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Referees Training Manual

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SECTION 1. INTRODUCTION

Article 1.1 About this booklet

Throughout this booklet, all references made to a player, coach, official, etc., in the male gender also apply to the female gender. It must be understood that this is done for practical reasons only.

Article 1.2 Overview

The mechanics of officiating is a system designed as a practical working method to facilitate the task of the officials on the court. It is intended to help them obtain the best possible position, enabling decisions concerning infractions of the rules to be taken correctly.

Common sense is a vital pre-requisite of a good official. A clear and thorough understanding of not only the WWR International Rules of Wheelchair Rugby, but also the spirit of the game, is absolutely essential. By penalising every technical infraction that occurs, the official will only succeed in producing dissatisfied spectators, players and coaches.

Therefore, this manual is designed to standardise the mechanics and to prepare an official for the game.

Our aim is to add uniformity and consistency to the already acquired wealth of experience amongst the various officials.

All officials are advised to follow the fundamental principles outlined in this booklet.

Article 1.3 Referee Terminology

In this booklet there will be a number of terms used to describe an official or the position that they are occupying. Here are a few definitions:

- Referee 1 - Checks the equipment pre-game, throws up the ball for the tip-off, checks the score-sheet at half time, signs the score-sheet last and makes the final decisions if there is a disagreement
- Referee 2 - Has the same powers as referee 1 when on the court
- Lead Referee - Is ahead of the play, normally positioned on the end-line at the attacking end

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- Trail Referee - Is behind the play, normally positioned towards the left side but staying with the play
- Active Official - The referee who administers the tip-off and the referee who hands the ball to the players for an inbound
- Free Official - Watches the surrounding players at the tip-off or inbound

SECTION 2. PREPERATION BEFORE THE GAME

Article 2.1 Arrival at the Venue

It is strongly advised that officials arrive at the venue of the competition at least one hour before the scheduled start time of their game.

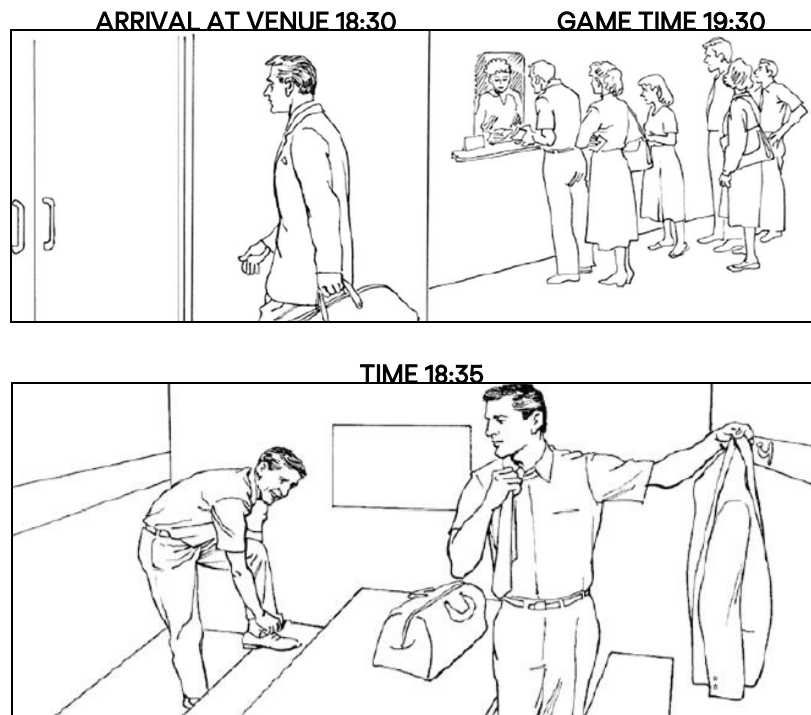
They should be prepared properly for each match, i.e. in the best possible physical and mental condition.

Personal appearance is very important. Officials should take pride in their presentation and dress appropriately before a game. The official's uniform should be in good condition and clean. The officials should not wear a wristwatch, wristband or any kind of jewellery during the game and their footwear should be predominantly black.

In summary, officials should aim to be professional in their appearance, on and off the court.

Diagram 1 & 2

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Article 2.2 Meeting of Officials

A pre-game conference is most important (Diagram 4). This is the time to discuss some possible situations that may arise and how they are going to be handled.

Diagram 3 & 4

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[Appendix 1](#) shows a list of items that can be discussed in a pre-game meeting.

Article 2.3 Physical and Mental Preparation

After changing into his uniform, each official prepares differently for a game. Nevertheless they should be reminded that the game of wheelchair rugby requires a first class athletic performance, not just from the players, but also from the officials.

Irrespective of the age and experience of the official, physical pre-game preparation is necessary

Diagram 5



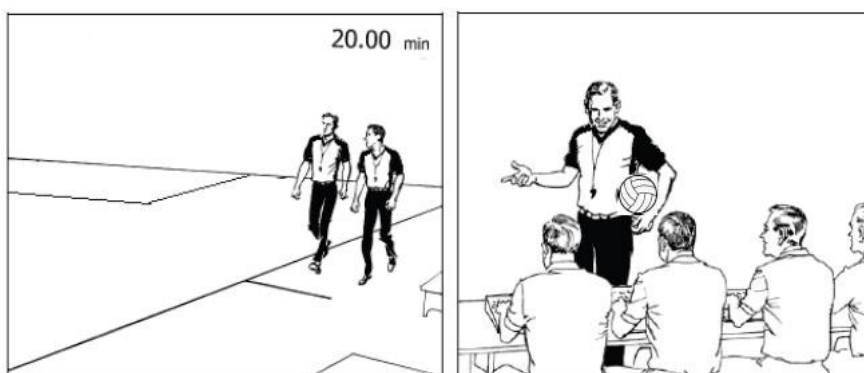
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A high degree of self-motivation and enthusiasm is needed. This can only come from the official himself.

Article 2.4 Pre-game Duties

The officials must arrive together on the playing court at least twenty (20) minutes before the start of the game (Diagram 6). This is the minimum amount of time necessary to inspect the playing facility properly, to observe the warm-up of the teams and greet the other officials in the game (Diagram 7).

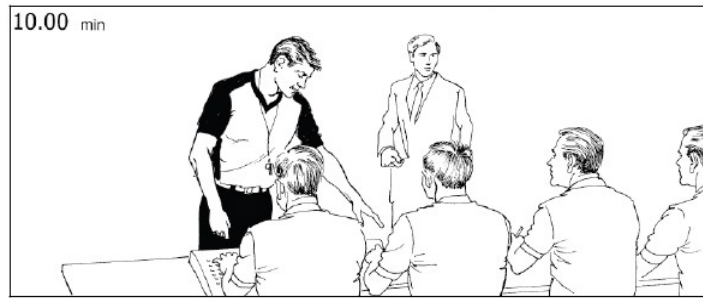
Diagram 6 & 7



Referee 1 should also check that the score keeper has correctly prepared the official score sheet and ensure that ten (10) minutes before the game the coaches have confirmed their agreement with the names, the classification points and corresponding numbers of the team members and the names of the coaches, by signing the score sheet and indicating their four starting players, whose cards can now be revealed (Diagram 8).

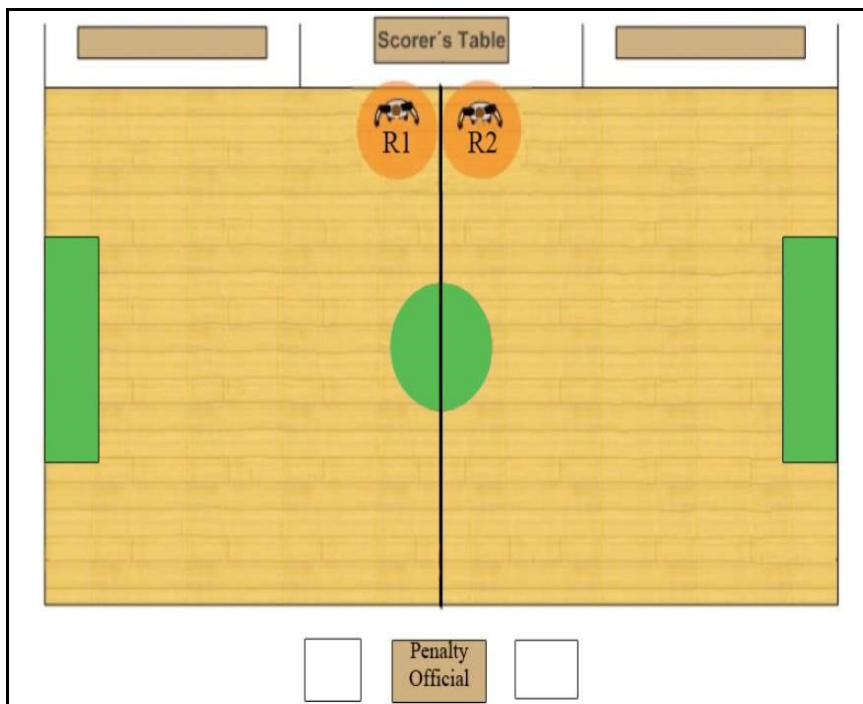
Diagram 8

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The officials should take a position at the scorer's table and observe the teams during their pre-game warm-up for staying on their half court. (Diagram 9)

Diagram 9



Should the officials observe any unsportsmanlike conduct, the coach of the offending team must be warned immediately. If there is a repetition, a technical foul is called on the individual involved.

Referee 1 should verify that everyone is ready for the start of the game and all the officials can ensure that none of the players are wearing illegal equipment.

Three minutes prior to the start of the game, Referee 1 shall blow his whistle 3 times to notify the teams of how long remains before they are due to tip-off.

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In the final minutes before tip-off a short captains' meeting can be conducted, if desired, so that the officials can introduce themselves; mention if there are any specific tournament rules; which team will be defending which key in the first two (2) periods; and, time remaining to the start of the game (the content of the meeting may vary depending on different circumstances). This meeting is conducted by Referee 1.

NOTE: A captain's pre-game meeting is not always required unless there are special tournament rules or circumstances that need to be explained.

With one minute (1) remaining before the game, Referee 1 blows his whistle and ensures that all players stop their warm-up and return immediately to their team bench areas. At this point, the referees check that the goal cones are in the correct place, greet the penalty time keeper and then proceed to start the game.

SECTION 3. BEGINNING OF A PERIOD

Article 3.1 Administration before the start

Before stepping into the center circle to administer the tip-off at the beginning of the first period and all over-time periods; and, before administering the throw in at the beginning of all other periods, Referee 1 shall check with his partner, and through him check that all the table officials are ready. This shall be done with the 'Thumbs up' signal (Diagram 10).

