any hazardous obstructions within or near boundary lines, requesting assistance from supervisors or other officials.
E. **Officials’ Equipment** - All officials will be given their shirt at the game site. Officials’ pants/shorts should be an athletic style in black.
F. **Equipment/Jewelry** - Prior to the captain’s meeting, officials should also check player equipment, bandages, tape, etc . . . Any player wearing a knee brace or any allowable device with metal must have all metal covered with ace bandage or comparable. Jewelry that cannot be removed for medical or religious purposes should be taped to the body.
G. Conduct Captain’s Meeting/Pre-Game Conference – **All the officials will call the captains together and everyone introduces themselves.** First cover general rules:
   
   i. NO JEWELRY.
   
   ii. Has everyone signed in?
   
   iii. Is anyone under the influence of alcohol or drugs?
   
   b. Then cover basic rules and topics, such as: substitution procedures, sportsmanship, protests and other items.
   
   c. The winner of the pre-game toss shall have the first choice of the following options: A) offense or defense; B) which goal to defend; or C) to defer their choice of A and B until the beginning of the second half.

H. **Forfeits** – Game time is forfeit time. Official clock starts at scheduled game time. If a team is not ready to play nor has the proper amount of participants necessary to start the game, the game will be considered a forfeit. (The winning team has the option to turn down the forfeit win and play the game out with whatever time remains within five minutes.)

I. **End of Game** - At the completion of each game, the scorekeeper should circle the name of the winning team and write their name in the appropriate spot at the bottom of the scorecard. After the game, sportsmanship ratings and the score of the teams have been recorded, both team captains must sign the scorecard in order to make the game official.

J. **End of Shift** - At the conclusion of your shift hang up your officials’ uniform. Sign out with the supervisor. **Failure to sign in or sign out may result in not being paid for that shift.**

**Protests**

A. There shall be no protests allowed on judgment calls.

B. There shall be no discussion during contests concerning rules interpretation. If, in the team captain’s opinion, an error was made, he/she must, before the game continues, notify the umpire in a sportsmanlike manner that he/she is protesting a rules interpretation. If the captain does not immediately notify the official of his/her intent to protest, he/she waives all rights to protest on the particular call. The official shall stop the game and immediately request a supervisor to assist with the protest.

C. To complete a formal protest of rules interpretation or eligibility, the protesting team’s captain must complete the protest form and follow up with the Coordinator of Campus Recreation by noon the next working day of the contest in question.

**Ejections**

An ejection should be made as a last resort to keep the game under control and from getting out of hand. **Do not eject someone due to your mistake.** Judgment calls can be controversial and criticism comes with the job. If you have a problem with a player, first talk to his captain. We will contact the player and try to eliminate minor problems before they grow into major ones. If you do eject a player, you must:

A. **Stop the game and notify the supervisor on duty.**

B. Notify the team captain that his/her player is suspended pending an interview with the Coordinator of Campus Recreation overseeing Intramural Sports (255-7513).

C. Circle the players name on the roster.

D. At the time of the ejection, assist the supervisor with the ejection form. You will need to provide a brief description of the events that led to the ejection.
E. Do not cause any unnecessary delays in the game. The sooner the game is resumed the fewer problems will incur. Once the player has filled out the necessary paperwork they must be removed from the facility. An ejection in intramural sports is an ejection in Campus Recreation until reinstatement.

Injuries
The Department of Campus Recreation believes that the health and safety of the intramural participants are very important. Therefore, in the case of an injury, notify the supervisor immediately. If a player is hurt on the field of play, do not remove the person so that the game can continue. Please assist by clearing players and spectators away from the injured person. If a player is bleeding, stop the contest and remove the player. After the Supervisor has treated the injury, the player may reenter the contest. If a jersey has blood on it, remove the jersey from the game and inform the supervisor so that it may be treated.

Evaluations
All officials will be evaluated on a regular basis by the supervisors and Coordinator on duty and fellow officials. Constructive comments will be directed toward individual officials and should be accepted as a way to improve performance. Evaluations by team captains will be used solely to identify trends or specific areas of the program that need to be addressed. No evaluation should be viewed as intimidating or threatening to the official. Anyone wishing to discuss his/her performance should not wait to be called into the office, but should feel free to come in the office or call at any time.

Participation/Sportsmanship
Participation of officials in our program is allowed and encouraged. As an official and an employee of Campus Recreation you will be held to a higher standard. Verbal abuse of officials by other officials playing in games should never happen. All officials must understand that officiating is a difficult job. Each official must cooperate with his/her co-officials on and off the field.

A. Any official playing in a game that is written up for unsportsmanlike behavior will be required to meet with the Coordinator of Campus Recreation overseeing Intramural Sports to discuss the situation.
B. Any official, while playing that is ejected for any reason will be immediately suspended from work.

