

**2019 National Collegiate
Women's Water Polo
Opening-Round Games
Host Operations 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 opening-round game 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 championship events. These resources will provide information about the general policies governing all aspects of NCAA competition, while the opening-round game host operations manual is designed to provide more specific information and details regarding their implementation. If you require more information on a topic in this manual, please reference the [National Collegiate Women's Water Polo Host Operations Manual](#).

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

A handwritten signature in black ink, appearing to read 'B-B', with a stylized flourish extending to the right.

Assistant Director, Championships and Alliances

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SECTION 1 – Championship and Opening-Round Games Format/Parameters

Championship Format.

The 2019 National Collegiate Women's Water Polo Championship will be an eight-team, single-elimination tournament. Automatic qualifiers will be awarded to seven conferences and three teams will be selected at large without geographical restrictions.

Teams shall be selected by the Women's Water Polo Committee on April 29. The teams selected to participate will be posted online at NCAA.com.

Six teams will qualify directly to the championship; the remaining four teams will compete for the last two championship berths via two opening-round games, with the winners earning the remaining berths in the eight-team championship bracket. The opening-round matchups will be determined by the NCAA Women's Water Polo Committee during the selection process.

Opening-Round Games.

The following parameters will be applied for the opening-round games:

- Based on rankings, geographic proximity and missed class time, the committee will determine the teams which will participate in the opening-round games, and which teams will serve as the hosts.
- The opening-round games may be contested Saturday, May 4 or Tuesday, May 7. The location(s) will be determined by the committee.
- A 90-minute closed practice time will be reserved for each team the day before competition at the competition venue. Participating teams should schedule their practice time directly with the opening-round tournament manager.
 - 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 in the competition pool on Monday and Tuesday around the scheduled practice and game times for the opening-round games.
- Host institutions will receive reimbursement, including but not limited to score table personnel fees, security, ticketing operations and venue staffing costs.
- Visiting teams will receive per diem for the travel/practice day before the opening-round game, the day of the opening-round game and the travel day after the opening-round game. The NCAA will pay for travel expenses as long as arrangements are made through the official NCAA travel provider, Short's Travel Management. The host should assist the visiting team in procuring hotel rooms.

- A site representative will be appointed by the NCAA Women's Water Polo Committee to oversee the conduct of the opening-round games. The site representative will meet with the coach, administrator and athletic trainer of both team the day before competition.
- Officials for the opening-round games will be recommended by the national coordinator of officials and approved by the Women's Water Polo Committee. Teams will be notified of the game officials by 8 p.m. Eastern time the day before competition.
- Official NCAA signage will be sent to the host sites. Additionally, the opening-round teams will be included in the official championship souvenir program and the non-advancing team will receive official championship participant medallions.

Games Committee.

Members. For the opening-round games, the games committee shall include the director of athletics of the host institution (or designated administrator, other than a member of the women's water polo coaching staff), the NCAA representative (who shall serve as chair) and a designated administrator from the visiting school. The NCAA Women's Water Polo Committee will designate the NCAA representative for each site.

Duties. The games committee actively will supervise the conduct of the opening-round game.

SECTION 2 – Awards

Sixteen participant medallions will be shipped directly to the opening-round game host from MTM Recognition. These medallions should be presented to the student-athletes on the non-advancing team after the game. Please notify the championship administrator if the medallions have not been received by Friday.

SECTION 3 – Bands/Spirit Squads and Mascots

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

SECTION 4 – 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 the Internet. The host is responsible for streaming the opening-round game(s) at no cost to the viewer. For more information on broadcasting and webstreaming, see Appendixes D and E.

SECTION 5 – Hospitality

The host should provide water, sport drinks and limited snacks for the participating teams. DASANI water or BodyArmour is preferred, but it is acceptable to use a different unmarked product. These items are reimbursable. See Financial Administration Section.

