

MINOR OFFICIALS' GUIDE

Officials' Training & Certification Program (OTCP)

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Introduction

The Minor Officials' Guide was produced to teach the necessary knowledge to become a qualified minor official in Canada. The Minor Officials' program is part of the Water Polo Canada Officials' Training and Certification Program (OTCP) governed and managed by Water Polo Canada and the Officials' Working Group (OWG).

The FINA rule book 2009-2013 is the best reference document for the official. This Guide is a complementary tool to the FINA rule book 2009-2013. A better understanding of the game rules will only improve the officials' efficiency.

After completing this workshop, you will be able to work in each of the six (6) positions of a minor official and will be able to describe the responsibilities of each before, during and after a game. You will be trained in the following outcomes: Ethics and Professionalism; Rule Interpretation; Game Management; and Providing Support to Participants in Competition. These four (4) outcomes are based on the OTCP core competencies of Interacting, Critical Thinking, and Leading.

What is a Minor Official?

Minor officials are there to assist the referees in their duties, and are required to defer to the referee's judgement. Minor officials are the game administrators and are there to provide support to the game referees, athletes, coaches, and spectators. A water polo match cannot run efficiently without efficient minor officials. The game referees have the final say on all matters pertaining to the game. If for any reason the referee or a tournament delegate (ie Referee-in-Chief (RIC) or Water Polo Canada Representative) feels compelled to replace a bench official they may do so.

Professionalism and Attire

As minor officials are considered game officials, it is necessary that they be conducted with a degree of impartiality. Minor officials must refrain from cheering or providing support outside of their administrative duties to the teams in the water.

Minor officials are entitled to the same protection offered referees with regards to abuse of an official. If a minor official is abused in any fashion, this abuse shall be reported to the game referees, tournament RIC, and other tournament delegates, whom will then apply the appropriate rule.

Water Polo Canada will not tolerate any physical or verbal abuse toward the officials, coaches, Water Polo Canada staff/representatives, or the tournament organizers for the duration of any event sanctioned by Water Polo Canada.¹

The Tournament Committee will automatically warrant a tournament suspension to the offender guilty of any physical or verbal abuse. Further sanctions could apply pending review of the incident by the Water Polo Canada Executive Director.²

¹ Water Polo Canada, 2010 NCCH, Section B 10.5, page 15

As minor officials are considered part of the team of officials, it is expected that the bench officials dress in a professional manner, which includes a white golf shirt, white pants, white socks, and white shoes. Exceptions can be made with regards to white shorts and sandals. The tournament organizers may provide minor officials with specific uniforms such as a different coloured golf or t-shirt with the tournament's name, logo, and with minor official or volunteer written on the back of the shirt. This can be used to identify the minor officials and add professionalism to the specific event.

Minor Officials' Positions

Community Sport

Community sport is mixed gender competition for FUNdamentals, Technical Foundations, and Active for Life water polo participants³. Depending on the association, province, community, or club the rules applied may vary. Below is a list of the required positions:

1. [Game Secretary](#)
2. [Penalty Secretary](#)
3. [Game Clock Timekeeper](#)
4. [Possession \(Shot\) Clock Timekeeper](#)⁴

Regional and Provincial

Regional and provincial level competitions are gender specific for all age groups. These types of competitions vary from Active for Life to Competitive.⁵ Below is a list of the required positions:

1. [Game Secretary](#)
2. [Penalty Secretary](#)
3. [Game Clock Timekeeper](#)
4. [Possession \(Shot\) Clock Timekeeper](#)
5. [Goal Judges \(2\)](#)⁶
6. [Supervisor](#)⁷

² Water Polo Canada, 2010 NCCH, Section B 10.6, page 15

³ These are pathways in the Water Polo Canada Long-Term Athlete Development model. For more information about the pathways please visit www.waterpolo.ca/ltadpathways.aspx.

⁴ Not all community level competitions require a possession (shot) clock, so this positions varies based on the rules of competition

⁵ Active for Life and Competitive are Long-Term Athlete Development names for the streams of competition. For more info please visit www.waterpolo.ca/ltadoverview.aspx.

