

PRE-CHAMPIONSHIPS

MANUAL



2014 SWIMMING & DIVING
CHAMPIONSHIPS
DIVISION I

NCAA GENERAL ADMINISTRATIVE GUIDELINES

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Section 1 • Introduction

During the 2013-14 academic year, the Association will sponsor 89 national championships — 42 for men, 44 for women, and three for both men and women. Among the men's championships, three are national collegiate championships, 13 are Division I championships, 12 are Division II championships and 14 are Division III championships. Among the women's championships, five are National Collegiate Championships, 12 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are national collegiate championships.

The Pre-Championships Manual has been revised and will serve as a resource for institutions to **prepare** for the championship(s). This manual is divided into three sections: General Administrative Guidelines, Sport-Specific Information and Appendixes.

The first section applies to policies applicable to all 89 championships, while the other two sections are sport specific.

Section 1•1 Definitions

Pre-Championship Manual. Resource for institutions to prepare for the championship.

Administrative Meeting. Pre-championship meeting for coaches and administrators.

Appendixes. Any supplemental documents to be provided and distributed through the various resources.

Championship Administrator. The NCAA staff member responsible for the operational oversight of the championship.

NCAA National Committee. The sport committee with direct oversight responsibilities for the championship.

Playing Rules. The rules under which the competition will be played.

Predetermined Sites. Those sites that are selected to host prior to the bracket being announced.

Preliminary Rounds. The rounds of the championship prior to the final or championship round.

Regional Alignment. The geographic location of institutions or regional advisory committees.

Schedule of Events. Official event schedule — includes all required activities (e.g., practices, banquets).

Selection Criteria. Policies and procedures in place to guide the selection process.

Site Selection. Policies and procedures in place to guide the site selection process.

Squad Size. Number of student-athletes allowed to participate in competition per team at the championship.

Tournament Physician. The physician designated by the host institution/conference to serve as the chief medical advisor for the championship.

Section 2 • Championship Core Statement

The Championships and Alliances staff strives to administer competition in a fair, safe, equitable and sportsmanlike manner so that the experience of the student-athlete is paramount.

This is attained by:

Ensuring student-athletes' optimal experience.

Executing championship events reflecting appropriate quality and values to/for stakeholders — student-athletes, administrators, member institutions, coaches, sport committees, fans, broadcast partners and corporate champions/partners.

Coordinating all aspects of championships in an efficient, effective manner through common operating policies and practices, using internal and external resources.

Integrating championships with broadcast and corporate relationships in a manner that maintains the integrity of the championship.

Assuring effective management of the business aspects of the operation.

Enhancing the assets of the NCAA and their value by collaborating with internal and external expertise to achieve heightened exposure (e.g. community programs, fan events, banquets, anniversaries, etc.)

Section 3 • Concussion Management

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Participating institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance. Within the rules of the sport and policies established for the championships, medical staff should have access to the injured student-athlete without interference (e.g., coach).

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

Section 4 • Conduct

Section 4.1 Certification of Eligibility/Availability

[Reference: Certification of Eligibility/Availability in Bylaws 3.2.4, 12, 13, 14, 15, 16, 31.2.1.7.1, 31.2.1.7.1.2 and 31.2.2 in the NCAA Manual.]

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. In accordance with Bylaw 3.2.4, member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition.

Member institutions are reminded to notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championship competition.

DISCOVERY OF INELIGIBILITY OF A STUDENT-ATHLETE AFTER SELECTION

If an institution fails to report an ineligible student-athlete and the omission is not discovered until after the institution is selected to participate in the championship, necessitating the institution's withdrawal from the championship, that withdrawal shall be considered as one of the years of ineligibility, provided another institution participates in the championship in place of the disqualified institution. If the discovery of the ineligible student-athlete occurs so near the beginning of the championship that the governing sports committee does not have a reasonable period of time to replace the disqualified institution in the bracket, that fact shall be taken into consideration in determining the number of years the disqualified institution shall be ineligible to participate.

Section 4•2 Drug Testing

[Reference: Bylaws 18.4.1.5 and 31.2.3 in the NCAA Manual.]

Student-athletes who compete in NCAA championships may be subjected to drug tests in accordance with Bylaws 18.4.1.5 and 31.2.3, and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for these championships; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

Section 4•3 Honesty and Sportsmanship

Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Section 4•4 Misconduct/Failure to Adhere to Policies

MISCONDUCT

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics. Each games committee shall hold an administrative meeting with the coaches of participating institutions to review and explain the policies related to misconduct.

FAILURE TO ADHERE TO POLICIES

A governing sports committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing the administration of the competition. This includes, but is not limited to, failure to comply with the procedures and deadlines for submitting scores, score sheets, schedules, rosters and entry/march-in forms for qualification and other materials necessary for the efficient administration of the competition. Visit <http://www.ncaa.org/sites/default/files/Failure%2Bto%2BAdhere%2Bto%2BPolicies%2Band%2BProcedures%2Band%2BFine%2BStructure.pdf> to see the full misconduct/failure to adhere policy and procedure and fines.

Section 4•5 Sports Wagering Policy

Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

The prohibition against sports wagering applies to any institutional practice or any competition (intercollegiate, amateur or professional) in a sport in which the Association conducts championship competition, in bowl subdivision football and in emerging sports for women.

A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value.

STUDENT-ATHLETES

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.

POSTSEASON

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.

HOSTING OPPORTUNITIES

No predetermined or non-predetermined session of an NCAA championship may be conducted in a state with legal wagering that is based on single-game betting on the outcome of any event (i.e., high school, college or professional) in a sport in which the NCAA conducts a championship.

Section 4•6 Student-Athlete Experience Survey

After each championship, student-athletes will be asked to participate in a post-event survey intended to capture feedback on their recent championship experience. Institutional administrators will be copied on the email and asked to ensure participation from all student-athletes.

