EUROPEAN AQUATICS
TECHNICAL MANUAL FOR DELEGATES
AT THE WATER POLO GAMES
IN COMPETITION SEASON 2026-2027

September 2026

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1. DEFINITION AND FUNCTIONS

2. BEFORE THE GAME

3. DURING THE GAME

4. AFTER THE GAME

5. TOURNAMENT CHAIRMAN

6. BEFORE THE TOURNAMENT COMPETITION

7. DURING THE TOURNAMENT COMPETITION

8. AT THE END OF THE TOURNAMENT COMPETITION

ANNEXES

ANNEX 1: TECHNICAL MEETING

APPENDIX 2: GAME CHECKLIST

APPENDIX 3: CHECKLIST FOR A TOURNAMENT COMPETITION

1. WATER POLO DELEGATE

DEFINITION AND FUNCTIONS

The Technical Water Polo Delegate is the person designated by the European Aquatics Delegates and Referees Committee (EA DRC) for a competition.

It is important to realize that you are representing European Aquatics (EA) and your behavior will reflect on EA. Act like you would like to be addressed to as a human being.

The Delegate will act as responsible for all technical matters at the competition especially taking care of:

a) Ensuring compliance with all technical, organizational and image conditions as established by the EA.
b) Taking care that all participants in the game (players, coaches, team leaders, jury table) can perform their functions with full guarantees.
c) Evaluating the referees and take care of the good work of the Jury table.

Who can be designated as Delegate?
- EA Pool of WP Delegates members which successfully passed the system of education for the competition season and fulfill the requirements for delegates as formulated in the letter to the federations in June 2026.
- EA TWPC Members who decided to act as Technical Delegates
- Chairman and members of EA DRC

All persons which will act as Technical Delegates are obliged to pass successfully the system of education for the competition season.

Delegates must by experts in:
a) Water Polo Rules.
b) Competition Regulations.
c) Competition Guidelines.

At the beginning of each season, the Delegates will attend the Certification Course/Annual Clinic established by the EA DRC in collaboration with EA Academy and EA TWPC, as an essential requirement to be able to act as Delegate for that season.

2. BEFORE THE GAME

At the beginning of the season the Delegates will receive all necessary documents which are necessary to complete a duty during a season. The documents should be download from the link: **https://drive.google.com/drive/folders/1nbF-SvnX-MQhCuLg-D_KPz2-gHX-AV1U?usp=drive_link**

The documents are Manuals, Regulations, Working sheets, Players lists. These documents must be downloaded to your computer that you may work on them.
The Delegate must arrive to the city where the game will be played, the day before the game. The Delegate must contact the responsible of the organization to clarify all points stated in the Protocol and / or Regulations, to visit the swimming pool to take the control and to give clear instructions to be ready the day after the game.

The Delegate will be present in the Technical meeting with the official dress, or at least, dark jacket, dark trousers, blue shirt and tie or appropriate dress for women Delegates. The Delegate will give the instructions for the Technical Meeting, when and where this will take place, preferable around 12:00 on the day of the game but no later than 2 hours before the game. The technical Meeting should be organized in an appropriate meeting room, preferable at the swimming pool and the points to be discussed and assessed are in the guidelines of the Technical Meeting, made by the EA DRC. Delegate will use the official power point presentation, adapted by him/herself for the game or tournament, prepared by European Aquatics.

During the Technical Meeting the Delegate will check the certification status of six (6) Jury table Officials which the host Club will present on the list. Before the game the Delegate will meet those Jury table Officials. The last moment changes of Jury table Officials from the list presented at the Technical Meeting are possible, but all Jury table Officials must be certified by EA in database of Play-by-Play provider company, from where they will be inserted, together with the Referees and Delegate at the Game score sheet. The requested number of Jury table Officials is six (6) as follows: two (2) timekeepers, two (2) secretaries and two (2) assistant referees/goal judges.

If the host Club fails to provide the required certified Jury Table Officials or to meet any other technical requirements at the swimming pool, the game shall not be played if such deficiencies have not been remedied within forty-five (45) minutes after the scheduled start time. The game shall then be registered in favor of the visiting Club.
All Jury Table Officials are required to present to the Technical Delegate a valid official EA Certificate containing their personal details, including name and surname, date of birth, country, license number, and photograph. All Jury Table Officials must be present at the swimming pool at least one (1) hour before the scheduled start of the game.

Additionally, the link where you may find the names of all certified Jury table Officials is: **https://www.eaacademy.eu/list/water-polo-jury-table-officials-intermediate-certification-clinic-2026-2027**

The Delegate will take care about the referees, arrivals and departures, accommodations, foods, transport, per diem and, in general, all matters in relation with the referees during the competition.

