



**Instruction Manual
for
TABLE OFFICIALS**

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PART I: PLAYING TIME

A) Regular Time:

The game is played in 4 periods. Each period is 8 minutes. There is a 2-minute break after period one and three. There is a 5-minute break after period two (half time).

B) Overtime:

An overtime period is 3 minutes.

Between the regular time and the overtime is a 2-minute break.

If additional overtime periods are required, there is a 2-minute break after each overtime period. Each overtime period starts with a tip-off.

PART II: TIME-OUTS (Art. 57)

Each team has 4 (30 sec) time-outs and 2 (60sec) time-outs, for a total of six during regular time.

A **30-sec time-out** may be requested anytime during regulation play by a player or a coach. A player's request may be granted during a live ball (see art. 60 for additional conditions); but a coach request can only be granted during a dead ball situation (also see art. 60 for additional conditions). Time-outs that are not used during regular time carry on to overtime play. In addition, one extra 30-sec time-out is added to each overtime period.

A **60-sec time-out** may only be requested by a coach. The coach makes his request to the table official, who then notifies the referees at the next stoppage of play. A request for a time-out can also be cancelled before it is granted.

Note: If a request is made during a dead ball period, the time-out can be granted during this same dead ball period. However, the referee must be informed of the request before the ball is given to the inbounding player for a throw-in. For this reason, the timekeeper must be very alert and quick to react during any dead ball period.

The table officials time the time-outs.

During the timing of the 30-sec time out, a signal is given after 20 seconds AND after 30 secs.

Recording of this time-out starts when the referee reports it to the table officials.

During the timing of the 60-sec time out, a signal is given after 50 seconds AND after 60 secs.

Recording of this time-out starts immediately when the referee indicates that a 60-sec time-out is awarded.

REFEREE'S TIME-OUT (Art. 58)

A referee may stop the play any time to attend to and resolve any situation. The referees' time-out can be as long as necessary.

EQUIPMENT TIME-OUT (Art. 59)

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

An equipment time-out is 1 minute. The timing for this type of time-out starts when the referee signals that the request is granted. A signal is given after 50 seconds AND after 60 seconds.

If more time is needed the team needs to take a time-out or make a substitution.

An Equipment time-out does not apply to fallen players (Art. 60), and as such, it is not inscribed on the score-sheet. However, the timekeeper must be aware that team staff has 1 minute to assist the fallen player and make him ready to restart play (Art.60).

The timekeeper is responsible for timing how long it takes for the fallen player to be ready to resume play. The timing should start when the player is upright and is being assisted to return to play.

PART III: TABLE OFFICIALS

A) SCOREKEEPER

The duties of the scorekeeper are:

- a) Verify that required information is properly inscribed on the score sheet prior to the start of the game.
- b) Record all goals on the score sheet in chronological order.
- c) Record all time-outs on the score sheet, including the period, the team, and the player or coach who requested it.
- d) Monitor the total classification point value of all players on the court for each team, and ensure that no team exceeds the maximum value.
- e) Record the order in which players enter the court after substitutions.
- f) Operate the scoreboard when it is not integrated with the game clock.
- g) Operate the alternate possession arrow when it is not integrated with the game clock.
- h) Inform the referee of any irregularities. This should be done at the first stoppage in play following the irregularity.

SCOREKEEPER - explanations

See and Use Annexes II and III

- a) Verify that the required information is properly inscribed on the score sheet prior to the start of the game.
 - *Tournament*
 - *Date of game*
 - *Time of game*
 - *Team names*
 - *Player names. Also inscribe a "C" for captain, and "AC" for assistant captain next to the name of appropriate player.*
 - *Player numbers*
 - *Player classification points*
 - *Name of coach for each team*
 - *Name of assistant coach for each team*

No less than 10 minutes prior to the scheduled start of the game, each coach shall give the scorekeeper the names and classification cards of the four starting players. The coach of Team A shall be the first to provide this information. At this time the coaches also check the score sheet to see that it's right and signs it. No substitution is permitted from this point to the start of the game, unless due to injury or for medical reason and approved by the referee.

- b) Record all goals on the score sheet in chronological order. A “P” next to the running score indicates a penalty goal.

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

Important note: remember to record the total points for each period and total for the game in the appropriate boxes on the scoresheet!

- c) Record all time-outs on the score sheet, including the period, the team, and the player or coach who requested it.

For a 30-sec time-out: record the player and the period it was taken.	Cl.			For a 60-sec time-out: record the period it was taken.	+1	
		Time Out			+1	
		30 Sec			60 Sec	
		1	5 1		1	3
		2	12 2		2	
	3					

- d) Monitor the total classification point value of all players on the court for each team, and ensure that neither team exceeds the maximum total of 8. For each female player on the court a team will be allowed an extra 0.5 points over and above the 8 points for the team. (art. 35)

When the classification cards are handed in to the table official, always count the points to verify that the total is the legal limit permitted on court.

If the classification points exceed the legal limit, tell the coach that the sub can't be made and if there is no time to call the ref before they start the game.

- e) Record the order in which substitutions are made.
Especially note which player was the one to enter the court last. One way to remember it is with the order of the classification cards. For example, place the card of the last player to enter the court, at the bottom of the list.
- f) Operate the scoreboard when it is not integrated with the game clock.
- g) Operate the alternate possession arrow when it is not integrated in the game clock.
The possession arrow is positioned after a team gains control of the ball after the tip-off, and will change at every held ball, and after the throw in at the beginning of each period.
Repositioning the arrow at the start of the 5-minute break should always be done with a 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 (Art. 63); but **ONLY AFTER THE BALL HAS BEEN LEGALLY INBOUNDED**. Turn the arrow after the inbound and not earlier!
- h) 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, call the referee at the next stoppage in play. **NEVER STOP THE GAME!!** Never try and solve a problem with the teams or benches yourself.

