



**2019 WOMEN'S
NATIONAL COLLEGIATE
WATER POLO
CHAMPIONSHIP**
STANFORD, CA • Stanford University, Host

HOST OPERATIONS 2018-19 MANUAL

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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 Women's Water Polo Championship and to supplement the [National Collegiate Women'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 meets and tournaments. These resources will provide information about the general policies governing all aspects of NCAA competition, while the tournament 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 women's water polo.



Ben Brownlee
Assistant Director, Championships and Alliances

Mission Statement

The NCAA and the NCAA Women'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.

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SECTION 1 – Alcoholic Beverages

New for the 2018-19 academic year, all Division I and National Collegiate championships are eligible to engage in the sale of alcohol (i.e., beer and wine), provided certain criteria are met.

After starting a bid in the Championships Bid and Profile System, users will be prompted to answer a few questions that will determine their institution's eligibility to sell alcohol (i.e., beer and wine) at a given venue. If a school is deemed eligible and is interested in selling alcohol (i.e., beer and wine), it will be required to complete one of three agreements that must be signed and uploaded into the bid portal. Please thoroughly review the Championships Alcohol Sales Policy before completing the appropriate agreement.

Championship Alcohol Sales Policy

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 at the same venue 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.
- “Drink Responsibly” messaging must be present and communicated at concession stands, through PA reads, video board messaging and other platforms available.
- 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.

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.

SECTION 2 – 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 NCAA will rely on the host institution/conference to confirm 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.

SECTION 3 – Awards

All-Tournament Teams

A first and second all-tournament team will be selected by an all-tournament selection committee. The NCAA will ship personalized all-tournament team plaques to those student-athletes on the first all-tournament team after the championship.

The all-tournament team selection procedures are as follows:

1. Each team will consist of six field players and one goal keeper. One player on the first team will be selected as Most Valuable Player of the tournament.
2. Each Head Coach will be handed a nomination ballot by the Brian Streeter (NCAA Water Polo Sect./Rules Editor) at the coaches meeting prior to the banquet. Coaches must return the nomination ballot to Brian Streeter before the tournament games beginning. The host SID or Brian Streeter will type up a final "Selection Ballot".
3. The final "Selection Ballot" will be given to the final two SID's and Head Coaches, two NCAA Water Polo committee members, and the host SID before the championship game by Brian Streeter. These must be returned to Brian Streeter before the start of the third period of the championship game. Coaches may not vote for their own athletes. Failure return a ballot or voting for your own players will jeopardize your ballot selections.
 - a. 1st team members will each receive 2 pts,
2nd team members will each receive 1 pt.
 - b. Coaches must designate a Most Valuable Player along with a goalie on your final ballot.

4. If a Head Coach wishes to change the MVP designation, the SID or Brian Streeter must be notified immediately following the game.
5. Player representation will come from the final four teams. Teams that are not successful on day one will not be considered for the All-Tournament Team. Minimum of two games need to be played to be considered. Minimum of one player from each of the final four teams will be selected.
6. The All-tournament team will be announced immediately following the team awards.
7. A copy of the all-tournament team should be sent to kgiles@ncaa.org.

Awards Ceremony

After the Semifinal Games:

- Individual semifinalist team trophy and individual team awards (trophies) will be provided to the team administrator of the non-advancing teams.

After the Championship Game:

1. After the winning team has cleared the pool, the second place team will be presented the team trophy. The head coach and/or team captain(s) should proceed to the awards area to receive the second-place team trophy. The entire team may participate if desired.
2. Individual team awards (trophies) for second place will be placed in the locker room.
3. After awarding the second-place team trophy, the first-place team in official institutional uniform (e.g., no ball caps, commercial logos, etc.) should be lined up by cap number. (The team may wear the locker room shirts and hats).
4. The first-place team is announced by cap number from lowest to highest, followed by assistant coach(es) and head coach.
5. As announced, student-athletes, assistant coach(es) and the head coach receive individual team awards (trophies and watches) and remain standing until all awards and the team trophy are presented.
6. Immediately after the presentation of individual team awards, the head coach and/or team captain(s) will be presented with the first-place team trophy. Photos will then be taken.
7. The team leaves the awards area when the announcer gives cue, "Let's have a round of applause for **(name of institution)**."
8. Announcement of all-tournament teams and most valuable player.
9. With host approval, winning team fans may be invited to join the celebration on the pool deck.

Championships Locker Room Program

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 90 NCAA championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. Listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- The product is for team champions only.
- Please remove all hangtags and stickers (if needed) on the merchandise prior to being distributed.
- The merchandise should be distributed to the winning team only immediately after the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team's equipment manager.
- All winning team inquiries about obtaining additional locker room product should be directed to Gear For Sports, Nike or Top of the World depending on product. Please contact David Clendenin at the NCAA national office for contact information, 317-917-6496.

Elite 90 Award

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active and traveling member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting their student-athlete that has the highest GPA and meets all of the other requirements. Mark Bedics and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide to the NCAA championships administrator as well as the local host shortly before the championship begins. The winner's name should not be released to the public until after they are publicly recognized. If appropriate, the championship administrator can share the information with the coach of the winning student-athlete to make sure of that person's attendance. However, they should not inform the student-athlete. Bedics or another member of the media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's institution on the morning of the announcement to allow them time to prepare.

Each championship should provide an appropriate forum to adequately recognize and celebrate this award winner amongst their peers and fans of the championship. In addition, information about this award winner may be included in local press releases about the championship and in public address and/or video board announcements during the championship.

Award presentation

When determining the most appropriate time to present the Elite 90 award, the NCAA and host staff should evaluate the time and venue which will create the greatest impact and amount of exposure for the award winner while also appropriately honoring and celebrating their accomplishments. The presentation should be semi-formal in nature and not be rushed or overshadowed by other presentations or events surrounding it. The award winner should be

visible, the announcement clearly audible and the award presentation should receive the full attention and respect of all of those in attendance. The standard award script is listed below:

At this time we would like to present the Elite 90 Award. This award was instituted to recognize the true essence of the student-athlete by honoring the individual who has reached the-pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's 90 championships.

The recipient of the Elite 90 Award for the 2019 National Collegiate Women's Water Polo Championship, with a GPA of X.XXX in (major, is student-athlete and institution).

Presentation at the student-athlete banquet

This award has traditionally been presented at the student-athlete banquet for most NCAA championships. In many cases the student-athlete banquet provides the best forum for the award presentation and greatest exposure for the winner as it is the one time when all championship participants and administrators are gathered together in one place with a controlled, semi-formal environment complete with a sound system and set program. Presenting at the student-athlete banquet also alleviates any potential conflicts with the winning student-athlete's participation in or preparation for an NCAA championship event. Guidelines for presentation of this award at the student-athlete banquet are:

- The award should be presented by either the banquet emcee, the NCAA committee chair or the NCAA championship administrator.
- The award should be presented near the end of the program and be clearly recognizable as the premier award being given (see student-athlete banquet page for sample run of show).
- The award should be presented after attendees have had a chance to finish their meal.
- If video screens are available, the video slide or footage of the winning student-athlete provided by Van Wagner Sports & Entertainment may be run as the individual is introduced.
- The coach of the winning student-athlete should be informed to help assure the winner's attendance.
- If a photographer is at the student-athlete banquet or championship, a photo should be taken of the recipient receiving the award. This may be used in-venue during competition days to showcase the academic achievement of the student-athlete or provided to the student-athlete as a memento.
- If the award winner is recognized primarily at the student-athlete banquet, public address and video board announcements should be made whenever possible and applicable at the actual championship for additional exposure to fans who do not have access to the banquet.

In-venue presentation

The NCAA and host staffs are encouraged to look for opportunities for the Elite 90 award winner to be presented their award in the championship venue during a time when the majority of participants and fans are in attendance. While this may not be appropriate for championships that are spread out over multiple venues, large areas, or have multiple games in one day that disperses the crowd chronologically – it should be explored for championships in which the majority of fans are gathered during a predetermined time frame and can provide their undivided attention to the

award presentation. The presentation must also not conflict in any way with the student-athlete's participation or preparation for the championship. Examples could be:

- In a championship with two semifinals played on one day, the award winner could be recognized during the semifinal in which they are not participating.
- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, they may be recognized during breaks between events, weight classes, heats or during a scheduled break in the game.
- The award winner could be recognized during a scheduled opening or closing ceremony in which all participating student-athletes are in attendance and fans are encouraged to attend.

Other in-venue recognition

If the Elite 90 award winner is not introduced live inside of the competition venue, public address and/or video board announcements recognizing the winner should be played during the championship to recognize this individual. Van Wagner Sports & Entertainment will provide the following standard PA announcement sometimes accompanied by a video board slide. The championships administrator (or Branding and Fan Experience representative at Equity and Growth championships) need to provide Van Wagner Sports & Entertainment the name of the winning individual and a headshot photo if a video board is used for the championship.

The Elite 90, an award founded by the NCAA, recognizes the true essence of the student-athlete by honoring the individual who has reached the-pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among their peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships.

The recipient of the Elite 90 Award-for the 2019 National Collegiate Women's Water Polo Championship with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: *Jane Doe of State University*).

Press release

On the day the winner of the Elite 90 award will be publicly recognized, the NCAA Media Coordination staff will send out a standard press release template to the sports information director of the winner's institution and to the championships administrator. For selected championships, this press release will also be provided to national media by the NCAA Public Relations. If appropriate this press release may also be provided to the host for distribution to local media.

Social media

The NCAA Twitter account will promote the 90 winners after the on-site announcement has been made. Mark Bedics will work with the social media staff to make sure they have the appropriate information, including photo to make the graphic and the timing of when to post.

For more information on the Elite 90 award winners, log on to ncaa.org/elite90.

Student-Athlete Participation Awards

The NCAA will provide participation awards to the members of the official travel parties attending the national championship. The NCAA administrator, in conjunction with the participant awards vendor MainGate, will work with participating institutions to coordinate ordering/delivering of the awards after the championship competition. The host has no obligation relative to this award.

Trophies and Awards

1. Official NCAA awards will be presented. The following will be presented to the four semifinalist teams: team trophies, 20 individual mini-trophies and 20 watches to the championship team (16 shipped to site; four to be ordered by the winning institution after the competition).
2. The remaining teams will receive participant medallions for the members of their squad size (16). The medallions will be placed in the team locker rooms after the games on Friday.
3. These official NCAA awards are the only awards that may be presented at the site of the championship. Recognition or appreciation awards may be presented to individuals or organizations that have contributed to the development and/or management of the championship, but any such presentation must be made separate from and cannot occur in sequence with the presentation of the NCAA championship awards. Approval must be granted by NCAA championship administrator.
4. MTM Recognition will send official NCAA awards to the tournament manager approximately two weeks prior to the championship. When the awards arrive, the tournament manager should inventory all awards to be sure they are undamaged, correctly inscribed and in the appropriate quantities. The awards boxes should then be closed, retaped and secured in a limited-access area.
5. The winning team will also receive national championship hats and T-shirts.

SECTION 4 – Bands/Spirit Squads and Mascots

Admission

A maximum of 25 band members plus the band director will be allowed in free via the pass gate; an additional five band members may be allowed with the purchase of a ticket. Uniformed spirit squad members (not to exceed 12), a spirit squad coach and a costumed mascot shall also be admitted via a gate list furnished to the host institution by the competing institution's director of athletics or the designee for their game. All other institutional representatives will be admitted only on presentation of a ticket. This number could be reduced by the water polo committee based on venue restrictions.

Artificial Noisemakers

No air horns or artificial noisemakers are allowed, and electronic effects and bands may not play when competition is in progress. Cheerleaders must refrain from pounding megaphones on the floor.

Designated Areas

Spirit squad members and a mascot will remain in areas designated by the tournament manager with the approval of the water polo committee.

Bands will be seated in spectator seating or on the pool deck as determined by the tournament manager with the approval of the water polo committee.

Electronic Amplification

Full bands are not permitted to use electronic amplification. Small (10 members or fewer) bands are permitted to use reasonable electronic amplification. The host institution should be prepared to assist with accommodations.

Fight Songs/Music

If a team does not have a band present, it may provide a copy of the institution's fight song to be played during team's game breaks such as timeouts, after goals, between periods and before and after the game. Alternate band and electronic music if there is only one band. Bands may play only during timeouts, after goals, between periods, and before and after a game. The host institution will control the music played during the championship.

National Anthem

The national anthem shall be sung or played by one of the participating institutions' bands (to be determined by a coin flip if there is not mutual agreement) just prior to the introduction of the starting lineups. If no band is in attendance, the host shall provide a singer or a recording. The national anthem should be played before the first game each day and before both semifinal games.

Color Guard. The host institution may provide a color guard for all sessions of the championship. This is not required. The color guard will be experienced at presenting the flags and old enough to understand the importance of the event.

SECTION 5 – Banquet/Hospitality

Banquet

The NCAA will conduct a banquet the evening of Thursday, May 9. Information regarding the banquet and tickets will be provided in the Participant Manual. The eight participating teams are required to attend the banquet. It is highly recommended that there be a minimum of two buffet lines to serve guests.

Traditionally, the host has taken team photos prior to the start of the banquet. A professional photographer should be arranged by the host.

The host committee will be responsible for providing the emcee, a guest speaker and for printing a banquet program. The committee prefers that the guest speaker be a female, and someone with whom the student-athletes can relate.

The Women’s Water Polo Committee, prior to the banquet being publicized, must approve the agenda for the banquet. The banquet should not exceed two hours in length, and include the following order of events: welcome from the NCAA committee chair, welcome from host representative, dinner, guest speaker, NCAA highlight video, Elite 90 award, student-athlete speeches.

The participating official travel parties will receive complimentary tickets. Teams may purchase additional tickets; the ticket price and maximum number to be determined by the host. Payment for additional tickets will be collected by the host in advance of the banquet. The host should prepare reserved table signs for all of the teams and head tables for the NCAA committee and invited guests. Plan for a few extra tables for overflow team members.