The Delegate will arrive at the facility at least 60 minutes before the start of the game. Dress code for the Delegate at the game is dark color trousers, jacket, EA-shirt and tie (recommended but not obligatory). Upon arrival at the swimming pool, the Delegate will meet again with the person in charge of the organization who, from this moment on and until the Delegate leaves the facility, must be at his disposal for whatever may be required.

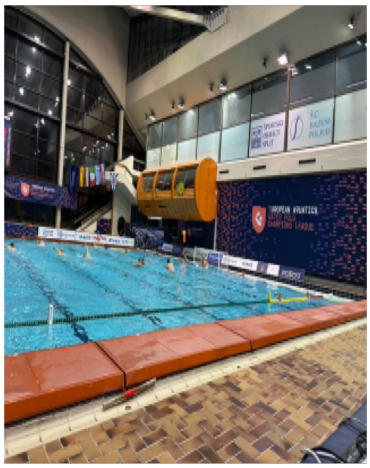
The Delegate will confirm all the requirements stated in the Protocol and / or Regulations of the Competition, completing the report and noting all the aspects that are fulfilled and, especially, those that are not fulfilled, in accordance with the requested.

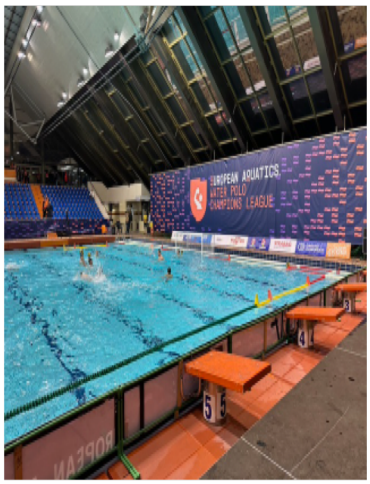
The Delegate will take the photos or videos that he deems appropriate to complete his report.
Photos:

- Three from one side: left corner, middle, right corner
- Three from other side: left corner, middle, right corner
- At the end of first period, photo of the stands, to see the public
- Any other photo about some problem or mistake

These photos must be sent together with the report.








The Delegate must maintain a careful attitude to all the preparations for the game, taking care that all the details are fulfilled. The Delegate will pay special attention that the game will start in the correct manner, making sure that together with the referees have correctly identified all the participants of the match and that all of them are allowed to participate in the game. Moreover, the delegate should make sure that the game is recorded in the official digital match play-by-play system.

The Delegate's own functions will be, in agreement with the referees:
a) Ensure the technical conditions of the competition pool and the facility itself.
b) Ensure the correct completion of the game and the correct identification of the participants.
c) Verify compliance with the Guidelines and / or Regulations of the competition and note the deviations by taking photos or videos when necessary.
d) Make sure that all participants, members of the Jury table and Referees have a correct sportsmanship and respectful attitude towards others.
e) Verifies that the VAR stream link is operational and displayed on a separate computer.

The Delegate will take care that the presentation is carried out according to what is established and will take a photo of it.

Once the game is ready to start, the Delegate will take his place at the side of the table, also having the presence of the person in charge of the organization for whatever is necessary.

Contact telephone numbers, inquiries and emergencies:

EA Water Polo Director:	Renato Zivkovic	+385 99 2010 500
EA WPTO Manager:	Dejan Perisic	+381 63 344 377
EA Water Polo Manager:	Lia Mountricha	+34 666 034 204
EA Pater Polo Assistant:	Nikola Bozovic	+381 64 3570 439
EA DRC Chairman:	Andy Hoepelman	+31 627 125 797
EA DRC Member	Stavroula Kozompoli	+30 694 9737319
EA DRC Member	Angel Moliner	+34 625 666 491

3. DURING THE GAME

During the game, the Delegate will remain in his/her place and will only intervene when it is essential for the proper development of the match.
Delegates are responsible for managing the VAR system in accordance with the EA VAR-Protocol.
At the end of the first period, the Delegate will take a note about the number of spectators and will note it in the report.
At the end of each period, the Delegate will check the number of the scored goals, major fouls and timeouts with the secretary of the Jury table. These checks may be carried out at other times of the game, if necessary, but always discreetly and avoiding influencing the smooth running of the competition. During the game, the Delegate can use an online computer to follow the evolution of the goals, major fouls and timeouts in the online play-by-play system.

The Delegate shall intervene in the following situations:
a) To correct any difference between his/her annotations and those of the Jury table and of the play-by-play online system. If Delegate and Jury Table cannot solve the difference, they will inform the Referees who will always have the final decision.
b) To help the Referees in control of the benches or any other incident that may occur in the competition venue (public, pool deck staff, photographers, objects out of place, etc. ...).
c) To inform the Referees about any obvious technical error that could disturb the smooth running of the game. On that case the final decision belongs to the Referees.
d) To inform the referees of any incident that may require a VAR review.

