



**2019 MEN'S  
NATIONAL COLLEGIATE  
WATER POLO  
CHAMPIONSHIP**  
**STOCKTON, CA**  
*University of the Pacific, Visit Stockton, Hosts*

# ***PARTICIPANT 2019-20 MANUAL***

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# INTRODUCTION

This participant manual is written to assist teams participating in the National Collegiate Men's Water Polo Championship. All information in this manual pertains to the championship at the University of the Pacific. Information specific to the opening round games is contained in Appendix F.

## CHECKLIST

- \_\_\_\_\_ Make travel arrangements for the official travel party through the NCAA travel service Short's Travel Management at 866-655-9215. If traveling by bus, call GoGround at 866-386-4951.
- \_\_\_\_\_ Distribute copies of this manual to all staff members who may be assigned specific tournament responsibilities (e.g., coaches, athletic trainer, manager, designated athletics administrator, sports information contact, ticket manager, band director, spirit squad sponsor, etc.).
- \_\_\_\_\_ Review schedule of events with the head coach and staff; news conferences, practice schedule, banquet, administrative teleconference, administrative meeting (page 5).
- \_\_\_\_\_ Make local ground transportation arrangements for team and staff.

### **By 5 p.m. Pacific time, Wednesday, November 27:**

- \_\_\_\_\_ Email the Participant Travel Information Form (Appendix A) to the tournament manager.
- \_\_\_\_\_ Top two seeds make hotel arrangements for the team and staff at the University Plaza Waterfront Hotel (page 15). Email the Hotel Rooming List (Appendix C) to Randy L. Buhr ([rlbuhr@ncaa.org](mailto:rlbuhr@ncaa.org)) and Renee Salas ([renee.salas@sahcc.com](mailto:renee.salas@sahcc.com)) at the University Plaza Waterfront Hotel.

### **By 5 p.m. Pacific time, Sunday, December 1:**

- \_\_\_\_\_ Email the Official Travel Party Form (Appendix B) to the tournament manager and secretary-rules editor.
- \_\_\_\_\_ Email the Additional Banquet Ticket Form (Appendix D) to the tournament manager.
- \_\_\_\_\_ Email the Band/Spirit Squad/Mascot Form (Appendix E) to the tournament manager.
- \_\_\_\_\_ Upload logos, fight songs, rosters, photos, etc. on [www.ncaachampionship.info](http://www.ncaachampionship.info) (page 19).
- \_\_\_\_\_ Email season results and final season statistics to the host media coordinator (page 19).

### **By 5 p.m. Eastern time (2 p.m. Pacific time), Monday, December 2:**

- \_\_\_\_\_ Submission deadline for Elite 90 award nominee (page 9).

### **By 5 p.m. Pacific time, Wednesday, December 4:**

- \_\_\_\_\_ Local media and sports information directors desiring credentials to cover the 2019 National Collegiate Men's Water Polo Championship must apply online at [www.NCAA.com/media](http://www.NCAA.com/media) (page 19).

### **By 5 p.m. Pacific time, Thursday, December 5:**

- \_\_\_\_\_ If delivering in person, turn in requested publicity materials (media guides and postseason media information) to the host media coordinator (page 19).

### **By noon Pacific time, Friday, December 6:**

- \_\_\_\_\_ Discuss ticket procedures and policies with your ticket manager. Advise the host institution of the number of tickets you will purchase and submit player pass list to Michael Kalchik (Ticket Manager) (page 22).

### **By 8 p.m. Pacific time, Thursday, December 12:**

- \_\_\_\_\_ Deadline to order official merchandise from Event 1 (page 20).

# CHAMPIONSHIP PERSONNEL

## Host Director of Athletics

Janet Lucas  
Director of Athletics  
University of the Pacific  
Phone: 209-946-3208  
Email: [jlucas2@pacific.edu](mailto:jlucas2@pacific.edu)

## Tournament Manager

Tim Pasisz  
Director of Sports and Tourism Development  
Visit Stockton  
125 Bridge Place, Floor Two  
Stockton, CA 95202  
Phone: 209-938-1556  
Cell: 415-531-3587  
Email: [tim@visitstockton.org](mailto:tim@visitstockton.org)

## Ticket Manager

Mike Kalchik  
Ticket Manager  
University of the Pacific  
Phone: 209-946-2030  
Email: [mkalchik@pacific.edu](mailto:mkalchik@pacific.edu)

## Media Coordinator

Chris Fortney  
University of the Pacific  
Phone: 209-946-2479  
Cell: 209-684-3450  
Email: [cfortney@pacific.edu](mailto:cfortney@pacific.edu)

## Host Athletic Trainer

Annette Martinez  
Assistant Director of Athletic Training  
University of the Pacific  
Phone: 209-946-2588  
Email: [amartinez@pacific.edu](mailto:amartinez@pacific.edu)

## Facility Manager

Adrienne Koesterer  
Aquatics Manager  
University of the Pacific  
Phone: 209-946-2540  
Email: [akoesterer@pacific.edu](mailto:akoesterer@pacific.edu)

## NCAA Championship Manager

Randy L. Buhr  
Director, Championships and Alliances  
NCAA  
P.O. Box 6222  
Indianapolis, IN 46206-6222  
Phone: 317-917-6716  
Cell: 317-966-7306  
Email: [rlbuhr@ncaa.org](mailto:rlbuhr@ncaa.org)

Trina Simerly  
Assistant Coordinator, Championships and Alliances  
NCAA  
P.O. Box 6222  
Indianapolis, IN 46206-6222  
Phone: 317-917-6516  
Email: [tsimerly@ncaa.org](mailto:tsimerly@ncaa.org)

## MEN'S WATER POLO COMMITTEE

**Matt Anderson, chair**

Head Men's and Women's Water Polo Coach  
Connecticut College  
Phone: 734-320-2165  
Email: [manders8@conncoll.edu](mailto:manders8@conncoll.edu)

**Andy Fee**

Director of Athletics  
Long Beach State University  
Phone: 562-985-7976  
Email: [andy.fee@csulb.edu](mailto:andy.fee@csulb.edu)

**Austin Lee**

Assistant Director of Athletics  
Stanford University  
Phone: 650-723-3164  
Email: [austindle@stanford.edu](mailto:austindle@stanford.edu)

**Ted Minnis**

Head Men's and Women's Water Polo Coach  
Harvard University  
Phone: 617-496-1875  
Email: [minnis@fas.harvard.edu](mailto:minnis@fas.harvard.edu)

**George Nelson**

Associate Director of Athletics  
U.S. Air Force Academy  
Phone: 719-333-2839  
Email: [george.nelson@usafa.edu](mailto:george.nelson@usafa.edu)

**National Coordinator of Officials**

Amber Drury  
Cell: 510-734-3759  
Email: [wpncoamber@gmail.com](mailto:wpncoamber@gmail.com)

**Secretary-Rules Editor**

Brian Streeter  
Director of Athletics  
Pennsylvania State University, Erie, the  
Behrend College  
Phone: 814-898-6379  
Email: [bfs6@psu.edu](mailto:bfs6@psu.edu)

## **SCHEDULE OF EVENTS** (Pacific time) [UPDATED 10/7/2019]

### Monday, November 25

11 a.m. Administrative teleconference (2 p.m. Eastern time).

