

# Evaluators Handbook

**Purpose:** This guide was developed to provide consistency between evaluators.

## **Basic Philosophy:**

“Officials must have a football sense which supersedes the technical application of the rules so that the game goes smoothly”

“Officials are expected to exercise good judgment in applying the rules”

NHSHSA Officials Manual

### **Pre-game Meeting:**

- Begins 1 ½ hours prior to game time
- Referee conducts
- Line Judge has an auxiliary watch
- Linesmen will meet with the chain crew
- Umpire handles equipment issues
- Back Judge will have the 25 second clock

### **Topics that should be discussed:**

- Coin toss mechanic
- Free kick positions and responsibilities
- Scrimmage plays
- Running plays & coverage
- Forward pass, eligibility of receivers & interference
- Illegal forward pass
- Numbering requirements & responsibilities
- Scrimmage kicks
- First touching
- Fair catch situations
- Kicks out of bounds
- Kick catching interference
- Post Scrimmage Kicks (PSK) foul implications
- Momentum rule
- Goal line plays
- Substitution rules
- Starting & stopping the clock
- Measurement procedures
- Time out & Intermission procedures
- Penalizing personal fouls & Unsportsmanlike like fouls
- Penalty enforcement
- Extending a period
- Overtime procedures

### **Pre-game Procedures (On Field):**

- All officials enter the field together at least 30 minutes prior to kick off
- Perform duties in a business like manner
- Inspect the following:
  - The playing field
  - Pylons
  - Goal post padding
  - Remove or repair any hazards

### **Instruct the chain crew:**

- Instruct the ball persons
- Hold ball when not in use
- Move up and down the sidelines with the Linesmen & Line Judge
- What to do on a long pass that is out of bounds
- Place a ball behind the uprights on a extra point attempt
- Had the ball to the nearest official when instructed to
- Check the players equipment

### **Coin Toss:**

- Three (3) minutes prior to kick off bring captains to the field
- Referee & Lines Judge on the press box side of the field
- Umpire, Linesmen & Back Judge on the side of the field across from the press box
- Captains to be escorted by the Referee and Umpire
- Referee & Line Judge will stop at their respective hash
- Back Judge will remain on the sideline

# Four Officials

## Kickoff positions:

### Referee

- 5 to 10 yard line (approx 5 yards in) on the Line Judge side
- Has responsibility from the end line to the 30 yard line & far goal post to sideline
- Count receivers
- Retreat to the goal line on deep kicks
- Bean bag plays inside the 5 yard line for momentum
- Move cautiously with the play
- Serve as clean up behind the play

### Umpire

- Off field at the 20 yard line (Linesman side)
- Has responsibility from the end line to the 30 yard line & far goal post to sideline
- Count receivers
- Monitor bench area prior to moving into position
- If short kick is anticipated position on the 40 yard line
- Signal to start the clock after the kick is touched other than first touching
- Has sideline responsibility if the ball is kicked to his side
- Move cautiously with the play
- Observe the players around the runner

### Linesman

- Position on the Kickers free kick line (usually the 40 yard line) and take charge of the ball
- Count Kickers
- Responsible for the area between the receiver's 30 yard line and the center of the field and sideline to sideline
- Administers any dead ball fouls
- Has long run responsibility

### Lines Judge

- Position on the Receiver's free kick line (usually the 50 yard line)
- Count Kickers
- Responsible for the area between the Receiver's 30 yard line to the 50 yard line at kickoff
- Bean bag first touching
- Has the Receiver's free kick line
- On deep kick move down field 15 yards

#### All Officials

- Have bean bag and be alert for first touching
- Covering official(s) signal to stop the clock
- Maintain position to cover sidelines at all times
- Sound whistle when the ball becomes dead in your area

#### Keys & Priorities:

- Strength of formation - # of eligible receivers
- Tight end – lined up no more than 4 yards from nearest lineman
- Back in the backfield - lined up between the tackles, in the backfield
- Trips – three (3) or more receivers outside of the offensive tackles

