



IPCH

JURY HANDBOOK



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IWAS POWERCHAIR HOCKEY

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A. INTRODUCTION

This handbook was first published by the IWAS Committee of Electric Wheelchair Hockey (ICEWH) in 2006. The handbook is regularly updated as the rules and approach to the game changes.

The purpose of this handbook is to assist the IPCH Jury Members to prepare properly for the course, matches and other international duties, to give an idea of what is expected of an IPCH Jury Member and help deliver good performances.

We hope that the information contained in this Handbook continues to be of particular assistance to Jury Members new to international PCH, while at the same time enabling the more experienced Jury Members to refresh their knowledge.

The content of this handbook can only provide an introduction to some of the areas you need to be aware of and work at to become a good IPCH Jury Member. Please also refer to other information provided on the IPCH website: www.powerchairhockey.org.

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

Enjoy your job as Jury Member within the IPCH Jury Team

B. BEING A JURY MEMBER

B.1 REQUIREMENTS

- ✓ IPCH Jury Members shall have good knowledge of the IPCH Game Rules, Competition Regulations and any other relevant IPCH regulations.
- ✓ IPCH Jury Members shall have a reasonable knowledge of the English language, both verbal and written. All of the IPCH briefings and discussions are in English. A lack of proper understanding may hinder your development, or certainly make your career progress more difficult than it might otherwise have been.
- ✓ IPCH Jury Members shall have achieved the age of 18 before the first day of the competition. IPCH Jury Members are not allowed to be any part of any participating Team Delegation.
- ✓ IPCH Jury Members are not allowed to have official duties in a match in which a participating team is of the same nation as the Jury Member concerned.
- ✓ IPCH Jury Members shall have one official function per competition.
- ✓ IPCH Jury Members are present at all scheduled IPCH Jury Meetings.
- ✓ IPCH Jury Members are present at all personal scheduled times on the Day(s) of Control.
- ✓ IPCH Jury Members are present at all personal scheduled matches.

A good Jury Member

- ▶ Is the authority of the Referees, but does not overemphasize this authority.
- ▶ Is representative.
- ▶ Is self assured but not arrogant.
- ▶ Is concentrated.
- ▶ Enjoys the games.
- ▶ Enjoys the contact with the Referees.

- ▶ Has good cooperation and shows respect and friendliness to the colleague Jury Members, Referees, Timekeepers, Scorekeepers and Match Assistants, Technical Delegates, Organization Committee.

- ▶ Is impartial, neutral and fair.
- ▶ Stays calm.
- ▶ Has good knowledge of the rules.
- ▶ Is present at all scheduled matches and IPCH Jury Meetings during the event.
- ▶ Has always in mind that he/she is an IPCH Official!

B.2 GENERAL PROVISIONS

Any (new) position comes with responsibilities and becoming or being an IPCH Jury Member is no exception. Some of the responsibilities are listed below:

- ➔ To **prepare properly** for every event and match, ensuring that you are fully fit to carry out your Jury duties.
- ➔ To be aware of the current **IPCH Competition Rules & Regulations**.
- ➔ To **respond promptly to any communication** you receive either concerning an appointment to a tournament or from an appointed IPCH Member or Organising Committee Member. Failure to comply might lead to your nomination/appointment being withdrawn.
- ➔ To ensure that your travel arrangements enable you **to arrive at an event in time**, to be **present at all meetings** and to be available to be on duty until one hour after the last match if required. (your stay will, in any case, depend on the Official competition/event schedule).
- ➔ Never finalise your travel arrangements, including any payment, unless instructed to do so by the IPCH, or the Organising Committee of the event.
- ➔ To be part of the Jury Team at an event. **Teamwork** amongst Officials, both on and off the pitch, cannot be overemphasised.
- ➔ To check well in advance your travel details and whether or not you are fully insured. If you need a visa and/or any medical injections. It is your personal responsibility to obtain these.
- ➔ You **cannot be part of any participating National team**.
- ➔ It is **not recommended that you take your partner to an event**. Experience shows that this can distract you from being focused on your performance and affect your membership of the Jury Team. The Organising Committee has no obligation to provide accommodation, meals, transport, and admission to the event or social functions for your partner.
- ➔ Accommodation is normally in **twin rooms and you will share with one of your colleagues**. The Organising Committee will offer meals according to the rules.
- ➔ Be smartly dressed in the approved kit which is: red shirt, black pants/city shorts, black shoes. Sponsor logos are not permitted on any Jury equipment, unless provided either by IWAS/IPCH or the Organising Committee. **Official Jury kit (red jerseys) will be provided** for you. If you already have received a current Jury kit, you must bring it with you to the event. If you don't have the red jersey, the Organising Committee will provide jerseys for you. You should **always bring your own shoes and black pants/city shorts**.