Any intramural official or supervisor that is suspended for breaking the intramural sports rules and regulations concerning eligibility will be immediately suspended from work.
Flag Football Rules
Season League
Games are played at the Alpine Turf Field

Number of Players: 7 vs. 7
MAXIMUM OF 14 PLAYERS ON A ROSTER

- All participants must bring their current UCCS ID to each game. Participants without proper identification will not be allowed to play. No other forms of identification (driver's license, class schedule, etc.) will be accepted. Every player must sign in at least one time in order to be eligible for the playoffs.
- Intramural regulations and policies concerning eligibility are in effect.
- All injuries must be reported to the supervisor on duty. IM supervisors are trained in first aid and CPR.
- Regulations published in the Intramural Sports Captain’s Manual will be the governing policies for all intramural sports. Team captains are responsible for possessing a thorough understanding of these regulations and their implications.
- Situations not specifically covered or implied by these rules shall be governed by the 2014-2015 NIRSA Flag Football Rules Handbook. These rule books will be on hand for all IM competition and can be referenced at any time while questioning a call. Keep in mind that judgment calls may not be protested, but rule interpretations may be protested. Please see the Intramural Handbook for further information regarding formal protests.

SPECIFIC GAME RULES AND SITUATIONS

1. NUMBER OF PLAYERS:
   a. The game shall be played between 2 teams of 7 players each. Five players are required to start the game and avoid a forfeit. The game may continue with less than 5 players as long as the team has a chance to win.
      i. Penalty: Illegal Procedure, 10yards.
   a. The CoRec game shall be played between 2 teams of 8 players, 4 men and 4 women. Teams with 7 players shall be 4 men and 3 women or 4 women and 3 men. Six players, 3 men and 3 women, 4 men and 2 women, or 4 women and 2 men, are required to start the game and avoid a forfeit. The game may be continued with less than 6 players as long as the team has a chance to win.
   b. A speaking captain must be designated for each team. She/he alone may appeal to the official, and then only on interpretations of the rules. Judgment calls may not be protested. If a protest occurs, the game is to be stopped immediately and proper documentation must be filled out before play resumes.
   c. A player must be present with his/her UCCS ID card to be entered on the game roster before being allowed to play.

Who can play Intramural Flag Football?
   a. Any currently enrolled undergraduate or graduate student with a valid UCCS ID.
   b. Faculty/staff may not act as team captain but are eligible to play.
   c. UCCS Alumni with valid ID Card and Rec Center membership.
   d. PPCC students will not be allowed to participate.

How many teams can I play for?
   a. An individual can play for only one men’s/women’s team and one co-rec team and one Res Hall team if the players lives on campus.
Who is NOT ELIGIBLE to play Intramural Flag Football?
   a. Current scholarship Football players, walk-ons, and practice squad members.

Can UCCS intercollegiate or club athletes play on my team?
   a. Intercollegiate athletes can play the intramural sports in which they do not participate at the varsity level (i.e. varsity basketball players can play kickball but not basketball).
   b. Club players (anyone listed on the official club roster) are limited to two members per intramural team and they must play in competitive division only.

2. EQUIPMENT:
   a. The Ball
      i. The official ball shall be pebble-grained leather or rubber covered and meets the recommendations of size and shape for a regulation football. There are no requirements regarding ball pressure and markings. Men shall use the regular size only. The regular, intermediate, youth or junior size football shall be used for Women’s and CoRec games. The Referee shall be the sole judge of any ball offered for play and may change the ball during play at his/her discretion. During the game each team must use a legal ball of its choice when in possession.
   b. Jersey
      i. Players of opposing teams must wear contrasting colored jerseys, without pockets, numbered on the front and/or rear. Players of the same team must wear jerseys with different number. If teams do not have numbered jerseys they must wear numbered pennies provided by intramural sports. The visiting team is responsible for avoidance of similarity color. Jerseys must be either:
         1. Long enough so they remain tucked in the pants/shorts during the entire down or
         2. Short enough so there is a minimum of 4 inches from the bottom of the jersey to the player’s waistline. The Referee will use a fist to measure the distance between the waistline and the bottom of the jersey.
         3. Numbers will be used to keep track of player statistics.

3. ILLEGAL EQUIPMENT:
   a. A player wearing illegal equipment shall not be permitted to play. This applies to any equipment which, in the opinion of the Referee, is dangerous or confusing. Types of equipment or substances which shall always be declared illegal include:
      i. Headwear containing any hard, unyielding, stiff material, including billed hats, or items containing exposed knots.
      ii. Jewelry
      iii. Pads, casts, or braces worn above the waist
      iv. Shoes with metal, ceramic, screw-in, or detachable cleats. EXCEPTION: Screw-in cleats are allowed if the screw is part of the cleat and metal tipped cleats provided the entire cleat is not made of metal material.
      v. Shirts or Jerseys which do not remain tucked in. Any hood on a coat, sweatshirts, or shirt which does not remain tucked in. Tear away jerseys or jerseys that have been altered in any manner which produces a knot-like protrusion or creates a tear away jersey. Jerseys which have an arm opening more than 4 inches below the armpit.
      vi. Pants or shoes with any belt(s), belt loop(s), pocket(s), or exposed drawstrings.
vii. Leg and knee braces made of hard, unyielding material, unless covered on both sides and all edges overlapped, and any other hard substance unless covered with at least ½” of closed cell, slow recovery rubber or other material of similar thickness and physical properties.

viii. Any slippery or sticky foreign substance on any equipment or exposed part of the body.

ix. Equipment which includes computers or any electronic or mechanical devices for communication.

x. Exposed metal on clothes or person.

xi. Towels attached at the player’s waist

xii. Flags that can be detached from the flag belt.

