

2019 National Collegiate Men's Water Polo Opening Round Games

Host Operations Manual



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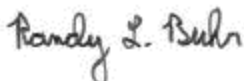
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Introduction

The purpose of this manual is to provide direction for a host institution as it plans and conducts the National Collegiate Men's Water Polo Championship opening round game and to supplement the [National Collegiate Men's Water Polo Pre-Championship Manual](#). We urge you and your staff to become familiar with both the pre-championship manual and [NCAA Bylaw 31](#), which pertain to the administration of NCAA championship events. These resources will provide information about the general policies governing all aspects of NCAA competition, while the opening round game host operations manual is designed to provide more specific information and details regarding their implementation.

If you have any questions, please contact the national office. Thank you for your efforts on behalf of the NCAA and collegiate men's water polo.

Sincerely,



Randy L. Buhr
Director, Championships and Alliances

Mission Statement

The NCAA and the NCAA Men's Water Polo Committee strive to give our student-athletes the best championship experience possible by providing a safe, clean and ultra-competitive environment. Our hope is that the student-athletes, host communities, fans, corporate and media partners gain a tremendous amount of value from this experience – value that will last a lifetime.

SECTION 1 – Championship and Opening Round Game Format/Parameters

Championship Format.

The 2019 National Collegiate Men's Water Polo Championship is a four-team, single elimination tournament. Five (5) conferences have been granted qualification into the bracket or opening round structure and two teams will be selected at large. The top two teams will be seeded and separated in the championship bracket; 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.

Opening Round Games.

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

- The intent is to have the opening round games hosted by the higher ranked team that meets hosting requirements; however, due to geographic proximity, host sites may be determined at the committee's discretion. The committee may choose to conduct the opening round game(s) at the championship site (provided the championship site is available).

The opening round games will be played as follows:

- In the event the host team is unable to secure a venue that meets hosting requirements, the game will be hosted by the opposing team or a site determined by the Men's Water Polo Committee.
- Host teams will receive reimbursement, including but not limited to, score table personnel fees, security, ticketing operations, venue staffing costs, participant hospitality 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 the site representative (host will pay for rooms and get reimbursed through the championship host reporting system).
- Transportation and per diem will be paid in accordance with the NCAA Championships Travel policies. These policies can be found online at <http://www.ncaa.org/championships/travel/championships-travel-information>. The NCAA will pay for travel expenses if arrangements are made through the official NCAA travel provider, Short's Travel Management. Requests for per diem and travel expense reimbursement shall be filed electronically at <https://travel.ncaa.org>.
- 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 coaches, administrators and athletic trainers at a time to be determined.

- 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 during the administrative meeting.
- 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 the non-advancing team will receive official championship participant medallions.

SECTION 2 – Awards

Sixteen (16) participant medallions for each non-advancing team will be shipped directly to the opening round game host from MTM Recognition. These medallions should be presented to the student-athletes on the non-advancing teams after the game. Please notify the championship administrator if the medallions have not been received by Wednesday, November 27.

SECTION 3 – Bands/Spirit Squads and Mascots

Bands, spirit squad members and a mascot shall be admitted at no charge. They will remain in areas designated by the game manager with the approval of the site representative.

SECTION 4 – Hospitality

The host should provide water, sport drinks and limited snacks for the participating teams. DASANI water or POWERADE is preferred. These items are reimbursable. See the Financial Administration Section.

SECTION 5 – Critical Incident Response/Emergency Plan

The tournament manager shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the competition site or interruption of the game. Competition site management is reminded of its responsibility to provide sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to players and working personnel.

Each host will be asked to provide the following:

- Develop contact lists.
 - Competition site and game staff.
 - NCAA.
 - Local authorities and critical incident response team.
- Review emergency protocol prior to the start of the event.
- Identify chain of authority.

- Incident commander (second in command).
- Decision-making personnel/team.
- Identify incident command center.
- Identify incident communication plan.
- Review evacuation plan – review plan with facility manager.
- Review emergency response plan for typical emergencies.
- Review emergency response plan for national disasters.
- Review emergency response plan for terrorist actions.

In the event of a critical incident, contact the NCAA championship administrator immediately.

Best Practices.

The NCAA has established a Safety and Security Advisory Group (SSAG) to develop Best Practices for all NCAA championships. The SSAG developed these Best Practices based on a review of current and future championships competition venues, discussions with safety and security experts, and their own experience and knowledge. All hosts and competition venues are strongly encouraged to refer to the Best Practices when developing a safety and security program, which are located at http://www.ncaa.org/sites/default/files/Best_Practices_for_Venue_Safety_and_Security.pdf?division=d2.

The suggestions outlined in Best Practices for Venue Safety and Security are based on practices that are employed by competition venues across the nation. The need and ability to implement them at each facility and event will vary. Properly trained and equipped personnel constitute the primary element of implementing a successful safety and security program.

