



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

***PARTICIPANT  
2018-19 MANUAL***

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## INTRODUCTION

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This participant manual is written to assist teams participating in the National Collegiate Women's Water Polo Championship. All information in this manual pertains to the national championship in Indianapolis. **Information specific to the opening-round games is contained in Appendix D.**

## CHECKLIST

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

### **By 5 p.m. Pacific time (8 p.m. Eastern time), Thursday, May 2:**

- \_\_\_\_\_ Fax or email the Travel Information/Roster/Banquet Form (Appendix A) to the tournament manager, secretary-rules editor and NCAA championship administrator.
- \_\_\_\_\_ Make hotel arrangements for the team, staff and fans at assigned hotel (page 22). Fax or email the Hotel Rooming List (Appendix B) to the tournament hotel.

### **By 8 p.m. Pacific time (11 p.m. Eastern time), Thursday, May 2:**

- \_\_\_\_\_ Deadline to pre-order official merchandise from Event 1 (page 28).

### **By 5 p.m. Pacific time (8 p.m. Eastern time), Friday, May 3:**

- \_\_\_\_\_ Fax or email the Band/Spirit Squad/Mascot Form (Appendix C) to the tournament manager.

\_\_\_\_\_ Upload logos, fight songs, rosters, photos, etc. to [ncaachampionship.info](http://ncaachampionship.info).

\_\_\_\_\_ Email season results and final season statistics to the host media coordinator.

**By 2 p.m. Pacific time (5 p.m. Eastern time), Monday, May 6:**

\_\_\_\_\_ Submission deadline for Elite 90 award nominee.

**By 5 p.m. Pacific time (8 p.m. Eastern time), Wednesday, May 8:**

\_\_\_\_\_ Discuss ticket procedures and policies with your ticket manager. Advise the host institution's ticket manager of the number of tickets you will purchase and submit player pass list to Kyle Minasian.

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

**By 5 p.m. Pacific time (8 p.m. Eastern time), Wednesday, May 8:**

\_\_\_\_\_ Forward requested publicity materials (media guides and postseason media information) to the host media coordinator.

## CHAMPIONSHIP PERSONNEL

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### **Mailing Address**

Stanford Athletics  
Arrillaga Family Sports Center  
641 E Campus Drive  
Stanford, CA 94305-6150

### **Host Athletics Director**

Bernard Muir  
The Jaquish & Kenninger Director of  
Athletics  
Stanford University

### **Tournament Manager**

Rebecca Carpenter  
Assistant Athletics Director, Facilities &  
Operations  
Phone: 650-319-5676  
Email: [rcarpent@stanford.edu](mailto:rcarpent@stanford.edu)

### **Assistant Tournament Manager**

Jenny Claypool  
Director of Championships  
Phone: 650-465-4834  
Email: [smith88@stanford.edu](mailto:smith88@stanford.edu)

### **Ticket Manager**

Kyle Minasian  
Assistant Director, Ticket Operations  
Phone: 914-466-9706  
Email: [minaskr@stanford.edu](mailto:minaskr@stanford.edu)

### **Media Coordinator/**

### **Sports Information Contact**

Brian Risso  
Assistant Athletics Director,  
Communications  
Phone: 650-200-9513  
Email: [brisso@stanford.edu](mailto:brisso@stanford.edu)

### **Athletic Trainer**

Courtney Meyer  
Athletic Training Fellow  
Phone: 314-630-0440  
Email: [cmmeyer1@stanford.edu](mailto:cmmeyer1@stanford.edu)

### **Facility Manager**

Michael Bursky  
Assistant Director, Events & Operations  
Phone: 408-306-1840  
Email: [mbursky@stanford.edu](mailto:mbursky@stanford.edu)

## NCAA WOMEN'S WATER POLO COMMITTEE

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<b>Natalie Benson</b> Head Women's Water Polo Coach California State University, Fresno 1620 East Bulldog Lane OF 87 Fresno, California 93740 <b>Phone:</b> 559-278-4022 <b>Email:</b> <a href="mailto:nbenson@csufresno.edu">nbenson@csufresno.edu</a>	<b>Maggie Martini</b> Director of Marketing/SWA St. Francis College Brooklyn 180 Remson Street Brooklyn Heights, New York 11201 <b>Phone:</b> 718-489-5411 <b>Email:</b> <a href="mailto:mmartini@sfc.edu">mmartini@sfc.edu</a>
<b>Adam Pack</b> Faculty Athletics Representative Utica College 1600 Burrstone Road Utica, New York 13502 <b>Phone:</b> 315-792-3129 <b>Email:</b> <a href="mailto:apack@utica.edu">apack@utica.edu</a>	<b>Julie Snodgrass</b> Head Women's Water Polo Coach Azusa Pacific University 901 East Alosta Avenue Azusa, California 91702 <b>Phone:</b> 626-482-1977 <b>Email:</b> <a href="mailto:jsnodgrass@apu.edu">jsnodgrass@apu.edu</a>
<b>Katherine Zedonis</b> Associate Director of Athletics, SWA University of California, Davis 27 Cowell Avenue Davis, California 95616 <b>Phone:</b> 530-752-7146 <b>Email:</b> <a href="mailto:kzedonis@ucdavis.edu">kzedonis@ucdavis.edu</a>	
<b>Brian Streeter</b> Secretary-Rules Editor Director of Athletics Pennsylvania State University, Erie, the Behrend College Junker Center – 5103 Station Road Erie, Pennsylvania 16563-0400 <b>Phone:</b> 814-898-6379 <b>Email:</b> <a href="mailto:bfs6@psu.edu">bfs6@psu.edu</a>	<b>Dr. Robert E. (Bob) Corb</b> National Coordinator of Officials P.O. Box 912 Los Alamitos, California 90720 <b>Phone:</b> 562-773-7413 <b>Email:</b> <a href="mailto:ncaacoordinator@earthlink.net">ncaacoordinator@earthlink.net</a>
<b>NCAA Staff</b> <b>Ben Brownlee</b> Assistant Director, Championships and Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206 <b>Phone:</b> 317-917-6944 <b>Cell:</b> 317-500-0506 <b>Email:</b> <a href="mailto:bbrownlee@ncaa.org">bbrownlee@ncaa.org</a>	<b>NCAA Staff</b> Kim Giles Assistant Coordinator, Championships and Alliances P.O. Box 6222 Indianapolis, IN 46206-6222 <b>Phone:</b> 317-917-6295 <b>Email:</b> <a href="mailto:kgiles@ncaa.org">kgiles@ncaa.org</a>

