

IPC GAME OFFICIALS HANDBOOK



International Paralympic Committee

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Introduction

The IPC Game Officials Handbook has been created to help game officials prepare to officiate at IPC competitions.

To be selected to officiate at an IPC event is an honor, as only the best officials from around the world are considered.

A game official must be prepared mentally and physically for the very demanding but enjoyable schedule of hockey games and activities. Officials should be in excellent physical condition and fully prepared to perform at the highest level.

Once a game official confirms his/her participation in an event, it is suggested that they contact their national association to discuss their particular assignment with the referee in chief.

Section 1

Referee and Linesman Nomination Process

Prior to IPC events the IPC will contact participating national associations and ask for a ranking list of officials they are recommending for the IPC event. This information is then entered in the IPC database.

The IPC maintains a history of information on each game official that has officiated at an IPC competition. The IPC monitors the nomination and placement of the licensed referee or linesman based on previous evaluations at IPC events, an IPC Referee Supervisor's recommendations, and a national association's ranking list. With this information, the IPC office develops a preliminary pool of referees and linesman who are capable of working various IPC competitions each season for consideration by the IPC Referee Committee. The IPC Referee Committee uses the information to chart each licensed game officials movement through the Career Path Program.

After compiling a draft list of game officials nominated to the various competitions, the IPC Referee Committee will forward the proposed nomination list to the IPC Ice Sledge Hockey Technical Committee for final approval.

Section 2

BEFORE YOU TRAVEL

Travel Arrangements

The IPC in association with your national association will arrange transport to the event.

If you are flying, be sure to confirm your flight numbers and times two or three days prior to departure. If you are traveling independently by car or trains plan enough time to compensate for traffic or other travel difficulties.

Prior to leaving, ensure that you have the names and telephone numbers of your IPC contact and relevant members of the organizing committee or national association that is hosting the event that you should contact in case you encounter any difficulties, such as missed flight connections, flight delays, etc. your national association will be able to provide you with this information, or obtain it from the IPC web site www.IPC.com. You should also have the telephone numbers of your referee in chief and national association office, which you should be able to contact in case of any problems.

Once you arrive at your destination, a member of the championship host committee will meet you and arrange transportation to your hotel.

Unfortunately, companions are not allowed to accompany you on your international assignment

Passports, Visas and other documentation

If you do not have a passport, or you must renew your existing passport, it is advisable to make application well in advance well in advance of your travel date. Check the expiration date of your passport to ensure that it will not expire while you are away. Some countries require that a passport be valid for at least six months from the date you enter the country. It is advisable to check with a travel agent to discuss any such limitations and to establish if a visa is required to enter the country. The nation association hosting the championship is responsible for sending a letter of invitation that will permit you to acquire an entry visa for the event. Contact your national association for assistance in securing the invitation and visa.

If you intend to drive while abroad, contact your local automobile association to acquire an international driver's license.

Baggage Allowance

Airlines allow travelers a maximum of 20 kg of check baggage on any flight. Check with your travel agent or airline prior to departure to confirm the baggage limits. Exceeding the limits can be extremely costly and the IPC will not reimburse you for any overweight expenses. Any overweight charges will be your responsibility or your national association's. If you suspect you will exceed the weight requirements, contact your national association for approval.

Clothing Requirements

Pack light, but be prepared for all types of social situations. A suit or dress jacket and tie are essential, but a pair of jeans or tracksuit may be suitable for informal excursions.

Be aware of the climate of the region you will be traveling to and the typical weather for the time of the year. Be prepared with the proper clothing and footwear.

Currency

It is advisable to travel with some currency from the country of your destination. To receive a better rate of exchange, purchase foreign currency at a bank in your home country before departing.

At ICP competitions, game officials are paid partially in the currency of the host country and partially in Swiss francs, according to ICP bylaws.

Jet Lag

Jet lag is a real phenomenon, but its effects can be minimized substantially. As a general rule, maximize your sleep and fluid intake while traveling and continue to drink plenty of fluids upon arrival at your destination. Dehydration is a persistent problem that travelers face. Avoid coffee and alcohol, as both tend to dehydrate the body when consumed in even minimal amounts. Set your watch to your destination time zone once you are on the aircraft and begin thinking in terms of that time. Try to establish normal sleeping patterns quickly once you have reached your destination, but don't fight the jet lag too much. Quick naps are helpful and often essential.

Language and Customs

Take time to learn a few phrases in the language of the area to which you are traveling. The local people will appreciate your efforts: simply being able to say "please" or "thank you" in the local language will have a positive effect.

Be aware of any special customs of the area. Do some research or contact fellow officials that have previously traveled to the same destination. Learning the distinctive

customs will greatly enhance your cultural experience. Embrace the local customs, try the food, and learn about a new culture.

Gifts

It is customary for officials to exchange small gifts and tokens. Presenting pins, hats, t-shirts, crests or other hockey souvenirs to your fellow officials is an important goodwill gesture. Contact your national association for these items.

Section 3

AT THE EVENT

Apparel and Equipment Guidelines

IPC policy requires that a suit or dress jacket and tie be worn on game day. Smart, casual apparel for non-game days is suggested. All game officials will be required to follow the IPC's sponsorship-labeling directives and conceal any non-sponsor advertising. The IPC Referee Supervisor will provide direction in this regard.

IPC policy strictly forbids national association crests, logo or identification on any items of clothing worn during the event. Game officials are not part of their country's national team, and if the team is participating in the event, they should have as little contact as possible with the players and/or team officials.

*The IPC officiating crest is required on your jersey.

Meals

The event organizing committee will arrange all meals at the event. Good food will not be a problem and will be provided for all types of dietary requirements. Discuss any special diet needs with your IPC Referee Supervisor on site.

