



WORKING THE WATER POLO DESK

SECRETARY OR SCOREKEEPER

1. Equipment needed for each contest includes: scoresheets, clipboard, pen or pencil, paper clips and scorekeeper directions.
 2. The secretary must maintain the record of the game, including goals, personal fouls (exclusion fouls and penalty fouls) awarded against each player, and time-outs.
 - a. Verify the names and cap numbers of the team roster with each coach prior to the start of the game.
 - b. Record the game number, starting time (and ending time after the game), names of teams, date, place of game, cap numbers and names of players (last name first) for each team (white on left, dark on right) and **print the names of the referees in lower right corner of the scoresheet.**
 - c. Encircle the cap number of the starting goalkeeper. If there is a goalkeeper substitution, record the goalkeeper statistics with the correct player.
 - d. Record in the appropriate boxes below the upper portion of the scoresheet the cap number of the sprinter each period and encircle the number of the player winning the sprint.
 3. Record all goal attempts in the “Attempt” column: E for an extra player attempt, P for a penalty shot attempt, and a vertical line for all other attempts.
 4. Record all goals in two places on the scoresheet **in this order**:
 - a. **First: In the lower portion of the scoresheet** under “Progress of Game”, record time of goal, cap #, team (W or D), G for natural goal, G-E for extra player goal and G-P for a penalty shot goal on the left side of the “Remarks” column and the running score (i.e., 0-1) in the W-D column with white score first, then dark.

Example: || 5:37 | 3 | W | G-E | 1-0 ||
 - Note:** Count all goals as extra player goals which are the result of the extra player situation, even if the goal is scored soon after the entry of the excluded player.
 - b. **Second: In the upper portion of the scoresheet**, record the attempts in the “Attempt” column and then goals in the appropriate period’s box. Use an E for both an extra player attempt and goal, a P for both a penalty shot attempt and goal, and a vertical line for both a natural goal attempt and goal.
5. Record all personal fouls (exclusion fouls and penalty fouls) in two places on the scoresheet **in this order**:
 - a. **First: In the lower portion of the scoresheet** under “Progress of Game”, record time, cap number, team (W or D) and, on the right side of the “Remarks” column, the symbol E for an exclusion foul and P for a penalty foul, E-game misconduct for the game exclusion of misconduct, E-game FM for the game exclusion of flagrant misconduct, E-game fighting for the game exclusion of fighting and just E-Game if the player was

excluded for the rest of the game for any other reason, such as an 8th player in the pool. **Do not fill in the running score column when completing foul information since no goal was scored.**

Column entries should be as follows for the typical exclusion foul:

5:53	4	D	E
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- b. **Second: In the upper portion of the scoresheet:** Record every personal foul in the “Personal Fouls” column. Record the symbol and period (for example, E/2 in the first box for the first exclusion foul committed by a player, the foul occurring in the 2nd period). Use a P followed by the period for a penalty foul (for example, P/4 for a penalty foul committed in the 4th period) and MAM/2 for a minor act of misconduct in the 2nd period. If the player is excluded for the remainder of the game (for example, for misconduct in the 4th period), write M/4 in the correct box and draw a horizontal line through the remaining boxes and note column to show that the player is out for the remainder of game.

Note: When a player receives a second personal foul, write the cap number on the correct side of the top of the scoresheet as an aid in determining when the player receives a third personal foul and verify this with the exclusion secretary.

6. Record illegal entries:
- If an excluded player on the team not in possession of the ball enters improperly, for example in the 3rd period, the player is excluded for another 20 seconds and a penalty throw is awarded to the opposing team. However, record only one additional personal foul (marked as EP) against the offending player on the lower part of the scoresheet, and then P/3 on the upper part of the scoresheet.
 - If an excluded player on the team in possession of the ball enters improperly in the third period, the offending player is excluded for 20 seconds and a free throw is awarded to the opposing team. On the lower portion of the scoresheet, record an additional personal foul (E) against the offending player and then in the upper portion enter E/3 in the appropriate box.
7. Record the time, team and individual, if applicable, when a yellow or red card is issued in the center part of the “Progress of Game” section on the scoresheet. (See sample completed scoresheet.)

