



# **ASSISTANT- AND LOCAL REFEREE GUIDE**

**INSTRUCTIONS AND CLARIFICATIONS FOR BEGINNING REFEREES AND  
COACHES**

**AUCKLAND**

*Auckland Water Polo Edition  
Source material by John Waldow, edited by Fabian Wanrooij on behalf of  
Auckland Water Polo*

**WATER POLO**

## Contents

AUCKLAND WATER POLO INTRODUCTION.....	1
1. PATHWAY FOR REFEREEING IN AUCKLAND .....	2
2. ROLE OF THE REFEREE .....	2
Responsibilities of a Referee .....	2
Key Attributes of a Referee.....	3
3. DEFINITIONS, LANGUAGE OF WATER POLO .....	3
4. BASIC RULES OF WATER POLO.....	4
5. GENERAL INSTRUCTIONS FOR TABLE OFFICIALS .....	6
6. COMMUNICATING DURING THE GAME.....	9
6.1 Communicating with Coaches .....	9
6.2 Communicating with Players.....	10
6.3 Communicating with Fellow Referees.....	10
APPENDIX A, REFEREE SIGNALS .....	11
APPENDIX B, AWP EXPECTATIONS FROM REFEREES.....	15
APPENDIX C, GAME SHEET EXAMPLE, FILLED OUT .....	16
APPENDIX D, EMPTY SHEET .....	17
APPENDIX E, SCRIPT FOR GAME SHEET PRACTICE .....	18

# AUCKLAND

# WATER POLO

## AUCKLAND WATER POLO INTRODUCTION

This guide is intended for those wanting to start out and become water polo referees, to outline some of the more basic rules, procedures and principles needed to become a referee.

Water Polo in New Zealand is reliant upon those who play the game also perform, usually in the game following the one you have just played, the role of the game minor officials, (Assistant Referee, Secretary, & Timekeeper) The following has been developed to provide competency and consistency in the performance of those roles.

This material also introduces the technical rules of water polo, meaning rules that do not require an interpretation or judgement. If you wish to go on to become a C-Grade referee, your knowledge of this material will provide you with a solid grounding in the basic rules of the game and should lead you into reading and learning the rules that govern the play within the game.

Auckland Water Polo-run competitions are largely governed by World Aquatics rules, however there are exceptions which vary depending on the grade of competition. These exceptions will be specifically highlighted within the rules of each specific competition. If you wish to know more about developing as a referee further or get a better understanding of the broader rules of the game, the Referee Manual (2023) would be a great resource to consider. It is available on the Auckland Water Polo website.

This guide was put together with the input from John Waldow as leading senior referee in New Zealand, and in his capacity as chairman of the Education committee of the WWR (World Water Polo Referees Association). John has been instrumental in referee development for over 20 years in New Zealand, and Auckland in particular, where he is based. Auckland Water Polo wishes to acknowledge and thank John for all his past, but also his ongoing work and support in the referee development space and the creation of this resource.

For further information on referee development by Auckland Water Polo, please contact us via the details provided on the AWP website.

