

A Guide for Table Officials to help prepare for the role. This covers the Time Keeper, the Scorer, the Foul Keeper and the Goal Judge roles.

Table Officials Guide

Waitakere City Water Polo



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2 GENERAL INFORMATION

Table Official roles are either carried out by the host of the competition or game, or rostered amongst teams entered in the competition.

Depending on the game, there will be three to five people assigned to Table Duties (the difference being whether or not Goal Judges are required). It is best to plan for all five roles to be carried out.

3 TIME KEEPER

The role of the Time Keeper is to manage the score board – primarily the clock (including the shot clock), but also the goals for each side and which quarter the game is at.

3.1 TIMING ACTUAL PLAY

Normally a water polo game is split into quarters. A quarter will be a given number of minutes of *actual play* as opposed to *elapsed time*.

Actual play begins when one of the players touches the ball (not when the referee blows their whistle to start the game), so start the clock then.

Actual play is “paused” when:

- a) the referee whistles for an infringement
- b) the referee signals a restart after a goal
- c) a time out is called
- d) the referee stops the game for any reason

Actual play starts again when a player puts the ball back into play (either by passing it, dropping it into the water or throwing it into the air).

3.2 THE SHOT CLOCK

If a team retains possession of the ball for longer than 30 seconds, without shooting at the goal, it is an ordinary foul against that team and the opposition is awarded a free throw. Timing of the 30 second shot clock is as per *actual play* (i.e. the clock is paused and restarted as per *actual play*). The clock counts down from 30 seconds and is reset if there is:

- a) A goal or shot at goal (no matter how weak or whether it is blocked, shot out of play etc.)
- b) When an exclusion foul is given
- c) When a penalty foul is given
- d) When a corner throw is awarded
- e) At a neutral throw
- f) If the opposition gains possession (control) of the ball. Touching it in flight is not enough to reset the shot clock.
- g) The Shot Clock should *not* be reset upon a time out.

Time starts again when the ball is played as per *actual play*. Once the game clock is less than 30 seconds, the shot clock is overridden.

3.3 TIMING INTERVALS BETWEEN QUARTERS

There will be set intervals between the first and second quarters, at half time, and between the third and fourth quarters. Half time is normally five minutes and between the other quarters is two minutes. The time keeper should be working with the referee to signal these times.

3.4 TIME OUTS

Time outs can be requested by the coach of the team in possession of the ball by forming a “T” with their hands and calling for a time out. The referee will blow their whistle to signal that the game is halted.

3.5 ASSISTING THE OTHER OFFICIALS

To assist the Scorer and Foul Keeper, the Time Keeper should audibly announce the time of each exclusion foul, penalty foul, personal foul, timeout and goal.

4.1 THE HEADER

The top of the Score Sheet shows the details of the game and should be filled out before the game commences.

Ensure the following has been recorded:

- a) The name of the Competition and Game Number
- b) The Venue
- c) The Date and Time of the game
- d) The names of the Referees
- e) The names of the Table Officials
- f) The names of the teams
- g) The names of the players in the teams (note that the teams must use the same numbers as listed in the programme) – this particular portion is the responsibility of each Team Manager and becomes especially important if a cap number is playing against which a name has not been recorded

4.2 THE DETAIL

The bottom portion of the sheet shows the detailed progress of the game so this should be filled in first when any event occurs. If this portion of the sheet does not agree with the summary, the summary will be ignored. Team Managers may challenge what has been recorded during or after the game so this is very important.

You will see four primary columns – these do *not* denote quarters – they are merely the number of columns that can fit on the page.

Each of the primary columns includes five secondary columns. These are:

- a) Time – the time an incident occurs as per the game clock. The time will be given by the Time Keeper.
- b) No. – the cap number of the player involved in the incident. This will be indicated by the Referee.
- c) Col. – the cap colour of the player involved in the incident (either W for white, or B for blue).
- d) Evt. – what occurred. This will be:

G	Goal	E	Exclusion	P	Penalty	B	Brutality	M	Misconduct
YC	Yellow Card	RC	Red Card	TO	Time out (the Cap No. is not relevant)				
- e) Scr. – the score at the point the incident occurred (which will only change when a goal is scored but should still be re-entered). This should be entered as *white cap score / blue cap score* (e.g. 7/1 if white caps have 7 goals and blue caps have one).

At the end of each quarter, draw a line underneath the last incident recorded to denote a change in quarter.

4.3 THE SUMMARY

The top portion of the sheet records significant incidents against each player and team. This should be recorded after the time of the incident has been recorded in the detail in the bottom section.

