

2021 - 2022



Football  
officials  
Packet

## FOOTBALL OFFICIALS TABLE OF CONTENTS

How to sign onto WVSSAC and enter in Password and E-mail address.....	3
How to sign onto Arbiter and take the Part I and Part II Exam .....	3
Part I and Part II Exam - Tournament Nomination and Game Report Dates .....	4
Entering Game Reports .....	5
How to Enter Self Nomination Forms .....	6
Yearly Requirements .....	7
Football Rules Clinic Dates & Locations.....	8
Football Officials Bulletin .....	9
<b>Attendance at the WVSSAC sponsored rules clinic is a requirement to officiate the 2021-22 season. (see Additional Option for Clinic Attendance in your Officials' Handbook) located on our website.</b>	
2021 Football Alerts – Larry McCloy .....	10
20 Yard Line - Overtime Procedure– Larry McCloy .....	12
Numbering Requirements for Sub Varsity Contest .....	13
Eight Player Football .....	14
Protocols for the 40/:25 Second Play Clock .....	15
2021 – West Virginia Mechanics .....	17
WVSSAC Football Bulletin - Game Shortening Rule .....	19
Attachment A2 .....	20
Bench Clearing Rule .....	21
Game Suspension Guidelines .....	22
Use of a Microphone .....	23

**For additional information related to sports medicine issues concerning athletic participation, please click the “Sports Medicine” tab on the opening page of our website.**

## My Officials' Packet! Where is it?

1. Go to [www.wvssac.org](http://www.wvssac.org)
2. On the SSAC homepage. Locate and click on Officials
3. Once the Officials page opens look for Officials Packets and click on the sport. Example: Football Officials Packet

## How Do I Login To The WVSSAC Officials' Management Page?

1. Go to [www.wvssac.org](http://www.wvssac.org)
2. Click on Admin Login
3. Type in your Registration Number and password. Remember both are case sensitive.
4. Click on Login
5. This will take you to the officials management page.

## How to Login to the WV Central Hub/Arbiter Site for Part 1 and Part 2 Tests:

1. Go to [www.wvssac.arbitersports.com](http://www.wvssac.arbitersports.com)
2. Enter your email address and password
3. Click Sign in
4. Your accounts on Arbiter should show up, if not, click on Switch Views in the upper right hand corner.
5. Click on the WV-Central Hub - Account Type - Central Hub
6. Click on the Testing Tab
7. Look under Open Test
8. Find the appropriate test
9. Click on Take Test

## How to Login to Register Online on the WV Central Hub/Arbiter Site:

1. Go to [www.wvssac.arbitersports.com](http://www.wvssac.arbitersports.com)
2. Click Login (Located in the upper right-hand corner)
3. Enter your email address and password
4. Click Sign-in
5. Your accounts on Arbiter should show up/if not, click on Switch Views in the upper right hand corner.
6. Click on WV-Central Hub - Account Type - Central Hub
7. Click on Registration
8. You will see the following choices: 21-22 Active or 21-22 Inactive. Then click on the "Register" button.
9. Update your personal information. Then click "Next"
10. Complete the payment information.

**Note:** The new system keeps track of background checks on file. If your previous background check has expired, you will be charged the \$10 fee. Also, late fees (\$25 per sport) will be assessed if you register after the initial deadline. Keep the email from Pro-Pay as your receipt.

**Part I Test Window**

Football-Soccer-Volleyball-July 26, 2021-August 8, 2021

**Part II Test Window**

Football-Soccer-Volleyball-August 9-August 23, 2021

**Deadline for Self Nomination Forms-Online**

Football – Open August 18, 2021-Close September 13, 2021

Soccer – Open August 18, 2021-Close September 13, 2021

Volleyball – Open September 2, 2021-Close October 13, 2021

**Deadline For Game Reports-Online**

Due Date is December 1, 2021

**Final Deadline for Game Reports Online With a \$25.00 late fee**

Football-Soccer-Volleyball – December 31, 2021 at midnight

**Football-Soccer-Volleyball**

**Note:** Failure to take Part I – Loss of 5 points on classification scale

Failure to take Part II – Suspension the following season

# WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION

2875 Staunton Turnpike, Parkersburg, WV 26104-7219



TELEPHONE: 304-485-5494  
FAX NUMBER: 304-428-5431

E-MAIL: [wvssac@wvssac.org](mailto:wvssac@wvssac.org)  
WEB SITE: [www.wvssac.org](http://www.wvssac.org)



## BULLETIN

TO: All Officials  
FROM: WVSSAC  
SUBJECT: Entering Game Reports

Below are the instructions and due dates for submitting game reports. Due Dates can be found in your Officials' Packet online. Game Reports will not be accepted if faxed or mailed to the WVSSAC.

### INSTRUCTIONS:

1. Login to the WVSSAC Website: [www.wvssac.org](http://www.wvssac.org)
2. Go to Admin Login (Located in the left-hand corner)
3. Type in your Registration Number.
4. Type in your Password. Write it down and use it when you login to the SSAC website as an official
5. Click on Login
6. You are now on the Officials Management Page.
7. You need to click on Submit Game Reports.
8. Once at the game report form you can start entering your game reports. Remember to update and save for each game you enter. Make sure you select the sport your entering game reports for.
9. There is not a Submit button, when you update and save that will save your game reports to the file.

