



**BISFed**

Boccia International Sports Federation

# International Referee Procedures Manual

(Updated for Rules 2021 - 2024 v.2.1)

March 2023

## *BISFed International Referee Procedures Manual*

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### **INTRODUCTION**

The International Referee Procedures Manual was produced by the BISFed Referee Committee and the Referee Trainers with the aim of improving the levels of skill, knowledge and consistency of refereeing among International Referees (IRs). IRs must use and follow the procedures contained in this Manual. It is an expectation for Referees to read this manual before attending a BISFed tournament. This International Referees Procedures Manual is in accordance with the *BISFed 2021 - 2024 v.2.1 Rules*. These Rules will have future updates which may affect Referee procedures. At competitions, Head Referees will inform IRs if there are any further rule updates which affect Procedures.

BISFed is committed to reduce barriers and promote inclusion of referees with disabilities and is aware that some referees may not be able to physically carry out some of these procedures. A working group is developing guidelines re: the assistance that referees with a disability (RWD) may need (e.g. in the Call Room, when on court), who can provide this assistance, and how. In the interim, referees with disabilities can continue to work with individual HOC's, Head Referees and Technical delegates to confirm the adaptations and assistance they need on an individual basis.

### **TRANSLATIONS:**

An editable version of the rules is available for members wishing to translate the rules into other languages. Email: [admin@bisfed.com](mailto: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.

### **Referee Uniform:**

- Shirt provided by HOC / BISFed
- Black pants if the venue is climate controlled  
(If the venue is not climate controlled, black shorts or capris are acceptable)
- Athletic shoes in plain, neutral colour (not brightly coloured)

The HR, in conjunction with the Technical Delegate and/or HOC can determine if a Referee is not wearing an appropriate uniform for that competition

### **EQUIPMENT AND BALL CHECK PROCEDURES**

#### **BALL CHECKS PROCEDURES**

**The Ball Checks are carried out in the following order:** Roll Test; Circumference Test; Weight Test; Metal Detection Test.

Ball Inspection (a visual inspection of each ball) is done after the Roll test, or between any of the other tests.

- If possible, three separate tables should be used, one for the Roll test, one for the Circumference Template and one for the Weight Scale and metal detector. (If the scales are sensitive to movement, the metal detector should be on another table)
- *For Teams and Pairs matches, identify which balls belong to which athlete before starting the checks.*
- When a ball fails a check procedure the Head Referee /Assistant Head Referee (HR/AHR) should be informed; they will determine if the ball should be further inspected to see if it has been tampered with.
- Balls that fail a ball check procedure are placed in a clear plastic bag and labeled with the athlete's number and country. It is noted on the Equipment and Ball Check sheet under the athlete's name, number, and country, with the reason why the ball(s) failed.
- A larger bag should be labeled with the country's name. All failed balls from that country are put into the same bag.
- After the balls have been checked, they are retained by the Referee.

#### **Roll Test**

- The angle will be verified on the morning of every competition day, and again only if the table or the device is moved. A level provided by BISFed is used to measure the angle of the ramp of the ball roll test device. Only the HR/AHR, or the Technical Delegate / Assistant Technical Delegate (TD/ATD) can verify the angle (which should be 25 degrees +/- 0.5 degrees).
- The ball must roll down the ramp, then roll along the length of the horizontal exit plate and drop off the end of the exit plate.
- If a ball stops on the exit plate, or drops off the side of the plate, it must be tested again, up to a maximum of three (3) attempts.

If the ball does not roll down the ramp, then roll along the length of the horizontal exit plate and drop off the end (not the side) of the plate for one (1) of the up to three (3) attempts, it has failed.

- If a ball fails the Ball Roll Test, the HR/AHR will not reattempt the test unless it is found the IR did not follow the correct roll test procedures.
  - The HR/AHR will ask the Referee to carry out the test using a competition ball check if the Referee followed the procedures correctly or not.

