

International Wheelchair & Amputee Sports Federation (IWAS)



IWAS POWERCHAIR HOCKEY

Sport Section of the IWAS

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REFEREE HANDBOOK

Powerchair Hockey

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CONTENTS

- A. Introduction
- B. Information
- C. The Referee
- D. The Chief Referee
- E. Before the Competition
- F. Referee Meetings
- G. Day of Control
- H. Before the match
- I. During the match
- J. Timekeeper, Scorekeeper and Match Assistant
- K. After the match
- L. Instruction Checking Players' Equipment
- M. Forms and checklists
 - 1. Observer Report Referees
 - 2. Explanation Observer Report
 - 3. Match Form
 - 4. Explanation Match Form
 - 5. Penalty-Shot-Series Form
 - 6. Explanation Penalty-Shot-Series Form
 - 7. Protest Form
 - 8. Accident Form
 - 9. Checklist Playing Area
 - 10. Checklist Players Equipment
 - 11. Checklist Control before Match
- N. Game Rules
 - 1. Game Rules
 - 2. Appendix I : Referee Signals
 - 3. Appendix II : Schedule of offences, penalties and resumption of play
 - 4. Appendix III : Elucidation to Personal Contact
 - 5. Appendix IV : Playing Area
 - 6. Appendix V : Penalty Area
 - 7. Appendix V : T-Stick
 - 8. Appendix VI : Hand stick
 - 9. Appendix VII : Goal
- O. Competition Regulations

A. INTRODUCTION

This handbook was first published by the IWAS Powerchair Hockey (IPCH) in 2006 for the first international Referees Course during the first Development Event of Powerchair Hockey (PCH). This is the 7th update of the IPCH Referee Handbook since then.

This handbook will assist referees to prepare properly for their course and their tournaments, will give an idea of what is expected of an "International Referee" and will help you to deliver good referee performances.

We hope that the information contained herein continues to be of particular assistance to referees new to international PCH, while at the same time enabling the more experienced referees to refresh their knowledge.

EPH is increasingly demanding on the referee. Players are faster and developing new skills and tactics all the time. It is essential that referees adopt the same thorough preparation as the players, as well as keeping fully up to date with the way that the game is constantly developing.

The contents of this handbook can only provide an introduction to some of the areas you need to be aware of and work at to become a good international referee. Please also refer to the information provided on the IPCH website: www.icewh.org. Your National Organisation for Sport for Disabled and/or National Organisation of Powerchair Hockey should also be able to assist you in your preparations and by providing any further information which you require.

The pages which follow this introduction are the 'basics', which we feel are essential to read.

The IPCH expects that you will find this handbook valuable in assisting you to be prepared for your international role. We hope you have a long and successful career.

Enjoy your umpiring within the IPCH Referees Team!

B. INFORMATION

With any (new) position comes responsibility, and becoming or being an international referee is no exception. Some of the responsibilities are listed below:

1. To prepare properly for every match and tournament, ensuring that you are fully fit to carry out your referee duties. Be aware of the requirement to prepare differently for unfamiliar climates.
2. To be aware of the current and valid Game Rules and their interpretations.
3. To respond promptly to any communications you receive either concerning an appointment to a tournament or from an appointed IPCH member or Organising Committee member. Failure to comply will lead to your nomination/appointment being withdrawn.
4. To ensure that your travel arrangements enable you to arrive at an event on time, to be present at all briefings and to be available to referee the last match if required. Never finalise your travel arrangements, including any payment, unless instructed to do so by the IPCH, the Organising Committee of the event or your National Organisation, if appointed by them. You run the risk of not being reimbursed if you do not have the necessary authorisation.
5. To be part of the Referees Team at a tournament. Teamwork amongst the referees, both on and off the pitch, cannot be over emphasised.
6. To check well in advance of your travel whether or not you are fully insured. If you need a visa and/or any medical injections. It is your personal responsibility to obtain these, although your National Organisation may be able to assist.
7. It is not recommended that you take your partner to an event. Experience shows that this can distract you from being focused on your performance and affect your membership of the Referees Team. The Organising Committee has no obligation to provide accommodation, meals, transport and admission to the event or social functions for your partner.
8. Accommodation is normally in twin rooms and you will share with one of your referee colleagues.
9. Food or a meal allowance will be provided at an event depending upon either what has been decided by the Organising Committee or been agreed with the IPCH. However, always take some local currency as on occasions meal allowances are not paid until two or three days after you have arrived.
10. To be smartly dressed in the approved kit (while umpiring), which is: shirt, shorts, socks and sports shoes. Sponsor logos are not permitted on any referee equipment, unless provided either by IWAS/IPCH or the Organising Committee.
11. With all your queries you shall go to the Chief Referee. The role of the Chief Referee is to help you improve your performance through coaching, and to ensure that other arrangements with hotel, transport etc. go smoothly. He/she works closely with the Chief Jury, the Technical Delegate, the Organising Committee and other technical officials to help develop the Referees Team.
12. At a tournament the Jury is responsible for appointing referees to matches, and this will normally be done in liaison with the Technical Delegate. The Organising Committee, Chief Jury or the Chief Referee will give you detailed information as to how the formalities at a tournament are to be handled.
13. Sometimes video is being used to analyse a referees' performance and you should be prepared to be involved in such a review session following your matches.
14. At the end of an event/tournament, you should have a review meeting with the Technical Delegate and Chief Jury. You will receive a written feedback report, which should cover those matters discussed with you. The IPCH Jury is responsible for marking your referee performance and decisions on your grading and future progress based upon the received marks and reported performances. The rules governing the grading of international referees and allowable matches are available: see "IPCH Referee Certification".
15. As part of the award of international 'IPCH Referee' status you will receive a personal License Card with photograph. Please note that this card doesn't entitle you to free admission to any event.
16. Ensure you notify the IPCH promptly of any change in your contact details. E-mail should be used wherever possible.

C. THE REFEREE

Definition Referee:

“The referee is the person who leads the match. He/she encourages a flexible and pleasant progress of the match while preventing dangerous play or to arise to similar situations”.

Responsibilities and Tasks

Before and during the competition Referees are responsible for:

- Controlling the playing sticks, shirts, number plates and powerchairs of all players of the Final List before the competition starts, according the IPCH Game Rules.
- Controlling the playing area and playing field before each match, according the IPCH Game Rules.
- Controlling the playing stick, number plate, shirt and powerchair of each participating player before each match.
- Conducting all matches according the IPCH Game Rules.
- Signing the official IPCH competition forms; Match Form, Penalty Shot Form, Protest Form.
- Being present at all scheduled IPCH Referee Meetings.

Requirements

- IPCH Referees shall have good knowledge of the IPCH Game Rules and IPCH Competition Regulations.
- IPCH Referees shall have sufficient command of spoken English language. It is vital for you to develop a good understanding, both verbal and written, of English. All of the IPCH briefings and discussions are given in English. The higher up the referee ladder you rise, the more important it is that you fully understand the language of EWH. A lack of proper understanding may hinder your referee development, or certainly make your career progress more difficult than it might otherwise have been.
- IPCH Referees shall have achieved the age of 18 before the first day of the competition.
- IPCH Referees shall have one official function per competition.
- IPCH Referees are not allowed to be any part of any participating Team Delegation.
- IPCH Referees are not allowed to whistle a match in which a participating team is of the same nation as the referee concerned.
- IPCH Referees are present at all scheduled IPCH Referee Meetings during the actual IPCH event.

A good Referee

- Is the authority in the game, but does not overemphasize his/her authority.
- Shows that he/she is present, is self assured, but not arrogant.
- Is representative (wears referees' sport shirt, shorts, socks and sport shoes).
- Enjoys the game.
- Is concentrated.
- Has good cooperation with the colleague referee, timekeeper, scorekeeper and other match assistant(s).
- Commands and shows respect and friendliness to players and coaches.
- Is impartial, neutral, and fair.
- Whistles in line with the spirit and progression of the game.
- Protects the rights of the teams.
- Conducts the game in accordance with the Game Rules.
- Whistles in a clear line, is predictable, is consistent.
- Takes decisions confidently.
- Stays calm.
- Can manage criticism of players, coaches and spectators.
- Has good knowledge of the rules. Keeps him/herself informed of the (latest published) valid IPCH Game Rules and Competition Regulations.
- Is physically fit. Is always present in time.
- Does not forget his/her whistle and set of green/yellow/red cards.
- Is present at all scheduled IPCH Referee Meetings during the actual IPCH event.

