

6 Desk Official's Manual

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It is recommended that for most competitions, the Officials' Table (or Desk) should be composed of six officials:

1. Desk Manager
2. Scorer (Secretary No. 1)
3. Exclusion Secretary (Secretary No. 2)
4. Game Timer
5. 35-Second Timer
6. Timeout Timer

At major competitions, it is usually advisable to have back-up personnel available and ready to assist staff. In addition, it is frequently useful to have a "spotter" who can watch the referees and the game to ensure that the correct times, teams, and player numbers are reported to the Scorer.

This Manual will briefly outline the responsibilities of the Desk Officials, as a group, and then discuss the duties and responsibilities of each position. The last six pages of the Manual are outlines for each of the positions. Sponsoring institutions may be encouraged to reproduce these last six pages and provide them to various desk personnel. A sample score sheet and Exclusion Foul Record are also provided.

6.1 Conduct

Desk officials should remember that they are tournament and game staff. This means that they are expected to exhibit a degree of professionalism and decorum. The Table Staff are there to do a job, therefore, they should be focused on their responsibilities.

The game referees are in charge and responsible for all things that happen during the game. The referees' decisions are final and are not subject to appeal. The table staff is there to work with the referees. If there is any disagreement between the table staff and the referee, the referee's instructions are to be followed.

These are the guidelines that table staff should follow:

- *Uniform:* Desk officials should be dressed appropriately. It is recommended that they wear a similar shirt (tournament shirt or T-shirt).
- *Be Ready to Start:* It is recommended that table staff be at the table and ready to go 25 minutes before the game. After they arrive, they should check:
 - Is the equipment present and working correctly? Are there airhorns provided to each coach for timeouts? Do they work? Table equipment should include:
 - Control device for game clock.
 - Control device for 35-second possession clock.
 - Stop watch for timing timeouts.
 - Score sheets and writing implements for score sheet.
 - Table flags (red, white, blue).
 - Whistle or other sound producing device.
 - Scoreboard control (or materials to post scores).
 - Board to post number of timeouts remaining.
 - Towel to keep balls and table dry.
 - Are the rosters submitted and correct? Is the score sheet filled out and ready to go?
 - Are the balls ready to go and properly inflated?

- Are the spare game balls given out to the appropriate personnel (such as goal judge, ball thrower at Table, team benches, etc.)?
- *Neutrality:* Desk officials must exhibit proper professional decorum. This means that the table staff should not be cheering, yelling, shouting, or screaming. Table staff and personnel at table should appear completely neutral.
- *Conduct:* There should be a minimum of talking at the table. Desk officials should pay attention to the game as it is progressing. Discussions at table should be focused on the tasks at hand, and not on any other subject. Friends should be discouraged from visiting table staff.
- *Eating and Drinking:* Food and drink at the table should only be consumed when there is a break (for example, time out, between periods). At all other times, food and drink should be put aside and placed in a location where it cannot spill onto the equipment (for example, timing devices, sound devices, etc.) and score sheet.
- *Making Mistakes:* Because table staffs are often not trained fully, there may be errors. Sometimes, the table staff simply is not sure if something is correct. In these cases, they should inform the referee immediately, especially if the game clock is stopped. It is better to resolve any questions or problems as soon as possible rather than wait until the end of the period or end of the game.

6.2 General Concepts

Some of the general concepts of the game affect are related to how the personnel at table make their judgments. These fundamental principles are discussed here.

Amount of Time for Game (and Period): A game consists of four periods of seven minutes each. In some competitions, the periods may be shorter. There is a two-minute interval between each period. If a definite outcome to the game is necessary, overtime is played. There is a five-minute interval before overtime. Overtime consists of two periods of three minutes each with one minute between the two overtime periods. If the score is still tied, an additional period is played following a one minute interval until a goal is scored. The time on the game clock should ascend during the third period of extra time. If it is not possible for the clock to run in an ascending manner, then, if at all possible, the clock should be set to 30 minutes and allowed to run down.

Change of Possession of the Ball: A change in possession of the ball takes place if a player of the opposing team is able to pass the ball, control of the ball, or swim with the ball. In the event of a tip, a glancing touch, or a melee in which no player has clear control of the ball, there is no change of possession.

