

2009 WIAA/WOA Areas of Emphasis and Washington State Exceptions to NFHS Mechanics

The 2008-2009 National Federations Officials Manual is to be used in all cases except those outlined as officially exempted by the WIAA/WOA. All changes in this document are approved by the WIAA Executive Director and the WOA Commissioner. All exceptions to the NFHS Officials Manual must be approved by the WIAA/WOA prior to use by any Association. All mechanics are in reference to 5 man mechanics unless noted.

WASHINGTON STATE AREAS OF EMPHASIS:

1. Appearance and Uniform:
 - a. Officials should maintain a neat physical appearance.
 - b. It is imperative the each official have a clean and neat looking uniform.
 - c. Shoes for the varsity level shall be solid black.
 - d. The WOA patch shall be worn centered on the left chest pocket.
 - e. Shorts may be worn by the entire crew (same color) and will be black or white.
 - f. **Black pants with a white stripe down the leg are allowed as an exception if all officials on a game are wearing the same type of pant.**
 - g. White or Blue bean bags may be used and will be the same for the entire crew.
 - h. American Flag (if worn) shall be on the left arm, 5" from the inseam where the shoulder and arm seams comes together.
 - i. LJ (4 man)/BJ (5 man) shall have two same colored bean bags.
2. Pregame:
 - a. Each Referee should lead a pregame as outlined in the manual. Crews having to travel together by car may accomplish portions of the pregame in the car.
 - b. Coin flip procedure as per the manual. (Have talking captain at the end of the line on the referee side. Explain how you are going to toss the coin.
 - c. Sideline management: 3 coaches only in the coaches box **who should leave the area at the snap.** all players/attendants in the team box, no one within the 2 yard safety zone around entire field.
 - d. Only covering official blowing the whistle.
 - e. Timing interval between try and preceding kickoff.
 - i. 4 Man – at 45 seconds, Referee should move from middle of field to close to the numbers to signal HL/LJ to move teams into kickoff formation.
 - ii. 5 Man – at 45 seconds, Back Judge moves from sideline to the kicker or the middle of the field on the Kicker's free kick line. If both teams are ready before this time and no TV/Radio timeout is in progress, the kickoff may start when both teams are ready.
 - f. Coach-Referee conference: The Referee and the appropriate side official shall meet with the requesting coach on the field within five yards of the sideline. The team may come to the sideline but another coach may not hold an authorized conference in the middle of the field. The other team may hold either type of conference.

- g. Official who disqualifies a player should accompany the Referee to the sideline to inform the head coach and explain the circumstances of the ejection.
- h. **Beginning in the second half, if the point differential is 45 points or greater, the following game ending procedure will be in effect:**
For all classifications except 1B the game clock shall run continuously for the remainder of the game except for an official's time-out, a charged team time-out, time between quarters, or a score. The clock continues to run even if the point differential goes below 45 points.
For 1B schools, the game shall be terminated.

3. Coaches Meeting:

- a. A list of officials should be given to each head coach
- b. The home team coach should be met with first.
- c. The entire crew should meet with each head coach on the field if the Referee and Umpire have not previously met with the respective coaches in the locker room.
- d. The meeting should be kept short and professional.
- e. Medical Release letter/form – must indicate that the athlete is cleared for full participation and list specific accommodations and the length of time for such accommodations, i.e.: casts, braces, taping, protective padding, etc. Those licensed to sign the letter/form include a Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Registered Nurse Practitioner (ARNP), Physician Assistant (PA) and Naturopathic Physician. Be aware that an EMT or other emergency worker is NOT qualified under this definition.
- f. It is not acceptable to touch a coach or socialize with coaches directly before, during or after the game. They should always be addressed with respect.

WASHINGTON STATE EXCEPTIONS TO NFHS MECHANICS

A. Kickoffs:

- a. Only BJ goes to middle of field. LJ **can** move in temporarily to the inbounds line to set receiving team and then goes to sideline and acknowledges BJ's count.