D. THE CHIEF REFEREE

Before an IPCH competition the IPCH shall appoint one Chief Referee, who will function as the captain/coach of the Referees Team during the event.

Responsibilities and Tasks

- To act as a link between the Referees and Technical Delegate, Chief Jury, Organising Committee and other technical officials.
- To be responsible for the Referees Team and be contact person for the Referees. All Referees can come to you with their queries.
- To send all necessary detailed information to the Referees before the event.
- To lead the Referees Team on the Day(s) of Control and during the competition days.
- To give Referees their schedule as when and where they need to whistle and when and where meetings/instruction will be held.
- To give Referees detailed information as to how the formalities at a tournament are to be handled.
- To ensure that arrangements with hotel, transport etc. go smoothly, in cooperation with the Organising Committee.
- To help Referees to improve their performance through coaching and by the IPCH Referee Handbook.
- To be present in all Technical Meetings to get and give Referee information (e.g.. Results of the Day of Control, Jury schedule, Referee schedule).
- To chair all Referee Meetings and being responsible for the reports (by asking other Referees to write the minutes).
- To assist in scheduling the Referees and the Jury Members for the First Rounds and Play Offs together with the Chief Jury and in cooperation with the Technical Delegate.
- To assist with the theoretical and practical examination of Referees, together with the Chief Jury and in cooperation with the Technical Delegate.
- To assist in handling protests, together with the Chief Jury and in cooperation with the Technical Delegate, if necessary.
- The Chief Referee doesn't involve himself in the actual officiating of a game. He or she only assists the referees with feedback after the game has finished.

E. BEFORE THE COMPETITION

General

- Your National Organisation of Sports for Disabled shall officially appoint the Referee(s) from its nation.
- To function as Referee, one shall follow the IPCH Referee Programme, which will be organised the day(s) before the competition starts and during the event.
- The Chief Referee will send you all necessary detailed information.
- The Chief Referee will let you know your schedule as when and where you need to whistle and when and where meetings/instruction will be held.
- Make sure you re-read the current international IPCH Game Rules and Competition Regulations, are aware of current interpretations and have read any relevant Tournament Regulations.
- Start your fitness programme early and build up to the competition. You need to be confident.
- Make sure you are match fit by regularly umpiring appropriate standard matches in the months leading up to your event.
- Discuss with colleague referees / national team coaches playing styles that you may experience. Where possible, use videos of international EWH to get an impression of what to expect. This is important for your preparation, as some of the games are often far quicker than national EWH.
- To improve your understanding of playing styles and techniques as well as improving your understanding of tactics, it is recommended that where possible you attend national team training sessions or top club training sessions. You will also find this will help you to develop your management skills and rapport with the players.
- See the IPCH Competition Regulations for the regulated announcements of participating Nations (Art. B.4.).

F. REFEREE MEETINGS

During the event several Referee Meetings will be organised. Look at your schedule where and when you'll be expected to be present for instruction and/or meeting.

The programme starts one day before the first Day of Control. The first meeting will be to be introduced to your colleague Referees and Jury Members and to get the first instructions. The other meetings will be to share and evaluate the experiences of the day and to get instruction for the following day(s).

It is of great importance that you're present at every scheduled meeting!

The Chief Referee will chair the Referee Meetings and will give instruction.

Tasks Chief Referee

- To chair all scheduled Referee Meetings and being responsible for the reports (by asking other Referees to write the minutes).
- Make sure you have player's equipment available to explain points of the equipment checklist.
- To help Referees to improve their performance through coaching by the IPCH Referee Handbook and Game Rules.
- To hand over to Referees their schedule as when and where they need to whistle and when and where meetings/instruction will be held.
- To give Referees detailed information as to how the formalities at a tournament are to be handled.
- To ensure that arrangements with hotel, transport etc. go smoothly, in cooperation with the Organising Committee.
- To be present in all Technical Meetings to get and give Referee information (e.g. Results of the Day of Control, Referee schedule).
 - A first Technical Meeting shall be held prior the Day(s) of Control (control of players eligibility).
 - A second Technical Meeting shall be held prior the competition.
 - A third Technical Meeting shall be held prior the Play Offs.
 - The Team Manager of each Team Delegation, the Chief Referee, the Chief Jury, the Chief Classifier, the Technical Delegate and a member of the Organisation Committee shall attend all Technical Meetings and other meetings scheduled by the IPCH or the Organising Committee. Technical Meetings shall be chaired by the IPCH Technical Delegate.