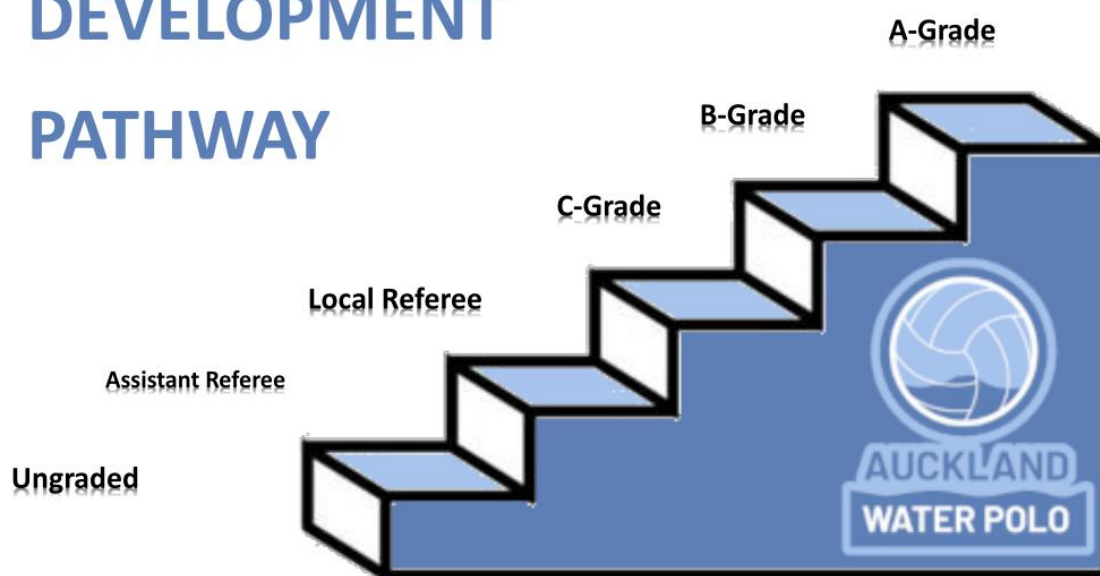
# AUCKLAND

# WATER POLO

## 1. PATHWAY FOR REFEREEING IN AUCKLAND

- **Assistant Referee**, on-line registration & learning. Work through Local (Club) Referee Coordinator. Be able to understand and perform Assistant Referee roles.
- **Local Referee**, work through Local Referee Coordinator. Regional workshop. Assessment over three suitable games, at u14 or similar level. Gain experience and competency to be able to progress to C-Grade.
- **C-Grade Referee**, Regional Workshop. Assessment over three suitable games, at u16 or similar level. Written theory as set by AWP. Mentoring by B-Grade referee(s).
- **B-Grade Referee**, Regional Workshop. Assessment over three suitable games, at u18 or similar level. Written theory as set by AWP. Mentoring by A-Grade referee(s).
- **A-Grade Referee** – Regional/National Workshop. Assessment by two other A-Grade's, at National League or similar level. Written theory as set by AWP/NZWP. Mentoring by Sr. A-Grade(s).

## AWP REFEREE DEVELOPMENT PATHWAY



## 2. ROLE OF THE REFEREE

The referee acts as an impartial person to facilitate or conduct the game in accordance with the rules as set out by World Aquatics, Auckland Water Polo and the spirit of Fair Play.

### Responsibilities of a Referee

The referee is primarily responsible for the safety of the players. This includes protecting the players from each other as well as ensuring that the venue is safe for water polo to be played. The referee is also responsible for the game as a whole. Any issues with the clock, goals, field of play, behaviour of the players and/ or coaches must be addressed by the referee. After the game, the referee must ensure the game sheet has been filled in correctly and is an accurate record of the game. If any

incidents occur (Red Card, Violent Action, Injury), the referee must make a report, as appropriate, on the game sheet as well as sign the sheet.

### Key Attributes of a Referee

Refereeing water polo is not an easy task. Unlike other sports, such as basketball, football, hockey, there is no “pick-up” water polo. The game, by nature, requires the constant intervention of a referee. A key skill of being able to be a good water polo referee is to know when to intervene, or when to allow play to continue. In developing to become a good water polo referee, some easy attributes to be adopted are:

- Learn and review the rules, constantly.
- Have a calm and controlled demeanour. Keep your emotions in control.
- Know the specific rules for the competition you’re refereeing.
- Dress appropriately - Clean white shoes, white trousers, and collared white shirt
- Arrive for your games early. If you’re on time, you’re late!
- Speak with your colleague(s) and/or the Pool Controller.
- Check that the pool is correctly set up and there are no issues with the goals such as holes in the net, goals not floating correctly.
- Observe for any unsafe situations. This could be pool lighting, obnoxious or aggressive spectators, or a player wearing jewellery, bangles, or a hair tie around their wrist.
- Check player’s nails prior to the start of the game. Not when the game is scheduled to start!
- If you are the referee on the table side of the pool, check that the game sheet is there and filled in correctly (make sure all players’ names are filled in, coaching staff etc).

## 3. DEFINITIONS, LANGUAGE OF WATER POLO

**Goal Area:** The area between the goal line and the 2-metre line which attacking players must not enter without possession of the ball unless they are behind the line of the ball.

**Foul:** A foul is an action committed by a player which results in a free throw or penalty throw being awarded to the opposing team. Ordinary fouls are not recorded against the player committing the foul. Exclusion and penalty fouls are personal fouls and are recorded on the game sheet against the player.

**Exclusion:** A foul where a player is suspended from taking part in the game for a period as prescribed in the rules. According to World Aquatic rules, this duration is 20 seconds OR until a change of possession. Once a player receives a third personal foul, the player is no longer able to take part in the game.

**Substitute:** A player entering the field to replace a player already in the game.

**Goal (Scoring):** The result of the ball crossing the goal line past the front line of the goal posts and underneath the crossbar.

**Timeout:** A one minute stoppage of play available to the attacking team at any time, except at the awarding of a penalty throw. Each team is able to request two-time outs per game under World Aquatics rules.

**Violent Action:** The intent of a player to cause harm or to injure another player or official, regardless of whether contact is made.

**Flying Substitution:** The ability of a team to substitute players during play from the flying substitution area.

**Flying Substitution Area:** The area designated by the rules at the side of the Field of Play where flying substitutions must occur.

**Re-entry area:** Location from where a player or substitute returns to the field of play after an exclusion.

**Illegal Timeout:** For the coach of the team **NOT** in possession of the ball to request a timeout.

**Impeding:** For a player to prevent the free movement of an opponent.

**Incorrect Timeout:** For the coach of the team with possession of the ball to request a timeout the team is not entitled to (for example, when the coach has already requested 2 timeouts previously).

**Tactical foul:** Any foul by a defender with the simple objective to stop the flow of the game with the intention to take away an advantage, especially the counterattack.

**Contra-foul:** For the team in possession of the ball to commit a foul; a foul involving a change of possession.

**Field of Play:** The layout of the pool or area of water in which a game will be played.

**Official Table:** The location of the timekeeper and secretary.

**Stop Time:** The game clock stops when any foul is called or goal awarded. The time resumes when the ball leaves the hand of the player taking the free throw or at the restart of play.