B. Kickoffs/Fade Technique (Normal mechanics as per manual with exceptions noted by section):

- a. Referee:
 - i. After Kick:
 - 1. As play moves up field, assume responsibility for action behind runner and move cautiously up-field, keeping players in front of you.
- b. Umpire/Linesman
 - i. After Kick:

1. Observe initial action on the 3 most outside K players from your sideline as they move downfield. Focus remains until after initial action, kick moves into your area or runner moves into your area.
2. Kick to your side, signal clock to start when kick legally touched, other than first touching by K.
3. Kick to your side, pick up runner and move up field, retain responsibility for runner's forward progress to K's 2-yard line. When kick/runner moves into opposite side zone, continue to move with runner observing action in vicinity of runner and be prepared to assume responsibility for runner should he move into your zone.
4. When kick goes outside opposite inbounds line:
 - a. Stay on sideline to maintain wide coverage.
 - b. Observe action in vicinity of runner.
 - c. Serve as cleanup behind, to side of and around runner.
5. When ball becomes dead, sound whistle and give time out signal. Hold forward progress spot until released by other covering official.
6. Mark out of bounds spot if kick goes out of bounds in your area:
 - a. Bean bag spot if last touched inbounds by R.
 - b. Drop penalty marker if untouched inbounds by R.

c. Line Judge:

i. After kick;

1. Be alert for first touching by K – mark spot with bean bag.
2. Be alert for kick that does not cross R's free kick line.
3. Initial movement – cautiously downfield (10 yards), watching initial blocks on 2 closest K players to Kicker on your side of field. Focus remains until after initial action against these players, kick moves into your area or runner starts to move up field.
4. As runner moves up-field, maintain relative position in front of play, focusing on action in front of runner. Be prepared to assume primary responsibility for runner should Umpire be unable to maintain coverage on runner. Assume responsibility for forward progress of runner from K's 2-yard line to Goal line. Maintain responsibility for Goal line.
5. If runner goes into opposite side zone, focus attention on action away from runner while maintaining same relative position in front of play. Be prepared for runner moving into your side zone.
6. After ball becomes dead, echo time out signal and move quickly downfield to cover forward progress spot, releasing Umpire.

d. Back Judge:

i. After Kick:

1. Be alert for kicked ball striking ground prior to becoming airborne.
2. Be alert for first touching by K – mark spot with bean bag.

3. Be alert for kick which does not cross R's free kick line
4. If there is a penalty for a foul before the kick ends requiring a re-kick, administer penalty, give secondary signal and place ball ready.
5. Initial movement – cautiously downfield (10-15 yards), watching initial block on kicker as well as 2 closest K players to kicker on your side of field. Focus remains until after initial action against these players, kick remains in neutral zone or runner starts to move up field.
6. As runner moves up-field, maintain relative position in front of play, focusing on action in front of runner. Be prepared to assume primary responsibility for runner should Linesman be unable to maintain coverage on runner. Assume responsibility for forward progress of runner from K's 2-yard line to Goal line. Maintain responsibility for Goal line.
7. If ball goes into opposite side zone, focus attention on action away from runner while maintaining same relative position in front of play. Be prepared for runner moving into you side zone.
8. After ball becomes dead, move into field of play and assist getting teams ready for next play from scrimmage.

C. Onside kick situation – Box Formation

- i. BJ/LJ start on K's restraining line
- ii. U/HL start on R's restraining line
- iii. BJ/LJ follow play to within one yard from R's restraining line and then stop. Be 1 yard deeper out of bounds than U/HL to keep from running into them.
- iv. BJ/LJ primary responsibility - ball/blocks to R's restraining line.
- b. U/HL primary responsibility - ball and action involving R's restraining line, first touching, possession. Be alert to help offside field official with first touching due to wider view.

D. Scrimmage Play:

- a. Position of Side Officials
 - i. Start on sideline, staying wide throughout play.
 - ii. End of play, square in to play when coming in, no farther than beyond either closest players or inbounds lines.
 - iii. Keep head up and players in view.
 - iv. Check with cross field partner for forward progress.
 - v. Accordion in and out, keeping back to sideline. Never face away from field of play.
 - vi. Do not clip chain on the goal line. Down marker only when goal line is line to gain.
- b. Position/Duties of BJ:
 - i. On 25 second count, hold arm straight up with five (5) seconds to go. Reminder that the five second count may start at 20 seconds (critical), 22

seconds (non-critical), and 25 seconds (dead clock, no advantage for flag). When arm goes up, hard count starts (exactly five seconds). At end of count, look at ball. If not snapped, foul for delay is called.

- ii. With 25 second field clock – BJ is responsible for time but does NOT raise arm with 5 seconds remaining. Mechanic to be used for delay is look at clock at 00, look at ball. If not snapped, foul for delay is called.
- iii. Key's/Priorities – BJ reacts to strength of formation as defined in Officials Manual. (NOTE: BJ always takes the widest receiver to the side of strength in formation.)
- iv. Can release goal line to HL/LJ when LOS is 20 yard line and in. Must release goal line at 15. Decision to release/resume responsibility for goal line is BJ's and communication to side officials is critical.

c. Goal line Mechanics:

- i. Umpire will verbalize to other officials "I've got it!" when ball becomes dead in end zone. No signal is given by Umpire.
- ii. Side Officials will determine if a touchdown has been scored and give the appropriate signal.
- iii. Referee will confirm the signal if no penalties or other issues disallow the score.

d. Reverse Goal line Mechanics:

- i. **Ball snapped from the goal line to 5 yard line, both HL and LJ will go immediately to the Goal Line and escort the ball out to the forward progress spot. Referee will assume initial position at snap on the end line and will move cautiously up field during play maintaining end line responsibility throughout the play.**

e. **Ball snapped from just outside the 5 yard line to the 8 yard line, side official facing Referee will go immediately to the Goal Line and escort the ball out to the forward progress spot, if QB does not drop back to pass. If the QB moves back to pass the official facing the referee should hold until the pass occurs or it becomes a running play.**

f. Four Man Mechanics:

- i. Referee does not need to be on throwing arm side at all times. Can adjust to play and also allows for Umpire to move from one side to other as needed.

E. Scrimmage Kicks - Punt:

- a. Referee: Line up 3-5 yards behind and 8-10 yards outside kicker.
- b. Umpire starts 10 yards off of the line of scrimmage.**
- c. BJ start on HL side 8-12 yards outside and 2-3 yards behind deepest receiver. After kick, move to see receiver clearly possess the ball or follow ball if not caught.
- d. BJ start on Goal Line when snap is from R's 40 yard line.

F. Scrimmage Kicks – Field Goal/Try:

- a. Referee: Line up 0-2 yards behind and 8-12 yards outside kicker/holder facing holder.
 - b. Side Officials:
 - i. Stay wide on sideline during kick. Be aware of eligible receivers to your side.
 - ii. Verbalize out loud eligible receivers to your side.
 - iii. On swinging gate formation, HL/LJ should stay under upright.
 - c. Covering Officials:
 - i. 5 man: BJ has whistle responsibility.
 - ii. 4 man: LJ has whistle responsibility.
- G. Signals:
- a. Double stakes – arms crossed at the wrist held at head height.
 - b. 11 players – arm with hand in fist in front of body straight out or held to side.
 - c. Less than 11 players – index finger rotated downward.
 - d. More than 11 players – index finger rotated upwards.
 - e. DO NOT use unbalanced line signal.
 - f. Center protection – as noted in manual.
 - g. Out of bounds – arms extended below waist with palm towards sideline and NO MOTION of arms.
 - h. Side Officials can point (punch) backwards when they feel the pass is backward. Either or both side officials may signal on the play.
- H. Penalty Enforcement:
- a. Umpire and HL should communicate by signal or nod of head that yardage is right prior to placing ball after administration of penalty.
- I. Use of the Bean Bag:
- a. All Officials:
 - i. Use of the bean bag behind the line of scrimmage is required to mark the spot of loss of player possession for inadvertent whistle administration.

GO SLOW – GO SLOW – GO SLOWER

Referee

Do call you crew and set-up meeting time.

Do set a meal before or after the game.

Do have an organized pregame that everyone is involved in. (Let others review what they are going to do specifically on each type of play.)

Do set-up on the QB's throwing arm each time.

Do set-up outside the tackle and 12-15 yards deep from the LOS – **Outside the tackle 3-4 yards**

Adjust to location of ball on field.

Do count A on every play and signal.

Don't be too close to the LOS and backfield.

Don't bring in mechanics that are not in the NFHS officials' handbook or WIAA/WOA approved mechanics.

Don't use non NFHS/WIAA/WOA mechanics.

Don't get involved in head set conflicts. Report dead head set to other side. Game management is responsible for anything beyond that.

Umpire

Do face the side official you are taking the spot from.

Do go outside the hash mark to get the ball.

Do communicate every play with the referee on counting A

Do communicate before every play with the referee if the clock is started at the snap or ready.

Do get to the LOS on pass plays.

Do check with the Head Linesman on penalty walk-offs by a signal or eye contact.

Do count A on every play and signal.

Head Linesman

Do communicate with the Referee and Umpire at the end of quarter on down, distance and yard line ball on.

Do get out of bounds when runner coming at you.

Do get three to five yards out of bounds on the goal line.

Do go back to the goal line and escort the ball out when ball snapped from five on in.

Do on close first down plays come in until you have pressure and don't go by players.

Do check with the Umpire on penalty walk-offs by a signal or eye contact.

Do square to ball on forward progress.

Do toss flag in air when you have a LOS penalty.

Do point backward when you feel a pass is backward to either side of the field

Do check with other wing official on forward progress when pushed off your spot.

Do move slowly toward play when on other side of field.

Do start on the sideline every play, **even out of bounds**, it is better to start wide and then come in.