Injury Stoppage: If the case of accident, injury, or illness without bleeding, the referee may suspend the game for not more than three minutes. All players, except the injured player, may be substituted during this time. At the end of the injury timeout, the injured player may resume play or leave the game. If the player retires due to an injury, that player may not return at any time during that game. If a player is bleeding, the referee shall remove the player immediately and allow a substitute to enter the field of play immediately. After the bleeding has stopped, that player may return to the game. No timeout is changed to either team for an injury stoppage.

Leaving the Field of Play: If a player has been excluded, that player is to leave the field of play by going directly to the re-entry area closest to that player's own goal without interfering with play. This includes swimming under water, going outside the boundaries of the field of play and swimming down to the re-entry area. When the player leaves the field of play, he/she may not interfere with the alignment of the goal. A player who leaves the water during live

while the game is in progress commits the foul of disrespect and is excluded from the remainder of the game with substitution.

Personal Foul: A personal foul is any foul that is recorded against a player. These include Exclusion Fouls and Penalty Fouls. There are three types of exclusion fouls:

- Regular exclusion foul. The opposing team is given a player advantage situation until a goal is scored, the defending team regains possession of the ball, or 20 seconds of game time have elapsed.
- Game exclusion foul. Depending on the foul, a substitute may be allowed in immediately, after a player advantage situation (a goal is scored, the defending team regains possession of the ball, or 20 seconds of game time have elapsed), or not at all (for a brutality foul).
- Penalty foul. The opposing team is awarded a penalty throw. Depending on the foul, the player committing the foul may or may not be removed from the field of play.

When a personal foul is called, it is recorded on the score sheet by the Scorer and on the Exclusion Foul Log by the Exclusion Secretary.

Players Who Are Not Eligible To Play: Players are not eligible to play if they have been assessed a third personal foul, a game excluding foul, or a red card. If a player has been excluded and the exclusion time is carried over to the next period, that player may not participate in the sprint.

Proper Re-entry During Play: When a player receives the signal to re-enter (change of possession signal by the referee or a flag from the Exclusion Secretary), the player must slip in and swim into the field of play from the Re-entry Area. The excluded player may not jump in, dive in, or push off from the wall or bottom.

Putting the Ball in Play: A player may put the ball in play by tossing the ball into the air, dropping it onto the surface of the water, passing the ball to another player, dribbling (swimming when not holding) the ball, or releasing the ball by lifting the player's hand from the top of the ball. In some instances, the player may put the ball in play by shooting the ball (for example, for a penalty shot, for a direct shot on a free throw for a foul taken outside the 7-meter line).

Re-entry Area: The re-entry area is an area at the defensive end of the pool at the foot of the team bench. In a perfect pool, it extends 2 meters from the sideline towards the goal and is located behind the end line. In a smaller pool, a smaller re-entry area may be defined. In wide, but short pools, the re-entry area may be located outside the sideline behind the goal line. In narrow and short pools, the excluded player is to sit on the deck at the corner at the foot of the team bench.

Sanctions for Illegal Re-entry: If an improper or early reentry occurs with the object of preventing a goal, the player is assessed another personal foul. That player must return to the re-entry area to complete any time remaining of the original exclusion, and play is restarted with a penalty throw. If a player enters improperly or early during the last minute of the game, during the last minute of the second overtime period, or any time during a third overtime period, the player is excluded from the remainder of the game, with substitution, and a penalty throw is taken.

Starting Play With Too Many Players: If there are too many players in the water at the start of a period, the extra players are removed (no fouls assessed) and the period, including sprint, is restarted. The game clock and 35-second clocks are both reset. If there are too many players in the water at the restart after a goal or a timeout, the extra players are removed (no fouls assessed) and the game restarted. The game and 35-second possession clocks are both reset.

Substituting for Excluded Players: Players who have been excluded may be substituted. The excluded player does not have to await the arrival of the substitute, but may leave the re-

entry area immediately. A substitute may not re-enter the field of play until it is legal to do so. For example, the substitute may not re-enter until the head of the excluded player has broken the surface of the water within the re-entry area. An excluded player may leave the pool during a timeout to meet with the team. The excluded player does not have to go to the re-entry area before the substitute is eligible to re-enter.

