



WATER POLO **AUSTRALIA**



*WATER POLO
TABLE OFFICIALS
TIMEKEEPER AND
TABLE SECRETARY
Teaching Manual*



Water Polo
AUSTRALIA



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INTRODUCTION

Water Polo in Australia is a rapidly growing sport and with that comes a greater level of competition and focus on the accuracy of the officiating of the game.

Water Polo in Australia is officiated in accordance with FINA rules (FINA is the World Governing body). Reference should be made to sections WP 9 and WP 10, which specifically deal with the role of Timekeepers & Secretaries. The Rules can be found at www.fina.org.

Water Polo Australia is endeavouring to help the water polo community learn, enhance and become confident with their roles of Timekeeper and Table Secretary when officiating a water polo game. These are vital roles that play an important part in the game. With more competent people participating in these roles, there will be less errors, causing a negative impact on the game, will occur.

As with all sports a high level of volunteerism is required and water polo is no different. Many volunteers that come forward to assist with the scoring component of the sport are intimidated by the level of knowledge required to perform this task and the many different ways that they are taught to do so. The aim is to develop a uniform approach to table duties as well as providing support to those learning these roles.

This document addresses the Timekeeper & Table Secretary roles.





TABLE OF CONTENTS

PRE GAME	4
SECRETARY	4
TIMEKEEPER	4
EQUIPMENT	4
GAMESHEET	5
CLOCK SET UP	6
GAME SHEET PREPARATION	8
POOL SET UP READY FOR GAME TO COMMENCE	9
DURING THE GAME	10
TIMEKEEPER	10
REFEREE WHISTLES	10
SHOT CLOCK RESET	12
TABLE SECRETARY	13
EXCLUSIONS	13
DOUBLE EXCLUSION FOULS	14
SUSPENSION FOULS / EXCLUSION	15
BRUTALITY	15
PENALTY	15
GOALS	16
RECORDING OF GOALS	17
TIME OUT	18
YELLOW AND RED CARDS	18
CHECKING	20
POST GAME	22
FLAGS	23
WHITE FLAG	23
BLUE FLAG	24
RED FLAG	24
YELLOW FLAG	25
REFEREE SIGNALS	26
TABLE OFFICIAL ETIQUETTE	29
REFERENCE	30
CREDIT AND THANKS	30





PRE GAME

TIMEKEEPER AND SECRETARY – that are able to manage the role appropriate to the level of game about to be played. It is ideal in most cases to have a third person available as a caller or spotter. The role of this third person is to watch the game and call the actions relayed from the referees to the secretary, mirror hand signals back to the referee and wave flags as they are required. This can often lead to less errors being made by the Secretary and a more accurate game sheet.

SECRETARY

The Secretary is responsible for the score sheet and the accurate recording of events that occur during a water polo game. Close observation of the referee and game, as well as effective communication with the Timekeeper will assist the most accurate account of the game on the score sheet.

TIMEKEEPER

The Timekeeper is responsible for the accurate and precise running of the clock during a water polo game. Close observation of the referee and game, and effective communication with the Secretary will assist this.

EQUIPMENT

- **Score sheet** – appropriate for the game to be played.
- **Flags** – white, blue, red and yellow. You may find that some clubs have their own flags in club colours and these can be used to distinguish between the two teams playing. We will discuss the significance and use of the flags further on.
- **Whistle** – to alert the referees at the 45 second and 60 second timing in a time out period. To also alert the referee of any problem on the table and for manual override in the event of clock malfunction.
- **Stop watch** – to use for time outs if the clock does not have automatic time out function, and for manual override in the event of clock malfunction.
- **Spare pens**
- **Spare sheets of paper** for taking notes



Take a moment to look at the game sheet. While game sheets will differ in formats, they will have the same information and place to record somewhere on the sheet.

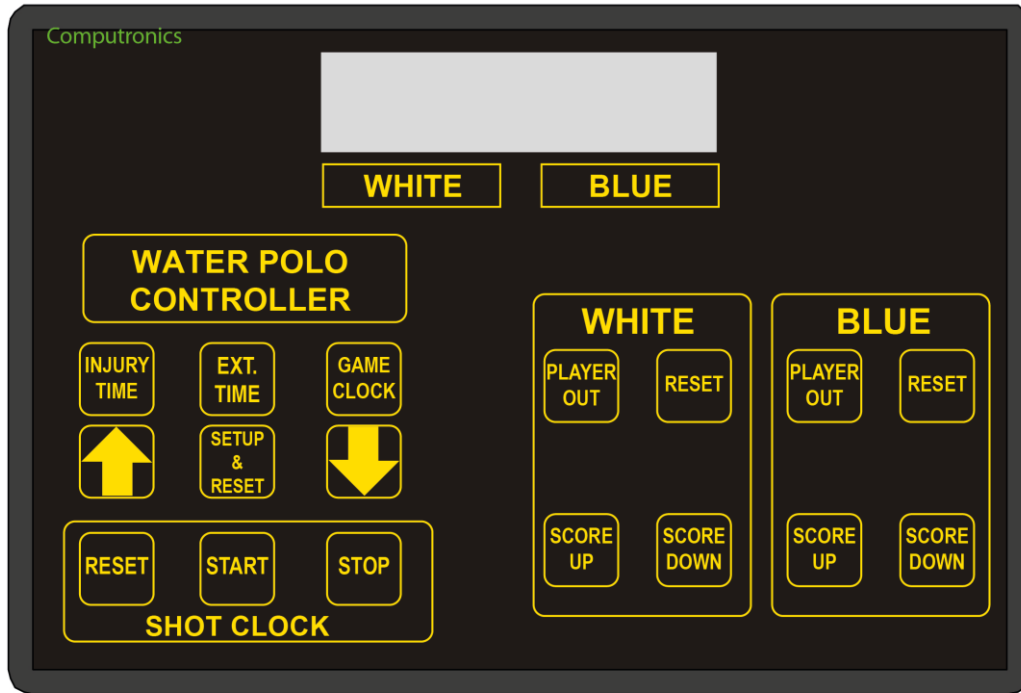
Then add the names of the teams.

