

International Wheelchair & Amputee Sports Federation (IWAS)



IWAS POWERCHAIR HOCKEY
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HANDBOOK

MATCH SECRETARIAT

PowerChair Hockey

2016

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A. MATCH SECRETARIAT

1. A Match Secretariat Office with telephone, personal computer(s), printer, copy machine, internet connection and other office equipment shall be available for the Match Secretariat.
2. The staff of the Match Secretariat consists of at least:
 - a. Competition Manager
 - b. Timekeepers
 - c. Scorekeepers
 - d. Match Assistants
3. All staff members of the Match Secretariat shall be recognisable by clothes arranged by the Organising Committee.
4. The Match Secretariat Staff shall be informed about their duties by the Competition Manager of the Organising Committee.
5. Tasks of the Match Secretariat staff:
 - a. Preparing all Match Forms before each match by filling in, **by computer**: the playing nations, number and time of the match, names of the players, playing numbers, class points.
Print the Match Form in A3 format for the Match table.
 - b. Setting up the daily schedule of the match staff: Each match shall be scheduled with one Timekeeper, one Scorekeeper and at least one Match Assistant.
 - c. Assisting the Referees by keeping the time and score of each match and recording statistics on the Match Forms.
 - d. Publishing the results of the matches, i.e. keeping recording statistics during the competition.
 - e. Submit to the IPCH Technical Delegate, the IPCH Chief Officials, the Chair of the Organising Committee, the Team Managers and the Media a daily report containing:
 - Schedule, results and details of the present day's matches.
 - Names and nationalities of the IPCH Officials of the present day's matches.
 - Final results of the previous day's matches with scores and names of the scorers.
 - Ranking list.
 - Top scorer list.
 - Penalties and names of the players concerned.
 - Number of spectators.
 - The next days programme.
 - Hand over a copy of the completed Form Match to the Chief Jury
 - Other necessary information.

B. COMPETITION MANAGER

1. Is responsible for the members of the match secretariat during the competition.
2. Shall inform the match secretariat staff about their duties before the competition.
3. Works in close cooperation with the IPCH Chief Jury and IPCH Technical Delegate.
4. Is responsible for the daily schedule of the match secretariat staff.
5. Is responsible for the daily reports of the results and rankings, i.e. keeping recording statistics during the competition.
6. Shall inform the IPCH Chief Jury every day, no more than one hour after the end of each match, of the result of the match, the rankings of the teams and the rankings of the top scorers.

7. Shall inform the media about results and rankings of matches and top scorers where necessary.

C. MATCH TABLE

1. Match Table

One match table, min. 2 m. and max. 3 m. in length, shall be placed on the side of the team areas, at least 1m. outside the playing field, in extension of the centre line.
At least 4 chairs shall be placed behind the match table for the Timekeeper, Scorekeeper and two Jury Members.
2. Equipment and forms

Every match the following equipment and forms shall be present on the match table:

 - a. Equipment to operate the central, electric scoreboard(s).
 - b. One manual scoreboard.
 - c. One manual match clock.
 - d. At least 2 stopwatches.
 - e. One signal bell with which the Timekeepers can give a clear signals to the Referees.
 - f. At least 5 official match balls.
 - g. At least 2 referee whistles, as reserve.
 - h. At least 1 set of Referee Cards, as reserve.
 - i. At least 3 Time-Out Cards.
 - j. Substitution Papers with IN/OUT + Class point
 - k. At least two pencils.
 - l. Tape for the lines and points, as reserve.
 - m. One measure tape.
 - n. Valid IPCH Competition Regulations and IPCH Game Rules (incl. exceptions if valid).
 - o. The list of tasks and duties of the Timekeeper, Scorekeeper and Match Assistant.
 - p. The IPCH Match Form of the match concerned.
 - q. The explanation of the IPCH Match Form.
 - r. Laptop with electronic Class Point Calculator.
 - s. Two IPCH Penalty Shot Forms.
 - t. The explanation of the IPCH Penalty Shot Form.
 - u. List of match records and top scorers (information for the speaker).
 - v. Public address equipment connected to the halls broadcasting system.
3. Scoreboards
 - a. A competition venue shall be equipped with at least one central (electric) scoreboard, visible to the teams, referees, match table staff, press and spectators.
 - b. A competition venue shall preferably be equipped with two electric scoreboards.
 - c. One manual scoreboard shall be placed on the match table.
 - d. Around the playing field more scoreboards may be placed.
 - e. The scoreboards shall display the following information:
 - The score
 - Nationality of the teams (abbreviations of the names), if possible
 - The playing minute (time), if possible
 - The period being played, if possible
 - Time-outs called by the teams, if possible

D. TIMEKEEPER

1. The Timekeeper functions as assistant of the Referees and reacts to their signals.
2. The Timekeeper tasks include:
 - a. Operating the match clock.