### Wednesday, December 4 (CLOSED PRACTICES for Teams Competing in Opening Round Games)

3 – 8:45 p.m. Four 75-minute slots for four competing teams. 15-minute gaps between practices.  
 3 – 4:15 p.m. Team #1 – Southern California  
 4:30 – 5:45 p.m. Team #2 – Bucknell  
 6 – 7:15 p.m. Team #3 – Pepperdine  
 7:30 – 8:45 p.m. Team #4 – UC Davis

### Thursday, December 5 (OPEN PRACTICES for Teams Competing in Opening Round Games)

8 – 10:05 a.m. Open practices for teams competing in Opening Round games.  
 8 – 9 a.m. Game #2 opening round teams practice together (Bucknell and Southern California).  
 9:05 – 10:05 a.m. Game #3 opening round teams practice together (UC Davis and Pepperdine).

### Thursday, December 5 (Opening Round Games)

1 p.m. Bucknell vs. Southern California  
 2:45 p.m. UC Davis vs. Pepperdine  
 5 – 8:15 p.m. Optional closed team practices. Each team is allotted a 90-minute window for practice. Practice times are selected based on seeding, such that the number one seed receives the first time selection and the number two seed receives the other practice time.  
 5 – 6:30 p.m. Pacific  
 6:45 – 8:15 p.m. No team practices, as Stanford will not practice

### Friday, December 6 (CLOSED PRACTICES)

9 a.m. – 3:45 p.m. Closed team practices.  
 9 – 10:30 a.m. Bucknell/Southern California winner – No. 1 seed gets option of preferred practice time (9 or 10:45 a.m.).  
 10:45 a.m. – 12:15 p.m. Stanford  
 12:30 – 2 p.m. UC Davis/Pepperdine winner – No. 2 seed gets option of preferred practice time (12:30 or 2:15 p.m.).  
 2:15 – 3:45 p.m. Pacific  
 5:30 p.m. Administrative Meeting – University Plaza Waterfront Hotel (Directors 1 and 2 Room).  
 6:30 p.m. Championship banquet – Stockton Arena.  
*Note. Team photos will be taken beginning at 6:10 p.m. The visiting team in semifinal game #1 team photo is at 6:10 p.m. (Bucknell/Southern California winner); visiting team in semifinal game #2 at 6:15 p.m. (UC Davis/Pepperdine winner); home team in semifinal game #2 at 6:20 p.m. (Pacific); and home team in semifinal game #1 at 6:25 p.m. (Stanford) – Please arrive five minutes prior to the scheduled photo time.*

### Saturday, December 7 (OPEN PRACTICES)

10 – 11 a.m. Officials meeting at hotel.  
 11 a.m. – 1:05 p.m. Open team practices.  
 11 a.m. – Noon Game #1 semifinal teams practice together (Bucknell/Southern California winner and Stanford)  
 12:05 – 1:05 p.m. Game #2 semifinal teams practice together (UC Davis/Pepperdine winner and Pacific).  
 4:05 p.m. Competition pool available for first game warm-up.  
 4:50 p.m. Clear pool for national anthem and team introductions.  
 5 p.m. Semifinal #1 – Bucknell/Southern California winner vs. Stanford.  
 6:20 p.m. Competition pool available for second game warm-up.  
 6:50 p.m. Clear pool for team introductions.  
 7 p.m. Semifinal #2 – UC Davis/Pepperdine winner vs. Pacific.

Sunday, December 8 (OPEN PRACTICES)

9:30 – 11:30 a.m.	Championship game participants practice together.
2:05 p.m.	Competition pool available for championship game warm-up.
2:50 p.m.	Clear pool for national anthem and team introductions.
3 p.m.	Championship game.

## PRE-GAME TIMING SCHEDULE

### 2019 National Collegiate Men's Water Polo Championship

#### First Game of the Day – 5 p.m. start

Time Allotted	Actual Time	Protocol	Game Clock
	4:00	Start Clock	60:00
05:00	4:00	Captains/officials meeting	60:00
45:00	4:05	Competition course and game balls available for warm-up	55:00
4:00	4:50	Clear pool, teams to bench area	10:00
1:00	4:54	Introduce team in white caps	06:00
1:00	4:55	Introduce team in dark caps	05:00
0:15	4:56	Introduce referees	04:00
1:45	4:56:15	National anthem	03:45
2:00	4:58	Final team huddle	02:00
	5:00	Reset clock and begin game	00:00

#### Second Game of the Day – 7 p.m. start

Time Allotted	Actual Time	Protocol	Game Clock
45:00	6:05	Warm-up pool available*	
	6:15	Start Clock	45:00
05:00	6:15	Captains/officials meeting	45:00
30:00	6:20	Competition course and game balls available for warm-up	40:00
4:00	6:50	Clear pool, teams to bench area	10:00
1:00	6:54	Introduce team in white caps	06:00
1:00	6:55	Introduce team in dark caps	05:00
0:15	6:56	Introduce referees	04:00
2:00	6:58	Final team huddle	02:00
	7:00	Reset clock and begin game	00:00

\*Warm-up pool will be set with a water polo course as well as swim lanes.

#### Pre-Game Introductions

When the first buzzer sounds, both teams are to clear the pool and line up in game cap number order in the staging area. Led by their captains, the teams should then march to the closed end of the pool, with the two officials standing in the center in between the two teams. Student-athletes must be in official uniform (robes or sweats) with caps on. At this time, both teams will have their entire roster announced, in order of cap numbers (starters will be announced once the teams are in the water just prior to the start of the game). The team with white caps will be announced first, followed by the team with dark caps. After the national anthem (or introductions if no anthem), the teams will shake hands and return to their benches.

# ATHLETIC TRAINING FACILITIES/MEDICAL INFORMATION

## ATHLETIC TRAINING FACILITIES

An athletic training area will be set up on site with a treatment table, injury ice, hydroculator packs, and coolers of water and sport drink. A certified athletic trainer will be on deck during competition. Water, cups, and injury ice will be set-up for scheduled practices and competition. If your team has additional needs, please contact Annette Martinez at 209-946-2588.

A full athletic training room is located in the Alex G. Spanos Center, adjacent to the Chris Kjeldsen Aquatic Center.

A team physician will be on site for all games and on-call for all practices during the championship. In the event of an emergency, the Dameron Hospital is located approximately 1.5 miles from the Chris Kjeldsen Aquatic Center. Pacific medical staff will coordinate emergency procedures. A team physician may sit on the bench as long as he/she counts as one of the 20-team bench positions and has a credential.

### **Dameron Hospital Emergency Department**

525 West Acacia Street  
Stockton, California 95203  
Phone: 209-944-5550

**Directions from the Chris Kjeldsen Aquatic Center to the Dameron Hospital:** From the parking lots, turn left onto Pershing Avenue, turn left on West Harding Way (stoplight), and then right on North Lincoln Street. Hospital will be on right side at North Lincoln Street and West Acacia Street.

