

**BISFed**

Boccia International Sports Federation



# International Referee Procedures Manual

**(Updated for Rules 2021 - 2024 v.1.1)**

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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.1.1 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, and / or if a Covid Protocol is being followed.**

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 endeavor to publish translated documents; however, the English version is the FINAL copy for all disputes and appeals.

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

### **BALL CHECKS:**

#### **Important things to consider before and during the Ball Check:**

- Three separate tables should be used, one for Roll Test equipment, one for the Circumference 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 the BISFed License and manufacturer's logo, defined colour of balls (red, blue, and white), no visible cut marks, stickers, stitches or seams that are coming apart, or tampering of the ball.
- If a ball fails, *and if the athlete (or Coach/CA) doesn't feel the procedure was followed correctly*, they can call the Head Referee or designate. (Rule 9.4)
- ☒ The HR or designate will bring a competition ball and ask the referee to demonstrate the procedure they used.
- ☒ If the procedure was correct, no further action will be taken.
- ☒ If the procedure was incorrect, the HR or designate can re-test the ball.
- Balls that fail a ball check 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 Check sheet should be at each equipment 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 Ball Check must proceed in the following order:**

##### **Ball Roll Test**

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

1. The Head Referee (or designate) 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.  
The angle will be verified before the start of every Ball Check slot, and again only if something has happened, like moving the table or the device.
2. The Athlete/Sport Assistant/Ramp Operator or Coach/Coaching Assistant 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 or shaken again. Only the referee(s) may handle the ball until all 3 tests are complete.
3. The Referee will take the ball placed in their cupped hand (the ball remains in the cupped hand it was placed, do not transfer 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

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- 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.
4. The free hand DOES NOT touch the ball or the ball roll test device.
  5. The Referee will open their fingers, allowing the ball to roll down the ramp by the weight of the ball. The ball must roll down the ramp, then roll along the length of the horizontal exit plate and drop off the end of it.
  6. If the ball passes on the first (1<sup>st</sup>) attempt, the second (2<sup>nd</sup>) and third (3<sup>rd</sup>) attempts are not needed. (Rule 4.7.2.1)
  7. If the ball fails the first (1<sup>st</sup>) or second (2<sup>nd</sup>) attempt of the roll test, the Referee will use the same hand they 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.
  8. A maximum of three (3) attempts is allowed. If a ball does not roll down the ramp, then roll along the length of the horizontal exit plate and drop off the end for three (3) attempts it has failed.

\*\*\* 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 Rules 4.7.2.2, 4.7.2.2.1 and 4.7.2.2.2. The actual procedure for complying with this rule will be as follows:

#### Small Circumference Test:

The ball is placed the ball onto the **smaller** hole of the Circumference Template and is turned up to two (2) times. It must not fall through the hole two (2) out of three (3) attempts.

1. The ball will gently be picked up in the Referee's fingers and placed on the small hole of the circumference template. The Referee should place their free hand under the small hole of the circumference template to catch the ball should it falls through the small hole. This is the first (1<sup>st</sup>) attempt.
2. The Referee will gently lift and turn the ball. This is the second (2<sup>nd</sup>) attempt.  
If the ball does not fall through the hole after it has been turned it has passed it does not need to be turned again.
3. If a ball passes the placement (the first (1<sup>st</sup>) attempt) but falls through the hole after being turned (the second (2<sup>nd</sup>) attempt), the Referee catches the ball, turns it, and gently replaces it on the small hole of the circumference template (a third (3<sup>rd</sup>) attempt).  
If the ball does not fall through the hole it has passed.
4. If a ball falls through after being placed on the hole (first (1<sup>st</sup>) attempt), the IR catches the ball, turns it, and gently replaces it on the small hole of the

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circumference template (the second (2<sup>nd</sup>) attempt. If it falls through, it has failed. If it does not fall through it is turned again (a third (3<sup>rd</sup>) attempt). To pass, the ball *must* not fall through on this third (3<sup>rd</sup>) attempt

### Large Circumference Test:

1. The Referee should place their 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 (1<sup>st</sup>) attempt, the ball passes.
5. If the ball fails the first (1<sup>st</sup>) 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 (2<sup>nd</sup>) attempt, the Referee will repeat this procedure to allow three (3) attempts for the ball to pass the Large Hole Circumference Test.