B) TIMEKEEPER

The duties of the timekeeper are:

- a) Operate the game clock.
- b) Notify Referee 1 at the 3-minute mark prior to the start of the game.
- c) Time all periods of play and intervals in regulation and overtime play.
- d) Indicate the end of each period of regular and overtime play.
- e) Time each time-out and equipment time-out, providing an audible signal after it has elapsed.
- f) Notify the referees of all requests for substitutions.
- g) Operate the scoreboard when it is integrated with the game clock.
- h) Operate the alternate possession arrow when it is integrated with the game clock.
- i) Inform the referee of any irregularities. This should be done at the first stoppage in play following the irregularity.

TIMEKEEPER - explanations

a) Operate the game clock.

Start the game clock when referee motions the arm down. Stop the clock when a referee blows the whistle. Note: ignore the whistle to signal the start of legal contact during a throw-in.

b) Notify Referee 1 at the 3-minute mark prior to the start of the game. Now the referee can notify the players and do the final preparations for the start of the game.

c) Time all periods of play and intervals in regulation and overtime play. Each period is 8 minutes. A game is 4 periods. Over time periods are 3 min. each.

There is a 2 minute break between period 1 and 2, and between period 3 and 4. In both cases, signal when 10 sec. remains in the break, AND again when the break is over.

There is a 5 minute break between period 2 and 3. Signal when 1 min. remains and again when 10 sec. remains, AND again when the break is over.

Break between regular time and over time and each over time period - 2 minutes. Signal when 10 sec. remains in the break, AND again when the break is over.

d) Indicate the end of each period of regular and overtime play. Most often the game clock is counting down and has an automatic signal when the time is over. If not, a separate signal must be available and used at the exact second the period is over.

e) Time ALL time-outs, and provide an audible signal when 10 sec. remain in the time-out, **AND** again when the time-out is over; unless the teams are ready to play before 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 communicates the time-out to the table officials.

If possible, indicate on the game clock how many time-outs are. Count down from 4 to 0 time-outs left.

f) Notify the referees of all requests for substitutions. Referees are notified of the request immediately if play is stopped or at the next stoppage if the game is in play. Use the horn and the right sign for substitution to alert the referees. If the referee is reporting something to the scoring table or the penalty table, **WAIT UNTIL HE IS FINISHED** before notifying him of the request for substitution.

g) Operate the scoreboard when it is integrated with the game clock. Put the scores up on the scoreboard.

h) Operate the alternate possession arrow when it is integrated in the game clock.

The possession arrow is positioned after a team gains control of the ball after the tip-off, and will change at every held ball, and after the throw in at the beginning of each period. Repositioning the arrow at the start of the 5-minute break should always be done with a 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 (Art. 63); but **ONLY AFTER THE BALL HAS BEEN LEGALLY INBOUNDED!**

i) 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, call the referee in next stoppage in play. **NEVER STOP THE GAME!!** Never try and solve a problem with the teams or benches yourself.

GAME CLOCK

The game clock shall be started at the following times:

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

NOTE: Never make the judgment yourself. Always watch the referee and start the clock when the referee drops his arm.

The game clock shall be stopped:

- a) at the end of each period of regulation and overtime play.
- b) when a goal is scored.
- c) when a referee blows his whistle to signal a violation, foul, time-out, or any other stoppage in play.

Immediately stop the clock when the referee blows the whistle. Then find out why he did it.

C) PENALTY TIMEKEEPER

TYPES OF FOULS AND THEIR SANCTION

Consult the IWRF Rule book - (See photos of Referee Signals - Annex IV)

COMMON FOULS	Sanction: defense	Sanction: offense
1-meter	1 minute - goal release	loss of possession
4 in the key	1 minute - goal release	not an offensive penalty
Charging	1 minute - goal release	loss of possession
Contact before whistle: each half of play	First time: warning After that: 1 minute - goal release	First time: warning After that: loss of possession
Holding	1 minute - goal release	loss of possession
Pushing	1 minute - goal release	loss of possession
Illegal use of the hands	1 minute - goal release	loss of possession
Leaving the court	1 minute - goal release	loss of possession
Spinning	1 minute - goal release	loss of possession

NOTE: If a penalty goal is awarded at the time of the foul, the penalty is not served.

TECHNICAL FOULS	Sanction: defense	Sanction: offense
Player Technical	1 minute - goal release	1 minute - goal release
Bench Technical	1 minute - goal release	1 minute - goal release
Equipment Technical	1 minute - goal release	1 minute - goal release
Excessive Points	1 minute - goal release	1 minute - goal release
Flagrant	1 common foul (served like other common fouls) 2 technical fouls (served like other technical fouls)	1 common foul (served like other common fouls) 2 technical fouls (served like other technical fouls)
Disqualifying	1 minute - no release	1 minute - no release

NOTE: Players serving a technical foul are released if the opposing team scores but not if a penalty goal is awarded on the play.

FLAGRANT FOUL

A flagrant foul is committed when it is clear that the player's intent in committing a common foul is to intimidate his opponent.

A player who commits a flagrant foul shall be charged with two technical fouls in addition to the common foul. The penalties are served consecutively and NOT simultaneously, beginning with the common foul. If the sanction for the common foul is loss of possession or a penalty goal, the player will begin serving the first of 2 technical fouls, immediately.

Note: A Player charged with a second flagrant foul is disqualified from the game (Art. 105); however, the sanction is the same as a flagrant foul.

DISQUALIFYING FOUL

A player charged with a disqualifying foul must immediately leave the venue. The foul is served by a teammate, with the same classification points or less.

THE DUTIES OF THE PENALTY TIMEKEEPER:

a) Supervise the penalty box area.
b) Record the following information on the Penalty Record Sheet for each penalty awarded. When the referee comes to the table, make eye contact with him, give him your total attention and then record in sequence:

- the time of the foul.
- the time when the penalty shall start (in most cases the same as time received).
- the type of foul committed
- the name and number of the player who committed the foul.
- The team (A or B) of the player who committed the foul
- The period in which the foul occurred

NOTE: see the penalty record sheet.

c) Record warnings for contact before the whistle in the following sequence:

- the time the warning was given.
- the period the warning was given.
- the number of the player receiving the warning.

d) Time each penalty using the game clock.

e) Indicate when penalized players may return to the court.

f) Inform the referee of any irregularities. This should be done at the first stoppage in play following the irregularity.

