

IWRF - Game Commissioner Responsibilities, Process and Certification

Updated: January 22, 2021



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Note: An effort has been made to use official terms when referring to Official, Head Official, Evaluator or Technical Delegate. Where this was not possible the male gender has been used for practical purposes only.

1. Introduction

This manual will cover the identification, training and certification of individuals who will serve in the role of Game Commissioner for the International Wheelchair Rugby Federation (IWRF).

Game Commissioners are appointed by the Technical Committee and shall work under the direction of the Head Official and Evaluator. They shall, as much as possible, ensure the smooth operation of the table official crew and provide the Referees with assistance as needed.

2. Skills

IWRF Game Commissioner should possess the following skills to effectively manage this role:

- Sufficient verbal English language skills to communicate effectively with Table Officials, team support staff, Referees, Head Official and Technical Delegate.
- Extensive rules and mechanics knowledge
- Extensive knowledge of the chair checks procedures
- Ability to discern and explain a judgement call versus a ruling
- Ability to manage the Decision Review Process
- Ability to stay focused
- Ability to collaborate with Table Officials and Head Table Official
- Ability to use appropriate and specific terminology

3. Pre-Tournament

Shortly after receiving notice of selection by the Technical Committee, the tournament Head Official should contact you. This communication should be brief and outline items including:

- Assignment of duties, i.e. supervision of chair check
- Presentation requirements for clinic (if necessary)
- Requested support for Technical Delegate, Head Official, Evaluators and Head Table Official
- Dress Code

Prepare your tools for the tournament including Game Commissioner Sheets (must be at the table at all IWRF sanctioned events), measuring tool, tape measure, referee kit (if necessary) and whistle.

4. At the Facility

- Ensure table is set up with Timekeeper, 40 Second Clock Operator, Game Commissioner, Scorekeeper (See [Annex B](#))
- Meet with the Head Table Official to clarify and verify time clock and forty (40) second clocks operate and obtain a basic understanding of how to work the equipment
- Observe the Table Official orientation

- Coordinate team chair check location and times with the Head Official. Be present at the stated time for each team and confirm all equipment complies with IWRF Rules. Notify the team manager of any changes that must be made and inform team manager of time and place when equipment can be re-checked confirming it conforms to the IWRF rules
- Inform the Head Official and Referees of any rulings made on the legality or otherwise of a player's chair or equipment during chair check that have not been resolved

5. During the Tournament

- Participate in the pre-game and post-game of each assignment
- Have a pre-game chat with the table official crew, ensure they know how to work the equipment and have all questions answered. This should take place a minimum of twenty (20) minutes prior to the game
- Manage benches and answers teams' enquiries regarding on-court procedures. This is the first step in the Decision Review Process
- Monitor actions of officials on court and note any situations that could lead to a decision review and the state of the game at that point (Game time, forty (40) second clock time, possession arrow, score, penalty box, time outs)
- Act as a member of the [Decision Review Process](#)
- Immediately following the end of the game, inform the Head Official and Evaluator of any Disqualification foul or Flagrant foul
- Provide feedback to the Head Official on the performance of the Table Official Crew

6. Managing a Chair Protest

- A coach may make a request to the Game Commissioner for an inspection of an opposing player's wheelchair during the game
 - At the next stoppage in play, the Game Commissioner will request that the Timekeeper sound the horn
 - The Game Commissioner will inform the Referees of the request and identify the specific measurement on the chair being protested
- The Referee 1 will inspect the chair while the Game Commissioner observes the inspection. Refer to Article 102 in the [IWRF Rules](#) for sanctioning.

7. Specific thing to focus on during the game

- Document actions of the Referees on court that do not follow the correct procedures in the event of a Decision Review
- Ensure that the game clock starts and stops correctly
- Ensure that the forty (40) second clock starts, stops and resets correctly
- Make sure the arrow direction is correct
- Confirm score sheet is correct during dead ball
- During a dead ball, report any unresolved discrepancies with the score table by asking referee 1 to come to the table.

8. Skill set for a successful Game Commissioner

- Excellent knowledge of rules and special situations
- A good game manager
- A good communicator
- Make sure all other officials can rely on you
- Assertive and confident
- Ability to remain calm in intense situations
- Support the table in a positive manner
- Work as a team with the table officials
- Be helpful to the referees on court. If you are asked, give them a proposal to solve a problem, but do not influence their decision
- Keep eyes open, see and hear everything
- Supervise, motivate and help....do not tell what to do

9. Steps to become a Game Commissioner

- Have a minimum of 24 months experience as a referee or table official at domestic level events
- Work local tournaments, seek guidance from experienced officials
- Gradually increase level of domestic tournaments
- Train and be mentored by experienced Game Commissioners and Evaluators
- Receive support and recommendation from your country Head Official for International events

