

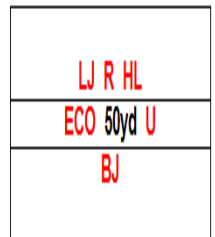
TSSAA 5-Man Mechanics Outline

A. Arrive on field at least 45 minutes prior to game time

1. Crew will meet coaches - Home head coach 1st, then Visiting head coach. Except for introductions, **only R does the talking**. Give coaches official game time, halftime length, & ask pertinent questions (determine coach designated to call time-outs, & if trainer is on sideline).
2. After meeting w/ coaches, R attend admin meeting (R ask about Heat Index), while rest of crew observe teams & conduct individual pre-game responsibilities:
 - a) Observe players before they leave the field. Check team tendencies; ensure proper uniform is worn (Rule 1-5).
 - **5-man crew**: HL, U & ECO - **home team**; LJ, BJ - **visiting team**.
 - b) U check equipment & any padding on casts.
 - c) Crew try to maintain presence at 50-yd line while teams are present.
 - d) HL check chains & give instructions to chain crew.
 - e) LJ & BJ meet w/ ball persons, check & mark all game balls to be used, **obtain legal kicking ball**.
 - f) HL& LJ meet 'get back' coach.
 - g) ECO/PCO check clock(s).
 - h) R & U begin check field (others check field when duties are completed).
 - i) U check to ensure 3-yd stripe is correctly marked for try.
3. If crew needs warm-up, go to an end zone away from activity.
4. No tobacco.

B. Coin Toss (prior to game time: captains ready 5 minutes; toss 3 minutes)

1. If no pre-game toss, Positions:
 - a) R & U jog to center of field *briskly*, from press box side, 3:00 before coin toss. R faces the clock.
 - b) LJ & ECO on press box side.
 - c) HL & BJ on the side opposite the press box.
 - d) LJ/ECO & HL/BJ lineup on 45 yd lines - continue to inbounds marks (facing in @ 45 degrees). BJ/LJ on R's 45-yd line, HL/ECO on U's 45-yd line.
 - e) **LJ & BJ bring kicking ball** (obtained during pre-game) from team's sideline.
2. LJ/ECO & HL/BJ line-up captains, w/ spokesman nearest R. Balance captains on either side of 50-yd line. No more than 4 captains (player in uniform) per team. All other players must stay off the field.
3. After captain introductions, Visiting captain will call "heads" or "tails" BEFORE the toss. R will announce captain's selection, confirmed by U, then flip coin.
4. After the toss, R will communicate the choices to the press box.
5. BJ obtain kicking team's ball & place on 40-yd line.
6. After dismissing captains, crew come together & record toss information.
7. Assemble in circle @ 50-yd line in spot nearest to spot where you will break to. Point & name kickoff position. Break & hustle to kickoff positions.
8. **2nd half**: @ start of mandatory warm-up HL or LJ get coach's choices & relay to crew; @ 2 minute mark be in position to enter field; @ 30-second mark, move to kickoff position – BJ place ball on correct 40-yd line.



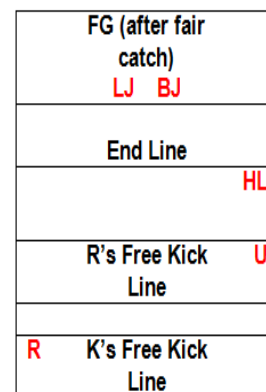
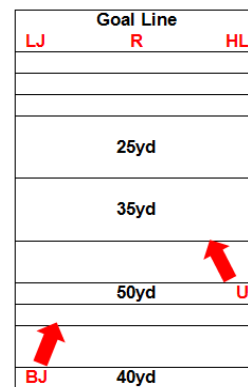
C. Kicks (General)

1. Bean bag "*spot of 1st touching*".
2. Watch for valid fair catch signal.
3. Watch for kick catch interference.

D. Kickoff (& other Free Kicks)

1. Positions:
 - a. R @ goal-line, in middle of field; check w/ each crew member for readiness - wait until R points before raising hand to signify ready – all drop hands on the whistle. Check with ECO early, then HL & LJ once BJ break from inbound marks.