- ➔ With all your queries you should go to the Chief Jury or Assistant Chief Jury. The role of the Chief Jury and Assistant Chief Jury is to help you improve your performance through coaching.
- ➔ The Jury Team works closely with the Technical Delegates, the Chief Referee, the Organising Committee and other technical officials.
- ➔ The Jury Team observes the referees. The Chief Jury Member will give you detailed information as to how the formalities at an IPCH Competition are to be handled.
- ➔ As part of the award of international 'IPCH Jury Member' status you will receive a personal License Card with photograph after positive judgement of your performance as Jury Member. Please note that this card doesn't entitle you to free admission to any event.

Notify the IPCH promptly of any change in your contact details.

E-mail should be used whenever possible.

B.3 ROLES AND RESPONSIBILITIES

The IPCH Technical & Classification Officer requests to the Head Jury Commission to deliver advise for selection before each event and competition.

This list of advised Jury Members to invite and appoint is first checked by the IPCH Technical & Classification Officer and then discussed within the IPCH Sport Executive Committee. In case of need IPCH can also involve the National Organisations to check the activity and involvement status of the Officials on the list. When all checking are done IPCH invites the appointed Jury Members asking to confirm their availability to participate in the competition/event. In this phase Officials can also decline the invitation.

IPCH receives the confirmations from the Officials. In case they indicate that they are not available, the indicated reserve Official will be appointed and invited.

A) Jury Members

The IPCH Sport Executive Committee will appoint you as a Jury Member together with the Chief Jury and Assistant Chief Jury.

- ➔ Once you have been appointed, you will receive from IPCH and/or Organising Committee some information and forms which you need to read, fill in and send back to whom it might concerns:

- **Registration Form** > to fill in and send back

- **Code of conduct** > to fill in and send back
 - **Photo** for the accreditation card > to send
 - **Social media guidelines and other documents** > to read carefully
- ➔ To function as an IPCH Jury Member, one shall follow the **IPCH Jury Members and Referee Observers Training Programme**, which will be organised on the day(s) before the competition starts or during an event.
 - ➔ You will act either as IPCH Referee Observer or IPCH Jury Member during the event.
 - ➔ The Chief Jury or Assistant Chief Jury will send you all necessary detailed information.
 - ➔ The Chief Jury or Assistant Chief Jury will let you know your schedule as when and where you are on duty.
 - ➔ You are on duty from 2 days before the IPCH Competition starts, until 1 hour after the last match.
 - ➔ Make sure you re-read the current International Game Rules and Competition Regulations, are aware of current interpretations and have read any relevant Tournament Regulations.
 - ➔ Print all needed documents including this handbook from the website www.powerchairhockey.org
 - ➔ The Chief Jury and the Assistant Chief Jury are the contact persons for the Jury Members. All Jury Members can refer to them for their queries.

Before and during the event several **Jury Meetings** will be organised, some together with the Referees Team.

Look at your schedule where and when you'll be expected to be present for instruction and/or meeting. The program starts one to two days before the first Day of Control.

The first meeting will be for introduction to your colleague Jury Members and Referees and to get the first instructions. The other meetings will be to share and evaluate the experiences of the day and to get instruction and/or education for the following day(s).

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

The Chief Jury and Assistant Chief Jury will chair the Jury Meetings and will give instruction and/or education

B) Chief Jury & Assistant Chief Jury

Before an IPCH Competition the IPCH Sport Executive Committee shall appoint one Chief Jury and one Assistant Chief Jury, they will lead the Jury Team during the event.