#### Scrimmage Plays:

##### Referee

- Count Offence (A)
- Position 3 to 4 yards deeper & wider than the deepest back on the passing arm of the quarterback
- Key on tackle on opposite side to read run or pass
- Responsible for the runner to the neutral zone
- Be prepared for a reverse
- Help spot the ball

##### Umpire

- Spot the ball and remain over the ball until the referee gives the ready for play signal
- Position usually 4 to 7 yards behind the defensive line, between the ends
- Vary position so that you are not used as a pick
- Check for 5 players numbered 50 thru 79 on the line of scrimmage
- Note position of the ball between the inbounds lines
- Count Offence (A)
- Key on center and guards
- Read point of attack
- Step towards the neutral zone on pass plays
- Has inside out responsibility
- Assist in spotting the ball
- Assist in relaying the ball

#### Linesman & Lines Judge

- Position off the sideline, moving no closer than nine (9) yards from the widest receiver
- Straddle the line of scrimmage
- Signal down number
- Extend arm if the closest receiver is off the line
- Count the defense (B)
- Key on the widest receiver, if defender is closely covering look to the tackles & guards for indications if it is a run or pass
- Sound whistle when ball becomes dead in your area
- Has pitch man responsibility
- Linesman – do not turn your back when setting the down indicator
- Lines Judge – signal obvious first down

### **Scrimmage Kicks:**

#### Referee

- Position 3 to 4 yards in advance and 5 to 7 yards outside the kicking position on the line judge's side

#### Umpire

- Position 4 to 7 yards deep
- After kick step towards the neutral zone then pivot to the line judge's side to view
- Responsible for blocks in the side zone
- Move slowly towards the return area

#### Linesman

- Position 7 to 10 yards wider and in front of the deepest receiver
- After the ball crosses the line of scrimmage release down field
- Responsible for the middle of the field to his sideline
- If the ball is kicked out of bounds, go to the sideline and raise arm to get lined up with the Referee

#### Lines Judge

- Position 7 to 10 yards wider and in front of the deepest receiver
- At the snap release down field
- Responsible for the middle of the field to his sideline
- If the ball is kicked out of bounds, go to the sideline and raise arm to get lined up with the Referee

### **Field Goals or Try for points (Inside 15 yards):**

#### Referee

- Position 1 yard to read and 2 to 3 yards to the side of the kicker (facing the holder)
- If ball is kicked watch for roughing the kicker or holder
- Signal if the kick is good or no good

#### Umpire

- Position 5 to 7 yards deep
- Step towards the neutral zone
- After kick, pivot to the line judge side to view action

#### Lineman

- Position within 9 yards of the widest receiver
- Has goal line responsibility

#### Line Judge

- Position within 9 yards of the widest receiver
- Has end zone responsibility
- Is sole judge if the ball is over the cross bar or not
- Sounds whistle

### **Field Goals or Try for points (Outside 15 yards):**

#### Referee

- Position 1 yard to read and 2 to 3 yards to the side of the kicker (facing the holder)
- If ball is kicked watch for roughing the kicker or holder

#### Umpire

- Position 5 to 7 yards deep
- Step towards the neutral zone
- After kick, pivot to the line judge side to view action

#### Lineman

- Position within 9 yards of the widest receiver
- Has goal line responsibility

#### Line Judge

- Position 5 yards behind & between the uprights
- Has end line and side line responsibility
- Rule if the kick is good or no good
- Sounds whistle

### **Goal Line Plays:**

#### Referee

- Position similar to a running play

#### Umpire

- Position similar to a running play
- Give touchdown signal is obvious

Linesman & Line Judge

- At the snap move to the goal line and officiate bat to the field of play
- Stay ahead of the runner
- Move quickly to the ball if short of the goal line

**Penalty Administration:**

Referee

- Give crisp signals facing the press box

Umpire

- Secure the ball
- Proceed with the measurement without stepping off the yardage
- Walk briskly using an arm signal to point to each yard line you cross

