

International Referee Development Program

Referee Game Responsibilities Guide



Preface

This packet serves as a guide and checklist written by the International Referee Development Program (“IRDP”) for referees to follow before, during, and after matches that they will be involved in. Every match will be different and will require a wide variety of skills to referee it in a proper manner, but information included in this guide aims to help IRDP certified referees through the basic steps of starting, running, and ending a match. The IRDP expects quality and professionalism from its referees on and off the field, throughout each phase of the match.

Pre-Match

I. Expectations

The duties and responsibilities of a referee begin as soon as they arrive. Prior to the beginning of any match, there are a number of things that all referees should do to prepare, regardless of their position. Whether the referee is field testing or has been a certified referee for several years, this is a great opportunity to showcase the professionalism that they bring to the table, and score points with the person administering their field test, or the teams that they will be refereeing. Respect needs to be earned and one of the best ways to do that is to act professionally this means doing a number of things:

1. Show up early

Showing up early and being ready to begin the match at the scheduled time for Brooms Up proves to teams that the referee is here to do a job and that job is being taken seriously. Nothing is more detrimental to the respect of a referee than a bad first impression. Particularly at tournaments, it is very easy for matches to fall behind schedule when referees are late. It is imperative to remember that tardiness can impact more than just a single match.

2. Come prepared

Just like showing up early, this demonstrates that the referee is a professional. Putting the match on hold because the referee can't find their whistle, cards, or is another way to lose a team's respect before the match has even begun. Coming prepared means that the referees know their respective duties. If there are any questions/concerns, the Head Referee has the final say on any discrepancies.

3. Wear proper attire

Never, under any circumstances, should a referee wear anything that is affiliated with any team in the match that they are refereeing. The standard referee jersey

that the IRDP uses evenly spaced black and white stripes. These jerseys, commonly known as “zebra stripes” are the same style worn by referees in the USA’s NFL. This jersey should be paired with black shorts/pants, black socks, and black or white shoes. If the referee doesn’t own Zebra Stripes, then it is suggested that the referee bring three vastly different colored shirts, (i.e. white, black, red,) so that if there are any conflicts with two, there should not be an issue with the third.

4. Set up and/or inspect the field

The referee is responsible for the enforcement of all rules, this includes pitch dimensions in official matches. The pitch size must be accurate for the matches played on it to be official, unless the league makes an exception to the traditional dimensions under special circumstances. Referees need to ensure that they are measuring the distance between the center of the hoops. The most important facet of the distance between hoops is that they are the same in each Keeper Zone, to prevent one team from having a significant advantage.

5. Referee meeting

Depending on your refereeing crew, there may be some who are less familiar with the rules and systems in place for refereeing a match. This is a good time to field for referees to ask questions about recent rule changes or for the Head Referee to inform their assistants if the venue requires a special set of rules, regarding the boundary or dangerous terrain. The Head Referee should explain to the Assistant Referees, Snitch Referees, and Goal Judges what is expected of each of them. From here on out, the Head Referee has the final say on all matters concerning the match. Assistants need to call the match in accordance with what the Head Referee has instructed, especially in gray areas regarding interpretations, regardless of their personal feelings on any subject. This is to ensure that there is a consistency from one end of the pitch to the other.

6. Captains’ meeting and coin toss

5 minutes before the start of the match the Head Referee needs to call a captain's meeting. During the meeting they should explain any ground rules unique to the venue, recent rule changes, or explain anything else that needs to be clarified. The Head Referee needs to tell the captains of each team to pass along the information at the meeting with the rest of their teammates. The Head Referee should answer any questions that the captains may have and answer them honestly and to the best of their ability. After the ground rules, the Head Referee must conduct a coin flip, regardless of whether or not both teams want to flip for sides. There have been instances in the past when players and captains have complained about the field conditions being uneven or problematic for one side, despite agreeing in the pre-match meeting that a coin flip was unnecessary. After the captain's meeting concludes, send each captain back to their teams for their respective pre-match cheers. Begin the match on schedule, regardless of whether or not the teams have finished their pre-game speeches.. Assistant Referees are not required to be at this meeting. If they attend, they should let the Head Referee do all of the talking unless they are specifically asked about something by the Head Referee.