Section 5 • Elite 89 Award

The Elite 89 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The award is presented in every sport, every division, and goes to the student-athlete who has the highest cumulative grade-point average of all student-athletes on all teams competing at the finals site. Each institution which has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete for the award. One student-athlete per championship will receive the award, and the announcement of the winner will be made at the final site.

Institutions that wish to nominate a student-athlete must do so through an online nomination process. To receive more information or access the online form and submit a nomination, go to the NCAA website at <http://www.ncaa.org/about/resources/events/awards/elite-89-academic-recognition-award-program>.

Section 6 • Fan Travel

NCAA Travel provides an easy and affordable way for family and fans to follow their favorite student-athletes and team as they participate in NCAA championships competition. Travel arrangements completed through NCAA Travel help support NCAA student-athletes. Please direct your fans to NCAA.com/travel to search and book online hotel, car and air travel all in one easy transaction.

Section 7 • Logo Policy

[Reference: Bylaws 12.5.4 and 31.1.7 in the NCAA Division I, Bylaw 12.5.4 in the NCAA Division II Manual and Bylaw 12.5.3 in the NCAA Division III Manual.]

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the following criteria are met:

- (1) Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and

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- (2) The student-athlete's institution's official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2 1/4 square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

Division I Swimming and Diving

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Section 1 • General Administration

Section 1•1 NCAA Tournament Operations Staff Contact Information

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Section 1•2 National Committee

The Division I Men's and Women's Swimming and Diving Championships are under the control, direction and supervision of the NCAA Division I Men's and Women's Swimming and Diving Committee. **Current committee members are:**

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Central Connecticut State University
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Section 1•3 Regional Alignment/Diving Zones

In order to qualify for the diving events in the Division I Men's and Women's Swimming and Diving Championships, a diver must participate in his or her respective zone diving qualifying meet. Institutions' zones are determined by the state in which they are located. Qualification to the championships is based on performance at the zone diving meets. A map of the respective geographical zones is included in [Appendix A](#).

Section 1•4 Important Dates

WOMEN'S CHAMPIONSHIPS

September 7 or first day of classes (whichever is first)	Qualifying period begins.
Friday, November 8	Deadline to apply to host a Championships Qualification Meet.
Wednesday, December 4	Approved list of Championships Qualification Meet hosts is posted online at www.NCAA.org .
Friday, February 21 – Sunday, March 2	Championships Qualification Meet time period for women.
Sunday, March 2	Last day of qualification for women's championships. All results must be submitted to USA Swimming (ncaa@usaswimming.org) by midnight Eastern time.
Monday, March 3	Online entries for women's swimmers are due by midnight Eastern time. The entry list will be posted for review at www.usaswimming.org/ncaa . The entry review and challenge period begins as soon as the entry list is posted.
Tuesday, March 4	Women's coaches who have entered more than 18 swimmers must declare not more than 18 swimmers for consideration for selections by 4 p.m. Eastern time. An email listing the 18 swimmers must be sent to kholmes@ncaa.org and ncaa@usaswimming.org .
Tuesday, March 4	Entry challenges for the women's championships are due by 5 p.m. Eastern time. Challenges must be submitted to Katie Holmes (kholmes@ncaa.org ; 317/917-6206).
Wednesday, March 5	Psych sheet for the women's championships, the list of institutions eligible for each relay event, and a list of alternates will be posted online.
Wednesday, March 12	Institutions that are eligible for relay events for the women's championships must declare all relays in which they want to participate by 5 p.m. Eastern time. Declarations must be emailed to kholmes@ncaa.org .
Monday, March 17	Coaches with more than 18 student-athletes (swimmers and divers) selected to the women's championships must contact Katie Holmes (kholmes@ncaa.org ; 317/917-6206) by 5 p.m. Eastern time to declare not more than 18 student-athletes to compete at the championships. [NOTE: A student-athlete who swims and dives is counted as one competitor; a student-athlete who only dives is counted as one-half of a participant.]
Wednesday, March 19	Mandatory administrative meeting at the women's championships. Time and location will be communicated in the participant manual.
Thursday-Saturday, March 20-22	Women's championships hosted by the University of Minnesota, Twin Cities at the University of Minnesota Aquatic Center in Minneapolis.

MEN'S CHAMPIONSHIPS

September 7 or first day of classes (whichever is first)	Qualifying period begins.
Friday, November 8	Deadline to apply to host a Championships Qualification Meet.
Wednesday, December 4	Approved list of Championships Qualification Meet hosts is posted online at www.NCAA.org .
Friday, February 28 – Sunday, March 9	Championships Qualification Meet time period for men.

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Sunday, March 9	Last day of qualification for men's championships. All results must be submitted to USA Swimming (ncaa@usaswimming.org) by midnight Eastern time.
Monday, March 10	Online entries for men's swimmers are due by midnight Eastern time at www.usaswimming.org . The entry list will be posted for review at www.usaswimming.org . Entry review and challenge period begins as soon as the entry list is posted.
Tuesday, March 11	Men's coaches who have entered more than 18 swimmers must declare not more than 18 swimmers for consideration for selections by 4 p.m. Eastern time. An email listing the 18 swimmers must be sent to mberdo@ncaa.org and ncaa@usaswimming.org .
Tuesday, March 11	Entry challenges for the men's championships are due by 5 p.m. Eastern time. Challenges must be submitted to Mary Berdo (mberdo@ncaa.org ; 317/917-6555).
Wednesday, March 12	Psych sheet for the men's championships, the list of institutions eligible for each relay event, and a list of alternates will be posted online.
Monday, March 17	Coaches with more than 18 student-athletes (swimmers and divers) selected to the men's championships must contact Mary Berdo (mberdo@ncaa.org ; 317/917-6555) by 5 p.m. Eastern time to declare not more than 18 student-athletes to compete at the championships. [NOTE: A student-athlete who swims and dives is counted as one competitor; a student-athlete who only dives is counted as one-half of a participant.]
Wednesday, March 19	Institutions that are eligible for relay events for the men's championships must declare all relays in which they want to participate by 5 p.m. Eastern time. Declarations must be emailed to mberdo@ncaa.org .
Wednesday, March 26	Mandatory coaches meeting at the men's championships. Time and location will be communicated in the participant manual.
Thursday-Saturday, March 27-29	Men's championships hosted by the University of Texas at Austin at the Lee and Joe Jamail Texas Swimming Center in Austin.