### GAME REPORT DUE DATES:

FOOTBALL - VOLLEYBALL - SOCCER: DECEMBER 1, 2021

BASKETBALL - WRESTLING: APRIL 1, 2022

BASEBALL - SOFTBALL: JULY 1, 2022

# WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION

2875 Staunton Turnpike, Parkersburg, WV 26104-7219



TELEPHONE: 304-485-5494  
FAX NUMBER: 304-428-5431

E-MAIL: [wvssac@wvssac.org](mailto:wvssac@wvssac.org)  
WEB SITE: [www.wvssac.org](http://www.wvssac.org)



## BULLETIN

### HOW TO ENTER SELF NOMINATION FORMS

1. Go to our website and click on Admin Login
2. At User Name enter your registration number IN ALL CAPS.
3. At Password enter your password that you have created.
4. Once you're on the Officials Management Page click on Self Nomination Forms
5. In the upper left hand corner of the screen check and see if you are on the correct sport. If you are, Click on Load Self Nomination Form.
6. Once you're on the Self Nomination Form page you enter the month, day, and year.
7. Click if it's boys or girls.
8. Click if its college, varsity, jv, middle/other.
9. Click your position.
10. Click and select the Home Team. If the team is a non-member school you need to click in the box that says Non-Member School and type in the school name.
11. Click on and select the Visitor Team. If the team is a non-member school you need to click in the box that says Non-Member School and type in the school name.
12. Click on Add Game. This Key will start a new entry below the one you just entered.
13. When you have entered in all the games you need to qualify for tournament assignment, Go to and READ the Section on How to Submit Application. You must check mark all the boxes. When all boxes are marked the Save Application button will appear.
14. Click on the Save Application button. This is the same as Submit Application.
15. The screen will go blank and you need to click on the back to menu button in the upper left hand corner.
16. Click on the Load Self Nomination button again and check all the games you have entered. If everything looks ok you don't need to do anything else just logout. If you need to make any changes or corrections, make your corrections and click save application again.

If you have followed the Instructions above correctly you will receive an e-mail confirmation that you're Self Nomination Form has been received.

You don't need to contact this office if you have received an e-mail.

Please remember to update you e-mail address if you have any changes.

# WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION

2875 Staunton Turnpike, Parkersburg, WV 26104-7219

TELEPHONE: 304-485-5494  
FAX NUMBER: 304-428-5431

E-MAIL: [wvssac@wvssac.org](mailto:wvssac@wvssac.org)  
WEB SITE: [www.wvssac.org](http://www.wvssac.org)



## BULLETIN

### YEARLY REQUIREMENTS FOR REGISTERED OFFICIALS

1. **MUST BE A** CURRENTLY REGISTERED OFFICIAL AND **MUST BELONG** TO A LOCAL BOARD, IN ORDER TO OFFICIATE ANY SPORT. **(NO OFFICIAL MAY OFFICIATE UNTIL REGISTRATION IS COMPLETE.)**
2. **MUST ATTEND** THE WVSSAC SPONSORED RULES CLINIC IN THE SPORT FOR WHICH HE/SHE IS REGISTERED. FAILURE TO ATTEND THE STATE CLINIC WILL CAUSE YOU TO FORFEIT REGISTRATION FEES AND SUSPEND YOU FOR THE CURRENT SEASON IN THAT SPORT.
3. **ATTEND A MINIMUM** OF FOUR (4) LOCAL BOARD MEETINGS. FAILURE TO ATTEND THE MINIMUM MEETINGS WILL RESULT IN SUSPENSION FOR THE NEXT FOLLOWING SEASON IN THAT SPORT.
4. **MUST TAKE NFHS PART I TEST ONLINE.**
5. **MUST TAKE THE NFHS PART II EXAM.** FAILURE TO TAKE THE PART II EXAM WILL RESULT IN SUSPENSION FOR THE FOLLOWING SEASON IN THAT SPORT.
6. **MUST SUBMIT** GAME REPORTS BY THE SPECIFIED DATES AS LISTED IN THE OFFICIALS HANDBOOK AND IN OFFICIALS PACKET ONLINE.

## 2021-2022

### FOOTBALL CLINICS

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>	<u>COORDINATOR</u>
July 25	Interpreters' Clinic	10:00 a.m.	Wayne Ryan
July 26	Logan HS	6:00 p.m.	Susan Adkins
July 27	Parkersburg HS	6:00 p.m.	Chris Way
July 28	John Marshall HS	6:00 p.m.	Roger Simmons
July 29	Huntington HS	6:00 p.m.	Bruce Senior
Aug. 2	Woodrow Wilson HS Beckley	6:00 p.m.	JT Payne
Aug. 3	George Washington HS	6:00 p.m.	Tim Flatley
Aug. 5	East Fairmont HS	6:00 p.m.	James Beckman
Aug. 6	Spring Mills HS	6:00 p.m.	Dan Comer
Aug. 7	Frankfort HS	9:00 a.m.	Jay Hesse
Aug. 10	*WVSSAC Office	6:00 p.m.	Wayne Ryan

\*Make-up Clinic - \$10.00 Fee

**SCHOOLS:** The **Head Coach** shall be **required** to attend any sports rules clinics which are sponsored by this Commission in his/her coaching assignment. Schools failing to have a head coaching position filled at the time of the clinic will be required to have a school representative present at the rules clinic. An individual can only represent one school unless he/she is head coach at both schools. In a 9-12 school, both the varsity and 9th grade coach are required to attend. Failure to have a representative at one of the above clinics will result in a \$50.00 fine.

