



# **New Members Guide**

## **DALLAS FOOTBALL OFFICIALS ASSOCIATION**

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[www.dfoa.com](http://www.dfoa.com)

DFOA New Official,

Welcome to the DFOA and Texas high school football. You are about to embark upon an interesting, rewarding, and challenging journey. We are excited that you have decided to join DFOA, and we look forward to helping you develop as a football official.

The tradition of Texas high school football is well-known and celebrated throughout the country and in pop culture. However, there is one aspect that typically garners little attention (and hopefully so), which is the individuals in the black and white stripes. A Texas high school football official is responsible for ensuring the fairness and smooth running of the games. It is a significant responsibility that is both daunting and immensely rewarding.

Officiating is a complete 180 degree turn from playing or casually observing a football game. Once you step onto a field as a football official you will never watch the game in the same way. No longer will you focus solely on the football or watching all 22 players at once. A football official monitors small aspects of every play. In addition, an official must be well-versed in the playing rules.

The role of our new member training program is to help you build your knowledge of the rules coupled with the mechanics necessary to put yourself in position to make the right calls. Your initial games will be a blur, but we hope that our program will move you along the learning curve so that the game slows down and you become more comfortable and proficient at officiating.

Football officiating allows you to remain involved in athletics, to stay in shape, earn extra money, contribute positively to the youth of Texas, and also make great friends. We look forward to getting to know you and are excited about serving as your guides on the road to becoming a football official.

Please let us know what we can do to help and best of luck in your development. Most importantly, HAVE FUN.

Yours in Officiating,

The DFOA New Member Training Committee

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## *Getting Started*

### **New Member Registration:**

In order to become an Official in the Dallas Football Officials Association (DFOA) you must join the Texas Association of Sports Officials (TASO) and our chapter, DFOA. You will be required to pay a total of \$100 for your first season. There are 2 steps you must complete for the membership process.

#### 1) First join TASO:

Go to TASO website and follow join instructions. This step will require online payment of \$35. Here is the link to use: <https://www1.arbitersports.com/front/108835/Registration/2015-2016-Football-New-Member>

#### 2) Next, join DFOA.

Go to [www.dfoa.com](http://www.dfoa.com) and click on “Join the DFOA” link. You will need to complete the application attached at the bottom of the webpage. Mail the completed application and payment for \$65 to the address listed on the application. You may also bring the completed application w/ payment to a Chapter event.

Your membership enables you to work DFOA assigned games. Each new member official will also receive the latest version NCAA rule book. Additionally, new member officials will be granted access to the members section of the TASO & DFOA websites where you will find very useful information including the chapter directories etc.

The main contact for new members regarding dues and registration is Bruce Tiff ([btiff@sbcglobal.net](mailto:btiff@sbcglobal.net)) who can answer questions regarding the Chapter and becoming a member. Bruce will be present at the Monday meetings that typically start in June each year (check out the latest training schedule on [www.dfoa.com](http://www.dfoa.com) for dates & locations).

### **DFOA Secretary**

The Secretary of the DFOA handles all the administrative aspects of the Chapter such as member registration, contact info, record-keeping, game assignments, and other assorted functions.

The Secretary of DFOA is Charles Stephenson ([dfoasecretary@aol.com](mailto:dfoasecretary@aol.com)). His full contact information is available on the DFOA website in the ‘Contact Us’ section.). The DFOA secretary is another resource for questions related to the Chapter.

Once you have paid your dues and registered, all questions pertaining to your membership in the Chapter should be directed to Charles.

### **Meetings**

New member training sessions are provided each season. These meetings are typically scheduled from 6:30 PM to 8:00PM on Monday evenings. The meetings are designed for the benefit of the

officials and are an invaluable source of education and training at all levels. Some of these meeting dates will actually be on field training sessions for new members. The location and time of the meetings will be posted on the DFOA website ([www.dfoa.com](http://www.dfoa.com)) so please check the website regularly to get the latest information. The upcoming 2016 New members Training schedule is also provided in this guide as well.

