

# IPC OFF ICE OFFICIALS' HANDBOOK



International Paralympic Committee

# Preface

The IPC Off-Ice Officials Handbook outlines the responsibilities of the Off-Ice Officials assigned by an IPC Championship organizer to an IPC Championship competition. Regulations pertaining to international player transfers, discipline, health and first aid, medical doping control, and the actual playing rules, can be found in the respective rule and regulation documents of the IPC. Please contact the IPC Office directly for clarification on any of information in this handbook, or for questions on topics not covered in this publication.

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# INTRODUCTION

The IPC Off-Ice Officials Handbook outlines in detail the responsibilities of the Scorekeeper, Timekeeper, Announcer, Goal Judge and Penalty Box Attendant.

The IPC Rule Book provides a job description of each position, and Off-Ice Officials should be familiar with these duties. In addition, they should become familiar with the IPC playing rules. With a good understanding of their duties, plus a basic knowledge of the playing rules, Off-Ice Officials can be of great assistance to the game officials on the ice.

# Section 1

## GENERAL INFORMATION

The following Off-Ice Officials should be appointed for all international games:

- One Scorekeeper (with up to two assistants)
- One Timekeeper
- One Announcer
- Two Penalty Bench Attendants
- Two Goal Judges
- One Video Goal Judge (may be required at IPC Championships)

The IPC may assign additional persons to any of the Championships to operate the statistical program including recorders and result managers. This assignment is dependent upon the category and the level of competition. This is arranged with the organizer by the IPC in advance of the competition.

The host national association, when preparing for an IPC competition, will nominate a Manager(s) of Off-Ice Officials, who will be responsible for organizing the work of the Off-Ice Officials. In general, the individuals nominated should have experience working as an off-ice official in their national league, and may include game officials, regional or local Referee-in-Chiefs, or representatives from the National Association Referee Committee.

The Manager of Off-Ice Officials should meet with the representative of the organizing committee to discuss:

- Specific regulations covering this competition (commercial breaks, beginning of the game, video goal judge, etc).
- Contact numbers during competition
- Cooperation between off-ice officials and statistics group (printing the Official Game Sheet, help from the Off-Ice Officials and statistic group).
- Equipment and measuring tools on the Scorekeeper's Bench.
- Dress code (special jackets for off-ice officials).
- Accreditation.
- Cooperation with the media.

The Manager of Off-Ice Officials is required to conduct a meeting before the first game, with all Off-Ice Officials to discuss the following:

- Information about competition
- Organization's details
- Distribution of responsibilities within the group of the Off-Ice Officials
- Process for nomination to the games
- IIHF rules which concern the role of Off-Ice Officials

All Off-Ice Officials should have a good knowledge of the rules and must understand delayed penalty situations, coincidental penalty rules, and should be familiar with the referee signals.

The Scorekeeper is in charge of the Off-Ice Officials, but they are all under the supervision of the Referee, who is the final authority and can overrule any Off-Ice Official.

## Section 2

### DUTIES AND RESPONSIBILITIES

The IPC Rule Book provides a job description for each Off-Ice Official position:

- Goal Judge
- Scorekeeper
- Timekeeper
- Announcer
- Penalty Bench Attendant

All the assigned Off-Ice Officials should arrive on the ice rink at least 80 minutes before the scheduled start of the game.

#### Scorekeeper

##### Pre-game Meeting

The Scorekeeper is responsible for all Off-Ice Officials. He is required to meet with them in the Off-Ice Official's dressing room prior to the start of the game. At the meeting, the Scorekeeper should:

- Check the list of Off-Ice Officials assigned to the game,
- Inform the Off-Ice Officials about concerns from previous games,
- Check the equipment and measuring tools on the Scorekeeper's Bench,
- Discuss the duties of the Scorekeeper's assistants' during the game,
- Answer any questions or concerns from the Off-Ice Officials.

If the timekeeping system and scoreboard system are separate and are operated by two different individuals, the Scorekeeper must meet with the scoreboard operator to discuss the duties and responsibilities described in the ANNEX 7.

##### How to Complete the Official Game Sheet

Prior to the start of the game, the Scorekeeper should complete the Official Game Sheet for the game according to the IPC Rule Book, Game Countdown and Warm-up Procedures, and following the guidelines provided in ANNEX 3 of this handbook. The form of the IPC Official Game Sheet is shown in ANNEX 2 and a completed IPC Official Game Sheet in ANNEX 5.

When completing the Official Game Sheet, the Scorekeeper should take into consideration the following:

- The organizing committee must provide the Scorekeeper with the original IPC Official Game Sheets one day prior to the start of the event and must keep them until the event is finished. However, if the data system is working correctly and the IPC Official Game Sheet can be printed from the system 60 minutes prior to the start of the game, this printout will then become IPC Official Game Sheet. In either case, the Scorekeeper must fill in the original IPC Official Game Sheet manually before and during the game in order to avoid the loss of statistical data.  
In this case the Scorekeeper should follow the procedure for completing and processing the Official Game Sheet as outlined in ANNEX 3 of this

handbook.

- The Scorekeeper must bring a copy of the IPC Official Game Sheet to the Referee's room at least 10 minutes prior to the start of the game once both teams have signed it.
- The first priority of the Scorekeeper following the game is to verify the completed IPC Official Game Sheet and have it signed by the Referee.
- The Scorekeeper should review and, if necessary, correct the IPC Official Game Sheet with the Referee at the conclusion of each period.
- The Scorekeeper must keep all completed and signed IPC Official Game Sheets until the end of the competition, at which time they should be turned over to the organizer to be forwarded to the IPC Office.

If the Scorekeeper is having difficulty in working with either team, he should immediately inform the IPC Referee Supervisor or the IPC Game Supervisor, who are responsible for dealing the teams.

#### Communicating With Game Officials on the Ice

During the game, the officials on the bench receive information that may be useful to the referee. The Referee may ask the Off-Ice Officials, through the Scorekeeper, questions concerning disputed situations. They would respond through the Scorekeeper. The Scorekeeper is the only Off Ice Official authorized to provide information and discuss game related issues with the Referee during the course of the game.

The Scorekeeper may be of assistance to the Referee in the following situations:

- Team and/or goalkeeper penalty:
  - The Scorekeeper should record the jersey number of the players on the ice when the goalkeeper is assessed a penalty and provide this information to the Referee if requested.
  - If the Referee wishes to be informed, the Scorekeeper should have recorded all the jersey numbers of the players on the ice at the time that the penalty was assessed.
- Altercations:
  - If the Referee wishes to be informed, the Scorekeeper should have recorded all the jersey numbers of the players on ice and the numbers of the players entering the ice from players' bench to participate in the altercation.
  - In case of a bench-clearing incident, the Scorekeeper may assist the Referee by noting the jersey numbers of the players involved, but will provide the information to the Referee only at the Referee's requests.
- Connection to the Video Goal Judge:
  - When the Referee must discuss a scoring situation with the Video Goal Judge, the Scorekeeper at the Scorekeeper's Bench will provide him with a telephone directly connected to the Video Goal Judge. The Referee will remain on the ice while in discussion with the Video Goal Judge.

When Off-Ice Officials are discussing a situation with the Referee, they should refrain from using any head or hand signals as this can lead to confusion and controversy.

## Scorekeeper's Assistants

The Scorekeeper usually has two assistants, who help him before, during and after a game. Before the game, the Scorekeeper should have a brief meeting with his assistants to discuss their co-operation.