SECTION 6 – Drug Testing

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

Drug-testing information must be kept confidential and provided only on a “need-to-know” basis. If testing is to be conducted at the site, the game manager will be contacted by The Center for Drug Free Sport, Inc. If selected for drug testing, additional information will be provided to the host. The drug-testing site coordinator’s manual, provided by The Center, is available on the NCAA website at www.ncaa.org/drugtesting.

SECTION 7 – Competition Site and Equipment Requirements

Neutrality.

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as host institutional signage should not be used to create a "home" atmosphere. Traditional 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.).

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

Alcoholic Beverages and Tobacco Products.

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.

Americans with Disabilities Act.

The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The NCAA will rely on host organizations to confirm compliance with the act by the host facilities. The host is responsible to check and see that its facility will be in compliance as of the dates of the championship.

Concessions.

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

Facility Review.

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

running throughout all practice sessions.

Decorating and Advertising.

NCAA Banners. The NCAA will ship banners to the host site. These should be prominently displayed in the venue. Banners may be given to the teams following the game.

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

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

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

Equipment.

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

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

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

Balls. The Kap7 ball is the official ball for the championship. If available, the host should use Kap7 balls for practices and games.

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

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

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

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

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

- Scorer – score sheets triplicate, ballpoint pens, clipboard, air horn, team rosters.
- Exclusion Secretary – exclusion record form, three flags (red, white, blue), clipboard, whistle, pen.

- Game Timer – air horn, if the sound of the game and shot clocks are the same.
- Timeout Secretary – timeout record forms, clipboard, stopwatch, pen, air horn if there is television.
- Exclusion Board Operator – exclusion and timeout record form, pen, clipboard, appropriate number and color of discs for the board.
- Announcer – corrected program and all other equipment and procedures/script.
- Team benches – an airhorn should be placed at each bench.

Space Requirements.

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

Locker Rooms. A locker room with shower facilities should be provided for each team. If locker rooms are subpar for the visiting team, the host team is expected to use the “least suitable” locker room. Locker room(s) should also be provided for the officials.

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

Videotaping Area. Participating teams are authorized to videotape the game. Provide an area for videotaping if requested. Other teams in the NCAA tournament may not videotape the game.

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

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

SECTION 8 – Financial Administration

Budget.

The host should submit a budget in the [championships bid and profile system](#) by 5 p.m. Eastern time, Sunday, April 28. Allowable expenses include score table personnel fees, security, ticketing operations, venue staffing costs, participant hospitality, and site representative and officials hotel rooms.

Your budget will be approved by the NCAA championship administrator. Within 60 days after the game, the host should submit actual expenses in the online budget.

Game Officials.

Lodging for the game officials shall be arranged by the host 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 responsible for paying game fees (\$162 per official), per diem (\$45 for each travel day and game day), mileage and baggage fees, if applicable, to the officials via ArbiterPay.

Drug-Testing Expenses.

The drug-testing budget should be completed only if you have been notified that there is drug testing 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](#).

SECTION 9 – Hotels

On selection the host should work directly with the visiting team to secure hotel rooms. The visiting team is responsible for payment of the rooms with per diem provided by the NCAA.

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

Should an opening-round game(s) be held at the site of the national championship, all efforts should be made for the teams participating in the opening-round game(s) to stay at the same hotel property they would be assigned to should they advance to the national championship.

SECTION 10 – Game Management

Selections.

Selections will be completed by the NCAA Women's Water Polo Committee on Monday, April 29. The host and visiting teams will be notified of their participation in a opening-round game immediately after selections.

Administrative Teleconference.

A mandatory teleconference with the 10 participating teams, committee chair, NCAA championship administrator and host will take place at 2 p.m. Eastern time, Tuesday, April 30. An agenda will be provided by the championship administrator.

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

Public Address Announcer/Production.

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

Ball Retrievers.

Qualified ball retrievers over the age of 10 are strongly recommended. Ball retrievers should wear swimsuit apparel and be stationed at each goal.

Official Score Table Personnel.

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

Goal Judges.

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

Lifeguards.

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

Prematch Protocol.