- b. HL @ goal-line (out of bounds) on chain side.
 - c. LJ @ goal-line (out of bounds) on pressbox side.
 - d. U @ 50 on chain side; identify free kick line for receiving team; **U only goes to center on opening kick-off of each half or after safety.**
 - e. BJ @ K's 40 on LJ side (pressbox); instruct kicker to wait for R's whistle before kicking. Step back & go off on 35-yd line to check K's formation. Watch for illegal blocks on kicker (& holder) (**Rule 9-3-4**): kicker advanced 5 yds & ball touches ground or other player; watch for pop-up kicks.
2. After kick - U & BJ move immediately to inbounds marks, then to center of field into normal positions to observe action.
 3. (2014) after RFP & until ball is kicked, no K players except kicker may be more than 5 yards behind K's free kick line (**Rule 6-1-3b**).
 4. (2014/2015) When ball is kicked, K must have @ least 4 players on each side of kicker (**Encroachment, Rule 6-1-4**).
 5. **HL & LJ assist getting teams on the field on time.**
 6. Count players. BJ & U count K; R, HL, LJ count R. Relay signals of completed count.
 7. Bean bag in hand. (U/BJ mark **1st touching in NZ**; R **momentum** spot; all crew mark any fumble spot).
 8. HL & LJ assist in clearing sidelines (primarily BJ & U responsibility).
 9. If free kick infraction or encroachment, get play stopped!
 - a) R give preliminary signal & BJ give final signal & administer penalty; same for other penalty acceptance requiring a re-kick.
 - b) Free kick infraction if kicked before R sounds whistle (dead ball/false start).
 - c) Encroachment if Player enters neutral zone prior to kick (dead ball/encroachment).
 8. **Kicks out of bounds**: bean bag out of bounds spot if ball touched by R; flag if ball was untouched by R. Promptly ask coach which option - re-kick, place @ 35 yd line, or out of bounds spot (put in play @ hash mark).
 9. **Illegal blocks by K on free kick**. No K may initiate block on opponent until (a) kick has traveled 10 yards; (b) K is eligible to recover kicked ball; or (c) member of R initiates block (**Rule 9-3-7**), **10-yd penalty**.
 10. Kicker (or holder) may not be blocked on free kick before (a) he advances 5 yards beyond free kick line, or (b) ball touches ground or player (**Rule 9-3-4**).
 11. **SHORT KICKS**:
 - a) **ALWAYS** be alert for short kicks!
 - b) On-side kick anticipated: everyone adjust positions & box-in (BJ & U on K's 40; HL & LJ on R's free kick line; R moves up to ~10-yd line).
 - c) Pop-up kicks are illegal (*new* 2017 rule).
 - d) Be aware of 1st touching in NZ & bean bag the spot.
 - e) Watch for illegal blocks (by either team) in NZ.
 - f) R has right to catch any kick in the air.
 - g) Fair catch signals - BJ & LJ concentrate on blocks, U & HL concentrate on ball.
 - h) If pile & possession is not known, 1st official to pile dig to determine possession, others watch perimeter & get players back. Once possession determined, call out color & R will signal. R's choice to stop clock on pile-up. (Use for ANY fumble pile).
 10. **Signal clock to start w/ LEGAL TOUCHING only if ball is in your area.**
 11. Pick up runners as they are released by downfield officials. BJ must not be beat to goal-line – HL/LJ carry runner to goal-line.
 12. Watch off the ball when not covering runner.
 13. Watch blocks & other action around runner. **Pick-up wedge to make sure all blocks are clean – in front & above waist.** Upfront official pick-up 1st block on kicks @ point of wedge – this is typically where there is low block if we have one.
 14. Free-kick/FG by free kick after fair catch (or awarded fair catch): Positions: R @ K's 40; U @ 50 on HL side; HL @ goal-line; LJ & BJ @ goal upright. (can have PSK on FG attempt).
 15. **Free kick after safety**: regular free kick mechanics – except ball kicked from the 20 (K may choose to use punt following a safety).
 16. **Free kick after fair catch**: Line up in FG formation, except R that's K's free kick line (pressbox side); U takes R's free kick line on HL side; HL take goal line. LIVE BALL!
 17. **Kick after Score**:
 - a) Come together only if necessary – especially if unusual situation, penalty to be



- enforced on kickoff, or on-side kick is anticipated.
 - b) R/HL/LJ confirm score & discuss short kick adjustments.
 - c) BJ/U meet @ respective pylons & move quickly down field **together @ the numbers (for 2020, instead of sideline)**. BJ stay @ hashmark until 45-second or team comes onto the field.
 - d) Be ready for kick-off within 60 seconds after R signals score. BJ & U get teams on the field! DON'T toot whistle @ team from middle of field! BJ notify R @ 45 seconds (breaking from hash marks).
18. After change of possession plays: leave kicked ball @ the spot & spot A's ball off the other one. U/BJ should try to get ball from his sideline.