## SCHEDULE OF EVENTS

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(All times are Pacific time)

### Potential Opening Round

#### Tuesday, May 7

Opening-round Games

Time Noon

UC San Diego vs. Wagner at Stanford University

Time 1:45 p.m.

Cal Lutheran vs. Pacific at Stanford University

#### Wednesday, May 8

11 a.m. – 7 p.m.

Each team allotted one hour open practice and should contact the host to schedule a time slot.

#### Thursday, May 9

Practice Times (Closed Practices, each team allotted 1 hour; assigned by committee at selection)

8 – 9 a.m.

Game 1 UC San Diego/Wagner

9:05 – 10:05 a.m.

Game 1 Southern California (#1 seed)

10:10 – 11:10 a.m.

Game 2 Hawaii

11:15 a.m. – 12:15 p.m.

Game 2 California (#4 seed)

12:20 – 1:20 p.m.

Game 3 Cal Lutheran/Pacific

1:25 – 2:25 p.m.

Game 3 Stanford (#2 seed)

2:30 – 3:30 p.m.

Game 4 Michigan

3:35 – 4:35 p.m.

Game 4 UCLA (#3 seed)

6 p.m.

Administrative meeting (Arrillaga Family Sports Center)

6:10 – 6:50 p.m.

Team photos per appointment (Hoover Tower)

7 p.m.

Championship banquet (Blount Hall, Traitel Building)

#### Friday, May 10

Practice Times (Open practices 30 minutes shared time; assigned by committee at selection)

8 – 8:30 a.m.

UC San Diego/Wagner and Souther California

8:35 – 9:05 a.m.

Hawaii and California

9:10 – 9:40 a.m.

Cal Lutheran/Pacific and Stanford



9:45 – 10:15 p.m.

Michigan and UCLA

Game Times (Pool available at 11:27 a.m. for warm-up)

Noon	Southern California (#1 Seed) vs. UC San Diego/Wagner
1:45 p.m.	California (#4 Seed) vs. Hawaii
3:30 p.m.	Stanford (#2 Seed) vs. Cal Lutheran/Pacific
5:15 p.m.	UCLA (#3 Seed) vs. Michigan

**Saturday, May 11**

Practice Times (Open practices)

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

\* If the team hotels are in close proximity to the competition venue the committee may push these practice times one hour later.

Game Times (Pool available at 2:27 p.m. for warm-up)

3 p.m.	Game 5: Winner Game 1 vs. Winner Game 2
5 p.m.	Game 6: Winner Game 3 vs. Winner Game 4

**Sunday, May 12**

Practice Times (Open practices)

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

\* If the team hotels are in close proximity to the competition venue the committee may push these practice times one hour later.

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

3 p.m.	Championship Game – Winner Game 5 vs. Winner Game 6
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All practice times (Thursday-Sunday) are set and will not be changed. If a team chooses not to use their allotted practice time they must contact their committee liaison or the NCAA administrator.

Times are according to local time zone.

## PRE-MATCH TIMING SCHEDULE

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### 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

### 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

### 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

### 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

### 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

### 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	08:00
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.

### **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 the closed end of the pool. The two officials will lead 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:

- Team and individual semifinalist team awards (trophies) will be provided to the team administrator following their semifinal game.

#### 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.

## **ATHLETIC TRAINING FACILITIES/MEDICAL INFORMATION**

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All medical care will be coordinated through Stanford University Athletic Training Staff, and specifically by the host athletic trainer, Courtney Meyer.

### **Staff On Duty**

- The host athletic trainer will be present during all practice and competition times.
- Lifeguards will be on duty on game days at both the competition and warm-up pools.

### **Traveling Without Sports Medicine Staff**

If your team is traveling without a certified athletic trainer, advanced notification is appreciated. Written prescriptions from physicians and/or certified athletic trainers are required for any treatment outside of ice and heat in such situations. In addition, Stanford Athletic Training personnel is available to assist with any taping and wrapping needs, provided that student-athletes provide their own taping supplies.

### **Sports Medicine/ Athletic Training Room Facilities**

#### **ATHLETIC TRAINING FACILITIES**

An athletic training area will be set up on site with a treatment table, injury ice, hydrocollator packs, and coolers of water and sport drink. A certified athletic trainer will be on deck during competition. Water, cups, and injury ice will be set-up for scheduled practices and competition.

If your team has additional needs, please contact Courtney Meyer at [cmmeyer1@stanford.edu](mailto:cmmeyer1@stanford.edu) or 314-630-0440.

A full athletic training room is located adjacent in the Arrillaga Family Sports Center, adjacent to Avery Aquatic Center (please contact 48 hours ahead of time at minimum for use).

### **Team Physician Coverage/Emergency Medicine**

A team physician will be on site for all games and on-call for all practices during the championship.

In the event of an emergency, the Stanford Hospital is located on campus, approximately one mile from the Avery Aquatic Center.

Stanford medical staff will coordinate emergency procedures.

A team physician may sit on the bench as long as he/she counts as one of the 20-team bench positions and has a credential.