The team manager will then come and write in the players that will be representing their team for that game. Some score sheets have the cap numbers already present on the game sheet (ie 1-13) but as there are such a variety of numbers in National League, there are free spaces to write the players' numbers in.

5



CLOCK SET UP



Water Polo Controller

PLEASE NOTE – this instruction manual is based on the Computronics Clock system which whilst used in many states is NOT universally used throughout Australia. Other clock systems whilst similar do vary in look and the type and number of buttons used. Please ensure you are familiar with the clock system you are using.

Take a few moments to familiarise yourself with the components of the clock console above.

This particular console does not have an automatic time out option, this would need to be done manually

Ensure that clock is in good working order prior to the commencement of the game and that the operator is familiar with the clock as clocks differ from club to club.

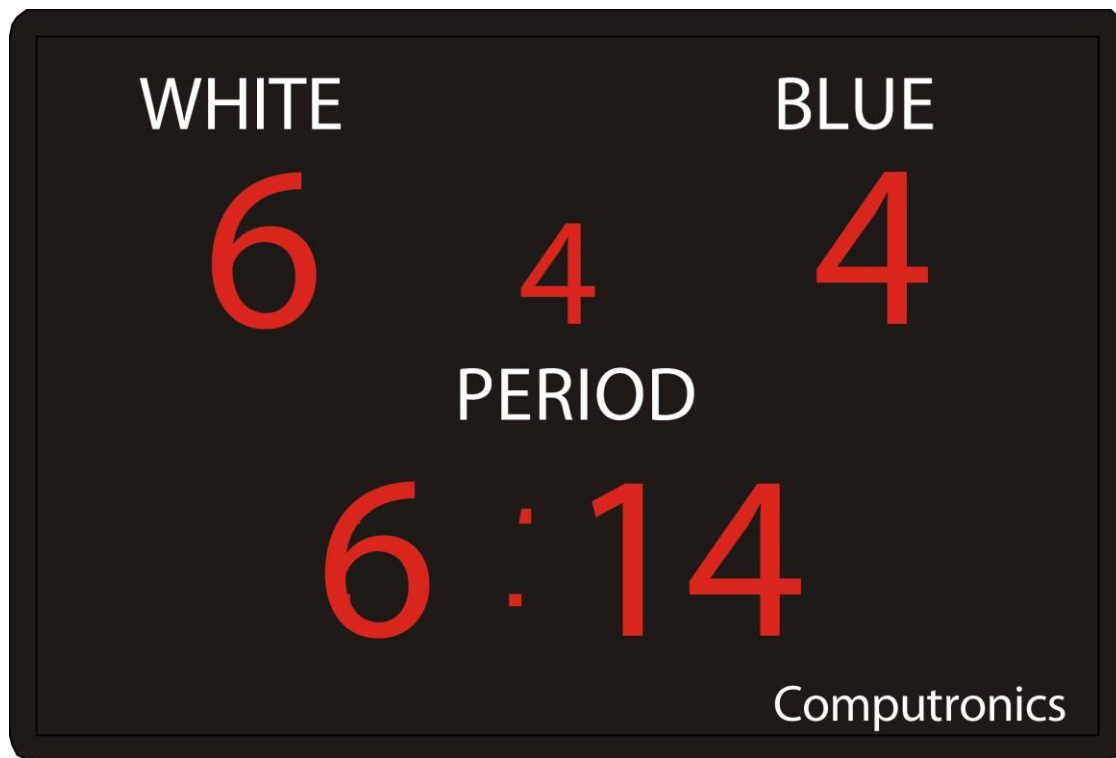




Check the competition rules for:

- Length of time for each quarter of play
- Is the game running clock or actual time (local or national) -Running clock means that the time of the quarter eg 7 minutes, continually runs down while the 30 second possession time is still maintained. Actual or stop – each time a whistle is blown, the clock is completely stopped.
- Length of time for each break
- Use of a shot clock (some junior games the shot clock is not utilized)
- Is there an automatic exclusion timer?
- Is there an automatic time out timer?

If you are unsure how to set up the clock, please notify the referee who can assist you.