7. Reset the brooms and balls

More than likely, during the captains' meeting, teams will have continued to warm up. Teams commonly use the balls and brooms that are to be used during the match for these warm ups. After the captains' meeting concludes, retrieve and reset these before the beginning of the match. The referee should not let players move them after they have been set.

Starting the Match

I. Scorekeeper

The Scorekeeper also acts as the Timekeeper in most current matches, as the two tend to go hand in hand, though the responsibilities of Timekeeper and Scorekeeper can be split between two people if there are volunteers available and willing. The Scorekeeper needs to be equipped with the following things:

1. A stopwatch

This can be a phone, however, it is incredibly important that the Scorekeeper not text, take calls, etc. if this is their chosen method of timekeeping.

2. A way to mark the score and disciplinary fouls

Few have found anything that could be considered more effective than a pen/pencil and paper. The IRDP suggests that the Scorekeeper either have three copies of the scorecard available for distribution after the match, or a way to ensure that both captains have a copy of the scorecard..

3. Surface to write on

Though not inherently necessary, given that most quidditch matches are played in locations without a good substitute for a table, this will make the Scorekeeper's job much easier.

When the Head Referee is ready to begin the match they will signal to the Scorekeeper, (as described in the Head Referee section,) to ensure that they are ready to begin. The Scorekeeper should be prepared for and return this signal when they are ready to begin.

II. Assistant and Snitch Referees

After the above steps have been completed, it is time to start the match. No matter what position a referee holds for the match about to begin, they must take their assigned role seriously and call the match to the best of their ability. There are a number of important duties for referees to fulfil before Brooms Up, and that number varies based on the how many referees are utilized, however, all need duties to be completed for the match to be called correctly, (see the IRDP Positioning Guide for more on how to set up the referees for a match.)

Assistant Referees are typically expected to ensure that neither team is too far forward. If there is a starting line, no part of a player's body may be touching the ground on or in front of the line; players, may, however, lean over the line. If there is no starting line, as is commonly the case in single matches and smaller tournaments, the Head Referee should have discussed the location of the starting positions for each team during the referees' and captains' meetings, and the Assistant Referees should confirm that each team is following the Head Referee's decision. Before Brooms Up, the Head Referee must confirm that all the assistants, including the Goal Judges and Scorekeeper, are ready by raising one hand above their head and giving a thumbs up. The assistants, if ready, should respond by returning the signal.

The Assistant Referees are expected watch for any false starts and inform the Head Referee if there are any. Additionally, Assistant Referees are expected to be checking that no coach or player is looking for the Snitch Runner during Brooms Down. Again, if there is any infraction in this situation, the Assistant Referee needs to inform the Head Referee. The Snitch Referee should generally act as an additional set of eyes for the Head and Assistant Referees in the time immediately prior to Brooms Up to ensure there are no violations of the rules.

III. Head Referee

After each team has completed their pre-match chants and routines, the Head Referee calls for the starting players to take their places. “Starters to the line,” or, “Can I have your starters?” are among the most commonly heard phrases, but each referee can use their own variation of these. The Head Referee then asks the away team if they are ready to begin. If there is a clear confirmation and no reason not to proceed, the Head Referee should then asks the same of the home team. If a team is not ready to begin due to an equipment malfunction or similar circumstance, then the referees should work in tandem to resolve this as quickly as possible. If a team is not ready to begin due to their own fault, then the Head Referee should show a yellow card to the captain for delay of game. If the captain is starting, they should be sent to the box for brooms up. If the captain is not starting, then an on-field player of their choosing should be sent to the box. When both teams have confirmed that they are ready to begin, the Head Referee calls “Brooms Down, Eyes Closed.” Ensure that no players move from their position after the “Brooms Down” call; this is technically a false start. If any player moves after the call, return them to their original starting position.

