

November 2023

# WWR Table Officials Manual

worldwheelchair.rugby

## Table Of Contents

1.	Introduction	4
2.	Technical Officials	4
3.	Rules and Procedures	5
3.1	Timing Regulations	5
	• Regular Time	5
	• Overtime	5
	• Time Outs (Article 56)	5
3.1.1	30 Second Time-Out	6
3.1.2	60 Second Time-Out	6
3.1.3	Equipment Time-Out (Article 58)	7
3.1.4	Referee's Time-Out (Article 57)	7
3.1.5	Fallen Player (Article 59)	7
3.2	Substitution Procedure (Article 70)	8
3.3	Possession of the Ball (Article 65)	8
3.4	Alternating Possession (Article 62)	9
3.5	Correctable Error (Article 42)	9
4.	Table Officials Duties	10
4.1.	Scorekeeper	10
4.2	Timekeeper	12
4.3	Game Clock	13
4.4	Penalty Timekeeper	14
4.5	Forty Second Operator	24
5.	Summary	26
5.1	Game Preparation	26
5.2	Supplies	26
5.3	Duties for the Table Officials prior to the game:	26
5.3.1	Scorekeeper:	26
5.3.2	Timekeeper:	26
5.3.3	Penalty Timekeeper:	26
5.3.4	40-second Clock Operator:	27
5.4	Arrival on the Court	27
5.5	During The Game	27
5.6	Duties for the Table Officials after the game:	27

# WWR Table Officials Manual

5.6.1	Scorekeeper:	27
5.6.2	Timekeeper:	27
5.6.3	Penalty Timekeeper:	28
5.6.4	40-second Clock Operator:	28
5.7	Special Notes:	28
Annex A - Code of Conduct for Technical Officials		29
Annex B - Playing Court		31
Annex C - Scoresheet		32
Annex D - Penalty Record Sheet		34
Annex E - Hand Signals		36

## 1. Introduction

This manual will cover the role of the table officials (Scorekeeper, Timekeeper, Forty Second Operator and Penalty Timekeeper) for World Wheelchair Rugby (WWR).

**Note:** To simplify the text, the male gender will be used to indicate both male, female and non-binary persons.

## 2. Technical Officials

The officials shall be identified as Referee 1 and Referee 2. They are supported by the table officials and the Game Commissioner.

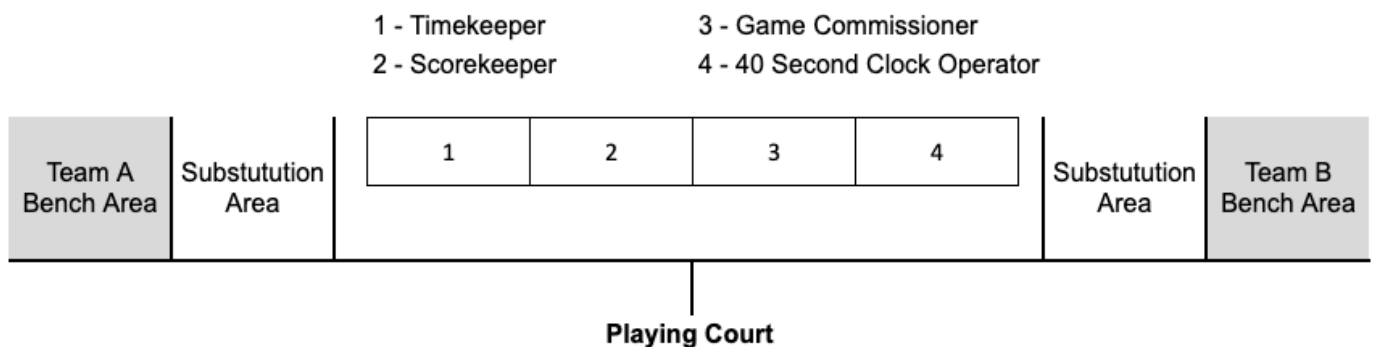
Table officials are appointed by the Local Organizing Committee (LOC) in consultation with Head Table Official. Table officials shall work under the direction of the Head Table Official. They shall, as much as possible, ensure the smooth operation of the flow of the game and work with the Game Commissioner and the Referees.

The table officials shall sit at the center of the table on one side of the court, between the team benches. They are responsible for recording the actions that occur during the game and operating the different electronic devices necessary for the proper management of a wheelchair rugby game.

The Game Commissioner's primary duty during the game is to supervise the work of the table officials and to assist the Referees in the smooth running of the game (as referenced in the WWR Game Commissioner Manual)

In WWR competitions, the four (4) table officials, Timekeeper, Scorekeeper, Game Commissioner and the 40 Second Clock Operator, will be seated as shown in the diagram (**Figure 1**) with the Timekeeper being the first position either on the left or right, and the rest following in order. The Penalty Timekeeper will be seated on the opposite side of the court between the two penalty boxes.

**Figure 1**



## 3. Rules and Procedures

All players must be classified according to the WWR classification system as detailed in the WWR Classifier Handbook.

The sum of the classification points of a team's players on the court must be eight (8) or less. For each female player on the court a team will be allowed an extra 0.5 points over and above the eight (8) points for the team.

If conditions such as injuries or disqualification result in a team being unable to field four (4) players while respecting the maximum classification point value, the team shall be permitted to field three (3) players. In this case, the sum of the classification points of the players on the court must be less than eight (8).

### 3.1 Timing Regulations

- **Regular Time**

Wheelchair rugby is played in four (4) periods of eight (8) minutes. There is a two (2) minute or three (3) minute interval at the end of the first period and the third period. There is a five (5) minute or ten (10) minute interval at the end of the second period. The length of the interval between the periods and at halftime is determined by the tournament organizers. This will be communicated to the table officials prior to the start of the event.

When the signal goes off after the fourth period and the Referee blows the whistle, the game is finished. The team that is ahead in the score is declared the winner.

- **Overtime**

If the teams are tied at the end of the fourth period, overtime periods are to be played until one team is declared the winner.

In the event of overtime, each period of overtime shall be three (3) minutes. There shall be a three (3) minute interval between the end of regulation play and the first overtime period. If additional overtime periods are required, there shall be a two (2) minute interval following each additional overtime period.

- **Time Outs (Article 56)**

Each team has six (6) time-outs that may be taken any time during regulation play. There are four (4) thirty (30) seconds time outs and two (2) sixty (60) seconds time outs. In the event of overtime, any time-outs remaining at the end of regulation play will be carried over into overtime. In addition, each team will receive one (1) additional thirty (30) second time-out per overtime period.

## 3.1.1 30 Second Time-Out

A request for a thirty (30) second time-out may be made by a coach or by a player.

A time-out requested by a coach will only be granted when the ball is dead. The coach may make his request to the timekeeper at any time; the timekeeper will relay the request to a Referee at the next stoppage in play following the request.

A time-out requested by a player when the ball is live will be granted only if the player making the request, or a teammate of that player, has possession of the ball. The ball must not be in contact with the court or with a player from the opposing team. If the ball becomes live and is intentionally placed on the floor by the Referee to begin the inbound process, the team in possession of the ball may request a time out.

The time begins when the Referee completes the reporting of the time out to the table. A stopwatch or other timing device shall be used to keep the time. A warning shall be sounded after twenty (20) seconds for a thirty (30) second time-out to indicate that teams should return to the court and prepare to resume play. When the time-out has expired, play shall resume with a throw-in.



## 3.1.2 60 Second Time-Out

Only the coach or assistant coach may request a sixty (60) second time-out. A time-out requested by a coach will only be granted when the ball is dead. The coach may make his request to the timekeeper at any time; the timekeeper will relay the request to a Referee at the next stoppage in play following the request.

The time begins when the Referee completes the reporting of the time out to the table. A stopwatch or other timing device shall be used to keep the time. A warning shall be sounded after fifty (50) seconds for a sixty (60) second time-out to indicate that teams should return to the court and prepare to resume play. When the time-out has expired, play shall resume with a throw-in.



## 3.1.3 Equipment Time-Out (Article 58)

If any part of a player's wheelchair or equipment malfunctions, becomes damaged, or requires some adjustment, he may request a stoppage in play.