- a) Faults are personal fouls are recorded against each player. A player can have three fouls before they are removed from the game – accordingly there are three foul columns. For each foul that occurs against a player, note the time and either E (ejection foul) or P (penalty shot foul).
- b) 1/4, 2/4, 3/4 and 4/4 are where any goals are tallied against each player (e.g. +++ || = 7) in each quarter. For the goalie, the tally acknowledges any goals saved.
- c) Ext. is as for the Quarters – but denotes any goals scored during extra time.
- d) Tot. is the total number of goals scored / saved during the game for each player.
- e) Time Out records the time that any Time Outs are called for each team.

At the end of each quarter, the number of goals scored during that quarter should be tallied below the players' tallies. This should match the up with the overall scores being tracked in the detail of the sheet.

Where a Manager indicates that there is a swap in Cap Numbers (usually when the Goalie is being switched), they will come to the table and advise "5 for 1". This means that Cap 5 and Cap 1 are swapping places. This can only occur before a quarter starts and can be shown on the score sheet with a double ended arrow at the beginning of that quarter indicating the caps being swapped.

4.4 THE SIGN OFF

At the end of each quarter and at the end of the game, the scorer should check to ensure the summary agrees with the detail. After the numbers have been checked, the Scorer can then ask the Referees to check the sheet, which they will do then sign if they are happy, also noting the result of the game above their signatures.

4.5 THE RULES

WP 10.1 The duties of the secretaries shall be:

- a) To maintain the record of the game, including the players, the score, timeouts, exclusion fouls, penalty fouls, and personal fouls awarded against each player.
- b) To control the periods of exclusion of players and to signal the expiration of the period of exclusion by raising the appropriate flag; except that 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. After 4 minutes the secretary should signal the re-entry of a substitute for a player who has committed brutality by raising the yellow flag along with the appropriate coloured flag.
- c) To signal with the red flag and by whistle for any improper re-entry of an excluded player or improper entry of a substitute (including after a signal by a Goal Judge to indicate an improper re-entry or entry), which signal shall stop play immediately.
- d) To signal, without delay, the award of a third personal foul against any player as follows:
 - i. With the red flag if the third personal foul is an exclusion foul.
 - ii. With the red flag and a whistle if the third personal foul is a penalty foul.

5 FOUL KEEPER

This is the third person to sit at the table and assists the Time Keeper and the Scorer (see the Rules for each above). Their role is to monitor personal fouls – penalties and ejections.

They will need:

- Stop watch
- Desk flags – red, white, blue
- Foul board



Responsibilities are:

- a) Noting the number of personal fouls against each player on the foul board
- b) Time the periods of exclusion for players. The Foul Keeper should start their stop watch at the time the Time Keeper calls. The player should stay in the re-entry area until:
 - i. The Referee signals the re-entry of an excluded player or a substitute when that player's team has retaken possession, or when the offensive team has scored
 - ii. 20 seconds is up – at which time the Foul Keeper should wave the **white flag** (for the white cap team) or **blue flag** (for the blue cap team)
- c) Indicate when a player has received a third major foul by lifting a **red flag** as soon as the foul is called. For third fouls resulting in a penalty shot, let the referee know before the shot is taken so that they can remove the defensive player from the pool. The flag should be held up until the end of the exclusion period as per above, at which point the white or blue flag is waved to indicate that a substitute may enter the pool.
- d) Indicate when a player is in the water and they have been excluded from the game due to three fouls – with a **red flag**.¹
- e) Indicate when a player is in the water and their number is not on the game sheet – with a **red flag**.¹
- f) The Foul Keeper should also time Time Outs with the stop watch. These begin when the Referee signals the Time Out. The Foul Keeper should advise the Referee at 45 then 60 seconds. Any exclusion timings are paused while the Time Out is in progress.

¹ Also advise the Referee immediately unless the opposing team has an immediate and likely chance to score – in which case the Foul Keeper should wait until the first available moment.

6 GOAL JUDGE

There are two goal judge positions at either end of the pool, level with the goal line, on the same side of the pool as the Table Officials.

Their main role is to determine whether or not a ball has fully passed the goal posts – and can therefore be counted as a goal. They also hold at least one spare ball to throw back into the pool when the original balls has gone outside the field of play. The Goal Judge will either throw the ball to the player indicated by the Referee.

6.1 THE RULES

WP 8.1 The goal judges shall be situated on the same side as the official table, each on the goal line at the end of the field of play.

