



2011 DIVISION III MEN'S & WOMEN'S SWIMMING & DIVING CHAMPIONSHIPS HANDBOOK

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Table of Contents

Introduction	5
Important Dates	7
General Administration	8
Dates and Sites	8
NCAA Championships Policy Related to Sports Wagering	8
Sports Committees	8
Swimming	9
Diving	9
Annual Forms	9
Determination of Participants	10
Entries	10
Bona Fide Competition	14
Diving Qualification	16
Consideration Qualifiers	17
Optional Entries	17
Seeding of Metric Times	18
Certification of Eligibility/Availability	18
Instructions to Participants	20
Adjusted Place Standings	20
Alternates	20
Audio Coverage (Radio and Internet)	20
Awards	20
Banners	21
Championships Diving Sheet Deadline	21
Deck Passes	21
Entry Procedures	22
Entry/Scratch Deadlines	23
Lodging	23
News, Media, Press Conferences and Satellite Feeds	23
Media Interview Policy	23
Meetings	24
Officials	24
Order of Events	25
Practice	25
Program Guides	25
Rules	27

Scoring	28
Squad Size	28
Strobe Lights	28
Television Rights and Footage Licensing	28
Tickets	28
Ties	29
Training Facilities	29
Transportation/Per Diem	29
Uniforms	29
Videotapes, Films and Still Photographs	30
Appendix A	32
Appendix B	39
Appendix C	40
Appendix D	41
Appendix E	43
Appendix F	44

Introduction

During the 2010-11 academic year, the Association will sponsor 88 national championships, of which 41 are for men, 44 are for women, and three are 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 13 are Division III championships. Among the women's championships, four 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.

A championships handbook is produced for each NCAA championship and posted on the NCAA Online Web site (www.ncaa.org).

How to Use This Publication. The handbook is divided into four sections: (1) General Administration; (2) Determination of Competing Institutions; (3) Instructions to Participants; and (4) General Championship Information. The first three sections pertain only to the respective sport, while the fourth deals with NCAA policies applicable to all 88 championships. [Note: Some policies listed in the general section have been revised by individual sports committees. The revision(s) will appear in the sport-specific section of the handbook.]

Each topic included in the handbook is referenced to other applicable areas in the handbook or in the NCAA Manuals, where appropriate. For example, if you wish to know about regional advisory committees, the basic information for that particular sport would be included in an appendix. However, as referenced under the heading "Regional Advisory Committees," more information concerning general NCAA policy governing regional advisory committees can be found later in the handbook and in the NCAA Manuals.



THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

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www.ncaa.org
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Men's and Women's Swimming and Diving Championships Information

Ethical Behavior By Coaches

As a member of the coaching profession, coaches have inherent obligations and responsibilities to the profession, to the student-athletes, and to all those with whom they come into contact. Coaches are expected to be role models and to conduct themselves with integrity and high ethical standards at all times.

In order to fulfill these responsibilities, a coach must:

1. Per NCAA Bylaw 17.30, conduct all intercollegiate competition in accordance with the playing rules of the Association. Swimming and diving competition will be conducted according to the rules and procedures in the 2010-11 NCAA Men's and Women's Swimming and Diving Rules. Violations of ethical conduct are subject to NCAA Bylaw 11.1 for coaches, Bylaw 14.01.3.3 for student-athletes and Bylaws 10.01.1 and 10.1 for institutions.
2. Place the safety and welfare of others ahead of winning and personal prestige.
3. Treat all people with honesty, fairness and respect. (In particular, such things as vulgar and profane language or taunting, intimidating or baiting opponents or the media, is not acceptable from a coach or a student-athlete.)
4. Teach and model for student-athletes and staff members strict adherence to the rules and regulations of the sport and its governing bodies.
5. Recognize, accept and teach to the team and the staff that their public behavior projects an image of the program and the university or college they represent. Therefore, behavior should be appropriate and honorable at all times.

Important Dates

September 7, or the institution's first day of classes for the fall term, whichever comes first—Qualifying period begins.

September 15—Deadline to submit Team Information document to USA Swimming at ncaa@usaswimming.org.

October 1—Submit 2010-11 Team Roster as a Team Manager file to ncaa@usaswimming.org.

