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S.M.F.O.A.



EMAIFO
EASTERN MASSACHUSETTS
ASSOCIATION OF INTERSCHOLASTIC FOOTBALL OFFICIALS



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Updated in April 2024 by Phil Struzziero

Dedication

In the spring of 2023 the Massachusetts Statewide Football Officials Association (MSFOA), under the leadership of ANEFO Rules Interpreter Tom Brow, produced a video series of new five-man mechanics. However, MSFOA did not create a paper copy of the new mechanics.

Under the leadership of MSFOA & SMFOA Rules Interpreter Tom Azevedo and with cooperation from local assigners Gerry Morrissey (EMAIFO), Jim Butcher (CCFOA) and Ralph Stefanelli (SMFOA) and local board Rules Interpreters Mike Goldman (EMAIFO), Ken Sargent (AIFO), and Joe Bollus (CCFOA), this document came to life. This manual was edited by Phil Struzziero (EMAIFO). This project brought together football officials from Braintree, all the way down to the Cape and Islands, and all the way over to the Rhode Island border.

Thank you all for your hard work. It is dedication like this that brings us all together for the common good to provide an excellent learning experience for the student-athletes, coaches, and athletic directors whom we serve.

"Some want to build an empire, and others want to build a community. Let's build a community. We are building a community of football officials."

-James Bowman

President, EMAIFO

March 30, 2024

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Pregame duties

- ☐ Coach's certification - R and U will meet with Head Coaches prior to the game.
- ☐ R will get captains' numbers and names, and then relay their information to the crew. The Referee will collect any relevant player information that will help the crew communicate effectively with the players on the field such as: QB name/number/throwing arm, Captains' names/numbers, Center's name/number, kickers' names/numbers/kicking leg, and team's toss choices.
- ☐ Ask Coaches about unusual plays, questions, or concerns they may have.
- ☐ QB and Kickers are they L/R - handed/footed? (Is there a backup that might play?)
- ☐ Confirm start time and if they will play overtime.
- ☐ Inform coaches that the coin toss will be 5 minutes prior to starting time.
- ☐ Officials will meet with the coach at a convenient time prior to kickoff **without** interrupting the teams pregame.
- ☐ Clock operator will come down to the field if there is a problem with clock and communicate with crew.
- ☐ Equipment spot check will be performed by the U (although entire crew shares this responsibility).

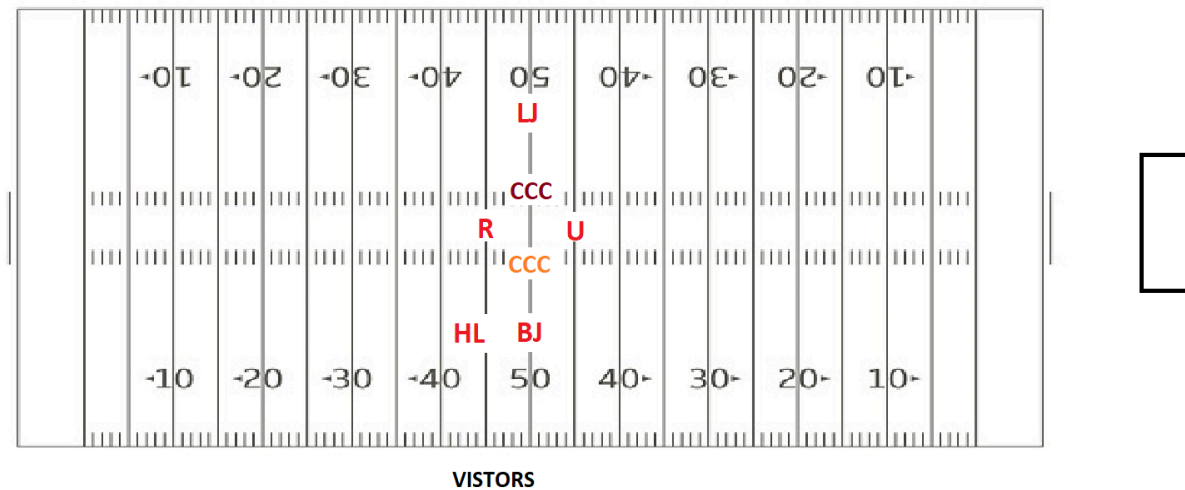
This is time to have players correct equipment violations.

- ☐ BJ will review 40-25 second clock with the Head Coach: with 10 Seconds remaining on the Play Clock, the Back Judges will raise their hand and keep it raised until they reach for a flag. Note: Common Sense Officiating is important with the Play Clock. The general philosophy is that we do not want flags for Delay of Game, we want the plays to go off. However, inside of two minutes remaining in a half, Back Judges should be precise with the Play Clock.
 - ☐ Identifying Medical Staff – R will certify that a trainer is on site (entire crew is responsible).
 - ☐ Chain crew will be instructed by H (See appendix A).
 - ☐ R and L will walk the field and ensure the playing enclosure is safe. Home team management should be informed of any areas deemed unsafe, and should be corrected before kickoff.
- Confirm the field is marked according to NFHS Rules. Hash Marks 53'4" from the sideline. (1-2-3e)
- Turf Fields Option to place end zone pylons outside the back line to correspond with NFHS Hash Marks.
- The U to use pylons as a guideline to align and spot the ball.
- ☐ Crew should watch teams warm up to identify potential problems (illegal formations, lineman not up on the line, wide receivers' positioning, etc). Address them **before** the game starts.

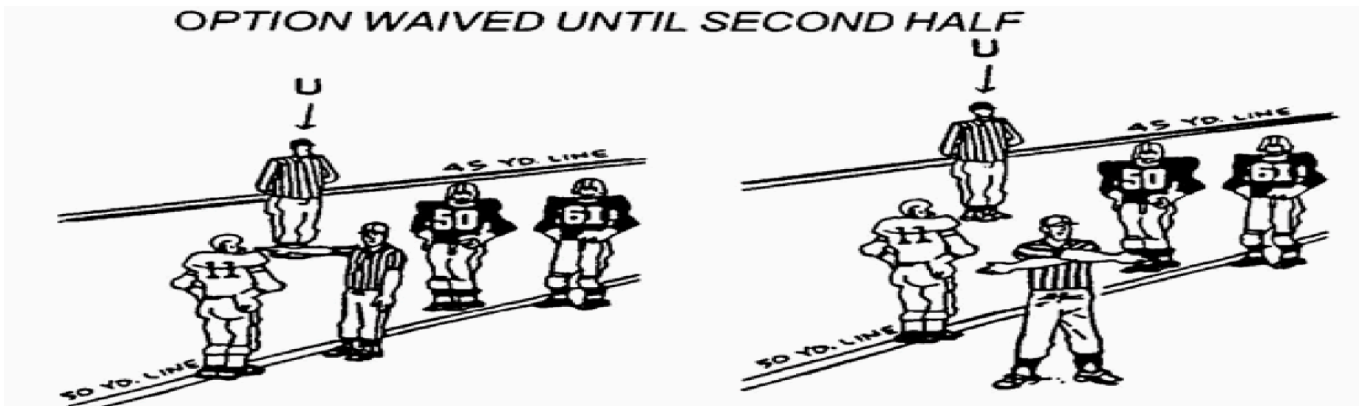
- ☐ Clock operator should start a 20-minute count down 25 minutes prior to kick-off.

Coin Toss procedures

- ☐ R/H/BJ are on the visitor's side (Opposite Press-box).
- ☐ L/U are on the home side (Press-box side).
- ☐ R and U will meet captains at mid field R will face the score board
- ☐ L/H will escort the captains to the R/U at midfield.
- ☐ Add BJ/H should be at the 9's, keeping the teams back (H may join BJ at the 9's).
- ☐ BJ/L should have their team's ball ready for kickoff.



- ☐ R & U will introduce captains.
- ☐ U will repeat visitor's choice of the coin toss.
- ☐ R will signal to the press box the winner of the toss.
- ☐ All officials will meet in middle and record coin toss results.



Free Kicks - Preliminary

- ☐ H, L and R are deep with the receiving team with R positioned in the middle of the endzone, H and L should start on their respective pylons and then adjust to kicker's strength. B and U should sweep the sidelines.
- ☐ U is to go out and instruct the receiving team at midfield for the 1st time each team will receive the kick.
- ☐ BJ will hand the kicker the ball and instruct him after ensuring the timer and Umpire are ready to officiate.
- ☐ BJ shall then move to the sideline opposite the press box on K's restraining line. BJ shall rule on 5-yard requirement of kicking team, offsides by K and will protect kicker (5yds). After the kick, key on 4th & 5th man on K.
- ☐ U should anticipate onside kicks on all kickoffs. After the kick crosses restraining line, key on 4th and 5th man on K.
- ☐ H and L will confirm B's count with R by extending a punch forward and will drop arm when **ready** to officiate.
- ☐ R will make ball ready for play when BJ and U are on the sideline with their hands up.
- ☐ R, H, L will count receivers and confirm with each other. B, U will count kicking team.

