



World Para
Ice Hockey

World Para Ice Hockey

Official's Handbook

January 2019

World Para ***Ice Hockey***

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Introduction

The World Para Ice Hockey Officials Handbook has been created to help technical officials prepare to conduct their duties at IPC Recognised Competitions, in particular WPIH Competitions and Sanctioned Competitions.

To be appointed as a technical official for World Para Ice Hockey (WPIH) is an honour, as only the best officials from around the world are considered. A technical official must be prepared mentally and physically for the very demanding but enjoyable schedule of Para ice hockey games and activities.

On-ice officials should be in excellent physical condition and fully prepared to perform at the highest level. Once on-ice official confirms his/her participation in an event, it is suggested that they contact their National Paralympic Committee (NPC) or National Federation (NF) to discuss their particular assignment with the Referee in Chief.

1 Appointment process for WPIH Competitions and Sanctioned Competitions

The on-ice officials will be appointed based on several criteria such as experience to fit the competition level as well as region they come from in order for the Local Organising Committee (LOC) to save some costs. Further details can be found in WPIH Officiating Pathway (section 11).

All WPIH officials will be asked for their availability for that competition. Upon submission of the availability WPIH will select the officials and appoint them.

The National Technical Officials are appointed by the LOC with approval of WPIH.

2 Before you travel

2.1 Travel arrangements

WPIH 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, times and pick up points 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 WPIH 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 [WPIH website](#). 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 (6) 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 competition is responsible for sending a letter of invitation that will permit you to acquire an entry visa for the event. Contact World Para Ice Hockey or 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

Check with your travel agent or airline prior to departure to confirm the baggage weight and size limits. Exceeding the limits can be extremely costly and WPIH 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 organiser 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.

At WPIH Competitions and Sanctioned Competitions, the daily fees for 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 do not 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, especially the on-ice 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.

3 At the competition

3.1 Apparel and equipment guidelines

All 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. If you are unsure, please contact World Para Ice Hockey.

Depending on the type and level of the competition, World Para Ice Hockey might provide some uniforms including officiating jerseys.

The WPIH Uniform Advertising Guidelines strictly forbids National Federation crests, logo or identification on any items of clothing worn during the event. 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.

3.1.1 On-ice officials

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. The clothing for on-ice officials is described in World Para Ice Hockey Rules and Regulations. The WPIH officiating crest is required on on-ice officials jersey and will be provided by WPIH.

3.2 Meals

The Local Organising Committee will arrange all meals at the event. Inform LOC of any special diet needs.

3.3 Transportation

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

3.4 Ice practice sessions for on-ice officials

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

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

3.5 Rules knowledge

It is important that all officials are fully knowledgeable and understand the rules. It is essential to obtain and become familiar with the WPIH Rulebook and WPIH Regulations. WPIH expects that all 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 WPIH Officials Supervisor.

Please refer to the World Para Ice Hockey Rules and Regulations for the following:

- Commercial break procedure
- Overtime procedures
- Penalty shot shootout procedure
- Tie breaking system
- Three point system

Please use the Appendices in this document for further information.

3.6 On-ice officials meetings

Prior to the start of the competition a meeting conducted by the WPIH Officials Supervisor to outline the officiating standards throughout the games will be held for all on-ice officials. Daily meetings may also be held. The meetings are conducted in English. Arrive prepared with a notebook and pen. On-ice officials are expected to attend all meetings as arranged by the WPIH Officials Supervisor. The scheduling of the meetings will be at the discretion of the WPIH Officials Supervisor.

3.7 HCRIM (head coach rule information meeting)

The WPIH Officials Supervisor will operate a HCRIM 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 on-ice officials.

3.8 Standby duties for on-ice officials

At some WPIH Competitions and Sanctioned 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 WPIH Officials Supervisor and Referee
- Participate in pre-game meetings with the on-ice 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 WPIH Officials 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 WPIH Officials 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 on-ice officials.

3.9 Working environment at the ice rink

3.9.1 Office for off-ice officials

The LOC is responsible securing a room at the ice rink for all off-ice officials where they can work.

3.9.2 Dressing room rules for on-ice officials

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

3.10 Media

Media coverage at IPC Recognised Competitions is extensive. All 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.

Refer to Appendix 3 for more information.

3.11 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 an accreditation card. Keep it with you at all times, as it is valuable.

3.12 Attitude

At many events, you will be working with many experts 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 officials. Take advantage of the opportunity and conduct yourself professionally at all times.

3.13 Expected behaviour

WPIH expects that all officials will show their professional attitude and respective behaviour on the ice during their duties as an official on and off the ice anywhere on the site with other officials, supervisors, players, team staff, members of the Local Organising Committee and WPIH and other people which will surround them and with whom they will meet during WPIH events.

All cases in which behaviour of the appointed official will be in contrary with the expected behaviour explained in the IPC International Officials Engagement Agreement, will be the subject to disciplinary action by the IPC and possible expulsion from the tournament.

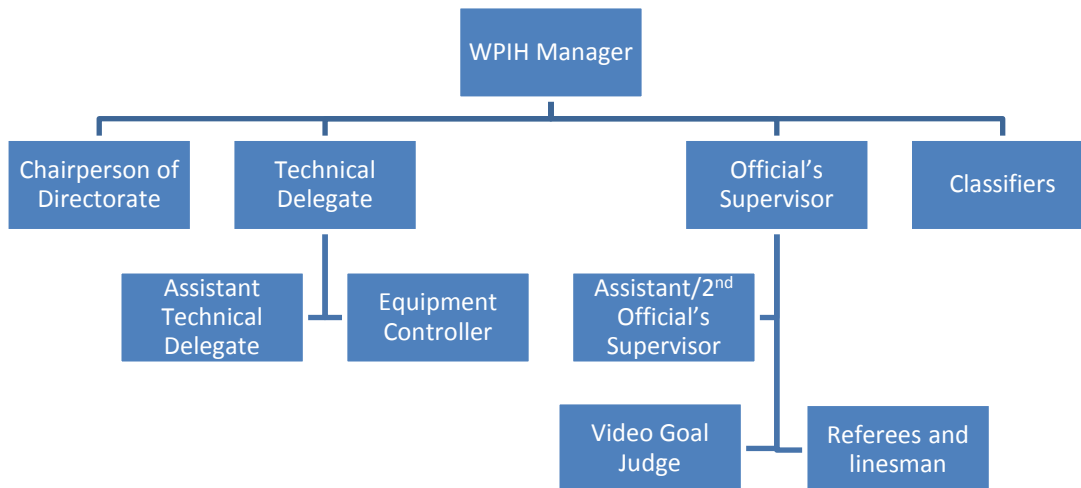
All appointed officials must sign the most recent version of the IPC International Officials Engagement Agreement prior to their departure from home country to the competition.

3.14 Safety and insurance

Most questions concerning the safety of the officials on the sites of WPIH Competitions and Sanctioned Competitions are discussed in advance between WPIH 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 any competition questions are raised concerning the safety of appointed officials, these issues shall be immediately forwarded by officials to World Para Ice Hockey representative.

All information related to your health and travel insurance is in the IPC International Officials Engagement Agreement.

4 WPIH Officials reporting system and structure during WPIH Competitions and Sanctioned Competitions



- Chairperson of Directorate and Technical Delegate can be one position
- TD can be the Equipment Controller
- Assistant TD is only needed at PWG and WCH A pool
- Two official's supervisors are needed for WCH A pool
- Two but ideally three official's supervisors are needed at PWG
- Video goal judge is needed at PWG or at competitions where video review is available
- Number of referees and linesman is determined by type of competition and format
- Classifiers are needed at all WPIH Competitions and Sanctioned events where international classification is offered. Number of classifiers is determined by demand.

5 Chairperson of Directorate

WPIH appoints Chairperson of Directorate to every WPIH Competition, Paralympic Winter Games and Sanctioned Competitions. The Chairperson of Directorate is responsible for ensuring the event is operated according to the rules and regulations, is responsible for running the Directorate Meetings and supports the WPIH manager and LOC in organisational matters. In

some cases, the Chairperson of Directorate and the Technical Delegate roles can be merged into one.

Every competition is controlled by a Directorate.