⁶ Goal judges are recommended but not mandatory for regional and provincial events

⁷ The Supervisor is recommended but not mandatory for regional and provincial events

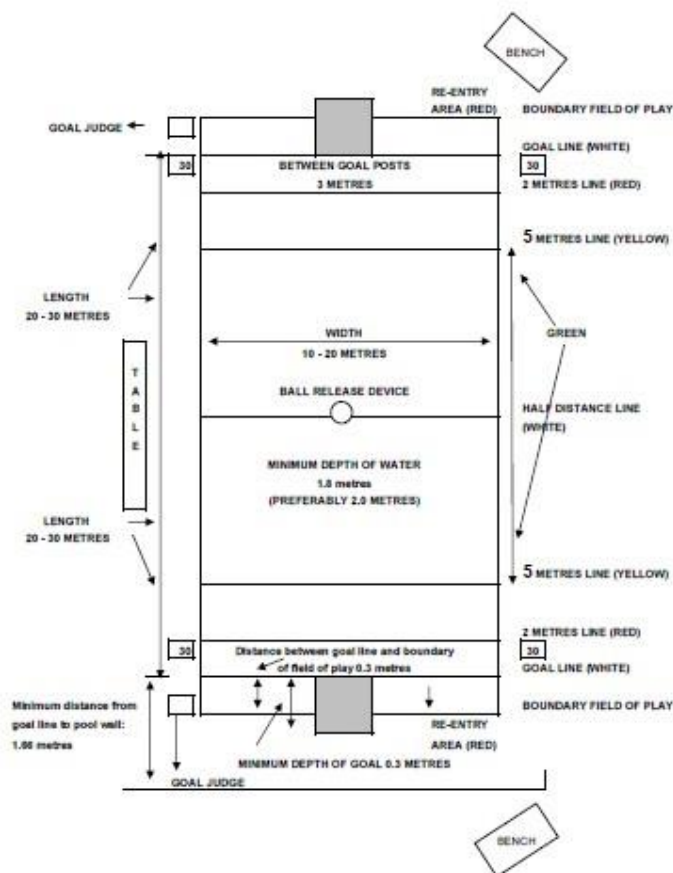
National

National level competitions are gender specific for all age groups. These types of competitions vary from Competitive to Excellence,⁸ and include the National Club Championships, Major League Water Polo, and the Canadian Select League. Below is a list of the required positions:

1. [Game Secretary](#)
2. [Penalty Secretary](#)
3. [Game Clock Timekeeper](#)
4. [Possession \(Shot\) Clock Timekeeper](#)
5. [Goal Judges \(2\)](#)
6. [Supervisor](#)

Pool Setup and Game Equipment

The layout and markings of the field of play for a game officiated by two (2) referees shall be in accordance with the following diagram:⁹



⁸ Competitive and Excellence are Long-Term Athlete Development names for the streams of competition. For more info please visit www.waterpolo.ca/ltadoverview.aspx.

⁹ FINA rule book 2009-2013, WP1.2, page 1

Not all competitions will require the detailed setup described in the diagram above. The important aspects of the above diagram are:

- Team benches are opposite the minor officials' bench;
- The goal judges sit on the same side as the officials' bench;
- There are at least two (2) visible possession (shot) clocks opposite the team benches;
- There is a visible game and score clock opposite the team benches;
- There is a visible penalty board opposite the team benches;
- The spectators should be able to see the game/score and possession (shot) clock;
- The penalty/substitution area should be clearly indicated next to the respective team's bench;
- There needs to be markers on both sides indicating the following:
 - ❖ Goal line and centre line in white;
 - ❖ 2 meter line in red;
 - ❖ 5 meter line in yellow.

Other Water Polo Canada requirements are as follows:

- A regulation size pool;¹⁰
- Fog horns for each team bench for timeouts;
- A team bench for thirteen (13) to fifteen (15) athletes on both ends of the pool;
- Three (3) chairs for team staff on both ends of the pool;
- Team benches and chairs must be placed behind the respective goal lines;
- Laptop computer and printer for the game secretary;
- Electronic Water Polo Canada approved scoresheet;
- Water Polo Canada approved penalty sheet;
- Stop watches or other backup timing devices;
- Sound system to announce goals, penalties, and the last minute of play;¹¹

¹⁰ FINA rule book 2009-2013, WP1.4. This is strictly for Competitive and Excellence competitions (regional, provincial, and national). Active for Life (community sport) can be played in any water basin in shallow and/or deep water.

¹¹ Last minute of play is only announced in the 4th quarter

General Rules

Teams

Each team must have at least seven (7) players of which one (1) will be the goalkeeper. Water Polo Canada allows up to fifteen (15) participants and three (3) team staff to sit on the bench during a game. For community sport and regional competitions the amount of participants in the water at a time and on the bench may differ than the National regulations. In order to promote fair play, the Head Coach of each team may opt to play with five (5) field players and one (1) goalie if one team does not have enough participants.