Best Practices for championships competition venue safety are intended for guidance purposes only; they are not a requirement under NCAA or other regulations or legislation. In addition, because of the wide variety of designs and sizes of competition venues; and composition and profile of particular events, not all Best Practices will be reasonable or applicable.

The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety program for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider the current national threat level, nature of specific threats and the full range of resources available when responding to changes in the threat condition levels.

Please submit your final safety and security plan, which would be inclusive of the NCAA Championships Safety and Security Team Contact Information form. Items must be submitted once the opportunity to host has been awarded.

Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to

abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions.

SECTION 6 – Drug Testing

The NCAA is dedicated to fair and equitable competition throughout each round of NCAA championships and strongly supports the drug-testing program established by its membership, to safeguard the health and safety of the participating student-athletes.

Drug-testing information must be kept confidential and provided only on a “need-to-know” basis. If testing is to be conducted at the site, the tournament manager and site coordinator will be contacted by Drug Free Sport.

The tournament manager and site coordinator will be notified no earlier than seven days before the start of the competition as to whether testing will be conducted.

The Championship Drug-Testing Site Coordinator Manual is available on the NCAA website at www.ncaa.org/drugtesting.

SECTION 7 – Competition Site and Equipment Requirements

Neutrality.

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as host institutional signage should not be used to create a "home" atmosphere. Traditional pregame or between-game activities are not permissible (e.g., tossing items to the crowd, permitting mascots to lead "trains" through the stands, etc.).

The host team will be afforded the same use of facilities as the visiting teams.

Alcoholic Beverages and Tobacco Products.

In order to be eligible to engage in the sale of alcohol during a NCAA Division I championship event or ancillary event, the following criteria must be satisfied by any NCAA host institution, event venue, and alcohol concessionaire:

- Host institution and its authorized agent (e.g., alcohol concessionaire), if any, must have a written policy in place for, and be actively engaged in, the sale of alcohol during regular season athletic events of the same sport and be properly licensed by the local and state authorities to carry on such operations; or
- If applicable, any event venue that is not owned or controlled by the host institution (“non-host venue”), or its authorized agent (e.g., alcohol concessionaire), must have a written policy in place for, and be actively engaged in, the sale of alcohol during its regular course of business and be properly licensed by the local and state authorities to carry on such operations.
- The alcohol management policy of the host institution, event venue, or alcohol concessionaire (whichever may be the case) must address the following:
 - Prevention of alcohol sales to visibly intoxicated patrons

- Prevention of alcohol sales to minors
- Serving sizes and quantities
- Alcohol sales cut-off time
- Outside beverages
- Security and disturbances
- Alcohol management training requirements for employees
- Beer and wine (or beverages with similar alcohol by volume) are the only alcoholic beverages to be sold to general attendees, and hard liquor is only permitted in designated suite and hospitality areas.
- Sale of alcoholic beverages by roving vendors (e.g., hawking) is prohibited within the spectator seating.
- Prior to the championship event, fully signed copies of the NCAA Concessionaire Indemnity and Insurance Agreement(s), NCAA Host Alcohol Indemnity and Insurance Agreement (if any), and NCAA Host/Venue Alcohol Agreement(s) must be submitted to the NCAA.
- Prior to the event, copies of the concessionaire's, host's, and/or venue's certificates of insurance (to the extent applicable) must be submitted to the NCAA to confirm it is compliant with insurance requirements set forth in their respective Indemnity and Insurance Agreements.

Alcoholic beverages shall not be advertised at any championship event sponsored by or administered by the NCAA, unless otherwise approved by the NCAA.

Tobacco products shall not be advertised, sold or dispensed at any championship event sponsored by or administered by the NCAA. Smoking is not permitted anywhere in the venue.

Americans with Disabilities Act.

The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

Concessions.

Food and beverage prices shall be no higher than similar events for primary tenants in the facility.

Facility Review.

Before the start of practice, the site representative will perform a facility walk-through with the tournament manager. The review should include ticket operations and spectator flow, position of the score table, team benches, NCAA signage, media areas, clocks, etc. Game clocks should be up and running throughout all practice sessions.

Decorating and Advertising.

NCAA Banners. The NCAA will ship banners to the host site. These should be prominently displayed in the venue.

Commercial Advertising. No commercial advertisement or signage (including use of message boards) is allowed at the competition site, except for previously contracted, permanent signage.

Directional Signs. Directional signs should be posted as required to assist the participants, spectators and the media.

Video Boards and Electronic Messages. No electronic board advertising of any kind or messages promoting non-NCAA events at the competition site may be displayed during practice or competition.

Equipment.