DIVING

Thursday, March 6	NCAA online zone diving entry form due by midnight Eastern time.
March 10-16	Zone diving meets.
Sunday, March 16	List of divers qualifying to the championships will be posted online.
Monday, March 17	Coaches with more than 18 student-athletes (swimmers and divers) selected to the championships must contact Katie Holmes (kholmes@ncaa.org ; 317/917-6206) for women or Mary Berdo (mberdo@ncaa.org ; 317/917-6555) for men by 5 p.m. Eastern time to declare not more than 18 student-athletes to compete at the championships. [NOTE: A student-athlete who swims and dives is counted as one competitor; a student-athlete who only dives is counted as one-half of a participant.]

CHAMPIONSHIP DATES AND SITES

2014 Championships

Thursday-Saturday, March 20-22	Women's championships hosted by the University of Minnesota, Twin Cities at the University of Minnesota Aquatic Center in Minneapolis.
Thursday-Saturday, March 27-29	Men's championships hosted by the University of Texas at Austin at the Lee and Joe Jamail Texas Swimming Center in Austin.

2014 Zone Diving Meets

Zone A	Virginia Polytechnic Institute and State University, March 10-12
Zone B	Clemson University/Greensboro Aquatic Center, March 10-12
Zone C	The Ohio State University, March 13-15
Zone D	University of Minnesota, Twin Cities, March 10-12
Zone E	U.S. Air Force Academy, March 13-15

DATE FORMULA

The Division I Women's Championships are conducted on the third Thursday through Saturday in March, with the men's championships held the following Thursday through Saturday. The men's and women's zone diving meets are conducted the week before the women's championships.

FUTURE DATES AND SITES

The 2015 championships will be held March 19-21 for women and March 26-28 for men. The location of the 2015, 2016 and 2018 championships will be announced in December 2013. The 2017 women's (March 16-18, 2017) and men's (March 23-25, 2017) championships will be held at the IU Natatorium in Indianapolis and will be co-hosted by Indiana University-Purdue University at Indianapolis and the Indiana Sports Corporation.

Section 1•5 Equipment

Track style starting blocks **will be used** at the 2014 NCAA Division I Men's and Women's Swimming and Diving Championships.

Section 1•6 Rules

Per NCAA Bylaw 17.29, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. The governing sports committee will not consider any results for selection purposes from meets that are not conducted in accordance with the NCAA rules. The 2013-14 and 2014-15 NCAA Swimming and Diving Rules book will be followed for the 2014 championships.

Section 1•7 Uniforms

Regulations regarding uniforms for swimmers and divers are detailed in Rule 3 of the NCAA Swimming and Diving Rules Book. If a student-athlete competes in an illegal swimsuit, that student-athlete shall be disqualified from that event. In the event of a relay, the rule shall apply to the disqualification of the relay. During awards ceremonies, participants must wear their institution's official warm-up uniform.

LOGOS

Refer to [General Administrative Guidelines, Section 7](#), for NCAA Bylaw logo policies. In addition, please refer to Rule 3 of the NCAA Swimming and Diving Rules Book for rules logo policies. If a student-athlete violates the logo policies outlined in the NCAA rules book, that student-athlete shall be disqualified from that event. In the event of a relay, the rule shall apply to the disqualification of the relay.

Section 2 • Determination of Championship Participation

Section 2•1 Championship Format

ORDER OF EVENTS — FINALS

The order of events for the 2014 championships can be found in [Appendix B](#).

ORDER OF EVENTS — ZONE DIVING MEETS

Zone diving meets will be conducted over three days and all zone meets will use the following schedule of events:

Day 1	Day 2	Day 3
Women's one-meter	Men's one-meter	*Platform events
Men's three-meter	Women's three-meter	

*Each respective zone will determine the order of events for Day 3 for platform events and will communicate that information to all coaches in their zones.

Springboard Events

For 1-meter and 3-meter preliminary rounds, each diver will do six optional dives, including one from each of the five groups plus an additional dive that may be selected from any group. The dives will be performed in any order without limit on degree of difficulty. For 1-meter and 3-meter events, the finals shall consist of six optional dives, including one from each of the five groups plus an additional dive that may be selected from any group. The dives will be performed in any order without limit on degree of difficulty. Scores on all dives performed by each of the divers in the finals shall be used to determine finals placing.

Platform Events

For platform prelims, each diver will do six optional dives (men), including one from each of six groups, or five optional dives (women), including one from each of five groups, from any competitive platform level (i.e. 5, 7.5 or 10 meters), in any order, without limit on degree of difficulty. For platform finals, if divers competed in trials optional dives only, the finals shall consist of six optional dives (men), including one from each of five groups, or five optional dives (women), including one from each of five groups, from any competitive platform, in any order, without limit on degree of difficulty.

In all events, preliminary scores will carry forward and be added to the scores in the finals to determine final placement.

The following formats are options for all zone diving meets:

1. Springboard preliminaries may be run as simultaneous events or separate events.
2. Finals may be run "straight through," taking a 15-minute break between preliminaries and finals, or as a "split format" in which a longer break is taken between the preliminaries and finals.
3. Springboard finals may be run as simultaneous events or separate events.
4. Platform events may be run as separate men's and women's events or as a combined men's and women's event.