Whenever the Delegate intervenes, it must be to help the Referees and Jury table and to guarantee the proper development of the game or competition. For this he/she will have the help of the person in charge of the organization. Moreover, it is preferable that the delegate communicates through a wireless communication system with the referees.

The Delegate has to avoid:
a) Unnecessary conversations with the members of the Jury table, the person in charge of the organization or any other person who may be close to him.
b) Address any claim or complaint during the match to a member of a team.
c) Intervene in any arbitration decision and criteria for applying the regulations, unless requested by the referees.
d) Any type of intervention that could lead to a worsening of the situation, especially those that could undermine the authority of the Referees.
e) Speaking on the telephone during the game, unless related to the correct flow of the game.

At the end of the game, the Delegate may inform the Referees in case of any incident (or yellow and red card given) occurred so that they can proceed to include these in the Game score sheet if appropriate.

4. AFTER THE GAME

Immediately after the game is over and once the secretary of the Jury table has completed the Game score sheet, the Delegate will verify that it is correct, at which point the Referees will proceed to their own verifications and sign it. In case of any situation, among others as mentioned above, occurs during the game and which has to be reported an additional report will be done with the notes recorded in the Game score sheet.

The Delegate will verify directly on the EA website, powered by the play-by-play online system company, that the result is correct or, otherwise, will see to it that the deficiency is corrected immediately. In this case it is necessary to call responsible person of play-by-play online system provider.

Whenever the Referees show a yellow or red card to a team (yellow), player or bench official, they must write it down in the Game score sheet indicating the article of the infringed WP Rule and detailing exactly the cause of the card. The Delegate will reflect this incident in his report that EA TWPC may impose the adequate sanction.

The Delegate will ensure that each team receives their copy (pdf) of the Game score sheet, signed by the EA Officials, and will send immediately after the game a copy to:

European Aquatics Office **waterpolo@europeanaquatics.org**

Subsequently, within the following 72 hours, after video analysis of the game, the Delegate will complete the Referee evaluation form (one for each Referee) as well as the Summary of the situations for review and send both documents for each Referee to:

Mr. Andy Hoepelman, EA DRC Chairman	andyhoepelman@gmail.com
Mrs. Stavroula Kozompoli, EA DRC Member	voulakozo@yahoo.gr
Mr. Angel Moliner, EA DRC Member	angel.moliner@enginyers.net
Mr. Dejan Perisic, EA WPTO Manager	dejanperisic@europeanaquatics.org

The Evaluation Form must be named as follows:
Referee name_Competition_Gender_Phase_Teams_Date
(**John Smith_CL_M_QR_Host-Guest_25th September 2025)**

The Delegate, the latest 48 hours after the end of the game will write the Delegate Report which has to be completed accordingly with requested questions/tabs.
In case of any yellow or red card shown during the game, the whole situation has to be mentioned as well eventual additional Report from the Referees side explaining the reason of red card shown.

European Aquatics Office	waterpolo@europeanaquatics.org
Mr. Renato Zivkovic, EA WP Director	renatozivkovic@europeanaquatics.org
Mr. Matjaz Rakovec, EA TWPC Secretary	mat.rakovec@gmail.com
Mr. Dejan Perisic, EA WPTO Manager	dejanperisic@europeanaquatics.org

Photos or videos may be attached to said report if deemed necessary.

Meeting with the Referees

Main goals:
Offering guidelines for the Delegate (Evaluator) to facilitate their communication with the Referees, in such a way that they make better use of their evaluations to improve.

Consequently, the dialogue must be positive, trying to empathize as much as possible with the Referee to find common points about their performance.

It is convenient to establish a short conversation with the Referees before the game, asking how they are doing and letting them know that the Delegate is there to help them.

If the game has ended with stressful situations or there are too many tensions at that time, the Delegate may wait a certain time for the Referees to be sufficiently relaxed to be able to establish good communication.

If the Delegate considers that a referee has had a bad performance, the Delegate can wait until later to have a more relaxed moment to communicate with the Referees in better conditions of empathy and communication, especially if the conversation can be long to help better to the Referee to understand it.

In the next 48 hours, Delegate will send to the referees their notes (see template) about interesting actions in the game (good or bad) with time and period, to give opportunity to the referees to review these actions in the recorded video of the game.

The Delegate-Referee's communication:

1. Before starting the game it is convenient to establish a small conversation with the referees, asking how they are feeling and letting them know that the Delegate is there to help them. This will try to predispose the Referee to listen to the Delegate.