G. DAY OF CONTROL

Before the competition starts one or two days will be scheduled in the programme as “Day of Control”. During these days:

1. The equipment of all players, mentioned on the Final List, will be controlled by the referees according to the valid IPCH Game Rules.

This includes:

- Controlling all hand- and T-sticks of the players.
- Controlling all playing powerchairs of the players.
- Controlling the players numbers, identification plates.
- Controlling the main colour of the shirts.

2. How to check every player:

- To check the equipment referees make use of the “Checklist Players’ Equipment”.
- Allow one player at the time to come to the control with a maximum of 2 assistants (f.e. personal assistant + team manager or coach).
- Allow a player to come to the control with a maximum of 3 playing sticks.
It is allowed to let check other equipment for control during the tournament, min.1 hour before the team has to play. The Team Manager then needs to inform the Chief Referee.
- Sign the “Checklist Players’ Equipment” only after positive check of EVERY player of the team.

3. The Playing Area(s) in the Competition Hall(s) shall be controlled before the first match of each day. To check the area(s) the Chief Referee will appoint referees for this task. They will make use of the “Checklist Playing Area”.

Tasks Chief Referee

- Shall schedule the Referees, together with the Chief Jury:
 - When, where and which Team Delegation shall be controlled by which Referees.
 - Each Team Delegation shall be controlled by 2 Referees of different nations.
 - A Referee is not allowed to control the Team Delegation of the own nation.
 - When and which Referees (one Senior and one Second) shall control the Playing Area(s).
- Shall appoint two referees (one Senior and one Second) to control the competition playing area before the first match of each day.
- Shall provide copies of the “Checklist Playing Area” to the Referees.
- Shall be present as supervisor at every control of the competition playing area before the first match of the day.
- Shall inform all Referees about the control schedule, by handing over the schedule during a meeting.
- Shall be present as supervisor at every control of a Team Delegation.
- Shall provide (copies of) the “Final Lists” to the Referees concerned.
- Shall provide copies of the “Checklist Players Equipment” to the Referees.
- Make sure that an IPCH Game Rule book is present.
- Shall inform the Technical Delegate and Chief Jury of special details and exceptions.
- Shall hand over the Final Lists to the Chief Jury right after control.

H. BEFORE THE MATCH

Referees will be scheduled to whistle matches according the following rules:

- Each match shall be whistled by 2 Referees of different nations.
- A Referee is not allowed to whistle a match of the own nation.

Start in time before each match in preparing yourself in a proper way:

1. Physical preparation:
 - Eat 2-3 hours before the start of your match. Eat familiar foods and include plenty of fluid so that you start the match well hydrated.
 - Warming up, stretching.
 - Take a water bottle with you, leave it at the side of the playing field/match table and drink when the opportunity arises.
2. Mental preparation:
 - Know which teams are going to play. Know what is at stake for each team (f.e. the ranking, upcoming game, past games, pressure situations, players etc).
 - Be very concentrated, especially on the 2nd day of the First Round, because the matches decide the winner in every group.
 - Know the arena, playing area, crowd.
 - Relaxation, positive self reassurance.
3. Go and dress in time: the outfit should include a referee's shirt, shorts, socks, sports shoes, whistle and set of green, yellow and red card. Ensure you know where your cards are and that you can reach them easily. Have a back-up whistle ready in case your main one jams or breaks.
4. Personal checklist of things to 'do' (am I fully prepared?).
5. Be present in the playing area minimal 30 minutes before the scheduled time of the match.
6. In case you'll be judged by a Jury Member (general or because of your exam), please contact the Jury Member.

