



World Para  
Ice Hockey

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# Game Official's Handbook

August 2017



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**World Para Ice Hockey**

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## Introduction

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

To be selected to officiate at an IPC Competition is an honour, 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 NPC or National Federation to discuss their particular assignment with the referee in chief.



## 1 Referee and linesman nomination process

Prior to IPC events the IPC will contact participating NPCs or National Federations 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 Competitions, an IPC Referee Supervisor's recommendations, and a National Federation's ranking list. With this information, the IPC Management team develops a preliminary pool of referees and linesman who are capable of working various IPC Competitions each season for consideration by the WPIH Head of Officiating. The WPIH Head of Officiating uses the information to chart each licensed game official's movement through the Career Path Program.

After compiling a draft list of game officials nominated to the various competitions, the WPIH Head of Officiating will forward the proposed nomination list to the WPIH Sport Technical Committee for final approval.

## 2 Before you travel

### 2.1 Travel arrangements

The IPC in association with the respective Local Organising Committee 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 train, 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 Local Organising Committee or National Federation that is hosting the event that you should contact in case you encounter any difficulties, such as missed flight connections, flight delays, etc. Your NPC or National Federation will be able to provide you with this information, or obtain it from the IPC website [www.paralympic.org](http://www.paralympic.org). You should also have the telephone numbers of your referee in chief and National Federation office, which you should be able to contact in case of any problems.

Once you arrive at your destination, a member of the Local Organising Committee will meet you and arrange transportation to your hotel. Unfortunately, companions are not allowed to accompany you on your international assignment.

### 2.2 Passports, visas and other documentation

If you do not have a passport, or you must renew your existing passport, it is advisable to apply 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 Local Organising Committee hosting the Championships is responsible for sending a letter of invitation that will permit you to acquire an entry visa for the event. Contact the IPC Management team and your NPC or National Federation 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.

### **2.3 Baggage allowance**

Airlines allow travellers 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, your NPC / National Federation or the Local Organising Committee depending on the arrangements made for the respective event. If you suspect you will exceed the weight requirements, contact the IPC Management team for discussion on this matter.

### **2.4 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.

### **2.5 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 IPC Competitions, the per diems for game officials are paid either in Euro or in the currency of the host country, according to IPC Cost Recovery Policy.

### **2.6 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 travellers 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.



## **2.7 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 travelled 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.

## **2.8 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 Federation for these items.

## **3 At the competition**

### **3.1 Apparel and equipment guidelines**

WPIH 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 Manufacturer Identification Guidelines as well as the WPIH Uniform Advertising Guidelines and conceal any non-sponsor advertising. The IPC Referee Supervisor will provide direction in this regard.

The WPIH Uniform Advertising Guidelines strictly forbids National Federation 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 WPIH officiating crest is required on your jersey and will be provided by WPIH.

### **3.2 Meals**

The Local Organising 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.

### **3.3 Transportation**

The Local Organising Committee will arrange transportation to and from the games, as well as to any other scheduled activities.

### **3.4 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 IPC 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.

### **3.5 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 WPIH Rulebook and WPIH Regulations. The IPC expects that all Game Officials arrive at an event with complete understanding of the WPIH Rules & Regulations, 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.

### **3.6 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 may 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.

### **3.7 TRIM (team rule information meeting)**

The IPC Referee Supervisor will operate a TRIM 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.

### **3.8 Officiating standards**

The IPC Referee Supervisor 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 standards in each and every game of IPC Competitions.

### **3.9 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 referee or linesman, if the game referee or 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.

### **3.10 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.

### **3.11 Media**

Media coverage at IPC competitions is extensive. Game Officials are important IPC representatives and must be aware of the possible peril of their actions. Members of the media may closely scrutinize your behaviour 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.

### **3.12 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.

### **3.13 Attitude**

At many events, you will be working with an IPC Referee Supervisor and other Game Officials that are extremely knowledgeable about international Para ice 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.

### **3.14 Expected behaviour**

The IPC Referee Supervisor during the first meeting with the Game Officials assigned to the respective IPC Competition will set up the guidelines concerning the expected behaviour of the Game Officials during their assignment to an IPC Competition.

The IPC expects that all Game Officials will show their professional attitude and respective behaviour on the ice during their duties as an Game Official and off the ice anywhere on the site with other Game Officials, IPC Referee Supervisors, players, team staff, members of the Local Organising Committee and other people which will surround them and with whom they will meet during IPC Competitions or IPC events.