2. At the end of the game and before commenting on the evaluation, ask the Referee about opinion of the game. The "ice is broken" and the feeling of having Referee opinion is transmitted. In this way, the Referees has the opportunity to express the opinion and the Delegate the opportunity to listen.

3. Listen to the Referees, looking for points of agreement between both speeches, from which to build a message. Listening is about being willing to change.

4. Do not confuse needs. The Report should serve to help improve the referee, never to demonstrate the level of the Delegate.

5. Depersonalize criticism. People are not judged. Interpretations of a regulation are valued.

6. Do not limit yourself to saying what was done wrong. Try to find together with the referee the reason why mistake happened (movement, collaboration, stress, ...) and provide solutions to correct it the next time. For example, not indicating that he was wrong in an exclusion, but expressing that in that exclusion could happen something (as the stress situation) and it was better to point out something else for a certain reason. Even if in doubt, ask the reason for their decision. Make them to see solution, and that this is not the problem.

7. If a recording of the match is available, review the relevant situations with the referees and ask for their assessment. Encourage an open discussion to reach a common understanding and identify practical solutions to prevent similar situations from occurring again.

8. During the tournaments, agree with the Referees the best moments to comment on the evaluations made.

9. Putting yourself in the Referees shoes to understand (not justify) the mistakes made during the match. This resource will enhance the credibility of the Delegate comments.

10. Help the Referee to summarize the aspects to improve and the resources to use to achieve it.

11. Thank the Referees for their collaboration. The word thank you has magical effects.

INSTRUCTIONS FOR THE USE OF THE WIRELESS COMMUNICATION SYSTEM

The use of the communication system must be of clear benefit to refereeing, and the TWPC and DRC's interest is to optimize their use as much as possible. Therefore, these instructions have been developed to help achieve this goal.

With the communication system, we have a great opportunity to create synergy and strengthen the ties between colleagues to reduce refereeing errors and thus improve the quality of refereeing.

To achieve this, we need the commitment of the entire refereeing community, as well as the federation delegates and evaluators, to positively influence the proper use of the communication system.

The communication system can facilitate effective communication that allows different refereeing situations to be resolved fast and as efficiently as possible.

It may be difficult to look, referee, and speak at first, but it's all a matter of practice.

It's important to emphasize the importance of focusing on the game and leaving ourselves in the background. To do this, it's important to highlight some important values:
• **Generosity**: putting your knowledge at the service of your team to resolve different refereeing situations.
• **Commitment**: focusing on playing the best possible game, creating synergy without egos.
• **Assertiveness**: saying things with kindness and transparency and trying to prevent them before they happen.
• **Humility**: recognizing your own mistakes and allowing yourself to be helped by your teammate or delegate.

Objectives of proper intercom use
• Improving refereeing quality
• Emphasizing shared refereeing
• Learning to communicate more effectively
• Strengthening refereeing values

REFEREES
The communication system must be used appropriately. You don't have to be a radio commentator or a "mute." It should be a very useful tool for:
1. Preventing actions in the water
2. Requesting help in an attack or defense
3. Dialogue to clarify a confusing situation
4. Correcting a clear potential error, especially a technical one
5. Collaborating to maintain control of the players in the water and on the benches
6. Reinforcing a teammate's decision
7. And, in general, for anything that results in better collaboration and better, calmer, and more confident refereeing.

The conversation should always be positive, never recriminatory.

The intercom will not be used for:
1. Overwhelming your colleague
2. Justifying your own decisions
3. Using offensive or intimidating phrases
4. Issues that have nothing to do with refereeing

Speak slowly and use your best pronunciation to facilitate understanding, using gestures only if necessary. Certain non-urgent comments can wait for an appropriate time, for example, after a goal.

Before the match, both referees will agree on the officiating strategy, including how to use the communication system.

Possible situations
- During bench protests
- During advantage rules
- During a penalty kick
- When clarifying the number of the sent-off player
- During technical matters
- During defensive changes to pressing
- When there is a second center
- When coaches cross the goal line or the 6-meter line
- During a lateral substitution
- To warn if a foul has been committed inside or outside the 6-meter line
- When a referee falls behind to stay with a delayed pair
- At VAR check and/or coach challenges

DELEGATES
During the match, delegates will only address the referees to:
1. Answer any questions or queries
2. In the event of a problem with the jury or the electronic equipment
3. To avoid a possible technical mistake
4. For review by VAR
5. In exceptional cases, to confirm a good refereeing decision if There are protests.

The conversation should always be positive, never discriminatory, and the final decision, which always rests with the referees, must be respected.

The following should not be done:
1. To give unsolicited instructions to the referees
2. To correct any alleged error in judgment or judgment
3. To criticize any play or action
4. For any other circumstance not included in the previous section.