In addition to the teams, the following NCAA guests will be invited at no charge: members of the Women’s Water Polo Committee, NCAA staff members who are involved in the administration of the event, one representative from each water polo conference, the executive director and chairman of board of USA Water Polo, representatives of Kap7 and appropriate host institution personnel.

Here are an approximate number of attendees for planning purposes:

Attendees	Low Number	High Number	Note
Official Travel Party + SID	176	176	Required attendance
Team Guests	20	100	Host may determine maximum
NCAA Committee/staff	7	7	
Emcee and guest speaker	2	3	
NCAA Guests	6	10	
Host staff/guests	5	20	
Total	216	316	

The banquet must comply with all NCAA corporate champion and partner policies.

Hospitality

The NCAA championship administrator will work with the host to determine the schedule and level of hospitality service to be provided to various groups at the championship. Separate hospitality areas should be set up for a) student-athletes/coaches; b) committee/working staff/VIPs/media; and c) officials. Note that officials’ meals should be available before the first game through the final game.

Host institutions are encouraged to seek sponsorship of any hospitality not allowed for in the budget from local chambers of commerce, booster clubs, merchants or other outside sources. However, sponsors’ banners are not allowed in an on-site hospitality room. The NCAA national office must be notified of and approve any sponsorship prior to the host institution making a commitment.

SECTION 6 – Broadcasting/Internet

Please log on to <http://www.ncaa.com/media> for information regarding broadcast/Internet rights. The NCAA will inform the host if championship games will be broadcast on television or streamed on ncaa.com.

SECTION 7 – Commercialism/Contributors

Advertising/Signs/”Look and Décor”

1. Advertising/Banners/Signs/Displays. The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer’s table, video board, ribbon board, PA announcements) approved by the NCAA. Any permanently-affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g., TVs, computer monitors, stats monitors or displays), product/exhibit displays (e.g., car displays, branding exhibits/kiosks, etc.) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.
2. Alcohol/Tobacco/Gambling. All alcohol, tobacco and gambling advertisements/corporate identification on the concourse level competition, practice and/or ancillary event venue(s) must be covered as specified by the NCAA. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA.
3. External Signs. All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
4. Commercially-Named Venues. Commercially-named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)’ name at the top of the venue, with

placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially-named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially-named venue(s).

5. Covering Existing Signage/Product Branding. In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.
6. NCAA Corporate Champion and Partner Branding/Recognition. The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) for the Association, its corporate champions and partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.
7. The NCAA shall provide the competition venue with the appropriate pool art for the championship.
8. If facility approves, patrons are permitted to bring in small signs (signs which can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans on them are in good taste. In addition, it is permissible for patrons to bring in non-noise-making items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CCP) commercial identification.
9. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

Local Contributors

Local sponsorship programs using the NCAA's registered marks, logos, name of reference to the championship (including tournament brackets), game tickets or involving any tournament function are strictly prohibited unless specifically approved in advance by the NCAA.

NCAA Corporate Champions and Partners

The NCAA Corporate Champions and Corporate Partners Program (i.e., corporate sponsors of the NCAA), managed by the NCAA along with Turner and CBS Sports, authorizes the exclusive rights to license NCAA trademarks, tickets and taglines in commercial promotions with respect to the NCAA championships.

The host shall not solicit or permit involvement by any corporations or entities whose products may be in competition with any of the NCAA corporate champions or corporate partners. All proposed commercial involvement must receive prior approval of the NCAA.

NCAA Corporate Champions and Corporate Partners are dedicated to emphasizing the role of athletics in higher education, support all 90 NCAA championships and are granted a wide variety of benefits, including certain category exclusivity around use of NCAA logos, trademarks, designations and championship tickets.

For more information and a current list of corporate champions and partners, please click on the following link: [NCAA Corporate Champions & Partners](#)

Official Championships/Licensee Suppliers

The NCAA licensing program is designed to ensure the quality and consistency of all of the NCAA's Championship Event merchandise, protect the intellectual property of the NCAA and our member schools, and generate revenue to enhance programs that support NCAA student-athletes.

Any premiums and/or other merchandise that bear NCAA Marks, Brackets, Taglines or other NCAA references must be produced by an official NCAA Licensee or NCAA Official Equipment Supplier. There may be royalties or other related costs associated with such items. If the NCAA is unable to identify a current NCAA Licensee or NCAA Official Equipment Supplier to provide a specific piece of merchandise, the NCAA will work to sublicense (on a short-term basis) a company that can provide the specific item.

Helpful Links

- [NCAA Championship Information](#) (ncaa.com)
- [NCAA Online Marketing Website](#)
- [NCAA Logo Library](#)
- [NCAA Trademarks](#)
- [NCAA Licensees](#)
- [NCAA Corporate Champions and Partners Program](#)

SECTION 8 – Credentials

Credentials

The NCAA will print and send credentials, lanyards and credential access charts to the host. Hosts will be responsible for the distribution of the credentials. The following chart shows a tentative list of credentials which will be ordered for the championships:

Type	Quantity	Color	Notes
All Access	75	Navy	For host championship management team.
Athletic Trainer	16	Maroon	Distribute in team packet.
Event Staff	40	Blue	For vendors, concessions,

			maintenance staff, etc.
Guest	50	Teal	NCAA to provide names. Distribute at will call. Wristbands will be provided
Host Medical	13	Red	For host medical staff.
Media	50	Yellow	Host SID to issue.
NCAA	24	NCAA Blue	NCAA will distribute to staff and committee.
Official	24	Aqua	For officials, goal judges, officials' evaluation team and table crew. NCAA will distribute to officials, others at will call.
Postgame Deck Access	20	Brown	Provide 10 to each finalist team before the game.
Practice Pass	50	Purple	Distribute in team packet.
Sports Information Director	8	Light Yellow	Distribute in team packet.
Student-Athlete	135	Lime	Distribute in team packet.
Team Administrator	8	Gray	Distribute in team packet.
Team Doctor	8	Light Brown	Distribute on request at administrative meeting. Wristbands will be provided
Team Personnel	45	Dark Green	Distribute in team packet.
Team Videographer	16	Pink	Distribute on request at administrative meeting. Wristbands will be provided
Volunteer	25	Orange	For host volunteers.
Webstream	16	Light Blue	Tournament director will provide to Webstream staff.

1. All Access and Event Staff. Credentials may be provided only to individuals with bona fide positions directly related to the conduct of the championship. Credentialed individuals with deck access should also wear the polo shirts provided by the NCAA.
2. Teams.
 - Student-athlete credentials will be provided to 16 student-athletes.
 - Team personnel credentials will be provided to the four individuals listed on the Official Travel Party Form.
 - The SID will apply for a credential on www.ncaa.com/media and will receive a sports information director credential.
 - One Athletic Trainer credential will be provided for each team.
 - One Team Administrator credential will be provided for each team.

- Practice passes are for unaccredited student-athletes and team personnel to allow deck access for practice sessions only. Deck access will not be granted during game warm-ups.
3. Media. The host SID will oversee the issuance of media credentials using the website at <http://www.ncaa.com/media>. The NCAA shall maintain ultimate control on the issuance of media credentials for each of its championships.

Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities: (1) campus media certified by the director of athletics and/or sports information director of each participating team; (2) certified media from the immediate locale of the championship or the immediate locale of the competing teams; (3) other certified media.

4. Gambling. NCAA policy prohibits the issuance of media credentials to representatives of any organization that regularly publishes or otherwise promotes the advertising of “tout sheets” or “tip sheets,” or other advertising designed to encourage gambling on college sports events. In addition, credentials will not be issued to representatives of telephone reporting services and professional sports organizations. Institutions hosting NCAA Division I championship competition are subject to the Association’s enforcement procedures if the media coordinator disregards this policy.
5. Special credentials that also require a ticket for admittance to the venue.

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

Guests. Guest credentials will be available on request to host institution designees and member institutions (for presidents, athletic directors, etc.). A Guest credential does not grant entry to the venue as a ticket MUST be purchased. A Guest credential will give access to the press conference and hospitality areas.

Practice Passes. See above. These passes will not allow admittance to games.

6. Drug-Testing Team. In the event of drug testing, credentials designated as “event staff” will be issued for the drug-testing team. A minimum of five non-media seats shall be reserved for members of the drug-testing team. Individuals serving in this capacity will be identified for the tournament manager at each site by the national office staff.
7. Any individual who loses his or her credential will be charged the cost of an all-session pass to receive a replacement. Appendix A outlines the Terms and Conditions for Use of Credentials.
8. The NCAA will provide credential boards for display at access control points in the venue.

9. The NCAA will print names on credentials for those individuals known in advance. The host should plan to create labels for all other credentials issued.
10. Postgame Celebration. As a safety measure, a system has been established to allow controlled access to the post-game team celebration in the pool. Ten pool passes will be given to the athletic directors of the two teams playing in the championship game prior to the game. Athletic directors may distribute these passes to non-playing student-athletes and other staff/fans. Pass holders will be required to assemble at a designated location at the conclusion of the game and be escorted to the pool deck. Implementation of the postgame celebration is contingent upon host approval.

If approved by the host, additional fans may be allowed deck access to enjoy celebrating with the team following the awards ceremony and announcement of the all-tournament team.

SECTION 9 – 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 Expenses

The proposed budget included in the site coordinator’s manual should be completed and submitted to the National Center for Drug Free Sport, Inc. (Drug Free Sport), before the start of competition, if drug testing will occur at the site. The host institution shall submit an Institutional/Host Drug-Testing Invoice upon completion of the championship for expenses related to drug testing. Receipts must accompany the invoice to receive reimbursement.

Drug-Testing Statement

NCAA committee members, NCAA championship administrator or host institution will make no official announcement of drug testing taking place. At the administrative meeting, the individual presiding over the meeting must read the following statement:

NCAA championships 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.

Facility Specifications

Hosts must identify two separate rooms (one for each team) where drug testing will be conducted. The area must have controlled access. Only those authorized by the drug-testing crew chief will be allowed in the area. Each room must accommodate the drug-testing crew, selected student-athletes and their institutional representative. Each testing room must have fully equipped restrooms adjacent to or in close proximity to the testing room. These restrooms must be secure and closed to the public.

Host Notification

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.

Media Obligations

Each team is provided a postgame cooling-off period. At the conclusion of the cooling-off period, a member of the drug-testing crew will notify the student-athletes who have been selected for testing. Notification may take place in the locker room (if applicable) or on the field of play. Any student-athlete selected to participate in any postgame news conference is required to attend the news conference before checking in at the drug-testing venue. The student-athlete will be escorted to the drug-testing area after all media obligations have been fulfilled.

Next-Day Testing

If competition begins at 10 p.m. or later (local time), both teams will be given the option to defer testing until the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution no later than immediately following the contest. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the following day, the testing must begin no later than noon (local time) at the original test site. The host must arrange necessary transportation for teams that elect to test the next morning, or for individuals being tested who need to remain at the facility after other team members have departed.

Participant Notification

Announcing in advance whether drug testing will be conducted at a championship is strictly prohibited. All coaches and student-athletes should presume that post-event NCAA drug testing will occur at the championship event.

The drug-testing crew chief or designee will notify the participating team’s representative no earlier than two hours before the start of competition that drug testing will be conducted at the site.

Seating

At team championships, escorts and the drug-testing crew shall sit in the non-playing participant or overflow media seating areas on the days when testing occurs.

Site Coordinator's Responsibilities (Host)

The tournament manager is responsible for designating an individual, who has no other responsibilities in conjunction with the championship, to serve as the site coordinator for drug testing. This individual will work closely with Drug Free Sport and the drug-testing crew chief. The site coordinator's responsibilities are outlined completely in the site coordinator's manual.

- **Confidentiality.** Keep testing information confidential at all times.
- **Contact Information.** The site coordinator will provide official travel party and drug-testing contact information to the drug-testing crew chief.
- **Drug-Testing Site Coordinator Manual.** The drug-testing site coordinator's manual, provided by Drug Free Sport, is available on the NCAA website at www.ncaa.org/drugtesting.
- **Escorts.** Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and an institutional representative from the locker room to the drug-testing area.
- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.
- **Meeting with Tournament Manager.** The site coordinator will meet with the tournament manager to discuss duties and budget development.
- **Second Meeting.** A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
 - **Assistance.** Assist the drug-testing crew chief during testing as directed.
 - **Confirmation.** Review the site coordinator's copy of the NCAA drug-testing confirmation memorandum.
 - **Credentials.** Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, games management is preferred.
 - **Crew Chief.** Contact the drug-testing crew chief assigned to the site to discuss logistics.
 - **Meet with Crew Chief.** Meet with the drug-testing crew chief the day prior to the scheduled testing date.
 - **Plans.** Meet with the tournament manager to finalize plans.
 - **Report.** Submit drug-testing invoice (with receipts) to Drug Free Sport after the championship.
 - **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- **Transportation/Lodging (drug-testing crew).** The drug-testing crew chief will make arrangements for the crew's transportation and lodging, but may request the assistance of the site coordinator.

SECTION 10 – Competition Site & Equipment Requirements

Concessions

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

Cups, Coolers and Water Bottles

The NCAA and Coca-Cola – a Corporate Champion supporting all NCAA championships - will provide BodyArmour branded drinking cups, water coolers, ice chests and water (squeeze) bottles for the Women’s Water Polo Championship.

Drinking cups, water coolers, ice chests, cooler carts and water bottles should be provided at team benches for each scheduled practice or competition of any round of an NCAA championship. Participating teams shall place any premix fluid replacement in the NCAA-issued coolers and water bottles. No other cups, cans, coolers or water bottles may be used poolside or in the media areas during the championship. Participants in NCAA championships are permitted to use/consume permissible hydration beverage(s) of their own choice in the NCAA-provided equipment. However, equipment carrying any branding other than BodyArmour, will not be permitted on the sidelines during NCAA championships.

The BodyArmour branded equipment must be used and should be positioned in all areas – specifically on or near the team benches/sidelines and in practice areas, locker rooms, student-athlete hospitality areas and media areas (when applicable). The BodyArmour and water products must be made available in any/all areas as referenced above.