5:10	D	HC-YC
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In addition, make a notation of the card (color, time issued, to whom issued) in the box next to the 30-second “TO” box on the upper portion of the scoresheet if, for example, the yellow card was issued to the head coach:

Cards:	YC HC 5:10/4Q
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Since more than one card may be issued to a team in a game, it is essential to use the abbreviations in the “Cards” area above “Progress of Game.”

8. Goalkeeper statistics: For every goalkeeper save, put an E for the save of an extra player shot, a P for the save of a penalty shot and a vertical line for all other saves in the box under the correct period, crediting them to the correct goalkeeper. If the goalkeeper shoots the ball, put a vertical line in the “Attempt” column. If the goalkeeper scores the ball, place an encircled vertical line in the goals in the appropriate period column to distinguish the rare goalkeeper

goal from saves.

9. Record all official time-outs on the scoresheet. Each team is allowed three regular time-outs during the first four periods of a game and only one during overtime. Inform the referee when a team calls its last time-out.

- a. When a regular time-out is called, record the time and team in the correct columns, and then "TO" in the middle of "Remarks" on the scoresheet under "Progress of Game."

3:39		W		TO	
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- b. Then record the time and period in the appropriate box in the middle of the scoresheet with time first and then period.

TIMEOUTS	3:39/3Q
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for a time-out at 3:39 in the 3rd period

- c. In a tournament that has a 30-second time-out as an option, record this time-out under "Progress of Game" as time, team, and "30 sec. TO" in middle of "Remarks", and then record the same information (time and period) in the appropriate box between the upper and lower part of the scoresheet.
10. **At the end of each period, draw a line below the last event of that period (do not leave a row blank).** At the end of the first period, count the number of goals scored by each team in the upper part of the scoresheet and record them in the correct space in the lower right portion of the scoresheet. **Then** look at the running score to see if the two agree. At the end of each subsequent period, count the number of goals scored during **that** period and record that number in the correct box in the lower right portion of the scoresheet. Then mentally add these boxes together and compare with the running score.
 11. Check the number of personal fouls on each player with the exclusion secretary at the end of each period (**the exclusion secretary will read the total number of personal fouls on each player in cap number order to the scorekeeper from the beginning of the game at the end of that period**).
 12. Check that each number of personal fouls marked above in the personal foul columns plus time-outs and the number of yellow or red cards issued agrees with the number of blank spaces in the running score column on the lower portion of the scoresheet at the end of each period.
 13. If the score is tied at the end of four periods, two 3-minute periods of overtime will be played, followed by 3-minute sudden victory overtime periods. On the lower portion of the scoresheet record the fouls awarded and goals scored in each overtime period just as during the game, separating each period by a horizontal line. Then record the same information on the upper portion of the scoresheet.
 14. At the end of the game, total the goals scored each period in the lower right-hand corner of the scoresheet. **Check that this agrees with the last running score entry. Record the time of completion of the game and have the referees sign below their printed names.**

Note: If the game is continued on a second sheet, label the sheets Page 1 and Page 2 and clip together.

15. Record any protests lodged by the coaches either during the game or after the end of the game:
 - a. If a protest is filed during the game, the referees will usually rule on the protest immediately. The coach must file a brief written protest after the game. The referees will

sign this with their decision and reason, either on the scoresheet or on a separate sheet clipped to the scoresheet.

- b. If the protest is filed after the game, the coach must inform the secretary or tournament director within five minutes after the game that the coach is filing a protest. The coach must file a written protest not later than 15 minutes after the end of the game, signed by the coach. After the referees have made a decision, the referees must write their decision and reason, sign and attach to the scoresheet.

EXCLUSION SECRETARY

1. Equipment needed for each contest includes: Exclusion Secretary exclusion forms, whistle, flags (red, white and blue), clipboard, pen or pencil and directions.
2. Record personal fouls on the Exclusion Secretary form, fouls on white team on left, dark team right.

Note: As an aid to determining rapidly which team (dark or white) is excluded or upon which team a penalty foul is called, look at the cap color of the defending goalkeeper. For example, if the cap is paneled red/white, the player on whom the penalty foul is called belongs to the white team.

