

International Referee Procedures Manual

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INTRODUCTION

In an effort to improve the level of skill, knowledge, and consistency of refereeing among IRs, the BISFed Referees Committee and the BISFed Referee Trainers have created a BISFed International Referee Procedures Manual. The expectation is that all IRs will use and follow the procedures contained in this Manual. Please make sure to bring a copy of this Procedures Manual with you to BISFed tournaments.

TRANSLATIONS

An editable version of the rules is available for members wishing to translate the rules into other languages. Email: admin@bisfed.com if you would like to receive this document. BISFed will endeavour to publish translated documents however the English version is the FINAL copy for all disputes and appeals.

BISFed EQUIPMENT AND BALL CHECK PROCEDURES

Important things to consider before and during the Equipment Check:

- Three separate tables should be used, one for Roll test, one for the Template and one for the Scale.
- Throughout each stage of the ball check, each IR should examine the condition of the boccia ball looking for defined colour of balls (red, blue, and white) without any visible cut marks, stickers, stitches or seams that are coming apart, or tampering of the ball. Any questionable balls should be referred to the Head Referee as specified in Rule 4.7.1.
- Balls that fail a ball check procedure will be taken, placed in a clear plastic bag and labeled with the athlete's number and country. Written documentation should be made on the Equipment and Ball Check sheet under the athlete's name, number, and country.
- A larger bag should be labeled with the country's name. Place all failed balls from that country into the same bag.
- An Equipment and Ball Check sheet should be at each equipment and ball check station. The Head Referee and Assistant Head Referee will combine the information from all of the sheets into one master sheet that is posted in the "referee room".

The Equipment check must proceed in the following order:

Ball Roll Test

The ball roll test will be performed as specified in Rule 4.7.2.3. The actual procedure for complying with this rule will be as follows:

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- The Head Referee should use a digital accurate level provided by BISFed in order to measure the angle of the ramp of the ball roll test devices. If this device is not available, a mobile phone application will be used. Only the referee team and the TD can verify the angle. For random checks, the angle will be verified in the morning of every competition day, and again only if something has happened, like a moving of the table or the device. For Equipment check, the angle will be verified before the start of every equipment check slot, and again only if something has happened, like moving the table or the device.
- 1. The Athlete/Sport Assistant/or Coach may roll the ball before placing the ball in the IRs cupped hand. Note: Once the ball is given to the IR, the ball will not be rolled again.
- 2. The IR will take the ball placed in her/his cupped hand (the ball remains in the cupped hand it was placed, do not transfer the ball to your other hand) and in a smooth and gentle way, turn your cupped hand over to place the ball on the top of the ramp with your fingers pointed down. Ensure that your finger does not block the athlete's view of the ball against the start plate at the top of the ramp.
- 3. The free hand DOES NOT touch the ball or the ball roll test device.
- 4. The IR will open their fingers, allowing the ball to roll down the ramp by the weight of the ball.
- 5. If the ball passes on the first (1st) attempt, the second (2nd) and third (3rd) attempts are not needed.
- 6. If the ball fails the first (1st) or second (2nd) attempt of the roll test, the IR will use the same hand she/he received the ball in to gently pick up the ball in their fingers and replace the ball at the top of the ramp, following the procedures above. NOTE: Do Not move the ball from one hand to the other hand before placing it at the top of the ramp.
- 7. If the ball fails the Ball Roll Test, the Head Referee nor the Assistant Head Referee will reattempt the test unless it is found the IR did not follow the correct roll test procedures.

*** Refer to the Ball Roll Test procedure videos for the correct procedures which is posted on the BISFed website under "About Boccia", "Officials", and "Referees".

<http://www.bisfed.com/about-boccia/officials-2/referee>

Ball Circumference Test

The ball circumference test will be performed as specified in Rule 4.7.1. and 4.7.2.2. The actual procedure for complying with this rule will be as follows:

Small Hole of the Circumference Template:

1. The ball will gently be picked up by the IRs fingers and placed on the small hole of the circumference template. The IR should place her/his free hand under the small hole

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- of the circumference template to catch the ball as it falls through the small hole.
2. The IR will gently lift and turn the ball in two (2) additional directions (placing the ball on the template counts as the 1st attempt).
 3. The ball must pass two (2) of the three (3) turns without falling through the small hole of the template.
 4. If the ball passes the first (1st) and second (2nd) turns, the ball will not be turned a third (3rd) time.
 5. If the ball passes the first (1st) turn, falls through the hole on the second (2nd) turn but passes the third (3rd) turn, the ball passes.
 6. If the ball fails the Small Hole of the Circumference Test, the Head Referee nor the Assistant Head Referee will reattempt the test unless it is found the IR did not follow the correct circumference test procedures.