The Delegate will avoid speaking unnecessarily during the match; their comments may be overheard by the referees.

During breaks, the delegate will disconnect their intercom to allow the referees to discuss the matter more freely.

At the end of the match, the delegate will always evaluate the use of the communication system positively, except in cases of misuse, such as confrontations between referees or offensive remarks.

What can we evaluate?
• Clarity and precision of the message
• Empathic listening
• Adaptability and flexibility
• Constructive feedback
• Moments of conflict
• Participation
How can we evaluate?
• Giving feedback at the end of the match
• Writing down comments
• Asking two areas for improvement before the match

5. TOURNAMENT CHAIRMAN

When more than one Delegate is appointed to a Tournament, one of them shall be designated as the Tournament Chairman and another as the DRC representative.

Responsibilities of the Tournament Chairman

Before the tournament

- Official representation of the TWPC.
- Communication with the Local Organizing Committee (LOC).
- Communication with the TWPC Office.
- Preparation of materials for the Technical Meeting.
- Conducting the Technical Meeting.

During the tournament

- Official representation of the TWPC.
- Overall coordination of the tournament.
- Communication with the participating teams.
- Communication with the LOC.
- Communication with the TWPC Office.
- Coordination with the DRC Representative.
- Publication of the daily appointments in coordination with the DRC Representative.
- Issuing disciplinary decisions and sanctions during the tournament, where applicable.

After the tournament

- Communication with the relevant parties regarding any outstanding matters.
- Preparation and submission of the final tournament report.

Responsibilities of the DRC Representative

Before the tournament

- Communication with the appointed Delegates and Referees.
- Preparation and delivery of the workshop for Delegates and Referees.
- Communication of the technical instructions and expectations for the tournament.

During the tournament

- Overall communication and coordination with the appointed Delegates and Referees.
- Technical supervision of their performance.
- Instructions and coordination regarding the evaluation process.
- Ensuring consistency and uniformity in the evaluations.
- Assessment and classification of Delegates and Referees before the appointments for the final days of the tournament.
- Coordination with the Tournament Chairman regarding the daily appointments.

After the tournament

- Preparation of conclusions regarding the performance of Delegates and Referees.
- Identification of relevant technical points and areas for improvement.
- Where appropriate, preparation of selected video clips for technical analysis, education and future workshops.

The Tournament Chairman would ensure the overall coordination of the competition, while the DRC Representative would guarantee the independence, consistency and technical quality of all matters related to Delegates and Referees**.**

6. BEFORE THE TOURNAMENT COMPETITION

At the beginning of the season the Delegates will receive all necessary documents which are necessary to complete a duty during a season. The documents should be download from the link: **https://drive.google.com/drive/folders/1nbF-SvnX-MQhCuLg-D_KPz2-gHX-AV1U?usp=drive_link**

The documents are Manuals, Regulations, Working sheets, Players lists. These documents must be downloaded to your computer that you may work on them.

The Delegate will create a WhatsApp group of the competition that must include, all the Referees and Delegates of the competition. The Delegate will take photos of the facility when it is properly prepared and send them to this group.

The Delegate will visit the competition venue before the start of the Technical Meeting together with the person in charge of the organizing entity to take care of all the details of the same. To this end, the Delegate will complete the corresponding Report, correct the deficiencies and detail those non-compliances that could no longer be corrected.

The Delegate will be present in the Technical meeting with the official dress, or, at least, dark jacket, dark trousers, blue shirt and tie or appropriate dress for women Delegate. The Delegate will guide the Technical Meeting according to the established script, ensuring the presence of the Jury table representatives, the representatives of the teams, coach and team delegate. Delegate will use the official power point presentation from European Aquatics

During the Technical Meeting the Delegate will check the certification status of six (6) Jury table Officials which the host Club will present on the list. Before the game the Delegate will meet those Jury table Officials. The last moment changes of Jury table Officials from the list presented at the Technical Meeting are possible, but all Jury table Officials must be certified by EA in database of Play-by-Play provider company, from where they will be inserted, together with the Referees and Delegate at the Game score sheet. The requested number of Jury table Officials is six (6) as follows: two (2) timekeepers, two (2) secretaries and two (2) assistant referees/goal judges.

This procedure should be repeated before the start of each competition day, or session,
If host Club didn't provide the presence of the certified Jury table Officials fortyfive (45) minutes after the scheduled start the game will not be played. All eventual costs for the visitor Club(s) will be covered by the host Club.

All Jury table Officials are obliged to show to the Technical Delegate official EA Certificate with their personal details (name and surname, date of birth, country, licence number and photo). They are obliged to be at the swimming pool one (1) hour before the game.