October 1 - February 27—Host Team: submit meet results from Meet Manager in .cl2 file format for dual meets, invitationals and conference championships within 48 hours of the end of the meet to ncaa@usaswimming.org.

October 15—Deadline to submit applications for last chance meets.

January 15—Send any roster updates or changes to ncaa@usaswimming.org. This should be any athlete, who has joined the team, quit the team, become eligible, become ineligible at the semester break, or is studying abroad.

Friday, February 18 through Sunday, February 27—Last-chance meet time period for men and women. (February 27 is the last day of qualification for men's and women's swimming.)

Monday, February 28—Men's and women's swimming championships entries must be submitted online by 8 p.m. Eastern time.

Tuesday, March 1—Men's and Women's diving championship entry and compilation forms and diving videos due to Ethan Walker by 5 p.m. Eastern time. (Only one submission will be accepted per diver, no replacement tapes will be accepted)

Tuesday, March 1—Unofficial list of all entries received will be posted by 3 p.m. Eastern time. Coaches are asked to review the list of entries received and report any errors to Susan Woessner with USA Swimming at 719/332-0184 or at ncaa@usaswimming.org by 8 p.m. Eastern time.

Wednesday, March 2—11 a.m. noon Eastern time - any teams with over 18 selected roster spaces, will be contacted and coaches must select the 18 swimmers who will be entered in the championships at that time.

Thursday, March 3—Unofficial psyche sheet with selected swimmers ONLY will be posted on the NCAA Web sites (NCAA.org and NCAA.com) by 5 p.m. Eastern time.

Tuesday, March 8—Official psyche sheet with selected swimmers and divers and alternative information will be posted on the NCAA Web sites by 5 p.m. Eastern time.

Wednesday-Saturday, March 23-26—Championships at University of Tennessee, Knoxville, Allan Jones Aquatic Center in Knoxville, Tennessee. Hosted by Beloit College and The College of Wooster.

General Administration

Dates and Sites

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

2011 Men's and Women's Championships—March 23-26; University of Tennessee, Knoxville, Allan Jones Aquatic Center in Knoxville, Tennessee. Hosted by Beloit College and The College of Wooster.

The meet director for the women's and men's championships will be Peggy Carl, Beloit College (carlp@beloit.edu; 608/363-2296).

The mee coordinator for the women's and men's championships will be Keith Beckett, The College of Wooster (kbeckett@wooster.edu; 330/263-2189).

Future Dates. 2012 - Indianapolis, Indiana; 2013 - Shenandoah, Texas; 2014 - Indianapolis, Indiana.

Date Formula. When held separately, the women's championships are held the second Thursday through Saturday in March, and the men's or joint championships are held the third Thursday through Saturday in March. **Note the exception in 2011 and 2012 when the joint championships will be held the fourth Wednesday through Saturday in March.**

NCAA Championships Policy Related to Sports Wagering

No pre-determined 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.

Sports Committees

[Reference: Administration and Management in the Division III General Section and Bylaws 31.1.1 and 31.1.2 in the NCAA Manual.]

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

Nancy Bigelow, Tufts University, chair
Jennifer Blomme, Whitman College
Anne Goodman James, Colorado College
Robert Klamut, Westminster College (Pennsylvania)
Betsy Mitchell, Allegheny College
Aaron Paskvan, Calvin College

Kate Roy, University of New England
Kim Lessard, Washington College (Maryland)

For additional information about the NCAA Men's and Women's Swimming and Diving Championships, contact:

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Annual Forms

Expense Reimbursement Form. All institutions participating in the championships must request expense reimbursement online through the NCAA Travel Expense System (TES) available on the NCAA Web site at <https://web1.ncaa.org/TES/exec/login?js=true>.

Financial Report Form. A financial report from the championships site must be submitted to the NCAA national office not later than 60 days after the competition. Failure to submit the financial report within 60 days will result in financial penalties. Approved budgets will be provided to the host institution before the championships.
[Reference: Bylaw 31.4 in the NCAA Division III Manual.]

Championships Bid Materials. Bid information for institutions interested in hosting a national championship can be found on the NCAA Web site at www.NCAA.org (under the Sports tab then General Information and then Championship Bid Information).