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

- Controlling the organiser's responsibilities
- Voting on various matters (if a tie then Chairperson of Directorate takes the decision)
- Approving the appointment of the Disciplinary Panel
- Selecting the best goalkeeper, defenseman, and forward of the competition

6 Officials Supervisor

The Officials Supervisor will work with the on-ice officials at each game to evaluate their performance and offer constructive criticism aimed at improving their performance.

Communication is an important part of an Officials Supervisor's responsibility. They meet with the 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 Officials Supervisor to make any decisions for the on-ice officials.

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

The aim of the officiating programme is to improve the level of officiating at future 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 WPIH 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 on-ice officials
- Provide on-ice officials with objective and constructive criticism.

The responsibilities are to:

- Meet with game officials before and after a game to help prepare them and provide feedback and evaluation after the game. Assist in communication between the game officials and tournament or technical officials, if necessary.
- Referee game reports: Immediately submit any the referee game report to the Chairperson of the Directorate. Be prepared to give a professional opinion of the incident or incidents involved.
- Problem solving: Co-operate with the TD to solve problems concerning rules or rule interpretations.

Assistant Officials Supervisor supports on all of the above.

7 Game Supervisor

WPIH will assign a Game Supervisor for every game during the event. The Game Supervisor will observe the game and file a report (Appendix 12) on any incidents that occur during the game.

The Game Supervisor is not involved with the supervision of on-ice officials.

8 Technical Delegate

The Technical Delegate (TD) will have the responsibilities described below in any Recognised Competition. An Assistant Technical Delegate may be appointed and will assist the TD in carrying out these responsibilities.

Pre-game protocol: Be available in case of any measures that need to be addressed such as pre-game warm-up delay. Ensure that the opening ceremonies are operated in accordance with WPIH Rules and Regulations or an approved agreement.

Game-time responsibilities: Ensure that the teams are on the ice at the prescribed time and that the intermission is followed according to protocol. In a play-off game be aware of the Overtime and Penalty Shot Shootout Procedure, as defined in WPIH Rules and Regulations.

Post-game responsibilities: Ensure that the closing ceremonies are operated according to the Protocol Guide for IPC Sports Championships including the national anthem of the winning team (helmets off), and that teams shake hands with opponents & game officials.

Problem solving: Be available to answer any questions before and after games (benches, jersey colours, pre-game warm-up procedures) and to co-operate with the Officials Supervisor to solve problems concerning rules or rule interpretations.

Risk management and safety: Make an inspection tour through the venue and take note of any items which are considered to be potential problem areas. Report any safety procedure violations by players or officials and ensure that the playing surface and the spectator areas are safe for each game. Report any on ice safety issues to the Directorate and provide recommendations where necessary.

Discipline: Report any discipline or conduct problems that occur during games to the Chairperson of Directorate. If there is a suspension(s), be prepared to give an overview of the incident.

Referee game report: Ensure that the Officials Supervisor following the game immediately submits the referee game report to the Chairperson of Directorate. Obtain this document from the Officials Supervisor and be aware of the contents. Be prepared to give a professional opinion of the incident or incidents involved.

Officials Supervisor: Have an understanding and knowledge of the Officials Supervisor's role and duties. Be aware of the Officials Supervisor's location during a game.

Game summary report: Provide a game summary report (including the final score and any misconduct penalties) at the next Directorate Meeting including but not limited to the issues and items listed above.

Equipment measurement: Perform equipment measurements or attend them with the Equipment Controller. Ensure each piece of equipment is tagged with a WPIH label or equivalent, in a visible location, to identify the equipment as an approved piece of equipment according to the WPIH Rules and Regulations.

9 Equipment controller

If appointed, then the Equipment Controller has the following responsibilities:

- Create with cooperation of WPIH an equipment check schedule
- Ensure that LOC has the equipment needed for the equipment check (room, table)
- Upon arrival double check with teams the scheduled time of their equipment check
- Conduct equipment check as per WPIH Rules and Regulations
- Record the equipment check on the WPIH Equipment Check Form
- Report to TD and WPIH any breaches and problems
- Follow up with teams on pending matters
- Conduct random equipment checks during the competition

10 Video goal judge

If available, but at all Paralympic Winter Games, the LOC must provide a direct telephone line from scorekeeper's bench to the video goal judge.

The video goal judge telephone operator must be seated in front of the telephone on the scorekeeper's bench, and the telephone must be equipped with a flashing light signal that works simultaneously with the 'ring' to avoid missed calls.

11 Referees and linesman

Please see Appendix 1 for Instructional Guidelines for Referees and Appendix 2 for Instructional Guidelines for Linesman.

11.1 Referee

General: The referee appointed to a game will have general supervision of that game, full control of all game officials and players, and his/her decision on any matter covered by the WPIH Rulebook in respect of that game shall be final.

Before the game: Before commencing a game the referee shall ensure that the appointed officials are in their respective places and be satisfied that the timing and signalling equipment are in order. The referee shall order the teams on the ice at the appointed time for the beginning of each period.

Penalties: The referee shall impose and report to the scorekeeper such penalties as are prescribed by the playing rules for infractions thereof. The referee shall determine the goals scored. The referee may consult with the linesmen, goal judge and video goal judge, if available, in matters of disputed goals before making a decision, which shall be final. The referee shall report to the scorekeeper the name or number of goal scorers and any player(s) entitled to assists.

Announcements: At the first stoppage of play the referee shall cause to be announced over the public address system the reason(s) for not allowing any goal(s).

Measurements: The referee shall have the discretion to measure any equipment at any time, or if requested by the captain of either team in accordance with the WPIH Rulebook.

Start of period: The referee shall order the teams on the ice at the appointed time for the beginning of any period.

Face-offs: The referee will face-off the puck at the beginning of each period and after a goal has been scored.

Official game sheet: The referee shall obtain the official game sheet from the scorekeeper immediately following a game. The referee shall verify that the information on the sheet is correct and if it is, will sign the sheet and return it to the scorekeeper. The referee shall report on the official game sheet immediately following the game, giving full details to the game supervisor for all game misconduct penalties and match penalties.

11.4 Linesman

Infractions: The linesmen shall be responsible mainly for any infractions concerning the lines (off-side, icing the puck). The linesmen shall determine and stop the play by blowing the whistle for any infraction of the rules concerning:

- Off-side
- Icing
- Puck out of bounds, un-playable or interfered with by an ineligible person
- Goal displaced from its normal position
- Off-side occurring during face-off
- Premature substitution of a goalkeeper
- Interference by spectators
- Injured player(s)
- Pass with the hand from a player to a teammate
- High sticking the puck
- Hand pass or high sticking the puck if the referee did not observe the infraction

Penalties: The linesmen shall blow the whistle and report to the referee penalties concerning too many players on the ice and/or anything (including sticks) thrown on the ice from the vicinity of the players or penalty benches.

Reports: The linesmen shall report to the referee when requested to do so by the referee and give their versions of any incident that may have taken place during a game. The linesmen shall immediately report to the referee in case of:

- Deliberate displacement of the goal net from its normal position
- Bench Minor penalties
- Major penalties
- Misconduct penalties
- Game Misconduct penalties
- Match penalties

Faceoffs: The linesmen shall conduct the face-offs at all times, except at the start of each period and after a goal has been scored.

11.2 Officiating pathway

The referees and linesman interested to officiate at Paralympic Winter Games, WPIH Competitions and Sanctioned Competitions shall submit their officiating resume to World Para Ice Hockey. The form can be found here: <https://www.paralympic.org/ice-hockey/downloads>. Upon satisfactory submission the official will be added to the WPIH Officials Database. The official may be contacted by WPIH for availability for competition (or officiating seminar first, if needed) based on level of competition, official's experience, geographic location and participating teams. The pathway for new Para ice hockey officials is as follows:

1. Para ice hockey national competitions and league games
2. Small Para ice hockey international tournaments / WPIH Approved Competitions / International friendly matches
3. World Para Ice Hockey Championships C-Pool/Women's Para ice hockey competitions
4. World Para Ice Hockey European Championships/Pan Pacific Championships
5. World Para Ice Hockey Championships B-Pool
6. World Para Ice Hockey Championships A-Pool
7. Paralympic Winter Games

Throughout the Paralympic Cycle the official will be contacted to participate in officiating seminars as determined by WPIH.

