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INTRODUCTION

This participant manual is written to assist teams participating in the National Collegiate Men’s Water Polo Championship. All information in this manual pertains to the championship at University of California, Berkeley. Information specific to the play-in games is contained in Appendix F.

CHECKLIST

_____ 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.

_____ 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.

_____ Make local ground transportation arrangements for team, staff and fans if necessary (page 32).

By 8 p.m. Pacific time, Thursday, December 1:

_____ Deadline to order official merchandise from Event 1 (page 23).

By 2 p.m. Pacific time, Sunday, November 27:

_____ Email the Participant Travel Information Form (Appendix A) to the tournament manager.

_____ Make hotel arrangements for the team at the DoubleTree by Hilton Berkeley Marina (page 15). Email the Hotel Rooming List and credit card authorization form (Appendix C) to Alvarez Davillier (alvarez.davillier@hilton.com) at the DoubleTree by Hilton Berkeley Marina.

By 5 p.m. Pacific time, Monday, November 28:

_____ Email the Official Travel Party Form (Appendix B) to the tournament manager and the NCAA championship administrator.

_____ Email the Band/Spirit Squad/Mascot Form (Appendix D) to the tournament manager.

_____ Upload logos, fight songs, rosters, photos, etc. on www.ncaachampionship.info (page 21).

_____ Email season results and final season statistics to the host media coordinator (page 21).

By 2 p.m. Pacific time, Monday, November 28:

_____ Submission deadline for Elite 90 award nominee (page 8).

By 5 p.m. Pacific time, Wednesday, November 30:

_____ Discuss ticket procedures and policies with your ticket manager. Advise the host institutions of the number of tickets you will purchase and submit player pass list to Jeanette Morganti (Tournament Manager) (page 25).

_____ Local media and sports information directors desiring credentials to cover the 2016 National Collegiate Men’s Water Polo Championship must apply online at www.NCAA.com/media (page 21).

By 5 p.m. Pacific time, Thursday, December 1:

_____ If delivering in person, turn in requested publicity materials (media guides and postseason media information) to the host media coordinator (page 21).
CHAMPIONSHIP PERSONNEL

Host Athletics Director
H. Michael Williams
Director of Intercollegiate Athletics
University of California, Berkeley
Haas Pavilion #4422
Berkeley, California 94720
Phone: 510-642-0580
Email: athletic.director@berkeley.edu

Athletic Trainer
Laura Dixon
Assistant Athletics Director, Sport Medicine
University of California, Berkeley
Haas Pavilion #4422
Berkeley, CA 94720
Phone: 510-642-4878
Email: ladixon@berkeley.edu

Tournament Manager
Jeanette Morganti
Director of Operations
University of California, Berkeley
Spieker Aquatics Complex
115 Haas Pavilion
Berkeley, California 94720
Phone: 510-643-2216
Cell: 650-255-6319
Email: jmorganti@berkeley.edu

Facility Manager
Josh Hummel
Assistant Athletics Director, Facilities
University of California, Berkeley
115 Haas Pavilion
Berkeley, California 94720
Phone: 510-643-3480
Email: johummel@berkeley.edu

Ticket Manager
Chris Celona
Director of Ticket Operations
University of California, Berkeley
1923 Gridiron Way – Room #120F
Berkeley, California 94720
Phone: 510-643-7392
Email: ccelona@berkeley.edu

NCAA Championship Manager
Anthony Holman
Associate Director, Championships and Alliances
NCAA
P.O. Box 6222
Indianapolis, IN 46206-6222
Phone: 317-917-6929
Cell: 317-525-3279
Email: aholman@ncaa.org

Facility Manager
Josh Hummel
Assistant Athletics Director, Facilities
University of California, Berkeley
115 Haas Pavilion
Berkeley, California 94720
Phone: 510-643-3480
Email: johummel@berkeley.edu

Media Coordinator/
Sports Information Contact
Ben Enos
Assistant Director, Athletic Communications
University of California, Berkeley
Department of Intercollegiate Athletics
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Berkeley, California 94720
Phone: 510-643-1741
Email: benos@berkeley.edu

Heidi Wurster
Assistant Coordinator, Championships and Alliances
NCAA
P.O. Box 6222
Indianapolis, IN 46206-6222
Phone: 317-917-6527
Email: hwurster@ncaa.org
MEN’S WATER POLO COMMITTEE

Matt Anderson
Head M/W Water Polo Coach
Connecticut College
270 Mohegan Ave
New London, CT 06320
Phone: 734-320-2165
Email: manders8@conncoll.edu

Mike Dalgety
Associate Director of Athletics
University of the Pacific
3601 Pacific Avenue
Stockton, California 95211
Phone: 209-946-3990
Email: mdalgety@pacific.edu

Brian Kelly, chair
Head Water Polo Coach
Iona College
715 North Avenue
New Rochelle, New York 10801
Phone: 914-633-2313
Email: bdkelly@iona.edu

Loretta Lamar
Senior Woman Administrator
U.S. Naval Academy
566 Brownson Road, Ricketts Hall
Annapolis, Maryland 21402-5000
Phone: 410-293-8936
Email: lamar@usna.edu

John Vargas
Head Men’s Water Polo Coach
Stanford University
Arrillaga Family Sports Center
Stanford, CA 94305
Phone: 650-723-1874
Email: jdvargas@stanford.edu

National Coordinator of Officials
Dr. Robert (Bob) E. Corb
P.O. Box 912
Los Alamitos, California 90720
Phone: 562-216-3328
Email: ncaacoordinator@earthlink.net

Secretary-Rules Editor
Brian Streeter
Director of Athletics
Pennsylvania State University, Erie, the
Behrend College
Junker Center – 5103 Station Road
Erie, Pennsylvania 16563-0400
Phone: 814-898-6379
Email: bfs6@psu.edu
## SCHEDULE OF EVENTS (Pacific time)

### Monday, November 21

11 a.m.  
Administrative teleconference (2 p.m. Eastern time).