- a. For an exclusion, the offender is removed for 20 seconds of actual play or until a goal is scored or there is a change in possession, whichever is shorter. Record symbol E (or MAM for a minor act of misconduct), cap number, time of exclusion and time of re-entry of each excluded player on the form. **(The time of re-entry is the calculated time of re-entry, not the actual time.)**

Note: To determine the time of re-entry of an excluded player, either subtract 20 seconds (if you can do this without borrowing) or add 40 seconds and subtract 1 minute.

Example: If a player was excluded at 2:13, the re-entry time is 1:53. It is essential to write the calculated re-entry time on the form, put your hand on the flag, and then watch the time on the scoreboard, raising the correct flag when that time is reached.

- b. For a penalty foul, record P, cap #, and time of foul.
- c. For misconduct, record M, cap #, time of foul and re-entry time of substitute; for flagrant misconduct, record FM, cap #, time of foul and re-entry time of substitute.
3. For an exclusion foul, raise the white or dark flag as appropriate after 20 seconds have elapsed and the player's head has emerged above the water in the re-entry area. Keep flag raised until the player sees the flag and enters the pool. Keep the flag up for several seconds after the player enters the pool in case the referee has any questions as to whether the exclusion secretary signaled the player to enter. The excluded player or substitute may enter immediately from the re-entry area when the referee indicates a change of possession.
 - a. A player may be substituted during the exclusion period. Do not raise the flag for the entrance of the substitute until the excluded player has reached the re-entry area and the head of the excluded player is visible in the re-entry area. The excluded player may leave the pool during a time-out.
 - b. A player may be substituted for an excluded player during a time-out, after a goal or between periods. In these cases, the excluded player is not required to go to the re-entry area before the substitute may enter from the re-entry area.
 - c. In the case of a double exclusion, both players are eligible to enter after the 20-second exclusion period or when there is a change of possession (the excluded players must still exit the field of play and enter from the re-entry area). At the end of 20 seconds, raise the appropriate flag as soon as each player reaches his/her appropriate re-entry area.
 - d. Do not wave in an excluded player at the end of the exclusion time if that player is not eligible to play (i.e., if the player has three personal fouls). The player must be replaced first by a substitute.
 - e. If a player is excluded for misconduct during interval time (between periods, during

a time-out, after a goal or before a penalty throw), the player is removed for the remainder of the game with immediate substitution (or if the foul was a MAM during interval time, the player also must be replaced first by a substitute, but is eligible to enter later after 20 seconds or at the earliest occurrence of event in Rule 21-3).

4. Signal the referee **by whistle** if there is an improper or early re-entry of a player or substitute.
 - a. The player must swim to the re-entry area, leaving the field of play either under the end line or sideline.
 - b. The excluded player may not leave the water (i.e., walk on the deck to go to the re-entry area) or that player will be excluded for the remainder of the game.
 - c. When the appropriate flag is raised, the excluded player or substitute must slip in and swim into the field of play from the re-entry area. The player may not jump in, dive in or push off the wall.
 - d. The excluded player may enter immediately from any place in any manner after a goal is scored.
 - e. If a player of the team not in possession of the ball enters improperly, the player is excluded for another 20 seconds and a penalty throw is awarded to the opposing team. On the exclusion record form, record one additional personal foul (marked as EP) against that player.
 - f. If a player of the team in possession of the ball enters improperly, the offending player is excluded for 20 seconds, and a free throw is awarded to the opposing team. On the exclusion record form, record the time of the additional personal foul (E) against the offending player and the re-entry time. The re-entry time is calculated from the time of this second foul.
 - g. Whistle to signal an improper entry of a substitute, even if the referee has waved in the substitute, if the original player has not yet reached the re-entry area.
 - h. If a player's improper or early re-entry makes that player's third personal foul, whistle for the improper entry and lift the red flag immediately, signifying the third foul.
5. Signal without delay the award of a third personal foul that is an exclusion foul:
 - a. Raise the red flag to indicate that player is excluded for the remainder of the game. Keep the red flag raised during the entire exclusion period until the player has been substituted.
 - b. If two players are excluded simultaneously and this foul is the third personal foul for one of the players, raise (in the same hand) the flag corresponding to the color of the cap of the player with the third personal foul together with the red flag to signify that player has three personal fouls.
 - c. The player with three personal fouls must go to the re-entry area before being substituted for, unless a goal is scored, a time-out called or the period ends. If the player with three personal fouls re-enters while the game is in progress when the red flag is raised, **whistle**. The player then will be removed with immediate substitution and a penalty throw awarded.