Events that are run "straight through" will take a 15-minute break between the end of the preliminaries and the beginning of the finals. Divers in the finals are allowed to practice during the 15-minute break. The diving order for finals will remain the same, with the non-qualifying divers being removed from the starting order.

NUMBER OF PARTICIPANTS

The number of participants in the 2014 Division I Swimming and Diving Championships cannot exceed 270 participants for the men's championships (235 swimmers and 35 divers) and 322 participants for the women's championships (281 swimmers and 41 divers). All swimmers and divers who are invited to the meet will be counted toward the total number of participants allowed.

SQUAD SIZE

An institution shall be allowed no more than 18 competitors (including alternates) in the championships, which will be counted as follows:

- An entrant who swims will be counted as one competitor.
- An entrant who swims and dives will be counted as one competitor.
- An entrant who only dives will be counted as one-half of a competitor in the total team limit.
- For relays, actual participation in the preliminary heats and/or finals of an event shall be counted against the 18 competitors allowed.

TRAVEL PARTY

Each institution with student-athletes competing in the national championships will receive travel reimbursement for the official travel party as defined by the NCAA Division I travel policies. Travel party numbers for Division I swimming and diving are:

- Institutions that qualify one to three individuals for the championships will receive transportation reimbursement and per diem for the participating student-athletes and one non-athlete.
- Institutions that qualify four to six individuals will receive reimbursement for the participating student-athletes and two non-athletes.
- Institutions that qualify seven to nine individuals will receive reimbursement for the participating student-athletes and three non-athletes.
- Institutions that qualify 10 or more individuals will receive reimbursement for the participating student-athletes and five non-athletes.

NOTE: Uninvited relay alternates do not receive reimbursement. Non-athletes receiving reimbursement are determined by the number of student-athletes selected to the championships, not by the number of student-athletes who compete.

DECK PASS ALLOTMENT

Deck passes/credentials with photo identification will be produced by the NCAA for all participating teams and will be distributed to teams at registration. No one will be allowed to enter the facility or get on deck without proper identification. Teams will receive deck passes for selected student-athletes and a designated number of institutional personnel (see chart below). Institutions will be allowed to bring up to four uninvited relay alternates to the championships. Uninvited relay alternates must be designated at registration and will receive deck passes. The number of deck passes for institutional personnel is based on the number of selected student-athletes – uninvited relay alternates are not counted in this number.

Number of Selected Student-Athletes	Number of Deck Passes for Institutional Personnel
1-4 student-athletes	Four
5-9 student-athletes	Five
10-14 student-athletes	Six
15 or more student-athletes	Seven

One additional deck pass will be allocated for the diving coach from each institution with qualified divers. Teams can request up to one medical credential for a certified athletic training staff through the host trainer. Any other trainers must be accommodated through the deck pass allotment noted above. Massage therapists must be included in the institutional allotment noted in the chart above. Coaches/institutional personnel outside of the allotted number must pay the regular admission fee and will not be allowed on deck. There are no exceptions to this policy. The photo on all deck passes must be checked for student-athletes and institutional personnel each session.

Section 2•2 Qualifying Information

ELIGIBILITY TO COMPETE

To be eligible to compete in the NCAA Division I Men’s and Women’s Swimming and Diving Championships, the following criteria must be met:

- Each participant must meet the established minimum time standard for the events in which he or she enters.
- All times must be achieved in bona fide competition, as defined in the NCAA Rules Book.
- All times must be achieved in meets that adhere to the NCAA Swimming and Diving Rules. If it is determined that an event was not conducted according to the rules, times/scores from that event will be ineligible for qualification to the championships.

DIVISION I SWIMMING AND DIVING

- All times must be made during the appropriate qualifying period. Primary times must be used to achieve time standards. A secondary time may be used only if the primary equipment that is employed fails to record a valid time. A tertiary time may be used only if both the primary and secondary timing systems fail to provide valid times. Only times that are obtained with timing systems having priority levels of one through three in NCAA Rule 4-21.2 may be used to achieve time standards
- Student-athletes must meet eligibility standards when a time standard is achieved.
- The best actual times must be submitted for all entries.

BONA FIDE COMPETITION

Time standards, consideration standards and optional-entry standards for all events must be achieved in bona fide competition. The definition and requirements for meeting bona fide competition are detailed in Rule 9 of the 2013-14 and 2014-15 NCAA Swimming and Diving Rules Book. Any attempt to circumvent either the intent of a bona fide competition or the application of the NCAA-approved starting, judging and timing procedures is prohibited. Such an attempt may result in a severe penalty to both the competitor(s) and the institution(s) involved. Violations of ethical conduct are subject to NCAA Bylaws.

CHAMPIONSHIP QUALIFICATION MEETS

Any Division I swimming and diving meet held within the last 10 days of the qualifying period, with the exception of conference championships, must be registered and approved by the NCAA Division I Swimming and Diving Committee. Time standards achieved during this time period (February 21-March 2 for women; February 28 through March 9 for men) will be accepted only if achieved at approved qualification meets or conference championships. A student-athlete is permitted to qualify in only one Championships Qualification Meet. If a student-athlete participates in more than one Championships Qualification Meet, results for that student-athlete from the second meet will not be eligible for championships qualification.

Each institution is limited to hosting one Championships Qualification Meet during the women's 10-day time slot and one Championships Qualification Meet during the men's 10-day time slot. Approved Championships Qualification Meets must follow the format approved by the NCAA Division I Swimming and Diving Committee. An application and information regarding policies for hosting Championships Qualification Meets is posted on the NCAA website (NCAA Connect, Championships, Division I Swimming and Diving). The list of approved Championships Qualification Meets will be posted on the NCAA website December 4.

