

Intramural Flag Football

Rules Manual



ALL NIRSA Flag Football Rules will govern play for any rules not covered.

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Rule 1. The Game, Field, Players, and Equipment

1. THE GAME

- a. The game is played between 2 teams of 7 players. Five players are required to start the game and avoid a forfeit. The game may be continued with less than 5 players as long as the team has a chance to win.
- b. The game shall be officiated by 2 or 3 officials. The officials are: Referee, Line Judge, and Back Judge. An extra official/scorekeeper will be used for the down marker and to sign in players.
- c. Once a team arrives on the field, each player must provide a valid CSS ID card to the check-in table to sign in on the scoresheet before entering the game. This is when teams are given pinnies and flags for the game and shoes/cleats are checked.
- d. Each team shall designate to the Referee a team captain or captains. The captain's first choice of any penalty option shall be irrevocable.
- e. Team representatives, including players, subs, spectators, and other persons affiliated with the team are subject to the rules of the game and shall be governed by decisions of officials assigned to the game.
- f. Officials will assume authority of a specific game once they have arrived at the field.

2. THE FIELD

- a. Each field will be 60 yards long, 40 yards wide with the end zones 10 yards deep.
- b. There will be cones placed at the back of each end zone, at the goal lines (G), both 15-yard lines (15), and at midfield (30).
- c. There will also be lines painted at each of the 3-yard lines, 10 yard lines, and an "X" at each 15 yard line.
- d. The team box is located on each side of the field 2 yards off the sideline between the 20-yard lines. All subs must stay inside this team box at all times.

3. EQUIPMENT

- a. All players must wear shoes. Rubber cleated shoes, and screw-in cleats will be allowed, if the screw is part of the cleat. Metal cleats will not be allowed.
- b. Jerseys must be tucked in. No hoods are allowed. Half-shirts must be 4" above the waist.
- c. Players may not wear towels that hang from the waist around the flags.
- d. No jewelry may be worn.
- e. Shorts or pants may not have pockets, belt loops, or exposed drawstrings.
- f. Each player must wear a one-piece belt, without any knots, at the waistline with three flags permanently attached, one flag on each side and one in the center of the back. *Penalty:* Live Ball Foul. Failure to wear required equipment, 5 yards from previous spot.
- g. Players may wear headwear that is not hard, unyielding, or stiff material

- h. Towels may not be worn at the waist. Playbooks may be carried inside their clothing as long as it is not made of an unyielding material.

Rule 2. PERIODS, TIME FACTORS, AND SUBSTITUTIONS

1. HALVES

- a. Before the start of the game, the referee will conduct a captain's meeting in which he/she will designate which captain shall call the toss of the coin. The captain winning the toss will opt to do the following, either;
 - To defer to the second half
 - To choose whether his/her team will start on offense or defense
 - To choose the goal his/her team will defend.
- b. The captain not having the first choice of options shall exercise the remaining option.
- c. Between the first and second half the teams shall change goals every time.
- d. To begin each half, there will NOT be kickoffs. The team that will be on offense will begin on the 10-yard line with first and five.

2. GAME TIME

- a. Each game shall be 40 minutes, divided into 2 halves by 20 minutes each. The intermission between halves is 5 minutes.
- b. The clock will start on the snap of each half. The clock will run continuously for the first half and the first 18 minutes of the second half unless it is stopped for:
 - 1. Team time-out – starts on the snap
 - 2. Referee's time-out – starts on the ready for play
- c. Approximately 2 minutes before the end of the second half the Referee shall stop the clock and inform the captains of the playing time remaining. The clock starts on the snap.
- d. During the final 2 minutes of the second half the clock will stop for:
 - 1. Incomplete legal or illegal forward pass – starts on the snap
 - 2. Out-of-bounds – starts on the snap
 - 3. Safety – starts on the snap
 - 4. Team time-out – starts on the snap
 - 5. First down – dependent on the previous play
 - 6. Touchdown – starts on the snap (after the Try)
 - 7. Penalty and administration – dependent on the previous play
 - 8. Referee's time-out – starts at his/her discretion
 - 9. Touchback – starts on the snap
 - 10. Inadvertent whistle – starts on the ready
- e. The Referee shall have the authority to correct obvious timing errors if discovery is prior to the second live ball following the error unless the period has officially ended.

