



New Members Guide

DALLAS FOOTBALL OFFICIALS ASSOCIATION

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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. Football officials monitor aspects of every play. In addition, an official must be well-versed in the playing rules & mechanics.

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.

Best Regards,

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 \$105 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 \$40. Here is the link to use: www.taso.org and click on “New Applicants near the top right of the webpage.

2) Next, join DFOA,

Go to 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 member recruiting and dues and registration is Steve Anthony (steve@myavidgolfer.com) who can answer questions regarding the Chapter and becoming a member.

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 Ty Mitchell (secretary@dfoa.com). His full contact information is available on the DFOA website in the ‘Contact Us!’ section. Ty 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 Ty.

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) so please check the website regularly to get the latest information.

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 > 6,000 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.

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. New members start in Division V (5).

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. 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 invitation to the chapter banquet typically 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 pay sheet and a W-9 form and then mail you a check within 2-3 weeks or they may use Arbiterpay where you can get paid typically in 1 week. Sub-varsity game fees range from \$45-\$55 per game + a minimum of \$15 for travel pay based on distance of the game site from the chapter center point. Varsity games range from \$100 minimum per game and goes up based on gate receipts and distance of the game site from the chapter center point. 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 their game site paperwork-just indicate "ON-FILE". It is only necessary to provide your Social Security number the first time you officiate in that district.

For official UIL Football game fees check out: <http://www.uiltexas.org/athletics/officials-fee-schedule>

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 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?

First, in order to officiate games, an official must pay TASO & chapter dues and score a 70% or higher on the TASO annual football test or the TASO New Members test. The new members test is recommended for new officials their first year as the questions are designed with a new official in mind. However, you can take the regular TASO test if you desire but you still must score a 70% or higher to officiate games. No matter which test you take you get up to 20 attempts to take and pass the test.

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.

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.***
- 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 6:00pm). 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 are officiating.

The DFOA uses a web-based scheduling system called RefTown. Upon joining TASO & the DFOA, each member will be given an account to use RefTown. To use RefTown go to www.reftown.com

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.

Box Man Assignments

Each varsity crew typically includes an extra man Box man who will travel as a member of that crew. The Box 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 Down box as part of the chain crew and help the Head Linesman as needed.

Each individual crew is responsible for finding their respective Box man. New members are highly encouraged to contact referees to see if they are in need of a Box man. The secretary of the Chapter will also have information as to which crews are in need of a Box man.

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 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 at a minimum for an on-field uniform is listed below.

UNIFORM ITEMS:

- SHIRTS - 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 available.



- PANTS - The pants shall be full length black pants. The pants must include a one and one quarter inch white strip on the seam of the leg, must not be cuffed, and must continue to the shoe without a break.



- SHORTS - Black shorts with white side seams (NOTE: required for scrimmages and for subvarsity-thru end of September)



- UNDERSHIRT/UNDERSHORTS – Black T-shirt and black compression shorts/tights. (NOTE: If you are wearing a short sleeve officiating shirt you must wear a short sleeve black undershirt.)



- BELT - A black leather belt, with a width in the range of 1.25-2 inches wide.



- Black with white piping hat (NOTE: you will not need a white hat)



- SOCKS: Black socks not higher than the ankle



- SHOES - Predominantly black shoes with black laces and appropriate soles or cleats. (NOTE: Some white is allowed but the shoes must be mostly black in color)



- WHISTLE – The FOX 40 lanyard whistle, finger whistle or both are allowed.



- LANYARD – Used with whistles requiring a lanyard. Multiple styles are available.



- FOUL MARKER (aka Flag) – A light gold foul marker weighted in the center with pebbles, sand or beans.



- BEAN BAG - White or Black is allowed.



- CHAIN CLIP – Multiple options are available. This is used when you are working on a chain crew. Examples shown below.



- WRITING UTENSIL – You will need something to write with during the game. Pencils are commonly used and are sold by our uniform vendors. Example shown below.



- GAME CARD - Plastic game card or something else you can write on to track details during the game, Game cards are commonly used and sold by our uniform vendors. Example shown below.



- **DOWN INDICATOR** - Elastic down indicator. Various options are sold by our uniform vendors. Examples shown below.



The uniform for all **chain assignments** will be the same as your sub-varsity uniform with pants and 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. You will need your chain clip but not your other accessories.

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. For a list of TASO Uniform vendors click on this link: <http://www.taso.org/gold-vendors>

Some Common Uniform Do's and Don'ts:

DO ensure that your uniform is clean and serviceable

DO make sure that your shirt is tucked in

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

DO carry a backup whistle, down indicator and flag if possible

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 wear wrinkled pants or striped shirt

DON'T wear a hat with visible sweat stains

Where to Get....