Note: As an aid in determining when a player receives the third personal foul, write the cap number on the appropriate side of the top of the exclusion form when a player receives a second personal foul.

6. Signal without delay the award of a third personal foul that is a penalty foul: **Whistle** and raise the red flag immediately before the shot is taken. The substitute enters before the shot is taken.

Exception: A player is excluded with a second personal foul and, on the way out intentionally interferes with play. Upon notification of the penalty foul awarded to this player (making that player's third personal foul), raise the red flag before penalty throw to signify that player may not return to the game, but do not whistle as the substitute must be in the re-entry area for the taking of the penalty throw.

7. It is important the red flag is raised immediately after a third personal foul, whether exclusion or penalty foul. The exclusion secretary must keep the red flag raised long enough for the coach and referee to see the flag. (Do not assume just because the coach makes a substitution for the excluded player that the coach has seen the red flag.)
8. Exclusion time carries over from period to period. If time remains on an exclusion at the end of a period, check that the offending player's team starts the next period one player short and that the offending player is at the correct end of the pool in the re-entry area. Inform the referee which team is down a player and how much time remains on the exclusion.

Note: As a reminder that there is an excluded player when a time-out is called or if the period ends shortly after the player is excluded, place the flag across the exclusion form. Also, when a player is excluded, it is advisable to keep your hand on the flag to assist you to remember that there is a player excluded.

9. At the end of each period check the total number of fouls for each player with the scorekeeper.
 - a. Look down white side of the exclusion form, mentally grouping the fouls together for a player and saying in cap number order.

Example: White #7 has 1 foul, #8 has 1 foul, #9 has 1 foul, etc. Repeat for dark team.
 - b. Do this at the end of each subsequent period, saying the total number of fouls for each player in cap number order.

10. Summary of when the exclusion secretary must immediately whistle:

- a. If the excluded player enters the field of play early or improperly.
- b. If a substitute enters before the excluded player's head emerges in the re-entry area.
- c. If an excluded player with three personal fouls enters on a red flag.
- d. If the third personal foul is a penalty foul (because the substitute must enter before the penalty shot is taken).

Exception: If a player is awarded his second personal that is an exclusion foul and then interferes on the way out, only raise the red flag as the substitute must be in the re-entry area for the taking of the penalty throw.

- e. If there is a double exclusion and one player reaches the re-entry area before the other, but both players enter when the secretary waves the flag for the first player.

GAME TIMER

1. A game consists of four 7-minute periods, with a 2-minute interval between periods one and two and between periods three and four, and with a 5-minute interval between periods two and three. If the score is tied at the end of four periods, there is a 5-minute interval before overtime. In regular (non-tournament) games, overtime consists of two 3-minute periods with two minutes between periods. If at the end of two periods of overtime the score is still tied, 3-minute sudden-victory overtime periods shall be played with two minutes between each period until a goal is scored. A 2-minute interval shall precede the first sudden-victory overtime period. During a tournament there may be variations in the length of periods, in the number of time-outs permitted and the length of each time-out and in the type of time-out permitted (for example, a 30-second time-out may replace a time-out of regular length or it may be the only time-out permitted in overtime).
2. **Review the settings on the scoreboard console prior to the game. There are some differences between major scoreboard manufacturers. Check:**
 - a. that the game clock is set for the correct period length, correct intervals between periods and correct overtime settings;
 - b. that the shot clock is set for 30 seconds and that this time (whole numbers only) appears on all four shot clocks and on the scoreboard;
 - c. that the shot clocks automatically blank when reset when less than 30 seconds remain in the period (the shot clock should not assume the game time);
 - d. that the sound of the horn for the game clock and the sound of the horn of the shot clock differ. (if they do not differ, use an airhorn to signal the end of each period);
 - e. that a warning buzzer sounds automatically when 30 seconds remain of the interval between periods (if it does not, sound the buzzer when 30 seconds remain of the interval);
 - f. that the regular time-outs are set for three time-outs of 2-minutes duration with one regular time-out in overtime (any 30-second time-outs, a tournament option, are usually not displayed);
 - g. that you know how to cancel the remainder of the time-out if the time-out is ended early (in some clock systems it is necessary to cancel the remainder of the time-out or the game clock will not start);
 - h. that the exclusion time is set for 20 seconds (however, the game timer does not usually put up the exclusion time as it often does not agree precisely with the calculated time);
 - i. that you know how to advance the periods;
 - j. that you know how to correct the time on the game clock and on the shot clocks if directed by the referees;
 - k. that you know the location and function of the “oops” button;
 - l. that you verify that the score for each team appears on the correct side of the scoreboard (the dark team score is usually put up on the right side of the scoreboard). You may have to re-label dark and white on the console of the scoreboard in order to make this happen.
3. At the beginning of the period, start the game clock when the first player touches the ball and stop the clock each time the referee whistles.
4. Start the clock again when the ball is put into play when the ball visibly leaves the hand of