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

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 squad list should be submitted to the game manager not later than 60 minutes before the start of the game. No substitutions are permitted to the squad list once it has been declared.

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

The team listed first on the game schedule will wear dark caps. If teams do not want the option to flip a coin for ends, dark caps will sit on the right end of the pool (as determined if you were sitting at the score table facing the benches).

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

SECTION 11– Marketing

The NCAA has additional funds available (approximately \$150) to assist in marketing the opening-round game. NCAA marketing staff will confirm the budget amount and provide a username and password to this website, <https://ncaachampspromotion.saepio.com/marketport/> to receive reimbursement.

SECTION 12 – Meetings

Administrative Meeting.

The NCAA site representative will conduct a mandatory administrative meeting the day before competition to review championship procedures. It is mandatory that an administrator and head coach attend the meeting. The time of the meeting will be determined after the practice schedule has been determined.

Host Facility Review/NCAA Site Representative.

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

Officials Meeting.

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

SECTION 13 – Media

Credentials.

The NCAA will provide opening-round credentials for participating teams (student-athletes, coaches, administrators, etc.), officials, media, event management staff, etc.

Should an opening-round game(s) be held at the site of the national championship, separate credentials will be provided for the opening-round game(s) and the national championship.

Media Access.

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

Media Workroom.

The host sports information director is responsible for providing space for the media to work in the facility.

Information.

The visiting team is asked to send season results, final season statistics and media guides to the host sports information director. The host sports information director should prepare score sheets, news release and statistics for the media.

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 conclusion of the game:

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

Equipment.

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

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

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

Parking.

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

Press Interviews.

Arrange for press interviews with participating coaches and players after the 10-minute cooling-off period.

- The timetable for each team's 10-minute cooling-off period begins when the head coach enters the locker room immediately after the game.
- 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 game 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 game, 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 game. Should a coach permit one media agency to enter the dressing room before the 10-minute cooling-off period has ended, the dressing room shall be opened to all other media representatives desiring access to the area. The NCAA championships have an “open locker room policy,” which is administered by the media coordinator on site.

Working Press Tables.

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

SECTION 14 – Medical Procedures

Medical Procedures.

Each scheduled practice and the game require (a) the on-site presence of a person qualified and delegated to render emergency care to a stricken participant; (b) the presence or planned access to a physician for prompt medical evaluation of the situation, when warranted; (c) planned access to a medical facility, including a plan for communication and transportation between the competition site and the medical facility for prompt medical services, if warranted; (d) access to a working telephone or other telecommunications device; and (e) a thorough understanding by all parties, including the leadership of the visiting team, of the personnel and procedures associated with the emergency-care plan. The entire athletics staff (coaching, medical and paramedical personnel) is strongly encouraged to become proficient in cardiopulmonary resuscitation techniques. The host institution must provide standard procedures and equipment for handling injuries involving blood.

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

SECTION 15 – Merchandise

Unless otherwise notified, the sale of merchandise is not planned for the opening-round games. The host is not permitted to sell institutional merchandise/apparel at the event. Teams will receive an email with information on pre-ordering merchandise. All ten teams selected will be on the merchandise available for pre-order.

SECTION 16 – Officials

Confidentiality.

Two officials will be assigned to the opening-round game by the Women's Water Polo Committee. Participating teams will be advised of the officials assigned to their game by 8 p.m. Eastern time, the night before the game via text message.

Fees and Expenses.

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

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 Management (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.

If necessary, the NCAA will provide rental cars to officials for travel to and from the venue.

Officials' Security.

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

SECTION 17 – Opening-round Game Participant Manual

The host shall prepare a Opening-round Game Participant Manual for the visiting team, officials and site representative. This manual will contain information specific to the host site and game including contact, hotel, parking, ticket, schedule and venue information for the opening-round game.

SECTION 18 – Souvenir Programs

The women's water polo championship will feature a digital game program that includes information on the opening-round game teams. The program will be available a few days prior to the national championship and may be viewed online or downloaded at no charge. This program will be available online at <http://www.ncaa.com/gameprograms>.

