



2018 DIVISION II  
**SWIMMING  
& DIVING  
CHAMPIONSHIPS**

**PRE-CHAMPIONSHIPS  
2017-18 MANUAL**

# NCAA General Administrative Guidelines

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### THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

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# Section 1 • Introduction

During the 2017-18 academic year, the Association will sponsor 90 national championships — 42 for men, 45 for women, and three for both men and women. Of 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. Of the women's championships, five are National Collegiate Championships, 13 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-Championship Manual will serve as a resource for institutions to prepare for the championship. This manual is divided into three sections: General Administrative Guidelines, Sport-Specific Information, and Appendixes.

The first section applies to policies applicable to all 90 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/or administrators.

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

**Championship Manager(s).** The NCAA staff member(s) responsible for the operational oversight of the championship.

**Games Committee.** The committee assigned to supervise the conduct of each championship session at a specific site. For finals sites, the games committee is typically the NCAA national committee.

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

**Non-predetermined Sites.** Those sites that are selected to host at the time of the participant/team selections announcement.

**Playing Rules.** The rules under which the competition will be conducted.

**Predetermined Sites.** Those sites that are selected to host before the participant/team selections announcement.

**Preliminary Rounds.** The rounds of the championship before 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, etc.).

**Selection Criteria.** Policies and procedures in place to guide the team and/or individual selection process.

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

**Squad Size.** Number of student-athletes per team allowed to dress in uniform and participate 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, coaches, administrators, member institutions, sport committees, fans, broadcast partners and corporate champions/partners.

**Coordinating** all aspects of the championship 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

*[Reference: Concussion Management in Constitution 3.2.4.18 in the NCAA Division I Manual, Constitution 3.3.4.16 in the NCAA Division II Manual, and Constitution 3.2.4.16 in the NCAA Division III Manual.]*

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Traveling 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 championship, 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 more severe and/or long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

For further details, please refer to the [NCAA Sports Sport Science Institute website](#) for additional guidance.

## Section 4 • Conduct

### Section 4•1 Certification of Eligibility/Availability

*[Reference: Certification of Eligibility/Availability in Constitution 3.2.4 and Bylaws 12, 13, 14, 15, 16, 31.2.1.7.1, 31.2.1.7.1.2 and 31.2.2 in the NCAA Division I Manual, Constitution 3.3.4 in the NCAA Division II Manual and Bylaws 31.2.2 and 31.2.1.5 in the NCAA Division III Manual.]*

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. 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

## GENERAL ADMINISTRATIVE GUIDELINES

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the disqualified institution. If the discovery of the ineligible student-athlete occurs so near the beginning of the championship that the governing sport 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

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*[Reference: Bylaws 18.4.1.4 and 31.2.3 in the NCAA Division I Manual and Bylaws 18.4.1.5 and 31.2.3 in the NCAA Divisions II and III Manuals.]*

Student-athletes who compete in NCAA championships may be subjected to drug tests in accordance with Bylaws 18.4.1.4 (Division I), 18.4.1.5 (Divisions II and III) 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

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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

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#### 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 representatives of participating institutions to review and explain the policies related to misconduct.

#### FAILURE TO ADHERE TO POLICIES AND PROCEDURES

A governing sport 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. Click here to see the full misconduct/failure to adhere to policies and procedures.

### Section 4•5 Sports Wagering Policy

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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, etc.) 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 in which 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 in which 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, institutional administrators, coaches and student-athletes will be asked to participate in a post-event survey intended to capture feedback on their recent championship experience. Institutional administrators and coaches will receive an email containing a link to the survey and will be asked to ensure participation from all student-athletes.

## Section 5 • Elite 90 Award

The Elite 90 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 that 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 finals 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 [ncaa.org](http://ncaa.org).

## Section 6 • Fan Travel

NCAA Travel provides an easy and affordable way for family and fans to follow their favorite student-athlete(s) and team(s) 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](http://ncaa.com/travel) to search and book online.

## Section 7 • Logo Policy

*[Reference: Bylaws 12.5.4, 31.1.7 and 31.1.8 in the NCAA Division I Manual, 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

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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
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 2¼ 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.

## Section 8 • Research

It is essential that all research efforts be coordinated by a single entity within the national office structure in order to ensure maximum efficiency and quality, avoid unnecessary duplication of effort on the part of staff and membership, allow the NCAA to prioritize research efforts given the limited time and resources of our members and adhere to federal guidelines on the responsibilities of researchers to properly protect research participants from harm.

For the purpose of this policy, "research" is defined as any systematic collection of data for the purpose of drawing generalized conclusions.

Any proposal to conduct research must be submitted to the NCAA research staff for review at least six weeks before the project begins. Research to be conducted during NCAA championships or related events, and which involves competing student-athletes or attendees, is also subject to review. This includes all research, including that conducted by or under the direction of any employee, contractor or paid consultant of the NCAA. It also includes any research conducted by other persons, but funded totally or in part by the NCAA. Any research that detracts from the student-athlete experience or requires physical activity may not be permitted at the championships (preliminary rounds and finals sites). The NCAA retains sole discretion as to whether to allow such research.

Examples of activities considered research include: Conducting surveys of athletics administrators, college presidents, faculty, coaches and student-athletes; leading an organized focus group; funding an outside study under the auspices of the NCAA; conducting market research at championship events; secondary analysis of data originally collected by the NCAA from people for other purposes; any systematic collection of data from the membership or other entities; etc.

## Section 9 • Division II

### Section 9•1 Division II Philosophy

1. In addition to the purposes and fundamental policy of the National Collegiate Athletic Association, as set forth in Constitution 1, members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational well-being and academic success of the participating student-athlete is of primary concern.
2. Higher education has lasting importance on an individual's future success. As such, Division II supports the educational mission of college athletics by fostering a balanced approach in which student-athletes learn and develop through their desired academic pursuits, in civic engagement with their communities and in athletics competition. Division II athletics programs also are committed to establishing an inclusive culture in which persons of all backgrounds are respected and given the opportunity to provide input and to participate.