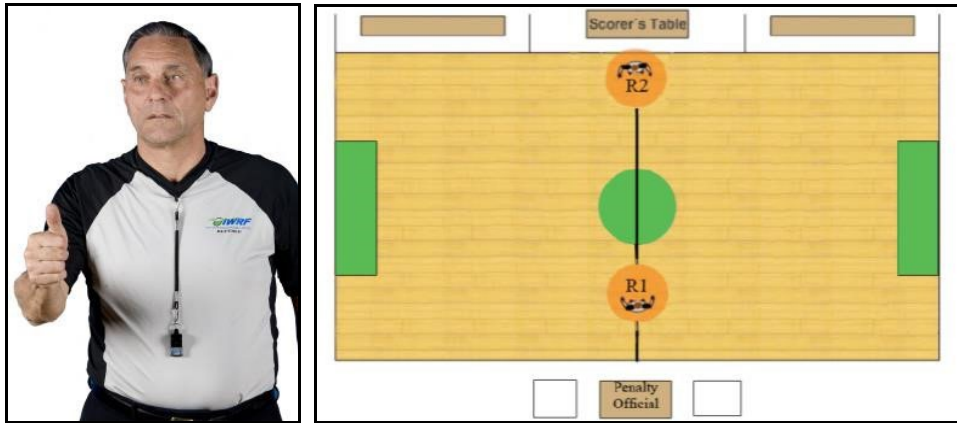
Referee 1 should delay making the tip-off or administering the throw-in until he and Referee 2 are absolutely assured that everything is in order. This should be done every time by both officials BEFORE the ball is handed over to the player for any throw-in.

At the beginning of the first period, Referee 1 stands on the opposite side, facing the scorer's table ready to step into the center circle to make the tip-off for the beginning of the first period. He is now the "Active official" (Diagram 11).

Referee 2 takes a position close to the centerline, at the side-line adjacent to the scorer's table. He is the "Free official". That means he is not involved in the administration of the tipoff, but ready to move ahead of the play when the ball is tapped.

Diagram 10 & 11

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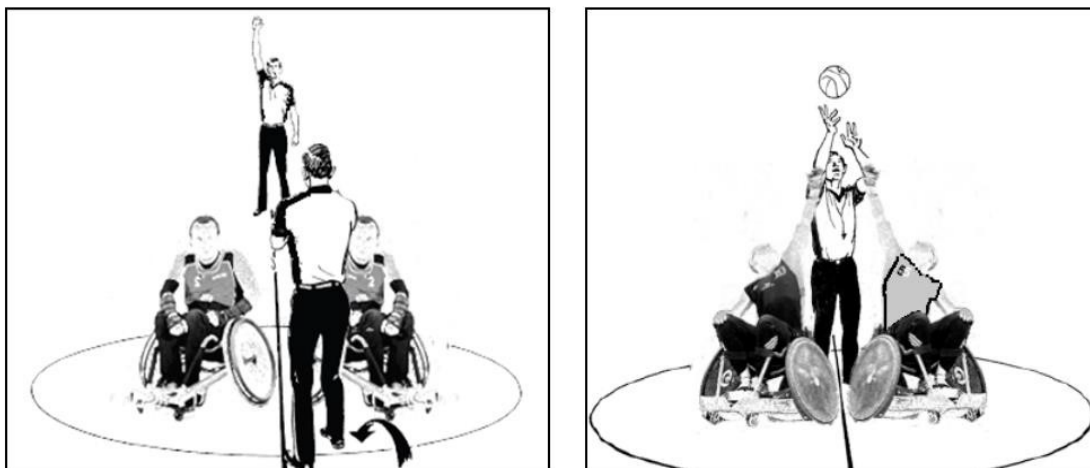
Article 3.2 Tip-off

Diagram 12



Diagram 13 & 14

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Referee 2 must verify that the tip-off was legal, i.e. that the ball had reached its highest point before being tapped (Diagram 15).

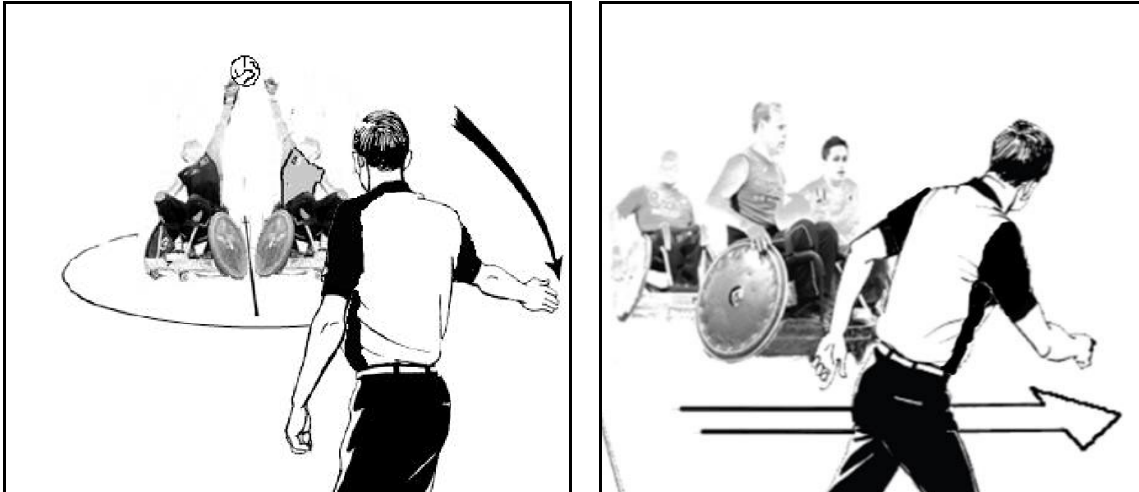
Diagram 15



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As soon as the ball is first tapped, Referee 2 gives the time-in signal by dropping the hand/arm in a chopping motion (Diagram 16), and moves in the direction of play, ahead of the ball and assumes the lead position (Diagram 17).

Diagram 16 & 17



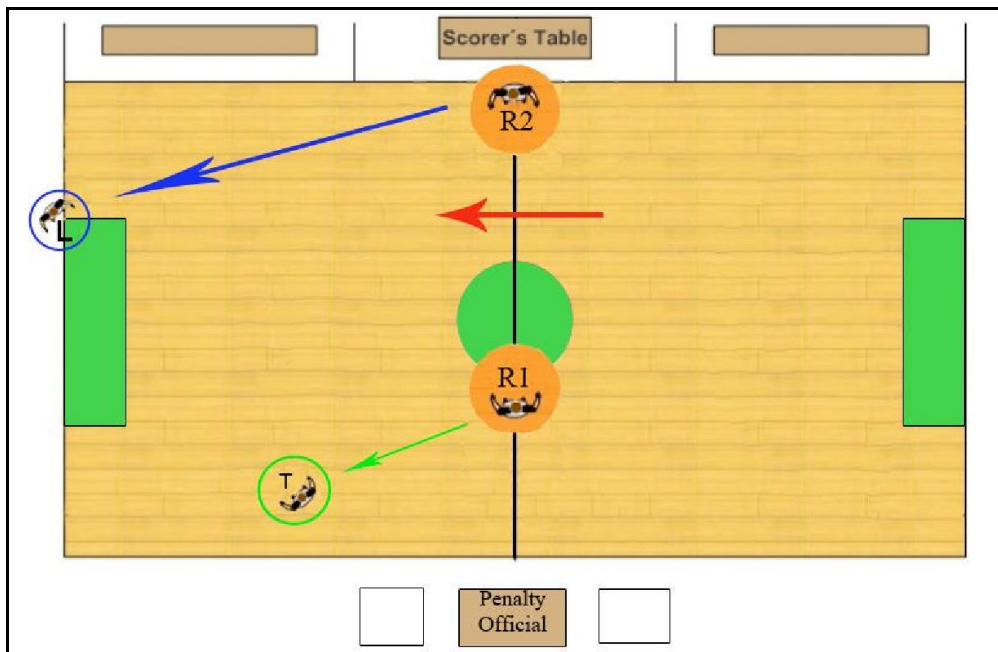
Article 3.3.1 To the right!

If the ball is tapped to the free official's (Ref 2) right, he moves ahead of the play in the same direction as the ball and continues to the end-line, establishing his position as the lead official (Diagram 18).

Referee 1, who made the toss, maintains his position in the circle, observing the play. When the play has moved away from the mid-court area, he verifies the direction arrow. If it is correct, he signals a 'Thumbs up' to the scorer's table, then takes the trail position along the nearest side-line (Diagram 18). If the possession arrow direction is wrong, he corrects it as soon as possible.

Diagram 18

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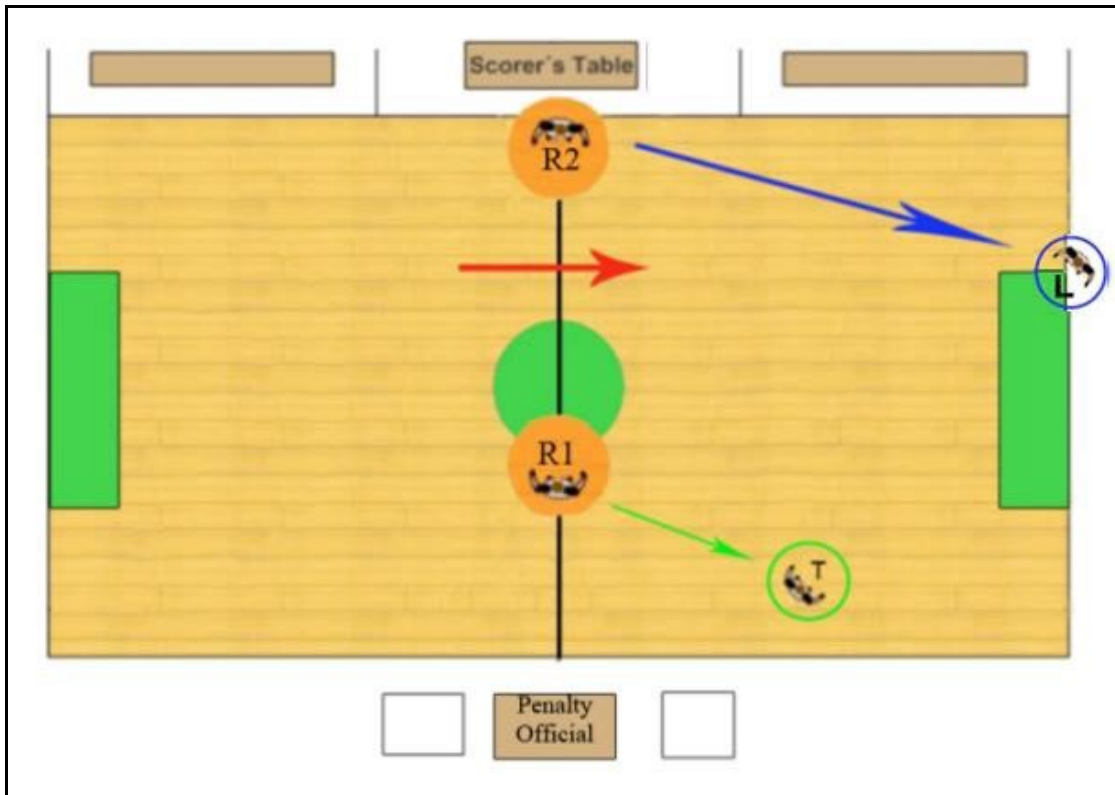


If the ball is tapped to the free official's (Ref 2) left, he moves ahead of the play in the same direction as the ball and continues to the end-line, establishing his position as the lead official (Diagram 19).