Content/Editorial.

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

SECTION 19 – Security

Best Practices.

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

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

Emergency Plans.

Competition site management must have specific written policies and procedures outlining the

facility's emergency/evacuation plans and plans for assignment of security officers in and around the competition site.

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

Each host will be asked to provide the following:

- Develop contact lists.
 - Competition site and game staff.
 - NCAA.
 - Local authorities and critical incident response team.
- Review emergency protocol prior to the start of the event.
- Identify chain of authority.
 - Incident commander (second in command).
 - Decision-making personnel/team.
- Identify incident command center.
- Identify incident communication plan.
- Review evacuation plan – review plan with facility manager.
- Review emergency response plan for typical emergencies.
- Review emergency response plan for national disasters.
- Review emergency response plan for terrorist actions.

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

Severe Weather.

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

Non-Permissible Items.

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

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 are not permitted.

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

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.

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.

SECTION 20– Tickets

The host is responsible for ticket sales. It is not expected that advance sales will be made available to the public. Pricing may be determined by the host in consultation with the women's water polo committee. Complimentary tickets are not permissible.

Appendix A – Public Address Announcer

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

1. The announcer shall follow the pre-game protocol (Appendix C).
2. The announcer shall not be a “cheerleader” for the home team. If the competition is played at the traditional home site of a participant, the announcer shall adhere to NCAA procedures rather than those that may have been in effect during the regular season.
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 should be prepared with crowd control. (These may include notes regarding exits, seating, safety measures and first-aid station.)

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

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

Appendix B – NCAA Championships Severe Weather Information

- 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.

NCAA LIGHTNING DETECTION PROCEDURES

MXVISION WEATHERSENTRY ONLINE®

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

NOTIFICATION EMAIL AND MONITORING LOCATION

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

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

VIEW PERSONAL MAP

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

Here are some helpful tips for using this page:

1. On the right side of the screen, you can click on any of the boxes to customize the view of your local map with as much or as little information that you would like. The alert ring is a

30-mile radius from your competition site and the warning ring is an eight mile radius from your site. Once lightning enters your alert site, you should begin preparations to protect the student-athletes and spectators. Once lightning enters the warning ring, you must stop competition and move student-athletes and spectators to safe areas. You may not begin any activity until 30 minutes have passed since the last lightning strike inside the warning ring. Lightning strikes will disappear from the screen once they are 30 minutes old.

2. You can put the radar in motion by clicking on arrow at the bottom of the page. This will assist you in tracking rain activity in your area.
3. The information in the PrecipTimer® and the Lightning Manager® on the Home page will show you current activity in your area.

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

PROGRAM SUPPORT

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

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

Appendix C – Pre-Game Timing Schedule

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



Appendix D – NCAA Broadcasting Quick Reference Guide

OBTAINING NCAA BROADCAST AND DIGITAL MEDIA RIGHTS FOR:

RADIO/AUDIO INTERNET STREAMING RIGHTS. All stations requesting radio / audio Internet streaming rights for any round / game of an NCAA championship shall be required to submit a completed radio agreement with IMG College. The radio agreement must be fully completed and submitted online in advance of the round / game that will be broadcast.

To submit a request, you must click the “I acknowledge my understanding of the policy and agree to comply with the stated guidelines” button. Questions may be directed to IMG College’s Mike Dodson (mike.dodson@imgworld.com; 859-226-4390.) Click here to review the “[2018-19 Audio Policy](#).”

TELEVISION BROADCAST RIGHTS. If an NCAA network partner (i.e., Turner/CBS, ESPN and/or Golf Channel) chooses not to activate or televise a particular round of an NCAA championship, those television rights revert back to the NCAA. The NCAA can grant/sell them to any network [e.g., another national TV network, Regional Sports Network (RSN), local TV station, campus television station] if it so chooses.

The NCAA broadcast media services group will award qualified NCAA institutions and/or RSN/local television stations television rights. Any station selling commercials; selling or airing billboards; sponsorships; in-game graphic sponsors; underwriters; or phone pledges must pay the NCAA a commercial television rights fee per game.