### **New Member Training Committee**

This committee manages and performs all activities regarding the training of new officials. The members of the committee are all veteran officials with a mixture with various lengths of service and experiences ranging from high school to Division I NCAA football.

## ***TASO & DFOA Information***

### **Dallas Football Officials Association**

The Dallas Football Officials Association is one of the largest chapters of football officials in the United States. With approximately 700 members who officiate football throughout the Dallas and surrounding areas.

We are a chapter of the Texas Association of Sport Officials (TASO), which is the governing body over a majority of junior and high school sports officials in the state of Texas. They work directly with the University Interscholastic League (UIL), governing body of the public schools in Texas, as well as Texas Association of Private and Parochial Schools (TAPPS), the governing body of the private schools.

Every year, before the season, we make agreements with local schools and districts to provide football officials for their varsity and sub-varsity football games. We assign officials to work these games. The schools then pay the official directly for their services. Our chapter typically has > 11,000 officiating game assignments each year.

### **Texas Association of Sports Officials**

In the late 1930s, the Southwest Conference (SWC) recognized the need for training sports officials and developing local associations under the umbrella of the Southwest Officials Association (SOA) throughout the state. While the SWC was motivated by a commitment to improving officiating and athletics, the overriding belief was that from such a structure would result in better trained officials for SWC competition. As a result, the Southwest Conference Official's Association (SWOA) was formed to handle football and basketball officiating duties. Though originally formed to train collegiate officials, many high school officials joined the SWOA ranks. In 1977, the Texas football, basketball, and baseball officiating associations recognized the need to form a statewide governing body for high school officials. As a result, the Southwest Officials Association (SOA) was formed based in Dallas. Since the formation of the SOA in 1977, the volleyball, softball, and soccer divisions also came into the SOA.

In 1999, the SOA changed its name to the Texas Association of Sports Officials (TASO). After a brief tenure in Mesquite, TX, the TASO office relocated to its current location in Richardson, TX.

With the University Interscholastic League (UIL) governing high school athletics in Texas, TASO provides officials for all UIL contests. TASO is independent of the UIL but works closely with the UIL in providing officials for UIL contests.

TASO is an independent organization of sports officials governed by sports officials unlike other states in which officials are only members of a state association. Each of the six divisions is individually governed by a board of directors comprised of officers and regional directors elected by the membership throughout the state. Overall TASO policy is set by the TASO board of directors. The TASO board of directors is comprised of the president and president-elect (or vice president), of each of the six sports.

Current TASO membership is approximately 17,000 members in 196 local chapters throughout the state. You can learn more about TASO by going to: [www.taso.org](http://www.taso.org).

### **Rankings**

Each member will be classified from Division I-V. You accumulate points by working games, scrimmages, training as an official, chain crew member, and attending different types of sanctioned TASO approved events including rules or on-field clinics. The more points you earn the higher you move up in divisions.

Division V	0 – 59 points
Division IV	60 – 179 points
Division III	180 – 359 points
Division II	360 – 659 points
Division I	660 and more points

### **Dues and Game Fees**

#### **Dues**

As mentioned previously, you are required to join both the TASO and DFOA to be member in good standing. Please note that these dues are variable and are subject to change from year to year.

These dues cover the necessary administrative and operating costs of the various organizations, rulebooks, and your ticket for the chapter banquet held in November. With your dues, you will get the latest NCAA Football Rules and Interpretations book. Your membership in TASO includes \$5,000,000 in General Liability coverage while you are engaged in your officiating duties.

## **Game Fees**

Sub varsity game fees are determined by the UIL. Most schools will have you fill out a school pay sheet, TASO invoice form, W-9 form and then mail you a check within 2-3 weeks. Sub-varsity game fees range from \$35-\$45 per game. Varsity games range from \$65-\$180. This is just a general range and could vary depending on each school district. Each school district may require a completed W-9 form each year. Once you have completed a W-9 for a specific school district the next time you officiate a game in that district you do not need to put your Social Security number on any forms again. Just indicate "ON-FILE". It is only necessary to enter your Social Security number the first time you officiate in that district.