Rulebooks

- All new members will receive a hardcopy of the latest rulebook available. Contact the DFOA Chapter Secretary for your copy.
- 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 & 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*****

Websites & Videos

- CFO Website: 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: 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. 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 HUDL 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 regular & new members test that is available on the website. www.taso.org
- Several college conferences give tests to their members so find those officials and ask for copies.

Mechanics Manuals-

- 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 websites (login required)

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. Typically, you will get dressed prior to leaving for the game site or will dress at the game site (be respectful).

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 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. Although Reftown will have you listed at a position, you will actually decide at the game site with the other officials which position you will work for each game. 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: (Box man/Chain Crews)

Travel: Please contact the Head Linesman by Wednesday for crew details and to confirm you will be there when required. 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
2019

IMPORTANT NOTE: These are the planned New Members Training Dates but are subject to change at any time. Please check the DFOA website regularly in the case meeting date/times may have changed.

June 24th, 6:30-8pm, New Members Orientation, Location: Greenhill School, 4141 Spring Valley Rd. Addison, TX. Upper School Lecture Hall (see map below)

- Introductions & Expectations
- New Members Guide – Overview
- Training Agenda
- Box-Man Program Overview
- Next Steps

June 29th, 6:30-8pm, DFOA Regional Rules Clinic, Location: McKinney ISD Community Event Center, 4201 S. Hardin Blvd. McKinney, TX 75070

- Registration free for new officials (Lunch available for \$15)

Meeting Dates below are on Mondays 6:30-8pm except where noted Location: Greenhill School, 4141 Spring Valley Rd. Addison, TX Crossman Dining Hall

July 8th & 15th

- Overview of Rules (NCAA, UIL exceptions) & TASO Mechanics Manuals
- RULE 2 - DEFINITIONS

July 22th

- COIN TOSS (Options/Positioning/ Responsible)
- FREE KICKS
 - A. Positions/Mechanics
 - B. Responsibilities
 - C. Fouls/Rules

July – 26nd TASO FOOTBALL STATE MEETING

- Location: Marriott Waterway, The Woodlands, TX.
- Attendance *fee is waived for new members* – no charge.
- New Members are encouraged to attend and can earn up to 11 Education points towards their Division ranking.

July 29th thru Aug. 12th (3 sessions) - Location: Greenhill School, 4141 Spring Valley Rd. Addison, TX

- RUNNING PLAYS
 - A. Prior to Snap
 - Position/Mechanics
 - Responsibilities
 - Pre-snap-Infractions
 - Fouls/Rules
 - B. During the Play
 - Position/Mechanics
 - Responsibilities
 - Fouls/Rules
 - C. After the Play
 - Position/Mechanics
 - Responsibilities
 - Fouls/Rules
- PASSING GAME
 - A. Prior to Snap
 - Position/Mechanics
 - Responsibilities
 - Fouls/Rules
 - B. During the Play
 - Position/Mechanics
 - Responsibilities
 - Fouls/Rules
 - C. After the Play
 - Position/Mechanics
 - Responsibilities
 - Fouls/Rules
- SCRIMMAGE KICKS

- A. Prior to Snap
 - Position/Mechanics
 - Responsibilities
 - Fouls/Rules
- B. During the Play
 - Position/Mechanics
 - Responsibilities
 - Fouls/Rules
- C. After the Play
 - Position/Mechanics
 - Responsibilities
 - Fouls/Rules

- QUICK UNIFORM REVIEW

Aug. 19th

- PENALTY ENFORCEMENT

Aug. 26th

- BALL MECHANICS
- GAME DAY
 - A. Required Paperwork
 - W-9
 - UIL Invoice
 - School Paperwork/Arbiter Pay
 - Getting Paid
 - B. Chain Crew Duties
 - C. Expectations
- REFTOWN OVERVIEW