The Assistant Chief Jury acts under the responsibility of the Chief Jury.

- the Chief Jury or Assistant Chief Jury are the contact person for the appointed Jury Members and shall send all necessary detailed information to the Jury Members. All Jury Members should come to them with their queries.
- During the event the Chief Jury or Assistant Chief Jury will act as the link between the Technical Delegates, the Chief Referee, the Organising Committee and other Officials to help the Jury Team.
- The Chief Jury and Assistant Chief Jury shall lead the Jury Team on the Day(s) of Control and during the competition days.
- The Chief Jury or Assistant Chief Jury shall give Jury Members their schedule as when and where they will be on duty and when and where meetings/instruction will be held.
- The Chief Jury or Assistant Chief Jury shall give Jury Members detailed information as to how the formalities at an event are to be handled.
- The Chief Jury or Assistant Chief Jury shall ensure the Jury Team that arrangements with hotel, transport etc. go smoothly, in cooperation with the Organisation Committee.
- The Chief Jury or Assistant Chief Jury will teach and have dialogs with Jury Members how the observation of the Referees should be done.
- The Chief Jury and Assistant Chief Jury shall help Jury Members to improve their performance through coaching and by the IPCH Jury Handbook.
- The Chief Jury or Assistant Chief Jury shall chair all Jury Meetings and is responsible for the reports (can ask one Jury Member to write the minutes).
- The Chief Jury and/or Assistant Chief Jury shall be present in all Technical Meetings to get and give Jury information (f.e. results Day of Control, (f.e. results Day of Control, Jury schedule, Referee schedule, Protests)
- The Chief Jury or Assistant Chief Jury, shall attend all Technical Meetings (that will be chaired by IPCH Technical Delegates) and other meetings scheduled by the IPCH or the Organising Committee.
 - A first Technical Meeting shall be held prior the Day(s) of Controls. During this meeting The Chief Jury or Assistant Chief Jury should:
 - Hand over a checklist and/or give guideline for the control day to the teams.

- Hand over the protest form for Classification.
- A second Technical Meeting shall be held prior the first Match Day. During this meeting The Chief Jury or Assistant Chief Jury should:
 - Inform the teams about the number of allowed persons in the Team Area
 - Hand over a protest form for the matches.
- A third Technical Meeting shall be held prior the Play Offs.
- The Chief Jury and Assistant Chief Jury shall together with the Chief Referee make schedule for the Referees and the Jury Members for the First Rounds and Play Offs for approval of the Technical Delegates.
- The Chief Jury or Assistant Chief Jury is responsible for the theoretical and practical examination of Referees, together with the other Jury Members and in cooperation with the Chief Referee and the Technical Delegate.
- The Chief Jury and Assistant Chief Jury shall coordinate and handle protests, together with other Jury Members (see IPCH Competition Regulations)

From 2 days before the IPCH Competition starts, until 1 hour after the last match, the Chief and Assistant Chief Jury are on duty and responsible for:

- ➔ Checking the Final List of each Team Delegation on the Day(s) of Control.
- ➔ Checking the (copies of) passports/received authorisation of each player on the Day(s) of Control.
- ➔ Controls the validity of the IPCH Medical Diagnostic Forms and IPCH Classification Consent Form.
- ➔ Assist the Referees Team on the Control Day(s).
- ➔ Controlling the playing area and playing field, according the valid IPCH Game Rules, before the competition starts.
- ➔ Supervising that the matches are played in accordance with the valid IPCH Competition Regulations and Game Rules.
- ➔ Supervising and observing the Referees.
- ➔ Noting accidents.
- ➔ Handling protests.
- ➔ Taking decisions on all matters regarding other disciplinary matters, not provided for in the IPCH Competition Regulations, as well as in unforeseen circumstances, in cooperation with the Technical Delegate. When taking decisions, the valid IPCH Rules and Regulations are applicable. Sanctions imposed by the Jury are final and can not be subject to appeal, as far as the duration of the IPCH Competition to which they apply is concerned.