Caps

Caps should be of contrasting colours (ie blue and white), other than solid red, but also to contrast with the colour of the ball. The goalkeepers shall wear red caps. A substitute goalkeeper may wear a red cap numbered thirteen (13).

Duration of the Game

The duration of the game shall be four (4) periods each of eight (8) minutes actual play. There shall be a two (2) minute interval between the first (1st) and second (2nd) periods and between the third (3rd) and fourth (4th) periods, and a five (5) minute interval between the second (2nd) and third (3rd) periods. Teams change ends between the second (2nd) and third (3rd) periods. Depending on the level of competition, and the availability and cost of pool space, game times may vary. For some community sport competitions game time may be running. During community sport competitions, if teams are playing in shallow water, teams may change ends after each quarter.¹²

If a definite score is needed, and the score is tied at the conclusion of regulation time then overtime shall be played with two (2) periods of three (3) minutes of stop time. There shall be a (2) minute interval during the fourth (4th) and fifth (5th) periods, and again during the fifth (5th) and sixth (6th) periods. If at the conclusion of overtime the score is still neutral, a penalty shootout shall determine the winner.¹³

Method of Scoring

WP 14.1 A goal shall be scored when the entire ball has passed fully over the goal line, between the goal posts and underneath the crossbar;

WP 14.2 A goal may be scored from anywhere within the field of play; except that the goal keeper shall not be permitted to go or touch the ball beyond the half distance line;

WP 14.3 A goal may be scored by any part of the body except the clenched fist. A goal may be scored by dribbling the ball into the goal. At the start or any restart of the game, at least two players (of either team but excluding the defending goalkeeper) must intentionally play or touch the ball except at the taking of:

¹² See the 2010 NCCH Section B 4 for details of Water Polo Canada's National standards for competitive and excellence levels of water polo, p 9.

¹³ See the 2010 NCCH Section 4.6 for details of the FINA shootout procedure, p 10.

- (a) a penalty throw;
- (b) a free throw thrown by a player into the player's own goal;
- (c) an immediate shot from a goal throw; or
- (d) an immediate shot from a free throw awarded outside 5 metres.

A goal may not be scored under this Rule direct from the restart following:

- (a) a timeout;
- (b) a goal;
- (c) an injury, including bleeding;
- (d) the replacement of a cap;
- (e) the referee calling for the ball;
- (f) the ball leaving the side of the field of play;
- (g) any other delay.¹⁴

Minor Fouls

A minor foul is when the referee whistles once. A turnover foul, which is considered a minor foul, is when the referee whistles two (2) sharp blasts.

Major Fouls

A major foul is when the referee whistles two (2) quick sharp blasts, followed by a third (3rd) whistle. The referee who excluded the participant will indicate to the officials' bench which number was excluded with his/her (two) 2 hands above his/her head. The excluded participant must swim immediately to their team's substitution/penalty area without interfering with the game. The participant shall sit in the substitution/penalty area for a twenty (20) second period, or until the opposing team scores a goal. The participant who receives a major foul is given a personal foul in the game sheet.

Penalty fouls

A penalty foul is when the referee whistles two (2) quick blasts and indicates the number five (5) with his/her hand extended horizontally at a sixty (60) degree angle over the pool. The participant who receives a penalty foul is given a personal foul in the game sheet. In addition, all athletes, besides the goaltender, must leave the five (5) meter area and nobody can be in the substitution/penalty area.

A penalty foul usually occurs when an offensive player is in a scoring position in the five (5) meter area and the defending player is behind the offensive player. Other common examples of when a penalty foul is awarded is when an excluded player interferes with the live play on their way to the substitution/penalty area. Another example is when the Coach whose team is not in possession of the ball requests a timeout.

Personal Fouls

Each participant listed on the game sheet is permitted to receive three (3) personal fouls. On their third (3rd) personal foul within the game, the respective participant is excluded from the

¹⁴WP14.1, 14.2, & 14.3 are from the FINA rule book 2009-2013, p 8-9

game with nor further personal sanction or penalties against the team. A personal foul is both a major foul and a penalty foul.