**Run Time:** The game clock is set for a fixed period and time commences at the beginning of the period. There is no interruption to the running of the time unless a serious event occurs where play must be suspended until this is remedied. Very often, time will be stopped after the scoring of a goal.

**Penalty:** A Penalty Foul is a foul committed by a defender, which prevents a probable goal. A player committing a penalty foul will have this recorded against them as a personal foul.

## 4. BASIC RULES OF WATER POLO

**Field of Play:** While the dimensions of each pool may vary, for a water polo pool there shall be the following markings in the appropriate colours:

- White: Goal lines and half distance line
- Red: 2m line, Goal Area, 5m line, & re-entry area
- Yellow: 6m line

**Ball:** The ball must be the approved type of ball for the level of competition. The size of ball may vary for different age-groups. Check that the ball is the correct one for the league or competition and that there are enough balls for the game.

**Caps:** Caps must be fastened under the chin and shall be numbered on both sides. Caps for different teams must be of contrasting colours and you must be able to clearly read the numbers on each cap. Caps must contrast the colour of the ball. The goalkeepers shall wear red caps. Caps shall be fitted with malleable ear protectors and goalkeeper caps shall have ear protectors that are the same colour as the team cap.

**Teams and Substitutes:** Team benches shall be located on the side opposite the Official Table and be set behind the goal line. For the start of the game, the white team shall start to the left of the official table. All substitute players and team officials, other than the Head Coach, shall remain seated on the bench for the duration of the game. At the start of the game, all players and coaches must be present and listed on the game sheet if they are to participate in the game. Anyone coming late shall not be permitted to play or coach in that game.

**Substitutions:** These may occur at any time during the game at the respective substitution areas. Substitution from any place can occur:

- After a goal
- During the time between periods
- To replace a player who is bleeding or injured
- During a timeout

**Scoring:** A goal shall be scored when the entire ball has passed between the goal posts and underneath the cross bar of the goal. As the length of the field of play is measured from the front face of each goal, the goal line is also represented by the front face of each goal.

**Officials:** Other than the Referees, water polo requires other game officials. If starting out as a referee, it may be useful to perform the tasks of the table officials. These roles require knowledge of several technical rules which form the structure of the game. As a referee, you will be required to know what these roles are, as you are also ultimately responsible for the work of the secretary and timekeeper.

**Secretary:** The secretary is responsible for the game sheet. Prior to the game, the secretary must ensure that the sheet is filled in correctly. The sheet must list the date, competition, teams competing, and have a player name beside each cap number that is rostered to play for that game. The sheet should also include the names of the referees, as well as the other officials (Secretary, Timekeeper, Goal Judges). The white team should be the first team listed, meaning that they appear on the left of the scoresheet.

**Timekeeper:** The timekeeper is responsible for operating the game clock. It is important that they familiarise themselves with the system being used, as these change from venue to venue. The timekeeper must know the duration of the game. This may be up to eight-minute quarters for Senior competition, down to four minutes for age group/schools, or anything in between. It is also important to know whether the clock is stop-time or run-time. Is there a shot clock for the game, and when does the shot clock reset and to what time (30s or 20s)?

**Cooperation:** The Timekeeper and Secretary must work together when an event occurs. The Timekeeper informs the Secretary of the time that the event occurred (goal, exclusion, penalty, timeout) and, in the event of an exclusion, determines the correct time when the excluded player or

substitute is permitted to re-enter the game. After observing the signal from the referees, the Secretary must record the event on the game sheet and against the individual player's name.

## 5. GENERAL INSTRUCTIONS FOR TABLE OFFICIALS

### Secretary:

The secretary must record events of the game, as signalled by the referee, on the game sheet as they occur. Information recorded on the right side of the sheet, the running record of the game, must also immediately be recorded in the table on the left side of the sheet against the players' names. Do not wait until the end of a quarter or the end of the game to fill in the table portion of the game sheet.

### Events recorded on the game sheet:

- Goals
- Timeouts
- Personal Fouls (Exclusion, Penalty, Misconduct, Violent Action)
- Yellow and Red Cards

Time	Cap #	Color	Event	Score		Abbreviations
				W	B	W=White
3:22	11	B	AG	0	1	B =Blue
2:57	7	B	P			AG = Action Goal
2:56	5	W	PG	1	1	PG = Penalty Goal
2:56		B	YC			EG = Excl. Goal
2:01	2	B	E			E = Exclusion
2:00		W	TO			P = Penalty
1:45	3	W	EG	2	1	M = Misconduct
						VA = Violent Act
						TO = Timeout
						YC = Yellow Card
						RC = Red Card
						HC = Head Coach
						AC = Asst. Coach
						TM = Team Mgr.
						T = Team

Figure 1, Example of Events on Game Sheet

At the end of a quarter, if there has been an exclusion and the excluded player or the substitute are in the re-entry area, they must start the next quarter in the re-entry area, unless there has been a change of possession before the quarter ended. Confirm with the referee whether there has or has not been a change of possession.