Transportation

The organizing committee will arrange for transportation to and from the games, as well as to any other scheduled activities.

Ice Practice Sessions

Game officials are expected to attend all ice sessions arranged by the IPC Referee Supervisor. Helmets and visors must be worn during all ice sessions, but full officiating equipment is not mandatory, unless requested by Referee Supervisor.

The schedule of ice practice sessions or other fitness activities will be at the discretion of the IPC Referee Supervisor.

During the event, the IPC Referee Supervisor will arrange the IPC Skating Tests for all game officials.

Rules Knowledge

It is important that game officials are fully knowledgeable and understand the rules. It is essential to obtain and become familiar with the IPC Rule Book, IPC Case Book, and IPC Officiating Procedures Manual. The IPC expects that all game officials arrive at an event with complete understanding of the IPC rules, rule interpretations, and procedures.

If you have questions about rules or interpretations, don't hesitate to ask. Clarify any concerns as early and as quick as possible with the IPC Referee Supervisor.

Game Officials Meetings

Prior to the start of the competition a meeting conducted by the IPC Referee Supervisor to outline the officiating standards throughout the games will be held for all game officials. Daily meetings will also be held. The meetings are conducted in English. Arrive prepared with a notebook and pen.

Game officials are expected to attend all meetings as arranged by the IPC Referee Supervisor. The scheduling of the meetings will be at the discretion of the IPC Referee Supervisor.

TRIM (Team Rule Information Meeting)

The IPC Referee Supervisor will operate a TRIM (Team Rule Information Meeting) with the head coaches of the competing teams prior to the start of competition to provide the same rule interpretations and information as presented to the game officials.

Officiating Standards

The IPC Referee Supervisors will outline the IPC Officiating standards that will be expected of all game officials throughout the event. Officials will be expected to maintain IPC Officiating Standard in each and every game of IPC Championship.

Standby Duties

At some IPC competitions, officials may be assigned to work as standby referee or may be required to be a goal judge.

A standby referee is required to:

- Watch the pre-game warm-up and report any incidents to the referee (this may also include writing a report on any incident that may occur)
- Check that the players, who must wear full face masks, visors, neck protectors and mouth guards are doing so, and ensure that all players are wearing helmets. Report any concerns to the IPC Referee Supervisor and referee.

- Participate in pre-game meetings with the game officials.
- Be available in the referee dressing room before the game, during the intermissions and after the game to help the referee, upon his request.
- Assist the off-ice officials as required, as directed by the game referee, in discussion with the IPC Referee Supervisor.
- Work as a linesman if the game linesman must be replaced.

If a seat is unavailable for the standby referee in the ice rink, the IPC Referee Supervisor must be aware of his location during the game in case he is needed. Standby referees are expected to travel to the game with the game officials.

Dressing Room Rules

Game officials are expected to be at the ice rink 75 to 90 minutes prior to game time, and must be in the dressing room 60 minutes before the game, except if they have a pre-game warm up outside the dressing room.

The game official's dressing room is not a meeting place for the game officials and only those game officials assigned to that game should be in the room before, during and after the game.

Media

Media coverage at IPC competitions is extensive. Game officials are important IPC representatives and must be aware at the possible peril of their actions. Members of the media may closely scrutinize your behavior and conduct at the event. Realize that your actions may be observed and judged, and act accordingly. Make this an opportunity to impress the world.

Identification

It is a good idea to keep your passport with you at all times when you are visiting a foreign country.

At most events, you will be issued a photo accreditation. Keep it with you at all times, as it is valuable.

Attitude

At many events, you will be working with an IPC Referee Supervisor and other game officials that are extremely knowledgeable about international hockey. Take advantage of the experience to learn as much as you can.

A positive attitude will enhance your enjoyment of the competition and may even help in your success.

Enjoy the international experience. Work hard and be a positive influence on your fellow game officials. Take advantage of the opportunity and conduct yourself professionally at all times.

Expected Behavior

IPC Referee Supervisor during the first meeting with the IPC Game Officials assigned to the respective IPC Championship or event will be set up the guidelines concerning the expected behavior of the IPC Game Officials during their assignment to an IPC event.

The IPC expects that all IPC Game Officials will show their professional attitude and respective behavior on the ice during their duties as an IPC Game Official and off the ice anywhere on the site with other game officials. IPC Referee Supervisors, players, team staff, members of the organizing committee and other people which will surround them and with whom they will meet during IPC Championship or IPC event.

All cases in which behavior of the assigned IPC Game Officials will be in country with the expected behavior explained in the first meeting by IPC Referee Supervisor, will be the subject to disciplinary action by IPC and possible expulsion from the tournament.

At the conclusion of the tournament the IPC Referee Supervisor will send to IPC Office a special report concerning the behavior of the respective game official. A copy of this report will be forwarded to the National Association to whom this IPC Game Official belongs notifying them what has happened on the event with this game official. It is the responsibility of the National Association to review his case and make appropriate actions following their National Disciplinary Committee.

Safety Issues for IPC game Officials

Most of the questions concerning the safety of the game officials on the sites of IPC Championships or Competition are discussed in advance between IPC Office and the organizer. Usually organizer follows IPC Sport and IPC Championship Regulations concerning safety question. However, if on the site of IPC competition raises questions concerning safety of IPC game officials these issues shall be immediately forwarded by IPC Game Official to IPC Referee Supervisor who's responsibility is to bring them to the attention of the IPC Directorate Chairman. IPC Directorate Chairman will discuss these questions with the organizers and informs IPC Referee Supervisor accordingly about set up arrangements.