\*\*\* Videos will be added to the BISFed webpage later.

### **Ball Weight Test**

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

1. The scale should be calibrated using the 275g weight provided by BISFed.
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 a ball is outside these weights, it has failed

## **EQUIPMENT CHECKS:**

### **Assistive Devices Test (Ramp Test)**

The Referee will follow the procedures as stated in Rule 5

1. The Athlete/Sport Assistant/ Coach / Coaching Assistant 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 inside the box but 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 during the release, 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 be able to 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.

\*\*\* Videos will be added to the BISFed webpage later

### **Pointers Check**

- Pointers also need to be checked and stickered for approval (Rule 5.4)
- Any BC3 athlete who uses a Pointer to release a ball must bring it to the Equipment Check for approval
- If an athlete uses more than one pointer all pointers need to be approved
- If the pointer meets the Pointer check rules it is stickered in a place which can easily be seen by the Referee when in the Call Room

### **Communication Devices Rule 4**

Athletes and Coaches/CA using communication devices on the FOP must have these devices approved at Equipment Check and must receive the official stamp/sticker. Only devices that are required for approved communication are permitted

## Wheelchair Check

### Wheelchair Height:

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 from the ground to the lowest point of where the athlete's buttock is in contact with the seat cushion. This must be no higher than 66cm.
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 15.7.6**
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.**

### Adaptations to Wheelchairs Rule 6.4

Any postural Supports and additional devices added to an athlete's wheelchair must have documented approval from Classification

The referee puts a sticker on the wheelchair when it has passed the check.

(It is suggested the sticker is put on the (athlete's) right hand side of the wheelchair)

## Splints and Gloves Check

An athlete who wears glove or splint on the *throwing* hand must show documented approval.

NOTE ON THE EQUIPMENT CHECK SHEET THAT the athlete uses a glove / splint, or has postural support / device added to wheelchair, and has shown documented approval from classification.

\*\*\* Videos will be added to the BISFed webpage later

## **CALL ROOM 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 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
5. Enter the call room and locate your athletes
6. Introduce yourself to the athletes, sport assistants, ramp operators and coaches / coaching assistants (Identify if you are in need of a translator - Refer to Rule 8.15)
7. Check the number of people brought into the call room. (Refer to Rule 8.2)  
(N.B. Substitutes in Team and Pair Division are only allowed in Youth Games)
8. Check the bib numbers of the athletes (call them by name and country) (Refer to Rules 8.3 and 8.9)
9. Ask who the Captains are in Teams and Pairs. Note this on your paper.
10. Ask the athletes if they are ready for the coin toss (NOTE: Things to Remember #2)
11. Identify the sides of the coin – which side is heads and which side is tails
12. Coin Toss - Do the coin toss as quickly as possible  
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 they will play
14. Indicate which colour each side will play (Note this on your paper.)
15. Check the number of Boccia balls brought into the Call Room (Refer to Rules 3.1, 3.2.1 and 3.3.1 and 9.1)  
Competition balls may be used by athletes that do not bring their own balls to the Call Room (Rule 8.11)  
If competition balls are used, leave a note with the athlete's name, number and country, and the Referee's name. *Remember to return the Competition balls when the match has ended.*  
If an athlete brings too many balls into the call Room issue a yellow card to that athlete and note the yellow card on your paper.
16. Allow athletes to check the other side's
17. CARRY OUT BALL CHECKS (check only the balls each side will use in that match), following the BALL CHECK procedures  
If a ball fails a ball test issue the athlete with a yellow card and note this on your paper  
If a side's Jack fails a test, give a competition Jack for that side to use in that match (Rule 4.7)

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If a competition Jack is used, leave a note with the athlete's name, number and country, and the Referee's name. *Remember to return the Competition Jack when the match has ended.*

If coloured ball(s) fails a ball test the athlete will play with one less ball for each ball that was rejected (Rule 9.2)

(For Team and Pair matches, if a failed ball cannot be correctly associated with an athlete, the Captain of the Side will be issued the yellow card and play with the fewer number of balls. Rule 9.5)