### **Stanford Hospital Emergency Department:**

900 Quarry Road Extension

Stanford, CA 94305

Phone: 650-723-5111

- **Directions from Avery Aquatic Center to Stanford Hospital:**  
From the Varsity Lot on Nelson Road, turn left on Galvez Street. Turn right on Campus Drive. Follow Campus Drive for .5 mile. Turn right on Quarry Road. Take the first left to the Emergency Department.
- **Directions from Sheraton Palo Alto to Stanford Hospital:**

Out of the hotel, turn right (northbound) on El Camino Real. Turn left on Quarry Road (just past the Stanford Shopping Center). Follow Quarry for .7 mile and turn right on Quarry Extension to the Emergency Department.

**Pharmacy:**

- CVS Town and Country Village  
855 El Camino Real, Palo Alto, CA 94301  
650-322-2554; Monday-Saturday 7 a.m. - 10 p.m.; Sunday 8 a.m. - 10 p.m.

**Hospitals/Urgent Care near Sheraton Palo Alto:**

- Stanford Hospital Emergency Department  
900 Quarry Road Extension, Palo Alto, CA 94304  
650-723-5111
- Palo Alto Medical Foundation Urgent Care Palo Alto  
795 El Camino Real Level 1, Lee Building; Palo Alto, CA 94301  
650-321-4121; 7 a.m. - 8 p.m.
- Stanford Express Care Palo Alto  
211 Quarry Road #102, Palo Alto, CA 94305  
650-736-5211; 9 a.m. - 9 p.m.

**Avery Aquatics Center- Emergency Action Plan (EAP)**  
**235 Sam McDonald Mall**

**Emergency Personnel:**

First responders are present for practices and competitions. Lifeguards are present for some practices and competitions.

**Emergency Communication:**

Fixed telephone lines are located in the offices on the pool deck. Blue Emergency phones and AEDS are also located on the pool deck. Cellular telephones may or may not work inside the Avery Aquatic Center.

**Emergency Equipment:**

AED, First Aid supplies, and spine board are located on-site. Airway management supplies, splint bag, and crutches are located in the Arrillaga Family Sports Center Athletic Training Center.

### **In the Event of an Emergency:**

1. Provide immediate care for the injured student-athlete or staff member:
  - a. Lifeguard personnel will execute the water rescue—if present (except during competition)
  - b. Sports medicine staff will assume care after the student-athlete is out of the water
2. Activate Emergency Medical Services (EMS) using
  - a. Fixed Telephone Line: **Dial 9-911**
  - b. Cellular Telephone: **Dial 911**

**Instruct EMS personnel to “Report to the Avery Aquatic Center using the Campus Street entrance. We have an injured student-athlete/staff member in need of emergency medical treatment. A member of the Sports Medicine Team will meet you in Varsity Lot #1.”**
3. Notify Stanford Sports Medicine Staff at Arrillaga Family Sports Center Athletic Training Center by calling (650) 725-1214.
4. Retrieve necessary emergency equipment.
5. Direct EMS to the scene
  - a. Open appropriate gates/doors
  - b. Designate individual to ‘flag down’ EMS and direct them to the scene
  - c. Control the scene—Limit the scene to first aid providers. Remove bystanders.

### **Venue Directions:**

From Galvez St., turn onto Nelson Road and proceed to the Varsity Lot #1. Stay to the right and the Avery Aquatic Center will be located on the right. Proceed to the East entrance. There is also access to the pool at the west entrance facing Arrillaga Family Sports Center

### **Contact Information:**

Courtney Meyer: (314)630-0440

Justin Police: (260) 668-9378



## Map:



## Concussion Management

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their 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 their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having long-



term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

For further details, please refer to the “NCAA Sports Medicine Handbook - Guideline on Concussions” at [ncaa.org](http://ncaa.org).

### **Medical Examinations**

As the event sponsor, the NCAA seeks to ensure that all student-athletes are physically fit to participate in its championships and have valid medical clearance to participate in the competition. The NCAA tournament physician, as designated by the host school, has the unchallengeable authority to determine whether a student-athlete with an injury, illness or other medical condition (e.g., skin infection) may expose others to a significantly enhanced risk of harm and, if so, to disqualify the student-athlete from continued participation. The chair of the governing sports committee (or a designated representative) shall be responsible for administrative enforcement of the medical judgment, if it involves disqualification.

## **AWARDS**

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### **CHAMPIONSHIP AWARDS**

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).

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.

#### *After the Semifinal Games:*

- Team and individual semifinalist team awards (trophies) will be provided to the team administrator following their semifinal game.

#### *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.

## **ELITE 90 AWARD**

The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the finals site for each of the NCAA's 90 championships. Each institution that has at least one student-athlete qualify for the finals round/site is eligible to nominate a student-athlete to win the award for that championship. All ties are broken by number of credits completed. All documents, including deadlines and nomination forms can be obtained [here](#). The submission deadline for nomination for women's water polo is **2 p.m. pacific time (5 p.m. eastern time), Monday, May 6.**

## **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 Brian Streeter (NCAA Water Polo Secretary 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 to return a ballot or voting for your own players will jeopardize your ballot selections.

- a. 1<sup>st</sup> team members will each receive 2 pts,  
2<sup>nd</sup> 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. A minimum of two games need to be played to be considered. A 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.

## **STUDENT-ATHLETE PARTICIPATION AWARD**

For 2018-2019, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.

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

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

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

## **CREDENTIALS**

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

1. Sixteen (16) participating student-athletes.
2. Four (4) non-athletes - must be institutional personnel (e.g., coaches, athletic trainer).

The following persons will be admitted via credentials:

1. One (1) sports information director – apply online at [ncaa.com/media](http://ncaa.com/media).
2. One (1) administrator (e.g., director of athletics, assistant director of athletics) – to be listed on the official travel party form.
3. Up to six (6) practice passes may be requested per team to allow unaccredited student-athletes and team personnel deck access during practice sessions only. These passes will not allow deck access during game warm-ups, and bearers must purchase a ticket to watch games.