Section 4

IPC REFEREE SUPERVISOR

Duties and Responsibilities

The IPC Referee Supervisor will work with the game officials at each game to evaluate their performance and offer constructive criticism aimed at improving their performance.

Communication is an important part of an IPC Referee Supervisor's responsibility. They meet with the game officials the morning before a game to help prepare them for the game, and following the game to evaluate their performance.

It is important to note that it is not the role of the IPC Referee Supervisor to make any decisions for the game officials.

Game officials should consult with the IPC Referee Supervisor about rule interpretations and procedures, or if they have concerns about accommodation, meals, transportation, security, dressing rooms, ice practice sessions or scheduled times.

IPC Supervision Goals

The aim of the IPC officiating program is to improve the level of officiating at IPC competitions through effective supervision during the course of a game. Better officiating will result in better hockey games and less confrontations between players, team officials and game official. It will also reduce the risk of injury to the players and provide a more interesting experience for the spectators.

The objectives of effective supervision are to:

- Improve the quality of work by both referees and linesmen,
- Generate greater consistency of officiating technique,
- Generate greater uniformity of rule interpretation and application,
- Ensure consistent judgment by game officials,
- Provide game officials with objective and constructive criticism.

Section 5

IPC DIRECTORATE CHAIRMAN

The IPC assigns a Directorate Chairman to every competition. The Directorate Chairman is responsible for ensuring the event is operated according to various IPC bylaws, statutes, rules and regulations. The Directorate Chairman has many responsibilities and is the final authority on all matters. Every IPC championship competition is controlled by its Directorate.

Under control of the Chairman, the Directorate shall be responsible for:

- Controlling the eligibility of players
- Controlling the organizer's responsibilities
- Ruling on all disciplinary matters during the competition
- Doping control
- Awarding cups, medals, and diplomas
- Confirming the nominations of the best three players on each team
- Selecting the best goalkeeper, defenseman, and forward of the competition
- Authorizing any other awards of the competition

The IPC Referee Supervisor is responsible to the IPC Directorate Chairman.

Section 6

IPC GAME SUPERVISOR

The competition directorate will assign an IPC Game Supervisor for every game during the event. The IPC Game Supervisor will file a report on any incidents that occur during the game.

The IPC Game Supervisor is not involved with the supervision of game officials. The Game Supervisor is usually a team leader from one of the non-playing teams.

The following Games Supervisor responsibilities are provided to Game Officials to provide them understanding of the duties supplied to this person.

Game Protocol:

Pre-game - Be available in case of any emergency measures that need to be addressed such as pre-game warm-up delay. Ensure that the opening ceremonies are operated according to the championship regulations.

During game – Ensure that the teams are on the ice at the prescribed time and that the intermission is followed according to protocol. In a play-off game be aware of the overtime and game winning shots and regulations.

Post-game – Ensure that the closing ceremonies are operated according to IPC regulations including the National Anthems of the winning team (helmets off), teams shake hands with opponents and game officials.

Advertising:

Ensure that only IPC approved sponsorship is visible on equipment and bench apparel. The Supervisor should be aware of current IPC pool of suppliers. Perform a preliminary check during the pre-game warm-up.

Problem Solving:

Be available to answer any questions before and after the game (benches, sweater colours, pre-game warm-up procedures) and to co-operate with the Referee Supervisor to solve problems concerning rules and/or rule interpretations.

Risk Management:

Make an inspection tour through the facility and take note of any items, which you deem, are potential problems. Report any safety procedure violations by players or officials that are not followed correctly and ensure that the playing surface and the spectator areas are safe for the game. Report any on ice safety issues to the Directorate and provide recommendations where necessary.

Discipline:

Report any discipline or conduct problems, which occurred during the game. If there is a suspension(s), to be prepared to give their viewpoint about the incident.

Referee Game Report:

All Referee Game Reports must be submitted to the directorate. Ensure that any such report is immediately submitted to the IPC Tournament Chairman by the Referee Supervisor following the game. Obtain this document from the Referee Supervisor and be aware of the contents. Be prepared to give their point of view on the incident or incidents involved or leading up to the incident.

Referee Supervisor:

Have an understanding and knowledge of the referee supervisor's role and duties. Be aware of his location during the game.

Game Summary Report:

Provide a game summary report at the next directorate meeting including but not limited to the issues and items listed above. Please ensure to include the final score and any game and match misconduct penalties.

Section 7

IPC OFF-ICE OFFICIALS

The off-ice officials, in many cases, will be personnel who work for the league of the national association hosting the competition. They should have experience in their position, but language may be a problem. Interpreters are usually on hand at the scorekeepers bench if they do not all speak English well, however, it may be necessary to select someone on the Scorekeepers Bench to whom you can easily communicate. The Off-Ice Officials may change daily, so take time before the game to familiarize yourself with them.

All Off-Ice Officials are under the supervision of the Referee, who is the final authority on all matters and can overrule an Off-Ice Official. It is the responsibility of the Referee to question the Off-Ice Officials on any disputed situation and they must respond as to how they viewed the situation. If there is a dispute regarding time, the Referee's decision is final.

Prior to the start of the game, introduce yourself to the Scorekeeper. The Scorekeeper has the full responsibility of all off-ice officials. The Scorekeeper will be the only off-ice official empowered to provide information and discuss game related issues with the Referee during the course of the game.

At least ten minutes prior to the game, the Scorekeeper will bring a copy of the game sheet that has been signed by both teams to the Referee's room to inform the game officials of the number of players registered to participate with each team in the game. The Scorekeeper must report the Referee immediately if he is having difficulty obtaining the roster from either team or if he becomes aware of something that does not comply with the rules.