3. Division II members abide by the following principles that help define and distinguish the division:
- a. Division II colleges and universities are expected to operate their athletics programs with integrity and in a welcoming manner that complies with conference and NCAA rules and regulations. Institutional control is a fundamental principle that supports the institution's educational mission and assumes presidential involvement and oversight; *(Adopted: 1/21/17 effective 8/1/17)*
  - b. Division II members fund their athletics programs in a manner that aligns with the institution's budget and educational mission. This method of funding features a "partial scholarship" model that allows Division II schools to recognize student-athletes for their skills through athletics-based grants, but student-athletes can accept merit-based aid and academic scholarships as well; *(Adopted: 1/21/17 effective 8/1/17)*
  - c. Division II believes in a balanced approach that integrates athletics into the college experience and allows students to focus on their academic pursuits and participate in other campus and community activities. This "Life in the Balance" emphasis facilitates learning through: *(Adopted: 1/21/17 effective 8/1/17)*
    - (1) **Academics.** Division II offers exceptional teacher-student ratios that provide student-athletes with a quality education in the academic curriculum of their choice. The division structures its eligibility requirements to facilitate student-athletes earning their degrees, which is measured in part by an institution's student-athletes graduating at least at the same rate as the institution's student body; *(Adopted: 1/21/17 effective 8/1/17)*
    - (2) **Athletics.** Division II supports athletics achievement through highly competitive programs that strive to participate in the division's 25 national championships, which offer the best access ratio among the NCAA's three divisions. Division II also supports a regionalization model in scheduling that reduces time away from campus and keeps athletics participation in perspective within the educational mission; *(Adopted: 1/21/17 effective 8/1/17)*
    - (3) **Community Engagement.** Division II athletics programs actively engage with their communities to enhance relationships between student-athletes and community members and develop a shared civic experience. Division II promotes engagement at the local, conference and national levels, including at all Division II national championships; and *(Adopted: 1/21/17 effective 8/1/17)*
    - (4) **Post-graduation Success.** Division II supports a higher education model that shapes student-athletes who graduate with the skills and knowledge to be productive citizens. The balanced approach allows student-athletes to focus on their academic pursuits, their internships, and whatever else it takes to prepare them for life after graduation; *(Adopted: 1/21/17 effective 8/1/17)*
  - d. Division II members support the utmost in sportsmanship by committing to a "game environment" initiative that establishes an atmosphere at athletics contests that is both energetic and respectful; and *(Adopted: 1/21/17 effective 8/1/17)*
  - e. Division II promotes student-athlete involvement in decision-making through campus, conference and national Student-Athlete Advisory Committees that provide leadership opportunities and offer a representative voice in the division's governance structure. *(Adopted: 1/21/17 effective 8/1/17)*

## Section 9•2 Division II Code of Conduct

### CONDUCT POLICY STATEMENT

The NCAA expects each championship to exhibit an experience that represents the highest level of fair play and good sportsmanship. The NCAA and the NCAA Division II Championships Committee expect that student-athletes, coaches and administrators do their best to ensure participation in intercollegiate athletics promotes character development for all participants, enhances the integrity of higher education and promotes civility; therefore, championship events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletics participation, but also in the broad spectrum of activities associated with the championship event. Accordingly, the Championships Committee will take strong action in response to any form of misconduct by student-athletes, coaches and/or administrators during the entire championship. This includes criticism of officials and a misconduct incident at the competition.

Any institution that fails to submit a complete and accurate Division II Code of Conduct form before the start of the first competition of the championship will be issued a fine of \$500, with a private letter of reprimand to be sent to the conference commissioner, university president, university athletics director, senior woman administrator, sports information director and compliance director.



### MISCONDUCT

The NCAA Division II Manual Bylaw 31.02.3 defines misconduct as: “... **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.**”

### EXPECTATIONS

Each games committee shall hold a pre-championship meeting with the representatives of participating institutions to review and explain the policies related to misconduct (as defined in Bylaw 31.02.3). The Division II Championships Code of Conduct is to be part of the championship packet and delivered to all institutional representatives attending the championship events.

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 actions of misconduct shall be dealt with in a timely manner by the governing sport committee.

### EXPECTATIONS FOR STUDENT-ATHLETES, COACHES AND ADMINISTRATORS

- Submit an accurate and complete Division II Code of Conduct Form before the start of the first competition of the championship.
- Cooperate and participate in game ceremonies, team meetings, community engagement and championship events.
- Discuss misconduct and possible consequences with all members of the travel party.
- Have an administrator or designee present at all competitions.
- Communicate issues and concerns in a honest and timely manner with NCAA staff.
- Follow team, university and NCAA guidelines throughout all championship-related activities.
- Be respectful of other participants, spectators, coaches, administrators and other individuals at the championship site.
- Abide by state and federal laws and facility requirements throughout the championship event.
- Display acceptable behavior on and off the playing field to ensure a positive experience for all participants.

### POSSIBLE PENALTIES FOR MISCONDUCT

In accordance with Bylaw 31.1.8.3, the governing sport committee (or the games committee authorized to act for it) may impose any one or a combination of the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the competition or practice. The penalties include, but are not limited to:

- a. Public or private reprimand of the individual;
- b. Disqualification of the individual from further participation in the NCAA championship involved;
- c. Banishment of the individual from participation in one or more future championships of the sport involved;
- d. Cancellation of payment to the institution of the Association's travel guarantee for the individual involved;
- e. Banishment of the institution from participation in one or more future championships in which its team in that sport otherwise would be eligible to participate;
- f. Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships;
- g. Cancellation of all or a portion of the honorarium for hosting an NCAA championship; and
- h. Financial or other penalties different from (a) through (g) above, but only if they have prior approval of the Championships Committee.

All correspondence regarding a violation of the Code of Conduct will be sent to the president/chancellor of the institution, with a copy to the director of athletics and person(s) involved.

Participation in an NCAA championship is an accomplishment and it is expected that individuals and teams are committed to ensuring that the championship is a positive experience for all participants, fans and volunteers. Participation in these championship events is a privilege for the student-athletes, coaches and administrators and should be treated as such.

### **Section 9•3 On-Site Administrator at Team Championships**

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All team sports require that a designated individual be identified from each institution participating in the championship as the on-site administrator. This person may be any individual from that school with no on-site responsibilities. The role of the on-site administrator is to be present at the competition site and attend all events that are mandated for the team (e.g., travel from institution to and from the championship site, teleconferences, pre-championship meetings, practices, competition and community engagement, where applicable).

If no one is sent or identified, the site representative is to notify the NCAA championship manager and Division II Championships Committee liaison to administer a fine of \$500, with a private letter of reprimand to be sent to the conference commissioner, university president/chancellor, university director of athletics, senior woman administrator, sports information director and the compliance director. The NCAA championship manager will administer the fine and letter of reprimand to the institution(s).

### **Section 9•4 Religious Conflicts**

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**Institutional Policy.** If a participating institution has a written policy against competition on a particular day for religious reasons, it shall inform the NCAA national office prior to September 1 of each academic year in order for it or one of its student-athletes to be excused from competing on that day. The championship schedule shall be adjusted to accommodate that institution. *(Revised: 1/12/99, 1/8/01, 1/9/01)*

**Individual Championships.** In individual championships, an athlete must compete according to the institution's policy regarding Sunday competition (i.e., if the institution has no policy against Sunday competition, the athlete shall compete on Sunday if required by the schedule).

# Division II 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 NCAA Division II Men's and Women's Swimming and Diving Championships are under the control, direction and supervision of the NCAA Division II Men's and Women's Swimming and Diving Committee.