Referee 1, who made the toss, should hold his position momentarily and observe the play. This will allow the referee, without hindering the players, to ensure that the possession arrow is placed correctly, signal a 'Thumbs up' to the scorer's table and to take the trail position along the nearest side-line (Diagram 19). If the possession arrow direction is wrong, he corrects it as soon as possible.

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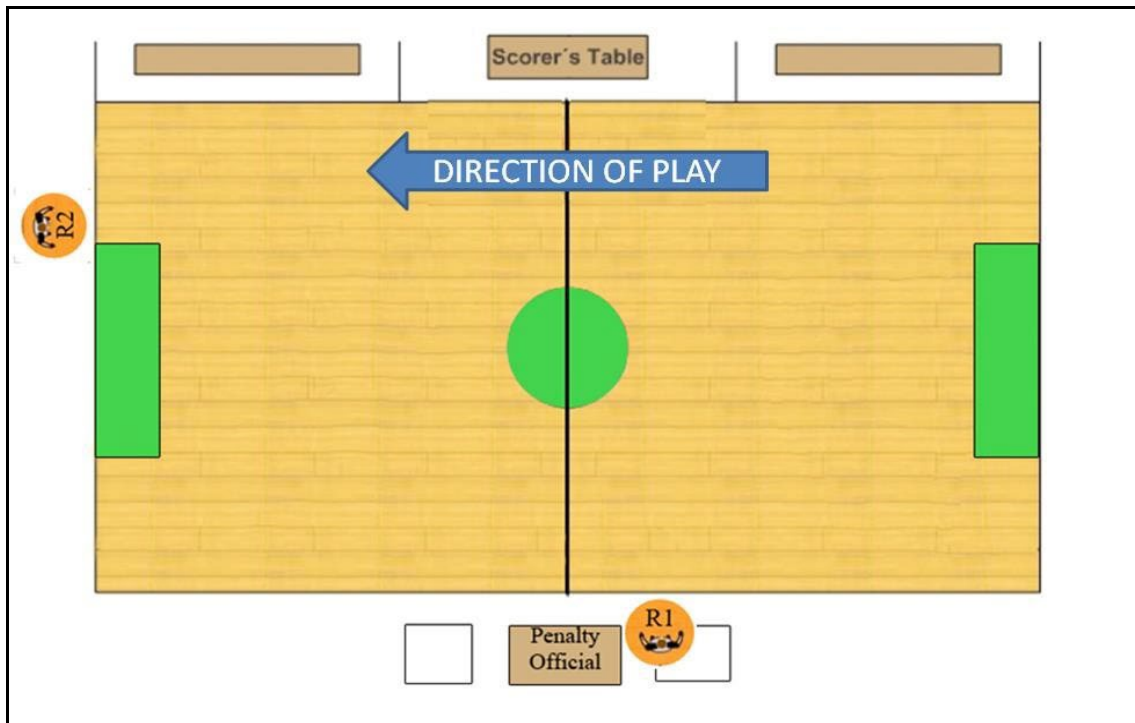
Diagram 19



To administer the throw-in at the beginning of all other periods, Referee 1 shall take a position opposite the scorer's table, on the backcourt side of the player making the throw-in. The player making the throw-in shall be positioned in the back court closest to the centerline. Referee 2 shall take the lead position so as to box-in all players (Diagrams 20 & 21).

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Diagrams 20 & 21



After Referee 1 has inbound the ball, ensured that the possession arrow has been correctly changed and given the 'Thumbs up', he must try to get to his officiating position by following the arrows as shown (Diagrams 22 & 23).

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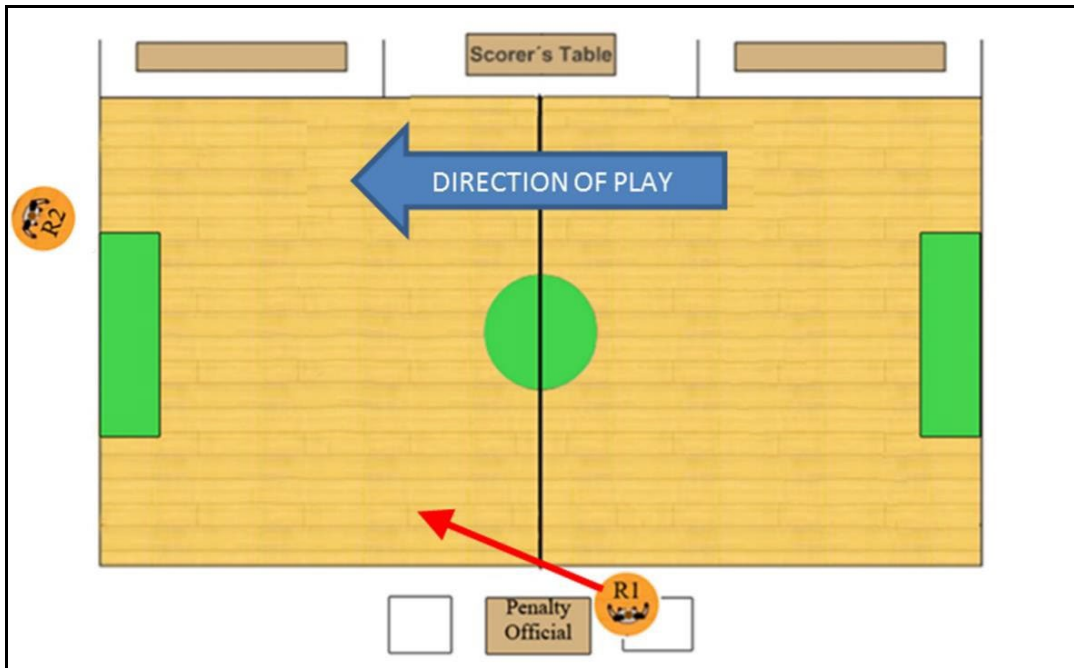


Diagram 22

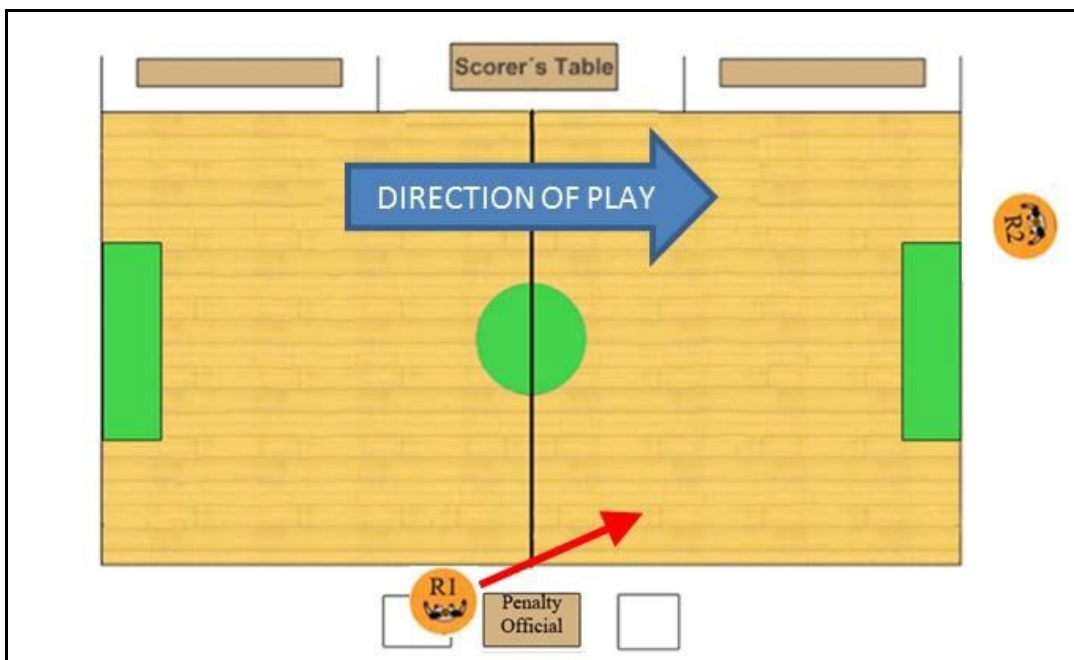


Diagram 22 & 23

Article 3.5 Responsibilities - Recap

Article 3.5.1 Responsibilities at the tip-off

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BOTH OFFICIALS

- Check that all the players are ready to play
- Check that ALL other officials are ready to start the game

REFEREE 1 - ACTIVE OFFICIAL

- Administers the tip-off after blowing his whistle to allow contact
- Throws the ball straight up higher than either player can reach o Advice: Do not have your whistle in your mouth at this time, in case the ball is tapped towards you
- Ensures that the possession arrow is facing the right way
- Becomes the first trail official

REFEREE 2 - FREE OFFICIAL

- Watches the non active players, making sure they are not creating advantageous contact
- Ensures that the throw of the ball is:
 - o Straight
 - o Higher than the players can reach
- Starts the game clock by "Chopping" time in – then becomes the first lead official

Article 3.5.2 Responsibilities at the start of a new period

BOTH OFFICIALS

- Check that all the players are ready to play
- Check that ALL other officials are ready to commence the game

REFEREE 1 - ACTIVE OFFICIAL

- Administers the in-bound
- Ensures that the possession arrow is facing the right way
- Becomes the next trail official

REFEREE 2 - FREE OFFICIAL

- Watches the non active players, making sure they are not creating advantageous contact
- Becomes the next lead official

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SECTION 4. POSITIONING & RESPONSIBILITIES OF OFFICIALS

Article 4.1 Officiating Techniques

The eyes of the officials should constantly be roving, trying to cover the whole floor, always knowing where all eight (8) players, the ball and his partner are located.

Depending on the position of the ball, one official (mostly the lead official) must be looking at the action away from it.

Knowing where the ball is located is not the same as watching the ball.

Whenever both officials blow their whistles simultaneously, the one who is nearest to the play will normally take the call (this situation is advised to be discussed in a pre-game meeting). At this point, it is advisable not to signal a type of violation or foul in case your co-official has a different call.

Establishing eye contact with each other will help to avoid two different calls. Whenever both officials blow their whistles for a foul, they should not make any immediate movement. Each official must be aware of his partner, just in case he has committed himself to another decision.

There is no distinction between referee 1 and referee 2 when it comes to taking decisions on fouls or violations. Younger or less experienced officials have just as much authority to take decisions as their veteran colleagues. Cooperation and teamwork is vital. They set their standards by accepting their responsibilities.