Disqualification/Disrespect

A referee will indicate to a participant they have been excluded from the game for violence (disqualification) or disrespect by signalling major foul. After the referee does the appropriate whistle signal, he/she will then begin to roll their hands in front of them signalling the participant is excluded from the entire game with a replacement. The replacement must sit in the substitution/penalty area for a twenty (20) second period or until the opposing team scores a goal. If a participant is ejected from the game during interval time (ie between the 2nd and 3rd period) his/her team will not be penalized with a twenty (20) penalty.

Brutality

A referee will indicate to a participant they have been excluded from the game for violence by signalling major foul. After the referee does the appropriate whistle signal, he/she will then begin to signal an "X" with his/her hands in front of their body indicating the participant is excluded for the remainder of the game. The referee traditionally will stop play to indicate the infraction to the coaches and the officials' bench.

When a participant is given a brutality he/she will be excluded for the remainder of the game, a penalty shot will be awarded to the opposing team, and the participant's team will be penalized by playing with one (1) less player for a period of four (4) minutes. The penalty secretary will wave the yellow flag at the conclusion of the four (4) minute penalty signalling to all participants the penalty is finished and a substitute may enter the field of play.

Any participant receiving a brutality will automatically receive a one (1) game suspension pending further review.

Yellow and Red Cards

A yellow card is a warning to the Head Coach only, and can be issued at any time throughout the game by any of the referees. The referee signalling the yellow card does not have to stop the game to issue the yellow card. The Head Coach is only permitted one (1) yellow card per game. The second (2nd) time a referee signals a card towards the Head Coach, it must be a red card.

A red card can be signalled by the referee to any participant (coach or athlete). A participant receiving a red card is ejected from the remainder of the game and must leave the field of play for the remainder of the game. The participant is also suspended for one (1) game pending further review.

Timeouts

Each team is permitted to ask for two (2) timeouts per game, and a third (3rd) timeout is given to each team during overtime.

The timeout shall last for a period of one (1) minute. At the forty-five (45) second mark the officials bench shall blow the horn indicating to the referees and teams the offensive team

may pass the centre line and setup in the offensive zone. The officials' bench will blow the horn at the one (1) minute mark indicating to the referees and teams that the timeout is finished and the referee will blow his/her whistle to signal the restart of play.

Game Secretary

Equipment Needed

- Laptop computer;
- Water Polo Canada approved electronic scoresheet;
- Backup paper scoresheet or laptop;
- Red flag.

Pre-Game Protocol

- Arrive at least twenty (20) minutes prior;
- Assure your attire is appropriate and professional;
- Ensure the scoresheet is prepared;
- Ensure the teams are wearing the appropriate coloured caps as indicated on the schedule and scoresheet;
- Ensure both coaches verify the cap numbers of each of their athletes is correct;
- Communicate with the supervisor if there are any problems with equipment, or there are any problems with the scoresheet. Once the scoresheet has been verified and there are no problems indicate you are ready to begin the game.

During the Game

It is important that the game secretary communicate well with the referee and the other bench officials. The referee and other bench officials will aid the game secretary to ensure that nothing is overlooked throughout the game. A sample scoresheet is included in this Minor Officials' Guide with examples of almost any possible incident.

- Ensure each incident is correctly indicated in the running scoresheet (right side of the scoresheet);

				Score	
No	Color	Incident	Time	Blue	White

- Follow the signals of the game referees, and ensure to use your minor official teammates to inscribe the correct hat number, team color, incident, and time.

- Incidents are:
 - Goal (G)
 - Major foul (E)
 - Penalty foul (P)
 - Brutality (B)
 - Disqualification (D)
 - Colour – Blue (B) and White (W)
- Please note each incident should be written in “caps lock”;
- Ensure that the document is saved after each incident is inscribed on the scoresheet;
- Only the team who scores a goal should have a number placed in the section Score. This is the running score section – example is when team blue scores their second (2nd) goal of the game a 2 shall be inscribed in the column Blue, a three (3) for they’re third (3rd) goal, a four (4) for their fourth (4th) goal, etc. Nothing shall be inscribed in the Score columns other than when a goal is scored.
- Mark the conclusion of each quarter with an “X” in each column after the last row that contains an incident;
- Ensure each incident is transferred to the left side of the scoresheet – all personal fouls are written immediately and goals transferred as soon as possible;
- After each quarter ensure the personal fouls and score on the right side of the scoresheet matches the left side of the scoresheet. Double check the scoresheet with the penalty secretary;
- When a participant is signalled for a disqualification (D) or brutality (B) the following is how their personal foul row should look:

2:25	D	D
------	---	---
- Ensure when a participant receives their third (3rd) personal foul the red flag is raised immediately with the game secretary’s arm extended over their head. The flag remains raised until the excluded player leaves the substitution/penalty area;
- Ensure timeouts are indicated correctly in the appropriate team’s box on the scoresheet;
- Ensure yellow and red cards are indicated correctly in the appropriate team’s box on the scoresheet;
- Ensure notes are written on the scoresheet when participants change hat numbers during the game;
- Ensure notes are written at the bottom of the scoresheet indicating suspended participants;

Post-Game Protocol

Ensure that the left side of the scoresheet matches the right side of the scoresheet with regards to goal and personal fouls. Count the total amount of personal fouls on the right side and ensure the left side matches the right. Inscribe the game's end time at the bottom left of the scoresheet, save the document, and then have the game referees check the scoresheet.

Penalty Secretary

Equipment Needed

- Water Polo Canada approved penalty sheet;
- Pens or pencils;
- Visible penalty board;
- Back up timing devices;
- Blue, white, and yellow flags.

Pre-Game Protocol

- Arrive at least twenty (20) minutes prior;
- Assure your attire is appropriate and professional;
- Ensure the penalty sheet is prepared;
- Ensure the visible penalty board is clear;
- Communicate any issues with the supervisor;
- Inform the supervisor when you are ready to begin the game.

During the Game

It is important that the penalty secretary communicate well with the referee and the other bench officials. The penalty secretary must work closely with the game secretary and timekeepers. A sample penalty sheet is included in this Minor Officials' Guide with examples of almost any possible incident.

- Ensure each personal foul is recorded correctly on the penalty sheet with the correct notation (E, P, B or D) quarter and time of the quarter:

2	E 1st 3:02	P 3rd 3:03	
3	D 3rd 1:01	D	D

- There is a column for the white teams listing the cap numbers one (1) through fifteen (15) and a column for the blue team listing cap numbers (1) through fifteen (15);
- After each personal foul is recorded on the penalty sheet, ensure the visible penalty board is up-to-date for all participants and spectators;

- Ensure the blue, white, and yellow flags are waived at the appropriate times;
- Communicate with the supervisor if a participant has entered the field of play prior to raising the blue, white, or yellow flag;
- Communicate with the game secretary at the end of each quarter to ensure the penalties on the penalty sheet and visible penalty board match the scoresheet match;
- Communicate with the supervisor and game secretary for each participant that has two (2) personal fouls;
- Record the period and time for each timeout requested by both teams;

Time Out	3rd 4:01	4th 0:45	
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- Communicate with the supervisor and game secretary when a team has taken their second (2nd) timeout of the game;¹⁵
- Communicate any problems directly with the supervisor;

Post-Game Protocol

Ensure that all penalties listed on the penalty sheet and visible penalty board match the scoresheet. Aid the game secretary in finding any issues on the scoresheet.

Game Clock Timekeeper

Equipment Needed

- This will all depend on the system being used;
- Ensure there are always backup timing devices;
- Ensure there is a flutter board to indicate when the last minute of play of each quarter on the game clock if the visible game clock is not working and the backup timing devices are being used. When there is ten (10) seconds remaining on the game clock the raised flutter board is placed down;
- Microphone;

Pre-Game Protocol

- Arrive at least twenty (20) minutes prior;
- Assure your attire is appropriate and professional;
- Ensure the game clock, scoreboard, and microphone are working correctly, which includes the buzzer;
- Communicate any issues with the supervisor;

¹⁵ Each team is allowed a third (3rd) timeout in overtime. Please see General Rule Section – Timeouts above.

- Inform the supervisor when you are ready to begin the game.

During the Game

- Start the game clock when the ball is in play: the ball is in play at the beginning of each quarter when a participant first touches the ball. The clock is stopped at each whistle and begins again once the participant in possession of the ball either makes a pass, takes a shot, or spins the ball on their hand;
- Post the correct score on the scoreboard after each goal;
- Communicate with the penalty and game secretaries by informing them of the time, hat number, and colour of each incident;
- Announce each goal and personal foul;
- Announce the last minute of play in the fourth (4th) quarter;
- If a separate timing device is being used for timeouts ensure the timeouts are being timed correctly. Timeouts last for one (1) minute and a horn is blown at the forty-five (45) second mark and the one (1) minute mark;
- At the end of the quarter ensure the visible scoreboard matches the scoresheet.