18. Check the authorization stamp on ramps (Refer to Rule 8.10), wheelchairs (BC1, BC2, and BC4), pointers, and communication devices. (You may want to check documentation from classification for gloves and splints (Rule 4), and for postural support /additions to wheelchairs (Rule 6.4). This is optional.)
19. 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 Officials' gestures/signs in Rule 16, Communication)
20. Ask the athletes about routine procedures they and their Sport Assistant / Ramp Operator typically do.
21. Tell the BC3 players and their Ramp Operators that their ramps will be checked on court to see if it touches the ground.
22. Ask the athletes if they have any questions.
23. 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.
24. 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.
25. 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 8.12)
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 might not come to the Call 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

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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.
6. Only authorized Communication Devices are allowed onto the FOP. **No Smart watches on the FOP**

## 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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### When on Court:

1. Make sure coaches / CAs are positioned at the end of the court by the score table (and, for Youth Games only, any substitutes). Select your match from the computer system and make sure if any violations happened in the Call Room have been input into the system.
2. Place the unused balls of all the athletes by the score table, out of the way. (For youth events, put the balls the substitutes will play with in a place on or by the score table where they can be seen and not be confused with balls currently in play.)



3. 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.
4. Remove your ID and put it on or by the score table, out of the way. The Liner should also remove their ID



5. 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 two (2) minute On Court Warm-up.

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### **On Court Warm-up:**

1. Go to the V line and wait for the announcement: “start warm-up”.
2. Start the warm-up using the ‘Indication to propel warm-up balls’ gesture (See Officials’ gestures/signs).



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

### **When the On Court Warm-up has ended:**

1. Ensure the balls are picked up as soon as possible (by Sports assistants / Ramp Operators / 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 Red/Blue Colour Indicator and the red side’s 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.**



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### Starting an End:

1. Present the Jack to the athlete then back up to a position just off 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 that the athlete who was presented the jack to swing their ramp at least 20cm to the right and 20cm to the left ("the two-way swing. Rule 5.5).
  - If the two-way swing is not made, the Jack is fouled and retracted.



2. Make the 'Indication to Propel the Jack' gesture (See Official's gestures/signs) and say "Jack"
  - The Red/Blue Colour Indicator is *not* shown to the athlete.
3. Show the Red/Blue Colour Indicator to the timekeeper.



**\*\*\*MAKE SURE TO WATCH THE BC3 ATHLETE MAKE THE TWO-WAY SWING\*\*\***

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.
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” or “Dead Ball” with the specific gesture (See Officials’ gestures/signs).
  - If it is close to the line, let it come to a complete stop before announcing and gesturing “Out” or “Dead Ball”, then pick it up.
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 or turn your back on the athletes
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 play any balls, tell the timer to stop the time using the ‘Stop’ gesture. The Timer will record the time and the number of balls not played (BNP) on the computer system.
  - Place any balls not played in the dead ball container/area.(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 an athlete requests a measure, invite both athletes/captains onto the playing area to see the measure. (See measuring procedures.)  
(Ramp Operators may turn at this time to watch the measure. Rule 10.7.1)
  - 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 to the athletes loud and clear. Get agreement from the athletes/captains and then announce and gesture “End Finished”.  
(Ramp Operators may turn to face the playing area at this time.)  
**\*\* 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.**



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5. Show the score to the timer and then the spectators.  
(See Officials' gestures/signs NOTE: If one side has a zero (0) score **do not** show the colour for that side, only show the score of the side which has points.)
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 bring up the one (1) minute message. Make sure this is on the screen before picking up the Jack.
7. The Referee immediately picks up the Jack, announces "One minute". (Ref., 10.7.4).  
**\*\*\*IMPORTANT: This is the invitation for the Sport Assistants, Ramp Operators, and Coaches/ Coaching Assistants 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. *Allow the ROs to turn briefly to see the balls (Rule 10.7.2)*
5. The Referee and Liner clear the playing area and put the coloured balls (including both Jacks) in the dead ball area.  
If the Liner collects the balls of the side not playing the penalty, and the Jack ball on court, this will make the process quicker.
6. 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 playing the penalty ball will select one of their coloured balls.
  - The Referee will hold onto this ball.
7. All unused balls are placed in the dead ball area.
8. 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 line' and the throwing line near the 'invalid Jack' area.
  - Show the Red/Blue Colour Indicator to the athlete and the timer as you say "One Minute".
  - Make sure a BC3 athlete makes the two-way swing, and then check the clock to make sure the time has started.
  - As the time ticks down, the Referee should repeat the timekeeper by saying, "30 seconds, 10 seconds, time".
  - If a point is scored, use the gesture to indicate the point on the Red/Blue Colour Indicator. If a point IS NOT scored, use the gesture for "Dead Ball/Ball Out".