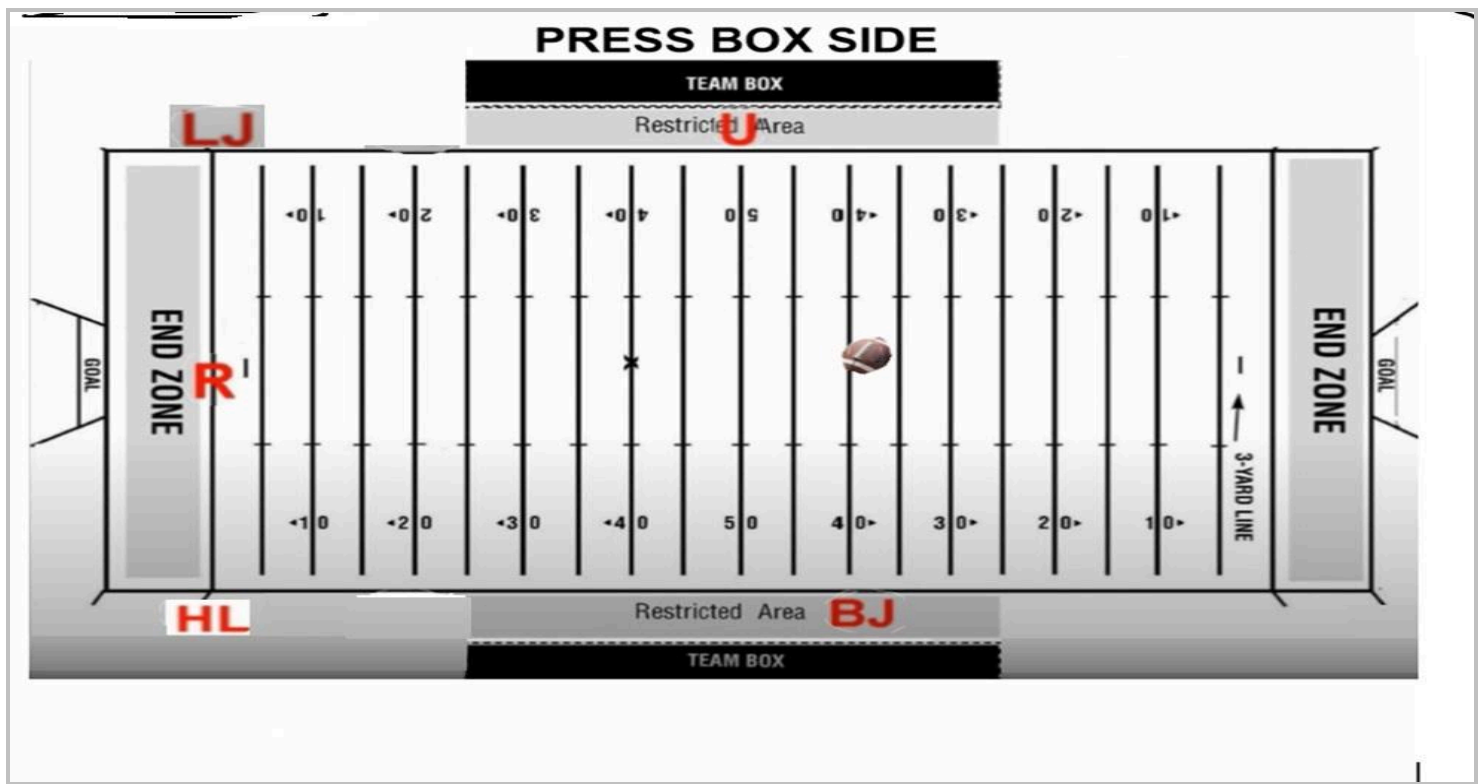
Free Kicks - Coverage

- ☐ R, H and L review Momentum Rule and touchbacks. When is the ball dead? (Rules 8.5.1, 8.5.3, and 4.2.2).
- ☐ Free Kicks OOB, review the four options, giving the receiving team the best two choices.
- ☐ Blocking below the waist is illegal throughout the entire down by either team.
- ☐ Review KCI rules, primary will be H,L,U and BJ may be able to help. Discuss Pop-up Kicks

- ❑ K cannot recover a kick until it “both touched the ground and goes beyond the plane of R’s free-kick line” (Rule 6.1.6)
- ❑ Valid/In-Valid FC signal
- ❑ BJ watch action against kicker. (Kicker may not be blocked for 5 yds. (Rule 9-3-4-a,b))
- ❑ BJ and U will move to the hash marks after the kick is away. Key players from your side of the kicker.
- ❑ H & L will have forward progress to GL. (BJ and U can help on long returns.)
- ❑ R will clean up backside action, watching for illegal acts. Note: the Wedge Formation is legal in NFHS!

The Massachusetts NFHS Manual Review Committee recommends that for teams who consistently perform short kicks and for teams that consistent perform long kicks (touchbacks) the R can change officials' positions during free kicks as follows:

- A. The BJ checks to see that all kicking team players, except the kicker, are inside of 5 yards.
- B. On all free kicks, the R checks to see that kicking team has at least four players on both sides of the kicker when that ball is kicked. The R will blow whistle and shut the kick down if there are only three or less on either side of the kicker when the ball is kicked.
- C. Watch the kicker before the game and get a feel for how deep the player kicks the ball. If there is a weak kicker, the R will instruct the officials to move up. This is a game time decision. If you have a kicker who can boot the ball, you don't want to run back and have to run forward. It much easier to come up than it is to go down then back up.
- D. Officials covering kicking team's restraining line and receiving teams' restraining line will have bean bags in hand to mark first touching within the restraining lines.



40 (kicking restraining line) yard line - BJ opposite the press box

50 (receiving restraining line) yard line - U press box side

Goal line - HL opposite press box; be prepared to adjust your position based on the ability of the kicker; rule on OOB Kicks

Goal line - LJ press box side; be prepared to adjust your position based on the ability of the kicker; rule on OOB Kicks

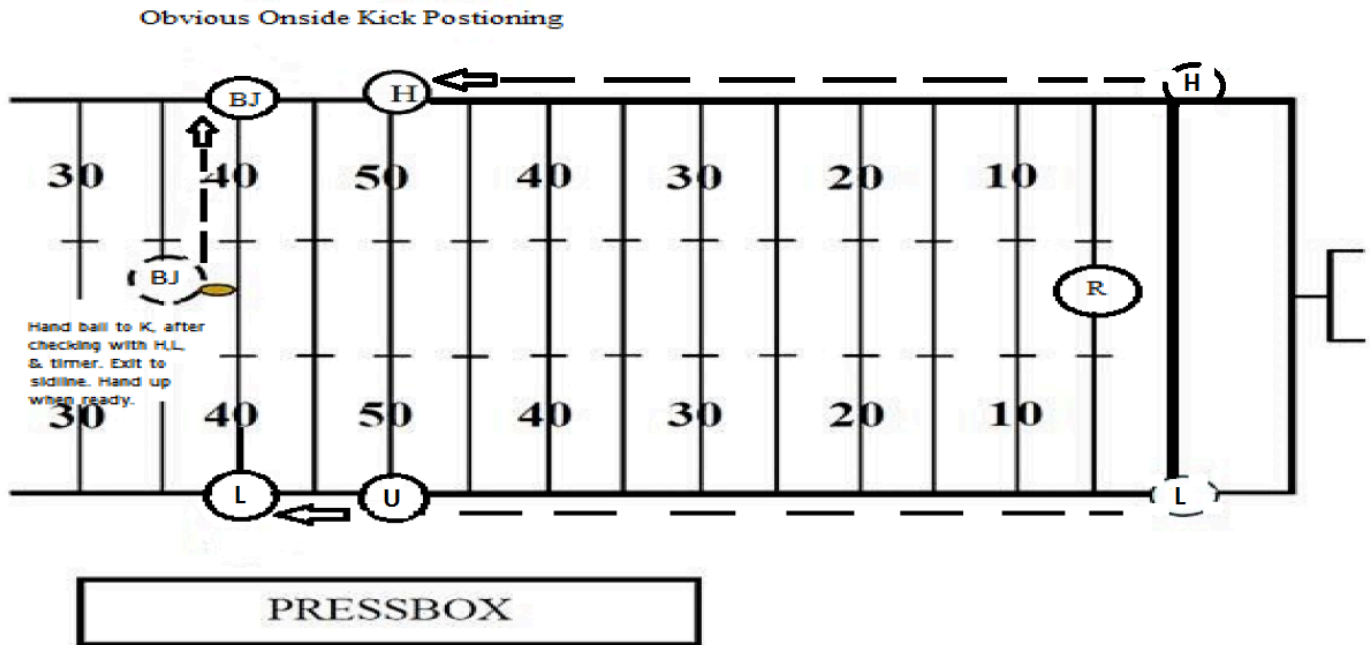
Goal line - R

Onside Kicks. Don't be surprised. Everyone should be ready on every kick-off!

Obvious Onside Kick Coverage

- ☐ L will move up to K's restraining line. H will move R's restraining line.
- ☐ H and U will have bean bag in hand ready to rule on touching (legal or illegal).
- ☐ H and U will rule on ball crossing R's restraining line.
- ☐ BJ and L will watch for illegal blocks by K. 9-3-7a,b,c
- ☐ BJ and L (H and U) be ready to wind clock on a legal touch (by either K or R). (R maybe able to help wind.)
- ☐ H, L, BJ, U be aware of KCI, and Fair Catch signals. (Rules 6-1-5, 6-1-7, and 6-5-7)

- BJ & L will have illegal blocking by K and are to remain stationary until the kick is over. Unless R returns the kick then they will have forward progress and goal line. H and U should watch backside action.
- R will move up field remaining in the middle of the field at least 5 yds deeper than deepest receiver.
- BJ & U will watch for pop-up kicks. Pop-up kick can't rise higher than officials brim of his cap. (Rules 2-24-10 and 6-1-11)

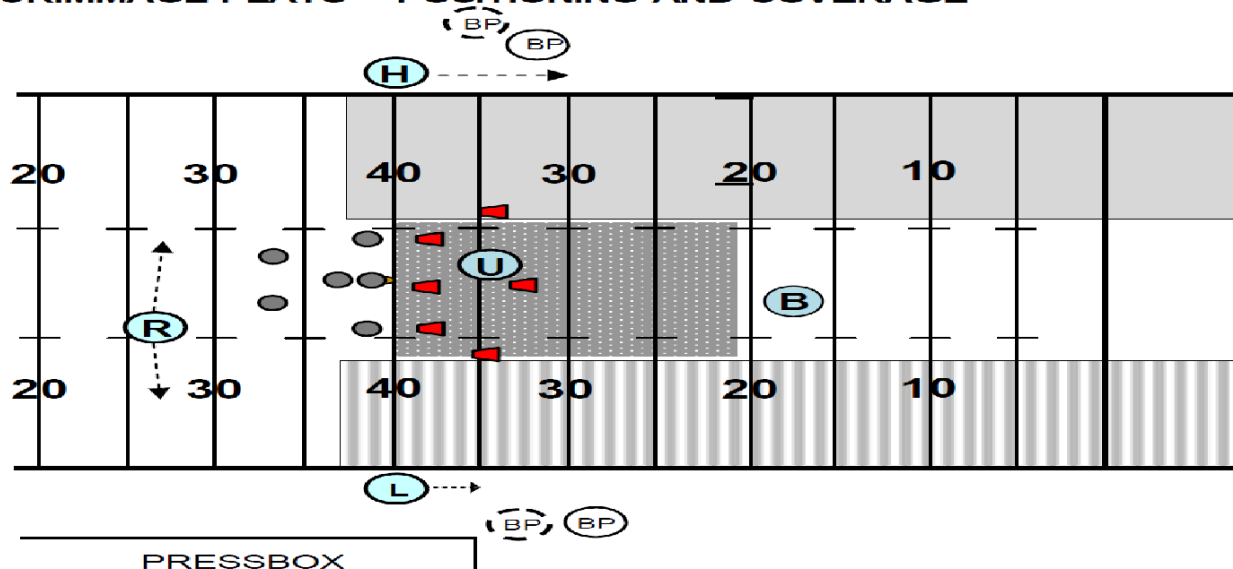


- Kicks after safety are on the 20 yd line. (Kick can be a punt, kickoff or drop kick) **8-5-4**
- H and L will have forward progress from goal line to goal line.
- BJ and U should not come down more than 10 yds and should focus on blocking in front of the returner.**
- H, L (pylons) and BJ & U (hash) will have goal line responsibility on long returns. R should clean up.

Scrimmage Plays - Positioning

- R is on QB's throwing arm, 12-15 yds deep, just outside of the tackle
- U is 6-8 yds deep off of the LOS in the defensive backfield. (Even or slightly behind LB's)
 - (U's should adjust position every down, so that they don't get used as a pick by A.)
- H, L is on the sideline straddling the LOS. (Work to keep sideline's 6-foot area clear).
- BJ is 18-22 yds deep, shadowing the strength of the formation (see Appendix B)

SCRIMMAGE PLAYS – POSITIONING AND COVERAGE



□ When there is a fumble, all officials should be ready to drop a bean bag down to mark the spot of the fumble. Drop the bean bag, avoid throwing it. The first official in digs, the second official in kills the clock, the R will give signal.

□ When digging during a fumble at least one official should keep some distance from the pile to watch and officiate the rest of the players.

Running Plays

Pre-snap Counting

- R, U count A. H, L & BJ count B – H & L will signal with arm bent at 90 degrees.
- 2 open hands to the chest will be used if we count 10 players. (offense or defense)
- The H and LJ checks to ensure that the offensive team has no more than 4 players in the backfield, at least five on the LOS.”