Some duties and responsibilities of the Scorekeeper's Assistants are described in ANNEX 3, Guidelines for Completing the IPC Official Game Sheet.

In addition, the Scorekeeper may suggest the assistants help with the following items:

- Check the equipment and measuring tools on the Scorekeeper's Bench,
- Provide information about the players and goalkeepers participating during the game,
- Record the jersey numbers of the players on the ice when the goalkeeper is assessed a penalty,
- Copy and deliver the Team Composition Forms to the statistics and media center,
- Record the jersey numbers of the players entitled to receive assists (World Championship and Paralympic Winter Games, or in case the referee has the problems with their determination),
- Record the jersey numbers of the players in a bench clearing incident (if players leave the player's bench during the incident to participate),
- Other duties upon request.

## Timekeeper

All timekeeping system procedures activated by the Timekeeper should follow the directives outlined in the IPC Rule Book; the Timekeeper's duties should be in accordance with the IPC Rule Book. The Timekeeper is under the supervision of the Scorekeeper.

The game clock is the only official timekeeping system in the ice rink. All activities are initiated from this one timing device. The Timekeeper is at all times - prior to a game, during a game and immediately following a game - responsible for the time displayed on this device. Guidelines for IIHF Timekeeping and Scoreboard Systems are outlined in ANNEX 7.

Prior to the start of the game, the Timekeeper must:

- Meet with the Scorekeeper to discuss:
  - Specific items of the starting game (opening ceremony, intermissions and etc),
  - Co-operation between Scorekeeper and other Off-Ice Officials if the game clock malfunctions.
- Become acquainted with the timekeeping system and its functions.
- Verify that the timekeeping system is functioning properly:
  - Put the game time on the clock,
  - Put the penalties on the clock (2, 4 and 5 minutes) and remove them,
  - Start and stop the clock,
  - Check the buzzer,
  - Check additional functions of the timing devices.
- Prepare and check that the stopwatch works properly.
- Record the telephone number and check that the telephone line to the technicians responsible for maintaining the timekeeping system works properly.
- Be in place to begin the count down procedure 60 minutes prior to the start of the game.



Prior to the start of the game, second and third periods, and any overtime period(s) when the Referee and both teams are ready for the first face-off at center ice, the Referee will raise his hand to signal to the Timekeeper that he is ready to drop the puck. From this point on, all of the Timekeeper's attention must be focused on the Referee. When the Referee drops the puck, the Timekeeper must immediately start to run the game clock.

While operating the timekeeping system, the Timekeeper must simultaneously use a stopwatch to time the game. The stopwatch is a backup timing device in case the timekeeping system malfunctions and should be operated manually during the game to maintain the correct time. Only one individual should operate both the timekeeping system and stopwatch in case the teams are asked questions, concerning the determination of the correct time.

During the game, the timekeeping system is to be stopped only upon the Referee or Linesman's whistle and automatically at the end of each period, and must start to run when either of the game officials drops the puck.

The Timekeeper must sound a buzzer in the dressing room area to notify the teams that it is time to return to the ice surface at the beginning of each period using the following systems:

- Three minutes remaining on the game clock - one blast of the buzzer to indicate that in one minute the teams will be called to the ice surface.
- Two minutes remaining on the game clock - two blasts of the buzzer calling for the home team to immediately leave their dressing room and return to the ice surface.

If there is a problem with the timekeeping system, or if the dressing rooms are not equipped with buzzers, the information may be relayed to the teams by the timekeeper blowing the whistle, while maintaining control of the activities by stopwatch at all time. If this procedure is to be used, the information should be relayed to the team officials through the Scorekeeper or his assistants as soon as the problem arises.

The following summary shows the various activities and timing sequences for display on the game clock and actual duration in real time for an IPC Championship Game:

Activity	Timing Sequence	Actual Duration
Countdown to warm-up	Game time minus 60 minutes	20 minutes running time
Pre game warm-up	Game time minus 40 minutes	20 minutes running time
Countdown to game time/broadcast time	Game time minus 20 minutes	Approximately 20 minutes running time (actual time established by host broadcaster)
First period	20 minutes	20 minutes stop time
First period intermission	15 minutes	15 minutes running time from the end of the first period
Second period	20 minutes	20 minutes stop time
Second period intermission	15 minutes	15 minutes running time from the end of the second period
Third Period	20 minutes	20 minutes stop time
Overtime intermission	3 minutes	3 minutes running time from the end of the second period
Gold medal overtime intermission	15 minutes	15 minutes running time from the end of the third period

Official team time-outs	30 seconds	30 seconds from the moment the Referee notifies the Official Scorekeeper that a team has requested their one time-out
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## **Announcer**

The Announcer is responsible for announcing information as outlined in the IPC Rule Book, and his duties are described in the IPC Rule Book. Examples of the announcements can be found in ANNEX 8. The Announcer is under the supervision of the Scorekeeper.

### Pre-game Preparations

Prior to the start of the game, the Announcer should:

- Obtain a copy of the Team Composition Forms or Official Game Sheet from the Scorekeeper.
- Study the names of players, team officials, referee and linesmen.
- Learn to pronounce their names correctly.
- Meet with the Scorekeeper to discuss the game.
- Be in place on the Scorekeeper's Bench at least 45 minutes prior to the start of the game and be ready to begin the announcements as outlined in ANNEX 8.
- Check that the microphone on the Scorekeeper's Bench is functioning properly.
- Review all announcements that must be broadcast before, during and after the game.

### Game Clock Malfunction

In the event that the game clock malfunctions, the Announcer must:

- Upon the Scorekeeper's request, immediately inform the spectators and the teams through the public address system.
- Announce the playing time in the game or the penalty time of any penalized players.
- Announce to the spectators and teams when the game clock begins working again.
- The teams and spectators should receive time information during each stoppage of play (examples of these announcements can be found in ANNEX 8).

## **Penalty Bench Attendant**

The responsibilities and duties of a Penalty Bench Attendant are outlined in the IPC Rule Book. The Penalty Box Attendants are under the supervision of the Scorekeeper.

During the game, the Penalty Bench Attendants should record the start time and end time of a penalty and the time that a penalized player returns to the ice.

An example of how the information should be recorded is shown below:

<b>Player #</b>	<b>Substitute Player #</b>	<b>Penalty Duration (min)</b>	<b>Offence</b>	<b>Start</b>	<b>End</b>	<b>Return to the Ice</b>
8		2	H-ST	18.05	20.05	19.45 (goal)
10		2	CH-B	18.20	20.20	20.20
10		10	MISC	20.20	30.20	30.20

During the game, the Penalty Bench Attendants must open the door of the penalty bench immediately after the expiration of the penalty time on the game clock to indicate that the penalty time is over and that the player can return to the ice.

## **Goal Judges**

The responsibilities and duties of a Goal Judge are outlined in the Rule Book. The Goal Judges are under the supervision of the Scorekeeper.

One Goal Judge should be stationed behind each goal during the progress of play, in a properly enclosed booth, so that there can be no interference with their activities.

In the event of a power failure, each goal judge must be equipped with a red flag, which will act as a back up to the electronic red light. The Goal Judge must raise the flag to indicate that the puck completely crossed the goal line.

## **Section 3**

### **SCOREKEEPER'S BENCH**

#### **Off-Ice Officials on the Scorekeeper's Bench**

The Scorekeeper, two Scorekeeper's Assistants, Timekeeper and Announcer must be positioned at the Scorekeeper's Bench.