Large Hole of the Circumference Template:

1. The IR should place her/his free hand under the large hole of the circumference template to catch the ball as it falls through the large hole.
2. The ball will gently be picked up by the IRs fingers and placed on the large hole of the circumference template.
3. The ball should fall through the large hole under its own weight.
4. If the ball falls through the large hole on the first (1st) attempt, the ball passes.
5. If the ball fails the first (1st) attempt, the IR will turn the ball as she/he picks up the ball and gently replace the ball on the large hole of the template. If the ball fails the second (2nd) attempt, the IR will repeat this procedure to allow the athlete three (3) attempts for the ball to pass the Large Hole Circumference Test.
6. If the ball fails the Large Hole Circumference Test, the Head Referee nor the Assistant Head Referee will reattempt the test unless it is found the IR did not follow the correct circumference test procedures.

Ball Weight Test

The ball weight test will be performed as specified in Rule 4.7.1. and 4.7.2.1. The actual procedure for complying with this rule will be as follows:

1. The scale should be calibrated using the weight provided by BISFed (in the orange plastic case which contains the computer system, there is a 275 gram weight).
2. The boccia ball should be gently picked up in the referee's fingers and gently placed on the scale.
3. If the boccia ball passes the weight test (275 g. +/- 12 g.), no further action is needed.
4. If the boccia ball fails the weight test, the ball should be removed from the scale, zero out the scale, and re-weigh the ball.
5. If the boccia ball fails the second attempt at the weight test, the ball will be rejected and retained by the Head Referee as specified in Rule 4.7.2.5.

Assistive Devices Test (Ramp Test)

The IR will follow the procedures as stated in Rule 5

1. The Athlete/Sport Assistant/or Coach will fully extend all adjustable pieces (such as the base, ramp support, and attachments that fit together).
2. The Athlete/Sport Assistant/or Coach will lay the ramp on its side to see if it fits within the 2.5m x 1m box.
3. If the ramp fits diagonally from corner to corner of the box but if the ramp support/base can be moved upward from 0 - 90 degree angles, the ramp must be measured and fit into the box in these positions. This is to ensure there isn't an unfair advantage for an athlete to use a longer ramp.
4. The athlete must place all attachments, including any attachment that holds the ball, that will fit together on the ramp for the measurement, regardless if the athlete plays with all of the attachments at the same time. ** If the athlete doesn't play with all of the extra ramp pieces attached together, then all of the pieces should not fit together. Please refer to Rule 5.1.
5. Ramps that pass the ramp test should have a sticker placed on each piece of the ramp on the right side of the ramp (athlete's right side as they use the ramp, the IR's left side as they are standing at the bottom of the upright ramp facing the athlete).
6. Since ramps can move in complex directions, if the IR is in doubt, the IR should call the Head Referee or Assistant Head Referee for assistance.
7. A ramp that fails should be noted on the Ramp sheet. If the athlete makes adjustments to the ramp, the ramp must be measured again before it will be permitted to be used in competition.

Wheelchair Height Test

The IR will follow the procedures as stated in Rule 6.1.

1. The buttock is the back of the hip that forms the fleshy parts on which a person sits.
2. The IR will measure 66 cm from the ground to the lowest point of where the athlete's buttock is in contact with the seat cushion.
3. If the IR is unable to see where the buttock is in contact with the seat cushion due to a visual obstruction, the IR will take their measuring device and measure on the inside of the visual obstruction from the top of the cushion by the athlete's buttock to the top of visual obstruction. Measure from the floor to the top of the visual obstruction and subtract measurement from the top of the cushion to the top of the visual obstruction. (Pictures will be added at a later date.)
4. If the athlete has a different body part in contact with the cushion other than their buttocks while playing such as their knees, belly, etc., the athlete will: a) need to present documentation from the classifiers to permit this playing position, and b) the wheelchair height will be measured from the lowest point where the body part comes in contact with the seat cushion. **NOTE: the athlete may not raise their body**

up on their knees when playing if they play from their knees. Please refer to the Rules 10.9.1 and 15.6.3

5. Remember, if the athlete's wheelchair is capable of moving up and down, the athlete's wheelchair may be measured by the IR during a match if it is thought to be too high. **NOTE: The Head Referee should note on the Equipment and Ball Check Master List if the athlete is capable of elevating their chair beyond the 66cm. The IR may ask athletes in the call room to demonstrate how their chair elevates and what chair height the athlete uses during the match.**