When an equipment time-out is granted, the affected player has one (1) minute to resolve the problem. If the problem cannot be resolved in one (1) minute, a time-out must be requested, or another player must be substituted. A stopwatch or other timing device shall be used to keep the time. A warning shall be sounded after fifty (50) seconds to indicate that the player should return complete work and prepare to resume play. When the time-out has expired, play shall resume with a throw-in.



## 3.1.4 Referee's Time-Out (Article 57)

During the game a Referee may stop the play to attend to and resolve any situation. The Referee's time-out can be as long as necessary to solve any problems or queries.



## 3.1.5 Fallen Player (Article 59)

A fallen player is one who is in a position where he is no longer able to move his wheelchair because of a fall. After the Referee has stopped play, he shall permit the fallen player's team staff to enter the court to provide assistance. Team staff must use a mat to right the chair to protect the floor from further damage. Play will resume as soon as the fallen player is ready.

A stopwatch or other timing device shall be used to track the equipment time out. The timing of fallen player stoppage will begin once the player has been righted. A warning shall be given after fifty (50) seconds, to indicate that the player should resume play. A warning shall be sounded after sixty (60) seconds to indicate the completion of the time. If more than one (1) minute is required for the fallen player to be ready to resume play, a time-out must be requested, or another player must be substituted.



## 3.2 Substitution Procedure (Article 70)

Players must report to the substitution area prior to the stoppage in play. At the next stoppage in play, the timekeeper will signal to the Referee that a substitution has been requested. If the Referee determines that a substitution is permitted, he will acknowledge the request and permit the substitutes to enter the court.

If the players requesting a substitution are not immediately ready to enter the court and play, the Referee may deny them permission and proceed with the game. If the players can't sub, they must leave the substitution box (e.g., when a penalty has been awarded).

Substitutes are not permitted to enter the court directly from the bench. No substitution may be made for a player who is serving a penalty.

Duties for the table officials during substitution:

- Make sure the player(s) stays in the substitution area until he is called on to the court.

### EXCEPTIONS AND SPECIAL CONDITIONS:

- No substitution is permitted after a try has been scored, unless there is an additional stoppage after the try (example: a fallen player, penalty assessed, contact warning).
- Neither team may substitute during an equipment time-out. If the player requesting the equipment time-out must be substituted, then the opposing team may substitute as well.

**Note:** Substitutions are permitted by either team on a fallen player

## 3.3 Possession of the Ball (Article 65)

A player has possession of the ball when:

- he holds the ball in his hands or secured on his lap or against any part of his body or wheelchair, and the ball is not in contact with the floor,
- he has a hand or hands firmly on the ball thus preventing an opponent from having free and easy movement of the ball,
- he is given the ball to execute a throw-in (Article 69),
- he voluntarily accepts a live ball (Article 54), or
- He is in the act of dribbling the ball (Article 67).

A team gains possession of the ball when a player on that team has possession of the ball.

Team possession continues until:

- an opposing player gains possession of the ball, or
- the ball is declared dead.

**Note:** Team possession does not end while the ball is being passed between players.

## 3.4 Alternating Possession (Article 62)

- Teams will alternate taking possession of the ball at the start of the second, third, and fourth periods of regulation time; and following each held ball (Article 71).  
The team that does not gain possession of the ball after the tip-off shall be awarded the first possession under the alternating possession procedure. If a violation of the tip-off led to a team being awarded possession of the ball, the other team shall be given the first possession of the alternating process.  
The alternating possession directional arrow shall indicate the direction of play for the next possession under this procedure. After the ball has been legally in-bounded at the start of a period or after a held ball, the arrow shall be switched to indicate the direction for the next alternating possession.

### 3.4.1 Alternating Possession Arrow (Article 19)

- The scoring table shall be provided with a device to display the direction of play for the next possession under the alternating possession procedure detailed in Article 62. This device may be operated manually, mechanically, or electronically, and may be incorporated into the scoreboard or game clock.

## 3.5 Correctable Error (Article 42)

An error in game administration may be corrected under the following circumstances:

- The error must be one of administration, such as applying an incorrect sanction or failing to start or stop the game clock or forty (40) second clock appropriately. Errors in judgment or interpretation by the Referees are not subject to correction.
- A request for correction must be made by a coach or team captain before the ball becomes live after the next stoppage in play following the error.
- The request must be made to the Game Commissioner (GC), who should immediately note it and inform the Referees at the next stoppage in play.
- Referee 1 and the GC shall consider all the circumstances of the requested correction. If needed, the GC can seek further input from the Head Official or other senior International official (Technical Delegate).
- If the Referee decides that a correctable error has occurred, everything that took place after the error is nullified and play is resumed from the point at which the error occurred. The clock (game clock, try clock) and score shall be reset to the point where the error occurred. Also add time outs back to the team if taken. Any substitutions that were allowed need to be nullified so that the original players are on the court prior to the correctible error.
- If the requested correction was not upheld by Referee 1, play will resume immediately. The coach who requested the correction will be charged with a technical foul.
- A coach is permitted to request any number of corrections. However, if the ruling goes against the coach, a technical foul will be awarded. If a coach has received three such technical fouls, no further requests will be permitted. Requests that are ruled in favour of the coach do not count toward this limit.

Duties for the table officials regarding a correctable error:

- Inform Referee at next stoppage in play.
- NEVER discuss the issue with the coach or team. Leave that to the Game Commissioner.

## 4. Table Officials Duties

### 4.1 Scorekeeper

The Scorekeeper has the following duties:

No less than ten (10) minutes before the game is scheduled to begin, each coach shall confirm, with a signature, the following information inscribed on the score sheet:

- The names, classifications, and uniform numbers of all team members.
- Identify the four (4) players who will begin the game by placing an "X" in the S4 box with the coordinating player on the scoresheet.
- The name of the team coach and assistant coach

The coach of Team A shall be the first to provide this information and then the coach of Team B. The coach of Team A will be allowed a second opportunity to review the scoresheet.

Starting players may not be substituted after the ten (10) minutes mark except in the case of a medical issue or equipment failure.

Each team must begin the game with four (4) players on the court. Only players who are listed on this roster shall be permitted to play. Substitutes who arrive late to the game may play if their names appear on the roster.

1. **Verify** that all required information is properly inscribed on the score sheet prior to the start of the game.
  - Tournament, date and time of game
  - Player names, numbers and classification
  - Check if coach has inscribed a "C" for captain, "AC" for assistant captain, "F" for female player next to appropriate names.
  - Name of coach and assistant coach for each team
  - All official's names.
  - Mark starting four at the ten-minute mark and ensure that no team exceeds the total value of 8 points.
2. Record all tries on the score sheet in chronological order (**Figure 2**).
  - A "P" in front of the players number indicates a penalty try.

# WWR Table Officials Manual

Figure 2

A		M	B	
9	1	7 48		
		24	1	4
13	2	3		
		6 32	2	1
P9	3	12		
		5 58	3	P1

- Monitor the classification points for the new players on court. This can be done after the players have entered the game. It is the ultimate responsibility of the coach/players to make sure that the players on the court are not over in classification points. It is not the duty of the scorekeeper to tell a team they cannot sub due to excessive classification points. The Scorekeeper should inform the Game Commissioner immediately, if they determine a team is over in classification point. (Article 35)
- Record all time-outs on the score sheet, including the period, the team, and the player number (Figure 3). Use a "C" to indicate a 30 second time out requested by a coach.

Figure 3

<p><i>For a 30-sec time-out: record the player number and the period it was taken.</i></p>	<table border="1"> <tr><th colspan="2">Time Out</th></tr> <tr><th colspan="2">30 Sec</th></tr> <tr> <td>1</td> <td>5 1</td> </tr> <tr> <td>2</td> <td>12 2</td> </tr> <tr> <td>3</td> <td></td> </tr> </table>	Time Out		30 Sec		1	5 1	2	12 2	3		<p><i>For a 60-sec time-out: record the period it was taken.</i></p>	<table border="1"> <tr> <td>+1</td> <td></td> </tr> <tr><th colspan="2">60 Sec</th></tr> <tr> <td>1</td> <td>3</td> </tr> <tr> <td>2</td> <td></td> </tr> </table>	+1		60 Sec		1	3	2	
Time Out																					
30 Sec																					
1	5 1																				
2	12 2																				
3																					
+1																					
60 Sec																					
1	3																				
2																					

- Record the total points for each period and total for the game in the appropriate boxes on the score sheet. If overtime is not needed to decide the game, place an "X" in the boxes to indicate no score will be recorded. (Figure 4)

Figure 4

SCORE						
PERIOD :	1	2	3	4	O.T.	FINAL
TEAM A :	8	9	9	8	X	34
TEAM B :	5	7	6	7	X	25
REF 1 :						

6. Operate the scoreboard when it is not integrated with the game clock.
7. Operate the alternate possession arrow when it is not integrated with the game clock.
8. Inform the Referee of any irregularities. This should be done at the first stoppage in play following the irregularity.

