

DIVISION III NATIONAL COLLEGIATE CLUB CHAMPIONSHIP HANDBOOK

In this Handbook you will find a number of items outlined that cover the conduct of the Division III National Collegiate Club Championship for men. In addition, there is a bid form that outlines the requirements necessary to host one of these championships.

It is understood that any institution submitting a bid has reviewed the material and can provide the information outlined below. Furthermore, any institution submitting the bid should understand their costs associated with hosting. The membership has determined that the financial commitment necessary to host is offset by the benefit of receiving an automatic bid to the event and the fact that the host team bears no travel expense. All gate receipts and entry fees are the property of the CWPA and are used to defray the expenses necessary to run the event.

Administration

Championship Governance

1. The event is governed the Collegiate Water Polo Association. The Championships have no direct affiliation with any other water polo or collegiate organization.
2. During the actual tournament, the Tournament Committee (outlined in the Protest section) serves as the authority to decide issues as they relate to the competition.

CWPA versus Host Responsibilities

1. The CWPA Office is responsible for running the event as it pertains directly to the competition, and admissions gate.
2. The host institution is responsible for issues relating to the facility, security, medical support, hospitality room, and promotion of the event on a local basis.
3. The Host institution must provide the CWPA with enough copies of the following items to distribute to each team at least 21 days prior to the championship:
 - Hospital Directions and phone number
 - Campus Maps
 - Parking arrangements for teams
4. Additional specific duties for each entity are outlined in this Handbook.

Medical Supervision

1. The host institution must have a trainer or medical staff member present for the duration of the competition.
2. Names of area hospitals and directions should be provided by the host to be included in the Coaches Information Packet.

On-site Supervision

1. The host institution must provide an additional administrator(s) other than the coach that will participate in the planning and be accessible (at least by phone) throughout the duration of the event.
2. The CWPA will provide all staff necessary to run the competition and concessions area, including the admissions gate.

Publicity and Promotion

1. The CWPA retains all rights to the artwork and design information associated with the championship and at no time may any individual or organization use this without the expressed written permission from the CWPA.
2. The host institution is responsible for promoting the championship within the campus outlets and local media on a weekly basis beginning three weeks prior to the event. Advertising copy must include the admission fees to be charged.
3. The CWPA will post information about the event on its web site and distribute appropriate information to the teams involved in a timely manner.
4. The CWPA is responsible for printing a championship program. Copies will be available for sale at a nominal price to spectators and every coach and athlete will receive a complimentary copy.

Security

1. The host bears the responsibility of providing security for the event including personnel available to stand behind each team area when necessary.
2. There must be a minimum of fifteen feet between the team benches and the spectator area.
3. At least one person designated as security (appropriately attired to avoid confusion) must be assigned to each spectator area at all times. If the spectator area is divided, the host institution agrees to provide an individual designated for security at each location.
4. Host must ensure that access to the venue by spectators and students is limited to one entrance, which will be monitored by CWPA staff. If additional access to the venue is possible, the host institution agrees to provide staff to monitor these access points throughout the duration of the tournament, preventing unauthorized individuals from entering. All paid spectators and students must enter through one entrance which is monitored by a CWPA staff member.

Tournament Committee

The Tournament Committee is comprised of the head referee (chair), the two referees on the game (unless involved in the protest), a representative from the host institution, and the host conference commissioner. One additional non-working official can serve as a replacement for a referee that needs to be disqualified. In addition, the head referee may use his discretion in replacing other members of the tournament committee that are either not available, or disqualified due to the protest.

Competitive Information

Cap Color

1. Teams listed first wear dark hats and are first on the scoreboard. However, host team always wears dark caps and is home on the scoreboard irrespective of their assigned position.

Seeding & Schedules

Teams are not seeded based on ability. The teams are placed in positions within the championship schedule based on their division's finish the prior season. These assignments have no relationship to the weekly collegiate poll and nothing to do with the current ability of the team that qualifies with respect to the other programs they will compete against at the championship.

Assignments are made in a specific order to afford teams the ability to plan in advance of the event. The host team assumes the last position (8), unless they win their division. In this case, they are assigned according to their division's finish the prior year. The second place team in their division then assumes position 8.

Divisions or conferences that did not participate the prior year receive the positions with the highest numbers, with the remaining bids awarded in order of finish by division the prior year.