3. OVERTIME

- a. An overtime session will begin with a coin toss. The winner of the toss has the option of offense, defense, or direction. All overtime periods are played toward the same goal line.
- b. Each team will start 1st and goal from Team B 10 yard line. If the first team scores, the opponent will still have a chance win the game.
- c. Extra points are the same in overtime.
- d. Each team is awarded one time-out only, during the entire overtime.
- e. Penalties and fouls will be administered the same during overtime.
- f. The goal line shall **always** be zone line-to-gain in overtime.

4. TIME-OUTS, DELAYS, AND SUBS

- a. Each team is entitled to 2, one-minute charged time-outs per half.

- b. An injured player who is discovered by an official while the ball is dead and the clock is stopped, shall be replaced for at least 1 down unless the halftime or overtime intermission occurs. A player who is bleeding, or has an open wound, or has an excessive amount of blood on the uniform shall be considered an injured player.
- c. The ball must be put in play promptly and legally. Any action or inaction by either team which tends to prevent this is delay of game. This includes:
 - 1. Failure to snap within 25 seconds after the ready for play
 - 2. Putting the ball in play before the ready for play
 - 3. Deliberately advancing the ball after it has been declared dead
- d. The Referee may order the game clock started or stopped whenever, in his/her opinion, either team is trying to conserve or consume playing time by tactics obviously unfair.
Penalty: Delay of Game, 5 yards.
- e. All subs shall enter during a dead ball. An incoming sub must enter the field directly from his/her team area prior to the ball being snapped. A replaced player must leave the field at the sideline nearest his/her team area. *Penalty:* Substitution infraction, 5 yards.
- f. During the same dead ball interval, no sub shall become a player and then withdraw, and no player shall withdraw and then re-enter as a sub unless a penalty is accepted, a dead ball foul occurs, there is a charged time-out, or a period ends.

Rule 3. SCORING

1. FORFEITED GAME

- a. The score of a forfeited game shall be: Offended Team-1, Opponent-0. If the offended team is ahead at the time of the forfeit, the score stands.
- b. Game time is forfeit time and there will be no exceptions to the rule. The Intramural Supervisor on duty will declare forfeits.

2. MERCY RULE

- a. If a team is 19 or more points ahead when the Referee announces the 2-minute warning for the second half, the game shall be over.
- b. If a team scores during the last 2 minutes of the second half and that score creates a point differential of 19 or more points, the game shall end at that point.

3. TOUCHDOWNS AND TRY

- a. Touchdowns are 6 points and occur when a runner advances from the field of play so that the ball penetrates the vertical plane of the opponent's goal line. It is a touchdown when a loose ball is caught by a player while the ball is on or behind the opponent's goal line.
- b. It is the responsibility of the player scoring the touchdown to raise his/her arms so the nearest official can de-flag the player. If the player is not de-flagged with one pull and the official determines the flag belt has been secured illegally, the touchdown is disallowed, and the player is disqualified. *Penalty:* Personal Foul, 10 yards from the previous spot. If by Team A, loss of down. If by Team B, automatic first down.
- c. Extra points can score 1 point from the 3-yard line, 2 points from the 10-yard line, and 3 points from the 15-yard line.
- d. After a touchdown, the Referee shall ask the field captain whether the Try shall be from the 3, 10, or 15-yard line. Once the offensive captain makes the choice, he/she may change the decision only when a charged time-out is taken.
- e. Enforcement of penalty yardage does not change the value of the Try.
- f. If the defense intercepts during the Try and returns it for a touchdown, they score 3 points.

