# Table of Contents

Contact Information ........................................................................................................... 2
Introduction .......................................................................................................................... 3
SECTION 1 – Championship and Play-in Game Format/Parameters ........................................ 4
SECTION 2 – Awards .............................................................................................................. 5
SECTION 3 – Bands/Spirit Squads and Mascots ...................................................................... 5
SECTION 4 – Hospitality ........................................................................................................ 5
SECTION 5 – Critical Incident Response/Emergency Plan ...................................................... 5
SECTION 6 – Drug Testing ..................................................................................................... 7
SECTION 7 – Competition Site and Equipment Requirements ................................................ 7
SECTION 8 – Financial Administration .................................................................................. 9
SECTION 9 – Hotels ................................................................................................................ 10
SECTION 10 – Game Management ....................................................................................... 10
SECTION 11 – Meetings ......................................................................................................... 12
SECTION 12 – Media .............................................................................................................. 12
SECTION 13 – Medical Procedures ....................................................................................... 14
SECTION 14 – Merchandise .................................................................................................. 15
SECTION 15 – Officials .......................................................................................................... 15
SECTION 16 – Play-In Game Participant Manual ................................................................... 15
SECTION 17 – Souvenir Programs ....................................................................................... 16
SECTION 18 – Security .......................................................................................................... 16
SECTION 19 – Tickets ............................................................................................................ 17
Appendices .......................................................................................................................... 18
  Appendix A – Public Address Announcer ........................................................................... 18
  Appendix B - NCAA Championships Severe Weather Information ....................................... 20
  Appendix C - Pre-Match Timing Schedule .......................................................................... 23
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Introduction

The purpose of this manual is to provide direction for a host institution as it plans and conducts the National Collegiate Men’s Water Polo Championship play-in game and to supplement the National Collegiate Men’s Water Polo Pre-Championship Manual. We urge you and your staff to become familiar with both the pre-championship manual and NCAA Bylaw 31, which pertain to the administration of NCAA championship events. These resources will provide information about the general policies governing all aspects of NCAA competition, while the play-in game host operations manual is designed to provide more specific information and details regarding their implementation.

If you have any questions, please contact the national office. Thank you for your efforts on behalf of the NCAA and collegiate men’s water polo.

Sincerely,

Anthony Holman
Associate Director, Championships and Alliances
SECTION 1 – Championship and Play-in Game Format/Parameters

<table>
<thead>
<tr>
<th>Championship Format.</th>
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The 2016 National Collegiate Men’s Water Polo Championship is a four-team, single elimination tournament. Five conferences have been granted qualification into the bracket or play-in structure and two teams will be selected at large. The top two teams will be seeded and separated; the remaining five teams will compete for the last two championship berths via three play-in games, with the winners earning the remaining berths in the championship bracket.

Teams shall be selected by the NCAA Men’s Water Polo Committee November 20. The teams selected to participate will be posted online at www.ncaa.com.

<table>
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<tr>
<th>Play-in Games.</th>
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During the selection process, the Men’s Water Polo Committee will seed the top two teams. The five lowest ranked teams (regardless of conference Rating Percentage Index) will participate in three play-in games. The following parameters will be applied for the play-in games:

- The intent is to have the play-in games hosted by the higher ranked team that meets hosting requirements; however, due to geographic proximity and missed class time, host sites may be determined at the committee’s discretion. The committee may choose to conduct the play-in game(s) at the championship site (provided the championship site is available).

- The play-in games will be played as follows:

- In the event the host team is unable to secure a venue that meets hosting requirements, the game will be hosted by the opposing team or a site determined 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, participant hospitality 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, Short’s Travel Management. Requests for per diem and travel expense reimbursement shall be filed 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 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 during the administrative meeting.

· 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 the non-advancing team will receive official championship participant medallions.

### Games Committee.

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

**Duties.** The games committee actively will supervise the conduct of the play-in game.

### SECTION 2 – Awards

Sixteen participant medallions for each non-advancing team (total of 32) will be shipped directly to the play-in game host from MTM Recognition. These medallions should be presented to the student-athletes on the non-advancing teams after the game. Please notify the championship administrator if the medallions have not been received by Wednesday, November 23.

### SECTION 3 – Bands/Spirit Squads and Mascots

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

### SECTION 4 – Hospitality

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

### SECTION 5 – Critical Incident Response/Emergency Plan

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

- Develop contact lists.
  - Competition site and game staff.
  - NCAA.
  - Local authorities and critical incident response team.

- Review emergency protocol prior to the start of the event.

- Identify chain of authority.
  - Incident commander (second in command).
  - Decision-making personnel/team.

- Identify incident command center.

- Identify incident communication plan.

- Review evacuation plan – review plan with facility manager.