Article 4.2 Division of Responsibilities on the court

Modern officiating requires the two (2) officials to work in cooperation with each other, one official taking responsibility for on-the-ball and the other for off-the-ball coverage.

In order to achieve proper coverage, the two (2) officials should seek to obtain the best possible position to judge the play, using the system of mechanics contained in this manual as a guideline.

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In the first instance, we will focus on the position of the trail official in relation to the ball, indicating the occasions when he has primary responsibility for on and off-the-ball coverage, as well as providing an insight into certain officiating techniques.

This will be followed by an analysis of the positioning of the lead official and his responsibilities.

The final section will review the work of the two (2) officials and their respective coverage and duties.

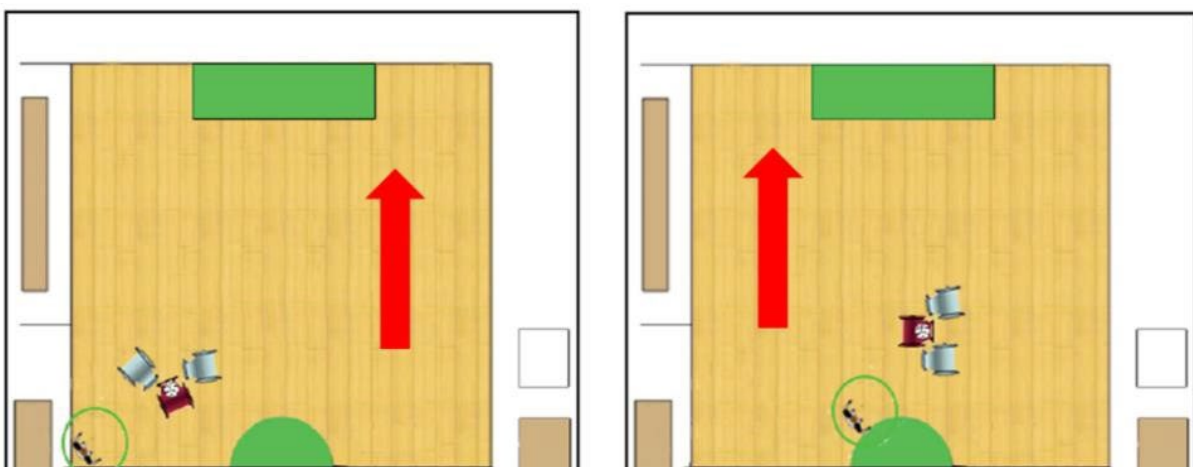
4.2.1 Trail official

The trail official is responsible for watching **play on and around the ball**, in particular the player dribbling or passing the ball and the defensive player or players guarding him.

The trail official, under normal circumstances, should take a position slightly behind and to the left of the ball at approximately two (2) to four (4) meters away. However, if the ball is in your primary area of coverage, you must always be ready to modify your position so that there is a clear view of activity between players/chairs and the ball (Diagrams 24, 25 & 26).

If the ball is brought up the court on his far right and the ball carrier is closely guarded, the trail official may go to the right as far as it is necessary to cover the play properly (Diagram 27). He then returns to the standard trail position as soon as the situation permits it.

Diagram 24 & 25



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Diagram 26 & 27



Whenever the ball is passed to another player, he has to observe the actions of the players **before** looking at the ball. He is also responsible for the side-line to his left, the end line when the ball is in the back court and the centerline when the ball is in the front court (with the possibility of the ball being returned from the frontcourt to the backcourt).

When the defensive team set up a "Key defense", the trail referee should be in a position to see the play **AND** the top of the key line, being aware of a defensive player causing a "4 in the key" foul (Diagram 28). Officiating a "Key defense" is explained later (4.2.5.1).

Diagram 28



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The primary duties for the trail official are:

1. Administer **every** throw-in
2. Counting and penalising players for 10 seconds without a dribble
3. Counting and penalising teams for failure to advance the ball to the front court within 12 seconds
4. Call specific violations:
 - a. Backcourt / Over and back
 - b. The 40 sec. goal clock
 5. Calling specific fouls:
 - c. 4 in the key
 - d. player returning illegally from the penalty box - during a live ball
6. Be aware of players in the penalty box
7. Cover the left line and the defensive end-line

Remember the principles of referee mechanics:

- The trail official must always move when the ball moves.
- Box-in, that is, keep all the players between the two (2) officials. This does not mean that officials must always be diagonally opposite.

It is vitally important to have close cooperation between the two (2) officials at all times.

"Go where you need to go in order to see what you need to see."

4.2.2 Lead official

The lead official is responsible for watching **play off the ball**, but may assist his partner with watching play around the ball. The lead official has to know where the ball is all the time, even when he is primarily watching play away from the ball.

The lead official should be ahead of the play **but not too far ahead**. He must get down the court as quickly as possible, **allowing the play to come towards him**. The lead official must always be on the move. He should strive for the best possible position.

Having reached the end line, while play is around the key area, the lead official should try to take a "deep end-line" position (2 meters if possible) to get the best possible angle. A wider angle means better vision and, in turn, better decisions. To achieve this, they must always be on the move (Diagram 29).

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Diagram 29



During a press situation, the lead official must be in a help position, that is, closer to the ball than usual and be ready to make any call. In such a case the lead official gives the ball carrier additional coverage because of the increased possibility of a foul, but should not lose sight of his primary area of coverage.

The method of communication for such situations should be established during the pre-game conference.

The **primary** duties for the lead official include:

1. Observing play off the ball (looking up the court at play coming towards you)
2. Award goals
3. Covering the left line and the offensive end-line
 - a. Violations
 - b. Fouls
4. Counting and penalising offensive players for being more than 10 sec. in the key

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Remember the principles of mechanics:

- Always move when the ball moves
- The lead official follows the trail if he changes his position on court
- Box-in all the players between the officials' field of vision
- Step back from the end-line to get a wider angle of vision

"Go where you need to go in order to see what you need to see."

Article 4.2.3 Rotation of lead and trail positions

To provide for the game to be called more neutrally, both officials must apply the following system to rotate the positions of lead and trail.

The officials should rotate positions after every:

1. held ball situation / tied possession
2. foul
3. time out

Both officials are responsible to move to their new positions as quickly as possible not to cause any delay in the game. In some situations rotation can be ignored but this should occur in very rare situations.

Whoever is responsible for administering the throw-in should move quickly to the throw-in spot so that play is not delayed.

The game must maintain its speed and therefore:

- Under no circumstances should there be delays to the game because of poor and improper movement of the officials on the court, especially after the game clock has been stopped and the ball is dead.
- Under no circumstances should there be a situation in which the players are ready to resume the game and the officials are still not in the required position to resume the game.
- In all situations in which the game clock is stopped and the ball is dead, if the officials are required to move, they must do so quickly.

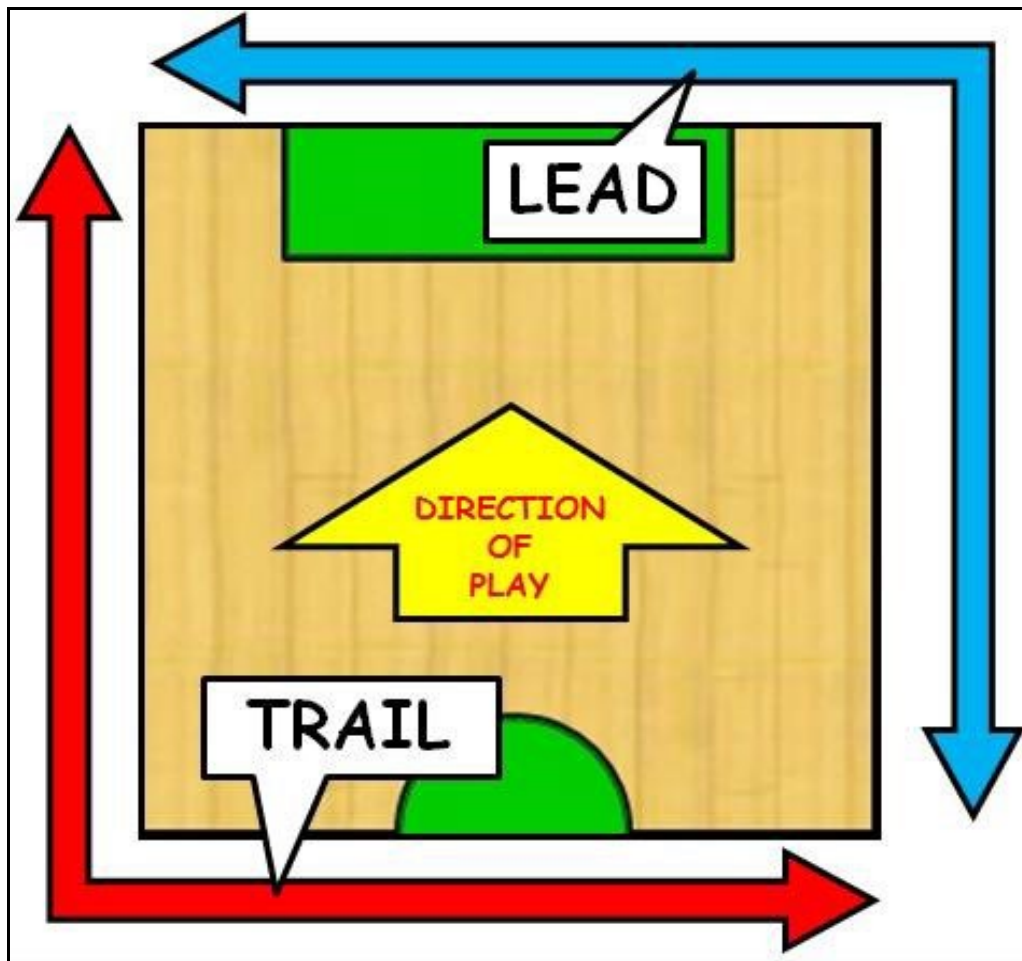
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- If a foul is called and then a time-out is granted, there is only need to switch once. It is not necessary to switch back to the position you were in before the foul was called.

4.2.4 Line coverage

Each official is responsible for covering specific lines on court and all situations which may occur pertaining to them (Diagram 30).

Diagram 30



The trail official is normally responsible for the end-line distant to the play and the entire length of the side-line to his left.

The lead official is normally responsible for the end-line and the entire length of the side-line to his left.

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The centerline may be covered by either official depending on their location, the location of the ball and the direction of play. However, it remains the primary responsibility of the trail official.

When an official looks for assistance on an out-of-bounds play that is close to his co-official, his partner has to be prepared to give it immediately. The method of communication for such a situation has to be established during the pre-game conference.

4.2.5 Court area coverage

Like specific line coverage, each official has a primary responsibility for covering action in a specific area of the court. Good court coverage requires that both officials contain the play between them at all time. To do so, both officials place themselves so that they are facing and diagonally opposite to each other.

The lead official covers activity in the key area and away from the ball action, while the trail official covers activity on and around the ball. The trail official must always be conscious of activity trailing in the back court.

