**2019 National Collegiate**

**Men’s Water Polo Opening Round Game**

**Participant Manual**



\_\_\_\_\_\_ vs. \_\_\_\_\_\_

Saturday, November 30, 2019

\_\_\_\_\_\_\_\_(venue)\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_(City, State)\_\_\_\_\_\_\_

\_\_\_(Game Time)\_\_\_\_\_\_\_\_

**Revised 10/15/2019**

Table of Contents

[Contact Information 2](#_Toc526337929)

[Schedule of Events 3](#_Toc526337930)

[Practices 3](#_Toc526337931)

[Parking/Directions 4](#_Toc526337932)

[Facility/Campus Maps 4](#_Toc526337933)

[Tickets 4](#_Toc526337934)

[Media Relations 4](#_Toc526337935)

[Visiting Team Locker Room 5](#_Toc526337936)

[Visiting Team Hotel 5](#_Toc526337937)

[Drug Testing 5](#_Toc526337938)

[Pregame Timing Schedule 6](#_Toc526337939)

[Visiting Team Information Form 7](#_Toc526337940)

# Contact Information

**HOST INSTITUTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Title** | **Work phone** | **Cell phone** | **Email** |
|  | Director of Athletics |  |  |  |
|  | Team Administrator |  |  |  |
|  | Tournament Manager |  |  |  |
|  | Head Men’s Water Polo Coach |  |  |  |
|  | Facility Manager |  |  |  |
|  | Sports Information Director |  |  |  |
|  | Head Athletic Trainer |  |  |  |
|  | Ticket Operations |  |  |  |
|  |  |  |  |  |

**OTHER IMPORTANT NUMBERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Title** | **Work phone** | **Cell phone** | **Email** |
|  | (University Police) |  |  |  |
|  | (Nearest Hospital) |  |  |  |
|  | (Hotel Sales Manager) |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**VISITING INSTITUTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Title** | **Work phone** | **Cell phone** | **Email** |
|  | Director of Athletics |  |  |  |
|  | Head Men’s Water Polo Coach |  |  |  |
|  | Team Administrator |  |  |  |
|  | Sports Information Director |  |  |  |
|  | Head Athletic Trainer |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**NCAA CONTACTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Title** | **Work phone** | **Cell phone** | **Email** |
|  | Site Representative |  |  |  |
| Randy L. Buhr | Championship Administrator | 317-917-6716 | 317-966-7306 | rlbuhr@ncaa.org  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Schedule of Events

Friday, November 29

|  |  |  |
| --- | --- | --- |
| **Start Time** | **End Time** | **Activity** |
|  |  | Include any institution activities scheduled |
|  |  | \_\_\_\_\_ closed practice |
|  |  | Administrative meeting |
|  |  | \_\_\_\_\_ closed practice |
|  |  |  |
|  |  |  |
|  |  |  |

Saturday, November 30

|  |  |  |
| --- | --- | --- |
| **Start Time** | **End Time** | **Activity** |
|  |  | Include any institution activities scheduled |
|  |  | Gates open to public |
|  |  | Captains/Officials meeting |
|  |  | Warm-up |
|  |  | \_\_\_\_ vs. \_\_\_\_\_ Game |
|  |  |  |
|  |  |  |

# Practices

\_\_\_\_\_ will practice from \_\_\_\_ to \_\_\_\_ Friday, November 29.

\_\_\_\_\_ will practice from \_\_\_\_ to \_\_\_\_ Friday, November 29.

All practice sessions will be closed. Observers may be allowed by permission of the head coach. Any questions regarding practice should be directed to \_\_\_\_\_\_\_\_.

# Parking/Directions

(Please include information for team buses, vans and spectator parking. In addition, also include directions to the venue.)

# Facility/Campus Maps

[Please include map(s) showing parking areas and main streets, team entrances, media entrances, spectator entrances, locker rooms, etc.]

# Tickets

Tickets may be purchased…. (describe ticket operations)

Ticket Prices

Adults: $\_\_\_

Students/Children: $\_\_\_

\*All seating will be General Admission

Should you have any questions concerning the game-day ticket procedures, please direct all inquiries to \_\_\_\_\_\_\_. Ticket office hours are \_\_\_\_\_. The ticket office will open \_\_\_ hours before game time.

# Media Relations

All media arrangements, credential requests and postgame interview procedures should be coordinated through the men’s water polo sports information director, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

# Visiting Team Locker Room

\_\_\_\_\_ will use the \_\_\_\_\_\_\_\_ locker room, located \_\_\_\_\_\_\_\_. Towels and (specify hospitality items) will be provided. Please direct any other special requests to \_\_\_\_\_\_\_\_\_\_\_\_\_.

# Visiting Team Hotel

Rooms have been reserved at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The room rate is $\_\_\_\_ + appropriate taxes. Please direct hotel questions to:

Hotel Name

Hotel Address

Hotel Phone

Sales Manager Name and Contact Information (including work phone, cell phone and email address)

# Drug Testing

Student-athletes may be subjected to drug tests in accordance with NCAA Bylaws 18.4.1.5 and 31.2.3.

# Pregame Timing Schedule

**Time Actual**

**Allotted Time Protocol Game Clock­­­­­­\_\_\_\_\_**

 \_\_\_\_\_\_ Start Clock 60:00

05:00 \_\_\_\_\_\_ Captains/officials meeting 60:00

45:00 \_\_\_\_\_\_ Competition course and game 55:00

 balls available for warm-up

4:00 \_\_\_\_\_\_ Clear pool, teams to bench area 10:00

1:00 \_\_\_\_\_\_ Introduce team in white caps 06:00

1:00 \_\_\_\_\_\_ Introduce team in dark caps 05:00

0:15 \_\_\_\_\_\_ Introduce referees 04:00

1:45 \_\_\_\_\_\_ National anthem 03:45

2:00 \_\_\_\_\_\_ Final team huddle 02:00

 \_\_\_\_\_\_ Reset clock and begin game 00:00

**PREGAME PROTOCOL**

**(Please provide details of the opening ceremony. An example is provided here.)**

When the first buzzer sounds, both teams are to clear the pool and report to the designated staging areas. The team with the dark caps will line up in reverse cap order (largest number first) with the captain at the end of the line. The team with the white caps will line up with the captain first, followed by team in cap order. The teams will march from the staging area to the north end of the pool and stand facing the pool. The two officials will position themselves between the two captains following the march-in. Student-athletes must be in official uniform (robes or sweats) with caps on. At this time, both teams will have their entire team announced, in order of cap numbers, starters will be announced once the teams are in the water just before the start of the game. Team with white caps (visiting team) will be announced first, followed by the team with dark caps (home team). Officials are then announced. After the national anthem, the two captains of the teams will shake hands and the teams will exit to their benches.

# Visiting Team Information Form

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

Contact information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Title** | **Work phone** | **Cell phone** | **Email** |
|  | Director of Athletics |  |  |  |
|  | Head Men’s Water Polo Coach |  |  |  |
|  | Team Administrator |  |  |  |
|  | Sports Information Director |  |  |  |
|  | Head Athletic Trainer |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Anticipated arrival in host city:

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

 Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mode of transportation: Air Bus Van/cars

How many parking spaces will be required for your team?
\_\_\_\_\_\_ buses
\_\_\_\_\_\_ vans

\_\_\_\_\_\_ cars

Confirm Friday practice time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_