During the Competition

- Collect the Observer Report.
- Check each Observer Report if it is filled in completely.
- 'Count' the scores for the front page according "Explanation Observer Report".
- Let the Jury Member sign the Observer Report.
- Sign the Observer Report yourself after completing the form.
- In case the Referee has done official exam, arrange a moment together with the Jury Member(s) and Referee to discuss the examination by the Observer Report(s).
- Save all Observer Report.
- Make a copy to the Referees and hand over the copy to the referees.

In the end of the competition

- Arrange a meeting with all referees to give feedback about the observations.
- Take all Observer Reports and Referee Exams, with you.
- After the event the Chief Jury shall make report of the observations of referees, referee exams, accidents and protests to the IPCH SEC.
- After completing all reports, the officials documents need to be send to the Head of the IPCH Jury Committee or to IPCH Technical and Classification Officer, for archive.

C. BEFORE THE COMPETITION

Before the competition starts one or two days will be scheduled in the program as "Day of Control".

During these days all players, will be controlled by the Jury Members, the Referees and the Classifiers.

The Referees shall control the equipment of the players - and Jury Members may, in case of need, assist the Referees with equipment controls, the Classifiers shall classify the players with a not confirmed status.

The Jury will receive the Final List and copies of passports/id/authorization from the Team Manager.

A copy of the preliminary Registration Form will be provided to the Chief Jury or Assistant Chief Jury by the OC Secretariat.

See/Use the IPCH Competition Regulations for the valid regulations concerning Team Delegations and Players Eligibility.

The Jury Team job is to make sure that the Control Day proceeds in good order

C.1. JURY MEMBERS TASKS DURING CONTROLS

Checking the Final List of each Team Delegation.

- Is the list completely filled in?
- Are the players' names and names of the Team Manager and Coach(es) the same as registered on the preliminary Registration Form? If other players, manager or coach(es) are mentioned, inform the Chief Jury.
- Is there a maximum of 10 players mentioned?
- Do all players have a playing number?
- Are all playing numbers different to each others?

Checking the (copies of) passports/received authorizations.

- Does every mentioned player belong to the registered participating nation?
- Has every mentioned player a valid document? *If not, inform the Chief Jury.*

Check on IPCH Medical Diagnostic Forms and IPCH Classification Consent Forms.

The Jury shall ask each player if he/she has ready: the personal signed IPCH Medical Diagnostic Form and the signed IPCH Classification Consent Form to make each player aware that if a signature is missing, the document is not correctly filled, the document is older than the one year, or the status of the document make it unreadable the player can't enter the Classification Session.

The Jury shall not check the sensitive and information and data on the forms, because this concerns private information, Jury do only need to check the validity and condition of the docs.

After control, hand over the Final List and the (copies of) passports/authorization to the Chief Jury or Assistant Chief Jury.

C.2 CHIEF JURY AND ASSISTANT CHIEF JURY TASKS' DURING DAYS OF CONTROLS

- Shall schedule the Jury Members:
 - When, where and which Team Delegation shall be controlled by which Jury Member?
 - Each Team Delegation shall be controlled by 2 Jury Members of different nations.
 - A Jury Member is not allowed to control the Team Delegation of the own nation.
 - Which Jury Member shall assist the Referees Team with control of equipment.
- Shall inform all Jury Members about the control schedule.
- Shall be present as supervisor at every control of a Team Delegation.
- Shall have Protest Forms available.
- Shall provide (the copies of) the Registration Forms to the Jury Members.
- Shall inform the Technical DelegateS and Organising Committee of all differences in the Final Lists compared to the Registration Form.
- Shall receive two copies of the class points of all players from the Chief Classifier after the last classification session.

D. DURING THE COMPETITION

Jury Members will be scheduled to observe referees, take care of protests and supervise matches according the following rules:

- Each match shall be supervised by 2 Jury Members of different nations, one at the match table and one at the speed control.
- A Jury Member is not allowed to supervise a match of the own nation.
- Each Referee will also be observed by 1 or 2 Jury Members.
- A Jury Member is not allowed to observe a Referee of the own nation.

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

- Go and dress in time in the right outfit.
- Be present in time at the playing area: 15 minutes before the scheduled time of the match.

- Be sure you've get at least 2 'Accident Forms'.