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

At the conclusion of the tournament, the IPC Referee Supervisor will send the IPC Management team a special report concerning the behaviour of the respective Game Official. A copy of this report will be forwarded to the NPC or National Federation to whom this Game Official belongs to, notifying them what has happened at the event with this Game Official. It is the responsibility of the NPC or National Federation to review his case and make appropriate sanctions.

### **3.15 Safety issues for IPC Game Officials**

Most questions concerning the safety of the Game Officials on the sites of IPC Competition are discussed in advance between the IPC office and the Local Organising Committee who in principle follows the IPC Sport and IPC Championship regulations concerning any safety questions. However, if on the site of an IPC Competition questions are raised concerning the safety of IPC Game Officials, these issues shall be immediately forwarded by Game Officials to the IPC Referee Supervisor whose responsibility is to bring them to the attention of the IPC Directorate Chair. The IPC Directorate Chair will discuss these questions with the organisers and will inform the IPC Referee Supervisor accordingly about setting up arrangements.

## 4 IPC Referee Supervisor

### 4.1 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.

### 4.2 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 Para ice hockey games and less confrontations between players, team officials and game officials. 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.

## 5 IPC Directorate Chairman

The IPC assigns a Directorate Chairman to every Recognised Competition. The Directorate Chairman is responsible for ensuring the event is operated according to various IPC bylaws, statutes, rules and regulations.

Every Recognised Competition is controlled by a Directorate.

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

- Controlling the eligibility documents of the players
- Controlling the organiser's responsibilities
- Controlling the participating NPCs or National Federation's responsibilities
- Approving the appointment of the Disciplinary Panel
- Awarding cups, medals, and diplomas
- Confirming the nominations of the best three players of each team
- Selecting the best goalkeeper, defenseman, and forward of the competition
- Authorizing any other awards of the competition

In addition, the Directorate Chairman will appoint the Competition Disciplinary Panel which will be responsible for taking any decision in respect of reported disciplinary infringements during the period of any Recognised Competition.

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



## 6 IPC Game Supervisor

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

The IPC Game Supervisor is not involved with the supervision of Game Officials.

## 7 IPC Off-Ice Officials

The Off-Ice Officials, in many cases, will be personnel who work for the league of the National Federation hosting the competition. They should have experience in their position, but language may be a problem. Interpreters are usually on hand at the score keeper's 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 familiarise 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 has 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.

## 8 Referee game report

During IPC Competitions, 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 referees 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 referees**

### **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 scorekeeper's 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**

If available, but at all Paralympic Winter Games, the use of the video replay of disputed goals is approved by WPIH. All reasonably available television pictures must be provided and used by the video goal judge for the video replay system. The replay system available to the video goal judge must be equivalent to the Olympic or IIHF standards and approved by the WPIH Sport Technical Committee.

IPC Referee Supervisors will review with Game Officials assigned to an IPC Competition the guidelines and procedures concerning the use of the system in the games where this system will be installed by the organisers.

## 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:

- Prevents player from skating into position as puck is dropped
  - Prevents players from cutting through or into the circle
  - Prevents players taking the face-off as they are moving into position
  - Make the player stop before dropping the puck
- 
- Where players are difficult (not lining up properly), it is 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 is late in 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 situations 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 is 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 assists 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 hands 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 periods

- a) If in a preliminary 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 IPC Game Winning Shots Procedure (Rule 605) will apply.
- b) If a playoff 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 change ends for the overtime 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 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 procedure

- a) 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 (Rule 605) will apply. The following procedure will be utilized:
1. 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 organise the program accordingly (This will occur at the discretion of the TD). The home team shall have the choice of shooting first or second.
  2. 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' are all players from both teams listed on the official game sheet except as specified in article 3 below.
  3. All players are eligible to participate in the 'Game Winning Shots' procedure unless they are serving a Misconduct Penalty or have been assessed a Game Misconduct or Match Penalty
  4. The referee will call the two Captains to the Referee crease. The home team will have the choice whether his/her team will shoot first or second.
  5. Once the 'Game Winning Shots' procedure begins, the goalkeeper cannot be replaced unless he/she is injured. No warm up shall be permitted for a substitute goalie
  6. The shots will be taken in accordance with rule 1008 of the WPIH Rulebook.
  7. The players of both teams will take the shots alternately until a decisive goal is scored. The remaining shots will not be taken
  8. 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 the same or new players, with the other team starting to take the tiebreak shots. The same player can also be used for each shot by a team in the tie-break shoot-out. The game shall be finished as soon as a duel of two players brings the decisive result.
  9. The official scorekeeper will record all shots taken, indicating the players, goalkeepers, and goals scored



10. 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
  11. 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/her team.
- b) The procedures for game winning penalty shots outlined in rule 1008 shall apply.