Substitutions

- H, L need to ensure that players meet the nine yard requirements (legal/illegal subs.)
- BJ, L & H needs to watch for defensive subs. Shut down play if B has 12 and the snap is imminent.
- R needs to watch offensive subs (3 second rule). (Rule 3-7-1)
- A may break the huddle with more than 11

□ U will stay over the ball until all officials are in position & communicates with the snapper and gets back into position. U should develop a relationship with the snapper. NO IRON CROSS

Scrimmage Plays - at the Snap

□ H, L check for legal formation.

□ H, L be aware of players lined up in the NZ (A&B) Dead ball foul – NHFS

□ H, L, be aware of alignment of slot backs.

□ U rules on legality of snap (H/L are secondary).

□ U needs to ensure A has 5 players 50-79 on every down (exception scrimmage kick formation (7-2-5-b,1,2))

□ BJ has 40/25 second play clock (Hand up at 10 seconds and down only to reach for a flag)

Don't be too technical early in the game. Converse with Referee.

□ R has illegal shifts involving backs (H/L can help; however, R is primary). Live ball foul.

□ R, H, L, BJ are responsible for crack back blocks or BBW

□ All are responsible for false start, offsides, and other LOS infractions.

□ Identifying Eligible receivers – H/L will signal with a punch back for 1 receiver or extend 2 fingers for 2 receivers off the line (signal should stay up until the snap unless the back goes in motion).

□ Unbalanced line signal. (Open hand to the side of face. Both wings should confirm formations with signal. Once confirmed signal maybe dropped.)

□ Man in Motion - H's and L's are responsible for motion away from them until their key crosses the Center. The player in motion then will be picked up by H/L where motion is moving toward. Back side official may help on making an obvious call.

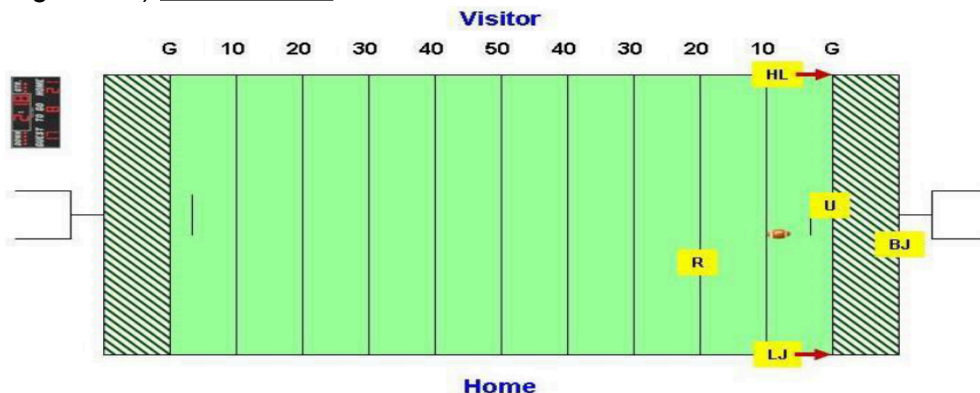
□ Review dead balls versus live ball scrimmage infractions. (I.e. shifts, false starts, defense offside)

□ When the runner or the ball goes out-of-bounds (OOB) a distance beyond the sideline, do not drop your "Bean Bag" to retrieve the ball, or to follow the runner OOB to retrieve the ball. Stop at the spot of the ball or the runner at the OOB spot, give the "Stop the Clock" signal while watching the dead ball OOB area. The retrieval of the ball is not as important as being a "Dead Ball Watcher". Wing officials will have ball retrieval help coming from the BJ, and runner observation help. EXCEPTION: When the Runner goes deep into, or into the opponents sideline, now drop your Bean Bag to mark the OOB Spot, and move into the OOB area to assist and observe any illegal actions.

Goal Line Mechanics

- R's mechanics do not change for A going in, R is responsible for endline when A is coming out.
- BJ has endline when A is going in.
- H,L,BJ will change goal line/endline coverage between 12-15 yds. H/L have pylon as well as sideline to endline responsibilities.
- H,L need to get to pylon immediately after the snap when snapping from the 7 yd and in when A is going in and the 5 yd line when A is coming out. **See the ball, no cheap scores!**
- (Be aware if line to gain is between the 7 & the goal line. Read the play, if the goal line is not threatened.)
- U needs to be positioned in endzone when snapping from 7 and in. (Do not obstruct H/L view of GL)

- The R's mechanics do not change for Team A going in. The R is responsible for the end line when Team A is coming out.
- The BJ has the end line when Team A is going in.
- The H, LJ , and BJ will change goal line/end line coverage between 12-15 yards. The H and LJ have the pylon as well as the sideline to end line responsibilities.
- The H and LJ need to get to the pylon immediately after the snap when snapping from the 7 yd and in when Team A is going in, and the 5 yd line when A is coming out. Make sure you are two yard off the sideline facing the goal line (Be at least two large steps back OOB from the pylon).
- The H and LJ must be aware if the line to gain is between the 7 and the goal line. Read the play. If the goal line is not threatened, then get an accurate spot.
- The U needs to be positioned in the end zone when snapping from 7 and in. (Do not obstruct H's or LJ's view of the goal line) **See the ball!**



Fourth Down

- Review rule NHFS 4-3-1
- No matter what the result of the play is, we will signal for the clock will stop at the end of the down. We will either have a 1st down for A or a 1st down for B.

Passing Plays

□ R is responsible for Roughing the Passer. drop back passes/shotgun – the R has primary responsibility for backward pass. The H and LJ have secondary responsibility for backward pass.

□ U is primary, H,L are secondary for Passer beyond the line of scrimmage. When the U reads pass play, the U will moved to 2 yards depth to have a good point of reference of the extended neutral zone and for possible ineligibles downfield, rule on whether a linemen moved beyond 2 yards expanded neutral zone. The passer may go beyond the LOS & then retreat back behind LOS and throw a legal forward pass.

□ If H and L read pass, then they should slide slowly downfield apx. 5-7 yards, Quick Passes – the H and LJ have primary responsibility. (The official that the ball is going away from has the best look. The wings will NOT punch on backward passes. The ball remains alive and maybe advanced by anyone on any down. Backward passes OOB will be spotted at OOB spot for all downs as well.

□ Forward/Backward passes - *When in doubt the pass is forward*

□ The H, BJ, and LJ will use “Man-Zone-Ball” Technique for eligible receivers coverage

□ If the BJ has a foul for OPI/DPI; then the H, LJ or U will need to help pick up the flag. There is no foul for OPI/DPI *if pass has not crossed NZ*.

□ It is important to communicate if the ball on a pass has crossed the neutral zone; might have OPI or DPI.

□ Ineligible Downfield U is primary for 50-79 (be aware of eligible numbers on scrimmage kick formations). (exception scrimmage kick formation 7-2-5-b-1,2)

□ Forward/Backward passes

- Quick passes- H and L have primary (official that ball is going away from has the best look)
- Drop back passes/shotgun – R primary, H and L have secondary
- Ball remains alive and may be advanced by anyone on any down. Backward passes OOB will be spotted at OOB spot for all downs as well.
- If BJ has foul for OPI/DPI; H,L or U need to help *if pass has not crossed NZ*
- If pass is touched beyond LOS, then can we have DPI/OPI? Communicate.
- H and L have primary on covered receivers, secondary on 50-79.

□ Coverage of receivers/Keys – H,L,BJ (See Appendix B)

- o Discussion lead by BJ; H,L should be involved.
- o BJ has widest eligible receiver based on strength (usually the TE).
If strength is even, strength will be declared on LJ's side of the field.
- o Discuss motion and how it affects keys. Watch motion for possible crack-backs.

□ Complete/Incomplete – H,L,BJ,U,R

- o Any of the officials can call incomplete if they are certain.
- o If ruled as a catch, covering official (H,L,BJ,U) should sell the spot.
- o If there is doubt, the pass should be ruled incomplete.
- o R is primary on any hit on QB (blind side or front side).
If ball comes out, R will rule incomplete or fumble.

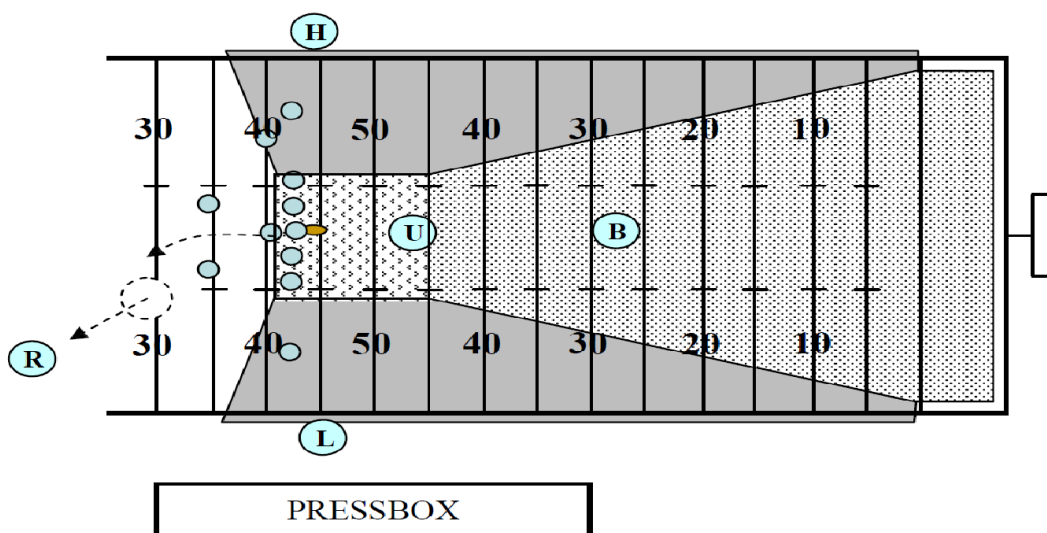
R should signal & whistle if incomplete.

If ruled a fumble, R should throw a bean bag.

H/L should key off R, delay your whistle to get the proper read from R.

□ OPI/DPI – H, L, BJ primary.

- o OPI calling official needs to report foul to R; non-calling official will cover flag
- o DPI non-calling official will cover flag; calling official will report to R
- o Whether or not the foul is more or less than 15 yds does not matter in NHFS. 15 yard penalty
- o Half the distance when previous spot is inside B30 (NHFS).
- o U will communicate to Hand L before enforcing all penalties.
- o Uncatchable pass and face-guarding do not exist in NFHS.



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□ Changes of Possession

- o Review momentum rule (inside the 5 = bean bag)
- o goal line coverage changes. R has primary, H and L are secondary and have the entire sideline.

Punts

□ R rules on roughing and running into kicker, positioned on the kicking leg of the punter.