## 4.2 Timekeeper

The Timekeeper has the following duties:

1. Operate the game clock. Start the game clock when the Referee motions their arm down. Stop the clock when a Referee blows their whistle.

**Note:** ignore the whistle to signal the start of legal contact during a throw-in.

2. Notify Referee 1 at the three (3) minute mark prior to the start of the game. The Referee then can notify the players and do the final preparations for the start of the game.
3. Time all periods of play and intervals in regulation and overtime play.
4. Indicate the end of each period of regular and overtime play. Most often the game clock is counting down and has an automatic audible signal when the time is over. If not, a separate audible signal must be available and used at the exact second the time has elapsed.
5. Time each time-out ([Article 56](#)) and equipment time-out ([Article 58](#)), providing an audible signal when ten (10) seconds remain and again when the time-out is over; unless teams are ready to start play prior to the end of the time-out. Use the game clock if it has that option. If not, use a stopwatch. Start timing when the Referee begins the reporting process of the time-out to the table officials. If possible, indicate on the game clock how many thirty (30) second time-outs remain. Countdown from 4 to 0 time-outs left.

6. Notify the Referees of all requests for substitutions. Referees are notified of the request immediately if play is stopped or at the next stoppage in play. Use the horn and the correct signal for substitutions to alert the Referees. If the Referee is reporting something to the scoring table or the penalty table, wait until the Referee is finished before notifying the request for substitution.
7. Operate the scoreboard.
8. Operate the alternate possession arrow:
  - Make sure you know which team gets the arrow after the tip-off. Try to check, visually, with Referee 1 that the arrow is correct.
  - Change the arrow after the throw-in for every held ball.
  - Change the arrow after the throw-in has been made at the start of the second, third and fourth periods, after the ball has been legally inbounded.
  - Together, with Referee 1, change the arrow when the five (5) or ten (10) minutes break starts.
  - Show the Referees that you know you are changing the arrow by holding your hand on the device or by lifting it off the table (if possible).

**Note:** Repositioning the arrow at the start of the five (5) or ten (10) minutes break should always be done with the Referee.

- Referees sometimes rely on the possession arrow to determine or confirm who has the next possession or which team was last to have ball possession. For this reason, it is extremely important that the direction of the arrow is not changed when a Referee signals a turnover due to the alternating process (Article 63); but **ONLY AFTER THE BALL HAS BEEN LEGALLY INBOUNDED**.

**Note:** Inform the Referee of any irregularities. This should be done at the first stoppage in play following the irregularity.

If there are any problems at the table or with the teams or benches, first communicate with the Game Commissioner (GC). The Game Commissioner will decide when to call the Referee on the next stoppage in play. Do not stop the game. Do not try and solve a problem with the teams or benches yourself. This is a primary responsibility of the Game Commissioner.

## 4.3 Game Clock

The game clock shall be **started**:

- During a tip-off: when the ball is legally touched by a player.
- During a throw-in: when the ball is legally touched by a player on the court.

**Note:** Never make judgments yourself. Always watch the Referee and start the clock when the

Referee drops their arm.

The game clock shall be **stopped**:

- At the end of each period of regulation and overtime play.
- When a try is scored.
- When a Referee blows their whistle to signal a violation, foul, time- out, or any other stoppage in play. Immediately stop the clock when the Referee blows their whistle.

## 4.4 Penalty Timekeeper

The penalty timekeeper has the following duties:

1. Supervise the penalty box area by making sure the player:
  - stays inside the marked penalty box area.
  - leaves the penalty box area through the correct gate marked on the floor as part of the penalty box, closest to the penalty table.
  - leaves the penalty box at the correct time.
2. Record the following information on the Penalty Record Sheet for each penalty awarded (Figure 5):
  - The time when the penalty shall start (in most cases the same as time received).
  - The type of foul committed.
  - The team and number of the player who committed the foul.
  - The period in which the foul occurred.

**Figure 5**

	Time	Period	Team A/B	Player #	Common Foul	Technical Foul	Flagrant Foul	Disqualifying Foul
1	5:15	1	A	7	X			
2	4:40	1	B	12		X		

**Note:** When the Referee comes to the table, give him your total attention and then record in sequence.

3. Record warnings for contact before the whistle ([Article 91](#)) in the following sequence (Figure 6):
  - The first warning of that half was given.
  - The period of the warning of that half was given. (1<sup>st</sup> half are periods 1 and 2, 2<sup>nd</sup> half are periods 3 and 4).
  - The number of the player receiving the warning.
  - Place the contact before the whistle device on the table. Once a team receives a contact before the whistle warning a visual aid is placed on the table to notify the Referee that a warning has been given. The device may be a coloured cone or card that is placed on the side of the table respective to the team bench that received the warning:

Figure 6

CONTACT BEFORE THE WHISTLE WARNING							
	Period	Time	No.		Period	Time	No.
<b>1st Half:</b>	1	7.10	3	<b>1st Half:</b>	2	2.31	12
<b>2nd Half:</b>	4	3.20	7	<b>2nd Half:</b>			

- Additional contact before the whistle calls for that team during the same half shall be recorded as a foul and the penalty served by the player committing the contact.
- The contact warning from the 2<sup>nd</sup> half carries over to the overtime.
- If there was no contact warning in the 2<sup>nd</sup> half and a team gets a contact warning in the over time you write in the Period box "OT" for over time.

4. Time each penalty using the game clock.
5. Indicate when penalized players may return to the court.
6. Inform the Referee of any irregularities. This should be done immediately on the first stoppage in play following the irregularity.

### Flagrant Foul (Article 104)

A player who commits a flagrant foul shall be charged with three (3) try release penalties. The penalties are served consecutively. If the sanction for the initial foul is a loss of possession, or a penalty try is awarded, the player will begin serving the first penalty, followed immediately by the second.

If a player is charged with a second flagrant foul in the same game the player shall be disqualified from the game. The sanction for the disqualification in this situation will be as stated for a flagrant foul. The disqualified player will leave the field of play immediately. The penalties shall be served by a player from the same team selected by the coach. The coach will be allowed to substitute to create a legal line-up.

7. Procedure for recording and timing a flagrant foul (**Figure 7** for a 3 try release flagrant):
  - Record the 3 try release penalties at the time the first one starts by placing an "X" in the Flagrant Foul box. If the sanction for the initial foul is a try or a loss of possession, then only two penalties will be recorded.
  - Each penalty is served consecutively, the time is only recorded when each penalty starts being served. (See below)
  - All three penalties are try release penalties. If a try by the opposing team occurs (without penalty), the current penalty is over, and you should record the time for the next penalty.

**Figure 7**

	Time	Period	Team A/B	Player #	Common Foul	Technical Foul	Flagrant Foul	Disqualifying Foul
1	5:25	1	A	3			X	A3 is given a flagrant foul at 5:25, this is not a penalty try
2	4:25	1	A	3			X	Second try release penalty started at 4:25, after 60 seconds
3	4:00	1	A	3			X	Third try release penalty started at 4:00, after a try by Team B

Procedure for recording and timing a flagrant foul with another foul while the flagrant foul penalties are being served (**Figure 8**):

**Figure 8**

	Time	Period	Team A/B	Player #	Common Foul	Technical Foul	Flagrant Foul	Disqualifying Foul
1	5:25	1	A	3			X	A5 is given a flagrant foul at 5:25, this is not a penalty try
2	4:25	1	A	5			X	A5's second <u>try</u> release penalty started at 4:25, after 60 seconds
3	3:30	1	A	5			X	A5's third try release penalty started at 3:30, after a try by Team B
4	4:00	1	A	2	X			A2 is charged with a common foul at 4:00. The next try by team B will allow A2 back on to the court as A2 is the next to be released based on the order of the penalties to be served.