E. Scrimmage Kicks (Rule 6-2)

1. Positioning:
 - a) R (on FG or Try) 2-3 yds to rear & 3-5 yds to side of kicker, facing holder. R (on Punt) is 5-7 yds wider than tight-end, 3-5 yds behind kicker on kicking leg side (be able to see ball & all backs). After punt, R circles behind kicker & mark possible out of bounds spot for downfield officials.
 - b) U (on Punt) 7 yds from LOS. U (FG or try) adjust to vacated wing official's side no wider than tackle, 4-7 yds off LOS. Help w/ count on line & signal HL.
 - c) HL (on Punt) holds LOS until ball crosses NZ & you are sure it will stay there. Assist in determining if ball crosses NZ & assist R if ball remains on K's side of NZ.
 - d) LJ (on Punt) release from LOS on punt. Cover sideline & kicks to your side. Stay w/ signaler.
 - e) BJ (on Punt) 10-12 yds wider & 3-5 yds behind deepest receiver on HL side. If ball snapped inside 45-yd line, goal line position. After kick, adjust as need to be even or slightly in front of receiver to observe action (watch for fair catch). Have bean bag in hand - Mark end of kick (or momentum spot and/or fumble). Primary responsibility for ball on long kicks & kicks to middle of field. Watch action around receiver. Be alert for muffs, 1st touching, momentum, & kick catch interference. If ball is short or in side zones, assist w/ action around ball.
 - f) **On a FG or kick try:**
 - i. LJ moves to goal post (to assist BJ). HL will be responsible for the entire line. LJ coordinate w/ BJ on good/no-good signals.
 - ii. BJ responsible for sounding whistle when ball breaks plane of goal-line.
 - iii. BJ & LJ take 2 steps straight out & signal 'good'/'no good'.
 - g) **If K fakes** & runs play out of FG or kick try formation, R will cover sideline of vacated wing official. LJ will move quickly to cover the pylon of the vacated side.
2. U observe action on snapper when scrimmage kick formation is used (verbally remind defense & use hand signal). Watch action of guards & backs behind NZ. After kick, pivot & watch action in side zone. Move toward return area cautiously. Be alert for **Numbering Exceptions**.
3. R rule on running into kicker/holder & roughing. Watch action around kicker. Observe line play after kick crosses NZ. Pick up runner on long return to goal-line.
4. LJ (on punt) break downfield when ball has been kicked by punter. Bean bag in hand. Watch for fair catch signals. Watch area in front of receiver. Watch action of player signaling for fair catch. Cover ball in your area. Watch for 1st touching & kick catch interference. Cover sideline. Mark end of kick in your area w/ bean bag.
5. HL (after kick crosses NZ, w/ bean bag in hand), assist on blocks & possible fair catch signals in areas to front of receiver. Cover ball in your area. Watch for 1st touching & kick catch interference. Cover sideline. Mark end of kick in your area w/ bean bag.
6. BJ & LJ must be ready to rule on touchback, momentum, etc.

F. Scrimmage Plays (in general)

1. Positions:
 - a) R: outside of the tackle (between tackle & tight end), 12-15yds from LOS on QB passing arm; U & BJ will adjust to formations.
 - b) HL & LJ: start w/ heels on **sideline (for 2020, instead of back of restraining line)**, except pinch in for short yardage or goal-line plays.