CALL ROOM PROCEDURES

PROCEDURES

1. Know what court you are assigned and who your athletes will be on your court. (typically posted in the Referee Room)
2. Don't forget a coin, your personal tools (Head Referee must approve prior to the tournament), a pen and a paper. The paper is used to write down your match information (date, time, court, division, athlete(s) and their athlete number(s), country) and for logbook information.
3. Be at the call room door no later than **5 minutes** before the call room closes. **BE EARLY!**
4. Greet the Call Room Manager and make sure your athletes are checked in with the appropriate equipment.
5. Enter the call room and locate your athletes
6. Introduce yourself to the athletes, sport assistants, and coaches (Identify if you are in need of a translator - Refer to Rule 8.15)
7. Check the bib numbers of the athletes (call them by name and country) (Refer to Rules 8.3 and 8.9)
8. Ask who are the Captain(s) for Teams and Pairs.
9. Ask the athletes if they are ready for the coin toss (NOTE: Things To Remember #2)
10. Identify the sides of the coin – which side is heads and which side is tails
11. Coin Toss - Do the coin toss as quickly as possible in case your court is selected for random ball checks.
12. Toss/spin the coin, show the result of the coin toss to both captains/athletes
13. The winner of the coin toss chooses the colour ball they will throw
14. Indicate which colour each side will throw (Note this in your paper)
15. Double check the number of Boccia balls and number of people brought into the call room. (Refer to Rule 8.2)
16. Check the authorization stamp on the wheelchairs (BC1, BC2, and BC4), ramps (Refer to Rule 8.10), documentation for gloves and splints (Refer to Rule 5.8).

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17. Ask the athletes about how they will communicate with you to ask for the score and request a measurement. Establish your communication with the athlete. (Refer to Appendix 1 – Officials gestures/signs)
18. Ask the athletes about routine procedures they and their sport assistant typically do
19. Tell the BC3 players and their sport assistants that their ramps will be checked on court to see if it touches the ground.
20. Indicate in your paper the starting athletes for Teams & Pairs and who will be the substitute(s).
21. Ask the athletes if they have any questions.
22. The Court Referee, may be assisted by another referee, will perform the Random Ball Check. If the ball fails, the Head Referee or Assistant Head Referee must repeat the evaluation. If the ball fails again, either the Head Referee, Assistant Head Referee, or Court Referee must show the yellow card to the concerned athlete. And input the violation into the computer, if any, in the call room.
23. Conduct random ball check as per process outlined in equipment check procedures (Refer to the BISFed Equipment and Ball Check Procedures session of this manual.)
24. There will be tournament sets of balls provided by the HOC in or near the Call Room. Athletes may use some of the balls from the tournament set (not necessarily the whole set). If tournament balls are used, only the balls being used are taken out to the court. NOTE*If a ball is taken from the set, the remainder of the set is left in the designated area determined by the Head Referee with a piece of paper with information of the athlete's name and number, country, the number of balls borrowed from the set, and the Referee name.
25. Speak with the linesperson to agree on the communication signs they should use on court and any other information on how to alert you if there is a problem. If the linesperson is not in the Call Room, speak with her/him when you arrive on court.
26. Ensure all athletes and their equipment are ready and you have enough assistance to proceed to the court. Let the Call Room Manager know if you need help getting onto court.
27. At tournaments, IRs who are not on court for the next round of matches are expected to go to the Call Room to assist with pushing athletes or carrying equipment out onto court.

THINGS TO REMEMBER – CALL ROOM

1. Bring anything you might personally need (have a coin, your personal tools, a pen, paper, tissues and water, etc.)
2. The athletes are permitted to examine the Boccia balls before **OR** after the coin toss. (Refer to Rule 8.11)
3. Once inside the Call Room, athletes, coaches and sports assistants may not leave. If they do, they cannot come back in nor participate in the match (Refer to Rule 8.5). If an athlete is playing back-to-back matches, the athlete may not come to the Call

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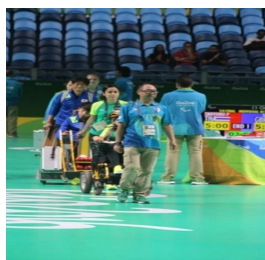
Room if she/he has to use the restroom. Their coach or Team Manager may register them for the next game (Refer to Rule 8.6). If there is a schedule delay, the Head Referee or the Technical Delegate can agree to a request to use the toilet. (Refer to Rule 8.13). If any of these situations occurs for your match, be sure to inform the Head Referee.

4. Pay attention to the athletes. Be aware of the preference of athletes who would like to talk to you versus those who prefer not to talk prior to the match. Some of the athletes don't like to talk before their match so they may concentrate.
5. Be prepared that if a Referee is delayed on court and they have back to back matches, you may be asked by the Head Referee to cover pre-match/Call Room procedures for the Referee who is running late.

On Court Procedures

Entering The Field Of Play

1. Lead the athletes to the court (in a single file of Referee, Red Side, Blue Side, Liner/Helper).



2. Invite them into the appropriate box (individual, pairs, and teams).



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3. Make sure substitutes and coaches are positioned at the end of the court by the score table. Select your match from the computer system and make sure if any violations happened in the Call Room have been input into the system.
4. Collect the remaining balls to the designated area (place the unused balls of the athlete and substitute(s) near the score table).