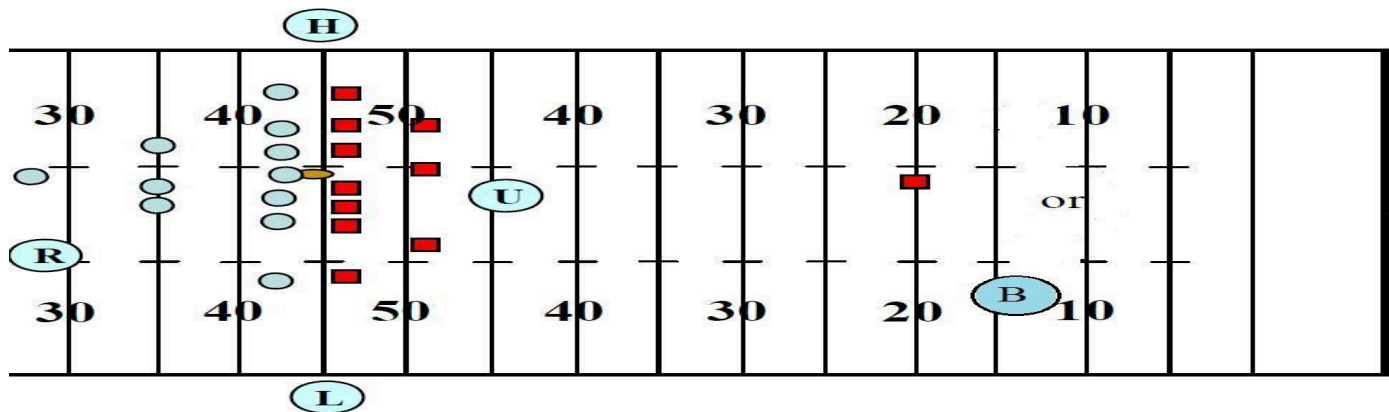
.□ The R will call the U over the ball until an accurate count is confirmed by the LJ. With the potential of 44 players coming and going, make sure there is an accurate count.

□ On the scrimmage kicks, the LJ should hold the line and the H should break on a clean snap (clean snap is defined as the punter has complete control of the ball). The H has action in front of the run. Once the ball crosses the LOS, the LJ breaks and picks up action in front of the runner.

□ When the ball becomes dead on a scrimmage kick, the covering official should hold the spot with the opponents ball until the offense brings in a new ball and the ball gets spotted by the U. Once the ball is spotted by the U, the other ball can be removed from the field of play.

- LJ holds the line till the ball crosses NZ, keeping a deep cushion from BJ so L can focus on blocking ahead of returner; U has primary of LOS when there is a bad snap, and U is secondary otherwise.
- **Bad snaps** H & LJ will stay at LOS, peeling into back field to assist R. U will have LOS and ball crossing.
- BJ is positioned on LJ's side outside the nine's, approximately 5 yards deeper than deepest receiver
- H and BJ are responsible for fair catch signal (and illegal blocking). This is H's primary responsibility. H can also help with KCI or player being blocked into the receiver.
- BJ has bean bag sideline to sideline, unless kick is shanked near LOS.
- Kicks OOB in the air, H, BJ need to look to R for a chop. If kick hits the ground inbounds and bounces, then OOB covering officials are responsible for spot (L should give ground to BJ)
- Hurdling is illegal (9-4-3-b). H and L are primary on a player hurdling opponents on a punt return; R can help.
- U has roughing the snapper.
- H/L/U watch for take downs by B or A just after the snap on the LOS.

SCRIMMAGE KICKS (PUNT PLAYS)



*Note: There is no formal keys on punt plays. Zone coverage while the ball is in the air. H/L/U should watch for LOS infractions.

Field Goals and Tries Inside the 20

- R is positioned on the kicker's plant leg. rules on roughing and running into kicker (15 yard penalty or 5 yard penalty)
- H & L will stay on LOS ruling on whether kick crosses NZ. Officiate all LOS violations (U and R can help).
- BJ and U are under uprights. U will continue to have roughing the snapper.

□BJ has crossbar and upright opposite the press box. Umpire has the upright on the press box side.

□BJ will have the whistle.

□BJ and Umpire should confirm “yes/yes” or “no/no” and then step forward and signal together.

BJ and U should hold signal until R gives the signal to the press box.

□H and L will put a bean bag down to mark LOS on FG attempts. In case the chains move; R’s need to help.

□H and L will jog in toward the lineman after the ball crosses the LOS. H and L need to help R control middle of field.

□If the ball crosses the goal line on a missed field goal, then the result of the play is a Touchback. Award the Ball to Team B at the 20 yard line.

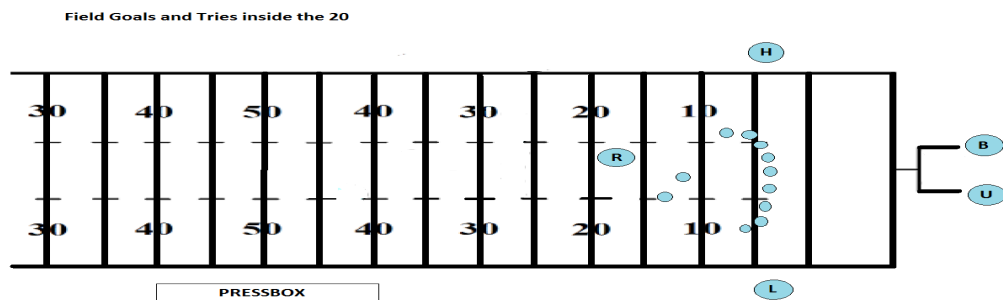
□Remember post ***scrimmage kick rules apply***

□Swinging gate (Muddle Huddle) – U will shift to uprights when it is obvious that a kick will be attempted. H/L/U/B/R need to know ineligible numbers. U will help on eligibles (7-2-5-b exception)

Remember: ineligibleables are locked in when the Center touches the ball (7-1-5)

□BJ, L, H, and U should inform crew of the **ELIGIBLE** numbers they are keying on.

□Unsuccessful Tries – if the kick is blocked or B gains possession, then the try is over



Breakdowns on Field Goals and Tries Inside the 20

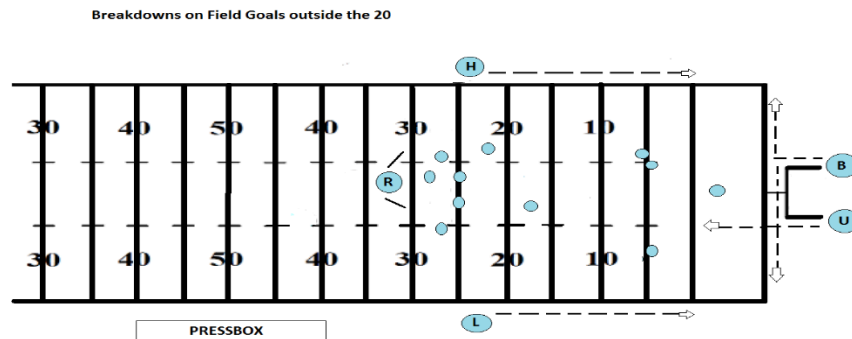
□BJ and U will officiate their respective side of the field from upright to pylon sliding down the endline.

□H and L will start from the LOS and then move to the goal line as play dictates.

□H or L need to know if ball crosses LOS. Discuss in pregame. Recommendation is let the play dictate who will stay on the LOS. For example, if play develops toward the LJ’s side, then the H will hold the LOS.

Breakdowns on Field Goals and Tries Outside the 20

- ☐ BJ will stay on the endline and officiate from pylon to pylon.
- ☐ U will move up to the goal line and officiate inside out, helping but not obstructing the views of H and L.
- ☐ H / L will officiate sideline to goal line pylon, moving downfield as play dictates.
- ☐ H/L will have responsibilities for Roughing the Snapper, Hurdling, and all Holding by lineman at LOS.
- ☐ The holder must rise to pass or hand the ball off.



Fumbles

- ☐ All fumbles should have a bean bag down to mark the spot of the fumble. Drop bag, avoid throwing it.
- ☐ 1st guy in digs, 2nd guy in kills, R will give signal which helps to eliminate signaling in the wrong direction.
- ☐ When digging, at least one official should keep some distance from the pile to watch/officiate the players.
- ☐ **Obvious** fumble recovery: calling official signals possession and/or down.
- ☐ Late fumbles/change of possession require special attention as emotions may run high.

Focus on preventive officiating to help avoid complications.

End of Quarter

- ☐ R /BJ or U responsible for clock.
- ☐ H should confirm down, distance and clip with R and U before moving chains. (Everyone should record information, including the clock operator).
- ☐ BJ takes the down box to the recorded yard line.
- ☐ U carries the ball and should not put it down, until entire crew is on the same page.

Halftime

- ☐ 15-20 minute halftime, allow for special ceremonies and bands
- ☐ Teams must be on the field before halftime intermission ends
- ☐ Following halftime intermission, Mandatory 3 minute warm-up
- ☐ If there is one gate, visiting team will be allowed to leave the field first. R,U,H,L,BJ should keep teams separated (especially in a heated contest). Get in between teams and slow down the home if necessary.
- ☐ BJ is responsible to get the Visiting team; L is responsible to get the Home team.
- ☐ BJ, L will communicate to R with which direction the kicking team will kick to start 2nd half.
- ☐ Discuss issues that may have occurred in the 1st half and ways we can be better in 2nd half.
- ☐ Review OT procedures (regardless of halftime score) & penalty enforcements, MIAA modifications.

End of Game

- ☐ MIAA states that the crew will stay on the field (in EZ closest to our locker room) to observe the hand shake.
- ☐ On field crew will wait for clock operator before leaving field. Leave the field as a crew!
- ☐ Post-game conference is highly recommended. You learn the most discussing the game with your crew

Time outs – 3 times per half

- ☐ All officials will record and confirm TO's remaining, communicate with Head Coach as well.
- ☐ H, L will stay with respective teams, in case the Head Coach has questions or concerns.
- ☐ BJ will time full time outs
- ☐ U stays with the ball.
- ☐ H, L will get the teams ready to play on either the BJ or R's signal.

Measurements

- ☐ When in doubt, bring them out! (RM)
- ☐ H brings out the clip and chains. LJ holds the spot for the H
- ☐ U has the front stake.
- ☐ BJ has the ball, ensuring press box has clear view. Should have bean bag down at nose of ball. Back Judges steady the ball with their rear end pointing away from the line-to-gain as to allow the measurement to be visible for everyone..

- ☐ R makes the call, facing press box.
- ☐ If the team is short of a 1st down, H should bring chains back to the sideline resetting the clip.
- ☐ H, LJ and/or BJ need to communicate to the referee that **the clock will start on the ready**. The signaling official will simply raise the hand slightly and twirl or rotate in a circle one finger in a "start the clock" fashion.

Reporting fouls

- ☐ Team (color) Offense, Defense, Kicking team, Receiving team.
- ☐ Offending player's number (Inform the Head Coach of the number as well)
- ☐ Communicate with Head Coach about what the player did as well.
- ☐ Calling official should not leave R until R is 100 % certain of foul and enforcement.
- ☐ Calling official should repeatedly sound whistle after the play is over to let the entire crew know there is a penalty. This includes R, U, H, L, BJ.
- ☐ Multiple flags require conversation between calling officials **BEFORE** R gets involved.
- ☐ Penalty enforcement procedure: U & H should confirm foul called and enforcement before walking off the penalty. LJ should hold previous spot and then enforce the foul as well. Once U, H & L agree on enforcement, R should make the ball ready for play.