***The clinic attendance requirement will not be granted if the coach or representative is late in excess of 10 minutes.***

***\*State Clinics will be back in person.***

***\*Local Boards (a couple officials per team) will meet again with teams prior to season, preferably at an early season practice to answer questions coaches/players may have.***

***\*Part 1 and Part 2 Tests are now 50 questions each.***

***\*Virtual Board Meetings will be limited to 2.***

***\*Sports Med Packet is now under the Officials tab on the WVSSAC website.***



# WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION



2875 Staunton Turnpike, Parkersburg, WV 26104-7219

TELEPHONE: 304-485-5494  
FAX NUMBER: 304-428-5431

E-MAIL: [wvssac@wvssac.org](mailto:wvssac@wvssac.org)  
WEB SITE: [www.wvssac.org](http://www.wvssac.org)



## BULLETIN

TO: Football Officials  
FROM: Wayne Ryan, Assistant Executive Director  
DATE: June - 2021  
SUBJECT: 2021 Football Season

### IMPORTANT REMINDERS:

1. The **2021** Football Rules Clinic Schedule is enclosed. Attendance at the WVSSAC sponsored rules clinic is a requirement to officiate the **2021** season. (See Additional Option For Clinic Attendance, from the Officials' Handbook), which is located on the Official Page of the WVSSAC Web Site.
2. The Part II Examination is mandatory for all registered officials. The Part II Examination will be taken online.
3. **First year Class III** officials will not officiate varsity interscholastic games in football.
4. All player-coach ejection's or unsportsmanlike acts will be reported to WVSSAC within 24 hours. (HS, JV and JH). Special Reports should be done online.
5. Junior varsity or middle school game officials must wear black shorts and all officials must wear the same combination of uniforms. Compression shorts shall not extend below the shorts.
6. The WVSSAC will fund each official's membership in the National Federation Interscholastic Officials Association (NFOA). We will forward your registration and address to the National Federation. We should be notified immediately of any change of address.
7. The WVSSAC Officials Handbook is on our web site and it is your obligation and responsibility to understand its contents, deadline dates, etc.
8. Official's Tournament Nomination. Online only. Go to Officials Management Page. (see index)
9. Game Reports are to be completed online only. No credit will be given for mailed game reports. Game Reports can only be posted online until 11:59 on December 1, 2021. Any game reports after the December 1 date will be fined a \$25.00 late fee.

**READ ↓**

**\*Points will be given for Game Reports provided they are timely posted. The report must be posted on or before the due date of December 1, 2021. Late Game Reports will be accepted and points credited if posted within 30 (Thirty) days from December 1, 2021 date. Contact Alice Goodwin and send your late fee of \$25.00 and request. Alice will contact you and let you know when you can post your game reports. You have until January 1, 2022 to complete this. Credit for Game reports will not be given after the January 1st deadline date.**

10. Special Report Forms: Are required to be submitted online at [www.WVSSAC.org](http://www.WVSSAC.org). Go to Officials Management Page.

If we may be of assistance to you at anytime, please do not hesitate to write or call this office.

## WEST VIRGINIA SECONDARY SCHOOL ACTIVITIES COMMISSION

### FOOTBALL ALERTS - - 2021

#### Modifications and Points of Special Emphasis

1. **Mouthpiece** – Rule 1-5-1d,5: The only exception to the mouth and tooth protector rule is by a dentist's written exclusion on file in the WVSSAC office.
2. **Artificial Limb** – Rule 1-7: Requires WVSSAC authorization (see enclosed policy, ATTACHMENT A).
3. **Game Ball** – Rule 1-3-1 Note and Table 1-3-1; the small ball for players below the 9<sup>th</sup> grade shall be used. Rule 1-3-2 Note; for varsity playoffs a Spalding Alpha football shall be used.
4. **Length of Quarters** - Rule 3-1; Table 3-1: Note: WVSSAC adoption; games involving only students below the 9<sup>th</sup> grade shall be played in 8-minute quarters.
5. **Half-time** - Rule 3-1 Table, Intermission: All HIGH SCHOOL VARSITY games involving WVSSAC member schools played in West Virginia will have a maximum 20 minute half-time. This includes regular season and playoff games. Notification to coaches of the end of half-time by officials is permissible, but not required. Coaches are responsible for teams being on the field for the mandatory warm-up at the end of the half-time. Out-of-state varsity opponents must be notified of the 20 minute half-time. The half-time length shall not be lengthened.
6. **Interrupted Games** - Rule 3-1-4 & 3-1-5: For any interruption continued the same day, resume from the point of interruption and complete the game. If both schools agree not to resume, Rule 3-1-4 may be used to declare the interrupted game as a completed contest.  
For interrupted games to be resumed at a later date: "If the interruption is in the 1<sup>st</sup> (including the coin toss), 2<sup>nd</sup> or 3<sup>rd</sup> quarters, resume from the point of interruption; if in the 4<sup>th</sup> quarter, the game is over and the score stands".
7. **Game shortening Rule: Rule 3-1-2. 35-point differential in 4<sup>th</sup> quarter. Clock runs; see also 3-1-3: "By mutual agreement of the opposing coaches and the referee, any remaining period may be shortened at any time or the game terminated."**
8. **Overtime:** Rule 3-1-1 NOTE: By state adoption, all varsity regular season games that end in a tie after regulation time, shall use the 20-yard line overtime procedure until a winner is determined. Middle schools may use the overtime procedure if there is mutual agreement of both coaches prior to start of a game, with a 2 overtime limit. There is NO overtime in 9<sup>th</sup> grade or JV contests. There shall be no PSK applications in overtime periods.
9. **Heat and Humidity Problems** – Rule 3-5-7g: Coaches need to be aware of the HEAT INDEX during practices. During games if, in the opinion of the officials, heat and/or humidity may cause problems for the players, an official's time-out may be taken and water administered to the teams. An authorized conference may be held during this official's time-out, outside the numbers and in front of the team box.