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9. If a point has been scored, the scorer will add a point to the score for that end in the computer system.
10. Stand by the cross. Announce and present the tallied score on the Red/Blue Colour Indicator to the athletes/captains.
11. Get both athletes / captains agreement
12. Once agreement is obtained, the Referee announces and gestures “End Finished”.
13. Show the timer the tallied score and then spectators.
14. The IR picks up the penalty ball and announces “One minute”. **\*\*\*IMPORTANT: This is the invitation for the Sport Assistants, Ramp Operators, and Coaches/Coaching Assistants to enter the playing area.** (Ref. Rule 10.7.4).

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

### **Between Ends:**

When the “one minute” between ends starts:

1. The Sports Assistants/Ramp Operators/Coaches/Coaching Assistant may go onto the court.
2. Balls are collected by Sport Assistants/Ramp Operator/Coaches/Coaching Assistants. Officials may assist if requested.  
**(\*\*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 the Referee announces “Fifteen (15) seconds”, picks up the Jack of the Side starting the next End and walks toward the athletes.
5. After one minute announce “Time” and immediately hand the Jack to the athlete to starting the end.
  - When the Referee calls, “Time!” Athletes must be in their throwing boxes and Sport Assistants/Ramp Operators and Coaches/Coaching Assistants are to be in their designated areas.

## REFEREE POSITION WHEN ON COURT

### 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”.
3. Show the Red/Blue Colour Indicator to the timer but make sure that BC3 athlete makes the two-way swing 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 played 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 play.
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), they 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, they will make a final decision and inform the referee and athletes.

## Measuring

### Measuring Procedures

1. Ask your liner 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 any balls and yet give you the space you need in order to make the measurement. When on a camera court ensure the camera has a clear view, if possible.
3. Measure only when you as the Referee are not sure of the who is to play 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. Do not touch the balls when measuring, unless additional measurements are needed but are impossible to make due to positioning of scoring balls. **Only move scoring balls, at the end of the End only.**
8. **When removing scoring ball(s) to make the additional measurement of coloured balls:**
  - a) first get agreement from both athletes/captains to move the balls,
  - b) clearly tell the athletes/captains the current score before removing balls,
  - c) lay the Red/Blue Colour Indicator on the floor with the scoring colour facing up and place the removed scoring ball(s) on it. Only remove the scoring balls that must be moved to make the measurement, do not remove all of the scoring balls.
9. 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 official gesture/sign.
10. Measure a second (2<sup>nd</sup>) time. If the athlete asks the referee to measure a 2<sup>nd</sup> time, the referee may make a 2<sup>nd</sup> measure. If the athlete still does not agree, the Head Referee or Assistant Head Referee should be called

### **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.*

Measure the non-scoring coloured ball you think is closest to the Jack first, 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. If you make the caliper space too small, lift the calipers above the balls before you expand the calipers.