After all players are in position and it has been confirmed that neither team is past the starting line and that no player is searching for the Snitch Runner, the Head Referee releases the Snitch, with the phrase, “The Snitch is loose.” After the Snitch Runner is out of view, or has adequately distanced themselves from the field, the Head Referee should then confirm with all of their assistants that they are ready to proceed by raising their hand above their head and giving a thumbs up to each individual assistant. The assistants should signal that they are ready by giving the thumbs up in the same manner. After all of the assistants have confirmed that they are ready, the Head Referee gives the “Ready,” and “Booms Up,” calls.

In-Match Responsibilities

I. Scorekeeper

A. *Basic In-Match Duties*

1. Timekeeping

When the Head Referee calls for Brooms Up, the Scorekeeper needs to start their stopwatch. Any time that the referee stops play using paired whistle blasts, the Timekeeper should stop the match clock. It is especially important that the Timekeeper watch the Head Referee closely during Overtime, as they are to stop the match clock as soon as the Head Referee raises their hand to indicate an advantage call being played. Once the Head Referee restarts play with a chopping motion and a single whistle blast, restart the match clock.

2. Scorekeeping

An error common to Scorekeepers is to mark a goal before the Head Referee has signaled it as good. Scorekeepers should be wary of watching the match itself and should typically focus their attention on the Head Referee instead, so that they do not erroneously assign points. Keeping their attention focused on the Head Referee allows the Scorekeeper to quickly identify the reasoning behind any disciplinary action.

3. Disciplinary

The Scorekeeper is also in charge of aiding the Head Referee by keeping track of disciplinary actions that need to be taken in cases of yellow and red cards.

Whenever a player is carded, the Scorekeeper needs to mark down the player's team, number, the type of offense, and card color. If that player is yellow carded a second time and the Head Referee has not realized, the Scorekeeper needs to inform them.

II. Goal Judges

A. *Basic In-Match Duties*

Goal Judges have one objective and one objective only regarding active play: To confirm whether or not the quaffle passed through the hoop. Goal Judges should not be looking for beats or fouls, and they should only offer their advice to the Head Referee when it is specifically requested. Goal Judges should stand on the edge of the soft pitch boundary, even with the center hoop. If play enters the area, the Goal Judge is encouraged to move backwards, while maintaining their angle on the center hoop. Goal Judges on both sides of the pitch should watch the quaffle play, regardless of which set of hoops it is near. The IRDP only allows a single Goal Judge on either side of the field to prevent distractions and conflicting calls.

When signalling to the Head Referee whether a goal was good or not good, the Goal Judge should should give a clear sign, signaling “Goal,” (two arms raised straight up, as high as possible), or “No Goal” (arms crossing the chest, uncrossing, and extending straight out to the Goal Judge’s sides). If the Goal Judge has an obscured view of the play and is unsure of the goal, they should defer to the referee, by pointing straight back out towards the Head Referee. It is important to make one of these three signals any time the quaffle passes the goal line, regardless of the supposed obviousness.

The Goal Judge should never stop or retrieve the quaffle until the Head Referee has declared the goal good. After the Head Referee confirms a goal’s validity, the Goal Judge should then turn their attention to the quaffle, retrieve it, and return it to the Keeper, if it went off pitch. The Goal Judge’s attention should then focus on fixing the Hoops, so that they are properly positioned and are not turned. Goal Judges need to check that the hoops are centered and aligned after every play, including in situations where the hoops are only slightly uneven.

