



UMPIRE

2015

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. (6/2/15)

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. 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. Stay at HM & have R/BJ relay ball & spot off Near Side Wing if ball is near the sideline. Hustle to secure FB.
- 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. **CREW:** During Inclement Weather make shorter relays & run FB in when needed.
- H. **CREW:** Do not throw FB toward SL so it hits the ground (Looks unprofessional).
- I. HT & VT TEAMS: Each team keeps their own FB’s on their own SL.

2. Bean Bag Mechanics (BBM)

- A. Fumble: Throw blue BB into air at chest level. Throwing BB into air helps prevent inadvertent whistles. When a crew member sees a BB he knows ball 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/U: KO (BB in hand) – “think onside kick”. 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 crewmate 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. **CREW:** If HC Disagrees with **R’s** Ruling, then **CREW Must Secure** 3 Books, Find Ruling in the Books & Show the HC. Use the Rules Index in the Gold Book.

5. **Coin Toss Mechanics (CTM)**

- A. HL/U: Opposite PB SL.
- B. HL/U & LJ/BJ: Escort Captains & Introduce to R. LJ/BJ will delay walking until the HL/U is at Field #'s. Usually HT is PB SL & VT is opposite PB. NOTE: Coaches & other players must be outside the HM's for the toss. You can allow some media & "honorees" near the toss. Captains may be in street clothes or not legally equipped for the coin toss.
- C. U/HL/LJ/BJ: Move to 45 YL with backs to scoreboard.
- D. U: Step forward & repeats Captains' "Call" of Heads or Tails.
- E. BJ (HT)/U (VT): 2nd Half: Bring 1 Captain each to center of field & meet with R.
- F. OT: Toss, secure choices, turn captains, & signal PB by pointing to GL.

6. **Dead Ball Mechanics (DBM)**

- A. ALL (Ball Dead): Swivel head (2X) & watch players in your area rather than stare at DBS. BE A GREAT DB OFFICIAL.
- B. CREW: Immediately raise arm/hand to indicate next down. BE A GREAT DB OFFICIAL!
- C. CREW: Officiate DB action FIRST. Penalize first DB Hit; it usually stops it.

7. **End of Period – First & Third Mechanics(EOPM)**

- A. ALL: Record down, distance, & yard line. Check scoreboard & verify all info. Light jog to SS.
- B. U: Walk off distance to nearest YL, record info, move to opposite side, & confirm with R/BJ.

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

- A. Definition: FG from any YL. (Assume Right Footed Kicker below) NOTE: 4 Man: U/Wing (GP Uprights).
- B. Initial Position (IP):
 - 1. U/BJ: GP Uprights (choice as to post).
- C. Read & React (R&R) Then Flow:
 - 1. 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).
 - 2. U/BJ: If fake, stay on EL initially. If FG is short, get to the GL & rule on whether Kick breaks GL Plane. Sound whistle when kick is good or kick crosses GL.
 - 3. U/BJ: Good – U sounds whistle, both signal & move 2 YDS into EZ; Not good & hits in EZ – U sounds whistle, both move 2 YDS into EZ, signal no score ONLY (2X) & signal TB (2X).

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. CREW: After order is restored, huddle away from everyone, discuss, & then assess penalties & DQ's. Give all officials an opportunity to speak & be heard – important.
- D. CREW: After game record facts. Complete required Ejection Forms; follow OHSAA Ejection Policy, as best you can. OHSAA makes any necessary adjustments.
- E. 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 “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)**

See GB

12. **Flag Mechanics (FLM)**

- A. **All flags** must be in front & tucked in. Carry 1 or 2 center weighted Black ball Flags only.
- B. Never throw a flag at a player; **No Spot:** Throw flag high into air. **Spot:** Throw flag to corresponding YL. Passer beyond LOS – Drop Flag at spot. Crew must cover a spot foul flag.
- C. 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)**

See GB

14. **Free Kick After Fair Catch (FC)/Awarded FC (FKFC)**

- A. **Initial Position (IP): U** (GP Upright, Opposite PB)
NOTE: 4 Man: Wing/**U** (GP Uprights)
- B. **Read & React (R&R) Then Flow:**
 - 1. **CREW:** Once kicked use FGM.

15. **Free Kick After Safety (FKS)**

- A. **Initial Position (IP): U** (KT 30 YL)
NOTE: 4 Man: **U** (KT 20 YL)
- B. **Read & React (R&R) Then Flow:** KOM. BJ/**U:** Run to KT 30 YL HM after kick/punt.