Right before the match

1. Introduce yourself / get in contact with your colleague referee and agree about:
 - who is taking which diagonal half of the field.
 - who is going to control which team.
 - pre-match discussion (what is at stake for the teams, pressure situations, players).
 2. Introduce yourself to the timekeeper, scorekeeper and match assistant (shake hands) and give short instruction if necessary (ask if their tasks are clear).
 3. Know who is the captain; check if he/she is wearing a captains' armband; introduce yourself by shaking hands.
 4. Know who is the coach; introduce yourself by shaking hands.
 5. Both referees shall use the match form to verify whether all players (including substitutes) are present and ready to commence play. Check:
 - If the name and playing number of each player correspond with the name and playing number on the match form.
 - If the class point of each player is mentioned on the match form.
 6. Inspect accordingly to the checklist "Control before each match":
 - the teams (outfit, playing numbers)
 - the players' equipment (powerchairs, sticks, identification plates, outfit)
 - the playing area (team area, audience)
 - the playing field (boarding, goals, lines and markings)
 - the match table (match form, scoreboard, match clock, signal bell, stopwatch, match balls, substitution papers, laptop with class point calculator)
- Note:
- If a team isn't present for inspection, just wait. It is the responsibility of the team to be in time. If you see them around, you can draw their attention, but do not go looking for them.
 - If a team isn't ready to commence play at the appointed time, note this on the match form. The match can not be started. Inform the Chief Referee.
7. Check if the score shows 0-0 and the starting time on the central scoreboards is right (20 minutes).
 8. Check if the boarding is closed and in a straight line.

9. Check if the goals are at the right places.
10. Check if the maximum of 3 hand stick players per team is in the playing field.
11. Check if each team has a goaltender with T-stick.
12. Control if the total team class points are max. 11 by asking the Scorekeeper.
13. Control if the Team Members in the Team Areas have accreditation cards by asking the Match Assistant if he/she has checked.
14. Check if the audience is behind the Referee Area.
15. After control, discuss together before the match starts.

I. DURING THE MATCH

1. General

- a. The match is controlled by two referees, i.e. the Senior Referee and the Second Referee.
- b. The Senior Referee shall take position at the side of the match table to have contact with the time- and scorekeeper.
- c. Both Referees may decide on all offences, wherever they occur in the playing field, but each one is ultimately in charge of one end of the playing field, which is divided by a hypothetical diagonal line.
- d. Referees do not switch ends at half time.
- e. Referees are authorised to decide in all cases that are not covered by the rules.
- f. Each Referee will be observing by 1 or 2 Jury Members at the time.

2. Performance

- a. Be active and take position in such way that you have a good view on the game situation, the players and the ball.
- b. Watch the players and don't focus on the ball only (the ball doesn't make offences, players do!)
- c. Walk with the game in your diagonal half of the playing field (run as little as possible).
- d. Take position with respect to your colleague referee (diagonal).
- e. If the ball is on your diagonal, you take position behind the goal net in time, so that you can see if the ball has passed the goal line.
- f. Try to stay out of the way of the ball and the players. Give space to the players.
- g. Have frequently eye contact with your colleague referee and the time- and scorekeeper.
- h. Whistle predictable and use different intonations (louder in case of a severe intentional offence than in the case of an unintentional offence).
- i. If one referee whistles, the other referee doesn't need to whistle. Pay attention to each other. Work as a team.
- j. If your colleague referee whistles, accept his/her decision. Only in case you're really sure that the decision is wrong, walk to your colleague referee and discuss shortly. The referee whose diagonal half it is, has the final decision.
- k. Don't have (long) discussions in the field, but after the match.
- l. Use referee signals and show them clearly.
- m. Talk as little as possible, but give short explanation if necessary.
- n. Assume that players know the game rules (they play on it).
- g. Keep the same criteria throughout the match. Show the players from the very beginning what is allowed by whistling for all offences that you feel are endangering the game and the players.
- h. Continue your fluid intake, if possible during the match. Do not wait to drink until you are thirsty.
- i. Personal injury - have the courage to go off and look for the right time to call for a replacement.

3. Duties and responsibilities of the Senior Referee

- a. The toss: before the start of the match tossing a coin in the presence of both captains to decide which team shall start. The team that wins the toss may either select which goal it wishes to defend or to take the opening ball.
- b. Reacting on each bell signal from the match table by having eye-contact with the time- or scorekeeper and/or signalling with the hand.
- c. Ending the match officially, by giving the end signal by whistle.