Helmet off/ Injury timeout

- Helmet off - player must leave for one down, unless helmet was lost due to a foul by an opponent.
- Team's may NOT buy player back with helmet off with TO.
- Injured player must stay out for one down; **no buy in.**
- Illegal Equipment –
 - o If equipment is a result of a play, then player must fix his equipment and may remain in the game.
 - o If player starts with illegal equipment, then he must leave the game for one play and may not re-enter until the illegal equipment is compliant with the rules.

Inadvertent Whistles

- Review rules pertaining to Inadvertent Whistle's (IW's) (4-2-3)
- Whistles should be like last call, the later the better!
- **IF YOU DO NOT SEE THE BALL, DO NOT BLOW THE WHISTLE (the play will kill itself).**
- Blow in your own zone and "don't go fishing in someone else's pond."
- If you have an IW, continue to blow your whistle and own up to it. Nothing good is going to come from letting the play continue.
- R and U's should not be blowing forward progress unless there is a special situation or the runner is tackled at your feet.

- Crew mates pick up your partner after someone has an IW. Keep them involved in the game.
- If you have an IW, own up to it and move on. We have all been there at one time or another.
- R's should explain the options to the Head Coach (4-2-3).
- **Focus in the main reason we have IW's**. Stay sharp and focused from opening KO to the last whistle.

Miscellaneous Mechanics

- If forward progress is close to LTG, then U should give ball to covering official to be placed at his foot.
- H should go to the sideline before confirming down with the person holding the down marker (know the person's name).
- No signals should be given when moving. Come to a stop and then signal (for example, incomplete and touchdown).
- BJ should confirm down with both H & L on every play by extending both hands toward sidelines.
- When ball is spotted by U's, they should match their feet with H/L and place ball there.

40/25 Second Play Clock Mechanics (Courtesy of Colorado Football Officials Association)

Responsibilities. The 40-second play clock is maintained by the Back Judge in a 5-man crew and by the Referee in a 4-man crew. The play clock starts as soon as the play ends and the ball is dead. The covering official will raise his arm straight up for two seconds to indicate the 40-second play clock should start.

Starting the play clock. One arm raised will be used to signify the play has ended and the 40-second play clock is to be started. The signal is S7 (Dead-ball foul) in the CFOA Mechanics Manual. The signal is only used when there is no other clock signal. If the play is ruled out of bounds or a first down is gained inbounds, the covering official will only signal to stop the game clock. On an incomplete pass, the covering official will only signal incomplete pass. Those signals also serve to start the 40-second play clock.

Re-set. If the play clock is interrupted, it will always be reset to 25 seconds. The signal is both arms with open palms pumped into the air – “push the sky” (Crew Signal “L” with both arms). If the ball is not spotted with approximately 20 seconds remaining on the play clock, the referee will reset the play clock.

Countdown. When a visible play clock is not available, the following signaling technique will be used for the benefit of coaches and players for both a 40-second and 25-second play clock. In a 5-man crew, the signaling official will be the Back Judge and for a 4-man crew, it will be the Referee.

The arm will be raised with 10 seconds remaining and kept raised until it is necessary for the BJ to reach for a penalty flag.

Chain crew. When the 40-second count applies, the ball can be snapped as soon as it is spotted. That requires the person holding the down marker to hustle to the next spot after instructed by the Linesman. If the box is not in place when the snap is imminent, the Linesman will drop a bean bag to indicate the placement of the box. Under no circumstances will the play clock be reset to 25-seconds because of a slow chain crew.

First down inbounds. When a first down is gained and the play ends inbounds, the clock stops to award the new series but the 40-second play clock starts when the ball becomes dead (it is not an administrative stoppage). Although the ball normally can be snapped as soon as it is spotted, in this special case, it cannot be snapped until the game clock is re-started. Thus the Umpire will stand over the ball to prevent a snap until the Referee signals the game clock to start, and the Umpire confirms that it has started.

If the Clock Operator does not respond, the Referee may blow his whistle to get the Clock Operator's attention. Such a whistle does not reset the play clock. If the Clock Operator still doesn't respond, the Referee will signal timeout and reset the play clock to 25 seconds.

Event *	Play Clock Starts at	Game Clock Starts on	Covering Official's Signal	Referee's Signal
Dead ball inbounds	40	Running	S7	None
Dead ball out of bounds	40	Snap	S3	None
Incomplete pass	40	Snap	S10	None
Team A awarded 1st down	40	Signal	S3	S2
Penalty administration	25	Ready	S3	S2
Charged team timeout	25	Snap	S3	S1
Injury/Helmet off	25	Ready	S3	S2
Measurement	25	Ready	S3	S2
Double Change of possession- Team A snaps	40	Ready	S7	S2
Change of possession- Team B snaps	25	Snap	S3	S1
Touchdown	25	N/A	S5	S1
Try, FG, Safety	25	Varies	Varies	S1
Start of each period	25	Snap	N/A	S1
Legal kick	25	Snap	S3	S1
Start of an overtime period	25	N/A	N/A	S1
Other administrative stoppage	25	Ready	S3	S2

* If event does not occur in conjunction with any other event that stops the clock.

GENERAL COMMENTS – CREW

1. We must **function as a cohesive unit.** Each of our actions reflects on the other members of the crew.
2. **Good mechanics and signals** are essential and convey professionalism.
3. **Communicate** – do not presume the rest of the crew knows what has happened. Sideline officials explain unusual situations (but don't be long winded); be approachable, kill the coaches with kindness.
4. **See the entire play** – do not rush the call. *Pause, Read, and React.*
5. **If you cant see the ball** – don't blow your whistle – Don't signal a score. ***TD's are forever***
6. **Have a slow whistle** – remember the play kills itself. Do not blow the whistle unless you are required to do so. Too many officials blowing whistles means we are watching the ball and not our areas of responsibility. *Umpires should rarely ever blow their whistle. Wings have forward progress!*
7. **Be a good dead ball foul official** – see what goes on around the pile
8. Confirm – **down and distance** on each play
9. **Count** – A and B players on each play. Don't assume there are 11
10. Mentally – **anticipate** what might happen on the next play. Be aware of down and distance.
11. Relay the ball in short throws – be sure that the receiving official is looking at you. We don't want the ball rolling around on the ground.
12. **If you think a mistake has been made – stop the game** and ask the question. Don't let the next play get off. We must correct what is correctable. Most things are correctable before the next snap. The objective is to get the play right. It is better to look bad and get it right than to just look bad.
13. **Concentrate on your area of responsibility first -** don't be a ball watcher. Be a people watcher, but be prepared to make the call where you have secondary responsibility.
14. Grow as an official – **learn from every play and every game. When you are done learning, YOU ARE DONE AS AN OFFICIAL!**
15. **Never lose your composure – never be complacent** – Have poise and presence, but don't be overbearing.
16. **Injury** – mechanics and pay attention to who replaces whom
17. **Game Conditions/Terms** –
 - a) Discuss the teams – their strengths and tendencies
 - b) Know the type of game – championship, rivalry, last place teams, etc
 - c) TV or Radio
 - d) **The Pre-Game Conference should be held where you will be bothered the least**
18. **Pre-game should not last longer than one hour.**
19. **Pre-game should be short enough to allow time for an additional.** 15 minutes for personal preparation.
20. **If you have an inadvertent whistle own up to it by continuing to blow your whistle!**
21. When speaking with a coach, **remember you can't quote silence.**