**Directions from the University Plaza Waterfront Hotel to the Dameron Hospital:** Out of the hotel, turn left on West Fremont Street, and then turn right on North Lincoln Street. Hospital will be on the left side at intersection of North Lincoln Street and West Acacia Street.

## PHARMACY

CVS  
2605 West March Lane, Stockton, California 95207  
209-952-3494  
Store – 24 Hours  
Pharmacy: Monday-Saturday 7 a.m. - 8 p.m.; Sunday 8 a.m. - 8 p.m.

### **Hospitals/Urgent Care near Stockton:**

Dameron Hospital  
525 West Acacia Street, Stockton, California 95203  
209-944-5550

St. Joseph's Medical Center  
1800 North California Street, Stockton, California 95204  
209-943-2000

# AWARDS

## CHAMPIONSHIP AWARDS

The following awards will be presented at the championship:

Team Champions. Awards received on deck after the championship game and awarding of the second-place team. Student-athletes will be called by name to receive individual awards. They will stay on deck as a team to receive the team trophy and take photos.

- 1 National Champion Team Trophy
- 20 Team Mini-Trophies
- 20 Watches

Second-Place Team. The team award will be received on deck after the championship game. The individual awards for student-athletes will be provided in the locker room. They will stay on deck as a team to receive the team trophy and take photos.

- 1 Second-Place Team Trophy
- 20 Second-Place Team Mini-Trophies

Teams that wish to order additional awards at their own expense after the championship may do so by visiting <http://www.mtmrecognition.com/ncaa/>.

## ELITE 90 AWARD

The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the finals site for each of the NCAA's 90 championships. Each institution that has at least one student-athlete qualify for the finals round/site is eligible to nominate a student-athlete to win the award for that championship. All ties are broken by number of credits completed. All documents, including deadlines and nomination forms can be obtained at the following location – [Elite 90 forms](#). The submission deadline for nomination for the National Collegiate Men's Water Polo Championship is **5 p.m. Eastern time, Monday, December 2.**

## ALL-TOURNAMENT TEAMS

A first and second all-tournament team, consisting of six field players and one goalie on each team, one of whom shall be designated as the most valuable player of the tournament, will be selected by an all-tournament selection committee. Each team participating in the championship will have at least one student-athlete represented on one of the teams.

Coaches must turn in their nominations of their players to Brian Streeter, secretary-rules editor, for the all-tournament teams by the conclusion of competition Saturday.

Final selection ballots must be turned in to Mr. Streeter by the start of the third period of the championship game. Coaches may not vote for their own student-athletes. If a coach wishes to change his/her MVP designation, Mr. Streeter must be notified immediately after the game.

Plaques for the first team members will be mailed after the championship to the appropriate institution for distribution.

## STUDENT-ATHLETE PARTICIPATION AWARDS

For 2019-20, an online gift suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship finals site. After the championship, MainGate will send the head coach an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your official travel party) that can be redeemed only at [www.NCAA-Awards.com](http://www.NCAA-Awards.com). In order to ensure that each participant receives his or her award, a member of your administration must place your team's order, including size information, at NCAA-Awards.com using your Certificate Code.

Your institution may select different items per participant; men's and women's sizes are available for apparel items. If you would like to purchase additional awards, you will have the opportunity to do so online via personal credit card at the end of the checkout process.

Participation award items will be sent to your institution for distribution to your student-athletes within four to six weeks after your order is placed. If you do not receive information for ordering awards within two weeks of the conclusion of the championship, please contact Erin Hannoy ([ehannoy@maingateinc.com](mailto:ehannoy@maingateinc.com)), MainGate Customer Service (866-945-7267) or Randy L. Buhr ([rlbuhr@ncaa.org](mailto:rlbuhr@ncaa.org)).

## CREDENTIALS

The following members of the official travel party will be admitted by credential:

1. Sixteen (16) participating student-athletes.
2. Four (4) others – must be affiliated with the institution (e.g., coaches, manager, non-participating student-athlete).

The following persons will also be admitted with credentials only:

1. One (1) sports information contact – apply online at [www.NCAA.com/media](http://www.NCAA.com/media).
2. One (1) athletic trainer.
3. One (1) administrator (e.g., director of athletics, assistant director of athletics) – to be listed on the official team roster form.

The following members of the official travel party will be admitted via pass gate list only:

1. Twenty-five (25) band members (plus the band director).
2. Twelve (12) spirit squad members, a mascot in uniform and a spirit squad coach.

The following persons will be admitted via media credential only:

1. Two (2) radio.
2. Five (5) photographer/television.
3. Three (3) newspaper.

All individuals must display their credentials to enter the facility. All non-athletes must wear their credentials in the bench area. Any misuse of NCAA credentials by members of the official travel party will result in a \$200 fine. A repeated offense will result in suspension from the current and/or subsequent games.

**\*Please note that anyone who loses their credential will be charged the cost of an all-session pass (\$55 for adults) to replace the credential.**

**SPECIAL CREDENTIALS** – available on request at the administrative meeting.

Athletic Trainers. If a team brings an athletic trainer, the athletic trainer must be a member of the official travel party and have an athletic trainer credential to sit in the bench area.

Team Physicians. Teams may request a team physician credential for a physician who is not part of the official travel party. This credential will allow deck access ONLY in the event of a medical emergency. Team physicians must also purchase tickets for access into the venue.

Team Videographers. Two credentials per team may be issued for access to the team videotaping area. Team videographers must also purchase tickets for access into the venue.

VIPs. VIP passes will be available on request to host institution designees and member institutions. A VIP pass does not grant entry to the venue as a ticket MUST be purchased. A VIP pass will give access to the press conference and hospitality areas.

## DECK DECORUM

In an effort to improve the image, professionalism and growth of the sport of water polo, the Men's Water Polo Committee strongly recommends that coaches and teams adhere to the following guidelines\*:

**Coaching attire.** As the premier event on the NCAA water polo calendar with a substantial viewership on the web, it is important that we present the championship in a professional manner. As such, what a coach wears is a visual representation of the sport. It is strongly encouraged that coaches wear matching team apparel or professional attire.

**Swimsuits.** As role models to young athletes and fans alike, it is very important that student-athletes be considerate of being modest when out of the water. In addition, deck changing is not appropriate at the national championship. Coaches can, and ought to play an important role in reminding their student-athletes of these expectations.

**Inappropriate language.** A key responsibility of any coaching staff is to provide a positive culture for student-athletes. In particular, foul or abusive language is inappropriate.

**Team presentations.** At all ceremonies – opening and awards – it is requested that teams present themselves appropriately in matching apparel.

\*Note: Although the committee's jurisdiction is limited to the championship itself, the committee strongly supports the expectation that these guidelines be adhered to throughout the regular season and at conference championships as well.