Spotters should not be on the Scorekeeper's Bench, however, they should be seated in a location where they can see the entire playing surface, and they should have wireless contact with the Scorekeeper.

The Penalty Bench Attendants should have special seats near their respective penalty benches. They should have a good view of the entire ice surface and should be able to clearly see the time on the game clock to carry out their duties properly.

Off-Ice Officials should refrain from conversing with spectators during the course of the game.

#### **Computer Statistical Service**

The organizing committee must provide a workspace in the ice rink with a good view of the entire ice surface for the computer statistical service. The statisticians will be seated as required by the IPC Statistics Program. They should have easy access to their computer systems to fulfill their responsibilities.

Usually one representative of this group will deal with on-line transmission of the game through the Internet on the [www.ipc.com](http://www.ipc.com) site and will have a position on the Scorekeeper's Bench. The position should have sufficient space to operate the results system hardware.

The organizer must provide the technical installations for the Internet connection, the power supply and adequate working space on the Scorekeeper's Bench. This should be discussed with organizer well in advance of the event to ensure that it is operational.

Additionally, at World Championship and Paralympic Winter Game competitions, their function is to immediately advise the Scorekeeper of the jersey number(s) of the player(s) involved in a goal scoring or penalty situation.

#### **Video Goal Judge Telephone Operator**

At World Championship and Winter Paralympic Games and some other IPC competitions, the organizing committee must provide a direct telephone line from Scorekeeper's Bench to the Video Goal Judge.

The Video Goal Judge Telephone Operator must be seated in front of the telephone on the Scorekeeper's Bench, and the telephone must be equipped with a flashing light signal that works simultaneously with the ring to avoid missed calls.

## **Commercial Break Coordinator**

At IPC competitions where television commercial breaks will take place, the Commercial Break Coordinator must be positioned at the Scorekeeper's Bench to activate the red light that signals a commercial break. The Commercial Break Coordinator should be in a position at the Scorekeeper's Bench to provide visual information to the Referee on the timing of the commercial break.

The television commercial breaks procedure and the duties of the Commercial Break Coordinator are described in ANNEX 13.

## **Section 4**

### **EQUIPMENT REQUIRED AT THE SCOREKEEPER'S BENCH**

The following equipment must be kept at the Scorekeepers Bench during a game. These items are the responsibility of the Scorekeeper and must be available at any time during a game:

- 2 stop watches
- Small notepad and sharp pencil
- 1 extra game official's whistle
- Game Winning Shot player list pads plus 2 sharp pencils
- 3 full water bottles for game officials
- 3 towels for game officials

## Section 5

### INTERPRETATIONS AND GUIDELINES

#### Guidelines for Awarding Assists on a Goal

During World Championship and Paralympic Winter Games competitions, the Referee will report the goal scorer, but the Scorekeeper or his assistants are responsible for the awarding of assists for each goal. The following are guidelines to be used in awarding assists on goals:

1. Team A8 passes the puck to A9, who passes to A10 who scores a goal.  
*Ruling: Goal scored by A10 and assists to A8 and A9*
2. Team A8 shoots the puck in the direction of the net but not at the goalie. A9 retrieves the puck and passes to A10 who scores a goal.  
*Ruling: Goal scored by A10 and assists to A8 and A9 as no player of Team B had control of the puck.*
3. Team A8 passes the puck to A9 but the puck deflects off the body, stick or skate of a Team B player, then it is retrieved by A9 who passes to A10 who scores a goal.  
*Ruling: Goal scored by A10 and assist to A8 and A9 as no player of Team B had gained control or possession of the puck.*
4. Team A8 shoots the puck at the goalkeeper who stops the shot. The puck rebounds out and A10 shoots the puck into the goal.  
*Ruling: Goal scored by A10 and assist to A8.*
5. Team A8 passes the puck to A9 who attempts to pass the puck to A10. However, a player of Team B intercepts the pass. A10 checks the B player with the puck then shoots the puck into the goal.  
*Ruling: Goal scored by A10 but no assists as a player of the opposing team had possession and control of the puck prior to the goal being scored.*

#### NEW

6. Team A8 passes to A9 who passes to A10. A10 shoots at the goalkeeper who stops the shot but the puck rebounds back out and A10 shoots the puck into the goal.  
*Ruling: Goal scored by A10 and assist shall be awarded to A8 and A9 (See Rule 472)*

#### Guidelines for Releasing Penalized Players Following a Goal

For the interpretation of the rule where a goal is scored against a team that is shorthanded the following guidelines shall be taken into consideration:

#### NEW

Three questions shall be asked with reference to a Minor penalty:

- Is the team serving a Minor penalty?
- Is the team below the numerical strength of the opposing team on the ice?
- Is a goal scored against the team?

If the answer to all three questions is yes, the first Minor penalty being served expires after the goal has been scored, except if the goal is scored on the Penalty Shot.

If the team is shorthanded and a goal is scored on a Penalty Shot no player returns to the ice.

The following are a number of situations that will assist the Penalty Bench Attendants in determining the penalized players that are to return to the ice following the scoring of a goal:

**NEW**

**Situation 1:**

Team A	Team B
No. 6 - 2 min. at 3.00	No. 11 - 2 min. at 3.00
No. 9 - 2 min. at 3.30	Goal at 4.00

*Ruling: At 3.00 teams play 4 on 4  
At 3.30 teams play 3 on 4  
A9 returns on goal at 4.00*

**Situation 2:**

Team A	Team B
No. 6 - 2 min. at 3.00	No. 11 - 2 min. at 3.00
No. 9 - 5 +GM at 3.30	Goal at 4.00

*Ruling At 3.00 teams play 4 on 4  
At 3.30 teams play 3 on 4  
No player returns on goal at 4.00*

**Situation 3:**

Team A	Team B
No. 6 - 2 min. at 3.00	No. 11 - 2 min. at 3.30
No. 9 - 2 min. at 4.00	Goal at 4.30

*Ruling: A6 returns on goal at 4.30*

**Situation 4:**

Team A	Team B
No. 3 - 2 + 2 at 3.00	
No. 9 - 2 min. at 4.15	Goal at 5.30

*Ruling: A9 returns on goal at 5.30*

**Situation 5:**

Team A	Team B
No. 7 - 2 + 2 at 3.00	
No. 8 - 2 min. at 3.30	Goal at 4.00

*Ruling: No player on Team A returns on goal  
First minor penalty to Team A cancelled out*

**Situation 6:**

Team A	Team B
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No. 11 – 5+GM at 3.00  
No. 19 - 2 min. at 3.15

No. 14 - 2 min. at 3.30  
Goal at 4.00

*Ruling: A19 returns on goal at 4.00*

**Situation 7:**

Team A  
No. 2 - 2 min. at 3.00

Team B  
No. 7 - 2 + 5+GM at 3.00  
No. 16 - 2 min. at 3.00

Goal at 3.30

*Ruling: A2 and B16 cancel out  
Teams play 5 on 4  
Team B must substitute for No. 7 for 7 min. (major penalty starts first)  
No player returns on goal by Team A*

**Situation 8:**

Team A  
No. 5 - 5+GM. at 3.00  
No. 15 - 2 min. at 3.30

Team B  
No. 5 – 5+GM at 3.30  
Goal at 4.00

*Ruling: A15 returns on goal at 4.00*

## **Guidelines for Canceling Out Penalties**

During a game it may happen that Coincidental Penalties should be applied. The examples listed below will help the Off-Ice Officials (especially the Timekeeper and Penalty Bench Attendants) in their duties during the game.