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### Roll Test Procedures:

1. The athlete / Sport Assistant (SA) / Ramp Operator (RO) / Coach / Coaching Assistant (CA) may roll the ball before placing it in the Referee's cupped hand.\*
  - Once the ball is given to the Referee, it cannot be rolled again.
2. The Referee gently places the ball on the top of the ramp, ensuring the ball is touching the top plate (but is not squashed up against it) and that their fingers do not block the athlete's / RO's/ Coach's view of the ball.
  - The free hand DOES NOT touch the ball or the ball roll test device.
3. The Referee opens their fingers to allowing the ball to roll down the ramp.
4. If the ball fails the first (1<sup>st</sup>) or second (2<sup>nd</sup>) attempt of the roll test, the IR will gently pick up the ball and replace it at the top of the ramp to repeat the test, following the procedures above.
  - If the ball rolls down on the second (2<sup>nd</sup>) attempt, it has passed.
  - If the ball fails the second (2<sup>nd</sup>) attempt of the roll test, the test is repeated for a third (3<sup>rd</sup>) and final time.

**\*This is the *preferred* way of holding the ball. If a referee cannot hold a ball in a cupped hand, it *must* be held it in a way that is gentle and so others can view the ball.**

### **Circumference Tests**

The ball is checked to ensure it is 270mm +/- 8mm using the templates provided by BISFed.

- The smaller size is checked first, then the larger
- The ball must not fall through the small hole of the circumference template two (2) out of three (3) attempts
- The ball must fall through the large hole of the circumference template, under its own weight. Up to three (3) attempts are allowed.
- If a ball fails the Small or Large Circumference Test, the HR / designate will not reattempt the test *unless* is shown that the Referee did not follow the correct Circumference Test procedures.
  - The HR/AHR will ask the Referee to carry out the test using a competition ball to check if the Referee followed the procedures correctly or not.

### Small Circumference Test Procedures:

1. The ball is gently picked up by the Referee and placed on the small hole of the circumference template, with the free hand under the small hole of the circumference template to catch the ball should it fall through the small hole. This is the first (1<sup>st</sup>) attempt.
2. The Referee gently lifts and turns the ball before placing it back on the hole. This is the second (2<sup>nd</sup>) attempt.

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3. If the ball does not fall through the hole after it has been turned it has passed the test.
  - If the ball falls through when the Referee first places it on the small hole of the circumference template on the first (1<sup>st</sup>) attempt:
    1. The Referee catches the ball, turns it, and gently replaces it on the hole. This is the second (2<sup>nd</sup>) attempt.
    2. If the ball falls through again it has failed
  - If the ball does not fall through, the Referee again gently lifts and turns the ball, and gently replaces it on the hole. This is the third (3<sup>rd</sup>) attempt.
    - If it does not fall through it has passed the test.
    - If it falls through it has failed the test.
  - If the balls does not fall through on the first (1<sup>st</sup>) attempt) but does on the second (2<sup>nd</sup>) attempt:
    1. The Referee lifts and turns the ball, and gently places it on the hole. This is the third (3<sup>rd</sup>) attempt.
      - If the ball does not fall through it has passed the test.
      - If the ball falls through it has failed the test.

### Large Circumference Test Procedures:

1. The Referee places their free hand under the large hole of the circumference template to catch the ball as it falls through the large hole.
2. The Referee gently picks up the ball and places it on the large hole of the circumference template. This is the first (1<sup>st</sup>) attempt.
3. If the ball falls through the large hole on the first (1<sup>st</sup>) attempt, the ball passes.
- If the ball does not fall through the hole on the first (1<sup>st</sup>) attempt:
  1. The Referee picks up the ball, turns it and gently places it back on the hole. This is the second (2<sup>nd</sup>) attempt.
    - If the ball falls through it has passed the test.
- If the ball does not fall through on the 2<sup>nd</sup> attempt:
  1. The Referee picks up the ball, turns it and gently places it back on the hole. This is the third (3<sup>rd</sup>) attempt.
    - If the ball falls through it has passed.
    - If the ball does not fall through on the third attempt, it has failed.

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### **Weight Test**

The scale used should be calibrated by the HR / AHR using the weight provided by BISFed , when setting up the ball test equipment.

#### Ball Weight Test Procedures:

1. The ball is gently picked by the referee and carefully placed on the scale.
  2. If it is no lighter than 263.00g, or no heavier than 287.00g, it has passed.
- If the ball is outside the above weights, it is removed from the scale, the scale zeroed, and the ball is re-weighed.
- If the ball is not within the required weight on the second attempt, it has failed.

### **Metal Detection Test**

When carrying out the metal detection test make sure the ball is not beside any metal (e.g. a table part, something worn by the referee).