In order to be a member in good standing of the DFOA chapter, an official must pay chapter dues on time, attend 60% of the chapter meetings, and score a 70% or higher on the TASO annual test (modified test for new members).

## ***How to Get Games***

The main objective of our training program is to prepare you to work on the field. There are several types of on-field assignments available to new members. These include scrimmages, sub-varsity assignments, sixth man on a crew, chain crew assignments. While Pee-Wee or other youth league games may be available these are not officially scheduled by our chapter. There are many officials in our chapter that schedule these games and if you ask around you will find out who they are and can contact them if interested.

What is the process for receiving game assignments?

### **Satellite Secretaries**

The DFOA utilizes a system of Satellite Secretaries for non-varsity game assignments and chain crew assignments. The Satellite Secretaries work as a liaison between the schools and the DFOA and are responsible for specific geographic segments throughout Dallas and surrounding North Texas area. The Satellite Secretaries coordinate the sub-varsity games and chain crew assignments for their respective areas and schools.

The contact information for Satellite Secretaries is available on the DFOA website [www.dfoa.com](http://www.dfoa.com) (login required), under Directories. You should identify secretaries that make assignments in those areas that you want to work in. We suggest looking to work in areas that are convenient to your work or home. However, you might have to expand to other areas in order to get more games. We suggest that you work for more than one satellite secretary in order to establish a positive reputation within the chapter.

Please contact your targeted Satellite Secretaries as soon as possible regarding the following potential assignments. Make sure you verify your calendar so you can accept assignments and make sure that you don't overbook yourself.

### **Assignment Tips for New Members**

- 1) Be on time for your game assignments***
- 2) Once you accept an assignment from a satellite secretary honor that commitment. Do not give back games because you believe that you have a better assignment opportunity elsewhere.***
- 3) You will have conflicts that emerge during the season. If you need to give back an assignment give the satellite secretary as much notice as possible. If you have to give back an assignment on the day of the game then you should attempt to find a replacement as well.***
- 4) Do not overbook yourself so have your calendar with you whenever accepting assignments***

## **Sub-Varsity Games**

New officials initially gain experience by working sub-varsity games. These are paid game assignments typically worked with 3-5 officials. Sub-varsity games are typically scheduled Monday through Thursday evenings (Start times typically range from 5:00 to 6:00 PM). In addition, the majority of the time you will be working 2 games at each assignment. You will often be working with more veteran officials. Satellite secretaries try to avoid having games in which only new members.

The DFOA uses a web-based scheduling system called Zebraware. Each member will be given an account to use Zebraware. It is recommended that once you have your account setup that you read the Zebraware “How to Use Zebraware” users guide available on the DFOA website [www.dfoa.com](http://www.dfoa.com), posted under Reference Material → New Members Training

To use Zebraware use this link or the link on the DFOA webpage: <https://www.zebraware.com/ms3/Login.asp?ID=99&S=>

Many games are booked during the summer but there are still games available throughout the fall. Don't be afraid to contact Satellite Secretaries frequently because changes often occur throughout the season. We also suggest that during the season new officials keep their uniform with them on a daily basis even when they do not have an assignment. There is always a possibility that a satellite secretary may call looking for someone to work. You should feel free to contact Satellite Secretaries on days you do not have games as they are likely to have openings emerge.

## **Chain Crew Assignments**

Satellite secretaries will assign two officials to “pull chains” for all the varsity games at a respective stadium. These are paid assignments. These assignments allow a new member to meet and observe different crews. Most crews are typically open to chain crew members participating in their pre-games.

Chain crew assignments on Friday nights (and sometimes Thursday's) provide valuable insight into officiating. With these efforts, new officials further learn the basic rules and officiating mechanics.

## **Sixth Man Assignments**

Each varsity crew typically includes a 6<sup>th</sup> -man who will travel as a member of that crew. The 6<sup>th</sup> man is usually a first or second year official. This is an opportunity for you to learn while watching but also allows you to get a feel for crew dynamics and the experience of working varsity football. The 6-man will work the chains (usually the down box) and help the Head Linesman as needed.

