



EFAF OFFICIATING COMMITTEE
OFFICIALS HANDBOOK 2006

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I PREFACE

Welcome to the fourth edition of the EFAF Officials' handbook. The handbook is intended to provide EFAF officials with a guide to the operation and policies of EFAF. It is intended to complement to the NCAA Football Rules and the EFAF mechanics manual. In the event of any conflict, the rulebook and mechanics manual take precedence over the handbook.

All information is believed to be correct at the time of going to press. Any changes or corrections will be notified to the members through the newsletter or in writing from the EFAF Director of Officiating. The Director of Officiating would be pleased to receive any notification on any errors in this handbook.

I hope that the Officials' handbook will become as much a part of your Game-day kit as the rulebook and mechanics manual. Please let me know if there are other things you would like to see in the handbook.

Perttu Hautala, EFAF Director of Officiating.

II POINTS OF EMPHASIS

These points have been derived from Dick Honig's observations on European officiating:

1. Holding

It is important that holding is called when the offending team gains a clear and unfair advantage. However, holding is too often called when it doesn't have a real effect on the play, with the result that games are unnecessarily interrupted and potentially spoilt for the players and spectators. The following is intended to provide guidelines as to when holding should be called:

- a) The holding must SUBSTANTIALLY IMPEDE an opponent from getting to the ball carrier. The word "substantially" is most important – if the opponent is only momentarily held then this should not be called unless he is pulled to the ground. Also, if the player who is held is not really trying to get to the ball carrier, for example when two players are "dancing", holding each other with neither really trying to break away – then it should be a no call.
- b) The holding must be at the POINT OF ATTACK. Holding on the right side when the run goes to left should not be called unless it is a blatant tackle.
- c) The holding should also be VISIBLY APPARENT – for example, a stretch of the shirt that is substantially impeding the player.

The important point is whether the holding produced any unfair ADVANTAGE – if the runner was stopped for a loss, or the quarterback was sacked anyway, and then you should probably not be calling a penalty.

2. Talking between teams

There is no place in sport for batting or verbally abusing an opponent and we, as officials must do what we have to do to stop it. However, we need to do this in a consistent way.

- a) Visible acts of taunting should be flagged immediately without warning. This would include, for example, standing over a tackled ball carrier and pointing or shouting at him, or gesturing at defenders while running in for a touchdown.
- b) Other verbal exchanges between opponents during the game should normally be flagged only after one or two warnings. Try to avoid interrupting the flow of the game, but warn the players involved or their field captains and/or speak to the coaches. If warning don't work, then and only then should we start to throw flags.

3. Negative comments from players or coaches

We must recognise that players and coaches sometimes get a little excited – football is an emotional as well as physical game. It is our job to get them under control without ourselves getting emotional.

- a) Players – provided that he is not being directly abusive to you, try to calm him down and deal with the problem. If he complains he is being held or fouled or whatever, say that you will watch but point out that it would be better if he just asked you to watch rather than get excited. As with talking between opponents, talk to the player, his captain, his coaches and save the flag as a last resort.
- b) Coaches – a slightly different approach may be needed. Firstly, whatever the coach does, YOU must remain calm. Never talk to the coach on the field of play – if he comes onto the field to talk to you, walk back to the sideline and he will follow you. When you go to talk to the coach, always make sure that another official accompanies you as a witness to what is said. Finally, it is normally a good idea to give the coach chance to “back off” before you throw a flag. If he has been on you and is starting to bother you then ask him to stop, or if he makes an abusive remark to you ask him to repeat it. A smart coach will realise that he is at the edge and back off but if he doesn't stop or if repeats his remark, and then flag him.

III MEMBERSHIP AND SCHEDULING

EFAF MEMBERSHIP

Every EFAF official has to meet the following requirements:

- a) be at least 21 years old
- b) have highest possible licence in the country he/she is assigned from
- c) has to be a member in good standing with his/hers home organisation
- d) be able to hold/follow a Pre-game in English
- e) have participated at least one of EFAF Officiating Clinics
- f) have attended EFAF Officiating Clinic at least every second year
- g) his/hers application has to be confirmed by his/hers federation

There are only full memberships available.

Registration of officials will be done every year in December for the coming season. Every qualified official will receive registration form from EFAF Officiating Committee. The form has to be sent to EFAF office after the form has been confirmed by officials' home federation. A copy of the registration form has to be sent to officials' home country's country contact.

APPOINTMENT OF OFFICIALS FOR INTERNATIONAL GAMES

The Review Committee will convey to the EFAF Director of Officiating all comments worthy of note for the purpose of assisting in the assignment of officials to international games. Responsible for assigning officials to international games is Assistant EFAF Director of Officiating, who is appointed this task by the Officiating Committee. He will notify the national representative in writing, of the games to which their nations' officials have been appointed. He will also inform the officials concerned with appointments to the game. The name and telephone/fax number, email address of the home team contact person will be provided along with the assignment.

If an official is assigned to officiate an EFAF game, this assignment shall take precedence over any other assignments. The Officials assigned must confirm their availability within 7 days. Failure to do so may result in the assignment being cancelled.

If an EFAF official is not able to officiate international games for extended period of time, he/she must inform both EFAF Officiating Committee and home country's country contact.

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In the event of officials being assigned to officiate at games or tournaments outside their home country, other than those officiated by EFAF, the EFAF Director of Officiating must be informed of the assignments in advance.

IV TRAVELLING TO GAMES

Travel arrangements

Before making any travel arrangements, every assigned official has to contact the home teams contact person to confirm to game date, venue and kick-off time. Remember to get approval from the home team, rather in writing, for your travel costs!

The home team will be responsible for the following:

- a) Return travel by the cheapest way, e.g. car or 2nd class rail if the journey is less than 4 hours each way, or Economy class air for longer journeys, plus all necessary transfers between airports or railway stations, accommodation and the game venue. The allowance for officials using their own cars is 0.36 € per km distance from hometown;
- b) Accommodation and meals during the officials' stay. Travel to and from international games should be arranged in a such way that the officials need not spend no more than one night in the country of the game;
- c) Additional out-of-pocket expenses, such as car parking;

The officials' daily allowance is 60 € for the whole stay in the country of the game.

Officials should provide such relevant receipts or invoices as required by the home club, must complete and return an EFAF expenses form. This should be given to the Referee for submission with the game report.

All expenses must either be pre-paid, or paid to the officials' before the game. If the home team fails to pay the officials, then the Referee shall submit a Report Form and Match Expenses Form to the EFAF Director of Officiating, along with all necessary receipts and bills. The EFAF Director of Officiating will then contact the home team management and/or competition organisers to obtain the money owed. The home team will also be liable for an administrative fee of 40 €.

If the fees are not paid within 14 days, then the EFAF Director of Officiating will contact the home team's national association or federation for payment. EFAF Board of Directors will also be informed about this incident for possible disciplinary actions against the home team. EFAF will not provide any further officials for games in that country until the bill has been paid.