Commercial television rights fees vary for specific NCAA championships rounds. Generally, there is a **minimum of \$1,500 per game and per broadcast entity (i.e., per network/station)**. However, local campus and/or noncommercial television stations may have the rights fee waived.

Entities interested in requesting television syndication rights should review the [Television Rights Overview](#) section and submit a syndication bid letter to the NCAA broadcast media services group. Questions may be directed to Amy Skiles (askiles@ncaa.org; 317-917-6222).

LIVE VIDEO STREAMING RIGHTS. For those NCAA championships in which Turner/NCAA Digital elects NOT to exercise its rights, member schools and/or media outlets may request live video streaming rights. The request form and live video streaming policy can be accessed at <http://www.ncaa.com/rights-request>. Click here to review the [Live Video Streaming Rights Policy](#).

NCAA CHAMPIONSHIPS VIDEO FOOTAGE.

The NCAA retains exclusive copyright to all audio (natural sound) and video footage (e.g., television, digital, photographs) to all 90 NCAA championships. The NCAA has partnered with Wazee Digital to represent and manage its video and audio assets (including fulfillment, licensing, copyright and archival rights).

FOR GENERAL PUBLIC/FANS. Currently, there is **NOT** an option available for the general public/fans to purchase NCAA championships footage/DVDs (e.g., Amazon). However, Wazee Digital may be able to assist you. You may reach them at 866/815-6599 or through their website <http://commerce.wazeedigital.com/>. Finally, you can view most NCAA championships live (or re-air) on [NCAA.com/Video](#) or [WatchESPN / ESPN3](#)

FOR NCAA INSTITUTIONS OR CONFERENCES. Please [click here](#) for more information regarding the NCAA Institution Footage Program or contact Wazee Digital’s Ian Retzlaff (sports@wazeedigital.com; 303-9535160).

FOR COMMERCIAL OR BROADCAST ENTITIES. All requests to obtain clips or copies of NCAA championships/events (e.g., game/program records, melt/highlight tapes) should go through the NCAA/Wazee Digital online footage request system, which can be found at the following website: <http://commerce.wazeedigital.com/>.

[Please Note: The NCAA’s network partners (e.g., Turner, CBS, ESPN and/or Golf Channel) are instructed **not** to duplicate copies of NCAA championships/events.]

Appendix E – Championship Host Guide to Webstreaming



WebStream Sports is responsible for video content and live productions at more than 1,000 events annually. Since 2010, in partnership with Turner Sports and NCAA.com, WebStream has provided championship coverage for hundreds of NCAA events. Its team will work with each host to ensure that live video streams from the championship are high quality and stress free.

Network Connection

To deliver a high quality video production, WebStream Sports requires at least 5 Mbps sustained upload speed, with more preferred, dedicated to two wired Internet lines. It is extremely important that the IP network be addressed early in the planning process.

WebStream's team normally arrives a day or two prior to the event to test network connectivity with Turner Sports. An IT representative from the host should be available to work through any issues.

Equipment Setup

The producer and equipment will need to be located within 100' of the network ports. All equipment can be set on one or two 8' tables. Please provide four chairs for announcers and production crew.

Our broadcasts generally utilize three to four cameras. The location of cameras varies greatly by sport.

In all cases, the cameras are cabled to the production position. WebStream will work with the host to determine the best camera locations. WebStream will request photos and/or a diagram of the venue. Also, if the institution has streamed events in the past, an idea of where cameras have been located is helpful.

The broadcast equipment requires minimal power. A standard power outlet (dedicated 20 AMP single phase 110V outlet. Non-GFI) will suffice.

If available, an audio feed from the public address system should be provided to the production position on an XLR connector.

Equipment Receiving/Shipping

Broadcast equipment will typically be shipped to the site via special courier. The shipment will contain on average 20-22 boxes ranging from cases the size of a laptop to larger boxes up to 100lbs. Once the equipment is set, the host will need to identify a location to store empty boxes that can be locked.