Each individual crew is responsible for finding their respective 6<sup>th</sup> man. The secretary of the Chapter will also have information as to which crews are in need of a 6<sup>th</sup> man. Information on how to become a 6<sup>th</sup> man will be provided in new members training classes.

### **Scrimmages**

Scrimmages occur at the Varsity level twice a year, in the Spring (May) and Fall (August). The Chapter will assign one of the varsity crews or other veteran officials to work the scrimmages. The scrimmages are open to all officials and are great opportunities for new officials to get snaps and earn points (points for Fall only) before the season begins. We recommend that new members try to work as many scrimmages as possible.

The chapter will provide a schedule of scrimmages and which crews are working those. New members should contact the referee of the respective crews to see if it is okay for them to attend. You may also check with the Chapter secretary to see if there are specific scrimmages in which the Chapter needs more officials to attend. We recommend trying to attend a scrimmage with the fewest number of people assigned in order to maximize the number of snaps that you get.

There are also new member's on-field training and scrimmages that are arranged each year as well. The dates for these will be announced on the website as well as in new members training classes.

### **Pee-Wee/Youth Football Leagues**

Pee-Wee/Youth games are not directly associated with our chapter, but are assigned by several members of our chapter who work with the various Pee-Wee/Youth leagues. These games provide great training opportunities for new officials as well.

## *Uniforms*

### **What you will need for an on-field uniform:**

- Black and white striped Short sleeved polyester shirt - specifically the TASO Approved football shirt as shown below. This is the only shirt allowed for both Varsity & Sub-varsity games. A long sleeve version of this shirt is also allowed.



- Black pants with white side seams
- Black T-shirt and black compression shorts/tights
- Black Leather belt
- Black with white piping hat (you will not need a white hat)
- Black Athletic socks- high length not ankle
- Whistle
- Whistle Lanyard
- Penalty flag
- White or Black Bean bag
- Chain marker clip
- Black or black and white shoes
- Bullet pencil
- Plastic game card or other similar game card(s)
- Elastic down indicator
- Leather accessory bag (recommended)

The uniform for **scrimmages** will be the same as above except you may wear all black shorts with white side seams instead of black pants. You may wear white or black socks.

The uniform for all **chain assignments** will be the same as your varsity uniform with the exception of an all white polo style shirt instead of a striped shirt. A small logo on the white polo is acceptable as long as it is appropriate.

### **Equipment Vendors**

Most vendors will have available a “Starter Packet” at a discount price for new members. This packet will include all necessary equipment for officiating football. These vendors will also be available at different times during our Monday night chapter meetings.

### **Some Common Uniform Do's and Don'ts:**

DO ensure that your uniform is clean when you put it on

DO make sure that your shirt is tucked in

DO make sure that your shoes are clean and serviceable; shined if possible

DO carry a backup whistle, down indicator and flag

DO wear black undergarments beneath your shirt and pants

DON'T wear sunglasses for TASO assigned games

DON'T let your flag hang out by carrying inside front of your pants, shorts, or in back pocket

DON'T clean or shine your shoes in the locker room

DON'T wear wrinkled pants or striped shirt

## *Where to Get....*

### **Rulebooks**

- For a searchable pdf of the rulebook go to <http://www.ncaapublications.com/>  
You can download the pdf file for **FREE**. Many officials choose to have these printed and bound. The Chapter also provides all new members rulebooks
- Be sure to also get a pdf version of the UIL Texas High School exceptions to NCAA rules which will be applicable to all games our chapter officiates. Rules information can also be found on the DFOA & TASO websites, [www.dfoa.com](http://www.dfoa.com) & [www.taso.org](http://www.taso.org).