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The official shall be responsible for the following:

- a) Any additional travel costs, accommodation or meals required as a result of choosing to stay longer than one night in the country of the game, or as a result of any additional person(s) accompanying the official:
- b) Insurance. Some national associations have insurance policies that may provide some cover, but officials are advised to check such details before travelling. The EFAF accepts no responsibility for any loss of possessions or earnings, or for any personal injury incurred whilst travelling to or from the game, or during the game.

All officials travelling costs should be forwarded to the Referee and the home team at least 14 days prior to the date of the game.

Before travelling to the game

When you are assigned to an international game, you will need to study the rulebook and the mechanics for the position you will be working. You also shall be in the best physical condition as possible – never accept an assignment if you are not physically able to officiate the game. If you are not properly pre-pared for an international game, then you not only let yourself down, you let down the rest of the crew and your national association.

Officials should contact the Referee of the game in advance in order to confirm the crew's meeting place (e.g. stadium, hotel) and time (at least 3 hours before kick off, or previous evening if staying overnight). Officials should also inform the Referee of any problems they might have either with the rules, mechanics or with the English language as this can affect the pre-game conference.

To avoid problems caused by travel delays, officials travelling by car or train should be in the town where the game is played three hours before kick-off. Officials travelling by air or sea should be there at least six hours in advance. Any exceptions should be agreed in advance with the referee.

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V UNIFORM AND EQUIPMENT

Before travelling, be sure that you have all of the necessary kit, and that it is clean and tidy:

Shirts	with EFAF badge (right sleeve 7,5 cm down from shoulder) EFL badge on the pocket
Knickers	
Under garments	if necessary, remember everything visible Black
NCAA hose	one piece hose
Hats	sized, not adjustable
Belt	black
Chain clip	
Whistles and lanyards	black, white
Flags	
Bean bags	white
Down indicators	black
Information cards	
Pencils	
Watches	
Ball pressure gauge	
Rulebook	
Mechanics manual	
Game Forms	Referee only

NOTE : Remember that only standard NCAA officiating equipment shall be worn in EFAF games. This excludes coloured lanyards, bean bags, sweat bands, etc.

VI GAME-DAY ADMINISTRATION

Before the game

- T-3 HOURS** You should arrive at the game dressed smartly – jacket, collar and tie, no jeans or training shoes. You should all times, on and off the field, look professional and act in a professional manner. Take the opportunity to check the field for any obvious problems and make sure the game management is aware of them.
- T-2 ½ HOURS** It's essential that all of the crew participate in a pre-game discussion to clarify their positions and responsibilities before, during and after the game. As a member of the EFAF officiating staff, it's YOUR responsibility to ensure that a full pre-game discussion is held and to participate fully in it and if possible offer points for discussion.
- T-1 HOUR** The Referee and Umpire should visit the coaches. Meanwhile, make sure that you have the game balls, team rosters and that you have been paid. Check the field if you have not done so already.
- T-20 MINS** Following a final equipment check, the crew should go to the field together. Then split up to perform your pre-game duties.
- T-3 MINS** Coin toss. (Check for National Anthems etc.)

Minimum standards for game-day administration

These are the **minimum** standards that should be tolerated – you should normally expect standards to exceed these by a considerable margin. Report to the game management and EFAF anything you aren't satisfied with.

- Facilities** Separate changing room for officials, sufficient for 6 officials and available 90 minutes before kick-off.
- Field Markings** 10-yard lines, hash marks, coaching box/team area, PAT marks, end zones shall be 10 yards deep.
- Equipment** Goalposts on end line and padded
Down marker and chain set
3 people for chains, 20 min. before kick-off

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2 ball-persons, 20 min. before kick-off
Teams to wear different coloured shirts – away team changes if necessary
Balls, pump and pressure gauge, 1 hour before to kick-off
Medical facilities (see minimum requirements)

After the game

Leave the field as soon as your presence is no longer required. Don't forget to complete all of the game report forms and ask for videos of the game for EFAF Officiating Committee. The Referee must also phone, email or fax the result of the game to the Assistant EFAF Director of Officiating within two hours of the end of the game. The Referee should ensure that the following forms are posted to EFAF within two days of the game. Game report, incident report form if necessary, officials' expense form and team roster forms.

Forms shall be sent to: Peter Springwald
PO Box 101613
D- 45616 Recklinghausen
Germany

Incident form should also be sent to:

Joan Travesset
V. Ryttmästaregatan 22D
S- 217 49 Malmö
Sweden

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VII CONDUCT OF MEMBERSHIP

American football is an aggressive, rugged, contact sport in which only the highest of standards of sportsmanship and conduct are expected of anybody associated with the game. The main duty of American football officials is to act as impartial judges during games. This duty carries with an obligation to perform throughout the game with accuracy, objectivity, integrity and dignity. To be able to carry out this difficult task, an official must be fully prepared, mentally and physically for every assignment.

The purpose of the Code of Ethics is to provide members of the EFAF officiating staff with a meaningful set of guidelines for professional conduct, and with an agreed standard of performance. The Code is based upon that of the National Association of Sports Officials (NASO) of the USA.

- 1§ Officials must be free of obligation to any interest other than the impartial and fair judging of games. Game decisions that are slanted by personal bias are dishonest and unacceptable.
- 2§ Officials recognize that anything that may lead to a conflict of interest, either real or apparent, must be avoided. Gifts, favours, special treatment, privilege or a personal relationship with a team that can compromise the perceived impartiality of officiating must be avoided.
- 3§ Officials have an obligation to treat other officials with professional dignity and courtesy and recognise that it is inappropriate to criticise other officials publicly.
- 4§ Officials have a responsibility to continuously seek self improvement through study the game, rules, mechanics and techniques of game management. They have a responsibility to accurately represent their qualifications and abilities when requesting or accepting official assignments.
- 5§ Officials shall protect the public (fans, administrators, coaches, players, et al) from inappropriate conduct and shall attempt to eliminate from the officiating avocation all practices, which bring discredit to it.
- 6§ Officials shall not be part of actions designed to unfairly limit or restrain access to officiating, officiating assignments or association membership. This includes selection for positions of leadership based upon economic factors, race, creed, colour, age, sex, physical handicap, country or national origin.

Any member who intentionally breaks the rules or regulations laid down by EFAF, or is otherwise guilty of unethical or dishonest behaviour may be subject to disciplinary action by EFAF, according to EFAF disciplinary rules.

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VIII EFAF OFFICIATING ADMINISTRATION

EFAF Director of Officiating	Perttu Hautala	(FIN)
EFAF Deputy Directors of Officiating	Peter Springwald Thomas Hofbauer	(GER) (AUT)
Rules & Mechanics Committee	Jim Briggs	(GB)
Review Committee	Ari Ollila	(FIN)
Newsletter editor	Frank Kristensen	(DK)

Other Committees will be pointed out when necessary.

IX PRE-GAME CONFERENCE

This is particularly important for international games, as rules and mechanics vary from country to country. The pre-game conference is the time to ensure that the whole crew knows their responsibilities and areas of coverage. To avoid confusion it is recommended that you use the mechanics given in the EFAF Mechanics Manuals without alteration.

Please inform the Referee if you have problems with the English Language as this can affect the pre-game conference and the performance of the officials on field.

