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# WATER POLO Minor Official Handbook

*Welcome*

The British Columbia Water Polo Association and the Officials Working Group both thank you for taking on the role of officiating for Water Polo in British Columbia. We hope that you will enjoy your experience as an official. Without you we would not be able to hold Water Polo tournaments.

Thank you!

Written by  
Gabor Toth and Peter Chapman

## **Expectations of Minor Officials**

**An official must be impartial no matter what the circumstance and must do their utmost to ensure that the rules of Water Polo and of fair play and good sportsmanship are always applied to create the most positive experience for everyone involved**

### **What is expected of me as an official?**

An official should inspire confidence, respect, honesty, integrity and impartiality, specifically:

- Be and be seen to be impartial – follow the rules of water polo, of fair play and good sportsmanship, which also means that you cannot cheer for your team or your child when you are an official
- Follow the applicable (usually BCWPA) Code of Ethics
- Be polite, calm and positive
- Be constructive to new officials – do not reprimand or criticize other than constructively
- Do not comment to players before, during or after a game
- Always be on time for games (and any Officials Meetings); if you cannot make a game, let the organizers know well ahead of time
- **Wear a white shirt**
- If unsure during a game, consult with 1 of the 2 referees
- If you are new consult with the Referee-in-Chief ahead of time

## **The Minor Officials**

*{The Major Officials are the two Referees}*

**Secretary** (Scorekeeper) – Keeps score.

**Assistant Secretary** – Assists in ensuring proper timing for kick outs (holds up flags) and posts and/or announces kick outs and time outs.

**Primary Timekeeper** – Times the game. Stops and restarts the clock per the Rules of Water Polo. Announces the last minute of a game.

**Secondary Timekeeper** – Times time-outs (1 minute unless directed otherwise; signal referees at 45 seconds and 1 minute unless directed otherwise), the time between periods if not done by the Primary Timekeeper – 2 min between quarters and halves unless otherwise directed, and ejections.

**Goal Judges** – Sit at goal line and indicate whether or not a shot on goal has crossed the goal line (whole ball must cross the line) and scored; at start of game indicate whether or not players are in proper position prior to swim-off; assist referees with other calls if qualified to do so (further details later)

## **Before the game:**

### **Secretary(s):**

Check equipment

- Two pencils (or pens)
- Score sheet(s) or laptop with score sheet software
- Whistle
- Flags (red, blue, white, yellow)

Fill out the score sheet

- Minor officials' names, date, time, game #, location
- Referee names
- Teams' name, and rosters

Make sure the team representative (captain or coach) has approved and signed the score sheet before the game starts (late or missing entries after the game has started only at the Referees' discretion)

### **Timekeeper(s):**

Check equipment

- Whistle
- Two stop watches
- Electronic timing equipment
- Set up the equipment
- Do a try run on the timing equipment to ensure it is working and ensure you know how to:
  - Turn it on and off
  - Run stop time
  - Time between quarters
  - Adjust time if directed by the Referees

### **Goal Judges:**

- Ensure each of you have a chair at the Minor Officials table side of the pool, situated on the goal line
- Ensure there is a supply of extra game balls (at least one each).

(If there are no Goal Judges, the responsibility for extra game balls rests with the Secretary)