The host institution may retain the coolers and ice chests after the competition. Participating teams may retain the water bottles and bottle carriers after the competition.

Competitors of NCAA Corporate Champion Coca-Cola may not provide product (beverages, water, isotonic) for any NCAA championship, even if the competition offers product for free or at a reduced cost. The championship budget will cover the purchase of Coca-Cola beverage products.

The host may use previously supplied equipment from the NCAA, specifically red BodyArmour equipment; however, they must be used in areas not within television or photographer view [they may not be used on the sidelines or within the competition area].

Hosts will be asked to inventory the amount of product that is left over at the conclusion of the championship. The national office will provide a form and a reminder letter. It is important that hosts are as accurate as possible in their account, so that we may ensure that future championships are receiving adequate amounts of bottled water and BodyArmour equipment.

Decorating and Advertising

Banners Inside Competition Site. The following banners are permissible inside the competition site:

- NCAA banners

- Each team is allowed one institutional banner (not to exceed 3'x6') to be hung in a designated area. The banners should not include any commercial identification and should be approved by the water polo committee with regard to appearance and content.

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

Institutional Signage. Institutional signage does not need to be covered. Championship banners may remain if permanent (not hung seasonally). If temporary and hung on a seasonal basis, they must be taken down.

Directional Signs. Directional signs should be posted in all areas used by the participants and the media. The NCAA championship administrator will provide the host with directional signage templates to use at the championship.

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

Ball Pump. A ball pump should be available at the official scorer's table at all times.

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.

Clock/Timing Device. Four shot clocks must be available and four backup shot clocks and one backup game clock are required.

Communication Devices. Communication devices (e.g., hand radios with ear pieces) must be provided to the host personnel, NCAA committee members and the supervisor of the desk workers.

Goals. Two sets of goal cages should be made available.

Kap7. The Kap7 ball is the official ball for the championship. The host will receive 40 (solid yellow) balls from Kap7. The host should reserve 10 balls for game balls. These game balls should be neatly marked NCAA-1, NCAA-2, etc.

One ball should be given to each participating team after their final game; the host may keep the remaining balls.

A minimum of 20 (solid yellow) Kap7 balls of good quality and proper inflation should be available for each practice session. Seven balls should be available for each game, with two baskets capable of holding three balls.

Lane lines. Lane lines and course markings must be compliant with the 2016-17 and 2017-18 NCAA Water Polo Rules and Interpretations.

Officials' evaluation play-back equipment. After each game, the National Coordinator of Officials (NCO) will conduct an officials' evaluation. The host is requested to provide a television or projector/screen. The NCO will bring a laptop to connect to the screen.

Official Score Table Equipment. See Official Score Table section for a list of score table equipment.

Facility Use

The facility shall be reserved for the exclusive use of the NCAA beginning at 8 a.m. two days before the competition through the conclusion of the final game (i.e., Wednesday through Sunday). All space shall be available and the competition site set up no later than 1 ½ hours prior to the beginning of the first practice.

NCAA Space Requirements

Entrances. Entrances must be staffed by an adequate number of persons. Signage should be posted to clearly identify all entrances (i.e., ticketholders, participant, media, player-guest ticket, band/spirit squad, etc.).

Locker Rooms. A locker room with shower facilities should be provided for each team, and two locker rooms for the officials. A sign reading, "NCAA Use Only" shall be posted on the officials' locker room. If locker rooms are subpar for visiting teams, the host team is expected to use the "least suitable" locker room. If applicable, a card with locker room and other entrance door access codes will be provided for all committee members at the competition site walk-through. Signs should be posted to identify the teams' locker rooms.

Security personnel should be stationed at the door of each locker room after accompanying the teams and officials from the pool.

Each locker room must be clean and adequately supplied with towels, toilet paper, and hospitality (unless it is agreed to locate hospitality in another location). Grease boards, markers and erasers should be available on request. The committee will inspect the locker rooms prior to the first practice.

Videotaping Area. Arrange an area for each team to videotape the championship. Each participating team is automatically authorized to videotape all games; it is not necessary to have them sign a waiver form. Credentials will be provided for up to two people from each team for the videotaping area. One camera per team will be allowed in the videotaping area. Videographer credentials will provide access to the videotaping area, but will NOT provide access to the venue.

Interview Room. The water polo committee shall have access to the interview area. The NCAA will provide a backdrop, which shall be placed directly behind the interview table. The postgame interview room should be "dressed" appropriately to reflect the prestige of the event by: (a) placing NCAA seals and logos on the podium and walls; (b) using draping on tables and other areas as necessary; (c) setting up a platform for the interviewees and moderator; (d) providing a riser for cameras at the back of the room, and (e) providing a sound system, if necessary.

Holding Area . An area adjacent to the interview room shall be designated as a holding area for coach/student-athletes waiting to be interviewed. It should be situated so coach/student-athletes do not have to walk through the actual interview room to reach the holding area. Chairs and water should be provided.

Media Areas . A media workroom should be provided. The workroom and the postmatch interviews should be in close proximity to one another and to the locker rooms in order to facilitate the media's work and access for coaches and student-athletes. Also required are media seating and marked photography areas on the pool deck.

Access/Security . An individual should be stationed outside the media workroom and postmatch interview room to check credentials. Officials specifically are prohibited from this area.

NCAA Committee Meeting Room . This room should be large enough to accommodate 10 people comfortably. The area needs to be close to the pool and not visible to the public.

Athletic Training Room . Provide an athletic training room stocked with towels and other necessary equipment, and staff it with the appropriate personnel prior to and during the games and practices.

Officials' Evaluation Room . Provide a room to accommodate ten individuals with table, chairs and television or screen/projector.

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 pre-match or between-match activities are not permissible (e.g., tossing items to the crowd, permitting mascots to lead "trains" through the stands, etc.).

If the host institution is participating in the championship, the host team will be accorded the same use of facilities as the visiting teams. Practices at non-competition campus pools may not be scheduled unless all participating institutions have equal opportunities to use the facilities.

Official Score Tabl

A raised score table is preferred. Cover the score table with bunting or other appropriate material. No other ornamentation or signage (other than the score table banner produced by the NCAA) is allowed on the score table. See Appendix C for score table and other deck seating assignments. The host, with instruction from the championship administrator, should produce name cards for score table personnel.

Neutrality . All score table personnel must refrain from cheering for teams; they are considered "neutral" and must behave in such a manner. They should report to the table no later than 60 minutes prior to game time.

Communication Tools . Radio communication to the event management staff must be available at the score table.

Backup Equipment . Backup equipment must be located near the score table or easily obtainable.

Equipment. 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, corrected program.
- 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.
- Supervisor – clipboard, corrected program.
- Announcer – corrected program and all other equipment and procedures/script.
- Team benches – an airhorn should be placed at each bench.

Pool Area

On Wednesday, the committee will review the position of the score table, press row, NCAA signage, photographer areas, team benches, clocks, etc. The pool and facilities must be ready at least 1 ½ hours prior to competition starting time. Game clocks should be up and running throughout all practice sessions.

SECTION 11 – Financial Administration

Approval of the 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.

Audit

Sites randomly will be selected for financial and box office audits after the championship. The NCAA will make best efforts to notify sites selected for audits within 30 days after the submission of financial reports, but reserves the right to audit a site up to one year after the championship. Receipts, facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the following documentation will be requested: box office audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; and competition venue rental agreement. The documentation should support all information on the host financial report.

Championship Expenses

The host institution is responsible for adhering to championship expenses as approved by the NCAA, including (but not limited to) facility 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.

Championship Personnel

The NCAA is responsible for paying desk personnel fees and goal judges. The host is responsible for paying public address announcer, banquet photographer, lifeguards and other staff who may be hired by the host.

Drug-Testing Expenses

The drug-testing budget should be completed only if you have been notified that drug testing will take place and returned to The Center For Drug Free Sport. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the drug-testing [championship site coordinator manual](#).

Financial Report

The host institution must file, within 60 days after the competition, the "Financial Report" section of the online proposed budget/financial report. The Women's Water Polo Committee may assess a financial penalty against the host institution for failure to submit the financial report within 60 days after the conclusion of the competition. Your timely cooperation will be greatly appreciated. The proposed budget/financial report is available on the [championships bid and profile system](#).

Game Officials

Lodging for the game officials shall be arranged by Anthony Travel, Inc. and direct-billed to the host institution. Estimated lodging costs for the officials shall be included as a line item on the initial proposed budget. Officials will be responsible for their own incidentals. The NCAA is also responsible for paying game fees, per diem, mileage and baggage fees, if applicable, to the officials via ArbiterPay.

Hotels

Section 13 outlines the hotel program including the financial obligations of the host.

NCAA Staff Members

NCAA staff members will pay their own expenses, including lodging costs.

Team Expenses

Do not pay team expenses. Participating institutions will complete their championship travel reimbursement forms online via the NCAA Travel Expense System at <https://web1.ncaa.org/TES/exec/login?js=true> within 30 days of the competition.

Women's Water Polo Committee

All hotel payments for the committee will be made through the host institution, while the NCAA national office will handle all other committee expenses. Estimated lodging costs for committee members shall be included as a line item on the initial proposed budget. The host will be reimbursed for the committee lodging expenses.

SECTION 12 – Game Management

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, Tuesday after selections. An agenda will be produced by the championship administrator. Members of the host staff will be requested to participate on the call.

Apparel

The NCAA will provide the host with championship shirts. Host personnel should be dressed appropriately (khakis and a championship shirt). Institutional apparel and blue jeans shall not be worn.

Ball Retrievers

Qualified ball retrievers over the age of 10 are needed. Ball retrievers are required to wear swimsuit apparel and be stationed at each goal. It is recommended that institutions have two to four qualified ball retrievers per game. Ball retrievers should arrive 60 minutes prior to the start of the game. Ball retrievers will be trained by the national coordinator of officials.

Goal Judges

Goal judges will be selected by the national coordinator of officials. The NCAA will pay goal judges \$35 per game via Arbiter.

Lifeguards

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

Official Score Table Personnel

A list of the individuals working at the score table (scorekeeper, exclusion secretary, timeout secretary, exclusion board operator, game timer and shot clock timer) will be submitted by the secretary-rules editor to the NCAA championship administrator by early March. These key individuals will receive \$35 per game. The supervisor of the official scorer's table should be paid a flat \$200 fee for his or her services. Score table personnel will be paid by the NCAA.

Photographer

The host should provide a professional photographer to take team photos at the championship banquet.

The NCAA championship administrator will inform the host sports information director if an official NCAA photographer will be sent to the championship. If not, the host is requested to line up a photographer to take photos of the awards ceremonies.

All photographers shall agree to only sell NCAA championship photos through the NCAA Photo Marketplace (<http://www.t3media.com/ncaa-photo-marketplace>). Photo sells on-site are strictly prohibited.

Opening Round Games

Seven conferences will receive automatic qualification and three teams will be selected at large. Six teams will qualify directly to the national championship; the remaining four teams will compete for the last two berths via two opening round games. The opening round games will take place on Saturday, May 4 on campuses or on Tuesday, May 7 at the championship site as designated by the women's water polo committee. Please confirm with the championship administrator if that is possible.

Prematch Protocol

Please refer to Appendix I for an overview of the prematch ceremony.

Public Address Announcer/Production

The NCAA committee shall approve the selection of an announcer. The NCAA championship administrator will provide the announcer with public address announcements specific for this championship. Refer to Appendix D for basic instructions for the public address announcer. Please review this with the public address announcer prior to the competition.

The host will be responsible for the coordination of all production elements including music, video board content and coordination, lighting, etc. The NCAA has retained Van Wagner Sports & Entertainment for the production of video board content. VWSE will work with host to develop the run of show incorporating video elements and public announcer scripts.

Selections

Selections will be completed by the NCAA Women's Water Polo Committee Monday, April 29. Once the bracket is finalized, the host will receive contact information for all the teams and the finalized bracket.

Team Benches/Uniforms

The team bench area is limited to 20 persons. Teams are limited to 16 players in uniform and four other individuals as designated by each institution. The tournament squad list will be verified by the head coach with the secretary-rules editor at the administrative meeting. Changes may be made to this list no later than 60 minutes before the start of the first game of the tournament. No substitutions are permitted to the tournament squad list once it has been declared.

Team benches or chairs shall be provided for 13 of the 20 individuals. The bench area must be identified through the use of temporary stanchions or barriers, if the general public has access to the pool deck. Note: one extra chair will be placed at the bench of any team whose head coach coaches both men and women's water polo.

The team listed first for 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.

A committee member will be assigned to each team/bench area. The committee member will monitor the number of people in the bench area so at no time does it exceed the allowable number of 20.

Any non-participants in the bench area must wear their credential at all times (coaches, athletic trainer, manager, administrator, etc.).

Athletic Trainers.

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

If a team brings an athletic trainer but does NOT designate them as a member of the official travel party, the team may request an athletic trainer credential.

SECTION 13 – Hotels

The NCAA has partnered with Anthony Travel, Inc. to manage the NCAA Championship hotel program and all championship housing needs. Anthony Travel will consult with the host to gain any preference and feedback on hotels. The host may be involved in rate solicitation, if requested by Anthony Travel. So while the host is not in the lead position with hotels, their help is still needed in identifying and potentially securing properties.

The following hotels have been secured by Anthony Travel:

Headquarters and Officials Hotel

[Sheraton Palo Alto](#)

625 El Camino Real

Palo Alto, California 94301

Team Hotels

[Biltmore Hotel & Suites](#)

2151 Laurelwood Road
Santa Clara, California 95054

[Hyatt Regency Santa Clara](#)

5101 Great America Parkway
Santa Clara, California 95054

Drug-Testing Crew

In the event that drug-testing is conducted at the championship, the host will assist in reserving four rooms for members of the drug-testing crew.

Media Hotel Rooms

Hotel rooms will not be reserved for media attending the championship.

