



**2009**  
**NATIONAL COLLEGIATE**  
**WOMEN'S WATER POLO**  
**CHAMPIONSHIPS HANDBOOK**

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## Introduction

During the 2008-09 academic year, the Association will sponsor 88 national championships, of which 41 are for men, 44 are for women, and three are for both men and women. Among the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 13 are Division III championships. Among the women's championships, five are National Collegiate Championships, 12 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

A championships handbook is produced for each NCAA championship and posted on the NCAA Online Web site ([www.ncaa.org](http://www.ncaa.org)).

**How to Use This Publication.** The handbook is divided into four sections: (1) General Administration; (2) Determination of Competing Institutions; (3) Instructions to Participants; and (4) General Championship Information. The first three sections pertain only to the respective sport, while the fourth deals with NCAA policies applicable to all 88 championships. [Note: Some policies listed in the general section have been revised by individual sports committees. The revision(s) will appear in the sport-specific section of the handbook.]

Each topic included in the handbook is referenced to other applicable areas in the handbook or in the NCAA Manuals, where appropriate. For example, if you wish to know about regional advisory committees, the basic information for that particular sport would be included in an appendix. However, as referenced under the heading "Regional Advisory Committees," more information concerning general NCAA policy governing regional advisory committees can be found later in the handbook and in the NCAA Manuals.



THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION  
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317/917-6222  
[www.ncaa.org](http://www.ncaa.org)  
December, 2008

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# Women's Water Polo Championship Information

## Important Dates

- Friday, January 23* - All institutions must input their full schedules into the NCAA online score reporting system. (<http://web1.ncaa.org/champsel/exec/login>)
- Sunday, March 8*—Beginning this day and every Sunday until the conclusion of the water polo season, institutions should report scores to the NCAA online score reporting system by 6 p.m. (local time).
- Friday, March 13* - Initial nominations of officials from conference commissioners are due to the NCAA staff liaison.
- Monday, April 13*—Final evaluations/rankings of officials by conference commissioners are due to the NCAA staff liaison.
- Friday, April 17*—Selection of championship officials.
- Friday, April 24*—Institutions must notify national office if any student-athletes are ineligible or unavailable for NCAA championship competition.
- Monday, April 27*—Selection call.
- Tuesday, April 28*—Conference call with the national committee, participating team and the host institution at 2 p.m. Eastern time.
- Thursday, May 7* - *Coaches Administrators Meeting - 6:00 pm, Eastern time.*
- Thursday, May 7* - *Banquet - 6:45 pm, Eastern time*
- Friday, May 8* - *Referee Meeting..*
- Friday-Sunday, May 8-10*—Championship - host - University of Maryland, College Park, Maryland.

### Championship Host Contact Information:

University of Maryland, College Park  
Ryan Bowles, Tournament Manager  
Phone: 301/314-7083  
Fax: 301/314-7149  
e-mail: [rbowles@umd.edu](mailto:rbowles@umd.edu)

## General Administration

### Date Formula

*The National Collegiate Women's Water Polo Championship will be held the second weekend (Friday-Sunday) of May.*

### Dates and Sites

*[Reference: Bylaw 31.1.3 in the NCAA Division I Manual.]*

*2008 Finals-May 9-11*—Avery Aquatics Center, Stanford, California, Stanford University, host

*2009 Finals-May 8-10*—Campus Recreation Center, College Park, Maryland, University of Maryland, College Park, host

*2010 Finals-May 14-16*—Aztec Aquaplex, San Diego, California, San Diego State University, host

### Sports Committees

*[Reference: Bylaws 31.1.1 and 31.1.2 in the NCAA Division I Manual.]*

The National Collegiate Women's Water Polo Championship is under the control, direction and supervision of the NCAA Women's Water Polo Committee. Current members of the committee are:

Brian Streeter, Pennsylvania State University Erie,  
The Behrend College, chair  
Larry Sanders, University of California, San Diego  
Andrew Schwartz, Wagner College  
Matt Anderson, University of Michigan  
John Tanner, Stanford University

Barbara Kalbus, Secretary Rules Editor  
Bob Corb, Water Polo Officiating Coordinator

For additional information about the National Collegiate Women's Water Polo Championship, contact:

Marcus Blossom  
Assistant Director of Championships  
NCAA  
P.O. Box 6222  
Indianapolis, Indiana 46206  
Phone: 317/917-6475  
Fax: 317/917-6210  
e-mail: [mblossom@ncaa.org](mailto:mblossom@ncaa.org)

Brian Streeter, chair  
Director of Athletics  
Pennsylvania State University, Erie, the  
Behrend College  
5103 Station Road  
Erie, Pennsylvania 16563-0400  
Phone: 814/898-6379  
Fax: 814/898-6013  
e-mail: [bfs6@psu.edu](mailto:bfs6@psu.edu)

### Annual Forms

**Expense Reimbursement Form.** Expense forms with instructions will be available on the NCAA Web site under the championships administration section ([www.ncaa.org/champadmin](http://www.ncaa.org/champadmin)). Forms can be mailed to the director of athletics of each competing

institution, if they are unable to be accessed via the Web site. Please contact the travel department at the NCAA national office (317/917-6757, e-mail: [travel@ncaa.org](mailto:travel@ncaa.org)) to receive hard copies of the form. Teams should provide themselves sufficient money to meet all expenses throughout the tournament, including ground transportation, lodging, meal expenses and other miscellaneous expenses.

*[Reference: Per Diem and Transportation in the Division I General Section, and Bylaw 31.4.6 in the NCAA Division I Manual.]*

**Financial Report Form.** A financial report from the championship site must be submitted to the NCAA not later than 60 days after the conclusion of the competition. The host institution will be sent the forms before the championship.

*[Reference: Bylaw 31.4 in the NCAA Division I Manual.]*

**Online Budget System.** The NCAA has implemented an online proposed budget and financial report process. We request that prospective hosts no longer complete hard copies of the proposed budget for this championship. The online version of the proposed budget and financial report form may be accessed on the NCAA Web site at [http://www.ncaa.org/champadmin/champ\\_budget/](http://www.ncaa.org/champadmin/champ_budget/). Please note that the online form is password protected. Your institution's athletics director should have the necessary membership database username and password on file. Written instructions on how to complete the automated forms are located at the site referenced above and on each sport specific Web site in the Documents and Forms section. If you have any questions regarding the new process, please contact the appropriate NCAA championship manager.