Penalty: Unsportsmanlike Conduct, 10 yards

4. THE GAME:
   a. The Start
      i. All plays must be started by a legal snap placed on the ground on a spot on or between the inbound line (hash marks). The ball may be moved with approval by the Referee due to poor field conditions.

   b. Ball Responsibility
      i. Team A players are responsible for retrieving the ball after a down. The snapper will bring the ball from the huddle to the Team A scrimmage line. A towel may be placed under the ball, regardless of weather or field conditions.

   c. Legal Catch
      i. A catch is the act of establishing player possession of a live ball which is in flight, and first contacting the ground inbounds or being contacted by an opponent is such a way that he/she is prevented from returning to the grounds inbounds while maintaining possession of the ball.

      ii. If one foot first lands inbounds and the receiver has possession and control of the ball, it is a catch.

      iii. A catch by any kneeling or prone inbounds player is a completion or interception.

   d. Encroachment
      i. Encroachment is a term to indicate a player is illegally in the neutral zone. An entering substitute is not considered to be a player for encroachment restrictions until he/she is on his/her side of the neutral zone.

   e. Loss of a Down
      i. “Loss of a down” means “loss of the right to repeat the down.”

   f. Neutral Zone
      i. The neutral zone is from the forward point of the football one yard to the Team B scrimmage line and extended to each sideline. It is established when the ball is marked ready for play.

   g. Passing
      i. Passing the ball is throwing it. In a pass, the ball travels in flights. A pass continues to be a pass until caught, intercepted, or the ball becomes dead. The initial direction determines whether a pass is forward or backward.

      ii. Forward and Backward Pass
          1. A forward pass is a pass thrown with its initial direction toward the opponent’s end line. A backward pass is a pass thrown with its initial direction parallel with or towards the passer’s end line. A backward pass or fumble that hits the ground is ruled dead at that spot.
h. **Flag Belt Removal**
   i. When the flag belt is clearly taken from the runner in possession of the ball, the ball is declared dead and the down shall end. If a flag belt inadvertently falls to the ground, a one hand tag between the shoulders and knees constitutes capture. A player may leave his/her feet to remove the flag belt.

i. **Contact**
   i. In an attempt to remove the flag belt from a runner, an opponent may contact the body and shoulders, but not the face, neck, or any part of the head of the runner with their hands. An opponent may not hold, push, or knock the runner down in an attempt to remove the flag belt.

5. **PRIOR TO THE SNAP:**
a. **Encroachment**
   i. Following the ready for play and until the snap, no player on defense may encroach, touch the ball, nor may any player contact opponents or interfere with them in any other way. This includes standing in the neutral zone to give defensive signals or shifting throughout the zone. After the snapper has placed his/her hands on the ball it is encroachment for any player to break the scrimmage line plane, except for the snapper’s right to be over the ball. During the interval between downs when two or more consecutive encroachment fouls are committed by the defensive team, the penalty will be 10 yards for subsequent encroachment fouls.

b. **False Start**
   i. No offensive player shall make a false start. A false start includes simulating a charge or start of a play. An infraction of this rule may be penalized whether or not the ball is snapped and the penalty for any resultant encroachment shall be cancelled.

6. **POSITION DURING THE SNAP:**
a. **Minimum Line Players**
   i. The offensive team must have at least 4 players (*CoRec-5 players*) on their scrimmage at the snap. The remaining players must be either on their scrimmage line or behind their backfield line. All players must be inbounds. A player in motion is not counted as one of the 4 or 5 on the scrimmage line.

b. **Direct Snap**
   i. The player who receives the snap must be at least two yards behind the offensive scrimmage line. Direct snaps are illegal. The snapper may not snap the ball to him/herself. NOTE: If in doubt, the player is two yards back.

7. **START OF THE GAME:**
a. **Coin Toss**
   i. Three minutes before the start of the game the Referee shall designate which captain shall call the fall of the coin, then toss a coin in the presence of the opposing captains. All officials shall be present for the coin toss.
   ii. The captain winning the toss shall have a choice of options for the first half or shall defer his/her option to the second half. The options for each shall be:
      1. To choose whether his/her team will start on offense or defense.
      2. To choose the goal his/her team will defend. The captain, not having the first choice of options for a half, shall exercise the remaining option.
b. **Change of Periods**
   i. Between the first and second and between the third and fourth periods, the teams shall change goals. Team possession, number of the next down and the zone line-to-gain remain unchanged.

c. **Forfeit Time**
   i. Game time is forfeit time.

d. **Start Each Half**
   i. Unless moved by penalty or field dimensions have been shortened, the ball shall be snapped on the 14 yard line to start the first and third periods.