The interpretation of the rule is to cancel out as many minor and major penalties as possible, returning as many players as possible to the ice. Try to avoid having to place a substitute in the penalty box to serve time penalties. In a situation where a team may be short one player for 4 minutes or two players for 2 minutes each, there is no option.

The rule to be applied is that the team is to be short one player for 4 minutes.

**Situation 1:**

Team A  
No. 5 - 2 + 2 at 3.00  
No. 6 - 2 min. at 3.00  
No. 7 - 2 + 2 + 2 at 3.00

Team B  
No. 8 - 2 + 2 at 3.00  
No. 9 - 2 + 2 at 3.00

*Ruling: Teams play 4 on 5  
Penalties to A6 and A7 cancel out B8 and B9  
A5 serving 2 + 2 on the clock*

**Situation 2:**

Team A  
No. 5 - 2 min. at 3.00  
No. 6 - 2 + 2 at 3.00  
No. 7 - 2 min. at 3.00

Team B  
No. 8 - 2 min. at 3.00  
No. 8 - 2 min. at 3.00

*Ruling: Teams play 4 on 5  
Penalties to A5 and A7 cancel out B8 and B9  
No option*

Situation 3:

Team A	Team B
No. 6 - 2 min. at 3.00	No. 11 - 2 + 2 at 3.00
No. 7 - 2 min. at 3.00	

*Ruling: Teams play 5 on 5  
Immediate substitution as all penalties cancels out*

Situation 4:

Team A	Team B
No. 3 - 5+GM at 3.00	No. 7 - 5+GM at 3.00
No. 4 - 2 min. at 3.00	No. 8 - 2 min. at 3.00
No. 6 - 2 min. at 3.00	

*Ruling: Teams play 4 on 5  
A4 or A6 to serve the 2-minute time  
Penalty on the clock (team option)  
All other penalties cancel out*

Situation 5:

Team A	Team B
No. 5 - 2 min. at 3.00	No. 9 - 2 + 2 at 3.00

*Ruling: Teams play 5 on 4  
Team B to put a substitute in box to serve the extra 2 minute penalty  
A5 Minor cancels out one Minor of B9*

Situation 6:

Team A	Team B
No. 6 - 5+GM + 2 at 3.00	No. 11 - 5+GM. at 3.00
No. 7 - 5 + GM. at 3.00	

*Ruling: Teams play 4 on 5  
A7 and B11 cancel out  
Substitute for A6 serves 7 minutes on the clock*

# ANNEX 1

## TEAM COMPOSITION FORM

Event _____	Team _____
Date _____	Place _____

<b>Switzerland</b>	Vs	<b>Russia</b>
Home Team (A)		Visiting Team (B)
Composition of the team: <b>Switzerland</b> Date: <b>2000 – 12-26</b> Game No <b>4</b>		

Position/Function	Family and Given name	Jersey №
<b>GK</b>		<b>1</b>
<b>GK</b>		<b>30</b>

<b>LD</b>		<b>6</b>
<b>RD</b>		<b>23</b>
<b>LW</b>		<b>13</b>
<b>CE</b>		<b>3</b>
<b>RW</b>		<b>11</b>

<b>LD</b>		<b>22</b>
<b>RD</b>		<b>19</b>
<b>LW</b>		<b>4</b>
<b>CE</b>		<b>20</b>
<b>RW</b>		<b>9</b>

<b>LD</b>		<b>16</b>
<b>RD</b>		<b>36</b>
<b>LW</b>		<b>15</b>
<b>CE</b>		<b>2</b>
<b>RW</b>		<b>10</b>

	Position	Family and Given Name
<b>Team Officials</b>	<b>Head Coach</b>	
	<b>Assistant Coach</b>	
	<b>Team Leader (Manager)</b>	
	<b>Equipment Manager</b>	
	<b>Physiotherapist</b>	
	<b>Doctor</b>	

60 minutes before start of the game the official scorekeeper or his assistant obtains the preliminary team composition form from the manager or coach on this form and hands it over to the statistical service who will fill in the official game sheet and issue the information to the press and game officials 20-15 minutes before start of the game the team manager or coach confirms the final team composition on the official game sheet.





## ANNEX 3

### Guidelines for Completing the IPC Official Game Sheet

1. Ninety (90) minutes before start of the game the Official Scorekeeper or his assistant should give to the coach or manager of the team the Preliminary Team Roster printed out of the statistic data system or Team Composition Form in case if the statistic data system is not used.
2. Sixty (60) minutes before start of the game the Scorekeeper or his assistant will receive back from the team manager or a coach filled in the Preliminary Team Roster or Team Composition Form with the players controlled and registered for the game by the Game Supervisor at single games or by the Directorate at tournaments or IPC Championships.
3. In case if the statistic data system is working, the Scorekeeper will forward the filled in Preliminary Team Roster to the result manager who will prepare for him the print copy of the Official Game Sheet for this game with all required data.
4. In case if the statistic data system is not in used, then the Scorekeeper should complete the Official Game Sheet (OGS) form with the names of players, their jersey numbers and positions, with the names of team coaches and managers, using the Team Composition Form which he will received back from the coach or manager of each team, the names of the on ice and off ice officials, as well as with all other starting data following the IPC Rule Book. He will pass over the copy of the Team Composition Form to the information Service (Media Center) of the event.
5. Twenty minutes before the start of the game, immediately after the warming up of teams, the Scorekeeper or his assistant will obtain from the Coach or Manager of each team the captain and alternate captains (C, A, A) and his signature. The B team starts. Then the Official Scorekeeper will hand over a copy of the completed OGS to the referee, both teams and to the statistical and information service.
6. During the game the Scorekeeper records on the Official Game Sheet the goals, assists, penalties and also the actual participation of goalkeepers. The eventual overtime period will be recorded on the first page as well, with the times from 60 to 70 minutes or from 60 to 80 minutes in the gold medal game, until a goal is scored.
7. The Scorekeeper completes on the Official Game Sheet the positive and negative participation of players on the ice when a goal is scored (goalkeeper in the first column, if on the ice), as recorded for him by his two assistants.
8. Only the player scoring the goal during the Penalty Shot and the goalkeeper defending the net during the shot will be recorded in the positive and negative columns in the Official Game Sheet.
9. The Scorekeeper records changes of goalkeepers with the times and actual minutes played by the goalkeepers, empty net goals, the eventual Game Winning Shots and further he fills in the shots on goal by teams, the goals against and saves by individual goalkeepers as recorded for him by his two assistants at a single games or obtained from the statistical service at tournaments. Shots on goal post and cross bar are not