5. As you walk to and from the score table, see if the court is properly clean and all the lines are in good condition. If not, inform Head Referee.



6. Check to see if the bottom of each ramp touches the floor (or not) when the ramp is placed completely in the down position. This may be done by running a piece of paper under the bottom of the ramp.
7. Check with the timer to prepare for two (2) minute warm-up.
8. Go to the V line and wait for the announcement: “start the warm-up”.
9. Start the warm-up using the “indication To Throw Warm-up Balls” gesture (As stated in Appendix 1 – Officials gestures/signs) by inviting the balls out onto court.



10. During the warm-up: Share any appropriate information learned in the Call Room with the liner as the warm-up balls are being thrown (if it wasn't shared in the call room).

Once The Warm-up Is Complete

1. Ensure the balls are picked up as soon as possible (by assistants / liner / referee).
2. Collect the Jacks and identify the one from each side.
3. Place the unused Jack in the designated area by the score clock.
4. Check with timer to make sure the clock is correct.
5. Check with the timer and liner to make sure they are ready.
6. Stand on the cross, holding the colour indicator/paddle and red jack, to wait for the start of the match announcement.

***** In the case of televising the tournament, standing on the "V" prior to the warm-up and standing on the "+" prior to starting the match may be modified by the HOC.**



Starting An End

1. Present the Jack to the athlete then back up to a position just off of the court by the "V" and the sideline near the "invalid Jack" area *
 - (For BC3 athletes only, while you are backing up to the appropriate position, watch for the athlete who was presented the jack to see if the ramp is swung to the right and the left. Just moving or repositioning the ramp in the box is not enough to meet the criteria for Rule 5.5. The ramp **must be** swung to the

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right and left before releasing the Jack. If the ramp is not swung to the right and left, the Jack is fouled and retracted.).



2. Make the “Indication To Throw The Jack” gesture (as stated in Appendix 1 – Officials gestures/signs) by inviting the Jack out onto court, saying “Jack”.
 - The colour indicator/paddle is not shown to the athlete.
3. Show the colour indicator/paddle to the timekeeper.



*****MAKE SURE TO WATCH THE BC3 ATHLETE SWING HER/HIS RAMP*****

4. Glance at the clock to make sure the clock is running.

During An End

1. Act naturally and not with too much authority.
2. Remember court position and do not turn your back on the athletes.
3. Respond quickly to signs given by the athlete, liner, or timer.

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4. Make decisions promptly, giving explanations only when asked.
 - If an athlete disagrees with the referee about a decision that is not about a measurement and request the presence of the Head Referee, stop the time and call the Head Referee (HR) or Assistant Head Referee (AHR) to settle the situation ****IMPORTANT: If the situation is over a measure during the end, the time is not stopped if athlete requests the HR or AHR are called to court to measure).**
 - Keep any discussion short.
5. If the ball goes out of bounds, announce “out” with the specific gesture (See Appendix 1).
 - If it is close to the line, let it come to a complete stop before picking it up, then announce “out” with the gesture.
6. Put any out of court balls in the dead ball container/area quickly but do not rush, and do not walk between the athletes and jack ball or turn your back on the athletes
 - Get liner to collect the ball from you if s/he is nearer the dead ball container/area. The Referees Committee prefers the use of dead ball containers instead of a dead ball area and preferably two (2) containers, one on either side of the court.
7. Use the liner as a consultant to assist with long measurement or disrupted ends, if you are in doubt or have missed something, do this quietly and with little time lost.
8. If an athlete chooses not to throw any balls, tell the timer stop the time, record the time and the number of balls not thrown (NTB) on the computer system.
 - Place any balls not thrown in the dead ball container/area.
9. If an athlete fails to retrieve a ball from the dead ball container/area prior to the start of the next end, the ball shall remain in the dead ball container/area for the remainder of that end. The athlete may retrieve their ball from the dead ball container/area at the completion of the current end for use in subsequent ends.

Finishing An End When NO Penalty Ball Has Been Awarded

1. After all the balls have been played stand near the balls with your feet clear of the balls, announce and present the score for the end unless a measure is needed to determine the final score.
2. If a measure is needed to determine the final score, or a athlete requests a measure, invite both athletes/captains onto the playing area to see the measure. (See measuring procedures.)
 - If you are unsure of the score, or an athlete requests the Head Referee/Assistance Head Referee to measure, call for the HR/AHR to confirm the score. ****IMPORTANT: Do not tell the Head Referee what you think the score is, she/he will say the final score.**



3. Get agreement of the score from the athletes when out on the court then ensure athletes return to their boxes.
4. Announce the score of the end loud and clear. Get agreement from the athletes/captains, then gesture "End Finished". **** IMPORTANT: It is not necessary to position yourself on the V line when doing this. However, you may approach the V line if you feel it is appropriate (e.g. when the athletes are unable to hear the referee clearly, the Sport Assistant is obstructing the athlete's view, or if the athlete needs assistance from the referee to return to their box after a measurement, etc..**



5. Show the score to the timer and then the spectators.



6. If using the BISFed Competition Management System (BCMS), the timer will need some time to insert the results and press next end. This will pop-up the one (1) minutes message. Make sure this is on the screen before picking up the Jack.