#### 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.

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- Start with fewer feeler gauges and slowly add more as you measure until you cannot 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 your flashlight/torch, or a piece of paper, 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, first check with the flashlight. If there is still doubt, 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 Red/Blue Colour Indicator on the floor with the colour of the scoring ball you are removing facing up
- Place the scoring ball(s) that you remove on the Red/Blue Colour Indicator.
- After agreement of the score, try to replace the balls that were moved for the spectators and Sport Assistants’/Ramp Operators’ 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 Red/Blue Colour Indicator (in front of the scoring colour) and after penalty balls are played. After announcing, the score, wait a few seconds while watching for the athletes to agree.  
If one side has a zero (0) score **do not** show a score for that side, only show the score of the side which has points.
3. When you get agreement from both athletes/captains, say "END FINISHED" with the gesture.
4. Make sure the score is correct on the scoreboard
5. The timer will need some time to insert the results and press next end. This will display the one (1) minute message. Make sure this is on the screen before picking up the Jack.
6. Once the message is displayed on the screen the IR immediately picks up the Jack and 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. If there is a tie score at the end of regulation ends, *before* announcing "One minute" approach the athletes / captains to do the coin toss for the tie-break end.
2. The Side that did NOT call the coin toss in the Call Room will call this coin toss. The Side who wins the coin toss decides which side plays the first coloured ball.
3. Now complete the End by picking up the Jack (or penalty ball) and announce "One (1) Minute". **\*\*\*IMPORTANT: This is the invitation for the Sport Assistants / Ramp Operators and Coaches / Coaching Assistants to enter the playing area**
4. After 45 seconds announce "Fifteen (15) seconds", pick up the Jack of the Side starting the Tie Break and stand by the cross
5. After one minute announce "Time" and place the Jack on the cross
  - When the Referee calls, "Time!" Athletes must be in their throwing boxes and Sports Assistants / Ramp Operators and Coaches/Coaching Assistants are to be in their designated areas.
6. Continue the end by indicating the colour of the athlete who is due to play

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If a BC3 Match make sure athletes make the two-way swing before playing their first ball after the Referee has indicated it is their turn. For BC3 Pairs this must be a simultaneous swing. (Rule 5.5)

7. If a second tie break occurs, there is one minute between ends 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 the final end, announce and gesture "End Finished".

1. Show the timer and spectators the score for that end (see Officials' gestures/signs for examples of showing scores).
2. Show athletes and announce the final match score. When they agree, announce and gesture "Match Finished" and show the timer and spectators the final match score.

If one side has a zero (0) score **do not** show that side's colour, only show the colour and score of the side which has points.

For a match which had a tie-break, the final match score is shown by indicating the number of points each side has on the Red/Blue Colour Indicator (this will be the same for both sides) then show the colour of the side who has won.

3. Following the announcement of the end of the match, the referee will gather all 14 balls (12 plus two jacks) and place them in a container (one container per side) for the compulsory ball check (Rule 10.16) ***(N.B. Compulsory Ball Check Rules and Procedures are still being discussed and this Referee procedure may not be followed at first. The Head Referee will inform Referees of the Compulsory Ball Check procedure for that competition.)***
4. Check the computer system to make sure all scores are correct.
  - Make sure all violations and penalties are noted in the computer system for that match
  - What End the violation occurred
  - The violation occurred
  - The consequence of that violation
5. The number of balls not played in each end should be recorded.
6. Make sure the name of the timekeeper and the linesperson are in the computer system for that match.
7. Get the timer/liner to confirm.

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8. 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, they may give permission to the referee to approve the score on their behalf.
9. 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.
10. The Referee approves the match has ended on the system.
11. The Referee must logout of the computer system.
12. Make sure to leave all of the referee equipment provided by the HOC at the court and take your ID and any personal equipment items you brought onto the FOP with you.
13. Ensure everyone leaves the court at the same time using the predefined way.
  - The correct order to leave the court: Referee, winner, other side, liner (unless the liner is needed to help push or carry equipment). ***The Referee will carry the containers with the balls.***
14. The referee will conduct the compulsory ball check in an area off the field of play but in the view of the athletes, sports assistants/ramp operators and coaches/coach assistants.
15. Upon completion of the compulsory ball check, all balls that pass will be returned to the athletes.
  - Balls that fail will be dealt with according to the failed ball procedure  
***(N.B. Compulsory Ball Check Rules and Procedures are still being discussed and these checks may be carried out differently than the way in these Procedures. The Head Referee will inform Referees of the Compulsory Ball Check procedure for that competition.)***
16. Some Head Referees may ask you to go to the table before leaving the field of play / after the Compulsory Ball check to confirm the match on the system.

