

ADMINISTERING PENALTIES

1. REFEREE

When the ball becomes dead following a foul:

- Give the time-out signal.
- Get penalty information from the official who called the foul.
- Give the preliminary signal to the press box side of the field.
- Give the options to the captain of the offended team.
- When a captain's most advantageous choice is obvious, quickly inform him.
- Make a mental note of the enforcement spot for the penalty.
- After the ball has been spotted, give the final signal for the foul to the press box side of the field.

When the penalty is declined:

- Go to the vicinity of where the ball will next be snapped.
- Give the proper signal for the foul, followed by the penalty-declined signal, to the press box.

When there is a double foul:

- Signal each foul while facing the press box.
- Follow with the penalty declined signal.

When a penalty is to be enforced on the kickoff:

- Indicate the scoring signal.
- Follow with the proper signal for the foul.
- Point to the offending team.
- Point to the succeeding spot.
- If a penalty is accepted for a foul, by either team, during the last timed down of a period, play will continue with an untimed down. Give the proper signal for the untimed down.

2. UMPIRE

- Secure the ball.
- Make a mental note of the enforcement spot for the penalty.
- Proceed with the measurement.
- On a properly marked field, avoid stepping off the distance between yard lines, except for the first and final yard line.

3. LINESMAN

- Be ready to have the line-to-gain equipment moved after the penalty administration.
- Be certain of the down number!

4. LINE JUDGE

- Return the time-out signal to the Referee.
- Hold the enforcement spot until the penalty is properly marked off.

5. LINESMAN AND LINE JUDGE

- Check penalty enforcement.
- Do not permit trainers, attendants, or coaches to come onto the field.
- Relay penalty information to the appropriate coaches.

6. ALL OFFICIALS

When observing a live ball foul:

- Withhold the whistle.
- Drop the penalty marker on the proper yard line and continue to observe the play, noting the location of the ball at the time of the foul.

When the ball becomes dead:

- Sound the whistle.
- Give the time-out signal.
- Verbally report all information to the Referee. Do not give a visible signal.
- Closest available official should cover the flag.
- Make a mental note as to whether the clock should be started on the ready signal or on the snap.

When observing a dead ball foul:

- Toss the penalty marker, sound the whistle and give the time-out signal immediately.
- Follow the procedures outlined above.
- See that the Umpire assesses the penalty properly.

CALLING OFFICIAL (U, L or LJ) after calling the foul and the ball has been declared dead:

- Sound the whistle and stop the clock.
- If remote, get the Referee's attention by giving short blasts on the whistle to ensure that game process is stopped until penalty is addressed.
- Ensure that another official is covering the spot of the foul and the ball before moving from penalty area.

Verbally report all information to the Referee:

- Identify the foul.
- Identify the offending team, including jersey color and offense/defense or kicking/receiving team.
- Identify the offending player's number or position.
- Indicate the spot of the foul, end of the run or end of the kick.
- Indicate the status of the ball when the foul occurred.
- Recover any penalty markers, bean bag(s), and the ball.

Enforcement:

- Stay clear of the spot of the foul.
- If the enforcement spot is different from the spot of the flag or the end of the run, go to the enforcement spot.
- When the Umpire begins enforcement, check for correctness.
- Avoid visiting while the penalty is assessed.
- Record any unsportsmanlike conduct foul on the game card, noting the offending player's number and foul action.
- When a disqualifying foul is called:
 - The official who called the foul shall inform the offending player and report his number and the type of infraction to the Referee and other members of the officiating crew.
 - Emphasize disqualification that results in the player being removed for the remainder of the game.
 - If there are double disqualifying fouls, the Referee may designate another official to assist in reporting the disqualification to the coaches.
 - The official shall not place a hand or otherwise contact the offending player.
 - All officials, record the player's number and name, if known.