## DIRECTIONS/PARKING

### DIRECTIONS

**Directions from Stockton Metro Airport to University Plaza Waterfront Hotel (eight miles):** Coming out of the airport, turn right on Airport Way. Turn right on Arch Airport Road. Turn left onto the Highway 99 North on-ramp. Exit Highway 99 onto the Westbound Highway 4 (Downtown Stockton). Take the El Dorado Street off-ramp. Turn left on West Fremont Street. Hotel will be on the left side.

**Directions from Sacramento International Airport (SMF) to the University Plaza Waterfront Hotel (58 Miles):** Coming out of the airport, take the Southbound I-5 on-ramp. Continue south on I-5 to Stockton (approx. 50 miles). Exit on West Fremont Street, turn left onto West Fremont Street. Hotel will be on your right hand side.

**Directions from the University Plaza Waterfront Hotel to the Chris Kjeldsen Aquatic Center:** Coming out of the hotel, turn left on West Fremont Street. Turn right on North Pershing Avenue. Turn right onto Larry Heller Drive. The Aquatic Center is straight ahead on the left.

### PARKING

#### Spectator Parking

Spectators can park in the Parking Lot 1 which is the closest lot to Pershing Avenue, next to the Eve Zimmerman Tennis Center. Signage will be placed directing spectators where to go. Additional parking is available in Lot 4 (overflow) and if needed, Campus Police will direct where to go.

#### Team Parking

Team Parking is in Parking Lot 2 which is on the east side of the Chris Kjeldsen Aquatic Center near the softball field. Signage will be on the driveway directing where to go. School officials, administrators and media will receive parking permits for this parking lot, and team vans/buses will be permitted to park in there as well.

## **DRUG TESTING**

NCAA championship committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

Although knowing prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative.

# ETHICAL BEHAVIOR BY COACHES/MISCONDUCT/SPORTSMANSHIP/SPORTS WAGERING

## ETHICAL BEHAVIOR BY COACHES

Members of the coaching profession have certain inherent obligations and responsibilities to the profession, to the student-athletes and to all those with whom they come into contact. Coaches are expected to be role models who conduct themselves with integrity and high ethical standards at all times.

The words and actions of a coach carry tremendous influence, particularly on the young people under his or her direction. It is, thus, imperative that he or she demonstrate and demand high principles of sportsmanship and ethical behavior.

## MISCONDUCT

**Criticism of Officials.** Members of the coaching staff or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of NCAA Bylaw 31.1.10.

**Administrative Meeting.** Each games committee shall hold an administrative meeting with the coaches of participating institutions to review and explain the policies related to misconduct.

**Hearing Opportunity.** An act of misconduct may be found after an administrative hearing granted to the student-athlete or the institutional representative involved by the governing sport committee or the games committee authorized to act for it.

**Misconduct Incident to Competition.** If the act of misconduct occurs during the competition, under normal circumstances the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (e.g., between rounds of a tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other acts of misconduct may be dealt with at the governing sport committee's convenience.

## SPORTSMANSHIP

The primary goal of the rules is to maximize the safety and enjoyment of the student-athlete. Sportsmanship is a key part of that goal. Sportsmanship should be a core value in behavior of players and bench personnel, in crowd control by game management and in the officials' proper enforcement of the rules governing related actions.

## SPORTS WAGERING POLICY

Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

The current NCAA legislation against sports wagering prohibits NCAA student-athletes, member institutions' athletics staff and non-athletics staff with athletics responsibilities, and conference office staff from participating in sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics practice or competition in a sport in which the NCAA conducts championship competition, in bowl subdivision football and in emerging sports for women.

A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner, etc.) in exchange for the possibility of gaining another item of value.

#### **STUDENT-ATHLETES**

A student-athlete found in violation of the prohibition against knowingly participating in any sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activity that involves intercollegiate, amateur or professional athletics competition shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility.

#### **POSTSEASON**

In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions when there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules in bracket contests when there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

#### **HOSTING OPPORTUNITIES**

On May 16, 2018, the Board of Governors voted to suspend the NCAA championships policy related to sports wagering and to allow for championships to be hosted in locations regardless of whether a state is considering, or has legalized, sports wagering. The board's decision provides championship location continuity as states contemplate whether to allow legalized sports betting.

# HOSPITALITY/LOCKER ROOMS

## HOSPITALITY

A hospitality area will be located off the pool deck. Each team's administrator, working staff, media and VIPs may access the hospitality area with their credentials. Participants and game officials will not be permitted inside the hospitality area.

## STUDENT-ATHLETE HOSPITALITY

Snacks, water and sport drink will be available in each locker room on game days.

## LOCKER ROOMS

Locker rooms are located off the pool deck. Each team will be given access to a locker room before and after their competition starts for the day.

# HOTEL INFORMATION

A block of 15 rooms has been reserved for each team participating in the semifinals at the University Plaza Waterfront Hotel. In addition and if applicable, the two teams playing their first game on December 5 will be housed at this hotel. The room rate is \$119 plus applicable taxes.

University Plaza Waterfront Hotel  
110 West Fremont Street  
Stockton, California 95202  
209-944-1140

The following concessions will be offered:

- **Breakfast.** A complimentary full breakfast will be provided for the duration of the event.
- **Wireless internet.** Wireless internet access for all guests in their room, in the meeting rooms and the lobby area will be provided. Wireless internet access is included in the resort fee of \$20.
- **Parking.** Self-parking will be extended during the event. Self-parking access is included in the resort fee of \$20.
- **Meeting space.** Four complimentary spaces will be held on a 24-hour basis (one space for each team). Rooms should be able to accommodate up to 40 people each.

Participating institutions are responsible for the rooms reserved by the host institution for the championship. If an institution prefers to stay in another hotel, it must (1) obtain a release of the rooms in writing from the hotel's general manager; or (2) use the rooms for persons accompanying the official travel party. If an institution fails to make satisfactory arrangements for the use of the rooms at the assigned hotel, it will be charged for those rooms.

Teams may **NOT** make alternate arrangements at the Courtyard Stockton, the officials' hotel.

## Hotel Rooming List.

The Hotel Rooming List (Appendix C) should be emailed to both Randy L. Buhr ([rlbuhr@ncaa.org](mailto:rlbuhr@ncaa.org)) and Renee Salas ([renee.salas@sahcc.com](mailto:renee.salas@sahcc.com)) at the University Plaza Waterfront Hotel by 5 p.m. Pacific time on Wednesday, November 27. Mention that you are with the 2019 National Collegiate Men's Water Polo Championship.

Please note that the third and final team playing their first opening round game on Thursday, December 5 (which is the team playing their first opening round game against the team who won their opening round game on November 30) should make their hotel arrangements for the team and staff at the Hilton Stockton. Email the Hotel Rooming List to Randy L. Buhr ([rlbuhr@ncaa.org](mailto:rlbuhr@ncaa.org)) and Jennifer Lewis ([jen.lewis@hilton.com](mailto:jen.lewis@hilton.com)).