#### Metal Detection Procedures:

1. The metal detector is switched on and held against a metal surface to check it is working (it will make a noise, or vibrate)
2. The metal detector is placed *once* on the surface of each ball.  
(Balls can be checked either held in the hand or placed on the table, whichever way is quicker for the referee.)
  - If the metal detector does not make a noise or vibrate, the ball has passed.
  - If the metal detector makes a noise, or vibrates, the ball has failed.

### **Visual Inspection:**

- This can be done after / between any of the other ball check tests.

#### Visual Inspection Procedures:

1. Each ball is visually checked to ensure it meets the boccia ball condition criteria. Any questionable balls should be referred to the HR/AHR.

## **ASSISTIVE DEVICES CHECKS**

### **Ramp Check**

- Ramps are checked in a marked out box measuring 2.5m x 1m. This area should be seen as three-dimensional.
- Ramps must not have:
  - Any mechanical devices that cause the release of the ball, or would affect propulsion, or aid the orientation of the ramp.
  - Any marks or devices that can indicate the starting position for the two-way swing.
  - A raised top, side rail, or any other protrusion that exceeds the height (diameter) of the ball.

If there is any doubt the Referee should call the Head Referee, or designate, for assistance.

- A ramp that fails is noted on the Equipment Check sheet.

### Ramp Check Procedures:

1. The athlete/RO/Coach/CA puts all the attachments that can fit together onto the ramp.
2. The Athlete/RO/Coach/CA lays the fully extended ramp on its side in the box.
3. The Referee checks that the ramp:
  - Is fully extended.\*
  - Is fitting in the box.
  - Does not have any illegal devices.
  - Does not have any markings that could help with sighting or could indicate the starting position following the two-way swing. (Also check that ball holders can not be used as sighting devices.)
4. Ramps that pass the ramp test have a sticker placed on all the separate pieces of the ramp, on the *right side* of the ramp. (This is the Athlete's right side as they use the ramp, or the Referee's left side as they stand at the bottom of the upright ramp facing the athlete).
  - Stickers are placed by the RO/Coach/ CA under instruction from the referee.

\*If any component inside the top section of the ramp (such as the Ball Holder) can extend beyond the extent of the ramp, all these MUST be extended for the equipment check, *even if the ramp is not used like this for competing and/or the ball will not stay on the ball holder when it is extended.*

### **Pointers check:**

1. All pointers used by an athlete are checked and must show that they attach to a part of the athlete's body.
2. A pointer that passes is stickered.  
(Do not sticker the part that attaches the pointer(s) to the body.)



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### **Gloves / Splints Check**

Any glove or splint worn on the athlete's throwing hand must have documented approval from Classification.

1. Check that the athlete has the documentation from Classification.
2. Note this on the equipment check sheet.
  - If there is no documentation, the athlete cannot play wearing a glove or splint.

### **Wheelchair Check**

- The distance between the ground and the lowest point where the body meets the wheelchair (including a cushion, if used) is measured.  
(For most athletes this will be the buttocks, but some athletes may have a different body part in contact with the wheelchair while playing, such as knees, chest, belly.)
- If an athlete competes in a scooter, cot, or bed, documented approval from Classification must be shown.
- If unsure of any additional device on a wheelchair, check with the HR / AHR

### Procedures:

1. The Referee checks that the wheelchair the athlete has brought to equipment check is the one they use for competition.
  - If the athlete does not use a wheelchair, ask for the documented approval from classification and note this on the equipment check sheet.
  - If a different body part from the buttocks is in contact with the wheelchair while playing, check the documented approval from Classification and note this on the equipment check sheet.
  - If a wheelchair is height adjustable, ask the athlete to set it at the height they use when playing before measuring.  
Note on the equipment check sheet that the wheelchair is height adjustable.
2. The Referee measures the distance from the ground to the lowest point where the athlete's buttock (or other body part) is in contact with the seat.
  - If the Referee is unable to see where the buttock is in contact with the seat cushion due to a visual obstruction (such as an armrest):
    1. Measure the distance from the buttock (or lowest body part in contact with the seat) to the inside of the visual obstruction.
    2. Measure the distance from the ground to the tip of the visual obstruction.
    3. Subtract the first measurement from the second measurement.
3. If the distance is 66cm or less, a sticker is put on the athlete's right side of the chair.