### **Study Guides**

- These are not meant to be a replacement for the rule book, but instead a teaching manual organized around phases of the game and overall topics of importance.
  - **Redding Study Guide \*\*\* HIGHLY RECOMMENDED\*\*\***
    - RSG - REDDING'S STUDY GUIDE - NCAA FOOTBALL

### **Websites & Videos**

- CFO Website: [www.cfo.arbitersports.com](http://www.cfo.arbitersports.com). Site that provides rules information and interpretation for free. There are other functions such as weekly videos and national training that you receive after registering for CFO. There is a yearly registration fee required, but TASO members typically receive a discount.
- Many College officials receive weekly training tapes from their respective conferences so if interested reach out to those officials.
- [www.footballofficiating.com](http://www.footballofficiating.com): free website put together by Big 12 Conference that has some video resources.
- A great resource for rules study is the following website [www.ruletool.info](http://www.ruletool.info). Not only does it organize the rules in an easy to review manner it also has many video links embedded to provide examples of many of the rules topics and fouls.
- Many high school crews get HUL videos of their games from the schools after working their varsity game. Talk to a crew chief about potentially sharing their video.

### **Tests: working rules tests are an excellent way of improving your rules knowledge**

- TASO administers an annual test that is available on the website. [www.taso.org](http://www.taso.org)
- Several college conferences give tests to their members so find those officials and ask for copies.

### **Mechanics Manual-**

- We spend a lot of time discussing mechanics for 3, 4 & 5 man officiating crews. The mechanics manuals are available on the [www.taso.org](http://www.taso.org) & [www.dfoa.com](http://www.dfoa.com) websites.

## *It's Your First Game*

### **Sub-Varsity Assignments:**

**Travel:** Please arrive 20-30 minutes prior to the assigned kickoff time.

**Dress:** You will need to go dressed, unless otherwise notified of dressing facility available. You would wear your black undershirt while driving; put your Stripe shirt on at the field parking lot.

**Payment:** Most stadiums will have a sign-in sheet at the gate or nearby. If not, some administrative person will direct you in completion of forms for payment process. You will not receive payment at the game site typically it will be mailed to you at a later date. You may have to fill out some additional tax forms (e.g. W-9) the first time that you work for a specific district. Some districts require officials to have a taxpayer ID number or Social Security # when you sign-in so make sure you take that with you to your games. It's always a good idea to carry W-9's with you to the game site in case they request you complete one. Please ensure you complete and submit the TASO Football Invoice form as well. Please note whenever possible if you already have supplied a Social Security number to a school district you can indicate "ON-FILE" on any sections of paperwork asking for it. This will help minimize any potential fraud issues.

**Position:** Once you arrive and meet the other officials you will discuss which position you will be working. Most of the time as a *New Member* you will work ***Head Linesman or Line Judge***. This is not to say that if multiple games are to be worked that you couldn't move to another position for the second game. If you're the Head Linesman we suggest that you immediately begin to look for people to work chains.

### **Varsity Assignments: (Chain Crews)**

**Travel:** Please contact the Head Linesman by Wednesday for crew details. You may meet and ride with them or meet at the stadium. **DON'T BE LATE IF YOU ARE ATTENDING THE PRE-GAME.**

**Dress:** You will be able to dress at the stadium in most cases. However, you may choose to go dressed. Make sure you allow for dressing time.

**Payment:** There will be sign-in sheets at the locker room. If not, the crew will instruct you as to where you sign-in for payment.

**DFOA NEW MEMBERS TRAINING AGENDA**  
**Football Season**  
**2016**

**Please plan to attend the following orientation meeting as it will explain the information of importance to our new members, to include:**

- Welcome Messages from DFOA Board & New Members Trainers
- Discussion of New Member's Training Program
- Training Schedule
- Uniform Purchases
- Question & Answer

**Date: Monday June 27<sup>th</sup>**

**Time: 6:30-8:00pm**

**Location: Greenhill School, Upper School Lecture Hall  
4141 Spring Valley Rd. 75001Addison, TX.**

**You may also attend any Chapter events prior to this orientation meeting.**

**Please remember to periodically check the DFOA website ([www.dfoa.com](http://www.dfoa.com)) for the all planned New Members training activities as sometimes dates may change. The latest 2016 Schedule is shown below.**