## Pacific Campus Map



# MEETINGS/BANQUET

## ADMINISTRATIVE TELECONFERENCE

The NCAA Men's Water Polo Committee will conduct a teleconference with the seven qualifying teams at 2 p.m. Eastern time (1 p.m. Central time; noon Mountain time; 11 a.m. Pacific time), Monday, November 25. The head coach, an athletics administrator and sports information representative **must participate** on the call. The dial-in-number is 866-590-5055 and the pass code is 8417164.

## ADMINISTRATIVE MEETING

The NCAA Men's Water Polo Committee will conduct a meeting of representatives of the participating institutions to review the conduct of the championship and to distribute credentials. The meeting will be held as follows:

Date: Friday, December 6  
Time: 5:30 p.m.  
Location: University Plaza Waterfront Hotel (Directors 1 and 2 Room)

The following individuals from each participating institution must attend this meeting:

1. Head Coach (**mandatory**)
2. Director of Athletics or Designee (**mandatory**)
3. Sports Information Contact (highly recommended)
4. Athletic Trainer (highly recommended)

## CHAMPIONSHIP BANQUET

A championship banquet will be held at 6:30 p.m., Friday, December 6, at the Stockton Arena. Team photos will be taken in the University Plaza Waterfront Hotel gathering area on the first floor before the banquet. Please arrive five minutes before this scheduled photo time:

6:10 p.m. Semifinal Game #1 Visiting Team - Winner of Bucknell vs. Southern California game  
6:15 p.m. Semifinal Game #2 Visiting Team - Winner of UC Davis vs. Pepperdine game  
6:20 p.m. Semifinal Game #2 Home Team - Pacific  
6:25 p.m. Semifinal Game #1 Home Team - Stanford

It is mandatory that the official travel parties of the participating teams attend this function. Each participating institution will receive 21 complimentary admissions for its official travel party members and administrator.

Additional banquet tickets may be purchased for \$40 via the Additional Banquet Ticket Form. If you wish to purchase more than nine (9) additional tickets, please contact Tim Pasisz ([tim@visitstockton.org](mailto:tim@visitstockton.org)) for space availability. It is requested that the institution pay for all additional tickets with one check from the institution.

Dress for the banquet is business attire. Jeans, sweats, shorts, tennis shoes and flip flops are not permitted.

One member of each team will be required to address the banquet audience for a period of time not to exceed two (2) minutes in length. Each team member is encouraged to speak about their respective team's season and how they advanced to the championship. They may also speak about the experience and their appreciation for being selected to play in the event. Each speaker should refrain from making any comments that may be interpreted or perceived to be negative or offensive.

The name, major and year in school of the student-athlete who will be speaking must be submitted on the Participant Travel Information Form.

# **MEDIA INFORMATION**

## **SOUVENIR PROGRAMS**

The 2019 National Collegiate Men's Water Polo digital souvenir program will be available at [www.ncaa.com/gameprograms](http://www.ncaa.com/gameprograms) on December 5. The program is free to view and download. Using a digital platform allows IMG College to add extra pages to programs in addition to extending deadlines to allow for the most up-to-date information to be included in the program. The NCAA and IMG College encourage all participating schools to promote the digital publication link on athletics and school-affiliated websites and social media outlets. Please share with student-athletes, faculty, alumni organizations or any other group that may have interest, as well as local media outlets.

## **NCAA WEBSITE**

As a reminder, NCAA championships and alliances has developed a dedicated website to retain key information from every conference and institution that may participate in an NCAA championship. All sports information administrators, members of the media, the NCAA and our partners (i.e., Turner/CBS, ESPN, IMG College, Van Wagner Sports & Entertainment) will be required to use the site to access logos, fight songs, rosters, photos of student-athletes, teams, coaches, administrators and campus for use on NCAA.com, game programs, banquet videos and video boards at NCAA championships. For this site to be effective, it requires your full cooperation. Please log on to <http://www.ncaachampionship.info> with username: ncaaschools and password: ncaafp to upload the appropriate information.

## **MATERIALS FOR UNIVERSITY OF THE PACIFIC MEDIA RELATIONS**

In addition to the information provided on the NCAA dedicated website, the media relations office at the University of the Pacific requests the following materials:

1. Email – Season Results (including game scores in order played);
2. Email – Final Season Statistics;
3. 2019 Media Guide (Minimum of 20 each) – send via mail or hand deliver to the University of the Pacific; and
4. 2019 Postseason Media Information (Minimum of 20 each) – send via mail or hand deliver to the University of the Pacific.

These materials should be forwarded to Chris Fortney ([cfortney@pacific.edu](mailto:cfortney@pacific.edu) – 3601 Pacific Avenue, Stockton, CA 95211).

## **MEDIA CREDENTIALS**

Individuals desiring media credentials to cover the 2019 National Collegiate Men's Water Polo Championship at the University of the Pacific must apply online at [www.NCAA.com/media](http://www.NCAA.com/media) not later than 5 p.m. Pacific time, Wednesday, December 4. Media credentials will be assigned according to the NCAA established guidelines. Working credentials will not be mailed. A government-issued photo ID is required to pick up your credential. Credentials are non-transferable and will only be issued to the person whose name appears on the credential. Credential pickup for others is not allowed. For further information, contact the host media coordinator, Chris Fortney ([cfortney@pacific.edu](mailto:cfortney@pacific.edu)).

## **POSTCOMPETITION INTERVIEWS**

Immediately after a 10-minute cooling-off period (i.e., 10 minutes after a competing team enters its dressing room), an interview area will be open to all certified members of the news media; any coach and student-athletes requested by the media will be available for interviews. The non-winning head coach and a minimum of two student-athletes will be interviewed first, and this session will be limited to 10 minutes.

The winning head coach and a minimum of two student-athletes will follow. This session will be limited to 20 minutes. If a team is participating in an awards ceremony, the cooling-off period will begin immediately after the awards presentation. The interview area will be located in the Eve Zimmerman Tennis Facility Cafe (adjacent to the Aquatic Center).

## **RADIO BROADCASTING BY PARTICIPATING SCHOOLS**

Please visit [ncaa.com/media](http://ncaa.com/media) for updated information related to radio policies. All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet streaming form online. To access the form, log onto [ncaa.com/media](http://ncaa.com/media), then click "Audio Policy (Radio & Internet)." To obtain phone or Internet lines for the event or for additional information, please contact Rebecca Scharmann, Director of Media Relations at 209-946-2730.

## **WEBSTREAM**

Each semifinal and the championship game will be streamed live and archived on NCAA.com.

## **MERCHANDISE**

Official NCAA championship merchandise will be available during each day of the event. Merchandise will not be available during practices. Merchandise sales will be located in Stagg Plaza – the courtyard outside of the main spectator entrance to the Chris Kjeldsen Aquatic Center.

Event 1 will also offer the opportunity for the preorder of merchandise for the four participating teams. Each team will receive a memo after selections or the opening round game that includes instructions on how to access the website and place orders. All orders must be received by 8 p.m. Pacific time, Thursday, December 12. Ordered merchandise will be shipped directly to each institution.