## Annex 5: Team entry and departure from ice surface

In any IPC Competition, 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, signalling the end of the period, the game clock will be immediately re-set with the appropriate intermission time.

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 on an adaptation to this procedure taking into consideration the position of the teams' dressing rooms and the accessibility to the ice surface.

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:

- 4 minutes remaining on the game clock – One blast of the alarm by the official game timekeeper indicating that in two minutes 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.

At the conclusion of the game, the losing team will depart the ice surface first, with the winning team waiting on the ice until the losing team has left the ice surface. Once the last player of the losing team has entered the common hallway, then the referee will motion the winning team to leave 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 Competitions.

## Annex 6: IPC Referee game report

INTERNATIONAL PARALYMPIC COMMITTEE



### IPC REFEREE GAME INCIDENT REPORT

#### EVENT & GAME INFORMATION

|             |        |                     |        |
|-------------|--------|---------------------|--------|
| Event:      |        | Game #:             | Date:  |
| Home Team:  | Score: | Visiting Team:      | Score: |
| Referee:    |        | Referee Supervisor: |        |
| Linesman 1: |        | Linesman 2:         |        |

#### GAME INCIDENT INFORMATION

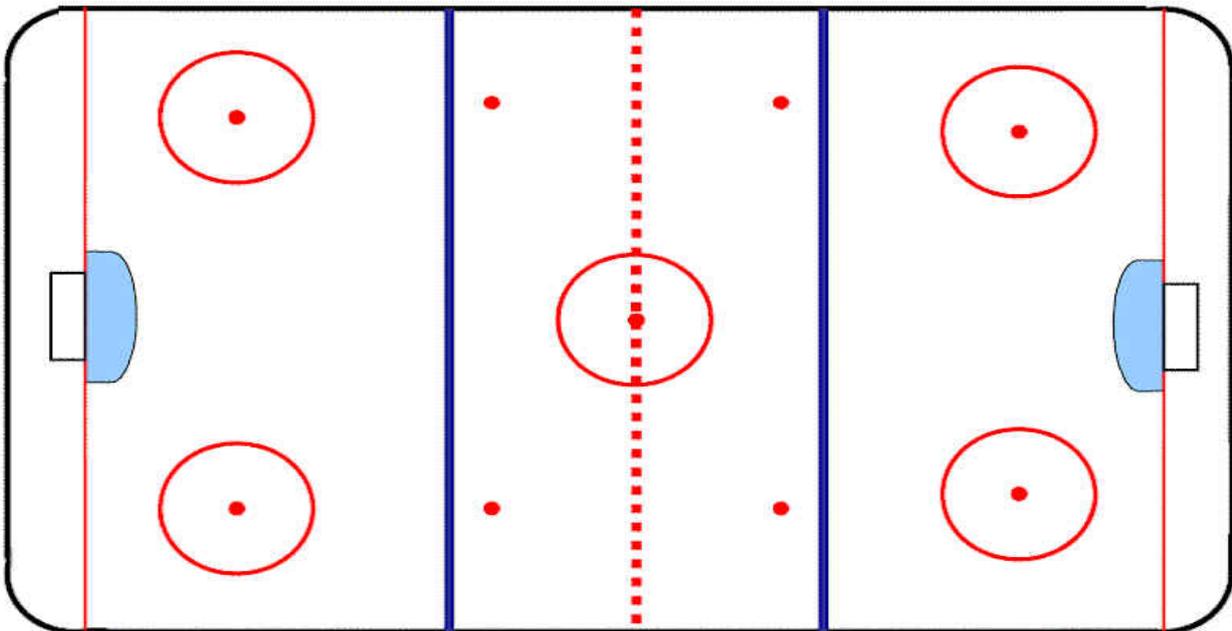
|   |            |         |                      |
|---|------------|---------|----------------------|
| 1. Please state the reason for this referee game incident report:   |            |         |                      |
|   |            |         |                      |
|   |            |         |                      |
| 2. Has a verbal report been provided to the referee supervisor?   |            |         | yes / no             |
|   |            |         |                      |
| 3. Has a verbal report been provided to the IPC Chairman?   |            |         | yes / no             |
|   |            |         |                      |
| 4. Time of the incident:  | Game time: | Period: | Score at the time: - |
|   |            |         |                      |
| 5. Please provide a description of the events 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. |            |         |                      |
|   |            |         |                      |
|   |            |         |                      |
|   |            |         |                      |
|   |            |         |                      |
|   |            |         |                      |
|   |            |         |                      |