III. Assistant Referees

A. *Basic In-Match Duties*

Assistant Referees are responsible for all things related to off-quaffle play. This includes, but is not limited to, sending players back to hoops after they are beat and watching for off-ball fouls. Any foul or illegal situation which does not require the Head Referee's attention should be dealt with by sending the player in question back to their hoops. Assistant Referees need to be loud and clear with their calls, repeating their calls if necessary. Typically, the Assistant Referee should phrase their calls by calling the player's number, team name/color, and shouting, "Back to Hoops," or "Beat," depending on the situation. If the player blocks a bludger or there is a near miss, Assistant Referees should call, "Safe," to clarify the situation on field to everyone involved or around the play.

Assistant Referees need to alert the Head Referee of any fouls that require a more severe punishment than sending the offending player back to hoops. The first thing an Assistant Referee should do in this situation is to send the player that committed the foul back to their hoops. After doing so, the Assistant Referee needs to put one hand straight up in the air to alert the Head Referee, be aware of possible advantage plays when informing the Head Referee. It is vital that the Assistant Referee's take a mental note of the fouling player's jersey number. No matter how long it takes to get the Head Referee's attention, the Assistant Referee needs to inform them.

IV. Snitch Referee

A. *Basic In-Match Duties*

Prior to the Snitch's return to the field, the Snitch Referee needs to assist the other referees in whatever way will help most. Sometimes this mean acting as an additional Assistant Referee, sometimes it will mean aiding the Scorekeeper, and sometimes it will mean monitoring the Seekers so that they do not interfere with the match before the Seeker Floor has ended; the Snitch Referee should check with the Head Referee to see what they can do to help best.

When the Snitch Runner returns, the Snitch Referee needs to be in a position to call fouls and beats on any Seeker, as well as have an angle on the Snitch Tail itself so that they may make a call regarding the validity of the grab. It is important that the Snitch Referee is monitoring the Snitch Runner to prevent any potentially overly aggressive play from either the Snitch/Seeker.

Any time that there is a potentially good catch, the Snitch Referee needs to stop play by blowing the whistle in short paired blasts until the Head Referee turns their attention to the Snitch. The Head Referee will then join the Snitch Referee, discuss the call, and confirm the call with the rest of their Assistant Referees and the Snitch Runner. If a grab is clearly no good, the Snitch Referee should not stop play, but should rather allow play to continue and reset the Seekers and the Snitch. Any time that there is a reset, the Snitch Referee due to an invalid grab or malfunction with the Snitch, the Snitch Referee counts down from three seconds, ("3, 2, 1, Pursue/Go,") before the Seekers are allowed to pursue the Snitch. In this most basic of terms, this means that the Seekers cannot begin following the Snitch in anyway until the 3 seconds have elapsed.

It is important to note that the three second count down is only utilized when there is a malfunction with the Snitch or the Snitch Runner was down. If play is stopped for any reason, unless the Snitch was down at the time of a stoppage, there is no three second restart for the Snitch on the restart of play, regardless of what the reason for stopping the match was.

V. Head Referee

A. *Basic In-Match Duties*

The Head Referee has the final say on all matters regarding the match from the moment they step on the field until the moment they leave and makes decisions based on the information provided by the other referees. The Head Referee is primarily responsible for anything that occurs in the vicinity of the quaffle. Generally speaking, the Head Referee is in charge of calling physical contact fouls committed on or by the quaffle carrier, as well as any beats on them, and goals.

B. *Communication*

Head Referees need to ensure that Communication is working fluidly and efficiently to make a Match run as smoothly as possible. To do this, the Head Referee needs to ensure that they are using the standard hand signals, the proper whistle techniques, and using verbal enunciation and projection clearly when necessary. Additionally, the Head Referee is responsible for clearly announcing when a goal has been scored, missed, or disallowed, and ensuring that the Scorekeeper has marked appropriately. It is also important for the Head Referee to be checking with their assistants to check for fouls that may require additional attention. The Head Referee should clearly announce when the rules regarding Natural Motion and Advantage are being utilized, so that there is no confusion on-field.

