

# WDFOA Mechanics Manual, 2009

## Addendum A Pre-game Conference Outline

Prepared Spring 2009

## **Administrative items (R leads discussion)**

1. Timing
  - A. Current time (BJ)
  - B. Kickoff time
  - C. Clock operator
    - i. Procedures for handling malfunctions (backup stopwatch, whistle?)
    - ii. Procedures if we lose more than 5 seconds
      - a. Outside 2 minutes either half, ECO will stop/start on next play as appropriate
      - b. Inside 2 minutes either half, we will add/take away time before next snap
    - iii. Don't run clock down to zero in pre-game
    - iv. Run clock during halftime on R's signal
    - v. Stop clock on any official
    - vi. Start clock on R and BJ only
  - D. Four minute warning-discuss whether needed
  - E. 25 second count R (or SJ in 6 man crew)
  - F. Timeouts- U
  - G. Heat/humidity timeouts-discuss whether needed based on weather
2. Distribution of Probationary/Associate Observation Reports
3. Review captains, special plays, get-back coach, pre-game and halftime location of teams
4. Review current year rules changes, particularly early in the season.
5. Review current year mechanics changes, particularly early in the season.
6. Review county-specific medical rules, if any –primarily involves Southern Maryland.
7. Weather concerns, including WDFOA Lightning/thunder Policy.
8. Bulletins from the Commissioner.
9. Penalty reporting
  - A. Record your own fouls—one official must “own” each accepted penalty
  - B. Remember to enter your accepted fouls on Arbiter web site following game.

**Crew review (all participating)**

10. Pre-game responsibilities
  - A. Field Check (R-inside; LJ-outside)
  - B. Equipment (U)
  - C. Chain Crew (L)
  - D. Ball Persons (BJ/FJ/SJ)- make sure of coverage behind goal posts on FGs & Tries.
11. Coin toss
  - A. Captains and teams to sideline on time at 3 minutes before kickoff
  - B. Have ball for kickoff
12. Kickoffs
  - A. Positions according to officials in crew
  - B. Counting R & K
  - C. Onside kick positions
  - D. Kick out of bounds
    - i. Nearest official gets options from coach
    - ii. If R keeps ball and does not request re-kick, ball is placed on nearest inbounds line.
13. Dead-ball interval
  - A. Be great dead-ball officials—there are as many as 44 players and substitutes going off or on the field.
  - B. Counting players
    - i. Offense: wing officials can help with this call if 12<sup>th</sup> offensive player runs off on your side.
  - C. Status of game clock during dead-ball interval (BJ/FJ)
  - D. Crisp ball handling with short, underhand passes. No balls touch the ground.
  - E. Ball rotation: Back officials are primary; R assists if needed.
    - i. No huddle or hurry-up offense: U spots ball and goes immediately to position
  - F. Communication between L and R between downs
    - i. Let R see previous down
    - ii. Know whether it's a "short 5" or a "long 5."
14. Running Plays
  - A. Forward progress is vital
    - i. Obvious first downs—LJ stops clock
    - ii. When in doubt, say "Take a look"
    - iii. Inside 2 minutes of either half, LJ stops clock when in doubt
  - B. R stationed on QB's passing arm side, keys opposite tackle
  - C. Coverage when ball enters either bench area
  - D. Crackbacks—wing officials are primary

- E. QB and pitchman coverage
    - i. forward pitch—behind line, beyond line
  - F. Fumble mechanics
    - i. Get bean bag down
    - ii. Obvious recoveries; point first, then kill clock unless time is a factor
    - iii. Pileups
      - a. first black hat digs
      - b. second official controls clock
      - c. other officials control the players and unpile them
  - G. Motion man mechanics
  - H. Illegal shift on backs—wing officials, do not assume R sees it; if you see it, call it
  - I. Players on/off line signals
15. Pass plays
- A. Keys (BJ takes first key, then wing official)
  - B. Covered/ not covered eligible receivers
  - C. Traps
  - D. Tips
  - E. Forward/backward (off side wing official has the best look)
  - F. Line of scrimmage responsibility (ball crossing; passer crossing)
  - G. Intentional grounding
  - H. Interceptions
    - i. Reverse mechanics
    - ii. Force/touchback
    - iii. Momentum
  - I. Incomplete passes—crew procedures for retrieving and re-spotting the ball
16. Goal-line plays
- A. Eligibles
  - B. Switching goal-line responsibility at 5 yard line
  - C. “In the end zone” signal—U
  - D. Don’t be in a hurry if you aren’t sure—touchdowns are forever
  - E. Goal-line coverage going in and coming out
  - F. Activity after score or goal-line stand
17. Punts
- A. Count players (5 yd illegal sub vs. 15 yd illegal participation)
  - B. Eligibles
  - C. Neutral zone responsibility; kick touched/recovered by K behind/beyond neutral zone

- D. Snap over punter's head/blocked kick
  - E. Know status of ball when foul occurs
  - F. BJ/FJ/SJ carry two bean bags and bag the end of all kicks for PSK enforcement spot
  - G. R positioned on kicking leg side
  - H. Out of bounds in the air/what to do when R doesn't help with spot
  - I. Goal line/touchback/momentum situations
  - J. Moving the chains
18. Field Goals
- A. Positions
  - B. Remember-Live ball like punt
  - C. Need a bean bag for PSK if the end of the kick occurs in the field of play
19. Tries
- A. Positions
  - B. Goal-line coverage (2 point attempt)
20. Measurements
21. Foul reporting/enforcement
- A. Cover the flag
  - B. Discuss R's preference for how fouls are reported (e.g.,A/B; jersey color; offense/defense, etc.)
  - C. Report offender's number to his coach. BJ/FJ/SJ responsible for relaying number to opposite side
  - D. U: if not certain of enforcement, as R
  - E. U confirm succeeding spot with L before spotting ball
  - F. LJ hold enforcement spot
  - G. If multiple flags, discuss—a flag “buys you into” the conversation
  - H. All officials have not only the right but the obligation to speak up immediately if enforcement is questionable
22. Between periods
- A. R, U, L come together and record down, distance, yard line, etc.
23. Halftime: Discuss 35 point rule or overtime procedures according to first half game action

**Final Thoughts (R leads discussion)**

24. Unusual situations/crew conferences
- A. Tell what you know
  - B. If you cannot contribute, stay out of the conference and keep the players away
  - C. R will make final decision and will explain to both coaches if necessary

25. Injured or ill official—discuss who rotates where
26. Philosophy on calling fouls
  - A. Get the big ones. Use common sense. Don't be a rule book official.
  - B. Communicate with each other, with coaches, with players
  - C. Coach-Referee conference: Wing officials make sure the coach knows it'll cost him a timeout for R to come over. If he just wants an explanation, we'll get it to him. If he requests a conference with R, it'll cost him a timeout.
  - D. When you have warned a players about anything (holding, lining up in the neutral zone, unsportsmanlike conduct, etc.) discreetly be sure his coach and crew members know
  - E. Ejection mechanics
    - i. Ejecting official and R go to sideline with ejected player
    - ii. If R is ejecting official, wing official from ejected player's sideline accompanies R
27. Should have only one whistle (or no whistle) on almost every play
28. SEE THE BALL BEFORE YOU BLOW THE WHISTLE
29. Equipment check
  - A. Flag(s), bean bag(s), down indicator(s), whistle(s), game card(s), pencil(s)
  - B. Coin—R
  - C. Clip—L
30. Stretch
31. Depart for field