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### **OTHER CHECKS**

#### **Communication Devices Check**

##### Procedures:

1. Ask the athlete if they need to use an *electronic* communication device, to communicate with the referee and/or their assistant when on the FOP.
2. If they do, check it can be put on flight mode.
3. Put a sticker on the communication device and note on the equipment check sheet that an electronic communication device is used.

#### **Ramp Operator Nationality**

##### Procedures:

The Ramp Operator must have the same nationality as the athlete they are assisting.

1. Ask to see the Ramp Operator's documentation (Passport or official ID for their country.) This must include the RO's name and nationality.
2. Check that the RO is the same nationality as the athlete.
3. Note on the equipment check sheet this is correct.

## **CALL ROOM PROCEDURES**

### **Preparation:**

1. Know your court number for that round and the sides.
2. Fill in your court chit, or write on a piece of paper, the information you need for that match (such as date, time, court, division, athlete(s) and their number(s), country).
3. Make sure you have: a coin; a pen; your completed court chit; any personal referee equipment you use (this must have prior approval from the HR); your completed court chit; anything else you may need when on court (e.g. water).
4. Be at the call room door at the given to you by the Head Referee (HR).  
(If the HR has not given a time, be no later than *5 minutes* before the call room closes.
5. Greet the Call Room Manager and make sure your athletes are checked in with the appropriate equipment.
6. Enter the Call Room when told to by the HR or AHR.

### **In the Call Room:**

1. Locate your court.
2. Introduce yourself to the sides. Identify if you need a translator.
3. Check the number of people in both sides, and the roles of the non-athletes.
  - If a Teams or Pairs match, identify the captains and note on your court chit.
  - (If Youth Games, check who substitutes are / which athletes will be on court at the start of the match and note this on the court chit.)
4. Do the Coin Toss:
  - Ask who will call the coin toss.
  - Show both athletes /captains each side of the coin.
  - Toss/spin the coin and show the result of the coin toss to both athletes / captains.
5. The winner of the coin toss chooses whether to play Red or Blue  
Note this on your court chit.
6. Ask the athlete / captain who did not win the coin toss which side will start warm up.  
Note this on your court chit.
7. Check the number of balls each side has brought into the Call Room
  - If a side has not brought their own balls, or an incomplete set of balls, into the Call Room they may use competition balls. These are given after the coin toss, when the colour that side will play is known. Ask if the athlete wants hard, medium or soft balls.
    - If a side uses any competition balls, fill in a piece of paper with the athlete's name, number, country, the number of balls borrowed from the set, and the Referee's name and put in the designated area for competition balls.
    - Balls must be returned after the match.
8. Ask if sides want to examine the opposing side's balls.

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9. Do the ball check (***Once you know which colour the sides will be playing, do the ball check as soon as you can. If no ball check stations are free, start doing other procedures.***)
  - If a ball fails a check inform the HR / AHR, award a yellow card to the athlete and note this on the court chit next to the athlete's name.
  - If a Jack fails replace it with a competition Jack asking the athlete if they want a hard, soft, or medium Jack.
10. Retain the balls after the ball check.
  - (If containers have not been provided, check with the HR /AHR what to use to take the balls onto the FOP. Only the Referee and/or Liner can carry the balls onto the FOP.)
11. Take the court chit to the Call Room Manager to input on the BCMS
12. After the ball check (or whilst waiting to do the ball check):
  - Check the wheelchairs (BC1, BC2, and BC4 athletes), ramps, pointers and any communication devices used, for authorization stamps / stickers, and documentation for gloves and splints.
  - Check that any electronic communication device to be taken onto the FOP is on flight mode.
  - Ask the athletes how they will communicate with you (e.g. to ask for the score, request a measurement, etc).
  - Ask athletes how they communicate with their SA or RO (if they have one).
  - Ask about the routine procedures they and their SA / RO have.
  - Ask if athletes in manual wheelchairs need assistance when they want to enter the playing area.
  - Ask if the athletes have any questions for you.
  - Speak with the linesperson (if in the Call Room) to agree on the communication signs to be used on court and anything in particular you might want them to look out for.
13. Ensure all athletes and their equipment are ready, check you have enough assistance to proceed to the court and prepare to leave the Call Room as directed by the HR / AHR.
  - IRs who are not on court for the next round of matches may be asked to go to the Call Room to assist with pushing athletes or carrying equipment out onto court.
  - If a Referee with back-to-back matches is delayed on court, you may be asked by the Head Referee to cover Call Room procedures for the Referee who is running late.