10. **Side Line and Team Box Area:** The diagram associated with Rule 1-2-1 (11-player field diagram) and the operation of the down marker and line-to-gain equipment as in Rule 1-3-5 and 9-8-3 specifically require the sideline to be kept clear. ***The restricted area is to be clear when the ball is live.*** Safety is always a main concern.
  11. Rule 7-5-6 covers pass eligibility numbering. All levels of play must follow this rule. Numbers 50-79 are always ineligible receivers.
  12. **NFHS / WVSSAC Point of emphasis. Sportsmanship, Intentional Grounding, Ineligible Downfield/LOS, Helping the runner**
  13. The WVSSAC requires each game of High School level Varsity, JV and Middle School football be administered by appropriately registered officials. **First year Class III officials may not work varsity contests**
  14. **COACHES' RATINGS OF OFFICIALS:** Make them as constructive as possible and be specific. We don't want to run off officials.
  15. **SPORTSMANSHIP:** Coaches and Officials – we are on the same team. Maintain good behavior in practices as well as games. Let us eliminate bad behaviors in sports. (See Penalty 9-5 and 9-8).
  16. **Remember**, if there is only one (1) flag for a foul the calling official shall give the preliminary signal. The foul must also be reported to the referee.
- **SPORTSMANSHIP IS LEARNED. TEACH IT!**
  - **PREVENT ILLEGAL HELMET TO HELMET CONTACT.**
  - **ILLEGAL CONTACT TO THE HEAD AND NECK MUST BE ELIMINATED!**
  - **SEE WHAT YOU HIT!!**

2021

## WVSSAC 20-YARD LINE OVERTIME PROCEDURE

### **REGULAR SEASON OVERTIME PROCEDURE**

Regular season high school football games, which are tied at the end of regulation time shall be continued by using the 20-yard line overtime procedure. Overtime periods will be played until a winner is determined. Overtime for middle schools can be played if mutually agreed upon prior to the game by both head coaches. Maximum of 2 OT periods. There is no overtime at the 9th grade or junior varsity level. ***PSK shall not be used in overtime periods.***

### **PLAYOFF OVERTIME PROCEDURE**

The 20-yard line overtime procedure shall be used and a winner shall be determined.

### **PROCEDURE:**

Modify the 10-yard overtime procedure in the Rules Book to have Team A put the ball in play at their 20-yard line, 1<sup>st</sup> and 10. A first down may be gained and Team A shall continue to attempt to score.



**SCOREBOARD**

<b>TIME: 00:00</b>	<b>PERIOD 4</b>
<b>HOME: 7</b>	<b>VISITORS: 7</b>

### **Revise National Federation 2021 Football Rules Book - pages 86-89.**

#### Page 86. Title: **RESOLVING TIED GAMES**

- 5-1-1 Paragraph one. In line one change to 1<sup>st</sup> and ten, and "10" to "20" in line two.  
Paragraph five. Change line two from "10" to "20".  
Change "10" to "20" in paragraph five.

#### Page 87. 5-2-1 add c. "The offensive team is in possession of the ball beyond the line-to-gain."

- 5-3-1 Delete the line-to-gain is always the goal line. (The line-to-gain shall be as during the regular game and as described in Rule 5-1).

#### Page 87-89. **RESOLVING TIED GAMES INTERPRETATIONS**

- 3-1-1 Situation I: Ruling: In (b) B will decline the penalty and take the ball on the 20-yard line.  
3-1-1 Situation J: Change 3<sup>rd</sup> sentence of Ruling to read "If B were first to put the ball in play, it will be from the ten-yard line and if A puts the ball in play first, it will be from the 35 yard line, 1<sup>st</sup> & 10.

A three-minute intermission shall precede the first overtime period. All other overtime periods shall be preceded with a two-minute intermission. Team captains come out to begin each OT period. The overtime is considered as an extension of the 4<sup>th</sup> period.

Larry McCloy,  
WVSSAC Football Clinician  
June 1, 2021



**To:** Head Football Coaches

Junior Varsity, Freshmen, Middle School

**Subject:** Numbering Requirements for Sub Varsity Contests for 11-man football.

*The NFHS Football Rules regarding number requirements*

*(Rule 7-2-5) and pass eligibility requirements (7-5-6a) will be in effect for all Sub Varsity Contests beginning with the 2019 Football season.*

*Unless in scrimmage kick formation, at least 5 offensive linemen must be numbered 50-79 for a scrimmage down. To be an eligible pass receiver, the player must be eligible by both position and number (1-49 or 80-99).*

*Please make note when equipping players for Sub Varsity contests.*

**Larry McCloy**

**WVSSAC Football Clinician**



**To:** All Junior Varsity, Freshmen & Middle School Football Coaches

**Subject:** Eight-Player Football

**At the sub varsity level, by agreement of both head coaches, teams are permitted to play 8 player football contests in lieu of 11 player contests.**

### **EIGHT-PLAYER**

**GENERAL:** Eleven-player rules are used for eight-player football with the following modifications.

**RULE 7:** a. At least five A players shall be on their line at the snap and may have any legal jersey number.

c. Each A player (regardless of jersey number) who at the snap was on the end of the scrimmage line (total of two) and each A player who at the snap was legally behind the scrimmage line (possible total of three) is eligible.