DIVING QUALIFICATION

In order to qualify for the diving events at the championships, a diver must participate in his or her respective zone diving qualifying meet. In order to qualify to compete in a zone diving qualifying meet, the diver must have achieved the qualifying standards for minimum point totals in bona fide competition in at least one event. The qualifying standards for divers are available on the NCAA website (NCAA Connect, Championships, Division I Swimming and Diving).

SWIMMING QUALIFICATION

In order to qualify for the championships, swimmers must meet minimum qualifying standards for individual events. Institutions with at least one swimmer invited in an individual event(s) may be eligible to participate in relay events, provided they have met the minimum standards set for relay events during the regular season.

Qualifying standards, conversions and altitude adjustments for NCAA Division I swimming and diving are available on the NCAA website (NCAA Connect, Championships, Division I Swimming and Diving). Please note that the conversion tables for qualifying to and seeding for the NCAA championships do not reflect what is in the Rules Book. The conversions posted on the Division I swimming and diving web page reflect what will be used for the 2013-14 season for the qualification to and seeding for the championships.

RACING COURSE

All time standards, consideration standards and optional-entry standards may be achieved only in 25-yard and 25-meter racing courses. Times achieved in any other courses will *not* be eligible for selection.

TEAM ROSTERS

Each institution will be responsible for submitting and managing its official team roster on the USA Swimming website within the roster maintenance tool. Detailed information regarding team roster submissions is available on the NCAA website (NCAA.org, NCAA Connect, Championships, Division I Swimming and Diving). **Initial rosters for the 2013-14 season must be updated by September 20. Institutions that submit rosters after the deadline will be subject to a fine of \$200, with potential additional fines for repeated violations.**

SWIMMING RESULTS REPORTING

In order to be considered for selection to the championships, all institutions must ensure that the electronic submission of results from any competition in which its student-athletes compete is reported by the meet host to USA Swimming's SWIMS database. It will be the responsibility of the HOST to submit meet results, inclusive of specific names of student-athletes on relays, to ncaa@usaswimming.org within 72 hours after the completion of a competition. The submission of incorrect or late performances (false marks) may result in the disqualification of the student-athlete. All results must be submitted no later than midnight Eastern time, Sunday, March 2 for women, and midnight Eastern time, Sunday, March 9 for men. **Results that are submitted or corrected more than 72 hours after the qualifying performance will be subject to a fine of \$200 if the performance is the basis for championships selection, with potential additional fines for repeated violations.** Detailed information regarding results submission is available on the NCAA website (NCAA.org, Championships, Division I Swimming and Diving).

Section 2•3 Entry Information

CHAMPIONSHIPS ONLINE MEET ENTRY (OME) FOR SWIMMERS

At the end of the season's qualifying period (Sunday, March 2 for women and Sunday, March 9 for men), the final performance lists for swimmers will be posted at www.usaswimming.org/ncaa. At this time, coaches will be required to enter swimmers for the championships through the online meet entry process. All student-athletes must be entered in every individual event in which they would like to be considered for selections and have qualified with an "A" or "B" standard. Instructions on entering swimmers through the OME process will be posted online (NCAA.org, NCAA Connect, Championships, Division I Swimming and Diving) in January. All online entries must be received by midnight Eastern time, Monday, March 3 for the women's championships, and midnight Eastern time, Monday, March 10 for the men's championships. **Late entries for performances that are the basis for championships selection will result in a fine of \$400, with the potential of additional penalties imposed depending on the circumstances.**

Each entry in individual swimming events must be accompanied by an entry time. The time must be the best time made by the swimmer(s) during the designated qualifying period. Relay split times may be submitted only when made on the first leg of a relay.

If it has been determined by the meet committee that the fastest time submitted by an institution did not meet bona fide competition requirements, the entry time will be disallowed and the coach may have the opportunity to submit an alternate time subject for the review and approval of the Swimming and Diving Committee.

Coaches must enter all relays for which they want to be eligible to swim by the deadlines noted above. Coaches must enter the fastest actual relay time, or an aggregate relay time if it is faster, achieved by the institution. After the field has been filled with individual events, a list of institutions that are eligible to participate in relay events and were properly entered in the OME system will be posted online. Institutions must confirm all relays for which they are eligible and want to participate. Confirmations must be emailed to Katie Holmes (kholmes@ncaa.org) for women and Mary Berdo (mberdo@ncaa.org) for men by 5 p.m. Eastern time one week after the list of eligible institutions has been posted. Detailed instructions for entering relays will be posted online (NCAA.org, NCAA Connect, Championships, Division I Swimming and Diving) in January. Coaches eligible for relay events will also receive a reminder email from the NCAA to confirm the relays in which they intend to swim.

NCAA ONLINE ZONE DIVING ENTRIES

All coaches wishing to enter a diver into their respective zone diving meet must submit the NCAA online zone diving entry form by midnight Eastern time, Thursday, March 6. If a diver qualifies during the last weekend before the zone diving meets, a waiver request may be submitted to the committee to allow for late entries. Waivers must be emailed to Katie Holmes (kholmes@ncaa.org) for women and Mary Berdo (mberdo@ncaa.org) for men. Directions for submitting the online entry form will be available online (NCAA.org, NCAA Connect, Championships, Division I Swimming and Diving) in January. Late and/or incorrect submissions will result in a fine of \$200.

SWIMMING ENTRY CHALLENGES

A list of swimmers who have been entered in the OME system will be available online March 4 for women and March 11 for men. The entry review and challenge period begins as soon as the entry list is posted. Entry challenges are due by 5 p.m. Eastern time, March 4 for women and 5 p.m. Eastern time, March 11 for men. Challenges must be submitted to Katie Homes (kholmes@ncaa.org; 317/917-6206) for women and Mary Berdo (mberdo@ncaa.org; 317/917-6555) for men.