WPIH maintains a history of information on each game official that has officiated at Paralympic Winter Games, WPIH Competitions and Sanctioned Competitions. It monitors the nomination and placement of the referee or linesman based on previous evaluations at competitions, Officials Supervisor's recommendations, and a National Federation's recommendations. With this information, WPIH develops a preliminary pool of referees and linesman who are capable of working various competitions each season. WPIH uses the information to chart each official's movement through their Para ice hockey officiating career.

12 National technical officials

The following National Technical Officials (off-ice officials) should be appointed for all international games:

- One scorekeeper (with up to two assistants)
- One timekeeper
- One public announcer
- Two penalty bench attendants
- Two goal judges

All the assigned off-ice-officials should arrive on the ice rink at least 80 minutes before the scheduled start of the game.

WPIH may assign additional persons to any of the competitions to operate the statistical program including recorders and result managers. This assignment is dependent upon the category and the level of competition. This is arranged with the organiser in advance of the competition.

The Local Organising Committee, when preparing for a competition, shall nominate a manager(s) of off-ice officials, who will be responsible for organising the work of the off-ice officials. In general, the individuals nominated should have experience working as an off-ice official in their national league, and may include game officials, regional or local referee-in-chiefs, or representatives from the National Association Referee Committee.

The manager of off-ice officials should meet with the representative of the Local Organising Committee to discuss:

- Specific regulations covering this competition (commercial breaks, beginning of the game, video goal judge, etc.)
- Contact numbers during competition
- Cooperation between off-ice officials and statistics group (printing the official game sheet, help from the off-ice officials and statistic group)
- Equipment and measuring tools on the scorekeeper's bench
- Dress code (special jackets for off-ice officials)
- Accreditation
- Co-operation with the media

The manager of off-ice officials is required to conduct a meeting before the first game, with all off-ice officials to discuss the following:

- Information about competition
- Organisation's details
- Distribution of responsibilities within the group of the off-ice officials
- Process for nomination to the games
- WPIH Rules and Regulations

All off-ice officials should have a good knowledge of the rules and must understand delayed penalty situations, coincidental penalty rules, and should be familiar with the referee signals. The scorekeeper is in charge of the off-ice officials, but they are all under the supervision of the referee, who is the final authority and can overrule any off-ice official.

12.1 Information for on-ice officials:

The National Technical Officials (NTOs), in many cases, will be personnel who work for the league of the national federation hosting the competition or simply volunteers from the LOC. They should have experience in their position, but language may be a problem. Interpreters should usually be at hand at the scorekeeper'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 NTOs may change daily, so take time before the game to familiarise yourself with them.

All NTO's are under the supervision of the referee, who is the final authority on all matters and can overrule NTO decision. It is the responsibility of the referee to question the NTO 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 NTOs. The scorekeeper will be the only NTO 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 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 of the official game sheet unless approved by the referee.

When the game has ended, the scorekeeper will bring the official game sheet to the referee for signature. The referee's first priority after the game is to verify and sign it.

12.2 Scorekeeper

The Scorekeeper shall have the following responsibilities:

12.2.1 Pre-game meeting with NTOs

- Check the list of NTOs assigned to the game
- Inform them about concerns from previous games
- Check the equipment and measuring tools on the scorekeeper's bench
- Discuss the duties of the scorekeeper's assistants' during the game
- Answer any questions or concerns from the NTOs

If the timekeeping system and scoreboard system are separate and are operated by two different individuals, the scorekeeper must meet with the scoreboard operator to discuss the duties and responsibilities described in WPIH Rules and Regulations, Chapter 25 Game Protocol and Procedures.

12.2.2 Official game sheet

The Scorekeeper shall obtain from the manager or coach of both teams, the list of all eligible players and shall complete the Official Game Sheet as per WPIH Rules and Regulations (Game Protocol Procedures) with the following information:

- (a) Name, position and number of each player, indicating the captain and alternate captain by placing the letters «C» and «A» in front of their names.
- (b) All data concerning the game, such as location, date, names of the home and visiting team and names of the officials.
- (c) The goals scored.
- (d) The number of the scorer(s) and players to whom assists have been allowed.
- (e) The players of both teams who are on the ice when a goal is scored.
- (f) All penalties imposed by the officials with the numbers of the penalised players, the infraction, the time at which it was imposed, and the duration of each penalty.
- (g) Each penalty shot awarded with the name of the player taking the shot and the result of the shot.
- (h) The time of entry into the game of any substitute goalkeeper.

- (i) While in general, the on-ice officials shall determine the players entitled to receive assists, during the Paralympic Winter Games, the Scorekeeper shall do so.
- (j) No request for changes in any award of points shall be considered unless they are made by the captain before the conclusion of actual play in the game or before the referee has signed the Official Game Sheet.

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

12.2.3 How to complete the official game sheet

When completing the official game sheet, the scorekeeper should take into consideration the following:

- The Organising Committee must provide the scorekeeper with the original WPIH official game sheets one day prior to the start of the event and must keep them until the event is finished. However, if the data system is working correctly and the official game sheet can be printed from the system 60 minutes prior to the start of the game, this printout will then become the official game sheet. In either case, the scorekeeper must fill in the original official game sheet manually before and during the game in order to avoid the loss of statistical data. In this case the scorekeeper should follow the procedure for completing and processing the official game sheet as outlined in Appendix 5 of this handbook.
- The scorekeeper must bring a copy of the official game sheet to the referee's room at least 10 minutes prior to the start of the game once both teams have signed it.
- The first priority of the scorekeeper following the game is to verify the completed official game sheet and have it signed by the referee.
- The scorekeeper should review and, if necessary, correct the official game sheet with the referee at the conclusion of each period.
- The scorekeeper must keep all completed and signed official game sheets until the end of the competition, at which time they should be turned over to the organiser to be forwarded to World Para Ice Hockey.
- If the scorekeeper is having difficulty in working with either team, he/she should immediately inform the Technical Delegate or Assistant Technical Delegate, who are responsible for dealing with the teams.

12.2.4 Communicating with on-ice officials on the ice

During the game, the officials on the bench receive information that may be useful to the referee. The referee may ask the off-ice officials, through the scorekeeper, questions concerning disputed situations. They would respond through the scorekeeper. The scorekeeper is the only off-ice official authorised to provide information and discuss game related issues with the referee during the course of the game.

The scorekeeper may be of assistance to the referee in the following situations:

12.2.4.1 Team and/or goalkeeper penalty

- The scorekeeper should record the jersey number of the players on the ice when the goalkeeper is assessed a penalty and provide this information to the referee if requested.
- If the referee wishes to be informed, the scorekeeper should have recorded all the jersey numbers of the players on the ice at the time that the penalty was assessed.

12.2.4.2 Altercations

- If the referee wishes to be informed, the scorekeeper should have recorded all the jersey numbers of the players on the ice and the numbers of the players entering the ice from players' bench to participate in the altercation.
- In case of a bench-clearing incident, the scorekeeper may assist the referee by noting the jersey numbers of the players involved, but will provide the information to the referee only at the referee's requests.

12.2.4.3 Connection to the video goal judge

- When the referee must discuss a scoring situation with the video goal judge, the scorekeeper at the scorekeeper's bench will provide him with a telephone directly connected to the video goal judge. The referee should remain on the ice while in discussion with the video goal judge

When off-ice officials are discussing a situation with the referee, they should refrain from using any head or hand signals as this can lead to confusion and controversy.

12.2.5 Additional Responsibilities

- (a) Correct posting of the penalties and goals scored on the scoreboard.
- (b) Ensuring that the time served by all penalised players is correct.
- (c) Promptly calling to the attention of the referee any discrepancy between the time recorded on the clock and the official correct time.
- (d) Making any adjustments as ordered by the referee.

- (e) Advising the referee when the same player has received a second misconduct penalty in the same game.
- (f) Prepare the official game sheet for signature by the referee and forward it to the TD or Assistant TD.

12.2.6 Scorekeeper's assistants

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

The scorekeeper may suggest the assistants help with the following items:

Check the equipment and measuring tools on the scorekeeper's bench

- Provide information about the players and goalkeepers participating during the game
- Record the jersey numbers of the players on the ice when the goalkeeper is assessed a penalty
- Copy and deliver the team composition forms to the statistics and media center
- Record the jersey numbers of the players entitled to receive assists in case the referee has the problems with their determination)
- Record the jersey numbers of the players in a bench clearing incident (if players leave the player's bench during the incident to participate)
- Other duties upon request

12.3 Timekeeper

All timekeeping system procedures activated by the timekeeper should be in accordance with the WPIH Rules and Regulations. The timekeeper is under the supervision of the scorekeeper. Refer to Appendix 7 of this handbook.