Time in: the timekeeper shall start the match clock every time the referee whistles for resumption of play and at the start of each match half or extra time. The game is in play.
Time-out: the timekeeper shall switch off the match clock every time the referee interrupts the match by a whistle signal at the end of each match half or extra time. The game is dead.
 - b. Indicating to the referee, by ringing the bell, that the end of a match half or extra time is over.
 - c. Indicating to the referee, by ringing the bell, that a substitution is ready for play in the substitution area and fully controlled (see E). The Timekeeper shall give the bell signal after the control, as soon as the match is held by the referees, not during play.
 - d. Indicating to the referee, by ringing the bell, that an allocated time-out has been requested by a team. The Timekeeper shall give the bell signal as soon as the match is held by the referees, not during play.
 - e. Timing an allocated time-out by means of a stopwatch (1 minute).
Ringing the bell to signal the end of the time-out to the referees.
 - f. Timing a penalty-time of a suspended player by means of a stopwatch (2 minutes).
Ringing the bell to signal the end of a penalty time to the referees.
 - g. Timing a technical time-out for a wheelchair defect or an injury by means of a stopwatch
Ringing the bell to signal the end to the time-out to the referees (1 minute).

E. SCOREKEEPER

1. The Scorekeeper functions as assistant of the Referees and reacts to their signals.
2. The Scorekeeper tasks include:
 - a. Keeping up the record in the official manual match form during the match.
 - b. Indicating the score on the scoreboard. This implies showing the score on the side where the scoring team has its defence end.
 - c. Turning around the score on the scoreboard after half time.
 - d. Recording the time of each goal and the number of the player who scored the goal on the match form.
 - e. Recording the time of a penalty, the type of the penalty and the number of the penalized player on the match form.
 - f. Controlling the substitution paper: Is the playing number on the paper the same as the number on the shirt and on the back plate? Are the playing number and class point written on the substitution paper the same as mentioned on the Match Form?
 - g. Recording the playing number of a substitute player and the time of entering the playing field on the match form.
 - h. Recording the playing number of the substituted player and the time of leaving the playing field on the match form.
 - i. Recording the substitute player (in) and the substituted player (out) on the electronic Class Point Calculator.
 - j. Controlling the total team Class Points (max. 11 points) with the electronic Class Point Calculator.

F. MATCH ASSISTANT

1. The Match Assistant functions as assistant of the Referees and reacts to their signals.
2. The Match Assistant tasks include:
 - a. Controlling if all people in the Team Area can show their personal Accreditation Card and send away people who can't show the card. In case of disobedience inform the Senior Referee.
 - b. Controlling if no unnecessary material (like flags, banners, music instruments etcetera), not related to the players or the sport equipment, are in the Team Area. In case there are unnecessary materials request the coach to put away those materials. In case of disobedience inform the Senior Referee.
 - c. Opening and closing the entrance/exit of the playing field (boarding) to let player(s) in/out the field:
 - Before the start of the match
 - In case of substitutions
 - In case of time penalties and disqualification
 - For the intermission
 - After the match
 - d. Keeping the boarding closed and in a straight line during the game, by pushing back the boundaries as quickly as possible, if these have been shoved away.
 - e. Keeping the score on scoreboard(s) around the playing field, except the scoreboard on the match table.
 - f. Checking the substitute players', before they enter the playing field:
 - Is the number on the shirt the same as on the back plate?
 - Is the plate on the back firmly attached to the wheelchair?
 - Is the stick marked?
 - Is the wheelchair marked?
 - Are no unnecessary and removable obstacles and attributes under, on, in or at the wheelchair (have a look also under the wheelchair)?
 - g. Sending back team assistants, substitute players and spectators who enter the referee area.
 - h. Warning players and team assistants in case they leave or enter the team area without referees permission (taking the exceptions of Game Rule D.4.3. into account). In case of disobedience inform the Senior Referee.