PENALTY TIMEKEEPER - explanation

- a) Supervise the penalty box area and make sure that:
- *the player stays inside the box area.*
 - *no one talks to the penalized player.*
 - *the player leaves the box through the correct gate marked on the floor as part of the penalty box, closest to the penalty table.*
- b) For each penalty awarded, record the following information on the Penalty Record Sheet
- Start by recording the time of the penalty because that is most important. This is the time showing on the game clock. If the start time the penalty starts is the same as the time it was given, then simply place an x in the start time. If the penalty is delayed, then write the start time in the appropriate column.
 - A list of the players' names and numbers should be obtained for both teams, before the game.
 - Also record the team and number of the penalized player. Make sure to record the right type of foul and the period in which the foul occurred during the game.

	PLAYER NAME	Player Number	Team (A or B)	Time	Period	Start Time	Illegal use of hands	Spinning	Contact before whistle	Leaving court	Pushing	Charging	Holding	1 metre	4 in the key	Technical	Flagrant	Disqualifying
1	Johnson Z.	7	A	3:21	1	X	x											
2	Covert Chris	1	B	1:28	1	X		x										

- **Procedure for recording and timing a flagrant foul:**
 - *Record the first common foul and the time it starts.*
 - *Record the first technical foul and the subsequent second technical foul. Since each penalty is served consecutively, the time is only recorded when each penalty starts being served.*

PLAYER NAME		Player Number	Team (A or B)	Time	Period	Start Time	Illegal use of hands	Spinning	Contact before whistle	Leaving court	Pushing	Charging	Holding	1 metre	4 in the key	Technical	Flagrant	Disqualifying
1	Johnson Z.	7	A	3:21	1	X	x											
2	Covert Chris	1	B	1:28	1	X		x										
3	Sam Schroeder	3	B	5:25	2	X	Team A scores at 4:53 (not a penalty goal)									X		
4	Sam Schroeder	3	B	5:25	2	4:53	first technical starts at 4:53									X		
5	Sam Schroeder	3	B	5:25	2	??	second technical starts at 3:53, or when team A scores									X		

Note: All three fouls are with goal release.

- c) Record warnings for contact before the whistle. The first contact before the whistle gives the team a warning. It is recorded on the sheet with period, time and player’s number. For any subsequent contact violation the guilty player on the defensive team receives a one-minute penalty and for the offensive team it is sanctioned with a loss of possession.

TEAM A: Barbados

COLOUR: Yellow

Contact warning:	1st Half:	Period	Time	No.
		1	4:53	5
	2nd Half:			

1st Half is period 1 and 2
 2nd Half is period 3 and 4

The contact warning from the 2nd half goes over to the over-time.

If there was no contact warning in the 2nd half and a team gets a contact warning in the over time you write in the Period box “OT” for over time.

- d) Time each penalty using the game clock. The penalty timekeeper has to write down the time for the penalty. The penalty time is over after one minute on the game clock.
- e) Indicate when penalized players may return to the court. The penalized player may return to the court after the penalty has expired on the game clock, or when the opposite team scores, unless it is a penalty goal.
- f) 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, with the teams or penalty boxes, call the referee in next stoppage in play. **NEVER STOP THE GAME!!** Never try and solve a problem yourself.

RELEASE FROM THE PENALTY BOX

A player serving a penalty is released from the penalty box:

- a) when the penalty time has expired as indicated on the game clock.
- b) when the opposite team scores; but not on a penalty goal.
- c) in the same order that they received their penalty.

Although most of the games are fairly easy to administer by the Penalty Box Official, the performance of this official 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:

- 1) know the order in which the players were penalized
- 2) know the time remaining in each penalty
- 3) know what will determine the release of each player in the box
- 4) verbally release players from the penalty box, according to the rules (ex: after a goal, or end of penalty). A player must verify with the penalty official before leaving the penalty box.
- 5) TAKE NOTE IF A PLAYERS leave 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.

TWO OR MORE PLAYERS IN THE PENALTY BOX

No more than two players from the same team may serve penalties at the same time. The third and any subsequent penalized player shall leave the court and wait, off the court and beside the penalty box (not inside), for an opportunity to begin serving the penalty. A substitute must be made for this player to allow his team to continue play.

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. 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.

Players in the penalty box may not leave the box during 2-minute breaks and time-outs. They may however, leave the penalty box during the 5 minute half-time break.

The Following example (fig. 1 to 4) outlines the sequence of events to more than 2 players in the penalty box. Follow the recording of the penalties in Fig. 5.