- Review emergency response plan for typical emergencies.

- Review emergency response plan for national disasters.

- Review emergency response plan for terrorist actions.

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

**Best Practices.**

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

The suggestions outlined in Best Practices for Venue Safety and Security are based on practices that are employed by competition venues across the nation. The need and ability to implement them at each facility and event will vary. Properly trained and equipped personnel constitute the primary element of implementing a successful safety and security program.

Best Practices for championships competition venue safety are intended for guidance purposes only; they are not a requirement under NCAA or other regulations or legislation. In addition, because of the wide variety of designs and sizes of competition venues; and composition and profile of particular events, not all Best Practices will be reasonable or applicable.
The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety program for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider the current national threat level, nature of specific threats and the full range of resources available when responding to changes in the threat condition levels.

SECTION 6 – Drug Testing

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

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

SECTION 7 – Competition Site and Equipment Requirements

Neutralty.

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as host institutional signage should not be used to create a "home" atmosphere. Traditional pre-match or between-match activities are not permissible (e.g., tossing items to the crowd, permitting mascots to lead "trains" through the stands, etc.).

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

Alcoholic Beverages.

On the dates of competition or practice, no alcoholic beverages or “non-alcoholic” beer shall be sold or dispensed for public or private consumption anywhere in the facility, or on facility property, other than in privately owned suites specifically exempt by facility contracts. Such beverages may not be delivered/brought to the suite during the championship (i.e., during the period of time when the facility is under NCAA control).

Americans with Disabilities Act.

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

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

Facility Review.

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

Decorating and Advertising.

NCAA Banners. The NCAA will ship banners to the host site. These should be prominently displayed in the venue.

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

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

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

Equipment.

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

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

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

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

Official Score Table Equipment.

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

Electrical outlets and surge protectors must be available for use at the score table. The following equipment should be available for each assigned position:
- Scorer – score sheets triplicate, ballpoint pens, clipboard, air horn, team rosters
- Exclusion Secretary – exclusion record form, three flags (red, white, blue), clipboard, whistle, pen
- Game Timer – air horn, if the sound of the game and shot clocks are the same
- Timeout Secretary – timeout record forms, clipboard, stopwatch, pen, air horn if there is television
- Exclusion Board Operator – exclusion and timeout record form, pen, clipboard, appropriate number and color of discs for the board
- Announcer – corrected program and all other equipment and procedures/script
- Team benches – an airhorn should be placed at each bench.

**Space Requirements.**

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

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

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

**Videotaping Area.** Teams are authorized to videotape the game. Provide an area for videotaping if requested.

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

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

**SECTION 8 – Financial Administration**

**Budget.**

Prior to the game, the host should submit a budget in the [championships bid and profile system](#). Allowable expenses include officials’ fees and expenses, score table personnel fees, security, ticketing operations, venue staffing costs, participant hospitality, and site representative and officials hotel rooms.

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

**Game Officials.**

Officials will be selected by the Men’s Water Polo Committee. The host is responsible for paying hotel costs. The NCAA will pay game fees ($190 per official), per diem ($45 for each travel day and game day), mileage and baggage fees to the officials via RefPay.
Drug-Testing Expenses.

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

SECTION 9 – Hotels

Upon selection the host should work directly with the visiting team to secure hotel rooms. The visiting team is responsible for payment of the rooms. Following the championship each competing institution will submit a request for per diem provided by the NCAA through the Travel Expense System (TES).

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

SECTION 10 – Game Management

Selections.

Selections will be completed by the NCAA Men’s Water Polo Committee Sunday, November 20. The host and visiting teams will be notified of their participation in a play-in game immediately after selections.

Administrative Teleconference.

A mandatory teleconference with the participating teams, committee chair, NCAA championship administrator and host will take place at 2 p.m. Eastern time, Monday after selections. An agenda will be provided by the championship administrator. Members of the host staff will be requested to participate on the call.

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

Games Committee.

A games committee shall include the director of athletics of the host committee (or designated administrator other than a member of the men’s water polo staff), a designated administrator of the visiting team and the NCAA site representative. The site representative shall serve as chair. The games committee shall deal with acts of misconduct, weather delays and other important issues relative to safety and fair play.
Public Address Announcer/Production.

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

Ball Retrievers.

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

Official Score Table Personnel.

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

Goal Judges.

Goal judges will not be used for the play-in games.

Lifeguards.

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

Prematch Protocol.

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

Team Benches/Uniforms.

The team bench area is limited to 20 persons. Teams are limited to 16 players in uniform and four (4) other individuals as designated by each institution. The squad list should be submitted to the game manager not later than 60 minutes before the start of the game. No substitutions are permitted to the squad list once it has been declared.

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

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

SECTION 11 – Meetings

Administrative Meeting.