8. **GAME TIME:**
   a. **Playing Time and Intermissions**
      i. Playing time shall be 40 minutes, divided into 4 periods of 10 minutes each. The intermissions between the second and third periods shall be 3 minutes. When overtime is used, there will be 3 minute intermission. NOTE: Timing rules may be modified due to institutional program needs.
   b. **Extension of Periods**
      i. A period must be extended by an untimed down, if during the last time down, one of the following occurs:
         1. There was a foul, other than unsportsmanlike or non-player or fouls which specify loss of down, by either team and the penalty is accepted. For a loss of down fouls, any score by the team which fouled is cancelled.
         2. There was a double foul.
         3. There was an inadvertent whistle.
         4. If a touchdown was scored, the Try is attempted unless the touchdown is scored during the last down of the fourth period and the points would not affect the outcome of the game or playoff qualifying.
   c. **First 38 minutes of the Game**
      i. The clock will start on the snap. It will run continuously for the first 38 minutes of the game unless it is stopped for a:
         1. Team Time-out – Starts on the snap
         2. Referee’s Time-out- Starts on the ready for play
         3. End of the first or Third Period- starts on the snap
   d. **Two Minute Warning**
      i. Approximately 2 minutes before the end of the game the Referee shall stop the clock and inform both captains of the playing time remaining in that period. The clock starts on the snap. The Back Judge will announce to the captains the remaining time and status of the clock after every play during the final 2 minutes of the game.
   e. **Last 2 minutes**
      i. During the final 2 minutes of the game the clock will stop for:
         1. Incomplete legal or incomplete illegal forward pass - starts on the snap
         2. Out-of-bounds - starts on the snap
         3. Safety- Starts on the snap
         4. Team time out- starts on the snap
         5. First Down- dependent on the previous play
         6. Touchdown – starts on the snap
         7. Penalty and administration- dependent on previous play
         8. Referee’s time out –starts at his/her discretion
9. **TIME-OUTS:**
   a. **Charged Time-Outs**
      i. Each team is entitled to 2 charged time-outs during each half.
   b. **Injured Player**
      i. An injured or apparently injured player who is discovered by an official while the ball is dead and the clock is stopped, shall be replaced for at least 1 down unless the period or overtime intermission occurs.
   c. **Unconscious or Apparently Unconscious Player**
      i. A time-out occurs when an unconscious player is determined by the game officials. The player may not return to the game without written authorization from a physician.

10. **DELAYS:**
   a. **Delay of Game**
      i. The ball must be put into play promptly and legally and any action or inaction by either team which tends to prevent this is delay of game. This includes:
         1. Failure to snap within 25 seconds after the ball is declared ready for play.
         2. Putting the ball in play before it is declared ready for play.
         3. Deliberately advancing the ball after it has been declared dead.
         4. Coach-Referee conference after all permissible charged time-outs for the team have been used.

11. **BALL IN PLAY – DEAD BALL:**
   a. **Ball Declared Dead.**
      i. A live ball becomes dead and an official shall sound the whistle or declare it dead:
         1. When it goes out-of-bounds.
         2. When any part of the runner other than a hand or foot touches the ground.
         3. When a forward pass strikes the ground or is caught simultaneously by opposing players.
         4. When a backward pass or fumble by a player strikes the ground or is caught simultaneously by opposing players. A ball snapped, which hits the ground before or after getting to the attended receiver, is dead at the spot where it hits the ground.
         5. When a runner is legally tagged with one hand between the shoulders and knees, including the hand and arm.

12. **INBOUNDS SPOT:**
   a. **Anywhere Between Lines**
      i. Before the ready for play signal, Team A may designate the spot from which the ball is put in play anywhere between the inbounds lines (hash marks):
1. Start of each half.
2. For a Try.
3. Following a touchback, safety, try, and awarded catch after a punt.
4. For the start of each series using an overtime procedure.

13. SERIES – HOW STARTED, HOW BROKEN, RENEWED:
   a. Series of Downs
      i. Team A shall have 4 consecutive downs to advance to the next zone. Any down may be repeated or lost if provided by the rules.
   b. Zone Line-to-Gain
      i. The zone line-to-gain in any series shall be the zone in advance of the ball, unless distance has been lost due to penalty or failure to gain. In such case, the original zone in advance of the ball at the beginning of the series of downs is the zone line-to-gain. The most forward point of the ball, when declared dead between the goal lines, shall be the determining factor.
   c. Awarding a New Series
      i. A new series of downs shall be awarded when a team moves the ball into the next zone on a play free from penalty; or a penalty against the opponents moves the ball into the next zone; or an accepted penalty against opponents involves an automatic first downs; or after enforcement of a penalty against Team A, the ball is in advance of the zone line-to-gain; or either team has obtained legal possession of a ball as a result of a penalty, punt, touchback, pass interception, or failure to gain the zone in advance of the ball.