## Disqualifying Foul (Article 105)

A person who commits a foul that is blatantly unsportsmanlike, or that is committed with a clear disregard for safety, shall be disqualified from the game.

The following actions will result in a disqualifying foul:

1. Dangerous play.
2. Fighting
3. Continuous abusive and offensive language.
4. Striking or disrespectfully making physical contact with an official.
5. A common foul that displays very poor judgment and results in danger or injury to an opponent.
6. This is not a complete list; the Referees may at their discretion charge players or bench personnel with a disqualifying foul for any blatant or severe violation of acceptable behavior, decorum, or safety.

**A person who commits a disqualifying foul shall leave the field of play immediately.** He is not permitted to remain in the field of play, the surrounding area, or any other area where he may continue to have an influence on the game. Any further interaction by a disqualified person with the game will result in a technical foul charged to bench personnel.

The sanction for a disqualifying foul is a sixty (60) second penalty. This penalty is served for the full sixty (60) seconds; the player serving the penalty will not be released from the penalty box if the opposing team scores a try.

If the disqualifying foul was committed by a player, the penalty shall be served by a player from the same team with a classification point value equal to that of the disqualified player. If there is no such player, the penalty shall be served by a player from the same team with a classification point value closest to that of the disqualified player. If there are two (2) players with a

classification point value closest to that of the disqualified player, the player with the highest classification point value shall serve the penalty. If there is more than one (1) player who may serve the penalty, the coach shall select the player.

If the disqualifying foul was committed by a substitute, a coach, an assistant coach, or other team staff, the penalty shall be served by a player selected by the coach.

## 8. Procedure for releasing a player from the penalty box:

- A player serving a penalty is released from the penalty box when the time of the penalty has expired as indicated on the game clock. If the game clock cannot be viewed by the player, the penalty timekeeper shall tell the player when the time has expired.
- A player must exit the penalty box between the lines as marked on the court.
- A player serving a penalty that is not the result of a disqualifying foul shall be released from the penalty box if the opposing team scores a try that is not the result of a penalty try. A player released as the result of a try will be instructed to return to the court by the penalty timekeeper or the Referee.
- If more than one (1) player on the same team is serving a penalty, they shall be released from the penalty box in the same order that they begin serving the penalties.

The role of the penalty keeper becomes crucial in a physical game when penalties are frequent and maybe overlapping, resulting in a crowded penalty box.

At all times the penalty box official must:

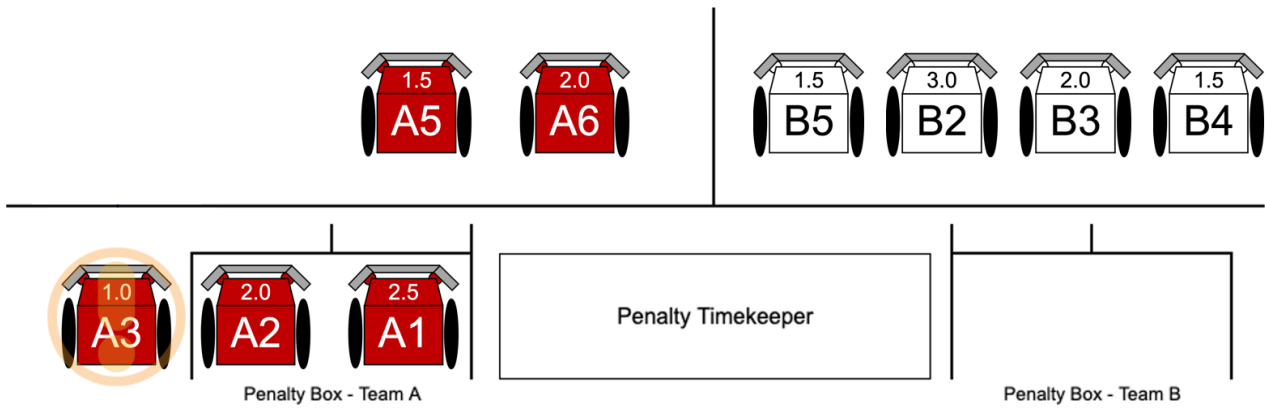
- a) Know the order in which the players were penalized
- b) Know the time remaining in each penalty
- c) Know what will determine the release of each player in the box
- d) Verbally release players from the penalty box, according to the rules (ex: after a try, or end of penalty).
- e) Take note if a player leaves the box illegally. IF SO, note the time in the game and notify the Referee at the next stoppage in play. A player leaves the box illegally if he leaves before the penalty has expired or does not use the designated "gate" to leave the penalty box. This situation should be discussed during the pre-game meeting by all table officials and with the Referees to come to an agreement of how/when to best communicate it.

## 9. Two or More Players in the Penalty Box

- No more than two (2) players from the same team may serve penalties at the same time. If more than two (2) players are required to serve penalties, the third and any subsequent penalized players shall leave the court, wait off the court outside the penalty box for an opportunity to begin serving the penalty (**Figure 9**). A substitute must be made for this player to allow his team to continue to play.

# WWR Table Officials Manual

Figure 9: Player A3 is waiting off the court as A2 and A1 are currently serving penalties.



- A player waiting to serve a penalty shall begin the penalty when the number of players in his team's penalty box is reduced to less than two (2). If necessary, the coach shall be given an opportunity to make substitutions so that his team is not in violation of the maximum point value.
- Procedure for recording and timing when a player (A4) is waiting off the court as there are two players in the penalty box, A2 and A3. (Figure 10) A player waiting to serve a penalty shall begin the penalty when the number of players in the team's penalty box is reduced to less than two (2).




Figure 10

	Time	Period	Team A/B	Player #	Common Foul	Technical Foul	Flagrant Foul	Disqualifying Foul
1	03:13	1	A	2	X			A2 is given a foul at 3:13
2	03:03	1	A	3	X			A3 is given a foul at 3:03
3		1	A	4	X			A4 commits a foul at 2:48 on the game clock but needs to wait to serve the penalty until the number of players in the penalty box is reduced to less than two (2). The penalty is recorded but the time to start the penalty is left blank. The time in which A2 leaves the penalty box is used to indicate the start of the penalty time for A4 and A4 can now enter the penalty box
4								
5								At 2:15 player A2 is released from the penalty box as team B scored.
6								A4 may enter the penalty box starting to serve his penalty at 2:15. <u>Add time!</u>



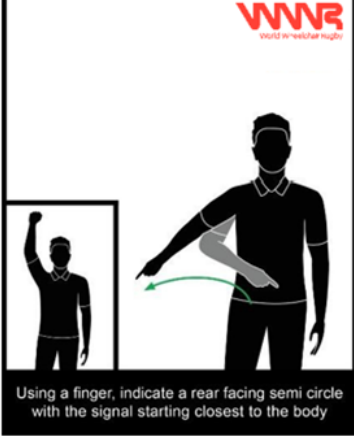
Players in the penalty box may not leave the box during 3 or 5 minute breaks between periods and time-outs. They may, however, leave the penalty box during the 5 or 10 minute half-time break and prior to the first period of overtime.