### Thursday, December 1 (CLOSED PRACTICES for Teams Competing in Play-in Games)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 a.m. – 1:45 p.m.</td>
<td>Closed practices for teams competing in play-in games.</td>
</tr>
<tr>
<td>9 – 10 a.m.</td>
<td>TBD</td>
</tr>
<tr>
<td>10:15 – 11:15 a.m.</td>
<td>TBD</td>
</tr>
<tr>
<td>11:30 a.m. – 12:30 p.m.</td>
<td>TBD</td>
</tr>
<tr>
<td>12:45 – 1:45 p.m.</td>
<td>TBD</td>
</tr>
</tbody>
</table>

### Thursday, December 1 (Play-in Games at TBD)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:30 p.m.</td>
<td>University of California, Davis vs. winner of Harvard University/Bucknell University</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>University of California, Berkeley vs. Pomona-Pitzer Colleges</td>
</tr>
</tbody>
</table>

### Friday, December 2 (CLOSED PRACTICES at TBD)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 – 9 a.m.</td>
<td>Administrative meeting, DoubleTree by Hilton Berkeley Marina – Berkeley Room</td>
</tr>
<tr>
<td>10 a.m. – 4:45 p.m.</td>
<td>Closed team practices.</td>
</tr>
<tr>
<td>10 – 11:30 a.m.</td>
<td>Winner of TBD vs. TBD practice</td>
</tr>
<tr>
<td>11:45 a.m. – 1:15 p.m.</td>
<td>TBD practice</td>
</tr>
<tr>
<td>1:30 – 3 p.m.</td>
<td>TBD practice</td>
</tr>
<tr>
<td>3:15 – 4:45 p.m.</td>
<td>Winner of TBD vs. TBD practice</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>Championship banquet – University Club at California Memorial Stadium.</td>
</tr>
</tbody>
</table>

**Note. Team photos will be taken beginning at 6:10 p.m. The visiting team in semifinal game #1 team photo is at 6:10 p.m.; visiting team in semifinal game #2 at 6:15 p.m.; home team in semifinal game #1 (TBD) at 6:20 p.m.; and home team in semifinal game #2 (TBD) at 6:25 p.m. – Please arrive five minutes prior to the scheduled photo time.**

### Saturday, December 3 (OPEN PRACTICES)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 a.m. – 12:05 p.m.</td>
<td>Open team practices.</td>
</tr>
<tr>
<td>10 a.m. – 11 a.m.</td>
<td>Game #1 semifinal teams practice together.</td>
</tr>
<tr>
<td>11:05 a.m. – 12:05 p.m.</td>
<td>Game #2 semifinal teams practice together.</td>
</tr>
<tr>
<td>9:30 – 10:30 a.m.</td>
<td>Officials meeting. Courtyard Oakland Emeryville.</td>
</tr>
<tr>
<td>2:05 p.m.</td>
<td>Competition pool available for first game warm-up.</td>
</tr>
<tr>
<td>2:50 p.m.</td>
<td>Clear pool for national anthem and team introductions.</td>
</tr>
<tr>
<td>3 p.m.</td>
<td>Semifinal #1 – TBD vs. TBD</td>
</tr>
<tr>
<td>4:17 p.m.</td>
<td>Competition pool available for second game warm-up.</td>
</tr>
<tr>
<td>5:02 p.m.</td>
<td>Clear pool for team introductions.</td>
</tr>
<tr>
<td>5:12 p.m.</td>
<td>Semifinal #2 – TBD vs. TBD</td>
</tr>
</tbody>
</table>

### Sunday, December 4 (OPEN PRACTICES)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 a.m. – 1:05 p.m.</td>
<td>Open team practices.</td>
</tr>
<tr>
<td>12:05 – 1:05 p.m.</td>
<td>Championship game participants practice together.</td>
</tr>
<tr>
<td>2:05 p.m.</td>
<td>Competition pool available for championship game warm-up.</td>
</tr>
<tr>
<td>2:50 p.m.</td>
<td>Clear pool for national anthem and team introductions.</td>
</tr>
<tr>
<td>3 p.m.</td>
<td>Championship game.</td>
</tr>
</tbody>
</table>
PRE-MATCH TIMING SCHEDULE

2016 National Collegiate Men’s Water Polo Championship

<table>
<thead>
<tr>
<th>Protocol</th>
<th>Game Clock</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Clock</td>
<td>60:00</td>
</tr>
<tr>
<td>Captains/officials meeting</td>
<td>60:00</td>
</tr>
<tr>
<td>Competition pool and game</td>
<td>55:00</td>
</tr>
<tr>
<td>balls available for warm-up</td>
<td>10:00</td>
</tr>
<tr>
<td>Introduce team with white caps</td>
<td>06:00</td>
</tr>
<tr>
<td>Introduce team with dark caps</td>
<td>05:00</td>
</tr>
<tr>
<td>Introduce officials</td>
<td>04:00</td>
</tr>
<tr>
<td>National anthem</td>
<td>03:45</td>
</tr>
<tr>
<td>Final team huddle</td>
<td>02:00</td>
</tr>
<tr>
<td>Reset clock and begin game</td>
<td>00:00</td>
</tr>
</tbody>
</table>

Pre-Match Introductions

When the first buzzer sounds, both teams are to clear the pool and line up in game-cap number order in front of their respective benches. Led by their captains, the teams should then march to the north end of the pool and face the seating area, with the two officials standing in the center in-between the two teams. Student-athletes must be in official uniform (robes or sweats) with caps on. At this time, both teams will have their entire rosters announced, in order of cap numbers. Starters will be announced once the teams are in the water just prior to the start of the game. Team with white caps will be announced first, followed by the team with dark caps. After the national anthem, the teams will shake hands and the teams will return to their benches.
ATHLETIC TRAINING FACILITIES/MEDICAL INFORMATION

ATHLETIC TRAINING FACILITIES

The athletic training room is located on the main floor of the Haas Pavilion in room 185. Emergency equipment, treatment table, ice, stim, and first aid supplies will be available and located on the pool deck for each match. Please contact Laura Dixon, Assistant Athletic Director, Sports Medicine at 510-367-9547 if special arrangements need to be made.

A physician will be available during the championships.

The closet emergency room is at Alta Bates Summit Medical Center, Berkeley Campus

**Alta Bates Summit Medical Center, Berkeley Campus**  
2450 Ashby Ave  
Berkeley, California 94705  
510-204-4444

Directions to Alta Bates from Haas Pavilion/ Spieker Aquatics Complex  
Go down Bancroft Way and turn left onto Shattuck Ave. Then turn left on Ashby Ave. The hospital is on the left.