## **SPIRIT SQUAD/BANDS**

Playing band members, not to exceed 25 in number (plus the band director), who are in uniform and performing at the championship, will be admitted only for their respective team's contest via the pass gate; an additional five band members may be allowed with the purchase of a ticket. Uniformed spirit squad (not to exceed 12), a costumed mascot, and a spirit squad coach also shall be admitted only for their respective team's contest via the pass gate.

The completed Band/Spirit Squad/Mascot Form (Appendix E) should be sent to Tim Pasisz ([tim@visitstockton.org](mailto:tim@visitstockton.org)).

Air horns, artificial noisemakers, and band amplification (including pounding megaphones on the deck) are not allowed. Bands, or any component thereof, are allowed to play during timeouts, after goals, between periods and before and after a game. The schedule is coordinated by the public address announcer.

# **TEAM BENCH AREA/SQUAD SIZE**

## **TEAM BENCH AREA**

Each team is permitted a maximum of 20 persons in the bench area, including the student-athletes in the pool. Chairs for a maximum of 13 people will be available in the bench area. The first violation of the bench area is a warning. A second violation will result in a game exclusion of the head coach.

- The team listed on the higher line of the bracket in each game will wear dark caps. If teams do not want the option to flip a coin for ends, dark caps will sit on the right end of the pool (as determined if you were sitting at the score table facing the pool).
- A coin toss requested for any game will be conducted at the captains/officials meeting one hour before the start of the game.
- A committee member will also be assigned to each team/bench area; they should be used as a resource and are not there to interpret rules.
- Non-athletes should wear their credentials at all times in the bench area.
- A coach receiving a red card during a game may not be replaced by another member from that institution on the team bench.

## **SQUAD SIZE**

Participating teams are limited to a maximum of 16 players in uniform. The 16 players must be designated at the mandatory administrative meeting Friday evening. Player changes can be made up to 60 minutes before the start of the first game of the tournament. No substitutions are permitted to the squad list after this time.

## **PRACTICE SQUAD**

Only the 16 players listed on the Official Travel Party Form may participate in official practice and warm-up sessions conducted at the championship.

For the closed practices Thursday and Friday, teams may not enter the pool deck until five minutes before their scheduled practice time.

# TICKET INFORMATION

## TICKET INFORMATION

No complimentary tickets are permitted for NCAA championship competition. All seating at the Chris Kjeldsen Aquatic Center is general admission (GA).

Fifty (50) GA tickets will be held for purchase by each participating team. Please contact Mike Kalchik ([mkalchik@pacific.edu](mailto:mkalchik@pacific.edu) or 209-946-2030) by **noon Pacific time, Friday, December 6**, to confirm the number of tickets you will purchase. After this time, no tickets may be returned and each institution will be responsible for full payment of the confirmed tickets.

Two-Day Pre-Sale Ticket Prices:	GA
Adult Package	\$55
Student/Senior Package	\$40

Single-Day Ticket Prices:	
Adult single day	\$35
Student/Senior single day	\$35

## WILL CALL TICKET PROCEDURES

Participating institutions are not entitled to complimentary tickets. The participating institutions must first purchase tickets, which are then treated as complimentary tickets via a 'pass list' system. A Will Call window will be provided for each of the participating teams to distribute player guest tickets. Per NCAA Bylaw 16.2.1.1.1., a player guest pass list must be completed and submitted for each day. Player guest pass lists should be submitted to Mike Kalchik no later than **noon Pacific time, Friday, December 6**. Recipients of player guest tickets will be required to present proper photo identification. Each Will Call window will be staffed and will open one hour prior to the start of each opening game Saturday and Sunday. For specific requests and other needs, please contact Mike Kalchik ([mkalchik@pacific.edu](mailto:mkalchik@pacific.edu)).

## PARTICIPANT SEATING

When a team is not participating in a game, team members with proper credentials may sit anywhere in the general admission seating area (subject to availability).

# UNIFORMS

Each team shall supply white and dark water polo caps, complete with protective ear guards as specified in the NCAA Water Polo Rules.

An institution's official uniform and all other items of apparel (e.g., water polo caps, swim caps, robes and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2-1/4 square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-side geometrical figure (i.e., rectangle, square, parallelogram).

## **VIDEOTAPING**

Institutions are permitted to videotape championship competition for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape all games during the championship. Each institution may have two people in the videotaping area. Team representatives in the videotaping area will be given credentials which grant access to the videotaping area ONLY. The credential does not grant access to the venue. The videotaping area is the designated space located on the upper level above the seating area at mid-pool on the west side.

## APPENDIX A – PARTICIPANT TRAVEL INFORMATION FORM

Institution: \_\_\_\_\_

Head Coach: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Athletics Administrator: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Assistant Coach: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Athletic Trainer: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### On Site Responsibilities:

1. Designated person to contact regarding forms or other concerns in advance of the competition.

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

2. Designated person to receive officials' assignments.

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

3. Designated on-site drug-testing representative (if applicable).

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

4. Designated student-athlete to deliver two-minute speech on behalf of your institution.

Name: \_\_\_\_\_ Major: \_\_\_\_\_ Year in school: \_\_\_\_\_

### TRAVEL INFORMATION FROM INSTITUTION TO CHAMPIONSHIP

Arrival Date: \_\_\_\_\_

Mode of Travel:    Air Travel    ☐                      Driving    ☐

Flight Information (last leg of flight only):

Departure Airport:	
Departure Time:	
Airline and Flight Number:	
Arrival Airport:	
Arrival Time:	
Departure Date:	

### LOCAL TRANSPORTATION INFORMATION

Please indicate means of travel from hotel to venue. Include number of vehicles which will be used:

☐ Buses                      ☐ Vans                      ☐ Cars

Please email this completed form by 5 p.m. Pacific time on Wednesday, November 27 to:

Tim Pasisz, email: [tim@visitstockton.org](mailto:tim@visitstockton.org)

## APPENDIX B – OFFICIAL TRAVEL PARTY FORM

**Institution:** \_\_\_\_\_

Individual Completing the Form (please print): \_\_\_\_\_

Head Coach:		Cell Phone #:	
Assistant Coach:		Cell Phone #:	
Team Administrator:		Cell Phone #:	
Athletic Trainer:		Cell Phone #:	

### TEAM PARTICIPANTS

- Each team may designate a maximum of 20 individuals to receive bench passes and one team administrator to receive a pass. (Credential requests for the sports information director must go through the local media coordinator).
- Of this 20, a maximum of 16 may be designated for men's water polo student-athletes.
- A maximum of four credentials may be designated at the institution's discretion for non-participants. Non-participants must have a specific affiliation with the team and institution.

Water Polo Players Only – (Maximum 16) Please list players in cap number order.			
Player Name	Cap #	Player Name	Cap #
1.		9.	
2.		10.	
3.		11.	
4.		12.	
5.		13.	
6.		14.	
7.		15.	
8.		16.	
Credentialed Non-Participants – [Maximum of four (4); e.g., coaches, managers, non-competing student-athletes]			
Name	Title	Name	Title
1.		3.	
2.		4.	
Team Administrator Pass			
Name:		Title:	
Athletic Trainer Pass			
Name:		Title:	

Please email this completed form by 5 p.m. Pacific time on Sunday, December 1 to:  
Tim Pasisz, email: [tim@visitstockton.org](mailto:tim@visitstockton.org) AND Randy L. Buhr, email: [rlbuhr@ncaa.org](mailto:rlbuhr@ncaa.org)

Please bring three copies of this completed form to the administrative meeting,  
ONLY if changes are made after the original submission of the form!

