



OFFICIALS NOTES AND REMINDERS

This document contains notes and reminders to assist all of the officials in the following areas

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OFFICIAL'S ROLE

The basic role of the official can be broken down into two simple words “safe” and “fair”. By viewing and officiating the game with these two words in mind, an official should be able to call a game that is acceptable to all of the participants.

There is no good excuse for an official not to penalize any infraction that threatens the safety of another participant and the CBHA calls upon all officials to strictly enforce these types or infractions.

The word “fair” does allow some flexibility in determining which infractions will and will not be penalized. Any infraction that takes away a good scoring chance should be penalized. However, some infractions, although obvious infractions by the wording in the rulebook, can be overlooked if no advantage is gained.

Remember, that it is the “spirit” or “intent” of the rule that determines an infraction, not the literal wording. This will be interpreted differently in each game, depending on the official, the level of play and the style of play. As officials develop their officiating skills, their “feel for the game” and “judgment” will help them determine the officiating style needed in each game.

Infractions after the whistle should also be penalized accordingly, with emphasis placed on penalizing the Instigator of such activity.

- Praise your fellow officials on the floor, but don't be too obvious
- Only put your whistle to your mouth when you are ready to blow it
- Always watch other official's work to gain tips for your use



OFFICIALS CHECKLIST

Below are some points to keep in mind when officiating sports at any level. All officials must have a good working knowledge of the rules and mechanics. In addition to this, very successful officials have an understanding of the human relations aspect of their jobs.

Be Competitive - The players give maximum effort, and so should you. Tell yourself, "I'm not going to let this game get away from me, I am better than that". You are hired to make the calls that control the game – make them!

Have Your Head on Right - Don't think your striped shirt grants you immunity from having to take a little criticism. Its part of officiating. Plan on it. Successful officials know how much to take. Ask one when you get the chance.

Get Into the Flow of the Game - Each game is different. Good officials can feel this difference. Concentrate on the reactions of the players. Take note if the tempo of the game changes. A ragged game calls for a different style of officiating from a smooth one.

Don't Bark - If you don't like to be shouted at, don't shout at someone else. Be firm but with a normal relaxed voice. This technique will help you to reduce the pressure. Shouting indicates a loss of control – not only of one's self, but also of the game.

Show Confidence - Cockiness has absolutely no place in officiating. You want to exude confidence. Your presence should command respect from the participants. Appearance, manner and voice determine how you are accepted. Try to present the proper image.

Forget the Fans - As a group, fans usually exhibit three characteristics: ignorance of rules, emotional partisanship, and delight in antagonizing officials. Accepting this fact will help you ignore the fans, unless they interrupt the game or stand in the way doing your job.

Answer Reasonable Questions - Treat coaches and players in a courteous way. If they ask you a question reasonably, answer them in a polite way. If they get your ear by saying "hey ref I want to ask you something" and then start telling you off, interrupt and remind them of the reason for the discussion. Be firm but relaxed.

Choose Your words Wisely - Don't obviously threaten a coach or player. This will only put them on the defensive. More importantly, you will have placed yourself on the spot. If you feel a situation is serious enough to warrant a threat, then it is serious enough to penalize, without invoking a threat. Obviously some things you say will be a form of threat but using the proper words can make it suitable.

Stay Cool - Your purpose is to establish a calm environment for the game. Fans, coaches and players easily spot nervous or edgy officials alike. Avidly chewing gum, pacing around, or displaying a wide range of emotions prior to or during a game serves to make you seem vulnerable to the pressure.



QUALITIES OF AN OFFICIAL

Knowledge of Rules

First and foremost it is important that officials have a strong knowledge of the rules (for obvious reasons). You don't want to find yourself in a situation where players and/or coaches and/or fans are questioning you and you don't have an answer! A strong knowledge of the rules lends to an official's credibility.

Attitude

An official's attitude on and off the floor is very important to development. An official who displays a positive attitude will develop quicker. A positive attitude towards refereeing will also show in your game. Having a positive attitude means that you will hustle, show determination, and enthusiasm during the game. This will also show everyone else in the arena that you mean business and that even if they don't respect your calls at least you are giving a solid effort.