- recorded as shots on goal.
10. At the end of the game the Scorekeeper marks on the Official Game Sheet the best player of the game by each team as awarded, with the letters BP beside his name. The decisive goal of the Game winning Shots procedure will record on the first page of the Official Game Sheet.
  11. After the game the Scorekeeper signs the Official Game Sheet and obtains also the referee's signature and any Referee Game Report on any game misconduct for abuse of officials, match penalties, on an incomplete game, physical or verbal abuse against game officials or when their safety was endangered, and on any extraordinary circumstances in the game.
  12. No request for changes of any awarding of points shall be considered by the Official Scorekeeper unless they are made by the captain before the conclusion of actual play in the game or before the referee has signed the Official Game Sheet.
  13. The Scorekeeper hands over a copy of the Official Game Sheet to the coach or manager of each team.
  14. If there is no special procedures set up between the statistic group and the Scorekeeper, then the responsibility of the Scorekeeper to keep all the original Official Game Sheets till the end of the competition and then forward them to the organizer who will forward them for the proper authorities. The organizer's responsibility is to ensure that the original Official Game Sheet will be sent to the IIHF office immediately after the conclusion of the game of a tournament.
  15. When a game is decided by Game Winning Shots then only the decisive goal counts and is recorded for the game result and for the individual records of the scoring player and the goalkeeper. The game winning shots procedure shall be finished immediately after the decisive goal is scored. Examples for the decisive goal situations:
    - a) 1: 0 2: 0 No more shot First goal
    - b) 2: 1 3: 1 No more shot Second goal
  16. Player injuries must be recorded on the IPC Injury Report Form by the team medical doctor and handed over by him to the national association. In case of IPC events, one copy shall be passed over by the organizer to the IPC.
  17. A copy of the Official Game Sheet from all international club games must be distributed by the organizer also to the respective national associations. In case of IPC club competitions the organizer must pass over the original Official Game Sheet to the IPC.
  18. The Official Game Sheets of the IPC championships, Paralympic competitions and qualifications to these competitions, as well as from other IPC events of national teams must be distributed by the organizer to the IPC and to the respective member national associations.
  19. The Referee Game Report together with the Official Game Sheet of international games where a match penalty, game misconduct penalty for abuse of officials was imposed must be sent by the organizer to the national association of the penalized

player. Where the game officials of international games were physically or verbally abused and their safety endangered, the Official Game Sheet and the Referee Game Report must be sent to the respective national association and also to the IPC for possible disciplinary action.



## ANNEX 4

### EXAMPLES FOR COMPLETING THE OFFICIAL GAME SHEET

No	Case	Time	No	Minutes	Offence	Star	End	Remarks
1.	Minor penalty, no goal	25:00	15	2	TRIP	25:00	27:00	
2.	Minor penalty, no goal	44:00	15	2	CHARG	44:00	45:00	
3.	Minor penalty, goal	25:00	15	2	DELAY	25:00	25:30	
4.	Coincident. Minor, Goal scored or not	25:00	15	2	CHARG	25:00	27:00	
5.	Double minor, no goal	25:00	15	2 2	ROUGH ROUGH	25:00 27:00	27:00 29:00	
6.	Double minor, goal at 26:00	25:00	15	2 2	ROUGH ROUGH	25:00 26:00	26:00 28:00	
7.	Double minor, two Different fouls, delayed Whistle, goal at 28:00	25:00	15	2 2	HOOK TRIP	25:00 27:00	27:00 28:00	
8.	Bench minor, no goal	25:00	T	2	TOO-M	25:00	27:00	
9.	Misconduct	25:00	15	10	ABUSE	25:00	35:00	
10.	Minor plus Misconduct, No goal	25:00	15 15	2 10	CHE-B MISC	25:00 27:00	27:00 37:00	2 minutes Served by another player
11.	Major penalty plus Automatic Game Misconduct	25:00	15 15	15 15	CROSS GM	25:00 25:00	30:00 45:00	5 minutes served by another player
12.	Second misconduct to the same player, same game	25:00	15	20	GM	45:00	45:00	
13.	Double minor plus	25:00	15 15 15	2 2 10	SPEAR SPEAR MISC	25:00 27:00 29:00	27:00 29:00 39:00	4 minutes served by another player
14.	Match penalty for spearing, injury	25:00	15	2	SPEAR	25:00	45:00	5 minutes served by another player
15.	Match penalty for Teeing	25:00	15	25	KICK	25:00	60:00	5 minutes served by another player
16.	Minor offence, pen-s	25:00	15	PS	HOOK	-	-	

17.	Minor offence, pen-s	25:00 25:00	15 15	PS 2	HOOK HOOK	- 25:00	- 30:00	5 minutes served by another player
			15	20	GM	25:00	45:00	
18.	Too many players, pen-s	43:30	T	PS	TOO-M	-	-	
19.	Goalkeeper Penalties							
a)	Minor, no goal	25:00	1	2	DELAY	25:00	27:00	2 minutes served by another player
b)	Major plus Game Misc.	25:00	1	5 20	SLASH GM	25:00 25:00	30:00 30:00	5 minutes served by another player
c)	Misconduct	25:00	1	10	ABUSE	25:00	35:00	10 minutes served by another player
d)	Game misconduct	25:00	1	20	ABUSE	25:00	45:00	
e)	Match penalty	25:00	1	25	HI-ST	25:00	45:00	5 minutes served by another player
20.	Penalty after a period:							
	a)	20:00	15	2	SLASH	20:00	22:00	
	b)	20:00	15	10	ABUSE	20:00	30:00	
	c)	40:00	15	25	FISTI	40:00	45:00	5 minutes served by another player
21.	Penalty after a game:							
	a)	45:00	15	25	FISTI	45:00	45:00	
	b)	45:00	15	4	ROUGH	45:00	45:00	
No.	Case	Time		GAA	Pos.Part			
22.	Time out	43:30		TA	t-out			
23.	Overtime:	10 minutes	60:00	p-off	Ovt 10			
		20 minutes	60:00	p-off	Ovt 20			
24.	Decisive goal, GWS							
		after ovt 10	70:00	15	GWS			
		after ovt 20	80:00	15	GWS			

**Note:**

1. A substitute player serving a penalty for a goalkeeper, for another player, for an injured player or for his team does not appear in the penalty records.

2. Where Bench Minor Penalty is assessed, it is to be displayed as “T” and is to be marked in the jersey number field along with the corresponding penalty. BENCH itself is not a penalty (See Example 8 above).
3. Where Misconduct (10) is assessed in a combination with other penalty, it is to be displayed as a separate penalty. (See Example 10 above)
4. Where Game Misconduct (20) is assessed in a combination with other penalty, it is to be displayed as a separate penalty. (See Example 11 above)

1- Where only MISCONDUCT (10), GAME MISCONDUCT (20) or MATCH (25) penalties are assessed, then the infraction should be listed in the line “Offence” and “10”, “20” or “25” in the line “Min”. (See Example 16) as only then only that penalty will show. (See Example 9,14, 19e above)

1- When penalty has been determine to be a Penalty Shot, then the infraction should be listed in the line “Offence” and “PS” in the line “Min”. (See Example 16)

### **Examples to Fill in the Game Winning Shots & Goalkeepers Record**

#### **Game Winning Shots Goalkeepers Record**

A	B	GKA	GKB	A	B	TIME	GKA	GKA	GKB	GKB
*12	18	1	1	0	0	00:00	1		2	
14	20	1	2	0	1	40:00		20		
16	10	1	2	1	2					
18	15	20	2	1	3	44:40				
						MIP	40:00	19:40	45:00	00:00

• Starting Shot







# ANNEX 7

## GUIDELINES FOR IPC TIMEKEEPING AND SCOREBOARD SYSTEM

The IPC Timekeeping and Scoreboard Guidelines are recommended to organizers of international events to show what information is useful to the teams, officials and spectators during an ice hockey game.

In the arenas where the existing scoreboard system cannot give full information on the game proceedings, there should at least be an electronic information board to provide additional game data and interesting news to spectators. In the arenas with an electronic information system, all information will be shown on this system.