Wayne Ryan, Asst. Executive Director  
wayne.ryan@wvssac.org

Larry McCloy  
WVSSAC Football Clinician  
larry90@suddenlink.net



## Protocols for the 40/:25 Second Play Clock

The 40- second play clock will provide more consistency as the ball must be snapped within 40 seconds after the end of the previous play and is not dependent on the referees' subjective signal.

In the case where play is continuing with no stoppage or interruption, the offense will have 40 seconds from the end of the previous play to snap the ball. If play has been stopped (timeout or penalty), the offense will have 25 – seconds from the time the umpire sets the ball and the referee starts the ready for play following the administration of the timeout or penalty.

Basic Premise: The play clock will **ALWAYS** start at :40 seconds (started by BJ or stadium clock operator within 3 seconds of the end of the previous play) unless there is an administrative stoppage. The following administrative stoppage situations are when the play clock will be set at :25 seconds under varsity timing rules.

<u>Situation</u>	<u>Play Clock</u>	<u>Referee Signal</u>
Administration of a foul & penalty	25 Seconds	Chop or Wind
At the start of a period	25 Seconds	Chop
Measurement	25 Seconds	Chop or Wind
Helmet Comes Off	25 Seconds	Chop or Wind
Injury or Equipment Team A	25 Seconds	Chop or Wind
After any score	25 Seconds	Chop
Start of Team A's possession in OT	25 Seconds	Chop
Inadvertent whistle	25 Seconds	Wind
Timeout by either team	25 Seconds	Chop
Timeout by official	25 Seconds	Chop
Touchback	25 Seconds	Chop
Untimed down	25 Seconds	Chop
Period Extension	25 Seconds	Chop
Following a change of team possession	25 Seconds	Chop
Either team awarded a new series following a legal kick	25 seconds	Chop

**Notes:**

- This change only affects the play clock, not the game clock.
- The Back Judge has primary responsibility for the play clock and will signal at :05 left by raising arm
- Following the end of a down the Back Judge will (after seeing there are no penalties or other delays) start the 40-second play clock.
- All members of the crew will react to ball movement and ball placement as efficiently and as accurately as possible. (there are no warnings for waiting on the ready for play)
- If the :40 - second play clock has started and runs down below :25 seconds remaining and the ball is not yet placed on the ground and ready for play through no fault of the players (long run, long pass and ball is being relayed back, etc.), the referee shall sound the whistle, reset the play clock to :25 seconds and start the play clock (and possibly the game clock) on his whistle/signal.
- If the referee is re-setting the :40 play clock, he will signal with both palms open in an over-the-head pumping motion to the back judge to reset the :40 play clock. If the referee is re-setting the :25 play clock, he will signal with one palm open in an over-the-head pumping motion to the back judge to reset the :25 play clock.
- The ball is ready for play with the 40 second clock running when the ball has been spotted by the official and they have stepped away to position.
- Pre-game discussion is a must. Discuss procedures and 40-second clock start signals with head coaches. Identify that the play clock will start within 3 seconds after the previous play ends.
- Be consistent in starting the 40-second play clock, ball movement, spotting the ball and being in position for the snap.

**Larry McCloy**  
**WVSSAC**  
**Football Clinician**



## WEST VIRGINIA MECHANICS – 2021

These pages dictate the commonalities with the NFHS Football Officials Manual and some add-ons that make the mechanics more efficient. **We need greater consistency across the State. Work at it.**

### 1. PRE-GAME MEETING WITH COACHES AND THE COIN TOSS:

The Coaches Pre-game meetings shall occur between 1 1/2 to 1 1/4 hours prior to the kickoff in or near a team locker room. The coin toss shall be conducted 3 minutes prior to the scheduled kickoff in the center of the field. Only 4 captains from each team shall be on the field. All other team members shall be off the field of play. Any request to send other players on the field shall be denied. Sportsmanship shall be addressed with the captains at this time. The LJ and BJ shall be at their respective hashes with a ball from the team on their side of the field. For 2<sup>nd</sup> half, take captains out for options (can take out all 4 captains or just one).

### 2. KICKOFF (5-man):

- a. The Referee shall take a position near the hash mark opposite the press box. Depth will vary with the ability of the kickers. Check K's formation.
- b. The Line Judge shall assist in counting the kicking team.
- c. If a kickoff goes out of bounds and has been touched by the receivers, the covering official shall go to the spot, no need in using a bean bag.

### 3. SCRIMMAGE DOWN:

- a. The wings will give a hand signal for the closest wide-out near them OFF the LOS ONLY. DO NOT PUNCH ON THE LOS.
- b. The covering official on out of bounds plays will hold the out-of-bounds spot and continue to observe action from that vantage point. Wings must be aware to assist Umpires with ineligibles downfield.
- c. The chain clip shall be placed in the middle of the yard line closest to the back stake.
- d. **6-man: New: Deep judges, start on sideline for scrimmage plays. Distance yourself 20 yards downfield from LJ & L**

### 4. Types of formations will determine how the referee will give the ready-for-play and take his position to cover the play.

- a) If the offense has a normal huddle the referee should always be near the line of scrimmage to help with ball exchanges. Be sure your Back Judge and Timer can see you give the ready signal and always face the line of scrimmage.
- b) If the offense is a no-huddle set, the Referee may drop back 10-15 yards to give the ready signal. (when needed). Always face the line of scrimmage.