# WWR Table Officials Manual




## Types of Fouls and their Sanctions




REFEREE SIGNAL	FOUL TYPE	DEFENSIVE SANCTION	OFFENSIVE SANCTION	ARTICLE NUMBER
<p><b>CHARGING</b></p>  <p>Strike open fist with hand</p>	Charging (Common Foul)	60 seconds – try release or penalty try	loss of possession	90
<p><b>CONTACT BEFORE THE WHISTLE – WARNING/FOUL</b></p>  <p>Strike open palm with heel and palm of other hand</p>	Contact before whistle (Common Foul)	<p>First time in a half: warning</p> <p>additional penalties: 60 seconds – try release or penalty try</p>	<p>additional penalties: loss of possession</p>	91
<p><b>FOUR IN THE KEY</b></p>  <p>Show four fingers</p>	Four in the key (Common Foul)	60 seconds – try release or penalty try	not an offensive penalty	92

# WWR Table Officials Manual

<p><b>HOLDING</b></p>  <p>Hold forearm</p>	<p>Holding (Common Foul)</p>	<p>60 seconds – try release or penalty try</p>	<p>loss of possession</p>	<p>93</p>
<p><b>LEAVING THE COURT – TRY LINE</b></p>  <p>With both palms facing out move hands towards sideline</p>	<p>Leaving the court (Common Foul)</p>	<p>60 seconds – try release or penalty try</p>	<p>loss of possession</p>	<p>94</p>
<p><b>LEAVING THE COURT – ADVANTAGE</b></p>  <p>Using a finger, indicate a rear facing semi circle with the signal starting closest to the body</p>				

<p style="text-align: center;"><b>PUSHING</b></p>  <p style="text-align: center;">Imitate push</p>	<p style="text-align: center;">Pushing (Common Foul)</p>	<p style="text-align: center;">60 seconds – try release or penalty try</p>	<p style="text-align: center;">loss of possession</p>	<p style="text-align: center;">95</p>
<p style="text-align: center;"><b>ILLEGAL USE OF HANDS</b></p>  <p style="text-align: center;">Strike forearm</p>	<p style="text-align: center;">Illegal use of the hands (Common Foul)</p>	<p style="text-align: center;">60 seconds – try release or penalty try</p>	<p style="text-align: center;">loss of possession</p>	<p style="text-align: center;">96</p>
<p style="text-align: center;"><b>SPINNING</b></p>  <p style="text-align: center;">Start with arms in front of the body, waist level and rotate to the side outside shoulder width</p>	<p style="text-align: center;">Spinning (Common Foul)</p>	<p style="text-align: center;">60 seconds – try release or penalty try</p>	<p style="text-align: center;">loss of possession</p>	<p style="text-align: center;">97</p>

<p style="text-align: center;"><b>VERTICAL SPINNING</b></p>  <p style="text-align: center; font-size: small;">Start at the waist and raise both forearms up to shoulder height with closed fists</p>	<p style="text-align: center;">Vertical Spin (Common Foul)</p>	<p style="text-align: center;">60 seconds – try release or penalty try</p>	<p style="text-align: center;">loss of possession</p>	<p style="text-align: center;">97</p>
<p style="text-align: center;"><b>1 METER</b></p>  <p style="text-align: center; font-size: small;">Point to the floor and outline a forward semi-circle shoulder width apart</p>	<p style="text-align: center;">1-meter (Common Foul)</p>	<p style="text-align: center;">60 seconds – try release or penalty try</p>	<p style="text-align: center;">loss of possession</p>	<p style="text-align: center;">98</p>
<p style="text-align: center;"><b>TECHNICAL FOUL</b></p>  <p style="text-align: center; font-size: small;">Form T showing palms</p>	<p style="text-align: center;">Player, Bench, Equipment Technical (Technical Foul)</p>	<p style="text-align: center;">60 seconds – try release</p>	<p style="text-align: center;">60 seconds – try release</p>	<p style="text-align: center;">99, 100,101, 102,103</p>

<p><b>FLAGRANT FOUL</b></p>  <p>Hold wrist above head</p>	<p>Flagrant</p>	<p>1 common foul (penalty try OR try release) 2 technical fouls (try release)</p>	<p>1 common foul (loss of possession) 2 technical fouls (try release)</p>	<p>104</p>
<p><b>FLAGRANT FOUL – 2 TRY RELEASE PENALTIES</b></p>  <p>Show two fingers</p>				
<p><b>DISQUALIFYING FOUL</b></p>  <p>Two raised clenched fists</p>	<p>Disqualifying</p>	<p>60 seconds</p>	<p>60 seconds</p>	<p>105</p>

## 4.5 Forty Second Operator

The 40 second clock operator has the following duties:

1. The forty (40) second clock shall be started at the tip off in the beginning of the game and at the tip off in any overtime periods, when a player gains possession of the ball.
2. The forty (40) second clock shall be started when touched by a player on court following a throw in and is restarted whenever a team gains possession of a live ball. The mere touching of the ball by an opponent does not start a new forty (40) second period if the other team remains in possession of the ball (Article 66)
3. The forty (40) second clock shall be stopped and reset to forty (40) seconds when:
  - An official blows his whistle for a defensive foul or violation.
  - An official blows his whistle for an offensive foul or violation that results in a change of possession.
  - The game is stopped because of an action connected with the team not in possession of the ball.
4. The forty (40) second clock shall be stopped, but not reset to forty (40) seconds, when the same team that previously had possession of the ball is awarded a throw-in because of:
  - A ball having gone out-of-bounds.
  - A player of the same team requesting a Referee's timeout (injury, equipment).
  - A held ball situation where the team retains possession.
  - An offensive foul where the team retains possession.
5. The forty (40) second clock shall be stopped and reset to fifteen (15) seconds when a team in possession of a live ball requests, and is awarded a timeout, and time remaining on the forty (40) second clock is less than fifteen (15) seconds.
6. The forty (40) second clock shall be stopped and switched off when a team gains possession of a live ball on the playing court, and there are fewer than forty (40) seconds remaining on the game clock or fifteen (15) seconds remaining on the game clock after a timeout has been awarded in any period.

# WWR Table Officials Manual

## Quick Comparison for reset or no reset of the Forty Clock

reset	no reset
Referees time-out	
Turn over	Out of bounds and the same team has ball possession
Equipment time-out defensive team	Equipment time-out offensive Teams
Fallen player defensive team	Fallen player offensive team
Held ball changing team possession	Held ball no change of team possession
Foul by the defensive team	Technical Foul by the offensive team
Time out requested by the offensive team with less than 15 seconds on the 40-sec clock → reset to 15 seconds	Time-out WITH more than 15 seconds on the 40-sec clock

## 5. Summary

### 5.1 Game Preparation

When you arrive prior to the game, meet with your Referees (Including the Game Commissioner) for a pre-game discussion about your duties so you are aware of various Referees preferences. Enquire from the Referees as to how/when they would like you to communicate any specials situations that may occur during the game. Example if a player leaves the penalty box too early or illegally.

Please remember that the Referees has full responsibility for the game.

### 5.2 Supplies

Table officials are suggested to have the following supplies at the table:

- Pens: it's good to have some extra in case one stops working (red/black).
- Ruler for drawing lines on the scoresheet.
- Two Stopwatches: to time time-outs, equipment time-outs, and 60 second breaks.
- Memo-sheet: a sheet that reminds you about the things you need to remember.
- Water: Keep it down beside your chair, not on the table (no distractions!); but remember visits to the washroom must be made during breaks in the game and at least one person must remain at the table.
- No cell phones.

### 5.3 Duties for the Table Officials prior to the game:

#### 5.3.1 Scorekeeper:

- Secure the score sheet.
- Make sure the score sheet is completed with all correct details inscribed including all the Referees names. Make sure you have all your equipment.
- Take care of any personal needs.

#### 5.3.2 Timekeeper:

- Make sure you have all your equipment.
- As soon as possible, verify that you know how to operate all the functions of the game clock (example: how to quickly enter/correct the score (if included on clock), reset the clock (if necessary)).
- Take care of any personal needs

#### 5.3.3 Penalty Timekeeper:

- Secure the penalty record sheet.
- Make sure the penalty record sheet is completed.
- Make sure you have all your equipment.
- Take care of any personal needs

## 5.3.4 40-second Clock Operator:

- Make sure you have all your equipment.
- As soon as possible, make sure you know how to operate the 40-second clock. Know how to quickly reset the clock to 40 seconds, 15 seconds or reset to any time requested by the Referee.
- Take care of any personal needs

## 5.4 Arrival on the Court

Arrive on time. Meet your team at a designated location. The table officials enter the court together with the Referees and Game Commissioner. Walk around the court; do not cross it. Bring the official score and penalty sheets for the game, the game ball (if you are asked to) and all other equipment required for the game.

## 5.5 During the Game

During the game it is very important that you concentrate and stay focused on the game and the Referees.