NCAA Headquarters/Officials Hotel

Hotel expenses (excluding incidentals) and hotel parking for the officials and NCAA committee shall be paid by the host. Following is the tentative room block for the headquarters hotel:

Group/Individual	Check-In	Check-Out	Number of Rooms
NCAA Committee	Wednesday	Monday	6
NCAA Staff *	Wednesday	Monday	1
Nat. Coord. of Officials	Thursday	Monday	1
Officials Evaluation Team *	Thursday	Monday	1
Officials	Thursday	Monday	6
Total			15

* Individual will pay own room bill.

Note: Some individuals may check-out on Sunday.

Team Hotels

Each team requires 12-15 double/double rooms. The proximity of the team hotel to the competition site must facilitate travel back and forth in a reasonable time or distance (e.g., within a 15-minute drive in traffic).

Once the teams have been determined, the reservations will be reconfirmed in the names of the institutions, and thereafter, the institutions shall be responsible for the reservations, rooming assignments, meetings and payment arrangements. Detailed information regarding the team hotel will be distributed in the participant manual.

Participating institutions are responsible for the rooms reserved 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 and provide a copy to the committee prior to the start of the championship; or (2) use the rooms for persons accompanying the official travel party. In either case, the institution is responsible for securing arrangements at another property. If an institution

fails to make satisfactory arrangements for the use of the rooms at the assigned hotel, it will be charged for the full cost of the original reservations of those rooms.

SECTION 14 – Insurance

Host institution must maintain and provide proof of at least \$1 million of general liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. Certificate must be submitted to NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of GL coverage. (This is the minimum requirement per NCAA bylaws).

NCAA regulations require that host institutions and sponsoring agencies of NCAA championships shall have in place primary comprehensive general public liability insurance coverage, with combined single limits of at least \$1 million per occurrence for bodily injury and property damage.

Self-insurance programs meet the provisions of these regulations as long as they meet the specifications (i.e., primary comprehensive public liability coverage with combined single limits of at least \$1 million per occurrence for bodily injury and property damage).

It will be necessary for your institution to provide the national office with the appropriate certificate of insurance or documentation of self-insurance with your proposed budget before you will be considered as a host site. The NCAA no longer requires that it be listed as an additional insured but the NCAA must be listed as the certificate holder. Accordingly, the NCAA will not reimburse institutions for the cost of insurance.

SECTION 15 – Media Coordination

Hospitalit

Media hospitality is encouraged, and media coordinators are responsible for coordinating media hospitality functions. Accordingly, disbursements for these items shall be guided by the budget that was originally submitted by the tournament manager and approved by the committee. Budgets cannot be changed without the prior approval of the committee.

Live Scoring

Please log on to <http://www.ncaa.com/media> for information regarding live scoring.

Media Credentials

The host SID will oversee the issuance of media credentials. See Section 8 for information on media credentials.

Media Workroom

The media coordinator is responsible for the media workroom at the facility. Following are requirements/information relative to the media workroom:

Copier. One photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 75 per minute shall be available. The competition site will be responsible for the installation, service costs and paper for these machines for the tournament. Each machine should include a collator and automatic stapler.

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

Results. A sign-up list should be posted for the media to request electronic results. Additionally, results must be sent to the following at the end of each day of competition:

jhamilton@ncaa.org
ncaa-content@turner.com
ncaastats@ncaa.org
mforkner@ncaa.org
bbrownlee@ncaa.org

Sports Information Needs. Once selected, teams are requested to send season results, final season statistics and media guides to the host SID. Additionally, teams are requested to download logos, fight songs, rosters, photos, etc. to <http://www.ncaachampionship.info>. Refer to the Participant Manual for additional information and deadlines.

Provide score sheets, news release and complete statistics for the media, participating institutions, conference and other officials.

Telephones/faxes. If available, individual media representatives may order telephones at the media outlet's expense. The media coordinator shall coordinate these orders according to host institution/conference or competition site policy.

If requested, the competition site should have a fax machine available.

Wireless Access. Wireless Internet access should be available to media and working staff in the venue.

Microphones

The placement of microphones on a team coach or in team huddles and bench areas is prohibited.

Mini Cams and News Film

If a game is televised, only the station that has purchased rights may film game action. Permission must be obtained in writing from the NCAA national office. Media coordinators shall designate an area near the dressing rooms or interview room where video distribution facilities will be placed. For mini-cam and news film photography policies, log on to <http://www.ncaa.com/media>.

NCAA.com

NCAA.com will host all championship websites for all final-round sites. The championships administrator will work with the host to provide appropriate information for the website.

Parking

Media parking is desired, but the host must make this decision. If required, the host should print parking passes.

Photography

Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space.

Press Interviews

1. Arrange for press interviews with participating coaches and players after the 10-minute cooling-off period. If a team or an individual is part of an awards ceremony, the cooling-off period will begin immediately after the presentation.
 - The timetable for each team's 10-minute cooling-off period begins when the head coach enters the locker room immediately after the game. After the championship final only, the 10-minute cooling-off period for both teams does not begin until the winning coach enters the locker room.
 - 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.
 - It is very important to get the non-winning head coach and players to the postgame interview area quickly after the 10-minute cooling-off period has ended.
 - The non-winning head coach and two student-athletes will open the interview session. Session with non-winning team should be limited to 10 minutes.
 - The winning head coach and a minimum of two student-athletes will follow. Session with the winning coach should be limited to 20 minutes.

Regardless of any personal regular-season radio or television contract(s), the coach first is obligated to the entire media staffing the tournament and must report to the interview room immediately after the 10-minute cooling-off period expires. The coach cannot delay a postcompetition interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to grant a short interview (not to

exceed four minutes) by the television network that has purchased rights. (The media coordinator or designee shall have the responsibility to terminate the four-minute interview period, not the network that has purchased rights.) After fulfilling this commitment to the media staffing the championship, the coach and student-athletes may participate in a special interview.

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 championship. 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.

2. Place the NCAA press conference backdrop directly behind the interview table.
3. The water polo committee and accredited guests shall have access to the interview area.

Press Releases

Any pre-competition press releases must be approved by the NCAA prior to posting or mailing. The NCAA media coordinator is Michelle Forkner (mforkner@ncaa.org).

Working Press Tables

Set up tables for working press as close as possible to the pool. If possible, provide for strict security at press tables to permit only representatives of the news media in their area. Press tables should be equipped with an adequate number of electrical outlets.

SECTION 16 – 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 competition session requires (a) the on-site presence of a person qualified and delegated to render emergency care to a stricken participant; (b) 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 teams, 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.

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 Facilities

Ambulance Service. At the NCAA's expense, an ambulance shall be provided for event participants on game days. The ambulance should be equipped with advanced life-support equipment (e.g., AED with EKG capabilities, cardio-conversion drugs, and emergency respiratory equipment).

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

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.

Locker Rooms. The team locker rooms shall be equipped with hot hydroculators, biohazard trash cans and sharps containers. The sports medicine staff should be prepared to assist teams with cold baths, whirlpool tubs and exercise bikes. Each locker room or team bench should be equipped with similar equipment.

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. Two physicians (general practitioner and orthopedic surgeon) must be accessible by cell phone or pager during all practices and must be on-site during all games.

Supplies. All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. This equipment should include, but is not limited to:

- Automated external defibrillator (AED).
- A bag-valve mask, advanced airway tools.

- A spine board and other stabilization supplies for the head and neck.
- Splints.
 - Immobilization splints.
 - Immobilizer/knee stabilizer.
 - Crutches.
- Bleeding control materials, such as a tourniquet and large sterile dressings.
- Ice.
- Blood-borne pathogen kit.
- Moist hot packs.
- Muscle stimulator.
- Sharps kit/biohazard trash can.
- Ultrasound unit.
- Gurney.
- First-aid equipment/athletic training supplies.
- Suture materials.
- Emergency eye care and dental equipment.

Sports medicine providers should be trained to use emergency supplies.

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.

X-Ray Technicians. X-Ray equipment and technicians shall be on-site during the championship. Should the institution have equipment in close proximity to the facility (e.g., building next door), this equipment may be used with NCAA approval.

Portable Baths

Portable baths (hot or cold) must be used under the direction of the host sports medicine staff, athletic trainer or physician within the venue of the championship. If the host sports medicine staff permits the communal use of the baths, they must be properly disinfected between individual use, filtered and with proper circulation or otherwise maintained in a manner consistent with local public health codes. The NCAA permits ice baths in designated areas as directed by an athletic trainer or team physician when the bath is used as a component of the emergency care plan in the event of an exertional heat injury.

SECTION 17 – Meetings

Administrative Meeting

The NCAA Women’s Water Polo Committee will conduct a mandatory administrative meeting at 6 p.m., Thursday, May 9, to review championship procedures. It is mandatory that each institution’s athletics director or senior woman administrator (or designated administrator other than a member of the coaching staff) and the head coach attend the meeting. Representatives of the host committee will be requested to attend this meeting.

NCAA/Host Committee Meeting

Water polo committee representative(s) will meet with the tournament manager, media coordinator, facility manager and other host committee representatives prior to the first scheduled practice.

Officials Meeting

An officials meeting will be held at 9 a.m., Friday, May 10. Unless notified, this meeting will be conducted at the pool.

SECTION 18 – Merchandising/Licensing

Administration

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).

Availability

An online ordering system will be available to participating institutions interested in ordering Event 1, Inc. merchandise in advance of the championship. Information regarding the ordering process will be sent to all eligible teams after selections. Orders will be shipped by Event 1 directly to the participating institution's campus.

General Policies

Institutional Merchandise. A buy-out option can be made with Event 1/NCAA when the host wants to sell merchandise that features the host mark or logo at the NCAA competition. This can only be done when the host agrees to purchase the entire product that Event 1 provides. The host will receive a 20 percent commission fee of net sales, gross sales minus credit card fees and taxes, on product supplied by Event 1. The host or official vendor will provide the NCAA 15 percent of sales (or another percentage to be exclusively determined by the NCAA) (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.

Merchandise Received. The quantity of NCAA merchandise available for sale will not be less than a comparable quantity at a comparable site of the previous year's championship. The NCAA will work closely with Event 1 regarding projected attendance at sites in order to ensure that the appropriate amount of merchandise is provided.

Reordering Process. The host may contact Event 1 to place an order for additional merchandise during the event. The concessionaire must contact Event 1 no later than the conclusion of each day to evaluate inventory levels. The more time Event 1 has to react to the request, the better the chance a reorder can be processed and shipped in a timely manner. Event 1 cannot guarantee that additional merchandise will be available.

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.

Apparel

The NCAA will order apparel for the officials and provide patches for the officials that should be worn on the upper left front of the shirt.

Competition Day

All game officials must be dressed and at the score table 60 minutes prior to starting time.

Confidentiality

Six officials will participate at the championship. Participating teams will be advised of the officials assigned to their competitions at the administrative meeting. Do not include officials in social gatherings held in conjunction with the championship competition. Officials should not be permitted in the hospitality areas. Officials are not permitted to fraternize with coaches, student-athletes and spectators before, during and after the competition. Professional conduct is expected at all times.

Fees and Expenses

All officials' fees, per diem, and travel expenses will be paid directly by the NCAA.

Fees. Officials will receive a flat fee of \$487 for the weekend. Goal judges will be paid \$35 per game.

Per Diem. All officials will be paid a per diem of \$45 per day to cover meals and incidentals for each day of the championship, beginning with the day of arrival and ending with the day of departure. Officials not required to remain overnight at the site will also receive per diem.

Lodging. The host shall pay for the officials' lodging expenses, which will be reimbursed by the NCAA via the financial report.

Officials' Security

It is the responsibility of committee members to escort officials to their locker room immediately after each game. Committee members may request escort assistance from host security personnel.

Tickets

Each official is entitled to purchase a minimum of two tickets to the competition (e.g., for family members or friends). The officials themselves should be provided credentials for admittance.

Transportation

Travel expenses for the officials will be paid 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 (866-655-9215); 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 will provide rental cars to officials for travel to and from the venue.

SECTION 20 – Participating Teams

Admittance to Facilit.

Participating institutions must submit the official travel party form prior to arrival. This list will provide the names of the teams' travel parties who should be admitted into the facility. This list is limited to 20 individuals (plus one administrator).

Participant Manual

The NCAA and Host shall make available a participant manual to all schools under consideration for selection. The manual shall provide details for the championship and will be posted on the NCAA website. The tournament manager will send a draft of the participant manual to the NCAA for review by March 23. The NCAA championship administrator shall provide comments to the draft manual by March 30. The manual will be posted on ncaa.org on April 6.

SECTION 21 – Promotions and Marketing

Banners

All commercial identification within the competition area must be covered. Any signage promoting alcohol, tobacco or gambling must also be covered.

Contacts

The host institution should designate a marketing contact or marketing team for the championship. This person should be familiar with marketing strategies that have worked in the community where the championship will be held to sell tickets and drive attendance. It is the primary responsibility of the marketing contact to work closely with the NCAA Championships Marketing contact to create and implement the championship marketing plan. While many host institutions may have a marketing contact in the athletics department, this individual may also be from the local organizing committee, convention and visitor's bureau, sports commission or a combination thereof. Contact information for the designated marketing contact(s) should be submitted through the Key Contact portion of the Host Reporting System.

Expectations

- Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA championship manager can communicate your marketing budget.
- Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship.
- Map out the timeframe to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities.
- Explore opportunities with traditional media (print, radio and television) in your area.

Marketing Collateral

Championships Marketing Portal. The NCAA Championships Marketing Portal is a comprehensive tool designed to help hosts create marketing materials designed to drive attendance and ticket sales for the championship. The NCAA Championships Marketing Portal can be accessed at NCAACHampsPromotion.com.

Championship hosts should customize and download all necessary artwork to promote the championship from the portal. Hosts should make every effort to use the artwork provided, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided for the championship round you are hosting.

Each NCAA Championships host marketing contact and tournament manager will receive an email with the username, password and specific marketing budget allocated for the championship you are hosting. **The reimbursement amount is separate from, and in addition to, the marketing/promotions budget allocated by host institutions through the championship bid process and approved through the Host Reporting System by the Championship Administrator.** Please contact ncaachampspromotions@ncaa.org if you are unable to locate this information or have additional questions.