### 5. SHORT FREE KICK MECHANICS (5-man):

- Kick comes to BJ/L side of the field, focus on touching of the ball by R players and First Touching by K players. LJ/U key on blocking by K players and the ball traveling 10 yards.
- Kick comes to LJ/U side of the field, focus on touching of the ball by R players and First Touching by K players. BJ/L key on blocking by K players and the ball traveling 10 yards.

#### **For an unexpected Short Free Kick:**

- BJ-Team K's Free Kick Line — LJ- Team R's Free Kick Line, others in **normal** free kick positions.
- Kick comes to BJ side of the field, BJ takes touching of the ball by R players and First Touching by K players. LJ keys on blocking by K players and on the ball traveling 10 yards.
- Kick comes to LJ side of the field, LJ takes touching of the ball by R players and First Touching by K players. BJ keys on blocking by K players and on the ball traveling 10 yards.

### 6. PUNT COVERAGE DOWN FIELD (5-man)

- a. The Back Judge will cover his 2/3 of the field favoring the Line Judge's side. If the Back Judge starts out behind the deepest receiver he must move forward to view the catch/no catch or muff.
- b. The Linesman will leave when he is sure ball will be kicked and cover his 1/3 of the field. One official has the ball the other is observing action in front of and around the receiver/runner.
- c. The Line Judge will not leave the line-of-scrimmage until the kick has crossed the line.

**6. PUNT COVERAGE DOWN FIELD (5-man)**

- a. The Back Judge will cover his 2/3 of the field favoring the Line Judge's side. If the Back Judge starts out behind the deepest receiver he must move forward to view the catch/no catch or muff.
- b. The Linesman will leave when he is sure ball will be kicked and cover his 1/3 of the field. One official has the ball the other is observing action in front of and around the receiver/runner.
- c. The Line Judge will not leave the line-of-scrimmage until the kick has crossed the line.
- d. If the punt is short, the Back Judge may get help from the Line Judge.

**7. TRY BY KICK OR FIELD GOAL ATTEMPT (5-Man):**

- a. Umpire goes back under the uprights with the Back Judge.
- b. Referee shall look into the holder's face, and be at least 10 yards wide and 3 yards deeper than kicker.

**8. Official's uniforms shall follow the WVSSAC Officials' Handbook regulations. Blue bean bags and if necessary white bean bags for a PSK spot or aiding the down-marker in 1<sup>st</sup> and goal situations. Predominately black shoes with black laces and some white accents. If an official wears a towel it must be black with the black pants. **NO SUNGLASSES ARE TO BE WORN (unless prescription).****

**9. TIMING INTERVALS AND INTERMISSION:**

- a. All intermissions are to be timed by the Back Judge (and perhaps the Referee).
- b. Put 3 minutes on the clock for the mandatory warm-up period after the halftime intermission expires.

**10. INITIAL COVERAGE OF ELIGIBLES:**

Follow the mechanics illustrated in the most recent Official's Manual.

**11. PSK shall not be used in overtime periods.**

There are to be no overtime periods for JV football. Middle School may play a maximum of 2 OT if coaches agree prior to the start of the game.

**12. 6-MAN MECHANICS:**

In 6-man, deep judges have outside eligibles. With trips, take two outside eligibles.

**Umpire shall raise his hand when the ball becomes dead following a scrimmage down (this helps the wings on making sure ball is secured).**

**If there is only one flag, that official shall give the preliminary signal and report foul to the referee. If there are two flags, referee will get call and give preliminary/s signals.**

**Misc.** Referees may operate either on the wide side of the formation or on the passing arm/kicking leg side for scrimmage downs (*other than kick tries*).

Be certain the chain crew has been properly instructed as to their duties and to stay alert and move out of the way when a play comes toward them.

**Reminders for 2021: Referee, give penalty options to the Head Coach.**

**Reminders for 2021: Referee, announce number of offender on penalty announcement. (Ex. "Holding, offense, #74")**

**Reminders for 2021: We will not be doing the 2+2 anymore (Incomplete pass followed by stopping the clock signal). Officials, when an incomplete pass is thrown, covering official give incomplete pass signal. Other officials glance at game clock to make sure it has stopped.**

**Larry McCloy**  
**WVSSAC**  
**Football Clinician**

# 2021 Football Bulletin

## WVSSAC Football Game Shortening Rule:

Re: NFHS Football Rule 3-1-2

Beginning with the start of the 4<sup>th</sup> period if a 35 point differential has been reached the clock operator will keep the game clock running except for the following situations:

- Clock stopped for an injured player
- A charged Team timeout is awarded
- There is a change of possession
- There is a score
- For a try after touchdown
- Any extended delay

When these instances occur the **Referee** will face the clock operator and give the Stop the Clock signal (**signal 3**).

When the clock is stopped for any of the above reasons the clock will start on the Ready-for-Play by the Referee. The **Referee** will face the clock operator and give the start the clock signal (**signal 2**).

The game clock will run during the following:

- Incomplete legal or illegal forward pass
- Runner goes out of bounds
- For Penalty Administration including delay of game fouls
- When a first down is gained with no change of team possession
- When there is a change of possession and the team that had possession at the beginning of the down has possession at the end of the down.

Game officials will use all normal mechanics within the Game Shortening Period. The remainder of the 4<sup>th</sup> period will be under this rule even if the differential is lessened.

**NFHS Rule 3-1-3** may still may be utilized. “A period or periods may be shortened in any emergency by agreement of the opposing coaches and the referee. By mutual agreement of the opposing coaches and the referee, any remaining period may be shortened at any time or the game terminated.”