- Perform your duties according to your training.
- If there are any problems or if you are insecure in any way, ask the Game Commissioner, or call a Referee at the next stoppage in play. Don't get stressed.
- Never discuss anything with the coaches or players.
- Call the Referees at the next stoppage of play if there seems to be a problem. Tell the Referees and let them handle the situation. Make sure you can inform the Referees about the problem.
- Always make sure that you have the same results on the score sheet and on the game clock.
- Focus on the Referees, not the game.

## 5.6 Duties for the Table Officials after the game:

When the signal after the fourth period sounds and the Referee blows the whistle, the game is finished.

The team that is ahead at the score is declared the winner.

If the teams are tied at the end of the fourth period overtime periods are to be played until one team is ahead.

### 5.6.1 Scorekeeper:

- Count the total number of tries and write down the results on the score sheet.
- Stay at your place until everything is finished.
- Make sure that Referee 1 signs the score sheet and the penalty record sheet, and Referee 2 signs the score sheet.

### 5.6.2 Timekeeper:

- Leave the clock as is at the end of the game. Do not reset anything on the clock.

- Stay at your place until everything is finished.

## 5.6.3 Penalty Timekeeper:

- Print your name on the penalty sheet.
- Bring the sheet to the score table.

## 5.6.4 40-second Clock Operator:

- Stay in your place until everything is finished.

**The Referees and Table Officials shall leave the court together as a team.**

## 5.7 Special Notes:

- Help each other to make sure to get the number of the scoring player.
- Help each other and the Referees in the last few seconds of each period.
- Keep the table as clean as possible during the game. No items except what you require to perform your duties, nothing that could possibly distract you from focusing or break your concentration. The table officials' area must always appear organized and efficient.

## Annex A - Code of Conduct for Technical Officials

### All Members and Persons shall:

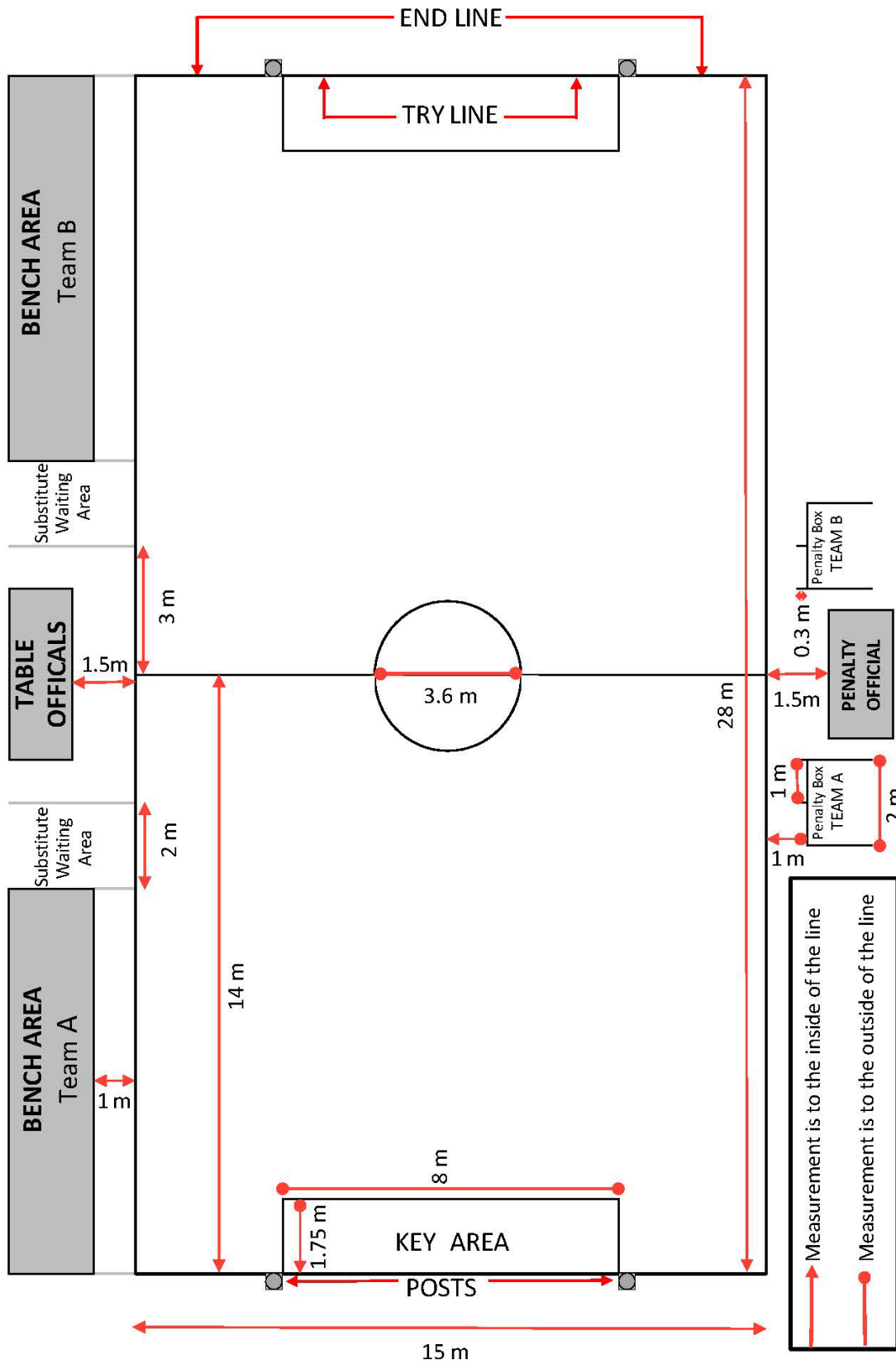
- ensure that the Sport is played and conducted in accordance with integrity, with disciplined and sporting behaviour and acknowledge that it is not sufficient to rely solely upon the Technical Officials including Referees to maintain those principles. Equally Technical Officials shall apply the rules of the Sport in a fair and consistent manner and make decisions with absolute impartiality and objectivity;
- co-operate in ensuring that the spirit of fair play and the Bylaws, Regulations, rules and policies of the Sport are upheld;
- promote the reputation of the Sport and take all possible steps to prevent it from being brought into disrepute;
- refrain from selecting Athletes who are provisionally suspended or serving a disciplinary sanction;
- not repeatedly breach the rules, policies and/or Regulations of the Sport;
- accept and observe the authority and decisions of Technical Delegates, Technical Officials, the Disciplinary Officer and all other wheelchair rugby disciplinary bodies;
- not publish or cause to be published (including online, on social networking platforms or on group chat or messaging applications or sites) criticism of the manner in which a Technical Official or Referee handled a Match;
- not publish or cause to be published criticism of the manner in which the Board, Technical Official, Technical Delegate, Judicial or Appeal Committee or any other wheelchair rugby disciplinary body handled or resolved any dispute or disciplinary matter resulting from a breach of the Bylaws, Regulations, rules or policies of the Sport;
- not engage in any conduct or any activity on or off the field that may impair public confidence in the honest and orderly conduct of a Match (or series of Matches), competition or tournament (including, but not limited to, the supply of information in relation to the Match or any Athlete, directly or indirectly, to bookmakers or to persons who may use such information to their advantage) or in the integrity and good character of any Person;
- abstain from participating in, supporting or promoting betting related to WWR Licensed Games and/or events;
- not commit an anti-doping rule violation as defined in the WWR Anti-Doping Rules and refrain from assisting any Athlete or Person in gaining an unfair advantage;
- not abuse, threaten or intimidate a Referee or other Technical Official or staff member of WWR, or WWR volunteer, whether on or off the field of play;
- not use crude or abusive language or gestures towards Technical Officials, Referees, spectators and/or Persons;
- not do anything which is likely to intimidate, offend, insult, humiliate or discriminate against any Person on the ground of their religion, race, sex, sexual orientation, colour or national or ethnic origin;
- not do anything which adversely affects the Sport, the Board, any Member or Person or any commercial partner of the Sport;
- refrain from using WWR Membership and WWR Matches and/or events to promote any political agenda, other than the advancement of sport for persons with an impairment and democracy, empowerment, equality and the protection of human rights.