1. Name of the home team on the left and of the visiting team on right part of the scoreboard device.
2. Period with numerals 1-2-3, OVT for overtime, GWS for game winning shots.
3. Game result in two number positions for each team, home team left and visiting team right.
4. Goal scorer and maximum two assistants by jersey number on the scoreboard, home players left, visiting players right and by names on the info board.
5. Game time in minutes and seconds from 0 to 20.
6. Overtime in minutes and seconds from 0 to 20 in a gold medal game, from 0 to 10 in other sudden victory play-off games.
7. Penalized player by number and penalty time in minutes and seconds on the scoreboard, home player left, visiting player right, and by name, penalty time, penalty code on the info board.
8. Penalty time counts down from total time to 0. Each team with three positions for 2 and 5 minutes penalties. Penalty of the two previous penalties is terminated; Eventual further penalties will be kept in the timekeeping system memory and will show up in the third penalty position one by one.
9. Ten minute misconduct penalty with two scoreboard positions for each team (home player left, visiting player right) by player number on scoreboard and by name and penalty code on the info board, Time counting down by minutes.
10. Time-out counts down from 30 seconds to 0 and appears in the actual game time appears automatically in its position.
11. Game winning shots standing appears shot by shot in the position of the game result. After the last shot the game result including the decisive goal appears in its position.
12. Intermission of 15 minutes after the first and second period, also after third period in case of following 20 minutes overtime, stars counting down automatically when the period is terminated.
13. Intermission of 3 minutes after the third period in case of a 10 minutes overtime stars counting down automatically when the period terminated.
14. Game countdown shown by timekeeping system on the scoreboard: 60 min Siren sounds, team representatives provide the completed Team Composition Form to the Scorekeeper.

60 min	Siren sounds, team representatives provide the completed Team Composition Form to the Scorekeeper.
43 min	One buzzer sound to the team dressing rooms.

42 min	Two buzzer sounds to the team dressing rooms.
40 min	Teams enter the ice for warm up.
20 min	Teams leave the ice. Team representatives provide the names of captain, alternate captains to the scorekeeper, and sign the Official Game Sheet.
06 min	Full team compositions appear repeatedly on the information board.
03 min	Buzzer sounds in the Referees dressing room and the game officials enter the ice.
03 min	One buzzer sound to the team dressing rooms.
02 min	Two buzzer sounds to the team dressing rooms and teams enter the ice.
15 sec	Referee calls the teams to face-off.
00:00	Game starts.

15. Intermission countdown by scoreboard system before the second, third period and 20 minute overtime:

15 min	Appears on the scoreboard automatically when the preceding period ended.
03 min	Buzzer sounds in the referee's dressing room and the officials enter the ice.
03 min	One buzzer sound to teams dressing rooms.
02 min	Two buzzer sounds to team's dressing rooms and teams enter the ice.
15 sec	Referee calls the teams to face-off.
00:00	Period starts.

16. Intermission countdown by scoreboard system before the 10 minute overtime:

03 min	Appears on the scoreboard automatically after the third period ended.
15 sec	Referee calls the teams to face-off.
00:00	Overtime starts

17. Synchronization of the red and green lights: when the game has stopped and the green light is on, it should be impossible for the goal judge to turn the red light on.
18. In case of a power failure, a backup power system for the timekeeping system should ensure that it functions without interruption.

Note: The countdown procedure may be altered for opening and closing ceremony.



# ANNEX 8

## ANNOUNCEMENT EXAMPLES

**Note:** Prior to the start of any IPC game the Announcer must make the following announcements in the language of the host country first, then the announcements to be made in English:

### PRE-GAME ANNOUNCEMENTS:

Team Roster Announcement: (20 minutes before game time):

«Here are the player rosters for both teams for the upcoming game between \_\_\_\_\_ and \_\_\_\_\_. »

«Here is the roster for the visiting team, \_\_\_\_\_.”  
(Announce all players on the roster including their jersey numbers plus staff)

«Here is the roster for the home team, \_\_\_\_\_.”  
(Announce all players on the roster including their jersey numbers plus staff)

Announcement: (3 minutes before game time)

“Ladies & gentlemen, welcome to the 20\_\_ IPC World Championship game between \_\_\_\_\_ and \_\_\_\_\_.”

“The officials for this game have been licensed and assigned by the International Paralympic Committee.

The Referee for today’s game is \_\_\_\_\_

The Linesmen are \_\_\_\_\_ and \_\_\_\_\_”

*(Note: The countries of the game officials are not to be announced, as all officials are International Paralympic game officials.)*

### ANNOUNCEMENTS DURING THE GAME

#### GOAL RELATED ANNOUNCEMENTS

GOAL SCORED
-------------

**GOAL FOR TEAM ....**

**SCORED BY NUMBER ....., (NAME)**

**ASSISTED BY NUMBER....., (NAME)**

**AND NUMBER ....., (NAME)**

**TIME: ...**

*GOAL CORRECTION*

**GOAL CORRECTION: (1st, 2nd, 3rd, 4th etc.) GOAL FOR TEAM ....  
WAS SCORED BY NUMBER .... (NAME)  
ASSISTED BY NUMBER .... (NAME)  
AND NUMBER ....., (NAME)**

*NO GOAL REASONS*

**NO GOAL,  
THE PLAY WAS STOPPED BEFORE  
THE PUCK CROSSED THE LINE AFTER THE EXPIRATION OF TIME AT THE  
END OF THE PERIOD  
THE PUCK DID NOT CROSS THE GOAL LINE  
THE GOAL WAS DISLOCATED  
THE ATTACKING PLAYER WAS IN THE GOAL CREASE  
THE PUCK WAS KICKED INTO THE NET BY A SKATE.  
THE PUCK WAS DIRECTED INTO THE NET BY HAND  
THE PUCK DEFLECTED INTO THE NET OFF A GAME OFFICIAL  
THE PUCK WAS HIGH-STICKED INTO THE NET**

*VIDEO GOAL JUDGE REVIEW*

**THE PLAY IS BEING REVIEWED**

In case goal is given:                      Announcement for "Goal Scored"

In case no goal is given:                      **NO GOAL HAS BEEN SCORED**

**PENALTY RELATED ANNOUNCEMENTS**

*MINOR PENALTY*

**TEAM ....., NUMBER ....., (NAME), 2 MINUTES PENALTY FOR .... (PENALTY  
REASON)**

**TIME: ....**

*MINOR PENALTY AGAINST GOAL KEEPER*

**TEAM ....., NUMBER ....., (NAME), 2 MINUTES PENALTY FOR .... (PENALTY  
REASON)**

**TIME: ....**

**THE PENALTY IS SERVED BY NUMBER ....., (NAME)**

**SIMULTANEOUS PENALTIES**

**TEAM (VISITING TEAM) ....., NUMBER....., (NAME), 2 MINUTES PENALTY FOR  
....  
(PENALTY REASON)**

**TEAM ( HOME TEAM) ....., NUMBER....., (NAME), 2 MINUTES PENALTY FOR ....  
(PENALTY REASON)**

**TIME: ....**

**TEAMS ARE PLAYING WITH EQUAL STRENGTH**

Also see “Further Penalty related Announcements”