If any competitor's qualifying standard is challenged by a formal written protest, the coach involved must provide proof of performance at the time of the challenge (e.g., official meet results, computer printout showing all three computer times for level two times, contemporaneous completed timing card with three separate stopwatch times for level three times). Meet administrators must retain all meet information in the event challenges are submitted. If verification is not forthcoming, copies of the protest will be sent to the directors of athletics of the parties involved, and the involved student-athlete(s) may be disqualified from the championships.

OPTIONAL ENTRIES – INDIVIDUAL SWIMMING EVENTS

A student-athlete who is selected for the championships in one or more individual swimming events may participate in other individual swimming events on an optional-entry basis, provided that the student-athlete competes in at least one of the events in which he or she has qualified for the championships. Optional entries for individual swimming times must be entered in the OME system, must be achieved during the qualifying period and must meet the "B" Standard. An optional entry constitutes an official entry unless scratched by the appropriate deadline.

OPTIONAL ENTRIES – DIVING

Divers who qualify for the championships may compete in any or all of the diving events in which they competed at the zone diving meet, provided that at the championships they participate in at least one of the events in which they qualified.

Section 2•4 Selection Information

DESIGNATION OF 18 SWIMMERS FOR SELECTIONS

A list of swimmers who have been entered in the OME system will be available online March 4 for women and March 11 for men. Coaches who have entered more than 18 swimmers must declare not more than 18 swimmers for consideration for selections by 4 p.m. Eastern time March 4 for women and March 11 for men. An email listing the 18 swimmers must be sent to kholmes@ncaa.org and ncaa@usaswimming.org for women, and mberdo@ncaa.org and ncaa@usaswimming.org for men.

SELECTION OF SWIMMERS

Once the swimming entries for the championships are final and coaches have designated the 18 swimmers to be considered for selections, the committee will run selections according to the following step-by-step procedures.

Selection Process for Divers and Swimmers in Individual Events

- Step 1:** A total of 35 spots for men's divers and 41 spots for women's divers will be allotted. Divers qualify to the championships through performances at the zone diving meets.
- Step 2:** All individual swimmers who have achieved "A" time standards will be selected to the meet.
- Step 3:** One entry will be added to each individual swimming event in event order to keep the events at the same number. No entrants will be added to an event that exceeds this number of places because of "A" qualifiers until all individual events even out. This process will be repeated as long as each individual event in the entire order of events can receive an additional entry and the number of total competitors will remain below the cap (270 swimmers and divers for the men's meet and 322 swimmers and divers for the women's meet).
- Step 4:** At some point, the addition of one competitor per event to the entire order of individual events will put the field over the total number of competitors cap. At this point, the remaining spaces will be allocated by comparing the Division I championships record time for each individual event divided by the next entry time on the list. The competitor who has the highest percentage (closest to the record) will be taken first, and so on until the cap has been reached. *Please see the procedures below for breaking ties at the final selection spot.
- Step 5:** Enter optional entries for those individuals who are invited to the meet.
- Step 6:** An alternate list for individual events will be created. This list will be used in case a swimmer who has been invited to the championships has become ineligible or unavailable. Alternates will be listed in the order in which they would be selected to the meet.

Once the selection of the swimmers has been finalized according to the above process, the official psych sheet and the alternates list will be posted online. Psych sheets and alternate lists will be posted March 6 for the women's championships and March 13 for the men's championships. Institutions with swimmers selected to the championships will be notified by the NCAA national office.

Tie-Breaking Procedures. When two or more swimmers are tied for the final selection spot, the committee will use the swimmers' times in the next event in which each swimmer is highest on the list and therefore closest to being selected in that event. The committee will compute the percentage of each respective swimmer's time in his or her next-best event to the automatic qualification time, or "A" standard, for the events. The competitor who is closest in percentage to the A standard time for their next-best event will be invited to the meet. If there are multiple student-athletes tied for the final selection spot, only those who are not already selected to the championships will be compared using the tie-breaking procedures. Student-athletes who are already selected to the championships in another event will be automatically invited in the event for which there is a tie.

RELAY QUALIFICATION PROCEDURES

- Step 1:** Each institution with at least one invited swimmer who meets a Qualifying Standard for a relay event and properly entered that relay through the OME system will be eligible to participate in that relay.
- Step 2:** Each institution that is eligible to participate in a relay through Step 1 and each institution with at least four invited swimmers will be eligible to swim relay events in which they achieved a Provisional Standard, provided the relays were entered properly in the OME system.
- Step 3:** Institutions may bring up to four student-athletes to serve as uninvited relay alternates. Uninvited alternates are student-athletes who were not invited to the championships in an individual event but can serve as relay alternates if needed. The following policies apply to uninvited relay alternates:
- Uninvited alternates will not receive reimbursement from the NCAA (travel and per diem) for attending the championships.
 - Uninvited alternates may participate as alternates on any relay for which an institution is eligible.
 - Uninvited alternates must be eligible student-athletes who are listed on the team roster online.
 - Uninvited alternates may not swim any individual events.
 - Institutions must designate any potential uninvited alternates (up to four) by the time of registration. Only student-athletes who were invited in individual events or the designated uninvited alternates (up to four) may be used as alternates for relays.
 - Uninvited alternates will count toward the limit of 18 participants.
 - If an institution scratches a student-athlete after selections, that student-athlete cannot be used as an uninvited alternate.
- Step 4:** The entry/confirmation process for relays will be as follows:
- Coaches must enter all relays for which they want to be eligible to swim through the OME process by the appropriate deadlines. Coaches must enter the fastest relay time achieved by the institution. An institution may use an aggregate time as the seed time if that time is faster than its best actual performance.
 - The list of institutions eligible for each relay event will be posted at the same time as the list of selected swimmers in individual events.
 - Institutions must confirm all relays for which they are eligible and want to participate. Confirmations must be emailed to the NCAA liaison by 5 p.m. Eastern time one week after the eligible list of institutions is posted.
 - NOTE: Institutions that are eligible for relays are not required to swim the four student-athletes who achieved the relay standard.