If more than one division did not participate the prior year, the positions are determined by a random draw.

If the number of divisions wishing to participate do not fill the automatic bid positions, the runner-up from the division with the largest number of eligible members is selected. Openings are filled in this manner until the field is complete. The only exception to this rule occurs if the division selected already has two teams in the field. In this case all other divisions will be afforded a second opportunity in order of size until the field is complete. If two divisions are equal in size, the first opportunity is given to the division that competed the prior year. If both competed, the division that finished higher receives the bid.

Openings that occur within two weeks of the tournament are filled by the host commissioner using his discretion to locate a replacement team or revise the schedule.

Rotation Procedure

The championship site will rotate throughout the country in the order listed on the website. If a division is not represented at the prior year's championships, it is not eligible to host the following year. In this circumstance, the division next in line receives the opportunity to host.

If a division declines its bid to host the championship and the succeeding division in the rotation indicates they are unable to host that year, but were planning to bid during their originally scheduled date, the rotation schedule will be adjusted for the following season to permit the originally scheduled division to host.

Qualification Procedure

1. Teams qualify through conference play, requiring a minimum of two tournaments.
2. The host receives an automatic bid.
3. If the number of automatic bids does not complete the championship field, additional berths are awarded based on the final standings the prior year. For example, if one berth remains available, the division that won the championship the prior year will receive the additional bid.
4. The following divisions/conferences receive automatic bids (number of bids awarded according to the number of Division III institutions within the conference):

Men

Bids Division

- 1 Missouri Valley/Northwest/Great Lakes/Pacific Coast

- 1 Heartland Division
- 1 Mid Atlantic Division
- 1 New England Division
- 1 New York Division
- 1 North Atlantic Division
- 1 Southeast/Texas/Atlantic Divisions
- 1 Host of Championships

If more than one team desires to attend the championship from a region with multiple divisions, the Board of Directors will select the best team based on the NCAA Championship selection criteria. In the event open bids exist, the current policy to fill those spots would be utilized.

Officiating

Assignment Process

1. The referees are assigned through the CWPA Director of Officials.
2. Officials are assigned to the tournament by the Technical Committee.
3. The head referee will serve as an evaluator and as chair of the Tournament Committee.
4. All travel and lodging arrangements for the officials will be arranged by the CWPA.

Protests

1. All protests will be handled by a Tournament Committee.
2. Protests will follow the outlined procedure in the NCAA Rules Book.

Remuneration

1. Game referees receive:

Game fees at the CWPA tournament rate

- Lodging (double occupancy)
- Ground transportation when flying
- Air Fare or mileage stipend not to exceed \$300 per official on average

2. Since meals are provided by the host institution via a hospitality room, per diem is not paid to referees.

Site Requirements

Equipment Requirements

1. Host institution must provide a visible scoreboard and shot clocks, with a back-up system available in the event of difficulties with the primary system.
2. Timing system should be interfaced together (one button stops game and shot time simultaneously). Whenever possible, Colorado Timing or IST manufacturers are preferred.

3. Site must have a working PA system available for all games. System should be accessible from the scorer's table. A suitable back-up must be available in the event the primary system fails.
4. The host institution must have an American flag visible in the facility.
5. The host institution must provide six tables and four chairs for the concessions area and at least three tables and eight chairs for the scorer's table.
6. The host institution is responsible for setup and break down of any equipment.

Facility Specifications

1. Pool must meet the maximum depth and width outlined in the NCAA Rules Book.
2. Host must be able to provide pool time to adequately complete the schedule. This includes approximately four hours on Thursday evening to allow practice time for incoming teams.
3. Pool must have warm-up area capable of allowing two teams to swim and pass simultaneously.
4. Host must have seating for at least 300 spectators. If not permanent, temporary seating may be utilized, with all costs being the responsibility of the host institution.
5. In the event of inclement weather, host institution must have a method for providing coverage for the entire spectator area, the entrance gate, scorer's table, and concessions table. Any costs associated with this coverage are borne by the host institution.
6. Hospitality room provided by the host must offer meals for the officials and staff working the venue during the entire time. Meals may be nominal in the form of sandwiches and pizza for lunch and dinner and bagels/muffins for breakfast.
7. Hospitality room must clearly state that access is limited to staff and officials and whenever possible should be in an area separate from the pool deck.
8. Host institution must provide a separate area for officials to change their clothes and relax between games, apart from the teams and coaches.
9. Host institution must have internet access on site for CWPA staff, preferably accessible from the deck.
10. The spectator area designated by the host must include an area on deck for the disabled and wheel-chair bound individual.
11. If the locker room does not have adequate storage or the ability to secure personal belongings and team equipment, the host institution must provide an area monitored by staff or locked, for teams to store their possessions while competing.
12. The host institution is responsible for any cleaning and maintenance of the facility.

