

# Ohio Water Polo Referees' Association (OWPRA)

## Head Referee's Responsibilities

At each tournament, one of the referees will be assigned as the "head referee." The information for these assignments can be found on OWPRA's web site (<http://owpra.org/refereeinformation.html>). Once you have determined that you are the head referee, your responsibilities are as follows:

(Due to the fluid nature of the schedules for many water polo tournaments, these responsibilities are not necessarily listed in chronological order.)

- € Contact OWPRA's supervisor (Greg Sanchez) and confirm that you are able and willing to serve as the tournament's head referee.
- € Contact the coach (or the tournament coordinator, as appropriate) of the institution hosting the tournament and inform him/her that you will be the tournament's head referee. At this same time, notify the coach (tournament coordinator) that you will need a game schedule as soon as it's available.
- € Contact the other referees assigned to the tournament and ask them to verify that they will be able to fulfill their responsibilities as a referee. Notify OWPRA's supervisor immediately if a referee is unable to attend a tournament so a substitute can be assigned.
- € It is your responsibility to coordinate the motel accommodations for you and the other referees. Contact the other referees and determine when each will arrive at the tournament and if they will need a motel room. Once you have this information, contact the host institution's coach (or tournament coordinator) and let him/her know which referees will need a room and for which nights. It is the coach's (tournament director's) responsibility to make the motel reservations.
- € If the motel accommodations are known before the tournament begins, forward this information to the referees assigned to the tournament.
- € Once you receive a copy of the game schedule, determine the referees' schedules for the games. Forward a copy of this information to the host institution's coach (or tournament coordinator) and Greg Sanchez. Also forward a copy of the schedule to each referee and verify that each referee will be present for all of his/her scheduled games.
- € Once the referees' schedule has been finalized, determine what each referee should be paid for the tournament --- including "travel" if appropriate. Forward this information to the host team's coach (or tournament committee) so they know what each referee is to be paid. If necessary, print and fill out a tournament voucher (<http://owpra.org/refereeinformation/tournamentvoucher.pdf>) to present to the coach or tournament committee so they have a record of what each referee is to be paid.
- € Absent extraordinary circumstances, you should be present for all games played during a tournament. As the head referee, you should be available at all times to coordinate any protests and clarify any interpretations of the rules.

- € A protest (Rule 7-10) can be filed any time during a game by a team's coach. A protest that is filed during a game should be resolved immediately. A coach may also file a protest any time within 5 minutes of the conclusion of a game. Protests are resolved by a "tournament games committee" if one has been appointed. In the absence of such a committee, the protest is resolved by the referees. As the head referee for the tournament, you should be available to participate in and/or arbitrate (if necessary) the decisions regarding any protest(s).
- € **Report immediately by phone** to Greg Sanchez any serious incidents that occur during a game. These would include a red card administered to a player or coach, brutality fouls (flagrant acts of misconduct), fights, game exclusion fouls for violence, serious injuries, protests, etc. If in doubt about reporting an incident, err on the conservative side (i.e., call Greg!).
- € After the tournament is completed, complete an "incident report form" (<http://owpra.org/incidentreportforms/incidentreportform.html>) for all incidents that occurred during the game. These include any incidents that were reported during the tournament (see above), as well as any other incidents that occurred and were not reported. If in doubt about reporting an incident, err on the conservative side and report it.