## **ATTACHMENT A ARTIFICIAL LIMB POLICY**

Any school that has a student with an artificial limb who wishes to participate in athletics must do the following:

1. Obtain a statement from an orthopedic surgeon licensed to practice medicine in the state of West Virginia that student's participation in the particular sport(s) he desires to participate in is not likely to cause harm to the student with the artificial limb or the other participants in that sports through the use of such artificial limb.
2. Submit such statement and photograph of the artificial limb to the Executive Director of the West Virginia Secondary School Activities Commission before the student commences practice for or participates in said sport.
3. Obtain written permission from the West Virginia Secondary School Activities Commission to participate in such sport before commencing practice or participation.
4. Advise opponents and contest officials at least one week before each contest of such student's participation with such artificial limb.
5. Should the West Virginia Secondary School Activities Commission find that the use of such artificial limb is likely to cause harm to the student using the same or to other participants in the particular sport(s) for which participation is sought, the Commission may withhold such permission or make participation in any particular sport contingent upon the student's exercise of such safeguards as the Commission may prescribe. Any student, parent, principal, or school may appeal the Commission's ruling in this regard the same as any other adverse decision of the Executive Director.

## 127-4-3 Code for Interscholastic Athletics

3.7. *Statement of Policy.* Insofar as unsportsmanlike actions by students, school administrators, officials, coaches, faculty members, and spectators are concerned, the identical items under the Sportsmanship Rule along with the following guides will be referred to by the WVSSAC:

3.7.a. The school whose coach behaves in a manner likely to have adverse influence on the attitudes of students or spectators may be provided with the choice of taking disciplinary action against that coach or having the entire school disciplined by the WVSSAC.

3.7.b. Any student who in protest lays hands or attempts to lay hands upon an official may be declared ineligible by the principal or by the WVSSAC for up to one year. Any student who strikes an opponent, coach, or a spectator during or following an athletic event may be declared ineligible by the principal or the WVSSAC for a specified period of time up to one year, depending on the seriousness of the act.

3.7.c. Any coach, student, or bench personnel ejected by an official will be suspended for the remainder of the game, match, meet or contest. The coach, student, or bench personnel ejected by an official will also be suspended in additional contest(s): the suspension will be assessed based upon ten (10) percent of the allowed regular season contests or post season progression in a playoff tournament for each sport. Any tenth of a percentage from .1 to .4 will be a suspension equal to the whole number of the percent. Any tenth from .5 to .9 will be an additional contest added to the whole number. The suspension will include the number of indicated contests in that sport and at that level and all other sport contests in the interim at any level. A second ejection will result in the doubling of the suspension assessed for the first ejection. If an individual is ejected for a third time during the same sport season, the individual will be suspended from participating or coaching for 365 calendar days from the date of ejection. In accordance with rule 127-3-15.3, an individual ejected by an official may not appeal that ejection, or any subsequent suspension that is a consequence of the ejection by an official..

3.7.c.1. Any coach, player or bench personnel who has been ejected shall not be permitted to attend any contest(s) during said suspension. He/she shall not be affiliated with the team in any capacity. This would include but not be limited to transportation to or from the contest, meeting with the team before, during or after said contest. He/she is not permitted to be in sight or sound of said contest venue. Regular practice or team meetings not affiliated with a contest are permitted.

3.7.c.2. If suspensions are imposed to a student or bench personnel at the end of the sport season and no contest remains, the suspension is carried over to that particular sport until the next school year. In the case of a senior student, the penalty will continue to the next WVSSAC sponsored sport.

3.7.c.3. Any coach suspension that cannot be enforced during the sport season in which the ejection occurs will be enforced at the beginning of the next season of that same sport.

3.7.d. In case of spectators physically molesting an official, administrator, coach, or student, the school may be given one of two options: 1) file charges against the offender (s) or 2) accept discipline from the WVSSAC. Any person found guilty of W.Va. Code §61-2-15(a) Assault, Battery on Athletic Officials, while these individuals are working or as a result of working an athletic contest, shall be banned from all WVSSAC athletic events for a minimum of 365 days from the date of being found guilty. The school filing charges shall notify the WVSSAC of the incident and outcome of any legal action.

3.7.e. The school that does not lend complete cooperation in the host school's effort to promote the spirit of good sportsmanship may be disciplined by the WVSSAC.

3.7.f. A coach may be considered as committing unsportsmanlike conduct if they make degrading remarks about officials during or after a game either on the field of play, from the bench, or through any public news media, argues with officials, or goes through motions indicating dislike for a decision, protests the decision and actions of officials pertaining to the game during and after the contest, or detains the official on the field of play following a game to request a ruling or explanation of some phase of the game. If a coach feels he/she has a legitimate criticism of a penalty call or a request for a rule interpretation, such criticism or request should be made in the privacy of the coach's office or the official's quarters and should be made in a courteous manner.

3.7.g. A student or team attendant shall not leave the bench area, team box area, or their designated off-field area during a game or contest other than during that time permitted by game or contest rules. A coach shall not leave the bench area, team box area, or the designated off-field area during a game or contest other than during that time permitted by game or contest rules unless a student altercation is taking place and the official requests assistance. Violation of this rule shall cause the coach, student, or team attendant to be immediately ejected from the contest, team penalized according to game or contest rules and that coach, student, or team attendant will not be eligible to participate in the next contest as outlined in §127-4-2.3.

