



## MEMORANDUM

January 8, 2018

### VIA EMAIL

TO: Selected NCAA Directors of Athletics, Senior Woman Administrators, Sport Information Directors and Head Women's Water Polo Coaches.

FROM: Chad Tolliver  
Associate Director, Championships and Alliances.

SUBJECT: Season Score Reporting Information.

For the 2018 women's water polo season, all sponsoring institutions must report results via the online score-reporting system. Failure to comply with this request may jeopardize an institution's chances of being selected for the 2018 National Collegiate Women's Water Polo Championship.

Please follow the steps below to access the form on the NCAA website:

1. Go to [www.ncaa.org](http://www.ncaa.org).
2. Hover over "Division I" on the horizontal menu bar, then select "Championships" under the Division I heading.
3. Under the "Division I Championship Resources" heading, click on "Score Reporting System" ([http://web1.ncaa.org/champsel\\_new/exec/login](http://web1.ncaa.org/champsel_new/exec/login)).
4. Enter your username and password.

Your institution's username and password should be on file with your athletics director and senior woman administrator. If you are unable to locate your login information, please contact Kerstin Hunter at the NCAA national office at [khunter@ncaa.org](mailto:khunter@ncaa.org) or 317-917-6645.

**Your institution is required to enter your team's schedule on your initial online score reporting form NO LATER THAN Friday, January 19.** The system is available for schedule entry at this point.

**Reporting deadlines are every Sunday by 10 p.m. (local time) beginning Sunday, March 11, through April 29.** Please note that weekly scores will be due on the following dates: March 11, 18, 25 and April 1, 8, 15, 22 and 29.

Institutions that fail to enter scores by the deadline will receive a warning for the first offense, notification of the director of athletics for a second offense and a \$100 fine for a third and subsequent offenses. Entering scores into the online score-reporting system by the deadline is a requirement.

In order to assist us in maintaining accurate results in the online score-reporting system, please email [ctolliver@ncaa.org](mailto:ctolliver@ncaa.org) the name, title, email address and phone number of the individual who

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will be responsible for entering scores for your institution.

It will be your institution's responsibility to enter all game results throughout the season, starting with your first game through all conference tournament competition. Please ensure that you complete the following steps:

- When entering your initial schedule, please list all dates of competition, opponents and locations. **Please be sure to mark all competitions as “in region” since women’s water polo only has one region.**
- Use the drop-down menu to select the names of all NCAA opponents; NAIA opponents should be entered manually as they are not part of the NCAA database. Please **do not** manually type in your opponents’ names unless they are NAIA institutions.
- If your institution participates in a tournament, include the dates and opponents (or "TBD" if unknown at this time; these placeholders must be updated with team names as the season progresses). Use one line for each game scheduled for your institution for each day of the tournament. The games must be listed on the correct dates, in game-time order.
- Define location of tournament game; if your team is hosting, the location to select is “Home;” if your team traveled to the site for the tournament, the location to select is “Neutral,” unless you are competing against the tournament host. In this case, your selection should be “Away.”
- Enter all games chronologically by date of competition. If your institution competes in two games on the same day, list them in game-time order.
- Contests against NAIA schools should be listed and will be included in the overall win-loss record. Competition against NAIA schools will not be calculated in Rating Percentage Index reports.

As a reminder, the committee will consider only contests against varsity intercollegiate teams of four-year, degree-granting institutions that play a majority of their contests in that sport against varsity intercollegiate teams (per NCAA Constitution 3.2.4.4) of United States four-year, degree-granting institutions. These contests will be the only type that shall be tabulated for inclusion in such statistics (and considered for purposes of team selection for an NCAA championship per NCAA Bylaw 31.3.3.1). **Therefore, please do NOT include game results against any club, national, junior varsity or "B" teams.**

Please contact me ([ctolliver@ncaa.org](mailto:ctolliver@ncaa.org)) or Kim Giles ([kgiles@ncaa.org](mailto:kgiles@ncaa.org)) at the NCAA national office if you have any questions regarding this process.

CT:kg

cc: NCAA Women’s Water Polo Committee