14. PUNTING:
   a. Legal Punt
      i. A legal punt is a kick made in accordance with the Rules. Quick kicks are illegal.
   b. Punt
      i. Prior to making the ball ready for play on fourth down, the Referee must ask the Team A captain if he/she wants to punt. The Referee must announce this decision to all Team A and Team B players and all officials. The Team A captain may declare a punt on any down. After such announcement, the ball must be punted. [Exception: If (a) Team A or B time-out is called, (b) the period ends, (c) a foul occurs any time prior to or during this down after the Team A captain's decision which results in the kicking team having the right to repeat the down again, the Referee must ask the Team A captain whether or not he/she wants to punt and communicate this decision to the Team B captain.] NO FAKES ARE ALLOWED.
   c. Formation and Snap
      i. Neither Team K or R may advance beyond their respective scrimmage lines until the ball is punted. NOTE: All scrimmage line rules regarding the snap, encroachment, false start, formation, motion, and shift rules apply to the punt.
   d. Punting the Ball
      i. After receiving the snap, the kicker must punt the ball immediately in a continuous motion. Penalty: Illegal Procedure, 5 yards
   e. After Being Punted
      i. Once the ball is punted, any R player may block the kick. If the blocked kick hits the ground, it is dead at that spot. If the punt is blocked by any R player behind K’s scrimmage line and then caught by any K player behind K’s scrimmage line, they may advance. R may advance the punt anywhere
in the field of play or end zone. A K player cannot punt the ball to himself/herself or any other K player. Team K may punt the ball once only per down.

f. Crosses K’s Scrimmage Line
i. When a punt, which has crossed K’s scrimmage line, touches a player from either team and then hits the ground, the ball is dead and belongs to R. If it hits an R player and then is caught in the air, it can be advanced by R. If caught by K, the ball is dead, belongs to K, and a new series begins for K.

g. Punt Out-of-Bounds Between the Goal Lines or at Rest
i. If a punt goes out-of-bounds between the goal lines or comes to rest inbounds untouched and no player attempts to secure it, the ball becomes dead and belongs to the receiving team at that spot.

h. Punt Behind the Goal Line
i. When any punt touches anything while the punted ball is on or behind R’s goal line, it can be broken by R and is a touchback. NOTE: R may run the punt out of the end zone.

15. COREC RULES:
a. A Team A male runner cannot advance the ball through Team A’s scrimmage line. There are no restrictions:
   i. During a run by a male runner once the ball has been touched by any player beyond the Team A or K scrimmage line.
   ii. During a run by a female runner
   iii. After a change of team possession

b. Dead Ball
i. A backward pass or fumble which touches the ground between the goal lines is dead at the spot where it touches the ground and belongs to the offensive team unless lost on downs.

c. Legal Forward Pass
i. All players are eligible to touch or catch a pass. During a scrimmage down and before team possession has changed a forward pass may be thrown provided the passer’s feet are behind the plane of Team A’s scrimmage line when the ball leaves the passer’s hand. Only one forward pass can be thrown per down. NOTE: If in doubt, the passer is behind the Team A scrimmage line.

d. Illegal Forward Pass
i. A forward pass is illegal:
   1. If the passer’s foot is beyond the plane of Team’s A scrimmage line when the ball leaves his/her hand
   2. If thrown after team possession has changed during the down
   3. If intentionally thrown to the ground or out-of-bounds to save loss of yardage
   4. If a passer catches his/her untouched forward pass.
   5. If there is more than one forward pass per down

e. Illegal Forward Pass- CoRec Rules
i. The term “closed” means a male player may not complete a legal forward pass to any other male player. The term “open” means any player can complete a legal forward pass to any other player. Note: All illegal forward pass fouls are classified as fouls during a running play.
ii. If the officials erroneously indicate the “open/closed” status of a down, the play is nullified and the down will be repeated.
iii. During the offensive team’s possession there may not be 2 consecutive legal forward pass completions from a male passer to a male receiver. This rule applies to the Try.
iv. If a male passer completes a legal forward pass to a male receiver, the next legal forward pass completion must involve either a female passer or female receiver for positive yards. The spot where the ball becomes dead by Rule must be beyond the Team A scrimmage line. There is NO foul for a female receiver being tagged or deflagged behind the Team A scrimmage line. The next legal forward pass completion remains “closed”

v. A legal forward pass caught jointly by male and female teammates is considered a female reception.

vi. There are no other restrictions concerning a male passer completing legal forward passes to a female receiver, or female to female, or female to male.

vii. Any foul, whether accepted or declined, shall have no effect on whether the next legal forward pass completion is “open” or closed

viii. If a female passer completes a forward pass to a male receiver behind the Team A scrimmage line on either an “open” or “closed” play and any Team A male runs beyond this scrimmage line, it is an illegal forward pass.

f. Simultaneous Catch by Opposing Players
i. If a forward pass is caught simultaneously by members of opposing teams inbounds, the ball becomes dead at the spot of the catch and belongs to the offensive team.

