# Table of Contents

INTRODUCTION .................................................................................................................. 2  
CHECKLIST ......................................................................................................................... 2  
CHAMPIONSHIP PERSONNEL ............................................................................................. 3  
MEN’S WATER POLO COMMITTEE ................................................................................... 4  
SCHEDULE OF EVENTS ...................................................................................................... 5  
ATHLETIC TRAINING FACILITIES/MEDICAL INFORMATION ............................................. 7  
AWARDS ............................................................................................................................... 9  
CREDENTIALS .................................................................................................................... 10  
DECK DECORUM ................................................................................................................ 11  
DIRECTIONS/PARKING ....................................................................................................... 11  
DRUG TESTING .................................................................................................................. 12  
ETHICAL BEHAVIOR BY COACHES/MISCONDUCT/SPORTSMANSHIP/SPORTS WAGERING .. 13  
HOSPITALITY/LOCKER ROOMS ......................................................................................... 15  
HOTEL INFORMATION ....................................................................................................... 15  
MAPS .................................................................................................................................... 16  
  University of Southern California Facilities .................................................................... 16  
........................................................................................................................................... 17  
MEETINGS/BANQUET .......................................................................................................... 19  
MEDIA INFORMATION ........................................................................................................ 20  
MERCHANDISE .................................................................................................................. 22  
SPIRIT SQUAD/BANDS ...................................................................................................... 22  
TEAM BENCH AREA/SQUAD SIZE .................................................................................... 23  
TICKET INFORMATION ...................................................................................................... 24  
VIDEO TAPEING ................................................................................................................ 25  
LOCAL HOTEL GUIDE – FOR PARENTS & FANS ................................................................. 26  
DINING/ENTERTAINMENT/SHOPPING GUIDE .................................................................. 27  
LOCAL TRANSPORTATION ................................................................................................. 30  
  APPENDIX A – PARTICIPANT TRAVEL INFORMATION FORM ....................................... 31  
  APPENDIX B – OFFICIAL TRAVEL PARTY FORM ............................................................. 32  
  APPENDIX C – HOTEL ROOMING LIST ......................................................................... 33  
  APPENDIX D – ADDITIONAL BANQUET TICKET FORM ................................................ 34  
  APPENDIX E – BAND/SPIRIT SQUAD/MASCOT FORM .................................................... 35  
  APPENDIX F – OPENING ROUND GAMES ..................................................................... 36  
  APPENDIX G – PARTICIPATION AWARDS .................................................................... 39
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 Southern California. Information specific to the opening round games is contained in Appendix F.

CHECKLIST

1. 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.
2. 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.).
3. Review schedule of events with the head coach and staff; news conferences, practice schedule, banquet, administrative teleconference, administrative meeting (page 7).
4. Make local ground transportation arrangements for team, staff and fans (page 32).

By 5 p.m. Pacific time, Thursday, November 23:
5. Email the Participant Travel Information Form (Appendix A) to the tournament manager.
6. Make hotel arrangements for the team, staff and fans at the Courtyard Marriott Los Angeles Westside (page 18). Email the Hotel Rooming List (Appendix C) to Anthony Holman (aholman@ncaa.org) and Joyce Mak (joyce.mak@hhmlp.com) at the Courtyard Marriott Los Angeles Westside.

By 5 p.m. Pacific time, Friday, November 24:
7. Email the Official Travel Party Form (Appendix B) to the tournament manager and secretary-rules editor.
8. Email the Additional Banquet Ticket Form (Appendix D) to the tournament manager.
9. Email the Band/Spirit Squad/Mascot Form (Appendix E) to the tournament manager.
10. Upload logos, fight songs, rosters, photos, etc. on www.ncaachampionship.info (page 23).
11. Email season results and final season statistics to the host media coordinator (page 23).

By 5 p.m. Eastern time, Monday, November 27:
12. Submission deadline for Elite 90 award nominee (page 10).

By 8 p.m. Pacific time, Tuesday, November 28:
13. Deadline to order official merchandise from Event 1 (page 25).

By 5 p.m. Pacific time, Wednesday, November 29:
14. Discuss ticket procedures and policies with your ticket manager. Advise the host institution’s of the number of tickets you will purchase and submit player pass list to Brandon Kendrick (Tournament Manager) (page 27).
15. Local media and sports information directors desiring credentials to cover the 2017 National Collegiate Men’s Water Polo Championship must apply online at www.NCAA.com/media (page 23).