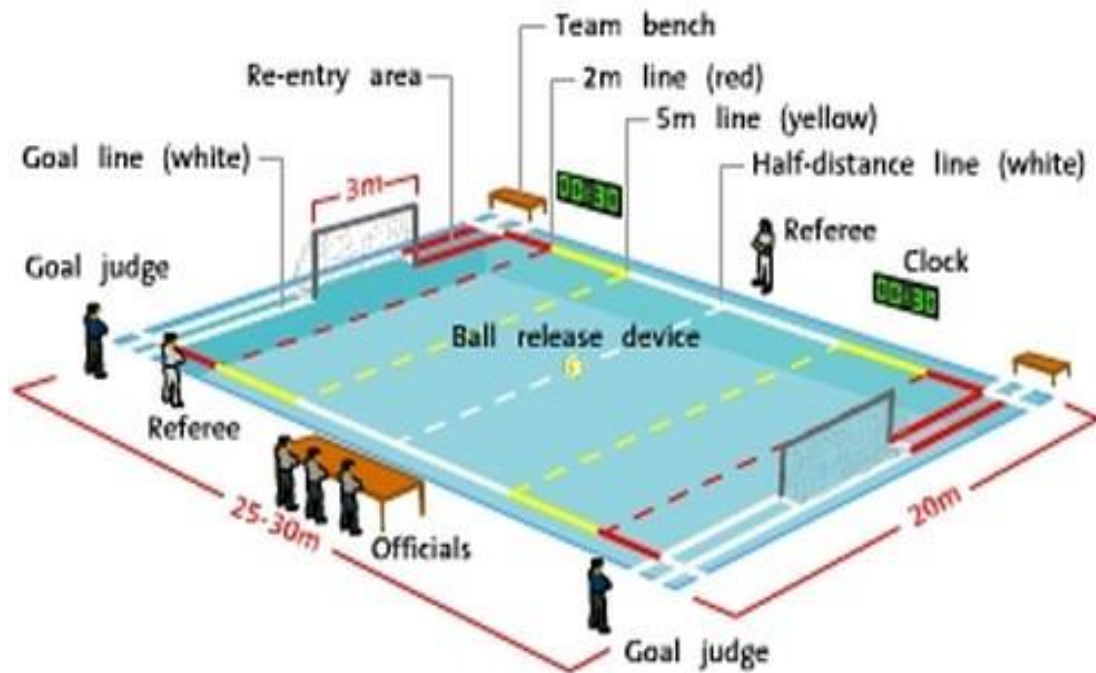
GAME SHEET PREPARATION

- Ensure that you have the correct sheet for the game about to be played.
- If the game sheet is not already prepared by the tournament director, ensure that you have written the correct game, teams, location and time to be played on the sheet in the appropriate areas.
- The team named first on the fixture is significant and will be known as the white team, and written on the left hand side of the sheet. The opposing team will be blue and written on the right hand side of the sheet.
- Ensure that each team has filled out the players with their correct cap numbers next to their name.
- Full names of players are to be used, ie not initials or nick names.
- Count the number of players for each team. Then look at the players preparing to start the game and ensure that the correct amount of players named on the game sheet match the number of players ready to start the game, including the bench. If there is a discrepancy, discuss this with the referee BEFORE the game commences. If players are coming late to the game, discuss with the referee how late in the game they may enter the water to be eligible to play. (eg by half time)
- Have a second game sheet close by in case you use up all of the space in the game and need to start a new sheet. If you do need to start a new sheet just record the actions on the new sheet and keep the player's personal statistics on one page. Number the first page 1 of 2 and the second page 2 of 2 so they competition directors know how many sheets they are looking for that game.





POOL SET UP READY FOR GAME TO COMMENCE



Note that the table officials sit together on 'the table'. The table is poolside and in the middle of the length of the pool. The white or home team always starts to the left of the table. When you look at your game sheet, this should reflect what you see in the water, white or home team to your left and blue or visitors to your right.

The time keeper and secretary sit next to each other to enable excellent communication for the duration of the game. At each score update, confer with each other so that you have matching scores on the game sheet and the score board.

Set your flags up neatly in front of you so that you can access them quickly as required.



Set your white and blue flags up so they sit in front of you on the same side as the teams are in the pool. Eg. If your white team is starting to the left of the table, then have your white flag to the left of you. The blue flag is to the right. This will help you to be sure which team is swimming out for exclusion so that you record the action correctly on the player's personal statistics. It is quite easy to record the exclusion as a white exclusion, but then allocate it to the blue player accidentally. This causes major problems with the table records and is very important that the correct call is given to the correct player.





DURING THE GAME

Timekeeper

- Start the clock as the player's hand touches the ball at the commencement of each quarter.
- Once the clock is started, check to see that both the time and the shot clock are counting down.
- Call the times of each action to the secretary. Eg major fouls, goals, time outs, red or yellow cards issued.

Referee Whistles

IMPORTANT NOTE: Table Officials **MUST** observe the hand signals used in conjunction with whistles; never rely solely on the number or length of whistles blown as this will vary from referee to referee depending upon experience and what jurisdiction they were trained in – it is important that the timekeeper does not judge what he/she thinks the referee has done – wait and watch (it's better to be a little late than too early in resetting a clock) the hand signal will clarify the decision and is what should primarily be relied upon.

- Throughout the game, the referees will blow whistles to indicate to players, coaches and officials their decisions. The timekeeper listens to the whistle and uses the clock in accordance with their whistles.
- One whistle indicates a minor team foul. Stop the clock and start again once the player plays the ball.
- Two whistles indicates a turn over. Stop the clock, wait and watch (it's better to be a little late than too early in resetting a clock) the hand signal will clarify the decision and is what should primarily be relied upon. If there is a change of possession then reset shot clock and start again when opposing team takes possession and plays the ball.
- Three short whistles indicates an exclusion. Stop the clock, wait and watch (it's better to be a little late than too early in resetting a clock) the hand signal will clarify the decision and is what should primarily be relied upon. If there is an exclusion press the exclusion timer, reset shot clock, call the time of the major foul to the secretary and start the clock again when the player plays the ball.





- One long whistle with accompanying hand signal, showing five fingers and pointing to the 5m line, indicates a penalty. Stop the clock. Wait and watch (it's better to be a little late than too early in resetting a clock) the hand signal will clarify the decision and is what should primarily be relied upon. If a penalty has been called then reset shot clock and call the time to the secretary. This is a major foul for the player, although the player does not leave the field of play as for an exclusion. The attacking player will take the penalty shot and if it rebounds from the goal back into play, start the clock to continue play.
- Time out – the referee will whistle with accompanying T shape with their hands. Stop the clock and call time of the time out to the secretary. DO NOT reset the shot clock when a time out is called. Push time out timer if the clock has one or start the stop watch for a 60 second time out. At the 45 second mark, blow your whistle to indicate the time and blow your whistle again to indicate to referee the 60 second time out period is now over. The referee will now throw the ball to the attacking player and raise their hand to commence play. Start the clock.