Assuming there has not been a change of possession and the excluded player or the substitute start the quarter in the re-entry area, if the player's team wins the swim off then the player or the substitute will be signalled to re-enter the game by the referee. If the players team does not win the swim off, then the player or substitute must wait out the remaining time in the exclusion.



During an exclusion, at the expiration of the exclusion time, the Secretary is responsible for signalling the re-entry of the excluded player or substitute. This is achieved by holding up the flag corresponding to the colour of the players cap. If a player receives three Personal Fouls (any combination of Exclusion - Penalty fouls) the Secretary must signal with the Red Flag that the player may no longer participate in the game. The Secretary may also be required to signal, in order to gain the attention of the referee, by whistle or the clock control unit for the following situations:

- After the awarding of a penalty, that the penalty foul was the third foul for that player. The player must be substituted before the taking of the throw.
- That a timeout has been called
- That a team is playing with an illegal player e.g., not listed on the game sheet
- That a player not permitted to take part in the game has re-entered
- That there is a technical fault with the timing equipment
- That a coach has called an illegal or incorrect Timeout

The sanction for Violent Action punishes the team with a four-minute exclusion period. To signal that this is concluded and that a substitute is now able to enter the game, the Secretary will hold up the flag corresponding to the colour of the player's cap as well as the Yellow Flag.

It is important that the secretary check the information on the game sheet frequently during the game. Verify at the end of each quarter that the events that have been recorded for that quarter on the right side of the score sheet are correct and correspond to the information recorded in the table on the left side of the game sheet.

At the end of the game do a complete and thorough check of the game sheet to ensure that the information balances correctly before the referees check and sign the sheet. Should you find a mistake or be unable to balance the information on the sheet, alert the referee, as they may identify and correct any issue.

If there are many events in a game, you may require another game sheet. If, by the end of the third quarter it is apparent that the sheet is filling up, go or send someone and retrieve another blank game sheet from pool control. Note on the original sheet that there is a second sheet, should you have to use one.

### **Timekeeper**

- Start the clock when the player's hand touches the ball at the commencement of each period.
- Once the clock is started, check to see that both the game time and the possession clock are operating.
- Announce the time of each event to the secretary (Exclusion and Penalty fouls, goals, time outs, the issuing of yellow or red card).
- Stop the clock on the whistle of the referee.
- Restart the clock when the ball leaves the hand of a player putting the ball into play.

### **Resetting the Possession**

The timekeeper shall reset the possession clock to 30 seconds:

- i. At the start of a period of play
- ii. Clear change of possession during play
- iii. At a Goal Throw or the awarding of the ball to the opposite team (Contra Foul)

- iv. Awarding of a Goal
- v. Awarding of a Neutral Throw

The timekeeper shall reset the possession clock to 20 seconds for:

- An exclusion foul or the awarding of a penalty (Not a double exclusion – see below)

\*NOTE: If an exclusion is called when the possession clock is between 30 and 20 seconds, no reset occurs and the team is able to use all the remaining time of the possession.

- Corner throw
- Shot at goal with intent to score.

The exception to a possession clock reset is in the event of a double exclusion, where the referee has ejected two players, one from each team, simultaneously. The referee will remove the ball from the water and the possession is **NOT** reset, the play will resume from the time when the game and possession was stopped for the exclusions.

If there is a clock malfunction or operator error, stop the game 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 assistance to correct the error or malfunction.

### **Assistant Referees**

The assistant referees are situated on the goal line on the table side of the pool. The duties of the assistant referees are:

- To signal by raising one arm vertically when the players are positioned on their respective goal lines at the start of a period.
- To signal by raising both arms vertically for an improper start.
- To signal by pointing with the arm in the direction of attack for a goal throw.
- To signal by pointing with the arm in the direction of attack for a corner throw.
- To signal by raising and crossing both arms for a goal.
- To throw a new ball to the goalkeeper (for a goal throw), or to the nearest player of the attacking team for a corner throw, or as otherwise directed by the referee.

### **Goal Throws**

A goal throw occurs when the ball leaves the end of the field of play, having last been touched by any player other than the defending goalkeeper. A goal throw may be taken by any attacking player of the team from anywhere within the 2-metre area.

### **Corner Throws**

A corner throw occurs when the ball crosses over the goal line outside of the goal, having last been touched by the defending goalkeeper or if it has been deliberately sent out of play by a defending field player. A corner throw shall be taken by an attacking player from the 2 metre mark on the side nearest to which the ball crossed the goal line.

## Referee Whistles

Throughout the game, the referees will signal by whistle to indicate goals, fouls, and events. The timekeeper must listen to the whistle and operate the clock in accordance with the whistle and signals from the referee.

One whistle indicates an ordinary foul. Stop the clock and start again once the player puts the ball in play.

Two whistles – indicates a Contra Foul. Stop the game clock, reset the possession to 30s, and restart the time when a player of the team awarded possession puts the ball into play.