- g. After a Try, the ball shall be snapped by the opponent of the scoring team at their own 15-yard line, unless moved by penalty.
- h. Any dead-ball penalty on the defense occurring during a touchdown or a successful conversion will be assessed on the next play from scrimmage at the 15-yard line.

4. SAFETIES AND TOUCHBACKS

- a. A safety is worth 2 points.
- b. Momentum on punts or interceptions may not result in a safety. If a Team B player intercepts a forward pass, fumble, backward pass, or catches a punt between his/her 5 yard line and the goal line and his/her original momentum carries him/her into the end zone where they are de-flagged, the ball belongs to Team B at the spot where possession was gained. This is known as the momentum rule.
- c. Any offensive player that fumbles the ball in their own end zone will result in a safety.
- d. Any time a penalty it is accepted and measurement is from the spot in his/her own end zone will result in a safety.
- e. After a safety the ball will be snapped from the teams own 15-yard line.
- f. It is a touchback when a punt is received and downed inside the receiving team's own goal line. All receivers may advance the ball out of the end zone.

Rule 4. GENERAL GAME RULES

1. GAME RULES

- a. The offensive team is responsible for the ball. They must bring the ball back to the huddle. The referee will place ball markers only.
- c. A team shall have a series of four consecutive downs to advance to the next zone line-to-gain (first down). Upon entering a new zone, a team will be awarded a new series of downs.
- d. Each member of a team is eligible to receive a pass unless the player voluntarily goes out of bounds during the play. *Penalty:* Illegal Participation, 10 yards.
- e. The center, after assuming the position for the snap and adjusting the ball, may not move nor change the position of the ball in a manner simulating the beginning of a play. The ball must be snapped in one continuous motion, not necessarily between the center's legs. The player receiving the snap must be 2 yards off the ball for a scrimmage play. *Penalty:* Illegal procedure, 5 yards.
- f. Before the snap, all offensive players must come to a complete stop for at least 1 full second. Only one offensive player may be in motion, and may not be moving towards the opponent's goal line at the time of the snap. If two or more players go in motion before the snap, then this is considered a shift and all players must come set for one full second prior to the snap. *Penalty:* Illegal shift, 5 yards.
- g. All offensive players must be momentarily within 15 yards of the ball after the ready for play whistle. It must be clear who the seven offensive players are on each play. The intent of this rule is to eliminate all sleeper or hideout plays. *Penalty:* Illegal participation, 10 yards.
- h. When an official blows an inadvertent whistle, the ball is dead at the point when the whistle was blown. The team, against which the inadvertent whistle was blown, has the option of accepting the play at the time of the whistle or replaying the down. No time may be added to the clock.
- i. Spiking the ball and excessive celebration are considered unsportsmanlike conduct. *Penalty:* Unsportsmanlike Penalty, 10 yards.

- j. All subs and spectators will remain in the team box which is located between the 20 yard lines and 2 yards off the sideline at all times. *Penalty:* Illegal Participation, 10 yards.

2. PASSING AND CATCHING

- a. For a legal catch, a pass receiver must come down with at least one foot in bounds and control of the ball.
- b. An illegal forward pass is any pass when the passer's foot is beyond the scrimmage line, if thrown after team possession has changed, and if there is more than one forward pass per down. *Penalty:* Illegal forward pass, 5 yards from the spot of the pass and loss of down.
- c. If a pass is caught simultaneously by members of opposing teams inbounds, the ball becomes dead at the spot of the catch and belongs to the offensive team.
- d. A defensive player must avoid running into the quarterback behind the line of scrimmage. If a defender contacts the passer's hand or arm, whether or not he/she touches the pass, it is roughing the passer. *Penalty:* Roughing the Passer, 10 yards, automatic first down.
- e. Defensive Pass Interference occurs when the defense hinders the receiver from catching the ball by creating contact/advantage. It is also pass interference if an eligible receiver is de-flagged prior to touching the ball on a pass. Face guarding is also the attempt by a defensive player to wave his/her arms in the face of a receiver who is attempting to catch the pass. *Penalty:* Defensive Pass Interference, 10 yards from the previous spot, automatic first down.
- f. Offensive Pass Interference occurs when the offensive player hinders the defender from catching the ball by creating contact or face guarding. *Penalty:* Offensive Pass Interference, 10 yards from the previous spot and a loss of down.
- g. Any player may hand the ball forward to another teammate.
- h. There are no limits on the amount of backward passes per play. Only one forward pass per play from behind the line of scrimmage. Backward passes may take place anywhere on the field. It is considered backward if the initial direction of the pass is backwards.