Sep. 2nd – Labor Day – No Class

Sep. 9th

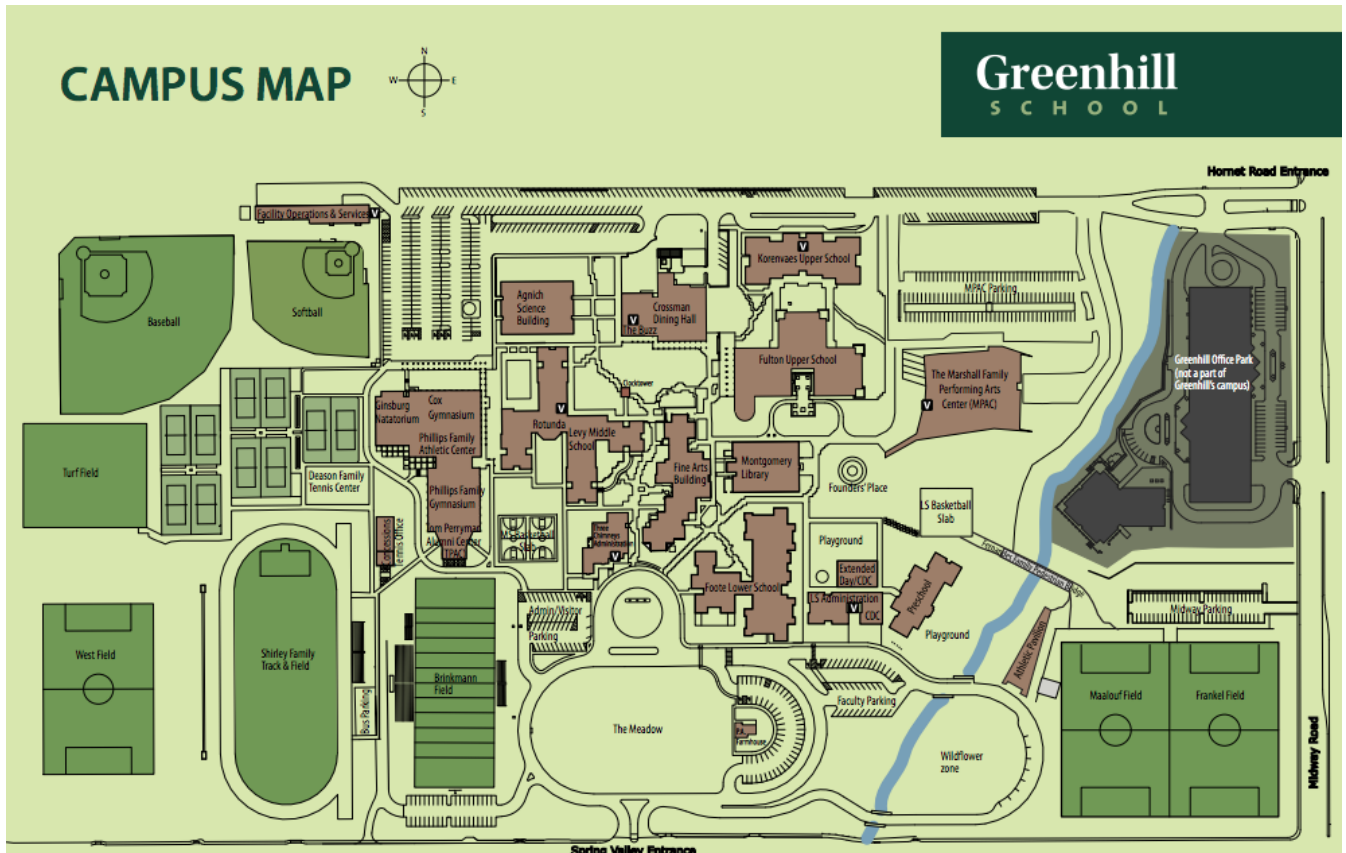
- GOAL LINE PLAYS / MECHANICS
- GAME DAY

- A. Required Paperwork
- B. W-9
- C. UIL Invoice
- D. School Paperwork/Arbiter Pay
- E. When you get paid
- F. Chain Crew Duties

Sep. 10th

- PERSONAL & UNSPORTSMANLIKE FOULS
- GAME MANAGEMENT & UNUSUAL PLAYS
 - A. Time Outs
 - B. Ball Mechanics
 - C. Clock Management
 - D. Coach Communication/Conflict Resolution
- Mechanics Review (3 & 4 Man)

Greenhill Map - Location: Greenhill School, 4141 Spring Valley Rd.



New Official Expectations

- 1.** Be on Time
- 2.** Honor your commitments. If you get assignments show up. If a conflict emerges contact the assignor ASAP and 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 DFOA 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” and 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

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 Box 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...CLEAN 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 1st 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 5 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 1st 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 1st 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 of the clip...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 1st down is gained then chain crew will hustle back to sideline and set up for a new 1st down
- e.) If **NOT** a 1st down Chain Crew will remain on the field until the football is placed inside the Hash Marks (if needed)... 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
- TASO website, www.taso.org
- Reftown, www.reftown.com
- TASO approved Mechanics manuals for a crew of 3, 4 and 5 officials. Log in to your TASO account at www.taso.org and then click on the *TASO Football - Member's Portal Page link*.
- [NCAA Football Rules](#)
- [UIL Exceptions to Football Rules](#)
- www.ruletool.info
- TASO Approved Uniform Vendors: <http://www.taso.org/gold-vendors>
- www.footballofficiating.com
- College Football Officiating: <https://cfo.arbitersports.com/front/104777/Site>