**BENCH MINOR PENALTY FOR DELAYING THE GAME**

**TEAM ....., BENCH MINOR PENALTY FOR DELAYING THE GAME.**

**TIME ....**

**THE PENALTY IS SERVED BY NUMBER ....., (NAME)**

**BENCH MINOR PENALTY FOR TOO MANY PLAYERS ON THE ICE**

**TEAM ....., BENCH MINOR PENALTY FOR TOO MANY PLAYERS ON THE ICE.**

**TIME: ....**

**THE PENALTY IS SERVED BY NUMBER ....., (NAME)**

**MAJOR PENALTY & GAME MISCONDUCT**

**TEAM .... NUMBER ....., (NAME) 5 MINUTES MAJOR PENALTY FOR .... PLUS  
AN  
AUTOMATIC GAME MISCONDUCT PENALTY.**

**TIME: ....**

**THE FIVE-MINUTE PENALTY IS SERVED BY NUMBER ....., (NAME)**

**PENALTY SHOT**

**PENALTY SHOT FOR TEAM ....**

**TIME: ....**

**THE PENALTY SHOT WILL BE TAKEN BY NUMBER.... (NAME)**

**FURTHER PENALTY RELATED ANNOUNCEMENTS**

<b>Situation</b>		<b>Announcement</b>
<b>before</b>	<b>after</b>	
A-B	A-B	
5-5	5-4	Penalty Announcement
5-5	4-4	Penalty Announcement +

5-4	5-5	<b>TEAMS ARE PLAYING AT EQUAL STRENGTH</b>
5-4	5-3	<b>TEAM (B) IS PLAYING AT FULL STRENGTH</b>
5-4	4-4	Penalty Announcement
		Penalty Announcement +
		<b>TEAMS ARE PLAYING AT EQUAL STRENGTH</b>
5-3	5-4	No Announcement
5-3	4-3	Penalty Announcement
		<b>TEAM (B) .... IS PLAYING SHORT-HANDED</b>
4-4	5-4	<b>TEAM (A) ..... IS PLAYING AT FULL STRENGTH</b>
4-4	5-5	<b>BOTH TEAMS ARE PLAYING AT FULL STRENGTH</b>
4-4	4-3	Penalty Announcement
4-3	4-4	<b>TEAMS ARE PLAYING AT EQUAL STRENGTH</b>
4-3	5-3	<b>TEAM (A) ..... IS PLAYING AT FULL STRENGTH</b>
4-3	3-3	Penalty Announcement +
		<b>TEAMS ARE PLAYING AT EQUAL STRENGTH</b>
3-3	4-3	No Announcement
3-3	5-3	<b>TEAM (A) ..... IS PLAYING AT FULL STRENGTH</b>

#### **OTHER COMPULSORY ANNOUNCEMENTS**

<i>MINUTES LEFT IN THE GAME</i>
---------------------------------

At 14:00 1st Period: **ONE MINUTE LEFT IN THE FIRST PERIOD**

At 14:00 2nd Period: **ONE MINUTE LEFT IN THE SECOND PERIOD**

At 13:00 3rd Period: **TWO MINUTES LEFT IN THE THIRD PERIOD**

<i>GOALKEEPER CHANGE</i>
--------------------------

**TEAM ... GOALKEEPER CHANGE.**

**OUT OF GOAL NUMBER ....., (NAME)**

**AND INTO THE GOAL NUMBER ....., (NAME).**

**TIME: ....**

<i>WRONG CHANGE OF GOALKEEPER</i>
-----------------------------------

**PLAY HAS BEEN STOPPED DUE TO PREMATURE ENTRY OF A PLAY FROM THE  
THE  
PLAYER'S BENCH**

<i>TIME OUT</i>
-----------------

**TIME OUT FOR TEAM.....**

**TIME OUT IS OVER**

*ATTENDANCE*

Midway through the 3rd period: **TODAY'S /TONIGHT'S ATTENDANCE ....**

*OVERTIME*

Play-Off Games:

**AS THE SCORE IS TIED AFTER THE REGULAR TIME, A 10-MINUTE "SUDDEN VICTORY" OVERTIME WILL FOLLOW AFTER A 3 MINUTE INTERMISSION**

Gold Medal Game:

**AS THE SCORE IS TIED AFTER THE REGULAR TIME, A 20-MINUTE "SUDDEN VICTORY" OVERTIME WILL FOLLOW AFTER A 15 MINUTE INTERMISSION**

*GAME WINNING SHOTS*

**AS THE SCORE IS TIED AFTER OVERTIME, GAME WINNING SHOTS WILL FOLLOW**

*SCORE AFTER THE PERIOD*

**SCORE AFTER THE FIRST PERIOD: (HOME TEAM) ..., (VISITING TEAM) ....**  
**SCORE AFTER THE SECOND PERIOD: (HOME TEAM) ....., (VISITING TEAM)**  
**....**

*SHOTS ON GOAL*

**SHOTS ON GOAL IN THE (1ST OR 2ND) PERIOD:**  
**TEAM (VISITING TEAM): ....**  
**TEAM (HOME TEAM): ....**

**GAME CLOCK MALFUNCTION**

In the event that the game clock malfunctions, the Announcer must:

- Upon the Scorekeeper's request, immediately inform the spectators and the teams through the public address system.
- Announce the playing time in the game and the penalty time of any penalized players.
- Announce to the spectators and teams when the game clock begins working again.
- The teams and spectators should receive time information during each stoppage of play.

*CHANGE TO MANUAL TIMING*

**LADIES AND GENTLEMEN, THE GAME TIME IS OPERATING MANUALLY BY STOPWATCH**

*INFORMATION ABOUT TIME PLAYED IN THE GAME*

**.... MINUTES .... SECONDS PLAYED IN THE .... PERIOD  
OR  
.... SECONDS LEFT TO PLAY IN THE GAME / PERIOD**

*INFORMATION ABOUT REMAINING PENALTY TIMES*

**REMAINING PENALTY TIME (S):  
.... MINUTE (S) AND .... SECONDS LEFT FOR NUMBER .... (NAME) OF TEAM  
....  
.... MINUTE (S) AND .... SECONDS LEFT FOR NUMBER .... (NAME) OF TEAM  
....  
Etc.**

*CHANGE BACK TO THE OFFICIAL GAME CLOCK*

**LADIES AND GENTLEMEN, THE TIME ON THE GAME CLOCK IS CORRECT  
8.2.2 FINAL ANNOUNCEMENTS**

*FINAL SCORE*

**FINAL SCORE: (HOME TEAM) ..., (VISITING TEAM) ...**

*SHOTS ON GOAL*

**SHOTS ON GOAL IN THE 3RD PERIOD:  
TEAM (VISITING TEAM): ....  
TEAM (HOME TEAM): ....  
SHOTS ON GOAL IN THE ENTIRE GAME:  
TEAM (VISITING TEAM): ....  
TEAM (HOME TEAM): ....**

**NEW**

## **ANNEX 9**

### **THREE POINT SYSTEM FOR IPC CHAMPIONSHIPS**

For all IPC Championship competitions, points shall be awarded as follows:

- 3 points for the winning team at the conclusion of regulation time
- 1 point for both teams at the conclusion of regulation time if the game is tied
- An additional point earned for the team winning the game in a 5-minute overtime period, or the Game Winning Shots Procedure if the teams are still tied following conclusion of the overtime period
- 0 points for the team losing the game in regulation time

## ANNEX 10

### TIE BREAKING SYSTEM FOR IPC CHAMPIONSHIPS

The tie-breaking system for two teams with the same number of points in a standing will be the game between the two teams, the winner of the game taking precedence. Due to the fact that the three-point system does not allow a game to end in a tie, then the following tie breaking procedure is applicable when three or more teams are tied in points in an IPC competition standing. Should three or more teams be tied, then a tie breaking formula will be applied as follows, creating a sub-group amongst the tied teams:

**Step 1:**

Taking into consideration the games between each of the tied teams, a sub-group is created applying the goal difference in the direct games amongst the tied teams.