By 5 p.m. Pacific time, Thursday, November 30:
16. If delivering in person, turn in requested publicity materials (media guides and postseason media information) to the host media coordinator (page 23).
CHAMPIONSHIP PERSONNEL

Host Athletics Director
Lynn Swann
Charles Griffin Cale Director of Athletics’ Chair
University of Southern California
Heritage Hall 203A
Los Angeles, CA 90089-0602
Phone: 213-740-3843
Email: mmorita@usc.edu

Host Athletic Trainer
Sandy Olsen
Associate Athletic Trainer
University of Southern California
John McKay Center
Los Angeles, CA 90089
Phone: 213-821-7363
Cell: 213-761-6567
Email: solsen@usc.edu

Tournament Manager
Brandon Kendrick
Director of Events & Operations
University of Southern California
Heritage Hall 203A
3501 Watt Way
Los Angeles, California 90089-0602
Phone: 213-321-1083
Cell: 850-228-9316
Email: kendricb@usc.edu

Facility Manager
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Director of Events & Operations
University of Southern California
Heritage Hall 203A
3501 Watt Way
Los Angeles, California 90089-0602
Phone: 213-321-1083
Cell: 850-228-9316
Email: kendricb@usc.edu

Ticket Manager
Lauren Ranieri
Director of Ticket Operations
University of Southern California
Student Union 100
Los Angeles, CA 90089
Phone: 213-740-5802
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NCAA Championship Manager
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Director, Championships and Alliances
NCAA
P.O. Box 6222
Indianapolis, IN 46206-6222
Phone: 317-917-6929
Email: aholman@ncaa.org

Media Coordinator
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Associate Director, Sports Information
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Los Angeles, California 90089-0602
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Heidi Wurster
Assistant Coordinator, Championships and Alliances
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Indianapolis, IN 46206-6222
Phone: 317-917-6527
Email: hwurster@ncaa.org
MEN’S WATER POLO COMMITTEE

Brian Kelly, chair
Head Water Polo Coach
Iona College
Phone: 914-633-2313
Email: bdkelly@iona.edu

Matt Anderson
Head M/W Water Polo Coach
Connecticut College
Phone: 734-320-2165
Email: manders8@conncoll.edu

John Vargas
Head Men’s Water Polo Coach
Stanford University
Phone: 650-723-1874
Email: jdvargas@stanford.edu

Loretta Lamar
Senior Woman Administrator
U.S. Naval Academy
Phone: 410-293-8936
Email: lamar@usna.edu

Matthew Kalish
Associate Director of Athletics
Pepperdine University
Phone: 310-506-7303
Email: matthew.kalish@pepperdine.edu

National Coordinator of Officials
Dr. Robert (Bob) E. Corb
Phone: 562-216-3328
Email: ncaacoordinator@earthlink.net

Secretary-Rules Editor
Brian Streeter
Director of Athletics
Pennsylvania State University, Erie, the Behrend College
Phone: 814-898-6379
Email: bfs6@psu.edu
SCHEDULE OF EVENTS (Pacific time)

Monday, November 20
11 a.m. Administrative teleconference (2 p.m. Eastern time).

Thursday, November 30 (CLOSED PRACTICES)
1:15 – 8 p.m. Optional closed team practices.
1:15 – 2:45 p.m. TBD
3 – 4:30 p.m. TBD
4:45 – 6:15 p.m. TBD
6:30 – 8 p.m. TBD

Thursday, November 30 (Opening Round Games)
5 p.m. Winner of Opening Round Game 1 vs. UC Davis
7 p.m. Winner of Opening Round Game 2 vs. Southern California

Friday, December 1 (CLOSED PRACTICES)
5 – 6 p.m. Administrative meeting, Audi Suites at the LA Coliseum
10 a.m. – 4:45 p.m. Closed team practices.
10 – 11:30 a.m. Winner of TBD vs. TBD practice
11:45 a.m. – 1:15 p.m. TBD practice
1:30 – 3 p.m. TBD practice
3:15 – 4:45 p.m. Winner of TBD vs. TBD practice
6:30 p.m. Championship banquet – Audi Suites, LA Coliseum.

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 2 (OPEN PRACTICES)
10 a.m. – 12:05 p.m. Open team practices.
10 a.m. – 11 a.m. Game #1 semifinal teams practice together.
12:05 a.m. – 12:05 p.m. Game #2 semifinal teams practice together.
9:30 – 10:30 a.m. Officials meeting.
2:05 p.m. Competition pool available for first game warm-up.
2:50 p.m. Clear pool for national anthem and team introductions.
3 p.m. Semifinal #1 – winner of TBD/TBD vs. TBD
4:17 p.m. Competition pool available for second game warm-up.
5:02 p.m. Clear pool for team introductions.
5:12 p.m. Semifinal #2 – winner of TBD vs. TBD

Sunday, December 3 (OPEN PRACTICES)
11 a.m. – 1:05 p.m. Open team practices.
12:05 – 1:05 p.m. Championship game participants practice together.
2:05 p.m. Competition pool available for championship game warm-up.
2:50 p.m. Clear pool for national anthem and team introductions.
3 p.m. Championship game.
PRE-MATCH TIMING SCHEDULE

2017 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></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>

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

An athletic training area will be set up on site with a treatment table, injury ice, hydroculator packs, and collars of water and Powerade. A certified athletic trainer will be on deck during competition. Water, cups, amnd injury ice will be set-up for scheduled practices and competition. If your team has additional needs, please contact Sandy Olsen at 213-761-6567.