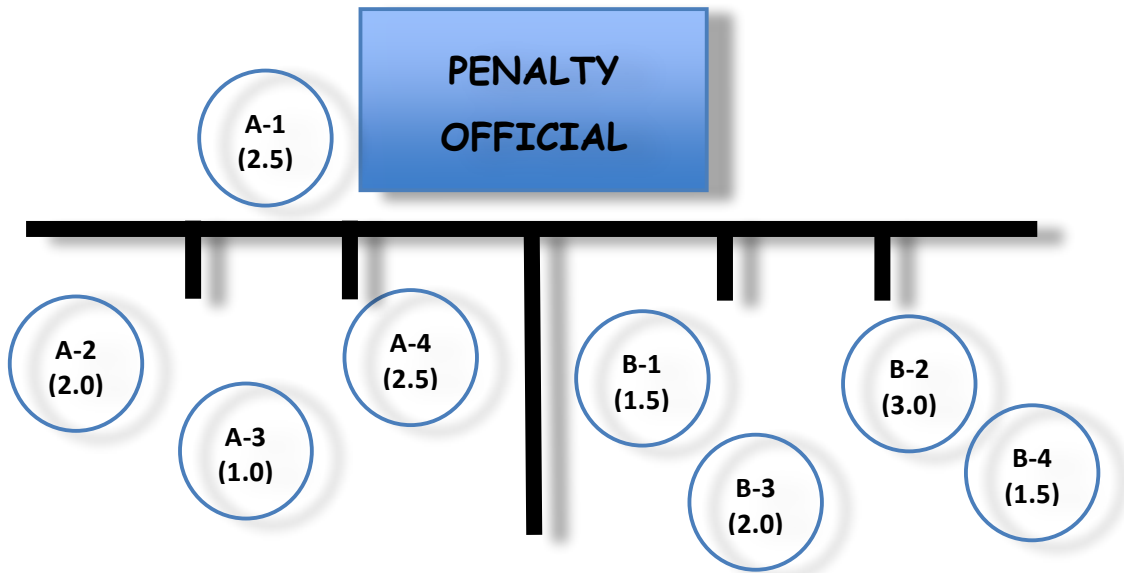


Fig. 1: At 6:00 A-1 is penalized for spinning. He returns at 5:00 or if Team B scores a regular.

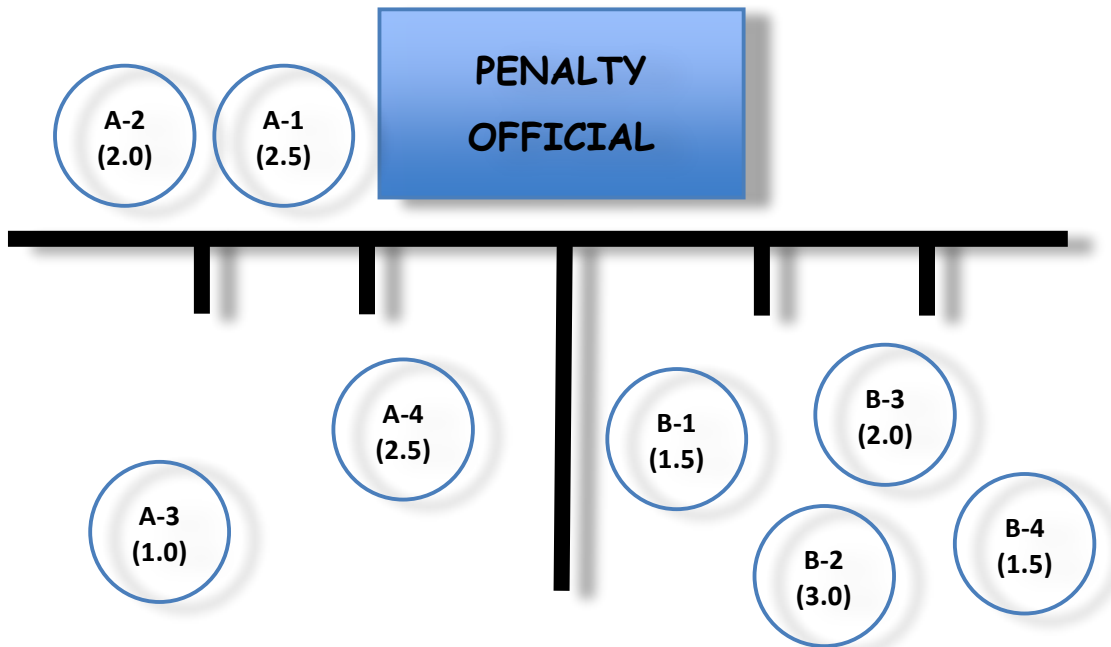


Fig 2: At 5:40 A-2 receives a technical foul. He returns at 4:40 or if Team B scores a regular goal.

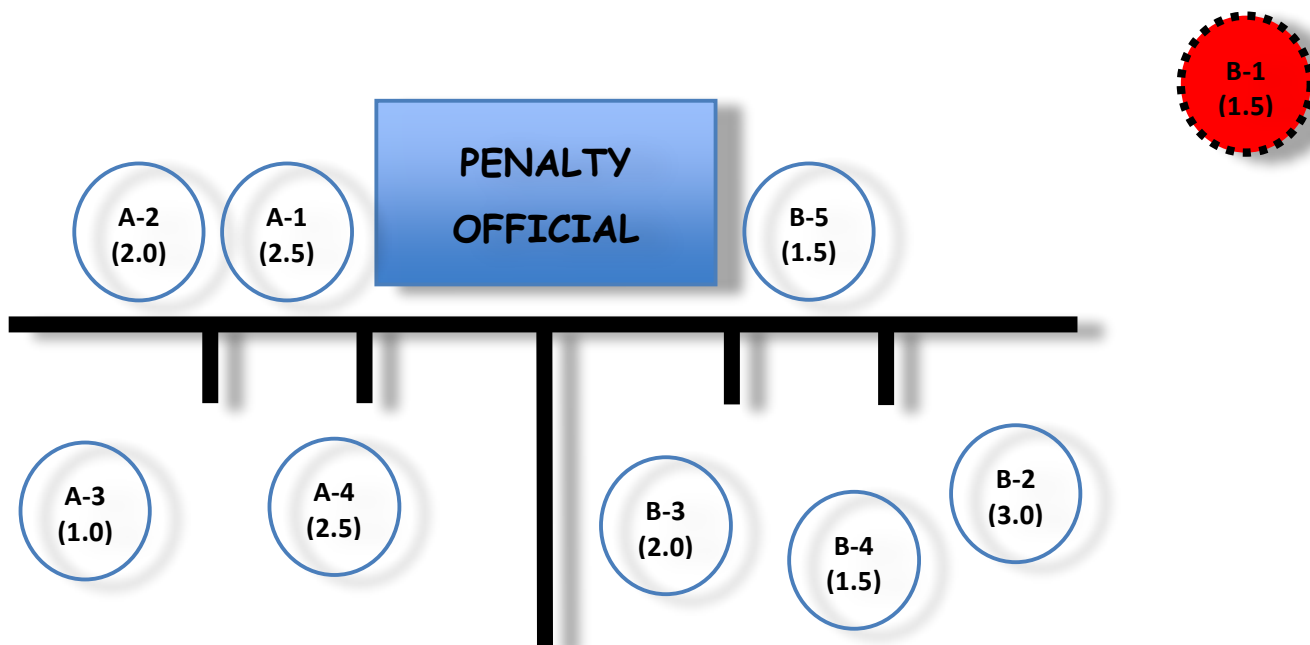


Fig. 3: At 5:30 B-1 is charged with a disqualifying foul. B-1 must leave the playing area. B-5 will serve the full minute for B-1. His penalty ends at 4:30... no goal release!