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7. Then the IR immediately picks up the Jack, announces “One minute”. (Ref., 10.7.4).
*****IMPORTANT: This is the invitation for the Sport Assistants and Coaches to enter the playing area.**

**** IMPORTANT: ALWAYS CHECK THE COMPUTER SYSTEM FOR ACCURACY IN BETWEEN ENDS.**

Finishing An End When A Penalty Ball Has Been Awarded:

1. Announce the current score to athletes.
2. Ensure athletes/captains agree with the score.
3. Tell the timer the score, and the score is added to the system.
4. Referee and liner clear the playing area and put the coloured balls (including the Jack if applicable) of the side not playing the penalty ball in the dead ball area.
5. Take all coloured balls of the side awarded the penalty ball to the athlete.
 - In a team / pairs game the captain will decide who will play the penalty ball.
 - The athlete throwing the penalty ball will select one of their coloured balls.
 - The referee will hold onto this ball.
6. All unused balls are placed in the dead ball area.
7. Present the selected ball to that athlete as you step back away from the athlete to get into the position just off of the court by the “V” and the throwing line near the “invalid Jack” area.
 - Show the colour indicator/paddle to the athlete and the timer as you say “One Minute”.
 - Make sure the BC3 athlete swings the ramp to the right and the left, then check the clock to make sure the time has started.
 - As the time ticks down, the IR may repeat the timekeeper by saying, “1 minute, 30 seconds, 10 seconds, time”.
 - If a point is scored, use the gesture to indicate the point on the colour indicator/paddle.
 - If a point IS NOT scored, use the gesture for “Dead Ball/Ball Out”.
8. If a point has been scored, the scorer will add a point to the score for that end in the computer system.
9. Stand by the cross. Announce and present the tallied score on the colour indicator/paddle to the athletes/captains.
10. Get both athletes / captains agreement
11. Once agreement is obtained, the IR announces “End Finished” along with using the “End Finished” gesture
12. Show the timer the tallied score and then spectators.
13. If using the BISFed Competition Management System (BCMS), the timer will need some time to insert the results and press next end. This will pop-up the one (1) minutes message. Make sure this is on the screen before picking up the penalty ball.

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14. The IR immediately picks up the penalty ball and announces “One minute”. (Ref., 10.7.4). *****IMPORTANT: This is the invitation for the Sport Assistants and Coaches to enter the playing area.**

**** IMPORTANT: ALWAYS CHECK THE COMPUTER SYSTEM FOR ACCURACY IN BETWEEN ENDS.**

Between Ends

When the “one minute” between ends starts:

1. The Sports Assistants/Coaches may go onto the court.
2. Balls are collected by Sport Assistants/Coaches/Linesperson/Referee. (****Note, the Referee should check the accuracy of the score prior to collecting and returning balls).**
3. Check score sheet is filled in correctly.
4. After 45 seconds announce “Fifteen (15) seconds”.
 - The Referee should pick up the Jack and starting to walk toward the athletes with 15 seconds left in between ends.
5. After one minute announce “Time” and the Referee immediately hands the Jack to the next athlete to start the next end.

REVIEWING COURT POSITIONING

Starting An End

1. Present the jack then back up to a position just off of the court by the “V” and the sideline near the “invalid Jack” area.
2. Invite the Jack out onto court with a sweeping motion of your arm and say “Jack” or “Jack please”.
3. Show the colour indicator/paddle to the timer but make sure that BC3 athlete swing the ramp before releasing the Jack.

During An End

1. Position yourself near the area of play (the balls), i.e. slightly in front, and to the side, of the Jack (between the athletes and the Jack) and slightly turned toward the athletes (you should not be facing the opposite sideline). Use this position so:
 - You can see the athletes.
 - You are not interfering with the athlete’s view of the ball.
 - You can retract any thrown ball before it causes a disrupted end.
 - You are not used as a target.
 - You do not interfere with the athlete’s view of the clock.



2. Be stationary while the athlete is preparing to throw.
3. Keep movement on court to a minimum but if you have to change position:
 - Do not cross between the balls and the athletes.
 - Move fast but don't run on court.
4. Always have an appropriate position in relation to ball layout and match situation.
5. The liner should find their position once the Referee is positioned on the court, on the opposite court side of the referee.