### **Purpose of Flags:**

**Blue flag:** to signal that an ejected player on the blue team can return to play

**White flag:** to signal that an ejected player on the white team can return to play

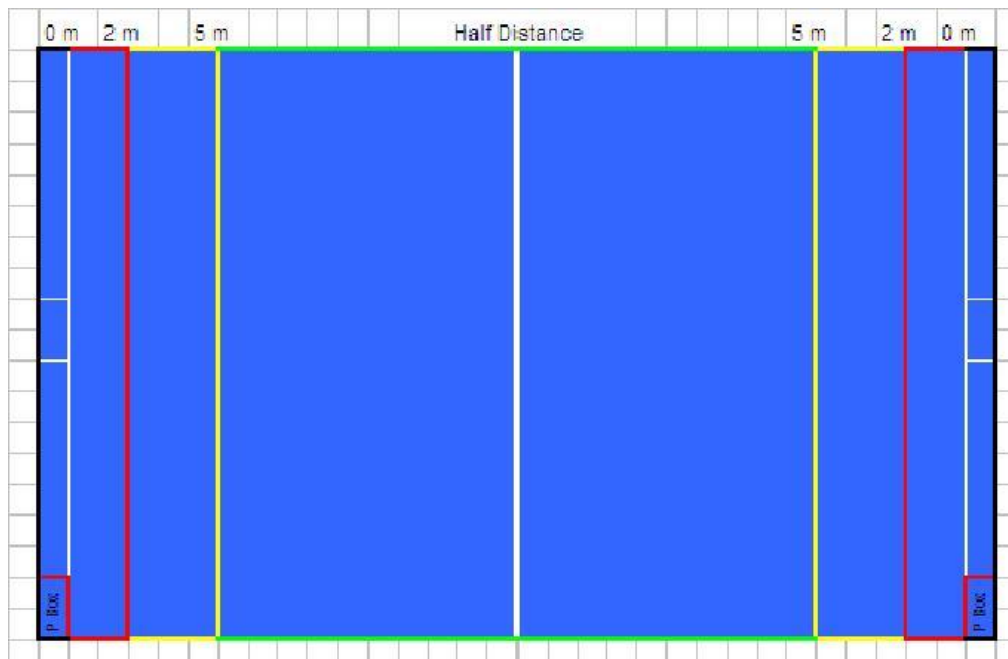
{Note a referee shall signal the re-entry of an excluded player or a substitute when that player's team has retaken possession of the ball }

**Red flag:** to signal ejection of a player from the rest of the game

- as soon as they get three temporary ejections - a temporary ejection includes a Penalty
- note that if the 3<sup>rd</sup> ejection is a penalty the referees must be informed – blow the whistle on the table - that player must leave the water and a substitute takes his place before the penalty shot

**Yellow flag:** shown with team colour indicates end of a Brutality 4 minute expulsion, and re-entry of player replacing the expelled (for the game) player

### WATER POLO FIELD OF PLAY



## **FAQ Re Flags:**

*Q: When do you raise the blue or/and white flag(s)?*

When 20 seconds of actual play have elapsed, at which time raise the appropriate flag provided that the excluded player has reached the re-entry area in accordance with the Rules:

*A substitute shall not be signalled in by a referee nor shall the secretary signal the expiration of the 20 seconds exclusion period until the excluded player has reached the re-entry area nearest to the player's own goal line. This shall also apply to the re-entry of a substitute who is to replace a player excluded from the remainder of the game. In the event of an excluded player failing to return to the player's re-entry area, a substitute shall not be permitted to enter until a goal has been scored or at the end of a period.*

After a double exclusion raise both flags (blue and white).

*Q: What is the signal for the substitute to re-enter when a brutality is called?*

When a player is excluded for brutality the secretary will signal the substitute to re-enter the field of play after 4 minutes of playing time with two flags, one yellow flag and the other the flag of the corresponding cap color.

*Q: How long should I hold the flag(s) up?*

Until the player(s) re-enter the field of play.

If a change of possession has occurred, there is no need to raise the flag(s).

## *Shot Clock (Possession Clock)*

- Each team has a set amount of time during which they have possession of the ball to score a goal before the other team gets the ball
  - usually 30 seconds
  - for younger players can be longer (e.g., 40 seconds)

## *Stop Time*

- **Starts** at beginning of a quarter when a player during the swim off touches the ball
- In other cases **starts** as soon as the player has possession of the ball such that they can pass or swim with it
- **Stops whenever referee blows whistle:**
  - for a free throw
  - for an ejection
  - for a penalty
  - for a goal
  - the ball goes out of bounds or the goalie touches the ball as it is going out of bounds resulting in a 2-m corner throw for the attacking team
  - time outs
  - referees signalling they want the ball
- Following a goal, time **restarts** when the referee blows the whistle to resume play after players have lined up on either side of the center of the pool
- Otherwise, time **starts** again when the appropriate player has possession or the referee blows the whistle to restart the game (e.g., after a time out or after the referee has asked for the ball)

## **Resetting the Shot Clock (Possession Clock)**

- ✓ the 30 second shot clock expires
- ✓ position of the ball changes (a turn-over)
- ✓ any shot to the net
- ✓ first player of either team touches a rebound after a shot on goal
- ✓ a corner (2 m) throw
- ✓ a goalie throw
- ✓ a major foul
- ✓ a penalty shot
- ✓ after a goal
- ✓ beginning of the quarter

## *During the game:*

### **Secretary:**

Record

- Score
- Goals
- Exclusions and Penalties
- Timeouts
- Any Disqualifications and Brutalities

Check with other Minor Officials or Referees if unsure of player penalized or scoring a goal

- Referees use hand signals for numbers (a closed fist is a 10)