The following members will be admitted via pass gate list only:

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

The following persons will be admitted via media credential only:

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

**All individuals must display their credentials to enter the facility for practice and competition, including student-athletes, coaching staff, and working personnel.** All non-athletes must wear their credentials in the bench area. Any misuse of NCAA credentials by members of the official travel team will result in a \$200 fine. A repeated offense will result in the suspension from the current and/or subsequent games. Please be sure to have someone on each staff prepared to handle student-athlete credentials accessing the bench area.

**\*Please note that anyone who loses their credential will be charged the cost of an all-session ticket (\$40) for a replacement.**

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

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 the head coach of a team coaches both men and women, the athletic trainer, if not included in the official travel party (20 people), may sit in the team bench area. The athletic trainer will be given an athletic trainer credential.

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

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 tickets for access into the venue.

Team Videographers. Two credentials per team may be issued for access to the team videotaping area. **Team videographers must also purchase a ticket for access into the venue.** They should be added to your pass list.

## **DIRECTIONS/ PARKING**

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### **DIRECTIONS**

#### **Directions from San Jose International Airport (SJC) to the Biltmore Hotel & Suites:**

Out of the airport, take Highway 87 North. Merge onto Highway 101 North. After two miles, take the San Tomas Expy/Montague Expressway exit. Stay to the right. Turn right on Laurelwood Drive. The hotel will be ahead of you.

#### **Directions from San Jose International Airport (SJC) to the Hyatt Regency Santa Clara:**

Out of the airport, take Highway 87 North. Merge onto Highway 101 North. After 2.5 miles, take the Great America Parkway exit (exit 393). After 1.25 miles, the hotel will be on the right.

#### **Directions from the Biltmore Hotel & Suites to the Avery Aquatic Center:**

Out of the hotel, turn right on Laurelwood Rd. Turn right on Montague Expressway. Make a u-turn at Mission College Blvd/Thomas Road. Merge right onto Highway 101 North. After about 9 miles, take Exit 402 for Embarcadero Road. Take the third ramp to Embarcadero toward Stanford University. Follow Embarcadero for about 2 miles. Continue straight across El Camino Real onto Galvez Street. At the roundabout, take the 2<sup>nd</sup> exit, continuing straight on Galvez. Take the first left onto Nelson Road. Nelson will dead-end in the Varsity Lot. Avery Aquatic Center will be on the right, through Pac-12 Plaza.

#### **Directions from the Hyatt Regency Santa Clara to the Avery Aquatic Center:**

Out of the hotel, turn right on Great America Parkway. After .75 mile, turn left on Highway 237. After 2.75 miles, take exit 3A to merge onto Highway 101 North toward San Francisco. After about 6 miles, take Exit 402 for Embarcadero Road. Take the third ramp to Embarcadero toward Stanford University. Follow Embarcadero for about 2 miles. Continue straight across El Camino Real onto Galvez Street. At the roundabout, take the 2<sup>nd</sup> exit, continuing straight on Galvez. Take the first left onto Nelson Road. Nelson will dead-end in the Varsity Lot. Avery Aquatic Center will be on the right, through Pac-12 Plaza.

## **PARKING**

### **Spectator Parking**

Spectators can park in the Varsity Lot (at the end of Nelson Road, between Stanford Stadium, Pac-12 Plaza, and Sunken Diamond). Additional parking is available in the Track House Lot and Lot 2.

### **Team Parking**

On Wednesday and Thursday, team vehicles will park in Lot 2 (see map in Appendix G). On game days, all team vehicles will park in the Varsity Lot (see map). Each vehicle will be given a permit to display in the windshield of the vehicle. Please contact Jenny Claypool (smith88@stanford.edu) to request permits.

Team buses will enter campus via Galvez Street and may drop off teams next to Pac-12 Plaza in the Varsity Lot. After drop off, buses should park next to Gate 14 at Stanford Stadium.

**NOTE:** Generally, permits are required Monday - Friday, 6 a.m. – 4 p.m. in all lots on the Stanford campus. Stanford Athletics will not be responsible for parking tickets as a result of vehicles parked in an unauthorized parking area or not displaying the proper permit.

## **DRUG TESTING**

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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.

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.

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

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### ETHICAL BEHAVIOR BY COACHES

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

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

### MISCONDUCT

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

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

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

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

### SPORTSMANSHIP

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

## SPORTS WAGERING

The NCAA defines sports wagering as putting something at risk – such as an entry fee or a wager – with the opportunity to win something in return. The NCAA opposes all forms of legal and illegal sports wagering on college sports. Student-athletes and athletics administrators cannot place a sports wager for any NCAA-sanctioned sport. This includes wagering on the intercollegiate, amateur or professional level.

A student-athlete involved in sports wagering on the student-athlete's institution permanently loses all remaining regular-season and postseason eligibility in all sports. A student-athlete who is involved in any sports wagering activity that involves college sports or professional athletics, through Internet gambling, a bookmaker, a parlay card or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.

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

## DECK DECORUM

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

Coaching Attire. As the premier event on the NCAA water polo calendar, it is important that we present the championship in a professional manner. What a coach wears is a visual representation of our sport. It is strongly encouraged that coaches wear matching team apparel or professional attire.

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

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

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



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

## **HOSPITALITY / LOCKER ROOMS**

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### **HOSPITALITY**

A hospitality area will be located behind the seating area on the west side of the facility. Each team's administrator, credentialed team personnel and VIPs may access the hospitality area with their credentials/wristbands. Participants and game officials will not be permitted inside the hospitality area.

### **STUDENT-ATHLETE HOSPITALITY**

Snacks, water and BodyArmour will be available in the team tent area on Tuesday (if opening round games are played at the final site), Friday, Saturday and Sunday.