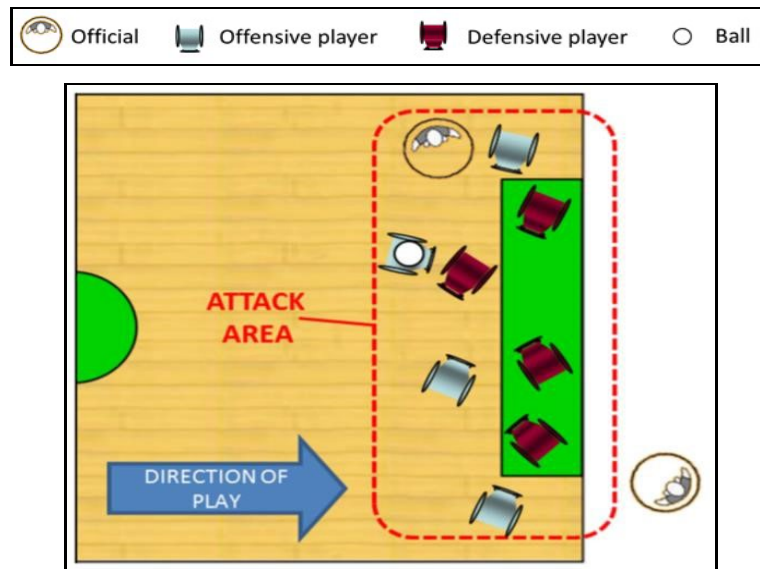
All activity in the key area is the responsibility of both lead and trail. However, because of the intensity of traffic and players constantly moving in and out the key, certain concerns can be specified. All action involving the end line should be judged by the lead official. All action involving the line at the top of the key should be judged by the trail official. All action occurring within the key can be judged by either official. This implies that both officials should be constantly aware of where their partner is concentrating at any time and adjust to cover the remainder of the play.

Article 4.2.5.1 Officiating a "Key defense"

When a team adopts a key defense tactic it is common for all of the players to be located in the final quarter of the court and the contact/action to be in or around the key area (Diagram 31).

Diagram 31

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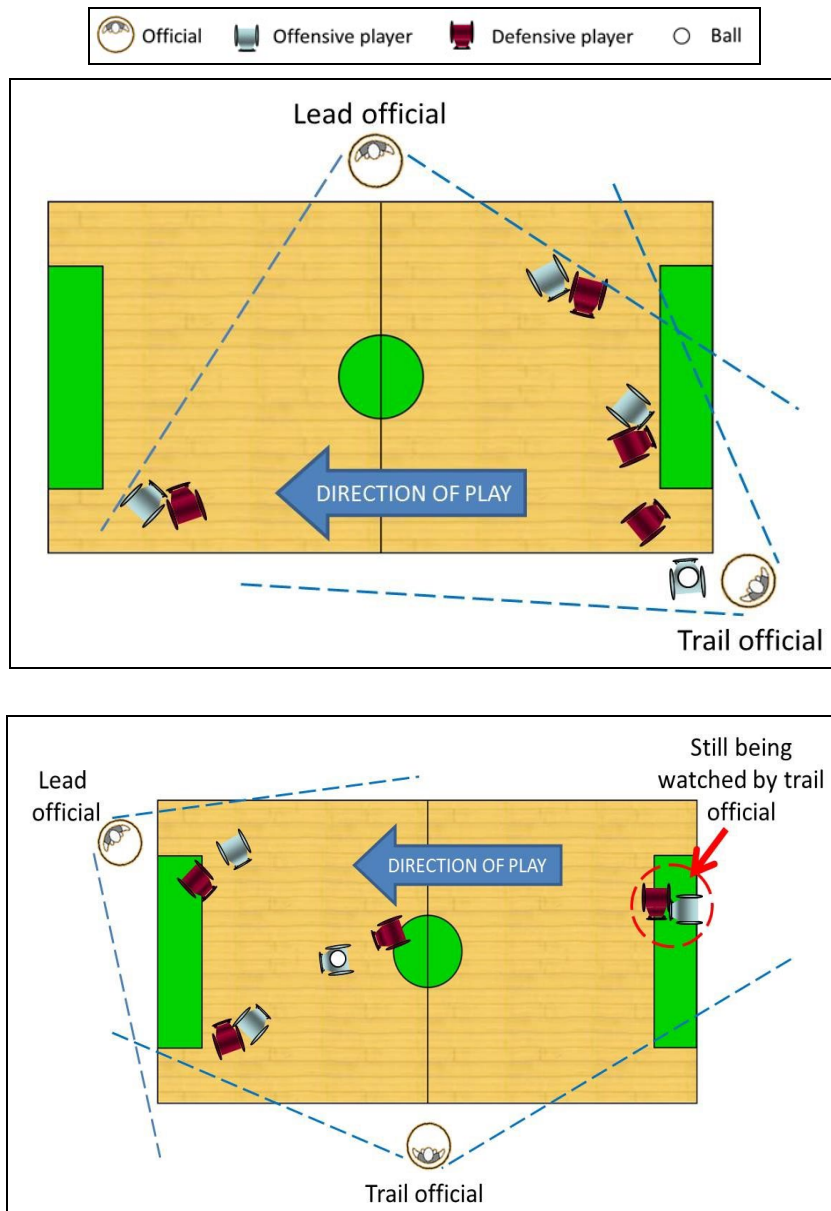
Officials should aim to be positioned where the play is contained between them.

4.2.5.2 Officiating a "Spread" play

When the play is "spread" over the court, the officials need to position themselves where they are able to see all of the players whilst being able to concentrate on their primary responsibilities (Diagrams 32 and 33).

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Diagrams 32 and 33

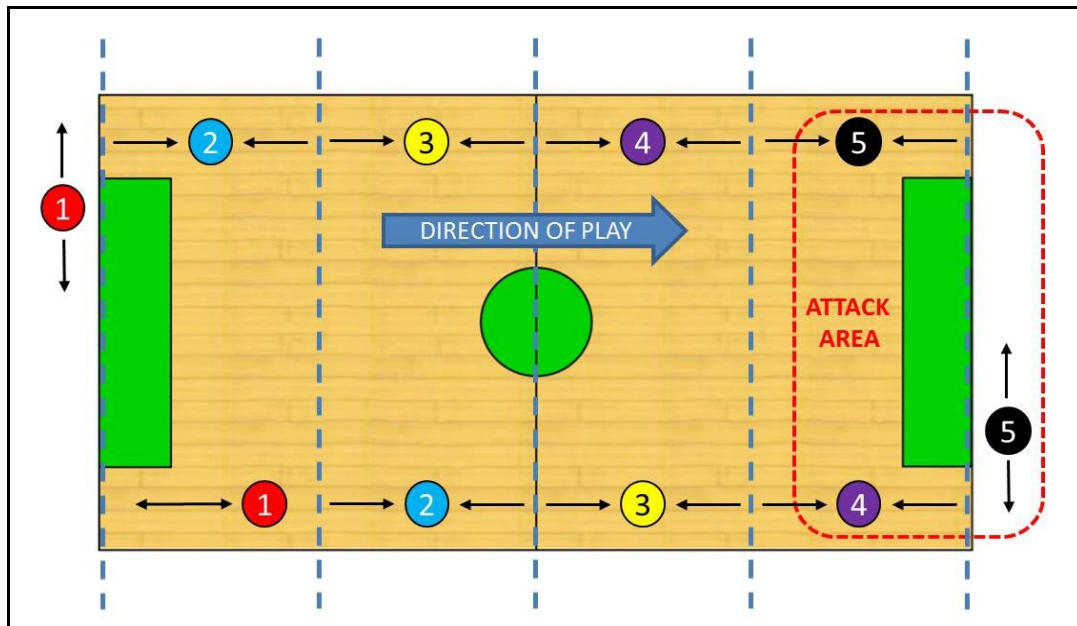


4.2.5.3 Officiating a "Full Court Press"

In this situation, the officials must stay close to each other. The diagram below shows the court spread in zones and where referees should aim to be in order to effectively officiate a "Full Court Press" (Diagram 34).

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Diagram 34



- When all of the players are located in the second quarter of the court just before the centerline, the referees should be in similar positions to the blue circles numbered 2.
- When all of the players are located in the third quarter just over the centerline, the referees should be in similar positions to the yellow circles numbered 3.
- When all of the players are located in the fourth quarter of the court just in front of the attacking key area, the referees should be in similar positions to the purple circles numbered 4.
- When all of the players are located in or around the attacking key area, the referees should be in similar positions to the black circles numbered 5.

When the play is in or around the key area, the referees can adopt similar positions to when they would officiate a “Key defense”.

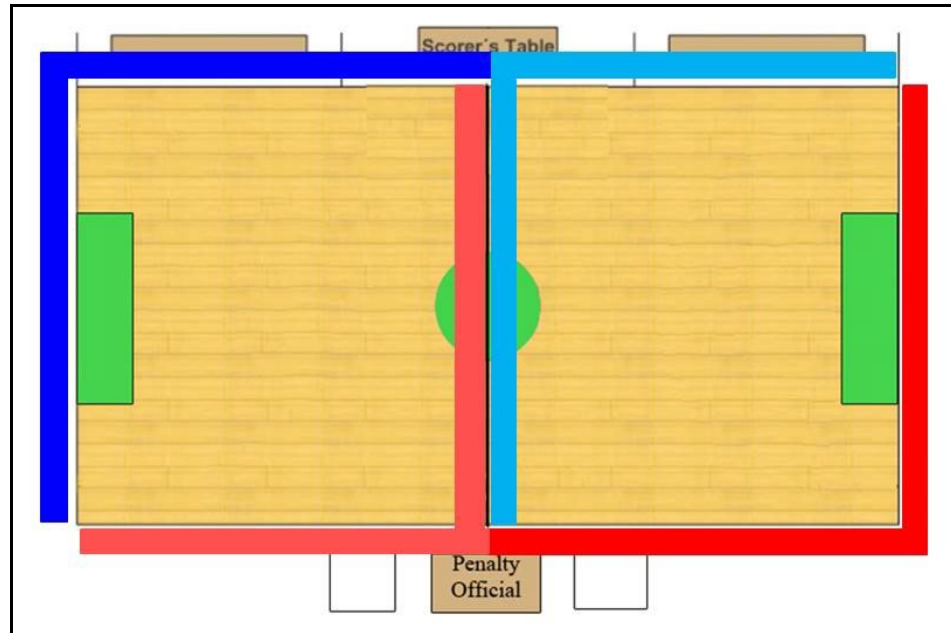
4.2.6 Change of possession / turnover

Whenever there is a change of possession (team control) and/or direction of play, the two (2) officials must adjust. They maintain their responsibility for the same lines, with the

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trail official becoming the new lead official and the lead official the new trail official (Diagram 35).

Diagram 35



In transition from trail official to lead official, he **should not turn his head away from the play** and look down court, but he should keep his eyes focused on his new area of responsibility the and the players at all times by looking over his shoulder. He never should walk or run backwards.