A full athletic training room is located adjacent to the Uytengsu Aquatics Center in the John McKay Center.

A team physician will be available for all matches and practices during the championship. In the event of an emergency, the Ronald Reagan Medical Center is located on campus and is easily accessible from all athletic facilities. UCLA medical staff will coordinate emergency procedures. A team physician may sit on the bench as long as he/she counts as one of the 20-team bench positions and has a credential.

The closest hospital is the Good Samaritan Hospital, located four miles from campus.

**Good Samaritan Hospital**
1225 Wilshire Blvd.
Los Angeles, CA 90017
Phone: 213-977-2121

**Directions from Uytengsu Aquatics Center to Good Samaritan Hospital:** Start out going southeast on W 34th St toward Watt Way. Then drive 0.46 miles. Turn right onto S Figueroa St. Then drive 0.23 miles. Turn left onto W 37th St.
W 37th St is just past Exposition Blvd. Then drive 0.19 miles. Turn left onto S Hope St. S Hope St is 0.1 miles past S Flower St. If you reach S Grand Ave you've gone a little too far. Then drive 0.12 miles. Merge onto I-110 N/Harbor Fwy N toward Harbor Fwy. Then drive 1.48 miles. I-110 N/Harbor Fwy N becomes CA-110 N/Harbor Fwy N. Then drive 0.55 miles. Take the exit toward All Downtown Exits. Then drive 0.12 miles. Take the 9th St exit, EXIT 22. Then drive 0.23 miles. Merge onto James M Wood Blvd. Then drive 0.09 miles. Take the 1st left onto S Figueroa St. S Figueroa St is just past Cottage Pl. If you are on W 9th St and reach S Flower St you've gone a little too far. Then drive 0.34 miles. Turn left onto Wilshire Blvd. Wilshire Blvd is just past W 7th St. If you reach W 6th St you've gone a little too far. Then drive 0.41 miles.

**Directions from the hotel to Good Samaritan Hospital:** Start out going east toward Bristol Pkwy. Then 0.01 miles. Turn left onto Bristol Pkwy. Then 0.65 miles. Turn right onto W Slauson Ave. W Slauson Ave is 0.1 miles past Hannum Ave. Then 0.97 miles. Turn left to take the La Cienega Blvd N ramp. If you reach W Goldleaf Cir you've gone about 0.1 miles too far. Then 0.12 miles. Merge onto S La Cienega Blvd. Then 2.86 miles. Turn slight right onto S Fairfax Ave. S Fairfax Ave is just past La Cienega Pl. Then 0.35 miles. Turn slight right onto W Washington Blvd. W Washington Blvd is 0.1 miles past W Adams Blvd. If you are on S Fairfax Ave and reach Electric Dr you've gone about 0.1 miles too far. Then 0.06 miles. Merge onto I-10 E/Santa Monica Fwy E toward Los Angeles. If you reach Electric Dr you've gone a little too far. Then 5.34 miles. Merge onto CA-110 N/Harbor Fwy N via EXIT 13B on the left toward Pasadena. Then 0.87 miles. Take the exit toward All Downtown Exits. Then 0.12 miles. Take the 9th St exit, EXIT 22. Then 0.23 miles. Merge onto James M Wood Blvd. Then 0.09 miles. Take the 1st left onto S Figueroa St. S Figueroa St is just past Cottage Pl. If you are on W 9th St and reach S Flower St you've gone a little too far. Then 0.34 miles. Turn left onto Wilshire Blvd. Wilshire Blvd is just past W 7th St. If you reach W 6th St you've gone a little too far. Then 0.41 miles.

**CVS Pharmacy**
3335 South Figueroa St.
Los Angeles, CA 90007
Phone: 213-742-6765

**CVS Pharmacy/Culver City (near team hotel)**
6299 South Bristol Parkway
Culver City, CA 90230
Phone: 310-641-4426
Hospitals near the Team Hotel:

**Marina del Rey Hospital**  
4650 Lincoln Blvd.  
Marina del Rey, CA 90292  
Phone: 310-823-8911

**Centinela Hospital Medical Center**  
555 E. Hardy St.  
Inglewood, CA 90301  
Phone: 310-673-4660
AWARDS

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 27.

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
For 2017-2018, an online gift suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites. After the championship, MainGate will send the head coach an email providing ordering process details.

After the championship, MainGate will send the head coach an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your official travel party) that can be redeemed only at www.NCAA-Awards.com. 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.