Appearance

Once again your appearance is important on and off the floor. When you show up at a rink to officiate a game, you should look respectable. Also on the floor you must have a clean and crisp look. This means clean pants/shorts and shirt with neat shoes (no tears). Remember your appearance when you step on the floor is the first impression that the other people in the rink are going to have of you.

Communication

Communication is another important quality for officials. Not only do you have to communicate with the players and coaches but also with your fellow official(s). Officials who develop a good rapport through communication have a decided edge when they are faced with difficult situations. Also you must be able to accept and give criticism. Having good communication skills makes this a constructive process.

Reaction under Pressure

Hockey is an intense game and is played with a lot of emotions. This means that referee's are repeatedly placed in pressure situations. Being a referee means that you will have to deal with these situations effectively. If you don't react well under pressure than don't expect to progress very far in the world of refereeing. Remember that the higher the level, the more there is at stake. This in turn means more pressure situations. If you want to progress, learn to deal with it!



REFEREES ARE PEOPLE TOO

*You cannot play the game without
Someone to call the rules
Yet those of us who call them
Are often labeled fools.*

*Every time we do our job
The fans, they boo and hiss
We face the darts thrown by the mob
For calls they think we miss.*

*They call us names we can't repeat
And we try to ignore them,
But since with fans we often meet
We're learning to abhor them!*

*It's bad enough they call us names
While we try to insist
That "rules is rules" so
"Play the game with hockey sticks not fists!"*

*These fans, they get the players
All worked up and riled, too;
So now the players hit the floor
With a different attitude:*

*Whereas they came to play a game,
They had a playing will –
Instead they've got the instinct –
"The ref's no good – Let's Kill!"*

*We come to work to call the game,
The players' safety is first.
Coaches and parents are to blame
For the players' vile outbursts.*

*A ref is only human,
Not a perfect "ref" machine,
And humans make mistakes,
As some of you have seen.*

*Humans all have feelings,
And humans all have pride,
When humans do a good job,
You don't tell them to "Take a Ride"*

*A human needs an occasional,
Pat on the back – some strokes
To keep a human going,
To make him feel like folks,
Instead of feeling like a dog,
Instead of feeling blue,
You see, a ref is human too*



EXPECTATIONS FOR OFFICIALS

- Respect all participants of the game
- Maintain open and positive communication with players and coaches
- Promote the rules of the game to all participants
- Maintain professionalism, on and off the floor

GEAR CHECKLIST

- Equipment Bag (Large enough to hold all gear)
- Black helmet with half visor (optional)
- Referee Jersey
- Shin pads (optional)
- Black Pants/Black Shorts
- Athletic protector (optional)
- Running Shoes
- Whistle
- Rule Book
- Officials Manual
- Several pens
- Towel
- Laces to fix net
- Helmet repair items (Screwdriver, etc.)
- Water bottle

ARENA GUIDELINES

Arrive at the rink on time

- It is not appropriate to show up 10 minutes before game time
- Ensure you are at the rink ½ hour before game time
- Nothing looks worse than a game being delayed because an official is late

Do not draw unneeded attention to yourself, on or off the floor

- Standing outside official's room eating before the game is inappropriate.
- Do not wear your official's jersey around the rink.
- Keep your uniform clean and in good repair.

Be polite, courteous and professional when interacting with people in the arena

- Respect is a two way street
- Your presentation goes a long way towards earning the respect of a player or coach, or parent.

When in the "Official's Room" keep the door locked

- It can avoid embarrassing situations.
- If someone knocks on the door address him or her in the appropriate manner
- Do not let anyone in the official's room except other officials or supervisors
- Coaches, parents, family members and friends are not permitted in the room



PRE- GAME CHECKLIST

“Preparation at Home”

- Dress appropriately, and ensure you have all your gear with you.
- Leave with enough time to arrive at the arena ½ hour before game time.

“At the Rink”

- Obtain “Official’s Room” key from rink staff – if necessary.
- Check room conditions, lighting, heating, locking door, etc.
- While in “Official’s Room” keep door locked.

“Pre-game Preparation”

- Stretch, get dressed, and discuss upcoming game with other official(s).
- If no one else shows, call the Referee-in-Chief or assignor.
- Ensure you have a whistle, extra lace, and room key before going on floor.
- Be on the floor before the players.