### **LOCKER ROOMS**

Locker rooms will be available for changing purposes only. Teams will be able to store their personal belongings in the team tent area on the grass on the far side of Baker Pool. Security will be stationed near the tents, however, Stanford cannot be responsible for items left in the locker rooms.

## **HOTEL INFORMATION**

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A block of 15 rooms have been reserved for each participating team at one of the hotels listed below. Each participating team is obligated to confirm or cancel accommodations with the hotel directly. The cut-off date for all hotel reservations is Sunday, May 5.

### [Biltmore Hotel & Suites](#)

2151 Laurelwood Road  
Santa Clara, California 95054

Contact: Stephanie Edra

Phone: 408-346-4713

Email: [stephaniee@hotelbiltmore.com](mailto:stephaniee@hotelbiltmore.com)

Assigned Teams: Hawaii, UCLA, Cal Lutheran and Pacific

### [Hyatt Regency Santa Clara](#)

5101 Great America Parkway  
Santa Clara, California 95054

Contact: Jerome Waddell

Phone: 408-510-6432

Email: [Jerome.waddell@hyatt.com](mailto:Jerome.waddell@hyatt.com)

Assigned Teams: Southern California, Michigan, California, UC San Diego and Wagner

The following concessions will be offered at no additional charge to the teams at both properties:

- Wireless – standard wireless internet access for all guests in their rooms, in the meeting rooms and the lobby area.
- Meeting Space – complimentary meeting room for teams; meeting space can accommodate 40 people.

An institution is obligated to stay at the assigned hotel property. If an institution prefers to stay in another hotel, it must: (1) obtain a release for the rooms from the hotel manager; or (2) use the rooms for persons accompanying the official traveling party. The competing institution is responsible for the first night's room charges even if it fails to use those rooms.

If an institution fails to make satisfactory arrangements for use of rooms with the hotel, full charges for the rooms will be billed to the institution. The tournament manager of the host institution is to be advised of the plans of each institution sufficiently before the competition.

Teams may NOT make alternate arrangements at the Sheraton Palo Alto, the officials' hotel.

#### Hotel Rooming List

The hotel rooming list should be provided to both Ben Brownlee ([bbrownlee@ncaa.org](mailto:bbrownlee@ncaa.org)) and either: Stephanie Edra at the Biltmore Hotel & Suites or Jerome Waddell Hyatt Regency Santa Clara depending on assigned hotel property by 5 p.m. Sunday, May 5. Mention that you are with the 2019 National Collegiate Women's Water Polo Championship.

## MEETINGS/BANQUET

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### ADMINISTRATIVE TELECONFERENCE

The NCAA Women's Water Polo Committee will conduct a teleconference with the 10 qualifying teams at 2 p.m. eastern time (1 p.m. Central time; noon Mountain time; 11 a.m. Pacific time), Tuesday, April 30. The head coach, an athletics administrator and sports information representative **MUST PARTICIPATE** on the call. The dial-in-number is 866-590-5055 and the pass code is 1473918.

### ADMINISTRATIVE MEETING

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

Date: Thursday, May 9  
Time: 6 p.m.  
Location: Blount Hall, Traitel Building

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

1. Head coach (mandatory)
2. Athletics director or designee (mandatory)
3. Sports information contact (highly recommended)
4. Athletic trainer (highly recommended)

### CHAMPIONSHIP BANQUET

A championship banquet will be held at 7 p.m. Thursday, May 9, in Blount Hall in the Traitel Building on the Stanford campus. It is mandatory that the official travel parties of the eight participating teams attend this function. Each participating institution will receive 21 complimentary admissions for its official travel party members and team administrator.

Team photos will be taken prior to the banquet according to the following schedule (assigned at selection):

6:10 p.m.	UC San Diego/Wagner
6:15 p.m.	Southern California
6:20 p.m.	Hawaii
6:25 p.m.	California
6:30 p.m.	Cal Lutheran/Pacific
6:35 p.m.	Stanford
6:40 p.m.	Michigan
6:45 p.m.	California

Additional banquet tickets may be purchased for \$40 via the additional banquet tickets form. If you wish to purchase more than 9 additional tickets, please contact Jenny Claypool for space availability (it is not guaranteed). It is requested that the institution pay for all additional tickets with one check from the institution. For questions on the banquet, please contact Jenny Claypool.

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

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

## **MEDIA INFORMATION**

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### **SOUVENIR PROGRAM**

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

### **NCAA WEBSITE**

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

### **PUBLICITY MATERIALS FOR HOST MEDIA RELATIONS**

In addition to the information provided on the NCAA dedicated website, the media relations offices at the Stanford University Athletics requests the following materials:

1. Email – Word roster for game program(s)
2. 20 copies of any informational materials for placement in media room (game notes, media guides, statistics, etc.) – if less than 20 pages, can send via email
3. Email – Final Season Statistics

These materials should be forwarded to Brian Risso ([brisso@stanford.edu](mailto:brisso@stanford.edu)).

## **MEDIA CREDENTIALS**

Individuals desiring credentials to cover the 2019 National Collegiate Women's Water Polo Championship must apply online at [ncaa.com/media](http://ncaa.com/media) no later than 5 p.m. eastern time, Tuesday, May 8. Media credentials will be assigned according to the NCAA established guidelines. Working credentials will not be mailed. A government-issued photo ID is required to pick up credentials. Credentials are non-transferable and will only be issued to the person whose name appears on the credential. Credential pickup for others is not allowed. For further information contact the host media coordinator, Brian Risso ([brisso@stanford.edu](mailto:brisso@stanford.edu)).

## **POSTCOMPETITION INTERVIEWS**

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

The winning head coach and a minimum of two student-athletes will follow. This session will be limited to 20 minutes. If a team is participating in an awards ceremony, the cooling-off period will begin immediately after the presentation. The interview area will be in the AB Rooms in the Arrillaga Family Sports Center, adjacent to the Avery Aquatic Center.