WP 8.2 The duties of the goal judges shall be:

- To signal by raising one arm vertically when the players are correctly positioned on their respective goal lines at the start of a period.
- To signal by raising both arms vertically for an improper start or restart.
- To signal by pointing with the arm in the direction of the attack for a goal throw.
- To signal by pointing with the arm in the direction of the attack for a corner throw.
- To signal by raising and crossing both arms for a goal.
- To signal by raising both arms vertically for an improper re-entry of an excluded player or improper entry of a substitute.

WP 8.3 Each goal judge shall be provided with a supply of balls and when the original ball has gone outside the field of play, the goal judge shall immediately throw a new ball to the goalkeeper (for a goal throw), to the nearest player of the attacking team (for a corner throw), or as otherwise directed by the referee.

7 SIGNALS USED BY OFFICIALS



Fig. A The referee lowers the arm from a vertical position to signal (i) the start of the period (ii) to restart after a goal (iii) the taking of a penalty throw.

Fig. B To point with one arm in the direction of the attack and to use the other arm to indicate the place where the ball is to be put into play at a free throw, goal throw or corner throw.

Fig. C To signal a neutral throw. The referee points to the place where the neutral throw has been awarded, points both thumbs up and calls for the ball.

Fig. D To signal the exclusion of a player. The referee points to the player and then moves the arm quickly towards the boundary of the field of play. The referee then signals the excluded player's cap number so that it is visible to the field of play and the table.

Fig. E To signal the simultaneous exclusion of two players. The referee points with both hands to the two players, signals their exclusion in accordance with Fig. D, and then immediately signals the players' cap numbers.

Fig. F To signal the exclusion of a player for misconduct. The referee signals exclusion in accordance with Fig. D (or Fig. E if appropriate) and then rotates the hands round one another in such a way that is visible to both the field of play and the table in addition to issuing the player with a red card. The referee then signals the excluded player's cap number to the table.

Fig. G To signal the exclusion of a player with substitution after four (4) minutes. The referee signals exclusion in accordance with Fig. D (or Fig. E if appropriate) and then crosses the arms in such a way that is visible to both the field of play and the table in addition to issuing the player with a red card. The referee then signals the excluded player's cap number to the table.

Fig. H To signal the award of a penalty throw. The referee raises an arm with five fingers in the air. The referee then signals the offending player's cap number to the table.

Fig. I To signal that a goal has been scored. The referee signals by whistle and by immediately pointing to the centre of the field of play.

Fig. J To indicate the exclusion foul of holding an opponent. The referee makes a motion holding the wrist of one hand with the other hand.

Fig. K To indicate the exclusion foul of sinking an opponent. The referee makes a downward motion with both hands starting from a horizontal position.

Fig. L To indicate the exclusion foul of pulling back an opponent. The referee makes a pulling motion with both hands vertically extended and pulling towards his body.

Fig. M To indicate the exclusion foul of kicking an opponent. The referee makes a kicking movement.

Fig. N To indicate the exclusion foul of striking an opponent. The referee makes a striking motion with a closed fist starting from a horizontal position.

Fig. O To indicate the ordinary foul of pushing or pushing off from an opponent. The referee makes a pushing motion away from the body starting from a horizontal position.

Fig. P To indicate the ordinary foul of impeding an opponent. The referee makes a crossing motion with one hand horizontally crossing the other.

Fig. Q To indicate the ordinary foul of taking the ball under the water. The referee makes a downward motion with a hand starting from a horizontal position.

Fig. R To indicate the ordinary foul of standing on the bottom of the pool. The referee raises and lowers one foot.

Fig. S To indicate the ordinary foul of undue delay in the taking of a free throw, goal throw or corner throw. The referee raises a hand once or twice with the palm turned upwards.

Fig. T To indicate a violation of the two-metre Rule. The referee indicates the number 2 by raising the fore and middle fingers in the air with the arm vertically extended.

Fig. U To indicate the ordinary fouls of expiry of 30 seconds' possession. The referee moves a hand in a circular motion two or three times.

Fig. V By a goal judge to signal for the start of a period.

Fig. W By a goal judge to signal an improper start, restart or improper re-entry of an excluded player or substitute.

Fig. X By a goal judge to signal a goal throw or corner throw.

Fig. Y By a goal judge to signal a goal.

Fig. Z To indicate a player's cap number. To enable the referee to communicate better with the players and the secretary, signals are made using both hands if appropriate where the number exceeds five. One hand shows five fingers with the other hand showing additional fingers to make up the sum of the player's number. For the number ten, a clenched fist is shown. If the number exceeds ten, one hand is shown as a clenched fist with the other hand showing additional fingers to make up the sum of the player's number.