Exclusion Boards. In accordance with NCAA rules, an exclusion board and visible scoreboard are required. If the exclusion board does not show timeouts remaining (both regular and 30 second), there must be a separate timeout board.

Timing Device/Clock. Four shot clocks must be available and at least one game clock is required.

Balls. The Kap7 ball is the official ball for the championship. The NCAA shall provide the host with eight Kap7 balls for games.

A minimum of 20 balls of good quality and proper inflation should be available for each practice session. Seven balls should be the game balls, with two baskets capable of holding three balls. Balls will be thrown in from the bench.

Official Score Table Equipment.

The score table should be positioned mid-pool. The NCAA will provide signage for the score table.

Electrical outlets and surge protectors must be available for use at the score table. The following equipment should be available for each assigned position:

- Scorer – score sheets triplicate, ballpoint pens, clipboard, air horn, team rosters
- Exclusion Secretary – exclusion record form, three flags (red, white, blue), clipboard, whistle, pen
- Game Timer – air horn, if the sound of the game and shot clocks are the same
- Timeout Secretary – timeout record forms, clipboard, stopwatch, pen, air horn if there is television
- Exclusion Board Operator – exclusion and timeout record form, pen, clipboard, appropriate number and color of discs for the board
- Announcer – corrected program and all other equipment and procedures/script
- Team benches – an airhorn should be placed at each bench.

Space Requirements.

Entrances. Entrances must be staffed by an adequate number of persons.

Locker Rooms. A locker room with shower facilities should be provided for each team, and one locker room for the officials. Two locker rooms for the officials are needed if a man and woman are assigned to officiate the opening round game. If locker rooms are subpar for the visiting team, the host team is expected to use the “least suitable” locker room.

Locker rooms should be locked or staffed with security personnel during practices/games.

Videotaping Area. Teams are authorized to videotape the game. Provide an area for videotaping if requested.

Media Areas. The host should accommodate the media as required, including but not limited to seating, a media work area, designated photography areas and interview room.

Athlete Training Room. Provide access to the athletic training room to the visiting team. If the visiting team does not bring an athletic trainer, a host athletic trainer should be on the pool deck during practice and the game(s).

SECTION 8 – Financial Administration

Budget.

As part of the site-selection process, each prospective host must submit a proposed budget for approval by the NCAA. All receipts and expenses associated with the conduct of the championship competition shall be included in the proposed budget. This includes lodging expenses for officials and site representatives, if applicable. The proposed budget must be submitted and approved by the NCAA prior to the first date of competition of the championship. Additionally, best efforts should be made by the host to reasonably forecast expected ticket sales from the given championship.

The host institution is responsible for adhering to championship expenses as approved by the NCAA, including (but not limited to) competition site rental, maintenance, insurance, printing of tickets, ushers, maintenance personnel, ticket sellers, ticket takers, minor officials, police and security, promotion, publicity, advertising, meetings, banquets, medical staff. Other expenses not included in the original proposed budget must be approved in advance by the NCAA.

It is also incumbent upon the host to understand and remit all necessary taxes related to the sale of tickets to the given championship for sales made by both the NCAA and the host at their given state and locality. All consideration must be given by the host for certain relief of taxes with respect to the NCAA’s not for profit status under 501(c)3 of the Internal Revenue Code. Additionally, certain championships may be required to provide an outside letter of attestation speaking to their tax status provided by an outside CPA/accounting firm.

Host institutions must complete the online financial report in the championships bid and profile system, which includes accurately reporting all revenues and expense, and must include payment of the amount

due to the NCAA, within 60 days after the final date of competition at the site (if applicable). If requested, the host may be required to provide all supporting documentation to validate the revenues and expenses of their site. As a best practice, hosts are encouraged to upload all appropriate receipts, ticket audits and other supporting documentation to their host report on the “documents” tab as documentation supporting their revenue and expense figures.

Financial reports showing net receipts are not considered complete until payment is received at the national office. Institutions that fail to meet the 60-day reporting period will be assessed the following penalties: 60-90 days past due (25 percent reduction in honorarium), 91-120 days (50 percent reduction in honorarium) and 121 days or more (100 percent reduction in honorarium). If there is a shortfall in the funds available to reimburse approved expenses and honorariums, the NCAA will make best efforts to reimburse the host within five business days of the report being approved by the NCAA finance and accounting department.

Game Officials.

Officials will be selected by the Men’s Water Polo Committee. The host is responsible for paying hotel costs. The NCAA will pay game fees (\$162 per official, per game), per diem (\$45 for each travel day and game day), mileage and baggage fees to the officials via ArbiterPay.

Drug-Testing Expenses.

The NCAA Championship Drug Testing Proposed Budget should be completed and submitted to Drug Free Sport, International (Drug Free Sport), before the start of competition, if drug testing will occur at the site. The host institution/conference shall submit the NCAA Drug-Testing Invoice upon completion of the championship for expenses related to drug testing. Receipts must accompany the invoice to receive reimbursement. The proposed budget and invoice are located in the championship site coordinator manual.