16. **Fumble Mechanics (FUM)**

See GB

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:** Record player’s numbers on game cards who are sent off 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 are paid to “control” the game. Too often we let the early talking continue then later during the game we try to regain “control”. Stop the talking between teams early and often.
- B. **CREW** (Halftime): R winds Game Clock then TEAM Jogs Off field together.
- C. **CREW** (End of Game): R signals End of Period & **CREW** gets together as a TEAM & RUNS OFF the Field to the Locker Room. Don’t Stay to Visit – Preventive Officiating.

18. Goal Line Mechanics (GLM)

- A. 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. **U**: 7 YDS off the LOS inside the TE's, irrespective of R's IP. Vary your position laterally.
- D. Read & React (R&R1 & 2) Then Flow:
 - 1. **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.

19. Hat Mechanics (HATM)

See GB

20. Hurry-up Offense Mechanics (HUM)

- A. **U**: The "Sprinter" between downs, runs to grab FB & spot it off Backside **Wing**. Remember, clock 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.
- B. **CREW**: When A catches or runs with FB, use 1 FB only when spotting for next down.
- C. **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.
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: **U** (KT 40 YL opposite PB SL). **U/LJ**: Stay on SL after KO.
Initial Position (IP):
 - 1. **U**: 50 YL, 2 YDS OOB, & opposite PB with BB in hand (think onside kick).
- B. Pre Kickoff:
 - 1. **U**: Jog up SL opposite PB & clear Restricted Area. Signal **BJ** when ready (raise arm).
 - 2. **CREW**: If wind blows ball off tee (2X), then a KT member must hold the FB.
 - 3. **U/BJ**: Count KT. Due to Rule Changes for the KT, it is imperative that the **U/BJ** work together to communicate with the KT & HC regarding KT players being within 5 YDS of the Free Kick Line & 4 KT players being on both sides of the Kicker.
- C. Read & React (R&R) Then Flow:
 - 1. **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.

22. Microphone Announcements Mechanics (MAM)

See GB

23. Measurements Mechanics (MM)

- A. **U**: Makes sure LJ's foot is lined up correctly then takes forward stake & pulls it tight.

24. Observer/Crew Meeting Mechanics

- A. Definition: Applies to Weeks 11 – 15 Only.
- B. Observer can meet with the **CREW** at halftime (Maximum 10 Minutes) & Post Game (reasonable amount of time). Listen attentively & be polite. However, if Observer makes a suggestion that is Different from the Gold Book, show him the Gold Book.
- C. **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 an Onside Kick might occur. KO at KT 40 YL. 5 Man: BJ/U (KT 40 YL). NOTE: 4 Man: **U** (KT 40 YL)
- B. 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. Do **NOT** give signal regarding possible onside KO - - ready for onside KO every time.
- E. BJ/HL/LJ/**U**: All 2 YDS OOB, BB in Hand. Clear restricted area before raising hand.
- F. **U**/BJ: Hold at 40 YL & observe 1st touching, blocks by KT & RT, possession, etc. Then move downfield to help rule on team possession.
- G. **U**/BJ/HL/LJ: Large pileup on onside kick - - dig out FB - - “survival of the fittest”.
- H. HL/LJ/**U**/BJ: Remind teams to stay behind their Free Kick Lines until ball is kicked.

26. Pass Mechanics (PM)

- A. Definition: Snap is between – 10 YL & + 10 YL. A Pass is thrown.
- B. Initial Position (IP):
 - 1. **U**: 7 YDS off LOS inside the TE’s, irrespective of **R**’s IP. Vary your position laterally. Feet parallel to GL.
- C. Read & React (R&R1, 2, & 3) Then Flow:
 - 1. **U**: KEYS – Snap/Linemen/QB/Pass/Catch; Quick Pass – No time to get to LOS. Delayed Pass – Delay slightly & read crossing tight end or possible screen pass to running back directly behind the A linemen. If no threat move toward the LOS. If Passer rolls in a Moving Pocket, the U should flow with the pocket along the LOS in R&R 3. The U must get to the LOS with R&R 3 or if the LOS is threatened by the Passer. Check spot where Passer releases ball near LOS with **R** as he arrives. Be ready to rule on trapped pass behind/beyond LOS. Turn immediately when pass is thrown. Jog to DBS. Shoulders parallel to SL when spotting ball. Move off ball quickly after spotting. CREW GOAL: A Never has to wait for officials to spot ball & move to IP.
 - 2. **CREW**: STOP-N-WATCH at moment of Judgment – You Can See Much Better!!
 - 3. **U**/HL/LJ/BJ: Move to a position to be a MINIMUM of 5 YDS from the Catch. On many plays you must move while the ball is airborne for a much better angle to see the play.