Three or more whistles (usually two short, one long) indicates an exclusion foul. Stop the game clock, press the exclusion timer (if included on the timing system), reset possession to 20s, announce the time of the exclusion to the secretary, and restart possession when the ball is put into play. **NOTE:** If the possession time is greater than 20s, the possession does not reset.

One long whistle accompanied by the hand showing five fingers indicates the awarding of a Penalty Throw. Stop the game clock. Reset possession to 20s and announce the time to the secretary. This is a personal foul recorded against the player, although the player does not leave the field of play. Time resumes when the ball has left the hand of the player taking the penalty throw.

Timeout – the referee will whistle and form a “T” shape with their hands. Stop the clock and announce the time of the timeout to the secretary. Push the time out timer if the clock has one or start the stopwatch for a 60 second time out. Give an audible signal at the 45 second mark. The players may now move out their own half to any position in the field of play. At 60 seconds, signal again to indicate to the referee the 60 second timeout period is now over. The referee will now throw the ball to an attacking player on or behind the half distance line and raise their hand to commence play. Start the clock when the ball is put in play.

## 6. COMMUNICATING DURING THE GAME

As you start to referee games, you will notice that situations occur during a game where coaches and or players are uncertain of something. It is important as developing referee to maintain good relationships with people around the sport, treat others with respect and communicate clearly, when this is possible and appropriate. There will be moments when you are refereeing a game between young age group teams and a confusing situation can be cleared up by you or the other referee pulling the ball, stopping the game clock, and verbally explaining something. This is not always possible, however this could be a very useful tool to assist you when attempting to clear things up or de-escalate a situation.

As referees we endeavour to facilitate the games- clear communication will help!

### 6.1 Communicating with Coaches

The best time for communicating with coaches is before, or after a game. If it is required however, and you think it will be to the betterment of the game that’s being played, please feel free to ask a question or make the coaches aware of something between quarters. While the game is on, a referee should not engage in a discussion. Remember that if you engage a coach by asking an open ended question, you will likely risk getting drawn into a discussion so keep it short, and stick to statements such as: “coach I am just letting you know that this is the reason I am calling a contra-foul against your player- because ....”.

## 6.2 Communicating with Players

Depending on the grade level of the game, you will notice that it helps the game and the players, to take the whistle out from time to time to clear up confusing situations. For example, at early/young grades, players don't always understand which team is to take a goal throw or corner throw. This can be remedied quickly by a referee removing the whistle and loudly say: "white team goalie touched the ball last, corner throw for blue team". Sometimes you may quickly want to pull the ball for this purpose, and sometimes you can leave the ball in play.

## 6.3 Communicating with Fellow Referees

In most cases, referees will work in collaboration with another referee on the other side of the pool, and an assistant referee team in charge of table duties. Because the pool is so big and there are so many moving bodies, it is possible both referees call something different at a similar time. This could of course lead to quite a bit of confusion amongst the teams. In situations such as these, it would be prudent to remove the ball from the game quickly, to separate the teams from each other and discuss with the other referee involved to clear up any confusion.

This is of course during the game, but, it would be sensible to maintain clear communications with your colleagues and your table duty team prior to and post-game as you will likely end up working together again.



AUCKLAND

WATER POLO

## APPENDIX A, REFEREE SIGNALS

The images below show signals which must be used when officiating at water polo games.



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. **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. **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. **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. **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. **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. **H**

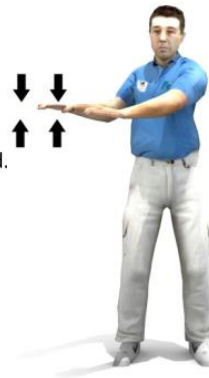
To signal the award of a penalty throw.  
The referee raises an arm with five fingers in the air.  
The referee then signals the offending player's cap number to the table.



**I**  
Fig.

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.



**K**  
Fig.

To indicate the exclusion foul of sinking an opponent.

The referee makes a downward motion with both hands starting from a horizontal position



**J**  
Fig.

To indicate the exclusion foul of holding an opponent.

The referee makes a motion holding the wrist of one hand with the other hand.



**L**  
Fig.

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.



**M**  
Fig.

To indicate the exclusion foul of kicking an opponent.

The referee makes a kicking movement.



**O**  
Fig.

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.



**N**  
Fig.

To indicate the exclusion foul of striking an opponent.

The referee makes a striking motion with a closed fist starting from a horizontal position.



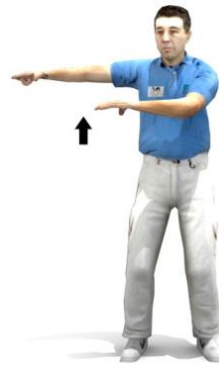
**P**  
Fig.

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



**Fig. T**  
 To indicate a violation of the two-meter 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 wasting time and expiry of 30 seconds' possession.  
 The referee moves a hand in a circular motion two or three times.