### Current committee members are:

#### MEN'S SWIMMING

##### Roger Karns

Men's and Women's Head Swimming Coach  
Lewis University

#### WOMEN'S SWIMMING

##### Carlin Chesick

Associate Commissioner  
Pennsylvania State Athletic Conference

#### DIVING

##### Barbara Parker

Head Diving Coach  
University of West Florida

#### MEN'S SWIMMING

##### Patrick Snively, chair

Associate Athletics Director/Head Swimming Coach  
Fairmont State University

#### WOMEN'S SWIMMING

##### Nancye Rahn

Assistant Athletics Director  
King University

### For additional information about the Division II Swimming and Diving Championships, contact:

#### Marie Scovron

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#### Patrick Snively, chair

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## Section 1•3 Important Dates

### Thursday, Sept. 7

Qualifying period begins Sept. 7 or on institution's fourth day of classes for the fall term as set forth in its catalog, counting Monday through Friday only, whichever is earlier.

### Sunday, Feb. 25

Last day of qualification for men's and women's championships (through 11:59 p.m. local time).

### Monday, Feb. 26

All results for swimming and diving submitted by 5 p.m. Eastern time.

Online entries for swimming and diving due by 11:59 p.m. Eastern time. The entry review and challenge period begins as soon as the entry list is posted.

### Tuesday, Feb. 27

Entry challenges are due by 10 a.m. Eastern time.

Coaches who entered more than 18 swimmers must be available to receive communication from the NCAA championships administrator between 8 and 10 a.m. Eastern time.

## DIVISION II SWIMMING AND DIVING

<b>Tuesday, Feb. 27</b>	10 a.m. Eastern time deadline for coaches to inform in writing Jaime Lewis ( <a href="mailto:jlewis@usaswimming.org">jlewis@usaswimming.org</a> ; office – 719-866-3581; cell – 719-330-4054) of any swimmers who became unavailable for championships competition after entries were submitted.
<b>Thursday, March 1</b>	Pre-championship teleconference with participating coaches - 1 p.m. Eastern time. Official qualification lists, including alternates, will be posted on <a href="http://ncaa.com">ncaa.com</a> by 5 p.m. Eastern time.
<b>Wednesday, March 7</b>	<b>Relay confirmation and designation of uninvited relay alternates (up to four) must be submitted in writing to Marie Scovron (<a href="mailto:mscovron@ncaa.org">mscovron@ncaa.org</a>) by 5 p.m. Eastern time.</b>
<b>Tuesday, March 13</b>	Diving qualifying meet at the Greensboro Aquatic Center in Greensboro, North Carolina.
<b>Wednesday-Saturday, March 14-17</b>	Men's and women's championships at the Greensboro Aquatic Center, hosted by Wingate University and the Greensboro Aquatic Center.

### CHAMPIONSHIP DATES

<b>Wednesday-Saturday, March 14-17</b>	Men's and women's championships at the Greensboro Aquatic Center, hosted by Wingate University and the Greensboro Aquatic Center.
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### DATE FORMULA

*[Reference: Annual Forms in this handbook and Bylaw 31.1.3 in the NCAA Manual.]*

The championships are held the second Wednesday through Saturday in March.

### FUTURE DATES

<b>2019</b> <b>March 13-16</b>	IU Natatorium, Indianapolis; University of Indianapolis and Indiana Sports Corp, hosts.
<b>2020</b> <b>March 11-14</b>	SPIRE Institute-Aquatics Center, Geneva, Ohio; Lake Erie College and Greater Cleveland Sports Commission, hosts.
<b>2021 (Festival)</b> <b>March 10-13</b>	Birmingham CrossPlex, Birmingham, Alabama; University of Montevallo and city of Birmingham, hosts.
<b>2022</b> <b>March 9-12</b>	Greensboro Aquatic Center, Greensboro, North Carolina; Queens University of Charlotte and Greensboro Aquatic Center, hosts.

## Section 1•4 Rules

Per NCAA Bylaw 17.30, 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. For those sports in which the Association follows rules that are developed by other governing bodies and modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with the NCAA rules, or those rules adopted by an outside organization.

All NCAA swimming and diving championships will be administered and conducted according to the rules and procedures in the 2017-18 and 2018-19 NCAA Men's and Women's Swimming and Diving Rules. Questions regarding the interpretation of rules should be addressed to Brian Gordon, secretary-rules editor, at [bgordon637@aol.com](mailto:bgordon637@aol.com) or by phone at 518-944-3941.

## Section 1•5 Squad Size

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An institution shall be allowed not more than 18 competitors, who 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-third of a competitor in the total team limit. A diver may only swim in an event in which he or she has achieved an established "A" and/or "B" qualifying time per the current standards in that event and is selected to the championships. For relays, only actual participation in the preliminary heats and/or finals of an event shall be counted against the 18 competitors allowed. Uninvited relay alternates will count toward the total limit of 18 competitors.

## Section 1•6 Uniforms and Swimsuits for Swimmers

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*[Reference: Bylaw 12.5.4 in the NCAA Manual.]*

Competitors' uniforms must be characterized by conformity to recognized standards of propriety. No swimmer is permitted to wear or use any device or foreign substances to help his or her speed, pace, buoyancy or body compression in competition. Temporarily applied adhesives shall not be used to assist the backstroke start. Goggles may be worn, and rubdown oil can be applied if not considered excessive by the referee.

During the awards ceremonies, participants must wear their institution's official warm-up uniform.

### LOGOS

[Refer to General Administrative Guidelines, Section 7.](#)

An institution's official uniform, swimsuit or any other items of apparel (e.g., drag suits, socks, headbands, T-shirts, wristbands, visors or hats, swim caps and towels) worn by student-athletes in competition shall bear only a single manufacturer's or distributor's normal trademark, not to exceed 2 1/4 square inches in area, including any additional material (e.g., patch) surrounding the normal label or trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

These restrictions apply to all apparel worn by student-athletes only during the conduct of competition, which includes any pre-meet or post-meet activities.

# Section 2 • Determination of Championship Participation

## Section 2•1 Championships Format

### SCHEDULE OF EVENTS: ALL TIMES ARE EASTERN

#### Men's and Women's Swimming and Diving Championships

#### Order of Events for 2018 ONLY

#### Four-Day Common-Site Format Without Platform Diving

*[Note: In even championships years, the women's diving events will go first; and during the odd championships years, the men's diving events will go first.]*

#### Wednesday, March 14

10 a.m.

#### Trials

200-yard individual medley (W)

200-yard individual medley (M)

50-yard freestyle (W)

50-yard freestyle (M)

#### 20-minute intermission

200-yard medley relay (W)

200-yard medley relay (M)

1,000-yard freestyle (W) — All but last heat of time finals

1,000-yard freestyle (M) — All but last heat of time finals

2 p.m.

3-meter diving (W)

6 p.m.

#### Finals

1,000-yard freestyle (W) — Last heat of time finals

1,000-yard freestyle (M) — Last heat of time finals

200-yard individual medley (W)

200-yard individual medley (M)

50-yard freestyle (W)

50-yard freestyle (M)

3-meter diving (W)

200-yard medley relay (W)

200-yard medley relay (M)

#### Thursday, March 15

10 a.m.