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### **ON COURT PROCEDURES**

#### **Preparation and Warm up balls:**

1. Lead the sides to the court in a single file (Referee, Red Side, Blue Side, Liner).



2. Invite the sides into the appropriate boxes (individual, pairs, and teams).



3. Hand the balls over to each side.
4. Make coaches/ CAs (and any substitutes), and balls and surplus equipment (such as ramp trolleys) are in the designated places.



- Whilst walking 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.

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5. If a BC3 match, 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.
6. Check with the timer to prepare for the (2) minute warm-ups.
7. Check the sides are in their correct places for the first warm-up.
8. Go to the V line and wait for the announcement: “start the warm-up”.
9. Start the first warm-up using the “indication To Throw Warm-up Balls” gesture.



10. When the warm-up has finished, pick up the Side’s Jack and ask SAs / ROs Coaches / CAs to collect their sides’ coloured balls.
  - Place the Jack in the designated place by the score clock
11. Check the sides are in the correct places for the second warm-up.
12. Start the second two (2) minute warm-up
13. When the warm-up has finished, pick up the Side’s Jack and ask SAs / ROs Coaches / CAs to collect their sides’ coloured balls.
  - Place the Jack in the designated place by the score clock

(If a Coach / CA cannot pick up the balls the Liner or Referee can pick up balls for that side, but this MUST have been agreed in the Call Room.)

### **During the warm-ups:**

- Remove ID / anything you do not need when on court, and check you have the correct referee equipment. It is advisable to put the calipers and (if you can) other measuring equipment in your pockets.
- Share any appropriate information learned in the Call Room with the liner, if Liner was not in the Call Room,

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### **When both warm-ups are completed:**

1. Check Liner and Timer are ready.
2. Ensure both sides are ready to start the match.
3. Pick up the colour indicator/paddle and the Red Side's Jack and stand on the cross, holding the colour indicator/paddle and red jack, to wait for the start of the match announcement.

**\*\*\* 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 matches, while you are backing up to the appropriate position, watch for the athlete playing the Jack to make the two-way swing.

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2. Say and gesture 'Play Jack'.  
(The colour indicator/paddle is NOT shown to the athlete.)
3. Show the colour indicator/paddle to the timekeeper.



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

### During an End:

- Act confidently, naturally, and not with too much authority.
- Remember court position:
  - be close enough to stop a ball when needed (think 'a step/stride and a reach' away from where you would stop a ball) but not blocking athletes' views.
  - try not to turn your back on the athletes



- Respond quickly to signs given by the athlete, liner, or timer.
- Make decisions promptly and calmly, giving explanations only when asked.
- Keep the match running - do not waste time, but do not rush.



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- If an athlete disagrees with the referee about a decision that is not about a measurement and requests the presence of the Head Referee, stop the time and call the HR (or AHR) to settle the situation.
  - If the situation is over a measure during the end, the time is not stopped.
  - Keep any discussions short.
- If a ball goes out of bounds, announce “out” with the specific gesture.
  - If it is close to the line, let it come to a complete stop before picking it up.
- If a ball is touching a line and supporting another ball:
  - Remove the ball directly outwards and perpendicular to the boundary line in one motion, while keeping the ball in contact with the floor. If the supported ball fails and touches the line it is also out of bounds.
- 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 the Jack or turn your back on the athletes.
- If a violation occurs respond as to the Rules, stop play, and input the violation and consequence onto the BCMS before resuming play.
- Use the liner to assist with long measurement or disrupted ends, or to consult with if you are in doubt / have missed something. Do this quietly and efficiently.
- If an athlete chooses not to throw any balls, tell the timer to stop the time (see the gesture) and place the balls not thrown in the dead ball container/area.
- If a ball is not retrieved from the dead ball container/area prior to the start of the next end, the ball remains in the dead ball container/area for the remainder of that end.

### **Finishing an End When NO Penalty Ball has been Awarded:**

1. After all the balls have been played stand near the balls where athletes / captains can see you and announce and present the score for the end *unless* a measure is needed to determine the final score.
  - If a measure is needed to determine the final score, or an athlete requests a measure, invite both athletes/captains onto the playing area to see the measure.



