



# USA Water Polo Desk Officials Training Manual

## Introduction/Overview

This training manual is intended to provide a basic understanding of the responsibilities and requirements of a Desk Official. It can serve as an instructional piece for new officials or as a reference for experienced officials.

There are three basic job functions performed at the desk during any water polo game:

- Score Keeper
- Game Clock
- Shot Clock

The number of individuals needed to work the table should be no less than three (3) and no more than four (4).

## Score Keeper

The score keeper must record everything that happens during the game including goals, shot attempts, major fouls, and time outs. Before the game begins, the scorer should verify the following:

1. Player names and corresponding numbers for each team. White on the left, dark on the right.
2. Location, date, and time of the game.

Once the game begins, enter the game events in chronological order. The left portion of the score sheet is a summary of what happens during the game, the right portion is a list of the actual events that take place during the game. Always record the actual events of the game on the right portion before recording the summary of the game on the left portion. If the two do not agree, the right portion is the one that is official. Accuracy here is extremely important.

The following symbols are used to describe the events that take place in the remarks column of the score sheet:

*G= goal, E = exclusion, EG = exclusion goal, P = penalty foul, PG=penalty goal*

*M=misconduct, B=brutality, YC=yellow card, RC = red card, TO = time out*

Each event that takes place is marked by writing the time, cap number, team color, remark code and change of score if applicable. The beginning of the game starts at the top left side and continues over to the next column, until the game is completed.

In recording the summary information in the left portion, each area has its own column, beginning at the left with the players' names and continuing to the right with a column for personal fouls, shot attempts, and goals by quarter. In the personal fouls column, you should record the type of major foul and the quarter it was committed (e.g. E/2 for an exclusion that occurred in the second quarter or P/4 for a personal foul that occurred in the fourth quarter).

### Timeout

**Timeouts:** All timeouts must be recorded on the score sheet at the time and period they are taken.

At the end of each period, record the period's number of goals in *Period Total* found at the bottom of the corresponding quarter's column.

At the end of the game, total the score of each period in the Total Box. Check that this agrees with the last running score in the *Game Log*.

### Shot Clock

In a game being played under USA Water Polo rules, each team has 35 seconds, once they take possession of the ball, to take a shot. If they do not take a shot within this time, the desk official sounds a horn and the other team is awarded a "free throw" at the spot where the ball was located when time expired.

The most important element in running a shot clock is accurately timing a team's possession and re-setting the shot clock on a turnover. In order to accurately time a possession, the timer needs to understand "dead time". "Dead time" is the period of time beginning when the referee blows his/her whistle and ending when the player takes a "free throw". During this entire period, the clock should be stopped. Understanding when to stop the clock is easy, it stops when the whistle is blown. It is more difficult to determine when to restart the clock. The clock should be restarted when the player puts the ball into play by taking a "free throw". A "free throw" is when a player passes the ball to another player, passes the ball to himself/herself by throwing the ball into the air a few inches, or by the player swimming with the ball. The desk official must be aware of where the referee is requiring the "free throw" to be taken, in order to know whether the player has put the ball back into play. The other responsibility of the shot clock timer is to reset the clock for any of the following reasons:

- The offense takes a shot.
- The defense regains possession and is clearly in control of the ball.
- The 35 second clock expires for the offensive team.
- The referee calls a major foul (exclusion or penalty foul).

The timer should start the clock only when the player taking the "free throw" has put the ball back in play, not when the foul occurs. The timer should reset the clock when the foul occurs but not start the clock until the player takes the "free throw". If the player who is taking the "free throw" holds the ball for more than 3 complete seconds, the timer should start the clock.

### Game/Ejection Timer

A water polo game consists of four equal quarters that can vary in length from five (5) to eight (8) minutes based on age and/or tournament guidelines.

The primary job of the game timer is to start and stop the game clock throughout the game. Like the shot clock, the game clock stops with each whistle and does not start again until the "free throw" is taken.

The game timer is also responsible for displaying the score, either on an electronic scoreboard or using a manual system. It is important that the scoreboard always reflects the score according to the official scorebook.

The third responsibility of the game timer is to manage exclusion times. There are two types of major fouls, a foul that results in a penalty shot being awarded and a foul that results in a player being excluded. Only the exclusion foul results in the offending player sitting out for 20 seconds. When this happens, the game timer must keep track of the time the penalty occurred and the time that the player is allowed to re-enter. (time the penalty occurred minus 20 seconds). If the offensive team scores, or the defensive team regains possession, the excluded player may re-enter immediately.

All re-entries during "live-time" must occur from the designated re-entry areas, which are on the opposite side of the pool from the table at each corner of the pool.

When the excluded player is allowed to re-enter, the timer will hold up the appropriate colored flag until the player has re-entered the pool. (white flag for white caps, blue flag for dark caps)

If any player receives a third major foul according to the scorer, the game timer should hold up a red flag as soon as the foul occurs. If the third foul was an exclusion foul, simply continue to show the flag until the team and offending player see it. If you have been displaying the red flag and the player re-enters, let the referee know immediately by sounding the horn. If the player re-enters under a red flag, it is a penalty shot for the other team, and that player is excluded for the rest of the game.

If an athlete commits a third foul resulting in a penalty shot being awarded, let the referee know before the shot is taken so he/she can remove the defensive player from the pool. You may need to use the horn to get his attention.