The game clock is the only official timekeeping system in the ice rink. All activities are initiated from this one timing device. The timekeeper is at all times - prior to a game, during a game and immediately following a game - responsible for the time displayed on this device.

The Timekeeper shall have the following duties:

- Carry out the game countdown before the game
- In case no automatic buzzer or siren is provided, signal by a buzzer, siren or whistle the end of each period or overtime period.

- Give a preliminary warning by signal to the officials and both teams three minutes before the start of each period.
- Record the start and finish times of each period and the game.
- Time the 15 minute intermission between each period.
- Record all actual playing time during the game.
- Record the time of the start and finish of all penalties.
- Time the start and finish of time-outs.

12.3.1 Prior to the start of the game, the timekeeper must

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

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

12.3.2 While operating the timekeeping system, the timekeeper must:

- Simultaneously use a stopwatch to time the game. The stopwatch is a backup timing device in case the timekeeping system malfunctions and should be operated manually during the game to maintain the correct time. Only one individual should

operate both the timekeeping system and stopwatch in case the teams are asked questions, concerning the determination of the correct time.

- During the game, the timekeeping system is to be stopped only upon the referee or linesman's whistle and automatically at the end of each period, and must start to run when either of the game officials drops the puck.
- sound a buzzer in the dressing room area to notify the teams that it is time to return to the ice surface at the beginning of each period using the following systems:
 - Four (4) minutes remaining on the game clock - One blast of the alarm to indicate that in two minutes the teams will be called to the ice surface.
 - Two (2) minutes remaining on the game clock - Two blasts of the alarm 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.
- If there is a problem with the timekeeping system, or if the dressing rooms are not equipped with buzzers, the information may be relayed to the teams by the timekeeper blowing the whistle, while maintaining control of the activities by stopwatch at all time. If this procedure is to be used, the information should be relayed to the team officials through the Scorekeeper or his/her assistants as soon as the problem arises.

12.4 Public announcer

The public announcer is responsible for announcing information as outlined in the WPIH Rules and Regulations. The announcer is under the supervision of the scorekeeper.

12.4.1 Pre-game preparations

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

- Obtain a copy of the team composition forms or official game sheet from the scorekeeper
- Study the names of players, team officials, referee and linesmen
- Learn to pronounce their names correctly
- Meet with the scorekeeper to discuss the game
- Be in place on the scorekeeper's bench at least 45 minutes prior to the start of the game and be ready to begin the announcements as outlined in WPIH Rules and Regulations
- Check that the microphone on the scorekeeper's bench is functioning properly
- Review all announcements that must be broadcast before, during and after the game.

12.4.2 Game clock malfunction

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

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

12.5 Penalty bench attendant

The penalty box attendants are under the supervision of the scorekeeper.

The Penalty Bench Attendant shall be responsible for:

- Providing a penalised player, upon request, with the correct information as to the unexpired time of the penalty.
- Allowing the penalised player to return to the ice at the appropriate time upon the completion of the penalty.
- Recording the start time and end time of a penalty and the time that a penalized player returns to the ice.
- Notifying the scorekeeper if a player leaves the penalty box before the end of the penalty.

12.6 Goal judges

The goal judges are under the supervision of the scorekeeper.

There shall be two Goal Judges for each game stationed behind each goal. The Goal Judges shall not change sides during the game. Each Goal Judge shall be responsible for determining if the puck has passed between the goal posts and completely over the goal line. In WPIH Competitions and Sanctioned Competitions the Goal Judges of a game shall generally not be nationals of either team engaged in the game. The Goal Judges shall wear officials' striped uniforms. For any disputed goal, the referee may consult with the relevant Goal Judge, but the referee shall make the final decision. The referee may also replace a Goal Judge at any time during a game in the sole discretion of the referee.

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

13 Scorekeeper's bench

13.1 Required equipment

The following equipment must be kept at the scorekeeper's bench during a game. These items are the responsibility of the scorekeeper and must be available at any time during a game:

- 2 stop watches
- Small notepad and sharp pencil
- 1 extra game official's whistle
- Game winning shot player list pads plus 2 sharp pencils
- 3 full water bottles for on-ice officials
- 3 towels for game officials
- 1 measuring tape
- 1 stick gauge

13.2 NTO's on scorekeepers bench

The scorekeeper, two scorekeeper's assistants, timekeeper and announcer must be positioned at the scorekeeper's bench.

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

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

Off-ice officials should refrain from conversing with spectators during the course of the game.

14 Statistical service

The organiser must provide a workspace in the ice rink with a good view of the entire ice surface for the computer statistical service. The statisticians will be seated as required by the respective statistics programme. They should have easy access to their computer systems to fulfil their responsibilities.

Usually one representative of this group will deal with on-line transmission of the game through the internet on the IPC website (www.paralympic.org) and will have a position on the scorekeeper's bench. The position should have sufficient space to operate the results system hardware.

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

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

15 Fees and per diems

15.1 Paralympic Winter Games

At Paralympic Winter Games the WPIH Officials (international technical officials) receive per diem from the local organising committee based on hosting agreement between IPC and OCOG. The amount of per diem will be calculated on a “per day basis” (from day of departure from home to day of return back home), will not exceed the length of stay of the individual.

In addition to the per diem from OCOG, on-ice officials receive the following game fees from WPIH:

Game fee breakdown (EUR)	Referee	Linesman #1	Linesman #2	Standby official #1	Standby official #2
Preliminary and playoff games	50	30	30	20	20
Medal games	100	80	80	40	40

15.2 WPIH Competitions and Sanctioned Competitions

Off-ice officials: For WPIH Competitions and Sanctioned Competitions (World Championships A/B/C-Pool, PWG Qualification Tournament, European Championships and Pan Pacific Championships, the WPIH off-ice officials receive a per diem of 35€ from the LOC. The amount of per diem will be calculated on a “per day basis” (from day of departure from home to day of return back home), will not exceed the length of stay of the individual. The amount may vary based on the level of the event.

On-ice officials: For WPIH Competitions and Sanctioned Competitions (World Championships A/B/C-Pool*, PWG Qualification Tournament, European Championships and Pan Pacific Championships, the WPIH on-ice officials receive a daily fee of 65€ from the LOC. The amount of daily fee will be calculated on a “per day basis” (from day of departure from home to day of return back home), will not exceed the length of stay of the individual.

*For World Championships C-Pool or on-ice officials who are trainees the daily fee may be less.

Appendix 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 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.

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 reply system available to the video goal judge must be equivalent to the Olympic or IIHF standards and approved by WPIH.

Officials Supervisors will review with on-ice officials assigned to the competition the guidelines and procedures concerning the use of the video system in the games where this system will be installed by the organisers.

Referee game report

During WPIH Competitions and Sanctioned Competitions, the referee may be required to submit a written report to the Chairperson of Directorate with detailed explanations of the following situations that may arise during a game. It is the responsibility of the Officials 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 NTO's 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 Officials Supervisor who is responsible for presenting the report to the Chairperson of Directorate.

Appendix 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. Please refer to Hybrid Icing Rule in the WPIH Rules.

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 WPIH 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


Appendix 3: Interaction with media

- All requests from the media to talk to any WPIH official must be forwarded through the IPC Media Relations Senior Manager or at least WPIH Sport Manager. This is to avoid that the officials are caught off guard or asked a question immediately after a game, when tensions may still be running high.
- The IPC Media Relations Officer, WPIH Sport Manager and the Officials 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 Officials 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; Officials 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 on-ice official or Officials Supervisor is free to talk to media if the request is to conduct a general interview about the experience on the WPIH Competition and Sanctioned Competition, the referee's career in general, etc.
- The WPIH official (on-ice officials or officials 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 WPIH 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 Officials Supervisor or to the IPC Media Relations Senior Manager. 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 Recognised 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.



- If you have a personal social media account feel free to post pictures of the host city or the venue using the event or WPIH hashtags. Never comment on the teams' or referees' performances.