## Determination of Competing Institutions

### Championship Structure

The 2009 National Collegiate Women's Water Polo Championship will be a eight-team, single-elimination tournament with a bracket to determine all places (12 games). Automatic qualifiers will be provided by the Collegiate Water Polo Association (CWPA), Metro Atlantic Athletic Conference (MAAC), Mountain Pacific Sports Federation (MPSF), Southern California Intercollegiate Athletic Conference (SCIAC) and Western Water Polo Association (WWPA). The remaining teams will be selected at large without geographical restrictions. )

### Championship Selection

#### Bylaw 31.3.3.1 – Countable Competition.

For NCAA team-championship selection purposes, competition is countable only when the teams played are varsity intercollegiate teams of four-year, degree-granting institutions that conduct a majority of their competition in that team sport against varsity intercollegiate teams (see Constitution 3.2.4.5) of United States four-year, degree-granting institution. Competition against service teams, professional teams, semiprofessional teams, amateur teams, two-year colleges, B teams, Junior Varsity Teams, and club teams shall be excluded.

#### Selection Criteria

The following criteria shall be employed by a governing sports committee in selecting participants for NCAA championships competition [Bylaw 31.3.3; Criteria for Selection of Participants]:

##### Primary Criteria

- Won-lost record
- Strength-of-schedule
- Head-to-head competition
- Results versus teams under consideration

##### Secondary Criteria

- Results versus common opponents
- Late season performance-defined as the last ten games including conference championship tournaments (strength and results)
- Rating Percentage Index (RPI)
- Eligibility and availability of student-athletes for NCAA championships

As listed above, the Women's Water Polo Committee will use the rating percentage index (RPI) as a secondary criteria during the selection process. An institution's RPI ranking consists of three factors that are weighted as follows:

Factor I - Winning Percentage - 25%

Factor II - Opponents' average winning percentage - 50%

Factor III - Opponents' opponents' average winning percentage - 25%

Specifically the final number is calculated utilizing the following formula:

Factor I: Take each team's won-lost percentage and multiply that by 25%

Factor II: Take each opponent's won-lost percentage (excluding the wins or losses against the team in question), then average these percentages and multiply that figure by 50%.

Factor III: Take each opponent's opponent's won-lost percentage (excluding the wins or losses against the team in question), then average these percentages and multiply that figure by 25%.

To calculate the final Rating Percentage Index, add all of the calculated figures together.

Once the teams are selected, the NCAA Women's Water Polo Committee will seed the eight teams using the criteria listed above.

## Championship Selection

*[Reference: Bylaws 31.01.2, 31.01.3 and 31.3 in the NCAA Division I Manual.]*

Teams shall be selected by the Women's Water Polo Committee on Monday, April 27, and the bracket will be posted on [www.ncaa.com](http://www.ncaa.com) that evening with an announcement time to be determined.

Because of the limited information concerning college water polo available on the national wire services, institutions wishing to be selected must enter their full schedule by January 23 and report weekly scores via the NCAA online score reporting form. (<http://web1.ncaa.org/champsel/exec/login>)

The online score reporting forms should be submitted every Sunday beginning March 8 by 6 p.m. (local time), until the conclusion of the season. Failure to comply with this request may damage the institution's chances of being selected.

## Automatic-Qualifying Conferences

*[Reference: Bylaws 31.3.4 and 31.3.5 in the NCAA Division I Manual.]*

Five conferences were granted automatic qualification to the 2008 championship:

Collegiate Water Polo Association

Metro Atlantic Athletic Conference

Mountain Pacific Sports Federation

Southern California Intercollegiate Athletic Conference

Western Water Polo Association

*Refer to Appendix B for the membership of the conferences.*

## Certification of Eligibility/Availability

*[Reference: Certification of Eligibility/Availability in the Division I General Section and Bylaws 3.2.4, 12, 13, 14, 15 and 16 in the NCAA Division I Manual.]*

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. In accordance with Bylaw 3.2.4, member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition. Because of the provisions of this bylaw, the NCAA Executive Committee has eliminated the NCAA certification-of-eligibility/availability form. Member institutions are reminded to notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championships competition.

*For the water polo championship, the championship manager must be notified before April 24.*

# Instructions to Participants

## Attendance

Please note that in determining the attendance figures to announce for each session of the championship, this number should be derived based on paid attendance. The paid attendance figures are also what should be listed on the online proposed budget and the online final financial report. If no paid attendance is collected, the host institution/conference should provide an estimated attendance figure. The host institution/conference has the option to provide a “turnstile” count [e.g., 34,575 paid attendance (12,456 turnstile attendance)].

## Audio Coverage (Radio and Internet)

Please refer to the NCAA Broadcast Manual policies and guidelines which can be found on [www.ncaa.com/broadcast](http://www.ncaa.com/broadcast).

## Awards

*[Reference: Awards in the Division I General Section and (Bylaw 31.1.12 in the NCAA Division I Manual.)*

First-, second-, third- and fourth-place team trophies and 20 individual awards for each team will be presented. (See awards procedures, Appendix F)

## Balls

The Mikasa ball is the official ball of the 2009 NCAA Women’s Water Polo Championship. One ball will be given to each participating team following the finals. Remaining balls become the property of the host institution.

## Banquet

A championship banquet, arranged by the host institution, will be held Thursday, May 7. It is mandatory that the official traveling parties of the eight participating teams attend this function and that appropriate attire (e.g., no shorts or sweat suits) be worn. A student-athlete representative from each team will be expected to give a 1-2 minute speech on the team’s season and/or championship experience.

## Bench Area

Each team is permitted a maximum of 20 persons in the bench area, including the student-athletes in the pool. A total of 13 seats will be available in the bench area. The first violation of bench-area maximum is a warning. A second violation will result in a game ejection of the head coach. If a team is traveling with a trainer, that trainer should occupy one of the four non-athlete bench passes. However if a team does not list the trainer as one of their four or does not travel with a trainer then that team will utilize the host training staff which will be positioned in close proximity to that respective team bench.