Customizable artwork templates and marketing resources available on the NCAA Online Marketing Website include:

- PRINT
 - Poster
 - Flyer
 - Print Ad
 - Table Tent
- DIGITAL
 - Email blast
 - Banner
 - Social Media Graphics
- OUTDOOR
 - Billboard
 - Banner
- RESOURCES
 - Marketing Best Practices
 - Social Media Guidelines

If you have artwork needs and/or sizing which may not be available on the NCAA Championships Marketing Portal, you may submit a special request through the portal. Any additional questions can be directed to ncaachampspromotions@ncaa.org.

All requests – artwork and reimbursement – must be approved by the national office staff before you proceed. Artwork requests and approvals will be managed through the portal. If you do not have a local print vendor, a list of NCAA preferred vendors is available within the portal.

Collateral should not be created outside of the NCAA Championships Marketing Portal. The portal ensures proper usage of NCAA logos, trademarks, and championship photos, as well as ensures consistent branding across each championship round and all 90 NCAA Championships.

*Please note, a limited number of Division I predetermined hosts will create all marketing collateral by coordinating directly with the NCAA Championship Marketing contact; they will not have access to the NCAA Online Marketing Website.

Television/Video and Radio Ticket Spots. The marketing website allows hosts of select predetermined championship sites to download TV, video, and radio spots for immediate use. Questions regarding the availability of these spots for your championship event should be directed to your NCAA Championship Marketing contact.

:30 Video/Television Spot

The NCAA creates TV/Video Spots for select championship sites and a limited number of predetermined regional rounds.

- All spots are available for download via the NCAA Online Marketing Website.
- Spots may be may be uploaded to websites, burned onto discs, or sent via email to other parties that may need them.
- Spots are provided in several formats to allow for use over a variety of platforms (e.g. websites, social platforms, TV commercials, videoboards, etc.).
- The video/television spot is available for download in the following file types:
 - HD: apple ProRes LT (104 mbps)
 - SD: dv25(25 mbps)
 - Web proxy: .mp4 (1.5 mbps)

:30 Radio Spot

- The NCAA creates radio spots for all predetermined championship final sites that are not sold out and for a limited number of predetermined regional rounds.
- The radio spots can be used on radio stations, websites, burned onto discs or emailed.
- The file format available for download is .mp3 (.32 mbps).

Marketing Plan

Host institutions/conferences shall establish a marketing plan in coordination with the NCAA championship marketing contact. All marketing plans, marketing budgets and collateral must be approved by the championship marketing contact prior to implementation.

NCAA Logos

The official NCAA championship logo is provided so that you may assist the NCAA in publicizing the championship. The logo should be used as a part of all materials that are produced to promote the championship.

All NCAA logos are available online at <https://sportgraphics.widencollective.com/> to NCAA member institutions, licensees, Corporate Champions and Corporate Partners. To access the logos, each user is required to register for a unique username and password. Once the request for access to the site is granted, you can search the Digital Library for the logos you need. All logos should follow the NCAA Brand Guidelines provided on this site to ensure proper use.

Signage

Each round of every NCAA championship will receive a shipment of official NCAA signage that helps identify the event as an NCAA championship. The signage includes a quantity of banners and decals displaying NCAA logos in a variety of sizes. Three banners will be shipped for

placement in specific locations. These include a media backdrop to be placed in the media interview room, a score table banner and pool art to be placed in the middle of the pool.

Possible uses of NCAA signage include displaying it at the championship site, especially in the competition area within camera angles, and all related championship functions. Signage should always be displayed during news conferences and banquets.

NCAA-produced signage materials may be reused at other championships. Before discarding materials, please check with the NCAA championship administrator. Materials containing NCAA marks and logos may not be sold.

Social Media Guidelines

Host institutions/conferences may use already established social media accounts (e.g. Facebook, Twitter, etc.) as a platform to promote the hosting of an NCAA championship. However, host institutions/conferences should use marketing messages and assets supplied from or approved by the NCAA (links, web banners, flyers, updates, etc.). If the championship does not have an official NCAA social media page, a host is NOT permitted to create a social media page. The NCAA will make efforts to promote this championship on the established pages, as appropriate. Please refer to NCAA.org/socialmedia for a listing of official NCAA social media accounts.

NCAA Division I Marketing Bylaws – Pertaining to NCAA Championship Promotions

12.5.1.1.1 Promotions Involving NCAA Championships, Events, Activities or Programs. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 8/7/03)

12.5.1.8 Promotion of NCAA and Conference Championships. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete's name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 8/7/03)

12.6.1.8 Reciprocal Marketing Agreements – Sports Other Than Football and Men's Basketball In sports other than football and men's basketball, an institution's marketing department may enter into a reciprocal contractual relationship with a professional sports organization for the specific purpose of marketing and promoting an institutionally sponsored sport. (Adopted: 4/29/04 effective 8/1/04, Revised 2/17/12)

13.4.3.3 NCAA or Conference Championship Posters. An institution hosting an NCAA or conference championship may produce a poster promoting the championship and send it to a high school coach and/or his or her educational institution. It is not permissible to send such a poster to a prospective student-athlete. (Adopted: 10/28/99, Revised: 4/6/00, 1/10/05 effective 8/1/05)

13.4.3.3.1 NCAA or Conference Championship Promotional Materials. The NCAA or member conference [or a third party acting on behalf of the NCAA or member conference (e.g., host institution, host conference, or local organizing committee)] may produce and provide championship-promotional materials to any individual or group, provided the materials: (Adopted: 1/10/05)

- (a) Are solely for the purpose of promoting the championship event rather than the host institution, and use factual information (e.g., date, time, location, identification of host school/conference, ticket information, photos of previous championships);
- (b) Are not sent exclusively to prospective student-athletes;
- (c) Are available to the general public; and
- (d) Do not promote the institution's athletics program.

13.1.8.5 NCAA Promotional Activities Exception. An institution's coach may participate in NCAA promotional activities (e.g., autograph sessions, fan festivals and opening ceremonies) at NCAA championship events, provided contacts with prospective student-athletes are not prearranged and recruiting activities do not occur. (Adopted: 4/28/05)

SECTION 22 – Practices

Schedule

The championship site will be available two days before the tournament. A schedule of events, including practice times, is available in Appendix J.

Teams are requested to inform the committee of any cancelled practices by 10 p.m. the evening before the practice. The committee will inform the host of cancellations.

Should an opening-round game(s) be held at the site of the national championship and the host team has qualified for the national championship, the host team should be permitted to practice on Wednesday for longer than an hour, if they so choose.

SECTION 23 – 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 prior to the first day of the event.

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

Content/Editorial

IMG College Responsibilities

Responsible for all program production, including editorial content, layout and design, advertising, and printing.

Host Responsibilities

Media contact should provide IMG College with text and photos for editorial pages about host institution/venue/city, if requested by IMG College.

Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing ad space for sponsors, etc., should contact Doug Iler (doug.iler@img.com).

Promotion

The NCAA will provide a PDF including a QR code that links to the digital program, a URL where the digital program can be accessed and imagery of the NCAA's Corporate Champions and Partners. This PDF is also shared with participating schools for their promotional use.

If you would like this information ahead of time, please contact your NCAA administrator.

Best Practices

Below are a few best practices for promoting the championship digital program:

- Distribute the digital handout to fans.
- Create signage to direct fans to the digital program by using elements on the digital handout.
- Post the link on athletics and school-affiliated websites.
- Share the link on athletics and school-affiliated social media outlets.
- Share the link with student-athletes, faculty, alumni organizations and local media outlets, and any other group that may have interest.

Supplemental Handouts

At championships sites where a digital program is available, IMG College allows the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes) provided any such materials:

- Do not include any advertisements, local sponsor logos, etc.
- Include the QR code and URL to the digital program.
- Include the NCAA Corporate Champions and Partners imagery.

Printed supplements may be distributed free or sold, with all proceeds retained by the host. The host should not include expenses for such supplements in the championship budget and/or financial report.

All supplemental content is subject to NCAA and IMG College approval.

Questions

If you have any questions, please feel free to contact your NCAA administrator or Chad Laytham (chad.laytham@img.com) at IMG College.

SECTION 24 – Security

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 located at

http://www.ncaa.org/sites/default/files/Best_Practices_for_Venue_Safety_and_Security.pdf?division=d2 when developing a safety and security program.

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.

In the event of a critical incident, contact the NCAA championship administrator immediately before any decisions are made.

Communication

A senior member of the facility management and the senior law-enforcement officer at the site must proceed immediately to the score table with means of portable communication to and from other competition site staff and security officers. The public-address announcer should keep spectators informed of the conditions, if possible. Teams and officials must be kept informed throughout the delay.

Crowd Control

The tournament manager must review crowd control policies with the NCAA committee and NCAA championship administrator. The host is responsible for strict enforcement of these policies.

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 arena management without the advance written permission of the NCAA: handbills, flyers, newspapers, memorabilia or promotional materials for other events or activities.

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.

During the site visit, the NCAA championship administrator will provide the tournament manager with a copy of the NCAA Critical Incident Response Plan.

The NCAA championship administrator and tournament manager should meet with security personnel to discuss existing security procedures and review potential security threats; review the facility to determine potential security problems, and discuss the emergency/evacuation plan.

In the event a threat is received and time permits, the NCAA committee should meet to discuss the potential problem. A decision would then be made to implement the host institution's or facility's predetermined plan. Once the decision has been reached, the necessary announcements should be made and the plan should be implemented.

The tournament manager and NCAA championship administrator 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 credentialed individuals.

Each host will be asked to provide the following:

- Develop contact lists.
 - Competition site and tournament 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.

Interruption of Game

The officials have the authority to interrupt play. If play is interrupted because of events beyond the control of the water polo committee, it shall be continued from the point of interruption at a time determined by the committee. If necessary, the remaining schedule of games also shall be adjusted by the water polo committee. See Appendix E for policy for interruption of play due to severe weather.

Meeting

The committee chair, NCAA staff and game-management staff (facility manager, game management liaison and senior law-enforcement officer) should assemble immediately at the score table to assess the situation.

Non-Permissible Items

Competition Venue shall provide to the NCAA a set of guidelines, similar to those outlined below, that identify items that are not permitted in the venue no fewer than 90 days prior to the first NCAA championship related event.

The tournament manager and facility staff are responsible for enforcing the NCAA policies described on each ticket back or distributed at the point of purchase. The facility shall encourage patrons to return non-permissible items to their automobiles. Also, an area shall be established for the checking and securing of such articles at the patron's expense.

Banners. Any banners other than the approved NCAA banners may not be posted within the competitive arena without the approval of the women's water polo committee. Each team is permitted to display one team banner. The location of these banners will be based on the requirements of the host facility and approved by the women's water polo committee. Banners will be returned following the championship. Hand-held team banners are permissible if they do not interfere with the competition or spectators' views.

Flash Cameras / Strobes. For the safety of the athletes, flashes or strobes are not permitted. Set up rules that are workable in the facility that will allow photographers to take good shots without interference of any kind. The host institution's sports information director is responsible for this area. In addition, photographers should be notified in advance of the ground rules.

Laser Pointers. Laser pointers of any kind.

Noisemakers. Artificial noisemakers of any kind including but not limited to, air horns, electronic instruments, inflatable noisemakers, etc. are not permissible. Facility personnel are responsible for confiscating prohibited items at the entrance points or removing such items from the facility. Megaphones may be used for voice amplification, but they shall not be used as a distraction.

Promotional Items. Promotional items (e.g., cups, shakers, flags, etc.) with commercial slogans or identification are not allowed on the premises. Items such as newspapers, handbills, flyers, memorabilia, t-shirts, caps, etc., except products sold/distributed by the NCAA or its agents, may not be distributed on the premises.

Signs, Flags, Banners. Large signs, flags or banners are not permissible. It is the facility personnel's responsibility to confiscate all prohibited articles. Items that can be held by one individual, reflect good sportsmanship and do not block the view of other ticketed patrons may be permitted. In no case may a sign, flag or banner be affixed to the facility.

Video Cameras. Ticketed patrons shall not bring video equipment into the facility on game days. Still cameras with a lens no longer than four inches are permissible on any day.

Normal Conditions

The committee shall determine when conditions have returned to normal.

Officials

Assure that the officials know the exact game situation when play was halted.

Personnel

Adequate security (not necessarily uniformed police) must be provided for the pool area, teams' and officials' locker rooms, press conferences and working press areas, post-match interview room, hospitality areas, and any other area for which a credential is required or where crowd control is necessary. Special attention should be directed toward the score table and team areas and around the stands exit areas during the championship celebration. Plan to have security personnel on-site to assist with crowd control and to keep spectators off of the pool deck throughout the weekend. Additional personnel will be needed on the championship day to prevent spectators from accessing the pool deck during celebrations and help to maintain the flow of spectators as they exit the venue. The NCAA championship administrator will discuss with the tournament manager specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament manager is responsible for reviewing all credentials with security personnel.

Power Source/Public Address

Facility management should protect the power source and the public-address system. If an alternate public-address location is available (i.e., away from the competition area) it should be used so communication is not interrupted.

Responsibility

Building security and/or law-enforcement personnel shall be responsible for the restoration of order in the event unauthorized individuals occupy the competition area or if play is otherwise disrupted. The NCAA suggests that law-enforcement personnel attempt to communicate with the leaders of the group occupying the competition site (if applicable) to ascertain whether the situation can be rectified in the short term. Under no circumstances are student-athletes, coaches, officials or NCAA representatives to become involved in the removal of such persons.

Resumption of Play

As soon as possible, play shall be resumed from the point of suspension. The committee shall determine the revised schedule. If possible, the game should be resumed at the primary competition site. If necessary, the committee has the authority to limit attendance to credentialed individuals, those on each institution's pass list, other individuals designated by each institution's director of athletics and required competition site operations personnel. Also, the committee has the authority to reschedule the game or session in a nearby facility (e.g., on campus or elsewhere in the city) provided the alternate facility meets the provisions of NCAA playing rules.

Score Table

Assure that the game clock, shot clock and score are accurately recorded.