For supervising Jury Members:

- Introduce yourself to the Timekeeper, Scorekeeper and Match Assistant(s) and the persons at the speed control, shake hands and tell that you're going to supervise this match as Jury Member.
- Jury at the calculator sits between the time and scorekeeper
- Introduce yourself / get in contact with your colleague Jury Member.

For Referee Observers:

- Introduce yourself / get in contact with both Referees.
- Let them know that you will be observing him/her during the match.
- take place somewhere around the playing field from where you can watch the referee in a good way.
- It is important that referees are observed independently.
- Be sure you have/get the right Observer Report.
- Start observing the referees, by using the Observer Report, before the start of the match.

For the protest panel (which is; the 2 supervising Jury and the Chief Jury or the Assistant Chief Jury;

- Have min. one Protest Form with you to each match.
- Be ready if a Team will protest after the match.
- Make sure that you know how to handle a protest.
- Have all IPCH Rules and Regulations with you.

Points for Referees and Jury Members

- If a team isn't present for inspection, just wait. It is the responsibility of the team to be in time. If you see them around, you can draw their attention, but do not go looking for them.
- If a team isn't ready to commence play at the appointed time, note this on the match form.
- The match can not be started.

D.1 CHIEF JURY AND ASSISTANT CHIEF JURY TASKS' DURING THE COMPETITION

- Shall prepare the Observer Report, Accident Forms and Protest Forms:
 - Make enough copies
 - Fill in the asked data in the Observer Forms.
- Shall hand over the right Observer Report and at least 2 "Accident Forms" to the Jury Member concerned, min. 30 minutes before the scheduled time of the match (can be during a Jury Meeting).

D.2 SUPERVISING JURY MEMBER

Supervisor Jury of the match means:

- Follow the match on exceptions which may lead to a protest.
- Never interrupt the match or interfere for a decision of the referees. This is the task of the Referees. Just make notes if necessary to discuss afterwards.
- Jury Members are never together during the match. Referees shall be observed independently.
- Jury Members will fill out an "Accident Form" in case of an accident on the playing field.
- Shall assist the Referees Team with control of the speed.
- Might have to do the Calculator at the match table.
- Supports and Supervise the match table activities ensuring a smooth management.

Forms:

Match Forms:

- Check if they're filled in and signed correctly and completely. If not, contact the Senior Referee of the match concerned.
- In case of a Red Card, decide with the Chief Referee and Technical Delegate which match(es) the player has to miss and inform the Team Manager of the team concerned.
- In case of a protest, see Competition Regulations

Protest Forms:

- Collect the Protest Forms and inform The Chief Jury or Assistant Chief Jury,
- See Competition Regulations

Accident Forms:

- Collect all Accident Forms.
- Check each Accident Form if it is filled in completely.
- Hand over the Accident Form to Assistant Chief Jury.

IPCH Class Point Calculator:

An other very important duty you have at the match table is to manage, use or supervise the IPCH Class Point Calculator. You are not responsible for the time or the score keeping, and the match form.

Those tasks are responsibilities of the Match Secretariat of the Competition and of those who will be covering the roles of Timekeeper, Scorekeeper and Match Assistant.

In case it is necessary you should help them with their tasks or ask the Chief Jury or Assistant Chief Jury to consider the possibility of giving them more explanation.

Do not take over their tasks but stimulate if necessary, but your priority is to take care of the Calculator first.

**The tasks for the Timekeeper, the Scorekeeper and the Match Assistant
are described in the IPCH Handbook Match Secretariat.**

D.3 REFEREE OBSERVERS

As a Referee Observer you will have to observe the performance of the Referee and evaluate it using the Observer Report you'll be provided. While on duty please consider and take into consideration the following provisions and guidelines.

1. General

- The match is controlled by two referees, i.e. the Senior Referee and the Second Referee.
- Referees decide together how to divide the field.
- Both Referees may decide on all offences, wherever they occur in the playing field. It is recommended that the referee with the focus on the situation makes the final call.
- Referees can switch ends at anytime. It is recommended not to stay on one end for too long.
- Referees are authorised to decide in all cases that are not covered by the rules.
- Referees will be observed by 1 or 2 Jury Members in every match.