## Cheerleaders, Mascots, Bands and Banners

Cheerleaders and/or pompom team members, not to exceed 12 in number, plus the mascot shall be admitted, if in uniform, via the gate list furnished to the host institution by the competing institution’s director of athletics or their designee for the game; all other institutional representatives will be admitted only upon presentation of a ticket. This number could be reduced by the sports committee based on venue restrictions.

All cheer leading squads must conform to the guidelines set by the American Association of Cheerleader Coaches and Advisors (AACCA). This includes all guidelines and prohibitions pertaining to partner stunts in indoor facilities. (see Appendix A in the General Division I Handbook) Neither the NCAA nor the host institution shall be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted in this section, supervision of cheer leading squads, their activities, yells and stunts are solely the participating institution’s responsibility. The participating institution shall ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may choose to perform. Tournament managers must inform participating institutions if the host facility has more stringent requirements. If so, the director of athletics at each institution must apprise his or her cheer leading squad of such requirements and ensure compliance.

Band members, not to exceed 25 in number, who are in uniform and performing at the championship will not be charged admission to the competition. Bands, or any component thereof, are allowed to play during time-outs, between games, and before and after the competition.

The display of banners is subject to approval by the games committee.

## Credentials

The participants (16) and (4) non-athletes will be provided passes (i.e. lapel pin or participant credential) for the championship, but no team shall receive more than 20 credentials. One additional administrator pass will be issued upon request to each participating team. All individuals above and beyond the participating student-athletes in the bench area must be institutional personnel. The maximum number of non-athletes in the bench area at any one time is four. All individuals in the official travel party must be noted on the official roster form (Appendix G) to be submitted to the host institution prior to the coaches meeting. Please note an individual that loses their credential will be charged the cost of an all-session pass for a replacement.

## Game Films/Videotapes

All participating institutions may film/videotape all games in the championship. However, the films/videotapes are for the exclusive use of the institution.

The NCAA reserves all rights to the use of still photographs, films and videotapes of its championships. All rights to photograph, film and videotape NCAA championships may be assigned to media representatives for news purposes, but otherwise are to be controlled exclusively by NCAA Productions, a unit of the NCAA. Spectators may be

permitted to videotape the championships as long as they are not obstructing the view of other spectators. The policies of the host facility will be enforced.

## Institutional Signage

Each team will be allowed one institutional banner to be hung in a designated area at the championship facility. The banners (not to exceed 3' X 6') should not include any commercial identification and should be approved by the games committee in regards to appearance and content.

## Lodging

The host institution shall make local reservations for the competing teams and officials and advise them of the arrangements. The recommended number of rooms the host should reserve is 12-15 double-double rooms per team.

Once the teams have been determined and assigned to a hotel, the reservations should be reconfirmed in the names of the institutions, and thereafter, the institutions shall be responsible for the reservations, rooming assignments, meetings and payment arrangements. Detailed information regarding the team hotels will be distributed in the participants' manual by the host institution/sponsoring agency.

Participating institutions are responsible for the rooms reserved by the host institution/sponsoring agency for the championship. If an institution prefers to stay in another hotel, it must (1) obtain a release of the rooms in writing from the hotel's general manager and provide a copy to the committee prior to the start of the championship; or (2) use the rooms for persons accompanying the official travel party. In either case, the institution is responsible for securing arrangements at another property. If an institution fails to make satisfactory arrangements for the use of the rooms at the assigned hotel, it will be charged for the full cost of the original reservations of those rooms.

## Media Arrangements

*[Reference: Publicity and Program Material in this handbook.]*

**Media Credentials.** The NCAA shall control the issuance of media credentials. Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities: (1) campus media certified by the director of athletics and/or sports information director of each participating and host institution, (2) certified media from the immediate locale of the championship or the immediate locale of the competing teams, and (3) other certified media.

Credentials will not be issued to representatives of any organization that regularly publishes, broadcasts or otherwise promotes the advertising of "tout sheets" or "tip sheets" or other advertising designed to encourage gambling on college sports events. In addition, credentials will not be issued to representatives of telephone reporting services and professional sports organizations.

Other conditions for obtaining media credentials may be implemented, based on the circumstances at the championship site.

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

**Post competition Interviews.** All coaches and student-athletes must be made available for post-competition interviews following the "cooling-off" period (i.e., 10 minutes after a competing team enters its dressing room). This applies to formal press conferences but also to any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the sports committee.

An interview area will open to all certified members of the news media. If a team or individual is participating in an awards ceremony, the cooling-off period will begin immediately after the presentation.

Regardless of regular-season radio or television contract(s), the coach is obligated to the entire covering media during the championship and must report to the interview room immediately after the 10-minute cooling-off period. The coach cannot delay a post competition interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to remain for a short interview (not to exceed four minutes) by the television entity that has been granted television rights by NCAA Productions.

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

## Meetings

*[Reference: Misconduct in the Division I General Section and Bylaw: 31.1.10 in the NCAA Division I Manual.]*

A meeting for coaches of the competing teams and the games committee will be held Thursday, May 7, to review the conduct of the championship and other matters. This pre-championship meeting will include information on the provisions of Bylaw 31, which prescribes conditions under which a student-athlete or representative of an institution may be disqualified from further participation in the championship for reasons of misconduct. It is mandatory that all head coaches and one administrator per team attend the meeting. (*Refer to Appendix C - Meeting Agenda*)

## Merchandise

Teams selected to participate in NCAA championships will be given the opportunity to preorder event merchandise online through the official NCAA souvenir merchandiser, Event 1, Inc. Upon selection, teams will be given the information to place orders. These team orders will be shipped directly to the institution the week after competition. Questions regarding the online team ordering process may be directed to Whitney Claycamp at Event 1 at 888/745-3058 or 913/693-2115.

## News, Media, Press Conferences and Satellite Feeds

Please refer to the NCAA Broadcast Manual policies and guidelines which can be found on [www.ncaa.com/broadcast](http://www.ncaa.com/broadcast).

## Official Traveling Party

[Reference: *Per Diem and Transportation in the Division I General Section.*]

Transportation expenses and per diem (\$115) will be provided for an official traveling party of 20 persons (including a maximum of 16 players in uniform).