C. *Stopping Play*

The Head Referee is the only official, with the exception of the Snitch Referee in cases of injury or a possible clean grab, that can stop play with the whistle. When blowing the whistle in paired blasts to stop play, take note of the positions of as many players as possible, so that they can be moved back to their places if they move after the whistle. The Assistant Referees should help the Head Referee as much as possible in these situations. The Head Referee should stop play only in the following circumstances:

1. Injury
2. Disciplinary Action
3. Dangerous Playing Conditions
4. Quaffle Exits the Hard Boundary
5. External Interference

It is important to note that the Head Referee does not always need to stop play every time one of the aforementioned circumstances comes up. If the injury is not a head injury, blood related, or near the current area of play, and there is a potential scoring opportunity, the Head Referee should allow play to continue until there is any lull in play, (this includes, but is not limited to waiting for teammates to arrive for support), otherwise play should be stopped as soon as possible. If a foul can be corrected, the quaffle is able to be assigned, or the external interference removed without affecting or stopping play, the IRDP encourages its referees to do so. Situations regarding dangerous terrain, play should always be stopped.

D. Discipline

Nearly every match will require some sort of disciplinary action at some point. If the foul does not require a card, the Head Referee should do what they can to continue play, while also conveying a warning or sending the player back to their hoops for the infringement.

Situations which require a blue, yellow, or red card always require a stoppage of play in order to issue the card. The Head Referee should hold one hand straight up in the air and blow their whistle in paired blasts until all players have stopped moving. If anyone moves after the whistle is blown, the Head Referee must return them to the location that they were in when the whistle was first blown. When play is stopped, the Head Referee should show the card to the offending player and then to the Scorekeeper. While verbally announcing the foul, the Head Referee should use the hand signals of the relevant rulebook in order to clearly explain the foul to everyone out of earshot.

After the foul has been corrected, the player has entered the box, and all of the other referees have confirmed they are ready to begin the Head Referee should resume play, with a short whistle blast and a chopping motion with one hand.

E. Ending the Match

The Snitch Runner's return to the pitch is notoriously chaotic, especially in close matches. For that reason, it is imperative that all referees are using their senses of sight and sound in tandem. The auditory sound of the whistle blasts that signify a foul, goal, or good Snitch grab can determine whether a match ends, goes into overtime, or continues with regulation. When the Snitch has been pulled, the Head Referee needs to confirm that the catch is good with the Snitch Referee, Snitch Runner, and Assistant Referees.

Post Match Responsibilities

I. **Scorekeeper**

After the match ends, the Scorekeeper needs to have both team's captain and the Head Referee print their name and sign the scorecard; the Scorekeeper then needs to print their name and sign it as well. The Assistant and Snitch Referees do not need to sign the card, but the IRDP does request that the Scorekeeper write the names of the other referees involved.

II. Assistant and Snitch Referees

The Assistant and Snitch Referees join the Head Referee over at the Scorekeeper's area after the match. The reason for this is to prevent any referee from being cornered or harassed by any players, captains, or coaches over calls that were made during the match. While it is the IRDP's hope that these situations will be few and far between, there will be controversial calls and no calls made, and this gathering of referees presents a show of solidarity.

III. The Head Referee

After signing the scorecards, the Head Referee needs to make themselves available for questions after each match. This does not mean that the Head Referee needs to approach captains and inform them of this; instead, the Head Referee needs to appear open and should not leave immediately, or be difficult to track down, regardless of if they are expected at another match. Head Referees must treat anyone that approaches them with respect. The Head Referee should answer the questions honestly, but do not admit fault for themselves or for the Assistant Referees. Referees are not required to respond to questions from fans and spectators, nor are they required to answer questions from hostile players, captains, or coaches. If the players, captains, approach the Head Referee in this manner, they should attempt to calm them down before answering any questions. If the person in question continues to act in a hostile or aggressive manner, the Head Referee can continue to ignore them with, "I am not going to answer your questions until you calm down."

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