Post-Game Protocol

Ensure the final score matches the scoresheet. Reset the game clock and score in preparation for the next game. Ask the supervisor how much warm up time should be placed on the clock for the next match.

Possession (Shot) Clock Timekeeper

Equipment Needed

- This will all depend on the system being used;
- Ensure there are always backup timing devices;
- Ensure there is a flutter board to indicate when there is ten (10) seconds remaining on the possession (shot) clock if the visible possession (shot) clocks are not working and the backup timing devices are being used;

Pre-Game Protocol

- Arrive at least twenty (20) minutes prior;
- Assure your attire is appropriate and professional;
- Ensure the possession (shot) clocks are working correctly, which includes the buzzer;
- Communicate any issues with the supervisor;
- Inform the supervisor when you are ready to begin the game.

During the Game

- It is important to understand that this is a possession clock and not just a shot clock. Each team has thirty (30) seconds with the ball. They may do what they wish to do with the ball during that thirty (30) second period;
- When a shot is directed at the goal¹⁶ the possession (shot) clock is restarted. Once a team gains possession of the ball, the possession (shot) clock is restarted once again. Meaning, the possession (shot) clock should be restarted twice each time a shot is directed at the net;
- The possession (shot) clock shall be stopped and started at the exact same time as the game clock;
- The possession (shot) clock timekeeper should aid the game clock timekeeper in communicating each incident to the game and penalty secretaries;

Post-Game Protocol

Ensure the possession (shot) clocks are ready for the next game.

Goal Judges (2)

Equipment Needed

- Chair at both ends of the pool on the same side of the officials' bench, which are set along the goal lines;
- Some sort of basket at both ends of the pool to hold the game balls;
- At least three (3) game balls should be in each basket;

Pre-Game Protocol

- Arrive at least twenty (20) minutes prior;
- Assure your attire is appropriate and professional;
- Ensure all the necessary equipment is ready for the game;
- Collect all the balls at the end of warm up and place them in your basket;
- Ensure the nets are in good working condition with no holes;
- Ensure the cables suspending the nets are in good working conditions and attached tightly;
- Ensure the substitution/penalty area is clearly indicated;
- Communicate any issues with the supervisor;
- Inform the supervisor when you are ready to begin the game.

¹⁶ A shot does not have to reach the goal to be considered a shot. As long as the offensive player attempts to direct the ball towards the goal, then the possession (shot) clock is restarted.

During the Game

- Your primary responsibility is to indicate when a goal has been scored;
- The goal judge will indicate when a goal is scored by crossing both arms above their head;
- Your secondary responsibility is to pass a ball to the goaltender or the two (2) meter line when the ball leaves the field of play. This must be done in a timely manner as not to interrupt the flow of the game;
- When the ball is shot out of bounds by the offensive team the ball shall be given to the goaltender;
- The only time the ball is placed on the two (2) meter line is when the goaltender is the last participant to touch the ball prior to leaving the field of play;
- At the beginning of each quarter each goal judge shall stand on the goal line raising their right hand vertically to indicate their team is aligned appropriately. Depending on the field of play the goal judge should speak with the supervisor or game referees to ensure they are aware of how the teams will line up for the swim balls;
- If there is a fall start the goal judge shall remain standing with both arms raised vertically;
- If there is an improper re-entry after a major foul, or substitution, the goal judge shall stand with both arms raised vertically;

Post-Game Protocol

Provide teams with warm up balls. Speak with referees with regards to any questions and what you can improve as a goal judge.

Supervisor

The responsibility of the supervisor is to oversee all of the minor officials' and ensure the game runs according to the respective association's standards for game protocol. The responsibilities of the supervisor include:

- Ensuring each game starts on time according to the event's schedule;
- Both teams are wearing the appropriate coloured hats;
- Referees and minor officials are on-time and execute their pre-game protocol responsibilities;
- All equipment used by the minor officials, in addition, to the field of play are ready and in good working conditions prior to each game;
- There are backup measures for each piece of equipment in the case of failure;
- Warm up time is posted on the visible game clock;
- Coaches verify the scoresheet;

- Aid the minor officials in any capacity needed;
- Minor officials are competent and have been trained appropriately;
- Communicate with the referees any problems at the officials' bench at any point in time in the game;
- Each minor official's duties are carried out according to the details in this handbook.