Any collection, administrative and laboratory fees for drug tests (as requested by institutions or championship officials) that are not included in the approved championships drug testing plan will be invoiced to the institution.

SECTION 9 – Hotels

For all NCAA non-predetermined preliminary round competition, unless otherwise stated, the host institution/agency shall make reservations for the participating institutions/student-athlete(s) and advise them of the arrangements. The selected hotel properties shall be within no more than 30 miles (30 minutes) of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. Each participating institution/student-athlete is obligated to confirm or cancel the accommodations. The visiting team is responsible for the payment of rooms.

Following the championship each competing institution will submit a request for per diem provided by the NCAA through the Travel Expense System (TES).

The host will be notified if hotel rooms are required for the site representative and officials. These rooms will be paid for by the host and reimbursed by the NCAA.

SECTION 10 – Game Management

Selections.

Selections will be completed by the NCAA Men’s Water Polo Committee Sunday, November 24. The host and visiting teams will be notified of their participation in an opening round game immediately after selections.

Administrative Teleconference.

A mandatory teleconference with the participating teams, committee chair, NCAA championship administrator and host will take place at 2 p.m. Eastern time, Monday after selections. An agenda will be provided by the championship administrator. Members of the host staff will be requested to participate on the call.

At the end of the administrative teleconference, the opening round game teams will remain on the call to address specific questions and logistics relative to the opening round games.

Games Committee.

A games committee shall include the director of athletics of the host institution or committee (or designated administrator other than a member of the men’s water polo staff), a designated administrator of the visiting team and the NCAA site representative. The site representative shall serve as chair. The games committee shall deal with acts of misconduct, weather delays and other important issues relative to safety and fair play.

Public Address Announcer/Production.

The host will be responsible for the coordination of all production elements including public-address announcer script, music, video board content and coordination, lighting, etc. Some tips for the public-address announcer are included in Appendix A.

Ball Retrievers.

Qualified ball retrievers over the age of 10 are needed. Ball retrievers should wear swimsuit apparel and be stationed at each goal. It is recommended that host institutions have two to four qualified ball retrievers for a game.

Official Score Table Personnel.

The host should secure experienced individuals to work at the score table (scorekeeper, exclusion secretary, timeout secretary, exclusion board operator, game timer and shot clock timer). These key individuals will receive \$35 per game; this amount should be included as a line item under personnel in

the initial proposed budget.

Goal Judges.

Goal judges will not be used for the opening round games.

Lifeguards.

The provision of lifeguards during all scheduled practice and competition must be consistent with local health codes.

Pregame Protocol.

The national anthem will be played before the game. The pregame march-in and player introductions should be organized by the host, consistent with protocol for home games. Please refer to Appendix C for the pregame timing schedule.

Team Benches/Uniforms.

The team bench area is limited to 20 persons. Teams are limited to 16 players in uniform and four (4) other individuals as designated by each institution. The squad list should be submitted to the tournament manager not later than 60 minutes before the start of the game. No substitutions are permitted to the squad list once it has been declared.

Team benches or chairs shall be provided for 13 of the 20 individuals.

The home team 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 benches).

A coin toss requested for any game will be conducted at the captains/officials meeting approximately 60 minutes before the start of the game. If requested by one coach, the teams must change ends and benches after each period.

SECTION 11 – Meetings

Administrative Meeting.

The NCAA site representative will conduct a mandatory administrative meeting to review game operations and procedures. It is mandatory that a team administrator and the head coach attend the meeting. The time of the meeting will be determined and communicated to each team.

Host Facility Review/NCAA Site Representative.

Prior to the first scheduled practice, the site representative will schedule a facility review with the host.

Officials Meeting.

An officials meeting will be held one hour before the game. The NCAA site representative will conduct the meeting. The officials will meet with the captains of both teams at the start of their meeting.

SECTION 12 – Media

Media Access.

The host sports information director will oversee the issuance of media credentials/access consistent with home games.

Media Workroom.

If necessary, a media work room should be designated at each site, where media members can file stories following competition. The work room should be equipped with telephones, high speed internet lines and/or wireless internet access. In addition, the room should have an adequate amount of seating and electrical outlets.

Each school's media guides and/or postseason guides, along with any materials the host institution distributes (statistics, game notes, quotes, etc.), should be located in this area.

Information.

The NCAA or host media coordinator should notify each school that qualifies for the championship how many media guides and/or postseason guides should be sent to the championship site. The media coordinator should provide an overnight address where the schools can send the information (their office or the facility) and a deadline as to when it should arrive. Consider security when selecting the location where these materials will be shipped. The host sports information director should prepare score sheets, a news release and statistics for the media.