The following is a guide to the subjects that you should cover in the pre-game conference:

Points of emphasis:

Teams/players - Unusual plays - Field - Weather (hot/cold/wet/windy) - Policy on calling fouls - Unsportsmanlike conduct

Fundamentals:

Marking spots - Signals - Whistles - Verbal communication - "Clean-up" coverage in other official's area - Ball handling

Pre-game duties

Synchronise watches - Officials' positions and switches in case of injury - Coaches' certification, roster forms etc. - Game balls - Medical facilities - Ball persons -Chain crew - Announcer - Clock operator - Field - Players' equipment

Coin toss

First half procedure - Second half options

Free kicks

Positions and coverage areas - Instructions to teams - Restraining lines - Count players - Ready signals - Starting clock - Momentum into the end zone -Touchback - Sideline coverage - Untouched kick out of bounds - Kick out of bounds in flight - Blocking restrictions - Kick catch interference - Fair catch -Hand-off during run-back - Onside kicks - Kicks after a safety

Scrimmage downs

Positions - Down and distance - Clock status - Substitutions - Counting players -Signals - Offensive line requirements - Eligibility of receivers - Keys - Shifts and motion - Legality of snap : False starts - Offside (live/dead ball)

Running plays

Coverage of QB – Handoff/pitch - Coverage of runner - Coverage of blockers -Changes of responsibility - Sweep plays - Coverage of pitch man on option plays -Forward progress - Out of bounds - Clean-up coverage behind runner - Short yardage - Goal line - Fumbles

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Passing plays

Coverage of passer - Coverage of blockers - Cover of scrambling QB - Passer behind/in/beyond neutral zone - Pass forward/backward - Pass crosses/does not cross neutral zone - Ineligibles downfield - Screen/shovel passes - Roughing passer - Intentional grounding - Coverage of receivers - Short/long passes Complete/incomplete - Sidelines - Forward progress - Pass interference by offence/defence - Interceptions

Punts

Positions - Coverage of kicker - Snap over kicker's head - Kicker's knee down fielding snap - Kicker scrambling with ball - Roughing/running into kicker - Blocking/touching of kick - Kick crosses/does not cross neutral zone - Kick catch interference - Fair catch - Kick out of bounds in flight - Illegal touching - PSK spot . - Coverage of run-back - Fakes

Field goal attempts and tries

Positions - Coverage of kicker and holder - Snap over kicker's head Roughing/running into kicker or holder - Blocking/touching of kick - Kick crosses/does not cross neutral zone - Coverage of goal posts - Signals - Defence gets possession - Whistles - Fakes

Between downs

Ball relays - Sidelines and coaches - Injured players - Timeouts - Inadvertent whistles

Timing

Game clock - 25-second clock - Timeouts - 2-minute warnings - Time between periods, including half time - Stadium clocks

Measurements

Stopping clock for possible measurement - Positions and responsibilities - Marking the spot - DON'T MOVE THE BALL

Fouls

What did you see? - Did foul affect play or endanger player safety? - Was it too obvious to ignore? - Flag on yard line - Continue to officiate - Coverage of dead ball spot and flag - Whistle - Who, what, where, when - Options - Signals - Responsibilities during enforcement - Reporting fouls to coaches - Fouls on scoring plays - Halt'-distance penalties - Dead-ball fouls - Ejection's - Penalty card - Game form report

X EFAF MINIMUM GAME REQUIREMENTS

Minimum game requirements for all games involving international clubs or representative teams.

Game Balls: Only approved game balls to be used. a minimum of 3 game balls, pump, pressure gauge and towels to be provided to the game officials at least 60 minutes before kick off, in wet weather, please have as many game balls as possible.

Field Markings: Full NCAA marking preferred. End zones must be 10yds deep. If the field must be shortened then adjust field from the middle. Posts must be on the end line and padded.

Equipment and personal: Down marker and chain set (10yd only) to be of good standard. (Home team to supply 3 persons 14 years or older at least 20 minutes before the kick off)

Ball persons: Home team to supply 2 persons 14 years or older at least 20 minutes before the kick off.

Teams to wear completely contrasting coloured shirts (Visiting team changes if necessary).

Teams and game officials: are to have separate changing rooms, game officials changing room to be adequate in size for the number of officials assigned to the game.

Game management to assist game officials at the game (hazards on field etc.).

Medical facilities to meet minimum requirements and reported to the head referee at least 30 minutes before kick off,

- a) A qualified medical practitioner must be present at the game at all times.
- b) An ambulance crew must not be the sole medical personnel present, if the ambulance should leave it should be replaced within the shortest time possible.
- c) A first aid kit including a suitable (preferably inflatable) set of limb splints must be available.
- d) A Medical Doctor or an equivalent ambulance crew has to be present at the duration of the whole game.
- e) If the above requirements are not reached then the game will be suspended.

Head Coaches report form: Every club has to send the Head Coaches report form with the 45-men roster to the EFAF Tournament Director within 24 hours of the game.

Videos: The home team is to send a game video to the EFAF Director of Officiating within 7 days of the game; this video is for assessment of the officials only.

A fine of Euro 150,00 per event – for each further the fine will be doubled - be imposed by the EFAF to enforce this procedure – one Head Coaches report form and one Video per game.

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Guidelines for Video/camera persons

- No Cheerleader shots.
- Camera not too far away that the officials cannot be recognised.
- Keep the tape running throughout all the game even on penalty administration.

The Referee will report all breaches of the above requirements to the EFAF Director of Officiating who will then notify the appropriate league/country.

Expenses-travel and accommodation

Prepaid travel, accommodation and breakfast. National federation/association/league to pay in case of default.

Per-diem to be paid to all game officials' working the game (not chain crew/ball persons) per-event Euro 60,00.

Assignments

All games between teams from different countries will only use EFAF Game Officials.

XI GAME REGULATIONS

Financial Provisions

The organising/home team or party shall bear the expenses of travelling, board and lodging of the game officials. The game officials shall also be paid a allowance per event of Euro 60,00 for the period spent away from home. The travelling expenses and an allowance of maximum two days shall be paid/re-imbursed at the latest before the game officials depart from the game. The assignment of game officials shall be done to limit the travelling expenses as much as possible and they shall be provided twin bedded rooms in a suitable Hotel. The assignment of game officials will be the sole responsibility of the EFAF Officiating department.

Eligibility of Players

Deadline 30 days prior the first game, but at least till March 31st in the tournament-year, a **60** - man roster is to be presented to EFAF. The only method of communication for the submission of rosters is via e-mail an all rosters must conform to the EFAF standard to include seven columns to include players numbers ascending in order from 1 to 99, name – Last name First name, Nationality, Position, Height, Weight, and Previous program as per EFAF roster attached in the regulations. 14 days before the first game in the tournament, the club has to deliver the 60 – man roster with valid and season lasting jersey numbers. The numbers have to be the same on home and away shirts. A maximum of four players is allowed to change numbers in urgent and understandable cases from game to game.

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All rosters will be posted on the EFAF Website for public scrutiny. The roster shall include name, date of birth, and a written confirmation from the respective national federation that the players listed have the necessary license to play for that team.