Article 4.3 General Comments

Officials should always keep in mind that the game needs to be resumed as quickly as possible.

The officials cannot both be distracted by a singular event on the court. While one official attends to one situation, the other should observe the rest of the court. If the delay is stretched out, all players should be informed to return to their respective bench until the problem is rectified.

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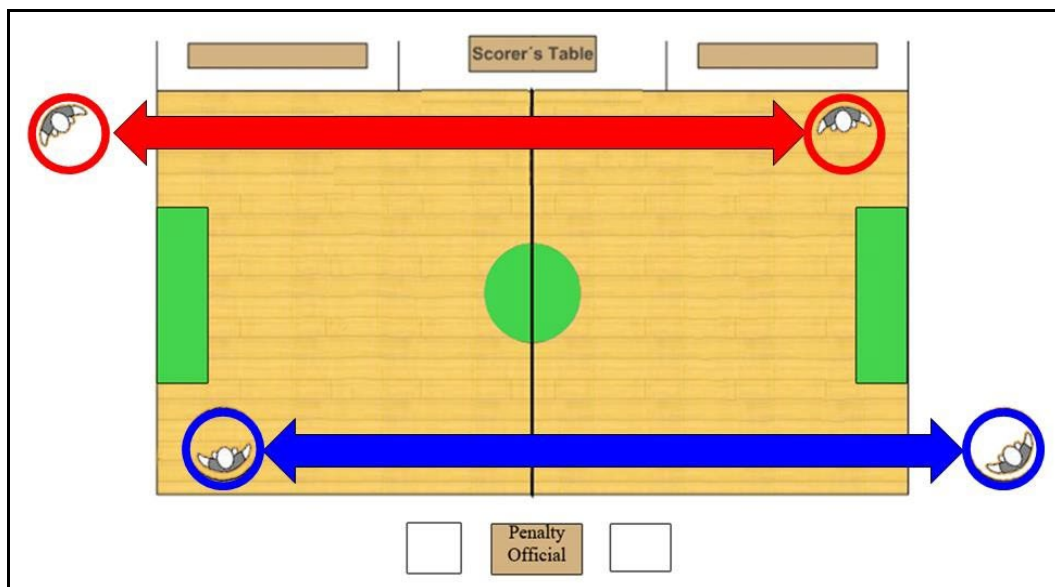
Always be prepared for the unexpected!

Article 4.4 Advanced Mechanics

As you progress in your officiating career, you will find out that the mechanics outlined in this booklet are not always possible. This is where some adaptations are required and other refereeing terms are used.

The first diagram shows the 'usual' officiating positions that are commonly used. This has been known as the "Standard" officiating position (Diagram 36).

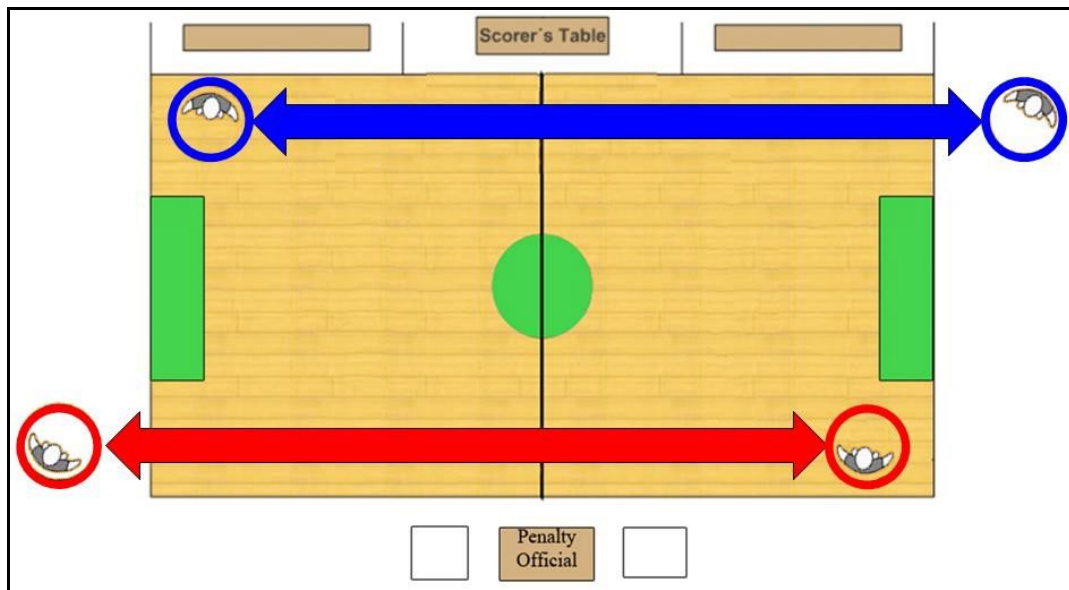
Diagram 36



The image below shows the referees have switched sides and are officiating from **opposite** the usual positions. This has been known as "Reverse" mechanics (Diagram 37).

Diagram 37

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Regardless of which position the referees are in, it **should** have been discussed in the referees pre-game so that the officials are working together to **view the whole court from opposite sides**.

SECTION 5. ADMINISTRATION PROCEDURES

Article 5.1 Throw-in / Inbound

When the ball goes out-of-bounds:

1. The official responsible for that side-line or end-line shall blow his whistle once and, simultaneously, raise his hand straight in the air, fingers together, to stop the game clock
2. He will clearly say and indicate the direction of the next play by pointing
3. The next active official will direct the player to take the throw-in to the place where the throw-in shall be administered and will check if his partner is ready
4. The free official positions himself diagonally opposite the partner. He should communicate with his partner (thumbs up or eye contact) to indicate readiness
5. The active official places the ball at the disposal of the player who is to take the throw-in and shall blow the whistle to indicate the start of legal contact on the court
6. The active official shall give the time-in signal, using a chopping motion with the hand, when the ball touches a player or chair on the court following the throw-in

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7. When the ball is being put into play, the administering referee (active official) is responsible for any time or minor violations and any fouls in the immediate area of the inbound player. His partner (the free official) is responsible for any off ball activity, especially contact before the whistle

If the inbound is taken from the end line (only after a goal has been scored), the official should stand to the left side of the player, so 'standard' officiating mechanics can be followed. Regardless of which sideline the trail official is to inbound, he should stand to the side that is opposite to the direction of play and where the team inbounding is trying to score. If the inbound is taken on the trail official's right line, he should stand to the left side of the player and if the inbound is taken on the trail official's left line, he should stand to the right side of the player, as in both situations he will continue in the trail position (Diagram 38 and 39).

Sideline inbound rule for the Trail official: Ref – Ball – Goal

Diagram 38 – Left side line Diagram 39 – Right side line



If the inbound is taken on the right side-line (Diagram 39), the trail official will, at the first opportunity, cross over the court to the standard trail position and the lead official will return to the standard lead position.

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When the ball goes out-of-bounds and the official responsible for the line is not certain which player last touched the ball, he will blow his whistle, give the "stop the clock" signal, and then look for help from his partner.

If the other official knows which player last touched the ball before going out of bounds, he will, **without blowing his whistle**, give the direction of play according to the method of communication established during the pre-game conference. The official responsible for the line will then indicate the direction of play.

If the situation occurs that both officials are in doubt as to which team should take the throwin, they should both use the thumbs up signal indicating a held ball situation, followed by the direction of play signal. In this case the inbound shall be taken at a place at the sideline nearest to where the ball went out-of-bounds and **opposite the score table**.

Whenever there is a stoppage in play that occurred away from the ball, the ball is next inbound at the closest sideline to where the ball was last located - NOT where the violation, foul or time-out occurred.

Article 5.2 Player request to Inbound

When a team is due to inbound the ball after a stoppage in play (goal, foul, out-of-bounds, time-out etc.) a player is permitted to request to be the in-bounder by communicating with the referee and/or raising his hand to show his intent. If this happens, the referee should acknowledge the request and inform the court by blowing his whistle twice, then show and say the number of the player wishing to inbound.

If two players wish to be the "in-bounder", then the player who first made the request gets the opportunity.

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Article 5.3 Goal Situations

As soon as a player, with the ball under control, touches the goal-line with two wheels (not the anti-tip wheels), the lead official blows the whistle to stop the clock, raises his arm straight up in the air with just the index finger straightened to indicate a goal.

Goals attempted close to the end of playing time for a period or extra period can create difficulties for the officials, especially when there are many spectators and the signal cannot be easily heard.

The decision should be taken as quickly as possible.

The lead official is primarily responsible for indicating whether or not the goal will count. Normally the trail official will accept the judgement of his partner and should do everything to support the decision. However, there are occasions when the situation may not be clear and the two (2) officials must consult each other before the lead referee makes the final decision. If further consultation is necessary, referee 1 may consult the Technical Commissioner (if present), and/or table officials. However, referee 1 shall make the final decision.

The team that scored should not delay the game by preventing the throw-in from being taken promptly. There is no need for a player from that team to throw the ball away. No more than one warning shall be given to the team, and, in some cases, a technical foul may be called even on the first occurrence (depending on the severity of the act).

SECTION 6. SIGNALS AND PROCEDURES

Article 6.1 Signals

As interest in the game of wheelchair rugby increases, with more spectators and greater media coverage, it is absolutely vital that the official is explicit and precise in the way in which he calls the game. It is essential that the officials indicate clearly to everyone what has taken place.

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Only WWR signals must be used

1. A loud, sharp whistle should be used. It should be blown once only and crisply for any violation or any foul
2. The use of clear signals and a strong voice are key to good communication
3. Signals should be displayed at shoulder height and never whilst holding the ball
4. Signals should be kept sharp and concise. There will be times when these will help the official to “sell” the call. There is no need for theatrics and overacting
5. Stop the clock signals must be very clear. Officials must stop the clock with a straight arm in the air with a closed fist for a foul, an open palm with fingers together for a violation or after a score with the goal signal
6. The official administrating the play shall use the visible count ONLY for a throw-in and advancing the ball to the front court. A visible count is a down and out movement of the forearm (hand open), starting at the hip. Each down movement of the arm indicates a lapse time of one (1) second
7. Report information (foul, time-out, substitution, etc.) using the following procedure:
 - a. Approach the respective table quickly and in a straight line from where you are
 - b. Come to a full stop approximately 6 to 8 meters away from the table official
 - c. Use the proper signals, at eye level and away from the body

The quality of an official's signals will enhance his image as an official. It will tell the people that he knows his job and is doing it well. It will give the official confidence.