- *Mon 7/11/2016 6:30-8 PM Greenhill School, Upper School Lecture Hall*
- *Mon 7/18/2016 6:30-8 PM Greenhill School, Upper School Lecture Hall*
- *Mon 7/25/2016 6:30-8 PM Greenhill School, Upper School Lecture Hall*
- *Mon 8/1/2016 6:30-8 PM Greenhill School, Upper School Lecture Hall*
- *Mon 8/8/2016 6:30-8 PM Greenhill School, Upper School Lecture Hall*
- *Mon 8/15/2016 6:30-8 PM Greenhill School, Upper School Lecture Hall*
- *Mon 8/22/2016 6:30-8 PM Greenhill School, Upper School Lecture Hall*
- *Mon 8/29/2016 6:30-8 PM Greenhill School, Upper School Lecture Hall*
- *Mon 9/12/2015 6:30-8 PM Greenhill School, Upper School Lecture Hall*
- *Mon 9/26/2015 6:30-8 PM Greenhill School, Upper School Lecture Hall*

- ***New Official Expectations***

1. Be on Time
2. Honor your commitments. If you get assignments show up. If a conflict emerges then help find a replacement
3. Recognize the importance of the games you are working to the Players, Parents, and Coaches
4. Represent yourself and the Chapter in a professional manner
5. Look the part both on and off the field. Clean and neat uniforms. Take pride in your appearance
6. Ask Questions: you can not learn unless you get the information
7. Be a Sponge: rules, mechanics, officiating philosophies
8. Find a Mentor: a veteran official or a varsity crew
9. Find a new member “buddy”: study together, work together
10. Become a satellite secretary’s “Go to Guy”: the person he can always trust to help him out and do a great job
11. Know your place: a new official has a lot to learn from others. You don’t have all the answers (none of us do)
12. Go to clinics when possible to learn and improve as an official
13. Strive to get better every game
14. HAVE FUN

## *After Completing Your First Year*

Congratulations on completing your first year. Now what do you do next?

First, if you enjoyed being a football official make sure you pay your annual dues on time. A letter will arrive from the DFOA chapter secretary for you to complete so you get credit for your points earned and to pay next year's dues (TASO & DFOA).

Second, the DFOA chapter supports an off season training program called *Next Generation*. The *Next Generation* program was initially started in 2012. The main objective of this program is to help make you the best possible football official you can be. The target audience is officials in the 1-10th year of officiating, but anyone from the chapter is welcome to attend, including new members.

The *Next Generation* program typically runs from Feb through May and the program/classes are held on Monday evenings at 6:30-8pm. The agenda is posted to the DFOA website (<http://www.dfoa.com>) in February along with an email blast to officials in their 1st – 10th year. Class sessions will cover rules, mechanics, rule quizzes, and video. Many of the presentations will be from veteran officials who also have an interest in helping make you the best possible football official you can be. In addition, we have a Showcase game for officials of the *Next Generation* program to be evaluated by veteran officials from within the chapter. The Showcase game is a high school varsity spring scrimmage game for four quarters.

Many younger officials who have attended, and have worked at becoming the best official they can be are being rewarded for their efforts. Some have received their first varsity game assignments (6-man or 11-man), and some have been picked up on crews and will start their first season working with a varsity crew. Many of them continue to attend because they know the level of effort which got them to their current point. They also know what more is expected of them going forward.

## ***Working on the Chain Crew***

Dallas Football Officials Association  
New Members Training  
Chain Crew

### **Responsibilities:**

1. Contact the Head Linesman (HL) on the crew either working at the stadium or on your crew if you are the 6<sup>th</sup> Man by Tuesday if the game is on Thursday and by Wednesday if the game is on Friday. If you plan on attending pre-game be sure and ask what time it will start and BE SURE to BE ON TIME. (don't be disruptive coming late)
2. Dress: Full uniform, except wear a white polo type shirt instead of STRIPES. (ALWAYS pack stripe shirt...you never know when you might use it)
3. **CLEAN UNIFORM...SHINED SHOES....CLEAN HAT....**(no sweat stains)
4. Have couple of Clips to use vs. taking from HL
5. Remember you are a part of the CREW working the game...You will go onto and leave the field with the other Officials working the game.