the player taking the free throw, goal throw or corner throw. Instead of passing the ball, the player may put the ball into play by dropping the ball into the water or by throwing the ball into the air and then starting to swim with or dribble the ball.

5. The team awarded a free throw must put the ball into play at the place the foul occurred except that if the ball is farther from the defending team's goal, the free throw shall be taken from the location of the ball, or, if the foul is committed by a defending player within the 2-meter area, the free throw shall be taken on the 2-meter line opposite to where the foul was committed. In the event of an offensive foul, such as at set, with the ball outside that location, the free throw is taken at the location of the ball when the foul was awarded.
6. Start the game clock:
 - a. After a foul, when the ball leaves the hand of the player putting the ball in play (a player who picks up the ball and spins it in his/her hand has put the ball in play because in order for the ball to spin, the ball must have left the player's hand). As an aid to the game clock operator and to the players, the referee administering the free throw shall point with the arm held horizontally to the direction of the attacking team and then drop the arm down to a vertical position when the ball has been put into play.
 - b. After a goal, when the ball leaves the hand of the player taking the restart.
 - c. On a neutral throw, when one player touches the ball (the player may touch the ball before it lands in the water).
 - d. On an offensive foul, with the ball outside the site of the foul, start the game clock when the player at the site of the ball puts the ball into play.
 - e. On a goal throw, when the ball is put into play anywhere within the 2-meter area by the player closest to the ball (this is usually the goalkeeper).
 - f. On a penalty throw, when the ball leaves the hand of the player taking the penalty throw and stop on the whistle. (If the penalty throw is missed and the ball rebounds into the field of play, the ball remains in play and the clock continues to run.)
 - g. After an exclusion foul, when the ball leaves the hand of the player putting the ball in play (**do not start the game clock when the player is swimming over to get the ball or while the player is moving to a point indicated by the referee**). If an incorrect player or no player leaves the pool after an exclusion, the referee will stop play, remove the correct player, allow the incorrect player to re-enter, reset both clocks to the time of the exclusion and restart play.
 - h. After a time-out, when the ball is put into play. If a time-out is called immediately after an exclusion foul is awarded, the game clock should still be at the time of the exclusion, and the shot clock should show 30 seconds. If the game clock has run for several seconds before being stopped for the time-out, ask the referee if the ball was put into play after the exclusion before the time-out was called. If it was not put into play before the time-out was called, the clocks should not have started. In that case, ask the referee if the game clock should be reset to the exclusion time and the shot clock reset to 30 seconds. **Do not reset the clocks without checking with the referee.**
7. If the referee starts the period or restarts after a goal or time-out with the incorrect number of players in the water, the referee will stop play and correct the situation. Reset both clocks to the appropriate time and recommence the game.

8. If, before the expiration of 30 seconds of possession, a player throws the ball into a vacant area of the pool, the referee will whistle because the team relinquished possession of the ball. Stop both clocks on the whistle. The referee will award a free throw to the opposing team at the site of the ball. Start the game clock when the ball is put into play.

Note: Do not run the clock while the player is swimming over to get the ball.