Determination of Participants

Entries

[Reference: *Annual Forms, Qualification Procedures and Optional Entries in this handbook.*]

Entry Procedures. To be eligible to compete in the NCAA Division III Men's and Women's Swimming and Diving Championships, the following criteria must be met for online entry:

1. Online Meet Entries. Information regarding the online meet entries can be found at NCAA.org, Sports, Swimming and Diving Championships Information. All entries must be submitted online at www.usaswimming.org/ncaa. For the 2011 season meet results that meet qualifying times standards shall be submitted to USA Swimming via e-mail at ncaa@usaswimming.org.
2. Entry Forms—Diving. Diving entry procedures and forms are available on the NCAA Web site at www.ncaa.org/wps/ncaa?key=/ncaa/ncaa/sports+and+championship/swimming+and+diving/mens

[Reference: Entries in this handbook.]

3. All entries for the National Championships must be submitted online. Any competitor who wishes to enter the National Championships with a qualifying time achieved after the conclusion of the competitor's conference championships must provide complete meet results from the qualifying meet via the USA Swimming SWIMS times database system within 24 hours of the completion of the contest.

Each student-athlete may enter a maximum of seven events of which no more than three may be individual events. [Note: Refer to Relay Events below for clarification.]

The online entry forms must be submitted by 8 p.m. Eastern time, Monday, February 28.

No telephone, facsimile or late entries will be accepted.

Divers must be entered via the online entry form and listed as member of your team.

4. Each participant (other than a potential alternate for an invited relay) must meet the established minimum time standard for at least one event in which he or she enters.
5. All times must be made during the appropriate qualifying period. Primary times must be used to achieve time standards, consideration standards and optional-entry standards (see NCAA Rule 4-23-2-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 4-23-2-a through d may be used to achieve time standards, consideration standards and optional-entry standards.
6. Student-athletes must be eligible when a time standard is achieved.
7. An unlimited number of 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.
8. The best times must be submitted for all entries. [Note: Refer to Relay Events below for clarification on aggregate times.]

9. Diving entry procedures are referenced in the diving qualification section of this handbook.

NOTE: *Institutions failing to adhere to the procedures and deadlines outlined may be assessed financial penalties and will jeopardize team or individual(s) eligibility.*

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 designated by their coaches to participate in the heats and/or finals of relay events, and to all competitors in individual events.

Event Limit. A student-athlete is permitted to compete in a maximum number of events as follows:

Men and Women—Maximum of seven events, of which no more than three may be individual events.

A student-athlete who swims more than the allowable number of individual or total events will be disqualified from any excess events and shall be prohibited from participating in the remainder of the meet.

Individual Events. Each entry in individual swimming events must be accompanied by an entry time. Each entry time must be verified by the submission of meet results to the USA SWIMS database. 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 ability to submit an alternate time.

Relay Events. Each institution may enter one team per relay event. The fastest time (actual or aggregate 25 yard or converted metric,) that has been achieved by the institution during the specified qualifying period must be submitted. The NCAA Championships entry program will automatically select the fastest time swum in that event and enter the corresponding four student-athletes into that event. In all relay events, the names of the four individuals who achieved the qualifying time must be identified on the online entry form.

If entering the institution's fastest team in each relay event results in one or more swimmers being listed on the entry in more than 7 events, the entry will still be accepted. (Once at the meet, though, the individual may only actually participate in 7 events: either 3 individual and 4 relays, or 2 individual and 5 relays.) Once a relay time standard has been achieved as specified above, and the relay has been selected for the meet, then any eligible swimmer from that institution may compete on that relay. This option includes another swimmer already at the meet, or an alternate that the institution chooses to bring to the meet at their own expense. (Such an alternate may not swim any individual events).

All entered student-athletes must be currently enrolled and eligible, including all relay participants. If a student-athlete on the fastest relay is unable to attend the Championship Meet (i.e. studying abroad, becomes ineligible, no longer attending the institution, etc.) then that time will not be valid, and the fastest relay time achieved with all currently eligible student-athletes must be submitted.

A swimmer who has been invited to the championships as a member of a relay, but

was not selected in any individual events, may swim in a maximum of three individual events for which the swimmer has achieved a “B” time. This option is not available for a relay alternate swimmer.

All swimmers, including relay-only qualifiers must participate in at least one event in which they were selected for NCAA championships. Failure to do so will result in the qualifier being disqualified from all events in which he or she participated, and the institution will be disqualified from the last relay in which he or she could have swum to meet their participation requirement. Participation in the preliminary of a relay satisfies this requirement.