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

Host Facility Review/NCAA Site Representative.

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

Officials Meeting.

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

SECTION 12 – Media

Media Access.

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

Media Workroom.

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

Information.

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

Results.

A sign-up list should be posted for the media to request electronic results. Additionally, results must be sent to the following at the conclusion of the game:
**Equipment.**

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

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

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

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**Parking.**

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

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**Press Interviews.**

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

- The timetable for each team’s 10-minute cooling-off period begins when the head coach enters the locker room immediately after the game.

- At the end of the 10-minute cooling-off period, sports information representatives should escort the non-winning head coach and two student-athletes (minimum) to the interview area. The non-winning head coach will be interviewed first. The winning head coach and players should be escorted to the “holding” area.

- The “holding” area should be near the interview room, to be used by the winning head coach and student-athletes as they wait. They must be escorted to the press conference area as soon as the first team is finished. It is important that the non-winning coach has left the interview room and/or corridor before the winning coach is brought in.

- It is very important to get the non-winning head coach and players to the postgame interview area quickly after the 10-minute cooling-off period has ended.

- The non-winning head coach and two student-athletes will open the interview session. Session with non-winning team should be limited to 10 minutes.

- The winning head coach and a minimum of two student-athletes will follow. Session with the winning coach should be limited to 20 minutes.
Regardless of any personal regular-season radio or television contract(s), the coach first is obligated to the entire media staffing the game and must report to the interview room immediately after the 10-minute cooling-off period expires. The coach cannot delay a postcompetition interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to grant a short interview (not to exceed four minutes) by the television network that has purchased rights. (The media coordinator or designee shall have the responsibility to terminate the four-minute interview period, not the network that has purchased rights.) After fulfilling this commitment to the media staffing the game, the coach and student-athletes may participate in a special interview.

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

Working Press Tables.

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

SECTION 13 – Medical Procedures

Medical Procedures.

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

Additionally, all necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good condition, and personnel must be trained in advance to use it properly. Also, emergency information about the student-athlete should be available both at home and on the road for use by medical personnel.
SECTION 14 – Merchandise

Unless otherwise notified, the sale of merchandise is not planned for the play-in games. The host is not permitted to sell institutional merchandise/apparel at the event.

SECTION 15 – Officials

Confidentiality.

Two officials will be assigned to the play-in game by the Men’s Water Polo Committee. Participating teams will be advised of the officials assigned to their game 24 hours in advance of the game.

Fees and Expenses.

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

Transportation.

Travel expenses for the officials will be paid by the NCAA via RefPay according to the actual mode of transportation, not to exceed jet coach airfare or 54 cents per mile. Officials who must fly to the site must make their travel arrangements through the NCAA travel service, Short’s Travel Management (866-655-9215); Short’s will bill the NCAA. Officials who use ground transportation will be reimbursed at a rate of 54 cents per mile round-trip from their home to the site, but not including local mileage while at the site.

The NCAA will provide rental cars to officials for travel to and from the venue.

Officials’ Security.

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

SECTION 16 – Play-In Game Participant Manual

The host shall prepare a Play-In Game Participant Manual for the visiting team, officials and site representative. This manual will contain information specific to the host site and game including contact, hotel, parking, ticket, schedule and venue information for the play-in game. A template will be provided by the NCAA championship administrator.
SECTION 17 – Souvenir Programs

The men’s water polo championship will feature a digital game program that includes information on the play-in game teams. The program may be viewed online or downloaded at no charge. This program will be available online December 1.

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

Content/Editorial.

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

SECTION 18 – Security

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

Emergency Plans.

Competition site management must have specific written policies and procedures outlining the facility’s emergency/evacuation plans and plans for assignment of security officers in and around the competition site.

The NCAA site representative and game manager should discuss existing security procedures and review the facility to determine potential security problems, and discuss the emergency/evacuation plan.

Severe Weather.

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

Non-Permissible Items.

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

Laser Pointers. Laser pointers are not permitted.

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

No person or group may distribute the following materials in the facility or adjacent areas that fall under the control of the arena management without the advance written permission of the NCAA: handbills, flyers, newspapers, memorabilia or promotional materials for other events or activities.

SECTION 19 – Tickets

The host is responsible for ticket sales. It is not expected that advance sales will be made available to the public. Pricing may be determined by the host.
Appendix A – Public Address Announcer

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

1. The announcer shall follow the pre-game protocol (Appendix C).

2. The announcer shall not be a “cheerleader” for the home team. If the competition is played at the traditional home site of a participant, the announcer shall adhere to NCAA procedures rather than those that may have been in effect during the regular season.