Article 6.2 Violations

Whenever a violation occurs, the official responsible for the play must:

1. Blow the whistle once and simultaneously stop the game clock with the arm raised straight (not a bent arm action), open palm and fingers closed together
2. Indicate clearly and say the type of violation
3. Call out the color of the team to gain possession of the ball and indicate clearly the direction of play that is to follow
4. Point to the location for the throw in

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Article 6.3 Fouls

Whenever a foul occurs, the official responsible for the play must:

1. Blow the whistle once and simultaneously stop the game clock with the arm raised straight (not a bent arm action) and a closed fist
2. Make sure that the player is aware he is being charged with the foul by pointing to his waist/chair with a straight arm, palm facing the floor (never point to the players face)
3. Indicate verbally and with the correct signal, the nature of the foul
4. If required, go quickly towards the penalty table and stop, taking a position so that the table official has a clear and unobstructed view of the official, approximately six (6) to eight (8) meters from the table
5. Report all signals while standing still, with the following sequence of signals for a foul:
 - a. Color of the shirt of the player by pointing to the appropriate penalty box
 - b. Number of the player
 - c. Type of foul
6. On completion of the signals the two (2) referees shall exchange positions
7. If there is a penalty goal, clearly inform the score keeper by raising the index finger high in the air and verbally inform them of the decision (there is no need to report a penalty goal to the penalty timekeeper).

Note: The free official (not calling the foul) must momentarily remain standing still and concentrate his attention on the players on the court. He is the only official at this time who will observe the players since the official who called the foul is reporting to the penalty time keeper.

As soon as his partner has commenced reporting the foul, the free official will move towards the place from which the game will be resumed, keeping his eyes on the players.

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Article 6.4 Substitution

The substituting players should report to the scorer's table, present their classification card, and wait for the official to beckon them onto the court. At the first opportunity, the table official signals to the referee that a substitution has been requested. The nearest official to the scorer's table acknowledges the request for the substitution by blowing his whistle, giving the substitution signal and beckoning the new player(s) onto the court. A simple wave of the hand from the official is sufficient, as it is important not to delay the game.

During the exchange of players, the other official should keep an eye on the players on court.

When a substitution is requested after a foul or a time-out, the official reporting the foul or time-out will then administer the substitution.

The primary responsibility for having four players, without exceeding the maximum of eight (8) points, on the court after the substitution rests with the coach, not the officials.

Upon completion of the substitution, the officials should resume the positions of lead and trail which they had prior to the substitution. If a switch was to take place (e.g. after a foul), they will continue to do so.

Article 6.5 Time-outs

Article 6.5.1 30 seconds Time-out

Whichever official is first to recognize the legal request for a time-out shall grant (if the team has time-outs remaining) and signal the time out using the following procedure:

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1. Blow the whistle and simultaneously stop the game clock with his arm raised straight (not a bent arm action), open palm and fingers closed together
2. The official makes the time-out signal and indicates the team who was requested the time out
3. Go quickly towards the scoring table and stop, taking a position so that the table officials have a clear and unobstructed view of the official, approximately six (6) to eight (8) meters from the scorer's table
4. Report all signals while standing still. Signal very clearly and slowly the color of the shirt of the team and the number of the player who has requested the time-out. It is advisable to 'hold' the signal as it is vital that the table officials record the correct team and number
5. The time of the time-out starts as soon as the official reports the time out to the table
6. The official then moves back from the table to observe the players, substitutes and coaches of the teams, and to have eye contact with the time keeper. When 20 seconds of the time-out has elapsed, the time keeper shall sound his signal and the referee shall blow his whistle to call the teams back onto the court to resume the game. Players are permitted to return to the court before these signals but have to stay away from the bench of the opponent
7. The game continues with a throw in from a point on the side-line **opposite the scorer's table**, nearest to the location of the ball when the time-out was called

If the team who requested a time-out has previously used all of their time-outs, then the referee who stopped the game should inform all of the players that the request was made and signal a turnover as this is a violation. The game continues as it would after any violation (see point 6.2).

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Article 6.5.2 60 seconds Time-out

In the case where a time-out is requested by the coach, the table official will inform the referee at the next stoppage in play. The official who is closest to the table will then blow his whistle, then say and signal the time-out of the team who made the request.

1. The time of the time-out starts as soon as the official reports the time-out to the table
2. The official then moves back from the table to observe the players, substitutes and coaches of the teams, and to have eye contact with the time keeper. When 50 seconds of the time-out has elapsed, the time keeper shall sound his signal and the referee shall blow his whistle to call the teams back onto the court to resume the game. Players are permitted to return to the court before these signals but have to stay away from the bench of the opponent
3. The game continues with a throw in from a point on the side-line opposite the scorer's table, nearest to the location of the ball when the time-out was called, unless a goal has been scored when the resulting throw in will be taken from the end line

Article 6.6. Signal Procedure - Recap

Violation Procedure:

1. Blow whistle
2. Hand above head with a straight arm, open palm (stop clock)
3. Indicate the violation
4. Indicate next direction of play
5. Move quickly to next position

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Foul Procedure:

1. Blow whistle
2. Hand above head with a straight arm – closed fist (foul)
3. Identify offending player with free hand
4. Ensure players know:
 - a. Who has caused the foul
 - b. What the penalty is If a penalty is to be reported:
5. Move towards and face the Penalty Timekeeper
6. Say and signal:
 - a. Color of team
 - b. Number of player
 - c. The type of foul
7. Ensure that the offending player is in the correct penalty box and in the appropriate position
8. Move quickly to new position

Time-out Procedure:

1. Blow whistle
2. Hand above head with a straight arm, open palm (stop clock)
3. Signal to all that a request has been made
4. Move towards and face the scoring table
5. Say and signal that a time-out has been granted to:
 - a. 30 seconds time-out
 - i. Color of the team
 - ii. Player number
 - b. 60 seconds time-out
 - i. Which team the time-out is granted to
6. Observe players during the time-out
7. When time-out has ended, move quickly to new position

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Equipment Malfunction Request/Fallen Player Procedure:

(NOTE: these are granted at an "appropriate" time)

1. Blow whistle
2. Hand above head with a straight arm, open palm (stop clock)
3. Signal to all that a request has been made (**using the appropriate WWR signal**)
4. Call the team staff onto the court (allow a 1 meter radius around the player receiving assistance)
5. Move quickly to restart the game at the nearest side-line, ensuring that the 40 second clock is correct

In each case, the trail official will restart the game with an inbound at the nearest location to where the ball was located and start the clock by performing the time in signal (open palm) when the ball is touched by a player on court.

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6.7.1 WWR Signals - Page 1 (Diagram 40)

Diagram 40



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6.7.2 WWR Signals - Page 2 (Diagram 41)

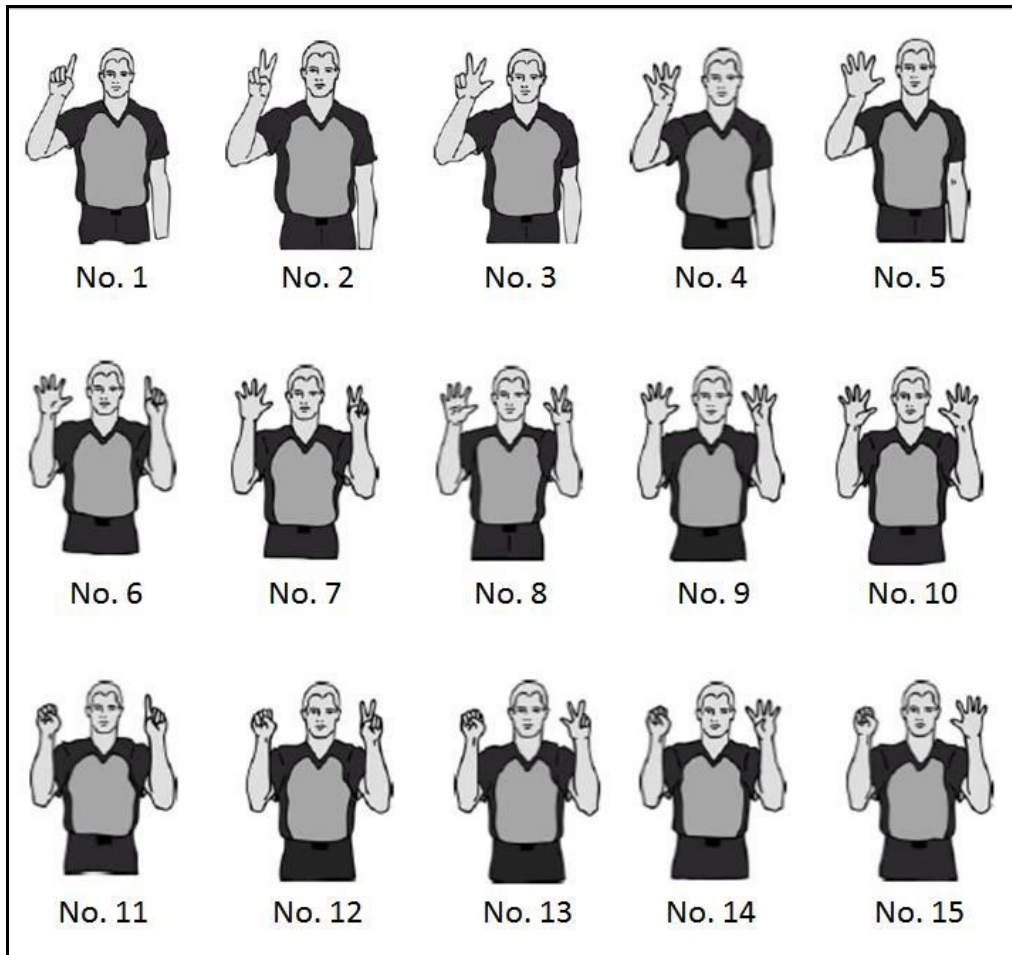
Diagram 41

<p>Dribble Violation Raise arms up and down in dribble motion</p> 	<p>Back Court</p>  <p>Move finger and forearm in an arc over the line</p>	<p>Foul Raised fist</p>  <p>Palm Down</p>	<p>Technical Foul</p> 
<p>Flagrant foul</p> 	<p>Disqualifying Foul</p> 	<p>Offensive Foul</p> 	<p>Four in the Key</p> 
<p>Charge</p>  <p>Strike open hand with fist</p>	<p>Contact before the Whistle</p>  <p>Strike open palm with heel and palm of other hand</p>	<p>Out and In</p>  <p>Move forearms in an arc back and forth</p>	<p>Hold</p> 
<p>Leaving the Court</p>  <p>With both palms facing out move hands towards sideline</p>	<p>Push</p> 	<p>Illegal use of Hands</p> 	<p>Spin</p> <p>Hold fists out and rotate arms</p>  <p>A) To the side for a lateral spin B) Upwards for a vertical spin</p>

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6.7.3 Signalling Player Numbers

Diagram 42

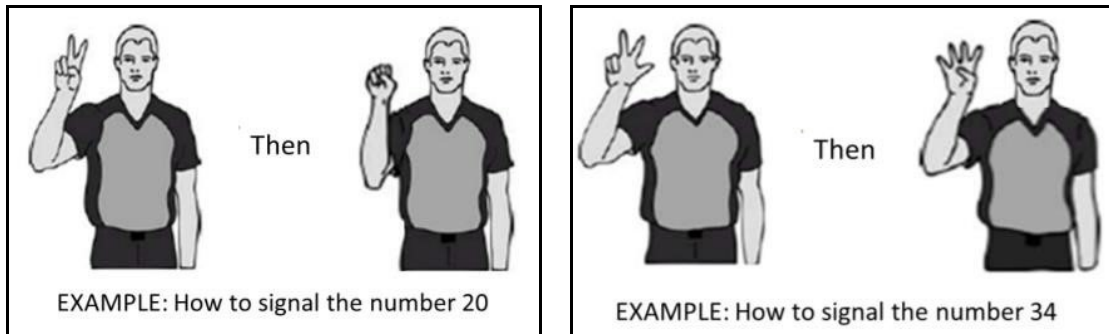


When signalling other player numbers, they should be a combination of the numbers 1 to 5 as shown above. The digit "0" is displayed by "pumping" a closed fist.