Spokesperson

The committee chair or his or her designee, working with the facility management, the NCAA and, when appropriate, city, county, state and federal law-enforcement agencies, will serve as spokesperson in the event of an emergency.

Student-Athletes and Coaches

These individuals should proceed to the bench area or, on instruction from the NCAA staff or committee members, retire to the locker rooms or outside the building to await further instructions.

SECTION 25 – Tickets/Seating

Printing Tickets

The Women's Water Polo Committee, prior to the printing or distribution of tickets, must approve the location of all team tickets and seating for bands and spirit squad.

Seating.

The competition site is expected to be in compliance with all applicable city, state or federal regulations concerning access and seating for the handicapped.

Media Representatives. Seating for media representatives (other than designated institution representatives) must be reserved and away from the score table.

Reserved Seats. If seats are reserved, the location of all team tickets and seating for bands and spirit squads must be approved by the committee.

Team Allocations.

Each participating institution is guaranteed a minimum of 50 tickets. It is the responsibility of the participating team to notify the host institution of the number of tickets being used. All financial arrangements are to be made on arrival and are the responsibility of the participating institutions. Teams must notify the host of the number of tickets being used by the day preceding the first game of the championship, or the institution will be charged for the unused tickets.

Ticket Backs.

Commercial identification on ticket backs to offset printing costs is permitted; however, the NCAA staff must approve all designs. Identification is limited to one logo or the name of the commercial entity.

Computerized Tickets. Host institutions using a computerized ticket system should advise the NCAA of the fact before tickets are printed.

Coupons. Under no circumstances may a "coupon promotion" be included as part of the ticket or ticket-back advertising (e.g., advertising a discount on goods or services by presenting the ticket stub).

Ticket Back Disclaimer Language. See Appendix B for language that must be on the ticket back or be posted at the ticket window.

Ticket Sales.

Inasmuch as all members of the general public must have a ticket in order to enter the facility, a minimum number of ticket windows must remain open until the conclusion of the event.

Special Tickets Plans. Any special ticket plans (e.g., local contributor/sponsorship packages) must be approved in advance by the NCAA national office.

Complimentary Tickets. No complimentary tickets are permitted for NCAA championships competition. Children two years and younger may be admitted free of charge with a ticketed adult if institutional or facility policy allows.

SECTION 26 – Transportation

Local Transportation for Teams

The host institution is urged to assist each team in arranging for local transportation (i.e., provide names and telephone numbers of companies that could be contacted).

Parking

The host institution is responsible for securing complimentary parking at team hotels for team buses and any courtesy vehicles provided, if possible. The competition venue shall provide a designated complimentary parking area for team buses and courtesy cars at the competition venue.

Participating Institutions

The NCAA has contracted with GO Ground to provide ground transportation management for all NCAA team championships. GO Ground will be responsible for securing buses and equipment within each local market. Participating institutions should be instructed to call GO Ground at 866-386-4951 to make arrangements for ground transportation needs. GO Ground will be responsible for communicating the arrangements to each participating institution.

SECTION 27 – Volunteers

Apparel

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. Main Gate has been selected as the official NCAA volunteer apparel providers for all 2018-19 championships.

The championship logo and the licensee's mark will be placed on the apparel. The licensee's logo may appear on the right chest or sleeve. The licensee's logo may be no larger than 2 ¼ inches square.

The LOC will distribute uniforms during the required volunteer training sessions to ensure each volunteer's commitment. When ordering uniforms, the LOC will ensure that apparel includes women's styles and sizes.

The games management staff, media coordination staff and host media operations staff should be included in overall volunteer numbers and should receive volunteer apparel.

Note: Hosts shall work in collaboration with the championship administrator on the selection, ordering and distribution of volunteer apparel.

Goals

A volunteer program for the championship should be implemented to accomplish the following goals:

- Provide an enthusiastic and warm welcome to participants and guests;
- Answer questions and provide information to visitors;
- Contribute to the general excitement surrounding the championship; and
- To assist the LOC with championship operations.

Volunteers must be 18 years of age or older and must sign a volunteer release waiver. Individuals with driving responsibilities MUST be 25 years of age or older.

Student-athletes or prospect-aged individuals MAY NOT be recruited in any way different than general public volunteers. The Local Organizing Committee (LOC) cannot make a specific volunteer presentation to student-athletes of the host institution/conference. Student-athletes and prospect-aged individuals may apply to volunteer in the same manner as individuals from the general public. Student-athletes and prospect-aged individuals must be selected by the same criteria as the general public applicants.

The NCAA may request additional volunteers from the LOC as necessary.

Volunteer List

Below is a suggested list of volunteer (or staff positions) for the championship:

- Score table personnel (paid position), See section 10 and Appendix C.
- Ball retrievers
- Hospitality hosts
- Locker room attendants/security
- Banquet greeters
- Ushers/access control (may be paid staff)

Waivers

Each volunteer must sign a waiver of liability before the start of the championship (Appendix H). If there is a written agreement governing volunteer service, a release component must be added if one does not already exist. After the championship, all waivers shall be collected and kept on file, in case requested.

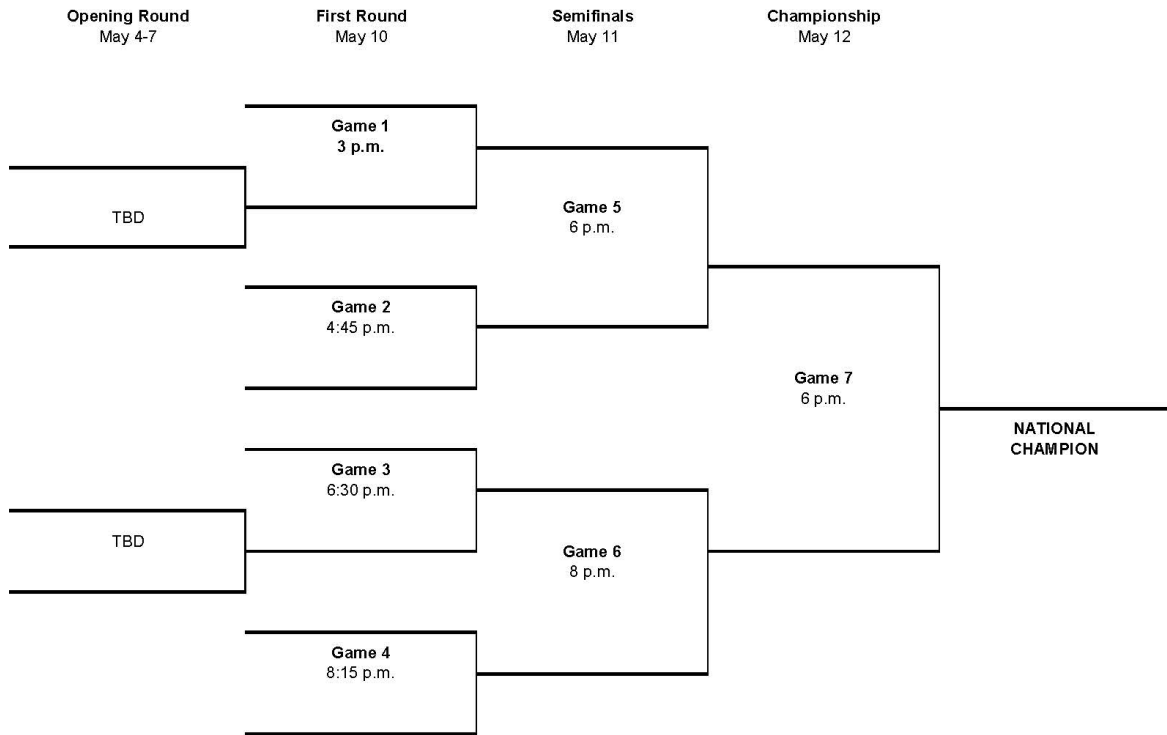
Appendix A – Bracket



2019 National Collegiate Women's Water Polo Championship

Avery Aquatics Center
Stanford, California
Hosted by Stanford University

All games May 10-12 streamed live on NCAA.com



All times are Eastern Time



*Opening round game host institution.
All times are Eastern time.
Information subject to change.
For more details, visit NCAA.com.

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The NCAA opposes all forms of sports wagering.

Appendix B – Terms and Conditions for Use of Credentials

(Please visit <https://www.ncaa.com/media-center/credentials> for updated Conditions Placed on Use of Credentials.)

Each individual (“Bearer”) using this credential for access to any NCAA championship game or related events including, without limitation a practice, press conference, interview, or other activity associated with such NCAA championship (the “Events”), on behalf of his or her employer or assigning news organization (“Employer”), agrees to the following:

GENERAL

Each Bearer must be and hereby represents that he or she is acting on a specific assignment for an accredited media agency and has a legitimate working function in conjunction with the Event attended. The credential is not transferable and may be revoked at any time with or without cause.

The rights and privileges granted to Bearer shall automatically terminate if any term of this credential shall be breached. The unauthorized use of this credential subjects the Bearer and his or her Employer to ejection from the facility and prosecution for criminal trespass, without limiting any other rights and remedies at law or in equity.

Bearer shall display the issued credentials at all times and consents to the reasonable inspection of his or her person and property before entering the venue and/or during an Event. While within the venue, Bearer shall, at all times, adhere to the policies in place for the Event, as well as access limitations, and direction provided by the NCAA and its designated agents.

Bearer assumes all risks incidental to the performance by the Bearer of Bearer’s services in connection with the Events and assumes all risks incidental to the Events, whether occurring before, during or after the actual playing of the Events, and agrees that the NCAA, its member institutions, and their respective employees, directors, officers, student-athletes, coaches, and contractors shall not be liable for injuries or loss of personal property or equipment connection therewith.

Bearer further agrees to release the NCAA and all persons and educational institutions involved in the management or production of the competition from any claim or liability arising from failure to provide space for telecasting/broadcasting or other facilities for the television/radio station, Internet media, network, cable system, or other media entity.

In the event that the name or likeness of the Bearer is included in any broadcast, telecast, photograph, film, video or other media taken in connection with the Events, the Bearer grants the NCAA the nonexclusive, transferable, perpetual right and license to use (and to sublicense the use of) such name and likeness in any media worldwide whether now known or thereafter 500 secretion. If deems that Bearer is producing a real-time description of the contest.

Bearer agrees to indemnify the NCAA and save harmless the NCAA, its officers, agents, contractors, employees, and each of its member institutions, their officers, agents and employees, of and from any and all claims, demands, causes of actions, liabilities, damages and expenses

(including reasonable attorneys' fees) arising out of anything done or purported to have been done by Bearer or his/her Employer, including but not limited to Bearer's breach of any term of the credential. With respect to any claim that might give rise to liability of the Bearer as an indemnitor, the NCAA shall: (a) have the right to fully participate in the litigation of such claim with counsel selected by Bearer and approved by the NCAA at the sole expense of the Bearer; and (b) not be obligated, without their consent, to participate in any settlement of such claim.

MEDIA

The use of any account, description, picture, photograph, video, audio, reproduction, or other information concerning the Events other than for news coverage of, or magazines, books or stories about, the Events is prohibited, except (a) with the prior written consent of the NCAA or its designee or (b) as specifically licensed herein. Nothing in these terms and conditions authorizes or allows Bearer to violate any of the NCAA trademarks, copyright and other proprietary rights.

If video and/or audio of the Event is distributed by an NCAA rights-holder, Bearer may only utilize the network feed provided by the NCAA or its designee and Bearer may not alter the feed in any manner without prior approval of the NCAA (e.g., removing network graphics or bugs/logos). If the Event is not distributed by an NCAA rights-holder, Bearer may produce its own video and/or audio highlights from the Event pursuant to such conditions and in such area as designated by the NCAA. *Bearer agrees to the terms and conditions of the NCAA Championships Video and Audio Highlights Use License.*

Real-time transmission of streaming video, digital images, real-time audio, including play-by-play and statistics, of any game of the championship is exclusive to the NCAA's website and/or any other website designated by the NCAA and its rights-holders. *"Real-time" is defined by the NCAA as a continuous play-by-play account or live, extended live/real-time statistics, or detailed description of an Event.*

A Bearer may blog during any Event, provided that such blog may not produce in any form a "real-time" description of the Event (i.e., any simulation or display of any kind that replicates or constitutes play-by-play of a material portion of an Event, other than periodic updates of scores, statistics or other brief descriptions of the Event) as determined by the NCAA in its sole discretion. The NCAA reserves all actions against Bearer, including but not limited to the revocation of the credential.

The NCAA is the owner of trademarks, copyrights, and other proprietary rights in the Event and in and any telecast, broadcast, transmission or recording thereof, and no rights are conferred to, or intended to be conferred to, or created on behalf of, Bearer or his or her Employer. *Member institution name, logo, mascot, and other intellectual property of a school, is controlled by each member institution.* The member institution name and team name may be used for news purposes directly related to their participation in the Event.

The credential confers on Bearer a limited, nonexclusive and nontransferable license to take photographs of the Events, and to allow the entity that engaged the Bearer to take the photographs to use such photographs, only for news coverage of, or magazines, or stories about, the Events, other editorial purposes, and reprints of news pages from such entity's publications, provided that such use is not likely to create, or does not actually create confusion in the

minds of the trade or public that Bearer or its reprints or any elements therein, or the items on which they are reprinted, are sponsored or endorsed by, or are associated or affiliated with the NCAA or that the NCAA licensed Bearer to use their trademarks or copyrights. Neither the Bearer nor the entity that engaged the Bearer may sell photos taken at the Events to third-party entities including but not limited to other commercial entities or the general public.

In exchange for the access granted by the credential, the NCAA shall have the right to purchase prints of any published photographs taken by the Bearer in connection with the credential, at the best financial terms offered to third parties, and such the NCAA shall be licensed at no additional charge to use the photographs for news coverage purposes only. The NCAA may not distribute reproductions of the photographs to others or license others to reproduce the photographs.