10. Certification as a Game Commissioner

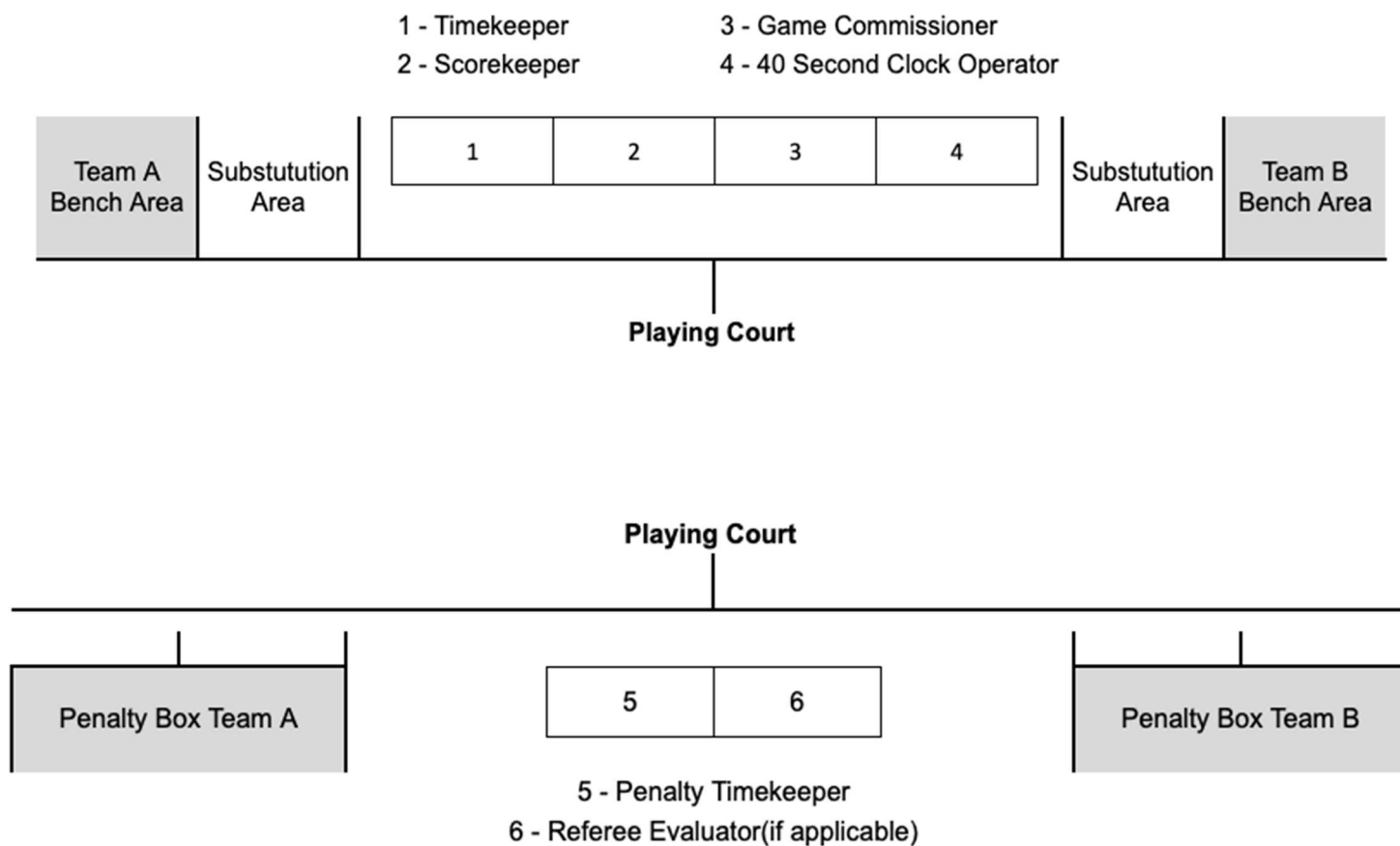
- Apply for and be assigned the role of Game Commissioner at an IWRF sanctioned event (with recommendation from your countries Head Official)
- Apply for and be assigned the role of Game Commissioner at a Zonal Championship or higher tournament outside of your zone
- Receive two (2) positive evaluations through the 360 evaluation process (See [Annex C](#))

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Things to be aware of:	
- 40 sec. clock Start/Stop	- Scoresheet v Scoreboard
- Arrow	- Substitutions
- Game Clock Start/Stop	- Time Outs

Annex B – Seating Diagram

Seating for Timekeeper through 40 Second Clock Operator can start at Team A Bench or Team B Bench, but the Game Commissioner should sit between the Scorekeeper and 40 Second Clock Operator.



Annex C – Sample 360 Evaluation

Questions		Rating
Game Commissioner		
1.	The Game Commissioner had sufficient English Language skills to effectively complete their duties.	
2.	The Game Commissioner was well versed in the rules pertaining to the measurement of chairs.	
3.	The Game Commissioner was familiar with the individual or team chair check form.	
4.	The Game Commissioner was able to accurately inform team staff of any requests for repair that arose during the chair check.	
5.	The Game Commissioner was able to arrange and manage equipment re-checks with team staff and provide status reports back to the Head Official.	
6.	The Game Commissioner actively participated in pre-game discussions with each referee crew they were assigned.	
7.	The Game Commissioner was well dressed on court and adhered to the dress code requested by the Head Official/Local Organizing Committee.	
8.	The Game Commissioner met with all members of their table crew for a brief pre-game and equipment check at least 20 minutes prior to each game.	
9.	The Game Commissioner was able to provide information to the referees related to the smooth operation of the score table and the management of the game.	
10.	The Game Commissioner was proactive in their ability to solve problems with the score table crew.	
11.	The Game Commissioner was proactive in their ability to solve problems related to the coach requests for protest.	
12.	The Game Commissioner was able to provide concise and accurate information regarding accepted protest requests.	
13.	The Game Commissioner was able to provide concise and accurate information in the decision review process (if any).	
14.	The Game Commissioner informed the Head Official of any Flagrant Foul or Disqualifying Foul in a timely manner.	
15.	The Game Commissioner was able to assist the score table to improve over the course of the competition.	
16.	The Game Commissioner articulated any issues with score table performance to the Supervisor/Evaluator or Head Table Official.	
17.	The Game Commissioner was able to work collaboratively with the Head Table Official.	
18.	I would recommend this Game Commissioner for other assignments in this role at IWRF tournaments.	
19.	Please provide any additional comments you feel appropriate regarding the performance of the Game Commissioner.	