Appendix 4: Referee game incident report



World Para Ice Hockey Referee Game Incident Report

1. Event & Game Information

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

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

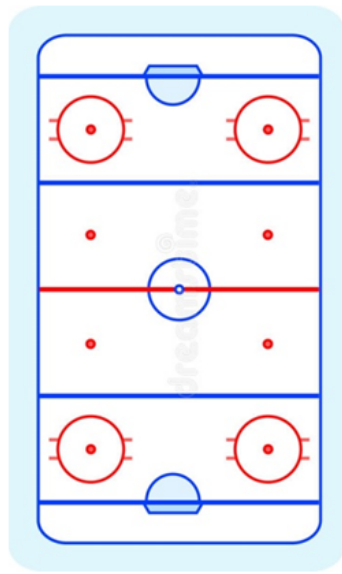
3. Has a verbal report been provided to the IPC Chairman? Yes/No

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.

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

Home Team	Penalty	Min	Player #	Visiting Team	Penalty	Player #



This Referee Game Incident Report is to be completed by the Game Referee and submitted to the WPH Referee Supervisor immediately following the game.

Date:

Referee Signature:

Linesman 1 Signature:

Linesman 2 Signature:

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

WPH Referee Supervisor Signature:

A copy of this Referee Game Incident Report is to be submitted to the WPH Office immediately following the WPH event by the IPC Directorate Chairman

Appendix 5: Completing official game sheet

1. Ninety (90) minutes before start of the game the official scorekeeper or his/her assistant should give to the coach or manager of the team the preliminary team roster printed out of the statistics data system or team composition form in case if the statistics data system is not used.
2. Sixty (60) minutes before start of the game the scorekeeper or his/her assistant will receive back from the team manager or coach the filled in preliminary team roster or team composition form with the players controlled and registered for the game by the game supervisor at single games or by the Directorate at WPIH Competitions and Sanctioned Competitions.
3. In case if the statistics data system is working, the scorekeeper will forward the filled in preliminary team roster to the result manager who will prepare the print copy of the official game sheet for this game with all required data.
4. In case if the statistics data system is not in used, then the scorekeeper should complete the official game sheet form with the names of players, their jersey numbers and positions, with the names of team coaches and managers, using the team composition form which he/she will received back from the coach or manager of each team, the names of the on-ice and off-ice officials, as well as with all other starting data following the WPIH Rules and Regulations. The scorekeeper will pass over the copy of the team composition form to the information service (media center) of the event.
5. Twenty (20) minutes before the start of the game, immediately after the warming up of the teams, the scorekeeper or his/her assistant will obtain from the coach or manager of each team the captain and alternate captains (C, A, A) and his/her signature. The visiting team starts. Then the official scorekeeper will hand over a copy of the completed official game sheet to the referee, both teams and to the statistical and information service.
6. During the game the scorekeeper records on the official game sheet the goals, assists, penalties and also the actual participation of goalkeepers. The eventual overtime period will be recorded on the first page as well, with the times from 45 to 50 minutes in a preliminary round game, 45 to 55 minutes in a playoff game, semi-final game and bronze medal game or from 45 to 60 minutes in the gold medal game, until a goal is scored.
7. The Scorekeeper completes on the official game sheet the positive and negative participation of players on the ice when a goal is scored (goalkeeper in the first column, if on the ice), as recorded by his/her two assistants.

8. Only the player scoring the goal during the penalty shot and the goalkeeper defending the net during the shot will be recorded in the positive and negative columns in the official game sheet.
9. The scorekeeper records changes of goalkeepers with the times and actual minutes played by the goalkeepers, empty net goals, the eventual game winning shots and further fills in the shots on goal by teams, the goals against and saves by individual goalkeepers as recorded by his/her two assistants at a single game or obtained from the statistical service at tournaments. Shots on goal post and cross bar are not recorded as shots on goal.
10. At the end of the game the scorekeeper marks on the official game sheet the best player of the game by each team as awarded, with the letters BP beside his/her name. The decisive goal of the game winning shots procedure will record on the first page of the official game sheet.
11. After the game the scorekeeper signs the official game sheet and obtains also the referee's signature and any referee game report on any game misconduct for abuse of officials, match penalties, on an incomplete game, physical or verbal abuse against game officials or when their safety was endangered, and on any extraordinary circumstances in the game.
12. No request for changes of any awarding of points shall be considered by the official scorekeeper unless they are made by the captain before the conclusion of actual play in the game or before the referee has signed the official game sheet.
13. The scorekeeper hands over a copy of the official game sheet to the coach or manager of each team.
14. If there is no special procedures set up between the statistic group and the scorekeeper, then the responsibility of the scorekeeper is to keep all the original official game sheets till the end of the competition and forward them to the organiser who will forward them for the proper authorities. The organiser's responsibility is to ensure that the original official game sheet will be sent to the IPC office immediately after the conclusion of the tournament.
15. When a game is decided by game winning shots then only the decisive goal counts and is recorded for the game result and for the individual records of the scoring player and the goalkeeper. The game winning shots procedure shall be finished immediately after the decisive goal is scored. Examples for the decisive goal situations:
 - a. 1: 0 2: 0 No more shot First goal
 - b. 2: 1 3: 1 No more shot Second goal

16. Player injuries must be recorded on the WPIH Injury Form by the team medical doctor and handed over to the NPC or National Federation. In case of WPIH Competitions and Sanctioned Competitions, one copy shall be passed over by the organiser to WPIH.
17. A copy of the official game sheet from all international club games must be distributed by the organiser also to the respective NPC or National Federation.
18. The official game sheets of all IPC Recognised Competitions must be distributed by the organiser to WPIH and the copy to the respective NPCs or National Federations.
19. The referee game report together with the official game sheet of international games where a match penalty, game misconduct penalty for abuse of officials was imposed must be sent by the organiser to the NPC or National Federation of the penalized player. Where the game officials of international games were physically or verbally abused and their safety endangered, the official game sheet and the referee game report must be sent to the respective NPC or National Federation and also to WPIH for possible disciplinary action.

Explanations of abbreviations:	
Event	Abbreviation of the tournament (e.g. PWG, WCHA, WCHS...)
Place	Name of the city or the ice rink where the game takes place
Date	Date when the game takes place
Start	The time that the game is scheduled to start
Spectators	Number of spectators
Game No.	Number of the game listed in the schedule
Home team (A) (jersey colour)	Abbreviation of the home team with jersey colour (in brackets) (e.g. SUJ (red), USA (blue)...)
Visiting team (B) (jersey colour)	Abbreviation of the visiting team with jersey colour (in brackets) (e.g. SUJ (red), USA (blue)...)
No.	Jersey number of the player
Family and Given Name (+BSP +CA)	Name of the player and given name(s); add BSP = best player of this game, C = Captain or A = Assistant Captain
Pos	Position (GK = goalkeeper, D = defenseman, F = forward)
L	Number of lineup (1 = starting line, 2 = second line, 3 = third line, 4 = fourth line)
SOG	Sum of shots on goal (shots saved by goalkeeper plus scored goals) of this player
#	Number of the goal (- for penaltyshot missing the goal)
Time	Time the goal is scored
G	Jersey number of the player scoring the goal
A1	Jersey number of the player awarded the first assist
A2	Jersey number of the player awarded the second assist
GS	Game situation (EQ = equal, +1 = powerplay 5:4, +2 = powerplay 5:3, -1 = shorthand 4:5, -2 = shorthand 3:5, PS = penalty shot, EN = empty net goal)
P1 P2 P3 P4 P5 P6	Positive participation (all players on ice of the team scoring the goal)
N1 N2 N3 N4 N5 N6	Negative participation (all players on ice of the team being scored upon)
Time	Time the penalty is called by referee
No. Min	Jersey number of the penalized player
Offense	Number of penalty minutes (2, 5, 10, 20 or 0 (only for penalty shot))
Start	Abbreviation of Penalty (explanation see next column)
End	Time the penalty starts
	Time the penalty ends
Team Manager	Name and given name of the team manager
Head Coach	Name and given name of the head coach
A. Coach	Name and given name of the assistant coach
Period	Period 1, 2, 3, OT = overtime, PSS = penalty shot shootout
Total G A:B	Sum of all entries in the columns
SOG A:B	Number of goals scored by team A: team B (listed by period)
PM A:B	Number of shots on goal plus scored by team A: team B (listed by period)
PMP A:B	Number of penalty minutes for team A: team B (listed by period)
SHOP A:B	Sum of powerplay goals scored for team A: team B (listed by period)
SHOR A:B	Sum of shorthand goals scored for team A: team B (listed by period)
GKA1	Sum of shots saved by goalkeeper for the first goalkeeper of team A (depending on period)
GKA2	Sum of shots saved by goalkeeper for the second goalkeeper of team A (depending on period)
GKA3	Sum of shots saved by goalkeeper for the third goalkeeper of team A (depending on period)
GKB1	Sum of shots saved by goalkeeper for the first goalkeeper of team B (depending on period)
GKB2	Sum of shots saved by goalkeeper for the second goalkeeper of team B (depending on period)
GKB3	Sum of shots saved by goalkeeper for the third goalkeeper of team B (depending on period)
GKA	Jersey numbers of the goalkeepers of team A
GKB	Jersey numbers of the goalkeepers of team B
MP	Minutes in play of each goalkeeper
GA	Goals against each goalkeeper
Start of game	Time the game actually starts
End of game	Time the game actually ends
Timeout A:	Time the home team A takes a 30 second timeout
Timeout B:	Time the visiting team B takes a 30 second timeout
Game Supervisor:	Name of the Supervisor
Time	Time the goalkeeper comes in or goes out of the game
GKA	Jersey number of the goalkeeper of team A coming in or going out
GKB	Jersey number of the goalkeeper of team B coming in or going out
Referee	Name and given name of the referee for this game
Scorekeeper	Name and given name of the scorekeeper for this game
Linesman	Name and given name of the linesman for this game
Goal Judge	Name and given name of the goal judge for this game
Timekeeper	Name and given name of the timekeeper for this game
Sign	Signature of Referee and Scorekeeper
A	Jersey number of the player of team A (marked with * when he starts the game winning penalty shot)
B GKA	Jersey number of the player of team B (marked with * when he starts the game winning penalty shot)
GKB	Goalkeeper of team A for this penalty shot
GF-GA	Goalkeeper of team B for this penalty shot
End	Goals scored after this game winning shot of each team
	Time of the end of the game