It is a good idea to review and, if necessary, correct the IPC Official Game Sheet with the Scorekeeper at the conclusion of each period. There can be no change to the awarding of a goal or an assist as recorded on the Official Game Sheet unless approved by the Referee.

When the game is ended, the Scorekeeper will bring the IPC Official Game Sheet to the Referee for signature. The Referee's first priority after the game is to verify and sign it.

Section 8

REFEREE GAME REPORT

During and IPC competition, the Referee may be required to submit a written report to the Directorate Chairman with detailed explanations of the following situations that may arise during a game. It is the responsibility of the IPC Referee Supervisor to review the list with the Referee's before an event to ensure that all incidents are reported in writing.

Items to be reported:

- All Match penalties.
- All Game Misconduct penalties.
- All Game Misconduct penalties of Team Officials.
- Physical or verbal abuse of the game officials to and from their dressing room.
- Problems related to the safety or protection of the game officials or of the players.
- Problems that occurred during the pre-game warm-up when observed by the Referee or reported to the Referee by Off-Ice Officials or Stand by Referee.

Procedure:

- Write only what you saw.
- Write only the facts. Do not write opinion.
- Include what fact(s) may have led to the incident.
- Describe the incident in detail.
- Include any injury or apparent injury.
- Include all incidents after the fact,
- If the Referee did not observe the incident the Linesmen should write a report if they saw it. The Referee must provide good reasons why they did not see the incident.
- The report should be printed in English, so that is legible.
- The report should be given to the IPC Referee Supervisor who is responsible for presenting the report to the IPC Directorate Chairman.

Annex 1

INSTRUCTIONAL GUIDELINES FOR REFREES

Reporting Penalties

When assessing penalties, especially multiple penalties to the teams, stop and report slowly giving the Official Scorekeeper the penalties first to record them and then notify team captains.

Wait until the penalty or penalties are correctly displayed on the clock before resuming play.

If there is any possibility of an injury on a penalty call, stay in the area and check the player's injury before going to report the penalty.

When turning with the play, keep all players in view.

When assessing a penalty, stay in the area until all is clear then go to the Scorekeepers Bench and report the penalty.

Maintaining Awareness on the Ice

Avoid tunnel vision while the play is moving up the ice, keep your head on a swivel and use your peripheral vision.

Use your eyes; your voice and your presence to show that you have already judged a situation. Be approachable in all situations.

When play is stopped in the goal crease area and you are standing behind the net, move out to get a better angle.

Communication Techniques

It is often better to speak to a coach directly than trying to explain a situation to a player.

If you speak to one coach at the bench, be sure to speak to the other coach as well.

When communicating with players or coaches, keep your voice calm, speak slowly, and repeat your explanation if necessary. It may be a good idea if you ask the player or coach if he understands.

If a scrum occurs during a stoppage of play, move over to keep all players in view, watch for point players moving in, and use your verbal skills to calm the situation down.

Use the washout signal to indicate no penalty, with discretion. There is a time when it has a desired effect.

If only two players are involved in freezing the puck, communicate to the players to freeze the puck.

Do not overdo your signals. Calm, controlled signals will rarely incite anger in a player.

Pre Game Concerns

The Referee should meet with the linesmen to clarify his philosophy on supporting roles concerning:

- Covering for trapped Referee.
- Action behind the play.
- Disputed goals – the linesmen must be available to discuss what was seen.
- Puck out of playing area.
- Communication in situations of a hand pass, high sticking the puck or puck goes directly outside of the playing area.

IPC Video Support for Referees

In IPC Championships and competitions where the organizers have a contract with the television broadcaster to televise the games, the Referee is able to review disputed goals by making use of Television broadcaster's feed for reviewing the disputed situations using the IPC Video Support System. IPC Referee Supervisors will review with IPC Game Officials assigned to an IPC event the guidelines and procedures concerning the use of the system in the games where this system will be installed by the organizers.

Annex 2

INSTRUCTIONAL GUIDELINES FOR LINESMEN

Face-offs

- Good face-offs are the major important goal.
- The speed of the face-offs should not be a distracting factor from the other duties and responsibilities of the Referees and Linesmen. We do not want them to be concentrating too much on this one part of their work.
- Communication is a major factor for Referees. Speeding up the face-off and not giving the Referee time to discuss or communicate with players and/or discuss situations with them can affect the Referee's game management plan. Face-off quality should not be sacrificed just to speed up the game.
- When all 10 players come out for a player change immediately on the whistle, the Referee can raise and lower his arm quicker and if players are near the face-off spot, the linesman should blow his whistle if he is in position.
- Linesmen should be getting themselves in position to drop the puck even before they blow the whistle in order that they do not waste time getting set up when the players come into position.
- When there is no apparent change of players, the Referee can raise and lower the arm quicker.
- It's better to use an extra few seconds to get a good fair drop.
- Use the 5 seconds to talk to players – correcting the positioning. If players are in the area before the whistle talk to them to get them to line up correctly.
- Importance of good face-off control:
 1. Prevents player from skating into position as puck is dropped
 2. Prevents players from cutting through or into the circle
 3. Prevents players taking the face-off as they are moving into position
 4. Make the player stop before dropping the puck
- Where players are difficult (not lining up properly), it's more important to get a good drop. Remove the offending player after one quick warning. Take your time.
- As the procedure permits you to drop the puck with having only one player to take the face-off, it may demonstrate better game management if you give that kind of a warning during a neutral zone face-off for the first time in a game. Set a good and early standard for face-offs.
- On the end zone face-offs, avoid removing both players taking the face-off at the same time, if possible get the first one.
- When a player has been removed, the Referee will remain on the original side of the ice surface – he is not changing sides for the next face-off.
- On the end zone face-offs, the Linesman at the blue line must watch the players encroaching in the circle behind the linesman conducting the face-off. Blow the whistle if an infraction occurs and point in the direction of the team of the player to be removed.