Any secondary use of any picture, audio description, videotape/film or drawing of the game taken or made by the accredited organization or individual to whom this credential has been issued (including, but not limited to, noneditorial, advertising, sales promotion or merchandising) *is prohibited without prior specific written approval of the NCAA or its designee.*

Radio stations that have not purchased rights shall not carry any broadcast report from courtside on a live basis or any live description of any game action while it is still in progress and are subject to all other requirements as listed in the "NCAA radio policies."

NCAA Championship Videographer

The NCAA Championship Videographer policy is intended to protect the broadcast rights sold to the NCAA media partners, while providing NCAA member institutions the ability to capture and utilize championship footage.

Institutional videographers will be permitted to capture competition footage from the still photographer areas. These areas are designated by the championship sports committees in conjunction with the championship media coordinator. Each institution will be permitted to have one videographer for this purpose and will only be permitted to capture footage of events/contests in which it is participating. In addition, institutional videographers will be permitted inside the locker room, with approval of the institution's head coach, during periods that are off limits to general media.

The NCAA will grant the institution permission to videotape this NCAA championship event for non-commercial uses only. Non-commercial uses include institutional banquet videos, recruiting videos, institutional PSAs, video boards, and institutional athletic halls of fame. In addition, the NCAA will permit institutions to use institutional videographer footage captured for two commercial uses: 1) use on the official institution athletic website, and 2) institution coach's shows. Bearer agrees to the terms and conditions of the [NCAA Championships Team Videographer Policy](#).

Appendix C – 2018-19 Standard Ticket Back Disclaimer Language

Updated 6/30/17

The ticket back language should be placed on the back of the ticket stub, but if it cannot be done (e.g., no new ticket stock is produced), this language must at a minimum be posted at all ticket windows for patrons to see, be included as an insert with the ticket mailing, etc. Patrons must be put on notice regarding the restrictions.

If you receive a request for a variance in the standard ticket back language or if there is anything sport or facility specific that should be included, please consult with Josh Logan (jlogan@ncaa.org) and Curtis Franks (cfranks@ncaa.org) on any correspondence. In addition, if the championships event uses an official, authorized secondary ticket seller (e.g., PrimeSport), please also consult Josh and Curtis on any correspondence.

NOTE: Child admission policy - choose either the red or green statement from the yellow highlighted language below and delete the verbiage you choose not to use.

NOTE: Re-entry policy - if patrons are allowed to re-enter the facility, please edit the green highlighted "No re-admittance" language as needed.

THIS TICKET IS A REVOCABLE LICENSE
USER ACCEPTS RISK OF INJURY

The ticket purchaser/holder, on behalf of the holder and any minor accompanying the purchaser/holder (individually and collectively, the "Holder") voluntarily assumes all risk of property loss and personal injury arising during its use and/or during the event for which the ticket is issued. Management may revoke the license and eject or refuse entry to the Holder for violation of these terms and conditions, facility rules, illegal activity or misconduct. Holder may not go into the competition area or other restricted area, or interfere in any way with the play of the contest. Any Holder interfering with the play of the contest may be subject to ejection from the facility. Holder consents to all searches of person or property as a condition of entry and confiscation of prohibited items. Tickets reported as lost or stolen may not be honored and may not be replaced nor the price refunded. This ticket may not be duplicated. Holder may not solicit contributions or distribute literature on the premises. **Every person, two years of age and older, must have a ticket to enter the facility. Entry will be at the facility's discretion, unless proof of age is provided. Those under two must be accompanied by a person with a valid admission ticket. Every person, regardless of age, must have a ticket to enter the facility.** Unless specifically authorized in advance by the NCAA, this ticket may not be offered in a commercial promotion or as a prize in a sweepstakes or contest. This ticket may not be sold or resold above face value except in approved instances authorized by the NCAA. Persons selling or reselling tickets in violation of any applicable city, county or state regulations, ordinances or laws may be subject to arrest and prosecution. Persons violating NCAA ticket resale policies may face sanctions including but not limited to loss of future ticket privileges. The NCAA reserves the right to limit or restrict the number of tickets that Holder may purchase or possess. Access to the facility (or substitute facility) by any person other than the original purchaser of this ticket may be denied. If access is denied, no refund of the ticket price will be due. No refunds or exchanges will be permitted. **No re-admittance.** 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. Holder may not bring alcoholic beverages, bottles, cans or containers, laser pointers, irritants (e.g., artificial noisemakers), video recording devices or strobe lights onto the premises. Promotional items (e.g., shakers, cups, flags, etc.) with commercial slogans or identification also are prohibited. Noncommercial signs, flags or banners that, in the opinion of the NCAA, reflect good sportsmanship, can be held by one individual and do not block the view of other ticket patrons, are permitted. No signs, flags or banners of any size may be affixed to the facility. Holder shall not sell, transmit or aid in transmitting any description, account, picture, recorded transmission, video recording or other reproduction of the contest to which this ticket is issued. Holder expressly grants the NCAA and its licensees the right to use Holder's image or likeness in connection with any live or recorded transmission or reproduction of such event, for any purpose, including promotional purposes, without further authorization or consideration. The NCAA may choose to relocate the event to another facility, with or without notice, and without liability, to Holder. The NCAA shall not be responsible for punitive, incidental, consequential or special damages. The Holder of this ticket agrees not to take any action, or cause others to take any action, which would infringe upon the NCAA's rights. Purchase or use of this ticket constitutes acceptance of these terms and conditions.

DATES AND TIMES ARE SUBJECT TO CHANGE

Appendix D – Score Table, On-Deck Working Seating, VIP Seating

In coordination with the NCAA championship administrator, the host should create name cards to designate the following positions at the seating areas.

Score Table

Announcer
Game Clock
Shot Clock
Table Supervisor
Scorekeeper
Exclusion Secretary
Timeout Secretary

On-Deck Working Seating

Tournament Manager
NCAA Championship Administrator
NCAA Committee Chair
NCAA Coordinator of Officials
National Evaluator
NCAA Committee (4)
Team SIDs (8)
Host Media Relations (2)
Scouting Seats (6)*
Webstream Talent (2)

VIP Seating (may be on deck or in the stands)

Kap7 (4)
USA Water Polo (4)
Conference Representatives (6)
Team Administrators (8)
Non-working officials (2)*

* Location may change depending on venue

Appendix E – Public Address Announcer

The public address announcer has an important role in the administration and conduct of the championship. The announcer is responsible to the NCAA Women's Water Polo Committee.

1. The NCAA will prepare a script and send it to the host a week prior to the event, including NCAA statements, and the protocol for introductions and the awards ceremony.
2. No special announcements shall be made without committee approval. These announcements primarily will be limited to the reporting of scores from other NCAA championships.
3. The announcer shall not be a “cheerleader” for any 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.
4. 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.
5. The announcer shall meet with the committee representative prior to the game to review time schedules, coordination of the national anthem, starting lineups, the start of the second match, etc.
6. The announcer also shall review crowd control procedures with the committee representative and the tournament manager. These may include notes regarding exits, seating, safety measures and first-aid station.

The following statement shall be read by 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.”

7. 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.”

8. An announcer shall not recognize corporate contributors or tournament sponsors.
9. All emergency calls and announcements must be approved by the tournament committee representative at the site.
10. For the championship day the announcer should plan to announce the class of each participant.

Appendix F – NCAA Championships Severe Weather Policy for Terminating Play

- The NCAA game representative or designee at the site of competition should make contact with the local weather service and obtain a telephone number to contact the National Weather Service office in the event of severe weather. It is imperative that those involved in the administration of NCAA championship events adhere to the advisories and recommendations provided by the local meteorologists.
- The NCAA game representative or designee should confirm the existence of the host institution or competition site weather policy and determine what detection services are available.
- Appoint one individual to serve as a weather-safety person. This individual should use all resources available (i.e., local weather bureau, NCAA lightning safety guideline and electronic detection equipment, if available) to determine if play should be terminated.
- 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 six 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 on the [NCAA website](#).)
- If available, electronic detection devices shall be used as additional tools to determine the severity of the weather. However, information obtained from such devices shall not be used as the only source to terminate play.

Appendix G – National Collegiate Women’s Water Polo Championship Release of Waiver of Liability, Assumption of Risk, and Indemnity Agreement

IN CONSIDERATION of being permitted to participate in any way in the 2019 National Collegiate Women’s Water Polo Championship activities I, for myself, my personal representatives, assigns, heirs, and next of kin:

1. ACKNOWLEDGE, agree, and represent that I understand the nature of the 2019 National Collegiate Women’s Water Polo Championship activities and that I am qualified, in good health, and in proper physical condition to participate in such Activities. I further agree and warrant that if at any time I believe conditions to be unsafe, I will immediately discontinue further participation in the activities.
2. FULLY UNDERSTAND that: 2019 National Collegiate Women’s Water Polo Championship activities INVOLVE RISKS AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS, AND DEATH ("RISKS"); (b) these Risks and dangers may be caused by my own actions or inactions, the actions or inactions of others participating in the Activities, the condition in which the Activities take place, or THE NEGLIGENCE OF THE "RELEASEES" NAMED BELOW; (c) there may be OTHER RISKS AND SOCIAL AND ECONOMIC LOSSES either not known to me or not readily foreseeable at this time; and I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I incur as a result of my participation in the Activities.
3. HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE the National Collegiate Athletic Association and their respective administrators, directors, agents, officers, members, volunteers, and employees, other participants, any sponsors, advertisers, and, if applicable, owners and lessors of premises on which the Activities take place, (each considered one of the "RELEASEES" herein) FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON MY ACCOUNT CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "RELEASEES" OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATIONS; AND I FURTHER AGREE that if, despite this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT I, or anyone on my behalf, makes a claim against any of the Releasees, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES from any litigation expenses, attorney fees, loss, liability, damage, or cost which any may incur as the result of such claim.

I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND HAVE SIGNED IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

PRINTED NAME OF PARTICIPANT: _____

ADDRESS: _____
(Street) (City) (State) (Zip)

PHONE: _____

PARTICIPANT'S SIGNATURE (only if age 18 or over): _____

DATE: _____



Appendix H – NCAA Social Media Guidelines for Championship Hosts

Update 07/14/16

The official NCAA social media pages and official hashtags are available at <http://www.ncaa.org/socialmedia>.

A lot of hosts already have an established presence in social media. Examples are school, LOC, Sports Corporation, venue or city pages/accounts. These pages/accounts are all acceptable places to promote hosting of an NCAA championship through the use of marketing messages and products supplied from the NCAA (links, web banners, fliers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/accounts. If the championship does not have an official NCAA page on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages/accounts, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook (@ linking within text to drive fans to each other's pages) and mentions on Twitter (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated through the championships associate director of social media, cdion@ncaa.org.

A host should not create a social media account or page (*Facebook page, Twitter feed, Instagram, Snapchat, Tumblr account, etc.*) **solely devoted to promoting an NCAA championship.** These pages become outdated, distract fans from established pages and fracture the NCAA message.

Top 10 considerations when planning for social media event marketing:

- 1. Know your social media audience.** Utilize account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
- 2. Encourage community.** Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
- 3. Cross-post.** Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
- 4. Use images.** Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.
- 5. Be concise.** This is required on Twitter (140 characters) but should also be used on Facebook and other platforms without this limit. Get to the point within two sentences. Less than that, if possible.
- 6. Lead your video.** You have mere seconds to garner a user's attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.
- 7. Like or Follow people to help you.** Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of

your favorites. On Twitter, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.

- 8. Keep it light.** While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.
- 9. If you hesitate about posting something, you probably shouldn't.** There are no re-dos in social media. A “delete” doesn't mean you can delete someone seeing it.

Please send direct questions to Chris Dion, cdion@ncaa.org, or send ideas or news to the general box, socialmedia@ncaa.org.



Appendix I – NCAA Championships Micro-Site Guidelines

NCAA Championship hosts and LOC's are welcome to build a city specific microsite to house local information regarding things-to-do, travel tips, restaurants, volunteer info, etc. The primary purpose of the microsite should enhance the fan experience in preparation for traveling to your city. The following information should assist you with the creation of a local microsite.

Please note: the URL for your microsite should not be promoted and will be linked directly through NCAA.com. It should be clean of all corporate marks. Additionally, the information provided on your localized site should not duplicate any information available on NCAA.com.

Dining, Shopping and Attractions

The following topics are permissible to house within your microsite:

- Local Fan Gathering and Entertainment Locations
- Shopping and Dining
- Special Attractions

Local News

The microsite can contain story modules to promote local press releases or additional information pertaining to hosting the event. This should not include information about the competition.

Venue and Transportation Information

City transportation and host venue details should be included within the microsite; the following are topic suggestions for this section:

- Venue Address
- Venue Parking Map and Details, Google Map
- Venue Security Information
- Public Transportation Options

Volunteer Information

The microsite can contain additional details to recruit and register volunteers. A general overview, schedule and registration information are commonly found details within this section.

Travel Information

Hotel, car rental and other travel accommodations should link to: www.NCAA.com/Travel.

Selections, Preliminary Rounds and Broadcast Schedule

All information regarding the details of selections, all preliminary rounds and broadcast schedules should be linked to NCAA.com with the use of the NCAA.com logo.

Email Sign Up

Fans who would like to receive more information can sign up to receive newsletters from the NCAA. The following link should be included for email sign up:

<http://www.ncaa.com/newsletter-signup/sports>

Logo Usage

For championship logos, please submit a request to access the NCAA Digital Library at <https://sportgraphics.widencollective.com/t5/login>.

Copyrights, Licensing, Trademarks and Corporate Marks

The following are guidelines for use of NCAA trademarks and the process for requesting licensing for photos:

Host cannot promote or click thru to any URL other than NCAA.com.

- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the micro-site.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks. If the micro- site is built within an existing site's framework, exceptions will be made at the NCAA's discretion.
- Photos from previous years' championships can be accessed by submitting a request form here:
<http://commerce.wazeedigital.com/license/home/ncaa.do>
- The micro-site must adhere to fair and equitable treatment for ALL participating student-athletes and schools.
- Trademark script must be included on the homepage of the site. This text can be in a mouse print format at the bottom of the page as follows: *NCAA is a trademark of the National Collegiate Athletic Association.*

A complete list of NCAA trademarks and trademark protection can be found by [clicking here](#).