## **RADIO BROADCASTING BY PARTICIPATING SCHOOLS**

Please visit [ncaa.com/media](http://ncaa.com/media) for updated information related to radio policies. All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet streaming form online. To access the form, log onto [ncaa.com/media](http://ncaa.com/media) then click "Audio Policy (Radio & Internet)."

To obtain phone or Internet lines for the event or for additional information, please contact Stanford IT Services at 650-725-4357.

## WEBSTREAM

- Selection show, 5 p.m. pacific time (8 p.m. eastern time) April 30 on ncaa.com. A video of the show will be archived on the site for 30 days.
- All games of the 2019 National Collegiate Women's Water Polo Championship (May 10-12) will be streamed live on ncaa.com.

## MERCHANDISE

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Official NCAA championship merchandise will be available during each day of the event. Merchandise will not be available during practices or in advance of the championship. Merchandise sales will be located next to the main entrance of the Avery Aquatic Center.

Event 1 will also offer the opportunity for the preorder of merchandise for the ten teams participating in the opening-round and championship games. Each team will receive a information after selections with instructions on how to access the website and place orders. Ordered merchandise will be shipped directly to each institution.

## POSTGAME CELEBRATION

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As a safety measure, a system has been established to allow controlled access to the postgame team celebration on the pool deck and pool. Prior to the championship game, ten wristbands will be given to the athletic directors of the two teams playing in the championship game. Athletic Directors may distribute these passes to non-playing student athletes and other staff/fans. Wristband 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.

In addition, if approved by the host, following the awards ceremony, additional fans of the winning team may be allowed deck access to enjoy celebrating with the team. A public address announcement will be made alerting fans that they may access the pool deck.

## PRACTICES

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For the closed practices, teams may not enter the pool deck until five minutes before their scheduled practice time. Teams must depart the pool deck promptly at the end of practice.

As a courtesy to the host/facility staff, please confirm all practice sessions by 8 p.m. the evening before the practice.

## SPIRIT SQUAD/BANDS

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Playing band members, not to exceed 25 in number (plus the band director), who are in uniform and performing at the championship, will be admitted for only their respective team's contest via the

pass gate; an additional five band members may be allowed with the purchase of a ticket. Uniformed spirit squad (not to exceed 12), a costumed mascot and a spirit squad coach also shall be admitted for only their respective team's contest via the pass gate. Seating for bands is designated in the general seating area.

The Band/Spirit Squad/Mascot Form (Appendix C) should be sent to Rebecca Carpenter ([rcarpent@stanford.edu](mailto:rcarpent@stanford.edu)) .

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

## **TEAM BENCH AREA / SQUAD SIZE**

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### **TEAM BENCH AREA**

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

- 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 pool).
- A coin toss requested for any game will be conducted at the officials/captains meeting with a committee member present.
- A committee member will also be assigned to each team/bench area; they should be used as a resource and are not there to interpret rules.
- Non-athletes should wear their credentials at all times in the bench area.
- A coach receiving a red card during a game may not be replaced by another member from that institution on the team bench.
- If the head coach of a team coaches both men and women, an extra seat will be added on the bench for the athletic trainer. See page 15 for additional information about athletic trainer credentials.

## SQUAD SIZE

Participating teams are limited to a maximum of 16 players in uniform. An institution that is advised it is in violation of this regulation and does not promptly conform to it automatically shall forfeit the competition. There shall be no inordinate delay of the competition to allow an institution to conform to the rule. The 16 players must be designated at the administrative meeting. Beginning with the Thursday practice sessions, only 16 players will be allowed in the pool. Player changes can be made up to 60 minutes before the start of the first game of the tournament. No substitutions are permitted to the squad list after this time.

## PRACTICE SQUAD

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

## TICKET INFORMATION

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### TICKET INFORMATION

No complimentary tickets are permitted for NCAA championship competition. Fifty (50) tickets will be held for purchase by each participating team (chairback seats). Please contact Kyle Minasian by **4 p.m. Pacific time (7 p.m. Eastern time), Wednesday, May 8,** to confirm the number of tickets you will purchase. After this time, any university that does not provide a final number will be assumed to be taking all 50 tickets and will be charged as such.

Ticket sales, as well as player guest will call, will be located at the main entrance to the Avery Aquatic Center.

The purchase of student tickets will require a valid student ID from any school, college, or university.

### Three-Day Ticket Prices:

Adult	\$40
Student	\$25

### Single Day Ticket Prices

Friday Adult	\$15
Friday Student	\$10
Saturday Adult	\$15
Saturday Student	\$10
Sunday Adult	\$25
Sunday Student	\$15

Children under 2 are free with a ticketed adult.



Teams and/or spectators will not be permitted to save or reserve seating blocks.

## **WILL CALL TICKET PROCEDURES**

Participating institutions are not entitled to complimentary tickets. The participating institutions must first purchase tickets, which are then treated as complimentary tickets via a 'pass list' system. Player Guest Will Call windows will be provided for each of the participating teams to distribute player guest tickets. Per NCAA Bylaw 16.2.1.1.1., a player guest pass list must be completed and submitted for each day. Player guest pass lists should be submitted to Kyle Minasian no later than **4 p.m. Pacific time (7 p.m. Eastern time), Wednesday, May 8,** and be in alphabetical order by last name of student-athletes and coaches. Recipients of player guest tickets will be required to present proper photo identification. Each window will be staffed and open 60 minutes prior to the first game each day. For specific requests and other needs, please contact Kyle Minasian ([minaskr@stanford.edu](mailto:minaskr@stanford.edu)).

## **PARTICIPANT SEATING**

When a team is not participating in the current game, team members with proper credentials may sit in the designated areas in the seating area.