## Officials

Eight referees will be selected and assigned by the Women's Water Polo Committee. Two goal judges will be required for each game. The goal judges will be assigned by the host institution's local assigners.

Each referee will be paid \$150 per game. Each goal judge will be paid \$35 per game. If necessary, the referee selected to work the championship may receive air transportation, not to exceed jet-coach air fare.

Officials must be present, dressed and on the pool deck at least 60 minutes before the starting time of a game they are assigned to work.

Referees assigned to the championship must be available to work all three days of the competition.

A desk staff coordinator will be assigned by the committee. The coordinator will appoint the desk staff with the approval of the committee.

**Travel/Per Diem.** Travel expenses for the referees will be paid according to the actual mode of transportation, not to exceed jet-coach air fare or 51 cents per mile, but not including terminal or other local transportation. Referees who receive approval for air transportation must make flight arrangements through the NCAA travel service, Short's Travel Management, 866/655-9215.

Hotel expenses (excluding incidentals) for referees required to stay overnight at the championship site shall be paid by the host institution and later reimbursed by the NCAA. Referees will receive a \$45 per diem for meals and incidentals for each day of the championship, beginning with the day of arrival and ending with the day of departure. Referees not required to remain overnight at the site also shall receive a \$45 per diem.

**Policies.** A sports committee or games committee may not require membership in any specific officials association as a prerequisite for selection to officiate in an NCAA meet or tournament. Officials shall be selected and assigned by the sports committee or games committee, which shall ensure that officials adhere to the Association's policies relating to gambling activities and drug and alcohol use. Furthermore, officials must conduct themselves in a manner befitting intercollegiate athletics. Failure to do so may result in termination of the officiating assignment.

## Practice and Training Facilities

The championship site will be available two days before the tournament for practice. To schedule practice, participating coaches should contact Ryan Bowles the tournament director, at 301/314-7083 or [rbowles@umd.edu](mailto:rbowles@umd.edu) by Monday, May 4. Practices on that day are scheduled on a first-come first served basis. Each team is allotted one hour..

### Wednesday, May 6

Noon-10 p.m.	Team practices (Closed) (each team allotted one hour) Each team should contact the host to set up a time slot. Practice time slots are granted on a first come, first serve basis.
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### Thursday, May 7

8 a.m.-4:35 p.m.	Team practices (Closed) (each team allotted one hour)
Seed No. 7	8 a.m.-9 a.m.
Seed No. 2	9:05-10:05 a.m.
Seed No. 6	10:10 a.m.-11:10 a.m.
Seed No. 3	11:15 a.m.-12:15 p.m.
Seed No. 8	12:20 p.m.-1:20 p.m.
Seed No. 1	1:25-2:25 p.m.
Seed No. 5	2:30-3:30 p.m.
Seed No. 4	3:35-4:35 p.m.

### Friday, May 8

Seed No. 3 & 7	8:30-9:15 a.m.	(Open) (each team will receive 45 minutes shared time)
Seed No. 2 & 6	9:20-10:05 a.m.	
Seed No. 4 & 8	10:10-10:55 a.m.	
Seed No. 1 & 5	11-11:45 a.m.	

### Saturday, May 9

Seed No. 4 & 5	9 - 9:30 a.m.	(Open) (each team will receive 30 minutes shared time)
Seed No. 1 & 8	9:30 - 10 a.m.	
Seed No. 2 & 7	10 -10:30 a.m.	
Seed No. 3 & 6	10:30-11 a.m.	

### Sunday, May 10

Game 9/10 low seeds	9-9:30 a.m.	(Open) (each team will receive 30 minutes shared time)
Game 9/10 high seeds	9:30-10 a.m.	
Game 11/12 low seeds	10-10:30 a.m.	
Game 11/12 high seeds	10:30-11 a.m.	

*Practice times subject to change.*

The championship-site equipment will be checked one hour before the start of the first practice on Thursday morning by representatives from the Women's Water Polo Committee and a representative from the host institution and the NCAA. In addition, backup equipment will be available at the championship site.

## Programs

IMG College will be responsible for all program production including layout and design, advertising, printing, vending and distribution to the championship sites. No competing publications, whether sold or free of charge, are permitted at NCAA events without prior permission of the NCAA and IMG College. The championship host should not include expenses or revenues for programs in the championship budget and/or financial report. All program contents are subject to NCAA approval.

**Advertising.** Each program will include NCAA corporate champion and partner advertising. Additionally, programs may include non-competing national ads as well as local ads. All ads must follow NCAA advertising guidelines and are subject to NCAA approval. If your school would like to sell advertising into the official program or you know of an individual who would like to serve as a local advertising representative, please contact Doug Iler (502/459-4346; doug.iler@imgworld.com) for information regarding rates, availability and deadlines.

**Editorial.** If you are interested in the specific content of the program you will receive, please contact Marianne Stoess (859/226-4549; marianne.stoess@imgworld.com).

Generally, programs include the following:

1. Participant information - IMG College will request information, including rosters, schedule/results, photos, school quick facts and logos. If your team is eligible for postseason selection, please send all materials that are requested by the date requested. Programs print on the day selections for the championship are announced. If materials are not on file, your school's information will not be included. HOST will attempt to provide proofs for SID approval when time permits. If you are not sure what/when materials are needed, please contact Ms. Stoess at IMG College.
2. Programs for predetermined sites will include information on the host institution, host city and/or host facility. In addition, some programs provide complimentary advertising space. IMG College will contact via e-mail the tournament manager and sports information contacts, as listed on the key contact sheets submitted to the NCAA, with the specifics of what items are needed and when those items are due. Host institution pages are subject to NCAA approval.
3. Event-specific historical information, including past champions, records, all-tournament teams and/or the previous year's recap.
4. Information on the NCAA, including the sport committee.
5. Feature stories - Not all programs include event/sport-specific features. However, if you have an idea for a feature story, please submit it to Ms. Stoess at IMG College.

