



Water Polo
ACT

Managers Handbook

Version 2

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Contents

<i>Team Entry Requirements</i>	3
<i>Player, Coach, Manager and Referee Entry Requirements</i>	3
<i>Managers Roles and Responsibilities</i>	4
<i>Duty Requirements</i>	5
<i>Competition Rules/Policy</i>	6
<i>Appeals, Complaints and Questions</i>	6
<i>Resources</i>	7

Team Entry Requirements

Team entries into the Water Polo ACT (WPACT) summer competition will be submitted by clubs prior to the start of the summer season as requested by WPACT.

Clubs will be asked to submit initial team entries prior to the summer competition preseason and will need to make any team entry withdrawals from the summer competition regular season within 48 hours of the conclusion of the pre-season.

*Teams will need to submit team lists (in cap number order), **including a coach and manager for EACH team** by a date set by WPACT, prior to the summer competition regular season. This will allow the pre-printing of scorecards, player management within RevSport and to ensure players, coaches and managers are registered.*

Clubs will also be required to submit named players for each team in accordance with the WPACT Competition Policy by a date set by WPACT, prior to the summer competition regular season.

Player, Coach, Manager and Referee Entry Requirements

Players wishing to participate in the WPACT summer competition will need to register with a WPACT club prior to participating in any summer competition game.

Club members who are acting in an official's role as a coach, manager or referee within WPACT's competitions, must be registered prior to acting in their role in any preseason or regular season game. The minimum level of registration required is "Associate Member".

Within the registration process, officials will need to submit their ACT Working with Vulnerable People (WWVP) card. All cards submitted, must be current and pictures must be of a high quality to allow for cross-checking. If an official has applied for a WWVP card but is yet to receive it, they may upload their submission receipt initially, but are obligated to submit their card to WPACT as soon as practical.

Managers Roles and Responsibilities

Pre-Game

- Check your team will have enough players for their scheduled game at least 48 hours prior to the game starting. If you need to forfeit, please contact admin@actwaterpolo.com so teams can be notified, draw adjusted and appointed referees advised.
- If you are playing in the first game, make sure your team turns up 30mins early to help set-up.
- Double check the paper scorecard and digital scorecard is correct prior to game starting. Cross off players who aren't playing and add any players who aren't pre-printed (make sure they are registered!).
- Ensure your team has two competent (preferably qualified) table officials for your game. There should be two from each team, please let the pool controller know if this is not the case.
- Have players capped up and ready to jump in 5mins before previous game is due to finish.

During the game

- Managers can either assist with table duty or sit on the team bench during games. If on the team bench, it is always a good idea to keep your own scorecard for cross checking (goals and fouls).

Post-game

- If there is in your opinion, an error on the scorecard, please confer with referees and table officials to try work out the error. If there is a dispute, benefit of the doubt ALWAYS goes with the table officials. Please make sure everyone stays calm during this situation to avoid any possible further complaints. The pool controller can help in these situations if required.
- If you are playing in the last game, your team is obligated to help with pack-up duty. Ensure all equipment is packed away as detailed on the storage unit and placed away in the appropriate location.

Duty Requirements

Set-Up

Performed by: First 2 competing teams at that pool

Tasks involved:

- *Set-up tables and chairs for table officials.*
- *Setting up clock system.*
- *Set up scorecards and table instructions.*
- *Set-up chairs for team benches.*
- *Set-up goals.*
- *Set up cones. Red = 2m, Red/Blue = 5m, Yellow = 6m and White = Halfway – see picture below for reference.*

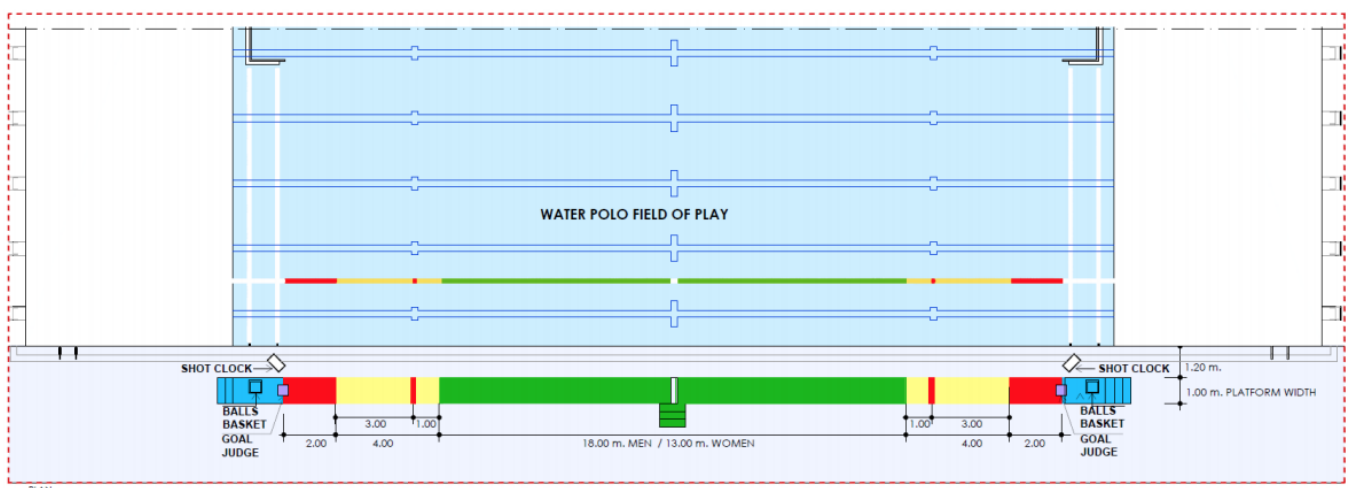


Table Duty

*Performed by: **2 people from each team** playing in that game.*

Tasks involved:

- *1 person to run the clock*
- *1 person to fill out the scorecard*
- *1 person to fill out the digital scorecard*
- *1 person to “call” the game and show the major foul cards*

Please note, instructions on how to do table duty can be found in the WPACT Competitions Folder, located at each pool.

Pack-up

Performed by: Last 2 competing teams at that pool

Tasks involved:

- *Pack-up tables and chairs for table officials.*
- *Pack up clock system.*
- *Pack-up scorecards and table instructions. This is located in the black folder at the respective pool.*
- *Pack-up chairs for team benches.*
- *Pack-up goals.*
- *PLEASE MAKE SURE ALL EQUIPMENT IS PACKED UP PROPERLY AND PLACED BACK ACCORDING TO THE AQUATIC CENTRE COMPARISON DOCUMENT.*

Competition Rules/Policy

The WPACT Competitions Policy can be found at:

1. *The WPACT Website*
2. *The WPACT Competitions Folder – located at each pool site*

The WPACT Competition Policy ensures the consistent and fair running of all WPACT competitions. Managers are encouraged to read the Competition Policy clearly and contact their club delegate (usually the president) to seek clarification on any questions regarding to the policy.

Appeals, Complaints and Questions

Appeals or complaints should be submitted to the WPACT board by your club delegate.

Questions related to WPACT's competitions can be directed to – admin@actwaterpolo.com

Resources

[WPACT Competition Policy \(Rules\)](#)

[WPACT Sanctioning Policy](#)

[FINA Water Polo Rules](#)

[Coach, Referee and Table Officials training](#)

- *Teams are encouraged to have a number of people trained as table (competition) officials.*
- *The course is free and a great way to learn more about the game.*
- *A great way to help out the team at Local, State or National level.*