#### Trials

200-yard freestyle relay (W)

200-yard freestyle relay (M)

400-yard individual medley (W)

400-yard individual medley (M)

100-yard butterfly (W)

100-yard butterfly (M)

200-yard freestyle (W)

200-yard freestyle (M)

**20-minute intermission**

400-yard medley relay (W)

400-yard medley relay (M)

**2 p.m.**

1-meter diving (M)

**6 p.m.**

**Finals**

200-yard freestyle relay (W)

200-yard freestyle relay (M)

**10-minute intermission**

400-yard individual medley (W)

400-yard individual medley (M)

100-yard butterfly (W)

100-yard butterfly (M)

200-yard freestyle (W)

200-yard freestyle (M)

1-meter diving (M)

400-yard medley relay (W)

400-yard medley relay (M)

**Friday, March 16**

**10 a.m.**

**Trials**

500-yard freestyle (W)

500-yard freestyle (M)

100-yard backstroke (W)

100-yard backstroke (M)

100-yard breaststroke (W)

100-yard breaststroke (M)

200-yard butterfly (W)

200-yard butterfly (M)

**20-minute intermission**

800-yard freestyle relay (W) — All but last heat of time finals

800-yard freestyle relay (M) — All but last heat of time finals

**2 p.m.**

1-meter diving (W)

**6 p.m.**

**Finals**

500-yard freestyle (W)

500-yard freestyle (M)

100-yard backstroke (W)

100-yard backstroke (M)

100-yard breaststroke (W)

100-yard breaststroke (M)

200-yard butterfly (W)



## DIVISION II SWIMMING AND DIVING

200-yard butterfly (M)

1-meter diving (W)

800-yard freestyle relay (W) — Last heat of time finals

800-yard freestyle relay (M) — Last heat of time finals

### Saturday, March 17

10 a.m.

#### Trials

100-yard freestyle (W)

100-yard freestyle (M)

200-yard backstroke (W)

200-yard backstroke (M)

200-yard breaststroke (W)

200-yard breaststroke (M)

#### 20-minute intermission

400-yard freestyle relay (W)

400-yard freestyle relay (M)

1,650-yard freestyle (W) — All but last heat of time finals

1,650-yard freestyle (M) — All but last heat of time finals

2 p.m.

3-meter diving (M)

6 p.m.

#### Finals

1,650-yard freestyle (W) — Last heat of time finals

1,650-yard freestyle (M) — Last heat of time finals

100-yard freestyle (W)

100-yard freestyle (M)

200-yard backstroke (W)

200-yard backstroke (M)

200-yard breaststroke (W)

200-yard breaststroke (M)

3-meter diving (M)

400-yard freestyle relay (W)

400-yard freestyle relay (M)

## TRAVEL PARTY

*[Reference: Per Diem and Transportation in the Division II General Section.]*

Transportation expenses and per diem will be provided only to those competitors who have been invited to the meet and who then participate in one or more of those event(s). In diving, transportation expenses and per diem will be provided only to those competitors who qualify for the national championships as described in the diving qualification section of the pre-championships manual. **The qualifying meet, which is held at the site of the national championships the day before it starts, is not considered a part of the national championships; therefore, per diem and transportation will not be paid. [Note: Institutions will be responsible for paying student-athletes' transportation costs and per diem to the diving qualifying meet in the event those student-athletes do not qualify for the championships.]**

Individuals who have not qualified for the championships but participate as uninvited relay alternates will not receive transportation and per diem.

Transportation reimbursement and per diem will be provided for the participants, as noted above, and for one non-athlete for institutions with one to four individuals selected, and for two non-athletes for institutions with more than four individuals selected per team.

## TRAVEL INFORMATION

**Transportation.** All airline reservations and arrangements must be made through Short's Travel Management (866-655-9215). Please identify yourself as an NCAA Division II Swimming and Diving participant. Teams located within 500 ground miles of the competition site are required to travel via ground transportation. For additional information specific to NCAA travel, refer to the "Travel and Reimbursement Information" located at [www.NCAA.org](http://www.NCAA.org).

## Section 2•2 Results

**Team Information Forms.** Institutions must update and submit the team information documents at [www.usaswimming.org/ncaa](http://www.usaswimming.org/ncaa). Team information must be updated by Sept. 13, before submitting team rosters. If you have questions about the team information forms, please contact USA Swimming at 719-866-3581 or [ncaa@usaswimming.com](mailto:ncaa@usaswimming.com).

**Swimming Team Roster Forms.** NCAA Division II men's and women's swimming and diving programs will be required to register and maintain their official team roster, for swimmers, with USA Swimming's SWIMS database before entering their first competition. Each student-athlete will be assigned a unique SWIMS tracking ID that will identify the student-athlete throughout his or her collegiate and USA Swimming career. This ID will not change from season to season; however, institutions will be required to register their rosters each year to confirm eligibility status. Access to and instructions for roster submission can be found at [www.usaswimming.org/ncaa](http://www.usaswimming.org/ncaa).

**Institutions must submit rosters by their first competition but not later than Friday, Sept. 15. Failure to follow the roster and/or meet results-reporting procedures could jeopardize a team's or individual's eligibility for championships selection. Institutions failing to adhere to the procedures outlined above for the submission of an institution's roster information and/or regular-season results may be assessed a financial penalty of \$200 per team or individual, up to a maximum penalty of \$600 by the specified deadline.** If you have questions about submitting team roster forms, please contact USA Swimming at 719-866-3581 or [ncaa@usaswimming.com](mailto:ncaa@usaswimming.com).

**Swim Results Reporting.** In order to be considered for selection to the 2018 NCAA Division II Men's and Women's Swimming and Diving Championships, all institutions must ensure that the electronic submission of results from any competition in which their student-athletes compete is reported by the meet host and/or the competing institutions to USA Swimming's SWIMS database. Only the official electronically reported meet results as submitted by the meet host and/or the competing institutions in the SWIMS database will serve as proof of performance for all NCAA Division II swimming times and marks. Season-best performance lists by event, as approved by the NCAA Division II Men's and Women's Swimming and Diving Committee, will be made available on a real-time basis at [www.usaswimming.org/ncaa](http://www.usaswimming.org/ncaa).

**Meet Results.** It will be the responsibility of the meet host and/or the competing institutions to submit meet results, inclusive of specific names of student-athletes on relays, to the SWIMS database within 72 hours after the completion of each competition. Marks may not be considered for championships selection if meet results are not received from the host and/or the competing institution within the designated time period. Failure to follow the roster and/or meet results-reporting procedures could jeopardize a team's or individual's eligibility for championships selection. Institutions failing to adhere to the procedures outlined above for the submission of an institution's roster information and/or regular-season results may be assessed a financial penalty of \$200 per team or individual, up to a maximum penalty of \$600. An institution assessed such a financial penalty must make payment to the national office by the specified deadline. Detailed account information and instructions to set up meets and download team rosters in preparation for uploading 2017-18 swimming and diving results is available for meet hosts, meet directors and timers at [www.usaswimming.org/ncaa](http://www.usaswimming.org/ncaa). Take particular note of the following:

- The qualifying window for the Men's and Women's Swimming and Diving Championships is Thursday, Sept. 7, or on the institution's fourth day of classes for the fall term as set forth in its catalog, counting Monday through Friday only, whichever is earlier, through Sunday, Feb. 25, 2018 (11:59 p.m. local time).
- Participating institutions must ensure that the electronic submission of results from any competition in which their student-athletes compete is reported by the meet host and/or the competing institutions within 72 hours of the performance and not later than Monday, Feb. 26, 2018 (5 p.m. Eastern time.)