**Program Supplements and Update Sheets.** Host institutions for single-day/session championship rounds may choose to supplement the program with additional information (e.g., updated statistics or updated game notes) pertaining to the event at its site that day. The cost of producing these supplements will be covered by the host institution and will not be expensed to the NCAA or IMG College, the content must be approved by IMG College prior to the event and the supplements must be distributed

inside and as a part of the program. The cost of the program cannot be raised as a result of the supplement. Once all programs have been sold, these supplements may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the supplements. If supplements are distributed, following the conclusion of the championship event please mail two samples of each supplement to Marianne Stoess (IMG College, 904 North Broadway, Lexington, KY 40505, ATTN: Marianne Stoess).

For championships that have multiple sessions, matches, events or days, host institutions may choose or be required by the NCAA to produce update sheets (e.g., heat sheets, lane assignments, pairings). IMG College will contact hosts of those championships in advance of their events to discuss projected quantities and the paper on which update sheets should be printed. The cost of producing the update sheets will be covered by the host institution and not be expensed to the NCAA or IMG College. The first update sheet of the event should be distributed inside and as a part of the program. Subsequent update sheets complement the program and are to be redeemed only with a coupon from the program. The cost of the program cannot be raised as a result of the update sheet. Once all programs have been sold, update sheets may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the update sheets. If update sheets are distributed, following the conclusion of the championship event please mail two samples of each update sheet to Ms. Stoess (IMG College, 904 North Broadway, Lexington, KY 40505, ATTN: Marianne Stoess).

If a host institution would like to supplement the program with additional information, or has a question about the update sheets, please contact Matt Briggs at IMG College (859/226-4556; matthew.briggs@imgworld.com).

## Program Sales

1. Predetermined sites: Will be contacted at least two weeks prior to the event. If you have not been contacted within two weeks of your championship, please contact Matt Briggs (859/226-4556; matthew.briggs@imgworld.com). You will receive your vending agreement (contract) and settlement statement prior to the championship.
2. Non-predetermined sites: Once sites are announced, IMG College determines how many programs will be sent to each site and will contact the site. Your vending agreement (contract) and settlement statement will be e-mailed within one day of your site being selected.
3. Distribution of programs: Programs will be shipped to the host institution at least one day prior to the event when possible. If your shipping information is different than that on the contract please contact Mr. Briggs at IMG College immediately.
4. Display of programs: Any posters/banners included with the programs should be hung in a visible location to promote awareness for the programs without obstructing other championship signage.
5. Collections
  - a. Contracts
    - i. Upon site selections, all contracts are e-mailed to each site representative
    - ii. A dedicated fax number will be assigned for receiving all signed contracts back to IMG College (859/226-4575)

- iii. A IMG College representative will track the return of all signed vending contracts to IMG College
- b. Settlement Reports
  - i. Three days after the conclusion of the event, all settlement reports must be faxed to IMG College (859/226-4575)
  - ii. The vendor will have two weeks to submit payment to IMG College
  - iii. A IMG College representative will be assigned to track the receipt of all vending settlement reports and payments
  - iv. If payment and/or settlement have not been received within the two-week period, IMG College will include the site/championship on its "No Pay" list sent to the NCAA
  - v. Do not combine settlement statements for separate rounds/events or combine program settlements with Event 1 merchandise
  - vi. Please include the event number on the check that is sent

Please contact Matt Briggs (859/226-4556; matthew.briggs@imgworld.com) at IMG College with any vending-related questions.

## Rules

Per NCAA Bylaw 17.32, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports where the Association follows rules developed by other governing bodies and modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes not played in accordance with the NCAA rules books.

The official NCAA Water Polo Rules shall be followed. Questions regarding the interpretation of rules should be addressed to: Barbara Kalbus, 3200 Clay Street, Newport Beach, California 92663 (949/645-4404; e-mail: bkalbus@mindspring.com).

The officiating coordinator for men's and women's water polo will work closely with the secretary rules editor, rules and sport committees, and the officiating and coaching membership. This individual will assist the sport committees in official assignments for the championships, assist conference assignors in leading clinics throughout the regular seasons, conduct evaluations of officials throughout the year and assist in the creation of a rules test and supplemental educational materials for officials and coaches on the current rules and areas of emphasis for the year.

## Squad Size

*[Reference: Bylaw 31.1.5 in the NCAA Division I Manual.]*

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 mandatory coaches meeting Thursday night by submitting the official roster form. (Appendix G) Player changes can be made up to 60 minutes before the start of the first game. After that time, the roster cannot be changed for any reason

during the duration of the championship. **Once the roster has been submitted to Barbara Kalbus (30 minutes prior to the team's first game) the roster cannot be changed for any reason during the duration of the championship.** The roster must have the correct cap number and spelling of the names.

## Strobe Lights

A maximum of three sets of strobe lights may be installed at an arena, upon approval of the Women's Water Polo Committee representative(s), for media agencies requiring immediate news coverage under the following priorities:

1. The Associated Press, Reuters and the NCAA. If all agencies request strobe lighting, they shall pool one set.
2. Sports Illustrated.
3. A single pool unit for all other media agencies installed and administered by USA Today. If USA Today does not utilize a strobe, the NCAA championships liaison shall coordinate the activity.
4. Should Sports Illustrated, AP, Reuters or USA Today not install strobes, the strobes shall be administered and pooled at the discretion of the championships liaison. No single agency may install more than one set of strobes at a site, regardless of the number of units that will be utilized.

The pool strobe unit is not available to photographers who have been assigned feature profiles for current or future publications (e.g., a photograph(s) of a player, coach or fan; any book on the sport, the championship or a player, coach or fan; or a magazine desiring photographs for the next season's preview).

Any installed strobe unit may not exceed four clusters of strobe lights producing a maximum of 3,200-watt seconds. All strobes must flash at a duration less than 1/2,000 of a second.

All hanging or installed strobes must be placed as close to the playing surface as possible, depending upon the physical structure of the arena, near the corners of the playing surface, but not behind the goals. All strobes must be installed and tested, if necessary, at the site 24 hours before the first game during which the strobes will be used. The Women's Water Polo Committee representative(s) will grant final approval relative to the installation of strobes.

If the physical structure of an arena prevents a media agency from meeting these specifications, the agency may petition the NCAA Women's Water Polo Committee for an exception. This written request and explanation shall be submitted to the committee at least two weeks before the event.