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- 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. *Do not tell the Head Referee what you think the score is, they will determine the score.*
2. Get agreement of the score from the athletes when out on the court then ask athletes to return to their boxes.
  3. Ensure both athletes/captains can see you and announce and indicate on the colour indicator / paddle the End score to both sides.



4. Get agreement from the athletes/captains, then say and gesture “End Finished.”



5. Show and announce the score to the timer and then to the spectators.
6. Pick up the Jack and announce “One minute”.

### **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 to note the score but not to input it.
4. With the Liner, clear the playing area, putting all the coloured balls of the side not playing into the penalty ball, and the Jack that is on court, into the dead ball container / area.
5. Present all the 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.
6. The athlete throwing the penalty ball will select one of their coloured balls.
7. The referee keeps this ball and the unused balls are placed in the dead ball area.
8. Present the selected ball to that athlete, then go to the ‘Start End’ position.

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9. Show the colour indicator/paddle to the athlete and the timer as you say “One Minute”.
  - If a BC3 match, check the athlete makes the two-way swing.
10. Check the clock to make sure the time has started.
11. After the athlete has thrown:
  - 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” (but do not pick up the ball).
12. Announce and present the tallied score on the colour indicator/paddle to the athletes/captains.
13. Get agreement from the athletes/captains, then say and gesture “End Finished.”
14. Show the timer the tallied score and then spectators.
15. Pick up the penalty ball and announces, “One minute”.

### **Between Ends:**

During the “one minute” between ends:

1. SAs / ROs, coaches/CAs can enter the court to collect balls and speak with their side.

(If a Coach or / CA cannot pick up the balls the Liner or Referee can pick up balls for that side but this MUST have been agreed in the Call Room.)
2. Check everything has been correctly entered on the BCMS.
3. After forty-five (45) seconds has passed announce “Fifteen (15) seconds”, pick up the Jack of the Side that is starting the End and walk towards the athlete who is to play the Jack.
4. After one minute announce “Time”, immediately hand the Jack to the athlete and start the End.
  - If Coaches / CAs /Sides are not in their designated areas enact the consequence.

### **Presenting the Score:**

Indicate the score on the colour indicator / paddle as shown in the Rules *unless* you physically cannot do it this way.  
If you present the score in another way, inform the Sides when in the Call Room.

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### **Tie-Break Ends:**

If the final End score makes the match score equal for both sides:

1. Get athletes / captains agreement for the End score.  
(*DO NOT announce / gesture "End Finished."*)
2. Show the Timer and spectators the score.
3. Inform sides that the final scores is equal and a Tie-Break End is to be played.
4. Flip a coin and the winner decides which Side will play the first coloured ball.
  - The Side that did not win the coin toss in the Call Room calls this coin toss.
5. Pick up the Jack and announce, "One minute".
6. After forty-five (45) seconds has passed announce "Fifteen (15) seconds", pick up the Jack of the Side that is starting the Tie-Break End and walk towards the Cross.
7. After one minute announce "Time" and place the Jack on the Cross.
  - If Coaches / CAs /Sides are not in their designated areas enact the consequence.
8. Step back from the Cross to a suitable position to be on court.
9. Indicate for the side starting the End to play.
  - If a second tie-break occurs repeat the above, but with the other Side calling the coin toss.

### **Finishing a Match:**

1. After showing the timer and the spectators the final End score, show the Sides the Match score and announce and gesture, "End Finished".
  - If one side has zero points, do not show that side of the colour indicator / paddle, only show the number of points on the colour of the side that won.
  - If there was a Tie-Break, show the same points on both sides of the colour indicator / paddle, then show the colour of the side that won the match.
2. Show the spectators the match score.
3. Go to the sides and congratulate / commiserate.
4. Carry out the post-match ball check.

**DO NOT let *anyone* (athletes / SAs/ROs, Coaches/CAs) / Liner) pick up or touch any balls (including the Jack by the Score clock) before the check.**

- Thoroughly, but quickly, inspect all the balls used in the match to ensure they are in a satisfactory condition, that they have not been substituted, and that no substances have been applied.