### **\*\*\*NOTE:**

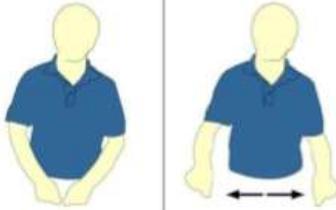
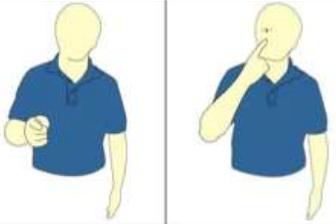
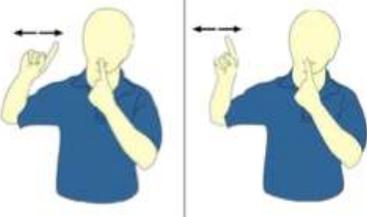
**When using the BISFed CMS, it is very important that the timekeeper press the finish button before players approve the match or it will cause a problem with the finish time.**

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

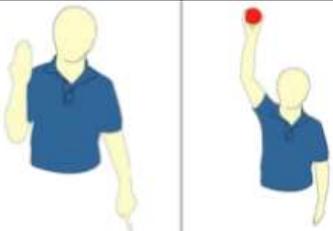
## Appendix 1 – Officials’ gestures / signs

| Situation to be signaled  | Description of the gesture   | Gesture to be done  |
|---|--|---|
| Indication to propel warm-up balls, or the Jack: <ul style="list-style-type: none"> <li>rule 10.1</li> <li>rule 10.2</li> </ul>       | Move your hand to indicate movement and say: “Begin warm-up”, or “Jack”.   |     |
| Indication to play a coloured ball: <ul style="list-style-type: none"> <li>rule 10.4</li> <li>rule 10.5</li> <li>rule 10.6</li> </ul> | Show colour indicator according to the colour of the side to play.   |   |
| Equidistant balls <ul style="list-style-type: none"> <li>rule 10.14</li> </ul>  | Hold indicator sideways against the palm with edge showing to athletes.<br><br>Flip indicator to show which side is to play (as above)   |  |
| Technical or medical time out: <ul style="list-style-type: none"> <li>rule 5.7</li> <li>rule 6.2</li> <li>rule 18</li> </ul>          | 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 (e.g. medical or technical time out for – athlete name/ team/ country/ ball colour). |  |

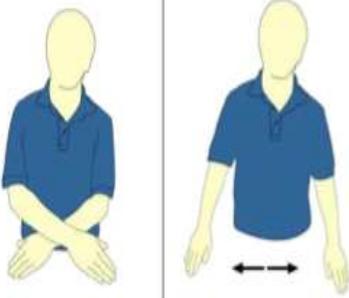
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|  |  |  |
|--|--|--|
| <p>Stop</p> <ul style="list-style-type: none"> <li>• rule 10.6.2</li> <li>• rule 16.2</li> <li>• rule 17.10</li> </ul>       | <p>Show a raised palm of the hand<br/>10.6.2 Indicate to Timer to “stop the time”<br/>or<br/>Indicate to sides to “Wait”</p> |   |
| <p>Substitution:</p> <ul style="list-style-type: none"> <li>• Youth events only</li> </ul>                                   | <p>Rotate one forearm around the other.</p>  |   |
| <p>Measurement</p> <ul style="list-style-type: none"> <li>• rule 4.6</li> <li>• rule 11.6</li> </ul>                         | <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"> <li>• rule 11.6</li> </ul> | <p>Point at Athlete and then the referee’s eye.</p>  |  |
| <p>Inappropriate communication:</p> <ul style="list-style-type: none"> <li>• rule 15.6.3</li> <li>• rule 16</li> </ul>       | <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"> <li>rule 10.6.2</li> <li>rule 10.10</li> <li>rule 10.11</li> </ul>  | <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"> <li>rule 15.1</li> </ul>   | <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"> <li>rule 15.2</li> </ul>   | <p>Raise 1 finger.</p>   |   |
| <p>Yellow Card:</p> <ul style="list-style-type: none"> <li>rule 15.3</li> </ul> <p>Second yellow card and barred from the current match</p> <ul style="list-style-type: none"> <li>rule 15.10</li> </ul> | <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<br/>(Disqualification):</p> <ul style="list-style-type: none"> <li>• Rule 15.4</li> </ul>   | <p>Show the red card.</p>  |    |
| <p>End completion / end of the match:</p> <ul style="list-style-type: none"> <li>• rule 10.7</li> </ul> | <p>Cross the arms stretched and pull them apart.</p> <p>Say, “End finished”, or<br/>“Match finished”.</p>          |     |
| <p>Score:</p> <ul style="list-style-type: none"> <li>• rule 4.5</li> <li>• rule 11</li> </ul>           | <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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