SHOT CLOCK RESET

Below are times that the timekeeper will reset the 30 second shot clock -Stop the clock. Wait and watch (it's better to be a little late than too early in resetting a clock) the hand signal will clarify the decision and is what should primarily be relied upon.

- An exclusion or penalty (only a single, not a double exclusion – see below)
- 2 metre throw
- Clear change of possession
- Shot at goal with intent to score
- Goal scored
- Ball under

*The exception to a shot clock reset is in the event of a double exclusion, that is the referee has ejected two players, one from each team simultaneously. The referee will pull the ball out of the water and the shot clock is **NOT** reset, the play will resume from when the time and shot clock was stopped.*

If there is a clock malfunction or operator mistake made, stop the clock and alert the referees immediately. The referee will assist you to correct the issue and determine the next stage of play. Human error is a part of being a table official and sometimes occurs more when you are under pressure. Remain calm and seek help.





TABLE SECRETARY

Now that you have ensured that the game sheet is correct with the white or home team being listed on the left hand side of the sheet and the blue or visitor team being listed on the right hand side, you are ready to commence.

Check the legend on the game sheet for abbreviations if you are unsure of what to use.

Your role is to accurately record the actions relayed to you from the referee. You are not permitted to write down things that you have seen without the referee indicating to you to do so.

Start each quarter by watching the swim up and writing down who gains possession of the ball. The referee will indicate this with hand signals to you. Either of the below notations are acceptable.

	3	w	s/u	
Or	3	w	#	

No time is needed for this notation as it always at the start of the quarter, it is just superfluous to add in the time.

Then you will now record any actions of the game that is indicated to you from the referee. Minor fouls are not recorded. You will be recording.

Exclusions

The time keeper will call the time of the exclusion, you will look at the referees hand signals to tell you who the player is being excluded. Return your hand signals to let the referee know that you are aware of the exclusion and who it is. (This is the role of the spotter if there is one). Record the exclusion with time, cap number, colour/team, and E.

5.32	5	B	E	
------	---	---	---	--

Now move to the player's personal score area and record the exclusion.

You will make a diagonal stroke the first box of 3 set aside for player exclusion recording. On the top half of the diagonal in the exclusion box on the scorecard, put the quarter that this occurred in. In the bottom half, put the time clearly and legibly for checking purposes.

1/5.32		
--------	--	--

Then put your hand on the team flag (white or blue) and be ready to call the player back into the field of play when the 20 seconds of exclusion time has elapsed. You may be listening to the buzzer that will sound from the exclusion timer that the timekeeper has set, or if this fails, watch the shot clock.





A new 30 second shot clock is declared at a single exclusion, (Please note that the shot clock must NOT be reset in the event of a double exclusion. The referee will pull the ball from the pool, signal that a player from each team are excluded simultaneously and play will resume from where both the game and shot clock was stopped.) so you can wave the player in with 10 seconds left on the shot clock as a back up method. However, if a shot at goal is taken from the attacking team while the player remains excluded, a new 30 second shot clock will be reset and you will lose your timing from the original shot clock reset. It is more accurate to have a timer or look at the actual time of the exclusion and watch the game clock. Eg if the exclusion was made at 5.32 then at 5.12 on the time clock, the excluded player may return to the pool.

We will discuss the use of the flags in more detail further along.

It is your role to keep count of the player's individual exclusion count. When a player has received their second major foul, ensure that you check that this is absolutely correct and make a note on the game sheet or paper near you, that they are definitely on two major fouls and there is no doubt in your mind that this is the case. This way if the player receives their third major foul, you can very quickly identify that this has occurred and wave the red flag to let the player, team and referees know that this is the third major foul. This is incredibly important to do this as quickly as possible. If this is not identified and the player that has received their third major foul re-enters the water this is an illegal entry. The game will need to be taken back to the point that the third foul was received and replayed from that point.

Double Exclusion Fouls

A double exclusion is when the referee excludes two players (one from each team) simultaneously. The referee will stop play, pull the ball from the water and signal to you the cap number of both players that are ejected. This is a special situation in that despite being an exclusion, there is NO shot clock reset. The players will swim to their team re-entry area and play will resume from where the game and shot clock was stopped. The game will start with a free throw from the team that was in possession of the ball. If there was no possession, there will be a neutral throw.

Players may enter the water when

- the 20 seconds has elapsed
- a goal is scored
- change of possession

****** Be sure to clearly record the correct cap number and team for each individual player in a double exclusion. This is usually a stressful event in the game and it can be easy to record the wrong cap to the wrong team in this situation. As the Secretary, take a moment to clearly check that you have recorded the information correctly as well as attributing the notation to the players' personal statistics. You will need to identify if either excluded players are now on three major fouls and indicate this with holding up a red flag. Hold the team flag of the player on three major fouls with the red flag to allow referees, officials and players know which player you are indicating this information about.





Suspension Fouls / Exclusion

This is awarded by the referee to a player that is no longer permitted to take part in the game. It may come as an act of aggression, misconduct or disrespect. The referee will signal an exclusion with the whistle and by rolling their hands (player is rolled). There will be a red card shown. Record the suspension foul / exclusion with time, cap number, colour/team and the action will be S (suspension foul).

4.56	3	W	S	
------	---	---	---	--

This means the player must leave the pool area immediately and may have a substitute to replace them. When you are recording this in the player's personal statistics, record as an exclusion, with an S next the quarter then rule a line through any remaining major foul spaces. This is to make sure that when you are checking that the suspension foul only appears once on the game sheet, but if it is the first foul for the player and you cross out all three boxes, it will be difficult to reconcile. An 'S' and a line will alert you to this. A report will need to be written by the referee at the end of the game.

1 S / 4.56	-----S----- ----	-----S----- ---
------------	---------------------	--------------------

Brutality

Record the brutality with time, cap number, colour/team. Then the action will be SB

3.22	2	B	SB	
------	---	---	----	--

The player will no longer take part in the game and we will discuss the use of the yellow flag in flags chapter.