## DIVISION II SWIMMING AND DIVING

- For the purpose of running a meet, any meet director can download the rosters of entering teams from [www.usaswimming.org/ncaa](http://www.usaswimming.org/ncaa) at no cost to the meet director.
- If you have problems using the SWIMS Database and results submissions, please contact USA Swimming at 719-866-3581 or [ncaa@usaswimming.com](mailto:ncaa@usaswimming.com).

**Diving Results.** The results-reporting process for diving during the 2017-18 season will be as follows: Each diving coach is required to send his or her diving qualifying scores via the [official diving results form](#) along with score sheets within 72 hours after conclusion of each diving competition and not later than 5 p.m. Eastern time, Monday, Feb. 26, to Kerstin Hunter, via email. In order to participate in the qualifying meet and the national championships on 1-meter and/or 3-meter boards, a diver must have achieved the minimum point total along with the established minimum degrees of difficulty on the six optional and/or 11 dives within the qualifying period in bona fide competition, per the 2017-18 qualifying standards. Ms. Hunter's contact information is as follows: email: [khunter@ncaa.org](mailto:khunter@ncaa.org); phone: 317-917-6645.

The [www.divemeets.com](http://www.divemeets.com) diving management system will be used for the prequalification and championships meets. Each qualifying diver must register online with [divemeets.com](http://divemeets.com) by 11:59 p.m. Eastern time, Monday, Feb. 26, 2018. Note that more information will be provided to diving head coaches in January regarding the DiveMeets registration process.

## Section 2•3 Determination of Participants

### ENTRIES

*[Reference: Results, Qualification Procedures and Optional Entries in this manual.]*

**Championships Online Meet Entry.** The NCAA national office and USA Swimming will provide information regarding the online meet entry procedures. Information regarding online meet entries can be found at [www.usaswimming.org/ncaa](http://www.usaswimming.org/ncaa) and [www.ncaa.org](http://www.ncaa.org). At the end of the season's qualifying period, the final performance lists will be posted at [www.usaswimming.org/ncaa](http://www.usaswimming.org/ncaa) and coaches will enter student-athletes for the championships through the online meet entry process. Student-athletes may be entered in up to a maximum of four individual events in which they qualified with an "A" or "B" standard.

To be accepted, all online entries for the championships are due by 11:59 p.m. Eastern time Monday, Feb. 26, 2018.

No telephone, facsimile or late entries will be accepted. Late Online Meet Entries may result in a financial penalty of \$200 per team or individual, up to a maximum penalty of \$600. An institution assessed such a financial penalty must make payment to the national office before the institution's team or individual(s) will be allowed to compete in the national championships.

Coaches should note that there is no longer an application and certification process for approval of championships qualification meets for Division II institutions that sponsor swimming and diving. Division II institutions should refer to Bylaw 17 for playing and practice seasons regulations that govern the 16 maximum allowable dates of competition. Furthermore, all countable contests must be conducted per established bona fide competition rules as outlined in the 2017-18 and 2018-19 NCAA Swimming and Diving Rules book; and all meet results must be submitted to USA Swimming within 72 hours of completion of the competition and before the end of the established qualifying period, which is Sunday, Feb. 25, 2018 (11:59 p.m. local time).

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

1. Each participant (other than an alternate on a relay) must meet the established minimum time standard for at least one event in which he or she enters.
2. All times (optional-entry times and those that meet a time standard) must be made during the appropriate qualifying period. Primary times must be used to achieve time standards and optional-entry standards (see NCAA Rule 4-21-2-a through d). 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-a through d may be used to achieve time standards and optional-entry standards.
3. Student-athletes must be eligible when a time standard is achieved.

4. Up to 18 eligible student-athletes may be listed on the entry form; however, no team shall be allowed more than the squad size of 18. [Note: Refer to Squad Size for the manner in which swimmers and divers are counted.] Alternates must be listed on the entry form.
5. The fastest times must be submitted for all individual-event entries. **Relays must be entered but will not be selected.**
6. A competitor, once officially entered in an event in any championships meet, must complete that event, including any heats, swimoffs, trials (diving) and finals for which the competitor qualifies. Failure to compete in a preliminary heat for any reason other than medical cause, disqualification under the false-start rule, declared false start, or disqualification under Rule 6-3-2-c shall disqualify the competitor(s) from that event. Failure to compete in a final heat except for medical cause shall disqualify the competitor from that event and prohibit further competition in the meet.

**Event Limit.** A student-athlete is permitted to compete in a maximum of seven events, of which not more than four may be individual events.

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.

**Individual Events.** Each entry in individual swimming events must be accompanied by an entry time, which must be certified by the coach through the use of the online meet entry process to be the best time made by the swimmer(s) during the designated qualifying period. A swimmer who has achieved an "A" or "B" standard in an individual event is required to submit a time via USA Swimming. Relay split times may be submitted only when made on the first leg of a relay.

Coaches or their representatives will not be allowed to change this official entry time. 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 does not have the option to submit an alternate time.

**Relay Events.** Coaches must enter all relays for which their teams have achieved a provisional time and in which they want to participate by the deadlines noted above. Coaches may 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 may participate in relay events and were properly entered in the OME system will be posted online.

Confirmations must be emailed to Marie Scovron ([mscovron@ncaa.org](mailto:mscovron@ncaa.org)) by 5 p.m. Eastern time one week after the list of provisional entries has been posted. Institutions must confirm all relays for which they met the provisional standard and want to participate. Detailed instructions for entering relays will be posted online (NCAA.org, Championships, Division II Swimming and Diving) in January.

Coaches of teams entered for relay events also will receive a reminder email from the NCAA to confirm the relays in which they intend to participate.

An institution with one or more selected student-athletes may bring a maximum of four uninvited relay alternates to swim only in relays in which the institution has achieved a provisional standard ("B" cut) and entered. Uninvited relay alternates may not swim in optional relays. The uninvited relay alternates must be swimmers who are on the institution's official roster and included on the team entry form. An uninvited relay alternate will not be considered part of the institution's official travel party. As such, reimbursement for travel and per diem, banquet tickets and participation awards will not be provided for those individuals. However, the uninvited relay alternate will receive a participant credential/deck pass and is counted toward the maximum of 18 competitors.