**Kaiser Oakland**  
3600 Broadway  
Oakland, California 94611  
510-752-1000

Directions to Oakland Kaiser from Haas Pavilion/Spieker Aquatics Complex  
Go down Bancroft Way and turn left on Shattuck. Then turn left on 34th St. and a left on Broadway. The hospital on the left.

**Closest Pharmacy**

Walgreens  
2190 Shattuck Ave.  
Berkeley, California 94704  
510-849-4691

Store Hours 7 a.m. to 11 p.m.  
Pharmacy Hours Daily 8 a.m. to 9 p.m.

**24 Hour Pharmacy**

Walgreen Walnut Creek (12 miles away)  
2900 N. Main St.  
Walnut Creek, California 925-933-0307
CHAMPIONSHIP AWARDS
The following awards will be presented at the championship:

Team Champions – awards received on deck after the championship game and awarding of the second-place team. Student-athletes will be called by name to receive individual awards. They will stay on deck as a team to receive the team trophy and take photos.

  1 National Champion Team Trophy
  20 Team Mini-Trophies
  20 Watches

Second-Place Team – awards received on deck after the championship game. Student-athletes will be called by name to receive individual awards. They will stay on deck as a team to receive the team trophy and take photos.

  1 Second-Place Team Trophy
  20 Second-Place Team Mini-Trophies

Teams that wish to order additional awards at their own expense after the championship may do so by visiting http://www.mtmrecognition.com/ncaa/.

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 at the following location – Elite 90 forms. The submission deadline for nomination for the National Collegiate Men’s Water Polo Championship is 5 p.m. Eastern time, Monday, November 28.

ALL-TOURNAMENT TEAMS
A first and second all-tournament team, consisting of six field players and one goalie on each team, one of whom shall be designated as the most valuable player of the tournament, will be selected by an all-tournament selection committee. Each team participating in the championship will have at least one student-athlete represented on one of the teams.

Coaches must turn in their nominations of their players to Brian Streeter, secretary-rules editor, for the all-tournament teams by the conclusion of competition Saturday.

Final selection ballots must be turned in to Mr. Streeter by the start of the third period of the championship game. Coaches may not vote for their own student-athletes. If a coach wishes to change his/her MVP designation, Mr. Streeter must be notified immediately after the game.

Plaques for the first team members will be mailed after the championship to the appropriate institution for distribution.

STUDENT-ATHLETE PARTICIPATION AWARD
A jacket and pair of socks will serve as the participation awards provided to student-athletes and their travel party at this year’s championship. The NCAA, in conjunction with MainGate, Inc., will communicate directly with participating institutions’ head coaches regarding the ordering and delivery process of these participation awards.

Within 10 business days following the championship, head coaches will receive an email from MainGate that will provide details about the ordering process, along with a unique Certificate Code that can be redeemed only at NCAA-Awards.com; valid for one participation award per member of your travel party. 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 using your Certificate Code. If you would like to purchase additional awards you will have the opportunity to do so online via personal credit card.

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 at 317-260-2538 or ehannoy@maingateinc.com or Anthony Holman.

**CREDENTIALS**

The following members of the official travel party will be admitted by credential:
1. Sixteen (16) participating student-athletes.
2. Four (4) others – must be affiliated with the institution (e.g., coaches, manager, non-participating student-athlete).

The following persons will also be admitted with credentials only:
1. One (1) sports information contact – apply online at www.NCAA.com/media.
2. One (1) athletic trainer
3. One (1) administrator (e.g., director of athletics, assistant director of athletics) – to be listed on the official team roster form.

The following members of the official travel party 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. 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 suspension from the current and/or subsequent games.

*Please note that anyone who loses their credential will be charged the cost of an all-session pass of $70 to replace the credential.*

**Athletic Trainers.** If a team brings an athletic trainer, the trainer must be a member of the official travel party and have an athletic trainer credential to sit in the bench area.

**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 tickets for access into the venue.
DECK DECORUM

In an effort to improve the image, professionalism and growth of the sport of water polo, the Men’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 with a substantial viewership on the web, 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 national championship. Coaches can, and should play an important role in reminding their 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.

DIRECTIONS/PARKING

DIRECTIONS/PARKING

Directions from Oakland International Airport (OAK) to the DoubleTree by Hilton Berkeley Marina: Exit Oakland International Airport via Airport Drive. Stay on Airport Drive as it becomes Bessie Coleman Drive. Keep left to continue onto 98th Avenue. Use the right two lanes to take the I-880 North ramp to Downtown/Oakland. Stay on I-880 North for approximately 9.3 miles and then use the right two lanes to take the I-80 East/I-580 West exit towards San Rafael/Sacramento. In roughly 2.8 miles, take Exit 12 for Gilman Street. Turn left onto Gilman Street. Once you cross under the overpass, turn left onto West Frontage Road. Continue on West Frontage Road for approximately 0.8 miles and then turn right onto University Avenue. Stay on University Avenue for about 0.3 miles and then turn right onto Marina Blvd. In roughly 0.3 miles, the hotel will be on the left.

Directions from the DoubleTree by Hilton Berkeley Marina Westside to Cal/Spieker Aquatics Complex: Exit the DoubleTree by taking a right onto Marina Blvd. In roughly 0.3 miles, turn left onto University Avenue. In approximately, 2.1 miles, turn right onto MLK Jr Way. Stay on MLK Jr Way for about 0.4 miles and then turn left onto Channing Way. Follow Channing Way for roughly 0.7 miles and then turn left onto Telegraph Avenue. In about 0.1 miles turn left onto Bancroft Way.

Parking for Team Buses: The bus drop-off off area for Spieker Aquatics Complex is approximately 0.2 miles down Bancroft Way on the right-hand side. Cal Event Management Staff will be on hand to assist you and direct your driver to the staging area.