- Use the markings properly, but remember the time is running against you. You have to conduct the face-off as quickly as possible.

Icings

Good standard in your icing calls should provide a good flow in the game. This is why unnecessary icing calls destroy the flow.

Factors to be considered in order to determine whether icing is to be called or not are:

- The defending player must make an attempt to play the puck, but
- The defending player on the other hand must also have the possibility to get or to touch the puck.

For the icing call, make your decision early enough, latest when the puck is between the blue line and the top of the circle. Then make your decision. Making your decision when the puck is close to the goal line will cause plenty of conflicts and it will surprise the teams.

Have eye contact with the back linesman just before you make the icing call. Before picking up the puck the front linesman should stop and control the players first in case of a scrum, an altercation or something else.

As a back man on “icing” situation, keep all players in your view while the play is still in progress, especially the players left behind the play.

Off-Side

Linesmen must be positioned at the blue line before the play crosses the line. To reach the blue line at the same time as play crosses the line does not give an opportunity to view the full ice surface and watch as play develops up the ice.

Once play has crossed the blue line, the Linesman should drop back outside the line, and then turn the body at a 45-degree angle to view the entire zone.

As the Linesman goes in deep to cover for the Referee on a fast break (provided the Referee has been trapped a considerable distance behind the center red line), he must remember that coverage of his own blue line is his main priority.

Once the decision to go in deep has been made, the Linesman should go directly to the goal line.

As the front Linesman goes in deep, he must be aware of the fact that the back Linesman now has the responsibility to cover both the front blue line and the far blue line in the situation of a long pass up ice to that line. As a result, the front Linesman should make a determined effort to get back to his blue line as quickly as possible. In the situation where the front Linesman has gone in deep to cover the net for the Referee, the back

Linesman should move up to a position two thirds of the distance between the red line and the blue line. The back Linesman should be alert to this and keep moving always ready to take a few strides to the blue line in case of a close play or to follow the play in case of fast break up the ice in the other direction.

The back Linesman should not move up too quickly in case the play changes direction and he is caught up ice and the blue line is not covered. As the back linesman follows the play up ice, he should not leave his blue line until at least all attacking players have left the zone

At no time with play in progress should the back linesman be further up the ice than the last attacking player. This means there should be no attacking player between himself and the blue line.

As the back linesman moves up the ice to follow the play, he should avoid “tunnel Vision” and not just follow the puck but “keep the head moving” and watch the entire ice surface as in all probability the Referee and the front Linesman will be watching the puck.

Due to the possibility of long passes up the ice, and the blue line not covered or a linesman being late getting to the line, the switching of linesman at the front line (as the front Linesman may get blocked out) should be kept to a minimum and used only under extreme circumstances.

In your offside calls display no hesitation or delay. An unnecessary delayed offside call can cause difficulties for the Referee to control the game (i.e. a late shot on a goalkeeper). Make sure that as a linesman you stop play as soon as possible in this case.

The Linesmen are instructed to use their signals and verbal warning in delayed offside situation to inform the player(s) of the offside situation. In the case where the player(s) know the offside situation and they are not clearing the zone then the play must be stopped. The judgment is intentional offside.

Controlling the players

Where there is an injured player, and no team about to take a shot on goal or has an immediate scoring opportunity, stop the play if you suspect a serious injury and/or the Referee is not aware of the situation.

Where there is a stoppage of play in the end zone and a possible developing altercation, the Linesmen must also watch for the point players moving in and be prepared to notify the Referee, in case of his request. Remember, if there is no altercation, point players are allowed to move in after a stoppage of play.

By using good anticipation for altercations, Linesmen can help the Referee a great deal. Being there at the right moment between the players, as a team, you avoid unnecessary

roughness and penalties. Especially after a goal has been scored, the two Linesmen have to be aware of abuse on the goalkeeper, or the opponent's bench by the scoring team players. Be there right between them.

When a goalkeeper is being removed for an extra player, the back Linesmen must be aware of the situation, and remain in the area of the center red line to watch that the player change is not made too early.

As the Referee leaves the end zone to follow play up the ice, the back Linesmen must watch the players of both teams that are still in the zone.

Be aware of anything that happens on the ice. When the Referee comes to you and asks you a question about an incident, be prepared to give an answer. Be careful of your body language when discussing the incident or situation with the Referee.

Other Concerns

- Linesmen must ensure teams have the same number of players as listed on the IPC Official Game Sheet before the start of the game.
- Reporting assist to the Referee. The Linesmen in charge of this is the one at the blue line.
- Linesmen must only point to the net on a fast break goal.
- Generally speaking, Linesmen must prevent altercation from escalating and ultimately fights from occurring.
- Linesmen should stop play for glove passes when it is clear the Referee has not observed the action.
- Linesmen should give the Referee the first opportunity to whistle highsticked pucks, especially in the end zones.
- Both the Referee and Linesmen will shake hand with the team captains in the Referee's crease before and after the game.
- Referee's should acknowledge the team coaches prior to the start of the game but not shake hands.

Annex 3

OVERTIME PERIOD

- a) If in a Preliminary Round or Qualification Round game, the game is tied at the end of regulation time, a five-minute overtime period shall be played immediately after an intermission of three minutes. The teams will defend the same goals as in the third period.

The puck will be faced off at center ice. The game will end when the five minutes has expired or when a goal is scored; the scoring team will be declared the winner. If no goal is scored in the overtime period then the Game Winning Shots Procedure (Rule 605) will apply.