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 will 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. If there is an order change for swimmers two, three and four, please inform the meet administration in a timely manner.

Racing Course. Time standards may be achieved only in 25-yard, 25-meter or 50-meter racing courses. An individual competitor or relay team having an actual or aggregate time achieved in a 25-yard course that equals or is faster than a converted long-course or short-course time standard, must submit that 25-yard time rather than any attained short- or long-course metric time.

Entry Challenges. For a time to be considered for entry into an NCAA championship, it must have been achieved using priority level one equipment (automatic equipment). The NCAA Swimming and Diving Committee will review any nonautomatic 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. Challenges must be submitted to the athletics director and coach of the institution for which the standard is being challenged with a copy to the chair of the committee and the NCAA liaison. Challenges must be made by 3 p.m. Eastern time, Monday, March 7 for the women’s and men’s meets. The institution’s response to the committee, the NCAA office and the challenging institution is due within twenty-four (24) hours of being notified of the challenge. A final decision from the committee will be rendered within forty-eight (48) hours.

Last Chance Meets. Any student-athlete may attend any division’s last chance meet that has been approved by the respective divisional committee. Institutions desiring to host a meet within the final 10 days before the end of the qualifying period (other than conference championship meets) must petition the NCAA for sanctioning. Any

meet (excluding NCAA-approved conference championships) held during the period of February 18 - February 27, 2011, must be registered and approved by the NCAA Division III Swimming and Diving Committee. Time standards achieved during this time period will be accepted only if achieved at NCAA-approved, registered, bona fide meets. Information on applying to host a Last Chance Meet can be found on the NCAA Web site (NCAA.org under Sports then men’s or women’s swimming and diving and click on the Division III under the Championships Information heading). Participation in a last chance meet must be within the institutions 19 week playing season and must be counted against the institutions and individual competitors’ 16 dates of competition. Results from the last chance meet(s) must be submitted by the host to USA Swimming within twenty-four (24) hours.

Qualification Procedures

Qualifying Standards. The 2011 men’s and women’s qualifying standards are contained in Appendixes B and C. Conversion tables are listed in Appendix D, and altitude adjustments are in Appendix E.

Number of Participants. The number of participants in the 2011 championships cannot exceed the following limits: Men—257; and Women—264.

- Step 1: All individual swimmers and all relays that have achieved “A” time standards will be entered in the meet.
- Step 2: The top 16 qualifying relay teams in each relay event and 22 divers will be selected.
- Step 3: Entries will be added to each individual swimming event, filling across rows until each event has an equal number of qualifiers. Individual spaces will be filled by comparing student-athlete’s individual event times to the Division III championships record by percentage.
- Step 4: The competitor whose percentage is closest to the record will be taken first until 140 men and 146 women individual event qualifiers are selected or the maximum participant number is reached.
- Step 5: Relay-only swimmers will be added to only those individual events for which they have met the “B” time standard.
- Step 6: At this point, if the maximum participant cap has not been reached, student-athletes will be selected in the following order:
 - 1 diver
 - 2 individual event swimmers
 - 1 diver
 - 2 individual event swimmers
 - 1 diver (maximum cap for divers is 25)
 - Any remaining participant cap space will be filled by individual event swimmers.

In the rare instances of a tie for the last entry to the championships, both individuals will be allowed to participate in the championships.

- Step 7: After the selection process is completed and the qualifiers are selected into the championships, the optional entries will be added for the individual qualifiers.
- Step 8: No team may have more than 18 competitors.

Bona Fide Competition

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

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

- Meet is open to the public;
- Competition is between two or more teams of the same gender, at the same time and site, from different four-year collegiate institutions, as defined in NCAA Bylaw 31.3.3.1;
- All competitors must be eligible by NCAA standards;
- Meets must be included on the institutions' approved competition schedule;
- Meets must have published results; and
- Depending on the governing body, meet official(s) must be qualified and/or certified.

Any meet that is sanctioned by the Federation Internationale de Natation Am (FINA), and any bona fide meet that is sanctioned by USA Swimming (USA), United States Diving (USD) or the corresponding governing body of another country, also is defined as bona fide competition.

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. NCAA Bylaws 17.30 for coaches and 14.01.3.3 for student-athletes would apply.