FRIDAY Parking for Other Team Vehicles: If you are a team administrator you will park in the Lower Sproul Garage location on the right side of Bancroft Way between Telegraph Ave. and Dana St. on FRIDAY. The address of the Lower Sproul Garage is 2469 Bancroft Way.
SATURDAY and SUNDAY Parking for Other Team Vehicles: If you are a team administrator you will park in the Bancroft/Fulton Lot. Stay on Bancroft Way until Fulton Street; turn left onto Fulton Street. Turn left onto Durant Ave. The entrance to the Bancroft/Fulton Lot is on your left.

Directions from the DoubleTree by Hilton Berkeley Marina to Cal/University Club at California Memorial Stadium (Banquet)  
Exit the DoubleTree by taking a right onto Marina Blvd. In roughly 0.3 miles, turn left onto University Avenue. In approximately, 2.4 miles, turn left onto Shattuck Avenue. Take the first right onto Hearst Avenue. Follow Hearst Avenue for about 0.7 miles and then turn right onto Gayley Road.

Team Buses: Stay on Gayley Road as it turns into Piedmont Avenue. Use the cutout on the right (in front of the Haas School of Business) to drop-off. Walk across Piedmont Avenue and climb the stairs. At the top of the stairs, take a right and enter California Memorial Stadium through Gate 2. Follow signs to the NCAA Men’s Water Polo Championship Banquet/University Club.

Vans/Other Team Vehicles: Turn left onto Stadium Rim Way. The parking garage will be on your right. Take the stairs on the southeast of the garage and at the top of the stairs enter California Memorial Stadium through Gate 2. Follow signs to the NCAA Men’s Water Polo Championship Banquet/University Club.

SPECTATOR PARKING

Spectator Parking
Spectator parking is available in various lots and garage adjacent to Spieker Aquatics Complex. There is also limit street parking available.

Please refer to the map on page 19 for Spectator parking locations that are marked with a P.

NOTE: The University of California, Berkeley is not responsible for vehicles parked in an unauthorized parking area or if there was a failure to correctly display the permit. Visitors must pay close attention to the type of pass they purchase and make sure it matches the type of space they park in.
DRUG TESTING

NCAA championship 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, athletics 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

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 NCAA 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 after 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 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.
HOSPITALITY/LOCKER ROOMS

HOSPITALITY

A hospitality area will be located in the northwest corner of Spieker Aquatics Complex; on the lower deck level. Each team’s administrator and credentialed team personnel may access the hospitality tent with their credentials. Participants and game officials will not be permitted inside the hospitality area.

STUDENT-ATHLETE HOSPITALITY

Snacks, water and POWERADE will be available in each locker room Saturday and Sunday.

LOCKER ROOMS

Locker rooms for each team will be provided inside of Spieker Aquatics Complex/Haas Pavilion. Each team will be assigned a locker room to use for the duration of the championship. Please be careful leaving any valuables in the locker rooms as the University of California, Berkeley cannot be responsible for items left in the locker rooms.

HOTEL INFORMATION

A block of 15 rooms (9 Doubles, 5 Kings, 1 Suite Upgrade) has been reserved for each team at the DoubleTree by Hilton Berkeley Marina. The room rate is $155 plus 13.07% applicable taxes.

DoubleTree by Hilton Berkeley Marina
200 Marina Boulevard
Berkeley, California 94710
510-548-7920

Participating institutions are responsible for the rooms reserved by the host institution 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; or (2) use the rooms for persons accompanying the official travel party. If an institution fails to make satisfactory arrangements for the use of the rooms at the assigned hotel, it will be charged for those rooms.

Teams may NOT make alternate arrangements at the Courtyard Oakland Emeryville, the officials’ hotel.

Hotel Rooming List
The Hotel Rooming List and credit card authorization form (Appendix C) should be emailed to Alvarez Davillier (alvarez.davillier@hilton.com) at the DoubleTree by Hilton Berkeley Marina. Make sure to mention that you are with the 2016 National Collegiate Men’s Water Polo Championship.
MAPS
University of California, Berkeley Facilities
SPIEKER AQUATICS COMPLEX – UPPER LEVEL

[Diagram of the upper level of the Spieker Aquatics Complex]
Spectator Parking Map

- Spieker Pool
- Main Entrance
- Public Lot
- Public Lot
- Public Lot
- Public Lot
- Public Lot
- Public Lot
- Public Lot
MEETINGS/BANQUET

ADMINISTRATIVE TELECONFERENCE

The NCAA Men’s Water Polo Committee will conduct a teleconference with the seven qualifying teams at 2 p.m. Eastern time (1 p.m. Central time; noon Mountain time; 11 a.m. Pacific time), Monday, November 21. 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 8417164.

ADMINISTRATIVE MEETING

The NCAA Men’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 as follows:

Date: Friday, December 2
Time: 8 to 9 a.m.
Location: DoubleTree by Hilton Berkeley Marina

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. Trainer (highly recommended)

CHAMPIONSHIP BANQUET

A championship banquet will be held at 6:30 p.m., Friday, December 2, in the University Club located in California Memorial Stadium. Team photos will be taken before the banquet. Please arrive five minutes before this scheduled photo time:

6:10 p.m. Semifinal Game #1 Visiting Team
6:15 p.m. Semifinal Game #2 Visiting Team
6:20 p.m. Semifinal Game #1 Home Team (TBD)
6:25 p.m. Semifinal Game #2 Home Team (TBD)

It is mandatory that the official travel parties of the participating teams attend this function. Each participating institution will receive 21 complimentary admissions for its official travel party members and administrator.

Due to space limitations; no additional banquet tickets are available.

Dress for the banquet is business attire. Jeans, sweats, shorts, tennis shoes and flip flops are not permitted.

When teams arrive at the University Club, they will be escorted to a location where the team photo will be taken.

One member of each team is requested to address the banquet audience for a period of time not to exceed five (5) minutes in length. Each team member is encouraged to speak about their respective team’s season and how they advanced to the championship. They may also speak about their experience as a student-athlete overall. Each speaker should refrain from making any comments that may be interpreted or perceived to be offensive.

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

SOUVENIR PROGRAMS

The 2016 National Collegiate Men’s Water Polo digital souvenir program will be available at www.ncaa.com/gameprograms on November 30. 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 & 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 http://www.ncaachampionship.info with username: ncaaschools and password: ncaaftp to upload the appropriate information.