“Pre-game Warm-up”

- Jog/run to warm-up.
- Inspect and ensure floor surface, boards, glass, and benches are in good repair.
- Put nets in place – Inspect mesh, fix if required.
- Make sure a timekeeper is present, and warm-up has started.
- Obtain game report form timekeeper or coach.
- Make sure player/coaches sections on game report are filled out correctly.
- Fill out info on game report: officials, names, #of players/coaches.
- Shake hands with both coaches.
- Blow whistle for players to pick up balls, and obtain balls from timekeeper.
- Re-check nets to ensure position and damaged mesh.

Ensure goalies, players and officials are in position, and clock is set, then start game.

END OF GAME CHECKLIST

“On the Floor”

- Blow whistle when buzzer sounds to end the game.
- Ensure all players go directly to their benches.
- Instruct players/coaches to shake hands.
- Referees should stand one on either side of the floor, when players shake hands.
- Instruct players to leave all gear on, before they go off the floor (Helmets, etc.).
- Watch players as they exit the floor.
- Fill-out and sign-off game report, obtain original copy.
- Leave floor as a group.

“Off-floor”

- Go directly to the “Official’s Room”
- Discuss game with other officials.
- Ensure official’s room is left clean, and return room key to rink staff.



SIGNALS

Boarding - Striking the clenched fist of one hand into the open palm of the opposite hand in front of the chest.

Body Checking - Open palm of the non-whistle hand, with fingers together, comes across body on to the opposite shoulder.

Butt-Ending - A cross motion of the forearms, one moving under the other. The top hand is open with the palm down and the bottom hand is a closed fist also palm down.

Charging - Rotating clenched fists around one another in front of the chest.

Checking From Behind - A forward motion of both arms, with the palms of the hands open and facing away from the body, fully extended from the chest a shoulder level.

Cross-Checking - A forward and backward motion of the arms with both fists clenched, extending from the chest for a distance of about one foot.

Delayed Calling of Penalty - Extending the non-whistle arm fully above the head.

Delayed Off-Side - Non-whistle arm fully extended above the head. To nullify a delayed off-side the Linesman shall drop the arm to the side.

Elbowing - Tapping either elbow with the opposite hand.

Goal Scored - A single point directed at the goal in which the ball legally entered.

High Sticking - Holding both fists clenched one immediately above the other at the height of the forehead.

Holding - Clasping either wrist with the other hand in front of the chest.

Holding the Stick - Two stage signal involving the holding signal followed by a signal indicating you are holding onto a stick with two hands in a normal manner.

Hooking - A tugging motion with both arms as if pulling something from in front toward the stomach.

Flooring (Icing) the Ball - The back Referee or Linesman signals a possible icing by fully extending either arm over her head. The arm should remain raised until the front Referee or Linesman, either blows the whistle to indicate an icing or until the icing is washed out. Once the icing has been completed, the back Referee or Linesman will then point to the appropriate face-off spot and run to it.

Interference - Crossing arms stationary in front of the chest.



2-MAN SYSTEM POSITIONING

GENERAL

In the 2-man system the floor is divided by the center red line. After offside calls, and most other stoppages, the official who did not blow the whistle will retrieve the ball and return to the other official. Exceptions are when a goal is scored or a penalty is assessed, then the other official will pick up the ball and conduct the face-off in the appropriate spot

- This division of the floor is for face-off procedure only. Either official anywhere on the floor where there is an infraction can assess penalties.
- Each official covers 2/3 of floor surface, with coverage overlap in neutral zone.

Never allow the ball to pass you in the neutral zone, and be closer to your blue line than you are. If there is a situation where you are in the path of the players and the ball in the neutral zone then always move towards your blue line. This will ensure proper positioning.

Another thing you should never do is climb the boards. If you do, the ball will pass you, leaving you out of position and being unable to call an off-side at your blue line. Also, being on the boards puts you in a vulnerable position with greater potential for personal injury.

- Officials should be 2 to 3 feet inside the blue line when calling an off-side for a maximum view of the line.
- When you are the front official you must be at the center red line as the ball approaches in order to effectively call icings.
- Both officials should never be on the same side of the floor.
- Officials should maintain a diagonal position in relation to one another, about further than one (1) to one and a half (1½) lines apart, while play is in progress.