2. Performance

- Be active and take position in such way that you have a good view on the game situation, the players and the ball.
- Referees move in such a way, that they have the best possible view of the situation of the field. One referee should always have narrow focus (on-ball), while the other controls the rest of the field (off-ball). Watch the players and don't focus on the ball only (the ball doesn't make offences, players do!)
- Walk with the game in your diagonal half of the playing field. Be ready to run when needed.
- Take position with respect to your colleague referee (diagonal).
- When the attack is coming towards your end of the field, make sure you are on the goal line in time. It is crucial that you see if the ball has passed the goal line. It is recommended to be on the side of the goal and not behind it, if possible.
- Stay out of the way of the ball and the players. Give space to the players, also be aware to not block goalkeeper's vision.
- Have frequent eye contact with your colleague referee.
- Switch ends with your partner; agree before the match how to communicate the switch; make sure the switch occurs during a dead moment of play and takes as little time as possible. Switching ends is highly recommended after a goal. After a yellow/red card offence, it is recommended that the referee that has shown the card doesn't stay on the same side as the penalised team for a couple of minutes after the resumption of play.
- Whistle predictably; use different tones and loudness (louder in case of a severe intentional offence than in the case of an unintentional offence).
- If one referee whistles, the other referee doesn't need to whistle. Pay attention to each other. Work as a team.
- If your colleague referee whistles, accept his/her decision. Only in case you're really sure that the decision is wrong, walk to your colleague referee and discuss shortly. If an agreement can't be reached quickly, referee who had the situation in focus makes the final decision.
- Don't have (long) discussions on the field; discuss situations in the break and after the match.
- After whistling show which direction the game continues and from where. Use referee signals for offences when necessary and show them clearly.
- Use preventive communication with the players (before contact happens) to avoid fouls.
- If questioned about a decision, give a short explanation.
- Be quick in your communication with the match table (after goals, cards, ...). Match should not wait for the referees.
- Assume that players know the game rules (they play on it).
- Keep the same criteria throughout the match. Show the players from the very beginning what is allowed by whistling for all offences that you feel are endangering the game and the players.
- Continue your fluid intake, if possible during the match. Do not wait to drink until you are thirsty.
- Personal injury - have the courage to go off and look for the right time to call for a replacement.

3. Duties and responsibilities of the Senior Referee

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

4. Duties and responsibilities of both Referees

- To conduct the match in accordance with the game rules.
- To decide on all offences, wherever they occur in the playing field.
- To be in touch with the Timekeeper and Scorekeeper. This includes
 - ▶ Having eye contact frequently with the time- and scorekeeper, but not to the detriment of keeping the game under control.
 - ▶ Checking the central time keeping, also after the intermission.
 - ▶ Checking the score after each goal and after the intermission.
 - ▶ Informing the scorekeeper of the number of the player who scored the goal.
 - ▶ Informing the time- and scorekeeper of the number of the penalized player, the type and duration of the penalty.
 - ▶ Reacting to each bell signal from the timekeeper, depending on their position on the field.
- To whistle and give the referee signal for:
 - ▶ The start of each match half and extra time.
 - Before starting the match half, referees check if all players and timekeeper are ready.
 - ▶ The end of each match half and extra time
 - The referee with the off-ball focus should be aware of the approaching end of a match half and whistle the end as soon as possible when the time ends.
 - ▶ A goal
 - ▶ An offence
 - ▶ The ball out of play
 - ▶ A dead-ball situation
 - ▶ An injury
 - ▶ Resumption of play, the referee who is behind the game whistles for the resumption.:
 - opening ball
 - goaltender ball
 - free ball
 - referee ball
 - penalty shot
- To give the referee signal to:

- ▶ Indicate the ADVANTAGE RULE: should the referee be of the opinion that an offence has not disadvantaged the team in possession of the ball, the referee may decide to allow play to continue.
 - ▶ Permit a substitution.
 - ▶ Permit an allocated time-out.
 - ▶ Permit a suspended player to re-enter the playing field after time penalty or scored goal.
 - ▶ Indicate that the 3-seconds rule is in force in case a player is obstructing the ball.
- Referees do not need to whistle:
 - ▶ When a stick is lost, unless it is caused by an offence.
 - ▶ If the ball is played via a powerchair, boundary, a goal or referee and is thus caused to rise above 20 cm. off the ground. This should be considered accidental, unless it results in a goal. The goal will be declared invalid. Resumption of play with a goaltender ball.
 - ▶ If the ball hits a referee, unless it results in a goal. The goal will be declared invalid. Resumption of play with a goaltender ball.
 - ▶ For an unexpected defect of a powerchair. During the next dead moment of play a member of the team delegation may try to fix the defect of the powerchair. If the powerchair can not be repaired within 1 minute a substitution needs to be made or the player needs to change to another powerchair.
 - ▶ Immediately for a misconduct. A referee may wait to punish until the next dead moment of play.
 - Timing allocated and technical time-outs (1 minute), and whistle when the time-out is over.
 - ▶ Other tasks:
 - ▶ Pushing back the goal, if it has been shoved away.
 - ▶ Giving back a fallen stick to the player as quickly as possible.
 - ▶ Removing objects that (accidentally) fall on the playing field.
 - ▶ Turning away a coach, substitute player or a spectator who enters the playing field without permission from a referee.
 - ▶ Getting first aid for injuries.

5. Judging Personal Contact

- Starting point: Personal Contact is NOT allowed.
- Mostly the player who hits the powerchair of the opponent on the side, has caused the offence.
- If a player has passed his opponent with a powerchair length, he/she is allowed to move from its moving line (think of driving and passing a car), otherwise it is cutting off.
- To move backwards is allowed. The moving line (backwards) counts.
- Players who turn towards an opponent, often make personal contact. A player is not allowed to drive against or over the T-Stick or handheld stick

- A player is not allowed to put the stick under another player's powerchair, between the wheels or right before the front wheel. There's a good chance that the stick hits a wheel if a player puts the stick between two wheels. A player standing still never makes an offence with the powerchair!
- Please study appendix III of the Game Rules: elucidation to Personal Contact.

Right after the match you will observe the referee on the following points

1. Both referees shall

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

2. The Senior Referee shall

- Check the completed match form on correctness (halftime and final score, winning team, green, yellow and red cards, signatures) and is the last one who signs.
- Inform the Chief Jury in case of Red Cards.

E. FEEDBACK OF THE OBSERVERS

After the Match Form is signed, you go to the Referee to:

- Shake hands and thank for doing the job.
- Wait till the Referee is ready to talk.
- Ask when he/she wants to get the feedback moment (pay attention about the Referee's condition right after the match) and make an arrangement (time and place). It is better not to give the feedback immediately after the match.
- Arrange a quiet time and place to give feedback.
- Ask questions like: "How did it went?" or "How are you?" and give the Referee time to look back on the match and their own performance first.
- Discuss situations of the game which were not clear. Look up in the Game Rules, in case you both are doubting a certain rule.
- Give the Referee positive feedback on what you have seen and by what you've noted on the Observer Report. Mention both the cases which were done well, as well as the points for improvement.
- Explain only the most important points from the observation including a short comment about the whole match.
- Tell the Referee that the Observer Report will be discussed with the Chief Jury and that he/she will get a copy later.

- In case the Referee has done official exam, arrange a moment together with the Chief Jury to discuss the Observer Report(s).
- In case a video is made, try to arrange a moment to watch the video for analysis.
- There is no feedback after the final match – except if the Referees wish to have a feedback.

Transaction to the Chief Jury

- Sign the Observer Report and hand over the form to the Chief Jury after the feedback is given to the referee.
- Sign the Accident Form(s) and hand the form over to the Chief Jury. Give extra information if necessary.
- In case the Referee has done official exam, arrange a moment together with the Chief Jury and Referee to discuss the examination by the Observer Report(s).
- In case of a protest, see Competition Regulations

Self analysis

Look back on your own performance and discuss with others (colleague Jury Member(s) and/or Chief Jury certain points / situations which were not clear.

After the match

A Jury Member shall assist the Referees Team with control of equipment after the match.