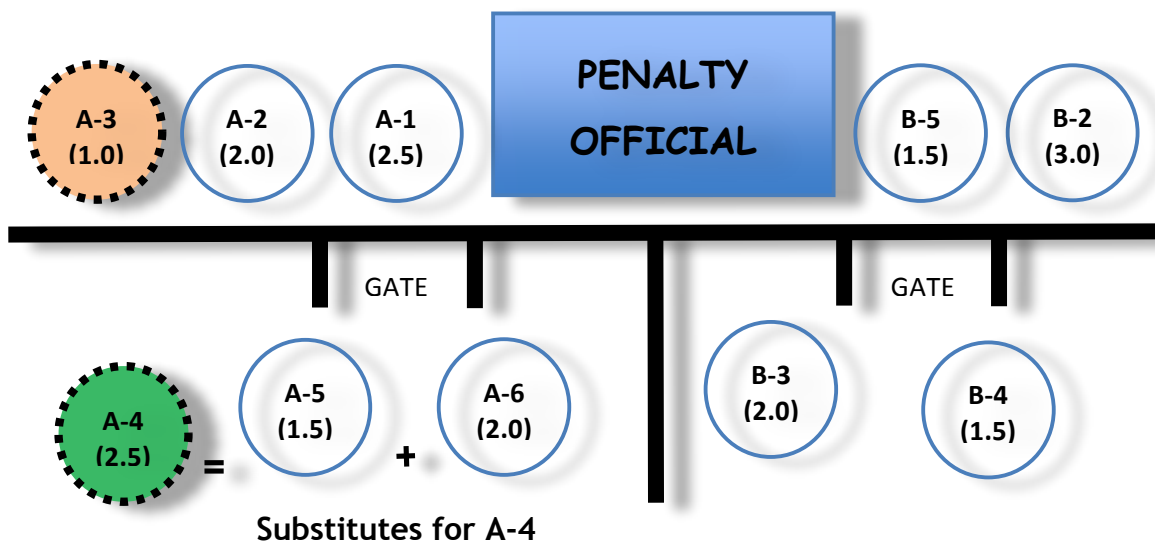


Fig. 4: At 5:15 B-2 is charged for 2nd “contact before the whistle” and coach A is charged with a technical foul. A-3 will serve the coach technical foul.

Since team B only has 2 players in the penalty box, B-2 starts serving the penalty at 5:15 and returns at 4:15 or if and when team A scores. Remember that B-5 can only return after a full minute (at 4:30).

When A-3 became the third player in the penalty box, coach A had to put in another player

(minimum 2 players) to continue the game. The start of the penalty to A-3 is delayed until A-1 is released.

TEAM A: A						TEAM B: B												
COLOUR: RED						COLOUR: blue												
Contact warning:						Contact warning:												
		1st Half:	Period	Time	No.			1st Half:	Period	Time	No.							
		2nd Half:						2nd Half:										
Penalty sequence	PLAYER NAME	Player Number	Team (A or B)	Time received	Period	Start Time	Illegal use of hands	Spinning	Contact before whistle	Leaving court	Pushing	Charging	Holding	1 metre	4 in the key	Technical	Flagrant	Disqualifying
1	A-1	1	A	6:00	1	X		X										
2	A-2	2	A	5:40	1	X										X		
3	B-1	1	B	5:30	1	X												X
4	B-2	2	B	5:15	1	X			X									
5	A-3 (coach)	3	A	5:15	1	??	(starts when A-1 is released)								X			

Fig. 5: Recording sequence of fouls: more than 2 team-mates in the penalty box

If A-1 returns (legally) to the game during a live ball, he will continue to play as part of the line up together with A-2, A-5, and A-6. But the penalty to A-3 does not start, until Coach A has had an opportunity to make substitutions to respect the total points and a maximum number of players on the court. Play will continue until the next stoppage in play.

When play is stopped for any reason governed by the rules, coach A will make the necessary changes (replace A-5 and A-6) to include A-3 in the total point count. The penalty to A-3 starts when substitutions are made and play resumes.

D) 40-SECOND CLOCK OPERATOR

Reason for the 40-sec Clock: Allow a team to score within 40 seconds. To do so, a team must have possession of the ball. **Know the rule on Ball Possession (Art. 66).**

DUTIES OF THE OPERATOR:

- a) Operate the 40-second scoring clock.
- b) Start, stop, reset (if required) and restart.

START - when?:

- a) A team gains possession of a live ball after a tip-off
- b) The ball is touched by a player on court after a throw-in.

STOP: whenever there is a whistle resulting in a stoppage in play.

RESET - when?:

- a) There is a change in team possession: either during continuous play or after a stoppage in play.
- b) There is a stoppage in play; and, there is no change in possession; and the stoppage is caused by the defensive team or the referee.

Examples: - an equipment time-out taken by the defensive team. There is no change of possession, but play is interrupted by the defensive team.
- a referee time-out.

NOTE: This case does not include “a ball going out of bounds”.

Special reset: 40-second clock is reset to 15 when the offensive team takes a time-out and less than 15 seconds is remaining on the 40-sec. clock.

NO RESET - when?:

There is a stoppage in play. The stoppage is caused by the offensive team, and the offensive team maintains possession:

- Examples:
- a team-mate injury or request for an equipment time-out
 - a held ball situation
 - an offensive technical foul
 - fallen player

Exception: A ball out of bounds caused by the defensive team.