All face-offs shall be conducted at the designated face-off spots as indicated by the reason for the stoppage, or on a line parallel to the side boards from one end zone face-off spot to the other end zone face-off spot.

START OF GAME

To start the game, or any face-off at centre, the two officials should be positioned along the center red line facing each other. The official taking the face-off should be facing the penalty bench so that the timekeeper can start the clock when the ball is dropped.

When the ball is dropped the official not conducting the face-off, must go with the ball, whether left or right. This will allow the official to be at the blue line before the ball.

As the ball moves into the end zone, the front official must implement “End Zone Positioning”. Meanwhile the back official will move up the boards and take a position just outside the blue line, at an appropriate angle to face the play.



END ZONE POSITIONING

LANDMARKS

- “Home Base”
 - 15 – 20 cm off the boards, half way between goal line and face-off circle hash marks.
- “Half Piston”
 - Half way (generally, in line with the face-off dots) to the net on an imaginary line joining home base and the near goal post.
- “At the Net”
 - Nearer to the net than half piston
 - Anywhere (except “no mans land”) to get best view of play
 - Can go behind net if forced.

ACTIONS

- Piston action:
 - Back and forth between home base and the net
 - Ball on official’s side = Home Base
 - Ball on opposite side of floor = Half Piston
 - Play at the net = At The Net
- Pivot
 - Used to maintain position while allowing play to pass quickly behind.
 - Turn 45 degrees towards play, step out from the boards 1 to 2 meters, and pivot through 90 degrees, back up to boards.
- Bump:
 - Move (shuffle/slide) along the boards to prevent interfering with the play.
 - Bump towards blue line only as far as hash marks, or as deep as goal line.

Most Common Mistakes

- Over running (over reacting)
- Not anticipating movements/failure to get back to home base.



2-MAN SYSTEM GUIDELINES

GENERAL

When play is in the end zone, the back official should never stand directly on or inside the blue line, but should have both feet approximately just outside the line, ready to move inside the line if a close play happens at the line.

When a player on the floor is injured, the play should be whistled dead, and a team official signaled to attend to the player. Officials should ensure that the remaining players return to their respective benches.

At the end of each period, the back official should blow the whistle the instant the time runs out to accompany the buzzer to prevent any confusion regarding close plays at the net and the sound of the buzzer.

Face-offs

Once all is clear, the official who will conduct the face-off shall go directly to the face-off spot. The other official shall retrieve the ball and hand it off to his partner. It is permissible for the official who will be conducting the face-off to pick up the ball if it is close by or if the other official is busy monitoring players or retrieving a broken stick, etc.

The official who will conduct the face-off shall ensure that the other official is in position before dropping the ball.

The official conducting the face-off shall ensure that all players move quickly into position for the ensuing face-off.

Working the Line

It is essential that officials be at the blue line prior to the play crossing the line so that they are in proper position to make the correct call. Officials should work the line, meaning that they shall be positioned so that they get the best possible angle to view the play as it crosses the blue line. The circumstances surrounding every play and the position of the players will determine the distance inside the line that will be required to make the correct call.

Face-off Encroachment

This occurs when a player other than the center stand with a foot either inside the face-off circle, on the face-off circle or in the area between the hash marks prior to the dropping of the ball. It is acceptable for the player's stick to be inside the face-off circle but not in the area between the hash marks.



OFF-SIDE

OFF-SIDE RULE

- Ball must precede attacking players across blue line.
- A player cannot put an opponent off-side
- All deflections are off-side
- There is a floating blue line in ball hockey
- Delayed off-sides reduce stoppages.
- All players must be clear of the zone to nullify delayed off-side
- A goal cannot be scored on a delayed off-side hoot-in

FOUR COMMON OFF-SIDE SCENARIOS

- Ball carried over the blue line with players off-side: Immediate off-side call
- Ball deliberately carried over the blue line with players obviously off-side: Intentional off-side call.
- Ball shot, passed or deflected into attacking zone with players off-side: Delayed off-side call
- Player deliberately plays the ball during a delayed off-side situation, knowing he/she is off-side: Intentional off-side call.