Penalty abbreviations:	
ABUSE	Abuse of Officials
BENCH	Bench Minor Penalty
BITE	Biting
BOARD	Boarding
BR-ST	Broken Stick
BUT-E	Butt-Ending
CHARG	Charging
CHE-B	Checking from Behind
CHE-H	Checking to the Head and Neck Area
CLIPP	Clipping
CLOS	Closing hand on puck
CROSS	Cross-Checking
DANG	Dangerous equipment
DELAY	Delaying the Game
ELBOW	Elbowing
EMBEL	Embarrassment
ENG-S	Engaging with Spectators
FIGHT	Fighting
GK-INT	Interference on a Goalkeeper
GK-PEN	Goalkeeper Penalties
H-BUT	Head-Butting
HELM	Playing without helmet
HI-ST	High Sticking
HO-ST	Holding the Stick
HOLD	Holding an opponent
HOOK	Hooking
ILL-H	Illegal Hit
ILL-ST	Illegal Stick - Stick Measurement
INCAC	Incorrect Access to or from Penalty Box
INJUR	Injured Starter Refusing to Leave the Ice
INTRF	Interference
KICK	Kicking
KNEE	Kneeling
L-BCH	Leaving the Bench
OTHER	Other Penalties
PULL	Pulling Hair, Helmet, Cage
REFUSE	Refusing to Start Play - Team on / Not on the Ice
ROUGH	Roughing
SLASH	Slashing
SLEW	Slew-footing
SPEAR	Spearing
SPIT	Spitting
T-BCH	Team Officials Leaving the Players Bench
TALNT	Taunting
TEE	Teeing
THR-ST	Throwing a Stick or any Object
TCC-M	Too Many Men
TRIP	Tripping
UN-SP	Unsportsmanlike Conduct

Goalkeepers Changes		
Time	GKA	GKB

A	B	GKA	GKB	GF-GA	A	B	GKA	GKB	GF-GA	A	B	GKA	GKB	GF-GA	A	B	GKA	GKB	GF-GA	A	B	GKA	GKB	GF-GA

Notes:																							

Appendix 6: Abbreviations for offences

Rule #	Rule Book Offence	Abbrev.
1004	Misconduct Penalty	MISC
1005	Game Misconduct Penalty	GA-MI
1006	Match Penalty	MATCH
1007 / 1008	Penalty Shot	PS
1014	Boarding	BOARD
1015	Butt-Ending	BUT-E
1016	Charging	CHARG
1017	Checking from Behind	CHE-B
1018	Checking to the Head and Neck Area	CHE-H
1019	Cross-Checking	CROSS
1020	Elbowing	ELBOW
1021	Excessive Roughness	EX-RP
1022	Fisticuffs	FISTI
1022	Roughing	ROUGH
1023	Head – Butting	H-BUT
1024	High Sticking	HI-ST
1025	Holding an Opponent	HOLD
1026	Holding the Stick	HO-ST
1027	Hooking	HOOK
1028	Interference	INTRF
1029	Slashing	SLASH
1030	Spearing	SPEAR
1031	Teeing	TEE
1032	Tripping	TRIP
1033 / 1034	Abuse of Official by Players/Team Officials	ABUSE
1035	Broken Stick	BR-ST
1036	Captain and Alternate Captain Complaint	ATTUDE
1037 - 1044	Delaying the Game	DELAY
1045	Diving	DIVE
1046	Illegal or Dangerous Equipment	EQ-INF
1047 / 1048	Falling on the Puck by a Player / Goalkeeper	FAL-P
1049 / 1050	Handling the Puck with the Hands By a Player / Goalkeeper	HAND-P
1051	Infringement of Change of Player's Procedure	CH-PL
1050	Interference with Spectators	INT-S
1053 - 1055	Players Leaving the Penalty or Player's Bench	L-BCH

1056	Prevention of Infections by Blood	BLOOD
1057	Team Officials Leaving the Player's Bench	T-BCH
1058 / 1059	Refusing to Start Play – Team On / Not on the Ice	REFUSE
1060 - 1062	Throwing a Stick or Any Object	THR-ST
1063	Too Many Players on the Ice	TOO-M
	Goalkeeper Penalties	GK-PEN
1065	Goalkeeper beyond the Centre Red Line	
1066	Goalkeeper going to the Players Bench During Stoppage of Play	
1067	Goalkeeper leaving his Crease During an Altercation	
1068	Goalkeeper Dropping the Puck on the Goal Netting	
	Other Penalties	OTHER

Appendix 7: Timekeeping, scoreboard system and game countdown

The WPIH timekeeping and scoreboard guidelines are a recommendation to the organisers of WPIH Competitions and Sanctioned Competitions showing what information is needed and useful to the teams, officials and spectators during a Para ice hockey game.

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

1. Name of the home team on the left and of the visiting team on right part of the scoreboard device
2. Period with numerals 1-2-3, OVT for overtime, PSS for penalty shot shootout
3. Game result in two number positions for each team, home team left and visiting team right
4. Goal scorer and maximum two assistants by jersey number on the scoreboard, home players left, visiting players right and by names on the information board
5. Game time in minutes and seconds from 0 to 15
6. Overtime in minutes and seconds from 0 to 15 in a gold medal game, from 0 to 10 in a play-off game, semi-final game and bronze medal game and from 0 to 5 in preliminary round games
7. Penalized player by number and penalty time in minutes and seconds on the scoreboard, home player left, visiting player right, and by name, penalty time, penalty code on the information board
8. Penalty time counts down from total time to zero. Each team with three positions for 2 and 5 minutes penalties. Penalty of the two previous penalties is terminated. Eventual further penalties will be kept in the timekeeping system memory and will show up in the third penalty position one by one
9. Ten minute misconduct penalty with two scoreboard positions for each team (home player left, visiting player right) by player number on scoreboard and by name and penalty code on the info board, time counting down by minutes
10. Time-out counts down from 60 seconds to zero and appears in the actual game time position, which reappears automatically in its position
11. Game winning shots standing appears shot by shot in the position of the game result. After the last shot the game result including the decisive goal appears in its position

12. Intermission of 15 minutes after the first and second period, also after third period in case of following 15 minutes overtime, starts counting down automatically when the period is terminated
13. Intermission of 3 minutes after the third period in case of a 5 or 10 minute overtime starts counting down automatically when the period is terminated
14. Game countdown shown by timekeeping system on the scoreboard:

Clock	Pre-Game Timing
-60:00	Set clock to 60:00
-40:00	Teams enter the ice surface for 15 min. warm-up
-25:00	Teams leave the ice surface
-20:00	Ice resurface
-05:30	One buzzer sounds to the team dressing rooms
-04:30	Two buzzer sounds to the team dressing rooms / teams go directly to bench. Game Officials enter the ice.
-04:00	Home team enters ice surface and skates one lap and then do 'cheer' ritual around goalie. Away team enters ice surface and skates one lap and then do 'cheer' ritual around the goalie. Official announcers introduce the Referee and Linesmen.
-03:00	Buzzer sounds and all players leave the ice and go to the bench, except those starting players (plus Team Captain if not starting) and line up on blue lines. Team Captains greets the Referee and Linesmen in the Referee's Crease and exchange gifts. Official announcers introduce the starting players for both teams.
-00:15	Referee calls the teams to face-off
00:00	Reset clock to 15:00
15:00	Game starts

Clock	Intermission Timing
15:00	Set the clock to 15:00 and run the clock immediately after it is reset
04:00	One buzzer sound to the team dressing rooms
03:00	Game Officials enter the ice
02:00	Two buzzer sounds to the team dressing rooms. Teams go directly to ice surface
00:15	Referee calls the teams to face-off
00:00	Reset clock to 15:00
15:00	Period starts

Clock	Intermission Timing Prior to 5 or 10 Minute Overtime Period
03:00	Set the clock to 03:00 and run the clock immediately after it is reset
00:15	Referee calls the teams to face-off
00:00	Reset clock to 05:00 or 10:00
5/10:00	Overtime starts

Clock	Intermission Timing Prior to 15 Minute Overtime Period
15:00	Set clock to 15:00 and run the clock immediately after it is reset
04:00	One buzzer sound to the team dressing rooms
03:00	Game Officials enter the ice
02:00	Two buzzer sounds to the team dressing rooms. Teams go directly to ice surface
00:15	Referee calls the teams to face-off
00:00	Reset clock to 15:00
15:00	Overtime starts

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

Note: In general, the outlined procedures should be followed for the game countdown. A revised countdown procedure may be used where necessary to accommodate the timing of the opening and closing ceremonies, such as the introduction of the teams at the World Championships. The revised process must be approved by WPIH.

Appendix 8: Awarding assists and goals and cancelling penalties

Guidelines for awarding assists on a goal:

During the Paralympic Winter Games, the referee will report the goal scorer, but the scorekeeper or his/her assistants are responsible for the awarding of assists for each goal. The following are guidelines to be used in awarding assists on goals:

1. Team A8 passes the puck to A9, who passes to A10 who scores a goal
Ruling: Goal scored by A10 and assists to A8 and A9.
2. Team A8 shoots the puck in the direction of the net but not at the goalie. A9 retrieves the puck and passes to A10 who scores a goal
Ruling: Goal scored by A10 and assists to A8 and A9 as no player of team B had control of the puck.
3. Team A8 passes the puck to A9 but the puck deflects off the body, stick or skate of a team B player, then it is retrieved by A9 who passes to A10 who scores a goal
Ruling: Goal scored by A10 and assists to A8 and A9 as no player of team B had gained control or possession of the puck.
4. Team A8 shoots the puck at the goalkeeper who stops the shot. The puck rebounds out and A10 shoots the puck into the goal
Ruling: Goal scored by A10 and assist to A8.
5. Team A8 passes the puck to A9 who attempts to pass the puck to A10. However, a player of team B intercepts the pass. A10 checks the B player with the puck then shoots the puck into the goal
Ruling: Goal scored by A10 but no assists as a player of the opposing team had possession and control of the puck prior to the goal being scored.
6. Team A8 passes to A9 who passes to A10. A10 shoots at the goalkeeper who stops the shot but the puck rebounds back out and A10 shoots the puck into the goal
Ruling: Goal scored by A10 and assist shall be awarded to A8 and A9 (see rule 908).

Guidelines for releasing penalized players following a goal

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

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

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

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

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

The following are a number of situations that will assist the penalty bench attendants in determining the penalized players that are to return to the ice following the scoring of a goal:

Situation 1:

Team A	Team B
No. 6 - 2 min at 3:00	No. 11 - 2 min. at 3:00
No. 9 - 2 min at 3:30	Goal at 4:00

Ruling:

At 3:00 teams play 4 on 4

At 3:30 teams play 3 on 4

A9 returns on goal at 4:00

Situation 2:

Team A	Team B
No. 6 - 2 min at 3:00	No. 11 - 2 min. at 3:00
No. 9 - 5 min +GM at 3:30	Goal at 4:00

Ruling:

At 3:00 teams play 4 on 4

At 3:30 teams play 3 on 4

No player returns on goal at 4:00

Situation 3:

Team A	Team B
No. 6 - 2 min at 3:00	No. 11 - 2 min. at 3:30
No. 9 - 2 min. at 4:00	Goal at 4:30

Ruling:

A6 returns on goal at 4:30

Situation 4:

Team A	Team B
No. 3 - 2 + 2 at 3:00	
No. 9 - 2 min. at 4:15	Goal at 5:30

Ruling:

A9 returns on goal at 5:30

Situation 5:

Team A	Team B
No. 7 - 2 + 2 at 3:00	
No. 8 - 2 min. at 3:30	Goal at 4:00

Ruling:

No player on team A returns on goal
First minor penalty to team A cancelled out

Situation 6:

Team A	Team B
No. 11 - 5 +GM at 3:00	
No. 19 - 2 min. at 3:15	No. 14 - 2 min. at 3:30
Goal at 4:00	

Ruling:

A19 returns on goal at 4:00

Situation 7:

Team A	Team B
No. 2 - 2 min. at 3:00	No. 7 - 2 + 5+GM at 3:00
No. 16 - 2 min. at 3:00	
Goal at 3:30	

Ruling:

A2 and B16 cancel out

Teams play 5 on 4

Team B must substitute for No. 7 for 7 min. (major penalty starts first)

No player returns on goal by Team A

Situation 8:

Team A	Team B
No. 5 - 5+GM. at 3:00	
No. 15 - 2 min. at 3:30	No. 5 – 5+GM at 3:30
Goal at 4:00	

Ruling:

A15 returns on goal at 4:00

Guidelines for cancelling out penalties

During a game it may happen that coincidental penalties should be applied. The examples listed below will help the off-ice officials (especially the timekeeper and penalty bench attendants) in their duties during the game.

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

Situation 1:

Team A	Team B
No. 5 - 2 + 2 at 3:00	No. 8 - 2 + 2 at 3:00
No. 6 - 2 min. at 3:00	No. 9 - 2 + 2 at 3:00
No. 7 - 2 + 2 + 2 at 3:00	

Ruling:

Teams play 4 on 5

Penalties to A6 and A7 cancel out B8 and B9

A5 serving 2 + 2 on the clock

Situation 2:

Team A	Team B
No. 5 - 2 min. at 3:00	No. 8 - 2 min. at 3:00
No. 6 - 2 + 2 at 3:00	No. 8 - 2 min. at 3:00
No. 7 - 2 min. at 3:00	

Ruling:

Teams play 4 on 5

Penalties to A5 and A7 cancel out B8 and B9

No option

Situation 3:

Team A

Team B

No. 6 - 2 min. at 3:00

No. 11 - 2 + 2 at 3:00

No. 7 - 2 min. at 3:00

Ruling:

Teams play 5 on 5

Immediate substitution as all penalties cancels out

Situation 4:

Team A

Team B

No. 3 – 5+GM at 3:00

No. 7 – 5+GM at 3:00

No. 4 – 2 min. at 3:00

No. 8 – 2 min. at 3:00

No. 6 – 2 min. at 3:00

Ruling:

Teams play 4 on 5

A4 or A6 to serve the 2-minute time

Penalty on the clock (team option)

All other penalties cancel out

Situation 5:

Team A	Team B
No. 5 - 2 min. at 3:00	No. 9 - 2 + 2 at 3:00

Ruling:

Teams play 5 on 4

Team B to put a substitute in box to serve the extra 2 minute penalty

A5 Minor cancels out one minor of B9

Situation 6:

Team A	Team B
No. 6 – 5+GM + 2 at 3:00	No. 11 – 5+GM. at 3:00
No. 7 - 5 + GM. at 3:00	

Ruling:

Teams play 4 on 5

A7 and B11 cancel out

Substitute for A6 serves 7 minutes on the clock

Appendix 9: Announcement examples

Note: Prior to the start of any game at an WPIH Competition/ Sanctioned Competition the announcer must make the following announcements in the language of the host country first, then the announcements to be made in English:

Pre-game announcements:

1. Team roster announcement (20 minutes before game time):

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

«Here is the roster for the visiting team, _____.»

