

Water Polo Scorekeeper Guide

How to serve as the official scorekeeper/secretary and complete the OWPRA game scoresheet at the table.

1	2	3	4
READ THE TIME	FIND TEAM AND CAP	RECORD THE CODE	UPDATE SUMMARY
Clock time remaining	White or dark player	Goal, foul, timeout, or card	Goals, fouls, and timeouts

1. Understand Your Role

The scorekeeper, also called the secretary or scribe, creates the official written record. Record each event as it happens, but never sacrifice accuracy just to write faster.

The scorekeeper records	The rest of the table handles
- Goals and the running White-Dark score - Exclusion and penalty fouls - Timeouts, cards, misconduct, and brutality - Goals by player and period - Each player's first, second, and third personal foul	- The game clock and shot clock - Exclusion timing and re-entry flags - Scoreboard operation and announcements - Live coordination with the referees

The referee's report controls

Record the team, cap number, and call reported by the referee - not what a coach, player, or spectator believes happened. If anything is unclear, make eye contact and ask the referee to repeat the report before play continues.

2. Before the Game

- 1 **Identify White and Dark.** The sheet always uses White and Dark, regardless of home/visitor labels or uniform colors.
- 2 **Enter both team names** at the top of the correct halves.
- 3 **Copy the official rosters.** Match every player name to the correct cap number, including goalkeepers 1 and 1A.
- 4 **Confirm table assignments.** Know who runs the game clock, shot clock, scoreboard, and exclusion flags.
- 5 **Review referee communication.** Ask how questions, third personal fouls, and corrections should be reported.
- 6 **Confirm the format.** Know the period length and whether overtime or a shootout is possible.
- 7 **Prepare supplies.** Keep the blank sheet, official rosters, a reliable writing tool, and a spare within reach.

3. Know the Scoresheet Layout

The lower section is a chronological log. The upper section summarizes the same game by player and period. Both records must agree.

ROSTERS	GOALS	PERSONAL FOULS	GAME LOG	RESULTS
Names and cap numbers	Player tallies by period	First, second, and third	Events in time order	Period totals and final

4. Use the Same Routine for Every Call

Multiple whistles usually mean an event is being reported. Use this sequence until it becomes automatic.

- 1 **Look at the game clock.** Capture the exact time remaining before the display changes.
- 2 **Watch the referee.** Identify White or Dark and read the signaled cap number.
- 3 **Identify the event.** Goal, advantage goal, penalty goal, exclusion, penalty foul, timeout, card, or misconduct.
- 4 **Write the progress entry.** Enter time, cap number in W or D, the correct code, and the new score only after a goal.
- 5 **Update the upper summary.** Add the matching goal tally, personal foul, or timeout.

How to complete a progress-of-game row

- **Time:** game-clock time remaining when the event occurred.
- **W or D:** cap number in the correct team column. Use **C** for a coach or team-bench event.
- **Remarks:** the official code from the sheet's legend.
- **Score W-D:** complete only after a goal; White's score is always first.

A useful spacing habit

Place goal codes toward the left of the Remarks cell, personal-foul codes toward the right, and other events near the center. This is optional, but it makes quarter-break auditing faster.

5. Scoresheet Code Key

Use one goal code per goal. Do not write G in addition to GE or GP.

Code	Meaning	What else to update
G	Goal during regular play	Player's period tally and running score
GE	Goal during a player advantage	Player's period tally and running score
GP	Goal on a penalty throw	Player's period tally and running score
E	Exclusion foul	E plus period number in next personal-foul box
P	Penalty foul	P plus period number in next personal-foul box
TO	Timeout granted by referee	Period and time in team timeout area
YC	Yellow card	Reported player, coach, or team bench
RC	Red card	Reported person/team and any referee-directed note
MaM	Minor misconduct	Record and confirm any additional entry
M	Misconduct	Pause and confirm the complete referee report
B	Brutality	Pause and follow all referee instructions

6. Recording Goals

Every goal appears in three places:

- 1 **Progress of Game:** time, team, cap number, goal code, and the new White-Dark score.
- 2 **Player Summary:** one tally in the scorer's row under the correct period.
- 3 **Results:** the team's goal total for that period, completed at the break.

Use **G** for a regular goal, **GE** for a goal during an exclusion advantage, and **GP** for a made penalty throw. All three count as one goal in the player and team summaries.

Keep the score in White-Dark order

If Dark scores first, write 0-1. If White later leads 6-5, write 6-5. Never reverse the order based on which team is Mason, home, or leading.

7. Recording Personal Fouls

Exclusion fouls and penalty fouls are personal fouls. Each player has three personal-foul boxes.