Immediate Off-Side Procedure

- Blow whistle immediately.
- Point to face-off location (point to offender if required to “sell” the call)
- No delayed signal
- Use voice to enhance signals

Delayed Off-Side Procedure

- Raise non-whistle arm.
- Verbal “Off-Side”.
- If all attackers clear zone: Arm down, Verbal “Okay”.
- If attacking player plays the ball – Intentional Off-Side.

Intentional Off-Side

- Blow whistle immediately
- Point to offender
- Front official points to offending team’s end-zone.
- Front official sells the call with “intentional off-side” or “all the way down” (or something similar).
- Front official retrieves the ball; back official goes to face-off location.



FLOORING (ICING)

FLOORING RULE

Should any player of a team, equal or superior in numerical strength to the opposing team, shoot, “bat” or deflect the ball from his own half of the floor beyond the goal line of the opposing team, play shall be stopped and the ball faced-off at the end zone face-off spot of the offending team.

The “Flooring The Ball” Infraction shall not be called and shall continue when:

1. The Ball has touched any part of an opposing player (Stick, shoes, etc).
2. In the opinion of the Referee or Linesman, a player of the opposing team, except the goaltender, is able to play the ball before it crosses the goal line, but has not done so, the play shall continue and the “Flooring The Ball” rule shall not apply.
3. Goaltender leaves the crease causing the attacking player to give up on the play.

Procedure:

- Back Official:
 - Signals all potential floorings, with non-whistle arm. Uses voice to enhance communication.
- Front Official:
 - If flooring occurs: Blow whistle and then raise arm to complete procedure. Proceed to retrieve ball.
 - If no flooring: Washout the flooring using the appropriate signal. Use voice to enhance communication.



FACE-OFF PROCEDURE

OFFICIAL'S STANCE

- Feet shoulder width apart.
- Knees slightly bent.
- Balls of feet, knees and shoulders in same plane.
- Feet one foot from face-off dot.
- Ball held belt high, in close to body.
- Free hand at side.

COMMON STANCE FAULTS

- Feet too close together (poor balance) or too wide (poor mobility).
- Not square to dot (not facing directly across the floor).
- Bent over.
- Knees not flexed.

PLAYER'S POSITION

- Centers:
 - Feet behind and clear of face-off restraining lines.
 - Visiting team sets up first.
 - Toe of stick touching floor in designated area.
 - Stick not moving (frozen!).
- Other players:
 - Feet outside circle (or 15 feet).
 - Body and sticks on-side.

ENCROACHMENT ENFORCEMENT RESPONSIBILITIES

- Player encroaches circle.
- Player lines up with portion of body or stick offside.
- Center leaves – talks to teammate/coach.
- Center cheats (touching face-off restraining lines, stick on floor, stick not on circle, stick moving).
- Center commits a false start.



VIOLATION PROCEDURE

- Front Referee:
 - Verbally eject the center.
 - Hand signal to indicate violating team
 - Communicate what the violation was.
- Back Referee:
 - Blow whistle
 - Hand signal to indicate violating team.
 - Hold position – do not approach circle.

BALL DROP

- Pause after last center “freezes”. Vary the length of pause to prevent telegraphing.
- Out and down in one motion
- Common faults:
 - Up and over hand motion.
 - Cueing centers with unconscious thumb, hand or body motion just prior to the drop.
 - Beginning exit while dropping ball
 - Dropping ball too hard or too soft.

FACE-OFF EXIT

- Pause to let ball clear, look for clear route then back away towards boards.
- Move quickly back to area along the boards. Keep ball in sight.

TIPS

- Ensure other official(s) ready (make eye contact with partner(s)) before dropping ball.
- Be ready prior to arrival of players.
- Encourage players to line up correctly as they arrive.
- Don't coach players who line up incorrectly back into position.
- Provide no warnings of ejection.
- Eject center of first team guilty of encroachment – not players who follow first offender.
- Establish standard early and maintain it.
- Be consistent in application of the procedure.



PENALTY CALLING PROCEDURE

PURPOSE

- To communicate effectively with players, coaches and fans about penalties.
- To display confidence and enhance respect.

PROCEDURE SUMMARY

1. Referee raises arm straight up.
2. Referee blows whistle, stops and pauses.
3. Points to penalized player, indicates player's number, color and the infraction while giving penalty signal.
4. Proceeds to penalty box while keeping in sight (walk backwards).
5. Stops at penalty bench. Reports player's number, color, time (2, 5, etc.) and infraction type. Makes penalty signal while at the penalty box.