Names of relay competitors must be submitted to the appropriate official at a designated time before the start of the race. Changes in names of participants are permitted up until the start of the event (the start is considered to be when the referee calls the first heat of the event to the starting blocks). When the actual contestants in a relay are different from those listed on the official relay entry form, the competing relay shall be disqualified and all student-athletes involved (competing and listed) shall be charged with participation in an event, but no further penalty will be assessed. Order change for swimmers two, three and four is permitted at any time without penalty. Please inform the meet administration of said changes for the accuracy of the results.

**Racing Course.** Time standards may be achieved only in 25-yard or 25-meter racing courses.

**Entry Challenges.** For a time to be considered for entry into the NCAA championships, it must have been achieved using priority level one through three (see NCAA Rule 4-21-2 a through d) equipment (automatic equipment). The NCAA Swimming and Diving Committee will review any non-automatic times. 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. All meet information must be retained by meet administrators 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. Entry challenges must be made at least 72 hours before the scheduled start of the first championships event. Relay optional-entry challenges will be accepted from the time of posting until 10 p.m. local time the night before the championships begin.

### QUALIFICATION PROCEDURES

**Qualifying Standards.** The 2018 men's and women's qualifying standards, along with the conversion tables and altitude adjustment tables, are included in this manual.

**Bona Fide Competition.** Time standards, consideration standards and optional-entry standards for swimming (individual and relay) events and diving events must be achieved in bona fide competition.

Bona fide competition is defined as an event that conforms to all NCAA rules relevant to swimming and diving performances. They include the following:

1. Meet is open to the public (spectators).
2. Competition is between two or more teams of the same gender at the same time and site, from different collegiate institutions.
3. All NCAA competitors must be eligible by NCAA standards.
4. Meets must be on institutions' approved competition schedules.
5. Meets must have published results.
6. Depending on the governing body, meet official(s) must be qualified and/or certified.

### OR

– Any bona fide meet as defined above and that is sanctioned or approved by USA Swimming and USA Diving that follows NCAA rules and regulations.

– The FINA Short Course World Championships, provided the student-athlete who is representing his/her national team is currently an eligible student-athlete at his/her institution at the time of this event.

Any attempt to circumvent either the intent of a bona fide competition or the application of NCAA-approved starting, judging and timing procedures is prohibited. Such an attempt may result in severe penalty to both the competitor(s) and the institution(s) involved. Violations of ethical conduct are subject to NCAA Bylaws 10.01, 11.1.1 and 11.1.2.

*Note 1. Time standards, consideration standards and optional-entry standards may be achieved in exhibition performances that are conducted during bona fide NCAA non-championships and relay meets governed by Rule 8-1 through Rule 8-3 (see Rules 5-5-1 and 5-5-3). Times achieved in time-standard trials that are conducted in conjunction with bona fide NCAA non-championships, relay and championships meets governed by Rule 8-1 through Rule 8-4 also are acceptable (see Rule 5-5-2). Each competitor or relay team is limited to one time-standard trial per event per meet.*

*Note 2. A time standard, consideration standard or an optional-entry standard may be achieved over an initial distance within any individual or relay race that is conducted according to the criteria established for bona fide competition. This rule applies to competitors who are eligible to score in regularly scheduled and scored events, and to exhibition competitors in such events (see Rule 5-5-1). This rule does not apply to competitors in time-standard trials (see Rule 5-5-2) or to competitors in nonstandard events in invitational meets (see Rule 8-3). That is, time standards, consideration standards and optional-entry standards may not be achieved over initial distances in time-standard trials or over initial distances in nonstandard events in invitational meets. A time that has been achieved by a competitor over an initial distance within a regularly scheduled and scored race shall be nullified if that competitor subsequently is disqualified in that race; however, a time achieved by a competitor during the first leg of a relay race shall not be nullified by the subsequent disqualification of a different member of the same relay team.*

*Note 3. Primary times must be used to achieve time standards, consideration standards and optional-entry standards (see Rule 4-21-2-a through d). A secondary time may be used only if the primary timing equipment that is employed fails to record a valid primary 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 Rule 4-21-2-a through d may be used to achieve time standards, consideration standards and optional-entry standards for NCAA championships.

Note 4. Time standards, consideration standards and optional-entry standards may be achieved only in 25-yard or 25-meter racing courses. See the conversion information included below. Diving standards must be met in competition on the 1-meter and 3-meter springboards.

**Conversion Table.** To convert a metric time achieved in a 25-meter course to an equivalent time for a 25-yard racing course: (a) transform the achieved metric time into seconds; (b) carrying the calculation out to five decimal places, multiply the transformed time in seconds by the appropriate following conversion factor; (c) drop, without rounding, all units smaller than a hundredth of a second; and (d) finally, transform the resultant value in seconds back into minutes and seconds to obtain the converted time.

**Short-Course Conversion Factors (Men and Women)**

Event	Factor
400 meters to 500 yards 800 meters to 1,000 yards	1.143
1,500 meters to 1,650 yards	1.003
All other events	.896

Note 5. The time submitted with each entry must be the fastest time achieved in bona fide competition by the competitor or by the institution in the case of a relay entry during the specified qualifying period as defined in the meet entry information (see Rules 5-2-1 and 8-4-8-c). Coaches may enter the fastest actual relay time, or an aggregate relay time if its faster, achieved by the institution. If it has been determined by the meet committee that the times submitted by an institution did not meet bona fide competition requirements, the entry time will be disallowed and the coach does not have the option to submit an alternate time. The entry time(s) for each institution must be certified to be accurate in a manner as dictated by the meet entry information.

Note 6. If any entry time is challenged, the coach involved must provide proof of performance per the request of the meet committee. If verification is not forthcoming, copies of the challenge will be sent to the directors of athletics, and/or designee, of the parties involved.

Note 7. Times achieved at an altitude of 3,000 feet or higher may be adjusted according to the chart below.

	Elevation (Feet)		
	3,000-4,250	4,251-6,500	Above 6,500
100 Yards/Meters (Individual Events)	0	.10	.15
200 Yards/Meters (Individual Events)	.5	1.2	1.6
400-500 Yards/Meters (Individual Events)	2.5	5.0	7.0
1,000 Yards	6.3	11.4	18.5
1,650 Yards/1,500 Meters	11.0	20.0	32.5

Subtract the time in the chart from the actual time achieved. A relay team may use a conversion that is four times the appropriate figures. This is the time to be used on the entry form.

Information relative to the adjustment must be shown in a separate statement and returned with the official entry blank. The statement must include the name of the competitor(s), event, date of performance, elevation location, actual time, corrected time and signature of the coach. For championships conducted at an altitude of 3,000 feet or higher, records set must be actual times, not altitude-adjusted times.

Note 8. The championships meet point standard for 1-meter diving may be achieved in a non-championships meet that includes two 1-meter events (see Rule 6-1-2-a) if the diver's total award for both 1-meter events equals or exceeds the point standard.