3.8. Procedure. Unsportsmanship action must be reported in detail to the WVSSAC. A copy of the complaint must also be filed with the principal of the school involved. Each principal involved shall report such information or answers to the report as they deem appropriate. Upon receipt of all reports, the Executive Director and/or the Board of Directors of the WVSSAC shall investigate and adjudicate such reports in accordance with the powers afforded in §127-1-8.6 and 8.7 and §127-1-12.2 and 12.3 of the Constitution. Penalties up to and including suspension of member schools may be made in accordance with §127-4.

3.9. The following defines the different types of disciplinary action which may be assessed for violation of any WVSSAC rule by a member school, administrator, coach, athlete or contest official:

3.9.a. *Warning.* A warning may be given by the Executive Director or Assistant Executive Director. It is official notice that an inexcusable, unethical, or unsportsmanship action has occurred, is a matter of record, and that such an occurrence must not be repeated.

3.9.b. *Probation.* Probation is a much more severe type of warning and may be expressed two ways: 1) a school, coach, student, or team attendant on probation is told that further violations will lead to a fine or suspension; and/or 2) a school on probation is on conditional WVSSAC membership but may engage in its regular schedule, sanctioned events, and all WVSSAC tournament play, providing a program is filed with the Executive Director of the WVSSAC indicating measures to be taken to alleviate this problem which caused the school to be placed on probation.

3.9.c. *Suspension.* A school/coach suspended from the WVSSAC may not meet in interscholastic competition of any kind with a WVSSAC member school or a school that is a member of another state associated with the National Federation of State High School Associations.

3.9.d. *Fine.* A fine may be levied by the Executive Director.

3.9.e. Each of these sanctions (Warning, Probation, suspension and Fine) may be imposed or levied separately, or in a combination of one or more sanctions.

3.10 *Appeals.* All cases involving disciplinary action against member schools, coaches, students, team attendants, or officials may be protested in accordance with §127-6. However, disciplinary action imposed by an official, including disciplinary action that is a consequence of a decision by an official, such as a suspension for an additional game or games as a consequence of an ejection, is governed by rule 127-3-15.3 and is not subject to appeal.

3.11 *Review of Ejections.* Disciplinary action imposed by a contest official, including disciplinary action that results in a suspension for an additional game or games as a consequence of an ejection, is not subject to appeal pursuant to Rule §127-6. However, if the individual ejected believes the ejection was improper, he/she may request a review of the ejection by his/her principal. If the principal believes there is merit in the requested review, the principal shall complete and submit the WVSSAC Ejection Review Form within 24 hours or the next business day of the ejection to the Executive Director of the WVSSAC. If a review is properly requested, the WVSSAC will review the officials' special report, the WVSSAC Ejection Review Form, and such other information as the WVSSAC deems appropriate. Upon review, the WVSSAC Executive Director or the designated Assistant Director will either sustain the ejection and any consequent suspension(s), or will determine the ejection was improper and void any consequent suspension(s). A decision by the WVSSAC upon reviewing an ejection is not subject to appeal pursuant to Rule §127-6.

**National Federation of State  
High School Associations**



**GUIDELINES ON HANDLING PRACTICES AND CONTESTS  
DURING LIGHTNING OR THUNDER DISTURBANCES**

These guidelines provide a default policy to those responsible or sharing duties for making decisions concerning the suspension and restarting of practices and contests based on the presence of lightning or thunder. The preferred sources from which to request such a policy for your facility would include your state high school activities association and the nearest office of the National Weather Service.

**PROACTIVE PLANNING**

1. Assign staff to monitor local weather conditions before and during practices and contests.
  2. Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:
    - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
  3. Develop criteria for suspension and resumption of play:
    - a. When thunder is heard or lightning is seen\*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
    - b. 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed\* prior to resuming play.
    - c. Any subsequent thunder or lightning\* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
    - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning\* should always take precedence over information from a mobile app or lightning-detection device.
- \* – At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.
4. Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
  5. Inform student-athletes and their parents of the lightning policy at start of the season.

Revised and Approved March 2018



## Microphone Instructions

### USE OF THE MICROPHONE

The Referee's use of a field microphone adds a positive dimension to communication when used properly. The microphone should be used to explain penalties and unusual situations. The Referee should have the option to use or not use a field microphone. The Referee should have control (on/off switch) of the microphone.

If used, the microphone should be tested prior to the start of the contest and the following guidelines should be followed.

#### **The Referee will:**

- I. Move to an open area on the field, face the press box, and stand still.
- II. Continue to use the appropriate signals. The Referee will give the preliminary signal without the microphone. After the penalty is accepted or declined, the Referee will give the final signal with the microphone.
- III. Do not turn on the microphone until any crew conference on a foul is concluded. The Referee will have all pertinent information before turning on microphone (e.g. whether or not the penalty will result in a first down).
- IV. Use normal voice quality when speaking with the microphone. Shouting is not necessary.
- V. Be aware that there often is a delay between speaking and hearing over the loud speakers.
- VI. Say "dead ball" rather than "Prior to the snap."
- VII. Do not announce the colors of the teams. Say "Offense" or "Defense".
- VIII. Speak in short phrases and pause briefly between phrases.
- IX. Announce the number of the player who committed the foul while referencing the team by position on the field (e.g. Offense/Defense, Kicking Team/Receiving Team). The Referee will use team names only for unusual situations

#### **Example of Proper Announcement:**

"Holding, Offense, Number 74. 10 Yard Penalty From The Spot Of The Foul, Replay 2<sup>nd</sup> Down"

Larry McCloy  
WVSSAC Football Clinician