Penalty

Record the penalty with time, cap number, colour/team. Then the action is P.

3.01	4	W	P	
------	---	---	---	--

Then go to the players own statistics and record the penalty as a major foul. This counts toward the three major fouls that a player can receive in the game. As for the exclusion record the foul, and in addition, next to the quarter that this is received, add a P to denote that this major fouls was the result of a penalty.

1 P / 3.01		
------------	--	--





That way when you are checking your sheet or you are challenged by a manager or referee, you can quickly determine that this was from a penalty, of which many people forget that this is included as a major foul.

The only thing that should appear on the player's personal statistics for major fouls/exclusions are the quarter (1-4) if it was a penalty and the time it occurred. There is no need to write Q1 (for quarter 1) or E, again this is superfluous and just adds more writing that can become confusing. Keep it simple. It is an exclusion otherwise shown to be a penalty.

Goals

There are three different type of goal actions that you will need to note.

Action goal. A goal that is from the usual play in the game. Eg the player swims down the pool, it gets passed and then is shot. Record the exclusion with time, cap number, colour/team. and the action is AG (action goal) followed by the running score

2.57	9	W	AG	1--0
------	---	---	----	------

Exclusion Goal – this is when a goal is scored during the time in which the defending team has a player excluded. The recorded time of this goal should be within 20 seconds of the player being excluded. Record the exclusion with time, cap number, colour/team. and the action is EG (extra person goal) followed by the running score

2.21	9	B	EG	1--1
------	---	---	----	------

Penalty Goal – the recording of a goal as a result of penalty. Record the exclusion with time, cap number, colour/team. and the action is P (penalty goal) followed by the running score

2.07	3	W	PG	2--1
------	---	---	----	------





RECORDING OF GOALS

I have left this part separate, as this is really important. When a goal is scored and you have indicated to the referee with your hands who has scored the goal. Record the goal with time, cap number, colour/team. and the type of goal, AG, EG or PG. In the next column will be the game score. White (Home team) is always named first so if the first goal of the game is scored by a player from the white team, the score will be recorded as 1-0. If the blue team is first to score, then it will be recorded as 0-1. Always record and call the score to your timekeeper with the white team's score first.

Only change the score when a goal is scored. If an exclusion is recorded the column for the score will remain blank. This keeps the game sheet much clearer to read, easier to check and there is no error for margin for accidentally changing the score in that column when no score has occurred in the game.

Time	Cap	Team	Action	Score
5.22	3	W	E	
5.07	9	B	EG	0--1
4.56	7	W	AG	1--1
4.51	6	W	AG	2--1
4.27	11	W	E	
4.25	11	B	EG	2--2

Once you have recorded the goal, updated the score in the score column, then go to the player's personal statistics and attribute the goal to the actual scorer in the quarter that it was scored. A single clear stroke will denote a goal. If the goal was from an exclusion you may choose to write E or a P for a penalty goal, but I would advise this is for experienced secretaries and mainly for National League or International games where statistics are of particular importance. There is no problem just to do a stroke for each goal no matter how they occurred.





TIME OUT

This is recorded by noting the time, the colour of the team and a T/O in the action column. Then go to the time out boxes and record the time out as you would for an exclusion with the time it occurred.

2.27		W	T/O	
------	--	---	-----	--

1 / 2.27				1 / 5.55			
----------	--	--	--	----------	--	--	--



Only the team in possession can only call a time out.

Often a time out will be called straight after exclusion is called. This allows the attacking team time to plan their extra man strategy. It is easy to forget that you have a player in the re-entry area that will be waiting for you to call them in with the flag. Hold the flag in your hand during the time out to remind you that you need to use it. Check the game sheet as each time out expires to also see if there is a player on exclusion.

Yellow and Red Cards

As the referee issues a card, you must record the time, who it was awarded to and the action will be Y for yellow and SR for red. A red card will attract a written report by the referee at the end of the game.

4.28		B	Y	
1.22		B	SR	

At the end of each quarter, neatly rule a line under the last action recorded in the game. Do not leave a line or a gap.

Check your recordings, score changes, that you have given the major fouls and goals to the correct players. Add up the total score for each quarter that each team has scored and add this to the quarter by quarter goal tally. Only add in the goals scored for that quarter, this is not cumulative.

WHITE TEAM	BLUE TEAM
2	1
1	3
0	3
4	1
7 TOTAL	8 TOTAL





At the end of a quarter, if a player is still in the re-entry area, check with the referee to see if there had been any change of possession prior to the end of the quarter. If the defending team did not gain possession of the ball prior to the end of the quarter, the excluded player must see out the remainder of their exclusion at the start of the next quarter. Determine with the referee how much time they had already served and what time is remaining. The referee will notify the team/player. Eg An exclusion was called at 0.05 seconds left in the quarter, and no change of possession occurred. Then the player will have a remaining 15 seconds of the exclusion to complete.

When the next quarter commences the player (or substitute) will start in the re-entry area and remain there until the 15 seconds has expired or UNLESS the player's team takes possession at the swim up or before the 15 second time elapses. Should the player's team win the swim up, the player can automatically enter the field of play. If no possession is gained then you must wave the flag at the end of the exclusion time to alert the player and referee that the player may now enter the field of play legally.

If you feel that you have made a mistake at any point, stop the game, alert the referee and make sure that the mistake is noted and checked. Then there is time to correct it or note it. If there is a mistake made this may lead to taking the play back to the point that the mistake was made, so better to find out it was only a minute or so before, rather than at the end of the game and mistake was made at the beginning of the first quarter. The game will then have to be replayed. No one will object to you stopping the game as a precaution or identifying that a mistake has been made. It is when it was not found until much later that things become difficult.