**Diving Qualification.** In order to advance to the national championships, a diver must participate in a qualifying meet, which will be conducted at the respective championships site the day before the start of the championships. In order to participate in the qualifying meet and the national championships on 1-meter and/or 3-meter boards, a diver must have achieved the minimum point total along with the established minimum degrees of difficulty on the six optional and/or 11

## DIVISION II SWIMMING AND DIVING

dives within the qualifying period in bona fide competition. Divers who achieve the qualifying standard on one board may compete on both boards in the qualifying meet. Six optional dives will be performed by each diver in the event in which the student-athlete participates. Up to 18 males and 22 females will advance to the national championships. The time schedule for the qualifying meet will be included in the championship participant manual. All divers must register using [www.divemeets.com](http://www.divemeets.com) by the entry deadline.

**The qualifying meet is not considered to be a part of the national championships; therefore, per diem and transportation will not be paid.**

*[Note: Member institutions will be responsible for paying student-athletes' transportation costs and per diem to the diving qualifying meet in the event those athletes do not qualify for 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.

If, at the conclusion of the championships meet, a student-athlete has competed in one or more individual 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 the optional event(s). In the case of such disqualification(s), the points scored by other teams shall be altered.

Student-athletes who do not meet the optional-entry participation requirement will not receive transportation and per diem reimbursement as outlined in this manual.

**Swimming.** Optional entries will be accepted and shown on the official national qualification lists in all swimming events (individual and relay events); however, all such entries must meet the respective "B" standards.

**NOTE: Teams with four invited swimmers at the championships whose relays have not met the respective "B" standards can enter relays as optional entries.** These entries can be made the week of the championships beginning at check-in Sunday. Entries will be closed Tuesday, at the conclusion of the administrative meeting. These optional-relay entries will be seeded with no times.

**Diving.** The committee has approved optional entries for the diving qualifying meet before the championships. Student-athletes who have qualified on one board will automatically be entered on the other board in the qualifying meet. Divers must be properly entered in [divemeets.com](http://divemeets.com) for both boards and have sent their official diving results form and qualification scoresheets to Kerstin Hunter at the NCAA.

### ENTRY PROCESS

The entry procedures for the 2018 championships will be as follows:

1. All schools will be required to submit complete team contact information to USA Swimming by Sept. 13, 2017.
2. All schools will be required to complete team roster information via the roster maintenance tool at [USAswimming.org/ncaa](http://USAswimming.org/ncaa) by Sept. 15, 2017.
3. Complete results from all meets must be emailed by the host and/or competing institutions to USA Swimming as an SD-3 compatible results export file (e.g., Hy-Tek Team Unify) within 72 hours after each competition, and all diving national qualification score sheets, along with the [official diving results form](#), must be sent to Kerstin Hunter via email ([khunter@ncaa.org](mailto:khunter@ncaa.org)) within 72 hours after each competition.
4. Team roster updates for spring semester must be submitted to USA Swimming by Jan. 9, 2018.
5. The qualification period ends by 11:59 p.m. local time, Sunday, Feb. 25, 2018.
6. All results must be submitted for swimming and diving by 5 p.m. Eastern time, Monday, Feb. 26, 2018.
7. **The final deadline for online entries for swimming (USA Swimming) and diving (DiveMeets) is 11:59 p.m. Eastern time, Monday, Feb. 26, 2018.**

- USA Swimming will post an official qualification list, including alternates, by 5 p.m. Eastern time, Thursday, March 1, 2018.

**Fines.** Failure to follow the roster and/or meet results-reporting procedures could jeopardize a team's or individual's eligibility for championships selection. Institutions failing to adhere to the procedures outlined above for the submission of an institution's roster information and/or regular-season results may be assessed a financial penalty of \$200 per team or individual, up to a maximum penalty of \$600. An institution assessed such a financial penalty must make payment to the national office by the specified deadline.

**Diving.** The results-reporting process for diving during the 2017-18 season will be as follows: Each diving coach is required to send his or her [official diving results form](#) and national qualifying score sheets within 72 hours after conclusion of each diving competition to Kerstin Hunter, via email. In order to participate in the qualifying meet and the national championships on 1-meter and/or 3-meter boards, a diver must have achieved the minimum point totals along with the established minimum degrees of difficulty on the six optional and/or 11 dives within the qualifying period in bona fide competition, per the 2017-18 qualifying standards.

Ms. Hunter's contact information is as follows: email: [khunter@ncaa.org](mailto:khunter@ncaa.org); phone: 317-917-6645.

The [www.divemeets.com](http://www.divemeets.com) diving management system will be used for the prequalification and championships meets. Each qualifying diver must register online with [divemeets.com](http://divemeets.com) by 11:59 p.m. Eastern time, Monday, Feb. 26, 2018. Additional information will be provided to diving head coaches in January regarding the DiveMeets registration process.

## QUALIFYING STANDARDS

See following pages.



**2017-2018 Division II Men's Swimming and Diving Qualifying Standards**

<b>MEN'S SWIMMING STANDARDS</b>		
<b>25-Yard Course</b>		
<b>EVENT</b>	<b>A Standard</b>	<b>B Standard</b>
50 Freestyle	<b>19.82</b>	<b>20.81</b>
100 Freestyle	<b>43.42</b>	<b>45.59</b>
200 Freestyle	<b>1:35.53</b>	<b>1:40.31</b>
500 Freestyle	<b>4:22.34</b>	<b>4:35.46</b>
1000 Freestyle	<b>9:06.21</b>	<b>9:33.52</b>
1650 Freestyle	<b>15:19.06</b>	<b>16:05.01</b>
100 Backstroke	<b>46.94</b>	<b>49.28</b>
200 Backstroke	<b>1:44.78</b>	<b>1:50.02</b>
100 Breaststroke	<b>52.91</b>	<b>55.56</b>
200 Breaststroke	<b>1:55.13</b>	<b>2:00.88</b>
100 Butterfly	<b>46.79</b>	<b>49.13</b>
200 Butterfly	<b>1:45.11</b>	<b>1:50.37</b>
200 Individual Medley	<b>1:46.34</b>	<b>1:51.66</b>
400 Individual Medley	<b>3:49.91</b>	<b>4:01.40</b>

<b>MEN'S RELAY STANDARDS</b>		
<b>25-Yard Course</b>		
<b>EVENT</b>	<b>QUALIFYING</b>	<b>PROVISIONAL</b>
200 Freestyle Relay	<b>N/A</b>	<b>1:21.52</b>
400 Freestyle Relay	<b>N/A</b>	<b>2:59.79</b>
800 Freestyle Relay	<b>N/A</b>	<b>6:40.02</b>
200 Medley Relay	<b>N/A</b>	<b>1:29.46</b>
400 Medley Relay	<b>N/A</b>	<b>3:18.24</b>

<b>MEN'S DIVING STANDARDS</b>		
<b>* A minimum degree of difficulty on the 1-Meter six optional dives shall be a 14.0</b>		
<b># A minimum degree of difficulty on the 3-Meter six optional dives shall be a 15.0</b>		
<b>EVENT</b>	<b>Dual-6 Optionals</b>	<b>Championship-11 Dives</b>
1-Meter Diving Points *	<b>285</b>	<b>440</b>
3-Meter Diving Points #	<b>295</b>	<b>460</b>