16. MERCY RULE:
   a. Two Minute Warning
      i. If a team is 19 or more points (CoRec Rule- 25 points) ahead when the Referee announces the 2 minute warning for the 4th period, the game is over. Prior to applying the Mercy Rule, there must be a down free of any accepted live ball fouls.

b. After 2 Minute Warning
   i. If a team scores during the last 2 minutes of the 4th period and that creates a point differential 19 or more points (CoRec Rule- 25 points), the game is over.

17. TOUCHDOWN:
   a. Touchdown Values
      i. If a female scores a touchdown, the point value is 9. If a female player throws a legal forward pass and a touchdown is scored by any Team A player, prior to a change of possession, the point value is 9 (CoRec Rule). All other touchdowns are 6 points.

b. Player Responsibility
   i. The player scoring the touchdown must raise his/ her arms so the nearest official can deflag the player. If the player is not deflagged with one pull and the official determines the flag belt has been secured illegally, the touchdown is disallowed, the offending team is penalized, and the player is disqualified.

18. TRY:
   a. 1,2, or 3 Points
      i. An opportunity to score 1 point from the 3 yard line, 2 points from the 10 yard line, or 3 points from the 20 yard line by running or passing only shall be granted the team scoring a touchdown.

b. Next Play
   i. After a try, the ball shall be snapped by the opponent of the scoring team at their own 14 yard line, unless moved by penalty.
ii. If the defending team on the try obtains possession and score without penalty, the defense shall be awarded 3 points.

19. **SAFETY AND TOUCHBACK:**
   a. **Safety = 2 points**
      i. It is a safety when:
         1. A runner carries the ball from the field of play to or across his/her own goal line, and it becomes dead there in his/her team's possession
         2. A player punts, passes, fumbles, snaps, muffs, or bats a loose ball from the field of play to or across his/her end zone and the ball subsequently becomes dead there in his/her team's possession. This includes when the ball is declared dead on or behind their goal line. However, it does not apply to a legal forward pass which becomes incomplete.
         3. A player on offense commits any foul for which the penalty is accepted and measurement is from a spot in his/her end zone; or throws an illegal pass from his/her end zone and the penalty is declined in a situation which leaves him/her in possession at the spot of the illegal pass and with the ball having been forced into the end zone by the passing team.
   b. **Touchback**
      i. It is a touchback when:
         1. R downs a punt that touches anything while the ball is on or behind R's goal line
         2. K downs a punt that touches anything while the ball is on or behind R's goal line, or if no one attempts to secure the ball
         3. The ball is out-of-bounds behind a goal line, when the ball becomes dead in possession of a player on, above, or behind the player's own goal line, or when the ball becomes dead not in possession on, above, or behind the team's own goal line, and the attacking team is responsible.

20. **UNSPORTSMANLIKE CONDUCT:**
   a. **Dead Ball Fouls**
      i. When the ball becomes dead in possession of a player, he/she shall not:
         1. Intentionally kick the ball
         2. Spike the ball into the ground
         3. Throw the ball high into the air
   b. **Prohibited Acts**
      i. There shall be no unsportsmanlike conduct by players or non-players. Examples, but are not limited to:
         1. Attempting to influence a decision by an official
         2. Disrespectfully addressing the official
         3. Indicating objections to an official's decision
         4. Holding an unauthorized conference, or being on the field illegally
         5. Using profanity, taunting, or being on the field illegally
         6. Intentionally contacting a game official
         7. Leaving the team box and entering the field during a fight
   c. **Second Unsportsmanlike Foul**
      i. The second unsportsmanlike foul by the same player or non-player results in disqualification
20

21. PERSONAL FOULS:

a. Restrictions

i. No player or non-player shall commit a personal foul during a period or an intermission. Any other act of unnecessary roughness is a personal foul. No player or non-player shall:
   1. Strip or attempt to strip the ball from a runner by punching, striking, or stealing it
   2. Throw the runner to the ground
   3. Hurdle any other players
   4. Contact an opponent either before or after the ball is declared dead
   5. Make contact of any nature with an opponent which is deemed unnecessary including using fists, locked hands, elbows, or any part of the forearm or hand.
   6. Drive or run into an opponent
   7. Position himself/herself on the shoulders or body of a teammate or opponent to gain an advantage
   8. Tackle the runner by grasping or encircling with the hands or arms and taking the opponent toward the ground as in tackle football
   9. Fight an opponent

b. Screen Blocking

i. The offensive screen block shall take place without contact. The screen blocker shall have his/her hands and arms at his/her side or behind his/her back. Any use of the hands, elbows, legs, arms, legs or body to initiate contact during an offensive player’s screen block is illegal. A blocker may use his/her hand or arm to break a fall or to retain his/her balance. A player must be on his/her feet before, during, and after screen blocking

c. Screen Blocking Fundamentals

i. A player who screen shall not:
   1. Take a position closer than a normal step when behind a stationary opponent
   2. Make contact when assuming a position at the side or in front of a stationary opponent
   3. Take a position so close to a moving opponent that his/her opponent cannot avoid contact by stopping or changing direction. The speed of the player to be screened will determine where the screener may take his/her stationary position. This position will vary and may be 1 to 2 normal steps or strides from the opponent.
   4. After assuming his/her legal screening position move to maintain it, unless he/she move in the same direction and path as his/her opponent. If the screener violates any of these provisions and contact results, he/she has committed a personal foul.