*****IMPORTANT POINT TO KNOW:** When calling the HR/AHR to the court, the HR/AHR will ask the referee to step away from the athletes and explain why they were called to the court. **DO NOT** continue to discuss the situation with the athletes while waiting for the HR/AHR. Your full attention should be on the HR/AHR. Once the HR/AHR has your input (keep your explanation brief), she/he will communicate with the athletes to understand their concerns/opinions. Again, the court referee should not be speaking to the athletes at this time. Once the HR/AHR believes they clearly understand the situation, she/he will make a final decision and inform the referee and athletes.

Measuring

Measuring Procedures

1. Ask your linesperson or HR/AHR to help you make long measurements
2. Make measurements in such a way that athletes are able to see the measurement. Don't block the athlete's view.
 - You can designate where you want the athletes to position themselves while you are making the measurement(s) so they may best see you and not disrupt

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any balls and yet give you the space you need in order to make the measurement.

3. Measure only when you as the Referee are not sure of the who is to throw next or at an athlete's request (during the athlete's time)
4. Be consistent about the way of measuring (NEVER move balls during an end to measure)
5. Measure from the Jack ball to the coloured ball
6. Measure the opponent's closest non-scoring ball first and then the scoring ball(s)
7. Don't touch the balls when measuring, unless additional measurements are needed but are impossible to make due to positioning of scoring balls. **The scoring ball(s) may be removed to make the additional measurement of coloured balls if:** a) you first get agreement from both athletes/captains to move the balls in order to make the additional measurements, b) you clearly tell the athletes/captains the current score before the balls are removed, c) lay the colour indicator/paddle on the floor with the scoring colour facing up and place the removed scoring ball(s) on the colour indicator/paddle. **Only remove** the scoring balls that must be moved to make the measurement, **do not** remove all of the scoring balls.
8. When it is necessary to measure the distance between balls (at the end of an end), the Referee MUST invite both athletes/captains onto the court before measuring to avoid losing time using the officials sign/gesture.
9. Measure a second (2nd) time. If the athlete asks the referee to measure a 2nd time, the referee may make a 2nd measure. If the athlete still does not agree, the Head Referee or Assistant Head Referee should be called if there is still a disagreement.

How To Make Measurements

1. Using Calipers:
 - Be sure you know where the surrounding balls are located so you do not disrupt the balls.
 - BODY POSITION: The best and preferred body position is with both of your toes and knees or both shins (lower part of your legs just above your feet) and both forearms (lower part of your arms just above your hands) or the little finger side of your hands in contact with the floor. This provides a stable and secure base for you to measure. With the approval of the HR, alternate positioning may be used.
 - First, measure the non-scoring coloured ball you think is closest to the Jack and then compare that measurement to the other coloured balls.
 - Again, always be careful not to touch/move the balls when measuring.
 - Start with the calipers slightly larger than the space between the Jack and the ball being measured.
 - Slowly make the calipers smaller until they will fit between the Jack and the coloured ball being measured, touching the fattest/widest/biggest part of the balls.

2. Using A Tape Measure:
 - Place the body of the tape measure at the Jack and extend the tape measure from the Jack out to the coloured ball you are measuring.
 - As mentioned above, for long measurements, ask your linesperson to help. Have the linesperson take the moving end of the tape measure and place the upright piece of the end gently next to the ball being measured.
 - Lock the tape measure into place.
 - Slowly and gently slide the end of the tape measure away from the coloured ball first.
 - Take care not to drop the tape measure to avoid hitting the balls you are trying to measure.
3. Using A Spark Plug Feeler Gauge:
 - Use a similar body position as mentioned above when measuring with calipers.
 - First, measure the non-scoring coloured ball you think is closest to the Jack and then compare that measurement to the other coloured balls.
 - Start with fewer feeler gauges and slowly add more as you measure until you can not add any more feeler gauges without moving the balls.
4. Using A Flashlight/Torch:
 - For extremely close measurements, flashlight/torch are extremely useful.
 - On these close measurements, you are looking to see if there is a void/black spot/break in the beam of light.
 - You will need to find the best position to shine the light and you may need to look in several different directions (e.g. from on top, from the side, looking up under balls, etc.).
5. To Determine If A Ball Is Out Of Bounds: Use a piece of paper, your flashlight/torch, or your thinnest spark plug feeler gauge:
 - Never force the paper or feeler gauge into a position.
 - When measuring balls that may be overhanging the out of bounds line, have the paper or the feeler gauge parallel to the line and slowly move the paper or gauge to cover the out of bounds line until it covers and takes the place of the inside edge of the line by the valid playing field.
 - If you are unable to move the paper or feeler gauge into the position of covering the line and taking the place of the inside edge of the line closest to the field of play before running into resistance, the ball is touching the line and is out of bounds.
 - Please remember to never force the paper or feeler gauge because you may move the ball.

*****IMPORTANT:**

- **THINK BEFORE YOU MOVE BALL(S):** Never move balls unless absolutely necessary in order to make a measurement. When balls are extremely close

together, you may risk bumping or moving another ball in the process of removing a ball from the scoring area. Think ... is there another way I can make a measurement without removing a ball.