- c) U: 4-7 yds behind B's line, between ends, keep snap in view.
- d) BJ: 15-20 yds from LOS, ~3 yds behind deepest defensive back adjust to formation. If ball on hash, no wider than nearest upright. On goal line if ball snapped between 16-20 yd lines. On end line if ball snapped on or insider 15-yd line. *Don't play too deep, your first step should be your read on the play (pass or run)*.
- 2. R/U count A & signal. LJ/BJ count B & signal.
- 3. BJ time 25/40-second clock with visible count on last 5 seconds (even if there is a play clock).
- 4. **Dead ball fouls:** blow whistle; drop flag; stop clock. Get the play STOPPED.
- 5. HL/LJ count # of players in backfield and signal. Use fingers to show the number of players in backfield (in front of body) then extend arm to backfield.
- 6. HL/LJ show receivers the LOS w/ foot.
- 7. HL/LJ use extended arm (closed fist if only nearest player, 'finger count' if two or more) to indicate closest A player is off the line. Note eligible receivers (BJ also). Watch blocks by wide players on running plays. Watch action by & against receivers on passes.
- 8. HL/LJ watch players going in motion (going away, but make the call if the player turns upfield illegally right in front of you). Maintain responsibility even if he comes back toward you. Do not step back into A's side of the ball.
- 9. HL/ LJ give good forward progress spots. Come to top of #'s to spot, crash if close to 1st down or scoring play.
- 10. **(2020 mechanics book):** HL/LJ mirror each other to help get spot & mirror the spot.
- 11. Stop clock on obvious 1st downs. LJ stop clock on plays near line to gain, if a 1st down. Let R know if spot is close. Wait on R before moving chains.
- 12. At end of a down, always place ball on the ground.
- 13. HL/LJ extend both arms to the side & parallel to ground (to start play clock), then signal next down. (2020 mechanics book)
- 14. U discuss how the ball will be spotted.
- 15. U watch interior linemen & note numbering (concentrate on **Free-Blocking Zone** & note B's players on the LOS in the zone).
- 16. If fumble, get bean bag down on approximate yard line. Aggressively get to pile if unable to determine immediately which team recovered ball. Rule on fumbles & avoid pile-on.

G. Running Plays

- 1. Cover the point of attack & area around the runner.
- 2. If play is away, cover in & behind other officials. Do not have a flag AWAY from the play unless it is warranted (i.e. personal foul).
- 3. HL & LJ: if play is away, move down LOS until ball crosses, then move downfield (90 degrees). Move cautiously. Don't go too far beyond the inbounds marks. Watch for reverses & runners coming back to you. Cover action behind R & U on plays away (blocks on linebackers & backside pursuit).
- 4. R cover around & behind runner to NZ, then release to wings. Watch for reverses.
- 5. HL & LJ covers initial charge of linemen, then pick up runner in your area. Watch action around the runner. Watch for crackback blocks that are illegal. Cover runner into sideline. Get out of bounds spot (keep your head & eyes moving; keep officiating). R & BJ assist in sideline & out of bounds coverage. Cover sidelines all the way to each end line.
- 6. Out of bounds plays: BJ & R need to be there & clean-up. Follow runner all the way & don't leave him.
- 7. U cover center & guard play. Cover action around runner if coming to you. Cover action around runner on plays away. After runner passes you, cover action behind the runner.
- 8. BJ move so that runner is between him & wing officials (working inside out). Cover action in front of the runner. If runner breaks free, cover action around him to the goal-line. Be on the goal-line if he crosses it. BJ make eye contact with HL/LJ on plays at the pylon.
- 9. **Option plays:** R observe QB & action around him. HL or LJ observe pitchman, loose ball, & pitchman when he becomes a runner. U move as close as possible up to LOS & toward option play to help observe the pitch (forward or backward in case the ball hits the ground). If in doubt (by anyone) when the ball hits the ground, it is an INCOMPLETE forward pass.
- 10. When moving downfield w/ runner, watch for illegal forward passes (or forward handing).

H. Passing Plays

1. Any pass behind LOS, **punch forward or backward** – responsibility goes to position in direction of pass.
2. Only covering official give 'incomplete pass' signal, everyone else 'stop-the-clock' signal.
3. R stay w/ passer until he is no longer threatened, observe blocks around passer; verbally tell defense when the ball is gone.
4. R has responsibility for grounding (but may ask for help from the wings).
5. R rule on backward or forward passes w/ help from wing officials on quick passes toward the side zones. Signal incomplete immediately if forward pass hits the ground; "**Punch back**" for grounded backward pass - continue to officiate.
6. U move to LOS, watch pass blocking & if ineligibles move downfield.
7. U assist R in determining illegal pass. R move to that spot and, if illegal (or close), drop the flag; continue to officiate. U should also have flag/spot (& reposition R's flag if R was on the move). If determined legal pass, wave the flag off.
8. U assist HL/LJ on short passes near the ground in the middle of the field. If complete, go to spot or signal without hesitation if incomplete. Need good communication here!
9. HL, LJ & BJ identify eligible receivers, watch blocking by & on receivers, watch receivers going out of bounds (drop hat where they go out; flag if they return to the field).
10. On passes that cross LOS, HL/LJ watch for ineligibles & U watch for linemen downfield.
11. HL/LJ cover sidelines to end line. Don't be in too much of a hurry - watch for short passes & receivers running slant patterns. Adjust to cover deep pass.
12. BJ cover deep receivers - inside out coverage. Responsible for end line. On triple receivers to one side, BJ has 2 widest receivers, HL/LJ has inside receiver.
13. On plays to the corner of the sideline & goal-line (run or pass and run), BJ & wing officials must communicate (wings have sideline ruling) BEFORE signaling a score.
14. "**Catch**" = contacting ground inbounds while maintaining possession of ball (**Rule 2-4-1**) – **Discuss coverage & communication** - **BJ watch for catch, HL/LJ watch for foot to touch inbounds**. Goal-line coverage -- make eye-contact & have same signal.
15. Remember you can have momentum on interception.