2. RUSHING

- a. There will be a one (1) yard rush by the defensive team. This is true even when the offensive team is less than one yard from the end zone or the zone line-to-gain.
- b. No defensive players are required to be on the one yard rush line at the time of the snap.
- c. No players may be in the neutral zone prior to the snap. *Penalty:* Encroachment, 5 yards.

3. FLAG GUARDING

- a. An offensive player may not stiff arm or guard his/her flags by blocking them with his/her hands, the ball, or lowering the shoulders in such a manner which places the arm over the flag belt. *Penalty:* Flag guarding, 10 yards from the spot of the foul.
- b. It is not flag guarding if a defensive player is not within distance to de-flag.
- c. If a shirt, towel, playbook, etc are covering the flags, it will result in flag guarding.
- d. If flag guarding occurs and the defender de-flags at the same time, there is no penalty.
- e. Flag guarding is a spot foul and can result in positive yards once the penalty has been assessed.

4. FUMBLES AND STRIPPING

- a. Fumbles are dead when the ball touches the ground. It is not considered a fumble if the player has control of the ball and touches the ground.
- b. After a fumble the ball is put into play at the point where the ball first touched the ground.
- c. Any passed or fumbled ball that does not touch the ground may be advanced by any other player catching the ball. If any part of the player other than his/her hand touches the ground, he/she is down at that spot.

- d. If the ball is fumbled into the opponent's end zone, the result is a touchback (opponent's ball on their 15-yard line).
- e. No player shall attempt to steal the ball, trip an opponent, contact an opponent from the ground, make unnecessary contact with an opponent, deliberately dive or run into an opponent or tackle the ball carrier. *Penalty:* Personal foul, 10 yards, if flagrant, possible ejection.

5. FLAG BELT REMOVAL

- a. When the flag belt is taken from the runner, the down shall end and the ball is dead.
- b. A player who removes the flag belt from the runner should immediately hold the flag belt above his/her head to assist the official in locating the spot where the "tackle" occurred.
- c. A ball carrier is considered de-flagged when the clip of the flag belt becomes detached, not where the belt falls to the ground.
- d. If a flag belt inadvertently falls off, a one-hand tag between the shoulders and the knees constitutes a "tackle".
- e. The ball becomes dead when:
 - i. A legal de-flagging occurs.
 - ii. The ball carrier touches the ground with anything but their hands or feet.
 - iii. A fumble hits the ground.
 - iv. A snap from the center touches the ground.
- f. In an attempt to remove the flag belt from the ball carrier, defensive players may contact the body of an opponent with his/her hands. A defensive player may not hold, push, or mow the ball carrier down in an attempt to remove the flag.

7. SCREENING

- a. Blocking, as in tackle football, is prohibited. A screen block shall take place without contact.
- b. The screen blocker shall have his/her hands and arms at his/her side or behind his/her back.
- c. Any use of the hands, arms, elbows, legs or body to initiate contact during a screen is illegal.
- d. A blocker may use his/her hand or arm to break a fall or retain his/her balance.
- e. A player must be on his/her feet before, during and after screen blocking. *Penalty:* Personal foul, 10 yards.