Results.

At the conclusion of each championship contest or session (preliminary rounds and finals), please forward information that specifies the division, sport, round, date and official results, and provide a brief game/event summary.

Institutions should send all information as follows:

- E-mail the information to ncaa-editorial@turner.com and mwatsky@ncaa.org.
- Specify the division, sport, round and region in the subject area.
- Paste the text (official results, including date of competition, round, etc.) directly into the message box.
- Attach HTML box score, if available.

Equipment.

Copier. One photocopy machine with capabilities for reproducing statistics and other material must be available.

Wireless Access.

Wireless Internet access must be available at all championship rounds for media use. The host institution may NOT assess an additional “hookup fee” to any media agency. Any wireless charges should be charged to the host or reflected in the proposed budget.

Printers. At least one high-speed printer shall be available in the media area.

Parking.

Media parking is desired at each site, but the host must make this decision. The media coordinator should determine if it would be more effective to use parking passes or a parking list. If passes are used, the host institution must generate them.

Press Interviews.

The media coordinator, or a member of the coordinator’s staff, shall attend all press conferences, including any conducted before the start of championship play. If a formal press conference will be held, the media coordinator should produce name (table) tents to place on the dais/riser to identify coaches and student-athletes.

ALL STUDENT-ATHLETES AND COACHES MUST BE MADE AVAILABLE FOR INTERVIEWS. The open locker room policy applies to all formal press conferences and to any interview requests for coaches and/or student-athletes not involved in the press conferences. Failure to do so may result in a misconduct finding, as determined by the respective sport committee.

(Note: In the event that a student-athlete has been selected for drug testing, all media obligations must be fulfilled before going to the drug-testing center.)

The losing team shall have a 10-minute cooling-off period before reporting to the interview room. The cooling-off period starts once the head coach and all of the student-athletes have reached the locker room area. A coach can shorten the cooling-off period but cannot extend it. At the end of the 10-minute cooling-off period, sports information representatives should escort the non-winning head coach and two student-athletes (minimum) to the interview area. The non-winning head coach will be interviewed first. The winning head coach and players should be escorted to the “holding” area.

The “holding” area should be near the interview room, to be used by the winning head coach and student-athletes as they wait. They must be escorted to the press conference area as soon as the first team is finished. It is important that the non-winning coach has left the interview room and/or corridor before the winning coach is brought in.

The non-winning head coach and two student-athletes will open the interview session. The session with non-winning team should be limited to 10 minutes.

The winning team will report to the interview room immediately following the completion of the losing team's press conference. The winning head coach and a minimum of two student-athletes will follow. The session with the winning team should be limited to 20 minutes.

As soon as one media member enters a locker room, it will be open to all media members. Locker rooms are open to the media for a minimum of 30 minutes, provided media are present the entire time.

The head coach must complete all NCAA championship media obligations before honoring any in-season radio or television contracts. Coaches or student-athletes may only conduct interviews with rights-holding television or radio networks (including ESPN or Westwood One, but not school radio stations) before the press conference following the conclusion of a game. These interviews are permitted during a period totaling no more than four minutes for all interviews, immediately after the game. The media coordinator or designee has the responsibility to terminate the four-minute interview period, NOT the network/station that has purchased rights. (Assistant coaches are not obligated to the entire media staffing the championship and may grant postgame radio interviews at any time after the conclusion of the game.)

Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, open their dressing rooms and/or report to the interview area before the cooling-off period ends, and make themselves available to all media representatives staffing the game. Should a coach permit one media agency to enter the dressing room before the 10-minute cooling-off period has ended, the dressing room shall be opened to all other media representatives desiring access to the area. The NCAA championships have an "open locker room policy," which is administered by the media coordinator on site.

Working Press Tables.

Set up tables for working press as close as possible to the pool. Press tables should have an adequate number of electrical outlets.

SECTION 13 – Medical Procedures

Medical Procedures.

Institutions and athletics health care providers should adhere to federal, state and local regulations; NCAA bylaws and sport playing rules; and the NCAA Sports Medicine Handbook. Athletics health care providers for the student-athlete should be appointed by and should report to institution administrators who are independent from coaches (e.g., health center, campus hospital/medical center, student affairs).

Each scheduled practice and the game require (a) the on-site presence of a person qualified and delegated to render emergency care to a stricken participant; (b) the presence or planned access to a physician for prompt medical evaluation of the situation, when warranted; (c) planned access to a medical facility, including a plan for communication and transportation between the competition site and the medical facility for prompt medical services, if warranted; (d) access to a working telephone or other

telecommunications device; and (e) a thorough understanding by all parties, including the leadership of the visiting team, of the personnel and procedures associated with the emergency-care plan. The entire athletics staff (coaching, medical and paramedical personnel) is strongly encouraged to become proficient in cardiopulmonary resuscitation techniques. The host institution must provide standard procedures and equipment for handling injuries involving blood.