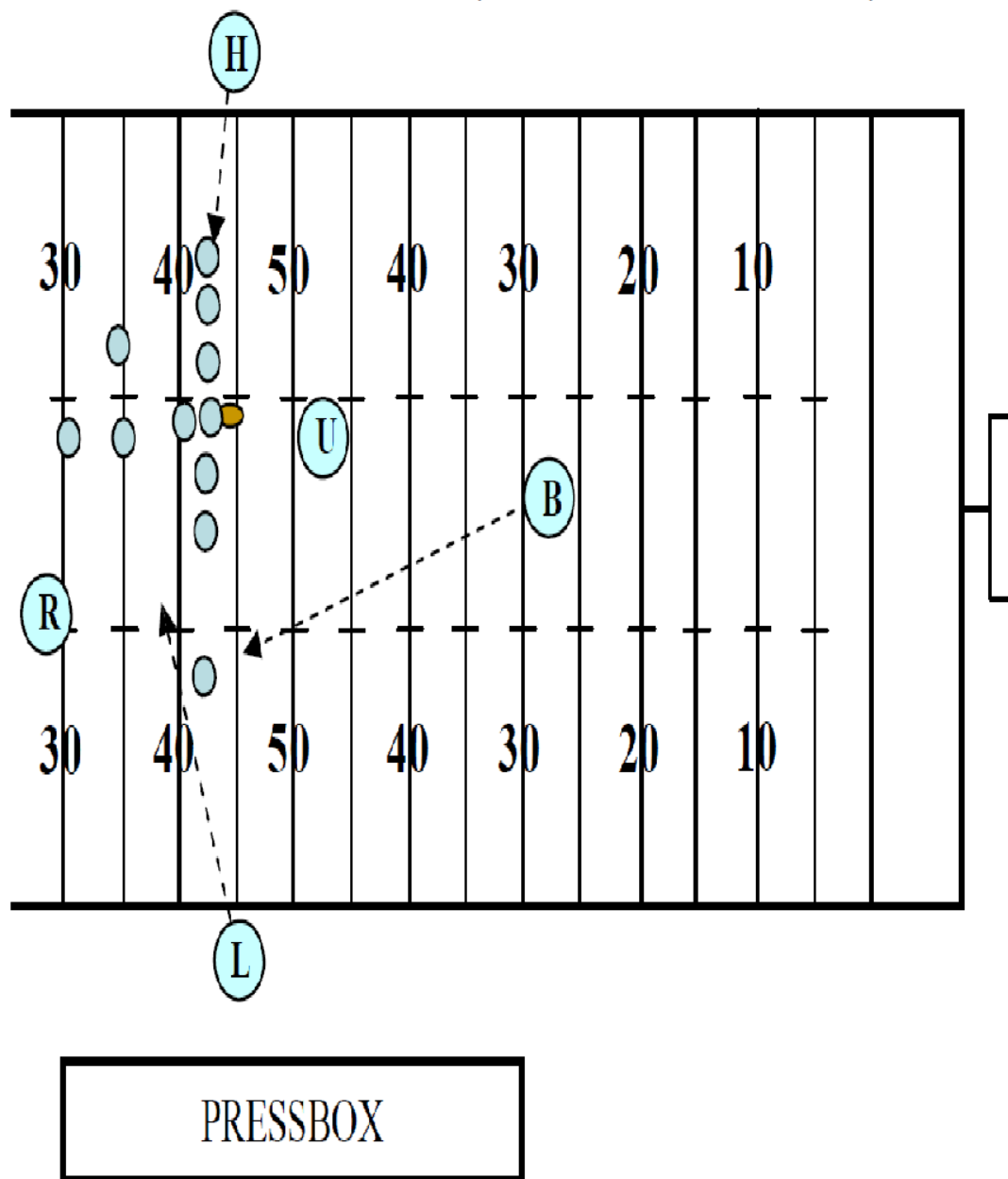
Appendix A

Instructing Chain Crew

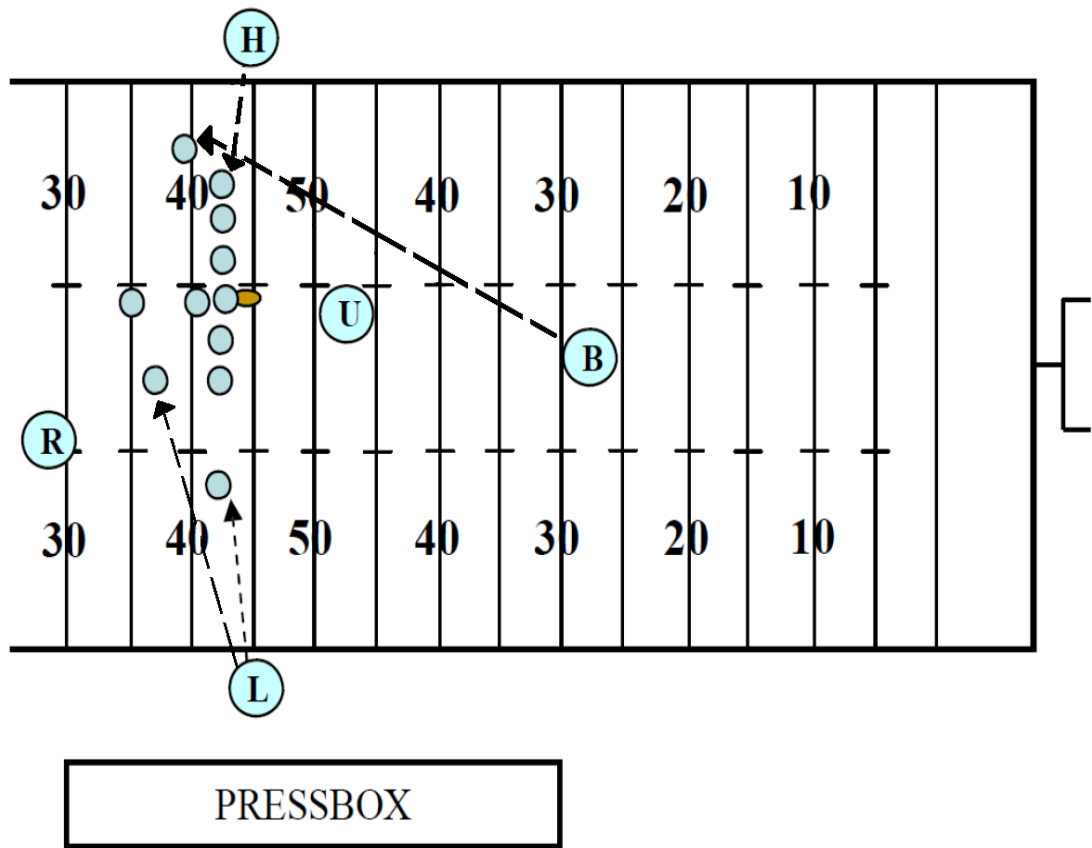
- Introduce yourself to crew (Pregame is when you have their undivided attention, make sure they understand exactly what you want during the game.)
- Stretch the chains to ensure they are 10 yards.
- Put a 5 yard marker on at the middle link of the chains.
- Check the box to make sure that it is working properly.
- Instruct clip man to put clip on the intersecting 5 yard line closest to rear stake (Unless closest 5 yard line is less than a yard, then move to next 5 yard line)
- Use 2 clips. After Line to Gain is made, 2nd clip should be put on chains. 1st clip should remain on chains until the ball is snapped.
- On every first down H must get to sideline and set the person holding the down marker with his downfield foot.
- Instruct crew to work 6 feet off sideline if possible (This is our room to work, help keep coaches and players back, and give yourself the proper amount of space to officiate and keep us safe.)
- Learn the name of the person holding the down marker. (It is a lot easier to call out "Jonnie!" instead of "Box!")
- When there is a goal to go situation, give the person holding the down marker a bean bag to put on the field to mark the previous spot. Everywhere the person goes, the bag must follow.
- Instruct the crew to not move until you signal. If they move too fast, slow them down. You are in control.
- Do not have the person holding the down marker move their position on the field or flip the down on the box until you signal to them. This is especially important if there is a flag down on the field.
- Confirm every down with the chain crew, talk to the person holding the down marker on every play. (Use his name. Getting him involved can be helpful.)
- Instruct entire crew to wait for your instructions and tell them not to move whenever there is a change of possession or a flag down (for example, interceptions, fumbles, and punts)
- Have the person holding the down marker tell you line to gain on every down
- Instruct the person holding the down marker to get to the 3 yard line on touchdowns, and turn the box sideways.
- When a runner threatens the sideline, chain crew should drop the sticks & move out of the runner's way.
- Hustle by the chain crew is essential now that we are using 40/25 second play clock. The play clock will continue to run, so chain crew should move accordingly.
- During measurements, H will take the chains in by the clip. The front and rear stake chain people will escort the chains to the crew on the field. The front stake will relinquish his duties to the Umpire. If the measurement is short of the Line to Gain, H will reset the chains by placing the clip on the appropriate yd line. If measurement is beyond Line to Gain, then the crew can take chains back and reset on H's foot.
- If for some reason we lose the chains and/or the down, then the Referee should check with the press box. Each team has a spotter. This should only be used in an emergency.
- IT IS EVERYONE'S RESPONSIBILITY TO ENSURE CREW HAS THE CORRECT DOWN!
- H has primary responsibility.

Appendix B – Keys

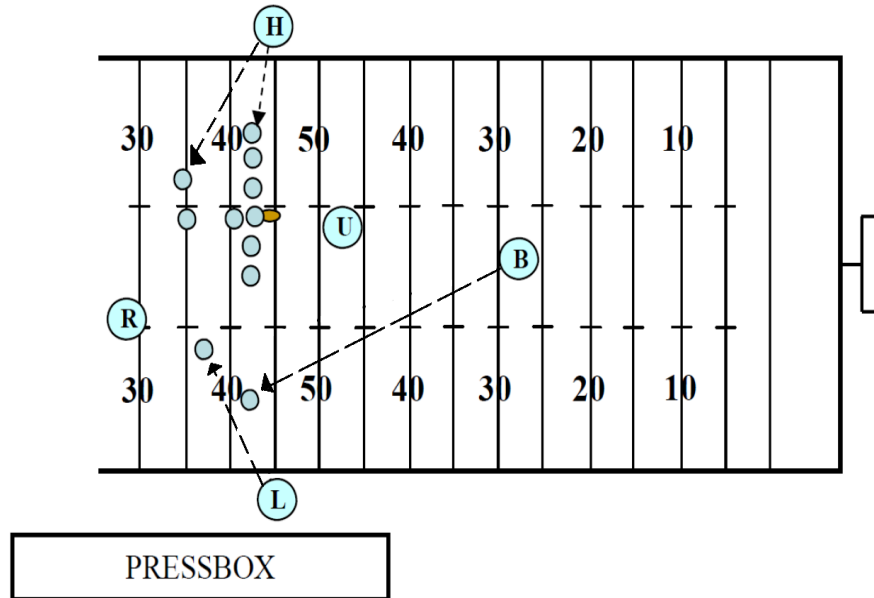
ONE RECEIVER TO EACH SIDE (BALANCED FORMATION)