F. PROTESTS

In case of protest:

- See IPCH Competition Regulations.
- A participating team has the right to submit a protest to the Jury 45 minutes from the end of the match concerned. The team has to pay a protest fee (100 euro).
- The Match Form shall not be signed by the team concerned, but the intention to protest shall be noted by the captain of the team on the Match Form directly after the match. The referees need to sign the Match Form after the intention of protest is signed and shall not make any decision on the protest. This is the task of the Jury.
- The Chief Jury or Assistant Chief Jury will handle the protest only in case a signed protest, written in English, on an official IPCH Protest Form is handed over by the Team Manager together with the payment.
- The Chief Jury or Assistant Chief Jury shall install a Protest panel for each protest, consisting of the two Jury Members of the concerned match and the Chief Jury or

Assistant Chief Jury. The appointed Protest panel (3 Jury Members) shall handle the protest.

- The Chief Jury or Assistant Chief Jury is not allowed to handle a protest of the own nation. In this case a Jury Member of a non-playing nation shall be appointed by the Chief Jury or Assistant Chief Jury for the Protest panel, together with the two Jury Members of the concerned match.
- In case an official protest is received the Protest panel may request for a written report of referees, coaches and/or captains. Only in case the Protest panel requests for a report, the requested persons shall deliver a report.
- On the basis of those reports, the Protest panel is allowed to order punishments to a team, to a player, to another team member or to spectators, according the Competition Regulations. When taking decisions, the valid IPCH Competition Regulations are applicable.
- Majority shall be counted by voting of the 3 Jury Members of the Protest panel.
- The Protest panel may attach to the Protest Form: a report with summary of the discussion and the main reason(s) that lead to the taken decision by the Protest panel. This report shall be approved and signed by the 3 members of the Protest panel.
- The Protest panel is allowed to take decisions on all matters regarding other disciplinary matters, not provided for in the IPCH Competition Regulations, as well as in unforeseen circumstances.
- Sanctions imposed by the Protest panel are final and can not be subject to appeal, as far as the duration of the IPCH Competition to which they apply is concerned.

Procedure in case of protest:

- 1) The Captain signs for "intention to protest" on the Match Form
- 2) Both Referees sign the Match Form and the Senior Referee fills in the end - time of the match.
- 3) The Senior Referee informs the supervising Jury of the match table of the match about the intention to protest.
- 4) The supervising Jury of the match table of the match signs the Match Form.
- 5) The supervising Jury of the match table of the match takes the Match Form and goes to the Match Secretariat.
- 6) The supervising Jury of the match table of the match requests the Match Secretariat to make a copy of the Match Form and the supervising Jury of the match table of the match informs the Match Secretariat that the match result can't be published, but that the "Intent Protest on the match" can be published.
- 7) The supervising Jury of the match table of the match takes the original Match Form to the Chief Jury or Assistant Chief Jury
- 8) The supervising Jury of the match table of the match informs the Chief Jury or
- 9) Assistant Chief Jury about the Intent Protest and hands over the original Match Form.

- 10) The Chief Jury or Assistant Chief Jury keeps the Match Form and waits 45 minutes if an official protest will be received. During those 45 minutes the Chief Jury or Assistant Chief Jury already informs the Jury Members of the match concerned that a protest can be expected and that they stay in the surrounding.
- 11) In case an official protest is received within 45 minutes after the end time of the match, the Chief Jury or Assistant Chief Jury immediately installs the Protest panel to handle the protest.
- 12) When receiving the Protest Form and the payment (100€) from the Team Manager, the Chief Jury or Assistant and/or Chief Jury makes an arrangement with the Team Manager to be available so that the Chief Jury or Assistant Chief Jury can give the decision of the Protest panel to the Team Manager right after handling the protest.
- 13) If no official protest is received within 45 min after the end time of the match, the Chief Jury or Assistant Chief Jury takes the original Match Form to the Team Manager of the protesting team to sign for the match result.
- 14) The Chief Jury or Assistant Chief Jury shall report immediately any protest to the Technical Delegates.
- 15) The 3 Jury Members of the Protest Committee notify the final decision to the Team Manager and explain it.

ATTACHEMENTS AND APPENDIXES

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