If it is a simple incorrect notation, do not use white out, simply cross the incorrect entry out and rewrite underneath on a new line. Many game sheets are in triplicate and this needs to be clear on all 3 sheets. Alternatively there may be only one master copy but a photograph will need to be taken to allow the person entering the data to be able to clearly read the game sheet.





CHECKING

It is important that the Secretary carries out regular and thorough checks of the game sheet. At each pause in the game, check that the number of fouls on the game sheet match the number of fouls that you have added to the players' personal statistics, and that they have been given to the correct player. Eg a white exclusion on cap number 3 has not ended up as blue number 3, or that is might still be given to a white player but a different number. This is very easy to do, especially when it is a fast and action filled game.

Check the scores have been added correctly and given to the right player and team.

At the end of the game do a complete and thorough check so that the game sheet balances correctly before you hand it to the referee to check and sign. Should you find a mistake or not be able to balance the game sheet, alert the referee and they will be able to identify and correct the problem. Quite often a fresh set of eyes can quickly spot the problem rather than you sitting there for a long time trying to work it out.



Things that should balance at the end of the game.

The final score should be reflective of the number of personal white goals and personal blue goals that you can count in the players' personal statistics. That the number of goals scored by each individual player should add to the correct tally for their team.

That all awarded exclusions should add up not only in total but to the right team. For example, 22 major fouls may have been awarded for the game in total. You have counted up correctly in the running sheet that there are 22 major fouls recorded. Then break the number of major fouls up into white and blue. You should then be able to see that this is correct eg that white were awarded 10 major fouls and blue were awarded 12 major fouls, totaling 22. If you find that you have 9 white majors and 13 blue majors this indicates that you have given a white foul to a blue player and this is incorrect. This must be resolved to ensure that it has not changed the outcome of the game. Such as if the white foul that was given to the blue player by mistake, was then put in the right place, but meant that the white player now has 3 major fouls and continued to play for the whole game, the game must be taken back to that point and replayed.

I can't stress enough how important it is to check at regular intervals through the game that all is in order.



The following score sheet is from the 2015 BHP Billiton Women's Australia vs China game held in Perth. It displays a different style of score sheet but still has all the essential areas for accurate game documentation. It gives a clear picture of each entry and then the appropriate addition of personal player statistics to complete the sheet.

As Australia were the host nation, they were noted as the white caps team and the visitors, China on the right as the blue team.

Water Polo Australia

MATCH DETAILS

BHP Billiton Series
Australian Stingers v China
VENUE: Challenge

DATE: 30/01/15 TIME: 20:00

TEAM Australian Stingers 11 White Caps

No	Player	Major Fouls	Goals By QTR				PSC
			1	2	3	4	
1	Lee Yanitsas						
2	Gemma Bradbury						1
3	Hannah Buckley						2
4	Molly Lincoln-Smith						
5	Brayla Malligan						2
6	Breanna Knox						3
7	Rosie Webster						2
8	Glennora McGhie						2
9	Zoe Aronson						
10	Elisha Browne						
11	Keesja Gofers						1
12	Nicola Zagame						1
13	Kelsey Wakefield						
TOTAL			2	4	3	5	14

FINAL RESULT
AUS DEF CHINA
14 to 8

Time Out
1:13 6:45 2:04

Water Polo Australia

Time	Player	Colour	Comm	Score	Time	Player	Colour	Comm	Score
7:44	11	B	E		4:01	8	B	E	
7:48	9	B	AG	0-1	2:00	11	W	AG	9-5
6:46	10	B	E		2:35	11	W	E	
6:12	2	W	E		2:38	7	B	EG	9-6
4:05	6	B	E		2:03	11	B	E	
3:37	5	W	AG	1-1	7:36	10	B	E	
2:00	10	W	E		7:28	7	W	EG	10-6
1:36	9	B	AG	1-2	6:25	4	B	PG	10-7
1:18	8	B	E		5:38	2	R	E	
1:04	2	W	T/O		5:02	6	W	EG	11-7
0:04	12	W	AG	2-2	4:05	6	W	E	
7:48	12	W	AG	3-2	4:48	7	B	T/O	
7:38	9	W	E		4:37	3	B	E	
7:14	7	B	AG	2-3	4:26	3	W	EG	12-8
5:45	5	W	E		3:44	6	W	T/O	
5:24	7	B	AG	3-4	2:25	6	W	AG	13-8
3:34	7	W	AG	4-4	0:36	8	W	AG	14-8
2:14	11	B	E		0:32	10	W	E	
2:32	3	W	AG	5-4					
2:20	4	W	E						
2:07	5	B	EG	5-5					
1:52	10	B	E						
1:31	6	W	E						
1:23	8	B	T/O						
0:51	8	B	E						
0:22	5	W	AG	6-5					
	5	B	AG						
7:17	6	W	AG	7-5					
6:38	9	B	E						
6:15	9	W	T/O						
6:22	8	B	T/O						
4:52	8	W	AG	8-5					
4:42	11	W	E						

ABBREVIATIONS
G-Goal, P-Penalty, E-Exclusion, F-Foul, S-Suspension, TO-Timeout

CONFIRMATION
REFEREES' SIGNATURES
COMMENTS

Time Out
2:00 1:27 6:22 5:05

TEAM China 13 Blue Caps

No	Player	Major Fouls	Goals By QTR				PSC
			1	2	3	4	
1	Peng Lin						
2	Xiang Jun Nan						
3	Chen Xiao						
4	Sun Yu Jun (G)						
5	Niu Guo Nan						7
6	Tian Jia Ning						
7	Song Jun Hong						4
8	Zhang Cong						
9	Zhao Zhi Han						3
10	Mai Xiao Nan						
11	Wang Xin Nan						
12	Zhang Hei						
13	Shen Xi Meng						
TOTAL			2	3	1	2	8

Game sheet from 2015 BHP Billiton International Australia vs China Women's game in Perth.