I. Penalty Administration

1. If dead ball foul, get the play killed.
2. **No official should ever give a penalty signal, except for R.**
3. Have 2 flags if possible & if both officials are in position & observed the action.
4. U should come in for penalty discussion.
5. Move away from players (& sideline) to report foul to R. Give R full information: foul, team color (or offense/defense), player #, spot of foul, status of ball (running or loose ball play), before/after change of possession.
4. R give preliminary signal to press box (unless for false start, encroachment or substitution infraction). If penalty accepted, R move to yard line where ball will be spotted following penalty enforcement & give final signal to the press box.
5. Give captain options. Quickly communicate obvious choice to captain. Take your time. Make sure captain understands choices. Look to head coach if necessary.
6. If < 2minutes in half, offended team may decide to start clock on the snap (**new 2017 rule**).
7. U & HL signal each other "1", "2", or "3" or "half" to indicate whether 5, 10, or 15 yards (or half the distance to goal) will be stepped off.
8. U mark yardage. HL mark yardage from side zone (go to spot where ball will end up).
9. LJ HOLD enforcement spot UNTIL ball is spotted.
10. U make visual contact w/ HL & LJ before spotting ball to verify appropriate yardage has been stepped off.
11. Off officials cover flag & observe players.
12. Wing officials relay player# committing foul to coach. If # is not immediately known, let coach know that you'll get # when you can. If # is not known, communicate that to coach as well.
13. Know status of the clock (start on snap or RFP).
14. All crew members are responsible for knowing correct enforcement.
15. For disqualification fouls: report # & foul to R (& other crew members). **ONLY R notifies coach. Do NOT escort player off the field. Only R can disqualify a player.** It's best if 2 officials observed the action for disqualification.

16. All crew members record unsportsmanlike penalties & any sideline warning or fouls.

J. Measurements

1. Place ball immediately @ foot of wing official if near line to gain. If in the side zone or at sideline, leave there until after measurement. (Get the ball on the ground).
2. Rotate ball so that its long axis is parallel to the sideline.
3. BJ take/hold down marker and place @ front stake showing previous down.
4. LJ (or R) mark spot on 'clip' yard line w/ bean bag lining up spot thru the ball.
5. LJ then hold ball in place so everyone has a clear view (ass to goalpost).
6. HL bring chain to bean bag spot & place clip.
7. U take front stake & place it at the ball for R's review.
8. If not 1st down, re-set ball (w/ the chain) at inbounds mark (if ball was in the side zone). If 1st down, HL can release chains to set up for the new series.

K. End of the Quarter

1. R hold ball over head to indicate end of quarter. Check w/ crew before doing so to ensure there are no dead ball fouls or other fouls that may have been overlooked.
2. R, U, & HL confer & record down, distance, yard line, clip spot. Move to other end of the field & spot the ball in the same relative position.
3. HL reverse chains & set clip at the corresponding yard line on the other end of the field. The down marker will be set after the ball is spotted.
4. LJ mark the downfield yard line for ball spot.
5. BJ mark the yard line for clip spot.
6. LJ & BJ observe teams & team boxes.

L. Timeouts

1. Positions: U cover ball; HL & LJ between ball & their team. BJ help on HL's side if HL needs to confer with chain crew. Parade rest.
2. If charged timeout, record timeout, time, & who requested it (player/head coach).
3. R remind crew of down number & time-outs remaining for both teams. HL & LJ then notify coaches of timeouts remaining (after the timeout). R notify coaches after 3rd timeout of the half is taken.
4. After receiving signal from BJ @ 45 seconds, HL & LJ notify teams that RFP will be given in 15 seconds. **R** gives short toots on whistle as an audible alert.
5. Watch for unauthorized conference (15 yard, unsportsmanlike foul).
6. Injury timeout: Covering officials determine if injured player is/was unconscious & follow "Concussion Management procedure". Make sure trainers and/or coaches are not on the field for coaching purposes. Authorized conference ("outside the 9-yd marks") can occur in front of team bench.