**V**



**W**



**X**



**Y**

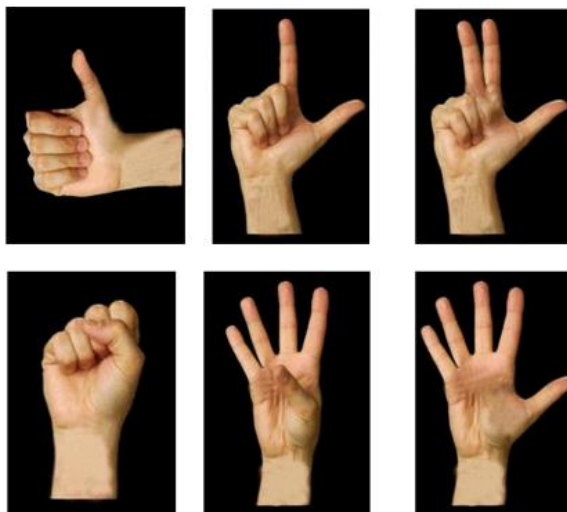


Fig. **Z**

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.



# AUCKLAND

# WATER POLO



## APPENDIX B, AWP EXPECTATIONS FROM REFEREES

### Auckland Water Polo Referee Role Description and Professional Conduct Expectations

AWP is excited to see you wish to contribute to our water polo community by refereeing! Without people like you, games would not be able to take place. AWP's philosophy related to water polo referees is that our referees are facilitators; they are enabling the game to take place guided by our rules, in a safe environment for all involved with games in our competitions and events.

For your time, effort and professional conduct, AWP offers you as referee a chance to personally develop, support along your personal development pathway, remuneration, as well as an opportunity to help grow the game we love. In doing so, Auckland Water Polo wishes to deliver the highest standard of referees in New Zealand. Better referees allow for a better game, which develops coaches and players and raises the level of water polo in turn!

As Auckland Water Polo Referee, AWP expects each referee to uphold the AWP standard.

#### **AWP REFEREES ARE PUNCTUAL.**

AWP REFEREES ARE PUNCTUAL. AWP Referees arrive on time, which is to say, early. At least 15 minutes before the game is supposed to start as per scheduled time on the draw. This allows for the referee to check the field set up and game sheet for which the referee is ultimately responsible.

AWP REFEREES LOOK THE PART. AWP Referees are dressed appropriately and correctly. The referee standard for AWP is a white, collared shirt, long white pants and white, closed shoes. AWP expects the referee "uniform" to be clean and tidy.

AWP REFEREES BEHAVE PROFESSIONALLY. From the moment a referee walks into the competition venue, the referee represents Auckland Water Polo. The referee will ensure that the sheet is filled out correctly before, during and after the game. The referee will work closely with the table duty team to ensure that the game runs smoothly and will report to the organisation in case of any issues when this is required.

AWP REFEREES BEHAVE RESPECTFULLY. The AWP referee will treat others the way AWP wishes to see its referees treated, with a friendly, respectful manner. The referee will treat and address concerns before, during and after a game when and if possible/appropriate, from coaching staff and players alike. This will be done in a fair and equitable manner, with all teams treated in a similar way.

AWP REFEREES COMMUNICATE CLEARLY. The AWP referee will communicate clearly regarding decisions made and keep all teams competing in a match informed regarding the outcomes of decisions made (when appropriate). This ranges from signalling during the game, to questions asked by coaching staff/players in between quarters (dialogue and discussions should not take place between quarters due to time restrictions), to questions (respectfully) asked by teams after a game has concluded (keep in mind that a 15-minute cool-off period should be respected).

AWP REFEREES ARE KNOWLEDGEABLE. The AWP referee will keep up with the newest rule changes and interpretations and undertake personal development and learning annually, as well as seek feedback and assessment from peers and more experienced referees to stay on top of the game.

An AWP Referee has a big role to play in the growth of water polo. Auckland Water Polo is excited to have you on board as part of our Referee Team!

*Name of Referee*

*Signature*

# APPENDIX C, GAME SHEET EXAMPLE, FILLED OUT



Competition (ie u16 AWP, College Sport Yr 9/10)	AWP u16 Division 1
Venue	Diocesan School

Game No.	Date	Time
7	17/09/2023	15:00

Men (M) or Women (W)

M

White Team	Blue Team
Muppets v Simpsons	

Referee 1	Referee 2	Table Duty Team
D Aniel	M Adeline	Red Team

White Team		Personal Fouls			Goals by Quarter				PS	Total Goals
Cap#	Name (first name initial, full last name)	1	2	3	1	2	3	4		
1	A Braham									
2	B Enedict									
3	C Harles				I		I			2
4	D Ouglas							II		2
5	E Ric				I	I	I			3
6	F Erdinand	X	X	X						
7	G Eorge	X	X					I		1
8	H Arwin									
9	I Ke									
10	L Ing									
11	N Icole						I	I		2
12	P Atricia									
13	R Ochelle									
Total Goals					2	1	4	3		10

Cards	Name	Yellow	Red	Report
Coach	S Amuel	X		
Ass. Coach	T Eddy			
Team Manager	V Irginia			

