



MEMORANDUM

September 5, 2018

VIA EMAIL

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

FROM: Randy L. Buhr
Director, Championships and Alliances.

SUBJECT: 2018-19 NCAA Men's Water Polo Season Information.

The following information is provided to assist during the water polo season and in preparing for the 2018 National Collegiate Men's Water Polo Championship:

1. **Score Reporting.** For the 2018 men's water polo season, **all sponsoring institutions** must report results via the online score reporting system. The system may be accessed on the NCAA website at http://web1.ncaa.org/champsel_new/exec/login. Failure to comply with this request may jeopardize an institution's chances of being selected for the 2018 National Collegiate Men's Water Polo Championship.

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 or 317-917-6645.

Your institution is required to enter your team's schedule on your initial online score reporting form NOT LATER THAN Sunday, September 16. The system is available for entry beginning September 7. When entering your initial schedule, please list all dates of competition, opponents and locations. When entering opponents, you must use the drop-down menu, which contains a list of all NCAA institutions sponsoring men's water polo. **Please do not manually type in your opponents' names, unless they are NAIA schools.**

If your institution participates in a tournament, include the dates and opponents (or "TBD" if unknown; 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. **Please do NOT include competition or game results against any Club, National, Junior Varsity or "B" teams. Contests against NAIA schools should be listed** and will be included in the overall win-loss record.

N a t i o n a l C o l l e g i a t e A t h l e t i c A s s o c i a t i o n

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Reporting deadlines are every Sunday by 6 p.m. (local time) beginning Sunday, September 23, through November 18. Please note that weekly scores will be due on the following dates: September 23, 30, October 7, 14, 21, 28 and November 4, 11 and 18.

To assist us in maintaining accurate results in the online scoring system, please email hwurster@ncaa.org the name, title, email address and phone number of the individual who 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 and through all conference tournament competition. Please ensure that you complete the following steps:

- **Always 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.
- **Define the location of a 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."
- **In-region designation.** The system will automatically populate the in-region box, when applicable. Therefore, please do not check or uncheck the in-region box manually.

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. 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 3.2.4.5) 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.**

2. Complimentary Coaches Membership to ArbiterSports. Head coaches will receive complimentary access to the Advantage website. Please visit <http://ncaawaterpolo.arbitersports.com/front/107515/Site/PageContent/NCAA-Water-Polo-Registrations>, when it becomes available October 1, to begin registration. Registrations must be under the head coach's name and email address. This information will be verified by NCAA staff.
3. Pre-Championship Manual. Coaches are reminded to review the 2018 National Collegiate Men's Water Polo Pre-Championship Manual. The pre-championship manual is a resource

for institutions to prepare for the championships. The 2018 National Collegiate Men's Water Polo Pre-Championship Manual will be posted online at <http://www.ncaa.org/championships/national-collegiate-mens-water-polo>.

4. Opening Round Hosting. The preliminary round information and bid checklist may be found online at <http://www.ncaa.org/championships/national-collegiate-mens-water-polo>. Any institution interested in hosting an opening round game should submit a bid to host. Teams that are competing for their respective conference championship are encouraged to submit a bid to host an opening round game. All materials are due by 5 p.m. Eastern time, Friday, November 9.

Please contact me (rlbuhr@ncaa.org) or Heidi Wurster (hwurster@ncaa.org) at the NCAA national office if you have any questions.

RLB:hw