Timeouts: Each team is allowed two timeouts each of one minute duration. The coach of the team in possession of the ball may call a timeout from the team area. This is done by sound device (recommended) or by signaling with both hands forming a “T” and shouting “Timeout.” If a timeout is requested after a goal, the team just scored upon must put the ball in play before the referee can award a timeout to them.

When a timeout is awarded, the two teams must go to their defensive half of the field of play. The Timeout Timer will signal the expiration of 45 seconds. At this point, players may assume any position in the field of play within the rules. At the end of the full minute, the Timeout Timer will signal the end of the timeout period. Play is restarted on a signal from the referee. For timeouts called immediately after the award of a corner throw or penalty throw, the corner throw or penalty throw, as appropriate, will be taken to restart play. For all other called timeouts, a free throw will be taken at the halfway line.

If a coach of the team in possession of the ball requests a timeout beyond the number allowed, the ball is awarded to the opposing team at the halfway line. If a coach of a team not in possession of the ball requests a timeout, a penalty shot is awarded (no personal foul is assessed). If a coach of a team requests timeout when neither team has possession of the ball, the ball is awarded to the opposing team at the location of the ball.

When Players May Re-enter the Field of Play: An excluded player or substitute may re-enter the field of play after a goal, a change of possession, or after the 20-second exclusion period has expired. After a goal, the player may re-enter from any place in any fashion. For a change of possession, as soon as the referee indicates the new direction of attack, the player or substitute may re-enter if the excluded player has already reached the re-entry area. Otherwise, the player or substitute may re-enter as soon as they reach the re-entry area. After the expiration of the 20-second exclusion period, the Exclusion Secretary will raise a flag to indicate that the player may re-enter.

Where to Put the Ball In Play: The ball is to be put in play at the location of the foul. However, if the ball has moved behind the line of the foul, then the ball can be put in play at the point of the foul. The only exception is for defensive dead-time fouls. Under these circumstances, the original throw is taken. Corner throws are taken at the side of the field of play at the 2-meter line. Goal throws are taken anywhere inside the 2-meter area by the goalkeeper. Penalty throws are taken anywhere on the 4-meter line.

6.2.1 Referee Signals

6.2.1.1 Numbers

The referees will signal the numbers to the table using two hands. The numbers are:

- 1 – Thumb only.
- 2 – Thumb and index finger.
- 3 – Thumb, index, and middle fingers.
- 4 – Index, middle, ring, and little fingers.
- 5 – All five digits on the hand.
- 6 – All five digits on one hand; the thumb of the other hand.
- 7 – All five digits on one hand; the thumb and index finger of the other hand.
- 8 – All five digits on one hand; the thumb, index, and middle fingers of the other hand.
- 9 – All five digits on one hand; the index, middle, ring, and little fingers of the other hand.
- 10 – A fist with one hand.

- 11 – A fist with one hand; the thumb of the other hand.
- 12 – A fist with one hand; the thumb and index finger of the other hand.
- 13 – A fist with one hand; the thumb, index, and middle fingers of the other hand.
- 14 – A fist with one hand; the index, middle, ring and little fingers of the other hand.
- 15 – A fist with one hand; all five digits with the other hand.

6.2.1.2 Whistles and Signals for Fouls

- *Ball Under.* The whistle for “all under” may be either one or two blasts of the whistle, depending on whether or not the ball is turned over to the other team. The referee will indicate the direction of attack and make an up-and-down motion with the other hand. There is a reset of the 35-second possession clock only if the referee determines that there was a change in possession.
- *Offensive Foul.* The recommended whistle for an offensive foul is two blasts. The referee will then indicate the new direction of attack.
- *Exclusion Foul.* The recommended whistle is several short blasts followed by a long blast. The referee will point with one arm in the direction of attack. With the other arm, he/she will point at the offending player and sweep the arm towards that player’s defensive re-entry area. The referee will then signal the cap number of the offending player to the water and to the Officials’ Table.
- *Game Exclusion Foul.* The recommended whistle is several short blasts followed by a long blast. The referee will then rotate his/her hands and forearms around each other (similar to the signal for “traveling” in basketball). The referee will then signal the direction of attack, the place where the free throw is to be taken, and the cap number of the offending player.
- *Penalty Foul.* The recommended whistle is one short blast followed by a long blast. On the long blast, the referee will raise the hand closest to the goal with 4 fingers stretched out. Subsequently, the referee will signal the cap number of the offending player.