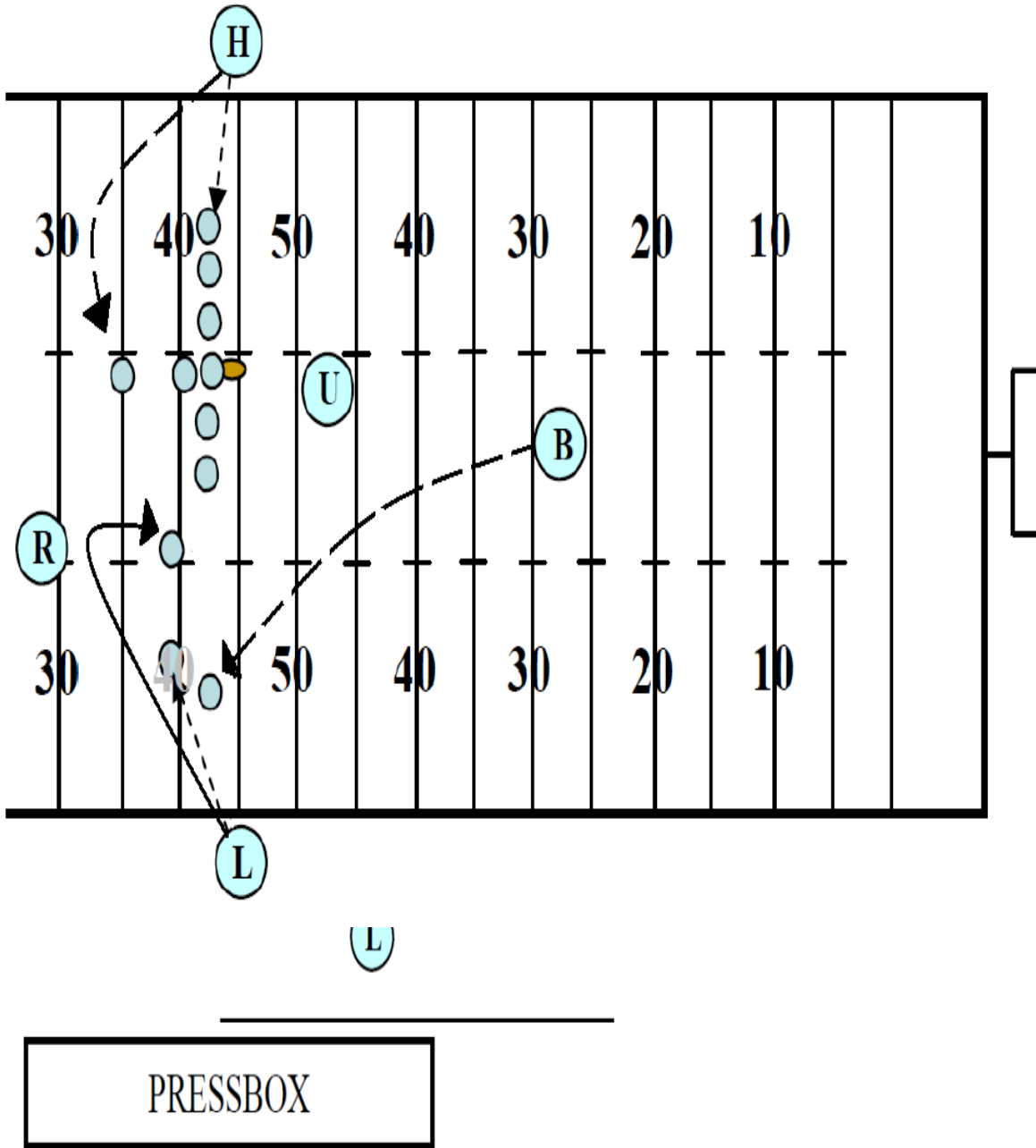
STRENGTH TO H's SIDE



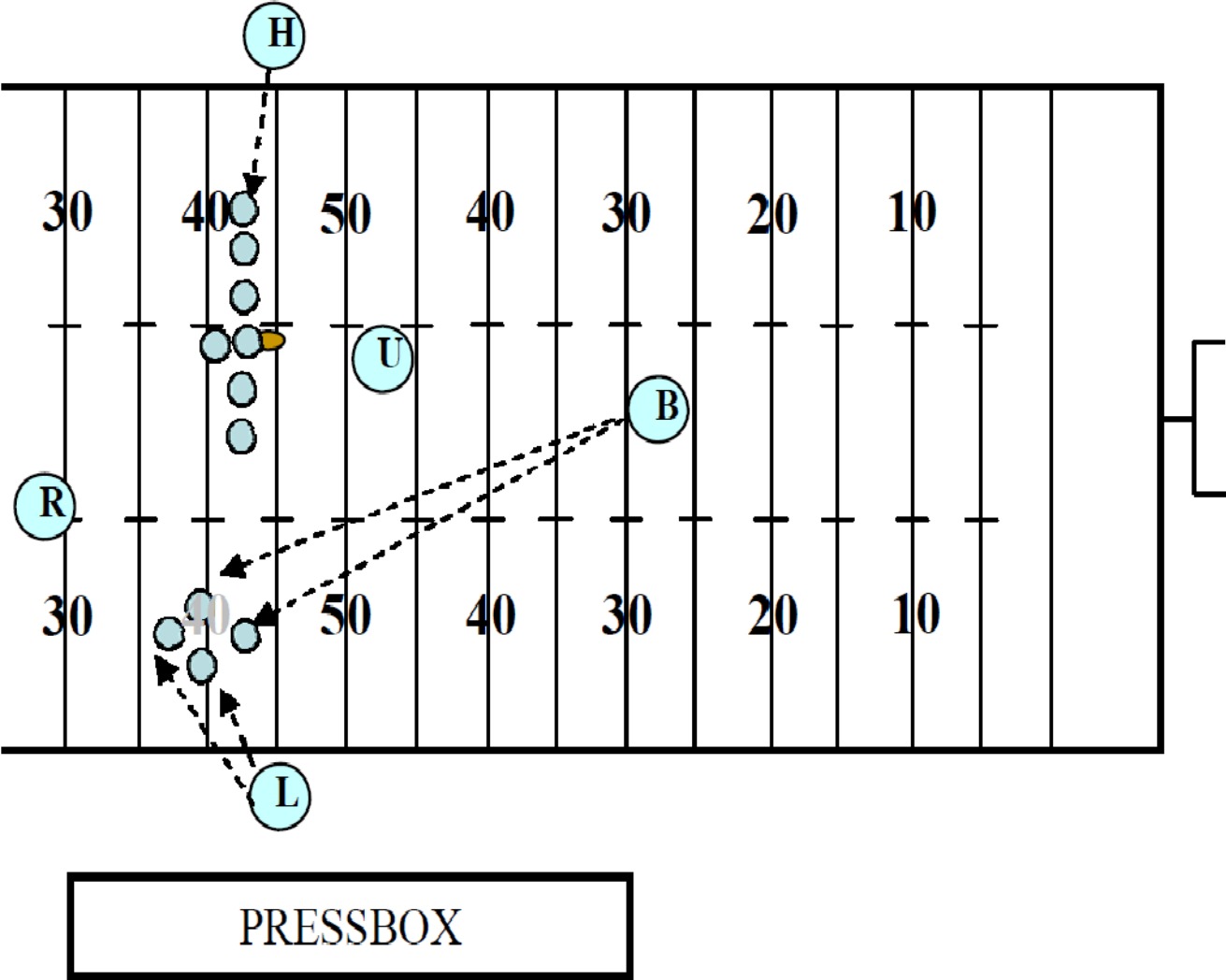
STRENGTH TO L's SIDE



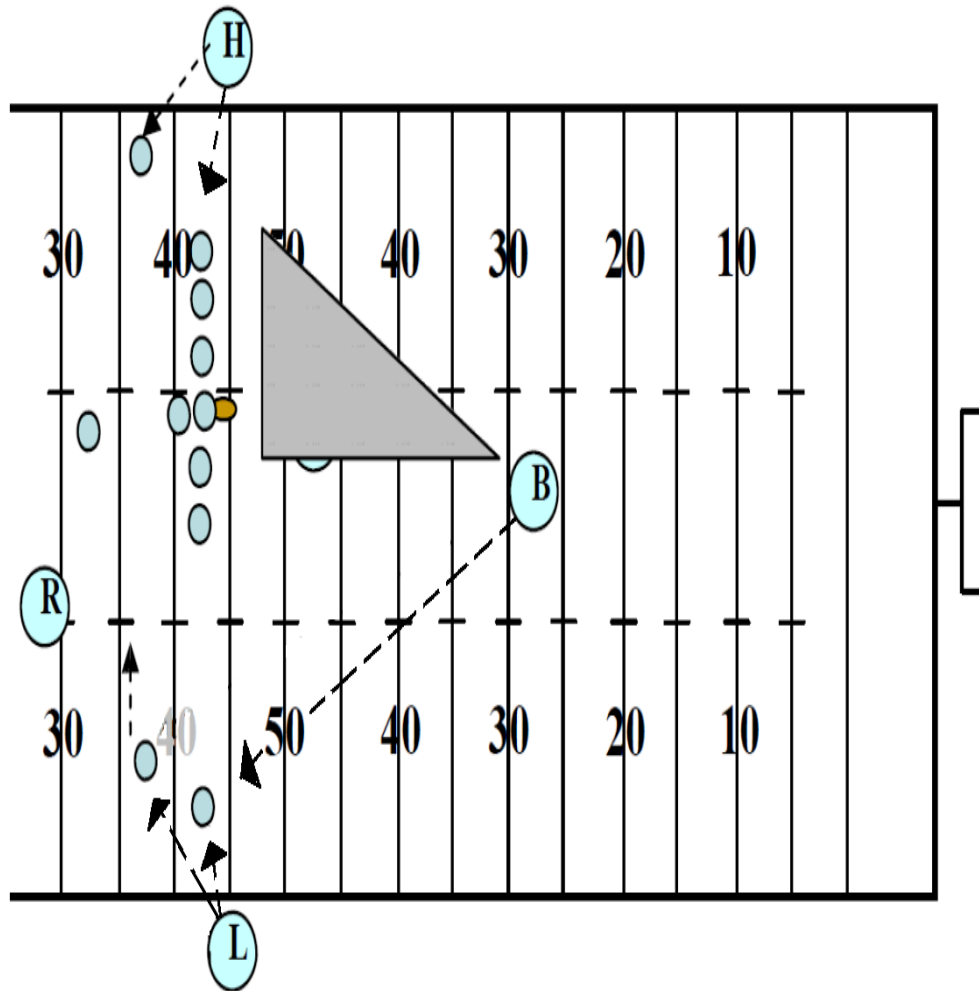
TRIPS (THREE RECEIVERS ON ONE SIDE)



QUADS (FOUR RECEIVERS TO ONE SIDE)



MOTION WHICH DOES NOT CHANGE STRENGTH



Abbreviated Words: R=Referee; U=Umpire; H=Head Linesman; L=Line Judge; BJ=Back Judge; LOS= Line of Scrimmage; OPI=Offensive Pass Interference; DPI=Defensive Pass Interference; KCI= Kick Catch Interference; GL=Goal Line; NZ= Neutral Zone; PSK=Post Scrimmage Kick; EZ=End zone; OOB= Out of Bounds; T.O.= Time Out; A=Offensive team; B= Defensive team; R=Receiving team; K=Kicking team; IW = Inadvertent Whistle; BBW = Block Below the Waist; LTG=Line to Gain

Officiating Axioms (excerpt 2018 CCA manual)

1. We want quality fouls. See everything you call, but don't call everything you see.

No technical fouls. Let 'em play.

2. Do not reach for your flag unless you intend to drop it. Get a number and keep officiating.

When you put your flag on the field, your integrity is linked to it.

3. Always see the ball before you blow your whistle. (Instant replay – be sure.)

4. Be a good dead-ball official. View all players until they are back with their teammates.

5. Be deliberate in ruling on a fumble, and get a bean bag down.

6. Crisp ball movement, no committee meetings, no walking on the field.

7. Count players EVERY down.

8. Excellent communications with coaches, players and other officials. Courtesy always.

9. If you miss one, don't look back! We must always be ready to officiate the next play.

10. Concentration. Give everything you have on every play for 60 minutes, that's all (or extra periods if required).

11. Use preventive officiating when needed.

12. Display integrity, courage and poise. Let the "tight" situations reveal your true character.

13. Be mentally and physically prepared to work the game.

14. And above all else, keep hustling!

Officiating Philosophies

(Excerpt 2018 CCA Manual)

The following rules-based philosophies have been adopted for NCAA games.

Ball-Spotting

1. The ball can be placed on a yard line to begin the next series after a change of possession. (Exception: If the change of possession occurs on a fourth-down running or passing play, the ball will be left at the dead-ball spot to begin the next series.) For example, if a punt return ends with the ball between Team B's 33 and 34 yardlines, move the ball forward to Team B's 34 yard line. At all other times, the ball is placed where it became dead.
2. If a punt is downed on the ground inside team B's five yard line, the ball should be left and not moved to the next yardline.

Line of Scrimmage

1. When in question as to whether an action is a false start or illegal motion, it is a false start.
2. Officials will work to keep offensive linemen legal and will call only when obvious or when a warning to the player and a subsequent warning to the coach are ignored. Don't wait until the fourth quarter to enforce this rule.
3. If the offensive player is lined up with his head clearly behind the rear end of the snapper, a foul will be called without a warning.
4. Don't be technical on an offensive player who is a wide receiver or slot back in determining if he is off the line of scrimmage. When in question, it is not a foul.
5. Wide receivers or slot backs lined up outside a tight end will be ruled on the line of scrimmage and covering the tight end if there is no stagger between their alignments. If in question, he is not covered up.
6. Any time a defensive player initially aligned tight to the line of scrimmage jumps forward, and there is a question whether he was in the neutral zone and the appropriate offensive player(s) moves, shut down the play and penalize the defense.
7. Any time a defensive player shoots the gap, and there is a question as to contact, err on the side of encroachment and shut the play down to avoid a free shot on the quarterback.
8. Formations during the execution of a trick or unusual play have the highest degree of scrutiny and should be completely legal.
9. When in question, a quick or abrupt movement by the center or quarterback is a false start.

Fumbles Philosophies

1. When in question, the runner fumbled the ball and was not down.
2. When in question regarding whether the quarterback passed or fumbled, it will be ruled a fumble.

Defensive Pass Interference

Actions that constitute defensive pass interference include, but are not limited to, the following six categories:

1. Early contact by a defender who is not playing the ball is defensive pass interference provided the other requirements for defensive pass interference have been met, regardless of how deep the pass is thrown to the receiver.
2. Playing through the back of a receiver in an attempt to make a play on the ball.
3. Grabbing and restricting a receiver's arm(s) or body in such a manner that restricts his opportunity to catch a pass.

4. Extending an arm across the body (arm bar) of a receiver thus restricting his ability to catch a pass, regardless of the fact of whether or not the defender is looking for the ball.
5. Cutting off or riding the receiver out of the path to the ball by making contact with him without playing the ball.
6. Hooking and restricting a receiver in an attempt to get to the ball in such a manner that causes the receiver's body to turn prior to the ball arriving.

Offensive Pass Interference

Actions that constitute offensive pass interference include but are not limited to the following four categories:

1. Initiating contact with a defender by shoving or pushing off thus creating separation in an attempt to catch a pass.
2. Driving through a defender who has established a position on the field.
3. Blocking downfield during a pass that legally crosses the line of scrimmage.
4. Picking off a defender who is attempting to cover a receiver.