Linesman

- Hold the enforcement spot
- Relay the penalty information to the coach

Lines Judge

- Check the enforcement of the penalty
- Relay the penalty information to the coach

**Measurements (no team attendants on the field):**

Referee

- Give the time out signal
- Rotate the ball on its long axis
- Rule if 1<sup>st</sup> down was obtained or not

Umpire

- Take the front stake

Linesman

- Place the clip on the lines judges spot at the back edge of the yard line

Lines Judge

- Align the linesman with the ball
- Give the linesman a spot to place the clip

**Between Periods (Limit of 3 team attendants on the field):**

Referee

- Time the time out (1 minute) interval

Umpire

- Take possession of the ball and move it to the corresponding spot on the other end of the field

Linesman

- Grab the clip
- Reverse the chains and move to the other end of the field
- Give 15 second warning to the coach

Lines Judge

- Watch the teams
- Give 15 second warning to the coach

# Five Officials

## Kickoff positions:

### Referee

- Position on the Receivers goal line
- Count Receivers
- Bean bag plays inside the 5 yard line for momentum
- M cautiously with the play
- Serve as clean up behind the play
- On short kicks position on the receiver's 10 yard line

### Umpire

- Position at the 20 yard line across from the linesman
- Count Receivers
- If short kick is anticipated position on the Receiver's free kick line (50 yard line)
- Signal to start the clock after the kick is touched other than first touching
- Has sideline responsibility if the ball is kicked to his side
- Move cautiously with the play
- Observe the players around the runner

### Linesman

- Position on the Receiver's 30 yard line
- Count Receivers
- If short kick is anticipated position on the Receiver's free kicks line
- After kick move 15 yards down field

### Lines Judge

- Position on the Receiver's free kick line
- Count Kickers
- Responsible for the area between the Receiver's 30 yard lines to the 50 yard line at kickoff
- Has the Receivers free kick line
- On deep kick move down field 15 yards

### Back Judge

- Take control of the ball
- Position on the Kickers restraining line
- Check legality of the ball, kicking tee and instruct kicker to raise their hand and wait for the Referee's signal
- Count Kickers
- Responsible for the 25 second clock

#### All Officials

- Have bean bag and be alert for first touching
- Monitor bench area prior to moving into position
- Covering official(s) signal to stop the clock
- Maintain position to cover sidelines at all times
- Sound whistle when the ball becomes dead in your area

#### Keys & Priorities:

- Strength of formation - # of eligible receivers
- Tight end – lined up no more than 4 yards from nearest lineman
- Back in the backfield - lined up between the tackles, in the backfield
- Trips – three (3) or more receivers outside of the offensive tackles
- Back judge will be responsible for the widest player

#### Scrimmage Plays:

##### Referee

- Count Offence (A)
- Position 3 to 4 yards deeper & wider than the deepest back on the passing arm of the quarterback
- Key on tackle on opposite side to read run or pass
- Responsible for the runner to the neutral zone
- Be prepared for a reverse
- Help spot the ball

##### Umpire

- Spot the ball and remain over the ball until the referee gives the ready for play signal
- Position usually 4 to 7 yards behind the defensive line, between the ends
- Vary position so that you are not used as a pick
- Check for 5 players numbered 50 thru 79 on the line of scrimmage
- Note position of the ball between the inbounds lines
- Count Offence (A)
- Key on center and guards
- Read point of attack
- Step towards the neutral zone on pass plays
- Has inside out responsibility
- Assist in spotting the ball
- Assist in relaying the ball

##### Linesman & Lines Judge

- Position off the sideline, moving no closer than 9 yards from the widest receiver
- Straddle the line of scrimmage
- Signal down number
- Extend arm if the closest receiver is off the line
- Count the Defense (B)

- Key on the widest receiver, if defender is closely covering look to the tackles & guards for indications if it is a run or pass
- Sound whistle when ball becomes dead in your area
- Has pitch man responsibility
- Linesman – do not turn your back when setting the down indicator
- Lines Judge – signal obvious first down