d. Guarding the Flag Belt

i. Runners shall not flag guard by using their hands, arms, or ball to deny the opportunity for an opponent to pull or remove the flag belt. Examples of flag guarding include, but are not limited to:
   1. Placing or swinging the hand or arm over the flag belt
   2. Placing the ball in possession over the flag belt
   3. Lowering the shoulders in such a manner which places the arm over the flag belt

e. Stiff Arm

i. The runner shall be prohibited from contacting the opponent with extended hand or arm. This includes the use of a “stiff arm” extended to ward off an opponent attempting to deflag/tag
f. **Charge**
   
i. A runner shall not charge into nor contact an opponent in his/her path nor attempt to run between two opponents or between an opponent and a sideline, unless the space is such as to provide a reasonable change for him/her to go through without contact. If a runner in his/her progress has established a straight line path, he/she may not be crowded out of the path, but if an opponent is able to legally establish a defensive position in that path, the runner must avoid contact by changing direction.
<table>
<thead>
<tr>
<th>Foul</th>
<th>Type</th>
<th>Yards</th>
<th>Basic Spot</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>False Start</td>
<td>Dead Ball</td>
<td>5</td>
<td>SS</td>
<td></td>
</tr>
<tr>
<td>Illegal Snap</td>
<td>Dead Ball</td>
<td>5</td>
<td>SS</td>
<td></td>
</tr>
<tr>
<td>Encroachment</td>
<td>Dead Ball</td>
<td>5</td>
<td>SS</td>
<td></td>
</tr>
<tr>
<td>Illegal Substitution</td>
<td>Dead Ball</td>
<td>5</td>
<td>SS</td>
<td></td>
</tr>
<tr>
<td>Delay of Game</td>
<td>Dead Ball</td>
<td>5</td>
<td>SS</td>
<td></td>
</tr>
<tr>
<td>Illegal Motion</td>
<td>Live Ball</td>
<td>5</td>
<td>PS</td>
<td></td>
</tr>
<tr>
<td>Illegal Substitution</td>
<td>Live Ball</td>
<td>5</td>
<td>PS</td>
<td></td>
</tr>
<tr>
<td>Minimum # of Line Player</td>
<td>Live Ball</td>
<td>5</td>
<td>PS</td>
<td></td>
</tr>
<tr>
<td>Illegal Shift</td>
<td>Live Ball</td>
<td>5</td>
<td>PS</td>
<td></td>
</tr>
<tr>
<td>Illegal Equipment</td>
<td>Live Ball</td>
<td>5</td>
<td>PS</td>
<td></td>
</tr>
<tr>
<td>Illegally Conserving/Consuming Time</td>
<td>Live Ball</td>
<td>5</td>
<td>PS</td>
<td></td>
</tr>
<tr>
<td>Receiving Snap within 2 yards</td>
<td>Live Ball</td>
<td>5</td>
<td>PS</td>
<td></td>
</tr>
<tr>
<td>Advancement of Male Runner (CoRec)</td>
<td>Live Ball</td>
<td>5</td>
<td>PS</td>
<td></td>
</tr>
<tr>
<td>Illegal Forward Pass</td>
<td>Live Ball</td>
<td>5</td>
<td>SPOT</td>
<td>Loss of Down</td>
</tr>
<tr>
<td>Intentional Grounding</td>
<td>Live Ball</td>
<td>5</td>
<td>SPOT</td>
<td>Loss of Down</td>
</tr>
<tr>
<td>2 Consecutive Male-Male Passes (CoRec)</td>
<td>Live Ball</td>
<td>5</td>
<td>SPOT</td>
<td>Loss of Down</td>
</tr>
<tr>
<td>Helping the Runner</td>
<td>Live Ball</td>
<td>5</td>
<td>SPOT</td>
<td></td>
</tr>
</tbody>
</table>

| Succeeding Spot (SS): Where the ball would next be snapped if the foul had not occurred. |
| Previous Spot (PS): Where the ball was snapped on the previous play. |
| Spot of the Foul (SPOT): The exact yard that the foul occurred. |
Special Enforcements

1. **Roughing the Passer** – The penalty for roughing the passer on a completed forward pass will be enforced from the end of the last run when the run ends beyond the neutral zone and no change of possession has occurred.

2. **Foul on a Punt** - penalties by R beyond the neutral zone during the kick and until the kick ends will be enforced from the spot of the end of the kick. Fouls by R behind the PSK spot will be enforced from the spot of the foul.

3. **Change of Possession** – If both teams foul during a down where there is a change of team possession, the team last in possession may keep the ball if:
   A. They did not foul prior to the change of possession.
   B. They decline all live ball fouls on the opponents.
POSTITIONS

R
A. Take a position on the side opposite the LJ and the same side as the BJ. Take a position 6 to 7 yards behind and 7 to 8 yards outside the deepest offensive back. Take a final position to see the snap, backs, and line players, except the wide receivers.