Keep the visible score board current for referees, players, coaches and spectators

### **Assistant Secretary:**

Assists Secretary

- Proper timing for kick outs (holds up flags)
- Posts and/or announces kick outs and timeouts

### **Primary Timekeeper:**

Runs the electronic timing equipment (stop time and shot clock; time between quarters)

Announces the last minute of a game

### **Secondary Timekeeper:**

Times

- Exclusions
- Time outs

Determines when red flag for 3<sup>rd</sup> exclusion/penalty should be raised

### **Goal Judges:**

- Inform referees when players are properly lined up for start of play at start of game, at start of a new quarter
- Signal a goal
- Throw in a ball to the goal keeper to replace one going out of bounds

## *Goal Judges During Play*

- Signal by raising **one arm vertically** when the players are correctly positioned on their respective goal lines at the start of a period
- Signal by raising **both arms vertically** for an improper start or restart
- Signal by **raising and crossing both arms for a goal**
- If directed by referee and competent to do so:
  - Signal by pointing with arm in the direction of the attack for a goal throw
  - Signal by pointing with arm in the direction of the attack for a corner throw
  - Signal by raising both arms vertically for an improper re-entry of an excluded player or improper entry of a substitute

## *Unusual Cases*

- When a player is excluded for brutality (4 minutes – referee signals with both arms held down and crossed) re-entry of the substitute after the 4 minutes is signaled by two flags, one yellow flag and the other flag of the corresponding cap color
- When a player is disqualified (totally out of the game – referee signals with hands rotated one over another at chest height then the player's number) a substitute can re-enter after 20 seconds as for a routine ejection
- Player is not listed on score sheet (you will notice this, usually, when you go to write down the number of a player who has scored or been ejected) – tell referee right away
- Referee has two thumbs up – jump ball, shot clock may be reset
- Yellow or red card to a coach or bench – stop time, record details, follow referee instructions

## **Important Referee Hand Signals**

*{Note: there are both offensive and defensive referees (depending on direction of play – they move to their right)}*

- Whistle and arm extended in direction offensive players are swimming: free throw for attacking player (defensive player must retreat at least 1 m away)
- Arm extended towards goal after goalie has touched ball before it went out of bounds: 2 meter free throw, reset shot clock
- Arm extended away from goal and 2 fingers in air: player is within 2 m illegally and thus offside; change of possession
- Arm extended and 5 fingers in air: 5 meter Penalty shot on goal (referee will indicate number of offending player, could be the goalie number 1); reset but do not start Shot Clock unless shot on goal is unsuccessful
- Short whistle, point at defensive player then at side of pool followed by player's number: temporary expulsion of that player
- To indicate a goal: blows whistle, points to center of field of play, then gives scoring player's number

## **After the Game**

**Secretary:** Summaries the score sheet and asks the referees to approve and sign

**Timekeeper(s):** pack the timing system if there are no more games

**Goal Judges:** collect the game balls



# EXAMPLE SCORE SHEET

## GAME REPORT / RAPPORT DE MATCH

26  
**GAME NO / MATCH NO**  
21 06/2000  
**DATE**  
15:00 HRE / 16:30 HRE  
**TIME / HEURE**  
MARSO LAIS JACQUES  
**REFEREE 1 / ARBITRE 1**  
MO RISSEAU JO HANNE  
**SECRETARY 1 / SECRÉTAIRE 1**  
PERREAULT DO MINIQUE  
**TIMEKEEPER 1 / CHRONOMÉTREUR 1**  
LAMO THE STUVE  
**GOAL JUDGE / JUGE DE BUT**

CLAUDE RO BILLARD  
**LOCATION / LIEU**  
CHAMPIONNAT CANADIEN  
**LEAGUE OR TOURNAMENT / LIGUE OU TOURNOI**  
SENIOR MIXTE  
**CATEGORY / CATÉGORIE**  
PAUL-DAVID BERNARD  
**REFEREE 2 / ARBITRE 2**  
GRAVEL MARIE  
**SECRETARY 2 / SECRÉTAIRE 2**  
PEDURDE PAUL  
**TIMEKEEPER 2 / CHRONOMÉTREUR 2**  
JUTRAS MARIE  
**GOAL JUDGE / JUGE DE BUT**

TIME-OUT / TEMPS MORT	
Color / Couleur	
BLUE	WHITE
0:239 (3)	3:51 (4)
0:244 (4)	