No other strobes, including hand-carried units, are permitted.

## Television Rights and Footage Licensing

Please refer to the NCAA Broadcast Manual policies and guidelines which can be found on [www.ncaa.com/broadcast](http://www.ncaa.com/broadcast).

## Tickets

*[Reference: Tickets in the Division I General Section and Bylaw: 31.1.13 in the NCAA Division I Manual.]*

Minimum prices for a 3-day pass for adults will be \$40 and for youth, senior citizens and students will be \$25. Single day passes will only be sold on the day of competition for \$15 for adults and \$10 for youth, senior citizens and students. Each participating team will be offered a minimum of 50 tickets. It is the responsibility of the participating teams to notify the host institution of the number of tickets that are needed. All financial arrangements are to be made upon arrival and are the responsibility of the participating institutions. If a "Pass & Gate" will be used for student-athletes' guests, it must be operated per the guidelines of NCAA Bylaw 16.2.

## Uniforms

Each team shall supply light and dark water polo caps, complete with protective ear guards as specified in the NCAA Water Polo Rules. The higher-seeded team in the bracket 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 desk facing the benches) The coin flip for the first day will be conducted at the coaches' meeting on Thursday night, by a committee representative and in the presence of both coaches. Then the rest of the weekend if teams would like the options of ends, teams should flip a coin 60 minutes before the start of the game with a committee member and both coaches.

**Logos.** An institution's official uniform and all other items of apparel (e.g., swim caps 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 except for a memorial patch that does not exceed 2 1/4 square inches. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

In addition, an institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restriction.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2 1/4 square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete's institution.

These restrictions apply to all apparel worn by student-athletes during the conduct of competition, which includes any pregame or postgame activities. The logo restrictions on student-athletes' apparel set forth in Bylaw 12.5.4 shall apply during NCAA championships to all personnel (e.g., coaches, trainers, managers) who are on the team bench for practices and games or who participate in NCAA news conferences. Please note that contracts between institutions and apparel manufacturers or distributors that include logo specifications may be honored, provided such contracts were in effect before August 11, 1998. The logo restrictions on student-athletes' apparel set forth in 12.5.4 shall apply to commercial logos on uniforms worn by band members, cheerleaders, dance team members and the institution's mascot during NCAA championship events.

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff.

## Videotapes, Films and Still Videographs

Please refer to the NCAA Broadcast Manual policies and guidelines which can be found on [www.ncaa.com/broadcast](http://www.ncaa.com/broadcast).

## Web sites/Internet

Please refer to the NCAA Broadcast Manual policies and guidelines which can be found on [www.ncaa.com/broadcast](http://www.ncaa.com/broadcast).



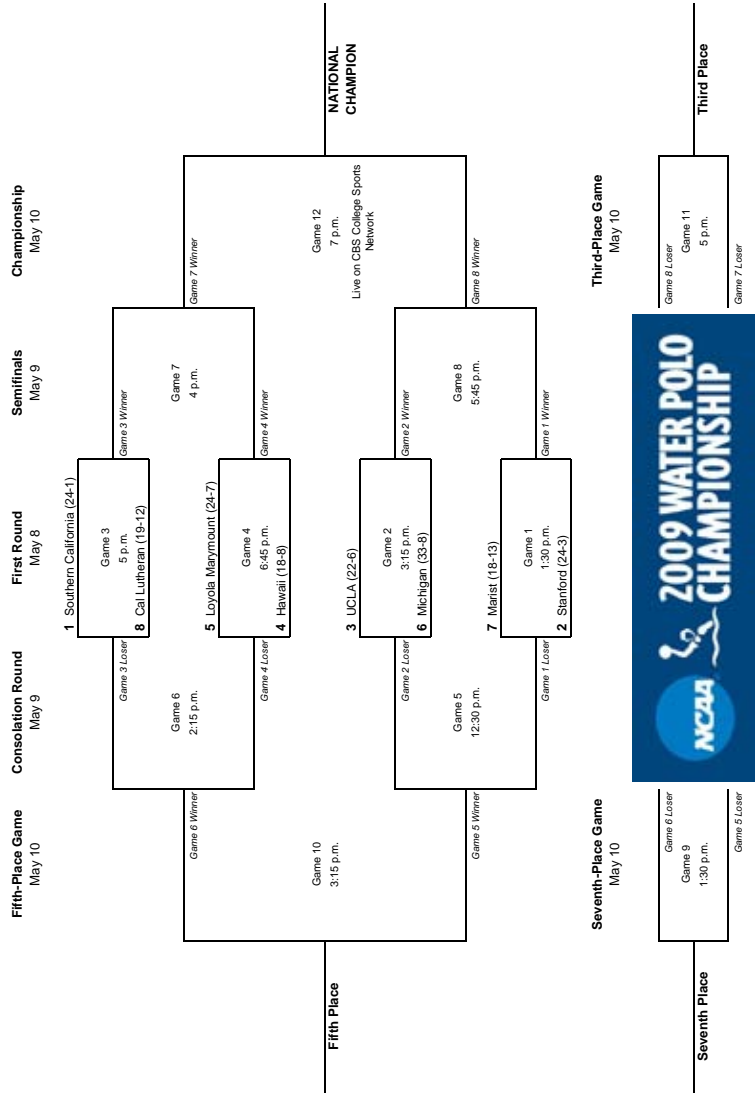
**2009 National Collegiate Women's  
WATER POLO CHAMPIONSHIP**

Campus Recreation Center  
College Park, Maryland  
University of Maryland, College Park

# Appendix A

## Championship Bracket

May 8-10, 2009



\* All Times are Eastern Standard time

**FRIDAY, May 8**  
 Game 1 — 1:30 p.m.  
 Game 2 — 3:15 p.m.  
 Game 3 — 5 p.m.  
 Game 4 — 6:45 p.m.

**SATURDAY, May 9**  
 Game 5 — 12:30 p.m.  
 Game 6 — 2:15 p.m.  
 Game 7 — 4 p.m.  
 Game 8 — 5:45 p.m.

**SUNDAY, May 10**  
 Game 9 — 1:30  
 Game 10 — 3:15 p.m.  
 Game 11 — 5 p.m.  
 Game 12 — 7p.m.



# Appendix B

## 2008-09 Women's Water Polo Sponsorship

### COLLEGIATE WATER POLO ASSOCIATION (16)

Brown University	Mercyhurst College
Bucknell University	University of Michigan
Connecticut College	Pennsylvania State University Erie, the Behrend College
Gannon University	Princeton University
George Washington University	Utica College
Grove City College	Washington and Jefferson College
Hartwick College	
Harvard University	
Indiana University, Bloomington	
University of Maryland, College Park	