Location

1. Tournament must be located at a transportation hub within two hours of a major airport. Teams must have a reasonable selection of flights in and out of the location.

2. Tournament must be held on a collegiate campus unless division lacks approved facility.
3. Tournament must be held at a site that provides sufficient affordable hotel space (less than \$90/quad) for a mid-level hotel such as a Ramada Inn. Room block necessary for the women's championship averages 45 rooms, while the men's event requires 65 rooms.

Team Information

Awards

1. Athletes will receive individual awards for First Place.
2. An award will be issued for the tournament MVP.
3. Teams finishing in first, second, and third place will receive awards.
4. An all-Tournament team will be selected naming the top 14 athletes, including two goalies and a coach of the year. Members of the all-Tournament Team will receive certificates. To determine the all-Tournament team, the host conference is responsible for using the ballot listed below.

Costs and Fees

1. Entry fee is \$375. This entry fee is payable to the CWPA, not the host institution and is used to defray the cost of the officials.
2. The CWPA will handle the collection of entry fees and the payment of all officials' costs.
3. The host institution is required to pay an entry fee.
4. Host may sell food to defray costs.
5. All inventory and ticket revenue is the property of the CWPA.
6. Ticket prices are as follows:
 - \$12 Three-day pass
 - \$8 Two-day pass
 - \$5 One-day pass
 - Free Children under 12
 - Host institution students, faculty, and staff receive a 50% discount

Forfeits/No Contests

1. Teams forfeiting or those responsible for a "No Contest" during the championship will be required to provide a written letter of apology and compensate their opponents for any financial outlay incurred due to the forfeit.
2. The team responsible will be suspended from the National Championship for a period of at least one year.

Ground Transportation and Hotel Reservation Block

1. The CWPA in consultation with the staff of the host institution will arrange hotel space and ground transportation for the incoming teams. Information about these items will be distributed by the CWPA Office and posted on the web.

2. Teams must act by the required cut-off dates or risk losing the ability to reserve rooms or vans.

Player Eligibility

1. Athletes competing in the National Championship and the requisite qualifying tournament must be full-time students at the university they represent unless division or conference requirements are more stringent, in which case they must abide by the more restrictive requirement.

2. Each participant in the division and national championship tournaments is required to be present and listed on the roster for at least 50% of the regular season games that his/her team competes. An athlete may participate in the aforementioned tournaments with having competed in less than half the regular season games only after successfully appealing the CWPA Board of Directors to show prohibitive extenuating circumstances such as injury, major illness, etc. This rule shall only apply to divisions that have more than one regular season tournament.

Conference Bid Procedure

Institutions bidding on the championship must do so using the form listed below. Bids must be submitted to the CWPA Office.

Institutional Bid Form

Form must be returned to the Conference Office before the annual conference call for the year preceding the championship.

Institutional Bid Form

Form must be returned to the Conference Office before the annual conference call for the year.

Institution: _____

Coach: _____ Email: _____

Work Phone: _____ Cell _____

Phone: _____

School

Administrator: _____ Email: _____

Work Phone: _____ Cell _____

Phone: _____

Venue location and street address (if other than campus facility):

Spectator seating _____ Pool is: Indoor / Outdoor
capacity:

Warm-up Area: _____

Separate locker room for Yes / No
officials?

Hours the pool is available:

Thursday: _____ Friday: _____ Saturday: _____ Sunday: _____

Closest major airport: _____ Mileage to airport: _____

Sponsorship or signage _____
restrictions:

Timing equipment manufacturer: _____

Does game clock and shot clock interface Yes / No
together?

We understand the costs and administrative responsibilities associated with hosting this event as specified in this Handbook and agree to assume these expenses and duties. Furthermore, we have read the Handbook and are capable of fulfilling all requirements necessary to host the championship tournament, including the provision of pool time.

Coach Signature Date Title

Administrator Signature Date Title