As the Secretary, use a methodical system to record your data. It is really important that the running sheet is accurate as this is the only true record of the game. When an action occurs in the pool write the time, team, cap and action FIRST, then attribute the goal, exclusion or time out. If you do it the other way around and then something else happens quickly in the game, then you will have missed the record of the event. When lots of exclusions, goals, time outs are all occurring at once, just keep writing them in order, then when there is an appropriate break then put the goals and exclusions next to the player that received them. You can always ask the referee to give you a moment to catch up and check that no one is on 3 fouls or to get the correct game score before restarting the game.





POST GAME

Once the game has finished and you are happy that you have correctly tallied up the game sheet or alerted the referee of any problem, hand the game sheet to the referees to check and sign. Once they are satisfied that your record is a true and accurate account of the game and both referees have signed the sheet, you take the game sheet back and deliver it to the tournament director. If in triplicate, the teams may receive a copy, the white master sheet stays with the competition/tournament director. No alterations can be made the game sheet after the game. The referee must be made aware if a change is necessary.

If a report has been made, the newer game sheets have a pre printed report on the reverse side of the game sheet.

If a separate report sheet is made, this must stay with the game sheet for the judiciary to make a decision on. Only the team whose player received the report may ask for a copy of the report. If you are unsure get the competition director to assist you with any requests to view or have a copy of the report.

Do not leave completed game sheets or reports laying around. Look for a collection file or find out where the completed documents need to go after the game.



When you are not using the game sheet pre game, in breaks during the game or after the game, turn it face down. This is to protect the sheet from water splashes from players in the water. Put something heavy on the game sheet if you are playing outside to avoid the sheet being blown off the table into the water.





FLAGS

A water polo table requires that there are four flags to be available. White, blue, red and yellow. We will discuss their significance and how to use them.

With the introduction of more colourful club caps, the traditional white and blue flags may be replaced with a club flag. The aim of the white and blue flags are to represent the two opposing teams in the game.

WHITE FLAG

The white flag represents the first listed or home team on the fixture.

The white flag will be raised to indicate to a player in the re-entry area that their twenty second exclusion time has now elapsed and that they may enter the field of play.

Hold the flag high and clear so that the player and referee can see that the table is calling the player back into play.

Hold the flag up for a few extra seconds after the player has entered the water to let the referee see that you have done this.

If the player is not watching the table and has not entered the water even though you are holding the flag up, just keep holding the flag up so the referee can see that the officials have noted that it is time to come back in. Do not call them back in with your voice, or use an microphone system to call them in, simply hold the flag up.

You do not need to raise the flag if there is change of possession, the excluded player can automatically return to the field of play when this occurs. The flag is only used when the player is waiting to know that their time has expired.

If the player takes longer than twenty seconds to get to the re-entry area, you must not raise the flag until they have entered the box and their head has appeared in the box to ensure a legal substitution. For example, if a player has taken 22 seconds to arrive at the re-entry area, you are aware that the twenty seconds has elapsed, watch the player enter the box, head up then hold the flag up.



TIP

As soon as you have recorded the exclusion on the game sheet, put your hand on the appropriate flag so that you don't forget to wave the player in at the right time. It is easy to get distracted and forget this part of your role.

Keep the flag flat on the table until you are ready to use it. Anxious excluded players are ready to explode back into the water and are watching you closely ready to see your flag fly into the air, any false movements from you might see them enter the water as an illegal entry of which there is penalty to the player for doing so (another major foul awarded to them and dependent upon which team is possession a turnover or penalty shot.)





BLUE FLAG

The blue flag represents the team wearing blue caps / visitors.

Same rules as for white caps above.

RED FLAG

The red flag is waved when a player from either team receives their third major foul. As soon as you have determined that this has occurred raise the red flag to alert the player, team and referees that this player may not re-enter the pool for the remainder of the game. Keep holding the flag up until you have received acknowledgement from the bench that they have seen it. The referees will be watching the game and may not see this immediately. Do not interrupt the referee to alert them to this, but report this at the next break in play, eg after a goal or at quarter time.

Once the player that has received their third major foul has reached the re-entry area, they remain there until the substitute player enters the water. The player then leaves the water and sits on the bench with the cap on for the remainder of the game.

The removal of a cap or leaving the bench without reason to do so is considered disrespect to the referee.

If a double exclusion has occurred, and one of the players has now received their third major foul, you would hold up the red flag together with the colour of the player with three fouls so that this can quickly be identified to the right player. Then take down the flags and prepare to use the white and blue flags to call the players and the substitute back into play. Both players re-enter simultaneously after a clear change of possession.

Another opportunity to raise the red flag is when a player from either team receives a suspension major foul, i.e, the referee has excluded the player out and not to return to the game. Raise the red flag to show that they are not to return to the game.

Once the player has swum to the re-entry area, he must remain there until the substitute enters the game. Then the player must leave the pool, take their cap off and leave the pool deck. Because this foul is the result of an aggressive act in the pool, misconduct or disrespect the player must leave the immediate vicinity to reduce the potential escalation of harm to the player and those around. That is why receiving three major fouls as opposed to being rolled has different rules around what the player must do next.

The red flag can also be waved when an illegal interchange has occurred.





An illegal interchange consists of

- An excluded player entering the field of play before the twenty second time has elapsed and without their team taking possession of the ball. The red flag and whistle will alert the referee that this has occurred, the referee will decide the next course of action.
- When there is a player substitution, the following will apply -On reaching the re-entry area, the excluded or departing player shall be required to visibly rise to the surface of the water before the player (or a substitute) shall be permitted to re-enter in accordance with the Rules. However, it shall not be necessary for the excluded player to then remain in the re-entry area to await the arrival of an intended substitute. If the entering player goes into the field of play before the exiting player puts his head up in the re-entry area, this is illegal.
- Players may not enter or exit the pool other than through the re-entry area during play time. (i.e. not interval time) Doing so will result in an illegal entry.