### INDEPENDENT (4)

Carthage College	Macalester College
Colorado College	Wheaton College (Illinois)

### METRO ATLANTIC ATHLETIC CONFERENCE (6)

Iona College	Siena College
Marist College	Villanova University
St. Francis College (New York)	Wagner College

### MOUNTAIN PACIFIC SPORTS FEDERATION (8)

Arizona State University	San Diego State University
University of California, Berkeley	San Jose State University
University of California, Los Angeles	University of Southern California
University of Hawaii, Manoa	Stanford University

### SOUTHERN CALIFORNIA INTERCOLLEGIATE ATHLETIC CONFERENCE (8)

California Lutheran University	Occidental College
California Institute of Technology	Pomona-Pitzer Colleges
Claremont McKenna-Harvey Mudd- Scripps Colleges	University of Redlands
University of LaVerne	Whittier College

### WESTERN WATER POLO ASSOCIATION (11)

University of California, San Diego	California State University, San Bernardino
University of California, Santa Cruz	Chapman University
California State University, Bakersfield	Colorado State University
California State University, East Bay	Loyola Marymount University
California State University, Monterey Bay	Santa Clara University
	Sonoma State University

# Appendix C

## 2009 Coaches/Administrators Meeting Agenda

1. Welcome coaches and administrators.
2. Thank host institution and introduce host and game personnel.
3. Introductions – teams and games committee.
4. Drug-testing.
5. Misconduct/no alcohol/commercial logos.
6. Officials. Assignment of officials is determined by the officiating coordinator and games committee. First day game assignments.
7. Team Entrance/Credentials/Parking.
8. Locker Rooms/Hospitality.
9. Training room procedures, coverage and schedule. Team trainers must have a credential (lapel pin) and be one of the 20 individuals in the bench area otherwise the trainer will need to purchase a ticket and must sit in the spectator stands.
10. Practice times. Inform a committee member if teams will not be utilizing their assigned practice times.
11. Official Team Roster Form. The official team roster form must be turned into the games committee at the meeting, each coach should bring three copies. Names and cap numbers will be checked with the official program and any necessary program changes made from the Roster Form. Last minute roster changes may be made no later than 60 minutes before the start of the first game of the tournament. After this time, no changes in the roster are permitted. The form should include the listing of the 20 individuals and one administrator. This includes the 20 members of the official travel party and of that number only a maximum of 16 can be student-athletes. Also the head coach must be designated as they are the only coach who may walk to the five-meter line and the only one who may address the referee, per Rule 7-4.
12. Caps/bench area.
  - The higher-seeded team in each game will wear dark caps. If teams do not want the option to flip a coin for ends dark caps will sit on the right end of the pool. (as determined if you were sitting at the desk facing the benches)
  - If a coin flip is requested by either coach, the coin flip for the first day will be conducted at the coaches meeting on Thursday night, by a committee representative and in the presence of both coaches. Then the rest of the weekend if teams would like the options of ends, teams should flip the coin 60 minutes before the start of the game with a committee member and both coaches.
  - No more than 20 people in the bench area. Thirteen seats will be provided in the bench area. The first violation will result in a warning and the second violation will result in a game exclusion of the head coach.
  - A committee member will also be assigned to each team/bench area, they should be utilized as a resource and are not there to interpret rules. The committee member will also be monitoring the number of people in the bench area so at no time does it exceed the allowable number of 20.
  - Any non-participants in the bench area must wear their credential/lapel pin at all times (coaches, trainer, manager, administrator etc.).

13. Center Sprint. The center sprint will not be utilized for games of this year's championship.
14. Game day protocol.
  - a. Championship tournament game schedule
  - b. Pre-game warmup procedures – Each team will be allowed their allotted time in the competition pool prior to their games, balls will be provided.
  - c. Pre-game introductions: location of introductions, officials will be standing in the middle of the two lines of teams, athletes in official uniform (robes or sweats), athletes line up in cap number order with caps on, as introductions are in cap number order. (See regular pre-match timing schedule)
  - d. There will be 29 minutes between games; however a game will not begin before the official starting time.
  - e. In the event of an overtime game, the next scheduled game will begin 29 minutes after the conclusion of the overtime game.
15. Timeouts. There will be an airhorn at each bench for the coach to use for calling timeouts. This airhorn shall be left at that bench when the teams change ends. There will be a timeout secretary at the desk timing all timeouts and giving the signal at the proper time (at 1:45 and 2:00 for regular timeouts and at :20 and :30 for 30-second timeouts), although the team calling a regular timeout can shorten the timeout according to the rules.
16. Television Issues – see the Television Timing Sheet
  - a. Television Timeouts. A television timeout of no more than 120 seconds may be called once each period after four minutes have elapsed (4:00 minutes remaining on the game clock) of each period. Television timeouts are not called during overtime. The television liaison (red cap) shall hang a towel from the scoring table when the clock shows 4:00 minutes remaining in the period as a signal to the referee that a television timeout shall be called at the next opportunity within the rules. The timeout is to be called only after a goal has been scored, or before a neutral throw or a corner throw is taken. When that opportunity arises, the referee signals this timeout by blowing the whistle and extending each arm straight out to the side. TV informs the red hat when 15 seconds remain in the timeout; the red hat informs the referee, who blows the whistle to notify the teams that play resumes in 15 seconds. Play will start after a television timeout called after a goal as described in Rule 15 for start after a goal. Play will start after a television timeout called before a neutral throw or corner throw by taking the neutral throw or corner throw.
  - b. Halftime – Halftime of the championship game will be 10 minutes.
  - c. Interviews – Time slots for interviews with the two teams playing in the championship game will be Sunday morning around practice times. Will also interview leading coach going into halftime and trailing coach at the end of halftime.
  - d. Awards Procedures – will capture immediate trophy presentation and interview head coach quickly after the celebration. After CBS College Sports Network is off the air will proceed with the regular awards ceremony.
17. Protest Procedures. A protest may be filed only for misapplication of rules, equipment malfunction or an error in recording information or other desk error.
  - a. During the Game - If a coach wishes to protest during a game, the coach should approach the referees as soon as possible after the event occurred at the next normal stoppage of play, without taking the advantage away from