- If you must remove a scoring ball in order to make a measurement, make sure you get both athletes/captains agreement before moving the ball. Once a ball is moved it is difficult to replace it exactly in the position it was before, so make sure you have agreement before you remove a ball.
- Place your colour indicator/paddle on the floor with the colour of the ball you are removing facing up
- Place the ball that you removed on your colour indicator/paddle.
- After agreement of the score, try to replace the balls that were moved for the spectators and sport assistant's benefit.

Scoring

1. It is not necessary to position yourself on the V line when presenting the score. However, you may approach the V line if you feel it is appropriate (e.g. when the athletes are unable to hear the referee clearly, the Sport Assistant is obstructing the athlete's view, or if the athlete needs assistance from the referee to return to their box after a measurement, etc..
2. Announce the score loudly and clearly when the athletes are in their boxes, indicating the points on the colour indicator/paddle (in front of the scoring colour) and after penalty balls are thrown.
3. After announcing, the score, wait a few seconds while watching for the athletes to agree.
4. When you get agreement from both athletes/captains, say "END FINISHED" with the gesture.
5. Make sure the score is correct on the scoreboard
6. The timer will need some time to insert the results and press next end. This will pop-up the one (1) minutes message. Make sure this is on the screen before picking up the Jack.
7. Once the message is displayed on the screen, the IR immediately picks up the Jack, announces "One minute". (Ref., 10.7.4). *****IMPORTANT: This is the invitation for the Sport Assistants and Coaches to enter the playing area.**

Tie-Break

1. When a tie break is called, the timer will need some time to insert the results and press next end. This will pop-up the one (1) minutes message. Make sure this is on the screen before picking up the Jack.

2. Once the message is displayed on the screen, the IR immediately picks up the Jack, announces "One minute". (Ref., 10.7.4). *****IMPORTANT: This is the invitation for the Sport Assistants and Coaches to enter the playing area.**
3. After that the referee approaches the athletes, ask the athletes/captains who will call the coin toss, check that BC3 SA are in their positions
4. If the athletes/captains can't agree who will call the coin toss, the Referee may give the coin spin to the athlete who did not call the coin toss in the call room
5. The athlete/captain who wins the coin toss decides which side throws the first coloured ball.
6. The Jack of the athlete who throws the first coloured ball is placed on the cross.
7. Start the end indicating the colour of the athlete who is due to play
8. If a second tie break occurs, there is one minute between and the Jack of the opposing side is placed on the cross.

****NOTE:**

- When running a tie-break, follow the procedures for "During An End".
- When completing a tie-break, follow the procedures for "Finishing An End".

Ending a Match

After athletes have agreed on the score for that end, announce and gesture "End Finished".

1. Show timer and spectators the score for that end.
2. Show athletes and announce the final match score. When they agree, show and announce the timer and spectators the final match score.
3. Pick up the Jack *but do not call one minute*. Go to the athletes and congratulate them on a good match.
4. Balls can be collected by Sports Assistants/coaches/liner.
5. Check the computer system to make sure all scores are correct.
6. Make sure all violations and penalties are noted in the computer system for that match
 - What end the violation occurred.
 - The violation occurred.
 - The penalty that was awarded.
7. The number of balls not thrown in each end should be recorded.
8. Make sure the name of the timekeeper and the linesperson are in the computer system for that match.
9. Get the timekeeper/linesperson to confirm.

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10. Let the athlete/captain approve the score on the computer. If the athlete/captain is unable to physically reach the “approval button” on the keyboard, the athlete may give permission to the referee to approve the score on the athlete’s behalf.
11. Even if an athlete or captain does not agree to approve the score on the computer, the Referee will approve the match on the computer. ****When the Referee approves the score, this starts the clock for potential protests.**
12. Make sure both Jacks are returned to the athletes.
13. The Referee must logout of the computer system.
14. Make sure to leave all of the referee equipment provided by the HOC at the court.
15. Ensure everyone leaves the court at the same time, taking all equipment with them.
16. Get athletes in the correct order to leave the court: IR, winner, loser, linesperson (unless the linesperson or IR need to help push).
17. Leave the court from the predefined place.
18. Report to Head Referee table before leaving the field of play to confirm the match on the system.

*****NOTE:**


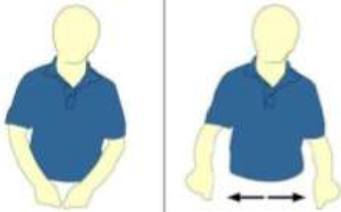
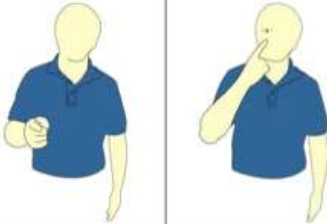
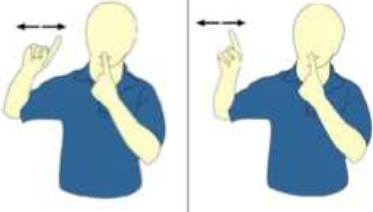
When using the BISFed CMS, it is very important that the timekeeper press the finish button before players approve the match or it will cause a problem with the finish time.