## **UNIFORMS**

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Each team shall supply white and dark water polo caps, complete with protective ear guards and correct numbers as specified in the [2018-19 and 2019-20 NCAA Water Polo Rules Book](#).. The team listed first on the schedule will wear dark caps.

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

## **VIDEOTAPING**

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Institutions are permitted to videotape championship competition for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape all games during the championship. Each institution may have two people in the videotaping areas. Team representatives in the videotaping areas will be given wristbands which grant access to the videotaping area ONLY. The credential does not grant access to the venue. The videotaping area is the designated space located on the west side of the pool, at the top of the seating area. The Women's Water Polo Committee will place the teams in the videotaping area.

## LOCAL HOTEL GUIDE – FOR PARENTS & FANS

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Santa Clara area (near team hotels): <https://www.santaclara.org>

Palo Alto area: <https://www.destinationpaloalto.com/lodging>

## DINING/ENTERTAINMENT/SHOPPING GUIDE

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Santa Clara area (near team hotels):  
<https://www.santaclara.org>

Palo Alto area:  
<https://www.destinationpaloalto.com>

## Emergency/Hospitals

### Kaiser Permanente Santa Clara Medical Center

700 Lawrence Expressway  
Santa Clara, CA 95051  
Phone: 408-851-1000

### Stanford Hospital

300 Pasteur Drive  
Stanford, CA 94305

## LOCAL TRANSPORTATION

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All major rental car agencies service the San Jose International Airport.

## APPENDIX A – TRAVEL INFORMATION/ROSTER/BANQUET FORM

### Contact Information

Institution			
<b>Title</b>	<b>Name</b>	<b>Cell Phone</b>	<b>Email</b>
Head Coach			
Assistant Coach			
Administrator Traveling			
Sports Information Director			
Athletic Trainer			
Drug Testing Representative			
Player Guest Ticket Contact			

### Travel Logistics

Arrival Date	Click here to enter a date.	Arrival Time		Check here if you are driving	<input type="checkbox"/>
Airline		Flight Number		Departure Airport	
Number of vehicles you will have on site:	Buses		Vans		Cars
				President/Chancellor Attending?	<input type="checkbox"/>

### Travel Party Roster

Please list each individual from your institution's travel party (limit of 20). Please list your squad size numerically. This roster will be utilized as the awards ceremony list as well. This list will be used to create credentials for the team.

Cap #	Student-Athlete	Cap #	Student-Athlete
1.		9.	
2.		10.	
3.		11.	
4.		12.	
5.		13.	
6.		14.	
7.		15.	
8.		16.	
Institution Staff		Title (coach, athletic trainer, manager, etc.)	
1.			
2.			
3.			
4.			
Administrator Name		Administrator Title	
1.			
<b>Practice Passes – up to six (6) practice passes for deck access during practice sessions only for unaccredited student-athletes and team personnel. These passes will not allow deck access during game warm-ups and bearers much purchase a ticket to watch games.</b>			
1.		4.	
2.		5.	
3.		6.	
GUESTS ATTENDING BANQUET			
	Total number of banquet guests (21 will be paid by NCAA; up to 9 additional can be purchased at \$40/person.)		
	Number of additional guests x \$40 =	\$	Make checks payable to Stanford University
Name, yeah and major of student-athlete banquet speaker			
Please note any food allergies or dietary restrictions below:			

**Please email this completed form by 5 p.m. Pacific time (8 p.m. Eastern time) on Thursday, May 2 to:**

Jenny Claypool [smith88@stanford.edu](mailto:smith88@stanford.edu); Brian Streeter – [bfs6@psu.edu](mailto:bfs6@psu.edu); Ben Brownlee –

[bbrownlee@ncaa.org](mailto:bbrownlee@ncaa.org)

## APPENDIX B – OFFICIAL HOTEL ROOMING LIST

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

Room #	Name	Name
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

**Please email this completed form by 5 p.m. Pacific time (8 p.m. Eastern time) on Sunday, May 5 to:**

Ben Brownlee, email: [bbrownlee@ncaa.org](mailto:bbrownlee@ncaa.org) **AND**  
Biltmore Hotel & Suites – Stephanie Edra – [stephaniee@hotelbiltmore.com](mailto:stephaniee@hotelbiltmore.com); **OR**  
Hyatt Regency Santa Clara – Jerome Waddell - [Jerome.waddell@hyatt.com](mailto:Jerome.waddell@hyatt.com)

## APPENDIX C – BAND/SPIRIT SQUAD/MASCOT FORM

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

Band Member Name		Spirit Squad Member Name	
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
9.		9.	
10.		10.	
11.		11.	
12.		12.	
13.		13.	(mascot)
14.		14.	(coach)
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.	(band director)		

Please email this completed form by **5 p.m. Pacific time (8 p.m. Eastern time) on Friday, May 3** to:  
 Rebecca Carpenter, email: [rcarpent@stanford.edu](mailto:rcarpent@stanford.edu)

## APPENDIX D – OPENING-ROUND GAMES

### Championship Format

The 2019 National Collegiate Women's Water Polo Championship is 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 NCAA Women's Water Polo Committee April 30. The teams selected to participate will be posted online at [ncaa.com](http://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 pairings of the teams that will participate in the opening-round games, and which teams will serve as the hosts.
- The opening-round games will be contested Saturday, May 5 or Tuesday, May 8. 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.
- Host institutions will receive reimbursement, including but not limited to, score table personnel fees, security, ticket operations, venue staffing costs and site rep and officials hotel rooms. Officials' fees and expenses as well as expenses for the site representative will be paid directly by the NCAA
- 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 each opening-round game. The site representative will meet with the coach, administrator and athletic trainer of both teams 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. Pacific 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 non-advancing teams will receive an official championship participant medallion.