## APPENDIX C – HOTEL ROOMING LIST

**Institution:** \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Room #	First Name	Last Name	Arrival Date	Departure Date	Billing Method 1. Pay own bill 2. Room & tax on master 3. All charges to master
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Please email this completed form by 5 p.m. Pacific time on Wednesday, November 27 to:

Randy L. Buhr, email: [rbuhr@ncaa.org](mailto:rbuhr@ncaa.org) **AND**

Renee Salas, email: [renee.salas@sahcc.com](mailto:renee.salas@sahcc.com)

## APPENDIX D – ADDITIONAL BANQUET TICKET FORM

**Institution:** \_\_\_\_\_

Each participating team will receive 21 complimentary admissions for its official travel party members and team administrator to attend the banquet.

Please indicate below additional guests which you would like to bring to the banquet. Additional tickets are \$40 each. Additional tickets must be paid with one check from the institution by the Thursday practice session. If you wish to invite more than nine (9) guests, please contact Tim Pasisz to check on availability.

1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____
	9. _____

Please email this completed form by 5 p.m. Pacific time on Sunday, December 1 to:  
Tim Pasisz, email: [tim@visitstockton.org](mailto:tim@visitstockton.org)

# APPENDIX E – BAND/SPIRIT SQUAD/MASCOT FORM

Institution: \_\_\_\_\_

<u>Band Members (Maximum of 25)</u>	<u>Spirit Squad and Uniformed Mascot (Max. of 12)</u>
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____
8. _____	8. _____
9. _____	9. _____
10. _____	10. _____
11. _____	11. _____
12. _____	12. _____
13. _____	13. (Mascot)
14. _____	14. (Coach)
15. _____	
16. _____	
17. _____	
18. _____	
19. _____	
20. _____	
21. _____	
22. _____	
23. _____	
24. _____	
25. _____	
26. (Band Director)	

Please email this completed form by 5 p.m. Pacific time on Sunday, December 1 to:  
Tim Pasisz, email: [tim@visitstockton.org](mailto:tim@visitstockton.org)

## APPENDIX F – OPENING ROUND GAMES

### Championship Format

The 2019 National Collegiate Men's Water Polo Championship is a four-team, single elimination tournament. Six conferences were originally granted qualification into the bracket or preliminary structure and two teams will be selected at large. Please note that the Southern California Intercollegiate Athletic Conference withdrew their automatic qualification into the championship. As such, there will only be five conferences granted automatic qualification into the bracket or preliminary structure and two teams will still be selected at large. Two teams will qualify directly to the national championship; the remaining five teams will compete for the last two championship berths via three opening round games, with the winners earning the remaining berths in the championship bracket.

Teams shall be selected by the NCAA Men's Water Polo Committee November 24. The teams selected to participate will be posted online at [www.NCAA.com](http://www.NCAA.com).

### Opening Round Games

During the selection process, the Men's Water Polo Committee will select seven teams. The lowest-ranked teams (regardless of conference Rating Percentage Index) will participate in opening round games. The following parameters will be applied for the opening round games:

- Based on rankings, geographic proximity and missed class time, the committee will determine the teams which will participate in the opening round games, and which teams will serve as hosts.
- The opening round games may be contested Saturday, November 30; Wednesday, December 4; or Thursday, December 5. The game time will be mutually agreed on between the two teams.
- A 75-minute closed practice time will be reserved for each team the day before competition.
- In the event the host team is unable to secure a venue that meets hosting requirements, the game will be hosted by the other opening round team.
- Host teams will receive reimbursement, including but not limited to, officials' fees, score table personnel fees, security, ticketing operations, venue staffing costs, and site representative and officials' hotel rooms.
- Host teams will assist in procuring hotel rooms for the visiting teams (visiting team will pay for rooms), officials and site representatives (host will pay for rooms and get reimbursed through the host reporting system).
- Visiting teams will receive per diem for the travel/practice day before the opening round game, the day of the opening round game and the travel day after the opening round game. The NCAA will pay for travel expenses as long as arrangements are made through the official NCAA travel provider (Short's Travel Management). File requests for per diem and travel expense reimbursement electronically at [travel.ncaa.org](http://travel.ncaa.org) within 30 days following the opening round game(s).
- A site representative will be appointed by the NCAA Men's Water Polo Committee to oversee the conduct of the opening round games. The site representative will meet with the head coach, team administrator and athletic trainer at a time to be determined the day before competition.
- Officials for the opening round games will be recommended by the national coordinator of officials and approved by the Men's Water Polo Committee. Teams will be notified of the game officials by 8 p.m. Eastern time the evening prior to competition.
- Official NCAA signage will be sent to the host sites. Additionally, the opening round teams will be included in the official championship souvenir program and non-advancing teams will receive participant medallions.
- Non-competing teams in the opening round games will not be allowed to videotape the opening round games.

## CHECKLIST FOR OPENING ROUND TEAMS

### November 30 - Opening Round Game Visiting Team

Bucknell

- \_\_\_\_\_ Make travel arrangements for the official travel party through the NCAA travel service Short's Travel Management at 866-655-9215. If traveling by bus, call GoGround at 866-386-4951.
- \_\_\_\_\_ Make local ground transportation arrangements for the team.
- \_\_\_\_\_ With assistance from the host team, make hotel arrangements for the travel party for the opening round game.
- \_\_\_\_\_ Distribute copies of this manual and the *Opening Round Game Participant Manual* (to be produced by the host team) to all staff members who may be assigned specific tournament responsibilities (e.g., coaches, athletic trainer, manager, designated athletics administrator, sports information contact, ticket manager, band director, spirit squad sponsor, etc.).
- \_\_\_\_\_ Participate in administrative teleconference Monday, November 25 (page 17).

### November 30 - Opening Round Game Host Team

Harvard

- \_\_\_\_\_ In cooperation with the visiting team, determine the time for the opening round game and practice times. Email schedule to Randy L. Buhr ([rlbuhr@ncaa.org](mailto:rlbuhr@ncaa.org)) by November 27.
- \_\_\_\_\_ Develop operations plan for opening round game. Determine if event will be ticketed. Develop opening round game participant manual.
- \_\_\_\_\_ Distribute copies of this manual, the *Opening Round Game Host Manual*, and the *Opening Round Game Participant Manual* (to be produced by the host) to all staff members who may be assigned specific tournament responsibilities (e.g., coaches, athletic trainer, manager, designated athletics administrator, sports information contact, ticket manager, band director, spirit squad sponsor, etc.).
- \_\_\_\_\_ Participate in administrative teleconference Monday, November 25 (page 17).
- \_\_\_\_\_ Work with visiting team to find hotel rooms. Reserve rooms for site representative and officials (two) if required.
- \_\_\_\_\_ Read and complete all checklist items in the *Opening Round Game Host Manual*.