Detailed instructions for entering relays will be posted online (NCAA.org, Championships, Division I Swimming and Diving) in January. Coaches eligible for relay events will also receive a reminder email from the NCAA to confirm which relays in which they intend to swim.

Qualifying and Provisional Standard relay times are available on the NCAA website (NCAA.org, NCAA Connect, Championships, Division I Swimming and Diving).

SELECTION OF DIVERS

Divers will qualify for the NCAA championships based on performances at their respective zone meet. Each zone will receive a minimum of four spots for men and women. The guaranteed spots will fill 20 of the 35 diving spots for men and 20 of 41 spots for women.

DIVISION I SWIMMING AND DIVING

To complete the diving field (15 spots for men and 21 spots for women), the results from the previous year's national championships will be used. A place system will be used to determine the allocations going to each zone for next year's meet.

The allocations for the 2014 women's championships are:

- Zone A — 6
- Zone B — 9
- Zone C — 9
- Zone D — 9
- Zone E — 8

The allocations for the 2014 men's championships are:

- Zone A — 5
- Zone B — 7
- Zone C — 8
- Zone D — 7
- Zone E — 8

Priority placing from zones to NCAA championships are as follows:

Place Finish	One-Meter	Three-Meter	Platform
1	3	2	1
2	5	4	8
3	7	6	12
4	10	9	16
5	13	11	20
6	15	14	24
7	18	17	28
8	21	19	
9	23	22	
10	26	25	
11	29	27	
12	31	30	

At the zone qualifying meets, if two or more divers have the same score and are vying for the final selection spot, a dive-off will be held on the same board, with each diver using his or her same respective lists, in order to select the final qualifier. A neutral panel will be used. The winner of the dive-off will advance to the championships, and the other diver will become the first alternate from that respective zone.

Once the zone diving meets have concluded and not later than Sunday, March 16, the list of selected divers will be posted to the NCAA website (NCAA.org, NCAA Connect, Championships, Division I Swimming and Diving). Institutions with divers selected to the championships will be notified by the NCAA national office.

SCRATCHES

Once selections have been conducted, coaches must report any scratches as soon as they are known. Medical scratches must be documented and submitted to Katie Holmes (kholmes@ncaa.org; 317/917-6206) for women and Mary Berdo (mberdo@ncaa.org; 317/917-6555) for men. Non-medical scratches must be approved by the Swimming and Diving Committee and must be communicated as soon as they are known (see above contact information). Scratches not made in a timely manner are subject to denial by the committee. Once scratches are approved and official, the next alternate on the alternate list will be invited, time permitting. If an institution scratches a student-athlete (pending approval of the Swimming and Diving Committee), that student-athlete cannot be used as an uninvited alternate.

Section 2•5 Participation Requirements

Once officially entered, a competitor must complete all heats, swim-offs, trials (diving) and finals in which the competitor qualifies. This applies to all competitors. Failure to compete for any reason, except in the case of disqualification outlined in the NCAA Men's and Women's Swimming and Diving Rules Book and provisions in this handbook, shall disqualify the competitor(s) from that event and shall prohibit any further competition in the meet.

At the championships site, coaches will receive an entry list at registration and will be asked to confirm by their signature that all of the student-athletes listed are present and will be competing in the championships. Failure to comply with the notification procedures from scratches that are outlined above could result in a substantial penalty to an institution and may include the disqualification of a competitor.

MAXIMUM NUMBER OF EVENTS

A student-athlete is permitted to compete in a maximum of seven events of which not more than three may be individual events. If a student-athlete is entered in the NCAA championships in three individual events, that student-athlete may only swim in up to four relays. **A student-athlete who swims more than the allowable number of individual or total events will be disqualified and prohibited from participating in the remainder of the meet at such time as they exceed the allowable limit.**

REQUIRED EVENTS — SWIMMING

Student-athletes selected to the championships must compete in at least one of the events in which he or she qualified. If, at the conclusion of the championships meet, a student-athlete has competed in one or more events on an optional-entry basis but has not competed in at least one event in which he or she qualified for the championships, that competitor will be disqualified from any events in which he or she participated. In the case of such disqualification(s), the points scored by other teams shall be altered.

Student-athletes who do not meet the participation requirements may not receive transportation and per diem reimbursement. Additionally, institutions that have student-athletes selected to the championships who do not compete may be issued a misconduct with a potential financial penalty. A declared false start will NOT count as competing in a required event.

REQUIRED EVENTS — DIVING

Divers who qualify for the zone diving meets must compete in at least one event for which the diver achieved a qualifying score. Divers who advance to the championships must compete in at least one event in which they qualified to the championships. In order to enter a diving event at the NCAA championships, a diver must have entered and competed in that event at the zone diving meet. A declared false start will NOT count as competing in a required event at the zone diving meets or at the championships.

[Reference: Bylaw 31.4 in the NCAA Manual.]