Deadline two - hours prior to the game to be communicated before the game by handing over 5 printed valid game day rosters and starters line up list to the EFAF Game Observer.

- 1) An EFAF game day roster is submitted and limited to 45 players with a maximum of 3 Americans as defined USA, Canadian, Mexican or Japanese passport holders. These three players may all be on the field at the same time.
- 2) Both teams must submit eleven starters for offence and eleven starters for defence on EFAF starting line-up list.

Each team shall on game day indicate, on the Head coaches report form, the names of players and their staff. The EFAF Game Observer will request presentation of a passport or Government accepted identity card of each player 75 minutes prior to kick off for the away and 60 minutes for the home team. In the case of no EFAF Observer being present the head game official will carry the above identity check.

Identity documents must be a passport or a government accepted document, which includes photograph, date of birth and nationality. The teams have also to present documents that confirm each player's registration and license with their national federation/association (Players without Identity documents will NOT play – driver licence is no valid ID-document).

Only those players who are eligible to play for their team and registered as a licensed player in the team are eligible. A player registered for the teams' 60-man roster will lose his eligibility for the Eurobowl tournament in the year of that competition, if transferring or playing for any other team under the EFAF member federations after the march 31st roster-deadline. Exceptions to the above provisions may be granted if a former team player has been playing for another team in other competitions than an EFAF competition and is registered and licensed in his original team who is competing in the tournament. Application for an exception in the above-mentioned case shall be forwarded to the EFAF office at the latest one month before the game. The decision made by EFAF is final and no appeals may be lodged against such decision.

Violation of this regulation can lead to the teams or players disqualification and/or of a fine of no more than Euro 2.500,00

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Laws of the Game

The games shall be played in conformity with the NCAA rules of the year prior the tournament with the following specified exceptions:

The game time is 48 minutes divided into 4 x 12 minute quarters.

No game can end with a tied score (NCAA Tie-breaker) with the exception in a home and away format a game can end in a tie.

Player Ejection: Any player ejected from the game will not be eligible to play in their team's next game in this competition.

The official method of communication for all EFAF Competitions is via e-mail or fax. All teams must have access to e-mail service or they will be determined ineligible for competition.

The official language for all EFAF competitions is English as per EFAF Statutes Article 19.

Uniforms and Colours of the Team

- a) Team players uniform have to be identical, same coloured and in good condition including helmet, jersey, trousers and socks. Failure: Fine of not more than € 2.500,00. Players who don't fulfill these above mentioned rules are not allowed to play according to the game rules.
- b) Teams' are obliged to have two complete sets of player jerseys. Its' home colour and white jersey/ Alternative light- coloured jersey for the away games.
- c) Advertisement on the game uniforms is permitted, (further information in § 19).

Arena and Field

The EFAF BoD may refuse to permit games to be played in arenas, which do not measure up to international standards, by which it means that the ground must be in good condition as to both the playing surface and the facilities. The stadium must conform to the security prescriptions of the competent civil authorities. The teams taking part in the EFAF club competitions must ensure that the stadium they use undergoes a periodic safety check. The games can be played in daytime or evening but then, only on grounds equipped with appropriate floodlights.

In order to guarantee the safety of the players and the game officials, the hosting team shall provide for an access to the field ensuring safe entry and exit
An adequate number of ground staff and security personnel shall be present in order to ensure the regular course of the game. No spectators are permitted in the area between the stands and the sidelines.

The official representatives of the EFAF and at least four representatives of the visiting team and its national federation shall be seated in the best category seats. An adequate number of complimentary and paying tickets, to be fixed by mutual agreement, shall be

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reserved for the visiting team. An adequate number of seats shall be put at the disposal of the local and foreign representatives of press, radio and television. Please also see the EFAF minimum game requirements

Unfitness of Grounds

If the national federation/ host team concerned considers the ground unfit for play, they are responsible to have the ground inspected by an EFAF game official, if the ground is deemed unfit the host team shall inform the visiting team and game officials prior to their departure, otherwise the home team shall be responsible for their travelling, accommodation and subsistence expenses. If any doubt arises as to the fitness of the ground after the visiting team's departure from home, the head game official shall determine at the ground itself whether or not it is fit for play.

If the ground is subsequently deemed unfit all attempts should be made to secure an alternative suitable venue or the game shall be played on the following day unless reasons beyond control impede such a game-taking place. If the game cannot take place, the travelling, accommodation and subsistence expenses of the visiting team, as well as the costs of the organiser, shall be divided between the two teams in equal parts.

In the event that the game does not take place it shall be rescheduled in accordance with the tournament schedule or the result shall be decided by the flip of a coin. The same provisions apply if a game is abandoned for the same reasons.

The head game official can abandon a game before the expiration of the statutory playing time or during overtime because of reasons of Force Majeure. His decision is final and the game will end with the existing score of points.

Game Officials

The Chairman of the EFAF Officiating Committee shall designate the head game official.

Only officials whose names are included in the EFAF official's list shall be appointed. Additionally, two or three officials (EFAF Director of Officiating decides) from each country shall be appointed. One shall be appointed as a substitute Head game official.

All game officials shall arrive at the venue: home team residents: 3 hours prior kick-off – foreign officials 6 hours prior kick-off.

If the game officials have not arrived in good time before the kick-off of the game, the substitute(s) shall take charge of the game. Games played under these circumstances shall be valid, and no protests shall be accepted.

If the head game official, before or during a game, becomes unfit and is unable to continue to officiate, he shall be replaced by the substitute.

The EFAF Official's game report form shall be signed before the game by the Head Coach and the game management in charge of the teams. After the game the head game official

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shall complete the official game report form, sign it and forward it to EFAF Director of Officiating within 24 hours after the game.

The report shall include as much information as possible about all occurrences before, during, and after the game, such as:

- a) Misconduct of players, leading to reprimands or expulsion.
- b) Unsportsmanlike behaviour of officials, members, supporters, and of any person fulfilling a duty on behalf of a team.
- c) Any other noticed incidents.

Protests and Appeals

No protest against decisions regarding entries, venues, kick-off time, scheduling of the games and its provisions concerning the eligibility of the players shall be considered.

No protests may be lodged against decisions on matter of fact rules by the on the field of play.

Protests on the game day concerning matters other than those above shall be preceded by a written declaration presented to the head game official. Such protests shall also be forwarded to the EFAF office in writing within 24 hours from the end of the game.

A protest fee of Euro 500,00 shall be sent to an EFAF account within five days of the game and shall be refunded if the protest is approved. Protests and protest fees that are not lodged within the time limits shall not be considered. In case of a protest, all the documents submitted to EFAF shall be presented to the other party (or parties).

An appeal shall be forwarded to EFAF in writing within one week after the decisions. Appeals not lodged within the time limit shall not be considered. An appeal fee is Euro 1.000,00 and shall be refunded if the protest is approved.

No appeals shall be made against the following sanctions:

- a) Reprimand and fine of not more than EURO 500,00
- b) Suspension/expulsion of not more than two games

The guilty party shall pay the expenses arising to EFAF from protest or an appeal, respectively, either in whole or in part.