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

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

**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 ($35 for adults and $25 for students) to replace the credential.**

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

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

**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 ought to 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 from Los Angeles International Airport (LAX) to the Courtyard by Marriott Los Angeles Westside:** Exit Los Angeles International Airport and take the ramp onto SR-1 (Sepulveda Blvd) heading North. Keep right onto Sepulveda Blvd (you will travel approximately 2.1 miles) and take a right onto West Centinela Ave. Turn left onto Bristol Parkway. The hotel is on the left.

**Directions from the Courtyard by Marriott Los Angeles Westside to Uytengsu Aquatics Center:** Start out going east toward Bristol Pkwy. Then 0.01 miles. Turn left onto Bristol Pkwy. Then 0.65 miles. Turn right onto W Slauson Ave. W Slauson Ave is 0.1 miles past Hannum Ave. Then 1.65 miles. Turn left onto S La Brea Ave. S La Brea Ave is just past Ladera Park Ave. If you reach S Mansfield Ave you’ve gone a little too far. Then 0.56 miles. Keep right at the fork to continue on S La Brea Ave. Then 0.08 miles. S La Brea Ave becomes Stocker St. Then 1.65 miles. Turn left onto Crenshaw Blvd. Crenshaw Blvd is just past S Victoria Ave. If you reach McClung Dr you’ve gone a little too far. Then 0.17 miles. Turn right onto W Martin Luther King Jr Blvd. Then 2.51 miles. Turn left onto S Vermont Ave. S Vermont Ave is 0.1 miles past S Kansas Ave. If you reach Menlo Ave you’ve gone a little too far. Then 0.63 miles. Turn right onto W 37th Pl. If you reach W 36th Pl you’ve gone about 0.1 miles too far. Then 0.06 miles. Turn left onto McClintock Ave. If you reach Watt Way you’ve gone about 0.1 miles too far. Then 0.12 miles. Turn left onto W 36th Pl. W 36th Pl is just past W 37th St. If you reach W 36th St you’ve gone a little too far. Then 0.09 miles. Turn right. If you reach S Vermont Ave you’ve gone a little too far. Then 0.06 miles. Turn right onto W 36th St. Then 0.10 miles. Take the 1st left onto McClintock Ave.
If you reach Watt Way you've gone about 0.1 miles too far. Then 0.18 miles. **PLEASE ALLOW AMPLE TIME TO MAKE IT TO UYTENGSU AQUATICS CENTER. TRAVEL TIMES CAN TAKE UP TO AN HOUR DURING RUSH HOUR TRAFFIC.**

**Directions from the Courtyard by Marriott Los Angeles Westside to LA Memorial Coliseum (Banquet)**
Buses: Start out going north on Bristol Pkwy toward Hillside Memorial Park. Then 0.65 miles. Turn right onto W Slauson Ave. W Slauson Ave is 0.1 miles past Hannum Ave. Then 1.65 miles. Turn left onto S La Brea Ave. S La Brea Ave is just past Ladera Park Ave. If you reach S Mansfield Ave you've gone a little too far. Then 0.56 miles. Keep right at the fork to continue on S La Brea Ave. Then 0.08 miles. S La Brea Ave becomes Stocker St. Then 1.65 miles. Turn left onto Crenshaw Blvd. Crenshaw Blvd is just past S Victoria Ave. If you reach McClung Dr you've gone a little too far. Then 0.17 miles. Turn right onto W Martin Luther King Jr Blvd. Then 3.01 miles. Turn right onto S Figueroa St. S Figueroa St is 0.2 miles past Exposition Park Dr. Then 0.20 miles. Turn left onto Exposition Park Dr. If you reach W 38th St you've gone about 0.1 miles too far. Then 0.02 miles. Turn right to stay on Exposition Park Dr. Then 0.15 miles. Turn left to stay on Exposition Park Dr. Then 0.02 miles.

**PARKING**

**Spectator Parking**
Spectators can pay to park at any parking structure on campus. The daily rate for parking is $12/day. Please see the parking map located later in this document to identify available parking locations.

**Team Parking**
All team vehicles will park in the Jefferson Blvd parking structure next to the McDonald’s Swim Stadium. You will enter this structure at the Jefferson Blvd Entrance. This entrance is only accessible off of Jefferson Blvd. driving eastbound. Each vehicle will be given a permit to display in the windshield of the vehicle. Please contact Brandon Kendrick at kendricb@usc.edu, 850-228-9316 to request permits.

Team buses will enter campus at the McClintock Avenue entrance (Jefferson Blvd. and McClintock Ave.) and may drop off teams at the East side of the McDonald’s Swim Stadium on McClintock Ave. McClintock is accessible off of Jefferson Blvd. After drop off, buses will be directed to a parking location on McClintock.

**NOTE:** USC 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 basketball tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other acts of misconduct may be dealt with at the governing sports committee’s convenience.