**Step 2:**

Should the teams still remain tied then the highest number of goals scored by these teams in their direct games will be decisive.

**Step 3:**

Should three or more teams still remain tied then the results between each of the three teams and the closest best-ranked team outside the sub-group will be applied. In this case the tied team with the best result (1. points, 2. goal difference, 3. more goals scored) against the closest best ranked-team will take precedence.

**Step 4:**

Should the teams still remain tied, then the results between each of the three teams and the next highest best-ranked team outside the sub-group will be applied. This process will continue until only two teams remain tied. The game between the two remaining tied teams would then be the determining tie-breaker as the game between these two teams could not end as a tie.

**Step 5:**

Should the teams still remain tied after these four steps have been exercised then the teams will be ranked by their positions coming into the Championship.



# ANNEX 11

## OVERTIME OPERATIONS

- 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 12

### GAME WINNING SHOTS PROCEDURE

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 winning 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 13

## TELEVISION COMMERCIAL BREAKS

During each regular period of the games in an IPC Championship there may be four (4) commercial breaks, each with duration of 60 seconds. This commercial format will be followed during all championship games to ensure consistency for the teams and broadcasters alike.

### **Commercial Co-ordination Policy:**

Commercials may only be granted when teams are at equal strength when a stoppage in play occurs (4 on 4, 5 on 5, or 6 on 6). The determination of equal strength is the manpower on the ice at the time of the whistle. Therefore, if Team A is a man down, and a penalty is called on Team B, a commercial break is not allowed.

Commercial breaks will be taken at the first whistle after the following times on the game clock:

Break no. 1 -	3.00
Break no. 2 -	7.00
Break no. 3 -	11.00
Break no. 4 -	15.00

In the event that a commercial break is not taken during the prescribed time slot, because of penalties or the flow of the game, the missed commercial opportunity will be made up at the first whistle in the next commercial break time slot. The second Commercial will then be taken two whistles after the first commercial break is taken in this time slot. If there is another incident where the second commercial is missed, this procedure will continue to repeat itself until all breaks are taken. The only exception is when a five-minute (non-coincidental) major penalty is called on a player. In this situation the commercial break *must* be taken at this whistle and will be administrated by the commercial coordinator in the normal fashion.

### **Procedure:**

The procedure for taking these breaks is as follows:

- The IIHF Directorate will nominate a Commercial Coordinator.
- At the whistle, a red signal light will immediately be illuminated by the Commercial Coordinator at the Scorekeepers Bench to signal that the commercial break is in progress.
- The Commercial Coordinator will signal the TV truck that there is a commercial and immediately starts his/her watch.
- One linesman will place the puck on the ice where the next face-off will take place while the referee proceeds quickly to the Scorekeepers Bench. The players proceed to their respective benches while the other linesman stands between the player benches.

- At the forty-second mark, the Commercial Coordinator cues the referee to blow the whistle to indicate that the players proceed to the face-off spot.
- At the fifty-five second mark the back linesman gets a cue from the Commercial Coordinator to blow the whistle to drop the puck.
- The puck should drop at the sixty-second mark.

The only permitted exceptions to additional commercials being taken during a time slot are:

- Player(s) injury,
- Damage and/or repair to the playing surface (glass, boards, net),
- Any abnormal delay, which may require excessive time to sort out.

Any extra commercial taken during a time slot must follow the commercial procedure described above and will be eliminated from the last remaining time slot of that period. It will not be used to create extra commercial inventory for broadcasters. However, in such instances, the Commercial Co-coordinator will be instructed to turn on the light and signal the truck that an optional commercial opportunity is being taken.

No commercial breaks will be taken in the final thirty seconds of the first and second periods and the final two minutes of the third period. No commercial breaks will be granted in overtime.

### **Team Considerations:**

Teams should be aware of the following during these commercial stoppages:

- Goalkeepers will be allowed to go to their respective players bench.
- Teams are allowed to change lines once the referee blows the whistle signaling the teams to return to the face-off with 20 seconds remaining in the commercial stoppage.
- These line changes will follow the same protocol as a normal line change during a stoppage of play.
- Teams will be allowed to request their official time-out from the referee once they are called back to the ensuing face-off by the referee's whistle with 20 seconds remaining in the commercial stoppage
- The Referee will immediately advise the Official Scorekeeper of the time-out request and the official time-out will follow the normal protocol.

# ANNEX 14

## VIDEO GOAL JUDGE SYSTEM OPERATING PROCEDURES

The use of the Video Replay of disputed goals is approved by the IPC and is included in the IPC Rule Book. Off Ice Officials and especially Scorekeeper should be familiar with the IPC Rule Book and procedures for the Video Goal Judge Replay system.

### Procedure:

- i) When the Referee requests a video review of a disputed goal, the referee will contact the Video Goal Judge from the official Scorekeeper's bench using a telephone system which has been installed for this purpose.
- ii) When the Video Goal Judge requests a review, the Video Goal Judge will contact the official scorekeepers bench using the telephone system during the first stoppage of play after the incident has occurred in order to inform the Referee that the play is under video review.
- iii) When a video review is requested by either the Referee or by the Video Goal Judge, the public address announcer will make the following announcement.  
  
*"The play is being reviewed."*
- iv) If the video review is inconclusive then the Video Goal Judge will report this to the Referee who will then make the final decision.
- v) Following the review and the subsequent decision one of the following announcements is to be made:  
  
*"A goal has been scored at ....."*  
*(time)*  
*"No goal has been scored."*
- vi) A team does not have the authority to request a video review of a play.
- vii) If the puck enters the net and play is stopped, the Referee or the Video Goal Judge are to ask for a review during this stoppage of play. If there is no review during this stoppage of play then the result is final and no review of the play will be permitted at a later time.
- viii) If the puck enters the net and play was to continue, then the review would take place during the first stoppage of play following the incident. If no review is performed during this first stoppage of play then no review of the play will be permitted at a later time.
- ix) When a Referee or a Video Goal Judge indicate that there is to be a video review, then all players must go to their respective team benches.
- x) A video review of the play may be called even though the first stoppage of play signals the end of a period or the end of a game.

## **Situational Examples:**

### **Situation 1**

A questionable play at the net (with respect to the puck entering the net) but play continues. During the first stoppage following this situation there is a video review of the play. The video review indicates a goal. The goal is awarded, the clock is reset and any penalties assessed during the time that play was in progress will start at the reset time.

### **Situation 2**

A questionable play at the net (with respect to the puck entering the net) but play continues with a goal being scored at the other end causing a stoppage of play. There is a video review of the questionable play (requested by the Referee or by the Video Goal Judge). The video review indicates that a goal was scored on the questionable play. The goal is awarded. The clock is reset of the time of the questionable goal and the goal causing the stoppage of play is washed out.

### **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 is 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 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.
3. If a penalized player comes out of the penalty box and the clock has to be reset following a Video Goal Judge review, then it may be necessary that the player return to the penalty box to serve the balance of the penalty time.
4. Should the first stoppage of play be the end of a period or the end of a game, the questionable play must be reviewed before teams leave the ice if a video replay is requested by the Referee or by the Video Goal Judge.
5. 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.

## **IPC Video Support System for Referees:**

In IPC Championships and competitions where the organizers have a contract with the television broadcaster to televise the games, the Referee in case of disputed goals may make use of the television broadcaster's feed for reviewing the disputed situations using the IPC Video Support System (VSS). The VSS procedures are contained within the Game Officials Handbook.





**SPIRIT IN MOTION**

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