(Announce all players on the roster including their jersey numbers plus staff.)

«Here is the roster for the home team, _____.»

(Announce all players on the roster including their jersey numbers plus staff.)

2. Announcement (3 minutes before game time):

“Ladies & gentlemen, welcome to the __[city]__[year]__ World Para Ice Hockey Championships game between _____ and _____.”

“The officials for this game have been licensed and assigned by World Para Ice Hockey.

The referee for today’s game is _____

The linesmen are _____ and _____”

Note: The countries of the game officials are not to be announced, as all officials are International Game Officials.

Announcements during the game:

Goal related announcements:

- Goal scored
- Goal for team...
- Scored by number ... (Name)
- Assisted by number... (Name)
- And number ... (Name)
- Time: ...

Goal correction:

- Goal correction: (1st, 2nd, 3rd, 4th etc.) goal for team ...
- Was scored by number ... (Name)
- Assisted by number ... (Name)
- And number ... (Name)

No goal reasons:

- No Goal
- The play was stopped before
- The puck crossed the line after the expiration of time at the end of the period
- The puck did not cross the goal line
- The goal was dislocated
- The attacking player was in the goal crease
- The puck was directed into the net by a sled
- The puck was directed into the net by hand
- The puck deflected into the net off a game official
- The puck was high-sticked into the net.

Video goal judge review:

- The play is being reviewed
- In case goal is given: Announcement for “goal scored”
- In case no goal is given: No goal has been scored

Penalty related announcements:

Minor penalty

- Team..., number..., (name), 2 minutes penalty for... (penalty reason)
- Time: ...

Minor penalty against goal keeper:

- Team..., number..., (name), 2 minutes penalty for ... (penalty reason)
- Time: ...
- The penalty is served by number ..., (name)

Simultaneous penalties:

- Team (visiting team ...), number..., (name), 2 minutes penalty for ... (penalty reason)
- Team (home team) ... number ... (name), 2 minutes penalty for ... (penalty reason)
time: ...

- Teams are playing with equal strength

See also: “Further penalty related announcements”

Bench Minor Penalty for delaying the game:

- Team ... bench minor penalty for delaying the game
- Time: ...
- The penalty is served by number... (Name)

Bench minor penalty for too many players on the ice:

- Team ... bench minor penalty for too many players on the ice
- Time: ...
- The penalty is served by number...(Name)

Major penalty & game misconduct:

- Team ... number ... (name) 5 minutes major penalty for ... plus an automatic game misconduct penalty
- Time: ...
- The five-minute penalty is served by number... (name)

Penalty shot:

- Penalty shot for team...
- Time: ...
- The penalty shot will be taken by number... (name)

Further penalty related announcements:

Situation		Announcement
Before	After	
A-B	A-B	
5-5	5-4	Penalty announcement
5-5	4-4	Penalty announcement + Teams are playing at full strength
5-4	5-5	Team (B) us playing at full strength
5-4	5-3	Penalty announcement
5-4	4-4	Penalty announcement + Teams are playing at equal strength
5-3	5-4	No announcement

5-3	4-3	Penalty announcement Team (B) ... is playing short-handed
4-4	5-4	Team (A) ... as playing at full strength
4-4	5-5	Both teams are playing at full strength
4-4	4-3	Penalty announcement
4-3	4-4	Teams are playing at equal strength
4-3	5-3	Team (A) ... is playing at full strength
4-3	3-3	Penalty announcement + Teams are playing at equal strength
3-3	4-3	No announcement
3-3	5-3	Team (A) is playing at full strength

Other compulsory announcements

Minutes left in the game:

- At 14:00 1st period: One minute left in the first period
- At 14:00 2nd period: One minute left in the second period
- At 13:00 3rd period: Two minutes left in the third period

Goalkeeper change:

- Team ... goalkeeper change
- Out of goal number... (name)
- And into the goal number...(name)
- Time: ...

Wrong change of goalkeeper:

- Play has been stopped due to premature entry of play from the player' bench

Time out:

- Time out for team...
- Time out is over

Attendance:

- Midway through the 3rd period: Today's/Tonight's attendance ...

Overtime:

Preliminary round games:

- As the score is tied after the regular time, a 5-minute “Sudden Victory” overtime will follow after a 3 minute intermission

Play-off games:

- As the score is tied after the regular time, a 10-minute “Sudden Victory” overtime will follow after a 3 minute intermission

Gold medal game:

- As the score is tied after the regular time, a 15-minute “Sudden Victory” overtime will follow after a 15 minute intermission

Penalty shot shootout:

- As the score is tied after overtime, penalty shot shootouts will follow

Score after the period:

- Score after the first period: (home team) ... (visiting team) ...
- Score after the second period: (home team) ... (visiting team) ...

Shots on goal:

- Shots on goal in the (1st or 2nd) period:
- Team (visiting team): ...
- Team (home Team): ...

Game clock announcements:

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

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

Change to manual timing :

Ladies and gentlemen, the game time is operating manually by stopwatch

- Information about time played in the game
 - ... minutes ... seconds played in the ... period
- OR
- ... seconds left to play in the game/period

Information about remaining penalty times:

Remaining penalty time (s):

- ... minute (s) and ... seconds left for number ... (name) of team ...
- ... minute (s) and ... seconds left for number (name) of team ... etc.

Chance back to the official game clock:

- Ladies and gentlemen, the time on the game clock is correct

Final announcements:

Final Score

- Final score: (home team) ..., (visiting team) ...

Shots on goal:

Shots on goal in the 3rd period:

- Team (visiting team): ...
- Team (home team):
- Shots on goal in the entire game:
- Team (visiting team): ...
- Team (home team): ...

Appendix 10: Video Goal Judge System

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

Appendix 11: Safety of the Game Officials

General advice for WPIH Officials and Officials 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

Other:

- If something happens that you can't control the situation stay together in the officials 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.
- Check emergency plans and evacuation procedures in advance
- All WPIH Officials appointed for PWG, WPIH Competitions and Sanctioned Competitions are insured for the competition once they sign the IPC Officials Engagement Agreement provided by WPIH prior to the competition. Check the Appendix of that document for more information about insurance.

Appendix 12: Game Supervisor Form



Advertising: Watch that only WPIH approved sponsorship is visible on equipment and bench apparel. The supervisor should be aware of the current WPIH pool of suppliers. Perform a preliminary check during the pre-game warm-up.	
Problem Solving: Be available to answer any questions before and after the game (benches, sweater colours, pre-game warm-up procedures) and to co-operate with the Referee Supervisor concerning rules and/or rule interpretations including equipment violations should the questions come forward.	
Risk Management and Safety: Make an inspection tour through the facility and take note of any items, which you deem, are potential problem areas. Report any safety procedure violations by players or officials that are not followed correctly and ensure that the playing surface and the spectator areas are safe for the games. Report any on ice safety to the directorate and provide recommendations where necessary.	
Discipline: Report any discipline or conduct problems, which occurred the game. If there is a suspension(s) be prepared to give your viewpoint about the incident (WPIH Regulations, Chapter 6).	
Other relevant information:	



Games Supervisor Report Form

WPIH Tournament:	WPIH Game Supervisor:
Game #:	
Teams:	
Date & Time:	
Site:	Name
Game Protocol	
Pre-game: Be available in case of any emergency measures that need to be addressed such as pre-game warm-up delay. Watch to ensure that the opening ceremonies are operated according to the championship regulations.	
During game: Watch that the teams are on the ice at the prescribed time and that the intermission is followed accordingly to protocol. In a play-off game be aware of the Overtime and Game Winning Shots Regulations.	
Post-game: Watch that the closing ceremonies are operated according to the WPIH regulations.	



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