6.3 Desk Manager

The Desk Manager is the coordinator of what happens at the table. The duties of the Desk Manager includes:

- Ensures that there are few problems at the table and to communicate with the referees, coaches, and team officials with regard to what is happening.
- Supervises the other desk positions and should be ready to step in and assist at any position at any time.
- Trains new table staff to ensure that they know what they are going to do
- Reviews the score sheet to ensure that it is correct. This should be done on a regular basis during the game and after every period.
- Ensures that the score sheet is signed by both referees after a game.
- Inform the referee using a whistle or other sounds device that a player has been assessed a third personal foul.
- Inform the referee when a team has called its last timeout.
- Assist the referee by watching whether or not a player who has been excluded from the remainder of the game (third personal foul, game exclusion foul) keeps his/her cap on. Inform the referee if that player does not do so.
- Assists the referee by watching whether or not players who are not eligible to play are in the water. Inform the referee if a player who is not eligible to play is in the water.
- Assist the referee by watching and ensuring that players and team officials remain in their team areas.
- The desk manager should notify the referee immediately if a player in the water is bleeding.

6.4 Scorer (Secretary No. 1)

- Get the team rosters for each team with cap numbers for each player before the start of the game (preferably at least 15 minutes prior to the start of the game).
- Record the cap numbers and names on the score sheet (be sure to put the white team players on that part of the score sheet and the dark team players on their part of the score sheet).
- Record the names of the referees, date, time, place, and game number onto the score sheet.
- Record all events at the ***Progress of the Game*** section of the score sheet. Be sure to note the **game time**, the **team color** (W or B), and the **cap number** or person (for example, coach, assistance coach, etc.). The following key should be used for the remarks section:
 - G Natural goal.
 - G/E Player advantage goal.
 - G/P Goal from a penalty throw.
 - E Exclusion foul.
 - P Penalty foul.
 - M Game exclusion foul.
 - B Brutality foul.
 - YC Yellow card.
 - RC Red card.
 - TO Time out.

If a goal was scored, then the running score (W-D) should be written in the space provided. If some event other than a goal occurred, then the space for the running score is kept blank.

After each period, a single line in the ***Progress of the Game*** section should be skipped. That line should be filled in to provide a visual signal where periods ended.

- Record all goals in the box next to the player's name for that period. At a minimum, use a vertical hash mark (|) for each goal. The following key is recommended:
 - Vertical hash mark (|) for a natural goal.
 - The letter "P" for a goal from a penalty throw.
 - The letter "E" for an player advantage goal.
- Record all personal fouls in the boxes provided. Indicate the type of foul and the period of the foul. For example, for an exclusion foul in the 2nd period, put "E/2" in the box. For a penalty foul in the 4th period, put "P/4" in the box. Use the following codes:
 - E Exclusion foul.
 - P Penalty foul.
 - M Game exclusion foul.
 - B Brutality foul.

For game exclusion fouls (for example, misconduct or disrespect) and brutalities, draw a horizontal line crossing the remaining spaces.

- Record the period in which timeouts are called in the boxes on the score sheet.
- At the end of each period, record that period's number of goals in the summary box on the score sheet. Check that the number of blank spots in the running score column equals the number of personal fouls marked plus timeouts called, plus the number of yellow and red cards issued. Check the number of fouls with the exclusion timekeeper.
- At the end of the game, total the score of each period and have the referees sign the sheet.
- Assume the duties of the Desk Manager if one is not present.
- If there is no Timeout Timer, the Scorer should watch for a called timeout and signal with an appropriate noise-making device the calling of a timeout by a coach.