LJ
B. Take a position on the side opposite the R in the neutral zone standing on the sideline. If a receiver lines up near the sideline, take one or two steps backward and out-of-bounds. Take a final position to see the snap and all players on or near the scrimmage lines.

BJ
C. Take a position on the side opposite the LJ. Your initial position will be 15 to 17 yards beyond the line of scrimmage line and 3 to 5 yards from the sideline. Be behind the deepest defensive back. Avoid a position which will interfere with the defensive backs. If a receiver is positioned near the sideline, move closer toward the sideline.

ALL
D. Basic positions may vary depending upon play situations, team formations, field and weather conditions. Always "box" the play. Avoid positions which may cause scrambling. Avoid interference with the players. STAY WIDE! Remember, it is always easier to move in than backward.
**AFTER SNAP**

**R**
- Watch the snap, making sure it is in one continuous motion and the ball does not touch the ground.
- Mirror the quarterback.
- Protect the quarterback. When the ball is thrown, call “Ball’s Away” and continue to watch the QB until there is no threat of a foul. Continue to officiate in your area after the ball is downfield.
- Mark forward progress if the run ends behind the neutral zone.
- Observe your area for fouls. **Do not watch the ball.**

**LJ**
- The LJ is responsible for the sideline, end line to end line.
- On Run, Follow ball movement downfield staying even with runner.
- Rule on any pitches downfield.
- On Pass, observe the initial surge of pass rushers and screen blockers. Slide downfield 3-5 yards and observe your coverage area.
- The LJ is responsible for forward progress until 18-20 yards downfield.
- Be straddling the line to gain or the goal line as the runner crosses it.

**BJ**
- The initial movement of a Back Judge is always backwards.
- You are responsible for the sideline, the goal line, and the end line.
- At the snap, read the receivers on your side. Move downfield, staying deep.
- NEVER get beat deep.
- On running plays, observe the action ahead of the runner. Let the play come to you.
- Be especially alert for fouls downfield by receivers and defenders.
- When a pass is thrown, move to the most advantageous position to see between the receiver and defender while still viewing the catch.
- Responsible for the runner downfield.
- Observe your area for fouls. **Do not watch the ball.**
GOAL LINE COVERAGE

R

- Be aware of the positions of your partners near the goal line.
- Only signal touchdown after the scoring player has been deflagged and there are no penalty flags.

LJ

- When the ball is snapped inside the 10 yard line, slide to the goal line after the snap and move outside the pylon. When the runner crosses the goal line, signal touchdown sharply and blow the whistle.

BJ

- When the ball is snapped inside the 10 yard line, take an initial position on the end line, in the corner of the end zone. Be especially alert for fouls by receivers and defenders, as coverage will be tighter.
- See the ball before signaling touchdown – don’t echo another official’s signal.

POSITIONS

R and LJ  
A. Positions are the same as run/pass plays.

BJ  
B. Whenever the play is snapped on or inside the 10 yard line, stand on the end line, 3 to 5 yards from the sideline. The end line is your responsibility. Watch the wide receivers as they break the huddle. If they are positioned near the sideline, move closer to it.
POSSESSIONS

R and LJ  A. Positions are the same as run/pass plays.

BJ  B. Take a position on the same side as the R. Be parallel to the deepest receivers and at least 8 to 10 yards wide.

PUNT COVERAGE

R

- Before all 4th down plays, ask the offense if they wish to punt. If they choose to punt, announce their decision to all players and officials.
- Initial positions and duties are the same as normal plays.
- When the ball is kicked, move to the spot it was kicked from. If the ball goes out of bounds in the air, line up the sideline official on the spot by chopping your hand.

LJ

- Be sure to inform the teams that they may not enter the neutral zone until the ball is kicked.
- After the kick, move down the sideline, watching the screen blockers on your half of the field and near the neutral zone. Be prepared to cover the runner if the ball is kicked short.
- If the kick goes out of bounds mark the spot. If the kick is touched and then strikes the ground, blow your whistle and mark the spot.

BJ

- Stay on the sideline during a punt and the return.
- When the kick is caught, move up field with the runner, observing the screen blockers. If kicked near the goal line, rule on a possible touchback.
- If the kick goes out of bounds mark the spot. If the kick is touched and then strikes the ground, blow your whistle and mark the spot.
DEAD BALL FOULS

F  FALSE START
I  ILLEGAL SNAP
E  ENCROACHMENT
L  LEAVING THE FIELD FROM THE WRONG SIDE OF EITHER ENDLINE
D  DELAY OF GAME
LIVE BALL
FOULS SIMULTANEOUS WITH THE SNAP

M      ILLEGAL MOTION
I      ILLEGAL SUBSTITUTION
S      ILLEGAL SHIFT
H      NOT HAVING MINIMUM ON LINE
A      A PLAYER NOT WITHIN 15 YARDS
P      ILLEGAL PARTICIPATION
S      SNAP