## CHECKLIST FOR OPENING-ROUND GAME TEAMS

### Opening-Round Game Teams

#### UC San Diego vs. Wagner and Cal Lutheran vs. Pacific

- \_\_\_\_\_ Make travel arrangements for the official travel party through the NCAA travel service Short's Travel Management at 866-655-9215. If traveling by bus, call GoGround at 866-386-4951.
- \_\_\_\_\_ Make local ground transportation arrangements for team.
- \_\_\_\_\_ With assistance from the host institution, make hotel arrangements for the travel party for the opening-round game.
- \_\_\_\_\_ Distribute copies of this manual to all staff members who may be assigned specific tournament responsibilities (e.g., coaches, athletic trainer, manager, designated athletics administrator, sports information contact, ticket manager, band director, spirit squad sponsor, etc.).
- \_\_\_\_\_ Participate in administrative teleconference Tuesday, April 30.
- \_\_\_\_\_ Deadline to order official merchandise from Event 1 is 8 p.m. pacific time (11 p.m. eastern time) on Thursday, May 16.
- \_\_\_\_\_ Make hotel arrangements for the team, staff and fans at the assigned hotel. Fax or email the Hotel Rooming List (Appendix B) to the tournament hotel. In the event your team does not advance, the assigned hotel will cancel your reservations.

#### **By 5 p.m. Pacific time (8 p.m. Eastern time), Monday, May 6:**

- \_\_\_\_\_ Fax or email the Travel Information/Roster/Banquet Form (Appendix A) to the tournament manager, secretary-rules editor and NCAA championship administrator.
- \_\_\_\_\_ Fax or email the Band/Spirit Squad/Mascot Form (Appendix C) to the tournament manager.
- \_\_\_\_\_ Submission deadline for Elite 90 award nominee.
- \_\_\_\_\_ Upload logos, fight songs, rosters, photos, etc. on [www.ncaachampionship.info](http://www.ncaachampionship.info).
- \_\_\_\_\_ Email season results and final season statistics to the host media coordinator.

#### **By 5 p.m. Pacific time (8 p.m. Eastern time), Tuesday, May 7:**

- \_\_\_\_\_ Discuss ticket procedures and policies with your ticket manager. Advise the host institution's ticket manager of the number of tickets you will purchase and submit player pass list to Kyle Minasian.

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

**By 5 p.m. Pacific time (8 p.m. Eastern time), Wednesday, May 8:**

\_\_\_\_\_ Forward requested publicity materials (media guides and postseason media information) to the host media coordinator.

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



## APPENDIX E – NCAA WOMEN’S WATER POLO ALL-TOURNAMENT TEAM NOMINATION BALLOT

Please nominate any players from your team that you would like to have considered to be on the All-Tournament team.

	Name	Cap #
1.		
2.		
3.		
4.		
5.		
6.		
7.		

**Please return to Brian Streeter before Game 1 of the tournament.**

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

**APPENDIX F – NCAA WOMEN’S WATER POLO ALL-TOURNAMENT TEAM FINAL BALLOT**

2 points for 1<sup>st</sup> team selection – choose 6 field players and 1 goalie

1 point for 2<sup>nd</sup> team selection – choose 6 field players and 1 goalie

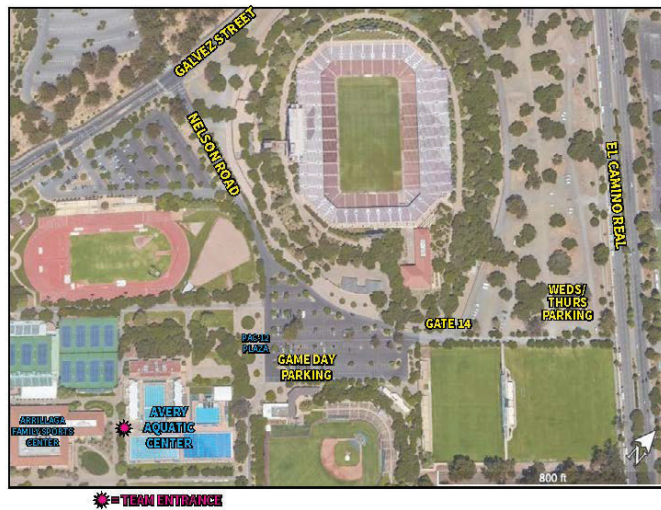
Please identify your MVP

	Player	School	Cap #	Points	Check MVP
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					

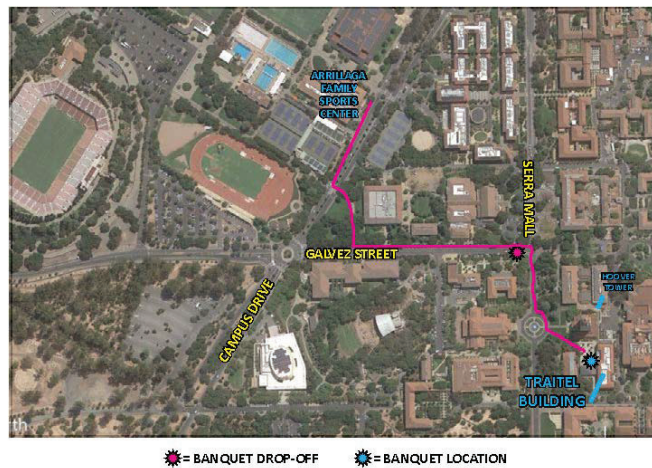
**Please return to Brian Streeter prior to the start of the third period of the championship game.**

## APPENDIX G –MAPS

2019 NCAA WOMEN'S WATER POLO FACILITY OVERVIEW



2019 NCAA WOMEN'S WATER POLO BANQUET MAP



AVERY AQUATIC CENTER, STANFORD UNIVERSITY

LEGEND:  
1 = MAIN ENTRANCE  
2 = TICKET SALES  
3 = CREDENTIAL/TEAM ENTRANCE  
4 = PLAYER GUEST WILL CALL