27. Penalty Enforcement Mechanics (PEM)

- A. **U**: Penalty Enforcement is yours. Turn to calling official when whistle is sounded.
- B. **Calling Official**: Give Prelim Signal for foul called after ball is dead. We look STRONG & DECISIVE by giving Prelim Signals ASAP!! If 2 officials have same foul, confer, & then 1 signals. After Prelim Signal, he describes to **Wing** what team did.
- C. **Calling Official**: Be Descriptive – more than # 88 held; need info to “sell” call.
- D. 10 Sec. Rule: Simple 5 YD DB Foul – **CREW** GOAL: Mark ball ready w/in 10 seconds.
- E. 10 Sec. Rule: Assumes Center has FB & hands it to **U** for 5 YD mark off.

- F. **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!
- G. **U/HL:** 5 YD walk off close to first down; ask **HL** to check tape on the chain.
- H. **CREW:** ASK questions NOW-- maybe wrong Pen. Enforcement; not in Locker Room. It is imperative that the R give each official a chance to talk, not just the aggressive official when the enforcement is complicated or the Crew disagrees as to what is the enforcement.

28. Pre Snap Mechanics (PSM)

- A. **CREW:** Hustle to IP once the ball is spotted for next down.
- B. **R/U:** Count A 11 Players & Hold Signal for 2 seconds. Get eye contact.
- C. **U:** Count 5 Ineligible A Linemen. Check for their legal numbers.
- D. **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.
NOTE: 4 Man: **U** count B 11 Players & Hold Signal for 2 Seconds.
NOTE: 4 Man: **U** is responsible for B substitutes in & out of huddle
- E. 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)
- B. Initial Position (IP):
 - 1. **U:** 7 YDS off LOS, inside the TE's; opposite R (ONLY applies on punt plays).
- C. Read & React (R&R) Then Flow:
 - 1. **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.
 - 2. **CREW:** If punt is tipped, give the tip signal (2X).

30. Reverse Mechanics (RM)

- A. Definition: Snap will be inside – 10YL.
- B. Initial Position (IP):
 - 1. **U:** 7 YDS off LOS inside TE's, irrespective of R's IP. Vary your position laterally.

31. Run Mechanics (RUM)

- A. Definition: Snap is between – 10YL & + 10YL. Run occurs from scrimmage.
- B. Initial Position (IP):
 - 1. **U:** 7 YDS off LOS inside the TE's, irrespective of R's IP. Vary your position laterally. Feet parallel to GL.
- C. Read & React (R&R) Then Flow:
 - 1. **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.

32. Signaling Mechanics (SIM)

See GB

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. It is imperative to be stationary on LTG prior to FB arriving.

34. Timing & TO Mechanics (TOM)

- A. **CREW**: When scoreboard clock does not work or turned off, announce remaining time at 9, 6, 4, & 2 minutes. Once inside 2 minutes attempt to announce the time remaining after every play. Use a very loud voice to communicate to benches.
- B. **CREW**: Every official MIRRORS every TO (2X) signal on every play.
- C. **CREW**: TD, TB, Safety, & Incomplete Pass Signals automatically STOP clock – do **not** follow any of these signals with a TO signal.
- D. **CREW** (Inside 2 Minutes & All TO's): Someone MUST visibly see scoreboard clock was stopped on OOB, incomplete passes, TO's, etc – it is that critical
- E. **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.
- F. **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.
- G. **CREW** (Team TO): All 5 officials signal TO's REMAINING for each team to each other & records it. The **R** will give 2 “tugs on the steamboat whistle” & point to the team's GL while facing PB when they are OUT of time-outs.
- H. **CREW** (Clock Stopped): Give “stop signal” to **R** for unusual delays in marking ball ready.
- I. **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 Ball 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: **U**/Wing (GP Uprights)
- B. Initial Position (IP):
 - 1. **U**: GP Upright Opposite PB; **BJ**: PB GP Upright. **U/BJ**: Muddle Huddle: Stand on EL
- C. Read & React (R&R) Then Flow:
 - 1. **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 the FB is kicked.
 - 2. **U/BJ**: Fake-- stays on EL. Good – Both signal & move 2 YDS straight ahead into EZ; Not good – Both move 2 YDS straight ahead & signal no score ONLY (2X).
 - 3. **CREW**: 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 time-outs 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
- 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. 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.
- B. Ball dead by Rule – 1 only strong short blast of whistle by covering official(s); keep whistle in mouth until threat of a dead ball foul is over. Whistle on every play – NO Exceptions.
- C. 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”.
- D. Plastic Whistle only. Carry whistle in your hand only during the down, not in your mouth.
- E. Finger whistle – use OHSAA Approved Hand Signals with both arms, if needed.
- F. Whistle can be in mouth prior to snap. Drop or remove it from mouth after snap.