8. PUNTS

- a. Punts must be announced before the ball is ready for play. Once the decision to punt has been made by the captain, it cannot be changed unless a charged time-out occurs.
- b. The kicking team must have 4 players on their line of scrimmage.
- c. Punts must be snapped from the center.
- d. The punter must be at least two yards off the line of scrimmage upon receiving the snap and must punt the ball immediately.
- e. The offense may not move until the ball is kicked. *Penalty:* Illegal Procedure, 5 yards.
- f. Defensive players may not enter the neutral zone until the ball is kicked.
- g. The receiving team may advance the ball after it has touched the ground. However, if the ball hits any player and then touches the ground, the ball is dead at the spot.
- h. After the ball is punted, any receiving team player may block the kick. If the blocked punt hits the ground, it is dead at that spot.
- i. The kicking team cannot kick the ball to themselves or any other teammate.
- j. Once the punted ball crosses the scrimmage line, it is free for anyone to catch as long as the kicking team does not get in the way of a receiving team player's attempt to catch the kick. *Penalty:* Kick-Catch Interference, 10 yards
- k. If a punted ball beyond the scrimmage line is caught by the kicking team, the ball is dead and belongs to the receiving team at that spot. If it is muffed by the receiving team and then caught

by the kicking team, it belongs to the kicking team at the spot of the catch. A muff by the receiving team may not be advanced by the kicking team.

1. Quick kicks and fake punts are illegal. *Penalty:* Illegal Kick, 10 yards.

Rule 5. CONDUCT OF PLAYERS

1. NONCONTACT PLAYER ACTS

- a. Refusal to comply or abide by the request or decision of an official.
- b. Using words similar to the offensive audibles and quarterback cadence prior to the snap in an attempt to interfere with the offense's signals or movements.
- c. Intentionally kicking at the ball, other than during a punt.
- d. Leaving the field between downs to gain an advantage unless replaced.
- e. Intentionally kicking at any opposing player.
- f. Intentionally swinging an arm, hand or fist at any opposing player.
- g. Participate while wearing illegal player equipment.

Penalty: Unsportsmanlike Conduct, 10 yards. If flagrant, the offender will be disqualified.

2. DEAD BALL PLAYER FOULS

- a. Intentionally kick the ball.
- b. Spike the ball into the ground.
- c. Throw the ball high into the air.

Penalty: Unsportsmanlike Conduct, 10 yards.

3. PROHIBITED ACTS

- a. Attempting to influence a decision by an official.
- b. Disrespectfully addressing the official.
- c. Indicating objections to an official's decision.
- d. Using profanity, taunting, insulting or vulgar language or gestures.
- e. Intentionally contacting a game official physically during the game.
- f. Fighting an opponent.
- g. Leaving the team area and entering the playing field during a fight.

Penalty: Unsportsmanlike Conduct, 10 yards, and if flagrant, the offender is disqualified.

4. 3rd UNSPORTSMANLIKE FOUL

- a. The third unsportsmanlike foul by the same team results in their forfeiture of the game.
- b. The Referee shall warn the captain after the 2nd foul that the next one will result in forfeiture.

5. UNFAIR ACTS

- a. No player, sub, or others subject to the rules shall use words or phrases or commit any act not in accordance with the spirit of fair play for the purposes of confusing the opponent. *Penalty:* Live Ball Foul, 10 yards.
- b. Unfair acts are plays used to fool the opponent and are in the discretion of the Referee.

6. PERSONAL FOULS

- a. Stripping or stealing the ball.
- b. Contact another player who is on the ground.
- c. Throw the runner to the ground.
- d. Hurdle any other player.
- e. Contact an opponent either before or after the ball is declared dead.
- f. Make contact of any nature with an opponent which is deemed unnecessary including using fists, locked hands, elbows or any part of the forearm or hand, except according to Rule.

- g. Deliberately drive or run into a defensive player.
- h. Position himself/herself on the shoulders or body of a teammate or opponent to gain advantage
- i. Tackle the runner by grasping or encircling with the hand or arm and taking the opponent toward the ground as in tackle football.
Penalty: 10 yards, the offender will be disqualified.