Following the event, WebStream will coordinate pickup of the equipment.

Crew/Announcers

Turner Sports provides all necessary equipment for a successful broadcast. The production crew and announcers are secured by WebStream Sports

If the host institution already has contacts with local camera operators, a production company or announcers, please pass that information along. WebStream is happy to work with local crews and/or students at host institutions.

Event Specific Accommodations

WebStream Sports will make every effort to accommodate video needs host institutions might have. Identifying these needs early in the planning process is important. Please do not hesitate to reach out if you have any questions regarding the NCAA.com championship productions. All live broadcasts can be found on NCAA.com.

For more information, please contact:

Andrea Crawford
WebStream Sports
andrea@webstreamsports.com
317-373-1119



Appendix F – Championship Host Guide to Live Stats

Testing Protocol

Turner Sports Web Ops or CBS will be in contact with the Host Site approximately one week prior to the start of the Championship in order to test the connection settings. It is imperative that a test is done **PRIOR** to the start of the Championship. Please make sure someone is available to test from the host site at least two days before the Championship begins.

Game Day Protocol

Turner Sports Web Ops or CBS will send out game day settings after successfully completing the testing protocol. Instructions for game day settings will include:

Gametracker ID:

FTP site: ftp.netitor.com

User ID: fanslive

Password: livestats

XML Filename: (will be provided)

Target Directory: (will be provided)

Note: StatBroadcast will be involved in many of these Championships. The test settings and game settings may change accordingly. More information to come for those Championships.

Troubleshooting Tips

- Please ensure all settings are correct and the game ID is entered and is correct
- Restart Stat Crew
- Check live stats URL to make sure game is live (after the game has started)
- Reach out to your live stats contact

Live Video Streaming Rights Requests (early rounds only)

Turner Sports owns the exclusive rights to stream all NCAA Championships. If Turner elects not to exercise its video streaming rights, then certain Third Parties may request permission to video stream select NCAA Championship events. All requests must be made at www.ncaa.com/rights-request

All non-commercial broadcasts will be free of charge and those that have commercials will incur a fee of \$1,000 per stream. Please make all streaming requests at least 2 days prior to the start of the requested stream (if possible).

Note: All final site events are either televised or streamed live on NCAA.com

Please provide a game day contact number that you can be reached at on the day of the event.

For more information, please contact:

NCAA Web Operations

jason.venson@turner.com

Jason Venson

404-704-2493

ncaawebops@turner.com





Turner Sports Web Operations

Turner Sports in conjunction with CBS will be responsible for setting up all live statistics for the NCAA.com website. Directions, testing protocols, and game settings will be sent out prior to each Championship for the host site to follow to ensure a successful experience.

Host Site Requirements

- Reliable internet connection for the scoring computer
- The latest version of Stat Crew software (please see below)
- Successful test of the software prior to the Championship
- Send Home/Away designations to your live stats contact as soon as you receive them

Stat Crew Requirements

The latest installation of Stat Crew version X.18 needs to be downloaded at least one week prior to the start of the Championship. **Note:** If you need assistance with the software please contact your NCAA Championship Coordinator.

After installing, open Game Reports | Help | About and confirm the date reads July 2016 or later.

(Does not apply to TAS Tennis or Golf.)

For further questions, please contact Stat Crew at support@statcrew.com or (513)-771-4192

Here are reminder steps for XML activation, if it does not automatically activate:

1. Open Game Reports | Live | TASFTP Diagnostic Mode, select the FTP Setup button and make sure "passive mode" is enabled. Click ok to save changes.
2. In Game Reports, select Help | About, make sure version is X.18.
3. Then open Live | Live Setup

Check boxes for:

- Enable XML Stats Feed
- Auto-send FTP
- Auto Copy Files
- Click the Activate button
- Click OK

You should then receive a message that XML has been activated.

Now you are set for live stats with XML data. Complete your FTP destinations and file names before starting the game.

Please ensure all settings are correct and the game ID has been entered correctly.