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|  |

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

| Home Team |         |     |          | Visiting Team |         |     |          |
|-----------|---------|-----|----------|---------------|---------|-----|----------|
| Rule #    | Penalty | Min | Player # | Rule #        | Penalty | Min | Player # |
|           |         |     |          |               |         |     |          |
|           |         |     |          |               |         |     |          |
|           |         |     |          |               |         |     |          |
|           |         |     |          |               |         |     |          |
|           |         |     |          |               |         |     |          |
|           |         |     |          |               |         |     |          |

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



This referee game incident report is to be completed by the game referee and submitted to the IPC Referee Supervisor immediately following the game.

|                       |                       |
|-----------------------|-----------------------|
| Date:                 | Referee signature:    |
| Linesman 1 signature: | Linesman 2 signature: |

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

|                                   |
|-----------------------------------|
| IPC Referee Supervisor signature: |
|-----------------------------------|

**A copy of this referee game incident report is to be submitted to the IPC office immediately following the IPC Competition by the IPC Directorate Chairman.**

## Annex 7: Video Goal Judge System

If available, but at all Paralympic Winter Games, the use of the video replay of disputed goals is approved by WPIH. For use of the Video Goal Judge System the referee and referee supervisor should be familiar with policies and procedures for the Video Goal Judge System.

All reasonably available television pictures must be provided and used by the video goal judge for this system. The reply system available to the video goal judge must be equivalent to the Olympic or IIHF standards and approved by the WPIH Sport Technical Committee.

The following situations are the only situations that will be subject to Video Goal Judge Review:

- To determine if the puck has completely crossed the goal line
- To determine if the puck entered the net prior to or after the goal frame was dislodged
- To determine if the puck entered the net prior to or after expiration of time at the end of a period or the game
- To determine if the puck was directed into the net by a hand or a sledge
- To determine if a puck deflected into the net off of a game official
- To determine if the puck was struck with a high stick, above the top of the head, by an attacking player, prior to the puck entering the net
- 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 Video Goal Judge's monitor.

### Procedure

- 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.
- When the Video Goal Judge requests a review, the Video Goal Judge will contact the official scorekeeper's 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.
- When a video review is requested by either the Referee or by the Video Goal Judge, the public address announcer will make the video judge review announcement:
  - "The play is being reviewed"

- If the video review is inconclusive then the Video Goal Judge will report this to the Referee should who will then make the final decision
- Following the review and subsequent decision, the appropriate announcement shall be made:
  - “A goal has been scored at .....”(Time)
  - “No goal has been scored”
- A team does not have the authority to request a video review of a play
- 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
- If the puck enters the net and the play was to continue, then the review would take place during the first stoppage of play following the incident. If no review performed during this first stoppage of play then no review of the play will be permitted at a later time
- When a Referee or Video Goal Judge indicate that there is to be a video review, then all players must go to their respective team benches
- A video review of a 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 of play following this situation there is a video 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 progressed 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 indicated by the referee. The video review indicates 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 but 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 goal. The clock is reset, and play is to continue from the time of the first goal.

### **Video goal judge guidelines for referees**

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

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

Following a goal on televised games, provide a little extra time to allow the broadcaster to show replays of the goal

If a 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

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

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 Competitions regarding communication:

#### **We must be very clear**

- What are the rules? WPIH Rulebook
- What are the interpretations? WPIH Rulebook
- What are the guidelines given to the referee?

These items will be communicated at a general information meeting with the media covering Para ice hockey in each competition 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 driver’s seat. The media will communicate the IPC version, rather than have the opportunity to create on their own.

## Interaction

- All requests 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 a question immediately after a game, when tensions may still be running high
- 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
- In all referee-media interaction where the questions are about officiating, rules, or rule interpretations; an 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
- 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
- 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 Competition, the referee's career in general, etc.
- 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 Competitions, 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 the IPC Media Relations Officer. 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 Competition game if one compares with a local league game for example
- 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"
- 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"
- Never comment on the performance of another referee.

## **Annex 9: Safety of the Game Officials**

### **General Advisors for IPC Game Officials and IPC Referee Supervisors**

#### **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.

#### **Before the game**

##### Transportation to the rink

- All officials working the games shall go to the rink together the way the organiser 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!

#### **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

### **After the game**

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

### **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.



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