Rule 6. CO-RECREATIONAL RULES

1. RULE CHANGES FROM MEN AND WOMEN
 - a. The game shall be played between two teams of 8 players, 4 men and 4 women. Teams with 7 players shall be 4 men and 3 women or 3 men and 4 women. 6 players – 3 men and 3 women, 4 men and 2 women or 2 men and 4 women are required to avoid a forfeit. *Penalty:* Illegal Participation, 10 yards.
 - b. The ball can be a regular intermediate, youth or junior sized football.
 - c. The minimum line players for the offensive team is at least 5 players on their scrimmage line at the snap. *Penalty:* Illegal Procedure 5 yards.
 - d. An offensive team's male runner cannot advance the ball through the scrimmage line. There are no restrictions: during a run by a male runner once the ball is beyond the offense's scrimmage line; during a run by a female runner; and after a change of possession. *Penalty:* Illegal Procedure, 5 yards from the previous spot.
 - e. During the offensive team's possession there may not be two consecutive male to male completions. This rule applies to the try as well. If a male passer completes a legal forward pass to a male receiver, the next legal forward pass completion must involve either a female passer or a female receiver for positive yards. The spot where the ball becomes dead by rule must be beyond the Team A scrimmage line. There are no other restrictions concerning a male passer completing forward legal passes to a female receiver, or a female to female, or female to male. *Penalty:* Illegal Forward Pass, 5 yards from the spot where the second consecutive male to male completed legal forward pass was released, and a loss of down.
 - f. Any foul, whether accepted or declined, shall have no effect on whether the next legal forward pass completion is open or closed.
 - g. If a team is 25 or more points ahead when the referee announces the 2-minute warning for the second half, the game shall be over. If a team scores during the last two minutes of the second half, and that score creates a point differential of 25 or more the game shall end at that point.
 - h. If a female player scores a touchdown, the point value is 9. If a female player throws a legal forward pass and a touchdown is scored by any offensive player, the point value is 9.

Rule 7. ENFORCEMENT OF PENALTIES

1. PENALTY PROCEDURE AFTER A FOUL
 - a. Once the penalty is committed, the Referee will approach the offended team captain and offer the choices. Once the captain makes a decision, it is final unless a charged time-out is taken.
 - b. A measurement cannot take the ball more than half the distance from the enforcement spot to the offending team's goal line. If the penalty is greater than this, the ball is placed halfway between the enforcement spot and the goal line.

2. SUMMARY OF FOULS AND PENALTIES

Loss of 5 yards:

- a. False start (dead ball)
- b. Illegal snap (dead ball)
- c. Encroachment (dead ball)
- d. Leaving the field on the wrong side (dead ball)
- e. Delay of game (dead ball)
- f. Illegal forward pass (from point of pass and loss of down)
- g. Intentional grounding (from point of pass and loss of down)
- h. Helping the runner (grasped, pushed, or pulled by teammate)
- i. Required equipment worn illegally
- j. Illegal Substitution
- k. Infraction of the scrimmage formation (not enough at the line at the snap)
- l. Offensive player illegally in motion
- m. Illegal shift
- n. Offensive player not within 15 yards of the snap
- o. Advancement by a male runner (Co-rec only)
- p. Illegal forward pass-2 consecutive male to male completions (Loss of down) (Co-rec)
- q. Illegal forward pass-male catches pass and runs beyond scrimmage line (Loss of down)

Loss of 10 yards:

- a. Illegal player equipment
- b. Illegal participation
- c. Offensive pass interference (loss of down)
- d. Defensive pass interference (automatic first down)
- e. Illegally secured belt on touchdown (offense=loss of down) (defense=automatic first down)
- f. Attempt to steal or strip the ball from the carrier
- g. Hurdle any player
- h. Unsportsmanlike conduct, tackling, throwing a player to ground, etc. (disqualification)
- j. Illegal offensive screen blocking
- k. Unnecessary contact of any nature
- j. Roughing the passer (automatic first down)
- k. Flag guarding (from the spot of the guard)
- l. Holding or Obstructing the runner
- m. Illegal flag belt removal
- n. Two or more consecutive encroachments in the same interval
- o. Intentionally tampering with the flag belt
- p. Defensive use of hands
- q. Kick catch interference
- r. Spiking, kicking, or throwing the ball during a dead ball
- s. Unfair acts

Player Eligibility

CSS intercollegiate football players are not eligible to compete in the intramural league if it coincides with their regular season of play. If an intramural league runs during the athlete's off-season, a maximum of two football athletes is allowed per roster.

SPORTSMANSHIP

Teams will be rated by the referee at the end of the game on sportsmanship. The rating system is as follows:

5 – Exceptional Sportsmanship

Exhibits respect for opponents, officials, and spectators, and encourages each other's efforts. At no time was this team disrespectful towards participants, officials, or spectators.

4 – Good Sportsmanship

Exhibits respect for opponents, officials, and spectators except for one or two minor incidents.

3 – Acceptable Sportsmanship

Exhibits respect for opponents, officials, and spectators most of the game, but on a number of occasions were disrespectful of opponents or officials (more than 2 occasions).

2 – Sportsmanship Needs Improvement

More than one individual on this team was disrespectful of opponents or officials or a particular individual was often disrespectful of opponents or officials.

1 – Unacceptable Sportsmanship

Majority of individuals on this team were disrespectful of opponents or officials or a particular individual was often disrespectful of opponents or officials.

Teams must average a sportsmanship rating of 3.0 to be eligible for play-offs. Teams that receive 2 "1"s will be immediately dropped from the league.

INTRAMURAL CONTACT INFORMATION

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Flag Football Officials Manual

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I. POLICIES AND PROCEDURES

A. Payroll Authorization Procedures

All paperwork for payroll authorization must be cleared with Jonna Marholz in the financial aid office.

B. Payroll Periods and Pay Dates

Pay periods are bi-weekly, or every other Friday. Paychecks will be direct deposited.

C. Game Assignments

In the event that there is an error in game assignment or another important conflict, please notify the IM office at least 48 hours in advance, in order to find a replacement. Nonetheless, **it is your responsibility** to notify the IM office & supervisor who will assist you in finding a substitute. Personnel who do not show for scheduled games can be terminated if these procedures are not followed. The number at the IM office is 218-723-7024.

D. Pre-Game Preparation

Each official is required to arrive at the Wellness Center thirty (30) minutes prior to their first scheduled game to punch the time card. Their duties prior to the start of the game include, setting up the field, ensuring the equipment is ready, signing in teams, initiating the captain's meeting, and starting the game **ON TIME!!!**

E. Starting Your Shift

Arriving: Each official should arrive to the designated area 30 minute prior to game time. This also means that they are well prepared to begin their shift. Proper attire is worn and they are ready to begin getting ready for games. Officials' stripes and black or gray athletic pants are required. Winter hats may be worn.

Signing In: Upon arriving, each official must find his/her supervisor to let him/her know that you are there. If you do not arrive on time, supervisors are instructed to begin calling other officials to take your place for that shift. If they get someone to come in and then you show up, they will inform you to go home; your services are not needed.

Before the Game: Before each game, the officials should let each other know their names, and how they tend to call a game. This will help each other work together as a team. They then should ensure that both teams are signing in. Once this is finished, they should conduct a captain's meeting. In the captain's meeting, you should cover what you expect from the captain's, their teams, any crowds, and what they should expect from you. The final thing the three of you must ensure is that the game starts on time!

II. OFFICIAL'S DRESS

The expected officials' dress is as follows:

1. Officials' striped shirt (provided for you)
2. Dark colored shorts or sweat bottoms with little or no lettering.
3. Black whistle and lanyard (or finger whistle) (provided for you)
4. Shoes with molded rubber soles or cleats (no metal spikes allowed)
5. A hat (Optional)

6. No jewelry!!!

III. POSITIONS

This official's manual had been designed to give every official detailed information regarding officiating mechanics.