RESET OR NO RESET ?? - QUICK COMPARISON

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
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
Held ball changing team possession	Held ball no change of team possession
Foul by the defensive team	Foul by the offensive team and the offensive team retains possession (technical foul)

STOPPED AND SWITCHED OFF when:

- a team gains possession of a live ball on the playing court and there are fewer than 40 seconds remaining on the game clock.
- or fifteen seconds remaining on the game clock after a time-out has been given in any period.

PART IV RULES AND PROCEDURES - “NEED TO KNOW”**SUBSTITUTIONS****CLASSIFICATION CARD MUST SHOW THE FOLLOWING:**

- a) player’s name
- b) player’s number as it appears on his uniform shirt
- c) player’s photograph
- d) most current classification points
- e) specification of any modification of the wheelchair or equipment for medical reasons (A Art. 35 Classification)

Generally, either team may substitute any number of players after a stoppage in play.

EXCEPTIONS AND SPECIAL CONDITIONS:

- a) No substitution is permitted after a goal has been scored, unless there is an additional stoppage after the goal (example: a fallen player).
- b) Neither team may substitute during an equipment time-out. If the player requesting the time-out has a problem requiring him to be substituted then the other team may also substitute.
- c) Substitution is permitted after a contact warning, since it is a violation

Note: Substitution is permitted by either team on a fallen player

SUBSTITUTION PROCEDURE:

Substitutions must report to the substitution area prior to the stoppage in play and give their classification card to the scorekeeper. (One person can be selected to hand in the cards if more than one player substituting.) 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.

Substitutes are not permitted to enter the court directly from the bench. Players leaving the court after a substitution must go to substitution area to pick up their classification card from the scorekeeper before returning to their bench area. (An able bodied person can assist with handing in and collecting the cards.) No substitution may be made for a player who is serving a penalty.

Duties for the Table Officials during substitution:

- Collect the classification card from substituting player.
- Place it on the table next to the card of the player that is to be substituted.
- Make sure the player stays in the substitution area until he is called on to the court.
- Check the classification points for the new players on court.
- Notify the referee in next stoppage of play that a substitution is requested.
- Hand the classification card of the player coming form the court.
- Make sure you know in what order the new players entered the court.

POSSESSION OF THE BALL (IWRP: Art. 66)

- a. A player has possession of the ball when:
 - i. 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,
 - ii. he has a hand or hands firmly on the ball thus preventing an opponent from having free and easy movement of the ball,
 - iii. he is given the ball to execute a throw-in.
 - iv. he voluntarily accepts a live ball, or
 - v. he is in the act of dribbling the ball.
 - a. A team gains possession of the ball when a player on that team has possession of the ball. Team possession continues until:
 - i. an opposing player gains possession of the ball, or
 - ii. the ball is declared dead.
- Team possession does not end while the ball is being passed between players.

ALTERNATING POSSESSION ARROW

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.

The team that does **NOT** gain possession of the ball after the tip-off shall be given 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 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 changed to indicate the direction for the next alternating possession.

Duties for the Table Officials regarding the 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 every held ball.
- Change the arrow after the throw-in has been made at the start of the second, third and fourth period, after the ball has been legally in-bounded
- Change the arrow when the 5 minutes break starts. **Do that together with a referee .**
- Show the referees that you know you are changing the arrow by holding your hand on it or by lifting it off the table (if possible)

40 SECOND CLOCK:

Clarification: If a coach requests a time-out during a dead ball AND the 40-second clock shows less than 15 seconds, the 40-second clock is reset to 15 seconds.

CORRECTABLE ERROR

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

- a) The error must be one of administration, such as applying an incorrect sanction or failing to start or stop the game clock or forty second clock appropriately. Errors in judgment or interpretation by the referees are not subject to correction.
- b) Only a coach or team captain can request a correction. The request must be made before the ball becomes live after the next stoppage in play following the error. If it is not made by this point, it can no longer be corrected.
- c) The request must be made to the technical commissioner and if there is none, to the scorekeeper. This person will immediately note it (write it down) and inform the referee at the next stoppage in play.
- d) If Referee 1 decides that a correctable error has occurred, then table officials will make any corrections to the score sheet, and clocks as instructed by referee 1.

It is a good idea to know and understand the complete Decision Review Procedure

Duties for the Table Officials regarding a correctable error:

- Take notes from the coach's information.
- Inform Referee at next stoppage in play.
- NEVER discuss the issue with the coach or team. Leave that to the referees.

PROTEST / DECISION REVIEW

A team/coach can request a decision review any time during a game.

Procedure:

- e) A coach requests a clarification of a referee decision, and the referee is notified at the next stoppage in play.
- f) The appropriate table officials note their respective information at the time of the request: score, time on the game clock, time on the 40-sec clock, players in the penalty box and time left in their penalties.
- g) The Technical Commissioner, Referee 1, and if necessary the Technical Delegate or tournament organizer will review the referee decision and render a final decision.
- h) If the review is upheld, the table officials will make corrections to the score sheet and clocks, as per the instructions of the Review Committee, and play is resumed. If the review is defeated, the requesting coach is charged with a technical foul.

PART V: SUMMARY

A) BEFORE THE GAME

EQUIPMENT

As a table official you need some equipment at the table:

- Pens: it's good to have some extra in case one stops working.
- Ruler for drawing lines on the score-sheet
- CORRECTING TAPE
- Stopwatch: to time time-outs, equipment time-outs, and one-minute breaks.
- Notebook: to write down thoughts and things during the game: good to have in case of a protest/decision-review in the game.
- Memo-sheet: a sheet that reminds you about the things you need to remember.
- Water: something to drink is always good to have. Keep it down beside your chair, not on the table (no distractions!); but remember, no visits to the washroom during the game!

ARRIVAL ON THE COURT

When you arrive, meet up with the other Table Officials. You work in teams and it's good to know each other. Discuss your duties so you know who is doing what and what mechanics you will use. Also question the referees if they have specific preferences how/when they would like you to communicate any special situations during the game.

Example: a player leaving the penalty box too early.