- 1 Record the call in the progress log with **E** or **P**.
- 2 Find the player in the roster summary.
- 3 Use the next empty box: first foul in the first box, second in the second, third in the third.
- 4 Write the foul code followed by the **period number**. E1 means exclusion in period 1; P4 means penalty foul in period 4.

Period number vs. foul count

The number after E or P identifies the period. The position of the box identifies whether the entry is the player's first, second, or third personal foul.

Third personal foul - alert immediately

Tell the referee and the flag/re-entry operator as soon as the third personal is recorded. Follow the referee's pregame direction for showing the red flag with the appropriate team-color flag. Do not wait for the quarter break.

8. Timeouts, Cards, Period Breaks, and Special Situations

Timeouts

- Write the game-clock time in the progress log.
- Put **C** in the proper W or D column and **TO** in Remarks unless the referee directs otherwise.
- Record the period and time remaining in that team's timeout area.
- Leave the running-score box blank.

Cards and conduct events

For YC, RC, MaM, M, or B, obtain the referee's complete report. Record the correct team, cap number or C for a coach/bench event, and the reported code. Do not decide on your own whether it also belongs in a personal-foul box.

Between periods

Draw a clear shaded or hatched separator across the next unused progress row and continue the next period below it.

Overtime and shootouts

Use OT1, OT2, and OT3 for overtime goals. During a shootout, pause and follow the referees and the current OWPRA procedure.

Corrections

Tell the referee promptly if the score, cap number, or personal-foul count may be wrong. Keep corrections legible and use the method requested by the referee or event host. Never silently change a disputed entry.

9. Worked Examples

Example A: White scores a regular goal

At 4:38 in period 2, White #3 scores and the new score is White 6, Dark 5.

Time 4:38 | W 3 | D blank | Remarks G | Score 6-5

Add one tally to White #3's second-period goal box.

Example B: White #3 receives an exclusion

At 3:31 in period 2, White #3 is excluded. It is that player's second personal foul.

Time 3:31 | W 3 | D blank | Remarks E | Score blank

Write E2 in White #3's second personal-foul box. E2 means the exclusion occurred in period 2; the second box shows the foul count.

Example C: Dark is granted a timeout

At 1:12 in period 2, Dark receives a timeout.

Time 1:12 | W blank | D C | Remarks T0 | Score blank

Also enter period 2 and 1:12 in Dark's timeout summary area.

10. Quarter-End and End-of-Game Checks

At the end of every period

- Compare player goal tallies with the progress log and scoreboard.
- Enter White and Dark's period goals in Results.
- Match every E and P in the log to a personal-foul summary entry.
- Confirm every player's foul count, especially players with two.
- Match timeout entries with the timeout summary.
- Draw the separator before the next period.

At the end of the game

- Add the period results and confirm the final White-Dark score.
- Match the final score to the scoreboard and progress log.
- Verify goals, personal fouls, cards, and timeouts.
- Record the requested game-concluding clock time.
- Have the referees review and sign the sheet.
- Give the official sheet to the host or tournament representative.

Quick Reference Checklist

Keep this page visible at the table during the game.

WHEN THE REFEREE REPORTS AN EVENT	WHAT TO DO
Any report	Time - White/Dark cap - code - score only if goal - update summary
G / GE / GP	Update running score and add player goal tally in the correct period
E / P	Add code plus period number to the player's next personal-foul box
Third personal	Immediately alert referee and flag operator; follow red/team-color flag procedure
TO	Use C in team column; record period and time in that team's timeout area
YC / RC / MaM / M / B	Get the complete referee report and record exactly as directed
End of period	Reconcile goals, personal fouls, and timeouts; enter period results; add separator
End of game	Confirm final, concluding time, referee review/signatures, and sheet delivery

When in doubt, ask

The official record is more important than keeping play moving without a question. If the team, cap number, call, score, or personal-foul count is uncertain, get the referee's attention and resolve it.

Common Mistakes to Avoid

- Reversing White-Dark score order.
- Recording a crowd reaction instead of the referee's report.
- Logging a goal but missing the player's period tally.
- Logging E or P but missing the personal-foul summary.
- Reading E2 or P4 as foul count instead of period.
- Failing to report a third personal foul immediately.
- Guessing a cap number instead of asking again.

Official OWPRA Training Resources

OWPRA Classroom - Full table lesson plus separate secretary and clock videos.

Desk References and Examples - Sample sheet, explained sheet, table-worker tips, and blank form.

OWPRA Shootout Procedures - Current procedure for games decided by a shootout.

Blank OWPRA Scoresheet - Printable scoring form hosted by Mason Water Polo.

This is a parent-friendly summary based on OWPRA desk materials. Rules, terminology, and tournament procedures can change. Current OWPRA/NFHS guidance, event instructions, and the game referees control whenever they differ from this guide.