3 Person Crews: There will be a Head Referee (R), Line Judge (LJ) and Back Judge (BJ).

2 Person Crews: There will be a Head Referee (R) and Back Judge (BJ).

IV. GENERAL PRINCIPLES AND DUTIES

A. Rules Knowledge

Knowledge must be perfect and should be enforced fairly and consistently. Flag Football officiating requires 100 percent concentration and constant hustle!

B. Judgement

Let your mind digest what your eyes have seen. Do not look for penalties, they come on their own. Always be sure of a call, IF YOU THINK IT IS, IT IS NOT A PENALTY!!

C. Signals

All signals should be used by all officials. The preliminary signal and the regular signal after enforcement or declination of a penalty shall be given by the R while standing still.

D. Communication

All officials assigned together should strive to work equally to its finish. Continuous communication between all officials is essential for effective game administration.

E. Discuss

Do not discuss with a team the play or players of his/her opponents of any game which you will officiate or are currently officiating. Do not get mad or get even with players that have upset you in the current game or past events. If there is a conflict, either by affiliation or being friends with one team, then that official should report to the on-site supervisor and request to be switched to another field.

F. Time-Outs

Any official can recognize the time-out and stop the clock. Any player on the field may call a time-out. Blow your whistle and use the stop clock signal and then point to the team that called the time-out. Remind teams after every time-out how many they have left in the half.

G. Pre-Game Duties

Always conduct a pre-game meeting between officials on the field. Once the field is completely set up, learn each others names and talk about how you plan to officiate that particular game. The captain's meeting should take place a few minutes before game time to ensure the game starts on time. The officials will ask the captains of each team, "Are your players legally equipped according to the rules?"

Discuss the following with the Captains:

1. Timing of the game
2. Sportsmanship of the players and spectators
3. Dress of the players (flag-belt, shirts, pockets)
4. Decide which team will get the ball and going which direction

Ensure that all players have the same colored uniforms and are listed properly in the official scoresheet.

H. During the Game

The referee shall place the ball spotters at the 15-yard line for the first play from scrimmage and then blow the ready for play whistle to start play.

Officials should administer the rules to the intent that they are written in the rules

All officials will confer at halftime to check and approve the score at the end of the first half and at the end of the game. All officials will initial the scoresheet and that terminates their jurisdiction on the game.

I. Last 2-Minutes of the Game

During the last 2 minutes of the game, the official's work becomes more difficult. Officials should vocally communicate the status of the clock, including time remaining.

J. Official's General Duties

1. Notify the captains when play is about to begin at the start of each half.
2. Place the ball-spotters and blow the whistle to start the play clock.
3. Determine when the play ends.
4. Administering penalties.
5. Granting time-outs.
6. Signaling the status of the clock at the end of a play in your zone of coverage.

K. Signals

When a penalty occurs, an official shall throw his/her flag and continue officiating the play (except on dead-ball fouls). After the play, report the penalty to the Referee.

The Referee will then do the following.

1. Give a preliminary signal to the sideline.
2. Go to the offended captain, and give him/her the options.
3. Give the final signal to both sidelines and set the ball spotters for the next play.

L. Helpful Hints and Preventative Officiating

1. Always be courteous but firm and fair when dealing with players and coaches.
2. Always refer to them as "sir" and "ma'am".
3. You are a team and you will be representing each other and always leave the field together once the game is over.
4. Stand upright and always sound an authoritative whistle.
5. Talk to the players to keep "hands off" to help games move.
6. Always hustle to be in position so the correct call may be seen and called.
7. Communicate with your fellow officials to know such things as:
 - a. penalty enforcement
 - b. status of the clock
 - c. in-bounds/out of bounds plays

V. MECHANICS