Note 1: Time standards, consideration standards and optional-entry standards may be achieved in exhibition swims that are conducted during bona fide NCAA nonchampionships and relay meets governed by Rule 8-1 through Rule 8-3 of the 2010-11 NCAA Men's and Women's Swimming and Diving Rules (see Rules 3-5-1 and 3-5-3). Times achieved in time-standard trials that are conducted in conjunction with bona fide NCAA nonchampionships, relay and championship meets governed by Rule 8-1 through Rule 8-4 also are acceptable (see Rule 3-5-2). 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 3-5-1). This rule does not apply to competitors in time-standard trials (see Rule 3-5-2) 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 4-23-2-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 4-23-2-a through d may be used to achieve time standards, consideration standards and optional-entry standards for NCAA championships.

Note 4: Times recorded in a meet that is USA Swimming approved or sanctioned, may be used to achieve NCAA time standards, consideration standards or optional-entry standards. Time standards, consideration standards, and optional-entry standards may not be achieved by a competitor in any other meet (e.g., a USA Swimming-sanctioned meet) that is conducted on any of the same dates as, and at the same site as, a bona fide NCAA nonchampionships or championships meet in which the competitor is entered. USA Swimming-sanctioned meets hosted by or run at an NCAA institution may not be used to achieve NCAA time standards, consideration standards or optional-entry standards; unless another NCAA institution also participates in the USA Swimming meet (exemption from this rule is provided for those institutions located in Alaska, Hawaii and Puerto Rico).

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 (see Rules 5-2-1 and 8-4-8). The meet results file is required to be submitted to USA Swimming for each entry time that meets or exceeds the time standard in a swimming event, but is not required for an optional entry in a swimming meet. If an aggregate relay time is submitted (see Rule 5-2-1-f), each of the four individual times must be appropriately certified. 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 ability to submit an alternate time.

Note 6: Time standards, consideration standards and optional-entry standards may be achieved only in 25-yard, 25-meter or 50-meter racing courses. Diving standards must be met in competition with similar diving requirements as NCAA rules.

- Note 7: 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 of the parties involved.
- Note 8: Times achieved at an altitude of 3,000 feet or higher may be adjusted according to the chart located in Appendix E.
- Note 9: The championships meet point standard for one-meter diving may be achieved in a nonchampionships meet that includes two, one-meter events (see Rule 6-1-2-a), if the diver's total award for both one-meter events equals or exceeds the point standard.

Diving Qualification

A minimum of 22 and maximum of 25 divers will be selected for the women's championships and a minimum of 22 and maximum of 25 divers will be selected for the men's championships.

Entry Procedures. A diver must have achieved the minimum point total on either 1-meter or 3-meter (at least once at a bona fide conference championship or TWICE on the SAME board at any other bona fide competitions) during the qualifying period.

All qualified divers must submit:

1. Dive scores via DiveMeets (www.NCAA.org - click on Sports then go to Men's or Women's Swimming and Diving and click on Division III under Championship Information) by the Wednesday following the qualifying performance. Also, a copy of the diving sheet from the meet, signed by the meet referee must be completed and returned to Ethan Walker via fax (317/917-6826) following any qualifying performance that is entered into DiveMeets.
2. 2011 NCAA Division III Diving Championship Entry and Compilation Form by March 1 for Men and Women (men). All divers must be listed on the online entry form.
3. Entry Information
 - Video submission:
 - a. One standard video (VHS, DVD, beta sp, mini DV or DVCam) showing both 1-meter and 3-meter performances (six dives).
 - b. Visually identify diver's name and institution at the beginning of the video.
 - c. Show judge's view of event (side);
 - d. Dives MUST be listed on the 2011 NCAA Division III Diving Championship Entry and Compilation Form in the order they were performed on the video.
4. Submit videos to:

Ethan Walker
NCAA Administrative Assistant for Championships
1802 Alonzo Watford Sr. Drive
Indianapolis, Indiana 46202
317/917-6222
5. Videos and 2011 NCAA Division III Diving Championship Entry and Compilation Form MUST be sent via priority overnight delivery to ensure arrival by 5 p.m. Eastern time on March 1.

Consideration Qualifiers

Diving Selection Committee. A committee of eight diving coaches appointed by the NCAA Division III Swimming and Diving Committee will meet by conference call to select up to 22 competitors (plus three alternate divers) for the NCAA Division III championships.