MATERIALS FOR UNIVERSITY OF CALIFORNIA, BERKELEY MEDIA RELATIONS

In addition to the information provided on the NCAA dedicated website, the media relations office at University of California, Berkeley requests the following materials:

1. Email – Season Results (including game scores in order played)
2. Email – Final Season Statistics
3. 2016 Media Guide (Minimum of 20 each) – send via mail or hand deliver to University of California, Berkeley
4. 2016 Postseason Media Information (Minimum of 20 each) – send via mail or hand deliver to University of California, Berkeley

These materials should be forwarded to Ben Enos (benos@berkeley.edu), Haas Pavilion, Berkeley, CA 94720.
MEDIA CREDENTIALS

Individuals desiring media credentials to cover the 2016 National Collegiate Men’s Water Polo Championship at University of California, Berkeley must apply online at www.NCAA.com/media no later than 5 p.m. Pacific time, Wednesday, November 30. 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 your credential. 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, Ben Enos (benos@berkeley.edu).

POSTCOMPETITION INTERVIEWS

Immediately after a 10-minute cooling-off period (i.e., 10 minutes after a competing team enters its dressing 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 located near the southeast corner of the warm-up pool, across the deck from the media area.

RADIO BROADCASTING BY PARTICIPATING SCHOOLS

Please visit 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, then click “Audio Policy (Radio & Internet).” To obtain phone or Internet lines for the event or for additional information, please contact Ben Enos (benos@berkeley.edu).

WEBSTREAM

The semifinals and championship games will be streamed live and archived on NCAA.com.
MERCHANDISE

Official NCAA championship merchandise will be available during each day of the event. Merchandise will not be available during practices. Merchandise sales will be located in the main entrance on the upper level of Spieker Aquatics Complex.

Event 1 will also offer the opportunity for the preorder of merchandise for the participating teams. Each team will receive a memo after selections that includes instructions on how to access the website and place orders. All orders must be received by 8 p.m. Pacific time, Sunday, November 27. Ordered merchandise will be shipped directly to each institution.

SPIRIT SQUAD/BANDS

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 only for 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 only for their respective team’s contest via the pass gate.

The Band/Spirit Squat/Mascot Form (Appendix D) should be sent to Jeanette Morganti (jmorganti@berkeley.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 periods and before and after a game. The schedule is coordinated by the announcer.
TEAM BENCH AREA/SQUAD SIZE

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 is a warning. A second violation will result in a game exclusion of the head coach.

- The team listed on the higher line of the bracket 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 score table facing the pool).
- A coin toss requested for any game will be conducted at the captains/officials meeting one hour before the start of the game.
- 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.

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 mandatory administrative meeting Friday morning. 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.

For the closed practices Thursday and Friday, teams may not enter the pool deck until five minutes before their scheduled practice time.
TICKET INFORMATION

TICKET INFORMATION

All seating at Spieker Aquatics Complex is general admission within each deck level.

Tickets for Saturday and Sunday will be sold only as a two-day package until Saturday, December 3. Fifty (50) tickets will be held for purchase by each participating team. Please contact Josh Toyofuku (toyofuku@berkeley.edu or 510-643-3779) by 5 p.m. Pacific time, Wednesday, November 30, to confirm the number of tickets you will purchase. After this time, no tickets may be returned and each institution will be responsible for full payment of the confirmed tickets.

Two-Day Pre-Sale Ticket Prices:
- Lower Level Package $70
- Upper Level Adult Package $50
- Upper Level Student/Youth/Senior Package $30

Single-Day Tickets Prices
- Lower Level $40
- Upper Level Adult $30
- Upper Level Student/Youth/Senior $20

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. A Will Call window 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 Josh Toyofuku no later than 5 p.m. Pacific time, Wednesday, November 30. Recipients of player guest tickets will be required to present proper photo identification. Each Will Call window will be staffed and will open one hour prior to the start of each opening game Saturday and Sunday. For specific requests and other needs, please contact Josh Toyofuku (toyofuku@berkeley.edu).

PARTICIPANT SEATING

When a team is not participating in a game, team members with proper credentials may sit anywhere in the general admission seating area.
UNIFORMS

Each team shall supply white and dark water polo caps, complete with protective ear guards as specified in the NCAA Water Polo Rules.

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).

VIDEOTAPEING

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 area. Team representatives in the videotaping area will be given credentials 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 upper level of Spieker Aquatics Complex; mid-pool.
**LOCAL HOTEL GUIDE – FOR PARENTS AND FANS**

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Claremont Resort &amp; Spa</td>
<td>41 Tunnel Road, Berkeley, CA 94705</td>
<td>(510) 843-3000</td>
</tr>
<tr>
<td>Courtyard by Marriott Oakland Airport</td>
<td>350 Hegenberger Road, Oakland, CA 94621</td>
<td>(510) 560-7600</td>
</tr>
<tr>
<td>Four Points Sheraton</td>
<td>1603 Powell Street, Emeryville, CA 94608</td>
<td>(510) 547-8414</td>
</tr>
<tr>
<td>Hotel Durant</td>
<td>2600 Durant Ave., Berkeley, CA 94704</td>
<td>(510) 845-8981</td>
</tr>
<tr>
<td>Courtyard by Marriott Emeryville</td>
<td>5555 Shellmound Street, Emeryville, CA 94608</td>
<td>(510) 652-8777</td>
</tr>
<tr>
<td>DoubleTree by Hilton Berkeley Marina</td>
<td>200 Marina Blvd., Berkeley, CA 94710</td>
<td>(510) 548-7920</td>
</tr>
<tr>
<td>Hilton Garden Inn</td>
<td>1800 Powell Street, Emeryville, CA 94608</td>
<td>(510) 658-9300</td>
</tr>
<tr>
<td>Hotel Shattuck</td>
<td>2086 Allston Way, Berkeley, CA 947074</td>
<td>(510) 845-7300</td>
</tr>
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</table>
DINING/ENTERTAINMENT/SHOPPING GUIDE

DINING GUIDE

Berkeley Area

Berkeley Floor Cafe
2244 Bancroft Way
Berkeley, CA
(510) 665-6000
Sandwiches, Salads