The Table Officials enter the court together. Walk around the court; do not cross it. Bring the sheets for the game and the game ball (if you are asked to) and all other equipment required for the game.

Duties for the Table Officials before the game:

Scorekeeper:

- Arrive on time.
- Pick up the score sheet.
- Make sure the score sheet is completed.
- Make sure you have all your equipment.
- Take care of any personal needs

Timekeeper:

- Arrive on time.
- 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

Penalty Timekeeper:

- Arrive on time.
- Pick up 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

40-seconds CLOCK OPERATOR:

- Arrive on time.
- Make sure you have all your equipment.
- As soon as possible - make sure you know how to operate the 40-seconds clock. OR RESET TO ANY TIME REQUESTED BY THE REFEREE. Know how to quickly reset the clock back to any time requested by the referee and to 15 seconds.
- Take care of any personal needs

B) 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, call a referee at the next stoppage in play. Don't get stressed.

Keep a notebook with you and write down your questions to remember.

Never discuss anything with the coaches or players.

Call the referees in 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.

Help each other at the table. Talk to each other.

Always make sure that you have the same results on the score sheet and on the game clock on the wall.

Some Special Notes:

- Make sure you get the direction of the possession arrow right at the start of the game (tip-off): watch the referee!
- During the game: FOCUS on THE REFEREES and not the ball.
- 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; but especially the end of the game; and, especially if it is a close scoring game: If goal is scored, was it scored before or after the signal. Be ready with an answer if the referee asks you.
- Keep the table as clean as possible during the game. No other 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 appear ORGANIZED AND EFFICIENT at all times.

C) AFTER THE GAME

When the signal after the fourth period goes and the referee blows the whistle the game is finished.

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

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

Duties for the Table Officials after the game:

Scorekeeper:

- Count down the scores and write down the results.
- Sign the score sheet.
- Collect any classification cards and have them ready to give back to the team after the teams have thanked each other for the game.
- Stay at your place until everything is finished.
- Make sure everyone signs the score sheet and the penalty record sheet.

Timekeeper:

- Take your hands off the game clock and let it be. DO NOT RESET IT!!
- Sign the score sheet.
- Collect any classification cards and have them ready to give back to the team after the teams have thanked each other for the game.
- Stay at your place until everything is finished.

Penalty Timekeeper:

- Sign the penalty record sheet.
- Bring the sheet to the head table. Walk around the court. Do not cross it.
- Sign the score sheet.

40-second Clock Operator:

- Sign the score sheet.

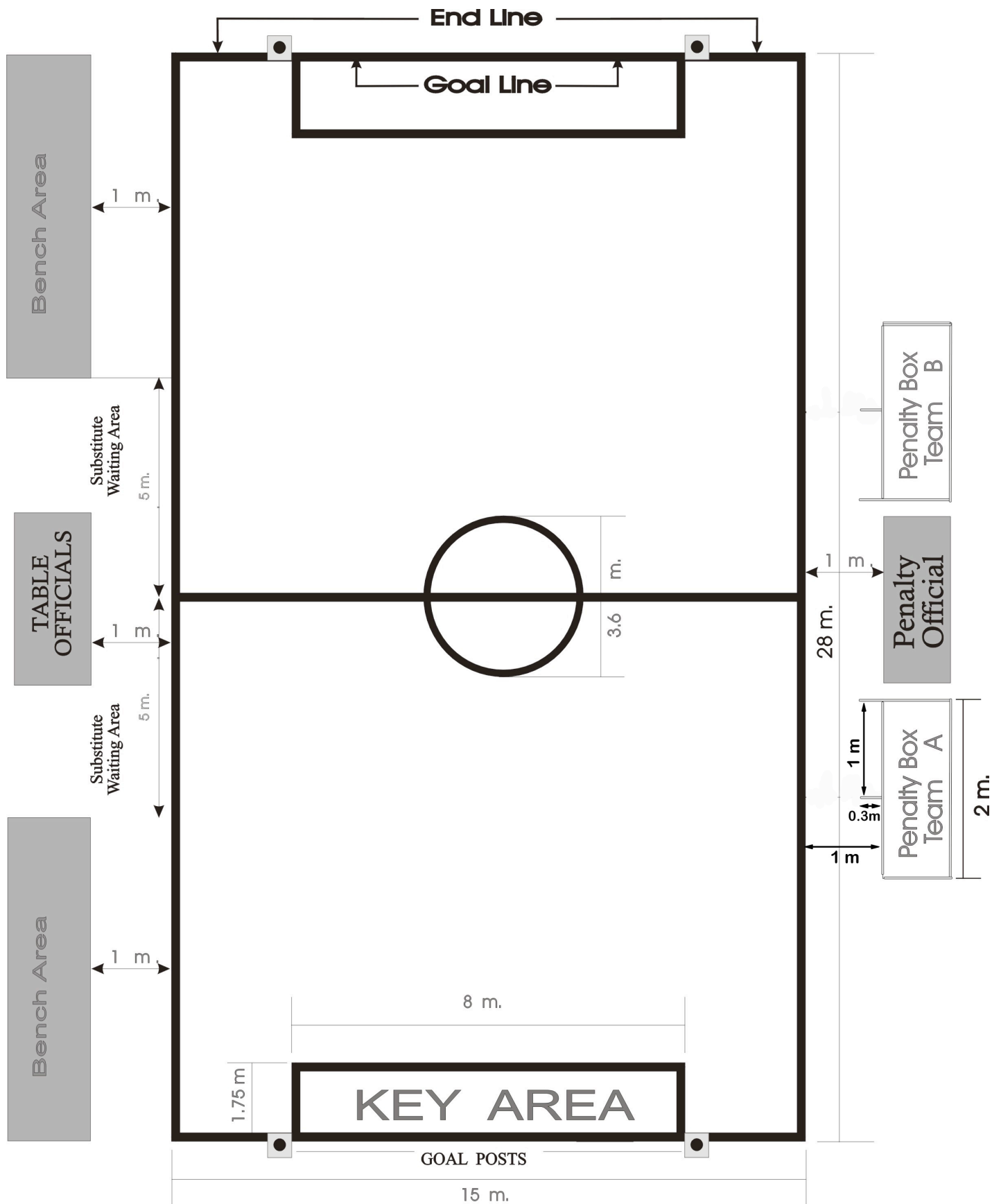
When the score sheet and the penalty record sheet are signed the Table Officials leave the court together. Walk around it, not over it.