# Clock & Desk Instructions

## Referee Whistles

**Single Blast = Common foul**

*Clock stops and starts when ball gets put in play*

**Short Blast followed by a long blast = Turnover foul**

*Clock stops and starts when ball gets put in play*

**A few short blasts followed by long one (Ref pointing player out) = Ejection foul**

*Clock stops and starts when ball gets put in play*

**A solid long blast with ref holding up 5 fingers = Penalty**

*Clock starts once shot occurs*

## Game Clock

- Start clock when the sprinter gets to the ball (NOT on the whistle)
- Stop it on all whistles, start when ball put in play (or a reasonable amount of time)
- Clock stays running on shots unless you hear a whistle by the ref
- Stock clock on all goals. Start clocks when players put ball in play at lineup.
- Keep track of score on the scoreboard
  - White = Home, Dark = Away

## Shot Clock/Possession Clock

- Start it when someone gets possession of the ball on the sprint (NOT on the whistle)
- RESET on any shot
- RESET on an ejection or 5M
  - Shot clock does NOT reset on a double ejection
- RESET on a dumped ball. Start it when the team gets to the ball and puts it in play
- RESET on a shot where the ball rebounds into the field of play. THEN reset again when the team gains possession of the ball and puts it in play.
  - On this, the ball is still live so the clock should be reset and running, but no one has possession, that is why you RE-RESET it when someone gains possession. Often no or few whistles accompany this situation
- RESET on any jump ball (clarify with the referee on this)
- RESET on a clear change of possession

## Ejections

- Note time on game clock when ejection happens
- Wave player in :20 sec after ejected on game clock
  - Typically this can be :10 left on shot clock ONLY if no shot has been taken.
  - For 12 & Unders, they swim to the ejection area and re-enter immediately
- If there is an ejection board, record ejections and timeouts on the board
- Keep track of those players with 2 personal fouls. If someone gets their third (any combo of penalty or ejections) hold the red flag up immediately for the entire time until they come even and wave the other flag as well. If the player with 3 fouls re-enters tell the ref immediately

### Stats

- Maintain the record of the game, including the players, score, timeouts, exclusion fouls, penalty fouls, and personal fouls awarded against each player.
- Record the flow of the game under the game log first, then transfer this information under the appropriate athletes on the roster
- Each team playing with turn in a scoresheet with their roster. Place the White team on the left and Dark team on the right.

### Notes/Suggestions

- The game person or ejections person can be a spotter and talk through the ejections so everyone is on the same page.
  - "Ejection at 4:44 – Even at 4:24"
- If the clock you are working has shot/game connected, be sure your reset hand is not on the reset button. Actually move your hand to reset so you don't do it by mistake. If we minimize the accidental 'resets' then we won't have to stop the game as much.



USA WATER POLO OFFICIAL SANCTIONED EVENT SCORESHEET

Event Name: 2015 Junior Olympics

Event Date: 07/27/15

Game Information

Cap Color	White	Dark
Game No.	12B-061	
Site	Aragon	
Date	07/27/15	
Sched Time	9:00 AM	
End Time	9:52 AM	

RESULTS

Teams	1	2	3	4	SO	Final
Westside Aquatics	1	3	3	1	3	8.3
Stanford Red	0	3	3	2	2	8.2

Game Officials/Signatures

Referee: \_\_\_\_\_ (cell) \_\_\_\_\_  
 Referee: \_\_\_\_\_ (cell) \_\_\_\_\_

Game Log

Time	Cap No.	Remarks	Score
0:00	W D	(notation)	W-D
2:23	3	E	0-0
1:08	9	G	1-0
5:38	11	E	1-0
5:29	5	G	1-1
5:13	9	G	2-1
4:48	11	G	3-1
2:44	9	E	3-1
2:33	5	G	4-1
2:07	14	E	4-1
1:13	5	G	4-2
0:08	7	G	4-3
5:27	9	G	5-3
5:13	10	P	5-3
4:08	6	G	5-4
4:08	7	E	5-4
3:34	5	G	5-5
3:34		TO	5-5
3:04	3	G	5-6
2:31	5	E	5-6
2:08	9	E	5-6
1:38	3	E	5-6
1:34	11	G	6-6
0:40	9	G	7-6
5:00	3	G	7-7
4:30	2	E	7-7
2:28	3	G	7-8
2:15	5	G	8-8
0:44		TO	8-8
0:24		TO	8-8

Team: Westside Aquatics

Division: 12U-B

No.	Name	USAWP#	Personal Fouls	Activity by Period					Total
				(notation)	1	2	3	4	
2	Adrien Liu								
3	Christopher Wazzan								
4	Dashiell Stuckey								
5	Dimitri Lupescu	E3			I		I		2
6	Emanuele Cascione								
7	Garrison Cook	E3						1	1
8	Ramsay Letteau Stallings								
9	Joshua Waldoch	E3		I	I	II		1	5
10	Matthew Ditman	P3						1	1
11	Levi Cook				I	I			2
12	Mason Letteau Stallings								
13	Bernardo Herzer								
14	Noah Breiter	E2							
15	Trevor Wazzan								
Goalkeeper (saves)		Period Total :		1	3	3	1		8.3
1	Kevin Olmedo								

Team Staff

Timeouts:

Head Coach	Cody Moore
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Shootout Order

Rounds

Rounds

No.	Player	Rounds				No.	Player	Rounds			
		1st	2nd	3rd	Tot			1st	2nd	3rd	Tot
5		X									
3		X									
9		1									
10		1									
7		1									
		(goal):	3					(goal):			