SPORTSMANSHIP

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

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

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

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

HOSPITALITY

A hospitality area will be located at the Media Workroom/Press Conference tent to the south of the main entrance, located on the tennis courts. Each team’s administrator, credentialed team personnel and VIPs 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 changing room Saturday and Sunday.

LOCKER ROOMS

Locker rooms are located on the south side of the Uytengsu Aquatics Center. Each team will be given access to a locker room before and after their competition starts for the day.

HOTEL INFORMATION

A block of 20 rooms has been reserved for each team at the Courtyard Marriott Los Angeles Westside. The room rate is $149 plus 14.07% applicable taxes.

Courtyard Marriott Los Angeles Westside
6333 Bristol Parkway
Culver City, California  90230
310-484-7000

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 Sheraton Downtown Los Angeles, the officials’ hotel.

Hotel Rooming List

The Hotel Rooming List (Appendix C) should be emailed to both Anthony Holman (aholman@ncaa.org) and Joyce Mak (joyce.mak@hhmlp.com) at the Courtyard Marriott Los Angeles Westside. Mention that you are with the 2017 National Collegiate Men’s Water Polo Championship.
MAPS
University of Southern California Facilities
MEETINGS/BANQUET

ADMINISTRATIVE TELECONFERENCE

The NCAA Men’s Water Polo Committee will conduct a teleconference with the six qualifying teams at 2 p.m. Eastern time (1 p.m. Central time; noon Mountain time; 11 a.m. Pacific time), Monday, November 20. 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 1
Time: 5 to 6 p.m.
Location: Audi Suites at LA Coliseum

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 1, in the Audi Suites at LA Coliseum. 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.

Additional banquet tickets may be purchased for $40 via the Additional Banquet Ticket Form. If you wish to purchase more than ten (10) additional tickets, please contact Lauren Ranieri for space availability. It is requested that the institution pay for all additional tickets with one check from the institution.

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

When teams arrive at the LA Coliseum they will be escorted to a location where the team photo will be taken.

One member of each team will be required to address the banquet audience for a period of time not to exceed two (2) 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 the experience and their appreciation for being selected to play in the event. Each speaker should refrain from making any comments that may be interpreted or perceived to be negative or 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 2017 National Collegiate Men’s Water Polo digital souvenir program will be available at www.ncaa.com/gameprograms on November 29. 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 SOUTHERN CALIFORNIA MEDIA RELATIONS

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

1. Email – Season Results (including game scores in order played)
2. Email – Final Season Statistics
3. 2017 Media Guide (Minimum of 20 each) – send via mail or hand deliver to University of Southern California
4. 2017 Postseason Media Information (Minimum of 20 each) – send via mail or hand deliver to University of Southern California

These materials should be forwarded to Darcy Couch (dcouch@usc.edu, 3501 Watt Way, Los Angeles, CA 90089).
MEDIA CREDENTIALS

Individuals desiring media credentials to cover the 2017 National Collegiate Men’s Water Polo Championship at University of Southern California must apply online at www.NCAA.com/media not later than 5 p.m. Pacific time, Wednesday, November 29. 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, Darcy Couch (dcouch@usc.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 to 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 Darcy Couch (dcouch@usc.edu).

WEBSTREAM

Each semifinal, the consolation 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 upstairs at the Uytengsu Aquatics Center on the east side of the stands.

Event 1 will also offer the opportunity for the preorder of merchandise for the four participating teams. Each team will receive a memo after selections or the opening round game that includes instructions on how to access the website and place orders. All orders must be received by 7 p.m. Pacific time, Saturday, December 2. 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 E) should be sent to Brandon Kendrick (kendricb@usc.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

No complimentary tickets are permitted for NCAA championship competition. All seating at Uytengsu Aquatics Center is general admission.

Fifty (50) GA tickets will be held for purchase by each participating team. Please contact Lauren Ranieri (lraineri@usc.edu or 213-740-4300) by **5 p.m. Pacific time, Wednesday, November 29** 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:

- **GA**
  - Adult Package: $35
  - Student/Youth/Senior Package: $25

Single-Day Tickets Prices:

- **$20**
  - Adult single day
  - Student/Youth/Senior single day $15

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 Lauren Ranieri no later than **5 p.m. Pacific time, Wednesday, November 29**. 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 Lauren Ranieri (lraineri@usc.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.
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).