Bring the sheets for the game and the game ball (if you are asked to) and hand it in to the person in charge of it.

Make sure you don't leave any belongings behind.

PART VI ANNEXES


ANNEX I: PLAYING COURT



ANNEX: II SCORECHEET

IWRF OFFICIAL SCORESHEET				1st half		2nd half		OVERTIME													
				M	M	M	M	M	M												
				M	M	M	M	M	M												
Tournament:																					
Date:		Time:																			
Team A:																					
#	Player's Name	C.	Time Out																		
			30 Sec																		
			1																		
			2																		
			3																		
			4																		
			+1																		
			+1																		
			+1																		
			60 Sec																		
			1																		
			2																		
Coach A:																					
Assistant:																					
Team B:																					
#	Player's Name	C.	Time Out																		
			30 Sec																		
			1																		
			2																		
			3																		
			4																		
			+1																		
			+1																		
			+1																		
			60 Sec																		
			1																		
			2																		
Coach A:																					
Assistant:																					
Referee 1: _____ Referee 2: _____ Scorekeeper: _____ Timekeeper: _____ 40-second Operator: _____ Penalty Timekeeper: _____				SCORE Period : 1 2 3 4 O.T. FINAL TEAM A : <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td></tr></table> TEAM B : <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td><td style="width: 30px; height: 20px;"></td></tr></table> WINNING TEAM : _____																	

ANNEX: III SCORESHEET INSTRUCTIONS



Inner columns:
Cumulative Score - P
Indicates a penalty goal

Outer columns:
Player Numbers

Enter teams A & B. If team A is scoring to your left, enter (A) on the left side of column "M". Change positions when the teams change side at half time.

Name of team or country.				IWRF OFFICIAL SCORESHEET													
Family name of player and first name or initials.				1st half						2nd half						OVERTIME	
				M			M			M			M			M	
Tournament:				6	1	7	16	X	17	22	X						
Date: _____ Time: _____				24	1	4	20										
Team A: Barbados				13	2	3	17										
#	Player's Name	Cl.															
3	Holdout, M	1.0	Time Out	9	3P	12											
5	Ambush, C	1.0	30 Sec	6	5	32	2	1	21								
6	Loading, C	1.5	1	9	1	55	4	7									
7	Smith, D	2.0	2	12	2	38	9	4	38								
8	Sober, G	2.0	3	13	5	25	5	1									
9	Johnson, Z	2.0	4	4	30	6	1										
10	Winfield, K	2.5	+1	3	42	8	7										
12	Harris, C	3.0	+1	9	6	4	9	1									
	Player Classification		60 Sec	1	2	47	9	1									
	Period Coach Time Out Taken		1	9	7	9	10	1									
Coach A: Wright, I M				9	8	1	11	1									
Assistant: Headgear, B				0	27	11	1										
Team B: Burundi				13	9	2	7	28	12	4							
1	COVERT, Chris	3.0	Time Out			13											
3	SCROEDER, Sam	3.5	30 Sec	10		14											
4	POREBSKI, Pat	2.5	1	11		15											
6	ARSENAULT, Andy	1.5	2	12		16											
7	DAMIANO, Dieter	2.0	3	13		17											
9	SVELTE, Sven	0.5	4	14		18											
12	O'MALLEY, Omar	2.0	+1	15		19											
14	VOLKOV, Vladimir	1.0	+1														
15	YAKUSHEV, Yuri	2.0	+1														
			60 Sec	1													
			1	14													
			2	15													
Coach A: Ian Ryan																	
Assistant: James Fish																	

Referee 1:	C van de Riet Suter				
Referee 2:	P Washbourn				
Scorekeeper:	C Wahl				
Timekeeper:	S Battock				
Penalty Timekeeper:	B Lopez				

Period :	1	2	3	4	O.T.	FINAL
TEAM A :	9	8	9	11		37
TEAM B :	11	10	9	9		39
WINNING TEAM :	Burundi					_____

Addition - record the name of the Winning Team

ANNEX: IV: PENALTY SCORESHEET - New

PENALTY RECORD SHEET (penalties served)

Tournament: _____

Date: _____



TEAM A:							TEAM B:											
COLOUR:							COLOUR:											
Contact warning:		1st Half:	Period	Time	No.	Contact warning:		1st Half:	Period	Time	No.							
		2nd Half:						2nd Half:										
Penalty sequence	PLAYER NAME	Player Number	Team (A or B)	Time received	Period	Start Time	Illegal use of hands	Spinning	Contact before whistle	Leaving court	Pushing	Charging	Holding	1 metre	4 in the key	Technical	Flagrant	Disqualifying
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		

ANNEX V: REFEREE SIGNALS

<p>Ready Signal</p> 	<p>Time In Signal</p>  <p>Arm straight up & bring down in direction of Arrow</p>	<p>Violation Signal</p> 	<p>Goal</p> 
<p>Cancelled Goal</p>  <p>Wave and cross arms above head</p>	<p>Time Out</p> 	<p>1 Minute Time out</p> 	<p>Equipment Time Out</p> 
<p>Substitution</p> 	<p>Held Ball</p> 	<p>Visible Count</p> 	<p>1 Meter</p>  <p>Point to the floor and outline a semi-circle</p>
<p>12 Seconds</p> 	<p>40 Seconds</p>  <p>Tap shoulder 3 or 4 times</p>	<p>Physical Advantage</p>  <p>Up and down motion at wrist</p>	<p>Dribble Violation</p> <p>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</p>  <p>Raised fist Palm Down</p>	<p>Spin</p>  <p>Hold fists out and rotate arms A) To the side for a lateral spin B) Upwards for a vertical spin</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> 	