Note: ALL numbers over 15 are displayed using only one hand

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Diagram 43 & 44



SECTION 7. END OF PLAYING TIME

When the game clock sounds at the end of a period, the official who is nearest to the table blows his whistle to indicate the end of playing time by showing the “Stop the game” signal and unless circumstances dictate otherwise, the two (2) officials should meet at the center circle and together move towards the score table.

Depending on which period has just ended, referee 1 has different duties to perform.

Before the start of the next period, both referees should be aware of which team is due possession and which direction they will be going, when play is due to re-start.

Article 7.1 End of a period duties (1st or 3rd period)

When the referees have left the court and are at the scorer’s table, the referee 1 should check that score sheet is correct. They do this by reading through the list of scorers, ensuring that the running total is accurate and inserted in the boxes at the bottom of the sheet.

This is also a good time to check how many 30 second time-outs each team have remaining.

Article 7.2 Half time duties (end of 2nd period)

During this interval of play, the referee 1 has additional duties that need to be completed as soon as possible after they have left the court:

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- Change the direction of the possession arrow with the Technical Commissioner and Scorekeeper
- Check the score sheet (similar to after the first period)
- Ensure that the "Contact before the whistle" markers have been removed by the Penalty Timekeeper

Article 7.3 End of the game duties (end of 4th period)

When playing time has concluded and after all the table officials have entered their names, the score sheet should be presented to referee 1 for verification.

Once referee 1 is satisfied with its accuracy, it is signed first by referee 2 and then by referee 1. Referee 1 must also sign the Penalty Sheet.

This approval and signing of these 2 sheets terminates the officials' administration and connection with the game.

It is customary to thank the table officials and the commissioner for their efforts, as they are also part of the team. A handshake is the normal practice.

All officials should leave the floor together.

The officials should avoid any subsequent discussion with coaches, players and spectators. In all circumstances, the officials must be courteous and polite.

The officials have worked hard. They have given their best together.

SECTION 8. GAME TIMES •

10 Seconds

- Maximum time an offensive player is allowed in the key area
- Maximum time a player can be in possession of the ball without dribbling
- Maximum time allowed for a player to inbound the ball

12 Seconds

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- Maximum time allowed for a team to advance the ball into the front court

15 Seconds

- Time the shot/goal clock is changed to IF the offensive team request a timeout AND the shot/goal clock displays 14 or less

30 Seconds

- Maximum time allowed for a "30 seconds" time-out

40 Seconds

- Maximum time allowed for a team to score

60 Seconds / 1 Minute

- Maximum time allowed for a "60 seconds" time-out
- Maximum time allowed for an equipment time-out
- Time when referee 1 alerts the teams of how long is remaining before tip-off

2 Minutes

- Time between periods 1 & 2 and 3 & 4, and any subsequent overtime periods

3 Minutes

- Time when referee 1 alerts the teams of how long is remaining before tip-off
- Duration of any overtime periods

5 Minutes

- Duration of half time

8 Minutes

- Duration of game period

10 Minutes

- Time when starting players cards are revealed

15 Minutes

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- Maximum time past tip-off that a team must have 4 players ready to play “If a team cannot field four players at the beginning of the game, the game shall not begin. If that team is unable to field four players within fifteen minutes of the scheduled start time, they shall forfeit the game.”

(Article 61 - Beginning the game, Section 8. Playing regulations, WWR International Rules, 2012)

20 Minutes

- Before tip-off time, the officials should be ready!!

SECTION 9. 'PRO TIPS'

1. A pre-game conference is **absolutely** necessary
2. Know your areas of responsibility on the floor and avoid having both officials watch the ball and the players immediately surrounding it
3. Referee the play away from the ball when it is your primary responsibility
4. With double whistles, establish eye contact with your partner before proceeding with your signal. Remember: The official closest to the play or towards whom the play is moving shall have primary responsibility
5. Give help when required on out-of-bounds situations, but only when requested to do so by your partner. Get into the habit of establishing eye contact
6. Try to know at all times, not only where the ball and all the players are located, but also the location of your partner
7. Avoid the temptation to make a call when you are ten (10) meters or more away from the action
8. Make sure that you call what you have actually seen

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9. Establish your standards early in the game. The game will become easier to control. Over-aggressive play must always be penalized. The players will adjust to the way you allow them to play
10. Keep on the move as the play comes towards you and try to maintain the best possible position and a wide angle of vision between the defensive and offensive players. Be on top of the play when you make the call
11. Do not stop the game just to warn a player or a coach regarding his conduct. If the warning is necessary, do so when the game clock is stopped and ball is dead. If it is necessary to stop the game, a technical foul must be called
12. The coaches should not be allowed to become the center of attention with theatrical gestures and constant complaining. This behaviour is not to be tolerated. The officials must stop this early. Do not be afraid to call the technical foul when the coach tries to intimidate or harass you
13. Slow down your signals to the table officials and stand still while signalling
14. Work as a team with your partner. Do your best to cooperate. Make eye contact before handing the ball to a player for a throw-in
15. You arrive on the floor together. Therefore, whenever possible, try to leave the playing court together
16. Never stop moving. Adjust your position when the ball moves. You are also an athlete
17. It is advisable to use two whistle blasts to communicate information to your coofficial or players when play has stopped and you are NOT allowing chair contact!!

SECTION 10. REVIEW COMMENTS

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The officials are entrusted to see that the game is played within the framework and guidelines of the Rules. They have to make instantaneous decisions.

Wheelchair rugby is competitive. It is a game charged with emotion, where tempers and friction can run high, especially when the score is close. The officials must always have the game under control. This means the officials must be firm, decisive and unshakeable.

Officials must understand something about the players and coaches and be aware of what makes them tick and how they perform. No official can have an excellent game without a reasonable amount of cooperation from the players and coaches.

Officials need an awareness of the game, an insight into the aims and objectives of players' and coaches' tactical manoeuvres, as well as an understanding of the strains and pressures affecting them. Officials must understand the frustrations of playing and coaching. The players, the coaches and the officials all belong together; they are not members of separate factions.

Concentration is vital for officials. It is usually learned the hard way. While the player has the opportunity to break concentration when not directly involved with the ball, the official can never relax. Concentration diminishes with the onset of fatigue, as the game progresses into its final stages.

Physical and psychological preparation becomes very important. You are not anticipating what will actually happen; rather it is preparation for the most likely eventualities. Simply expressed, it is an awareness of the best possible position from which to watch the play and striving to get to that position.

Officiating is about being in the right place at the right time to make the right call. Positioning is the key factor. There is a high correlation between the location of the official and the accuracy of his decisions.

Officiating is not an easy task. The pace of the game is intense. It is difficult to control or even see everything that happens. Good officials try to follow the play away from the ball,

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but of course, just as everyone else; there is always the tendency to focus on the spectacular scoring plays.

An official's greatest virtue is **consistency**. It is important to try to call the same play the same way, irrespective of the stage of the game or other pressures.

The best officials have an easy authority, a rapport with players and coaches, and the ability to keep a calm and steady presence in the most demanding circumstances, in addition to a thorough understanding of the game and acute powers of observation. They are intelligent people in excellent physical condition.

Wheelchair rugby is a game of passion, of involvement and commitment, requiring officials with a **feel for the game**.

When you become an official, you will never again see the game as a mere spectator.

Nevertheless, it is still a game and should be enjoyed by **everyone**.

Appendix A



**ENTHUSIASM
CONSISTENCY
TEAMWORK
PROFESSIONALISM**

OFFICIALS PRE-GAME DISCUSSION SHEET

PRE GAME DUTIES

- Check chairs, cards and players
- Check Score-table / Ball / Cones / Timer / Stopwatch / Horn / Score-sheet / Penalty Record sheet
- Captains - numbers/names
- Coaches - names
- Positions for warm-ups

Pre Tip-off Timetable

20 minutes prior to game time:

- On court
- Acknowledge all other officials
- Inspect and approve all equipment used by players or table officials

10 minutes: Check table:

- Reveal starting players cards
- Check total point value
- Coaches signatures

5 minutes: Meet captains

1 minute: Check cones

RULES

Violations

- Tip off
- Ball out-of-bounds
- 10 seconds no dribble
- Advancing the ball to the front court (12 seconds)
- Back court
- Throw-in (inbound)
- 40 second goal clock
- 10 seconds in the key
- Held ball
- Physical advantage

Foul

- Illegal use of the hands
- Contact before the whistle
- 4 in the key
- Leaving the court
- Holding
- Spinning
- Out-and-in
- Illegal pushing
- Charging

Technical Fouls

- Player
- Coach/bench personnel
- Excessive points on court
- Flagrant foul
- Disqualifying foul

The Foul Call

- Freezing - game control
- Double whistles
- Teamwork

New Rules / Points of Emphasis

MECHANICS

- Substitutions
- Time-outs
- Live ball position and rotations (switching)
- Front court position
- Box in the ball
- Teamwork

Division of Playing Court

- Line coverage
- Court area coverage

Off-Ball Coverage

Areas of Responsibility

- Referee your primary area
- Stay with play that started in your primary area
- Off-ball contact
- Back court on ball/off ball
- Back court (behind the ball)

Rotation of Lead and Trail Positions

- On every held ball situation
- After every foul
- After every time-out
- At the start of a new period

Dead ball Switches

- Foul call
- Held ball
- Start of period
- Time-outs

Dead Ball Administration

- Throw-ins (inbound)
- Substitutions
- Time-outs
- Player equipment
- Check scoresheet

SPECIAL SITUATIONS

- Arrow direction – opposite helps with direction
- Chair damage/injuries
- Player out of chair
- Goal at the horn – opposite calls
- Correctable errors

COMMUNICATION

- Eye contact
- 'Thumbs up' to indicate readiness
- Voice control (volume, tone)
- Conventional signals
- A loud sharp whistle

Dealing with problems ...

- Players
 - Coaches
 - Score-table
- Speak briefly during stoppages if needed.*

END OF PERIOD / HALF TIME / FULL TIME

- Whistling the end of playing time
- Leave court together
- Directional arrow
- Post-game meeting

MATCH BACKGROUND

- Team rivalries/coaches
- Team playing styles

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Appendix B