2017-2018 Division II Women's Swimming and Diving Qualifying Standards

<b>WOMEN'S SWIMMING STANDARDS</b>		
<b>25-Yard Course</b>		
<b>EVENT</b>	<b>A Standard</b>	<b>B Standard</b>
50 Freestyle	<b>22.90</b>	<b>24.05</b>
100 Freestyle	<b>49.63</b>	<b>52.11</b>
200 Freestyle	<b>1:48.21</b>	<b>1:53.62</b>
500 Freestyle	<b>4:51.48</b>	<b>5:06.05</b>
1000 Freestyle	<b>9:57.67</b>	<b>10:27.56</b>
1650 Freestyle	<b>16:43.45</b>	<b>17:33.63</b>
100 Backstroke	<b>54.24</b>	<b>56.95</b>
200 Backstroke	<b>1:57.46</b>	<b>2:03.33</b>
100 Breaststroke	<b>1:01.57</b>	<b>1:04.65</b>
200 Breaststroke	<b>2:13.75</b>	<b>2:20.44</b>
100 Butterfly	<b>53.47</b>	<b>56.15</b>
200 Butterfly	<b>1:59.37</b>	<b>2:05.33</b>
200 Individual Medley	<b>1:59.48</b>	<b>2:05.45</b>
400 Individual Medley	<b>4:17.69</b>	<b>4:30.57</b>

<b>WOMEN'S RELAY STANDARDS</b>		
<b>25-Yard Course</b>		
<b>EVENT</b>	<b>QUALIFYING</b>	<b>PROVISIONAL</b>
200 Freestyle Relay	<b>N/A</b>	<b>1:34.76</b>
400 Freestyle Relay	<b>N/A</b>	<b>3:27.45</b>
800 Freestyle Relay	<b>N/A</b>	<b>7:34.17</b>
200 Medley Relay	<b>N/A</b>	<b>1:44.27</b>
400 Medley Relay	<b>N/A</b>	<b>3:48.58</b>

<b>WOMEN'S DIVING STANDARDS</b>		
<b>* A minimum degree of difficulty on the 1-Meter six optional dives shall be a 13.0</b>		
<b># A minimum degree of difficulty on the 3-Meter six optional dives shall be a 13.3</b>		
<b>EVENT</b>	<b>Dual-6 Optionals</b>	<b>Championship-11 Dives</b>
1-Meter Diving Points *	<b>255</b>	<b>390</b>
3-Meter Diving Points #	<b>265</b>	<b>420</b>

## Section 2•4 Selection Criteria

The following selection process as outlined will be implemented for determining participants to the finals site for the 2018 NCAA Division II Men's and Women's Swimming and Diving Championships.

**Number of Participants.** The number of participants selected to the 2018 NCAA Division II championships cannot exceed the following limits: Men – 175 participants (157 swimmers/18 divers); and women – 205 participants (183 swimmers/22 divers). All swimmers and divers who are invited to the meet will be counted toward the 380 total number of participants allowed.

### Selection Process for Divers and Swimmers in Individual Events

**Step 1.** A total of up to 18 spots for men's divers and up to 22 spots for women's divers will be allotted. Divers qualify to the championships through performances at the qualification meet.

**Step 2.** All individual swimmers who have achieved "A" time standards will be selected to the meet.

**Step 3.** If after Step 2 the number of swimmers in each event is unequal, one entry will be added to each event in event order (excluding those already populated by "A" qualifiers) until each event has the same number of swimmers. Once all events are equal in number, the process of adding one entry to each event in event order 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 participant subcap (157 swimmers for the men's meet and 183 swimmers for the women's meet).

**Step 4.** At some point, the addition of one entry per event to the entire order of individual events will cause the individual subcap to be exceeded. At this point, the spots filled in the incomplete row will be removed and the remaining spots will be filled by comparing a student-athlete's individual event times to the Division II championships "A" time standard by percentage (Division II championships "A" time standard for that event divided by entry time). The competitor whose percentage is greatest will be taken first until the subcap is reached. No event will receive more than one entry during this step, unless there is a tie in one event.

*Note 1: This process will continue in the same row in which the subcap was exceeded. For example, if the subcap is exceeded while filling the 16th individual row, all individual events in the 16th row will be compared to the corresponding "A" time standards and chosen in descending order based on percentages.*

*Note 2: In the rare instances of a tie for the last entry to the championships, all individuals tied for the last entry will be allowed to participate in the championships.*

**Step 5.** Enter optional entries for those individuals who are invited to the meet.

**Step 6.** An alternate list of individual qualifiers will be created using the same process above. 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.

### Relay Qualification Procedures

**Step 1.** Each institution with at least four invited swimmers will be eligible to swim relay events.

**Step 2.** Each institution with at least one invited swimmer who meets a Provisional Standard for a relay event and properly entered that relay through the Online Meet Entry system will be eligible to participate in that relay.

**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 through the OME system.
- 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 may enter the fastest actual relay time or an aggregate relay time, if it is faster, achieved by the institution.
- 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 in which they want to participate. Confirmations must be emailed to the NCAA championships manager by 5 p.m. Eastern time one week after the list of eligible 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 II Swimming and Diving) in January. Coaches with institutions eligible for relay events also will receive a reminder email from the NCAA to confirm in which relays they intend to swim.

**Diving Qualification Meet.** Qualifying diving competition will take place Tuesday before the start of the championships at the finals site. In order to participate in the qualifying meet and the national championships on 1-meter and/or 3-meter boards, a diver must have achieved the minimum point totals indicated on the current qualifying standards along with the established minimum degrees of difficulty on the six optional dives, and/or 11 dives, within the qualifying period in bona fide competition. Divers who achieve the qualifying standard on one board may compete on both boards in the qualifying meet.

**Selection of Diving Participants.** A maximum of 18 divers will be selected for the men’s championships and a maximum of 22 divers will be selected for the women’s championships.

**Step 1.** The top nine male and top 11 female divers on each of the two boards will qualify for the national meet.

**Step 2.** If there are divers who qualify on both boards, then additional divers will be added one at a time, based on the prequalification meet place finish, alternating boards beginning with 1-meter, until a total of 18 male and 22 female positions are filled.

In the rare instance of a tie for the last entry to the championships, all individuals tied for the last entry will be allowed to participate in the championships.

**Step 3.** All of the diving qualifiers will compete on both boards at the national meet provided they successfully complete the qualifying rounds on both boards. If a diver does not enter, scratches or is disqualified from one of the boards during the qualifying round, he or she will advance only on the qualifying board.

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## Appendix A • Sport Sponsorship

A complete 2017-18 Division II Men's and Women's Swimming and Diving sponsorship list may be found at: <http://web1.ncaa.org/onlineDir/exec2/sponsorship>.