Additionally, all necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good condition, and personnel must be trained in advance to use it properly. Also, emergency information about the student-athlete should be available both at home and on the road for use by medical personnel.

Medical Facilities.

General Public

The facility, at its expense, must provide certified medical personnel (independent of the competition medical staff) and a first-aid room for spectators on game day.

Hospital

The host athletic trainer shall identify a hospital, in close proximity, that will be available to participating teams and shall ensure that championship participants will be provided priority care and assistance.

Participants

Athletic training facilities should adhere to local, state and federal regulations pertaining to health care facilities. An athletic training room shall be open and a certified athletic trainer (the host institution's athletic trainer) must be present for all practices and games at the facility. The athletic training room must open a minimum of two hours before all practices and games, and remain open one hour after the conclusion of all practices and games.

Communication

The athletic trainer and physicians should be equipped with a means of radio communication.

Teams' Physicians

Participating institutions may include team physicians on their gate list. If the physicians are not seated on the bench, the host athletic trainer should ascertain their seat locations, in case of emergency, and be prepared to escort the physician to the team locker room, if necessary. If the team physician has not been provided a credential from the team allotment, they will be provided a credential and escorted to the team locker room or athletic training room.

Concussions.

The NCAA has adopted legislation that requires each active member institution to have a concussion management plan for its student-athletes. Participating institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning

sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions. A student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

Medical Staffing.

Host Medical Staff. It is the responsibility of the host institution/conference to provide medical coverage and care for participating student-athletes. In limited-access venues, the host medical staff will assess and remove from play student-athletes with injuries. Once removed, traveling medical staffs will have access to their student-athletes.

Travel Party. Medical personnel receive credentials for the championship as part of the normal institutional travel party. It is the responsibility of the participating institution to include medical personnel in their normal credential numbers. However, institutions may elect to pay for medical staff to travel in addition to the travel party limits through institutional funds. Competition site access can be secured by acquiring session tickets through purchase or an institutional pass list.

Access. Medical staff traveling with teams will have access to their team participants through the host medical staff, should an injury occur.

Communication. Contacting the host medical staff before arriving to the championship site is recommended. On arriving, understanding competition site access during the event will help coordinate access to injured student-athletes. Typically, an access point from the stands supervised by security will allow access to student-athletes.

SECTION 14 – Merchandise

The NCAA licensing department has oversight for the event merchandising program at all rounds and sites of NCAA championships. All licensing and merchandising questions should be directed to David Clendenin (317-917-6496; dclendenin@ncaa.org).

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 National Collegiate Championships; host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser. The official NCAA event souvenir merchandiser is Event 1.

Event 1, Inc. will enter into an agreement with the official vendor of the host institution/conference or sponsoring agency, and will supply merchandise and inventory reconciliation forms to the official vendor. The official vendor of the host institution/conference or sponsoring agency at the site of the championship(s) is responsible for complete retail vending accountability, including full responsibility for inventory. When the requirements listed below are met, the host institution/conference will receive a 20% commission fee for providing these services. The 20% commission fee will be from net sales, which

is defined as gross sales minus taxes and credit card fees. The following is a list of the requirements that must be met to qualify for the 20% commission fee:

- Receive and count in all merchandise upon arrival from Event 1, Inc.
- Locked and supervised storage adequate to accommodate all championship merchandise.
- Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- At the conclusion of the event, everything sent must be returned to Event 1 within two days of the conclusion of the event.
- An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
- Selling locations that are well displayed and fully stocked prior to the public's access to them.
- Strict adherence to the merchandising and display standards as outlined below:
 - Merchandise made available for sale at all times during the event.
 - Each item neatly displayed with correct prices clearly marked.
 - Merchandise should be neatly folded at all times.
 - Neatly dressed personnel that are customer-oriented.
 - Skirted tables for display and checkout.
 - Display boards and grids to properly display product at all selling locations
 - Selling locations located in high traffic and easily located locations.
 - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
 - Keeping selling areas clean and neat at all times.
 - Re-stocking of back-up inventory in a fast and efficient manner.
 - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
 - Providing electricity and either hard internet lines or dedicated secured WiFi network connection to support the merchandise sales effort at no cost.
- A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
- Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within two business days of the conclusion of the event.
- The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion of the event.
- Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institution will keep commissions earned and the remaining money owed to Event 1 must be sent within seven days of the conclusion of the event.

The host institution/conference may not sell or allow for sale any merchandise that infringes upon the exclusive rights of Event 1, Inc.