Social Media

All social media icons should link to the appropriate NCAA-hosted platforms for the championship. The official list of NCAA social media pages and hashtags may be found at NCAA.com/Social

Mobile Version

The NCAA championship information pages will be mobile friendly. In order for the micro- site to convert to mobile devices, pages will need to be created for use on a mobile site.

Metrics

Host institutions should provide analytics to Nate Flannery (nflannery@ncaa.org) and Anne Clendenin (aclendenin@ncaa.org). At a minimum, analytics should include the following five categories:

- Referral Pages
- Page Views

- Time spent on site
- Click thru information
- Unique Visits/Traffic Numbers

Local Contributor Recognition

The LOC/host institution is able to recognize their local contributors under the following guidelines:

- In text form only
- The NCAA's logos need to be removed from that specific page.
- The link to this page is not in main or sidebar navigation (bottom navigation only).
- This page is entitled "Local Contributors".
- Include text at the bottom of the page indicating the local contributors are not sponsors of the NCAA and all of the CC/Ps are listed within that text.

Microsite Examples

If you would like to review an approved championship microsite please reference one of the following pages:

- [Phoenix Men's Final Four Microsite](#)
- [Dallas Women's Final Four Microsite](#)
- [St. Louis DI Wrestling Championship Microsite](#)
- [Oklahoma City Women's College World Series Microsite](#)

Once your site has been developed, please send the URL to Anne Clendenin (aclendenin@ncaa.org) for review and approval.

Should you have any questions, please contact:
Anne Clendenin
Assistant Director, Championships & Alliances
317-917-6643
aclendenin@ncaa.org

Appendix J – Pre-Match Timing Schedule

First Game on Friday

Game 1

Time Allotted	Actual Time	Protocol	Game Clock
	11:00	Start clock	60:00
05:00	11:22	Captains/officials meeting & coin toss (if requested)	38:00
25:00	11:27	Competition course and game balls available for warm-up	33:00
03:00	11:52	Clear pool, teams to bench area	08:00
01:00	11:55	Introduce team with white caps	05:00
01:00	11:56	Introduce team with dark caps	04:00
00:15	11:57	Introduce officials	03:00
01:15	11:57:15	National anthem	02:45
01:30	11:58:30	Final team huddle	01:30
	12:00	Reset clock and begin game	00:00

- *Teams can swim (without balls) in the diving well/separate warmup pool prior to the designated warm-up time.*

Second Game on Friday

Game 2

Time Allotted	Actual Time	Protocol	Game Clock
05:00	1:08	Captains/officials meeting & coin toss (if requested)	37:00
	1:13	Start clock	32:00
25:00	1:13	Competition course and game balls available for warm-up	32:00
03:00	1:38	Clear pool, teams to bench area	07:00
01:00	1:41	Introduce team with white caps	04:00
01:00	1:42	Introduce team with dark caps	03:00
00:30	1:43	Introduce officials	02:00
01:30	1:43:30	Final team huddle	01:30
	1:45	Reset clock and begin game	00:00

- *Teams can swim (without balls) in the diving well/separate warmup pool prior to the designated warm-up time.*

Third Game on Friday

Game 3

Time Allotted	Actual Time	Protocol	Game Clock
05:00	2:53	Captains/officials meeting & coin toss (if requested)	37:00
	2:58	Start clock	32:00
25:00	2:58	Competition course and game balls available for warm-up	32:00
03:00	3:23	Clear pool, teams to bench area	07:00
01:00	3:26	Introduce team with white caps	04:00
01:00	3:27	Introduce team with dark caps	03:00
00:30	3:28	Introduce officials	02:00
01:30	3:28:30	Final team huddle	01:30

	3:30	Reset clock and begin game	00:00
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- *Teams can swim (without balls) in the diving well/separate warmup pool prior to the designated warm-up time.*

Fourth Game on Friday

Game 4

Time Allotted	Actual Time	Protocol	Game Clock
05:00	4:38	Captains/officials meeting & coin toss (if requested)	37:00
	4:43	Start clock	32:00
25:00	4:43	Competition course and game balls available for warm-up	32:00
03:00	5:08	Clear pool, teams to bench area	07:00
01:00	5:11	Introduce team with white caps	04:00
01:00	5:12	Introduce team with dark caps	03:00
00:30	5:13	Introduce officials	02:00
01:30	5:13:30	Final team huddle	01:30
	5:15	Reset clock and begin game	00:00

- *Teams can swim (without balls) in the diving well/separate warmup pool prior to the designated warm-up time.*

First Games on Saturday and Sunday

Games 5 and 7

Time Allotted	Actual Time	Protocol	Game Clock
05:00	2:10	Captains/officials meeting & coin toss (if requested)	50:00
	2:15	Start clock	45:00
37:00	2:15	Competition course and game balls available for warm-up	45:00
03:00	2:52	Clear pool, teams to bench area	08:00
01:00	2:55	Introduce team with white caps	05:00
01:00	2:56	Introduce team with dark caps	04:00
00:15	2:57	Introduce officials	03:00
01:15	2:57:15	National anthem	02:45
01:30	2:58:30	Final team huddle	01:30
	3:00	Reset clock and begin game	00:00

- *Teams can swim (without balls) in the diving well/separate warmup pool prior to the designated warm-up time.*

Second Game on Saturday

Game 6

Time Allotted	Actual Time	Protocol	Game Clock
05:00	4:10	Captains/officials meeting & coin toss (if requested)	50:00
	4:15	Start clock	45:00
37:00	4:15	Competition course and game balls available for warm-up	45:00
03:00	4:52	Clear pool, teams to bench area	07:00
01:00	4:55	Introduce team with white caps	05:00
01:00	4:56	Introduce team with dark caps	04:00
00:15	4:57	Introduce officials	03:00

01:30	4:58:30	Final team huddle	01:30
	5:00	Reset clock and begin game	00:00

Teams will have a minimum 37 minutes of warm-up in the pool.

- *Teams can swim (without balls) in the diving well/separate warmup pool prior to the designated warm-up time.*

Pre-Match Introductions

When the first buzzer sounds, both teams must clear the pool and line up with the captain first, followed by the team in game cap number order. Led by their captains, the teams will march to face the audience. The two officials will march in front of the teams. Student-athletes must be in official uniform (robes or sweats) with caps on. At this time, both teams will have their entire teams announced, in order of cap numbers. Starters will be announced once the teams are in the water just before the start of the game. The team with white caps will be announced first, followed by the team with dark caps. Officials are then announced. After the national anthem (or after team introductions if no national anthem is played), the teams will shake hands and the teams will return to their benches.

Actual Start Time

Actual start time of the game will depend on the time of completion of the previous game. The clock will be set to ensure that teams get 25 minutes of warm-up in the pool on Friday and 37 minutes of warm-up in the pool on Saturday and Sunday, but not prior to the scheduled starting time.

Awards Ceremonies

After the semifinal games:

- Immediately after the games, the non-winning head coaches and/or team captain(s) should proceed to the awards area to receive the semi-finalist team trophy.
- Individual semifinalist team awards (trophies) will be placed in their respective locker rooms.

After the championship game.

- The second-place team trophy will be awarded on the pool deck. The head coach and/or captains should accept the award. The entire team may choose to accept the award.
- The first-place team will then be called to the awards area to receive their team and individual trophies. Watches will be given to the team after the ceremony.
- After the awards ceremony, the all-tournament teams will be announced. Press interviews will take place after the ceremony.

5:15 p.m. Game 4

Saturday, May 11

Practice Times (Open practices)

9 – 9:30 a.m. Winner Game 1
9:35 – 10:05 a.m. Winner Game 2
10:10 – 10:40 a.m. Winner Game 3
10:45 – 11:15 a.m. Winner Game 4

Game Times (Pool available at 2:15 p.m. for warm-up)

3 p.m. Game 5: Winner Game 1 vs. Winner Game 2
Semifinalist trophy awarded on pool deck.
5 p.m. Game 6: Winner Game 3 vs. Winner Game 4
Semifinalist trophy awarded on pool deck.

Sunday, May 12

Practice Times (Open practices)

9 – 9:30 a.m. Winner Game 5
9:35 – 10:05 a.m. Winner Game 6

Game Times (Pool available at 2:15 p.m. for warm up)

3 p.m. Championship Game – Winner Game 5 vs. Winner Game 6
Team champion and Runner-up trophies awarded on pool deck.

Practice times subject to change per games committee.

Times are according to local time zone.



GUIDELINE 1d

Lightning Safety

July 1997 • Revised June 2007

The NCAA Committee on Competitive Safeguards and Medical Aspects of Sports acknowledges the significant input of Brian L. Bennett, formerly an athletic trainer with the College of William and Mary Division of Sports Medicine, Ronald L. Holle, a meteorologist, formerly of the National Severe Storms Laboratory (NSSL), and Mary Ann Cooper, MD, Professor of Emergency Medicine of the University of Illinois at Chicago, in the development of this guideline.

Lightning is the most consistent and significant weather hazard that may affect intercollegiate athletics. Within the United States, the National Oceanographic and Atmospheric Administration (NOAA) estimates that 60 to 70 fatalities and about 10 times as many injuries occur from lightning strikes every year. While the probability of being struck by lightning is low, the odds are significantly greater when a storm is in the area and proper safety precautions are not followed.

Education and prevention are the keys to lightning safety. The references associated with this guideline are an excellent educational resource. Prevention should begin long before any intercollegiate athletics event or practice by being proactive and having a lightning safety plan in place. The following steps are recommended by the NCAA and

NOAA to mitigate the lightning hazard:

1. Designate a person to monitor threatening weather and to make the decision to remove a team or individuals from an athletics site or event. A lightning safety plan should include planned instructions for participants and spectators, designation of warning and all clear signals, proper signage, and designation of safer places for shelter from the lightning.

2. Monitor local weather reports each day before any practice or event. Be diligently aware of potential thunderstorms that may form during scheduled intercollegiate athletics events or practices. Weather information can be found through various means via local television news coverage, the Internet, cable and satellite weather programming, or the National Weather Service (NWS) Web site at www.weather.gov.

3. Be informed of National Weather Service (NWS) issued thunderstorm “watches” or “warnings,” and the warning signs of developing thunderstorms in the area, such as high winds or darkening skies. A “watch” means conditions are favorable for severe weather to develop in an area; a “warning” means that severe weather has been reported in an area and for

everyone to take the proper precautions. A NOAA weather radio is particularly helpful in providing this information.

4. Know where the closest “safer structure or location” is to the field or playing area, and know how long it takes to get to that location. A safer structure or location is defined as:

a. Any building normally occupied or frequently used by people, i.e., a building with plumbing and/or electrical wiring that acts to electrically ground the structure. Avoid using the shower or plumbing facilities and contact with electrical appliances during a thunderstorm.

b. In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (neither a convertible, nor a golf cart) with the windows shut provides a measure of safety. The hard metal frame and roof, not the rubber tires, are what protects occupants by dissipating lightning current around the vehicle and not through the occupants. It is important not to touch the metal framework of the vehicle. Some athletics events rent school buses as safer shelters to place around open courses or fields.

Lightning Safety

Dangerous Locations

Small covered shelters are not safe from lightning. Dugouts, rain shelters, golf shelters and picnic shelters, even if they are properly grounded for structural safety, are usually not properly grounded from the effects of lightning and side flashes to people. They are usually very unsafe and may actually increase the risk of lightning injury. Other dangerous locations include areas connected to, or near, light poles, towers and fences that can carry a nearby strike to people. Also dangerous is any location that makes the person the highest point in the area.

5. Lightning awareness should be heightened at the first flash of lightning, clap of thunder, and/or other criteria such as increasing winds or darkening skies, no matter how far away. These types of activities should be treated as a warning or “wake-up call” to intercollegiate athletics personnel. Lightning safety experts suggest that if you hear thunder, begin preparation for evacuation; if you see lightning, consider suspending activities and heading for your designated safer locations.

Specific lightning safety guidelines have been developed with the assistance of lightning safety

experts. Design your lightning safety plan to consider local weather patterns and safety needs.

a. As a minimum, lightning safety experts strongly recommend that by the time the monitor observes 30 seconds between seeing the lightning flash and hearing its associated thunder, all individuals should have left the athletics site and reached a safer structure or location.

b. Please note that thunder may be hard to hear if there is an athletics event going on, particularly in stadia with large crowds. Implement your lightning safety plan accordingly.

c. The existence of blue sky and the absence of rain are not guarantees that lightning will not strike. At least 10 percent of lightning occurs when there is no rainfall and when blue sky is often visible somewhere in the sky, especially with summer thunderstorms. Lightning can, and does, strike as far as 10 (or more) miles away from the rain shaft.

d. Avoid using landline telephones, except in emergency situations. People have been killed while using a landline telephone during a thunderstorm. Cellular or cordless phones are safe alternatives to a landline phone, particularly if

the person and the antenna are located within a safer structure or location, and if all other precautions are followed.

e. To resume athletics activities, lightning safety experts recommend waiting 30 minutes after both the last sound of thunder and last flash of lightning. If lightning is seen without hearing thunder, lightning may be out of range and therefore less likely to be a significant threat. At night, be aware that lightning can be visible at a much greater distance than during the day as clouds are being lit from the inside by lightning. This greater distance may mean that the lightning is no longer a significant threat. At night, use both the sound of thunder and seeing the lightning channel itself to decide on re-setting the 30-minute “return-to-play” clock before resuming outdoor athletics activities.

f. People who have been struck by lightning do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need prompt emergency help. If you are in a

911 community, call for help. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes.

Automatic external defibrillators (AEDs) have become a

common, safe and effective means of reviving persons in cardiac arrest. Planned access to early defibrillation should be part of your emergency plan. However, CPR should never be delayed while searching for an AED.

Note: Weather watchers, real-time weather forecasts and commercial weather-warning devices are all tools that can be used to aid in decision-making regarding stoppage of play, evacuation and return to play.

Lightning Safety



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