National federations/association, teams, clubs or members of clubs may not bring before a court of justice disputes with EFAF, regarding the EFAF Rules & Regulations.

All EFAF Appeal- and Protest Regulations are in effect.

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XII OFFICIALS GUIDELINES

EFAF officials must follow the guidelines as listed below:

1. Officials will notify team contact person of travelling expenses at least two week before game-day, travel **expenses to be kept to a minimum**
2. Dress code to and from all games will be jacket, collar and tie and trousers. (No jeans or trainers). Female officials shall dress in the spirit of this rule
3. Officials will NOT consume alcohol prior to the game on game-day.
4. Officials shall be at the game site at least two hours prior to kick off.
5. Officials will partake in an officials' pre-game conference.
6. Officials' equipment including shoes shall be clean and tidy and only NCAA equipment shall be used.
7. All EFAF minimum requirements are to be checked.
8. Referees shall report all incorrect/lack of field markings.
9. Referees shall report any game that does not kick-off on time.
10. Referees will make all announcements in English only.
11. Referees must give as much information as possible on the game form (or separate letter) on the crews' performance, just saying "no problems" or "good game" is not sufficient.
12. All officials will act in accordance with the EFAF/CCA mechanics. Any official ignoring or altering these mechanics should be reported to the EFAF Director of Officiating.
13. All officials shall confirm game assignments within 7 days of the same being sent out by EFAF.
14. Tips to remember: Always listen --- never argue, Be aware of your body language --- it says more than you think, Always hustle, Be in position (this is a result of hustle) by reading the play --- now make the call, Blow the whistle only when YOU see the football, Be a great dead ball official, Be consistent.

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Officials' Responsibilities

1. All officials are responsible for any decision involving the application of a rule, its interpretation or enforcement.
2. If an official errs in his interpretation of a rule, the other officials must check him before play is resumed, otherwise they are equally responsible.
3. In the event of disagreement, the crew should draw aside for a conference (Referee's time-out). Players are not permitted in this meeting.
4. In the event of a crew conference a majority opinion prevails and the referee's decision on any moot point in rules are to be made on such basis. Any dissenting opinion is to be reported to the supervisor of officials.
5. All officials have concurrent jurisdiction over any rule and there is no fixed territorial division in this respect. When an official signals a foul, he must report it to the referee, informing him of its nature, position of ball at time of foul, offender, the penalty and spot of enforcement.
6. Each official is to record every foul he signals.
7. All members of a crew are equally responsible for any errors in officiating mechanics as prescribed by the manual, and are required to call attention of this fact to an official who has been remiss.
8. Twenty minutes prior to game time, entire crew is to appear on field and proceed with their respective duties.
9. Not more than three minutes before kick-off, the referee in the presence of both captains, shall toss a coin at the centre of the field.
10. During any running play(including runbacks) or a loose ball, the nearest official is to cover and remain with ball or runner, unless outdistanced, until end of down In such case, any nearest official is to cover.
11. When a ball is dead inbounds near a sideline during time in, official covering is to use wind the clock signal to indicate this fact.
12. Any official not involved in the enforcement is to see that all players, other than captains remain aside during any conference.
13. All officials shall record all charged time-outs during game, winner of toss, unsportsmanlike conduct, sideline warnings, position of the ball at the end of the quarter and the score.

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Check ups, Referee

Kick Off	Before Snap	Running Play	Passing Play	Punt	Fieldgoal-Try
Clocks	Clock, down and distance	watch QB	watch QB	Count Offense	Count Offense
Line up on Goalline	Count Offense	holding	tackles	45° behind Kicker	45° behind Kicker
Count Receiver	Ill. Equipment	Offense Ends	backward pass	Watch Fake	Watch Fake
Check LM, LJ	Check Downbox	Chop Block	Fumble	blocked punt	blocked punt
Check U	Number of QB and Backs	backward pass	holding	Running into / roughing	Running into / roughing
25-seconds	Position (45°) on passing arm side	Fumble	forward pass or fumble	receiver blocked into kicker	receiver blocked into kicker
if inside 2 min. wind clock	Check Clock with BJ	Clean Up	Chop Block	low blocks	
Kick Off out of bounds	Ready for Play	Dead Ball	Int. Grounding	Clipping	
Block in the back, low blocks, clipping	More than 11 in huddle	enforcement behind LOS	Clean Up	Tripping	
Team B Muff	substitution on offense		Late Hits	PSKE	
touched ball in B's Endzone	Offense calling TO		enforcement behind LOS		
remember Of-Def for holding, block in the back	25-seconds				
Forward Handoff	QB, Backs				
Fumble, backward pass	movements of back				
Late Hits	False Start				
Dead Ball	backward pass – fumble				

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Check ups, Umpire

Kick Off	Before Snap	Running Play	Passing Play	Punt	Fieldgoal-Try
position behind the ball	Clock, Down and Distance	Center and Guards	Center and Guards	Count Offense	Count Offense
kicking team between 9 yards	Count Offense	Point of Attack	Directly to LOS	Ex. To Numbering	move to LOS until Kick
count kicking team	Numbering of Offense	Pivot to P.O.A.	Touching in LOS	Snapper	Ex. To Numbering
Check BJ, FJ, SJ	ill. Equipment	Clipping	Pivot on Pass	Fake	Snapper
signal to Referee	Communication	Holding	Screenpass	move to LOS until Kick	Fake
ball falls from tee	False Start	Chop Block	Inel. Downfield	Holding	Pull & Shoot
4 player each side	Signals by the Defense		Holding	Low Blocks, Blocks in the Backs	Blocked Kick
Watch Onside Kick	Legal Snap		Chop Block		Watch Fumble
Blocking by Kicking Team	Center and Guards		Short Passes: complete/incom.		Low Blocks, Blocks in the Backs
Low Blocks, Blocks in the Backs	Go to LOS		Illegals Blocks		Tripping
Batting the ball	Chop Block		Late Hits		Beachte Pass
Fumble	inel. Downfield				
lead blocker					
Late Hits					
Dead Ball					

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Check ups, Linesman

Kick Off	Before Snap	Running Play	Passing Play	Punt	Fieldgoal-Try
Position on pylon	Clock, Down and Distance	Snap-Tackle-Back	Formation	Formation	Formation
Cleanup sideline	Substitution	Lead Blocker	Covered TE	Stay at LOS until Kick	Stay at LOS until Kick
Count Receiver	Downbox, Chain	Number Ballcarrier	Key	blocked Kick	Goalline
Pylon / Gollaine	Player inside numbers	Forward Progress	Tackle	Running into / roughing	Offense Ends
Wind Clock inside 2 Minutes	Formation	Behind Ballcarrier	Backward or forward Pass	Fumble Rule	blocked Kick
A Player out of bounds	Keys	Fumble	Pass to sideline	Team A Player out of bounds	Running into / roughing
Fair Catch	Motion	Backward Pass	Short Passes	Low blocks, block in the back	Receiver blocked into Kicker
Block in the Back, low blocks	False Start, Encroachment	Crackback	Illegal Pass		Fumble Rule
Kick out of bounds	NZI, Delay by Defense	stay home	Interference		Team A Player out of bounds
Fumble, backward pass	Offside Defense	Cleanup wide side	Forward Progress		
Forward Progress	Snap-Tackle-Back	see leather			
Forward handoff					
Muff, Fumble					
Cleanup wide side					
Dead Ball					
Clock					