6.5 Exclusion Secretary (Secretary No. 2)

- The exclusion secretary shall keep an “Exclusion Foul Record”. Fouls for the White team are recorded on the left side; the fouls for the Dark team are recorded on the right side.
- For every personal foul, record:
 - The type of foul (E for exclusion; P for penalty; M for game exclusion; B for brutality).
 - The cap number.
 - The time of the foul.
 - The time the player or substitute is eligible to re-enter.
- Help the Scorer identify players with three personal fouls. Be aware of players with 2 fouls.
- Compare records of fouls with the Scorer after each period.
- The Exclusion Secretary signals the re-entry of an excluded player or substitute after the expiration of the 20-second exclusion period by raising a white flag for a player on the white team and a blue flag for a player on the dark team.
- Exclusion time carries over between periods. If time remains on an exclusion at the end of a period, let the referee know how much time remains in the exclusion. Aid the referee in making sure that the excluded player does not participate in the sprint and that the player or a substitute is in the re-entry area.
- When a player has three personal fouls, the Exclusion Secretary will raise a red flag to indicate to the player, the teams, and the referees that the player has three personal fouls. Keep the red flag raised until the player is substituted for.
 - If the third personal foul is a penalty foul, the Secretary will signal the referee immediately with a sound making device so that a substitute may enter prior to the taking of the penalty throw.
 - If the third personal foul was an exclusion or game exclusion foul, the substitute may re-enter after a goal, a change in possession, or the expiration of the 20 second exclusion period.
- The signal re-entry of a player, raise a flag so that the player, that both team benches (especially the bench of the excluded player), and the referees can see it. Hold the flag still. Try to put it against a neutral background. Keep the flag up for several seconds after the player has re-entered to indicate to the referee that it was a legal re-entry.
- Do ***not*** raise the flag unless the player is eligible to re-enter. The excluded player must be in the re-entry area (head breaks the surface of the water in the re-entry area). A substitute may re-enter for an excluded player. A substitute is not eligible to re-enter if the excluded player has not yet reached the re-entry area unless it is at the start of a period or after a timeout had been called.
- In the event of a double exclusion (one player of each team). They are eligible to re-enter after a goal, after the first change of possession after the neutral throw, or the expiration of 20 seconds.
 - Raise both flags simultaneously at the end of the exclusion period if both players have reached their respective re-entry areas. However, if only one player has reached the re-entry area at the end of the exclusion period, then raise the flag of that player’s team. Raise the other flag when the other player reaches the re-entry area.
 - If one of the players involved in a double exclusion receives a third personal foul because of the double exclusion, raise (in the same hand) the flag corresponding to the color of the cap of the player with the third foul with the red flag. Keep both flags raised until that player has been substituted for.
- The Exclusion Secretary should aid the referee in ensuring that only players who are eligible to play start at the beginning of a period, after a goal, or after a timeout.
- Signal the referee with a red flag and a sound making device if there is an improper or early entry by a player or substitute (including if it was signaled by a goal judge). Check with the referees prior to the start of the game as to whether or not they want you to signal this foul and how this foul is to be signaled.

6.6 Game Timer

- At the beginning of a period, start the game clock when the first player touches the ball. If the referee restarts a period, the game clock should be reset. Only reset the clock when instructed by the referee.
- Stop the clock on the referee's whistle.
- Start the clock when the ball is put in play. The ball must visibly leave the hand of the player taking the throw before the ball is in play. *Note:* Be aware that the referee may want the ball moved to the point of the foul, to the correct corner, or to the correct location of the pool. Be sure the clock is not started until the actual throw is taken.

Start the clock:

- After a goal, when a player visibly puts the ball in play;
 - After a timeout, when a player visibly puts the ball in play;
 - On a free throw after a foul, when a player visibly puts the ball in play;
 - On a corner throw (taken at the side of the field of play at the 2-meter line), when a player visibly puts the ball in play;
 - On a goal throw (taken within the 2-meter area), when the goalkeeper visibly puts the ball in play;
 - On a neutral throw (face off; jump ball), when a player touches the ball (the ball may be touched in the air);
 - On a penalty throw, when the ball leaves the hand of the shooter. Do not stop the clock until the referee blows the whistle. For example, if the ball does not go into the goal and rebounds into the field of play, do not stop the clock.
- If the scoreboard displays exclusions, enter the exclusion on the board before the ball is put into play and the game clock started.
 - Record the score on the scoreboard after each goal.
 - Announce the start of the last minute of the game and the last minute of the second overtime period.
 - Signal the end of each period by buzzer or gun or some other means, provided it is distinctive, acoustically efficient, and readily understood.
 - Display the intervals between periods on the game clock if technology permits. Otherwise, time the interval between periods with a hand held device.
 - Between periods reset the game clock to the correct period length and check that the proper period is displayed on the clock.
 - Assume the duties of the Timeout Timer if one is not present.
 - Timing and signaling of the timeouts (see Timeout Timer section).
 - Timing any injury stoppages.