## Applicability

- Each Member is under an obligation to comply with and to ensure that each of its members comply with this Code of Conduct and adopt procedures to monitor compliance with and impose sanctions for breaches of the Code of Conduct by Persons under its jurisdiction.
- This Code of Conduct applies to all Persons participating or involved in WWR sanctioned events, including but not limited to Matches, competitions, conferences, meetings, training events and clinics. This Code of Conduct also applies to all WWR staff, WWR committee members, the Board members when they are engaged in activities representing or related to the business of WWR.
- Where a Person believes that another Person has violated this Code, a complaint should be made promptly to WWR for the attention of the Disciplinary Officer.

# WWR Table Officials Manual

## Annex B - Playing Court



# WWR Table Officials Manual

## Annex C - Scoresheet

<b>World Wheelchair Rugby</b>				WWR OFFICIAL SCORESHEET																
				1st HALF						2nd HALF						OVERTIME				
				A	M	B	A	M	B	B	M	A	B	M	A	B	M	A		
Tournament:										X			X				X			X
Date: _____ Time: _____																				
<b>Team A:</b>																				
#	Player's Name	CL.	S4																	
			Time Out																	
			30 Sec																	
			1																	
			2																	
			3																	
			4																	
			+1																	
			+1																	
			+1																	
			60 Sec																	
			1																	
			2																	
Coach:																				
Assistant:																				
<b>Team B:</b>																				
#	Player's Name	CL.	S4																	
			Time Out																	
			30 Sec																	
			1																	
			2																	
			3																	
			4																	
			+1																	
			+1																	
			+1																	
			60 Sec																	
			1																	
			2																	
Coach:																				
Assistant:																				
Referee 1:																				
Signature: _____																				
Referee 2:																				
Game Commissioner:																				
Scorekeeper:																				
Timekeeper:																				
40 Sec. Operator:																				
Penalty Timekeeper:																				
<b>SCORE</b>																				
PERIOD :												1	2	3	4	O.T.	FINAL			
TEAM A :																				
TEAM B :																				
REF 1 :																				
WINNING TEAM :												_____								

Version 2.2

# WWR Table Officials Manual

## Scoresheet Example

**WWR OFFICIAL SCORESHEET**

				1st half						2nd half						OVERTIME		
				A	M	B	A	M	B	B	M	A	B	M	A			M
Tournament: 2020 Test Event				9	1	7	16	2		X	22	17	X			X		X
Date: 1/1/2020 Time: 18:00				24	1	4	8	17		1	23	7	48					
<b>Team A: Barbados</b>				13	2	3			1	20	1		20	18	9			
#	Player's Name	Cl.	S4	6	32	2	1		0	27	21	7		1	19	13		
3	Holdout, M	1.0	X	9	3	12			12	22	1		6	32				
5	Ambush, C	1.0		5	58	3	1						7	24	20			
6	Loading, C	1.5	X	5	5	4	7						1	25	58			
7	Smith, D	2.0	2	P9	4	26							8		21	13		
8	Sober, G (C)	2.0	3		25	5	1						26	3	42			
9	Johnson, Z	2.0	4	13	5	5							12	22	P13			
10	Harrold, S (F)	2.5	X +1		4	30	6	1					P1	27	1	27		
13	Harris, C	3.0	X +1		10	7	12							22	23	13		
					3	42	8	7					P7	28	3			
				9	6	4							0	27		24	9	
					7	47	9	1					7	27		25	13	
				9	7	8							1	29	2			
					1	27	10	1					6	30	8			
				9	8	1							P6	30	8			
					0	23	11	1					4	27		27	9	
<b>Team B: Burundi</b>				13	9	2						9	31	3	30			
#	Player's Name	Cl.	S4	13	10	3							1	32		29	3	
1	COVERT, Chris	3.0	X		7	28	12	4										
3	SCROEDER, Sam	3.5	X		6	32	13	12										
4	POREBSKI, Pat	2.5	1		5	32												
6	ARSENAULT, Andy	1.5	2	13	11	12												
7	DAMIANO, Dieter	2.0	3		5	58	14	P4										
9	SVELTE, Sven (C)	0.5	X	10	12	55												
12	O'MALLEY, Omar	2.0	+1		36		15	14										
14	VOLKOV, Vladimir	1.0	X +1	P9	13	25												
15	YAKUSHEV, Yuri	2.0	+1		8		16	12										
					4	30	17	14										
				13	14	10												
					2	47	18	15										
					8		19	4										

Referee 1: B. Lopez

Signature: \_\_\_\_\_

Referee 2: C Van de

Game Commissioner: C Wahl

Scorekeeper: J Smith

Timekeeper: S Battock

40 Sec. Operator: P Jones

Penalty Timekeeper: J. Dean

**SCORE**

PERIOD :	1	2	3	4	O.T.	FINAL
TEAM A :	9	8	7	6		30
TEAM B :	11	11	6	3		31

REF 1 : \_\_\_\_\_

WINNING TEAM : Burundi

Version 2.2

# WWR Table Officials Manual

## Annex D - Penalty Record Sheet

### PENALTY RECORD SHEET



TOURNAMENT:					DATE:			
TEAM A:					TEAM B:			
COLOUR:					COLOUR:			
<b>CONTACT BEFORE THE WHISTLE WARNING</b>								
1st Half:			Period	Time	No.	1st Half:		
2nd Half:			Period	Time	No.	2nd Half:		
	Time	Period	Team A/B	Player #	Common Foul	Technical Foul	Flagrant Foul	Disqualifying Foul
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
REFEREE 1 NAME:					SIGNATURE:			
PENALTY TIMEKEEPER:					Version 2.2			

## Penalty Record Sheet Example

### PENALTY RECORD SHEET



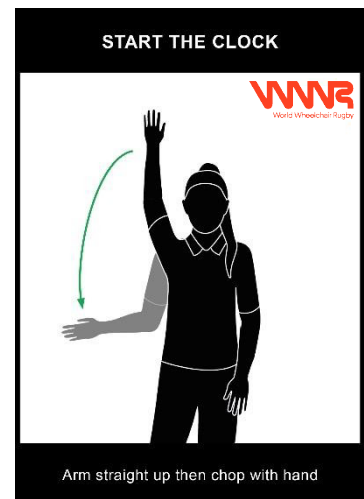
<b>TOURNAMENT:</b> 2020 Test Event					<b>DATE:</b> 1st Jan 2020			
<b>TEAM A:</b> Barbados					<b>TEAM B:</b> Burundi			
<b>COLOUR:</b> Red					<b>COLOUR:</b> Blue			
CONTACT BEFORE THE WHISTLE WARNING								
1st Half:			Period	Time	No.	1st Half:		
2nd Half:			Period	Time	No.	2nd Half:		
	Time	Period	Team A/B	Player #	Common Foul	Technical Foul	Flagrant Foul	Disqualifying Foul
1	5:15				X			
2	4:40				X			
3	3:22	1	B	15	X			
4								
5								
6	6:12	2	B	1				X
7	3:51	2	A	6			X	
8	3:30	2	A	6			X	
9	0:55	2	A					X
10	7:05	3	A					
11	5:12	3	B					
12	3:40	3	A	9	X			
13	1:48	3	A	4	X			
14	6:16	4	A	6	X			
15	4:39	4	B	14	X			
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
<b>REFEREE 1 NAME:</b> B. Lopez					<b>SIGNATURE:</b>			
<b>PENALTY TIMEKEEPER:</b> J. Dean								

# WWR Table Officials Manual

## Annex E - Hand Signals

- The hand Signals in this document are the official hand signals for the WWR.
- All signals should be completed clearly and in sequence.
- It is important that all table officials are familiar with these signals.
- New/Updated official signals are highlighted throughout the document.