4. Duties and responsibilities of both Referees

- a. To conduct the match in accordance with the game rules.
- b. To decide on all offences, wherever they occur in the playing field.
- c. To be in touch with the Timekeeper and Scorekeeper. This includes:
 - Having eye contact frequently with the time- and scorekeeper.
 - Checking the central time keeping, also after the intermission.
 - Checking the score after each goal and after the intermission.
 - Informing the scorekeeper of the number of the player who scored the goal.
 - Informing the time- and scorekeeper of the number of the penalized player, the type and duration of the penalty.
 - Reacting to each bell signal from the timekeeper.
- d. To whistle and give the referee signal for:
 - The start and finish of each match half
 - A goal
 - An offence
 - The ball out of play
 - A dead-ball situation
 - An injury
 - Resumption of play:
 - opening ball
 - goal tender ball
 - free ball
 - referee ball
 - penalty shot
- e. To give the referee signal to:
 - Indicate the *ADVANTAGE RULE*: should the referee be of the opinion that an offence has not disadvantaged the team in possession of the ball, the referee may decide to allow play to continue.
 - Permit a substitution.
 - Permit an allocated time-out.
 - Permit a suspended player to re-enter the playing field after time penalty or scored goal.
 - Indicate that the 3-seconds rule is in force in case a player is obstructing the ball.
- f. Referees do not need to whistle:
 - When a stick is lost, unless it is caused by an offence.
 - If the ball is played via a powerchair, boundary, a goal or referee and is thus caused to rise above 20 cm. off the ground. This should be considered accidental, unless it results in a goal. The goal will be declared invalid. Resumption of play with a goaltender ball.
 - If the ball hits a referee, unless it results in a goal. The goal will be declared invalid. Resumption of play with a goaltender ball.
 - For an unexpected defect of a powerchair. During the next dead moment of play a staff member of the team may try to fix the defect of the powerchair. If the powerchair cannot be repaired within 1 minute a substitution needs to be made.
 - Immediately for a misconduct. A referee may wait to punish until the next dead moment of play.
- g. Other tasks:
 - Pushing back the boundaries and the goal, if these have been shoved away.
 - Giving back a fallen stick to the player as quickly as possible.
 - Removing objects that (accidentally) fall on the playing field.
 - Getting first aid for injuries.
 - Turning away a coach, substitute player or a spectator who enters the playing field without permission from a referee.
 - The Match Assistant controls during the match that no person leaves or enters the Team Area (taking Game Rule D.4.3. into account). In case the Match Assistant informs you that a team member doesn't obey, you warn also and in case it is necessary show a Red Card.

5. Judging Personal Contact

- a. Starting point: Personal Contact is NOT allowed.
- b. Mostly the defending player has caused the offence.
- c. Mostly the player who hits the powerchair of the opponent on the side, has caused the offence.
- d. If a player has passed his opponent with a powerchair length, he/she is allowed to move from its moving line (think of driving and passing a car), otherwise it is cutting off.
- e. To move backwards is allowed. The moving line (backwards) counts. Players need to be aware that they don't see all as well as if they're driving forwards and that there's a bigger chance to collide (make an offence).
- f. Players who turn towards an opponent, often make personal contact. The T-stick is a part of the powerchair. A player is not allowed to drive against or over the T-Stick (= Personal Contact).
- g. A player is not allowed to put the stick under another's player's powerchair, between the wheels or right before the front wheel (= hooking; dangerous play; Personal Contact; unlawful Stick Contact). There's a good chance that the stick hits a wheel if a player puts the stick between two wheels. Referees need to whistle strictly for this offence to avoid flip-overs and keep the game safe.
- h. A player standing still never makes an offence with the powerchair!
- i. Please study appendix III of the Game Rules: elucidation to Personal Contact.

6. Schedule of offences, penalties and resumption of play

Offences	Area	Penalty	Resumption	Start
Offence at the same time	Whole field	See below what is applied	Referee's Ball	<i>Neutral area:</i> Centre Spot <i>Penalty Area:</i> Penalty Spot
Unintentional offence	Whole field	Warning (<i>Green Card</i>) or Time Penalty (<i>Yellow Card</i>)	Free Ball	<i>Neutral area:</i> Spot where the offence occurred at least 2m. from boundaries <i>Penalty Area:</i> Penalty Spot
Intentional offence	Neutral Area	Warning (<i>Green Card</i>) or Time Penalty (<i>Yellow Card</i>)	Free Ball	Spot where the offence occurred at least 2m. from boundaries
Intentional offence	Own Penalty Area	Time Penalty (<i>Yellow Card</i>)	Penalty Shot	Penalty Spot
Severe intentional offence	Neutral Area	Disqualification (<i>Red Card</i>)	Free Ball	Spot where the offence occurred at least 2m. from boundaries
Severe intentional offence	Own Penalty Area	Disqualification (<i>Red Card</i>)	Penalty Shot	Penalty Spot
Misconduct	Whole field	Disqualification (<i>Red Card</i>)	Depends on what the match is halted for	Depends on what the match is halted for