6.7 35-Second Timer

- At the beginning of a period, start the game clock when the first player gains possession of the ball. If the referee restarts a period, the 35-second possession clock should be reset. Only reset the clock when instructed by the referee.
- Stop the clock on the referee's whistle.
- Start the clock when the ball is put in play. The ball must visibly leave the hand of the player taking the throw before the ball is in play. *Note:* Be aware that the referee may want the ball moved to the point of the foul, to the correct corner, or to the correct location of the pool. Be sure the clock is not started until the actual throw is taken.

Start the clock:

- After a goal, when a player visibly puts the ball in play;
 - After a timeout, when a player visibly puts the ball in play;
 - On a free throw after a foul, when a player visibly puts the ball in play;
 - On a corner throw (taken at the side of the field of play at the 2-meter line), when a player visibly puts the ball in play;
 - On a goal throw (taken within the 2-meter area), when the goalkeeper visibly puts the ball in play;
 - On a neutral throw (face off; jump ball), when a player touches the ball (the ball may be touched in the air);
 - On a penalty throw, when the ball leaves the hand of the shooter. Do not stop the clock until the referee blows the whistle. For example, if the ball does not go into the goal and rebounds into the field of play, do not stop the clock.
- Reset the 35-second possession clock:
 - After a goal.
 - After an attempt at a goal. It may be a shot even if the ball does not reach the goal line. If the shot rebounds off the goalkeeper, other defensive player, or goal back into the field of play, the clock is reset again when a player takes possession of the ball.
 - After a change of possession of the ball during live time (for example, a steal). Remember that a change in possession requires the new team to have control of the ball. If there is a referee's whistle immediately after a change of possession, do not reset the clock until you are sure the referee has not returned the ball to the original attacking team.
 - After a change of possession of the ball awarded by the referee (for example, if the 35-second possession period expires without the team taking a shot on goal).
 - For a goal throw or corner throw. It is not reset if the ball goes out-of-bounds on the side of the pool last touched by a defensive player.
 - For a neutral throw.
 - For an offensive foul. The ball is awarded to the opposing team.
 - For a wasting time foul. If a player throws the ball into a vacant corner prior to the end of the 35-second
 - For an exclusion foul.
 - For a penalty foul. Do not start the clock for the penalty throw. If the shot misses and rebounds into the field of play, restart the clock when a player takes possession of the ball.
 - When there is a change of possession with less than 35 seconds remaining in the period, turn off ("blank") the 35-second possession clock.
 - Do ***not*** reset the 35-second possession clock when a timeout is called and awarded.
 - If a visible mistake is made on the 35-second possession clock, the referee should correct the mistake immediately.

6.8 Timeout Timer

(Note: If there is not a separate person at the Official Table assigned these duties, the Scorer shall stop the game with an appropriate noise making device when a timeout is requested and the Game Timer shall perform the remainder of the duties.)

- When a timeout is requested by a coach, the Timeout Timer should indicate this with an appropriate device. The Timeout Timer is not required to determine whether the team of the coach calling for the timeout has possession of the ball. Whether the timeout is to be awarded or whether sanctions are to be imposed is determined by the game referees.
- If a timeout is awarded by the referees, the Timeout Timer immediately starts a clock at the Table.
- The Timeout Timer will signal when 45 seconds of the timeout have elapsed. This lets the teams know that they make take up their positions to restart play.
- At 60 seconds, the Timeout Timer will signal the end of the timeout.
- If a board is provided to indicate the number of timeouts each team has remaining, the Timeout Timer shall change the number appropriately to indicate the number of timeouts remaining.
- If the referees call for an Injury Stoppage, the Timeout Timer shall start a clock and inform the referee when 2 minutes 30 seconds have elapsed and the full 3 minutes have elapsed.

INSERT SAMPLE GAME SHEET

INSERT SAMPLE EXCLUSION RECORD FORM