- If the athlete is physically not able to confirm the score, ask the athlete for permission to confirm the score on her/his behalf.
- If the athlete does not want to sign the score sheet, the referee must sign/approve the score sheet. The referee must inform the HR that an athlete did not approve the score.
- The Referee must logout of the computer system before leaving the court.

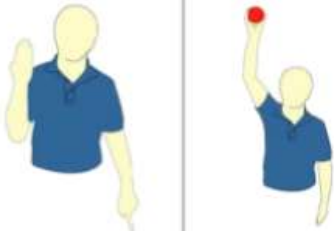



Appendix 1 – Officials gestures / signs

Situation to be signaled	Description of the gesture	Gesture to be done
<p>Indication to throw warm up balls, or the Jack:</p> <ul style="list-style-type: none"> rule 10.1 rule 10.2 	<p>Move hand to indicate throwing and say: “Begin warm up”, or “Jack”.</p>	
<p>Indication to throw a coloured ball:</p> <ul style="list-style-type: none"> rule 10.4 rule 10.5 rule 10.6 	<p>Show colour indicator according to the colour of the side throwing.</p>	
<p>Equidistant balls</p> <ul style="list-style-type: none"> rule 10.12 	<p>Hold indicator sideways against the palm with edge showing to athletes.</p> <p>Flip indicator to show who is to throw (as above)</p>	
<p>Technical or medical time out:</p> <ul style="list-style-type: none"> rule 5.7 rule 6.2 rule 18 	<p>Put the palm of the hand over the fingers of the other hand, which are in a vertical line (drawing a “T”) and saying which side called for it (eg. medical or technical time out for – athlete name/ team/ country/ ball colour).</p>	


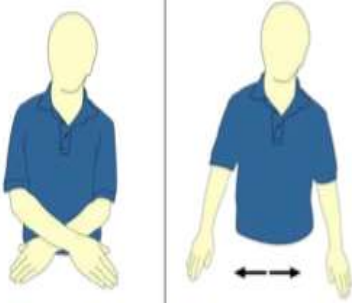

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<p>Substitution:</p> <ul style="list-style-type: none"> rule 10.16 	<p>Rotate one forearm around the other.</p>	
<p>Measurement</p> <ul style="list-style-type: none"> rule 4.6 rule 11.6 	<p>Put one hand next to the other and pull them apart as if using a tape measure.</p>	
<p>Referee asking if athlete(s) want to go onto the court:</p> <ul style="list-style-type: none"> rule 11.6 	<p>Point at athletes and then the referee's eye.</p>	
<p>Inappropriate communication:</p> <ul style="list-style-type: none"> rule 15.5.3 rule 16 	<p>Point out the mouth and move the forefinger laterally with the other hand.</p>	

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<p>Dead ball/ ball out:</p> <ul style="list-style-type: none"> rule 10.6.2 rule 10.10 rule 10.11 	<p>Point out the ball and raise the forearm vertically with the hand open with its palm towards the referee's body and say: "Out" or "Dead Ball." Then raise the ball that went out.</p>	
<p>Retraction:</p> <ul style="list-style-type: none"> rule 15.2 	<p>Point out the ball and raise the forearm with a concave hand before picking up the ball (wherever possible).</p>	
<p>1 penalty ball:</p> <ul style="list-style-type: none"> rule 15.1 	<p>Raise 1 finger.</p>	
<p>Yellow Card:</p> <ul style="list-style-type: none"> rule 15.3 <p>Second yellow card and barred from the current match</p> <ul style="list-style-type: none"> rule 15.10 	<p>Show the yellow card for the violation.</p> <p>Show the yellow card for the second violation</p> <p>(end the match, for Pair and Individual)</p>	

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<p>Red Card (Disqualification):</p> <ul style="list-style-type: none"> • Rule 15.4 	<p>Show the red card.</p>	
<p>End completion / end of the match:</p> <ul style="list-style-type: none"> • rule 10.7 	<p>Cross the arms stretched and pull them apart.</p> <p>Say, “End finished”, or “Match finished”.</p>	
<p>Score:</p> <ul style="list-style-type: none"> • rule 4.5 • rule 11 	<p>Put the fingers over the corresponding colour on the colour indicator to show the score. And say the score.</p>	

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Scores

Score Examples			
			
3 points for red	7 points for red	10 points for red	12 points for red

Linesperson

Situation to be signaled	Description of the gesture	Gesture to be done
To call the referees attention	Raise the arm	

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