- b) If a playoff game, a Quarter Final game, a Semi-Final game or a Bronze Medal game is tied at the end of regulation time, then a ten-minute overtime period shall be played immediately following the completion of an intermission of three minutes. The teams will defend the same goals as in the third period.

The puck will be faced off at center ice. The game will end when the ten minutes has expired or when a goal is scored; the scoring team will be declared the winner. If no goal is scored in the overtime period then the Game Winning Shots Procedure (Rule 605) will apply.

- c) If a Gold Medal Final Game is tied at the end of regulation time, then a fifteen-minute overtime period shall be played immediately following the completion of a 15-minute intermission during which the ice will be resurfaced. The teams will defend the same goals as in the third period.

The puck will be faced off at center ice. The game will end when the fifteen minutes has expired or when a goal is scored; the scoring team will be declared the winner. If no goal is scored in the overtime period then the Game Winning Shots Procedure (Rule 605) will apply.

- d) All overtime periods of any IPC game shall be played with each team at the numerical strength of four (4) skaters and one (1) goalkeeper. Specific rules for this procedure are as follows:

1. If a team is penalized in overtime, the teams will play 4-on-3. Coincidental penalties do not affect the on-ice strength when assessed in overtime.
2. In overtime, if a team is penalized such that a two-man advantage is called for, then the offending team will remain at three (3) skaters while the non-offending team will be permitted a fifth skater.

3. At the first stoppage of play after the two-man advantage is no longer in effect, the numerical strength of the team will revert back to either a 4-on-4 or a 4-on-3 situation, as appropriate.

4. If there is a manpower advantage situation, which carries over from regulation time to overtime, the above criteria will be applied at the start of the overtime. Accordingly, if at the end of the regulation time, the teams are 5-on-4, overtime begins at 4-on-3.

5. When the regulation time ends with on-ice manpower strength of 5-on-3, teams will commence the overtime with a strength of 5-on-3. With the expiration of penalties, due to continuous action, player strength may get to 5-on-5 or 5-on-4. At the first stoppage of play following, player strength must be adjusted to 4-on-4 or 4-on-3.

6. If at the end of regulation time teams are 3-on-3, overtime starts 3-on-3. Once player strength reaches 5-on-4 or 5-on-5, at the next stoppage player strength is adjusted to 4-on-3 or 4-on-4, as appropriate.

7. If at the end of regulation time teams are 4-on-4 with a player or players in the box serving non-coincidental penalties, overtime starts 4-on-4 and players exit the penalty box as normal to 5-on-4 or 5-on-5. At the first stoppage of play, teams are adjusted to 4-on-3 or 4-on-4, as appropriate.

Annex 4

GAME WINNING SHOTS PROCEEDURE

1. In a game where a winner must be declared and no goal is scored in the overtime period (Rule 604) then the IPC Game Winning Shots Procedure will apply. The following procedure will be utilized:
 - a) The Teams will not change ends for the Game Winning Shot procedure. The center section of the rink will be dry scraped by the ice-resurfacing machine prior to the Game Winning Shots during the time required to organize the program accordingly (This will occur at the discretion of the TD). The Home team shall have the choice of shooting first or second.
 - b) The procedure will begin with three (3) different shooters from each team taking alternate shots. The players do not need to be named beforehand. Eligible to participate in the Game Winning Shots will be all players from both teams listed on the official game sheet except as specified in article 3 below.
 - c) All players are eligible to participate in the Game wining Shot procedure unless they are serving a Misconduct penalty or have been assessed a Game Misconduct or Match Penalty.
 - d) Once the Game Winning Shot procedure begins, the goalkeeper cannot be replaced unless he/she is injured. No warm up shall be permitted for a substitute goalie.
 - e) The shots will be taken in accordance with the IPC Official Rule Book.
 - f) The players of both teams will take the shots alternately until a decisive goal is scored. The remaining shots will not be taken.
 - g) If the result is still tied after 3 shots by each team the procedure shall continue with a tiebreaker shoot-out by one player of each team, with new players with the other team starting to take the tiebreak shots the game shall be finished as soon as a duel of two players brings the decisive result.
 - h) The Official Scorekeeper will record all shots taken, indicating the players, goalkeepers and goals scored.
 - i) Only the decisive goal will count in the result of the game. It shall be credited to the player who scored and to the goalkeeper concerned.

- j) If a team declines to participate in the game winning shots procedure the game will be declared as a loss for that team and the other team will be awarded 3 points for a win. If a player declines to take a shot it will be declared "no score" for his team.

2. The procedures for game winning penalty shots outline in Rule 1008 c through h shall apply.

Annex 5

TEAM ENTRY AND DEPARTURE FROM ICE SURFACE

In game facilities during IPC Championship events where the participating teams enter and depart the ice surface using the same common door and hallway system, the following procedure is proposed to ensure that the teams enter and depart the ice surface in an orderly fashion and without incident. The game clock will be the only timing device used in the timing of all activities including the pre-game warm up, the period intermission and the actual game itself.

At the conclusion of the first and second periods, upon hearing the buzzer, the teams must follow these procedures to leave the ice surface. As soon as the buzzer sounds, signaling the end of the period, the game clock will be immediately re-set with the appropriate intermission time frame.

At the end of the first and second periods, the visiting team will return to its player's bench and remain there until the entire home team has departed the ice surface and entered the common hallway. Once the last player of the home team has entered the common hallway, then the referee will motion the visiting team to leave the ice surface. During the actual game itself, the home team will always enter and depart the ice surface first. The visiting team will always enter and depart the ice surface immediately behind the home team. The Directorate may agree to adapt this procedure taking into consideration the position of the teams' dressing rooms.