Additionally, the link where you may find the names of all certified Jury table Officials is:
https://www.eaacademy.eu/list/water-polo-jury-table-officials-intermediate-certification-clinic-2026-2027

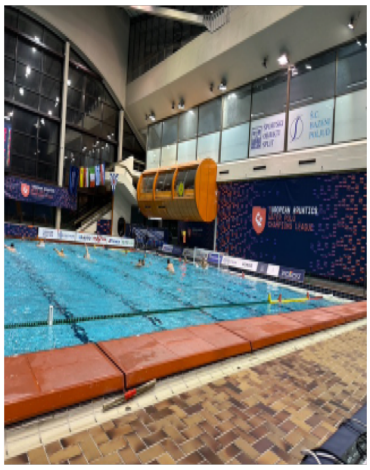
During the games the Delegate should wear dark color trousers, jacket, shirt and tie. It is possible also to wear the official shirt or polo received from European Aquatics as official uniform.

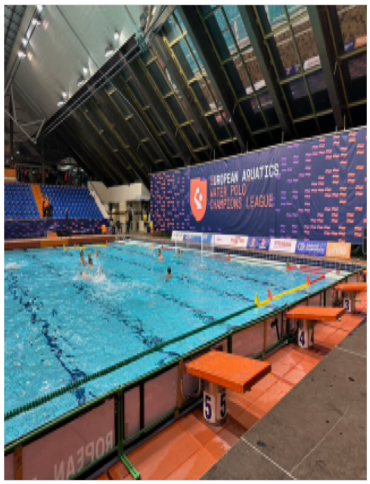
The Delegate will resolve any incident that may arise between the teams, the Referees and the organization of the competition.

Photos:

- Three from one side: left corner, middle, right corner
- Three from other side: left corner, middle, right corner
- At the end of first period, photo of the stands, to see the public
- Any other photo about some problem or mistake
- These photos must be sent together with the Report.








7. DURING THE TOURNAMENT COMPETITION

The Delegate is responsible for ensuring the smooth running of the competition.

For this reason, the Delegate must have the maximum possible presence in the competition area while the competition is taking place.

The functions of the Delegate will be:
a) Make the appointments of Referees, reporting them at the end of each session.
b) Attend and resolve the difficulties that the teams may encounter and that may affect the competition.
c) Inform the EA WP Department and the TWPC of any technical issues, and the DRC of any serious incidents involving Technical Officials and communicate the relevant decisions to the affected teams.
d) In the event that a red card is shown, inform the EA TWPC Secretary, Mr. Matjaz Rakovec, of the incident and propose the appropriate sanction, which shall be subject to confirmation by the TWPC.
Note: *If the minimum sanction prescribed by the Code of Discipline is imposed, the Delegate may inform the Club verbally of the sanction. A written decision is not required, as a minimum sanction cannot be reduced on appeal.*
e) It will verify that the results, classifications, scorers, etc., are available and are published punctually on the EA website
f) The Delegate will take care that the requirements established in the Guidelines and / or regulations of the competition are maintained during the same.
g) The Delegate will take care that the awards are carried out according to the planned protocol.
h) Report relevant information in the WhatsApp group created for this purpose.

The Delegate will ensure that a good and respectful attitude is maintained between all participants and the organization.

The Delegate will organize a common event for all the Referees where will promote social relations and open a technical debate on the actions.

Whenever the Referees show a yellow or red card to a team (yellow) player or bench official, they must write it down in the Game score sheet indicating the article of the infringed regulation and detailing exactly the cause of the card.

The Delegate will ensure that each team receives their copy (pdf) of the Game score sheet, signed by the EA Officials, and will send immediately after the game a copy to:

European Aquatics Office **waterpolo@europeanaquatics.org**

After each match, the Delegate will have an exchange of comments with the referees.

Before the start of the next session, will send the Referee evaluations as well as the Summary of the situations for review and send both documents for each Referee to the DRC:

Mr. Andy Hoepelman, DRC Chairman	andyhoepelman@gmail.com
Mrs. Stavroula Kozompoli, DRC Member	voulakozo@yahoo.gr
Mr. Angel Moliner, DRC Member	angel.moliner@enginyers.net
Mr. Dejan Perisic, WPTO Manager	dejanperisic@europeanaquatics.org

The Evaluation Forms should be named the same as for single game!

Meeting with the referees:

Main goals:

Offering guidelines for the Delegates to facilitate their communication with the Referees, in such a way that they make better use of their evaluations to improve. Consequently, the dialogue must be positive, trying to empathize as much as possible with the Referee to find common points about his performance. It is convenient to establish a short conversation with the Referees before the game, asking how they are doing and letting them know that the Delegate is there to help them.

If the game has ended with stressful situations or there are too many nerves at that time, the Delegate may wait a certain time for the Referees to be sufficiently relaxed to be able to establish good communication.