4. The announcer shall:
   
a. Identify the player scoring the goal, goal attempts, goalie saves, personal fouls, substitutes and the score.

   b. Announce the team taking a timeout and number of timeouts remaining.

5. The announcer should be prepared with crowd control. (These may include notes regarding exits, seating, safety measures and first-aid station.)

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

   “The NCAA promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages and the use of tobacco products is prohibited.”

6. In the event debris is thrown in the pool or other incidents interfere with the conduct of the game, the game official may remove the teams from the pool. In such event, the announcer shall make the following announcement:

   “The game officials and the personnel of both teams have been directed by the NCAA to remain out of the pool until playing conditions are proper for continuance
of the game. Let’s afford the participants the championship sportsmanship they deserve.”

7. An announcer shall not recognize corporate contributors or host sponsors.
Appendix B - NCAA Championships Severe Weather Information

- The NCAA game representative or designee at the site of competition should make contact with the local weather service and obtain a telephone number to contact the National Weather Service office in the event of severe weather. It is imperative that those involved in the administration of NCAA championship events adhere to the advisories and recommendations provided by the local meteorologists.

- The NCAA game representative or designee should confirm the existence of the host institution or competition site weather policy and determine what detection services are available.

- Appoint one individual to serve as a weather-safety person. This individual should use all resources available (i.e., local weather bureau, NCAA lightning safety guideline and electronic detection equipment, if available) to determine if play should be terminated.

- As recommended by the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports and the National Severe Storms Laboratory, consideration will be given to terminating play when the lightning is six miles away (flash-to-bang time of 30 seconds or less). This is an accepted method to determine the threat of lightning in situations where other sources (such as technology and instrumentation) are not available. (Please review the lightning safety guideline, which is available in the NCAA Sports Medicine Handbook on the NCAA website.)

- If available, electronic detection devices shall be used as additional tools to determine the severity of the weather. However, information obtained from such devices shall not be used as the only source to terminate play.
NCAA LIGHTNING DETECTION PROCEDURES

MXVISION WEATHERSENTRY ONLINE®

MxVision WeatherSentry Online is a Web-based subscription to a lightning detection and weather monitoring system. Once you are selected as a host institution, you must complete the “MxVision WeatherSentry Online Registration” form. This form must be submitted to Schneider Electric (Fax: 402-399-2829; or email: steve.tinnell@telventdti.com). Your site specific User Name and Password will be emailed 48 hours before the start of your event.

NOTIFICATION EMAIL AND MONITORING LOCATION

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

1. Log on to http://weather.dtn.com. You will be asked for your user name and password. Enter the information that was provided to you from Schneider Electric. All information is case sensitive.

2. Once you have entered the site, you will see your “Home” screen. On the top left of the screen, click on the “Settings” button. Verify that your site information is listed as the monitoring site. Please note that any changes in the “Settings” area must be completed by clicking on “Save Changes” at the bottom right of the screen.

3. Once you have verified your site, you should verify that your notification devices are properly identified. Click on the “Alerts” tab and then “assign contact devices.” This will allow you to view the email addresses that will be used to notify you in the event of lightning in your immediate area or inclement weather.

4. Once your contact device has been established and verified, click on the “Manage Control Devices.” This will allow you to designate “Quiet Periods” or times when you will not receive any notifications. It is recommended that “Quiet Period 1” be set from midnight until the time you would like to begin receiving notification and that “Quiet Period 2” be set from the time you would like to stop receiving notification until midnight.

5. Once your event is over, return to the “Alerts” tab and the “Assign Contact Devices” screen. UNCHECK the enable box for each email address. This will discontinue all email notifications to those devices.
VIEW PERSONAL MAP

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

Here are some helpful tips for using this page:

1. On the right side of the screen, you can click on any of the boxes to customize the view of your local map with as much or as little information that you would like. The alert ring is a 30-mile radius from your competition site and the warning ring is an eight mile radius from your site. Once lightning enters your alert site, you should begin preparations to protect the student-athletes and spectators. Once lightning enters the warning ring, you must stop competition and move student-athletes and spectators to safe areas. You may not begin any activity until 30 minutes have passed since the last lightning strike inside the warning ring. Lightning strikes will disappear from the screen once they are 30 minutes old.

2. You can put the radar in motion by clicking on an arrow at the bottom of the page. This will assist you in tracking rain activity in your area.

3. The information in the PrecipTimer® and the Lightning Manager® on the Home page will show you current activity in your area.

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

PROGRAM SUPPORT

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

If you need technical support, call 1-800-610-0777 and select option 2 for service.
## Appendix C - Pre-Match Timing Schedule

<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 course and game</td>
<td>55:00</td>
</tr>
<tr>
<td>balls available for warm-up</td>
<td></td>
</tr>
<tr>
<td>Clear pool, teams to bench area</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>