Timeouts	
1 <sup>st</sup> quarter,	4 <sup>th</sup> quarter,
2:00	0:32

Blue Team		Personal Fouls			Goals by Quarter				PS	Total Goals
Cap#	Name (first name initial, full last name)	1	2	3	1	2	3	4		
1	Z Eno									
2	W Inona	X				I				1
3	V Andeep	X	X			I				1
4	T Ori									
5	S Ung							I		1
6	P Atrick							I		1
7	N Athan	X	X							
8	L Ucinda	X								
9	K Yle	X					I	I		2
10	H Olly									
11	G Retchen	X				I		I	I	3
12	B Illy	X					I		I	2
13	A Idan									
Total Goals					1	4	2	4		11

Cards	Name	Yellow	Red	Report
Coach	N UMBER-ONE	X		
Ass. Coach	T Wee			
Team Manager	T Rois			

Timeouts	
3 <sup>rd</sup> quarter,	4 <sup>th</sup> quarter,
2:47	0:15

Results Summary	Q1	Q2	Q3	Q4	PS	Total
White	2	3	7	10		10
Blue	1	5	7	11		11

Protest  Y  N      Report  Y  N      Extra Sheet  Y  N

REFEREE 1 Signature  
*Signed*

REFEREE 2 Signature  
*Signed*

SECRETARY (Table Duty Team) Signature  
*Signed*

DELEGATE Signature  
*Signed*

SUSPECTED HEAD KNOCK OR OTHER INJURY? please circle and report on back of sheet

NO      YES

Time	Cap #	Color	Event	Score		Abbreviations
				W	B	
3:22	11	B	AG	0	1	B=Blue
2:57	7	B	P			AG = Action Goal
2:56	5	W	PG	1	1	PG = Penalty Goal
2:56	HC	B	YC			EG = Excl. Goal
2:01	2	B	E			E = Exclusion
2:00		W	TO			P = Penalty
1:45	3	W	EG	2	1	M = Misconduct
1:03	11	B	E			VA = Violent Act
0:21	6	W	E			TO = Timeout
0:00	0:00	0:00	0:00	0:00	0:00	YC = Yellow Card
4:41	9	B	AG	2	2	RC = Red Card
4:09	6	W	E			VA = Violent Act
3:45	3	B	AG	2	3	AC = Asst. Coach
3:01	8	B	E			TM = Team Mgr.
2:21	12	B	AG	2	4	T = Team
1:40	12	B	E			Exclusions
0:53	5	W	AG	3	4	From To
0:14	2	B	AG	3	5	0 40
0:00	0:00	0:00	0:00	0:00	0:00	1 41
4:33	3	B	E			2 42
4:12	9	B	P			3 43
4:12	3	W	PG	4	5	4 44
3:26	11	W	AG	5	5	5 45
2:47	5	W	AG	6	5	6 46
2:47		B	TO			7 47
2:11	7	W	AG	7	5	8 48
1:39	11	B	AG	7	6	9 49
0:36	7	W	E			10 50
0:05	9	B	AG	7	7	11 51
0:00	0:00	0:00	0:00	0:00	0:00	12 52
4:52	7	W	E			13 53
4:05	12	B	AG	7	8	14 54
3:54	6	W	P			15 55
3:54	HC	W	YC			16 56
3:53	5	B	PG	7	9	17 57
3:15	4	W	AG	8	9	18 58
2:47	11	B	AG	8	10	19 59
2:29	8	B	E			20 0
2:01	4	W	AG	9	10	21 1
1:36	7	B	E			22 2
1:19	11	W	EG	10	10	23 3
1:05	6	B	AG	10	11	24 4
0:39	3	B	E			25 5
0:32		W	TO			26 6
0:15		B	TO			27 7
						28 8
						29 9
						30 10
						31 11
						32 12
						33 13
						34 14
						35 15
						36 16
						37 17
						38 18
						39 19
						40 20
						41 21
						42 22
						43 23
						44 24
						45 25
						46 26
						47 27
						48 28
						49 29
						50 30
						51 31
						52 32
						53 33
						54 34
						55 35
						56 36
						57 37
						58 38
						59 39
						0 40

# APPENDIX D, EMPTY SHEET



Competition <small>(ie u16 AWP, College Sport Yr 9/10)</small>	
Venue	

Game No.	Date	Time
----------	------	------

White Team	Blue Team
v	

Men (M) or Women (W)

Referee 1	Referee 2	Table Duty Team
-----------	-----------	-----------------

White Team		Personal Fouls			Goals by Quarter				PS	Total Goals
Cap #	Name <small>(first name initial, full last name)</small>	1	2	3	1	2	3	4		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
Total Goals										

Cards	Name	Yellow	Red	Report	Timeouts
Coach					
Ass. Coach					
Team Manager					

Blue Team		Personal Fouls			Goals by Quarter				PS	Total Goals
Cap #	Name <small>(first name initial, full last name)</small>	1	2	3	1	2	3	4		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
Total Goals										

Cards	Name	Yellow	Red	Report	Timeouts
Coach					
Ass. Coach					
Team Manager					

Results Summary	Q1	Q2	Q3	Q4	PS	Total
White						
Blue						

Protest  Y  N      Report  Y  N      Extra Sheet  Y  N

REFeree 1 Signature	SECRETARY (Table Duty Team) Signature
REFeree 2 Signature	DELEGATE Signature