If the Delegate considers that a Referee has had a bad performance, he can wait until later to have a more relaxed moment to communicate with the referees in better conditions of empathy and communication, especially if the conversation can be long to help better. the referee to understand it.

In the next session, Delegate will send to the referees their notes (see template) about interesting actions in the game (good or bad) with time and period, to give opportunity to the referees to review these actions in the recorded video of the game (No Eric, for streaming)

The Delegate-Referee's communication:

1. Before starting the game it is convenient to establish a small conversation with the referees, asking how they are feeling and letting them know that the Delegate is there to help them. This will try to predispose the Referee to listen to the Delegate.

2. At the end of the game and before commenting on the evaluation, ask the Referee about opinion of the game. The "ice is broken" and the feeling of having Referee opinion is transmitted. In this way, the Referees has the opportunity to express the opinion and the Delegate the opportunity to listen.

3. Listen to the Referees, looking for points of agreement between both speeches, from which to build a message. Listening is about being willing to change. A good way is the ask: "what went well in their opinion and what could be improved "and thereafter give your own opinion in the same way.

4. Do not confuse needs. The Report should serve to help improve the referee, never to demonstrate the level of the Delegate.

5. Depersonalize criticism. People are not judged. Interpretations of a regulation are valued.

6. Do not limit yourself to saying what was done wrong. Try to find together with the referee the reason why mistake happened (movement, collaboration, stress, ...) and provide solutions to correct it the next time. For example, not indicating that he was wrong in an exclusion, but expressing that in that exclusion could happen something (as the stress situation) and it was better to point out something else for a certain reason. Even if in doubt, ask the reason for their decision. Make them to see solution, and that this is not the problem.

7. If a recording of the match is available, review the relevant situations with the referees and ask for their assessment. Encourage an open discussion to reach a common understanding and identify practical solutions to prevent similar situations from occurring again.

8. During the tournaments, agree with the Referees the best moments to comment on the evaluations made.

9. Putting yourself in the Referees shoes to understand (not justify) the mistakes made during the match. This resource will enhance the credibility of the Delegate comments.

10. Help the Referee to summarize the aspects to improve and the resources to use to achieve it.

11. Thank the Referees for their collaboration. The word thank you has magical effects.

8. AT THE END OF THE TOURNAMENT COMPETITION

Once the competition has finished, the Delegate will ensure that all the results have been correct and duly reported and published on the EUROPEAN AQUATICS website.

The Delegate will say goodbye to all the representatives of the participating teams on behalf of European Aquatics, thanking them for their participation and collaboration in the smooth running of the competition.

The Delegate will gather the refereeing team and thank them for their participation and collaboration.

The Delegate will see to it that the last details of the competition are fulfilled.

The Delegate will collect all the documentation that the organization has prepared to disseminate and report on the competition to attach it to his report, as well as photographs or videos of relevant elements in the organization of the competition.

Whenever the referees show a red card to a player or bench official, they must write it down in the match report indicating the article of the infringed regulation and detailing exactly the cause of the card. The Delegate will reflect this incident in his report. If the card is shown during the tournament that has not yet ended, you must immediately inform EA TWPC so that they can determine the sanction, if any, before the start of the affected team's next game.

The delegate, during the completing of Referees Evaluation form, will write the time and period of any doubtful situation of aggressive play, misconduct, misbehavior or violent action in the Referees Evaluation form.

Subsequently, within the next 24 hours, you will fill out a full Report and send it to:

European Aquatics Office	waterpolo@europeanaquatics.org
Mr. Renato Zivkovic, EA WP Director	renatozivkovic@europeanaquatics.org
Mr. Matjaz Rakovec, EA TWPC Secretary	mat.rakovec@gmail.com
Mr. Dejan Perisic, EA WPTO Manager	dejanperisic@europeanaquatics.org

Photos or videos may be attached to said report if deemed necessary.

ANNEX 1: TECHNICAL MEETING (Tournament competitions)

First part

Mandatory attendance of representatives of the organization, representatives of the teams (coach and delegate), appointed referees, Jury table officials.

Delegate opening

- Rollcall teams present.
- Presentation of the authorities at the table
- Welcome on behalf of European Aquatics.
- Presentation of the appointed referees.

Organization representative

- Welcome.
- Logistical aspects.
- Hotels.
- Displacements.
- Warming up.
- Changing rooms.
- Public address.
- Anti-doping.
- Safety.
- Medical services.

Delegate main part

- Uniformity of benches and players. 7 players, 3 officials and 2 medical staff.
- Check the corresponding regulations regarding:
- Maximum number of players registered in this phase.