Do signal and affirm their signal to your other side official on the widest receiver being off the line.

Do set new first and ten.

Do keep all players in front of you.

Do get to goal line when ball snapped from five-yard line going in and be on the goal line when the ball arrives.

Don't mark spot on sideline for each down.

Line Judge

Do count B on every play and communicate with the BJ

Do get out of bounds when runner coming at you.

Do get three to five yards out of bounds on the goal line.

Do go back to the goal line and escort the ball out when ball snapped from five on in.

Do get to goal line when ball snapped from five-yard line going in and be on the goal line when the ball arrives.

Do square to ball on forward progress.

Do toss flag in air when you have a LOS penalty.

Do check with other wing official on forward progress when pushed off your spot.

Do move slowly toward play when on other side of field.

Do start on the sideline every play, even out of bounds, it is better to start wide and then come in.

Do signal and affirm their signal to your other side official on the widest receiver being off the line.

Do talk about what you are going to do on a swinging gate play on extra point.
(Recommendation is that LJ/HL stay under upright.)

Do keep all players in front of you.

Do point backward when you feel a pass is backward to either side of the field

Back Judge

Do communicate with side officials from 20-yard line to goal line who has the goal line on each play.

Do release to the end line at the fifteen (15) yard line at the latest.

Do count B on every play and communicate with the LJ

Do raise the arm at the correct time for 25 second count.

Do understand the 25-second count mechanics - normal situation – hand goes up at 23 seconds, clock dead and no pressure - hand goes up at 25 seconds, critical situation - hand goes up at 20. Call is made when your watch is at 25 and you again look at the ball, if not snapped, flag **and** whistle. **(IF there is a 25 second clock, the BJ is responsible for the timing, but does NOT raise his arm. The mechanic for calling delay with a clock is, BJ looks at the clock when 00 and then to ball, if not snapped a delay is called.**

Do use beanbag on change of possession on punts - have **two** WHITE or Blue beanbags

Do move to observe players without closing to quickly on normal run play where side officials will mark forward progress.

Do start on goal line during scrimmage kick from 40-yard line snap in.

Do move to out-of-bounds area to assist other officials especially when in team box area or a number of players are together out-of-bounds.

Do keep all players in front of you.

All Officials

Do stand and look professional at all times, no hands in pockets, gathering in-group when not needed to receive information, etc.

Do shake the head coaches hand before game.

Do wear patch, sized hat, clean uniform and new uniform with **WHITE or BLUE** beanbag – **Semi-Final and Final Crews will use all the same color beanbags**

Do stop the clock when not covering official when covering official signals incomplete or stops the clock.

Do keep the sidelines free.

Do keep head up and be a strong active dead ball official.

Do review when to call a foul, make it a "talk too", or a no call.

Do have captains ready for march out at least three minutes before start of half.

Do get into specifics in pre-game on each type of play. Know exactly what your partners are going to do, yard line change of assignment occurs, where people are going to be.

Do be an active participant in the pre-game and post-game.

Do stand straight and give strong signals.

Do stay with one signal on any one play when dealing with stopping clock. (I.E. - incomplete pass signal as covering official stay with it for three strong signals, stopped, standing straight)

Do signal direction on fumble or interception so crowd and referee know what is happening. Get eye contact with referee as he comes up.

Do decide what you as a crew on going to do on a "fire" extra point or field goal.

Do call the mouth guard rule when you see a player without a mouth guard and the snap is imminent. Do not call after snap as we are not sure how mouth guard came out.

Do onside kick formation should have U on receiving team-restraining line and push LJ to K's free kick line opposite BJ. Head Linesman moves to R's team-restraining line. Thus a box. BJ and LJ first key is blocking after kick is made, L and U first key is ball possession.

Do have entire crew visits with coaches on the field if Referee and Umpire did not visit in locker room before game.

Sidemen should slide off the LOS when receivers start downfield, not be locked onto LOS.

Don't give more than one signal on a play when dealing with incomplete pass and stopping clock.

Don't touch a coach in either a positive or negative way.

Don't put your arm around a coach.

Don't wind clock when ball not in your area on K-O.

Don't blow your whistle when you are not the covering official.

Don't be late for the second half.

Don't walk out or be changing clothes in post-game, listen and be part of!

Don't over use the beanbag. (This means don't throw it, when it should be dropped, one bean bag on forward progress not two or three from different officials)

Side officials don't step back into offensive backfield to see man in motion, stay on the LOS.

Side officials may hold extended arm signal until snap to indicate closest A player is off line of

scrimmage OR hold until a responsive pointing of arm is received from his partner side official

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