Cheese ‘N Stuff
2442 Durant Ave.
Berkeley, CA
(510) 843-9233
Deli Sandwiches, Salads

E-Z Stop Deli
2233 Shattuck Ave.
Berkeley, CA
(510) 548-9544
Deli Sandwiches, Salads, Catering

Ike’s Place
2172 Shattuck Ave.
Berkeley, CA
(510) 679-5130
Specialty Sandwiches

Noah’s Bagels
2344 Telegraph Ave.
Berkeley, CA
(510) 849-9951
Bagels, Salads

Paragon at the Claremont
1 Tunnel Road
Berkeley, CA
(510) 845-8981
American

Cancun Taqueria
2134 Allston Way
Berkeley, CA
(510) 549-0964
Mexican

Chipotle
2311 Telegraph Ave.
Berkeley, CA
(510) 548-0340
Mexican

Henry’s Restaurant
2600 Durant Ave.
Berkeley, CA
(510) 809-4132
American

Jamba Juice
2514 Bancroft Way
Berkeley, CA
(510) 549-3002
Smoothies, Fruit Drinks

Pappy’s Grill
2367 Telegraph Ave.
Berkeley, CA
(510) 405-1000
American

The Sandwich Spot
2106 Shattuck Ave.
Berkeley, CA
(510) 647-3400
Specialty Sandwiches
## DINING GUIDE
### Emeryville Area

<table>
<thead>
<tr>
<th>Restaurant Name</th>
<th>Address</th>
<th>Phone Number</th>
<th>Cuisine</th>
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<tr>
<td>Asqew Grill</td>
<td>5416 Bay Street</td>
<td>(510) 595-7471</td>
<td>Kabobs, American</td>
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<tr>
<td>Buckhorn Grill</td>
<td>5614 Bay Street</td>
<td>(510) 654-2996</td>
<td>Specialty Sandwiches, Burgers, Salads, BBQ</td>
</tr>
<tr>
<td>Chevy’s Fresh Mex</td>
<td>1890 Powell Street</td>
<td>(510) 653-8210</td>
<td>Mexican</td>
</tr>
<tr>
<td>Fuddruckers</td>
<td>5614 Bay Street</td>
<td>(510) 655-5902</td>
<td>Burgers, Sandwiches</td>
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<tr>
<td>Rubio’s Fresh Mex</td>
<td>5641 Bay Street</td>
<td>(510) 420-0450</td>
<td>Mexican</td>
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<tr>
<td>Black Bear Diner</td>
<td>5750 Christie Ave.</td>
<td>(510) 654-2327</td>
<td>American</td>
</tr>
<tr>
<td>California Pizza Kitchen</td>
<td>5614 Bay Street</td>
<td>(510) 654-0750</td>
<td>Pizza, Pasta, Salads</td>
</tr>
<tr>
<td>Cold Stone Creamery</td>
<td>5609 Bay Street</td>
<td>(510) 428-9655</td>
<td>Ice Cream</td>
</tr>
<tr>
<td>P. F. Chang’s</td>
<td>5633 Bay Street</td>
<td>(510) 879-0990</td>
<td>China Bistro</td>
</tr>
<tr>
<td>Townhouse Bar &amp; Grill</td>
<td>5862 Doyle Street</td>
<td>(510) 652-6151</td>
<td>American</td>
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## LOCAL MOVIE THEATERS

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<tr>
<th>Theater Name</th>
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<tr>
<td>Landmark Shattuck Cinemas</td>
<td>2230 Shattuck Ave.</td>
<td>(510) 664-2992</td>
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<tr>
<td>Berkeley, CA 94704</td>
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<tr>
<td>United Artists Berkeley 7</td>
<td>2274 Shattuck Ave.</td>
<td>(844) 462-7342</td>
</tr>
<tr>
<td>Berkeley, CA 94704</td>
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<tr>
<td>AMC Bay Street 16</td>
<td>5614 Bay Street</td>
<td>(510) 457-9003</td>
</tr>
<tr>
<td>Emeryville, CA 94608</td>
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<tr>
<td>Regal Jack London Stadium</td>
<td>100 Washington Street</td>
<td>(844) 462-7342</td>
</tr>
<tr>
<td>Oakland, CA 94607</td>
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<tr>
<td>California Theatre</td>
<td>2113 Kittredge Street</td>
<td>(510) 848-0620</td>
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<tr>
<td>Berkeley, CA 94704</td>
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<tr>
<td>Rialto Cinemas Elmwood</td>
<td>2966 College Ave.</td>
<td>(510) 433-9730</td>
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<tr>
<td>Berkeley, CA 94705</td>
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<tr>
<td>Grand Lake Theatre</td>
<td>3200 Grand Ave.</td>
<td>(510) 452-3556</td>
</tr>
<tr>
<td>Oakland, CA 94610</td>
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<tr>
<td>Century Richmond Hilltop 16</td>
<td>3200 Klose Way</td>
<td>(510) 758-9626</td>
</tr>
<tr>
<td>Richmond, CA 94806</td>
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## GROCERY STORES

### Berkeley Area

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<tr>
<th>Store Name</th>
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<tbody>
<tr>
<td>Andronico’s Market</td>
<td>1550 Shattuck Ave.</td>
<td>(510) 841-7942</td>
</tr>
<tr>
<td>Berkeley, CA</td>
<td></td>
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<tr>
<td>Berkeley Bowl</td>
<td>2020 Oregon Street</td>
<td>(510) 843-6929</td>
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<td>Berkeley, CA</td>
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<td>Safeway</td>
<td>1444 Shattuck Place</td>
<td>(510) 526-3086</td>
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<tr>
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<tr>
<td>Whole Foods Market</td>
<td>3000 Telegraph Ave.</td>
<td>(510) 649-1333</td>
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<tr>
<td>Trader Joe’s</td>
<td>1885 University Ave.</td>
<td>(510) 204-9074</td>
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### Emeryville Area