# Appendix E

## 2009 Schedule of Events

<b>Wednesday, May 6</b>	
Noon-10 p.m.	Team practices (Open) (each team allotted one hour and should contact the host to set up a time slot)
<b>Thursday, May 7</b>	Team practices (Closed) (each team allotted one hour)
8-9 a.m.	Seed No. 7
9:05-10:05 a.m.	Seed No. 2
10:10-11:10 a.m.	Seed No. 6
11:15-12:15 p.m.	Seed No. 3
12:20-1:20 p.m.	Seed No. 8
1:25-2:25 p.m.	Seed No. 1
2:30-3:30 p.m.	Seed No. 5
3:35-4:35 p.m.	Seed No. 4
6 p.m.	Coaches meeting
6:45 p.m.	Championship banquet
<b>Friday, May 8</b>	Team practices (Open) (each team allotted 45 minutes of shared pool time)
8:30-9:15 a.m.	Seeds Nos. 3 & 7
9:20-10:05 a.m.	Seeds Nos. 2 & 6
10:10-10:55 a.m.	Seeds Nos. 4 & 8
11-11:45 a.m.	Seeds Nos. 1 & 5
1:30 p.m.	Game 1 (2 vs. 7)
3:15 p.m.	Game 2 (3 vs. 6)
5 p.m.	Game 3 (1 vs. 8)
6:45 p.m.	Game 4 (4 vs. 5)
<b>Saturday, May 9</b>	Team practices (Open) (each team will receive 30 minutes of shared pool time)
9-9:30 a.m.	Seed Nos. 5 & 4
9:30-10 a.m.	Seed Nos. 8 & 1
10-10:30 p.m.	Seed Nos. 7 & 2
10:30-11 p.m.	Seed Nos. 6 & 3
12:30 p.m.	Game 5 (Loser Game 2 vs. Loser Game 1)
2:15 p.m.	Game 6 (Loser Game 3 vs. Loser Game 4)
4 p.m.	Game 7 (Winner Game 3 vs. Winner Game 4)
5:45 p.m.	Game 8 (Winner Game 2 vs. Winner Game 1)

<b>Sunday, May 10</b>	Team Practices (Open) (each team allotted 30 minutes of shared pool time)
10 - 10:30 a.m.	Games 9 and 10 low seeds
10:30 - 11 a.m.	Games 9 and 10 high seeds
11-11:30 a.m.	Games 11 and 12 low seeds
11:30- noon.	Games 11 and 12 high seeds
1:30 p.m.0	Game 9 — Seventh place (Loser Game 5 vs. Loser Game 6)
3:15 p.m.	Game 10 — Fifth place (Winner Game 5 vs. Winner Game 6)
5 p.m.	Game 11 — Third place (Loser Game 7 vs. Loser Game 8)
7 p.m.	Game 12 — Championship (Winner Game 7 vs. Winner Game 8)

*Note: There will be a minimum three-hour rest period between the start of practice and the start of competition. Practice times subject to change.*

# Appendix F

## 2009 Awards Procedures

### After Game No. 11:

1. Immediately after the game, the losing head coach and/or captain(s) to awards area to receive fourth-place team trophy.
2. Winning head coach and/or captain(s) to awards area to receive third-place team trophy.
3. Individual team awards for third and fourth places picked up by respective coaches or institutional designees from tournament director.

### After Game No. 12:

1. Second-place team in official institution uniform (no ball caps, commercial logos, etc.) should be lined up by cap number.
2. Second-place team is announced by cap number from lowest to highest, followed by assistant coach(es) and head coach.
3. As announced, student-athletes, assistant coach(es) and head coach receive individual team awards at awards area table and walk to designated awards area and remain standing until all awards and team trophy are presented.
4. Immediately after the presentation of individual team awards, head coach and/or captain(s) to awards area to receive second-place team trophy.
5. Team leaves designated awards area when the announcer gives cue, "Let's have a round of applause for (name of institution)."
6. After awarding second-place team trophy, first-place team in official institutional uniform (no ball caps, commercial logos, etc.) should be lined up by cap number.
7. First-place team is announced by cap number from lowest to highest, followed by assistant coach(es) and head coach.
8. As announced, student-athletes, assistant coach(es) and head coach receive individual team awards at awards area table and walk to designated awards area and remain standing until all awards and team trophy are presented.
9. Immediately after the presentation of individual team awards, head coach and/or captain(s) to awards area to receive first-place team trophy.
10. Team leaves designated awards area when the announcer gives cue, "Let's have a round of applause for (name of institution)."
11. Announcement of second and first all-tournament teams and most valuable player.

# Appendix G

## OFFICIAL TEAM ROSTER FORM

Institution:			
Name of Person Completing the Form:			
Head Coach:		Cell Phone #:	
Ass't Coach:		Cell Phone #:	
		Cell Phone #:	

### Team Participants

- Each team may designate a maximum of 20 individuals to receive bench passes and one administrator to receive a pass. (Credential requests for the sports information director must go through the local media coordinator.)
- Of this 20, a maximum of 16 may be designated for women's water polo student-athletes.
- A maximum of 4 credentials may be designated at the institution's discretion for non-participants. Non-participants must have a specific affiliation with the team and institution.

Women's Water Polo Players Only - (Maximum 16) Please list players in cap number order.			
Player Name	Cap #	Player Name	Cap #
1.		9.	
2.		10.	
3.		11.	
4.		12.	
5.		13.	
6.		14.	
7.		15.	
8.		16.	
Credentialed Non-Participants - (Maximum 4; e.g., Coaches, Trainers) Please list name and title for each individual.			
1.		3.	
2.		4.	
Administrator Pass			
Name:		Title:	