J. TIMEKEEPER, SCOREKEEPER and MATCH ASSISTANT

During each match, the Referees are responsible for the timekeeping, scorekeeping and playing field. The Timekeeper, Scorekeeper and Match Assistant are your assistants. As Referee you keep control on their tasks and help/explain where necessary.

See **IPCH Handbook Match Secretariat** for their tasks.
To be copied from the IPCH website: www.icewh.org

K. AFTER THE MATCH

1. Both referees shall

- Verify and approve the penalised players (green, yellow and red cards), the half time score, the final score and the winner of the match, noted on the match form.
- Have the match record signed by the captains.
- Shake hands with the captains.
- Sign the match form.
- Shake hands with time- and scorekeeper.
- Shake hands with your colleague referee.
- Shake hands with the Jury Members.

2. The Senior Referee shall

- Note down on the match form lodging complaints or other irregularities and breaches of the rules.
- Check the completed match form on correctness (half time and final score, winning team, green, yellow and red cards, signatures) and is the last one who signs.
- Inform the Senior Jury in case of Red Cards.

3. In case of a protest

- A participating team has the right to submit a protest to the Jury 45 minutes from the end of the match concerned. The Match Form shall not be signed by the team concerned, but the intention to protest shall be noted by the captain of the team on the Match Form directly after the match. As referee you need to sign the match form after the intention of protest is noted. Do not make any decision on the protest. This is the task of the Jury.
- Hand over the Match Form to the Senior Jury.
- On the basis of a report of the referees, coaches and/or captains or by itself, the Jury is allowed to order punishments to a team, a player, another team member or to audience. Only in case the Jury requests for a report, referees shall deliver a report.

4. Evaluation

- Self analysis: look back on your performance and discuss with others (colleague referee, jury member, timekeeper, scorekeeper, coaches, players) certain situations which were not clear.
- Look up in the Game Rules, in case you or your colleague were doubting a certain rule/situation.
- It is recommended to keep a journal of your games and grade yourself. Write down all situations you think you handled very well and also those you think you could've done better. Later on you can focus on those and think how to do better next time. Try to do it before you receive your observer report and compare.
- Feedback of the Jury: in case Jury Members have been observing you, they will give you critical, but positive feedback.
- In case a video is made, try to arrange a moment to watch the video for your analysis.
- Stop analysis in time and start looking forward to next game.
- Signal bottlenecks and inform the Chief Jury, Technical Delegate and/or Organising Committee.

L. INSTRUCTION CHECKING PLAYERS' EQUIPMENT

To be copied from the IPCH website: www.icewh.org

M. FORMS AND CHECKLISTS

To be copied from the IPCH website: www.icewh.org

- 1. Observer Report Referees**
- 2. Explanation Observer Report**
- 3. Match Form**
- 4. Explanation Match Form**
- 5. Penalty-Shot-Series Form**
- 6. Explanation Penalty-Shot-Series Form**
- 7. Match Protest Form**
- 8. Accident Form**
- 9. Checklist Playing Area**
- 10. Checklist Players Equipment**
- 11. Checklist Control before Match**

N. GAME RULES

To be copied from the IPCH website: www.icewh.org

- 1. Game Rules**
- 2. Appendix I : Referee Signals**
- 3. Appendix II : Schedule of offences, penalties and resumption of play**
- 4. Appendix III : Elucidation to Personal Contact**
- 5. Appendix IV : Playing Area**
- 6. Appendix V : Penalty Area**
- 7. Appendix V : T-Stick**
- 8. Appendix VI : Goal**

O. COMPETITION REGULATIONS

To be copied from the IPCH website: www.icwh.org