**VIDEOTAPING**

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 second floor endzone and mid-pool on the south side.
# LOCAL HOTEL GUIDE – FOR PARENTS & FANS

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>City, State, Zip</th>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courtyard by Marriott Los Angeles Westside</td>
<td>6333 Bristol Parkway</td>
<td>Culver City, CA 90230</td>
<td>(310) 484-7000</td>
<td><a href="http://www.marriott.com">www.marriott.com</a></td>
</tr>
<tr>
<td>Four Points by Sheraton Los Angeles Westside</td>
<td>5990 Green Valley Circle</td>
<td>Culver City, CA 90230</td>
<td>(310) 641-7740</td>
<td><a href="http://www.fourpointslosangeleswestside.com">www.fourpointslosangeleswestside.com</a></td>
</tr>
<tr>
<td>Marina del Rey Marriott</td>
<td>4100 Admiralty Way</td>
<td>Marina del Rey, CA 90292</td>
<td>(310) 301-3000</td>
<td><a href="http://www.marriott.com">www.marriott.com</a></td>
</tr>
<tr>
<td>Hotel Angeleno</td>
<td>170 N Church Lane</td>
<td>Los Angeles, CA 90049</td>
<td>(310) 476-6411</td>
<td><a href="http://www.hotelangeleno.com">www.hotelangeleno.com</a></td>
</tr>
<tr>
<td>Luxe Sunset Boulevard Hotel</td>
<td>11461 Sunset Blvd.</td>
<td>Los Angeles, CA 90049</td>
<td>(310) 476-6571</td>
<td><a href="http://www.luxesunset.com">www.luxesunset.com</a></td>
</tr>
<tr>
<td>DoubleTree by Hilton Los Angeles Westside</td>
<td>6161 W Centinela Avenue</td>
<td>Culver City, CA 90230</td>
<td>(310) 649-1776</td>
<td><a href="http://www.doubletreebyhilton.com">www.doubletreebyhilton.com</a></td>
</tr>
<tr>
<td>Hotel MdR</td>
<td>13480 Maxella Avenue</td>
<td>Marina del Rey, CA 90292</td>
<td>(310) 822-8555</td>
<td><a href="http://www.marriott.com">www.marriott.com</a></td>
</tr>
<tr>
<td>Ritz-Carlton Marina del Rey</td>
<td>4375 Admiralty Way</td>
<td>Marina del Rey, CA 90292</td>
<td>(310) 823-1700</td>
<td><a href="http://www.ritzcarlton.com">www.ritzcarlton.com</a></td>
</tr>
<tr>
<td>W Los Angeles – West Beverly Hils</td>
<td>930 Hilgard Avenue</td>
<td>Los Angeles, CA 90024</td>
<td>(310) 208-8765</td>
<td><a href="http://www.wlosangeles.com">www.wlosangeles.com</a></td>
</tr>
<tr>
<td>The Beverly Hills Hotel</td>
<td>9641 W Sunset Blvd.</td>
<td>Beverly Hills, CA 90210</td>
<td>(310) 276-2251</td>
<td><a href="http://www.dorchestercollection.com">www.dorchestercollection.com</a></td>
</tr>
</tbody>
</table>
DINING/ENTERTAINMENT/SHOPPING GUIDE

DINING GUIDE

CULVER CITY AREA (near team hotel)

Domino’s
4238 Sepulveda Blvd.,
Culver City, CA 90230
(310) 839-0999

BJ’s Restaurant & Brewhouse
6000 Sepulveda Blvd. #1111
Culver City, CA 90230
(310) 574-5170

Chuck E. Cheese’s
6901 La Tijera Blvd.
Los Angeles, CA 90045
(310) 337-0497

Pizza Hut
1000 N. La Brea Ave.
Inglewood, CA 90302
(310) 674-7400

Pitfire Artisan Pizza
12924 W. Washington Blvd.
Los Angeles, CA 90066
(424) 835-4088

Frankie & Johnnie’s New York Pizza
534 Washington Blvd.
Marina del Rey, CA 90292
(310) 827-4500

NEAR USC CAMPUS

Tire Shop Taqueria
4069 Avalon Blvd
Los Angeles, CA 90011
(310) 209-7475

Chichen Itza Restaurant
3655 S Grand Ave #C6
Los Angeles, CA 90007
(213) 741-1075

Traceys Restaurants
3810 S Western Ave
Los Angeles, CA 90062
(323) 735-2166

Figueroa Philly Cheese Steak
3844 S Figueroa St
Los Angeles, CA 90037
(213) 748-9073

Kings Louisiana Seafood
1541 W Martin Luther King Jr Blvd
Los Angeles, CA 90062
(323) 291-1600

Togo’s
3619 S Vermont Avenue
Los Angeles, CA 90007
(323) 730-2900
### Fast Food & Delicatessens

**CULVER CITY AREA (near team hotel)**

- **Panda Express**  
  6000 Sepulveda Blvd.  
  Culver City, CA 90230  
  (310) 390-8986

- **Qdoba Mexican Grill**  
  6000 Sepulveda Blvd., Ste. 1591  
  Culver City, CA 90230  
  (310) 391-5138

- **Jack-in-the-Box**  
  5400 Sepulveda Blvd.  
  Culver City, CA 90230  
  (310) 397-4931