### November 30 - Opening Round Game Winning Team and Teams Playing Their First Opening Round Game on December 4 or December 5 (If Games Played at the University of the Pacific)

Bucknell; Southern California; UC Davis; Pepperdine

- \_\_\_\_\_ Make travel arrangements for the official travel party through the NCAA travel service Short's Travel Management at 866-655-9215. If traveling by bus, call GoGround at 866-386-4951.
- \_\_\_\_\_ Make local ground transportation arrangements for team and staff.

**By 5 p.m. Pacific time, Wednesday, November 27:**

- \_\_\_\_\_ If opening round games are played at the University of the Pacific, the two teams playing their first opening round game against each other on Thursday, December 5 should make hotel arrangements for the team and staff at the University Plaza Waterfront Hotel (page 15). Email the Hotel Rooming List (Appendix C) to Randy L. Buhr ([rlbuhr@ncaa.org](mailto:rlbuhr@ncaa.org)) and Renee Salas ([renee.salas@sahcc.com](mailto:renee.salas@sahcc.com)). Please note that the third and final team playing their first opening round game on Thursday, December 5 (which is the team playing their first opening round game against the team who won their opening round game on November 30) should make their hotel arrangements for the team and staff at the Hilton Stockton. Email the Hotel Rooming List to Randy L. Buhr ([rlbuhr@ncaa.org](mailto:rlbuhr@ncaa.org)) and Jennifer Lewis ([jen.lewis@hilton.com](mailto:jen.lewis@hilton.com)).
- \_\_\_\_\_ Email the Participant Travel Information Form (Appendix A) to the tournament manager. This form should be submitted by this date by all three teams who will be playing their first opening round game on Thursday, December 5 (if the opening round games are played at the University of the Pacific).

**By 5 p.m. Pacific time, Sunday, December 1:**

- \_\_\_\_\_ If the opening round games are played at the University of the Pacific, the team winning their opening round game on Saturday, November 30 must email their Participant Travel Information Form (Appendix A) to the tournament manager.
- \_\_\_\_\_ Email the Official Travel Party Form (Appendix B) to the tournament manager and the NCAA championship manager.
- \_\_\_\_\_ Email the Additional Banquet Ticket Form (Appendix D) to the tournament manager.
- \_\_\_\_\_ Email the Band/Spirit Squad/Mascot Form (Appendix E) to the tournament manager.
- \_\_\_\_\_ Upload logos, fight songs, rosters, photos, etc. on [www.ncaachampionship.info](http://www.ncaachampionship.info) (page 18).
- \_\_\_\_\_ Email season results and final season statistics to the host media coordinator (page 18).

**By noon Pacific time Monday, December 2:**

- \_\_\_\_\_ If opening round games are played at the University of the Pacific, the team winning their opening round game on Saturday, November 30 should make their hotel arrangements for the team and staff at the Hilton Stockton. Email the Hotel Rooming List (available in the Opening Round Host Operations Manual) to Randy L. Buhr ([rlbuhr@ncaa.org](mailto:rlbuhr@ncaa.org)) and Jennifer Lewis ([jen.lewis@hilton.com](mailto:jen.lewis@hilton.com)). **Note: This is the contractual cut-off date for hotel reservations.**

**By 2 p.m. Pacific time Monday, December 2:**

- \_\_\_\_\_ Submission deadline for Elite 90 award nominee (5 p.m. Eastern time) (page 9).

**By 5 p.m. Pacific time, Wednesday, December 4:**

- \_\_\_\_\_ Local media and sports information directors desiring credentials to cover the 2019 National Collegiate Men's Water Polo Championship must apply online at [www.ncaa.com/media](http://www.ncaa.com/media) (page 18).

**By 5 p.m. Pacific time, Thursday, December 5:**

- \_\_\_\_\_ If delivering in person, turn in requested publicity materials (media guides and postseason media information) to the host media coordinator (page 18).

**By noon Pacific time, Friday, December 6:**

\_\_\_\_\_ The teams winning the opening round games on Wednesday, December 4 or Thursday, December 5 (if opening round games are played at the University of the Pacific) should discuss ticket procedures and policies with your ticket manager. Advise the host institution's ticket manager of the number of tickets you will purchase and submit player pass list to Mike Kalchik (mkalchik@pacific.edu).

**By 8 p.m. Pacific time, Thursday, December 12:**

\_\_\_\_\_ Deadline to order official merchandise from Event 1 (page 19).

## APPENDIX G – PARTICIPATION AWARDS



NCAA-Awards.com

### HOW TO GET YOUR **Student-Athlete Participation Awards**

For 2019-2020, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.

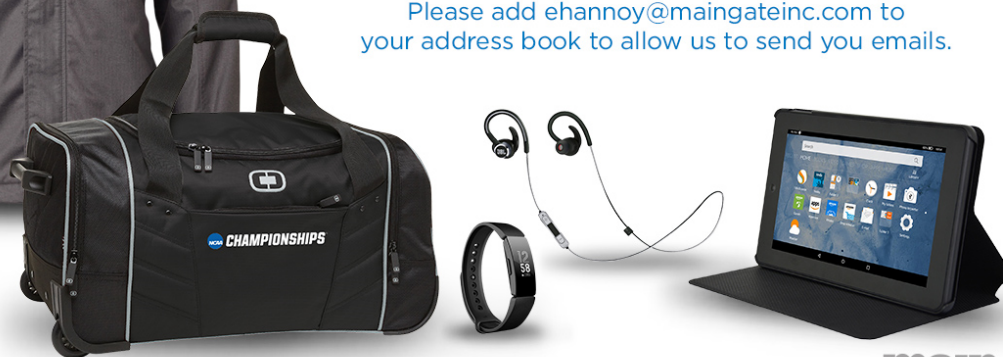


After the championship, MainGate will send the head coach an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your official travel party) that can be redeemed only at [www.NCAA-Awards.com](http://www.NCAA-Awards.com). In order to ensure that each participant receives an award, a member of your administration must place your team's order, including size information, at [NCAA-Awards.com](http://NCAA-Awards.com) using your Certificate Code.

Your institution may select different items per participant; men's and women's sizes are available for apparel items. If you would like to purchase additional awards, you will have the opportunity to do so online via personal credit card at the end of the checkout process.

Participation award items will be sent to your institution for distribution to your student-athletes within four to six weeks after your order is placed. If you do not receive information for ordering awards within two weeks of the conclusion of the championship please contact Erin Hannoy [ehannoy@maingateinc.com](mailto:ehannoy@maingateinc.com), MainGate Customer Service (866-945-7267) or the NCAA championship manager.

Please add [ehannoy@maingateinc.com](mailto:ehannoy@maingateinc.com) to your address book to allow us to send you emails.



**Place your order at [NCAA-Awards.com](http://NCAA-Awards.com)**