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Check ups, Line Judge

Kick Off	Before Snap	Running Play	Passing Play	Punt	Fieldgoal-Try
Position on pylon	Clock, Down and Distance	Snap-Tackle-Back	Formation	Formation	Formation
Cleanup sideline	Substitution	Lead Blocker	Covered TE	Stay at LOS until Kick	Stay at LOS until Kick
Count Receiver	Downbox, Chain	Number Ballcarrier	Key	blocked Kick	Goalline
Pylon / Gollaine	Player inside numbers	Forward Progress	Tackle	Running into / roughing	Offense Ends
Wind Clock inside 2 Minutes	Formation	Behind Ballcarrier	Backward or forward Pass	Fumble Rule	blocked Kick
A Player out of bounds	Keys	Fumble	Pass to sideline	Team A Player out of bounds	Running into / roughing
Fair Catch	Motion	Backward Pass	Short Passes	Low blocks, block in the back	Receiver blocked into Kicker
Block in the Back, low blocks	False Start, Encroachment	Crackback	Illegal Pass		Fumble Rule
Kick out of bounds	NZI, Delay by Defense	stay home	Interference		Team A Player out of bounds
Fumble, backward pass	Offside Defense	Cleanup wide side	Forward Progress		
Forward Progress	Snap-Tackle-Back	see leather			
Forward handoff					
Muff, Fumble					
Cleanup wide side					
Dead Ball					
Clock					

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Check ups, Back Judge

Kick Off	Before Snap	Running Play	Passing Play	Punt	Fieldgoal-Try
Restr.-Line Kicker	Clock, Down and Distance	Move backwards with Snap	Keys	Count Defense	Count Defense
Clear Sideline	Check Position to Goalline	Blocking by TE	Zone	Behind deepest Receiver	Goal
Count Kicker	10 yards for crackback	Stay ahead of Receiver	Interference	Substitution Offense (fast Snap)	Post and Crossbar
Onside Kick	Count Defense	Stay ahead of Carrier	Personal Foul if uncatchable	Block in the Back	Scrimmage Kick
Encroachment Kicker	Formation	Lead Blocker	Holding	Kick-Interference	Fake
Wind if inside 2 Minutes	Keys	Chopblock	Lead Blocker	PSKE	Pass
Start Clock	Number of TE, DE	Crackback		Clock	Keys
Block Team A	Substitution Defense	Goalline			
Touching by Team B	Substitution Offense (fast Snap)				
Move downfield until return	Check Clock with R				
Block in the Back, Low Blocks, Clipping	Interference				
Clean Up	Holding				
Lead Blocker					
Late Hits					
Dead Ball					
Clock					

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Check ups, Field Judge

Kick Off	Before Snap	Running Play	Passing Play	Punt	Fieldgoal-Try
Restr.-Line Receiver	Clock, Down and Distance	Move backwards with Snap	Keys	Count Defense	Count Defense
Clear Sideline	Check Position to Goalline	Blocking by TE	Zone	Beyond deepest receiver	Goal
Count Kicking Team	10 yards for crackback	Stay ahead of Receiver	Interference	Muff	Post
Onside Kick	Count Defense	Stay ahead of Carrier	Personal Foul if uncatchable	Beanbag	Scrimmage Kick
Offside Receiver	Formation	Lead Blocker	Holding	Fair Catch	Fake
Wind if inside 2 minutes	Keys	Chopblock	Lead Blocker	Kick-Interference	Pass
Kick out of bounds	Number of WR, CB	Crackback	Vorblocker	Kicker blocked into receiver	Keys
Block by Team A	Substitution Defense	Goalline	Clear Sideline	Forward Progress	
Touching by B	Substitution Offense (fast Snap)				
Block by outside A Player	Check Clock with R				
Illegal Touching	Interference				
Move downfield until return	Holding				
Block in the back, low block, clipping					
actions in front of carrier					
Cleanup wide side					
Late Hits					
Dead Ball					

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Check ups, Side Judge

Kick Off	Before Snap	Running Play	Passing Play	Punt	Fieldgoal-Try
Restr.-Line Receiver	Clock, Down and Distance	Move backwards with Snap	Keys	Count Defense	Count Defense
Clear Sideline	Check Position to Goalline	Blocking by TE	Zone	Beyond deepest receiver	Double-Umire if inside 5yards
Count Kicking Team	10 yards for crackback	Stay ahead of Receiver	Interference	Muff	Post
Onside Kick	Count Defense	Stay ahead of Carrier	Personal Foul if uncatchable	Beanbag	Scrimmage Kick
Offside Receiver	Formation	Lead Blocker	Holding	Fair Catch	Fake
Wind if inside 2 minutes	Keys	Chopblock	Lead Blocker	Kick-Interference	Pass
Kick out of bounds	Number of WR, CB	Crackback	Vorblocker	Kicker blocked into receiver	Keys
Block by Team A	Substitution Defense	Goalline	Clear Sideline	Forward Progress	
Touching by B	Substitution Offense (fast Snap)				
Block by outside A Player	Check Clock with R				
Illegal Touching	Interference				
Move downfield until return	Holding				
Block in the back, low block, clipping					
actions in front of carrier					
Cleanup wide side					
Late Hits					
Dead Ball					

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When in doubt:

Don't throw the flag!

Don't blow the whistle!

The catch, recovery or interception is not completed.

A ball has not been touched on a kick or forward pass.

A ball is accidentally kicked rather than intentionally kicked.

It is a forward pass rather than a backward pass when thrown in or behind the neutral zone.

The ball is passed and not fumbled during an attempted forward pass.

The clock shall be stopped for an injured player.

The ball is dead (runner held so that forward progress is stopped).

The ball is dead (runner loses possession as he contacts the ground).

It is a contact foul (interference with the opportunity to catch).

It is a touchback not a safety.

It is legal use of hands rather than holding or illegal use of hands.

A departing player has left the field prior to the snap.

Offensive players are legally on the line.

Offensive players are legally in the backfield.

It is a block at the side rather than at the back.

The passer has not intentionally grounded the ball.

The defensive back has legally initiated contact.

Defensive signals are legal.

Players are legally moving rather than in illegal motion.

The pass is backward rather than forward beyond the neutral zone or when there is no neutral zone.

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The ball is dead in the field rather than out of bounds.

As to disintegration of the clipping zone, assume it is intact.

A player has been forced out of bounds by an opponent.

It is a touchback rather than the ball belonging to Team B near the goal under original momentum rules.

As to "caught or trapped"; the pass is incomplete.

A ball has been muffed rather than caught.

A player has attempted to focus attention upon himself by a delayed, excessive or prolonged act.