9. If the scoreboard displays exclusions and you are directed to use this display, enter the exclusion on the board before the ball is put into play (before the game clock starts). It is not necessary to put up the cap number of the excluded player on the scoreboard.
10. Enter the score on the scoreboard after each goal.
11. If the clock is not programmed for the correct interval between periods, usually the referees will time the interval between periods on their stopwatch. If not, time the intervals between periods on a stopwatch and sound a warning buzzer when 30 seconds remain in the interval.
12. After the conclusion of the interval between periods, verify that the clock now shows 7:00 and that the proper period is showing on the clock.
13. The referee usually times the time-outs and gives the warning and ending signal. Check this with the referee prior to the game. If the referee directs the game timer to time the time-outs on the scoreboard, **make sure, if the time-out is ended early, that you turn off (cancel) the time-out on the console in order that the game clock will start when play is resumed.**

SHOT CLOCK TIMER

Even though these directions refer to starting or stopping the shot clock, the shot clock operator usually only resets the shot clock as the shot clock is usually integrated with the game clock. If the clocks are not integrated, stop the shot clock each time the referee whistles and start the shot clock when the ball is put into play when the ball visibly leaves the hand of the player taking the free throw, goal throw or corner throw.

1. At the beginning of each period, the game clock and shot clock are started when the first player gains possession of the ball.

Note: Do not start either clock when the player is swimming over to get the ball to take a free throw or while the player is moving to the point indicated by the referee to take a free throw.

2. Reset the shot clock at the following times:

- a. After a goal. Start the shot clock when the player puts the ball into play.
- b. After an attempt at a goal, even if the same team regains possession of the rebounding ball. Reset the shot clock immediately when the ball leaves the hand of the player taking the shot; reset again when a player of either team gains possession of the rebounding ball.
- c. After an exclusion foul, double exclusion foul or an offensive turnover. Reset the shot clock on the whistle and start when the ball is put into play.
- d. When a neutral throw is awarded. Reset the shot clock and start the clock when one player gains possession of the ball.
- e. When the opposing team gains possession of the ball. The opposing team must gain possession of the ball – it must not merely touch the ball in flight.

Note: If the whistle blows as soon as the ball changes hands on an interception or steal, stop the shot clock, but do not reset it until checking to see if the team has actually lost possession.

- f. In the case of a ball-under call. Reset the shot clock if the referee signals “ball under.” This ordinary foul results in a change of possession and a new shot clock. If in doubt, check with the referee before resetting the shot clock.
- g. When a penalty throw is awarded. If the game clock and shot clock are integrated, the shot clock will start with the game clock when the ball leaves the hand of the shooter. Immediately reset the shot clock as this is a shot. If the shot is missed and the ball rebounds, reset the shot clock again when a player of **either** team gains possession of the ball.
- h. On a goal throw or corner throw. Start the shot clock when a player puts the ball into play.

3. The buzzer on the shot clock will sound at the end of 30 seconds of continuous possession of the ball without a goal attempt. The referee will whistle and award the ball to the opposing team. Reset the shot clock and start it when the player puts the ball into play.
4. The ordinary foul of stalling has been eliminated. However, if, before the expiration of 30 seconds, a player throws the ball into a vacant area of the pool, the referee will whistle because the team relinquished possession of the ball and will award a free throw to the opposing team at the site of the ball. Both clocks stop on the referee’s whistle. Reset the shot clock as there is a change in possession. Both clocks should start when a player puts the ball in play.

5. Stop the shot clock when the referee whistles for a time-out (do not reset the shot clock). Start the shot clock when the player puts the ball into play after the end of the time-out.
Note: If either misconduct or a minor act of misconduct occurs during a time-out, the player is excluded according to the rules, the player is substituted. The shot clock is not reset.
6. If an incorrect player or no player leaves the field of play after an exclusion foul or if the referee starts the period or after a goal or after a time-out with the incorrect number of players in the water, the referee will stop play, correct the situation, and instruct the timer to reset both clocks to the correct time. Restart both clocks when the ball is put into play.
7. The shot clock should be set to blank automatically when less than 30 seconds remain in the period and a new period of possession is awarded (the shot clock should not be set to assume the game time).