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<thead>
<tr>
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<tr>
<td>Pak N Save</td>
<td>3889 San Pablo Ave.</td>
<td>(510) 768-1034</td>
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<tr>
<td>Emeryville, CA</td>
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<tr>
<td>Trader Joe’s</td>
<td>5700 Christie Ave</td>
<td>(510) 658-8091</td>
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<tr>
<td>Emeryville, CA</td>
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<tr>
<td>Berkeley Bowl West</td>
<td>920 Heinz Ave.</td>
<td>(510) 898-9555</td>
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<tr>
<td>Berkeley, CA</td>
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<tr>
<td>Target</td>
<td>1555 40th Street</td>
<td>(510) 285-0559</td>
</tr>
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## LOCAL ATTRACTIONS

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<td>Blue &amp; Gold Fleet</td>
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<td>Chabot Space &amp; Science Center</td>
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<td>Expressions Gallery</td>
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<td>Gaia Arts Center</td>
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<td>Judah L. Magnes Museum</td>
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<td>Pier 39</td>
<td><a href="http://www.pier39.com">http://www.pier39.com</a></td>
</tr>
<tr>
<td>Berkeley Art Museum</td>
<td><a href="http://www.bampfa.berkeley.edu">http://www.bampfa.berkeley.edu</a></td>
</tr>
<tr>
<td>Botanical Garden</td>
<td><a href="http://botanicalgarden.berkeley.edu">http://botanicalgarden.berkeley.edu</a></td>
</tr>
<tr>
<td>East Bay Regional Parks</td>
<td><a href="http://www.ebparks.org/parks/tilden">http://www.ebparks.org/parks/tilden</a></td>
</tr>
<tr>
<td>Fisherman’s Wharf</td>
<td><a href="http://www.fishermanswharf.org">http://www.fishermanswharf.org</a></td>
</tr>
<tr>
<td>Jack London Square</td>
<td><a href="http://www.jacklondonsquare.com">http://www.jacklondonsquare.com</a></td>
</tr>
<tr>
<td>Lawrence Hall of Science</td>
<td><a href="http://www.magnes.org">http://www.magnes.org</a></td>
</tr>
<tr>
<td>USS Hornet Museum</td>
<td><a href="http://www.uss-hornet.org">http://www.uss-hornet.org</a></td>
</tr>
</tbody>
</table>
LOCAL TRANSPORTATION

All major rental car agencies service Oakland International Airport.

For visiting teams in need of local transportation:

**Storer Coachways** • Contact: Angela Son • (415) 500-3905 • [www.storercoachways.com](http://www.storercoachways.com)

**Bauer** • (877) 959-0988 • [www.bauersit.com](http://www.bauersit.com)
APPENDIX A - PARTICIPANT TRAVEL INFORMATION FORM

Institution: ________________________________________________________________

Head Coach: ______________________________________________________________

Office Phone: ___________________ Cell Phone:_____________________________

Athletics Administrator: ___________________________________________________

Office Phone: ___________________ Cell Phone:_____________________________

Assistant Coach: ________________________________ _________________________

Office Phone: ___________________ Cell Phone:_____________________________

Athletic trainer: ___________________________________________________________

Office Phone: ___________________ Cell Phone:_____________________________

On Site Responsibilities:

1. Designated person to contact regarding forms or other concerns in advance of the competition.
   Name:__________________________________________  Cell Phone:_____________________

2. Designated person to receive officials’ assignments.
   Name:__________________________________________  Cell Phone:_____________________

3. Designated on-site drug-testing representative
   Name:__________________________________________  Cell Phone:_____________________

4. Designated student-athlete to deliver two-minute speech on behalf of your institution.
   Name:__________________________________________  Major:_________________________  Year in school:________

TRAVEL INFORMATION FROM INSTITUTION TO CHAMPIONSHIP

Arrival Date: ______________________________________________________________________

Mode of Travel:

Air Travel [ ]  Driving [ ]

Flight Information (last leg of flight only):
   Departure Airport: ______________________________________________________________
   Departure Time: __________________________________________________________________
   Airline and Flight Number:_________________________________________________________
   Arrival Airport: _________________________________________________________________
   Arrival Time: ______________________________________________________________________
   Departure Date: ____________________________________________________________________

LOCAL TRANSPORTATION INFORMATION

Please indicate means of travel from hotel to venue. Include number of vehicles which will be used:

   _____ Buses   _____ Vans   _____ Cars

Please fax or email this completed form to:
Jeanette Morganti, fax: 510-642-9262, email: jmorganti@berkeley.edu
APPENDIX B - OFFICIAL TRAVEL PARTY FORM

Institution: _____________________________________

Individual Completing the Form (please print): _________________________________________

<table>
<thead>
<tr>
<th>Head Coach:</th>
<th>Cell Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Coach:</td>
<td>Cell Phone #:</td>
</tr>
<tr>
<td>Administrator:</td>
<td>Cell Phone #:</td>
</tr>
<tr>
<td>Athletic Trainer:</td>
<td>Cell Phone #:</td>
</tr>
</tbody>
</table>

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 competing men’s water polo student-athletes.
- A maximum of four credentials may be designated at the institution’s discretion for non-participants. Non-participants must have a specific affiliation with the team and institution.

<table>
<thead>
<tr>
<th>Water Polo Players Only – (Maximum 16)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Please list players in cap number order.</strong></td>
</tr>
<tr>
<td>Player Name</td>
</tr>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
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<tr>
<td>4.</td>
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<tr>
<td>5.</td>
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<tr>
<td>7.</td>
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<tr>
<td>8.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credentialed Non-Participants – (Maximum 4; e.g., coaches, managers, non-competing student-athletes)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
</tbody>
</table>

**Administrator Pass**

Name: 
Title: 

**Athletic Trainer Pass**

Name: 
Title: 

Please fax or email this completed form to:
Jeanette Morganti, fax: 510-642-9262, email: jmorganti@berkeley.edu AND
Anthony Holman, email: aholman@ncaa.org

Please bring three copies of this completed form to the administrative meeting, ONLY if changes are made after the original submission of the form!
APPENDIX C - HOTEL ROOMING LIST

Institution: ______________________________________________________________

Contact: ___________________ Phone: ___________________ Email: ___________________

<table>
<thead>
<tr>
<th>Room #</th>
<th>First Name</th>
<th>Last Name</th>
<th>Arrival Date</th>
<th>Departure Date</th>
<th>Billing Method</th>
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</thead>
<tbody>
<tr>
<td>1</td>
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<td>1. Pay own bill</td>
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<td>2</td>
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<td>2. Room &amp; tax on master</td>
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<td>3</td>
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<td>3. All charges to master</td>
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</table>