Spotting the ball

On scrimmage downs, when the ball becomes dead between the hash marks, play is resumed at the dead-ball spot (unless the play was an incomplete legal forward pass; in that case, the ball is returned to the previous spot). If the ball becomes dead in a side zone, play is resumed at the nearest hash mark. Again the exception involves an incomplete forward pass.

After a touchdown, some umpires routinely place the ball in the centre of the field for the try. More often than not, that's exactly what team A wants. However, that is one of the situations in which team A's captain can ask for specific placement between the hashes.

In addition to the try, team A may designate the spot of the next snap for a kick off, for the free kick for the start of each series in overtime.

Once the ball is spotted in NCAA play, team A may have it relocated if they take a charged time-out.

Kick offs are not affected by the preceding restrictions. The ball may always be kicked anywhere between the hash marks regardless of which team may have fouled after the ready for play.

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Stay wide, stay wide, stay wide

For most plays, you can stay wide (outside the playing field) even as you mark forward progress.

There are some situations, however, for which you should close in after the action stops:

It is very close to a first down. (Tell the referee, "It's close! Look at it.")

There is a pile-up and scramble for a fumble.

The goal line is threatened and you are not sure where the ball is.

Staying wide makes sideline control very important.

Work with the head coach (or designated "get back" coach) to keep players and other coaches away from the sideline. Use statements like, "I need this area to work sideline plays. Help me keep the players back." It also helps to thank the coach for helping you.

Ten Commandments for Officiating in NFL

Thou Shalt:

1. Make SuperBowl Calls only, no Woolworth Calls
2. Always Read the Play, Now Make the Call
3. Always Rule a Pass Incomplete if there is ever a Question
4. Always be 1 of the 7 Line Judges on the field and be Responsible for the Timing of the Game
5. Always Know and Apply the Appropriate Officiating Keys
6. Always be Decisive when Making a Call
7. Blow the Whistle only when you see the Football
8. Be Precise in Verbal Communication on the field
9. Be Great Dead Ball Officials
10. Officiate every Game in Cruise Control

**Successful NFL Officiating Demands: Professionalism, Rules Knowledge,
Mechanics, Dedication & Preparation.**

Thou shalt apply the above to EFAF Officiating

XIII TIMING

Game clock:

- When we have an official (visible) game clock (run by local officials)
- They have to be in/at the locker room 30 minutes prior to kick off
- Back Judge will meet them
- Referee - notify Head Coach that we will have no 2-minute-warning
- Everybody has to remember that we have to be sharp or signs for the clock status

- **unfair game clock tactics** – The Referee will start the clock on the snap if the foul is by the team ahead in score when it happens inside two minutes of either half.

- **Backjudge:**
 - it is your job to control if the clock is running or stopping when wanted
 - you will correct the clock only if there is a difference of more than 10 seconds – when in questions the clock operator is right
 - best time to do so : time out, score, change of possession and penalty
 - inside two minutes plus less than 17 points difference in scoring -
 - **WE WILL CORRECT EVERY SECOND**
 - if the clock will break down – BJ will keep time on the field and give it back with the next break like time out, score, change of possession and penalty

Please remember that the timekeeper from upstairs has the best view – he should be capable to do the best job on starting and stopping the time because no other duties will turn him aside, so please it is your job to give him good signals !

25-second-clock:

- Referee :**
 - this is your job
 - find your rhythm
 - if both teams are slow, try to speed them up without throwing flags
 - if QB under the center and he is not calling any audibles (and you think that the play will start immediately) don't throw a flag
 - if game is decided (by more than 30 points) be generous
 - **BUT** more than 30 seconds are hard to accept

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Time Out :

- length is 90 seconds
- Umpire takes 60 seconds immediately
- everybody stays in their positions (unless referee calls a huddle):
 - Referee and Umpire near the ball
 - Back Judge deep in the middle
 - wing and deep officials on their side, one of these two should stay near the huddle, ready to assist to move teams off the field when needed
 - after 60 seconds the Referee will blow his whistle to get the teams ready to play
 - 5 seconds after this whistle the Referee will blow the ball ready to play

BUT
if both teams are ready before the total 90 seconds
GO ON
and let them play !

Halftime :

- length 15 minutes
- these 15 minutes will start when crew leaves the field, don't rush to leave the field at halftime – give both teams time to leave before the officiating crew
- Referee will wind game clock when he leaves the field
- Back Judge will start his own clock
- after 10 minutes LM and LJ will leave locker room and get the teams
- after 12 minutes (BJ has them) rest of the crew will leave

after the game :

We will leave the field together as a crew – hustle but don't rush !

XIV EFAF UNIFORM CODE AND MANDATORY EQUIPMENT RULES



EFAF UNIFORM CODE AND MANDATORY EQUIPMENT RULES

HELMET WITH FACEMASK
(CHIN STRAP FASTENED)

SHOULDER PADS

VIOLATION



THE JERSEY MUST BE TUCKED IN AT THE WAIST. EXTRA-SHORT JERSEYS OR THOSE CUT AT OR ABOVE THE WAIST ARE PROHIBITED.

VIOLATION



TOWELS ARE LIMITED TO A MAXIMUM OF 4 INCHES WIDE AND 12 INCHES LONG AND MUST BE TUCKED INTO THE FRONT WAIST OF THE PANTS.

VIOLATION



THE EXTERIOR STOCKING MUST BE A ONE-PIECE UNIT SOLID WHITE FROM THE TOP OF THE SHOE TO THE MIDPOINT OF THE LOWER LEG. WITH APPROVED TEAM COLOR OR COLORS FROM THAT MIDPOINT TO THE TOP OF THE STOCKING.

HIP PADS

THIGH PADS

KNEE PADS

ONE-PIECE STOCKINGS

VIOLATION



SLEEVES MUST NOT BE TORN OR CUT.

VIOLATION



STOCKINGS MUST MEET THE UNIFORM PANTS BELOW THE KNEES.

VIOLATION



PANTS MUST BE PULLED DOWN OVER THE KNEES. THE KNEE AREA OF THE PANTS MUST NOT BE ALTERED OR CUT AWAY.

XV Game forms and how to use them

In all international EFAF games the following game forms are used. They have to be correctly filled and send to Assistant Director of Officiating. It's not only referees' responsibility, but the whole crews', to remember to send them in correct time.

The game forms are:

Game report form,

Game stats form,

Incident report form,

Officials' expenses form,

Team roster forms and

Head Coach certification form.

All necessary game forms can be found as appendix 1 at the end of this handbook.