Institutional Merchandise. A buy-out option can be made with Event 1/NCAA when the host institution/conference wants to sell merchandise that features the host mark or logo at the NCAA competition. This can only be done when the host institution/conference agrees to purchase the entire

product that Event 1 provides. The host institution/conference will receive a 20% commission fee of net sales, gross sales minus credit card fees and taxes, on product supplied by Event 1. The host institution or official vendor will provide the NCAA 15% of sales (net of taxes and credit card service fees) of all non-NCAA championship merchandise. The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year's championship.

Event 1 will provide an event manual, which will include the contact information for the event coordinator assigned to the event as well as additional merchandising guidelines.

SECTION 15 – Officials

Confidentiality.

Two officials will be assigned to the opening round game by the Men's Water Polo Committee. Participating teams will be advised of the officials assigned to their game 24 hours in advance of the game.

Fees and Expenses.

Please see the financial section for information on officials' expenses.

Transportation.

Travel expenses for the officials will be paid by the NCAA via ArbiterPay according to the actual mode of transportation, not to exceed jet coach airfare or 53 cents per mile. Officials who must fly to the site must make their travel arrangements through the NCAA travel service, Short's Travel Management (866-821-8547). Short's will bill the NCAA. Officials who use ground transportation will be reimbursed at a rate of 53 cents per mile round-trip from their home to the site, but not including local mileage while at the site.

The NCAA may provide rental cars to officials for travel to and from the venue. However, the host may be asked to assist officials with travel to and from the venue.

Officials' Security.

It is the responsibility of host security to escort officials to their locker room immediately after the game.

SECTION 16 – Opening Round Game Participant Manual

The host shall prepare an Opening Round Game Participant Manual for the visiting team, officials and the site representative. This manual will contain information specific to the host site and game including contacts, hotel, parking, ticket, schedule and venue information for the opening round game. A template will be provided by the NCAA championship administrator.

SECTION 17 – Souvenir Programs

This championship will feature a digital game program that can be viewed online or downloaded at no charge. This program will be available online generally no later than two days before the first day of the event.

All digital programs available can be found at <http://www.ncaa.com/gameprograms>.

Content/Editorial.

IMG College will be responsible for all program production, including editorial content, layout and design, and advertising. If you have questions, please feel free to contact your NCAA administrator or Chad Laytham (chad.laytham@img.com) at IMG College.

SECTION 18 – Security

Adequate security (not necessarily uniformed police) must be provided for the team benches, teams' and officials' locker rooms, press conferences and working press areas, postgame interview room and any other area for which there is controlled access. Plan to have security personnel on site to assist with crowd control and to keep spectators off of the pool deck.

Emergency Plans.

Competition site management must have specific written policies and procedures outlining the facility's emergency/evacuation plans and plans for assignment of security officers in and around the competition site.

The NCAA site representative and tournament manager should discuss existing security procedures and review the facility to determine potential security problems, and discuss the emergency/evacuation plan.

Severe Weather.

Please refer to Appendix B for information on severe weather planning.

Non-Permissible Items.

The facility shall encourage patrons to return non-permissible items to their automobiles.

Laser Pointers. Laser pointers are not permitted.

Noisemakers. Artificial noisemakers of any kind, megaphones used for distraction, air horns, electronic instruments, inflatable noisemakers, whistles, etc., are not allowed in the stands by fans or bands/spirit squads/mascots. The facility staff is responsible for confiscating prohibited items at the entrance points or removing such items from the facility. Megaphones may be used for voice amplification by spirit squads, but they shall not be used as a distraction.

Distribution of Materials.

No person or group may distribute the following materials in the facility or adjacent areas that fall under the control of the venue management without the advance written permission of the NCAA: handbills, flyers, newspapers, memorabilia or promotional materials for other events or activities.

SECTION 19 – Tickets

The host is responsible for ticket sales. It is not expected that advance sales will be made available to the public. Pricing may be determined by the host.

Appendix A – Public Address Announcer

The public-address announcer has an important role in the administration and conduct of the game.

1. The announcer shall follow the pregame protocol (Appendix C).
2. The announcer shall not be a “cheerleader” for the home team. If the competition is played at the traditional home site of a participant, the announcer shall adhere to NCAA procedures rather than those that may have been in effect during the regular season.
3. The announcer shall:
 - a. Identify the player scoring the goal, goal attempts, goalie saves, personal fouls, substitutes and the score.
 - b. Announce the team taking a timeout and number of timeouts remaining.
4. The announcer should be prepared with crowd control. (These may include notes regarding exits, seating, safety measures and first-aid station.)

(The following statement shall be read by the public address announcer prior to the start of each game.)

“The NCAA promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages and the use of tobacco products is prohibited.”

5. In the event debris is thrown in the pool or other incidents interfere with the conduct of the game, the game official may remove the teams from the pool. In such event, the announcer shall make the following announcement:

“The game officials and the personnel of both teams have been directed by the NCAA to remain out of the pool until playing conditions are proper for continuance of the game. Let’s afford the participants the championship sportsmanship they deserve.”