TIPS

- Know the procedure well. Proper execution of the procedure enhances respect.
- Maintain composure. Be professional, not emotional.
- Come to a complete stop and make a distinct pause after whistle. Allow participants attention to shift to you before issuing the penalty.
- Treat disrespect with respect.
- Adjust route and timing when going to penalty bench to avoid confrontations.
- At penalty bench - make eye contact with penalty timekeeper.
 - Not mandatory to stop if timekeeper well qualified and simple situation.

SIGNALS

- Delayed Penalty signal – Arm straight up, hand open, fingers together
- Rotate raised arm down to point to penalized player(s).
- Point with open hand (fingers together). Don't point with one finger.
- Don't point if penalized player too close (within 3 meters).
- Signal each infraction (two slashing penalties results in two slashing signals).
- Signal infractions clearly and deliberately, so that everyone can see them.

VERBAL COMMUNICATION

- Use calm, clear voice with neutral tone.
- Don't include unnecessary words.
- Don't get personal or engage in "reverse abuse"

COMMON FAULTS

- Not stopping before assessing penalty.
- Insufficient delay between whistle and assessment of penalty.
- Not giving two signals if two penalties of the same infraction assessed.
- Coming too close to penalized player on way to or from penalty bench.
- Lack of composure, displayed by procedure too rushed, or emotion in voice or body language
- Using intimidating words, signals or gestures, or grandstanding
- Unassertive voice or signals.



LINE CHANGE PROCEDURE

PURPOSE

- To prevent delays
- To guarantee the home team the advantage of last change.

PROCEDURE SUMMARY

1. Referee assumes normal position for upcoming face-off. Procedure can be started earlier if situation warrants and to shorten length of stoppages.
2. Looks to visitors' bench.
3. Gives maximum 5 second count to allow for visitor change
4. Raise arm in direction of visitors' bench.
5. Looks to home bench.
6. Gives maximum 5 second counts to allow home team to change.
7. Drops arm to indicate that no further changes will be permitted.

NOTES

- Cooperation, not confrontation will ensure success.
- May use either hand.
- Make eye contact with coach.
- Two-man system – official dropping the ball does the procedure.
- Perform procedure at every stoppage of play. Start of period and after goal may be excluded if no problems.
- Get into position for face-off without undue delay. Start procedure promptly when in position (even if engaged in discussion) or earlier, if possible.

COMMON FAULTS

- Late to start
- No eye contact
- Too nonchalant
- Too mechanical
- Incorrect timing
- Lack of enforcement

VIOLATION PROCEDURE

- Blow whistle and order players back
- Warn offending team through captain or alternate
- Penalize 2nd infraction by the same team

WHAT CONSTITUTES A LINE CHANGE?

- 1 to 5 players
- No player can come onto the floor and then leave
- A common practice of changing forwards and defensemen separately or at slightly different times, is acceptable, if they adhere strictly to time frame.

REMEMBER:

The spirit of the rule is to speed up the game, not to be confrontational



ON-FLOOR SAFETY

Prepare for all games and clinics with **proper warm-up** and **cool-down** routines.

Always **wear full protective equipment**, including a CSA approved helmet and visor, during games and on-ice training sessions.

Carefully **check playing surface** to ensure that no hazards exist.

- Floor surface
- Glass/Wire Screens
- Boards
- Gates and Doors

If conditions in the playing area are such that they place undue risks on the participants, the game should be suspended unless such conditions can be corrected. The referee is the final authority regarding any decisions to suspend a game due to unsafe playing conditions.

Never climb on the boards or glass in an attempt to get out of the way of the play – this is a dangerous practice which increases the risk of injury to the official and the players.

Never turn your back if the possibility of getting hit with the ball or being body checked exists. Instead, officials should “**TURN, FACE AND BRACE**”

- **TURN** towards the ball to maximize the protection your equipment provides.
- **FACE** the shooter squarely – this will help dissuade the player from shooting the ball towards you, lets you see the ball better and allows you to move laterally in both directions if necessary.
- **BRACE** for impact – use your arms and hand as shock absorbers, set your feet shoulder width apart, and flex your knees for better balance and agility.