To notify the teams that it is time to return to the ice surface at the beginning of each period, the official game timekeeper will sound a buzzer in the dressing room area to inform the teams using the following systems at each ice hall:

3 minutes remaining on the game clock-One blast of the alarm by the official game timekeeper indicating that in one minute the teams will be called to the ice surface.

2 minutes remaining on the game clock-Two blasts of the alarm by the official game timekeeper calling for the home team to immediately leave their dressing room and return to the ice surface. The visiting team immediately follows the last player of the home team to the ice surface.

We need the cooperation of all players and team management to follow this procedure in order to reduce the risk of any incidents during IPC championship events.

Annex 6

IPC REFEREE GAME REPORT

Event: _____ Game # _____ Date: _____

Home Team: _____ Visiting Team: _____

Referee: _____ Linesmen: _____ / _____

IPC Supervisor: _____ Final Score: _____ / _____

1. Please state the reason for this Referee Game Report: _____

2. Has a verbal report been given to the Referee Supervisor? Yes No

3. Has a verbal report been given to the IPC Chairman? Yes No

4. Time of the incident: _____ Period: _____ Score at the time: _____ / _____

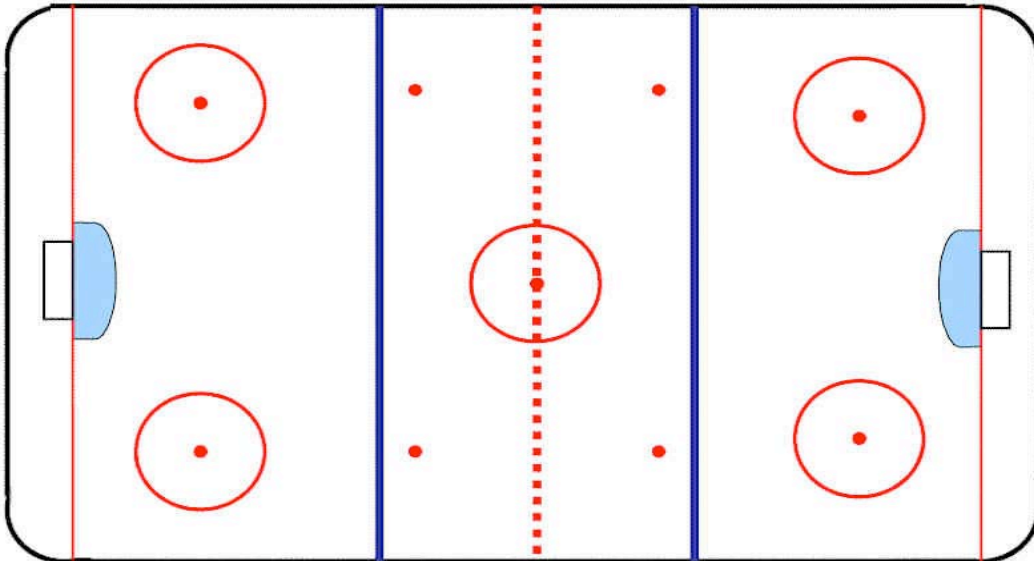
5. Please provide a description of the event leading up to the incident, describe the incident as it happened. List any injuries that may have occurred and list any events that may have occurred after the incident. Use the rink diagram on the second page of this report to assist in the explanation of the incident. Print clearly

Please provide a summary of any penalties assessed to each team in this incident including the jersey number of the penalized player, the penalty assessed, the number of minutes assessed and the IPC Rule number.

Home Team: _____ Visiting Team: _____

#	Penalty	Min,	Rule #	#	Penalty	Min,	Rule #
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Please use this rink diagram to assist in explaining the incident:



This Referee Game Report is to be completed by the Game Referee and submitted to the IPC Referee supervisor immediately following the game.

Day/Date: _____ Referee Signature: _____

Linesmen Signature: _____

The Referee Supervisor has read this report and has nothing to add.

IPC Referee Supervisor: _____ Signature: _____

A copy of this Referee Game Report is to be submitted to the IPC Referee in chief and the IPC Directorate Chairman.

Annex 7

VIDEO SUPPORT SYSTEM (VSS) OPERATING SYSTEM

The use of replay of disputed goals is approved by the IPC. For use of the IPC Video Support System (VSS) the Referee and Referee Supervisor should be familiar with policies and procedures for the IPC Video Support System.

The following situations are the only situations that will be subject for the reviewing by the Referee, or Video Replay Official.

1. To determine if the puck has completely crossed the goal line.
2. To determine if the puck entered the net prior to or after the goal frame was dislodged.
3. To determine if the puck entered the net prior to or after expiration of time at the end of a period or the game provided that the game time is available on the monitor.
4. To determine if the puck was directed into the net by a hand.
5. To determine if a puck deflected into the net off of a game official.
6. To determine if the puck was struck with a high stick, above the height of the player's shoulders, by an attacking player, prior to the puck entering the net.
7. To establish the correct time on the official game clock at the point that the puck completely crossed the goal line, provided that the game time is available on the monitor.

Procedure

- The Referee in case of a disputed goal should proceed to the scorekeeper's bench, get off the ice and use the monitor that is available at the scorekeeper's bench, or use the head set available to communicate with the Video Replay Official.
- When a Referee use a Video Support System, The public address announcer will make the following announcement.

“The play is being reviewed”

Situation 3

A situation similar to 2 above and the same team scores again. A review of the play indicates that the team scored on the first play, but play continued. A goal is awarded at the time of the first play. The clock is reset, and play is to continue from the time of the first goal.