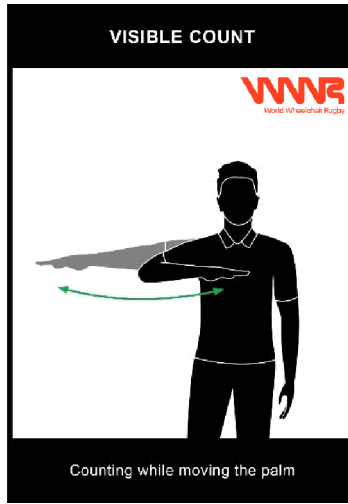
### Game Clock Signals



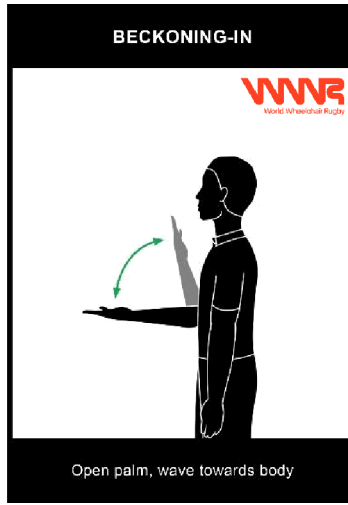
### Scoring and Informative



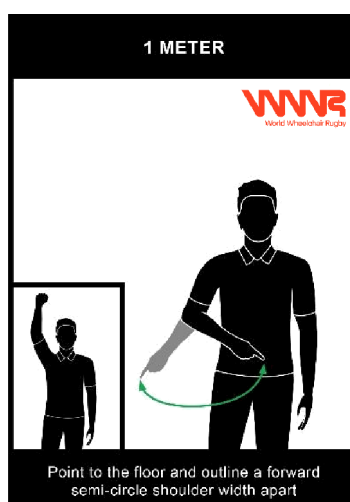
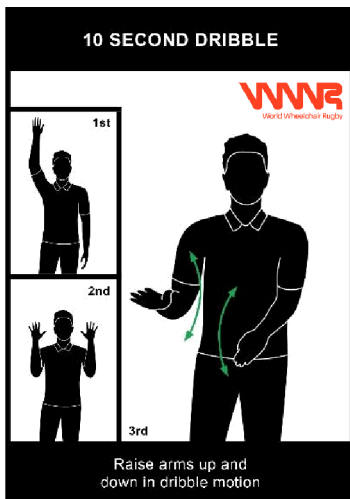
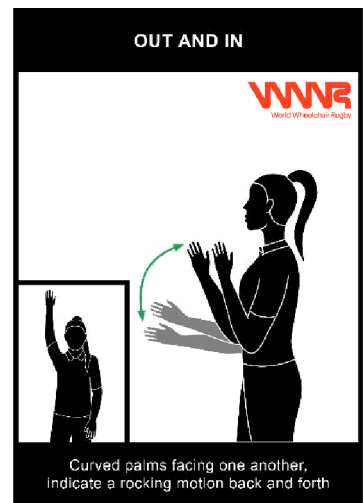
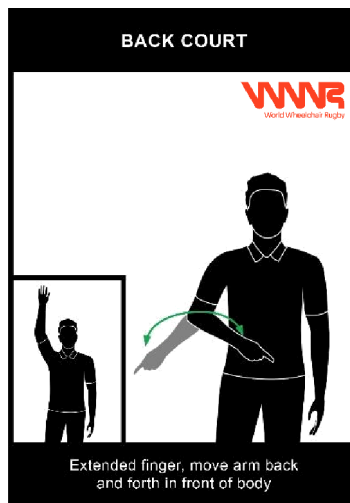
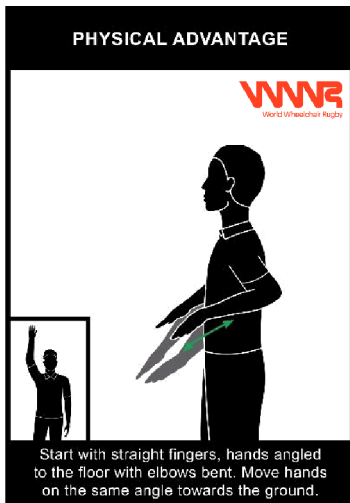
# WWR Table Officials Manual



## Time Outs and Substitutions

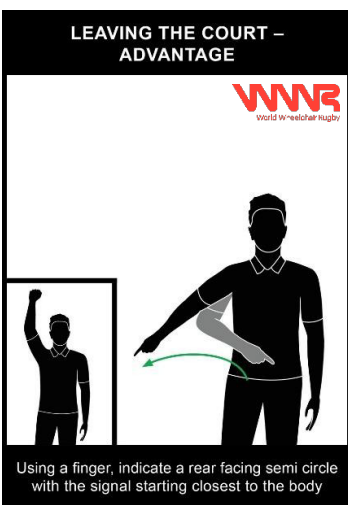
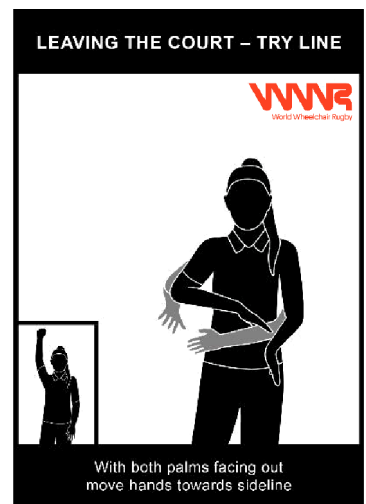
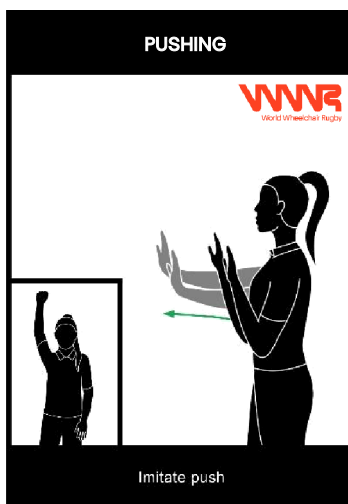


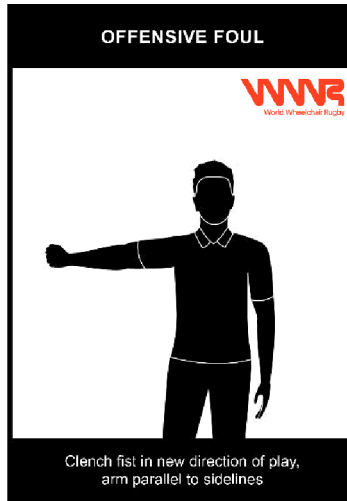
## Violations



# WWR Table Officials Manual

## Common Fouls



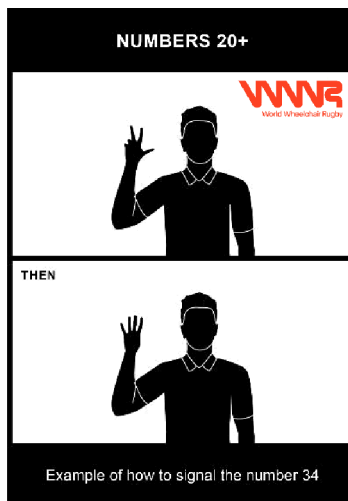
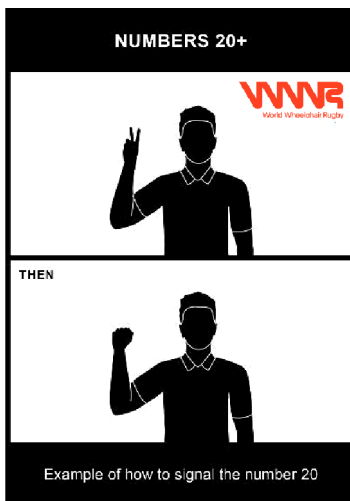


## Special Fouls



# WWR Table Officials Manual

## Number of Players



# WWR Table Officials Manual

## Reporting to the Score Bench and Penalty Box

The Referee must run towards the score bench or penalty box and stop, taking position so that the scorer has a clear unobstructed view of the official, signal very clearly and slowly, with a strong loud voice.

### Example 1: Reporting a time out to the Score Bench

Step 1. Indicate Bench/Colour

Step 2. Indicate player number

Step 3. Signal Time-out



### Example 2 Reporting Common Foul to the Penalty Box

Step 1. Indicate Bench/Colour

Step 2. Indicate player number

Step 3. Indicate the foul type

Step 4. If applicable signal subs and time outs to the score bench



## Example 3 Reporting Flagrant Foul to the Penalty Box

Step 1. Indicate Bench/Colour

Step 2. Indicate player number

Step 3. Indicate the Flagrant foul signal

Step 4. Indicate the number of penalties to be served