#### Back Judge

- Position 15 to 20 yards beyond the defensive line and always deeper than the deepest defensive back
- Position no wider than the near upright
- Responsible for the 25 second clock
- Count Defense (B)

### Scrimmage Kicks:

#### Referee

- Position 3 to 4 yards in advance and 5 to 7 yards outside the kicking position on the line judge's side

#### Umpire

- Position 4 to 7 yards deep
- After kick step towards the neutral zone then pivot to the line judges side to view
- Responsible for blocks in the side zone
- Move slowly towards the return area

#### Linesman

- Position 7 to 10 yards wider and in front of the deepest receiver
- After the ball crosses the line of scrimmage release down field
- Responsible for the middle of the field to his sideline
- If the ball is kicked out of bounds, go to the sideline and raise arm to get lined up with the Referee

#### Lines Judge

- Position 7 to 10 yards wider and in front of the deepest receiver
- At the snap release down field
- Responsible for the middle of the field to his sideline
- If the ball is kicked out of bounds, go to the sideline and raise arm to get lined up with the Referee

#### Back Judge

- Position 7 to 10 yards wider and in front of the deepest receiver
- Count Receivers
- Be alert to rule on momentum
- Following a fair catch give time out signal & mark spot

## Field Goals or Try for points:

### Referee

- Position 1 yard to read and 2 to 3 yards to the side of the kicker (facing the holder)
- Count the Kicker
- If ball is kicked watch for roughing the kicker or holder
- Signal if the kick is good or no good

### Umpire

- Position 5 to 7 yards deep
- Check action around the snapper
- Determine if the ball crosses the neutral zone
- Step towards the neutral zone

### Lineman or Line Judge

- Position 5 to 7 yards outside the offensive end
- Observe the neutral zone

### Back Judge and Linesman or Lines Judge

- Position behind the upright
- Count Receivers
- Signal good or no good

## Goal Line Plays:

### Referee

- Position similar to a running play

### Umpire

- Position similar to a scrimmage play
- Make sure that the ball is not moved forward after declared dead

### Linesman & Line Judge

- Position similar to a scrimmage play
- At the snap move towards the goal line and officiate bat to the field of play
- Stay ahead of the runner
- Move quickly to the ball if short of the goal line

### Back Judge

- Position on the end line if the snap is from the 10 yard line or inside
- Assume complete responsibility for the end line

## Penalty Administration:

### Referee

- Give time out signal
- Give crisp signals facing the press box
- Give options to the captains
- If penalty is declined go to the ball, give signal followed by the declined signal

### Umpire

- Secure the ball
- Make note of enforcement spot
- Proceed with the measurement without stepping off the yardage
- Walk briskly using an arm signal to point to each yard line you cross

### Linesman

- Hold the enforcement spot
- Relay the penalty information to the coach
- Check the enforcement of the penalty

### Lines Judge

- Hold enforcement spot
- Check the enforcement of the penalty
- Relay the penalty information to the coach

### Back Judge

- Help in obtaining the ball
- Assist in holding the spot or recovering the penalty marker
- Relay the information to the sideline

## Measurements (no team attendants on the field):

### Referee

- Give the time out signal
- Rotate the ball on its long axis
- Rule if 1<sup>st</sup> down was obtained or not

### Umpire

- Take the front stake

### Linesman

- Place the clip on the lines judges spot at the back edge of the yard line

### Lines Judge

- Align the linesman with the ball
- Give the linesman a spot to place the clip

Back Judge

- Assist in keeping the measurement area clear
- Responsible for the ball at the time of the measurement

Between Periods (Limit of 3 team attendants on the field):

Referee

- Time the time out (1 minute) interval

Umpire

- Take possession of the ball and move it to the corresponding spot on the other end of the field

Linesman

- Grasp the clip
- Reverse the chains and move to the other end of the field
- Give 15 second warning to the coach

Lines Judge

- Watch the teams
- Give 15 second warning to the coach

Back Judge

- Observe the teams during the time out
- Responsible for timing the 60 second interval & notifying the Referee at the 45 mark