The penalty for an illegal entry is an exclusion and then dependent on which team is in possession of the ball either a turnover or a penalty shot.

YELLOW FLAG

The yellow flag is for brutality.

When a player has been deemed to be performing an act of brutality, they will immediately receive a red card and leave the pool with no substitution allowed for 4 minutes of playing time. The offending player must leave the pool area and remove their cap immediately.

A penalty shot will be taken by the opposing team.

The offending team will then play a player down for 4 minutes and you will wave the yellow flag when 4 minutes of play has elapsed to allow the substituted player to enter the water.

Note the time of the brutality call, and then watch the game clock to determine when the time has expired. Eg if the brutality call was at 6.34, then you will be ready to wave the yellow flag at 2.34. The player must enter the pool via the re-entry area.



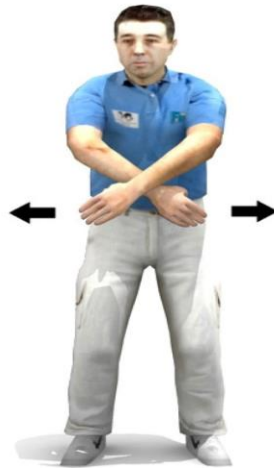


REFEREE SIGNALS

Please take the time to watch the referees at games to become familiar with their signals which will assist you as a Table Official.



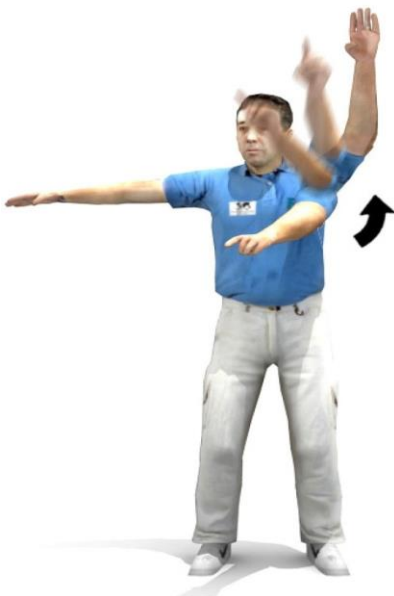
2 Metre



4 Minute Brutality



Double Exclusion



Exclusion

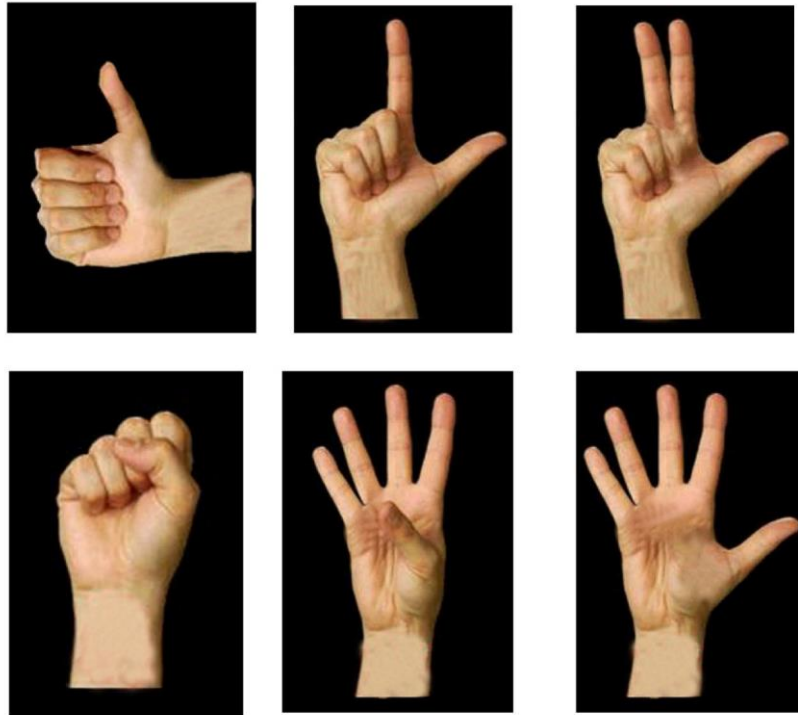


Goal (Ref pointing to centre)



Minor Foul





Numbers – 1, 2, 3, 10, 4, 5



Penalty



Rolling



Shot Clock Lapse





Signals





TABLE OFFICIAL ETIQUETTE

In the role of table official, it is expected that you remain impartial to the outcome of the game that you are officiating. Under no circumstances are you permitted to call to the players or spectators at the game. Your role is to officiate the game not cheer or jeer at what is going on in the pool. Water polo is a very emotive game and it is imperative that you are concentrating on the game and what the referees are signalling to you. Keep calm and focus on your role.

While not essential, it is helpful to sit a water polo referee's course to gain a more comprehensive understanding of the game and it's rules, including any updates or changing rules. With this knowledge you will be better able to support the referees in their role at the game.

There may be a delegate sitting with you on the table that will require information from the game, time of exclusions, goals etc. The delegate's role is to assist the referees and they should keep their own running sheet of the game and therefore are available to make rulings on table issues that may arise. The Delegate is in charge of the match and his/her instructions are to be followed at all times.

It is advisable to find competent table officials at your club or association and to work along side them to gain confidence in your roles at timekeeper and secretary.

Most of all, have fun and enjoy the game!





REFERENCE

http://www.fina.org/H20/docs/rules/disciplines/FINAwprules_20152017.pdf

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