- **McDonald’s**  
  4835 Sepulveda Blvd.  
  Culver City, CA 90230  
  (310) 391-3064

- **Subway**  
  The Promenade at Howard Hughes Center  
  6081 Center Dr. Ste. 206  
  Los Angeles, CA 90045  
  (310) 568-2777

- **Jerry’s Famous Deli**  
  13181 Mindinao Way  
  Marina del Rey, CA 90292  
  (310) 821-6626

**USC AREA**

- **Chick-fil-A**  
  3758 S Figueroa St  
  Los Angeles, CA 90007  
  (213) 747-8721

- **Fatburger**  
  3026 S Figueroa St  
  Los Angeles, CA 90007  
  (213) 747-0101

- **Jack in the Box**  
  2921 S Figueroa St  
  Los Angeles, CA 90007  
  (213) 745-5530

- **El Huero**  
  3000 S Figueroa St  
  Los Angeles, CA 90007  
  (213) 747-0012

- **Panda Express**  
  2828 S Figueroa St  
  Los Angeles, CA 90007  
  (213) 746-0392

- **Chipotle Mexican Grill**  
  3748 S Figueroa St  
  Los Angeles, CA 90007  
  (213) 765-9068

### Family Dining

**CULVER CITY AREA (near team hotel)**

- **Islands Restaurant**  
  The Promenade at Howard Hughes Center  
  6081 Center Dr. Ste. 104  
  Los Angeles, CA 90045  
  (310) 670-8580

- **Johnny Rockets**  
  The Promenade at Howard Hughes Center  
  6081 Center Dr. Ste. 109  
  Los Angeles, CA 90045  
  (310) 670-7555
LOCAL MOVIE THEATERS
CULVER CITY AREA (near team hotel)
Cinemark XD
6081 Center Dr.
Los Angeles, CA 90045
(310) 568-3394

Rave Cinemas
4020 Marlton Ave.
Los Angeles, CA 90008
(323) 296-1005

AMC Marina Marketplace 6
4335 Glencoe Ave.
Marina del Rey, CA 90292
(310) 776-6374

GROCERY STORES
CULVER CITY AREA (near team hotel)
Sprouts Farmers Market
5660 Sepulveda Blvd.
Culver City, CA 90230
(310) 591-1028

Pavilions
11030 Jefferson Blvd.
Culver City, CA 90230
(310) 398-1945

Gas Stations
CULVER CITY AREA (near team hotel)
ARCO
6300 W Slauson Ave.
Culver City, CA 90230
(818) 288-5521

Chevron
6900 S Centinela Ave.
Los Angeles, CA 90230
(310) 915-0303
Emergency/Hospitals
Good Samaritan Hospital
1225 Wilshire Blvd.
Los Angeles, CA 90017
Phone: 213-977-2121

Centinela Hospital Medical Center (310) 673-4660
555 E. Hardy St.
Inglewood, CA 90301

Marina del Rey Hospital (310) 823-8911
4650 Lincoln Blvd.
Marina del Rey, CA 90292

LOCAL TRANSPORTATION

All major rental car agencies service Los Angeles International Airport.

For visiting teams in need of local transportation:

Lux Bus America • Contact:Teresa Harshfield • (714) 939-9200 • www.luxbusamerica.com

Transportation Charter Services, Inc. • Contact: Kathryn Mayer • (714) 637-4300 • www.tcsbus.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:
Brandon Kendrick, fax: 213-740-7584, email: kendricb@usc.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>
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<tr>
<td>Assistant Coach:</td>
<td>Cell Phone #:</td>
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<td>Administrator:</td>
<td>Cell Phone #:</td>
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<tr>
<td>Athletic Trainer:</td>
<td>Cell Phone #:</td>
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</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 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>
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<tbody>
<tr>
<td>Please list players in cap number order.</td>
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<table>
<thead>
<tr>
<th>Player Name</th>
<th>Cap #</th>
<th>Player Name</th>
<th>Cap #</th>
</tr>
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<tr>
<td>1.</td>
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<td>13.</td>
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<thead>
<tr>
<th>Credentialed Non-Participants – (Maximum 4; e.g., coaches, managers, non-competing student-athletes)</th>
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<tr>
<th>Name</th>
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Administrator Pass

Name: ____________________________
Title: ____________________________

Athletic Trainer Pass

Name: ____________________________
Title: ____________________________

Please fax or email this completed form to:
Brandon Kendrick, fax: 213-740-7584, email: kendricb@usc.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!
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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Please email this completed form to:
Anthony Holman, email: aholman@ncaa.org AND
Joyce Mak, email: joyce.mak@hhmlp.com
APPENDIX D – ADDITIONAL BANQUET TICKET FORM

Institution: ________________________________________________________________

Each participating team will receive 21 complimentary admissions for its official travel party members and team administrator to attend the banquet.