T : TIME OUT  
 TEMPS MORT  
 E : TEMPORARY EXPULSION  
 EXPULSION TEMPORAIRE  
 D : DISQUALIFICATION  
 LANCER DE PUN

B : BRUTALITY  
 BRUTALITÉ  
 G : GOAL / BUT  
 P : PENALTY SHOT

TEAM / ÉQUIPE				COLOR / COULEUR			
CANADA				BLUE			
PLAYER / JOUEUR		Major Fouls		GOALS / BUTS			
NO	NAME / NOM	1	2	3	4	E	T
1	MARSO LAIS TO SÉE						
2	DESJARDINS MARIE-CLAUDE						
3	AUGER ISABELLE						
4	GARDINER SUE						
5	LIZÉ SANDRA	4.45					
6	ARPIN MARIE-LUC					11	2
7	CAMBELL CO RA	5.23	5.07				
8	COLLINS MELISSA			1		1	2
9	DO WANN	1.44			1	1	2
10	SACAT JANA	4.41					1
11	DONNE VALÉRIE	3.51					
12	HORN-MILLER WANECK	5.00			1		1
13	BÉGIN JO HANNE	6.11			1	11	1111 7
14							
15							
COACH / ENTRAÎNEUR : DANIEL BERTHELETTE		2	2	3	2	6	15

TEAM / ÉQUIPE				COLOR / COULEUR			
CAMO				WHITE			
PLAYER / JOUEUR		Major Fouls		GOALS / BUTS			
NO	NAME / NOM	1	2	3	4	E	T
1	LAMARRE WENDY						
2	POULIN BERNARD	1.24					
3	PRAVIE RICHARD					1	1
4	TO UNISLAM	6.20	4.06			1	11 5
5							
6	LAHAYS GUILLAUME	3.53	2.39	2.24			11 2
7	SAURIO RENÉE	2.04					
8							
9	MO RISSEAU JEAN FRANCOIS						
10	LEVESQUE DO MINIQUE						1 1
11	LIZÉ YANNIC						1 1 111 5
12	THÉRIEN MICHEL						1 1
13	BOUJIN NO RMAND						
14							
15							
COACH / ENTRAÎNEUR : ROBERT COUILLARD		1	1	2	3	10	17

PLAYER	JOUER	INCIDENT	TIME / TEMPS	SCORE		POINTAGE	PLAYER	JOUER	INCIDENT	TIME / TEMPS	SCORE		POINTAGE	PLAYER	JOUER	INCIDENT
				B	W						B	W				
11	W	G	5.35		1			W	T	5.51			10	B	E	
13	B	G	5.07	1			6	W	E	2.24			12	W	G	
6	W	E	5.53					B	T	2.24			4	W	E	
8	B	G	3.49	2			8	B	G	2.05	9		13	B	G	
X	X	X	X	X	X	X	4	W	G	1.07		6	10	W	G	
4	W	E	6.20				4	W	G	0.27		7	6	B	G	
5	B	E	4.45				X	X	X	X	X	X	6	B	G	
12	B	G	2.50	3			11	W	G	6.36		8	11	W	G	
9	B	G	2.12	4			7	B	P	5.23			6	W	G	
11	W	G	0.46		2		6	W	G	5.22		9	X	X	X	
X	X	X	X	X	X	X	13	B	G	5.09	10					
13	B	G	6.25	5			13	B	G	3.31	11					
13	B	E	6.11				7	B	P	3.07						
2	W	G	5.59		3		4	W	G	3.06		10				
13	B	G	3.43	6			13	B	G	2.47	12					
6	W	E	2.39				7	W	E	2.04						
	B	T	2.39				9	B	E	1.44						
10	B	G	2.20	7			2	W	E	1.24						
4	W	G	1.33	4			2	W	G	0.50		11				
X	X	X	X	X	X	X	12	B	E	0.05						
9	B	G	4.13	8			11	W	G	0.03		12				
5	W	G	4.03		5		X	X	X	X	X	X				
11	B	E	3.51				4	W	G	5.06		13				

*Jacques Marsolais Paul-David Bernard*  
 REFEREE 1 / ARBITRE 1 REFEREE 2 / ARBITRE 2

## **Final Words:**

It is the responsibility of the Minor Officials and the Referees to ensure they are properly registered with the BC Water Polo Association. Please be sure you are registered with the Provincial office.

Please ensure you are keeping accurate records of all the games and tournaments you have attended and your role there. It is always better to have more paperwork than not enough!

Have a good time! It is important to take this job seriously, but also to enjoy the time and energy you are putting into officiating.

Thank you!