Video Goal Judge Guidelines for Referees:

1. When an in-the-net camera is used, be aware of the fact that the puck may hit the camera and come out of the net quickly.
2. Should the situation arise where the game clock has to be reset of the following a video review of a play, allow the timekeeper sufficient time to reset the correct time on the game clock.
3. Following a goal on televised games, provide a little extra time to allow the broadcaster to show replays of the goal.
4. If penalized player comes out of the penalty box and the clock has to be reset following a Video Support System review, then it may be necessary that the player return to the penalty box to serve the balance of the penalty time.
5. Should the first stoppage of play be the end of a period or the end of a game, the Referee must review the questionable play before teams leave the ice if he wants to review the disputed moment.
6. If a delayed penalty was to be assessed before the goal but play continues and a video replay determines a goal, then the penalty is washed out as it was to be assessed before the goal. However, if the penalty was to be called after the goal but before the stoppage of play then the penalty is to start at the reset time on the game clock.

Annex 8

MEDIA INTERACTION

GUIDELINES FOR ON-ICE OFFICIALS

General information for the IPC Championships regarding communication:

- **We must be very clear**
 1. What are the rules? IPC Rule Book
 2. What are the interpretations? IPC Rule Book
 3. What are the guidelines given to the Referee?

These items will be communicated at a general information meeting with the media covering Ice Hockey in each Championship, prior to the start of the tournament.

- **We must be transparent**

Motto: “We have nothing to hide”

- **We must be sensitive to the media’s request**

They are the link to the fans – the legitimate “owners of the game”

- **We must act swiftly rather than react slowly**

If we act, the IPC is in the drivers seat. The media will communicate the IPC version, rather than have the opportunity to create on their own.

- **Interaction**

1. All request from the media to talk to a Referee or a Referee Supervisor must be forwarded through the IPC Media Relation Officer or IPC Referee Supervisor. This is to avoid that the Referees are caught off guard or asked question immediately after a game, when tensions may still be running high.
2. The IPC Media Relation Officer and the IPC Referee Supervisor will together evaluate the validity of the request and circumstances and together make a judgment whether the Referee will be brought to the mixed-zone or the media interview room. In any case, an IPC Referee Supervisor must talk to the media if the IPC makes the judgment that the Referee, given the circumstances, should not talk to the media after a game.
3. In all Referee-Media interaction, where the questions are about officiating, rules or rule interpretations, and IPC Referee Supervisor, with an excellent command of English, must be present as support for the Referee. The Referee Supervisor does not need to intervene into the interview, unless specifically asked by the Referee or when a clarification is needed.

4. All impromptu interview requests directly to the Referee about officiating, rules or rule interpretations outside the designated media zones (in the street, hotel) must be politely turned down.
5. Any IPC on-ice official or IPC Referee Supervisor is free to talk to media if the request is to conduct a general interview about the experience on the IPC Championship, the Referee's career in general, etc.
6. The IPC official (IPC games officials or Referee Supervisors) subjected to such an interview must make it clear to the reporter that he/she must stick to the preconditions of this interview and not to, eventually, start turning the questions regarding officiating in the IPC Championships, rules or rule interpretations. If such questions are asked, remind the reporter about what was agreed and politely turn the questions or refer the reporter to an IPC Referee Supervisor or to one of the two IPC Media Relations Officers. It's an old reporters trick to make a person feel relaxed with "easy" questions and suddenly ask a controversial question when the interviewed person is off guard. Be on guard. Use common sense. It's of course fully okay to say it's more challenging to call an IPC Championship game if one compares with a local league game for example.
7. In cases where the Referee is not sure about the validity of the question, ask the reporter to postpone the question for later or use the phrase "No comment".
8. When using "No comment" say just that. Never say "You surely understand that I can't comment on the Phantom interference call my colleague made in OT".
9. Never comment on the performance of another Referee.

Annex 9

SAFETY OF THE GAME OFFICIAL

General Advisors for IPC Game Officials and IPC Referee Supervisors

1. Accommodation

- If it's possible don't stay in the same hotel as the teams.
- If you stay in the same hotel use different floors and a different place to have your meals.
- The hotels for the game officials with contact information shall not be published in any paper.

2. Before the game

- **Transportation to the rink**
 - All officials working the games shall go to the rink together the way the organizer has made it.
- **Dressing Room**
 - The dressing room shall not be pointed out in any public floor plan. No one has to know about that except for the people working around the officials.
 - The dressing room and the hallway must be cleaned out from people that don't belong there – Safety Guards
- **Warm –up**
 - Make clear that the officials can do the warm-up in a safe way – indoors or outdoors.
- **The way onto the ice surface and off ice**
 - It must be safe and clear without spectators or others to avoid confrontation – Safety Guards!

3. During the game

- Make sure that every incident on the ice involving an official or a player is covered for all involved in the game so that not only the media has the picture.
- Every official has to follow the IPC procedure for an official on the ice.

4. After the game

- The way off the ice surface – It must be safe and clear without spectators or others to avoid confrontation.
- Transportation from the rink

5. Guidelines for IPC Referee Supervisor and IPC Game Officials.

If something happens that you can't control the situation stay together in the game official's room until you will receive the message from the proper authorities concerning departure.

- Supervisor has to check out security issues at the hotel and rink.
- Your accreditation card is your security for safety.
- Do not hand out your mobile number to any unknown people.



SPIRIT IN MOTION

International Paralympic Committee
Adenaueallee 212-214
53113 Bonn, Germany

Tel. + 49-228-2097-200
Fax. + 49-228-2097-209
info@paralympic.org

www.paralympic.org

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