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- *For Teams and Pairs matches, identify which balls belong to which athlete before doing the check.*
  - If unsure about any ball consult the HR / AHR.
  - If balls pass the check they are returned to the Side.
- 5. When the check is completed let SAs / ROs / Coaches / CAs to pick up the balls and invite athletes / captains to the score table.
- 6. Show them the score sheet on the screen, checking it is correct.
- 7. Check that the athletes' / captains' approval.
- 8. Input your details to approve the match.
- 9. Thank the Liner and Timer.
- 10. Ensure you have all your belongings with you and that HOC equipment is on the score table.
- 11. Ensure everyone leaves the court at the same time, taking all equipment with them, in the order of referee, winner, the other side, liner (unless the liner or referee is assisting a side).

## **MEASURING**

### **Measuring Procedures:**

- Measure when you do not know which ball is closer, or how many are scoring, or at an athlete's request.
- Measure so that athletes are able to see the measurement. Don't block the athletes' views.
- If athletes are on the playing area to observe a measure, designate where they are to position themselves. (Ensure they can observe the measure without disrupting any balls and are giving you the space you need.)
- Ask the Liner or HR/AHR to assist with long measures.
- Make sure you have a secure and stable body position when measuring.
  - The *preferred* way is to have a 'four-point stable position' with both shins and forearms (or little fingers) in contact with the floor.If you are unable to adopt this position, ensure that you are in the most stable position you can be.
- Measure from the Jack to the coloured ball.

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- When measuring to determine the End score, measure from the opponent's closest non-scoring ball first and then to the scoring ball(s).
- Do not move balls to make a measure *unless* balls are in the way, and remove those balls only:
  - Get athletes' agreement before moving any ball.
  - If the ball being removed is a scoring ball:
    1. Put the colour indicator / paddle on the floor with the scoring colour facing up.
    2. Place the removed scoring ball(s) on it.
    3. After agreement of the score, replace the balls that were moved as close as you can to their former position, for the benefit of SAs, ROs, coaches / CAs / spectators.
- Repeat a measure if an athlete requests but if a third measure is requested, call for the HR / AHR.

### **Measuring using Calipers:**

1. Adopt a stable position.
2. Start with the calipers the calipers slightly larger than the space between the Jack and the ball being measured.
3. Slowly make the calipers smaller (or larger) until they will fit between the Jack and the coloured ball being measured, touching the fattest/widest/biggest part of the balls. *Always lift the calipers above the balls when changing the size, do not open them when they are between the balls.*
  - If athletes are observing, make sure they can see that the calipers are touching both balls.
4. Carefully raise the calipers and, making sure you do not adjust them, move to where you can measure the other ball.
5. Lower the calipers between these balls, stopping if they do not fit between them.
  - If athletes are observing, make sure they can see if the calipers go between the balls or not.

### **Measuring using a Tape Measure:**

1. Adopt a stable position.
2. Place the body of the tape measure by the Jack and extend the tape measure from the Jack out to the coloured ball you are measuring.
3. Carefully lock the tape measure into place.
4. Slowly and carefully slide the end of the tape measure away from the coloured ball.

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5. Keeping the tape at this length, move the body of the measure so it is by the part of the Jack nearest the other ball. (You may have to move as well.)
6. Move the other end of the tape measure around to the ball you are measuring to see if the tape will fit between the Jack and this ball. Stop moving it if it does not go between the balls.
  - If athletes are observing, make sure they can see that the measure is fitting (or not fitting) between the balls.
- If the Liner is assisting when using a tape measure, the referee stays at the end of the measure by the Jack and the Liner takes the moving end of the tape

### **Measuring using a Feeler Gauge:**

1. Adopt a stable position.
2. Start with fewer feeler gauges and slowly add more, keeping measuring until they fit between the balls and you can not add any more feeler gauges without moving the balls.
3. See if the feeler gauge will fit between the Jack and the other side's ball.
  - If athletes are observing, make sure they can see if the feeler gauge is touching the balls or not.

### **Measuring using a Flashlight/Torch:**

1. Adopt a stable position.
2. Shine the torch above / to the side(s) of / up from the floor to, the balls you are measuring.
  - If athletes are observing, make sure they can see if there is a void/black spot or a break in the beam of light.

### **To Determine if a Ball is out of Bounds:**

To check if a Ball is touching a line or not:

- Use a flashlight/torch, piece of paper, or the thinnest feeler gauge.
- If using paper or the feeler gauge:
  1. Place the paper or feeler gauge on the floor and keeping it parallel to the line, slowly and carefully slide it under the ball until it is touching the ball.
  2. See if the paper is completely covering the line / is inside the court, or not.

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