SUSPECTED HEAD KNOCK OR OTHER INJURY? please circle and report on back of sheet	
NO	YES

Time	Cap #	Color	Event	Score		Abbreviations
				W	B	
						W=White
						B=Blue
						AG = Action Goal
						PG = Penalty Goal
						EG = Excl. Goal
						E = Exclusion
						P = Penalty
						M = Misconduct
						VA = Violent Act
						TO = Timeout
						YC = Yellow Card
						RC = Red Card
						HC = Head Coach
						AC = Asst. Coach
						TM = Team Mgr.
						T = Team
						Exclusions
						From To
						0 40
						1 41
						2 42
						3 43
						4 44
						5 45
						6 46
						7 47
						8 48
						9 49
						10 50
						11 51
						12 52
						13 53
						14 54
						15 55
						16 56
						17 57
						18 58
						19 59
						20 0
						21 1
						22 2
						23 3
						24 4
						25 5
						26 6
						27 7
						28 8
						29 9
						30 10
						31 11
						32 12
						33 13
						34 14
						35 15
						36 16
						37 17
						38 18
						39 19
						40 20
						41 21
						42 22
						43 23
						44 24
						45 25
						46 26
						47 27
						48 28
						49 29
						50 30
						51 31
						52 32
						53 33
						54 34
						55 35
						56 36
						57 37
						58 38
						59 39
						0 40

## APPENDIX E, SCRIPT FOR GAME SHEET PRACTICE

### Game Script for Game Sheet Practice

#### Quarter one

- At 4:39, blue no. 9 scores a goal after taking a shot from outside the 6m mark, after a foul.
- At 4:20, blue no. 5 gets excluded for 20 seconds.
- At 4:06, white no. 11 scores a goal during the extra-player situation.
- At 3:36, white no. 3 scores a goal after a white team counterattack.
- At 2:58, blue no. 8 gets called for a penalty foul.
- At 2:57, white no. 7 scores a goal off a penalty shot.
- At 2:40, white no. 11 gets excluded for 20 seconds.
- At 2:37, blue no. 9 scores a goal during the extra-player situation.
- At 1:47, blue no. 8 scores a goal after catching a pass and shooting immediately.
- At 1:21, white no. 7 gets excluded for 20 seconds.
- At 0:23, white no. 9 scores a goal after a white team counterattack.
- End of quarter.

#### Quarter two

- At 4:44, white no. 9 gets excluded for 20 seconds.
- At 4:37, blue no. 8 scores a goal during the extra-player situation.
- At 4:01, white no. 12 scores a goal after taking a shot from behind the 6m mark, after a foul.
- At 3:11, blue no. 3 gets excluded for 20 seconds.
- At 3:09, blue no. 3 gets called for a penalty foul after being excluded and interfering with the play.
- At 3:08, white no. 7 scores a goal off a penalty shot.
- At 2:32, blue no. 8 is excluded for 20 seconds.
- At 1:55, blue no. 7 scores a goal after a blue team counterattack.
- At 1:07, white no. 10 is excluded for 20 seconds.
- At 0:43, white no. 2 scores a goal after receiving a pass and shooting immediately.
- At 0:01, white no. 1 scores a goal after a full court shot.
- End of quarter.

#### Quarter three

- At 4:40, blue no. 6 scores a goal after receiving a pass and shooting immediately.
- At 4:25, blue no. 11 scores a goal after a blue team counterattack.
- At 4:04, white no. 7 is excluded for 20 seconds.
- At 4:01, blue no. 6 scores a goal during the extra-player situation.
- At 4:01, white team coach requests a time out.
- At 2:37, blue no. 2 gets called for a penalty foul.
- At 2:36, white no. 7 scores a goal off a penalty shot.
- At 1:19, blue no. 3 scores a goal.
- At 0:08, simultaneously, white no. 12 and blue no. 7 are excluded for 20 seconds.
- At 0:08, white team head coach is yellow carded.
- End of quarter

#### Quarter four

- At 4:49, white no. 3 scores a goal with a backhand from the centre forward position.
- At 4:20, white no. 3 scores a goal with a shot from the centre forward position.
- At 4:20, the blue team coach requests a timeout.
- At 3:59, white no. 7 scores a goal after a white team counterattack.
- At 3:34, white no. 5 scores a goal after a white team counterattack.
- At 3:34, the blue team coach requests a timeout.
- At 3:20, white no. 7 is excluded for 20 seconds.
- At 3:14, blue no. 11 scores a goal during the extra-player situation.
- At 3:14, the white team assistant coach is red carded.
- At 2:47, blue no. 10 scores a goal after receiving a pass and immediately shooting at goal.
- At 1:15, white no. 3 is excluded for misconduct, for the remainder of the game.
- At 1:15, the blue team coach requests a timeout.
- At 0:46, the white team coach requests a timeout.
- At 0:11, white no. 3 commits a penalty foul.
- End of quarter
- End of game



# AUCKLAND

# WATER POLO