Please indicate below additional guests which you would like to bring to the banquet. Additional tickets are $40 each. Additional tickets must be paid with one check from the institution by the Thursday practice session. If you wish to invite more than 10 guests, please contact Lauren Ranieri to check on availability.

| 1. __________________________________________ | 6. __________________________________________ |
| 2. __________________________________________ | 7. __________________________________________ |
| 3. __________________________________________ | 8. __________________________________________ |
| 4. __________________________________________ | 9. __________________________________________ |
| 5. __________________________________________ | 10. __________________________________________ |

Please fax or email this completed form to:

Brandon Kendrick, fax: 213-740-7584, email: kendricb@usc.edu
# APPENDIX E – 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>
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<td>25. ______________________</td>
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<tr>
<td>26. Band Director: ________________</td>
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Please fax or email this completed form to:
Brandon Kendrick, fax: 213-740-7584, email: kendricb@usc.edu
APPENDIX F – OPENING ROUND GAMES

Championship Format
The 2017 National Collegiate Men’s Water Polo Championship is a four-team, single elimination tournament. Six conferences have been granted qualification into the bracket or preliminary structure and two teams will be selected at large. Two teams will qualify directly to the national championship; the remaining six teams will compete for the last two championship berths via two opening round 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 19. The teams selected to participate will be posted online at www.NCAA.com.

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

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

● The opening round games may be contested Saturday, November 25; Wednesday, November 29; or Thursday; November 30. The game time will be mutually agreed on between the two teams.

● A 90-minute closed practice time will be reserved for each team the day before competition.

● In the event the host team is unable to secure a venue that meets hosting requirements, the game will be hosted by the other opening round team.

● Host teams will receive reimbursement, including but not limited to, officials’ fees, 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 opening round game, the day of the opening round game and the travel day after the opening round game. The NCAA will pay for travel expenses as long as arrangements are made through the official NCAA travel provider. 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 opening round games. The site representative will meet with the coach, administrator and athletic trainer at a time to be determined on Friday.

● Officials for the opening round 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 opening round teams will be included in the official championship souvenir program and non-advancing teams will receive participant medallions.

● Non-competing teams in the opening round games or championships will not be allowed to videotape the opening round games.
CHECKLIST FOR OPENING ROUND TEAMS

Opening Round 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 opening round game.

______ Distribute copies of this manual and the Opening round 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 20 (page 21).

Opening Round Game Host Teams
TBD, TBD

______ In cooperation with visiting team, determine time for opening round game and practice times. Email schedule to Anthony Holman (aholman@ncaa.org) by November 22.

______ Develop operations plan for opening round game. Determine if event will be ticketed. Develop opening round game participant manual.

______ Distribute copies of this manual, the Opening Round Game Host Manual, and the Opening Round 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 20 (page 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 Opening Round 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 Opening Round Game Host Manual.

Opening Round Game Winning 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, staff and fans (see page 32).
By 5 p.m. Pacific time, Sunday, November 26:

- Make hotel arrangements for the team and staff at the Courtyard Marriott Los Angeles Westside (page 18). Email the Hotel Rooming List (Appendix C) to Anthony Holman (aholman@ncaa.org) and Joyce Mak (joyce.mak@hhmlp.com). Note: This is the contractual cut-off date for hotel reservations.

By 5 p.m. Pacific time, Monday, November 27:

- 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 Additional Banquet Ticket Form (Appendix D) to the tournament manager.
- Fax or email the Band/Spirit Squad/Mascot Form (Appendix E) to Brandon Kendrick.
- Submission deadline for Elite 90 award nominee (5 p.m. Eastern time) (page 10).
- Upload logos, fight songs, rosters, photos, etc. on www.ncaachampionship.info (page 23).
- Email season results and final season statistics to the host media coordinator (page 23).

By 5 p.m. Pacific time, Wednesday, November 29:

- 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 Brandon Kendrick at kendricb@usc.edu.
- Local media and sports information directors desiring credentials to cover the 2017 National Collegiate Men’s Water Polo Championship must apply online at www.NCAA.com/media (page 23).

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

- If delivering in person, turn in requested publicity materials (media guides and postseason media information) to the host media coordinator (page 23).

By 7 p.m. Pacific time, Saturday, December 2:

- Deadline to order official merchandise from Event 1 (page 25).
APPENDIX G – PARTICIPATION AWARDS

Student-Athlete Participation Awards

For 2017-2018, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.

Examples of Merchandise Selections:

- Google Chromecast
- Drone with Camera
- Ray-Ban Sunglasses
- Amazon Echo Dot + Tile Bundle
- Kate Spade Wallet
- Jacket + Backpack Bundle

After the championship, MainGate will send the head coach an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your official travel party) that can be redeemed only at www.NCAA-Awards.com. 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.

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

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