6. An announcer shall not recognize corporate contributors or host sponsors.

Appendix B - NCAA Championships Severe Weather Information

If weather conditions could alter the approved schedule, the tournament manager and/or site representative must contact the NCAA championship administrator before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

Lightning and Weather Detection Service

The NCAA has made arrangements to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championship. A tournament staff member should be dedicated to weather monitoring. This service is provided complimentary so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff. Both the site representative and host tournament manager should request to include his/her emails and/or phone numbers via text to the weather monitoring system so updates will be received. The site representative and tournament manager should also ensure that the address identified in the monitoring system is the actual physical location of where the event is taking place. It is also recommended that the site representative and the tournament manager monitor the national storm center forecast using weather.gov or weatherbug.com. It is also recommended that the tournament manager make contact with a local meteorologist.

As recommended by the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports and the National Severe Storms Laboratory, consideration will be given to terminating play when the lightning is eight miles away (flash-to-bang time of 30 seconds or less). This is an accepted method to determine the threat of lightning in situations where other sources (such as technology and instrumentation) are not available. (Please review the lightning safety guideline, which is available in the NCAA Sports Medicine Handbook online at <http://www.ncaa.org/sport-science-institute>).

NCAA LIGHTNING DETECTION PROCEDURES

MXVISION WEATHERSENTRY ONLINE®

MxVision WeatherSentry Online is a Web-based subscription to a lightning detection and weather monitoring system. Once you are selected as a host institution, you must complete the “MxVision WeatherSentry Online Registration”. Click [here](#) to complete the registration. Your site-specific User Name and Password will be emailed 48 hours before the start of your event.

NOTIFICATION EMAIL AND MONITORING LOCATION

After you receive your registration confirmation from Schneider Electric, you should confirm that the correct monitoring information has been entered.

1. Log on to <http://weather.dtn.com>. You will be asked for your user name and password. Enter the information that was provided to you from Schneider Electric. All information is case sensitive.
2. Once you have entered the site, you will see your “Home” screen. On the top left of the screen, click on the “Settings” button. Verify that your site information is listed as the monitoring site. Please note that any changes in the “Settings” area must be completed by clicking on “Save Changes” at the bottom right of the screen.
3. Once you have verified your site, you should verify that your notification devices are properly identified. Click on the “Alerts” tab and then “assign contact devices.” This will allow you to view the email addresses that will be used to notify you in the event of lightning in your immediate area or inclement weather.
4. Once your contact device has been established and verified, click on the “Manage Control Devices.” This will allow you to designate “Quiet Periods” or times when you will not receive any notifications. It is recommended that “Quiet Period 1” be set from midnight until the time you would like to begin receiving notification and that “Quiet Period 2” be set from the time you would like to stop receiving notification until midnight.
5. Once your event is over, return to the “Alerts” tab and the “Assign Contact Devices” screen. UNCHECK the enable box for each email address. This will discontinue all email notifications to those devices.

VIEW PERSONAL MAP

From the “Home” screen, you can click on the radar image. This will enlarge the radar image of your area. You will see the warning and the alert rings for the lightning monitoring for your site.

Here are some helpful tips for using this page:

1. On the right side of the screen, you can click on any of the boxes to customize the view of your local map with as much or as little information that you would like. The alert ring is a 30-mile radius from your competition site and the warning ring is an eight-mile radius from your site. Once lightning enters your alert site, you should begin preparations to protect the student-athletes and spectators. Once lightning enters the warning ring, you must stop competition and move student-athletes and spectators to safe areas. You may not begin any activity until 30 minutes have passed since the last lightning strike inside the warning ring. Lightning strikes will disappear from the screen once they are 30 minutes old.
2. You can put the radar in motion by clicking on the arrow at the bottom of the page. This will assist you in tracking rain activity in your area.
3. The information in the PrecipTimer® and the Lightning Manager® on the Home page will show you current activity in your area.

Please take some time to become familiar with the features of this product. For example, you can obtain direct information from the National Weather Service or an hourly forecast for your location by using the tabs on the left side of the Home screen.

PROGRAM SUPPORT

In the event that you are having difficulty using this program, please use the Help section located on the upper right-side corner of the screen. This will have many answers to questions regarding the function of this system.

If you need technical support, call 1-800-610-0777 and select option 2 for service.

Appendix C - Pregame Timing Schedule

Protocol	Game Clock
Start clock	60:00
Captains/officials meeting	60:00
Competition course and game balls available for warm-up	55:00
Clear pool, teams to bench area	10:00
Introduce team with white caps	06:00
Introduce team with dark caps	05:00
Introduce officials	04:00
National anthem	03:45
Final team huddle	02:00
Reset clock and begin game	00:00