How to use game forms

- **GAME REPORT :**
 - has to be filled out on game day and send back immediately
- **STATS :**
 - has to be filled out on game day and send back immediately
- **INCIDENT REPORT :**
 - if there are incidents fill out on game day and send back immediately
- **INVOICE – MATCH EXPENCES :**
 - has to be filled out twice, give one to home team management and send one back with the game papers
- **HEAD COACH CERTIFICATION :**
 - give each coach one equipment pictures
 - make them sign the certification and send it back with the game papers

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- POSTER – EQUIPMENT RULES :
 - give each team manager one and ask him to post it in their locker room

- ABBREVIATIONS :
 - Use them in the penalty report

Please send all papers immediately back to :

Peter Springwald – PO Box 101613 – 45616 Recklinghausen – Germany

Please call Peter Springwald directly after the game and give him the result of your game :

+ +49-2365-200985 or + +49-172-5335391

XVI PENALTY ABBREVIATIONS

The following penalty abbreviations shall be used in all EFAF game reports:

fouls called > abbreviations		fouls called > abbreviations	
blocking below the waist	BBW	illegal kicking	ILK
chop block	CHB	illegal motion	ILM
clipping	CLP	illegal participation	ILP
defense offside	DOF	illegal shift	ILS
defensive holding	DH	illegal touching	ILT
defensive pass interference	DPI	illegal use of hands	ILH
delay of game	DOG	ineligible downfield on pass	IDP
encroachment	ENC	intentional grounding	ING
face mask - 15 yards	FM15	kick catching interference	KCI
face mask - 5 yards	FM5	neutral zone infraction	NZI
failure to wear equipment	FWE	offensive holding	OH
false start	FST	offensive pass interference	OPI
free kick out of bounds	FKO	personal foul	PF
helping the runner	HTR	roughing the kicker	RTK
illegal batting	BAT	roughing the passer	RTP
illegal block	ILB	running into the kicker	RNK
illegal block in the back	IBB	sideline interference	SIF
illegal fair catch signal	IFC	substitution infraction	SUI
illegal formation	ILF	tripping	TRP
illegal forward pass	IFP	unsportsmanlike conduct	UNC

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XVII SOME NECESSARY THOUGHTS

We have to function as a cohesive unit – each of our actions reflect on the other members of our whole crew – this even reflects on all other officials of different groups and countries which we are chosen from.

Good mechanics and signals are essential and important

Communication is one of our most important duties – make sure that we all are on the same page – do not presume the rest of the group knows what happened – make sure that they know what happened

See the entire play – don't rush any call or decision

Don't blow your whistle if you don't see leather

Don't signal a score if you don't see leather

Have a slow whistle – the play kills itself – do not blow the whistle unless you are required to do so – too many officials using the whistle on the same play means we are watching the ball and not our areas of responsibility

Be a good dead ball official – don't focus in too close – remember your clean up duties

Check and confirm down and distance on every play

Count players on every down

Be ready to expect what can happen on the next play/down

Try to be part on every play and be a good dead ball official

Make sure that we get every play or decision right – ask questions – help or better do everything to get the play right

Don't be a ball watcher – concentrate on your area first, always

Never lose your composure – show poise and presence – be present when a possible trouble spot shows up

Bring yourself in on every play – don't stay frozen on the sideline if the play doesn't come to your side – be present, come in try to offer your help

Keep the sidelines clean from the start of the game and be informative and helpful to your sideline

**By all PRESSURE and TOUGHNESS – don't
forget to show CONFIDENCE and have FUN !**

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XVIII USEFUL ADDRESSES AND PHONE NUMBERS

EFAF OFFICIATING COMMITTEE

Hautala, Perttu	Finland	Tammisaarentie 20 FIN-10300 Karjaa	++358-50-3007543	perttu@ajek.org
Springwald, Peter	Germany	P.O. Box 101613 45616 Recklinghausen	++49/2365-2000985 ++49/172-5335391	ps.goblue.13@cityweb.de ++49/2365-202066
Hofbauer, Thomas	Austria	Reiffensteingasse 14 1230 Vienna	++43-1-6671219 ++43-6991-7333733	thomas@referee.at ++43-1-6671219

EFAF Officials country contacts

name	country	address	phone > home mobile phone	e-mail: fax:
Edelmueller, Wilhelm	Austria	Koppstr. 97/4/13 A-1160 Wien	++43-1-4937470 ++43-664-1606757	we@chello.at ++43-1-4937470
De Jonghe, Willy	Belgium	Ligusterlaan 10 8400 Oostende	++32-59-504369 ++32-47-6203694	willy.de.jonghe@skynet.be ++32-59-504369
Bartosek, Daniel	Czech Republic	Coupkovich 12 62400 Brno	++420/5-41222635 ++420/603-411137	bartosek@caaf.cz ++420/5-43236410
Rasmussen, Frank	Denmark	Spaden D2, 2-3 DK-2630 Taastrup	++45-43719927 ++45-51889678	boogie@vip.cybercity.dk
Ollila, Ari	Finland	Ratsutie 2A 01280 Vantaa	++358-40-5020872 ++358-40-5020872	ariollila@iki.fi
Valongo Olivier	France	1 Rue M. Ravel 77170 Brie Comte Robert	++33-1-60341684 ++33-6-16494935	ovalongo@wanadoo.fr ++33-1-605235-81
Springwald, Peter	Germany	P.O. Box 101613 45616 Recklinghausen	++49/2365-2000985 ++49/172-5335391	ps.goblue.13@cityweb.de ++49/2365-202066
Briggs, Jim	Great Britain	25 Leigh Road, Havant, Hants PO9 2ET	++44-23-92452164 ++44-7906365712	Jim.Briggs@port.ac.uk ++44/23/92846402
Smith, Michael	Ireland	18 Hazelwood Dr., Artane, Dublin S	++353-1-8477815 ++353-86-8047816	mps222@yahoo.ie
Pieratteli, Antonio	Italy	Via Capecelatro 87 20148 Milano	++39-02-48704927 ++39-338-7845032	trentadue@tiscalinet.it ++39-2-48704927
Buys, Arnold	Netherland	Soembawastr. 44 1095 XC Amsterdam	++31-20-6634070 ++31-6-24478759	buijs01@planet.nl ++31-20-5306367
Noren, Eigil	Norway	Vekterveien 7a 0681 Oslo	++47-22294010 ++47-93405569	eigilnoren@email.com ++47-93575179
Khaitovski Dimitri	Russia	M. Bronnaia 13-10 103104 Moscow	++7/95-9000944 ++7/95-5022682	testpilot@list.ru ++7/95-9000945

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Rebes Jose	Spain	Paseo Maritimo 438 08860 Castelldefels	++34-93-6362411 ++34-616-442465	jmrebes@yahoo.es ++34-93-6656634
Simonssen Per	Sweden	Krångedevägen 15 11345 Stockholm	++46-8-6531361 ++46-730-610204	per.simonsson@ekohist.su .se
Fouillet, Raymond	Switzerland	Im Häldele 28 D-77971 Kippenheim	++49-7825-870006 ++49-177-2182623	r.fouillet@t-online.de ++49-7825-870009
	Ukraine			

EFAF OFFICE

EFAF OFFICE
Otto-Fleck-Schneise 12D
60528 Frankfurt
Germany

Phone : (+49) 69 - 96 74 02 67
Fax : (+49) 69 - 96 73 41 48

E-Mail: Office@efaf.de

EFAF DISCIPLINARY COMMITTEE

Joan Travesset

V. Ryttmästaregatan 22D
S- 217 49 Malmö
Sweden

Phone : (+46) 708 566 111
Tel/Fax: (+46) 40 9170 00

E-Mail: joan@travesset.com

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Appendix 1 Game papers

Appendix 2 EFL regulations 2006