### **Mechanics:**

1. There will be at least 3 Chain Crew Members/Officials assigned.
  - a.) Two will work the chains...Line to Gain(LTG)
  - b.) One will work the Down Box...
  - c.) If a fourth official is assigned – they will work the CLIP.
  - d.) Prior to the game the chain crew will assist the **HL** to make sure there are no problems with the chains
2. **Working the Chains on 1<sup>st</sup> down plays:**
  - a.) **NEVER MOVE** until you have been instructed by the **HL**.
  - b.) **HUSTLE** when you move...But **DO NOT** run over anybody
  - c.) HL will first set the Down Box and then chains set-up on the Down Box.
  - d.) Make sure chains are pulled tight.
  - e.) The clip will be put on the chain at the back of the nearest 5 yard. Line; If only 1-2 yard are between nearest five yard line and back stake then go to next 5 yard line
  - f.) Always communicate with the **HL** what yard line you have clipped (i.e. 20, 25, 30, etc..)

### 3. Working the Chains on non 1<sup>st</sup> down plays:

- a.) Down Box will move to forward point of the Ball after HL signals to you next down. Move to the forward progress spot BEFORE changing down box
- b.) The LTG Crew will not move until a 1<sup>st</sup> down is gained.
- c.) If HL has instructed you to move...but you see a penalty flag then get their attention by pointing to the flag

### 4. Measurements

- a.) HL will move the Down Box Man (DBM) to forward stake (Line-To-Gain or LTG)
- b.) HL will confirm with the DBM the spot to be clipped...The persons holding chains will then proceed with HL to the football
- c.) The Front LTG crew will give the Umpire their stake...while the Back LTG will continue to hold Back stake
- d.) If 1<sup>st</sup> down is gained then chain crew will hustle back to sideline and set up for a new 1<sup>st</sup> down
- e.) If **NOT** a 1<sup>st</sup> down Chain Crew will remain on the field until the football is placed inside the Hash Marks... U and R will assist replacing the football back to the in-bound line (Hash Mark)

### 5. Penalty Enforcement

HL will instruct you when to move...usually the HL will walk-off penalty first

- **Communication MOST IMPORTANT:**
- NEVER comment to any coaches regarding the calls made or NOT made by the officials working the game.
- Always ask the **HL** to help you get either coaches or players back...DO NOT tell a player or coach to get out of your way...
  - Know Down & Distance on EVERY PLAY
  - Down Box should repeat down and line to gain/yard line to HL on every play.
  - Line to gain/Front Stake should let HL know if it is a first down by forward progress spot.

**REMEMBER TO ACT PROFESSIONAL AND YOU WILL BE TREATED PROFESSIONALLY....AND MOST IMPORTANT ENJOY WHAT YOU ARE DOING.....**

## *Useful Links*

**The following are links to several of the web sites you will utilize as well as links to additional useful information:**

- DFOA website, [www.dfoa.com](http://www.dfoa.com)
- TASO website, [www.taso.org](http://www.taso.org)
- ZebraWare, <https://www.zebra-ware.com/ms3/Login.asp?ID=99&S=>
- TASO approved Mechanics manuals for a crew of 3, 4 and 5 officials, <http://www.dfoa.com> under 'Reference Material -> Mechanics Manuals'
- 2016 NCAA Rules, [http://www.dfoa.com/index.php?option=com\\_content&view=article&id=69&Itemid=66](http://www.dfoa.com/index.php?option=com_content&view=article&id=69&Itemid=66)
- UIL Exceptions to Football Rules, [http://www.dfoa.com/index.php?option=com\\_content&view=article&id=69&Itemid=66](http://www.dfoa.com/index.php?option=com_content&view=article&id=69&Itemid=66)
- [www.ruletool.info](http://www.ruletool.info)
- [www.footballofficiating.com](http://www.footballofficiating.com)
- College Football Officiating: <https://cfo.arbitersports.com/front/104777/Site>