Please email this completed form to:
Anthony Holman, email: aholman@ncaa.org AND
Alvarez Davillier, email: alvarez.davillier@hilton.com
**APPENDIX D - BAND/SPirit Squad/Mascot Form**

Institution: ________________________________

<table>
<thead>
<tr>
<th>Band Members (Maximum of 25)</th>
<th>Spirit Squad &amp; Uniformed Mascot (Max. of 12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ___________________________</td>
<td>1. ____________________________________________________________________________</td>
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<td>12. __________________________</td>
<td>12. __________________________________________________________________________</td>
</tr>
</tbody>
</table>

26. Band Director: ______________________

Please fax or email this completed form to:
Jeanette Morganti, fax: 510-642-9262, email: jmorganti@berkeley.edu
APPENDIX E - PLAY-IN GAMES

Championship Format
The 2016 National Collegiate Men’s Water Polo Championship is a four-team, single elimination tournament. Five conferences have been granted automatic qualification into the bracket or play-in structure, and two teams will be selected at large. Two teams will qualify directly to the national championship; the remaining five teams will compete for the last two championship berths via three play-in games.

Play-in Games
During the selection process, the Men’s Water Polo Committee will select seven teams. The lowest-ranked teams (regardless of conference Rating Percentage Index) will participate in play-in games. The following parameters will be applied for the play-in games:

- Based on rankings, geographic proximity and missed class time, the committee will determine the teams which will participate in the play-in games, and which teams will serve as hosts.

- The play-in games may be contested Saturday, November 26; Wednesday, November 30; or Thursday; December 1. The game time will be coordinated between the host institution, the competing teams, and the Men’s Water Polo Committee.

- A 60-minute closed practice time will be reserved for each team the day of competition.

- In the event the host team is unable to secure a venue that meets hosting requirements, the game will be hosted by the opposing play-in team, or a location designated by the Men’s Water Polo Committee.

- Host teams will receive reimbursement, including but not limited to, score table personnel fees, security, ticketing operations, venue staffing costs, and site representative and officials hotel rooms.

- Host teams will assist in procuring hotel rooms for the visiting teams (visiting team will pay for rooms), officials and site representatives (host will pay for rooms and get reimbursed through the host reporting system).

- Visiting teams will receive per diem for the travel/practice day before the play-in game, the day of the play-in game and the travel day after the play-in game. The NCAA will pay for travel expenses as long as arrangements are made through the official NCAA travel provider. File requests for per diem and travel expense reimbursement electronically at https://web1.ncaa.org/TES/exec/login?js=true.

- A site representative will be appointed by the NCAA Men’s Water Polo Committee to oversee the conduct of the play-in games. The site representative will meet with the coach, administrator and athletic trainer at a time and location to be determined.

- Officials for the play-in games will be recommended by the national coordinator of officials and approved by the Men’s Water Polo Committee. Teams will be notified of the game officials by 8 p.m. Eastern time the evening prior to competition.

- Official NCAA signage will be sent to the host sites. Additionally, the play-in teams will be included in the official championship souvenir program and non-advancing teams will receive participant medallions.

- Only those teams competing in the play-in games will be allowed to videotape the play-in games.
CHECKLIST FOR PLAY-IN TEAMS

Play-In Game Visiting Teams
TBD, TBD

_____ 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 team, make hotel arrangements for the travel party for the play-in game.

_____ Distribute copies of this manual and the Play-In Game Participant Manual (to be produced by the host team) 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 Monday, November 21.

Play-In Game Host Teams
TBD, TBD

_____ In cooperation with visiting team, determine time for play-in game and practice times. Email schedule to Anthony Holman (aholman@ncaa.org) by November 23.

_____ Develop operations plan for play-in game. Determine if event will be ticketed. Develop play-in game participant manual.

_____ Distribute copies of this manual, the Play-In Game Host Manual, and the Play-In Game Participant Manual (to be produced by the host) 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 Monday, November 21.

_____ Complete budget, key contacts and facility profile. Log onto https://championships.ncaa.org/. Once logged in, scroll to the section entitled Championships Available for Bidding. Find the NC Men’s Water Polo Play-In Games and click on Start Bid on the right-hand side. Then complete and submit all of the required items – Budget, Key Contacts and Facility Profile.

_____ Work with visiting team to find hotel rooms. Reserve rooms for site representative and officials (2) if required.

_____ Read and complete all checklist items in the Play-In Game Host Manual.

Play-In Game Winning Teams

_____ 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, staff and fans if necessary (see page 32).
By 2 p.m. Pacific time, Sunday, November 27

______ Make hotel arrangements for the team and staff at the DoubleTree by Hilton Berkeley Marina (page 15). Email the Hotel Rooming List (Appendix C) to Alvarez Davillier (alvarez.davillier@hilton.com). Note: This is the contractual cut-off date for hotel reservations.

By 5 p.m. Pacific time, Monday, November 28:

______ Fax or email the Participant Travel Information Form (Appendix A) to the tournament manager.

______ Fax or email the Official Travel Party Form (Appendix B) to the tournament manager and secretary-rules editor.

______ Fax or email the Band/Spirit Squad/Mascot Form (Appendix D) to Jeanette Morganti.

______ Submission deadline for Elite 90 award nominee (5 p.m. Eastern time) (page 8).

______ Upload logos, fight songs, rosters, photos, etc. on www.ncaachampionship.info (page 21).

______ Email season results and final season statistics to the host media coordinator (page 21).

By 5 p.m. Pacific time, Wednesday, November 30:

______ 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 Josh Toyofuku toyofuku@berkeley.edu (page 25).

______ Local media and sports information directors desiring credentials to cover the 2016 National Collegiate Men’s Water Polo Championship must apply online at www.NCAA.com/media (page 22).

By 5 p.m. Pacific time, Thursday, December 1:

______ If delivering in person, turn in requested publicity materials (media guides and postseason media information) to the host media coordinator (page 22).

By 8 p.m. Pacific time, Thursday, December 1:

______ Deadline to order official merchandise from Event 1 (page 23).