Not Offensive Pass Interference

1. Offensive pass interference for blocking downfield will not be called if the passer is legally grounding the ball out of bounds, near or beyond the sideline.
2. Offensive pass interference will not be called on a screen pass when the ball is overthrown behind the line of scrimmage but subsequently lands beyond the line of scrimmage and linemen are blocking downfield, unless such blocking prevents a defensive player from catching the ball.
3. On a pick play, it is not offensive pass interference if the defensive player is blocking the offensive player when the pick occurs, and the offensive player doesn't make a separate action, or if the blocker's entire body is clearly not beyond the neutral zone.

Other Passing Situations

1. When in question on action against the passer, it is roughing the passer if the defender attempts to punish.
2. The quarterback can throw the ball anywhere if he is not under duress, except spiking the ball straight down. The clock is not a factor. Exception: Rule 7-5-2 allows the quarterback to spike the ball to stop the clock.
3. An uncatchable pass must be blatantly uncatchable in order to disregard a foul for pass interference.
4. If the quarterback is outside the Free Blocking Zone and is throwing the ball away to avoid a sack, when in question as to whether the ball is beyond the neutral zone, it is beyond the line. Don't be technical.
5. If in question as to whether the passer is or has been outside the Free Blocking Zone, he is outside the Free Blocking Zone.
6. If the passer is contacted after he starts his passing motion, then it may be ruled no intentional grounding due to this contact.
7. If the passer is contacted clearly before he starts his passing motion, there will be a foul for intentional grounding if there is no eligible receiver in the vicinity or if the pass does not reach the line of scrimmage after the quarterback has been outside the Free Blocking Zone.
8. If an interception is near the goal line, and there is a question as to whether possession is gained in the field of play or end zone, then make the play a touchback.
9. If the passer is legally throwing the ball away, and it lands near or beyond the sideline, do not penalize the offense for having ineligible players downfield.

Blocking

1. If a player is illegally blocked or held “into” making a tackle, then no foul should be called unless the action is a personal foul, or there is an element of time between the foul and the tackle.
2. Obvious and intentional takedowns create special focus and should be called.
3. If there is a potential offensive holding but the action occurs clearly away from the point of attack and has no (or could have no) effect on the play, then offensive holding should not be called.
4. If there is a potential for defensive holding, but the action occurs clearly away from the point of attack and has no (or could have no) effect on the play, then defensive holding should not be called.

Example: A defensive back on the opposite side of the field holding a wide receiver on a designed run play to the other side.

5. For blocks in the back, if one hand is on the number, and the other hand is on the side, and the initial force is on the number, then it is a block in the back. The force of the block could be slight and still a foul if the contact propels the player past the runner or prevents him from making the play. If the force is clearly from the side, it is not a foul. If the blocker is in a “chase mode,” then all the action must be from the side to be legal.
6. Blocks that start on the side and subsequently end up in the back are not fouls as long as contact is maintained throughout the block.
7. Blocks in the back that occur at or about the same time a runner is being tackled should not be called, unless they are in the nature of a personal foul, or there is forcible contact that involves player safety.
8. A grab of the receiver’s jersey that materially restricts the receiver and takes away his feet should be defensive holding if other criteria are met, and could also be defensive pass interference.
9. Holding can be called even if the quarterback is subsequently sacked, and there is an element of time between the foul and the tackle.
10. Rarely should you have a hold on a double team block unless there is a takedown, or the defender breaks the double team and is pulled back.
11. When in question if an illegal block occurs in the end zone or field of play, it occurs in the field of play.
12. Regarding blocking below the waist, when in question, the ball has not left the Free Blocking Zone.

Kicking Plays

1. The kicker’s restraining line on onside and short pooch kickoffs should be officiated as a plane. Any player (other than the kicker or holder) breaking the plane before the ball is kicked should be called for encroachment. The same plane applies on normal kickoffs, but officials should not be too technical in regard to players breaking the plane.
2. Illegal block in the back can be called on fair catches, but not if the illegal block occurs away from the play as the fair catch is being made, or the play results in a touchback and contact is slight. (Note: Personal fouls should always be called, as should forcible contact that involves player safety.)
3. It shall always be roughing the kicker when there is forcible contact to the plant leg, whether or not that leg is on the ground. It shall be running into the kicker if a defender simply “runs through” the kicking leg, and there is no forcible contact. All other contact shall be based on the severity and the potential for injury to the kicker.
4. When in question, a foul by the receiving team on a scrimmage kick occurs after the ball is kicked.
5. The intent of the scrimmage kick formation numbering exception is to allow teams to make substitutions that are not deceptive. When in question, it is not a scrimmage kick formation.

Plays at the Sideline

1. If legal contact occurs before the runner has a foot down out of bounds, then consider it a legal hit. If the runner has obviously given himself up very near the sideline, and forcible contact is made attempting to punish, then a foul should be called.
2. If the whistle has blown, and a runner continuing to advance down the sideline has eased up, then contact by the opponent against the runner is a foul. Officials should be alert and be sure any action is not part of the initial play before calling a foul.
3. When in question as to whether the runner stepped out of bounds, officials should rule the runner did not step out of bounds.

Scoring Plays

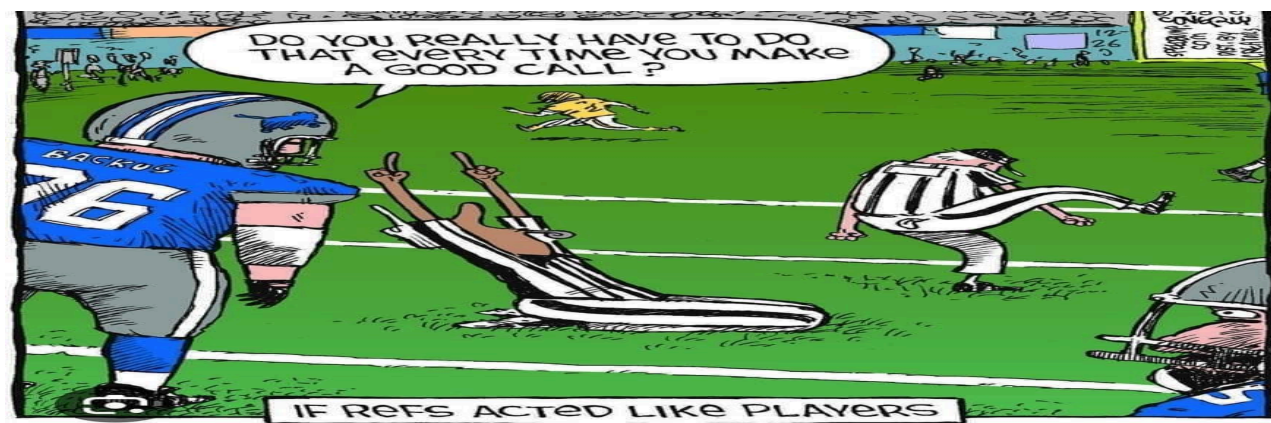
1. When in question, it is not a touchdown.
2. When in question, it is not a safety.
3. When in question, it is a touchdown when a non-airborne runner crosses the goal inside the pylon with the ball crossing the goal line extended.

Personal Fouls

1. If action is deemed to be "fighting," then the player must be disqualified.
2. When in question, if an act is a flagrant personal foul or fighting, then the player is not fighting.
3. When in question regarding hits away from the ball near the end of the play, consider it a dead-ball rather than live-ball foul.
4. Regarding defenseless players, when in question, a player is defenseless.

Unsportsmanlike Conduct

1. When in question whether an unsportsmanlike act is a live-ball or dead-ball foul, it is a dead-ball foul.
2. Do not be overly technical in applying Rule 9-5.
3. Allow for brief, spontaneous, emotional reactions at the end of a play.
4. Beyond the brief, spontaneous bursts of energy, officials should flag those acts that are clearly prolonged, self-congratulatory, and that make a mockery of the game.
5. A list of specifically prohibited acts is in Rule 9-5. That list is intended to be illustrative and not exhaustive. All agree that when those acts are clearly intended to taunt or demean, they should be penalized.



Game Clock

1. When in question, a charged team timeout precedes a foul that prevents the snap.
2. Any time loss due to the clock being started erroneously, such as when a dead-ball foul is called, the clock must be adjusted.
3. 5/5 axiom: In order to adjust game clock errors, there must be more than a five-second differential if there is more than five minutes remaining in either half.
4. When the game clock is under five minutes of each half, Referees should consider invoking Rule 3-4-3.

Miscellaneous

1. The ankle or wrist is considered part of the foot or hand, respectively, and does not make a runner down.

Heat and Time Outs – Early in the season we have this problem. If it is excessively hot any day or night, then plan for water breaks during the periods. These breaks should go with the natural flow of the game and should not be done in a way that might affect momentum or a drive. Use prudence and common sense.

EXTRA POINT- K's 1 Point try is blocked by R 1 and recovered by K2 who advances across R goal line. Ruling: The try is unsuccessful. The covering official shall sound his whistle.

EXTRA POINT- On a 2 Point Try, if the Defense gains possession of the ball, then the try is over. Only A may score during a try. The defense cannot score on a try.

RUNNING CLOCK- A running clock will be used when a point differential reaches 42 points at the beginning of or any time during the 3rd quarter or a 30 point differential at the beginning of or any time during the 4th quarter. If Team A scores and reaches either point differential, then the H will signal the TD and Wind the Clock. The running clock will continue for the remainder of the game. Once the game is in Running Time, it remains in Running Time regardless of changes to the score.

The clock will only stop for an injured player or at the Referee's decision.

HALF-TIME CLOCK- Depending upon the agreed length of half-time, the clock operator will set the time to agreed time and stop the clock with 3 minutes remaining on the clock. The clock operator will restart the clock for the three minute warm-up when both teams have reported back and are on the field.

69.3 MIAA Tiebreaker rule 69.3.1 The MIAA Football Tiebreaker rule, multiple overtime periods, will ensure that the game will not end in a tie.

69.3.1.1 Additional overtime periods will be used if teams are tied at the end of regulation or succeeding overtime periods.

69.3.1.2 Each series shall begin at the ten yard line unless a penalty overrides. First down chains will not be used. It is always goal-to-go. If penalty enforcement calls for an automatic first down, then it will be first and goal.

69.3.1.3 For the first and subsequent tie breaking periods, any team that scores a touchdown must attempt a two-point conversion by run or pass from scrimmage.

69.3.1.4 If there is a change of team possession during any play of an overtime period, then live ball personal fouls or live ball unsportsmanlike conduct fouls by opponents of the team last gaining possession that occur after the change of possession give the team in possession the option of putting the ball in play where the penalty

leaves the ball for one down free of penalty, or the foul can be enforced as a dead ball foul at the succeeding spot in the subsequent overtime period. This option is exercised only if the team last gaining possession is free of foul during the down.

Example: Second Series - Team B intercepts Team A39's pass, and, during Team B's run back, Team A commits any foul or personal foul.

Ruling: Team B has the option of extending the overtime period for one down free of penalty, with Team B putting the ball in play where the penalty leaves the ball, provided Team B has not fouled during the down. Or Team B may choose to penalize as a dead ball foul at the succeeding spot in the subsequent overtime period.