- Other limitations provided for in the regulations.
- Image of the game (bags and clothing should be put behind the benches)

The teams must inform latest 60 minutes before the game of the line-up of the 14 players, captain and the 3 bench officials. The Delegate will indicate the way to send this information.

- Presentation of the teams (when applicable): In accordance with the protocol established by the water polo area.
- Team named first, to the left of the Jury table, team named second on the right of the Jury table.
- White and blue reserve caps or personalized at the Table.
- Team playing with a different color must wear their own reserve caps.
- Plastic caps underneath must be the same color.
- Reserve goalkeeper with red cap number (and the correct color of the number white team white, blue team blue number)
- Scoreboard with team names.
- 7 balls. Kap7 brand or another brand designated by EA.
- Discipline and rigor with behavior.
- Regulations in case of ties (Competition regulations).
- Penalty shoots and procedure, if necessary
- Other standards.
- 2 timeouts can be requested throughout the match in matches played in 4 parts of 8 minutes.
- The coach cannot exceed six meters when his team attacks. In defense, he must stay in the bench area behind the goal line. The rest of the bench will not be able to get up or shout.
- Disciplinary and violent actions will be notified to the TWPC who will decide the appropriate sanction before the start of the next match.
- The player who is expelled from the game due to disciplinary sanction or violent action may not remain on the bench. For three personal fouls, he must keep the cap on.
- Referee appointments for the first day.
- If VAR system is in use, explain the procedures of the VAR Protocol and Coach Challenge

Checking passports
The Delegate may ask the Referees to help to check the passports. The Delegate will give them the official list, from the EA Office, and the referees will verify the name, passport number and date of birth. Checking passports in this age of digitalization is not necessary only if a player is added to the team it should be verified against the list of players agreed by the European Aquatics office.

Second part of the meeting
Assistants: Appointed referees, EA Delegates and Jury table officials present
The latest instructions of WP Rules issued will be transmitted using, if necessary, videos to illustrate these instructions.

Secretary of the Jury table

- The delegate should verify that all the Jury table officials have the certificate of Jury table official as provided by EA.
- Incorrect entries: when they are clear.
- Third personal foul: raised red flag and keep it, let there be no doubts. If it's on a penalty, blow the whistle.
- Time-outs: special attention, especially after exclusions.
- Player who loses the cap: retain his number.
- Scoreboard: indicates the time, the incidence and the number. The secretary writes.

Scoreboard of the attacking time – recommendations for work

- The timekeeper shouldn't have the fingers permanently on the buttons of scoreboard console.
- Don't rush. Make sure the referee does not whistle to the contrary after a loss of possession.
- Quick change only when there is a clear possession of the ball.
- If the ball falls far after a throw, it becomes 28" or 18" when caught by a player depending on whether there is a change of possession or not.

Goal Judges, Assistant Referees

- Return a ball fast when going outside.
- Give a bad start only if it is very clear, but do not allow them to advance or hold the goals.
- Incorrect entries: they must be very clear.
- Do not give the ball if the other has remained in the net (in the upper part of the goal).
- Give the ball to the closest player or to the goalkeeper when it comes out of the side.
- Lower the arm when the referee indicates differently.

EUROPEAN AQUATICS Delegate

- Check the Game score sheet with all details at each break between the periods.

ANNEX 2: COMPETITION REPORT

Part of Delegates documents for the season

ANNEX 3: CHECKLIST FOR A TOURNAMENT TYPE COMPETITION

Attached file

- Technical meeting, teams present.
- Training.
- Logistics.
- Indoor / outdoor pool.
- Marked: time, result, 28'/18', personal, goals, names of players.
- Goals and nets.
- Benches.
- Signs.
- Jury table and Delegate
- Elements of the table: flags, manual timetables, computer report.
- Print and give a Game score sheet to the Delegate before the game
- Balls, 5 or 7, proper size, correct pressure.
- Warm-up time.
- Security
- Team changing rooms.
- Referee changing rooms.
- First aid room.
- Doping control.
- Office.
- VIP room.

Stage and animation (attach photos)

- Referees carpet, three colors.
- Side billboards.
- Mixed zone.
- VIP area in the stands.
- Banners and other elements.
- Presentation.
- Interviews or video at the beginning.
- Speaker
- Advertising messages.
- Animation at break.
- Interviews at the end of the game in case of streaming.
- Attendance of lower club teams.
- Average attendance of spectators, total (sum of games) and the maximum.

Promotion, media and PR (attach photos or files)

- Poster of the competition.
- Program.
- Internal advertising.
- External advertising.
- Web and social networks.
- Championship APP.
- Press releases.
- VIP invitations.
- Short video before the game.
- Photographers, how many and official bibs.
- Streaming, number of cameras.
- TV, number of cameras.