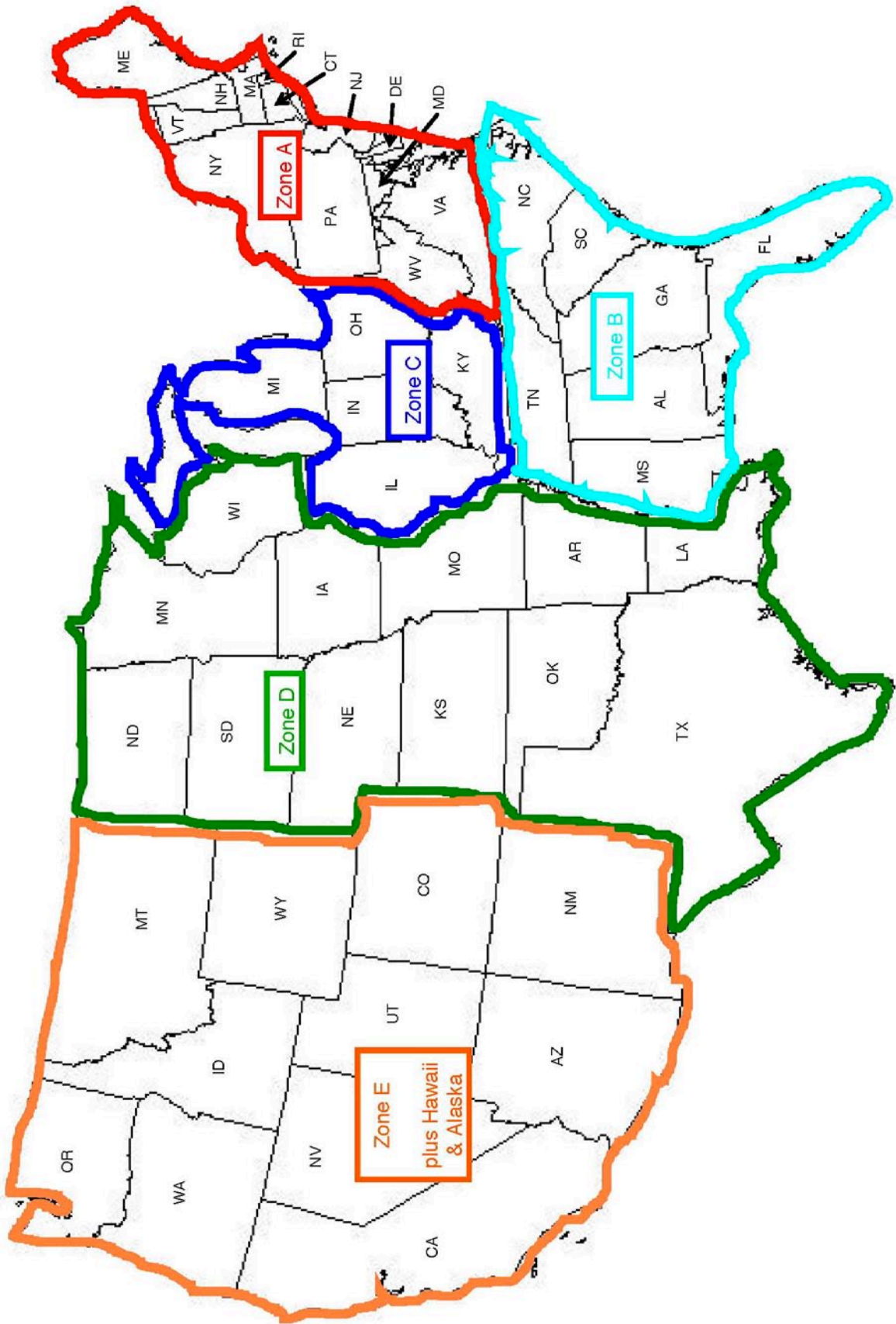
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Appendix A • Diving Zones Map

2014 NCAA Division I Diving Zones



Appendix B • Order of Events

NCAA Division I Swimming and Diving Championships Order of Events

TRIALS—THURSDAY (11 a.m.)

1. 200-yard Freestyle Relay
- 10-minute intermission starting immediately at the conclusion of the relay*
2. 500-yard Freestyle
 3. 200-yard Individual Medley
 4. 50-yard Freestyle
- 20-minute intermission*
6. 400-yard Medley Relay
 5. One-meter Diving—Trials*

FINALS—THURSDAY (7 p.m.)

1. 200-yard Freestyle Relay
2. 500-yard Freestyle
3. 200-yard Individual Medley
4. 50-yard Freestyle
5. One-meter Diving—Finals*
6. 400-yard Medley Relay

TRIALS—FRIDAY (11 a.m.)

7. 200-yard Medley Relay
- 10-minute intermission starting immediately at the conclusion of the relay*
8. 400-yard Individual Medley
 9. 100-yard Butterfly
 10. 200-yard Freestyle
 11. 100-yard Breaststroke
 12. 100-yard Backstroke
- 20-minute intermission*
14. 800-yard Freestyle Relay—All but last two heats of time finals
 13. Three-meter Diving—Trials*

FINALS—FRIDAY (7 p.m.)

7. 200-yard Medley Relay
8. 400-yard Individual Medley
9. 100-yard Butterfly
10. 200-yard Freestyle
11. 100-yard Breaststroke
12. 100-yard Backstroke
13. Three-meter Diving—Finals*
14. 800-yard Freestyle Relay—Last two heats of time finals

TRIALS—SATURDAY (11 a.m.)

16. 200-yard Backstroke
 17. 100-yard Freestyle
 18. 200-yard Breaststroke
 19. 200-yard Butterfly
- 20-minute intermission*
21. 400-yard Freestyle Relay
 20. Platform Diving—Trials*
 15. 1,650-yard Freestyle—All but last heat of time finals

FINALS—SATURDAY (7 p.m.)

15. 1,650-yard Freestyle—Last heat of time finals
16. 200-yard Backstroke
17. 100-yard Freestyle
18. 200-yard Breaststroke
19. 200-yard Butterfly
20. Platform Diving—Finals*
21. 400-yard Freestyle Relay

[Note 1: A consolation final immediately shall precede the championship final for each event except the 1,650-yard freestyle and diving events. Eight lanes will be used in all swimming events.]

[Note 2: The 1,650-yard freestyle event will begin at approximately 4:45 p.m., with the last heat of the preliminaries to end at approximately 6 p.m.]

[Note 3: Preliminaries for both men and women will begin at 11 a.m. Finals for both men and women will start at 7 p.m.]

[Note 4: Awards ceremonies will be held immediately after the championship final of that given event.]

*[*Note 5: For a detailed schedule of diving, refer to Rule 6-2-2.]*