2010-11 Diving Selection Committee

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The selection committee members will individually rank the divers on both boards before a conference call on March 4. The selection committee's primary source of evaluation will be the video as well as the compilation form, both of which need to be completed and submitted for consideration. For evaluation purposes, each video will be re-scored by each member of the committee. The divers will then be ranked based on the scores given by each member of the selection committee. Secondary considerations will include (not in priority order): head-to-head competition, strength of schedule, conference finish and consistency throughout the season.

Divers selected to the championships will be included on the official psyche sheet, which will be posted on the NCAA Web site (www.ncaa.org) by 5 p.m. Eastern time Tuesday, March 8.

Optional Entries

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 been selected for the championships. Optional-entry times must be (1) entered on the official entry form, and (2) achieved during the qualifying period. An optional entry constitutes an official entry unless scratched by the appropriate deadline. If, at the conclusion of a Division III 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 was selected for the championships, then that competitor will be disqualified from the optional event(s). If a relay-only qualifier participates in the NCAA championships but fails to swim in a relay for which he or she was selected for the championships, then that competitor will be disqualified from any optional events in which he or she participated, and the institution will be disqualified from the last relay in which he or she could have swum to meet the participation requirement outlined in this section. 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 the Reimbursement Policy section of this handbook.

Swimming. Optional entries in all events will be accepted until the entry deadline and must be submitted via the online entry process. Any institution that has four swimmers who have qualified for the meet (as either individual or relay-only swimmers) may enter any of the five relays that have been entered on the institution's entry form. Swimmers who compete in optional-entry relay or individual events must compete in at least one event for which they qualified in the championships. Relay-only swimmers may swim optional entries in a maximum of three individual events only if a "B" time has been achieved in each event.

Seeding of Metric Times

The following procedures will be used when seeding metric times:

1. A qualifying mark based on a performance in a long-course or short-course metric pool will be seeded at its converted time.
2. The swimmer's fastest time in a 25-yard course must be submitted unless the swimmer has a long-course or short-course time that converts to a faster 25-yard time.

Certification of Eligibility/Availability

[Reference: Certification of Eligibility/Availability in the Division III General Section and Constitution 3.2.4 and Bylaws 12, 13, 14, 15 and 16 in the NCAA Division III Manual.]

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. In accordance with Constitution 3.2.4.3, 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 championships competition.

For the swimming championships, after the psyche sheet is posted, it is critical for coaches to immediately inform USA Swimming of student-athletes who have become unavailable to compete, since another student-athlete could lose the opportunity to participate in the championships if this information is not received.

If a student-athlete becomes unavailable after the entry form is sent, notification must be given as soon as possible. Alternates will be accepted until the Monday before the championships competition.

At the championships site, all student-athletes not removed from the entry list prior to registration opening at noon Monday will be considered participants in the championships. 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 these notification procedures could result in a substantial penalty to an institution and may include the disqualification of a competitor.

Instructions to Participants

Adjusted Place Standings

[Reference: Bylaw 31.2.2.3-(a) in the NCAA Manual.]

If a student-athlete is found to be ineligible, that individual's performance shall be stricken from the championships record, the points the student-athlete has contributed to the team's total shall be deleted, the team standings shall be adjusted accordingly and any awards involved shall be returned to the Association.

Alternates

Swimming

Relay Alternates. All swimmers who have qualified for and have been selected to participate in the championships, are eligible to swim relays as alternates, provided the institution's relays are officially entered. However, an alternate on one of these relays (a competitor who was not a member of the four-person relay team that achieved his or her institution's relay entry time) will not be reimbursed for transportation, unless that competitor competes in another event for which the competitor has achieved a time standard.

Individuals, who have not qualified, are on their institutions' roster may participate as alternates on any invited relay (but not on optional-entry relays); however, transportation and per diem for these individuals will not be reimbursed by the NCAA.

Championships Alternates. A list of alternates will be compiled in case a student-athlete who has been invited to the championships becomes unavailable. Student-athletes may be invited up until five days before the start of the championships.

Appeal Procedures

Appeals may be lodged only for errors in entries, scratches, recording of data, scoring and nonjudgment errors in the application of rules. **Films or videotape will not be used in the appeals process.** Appeal forms can be obtained from the referee.

The written statement made on the appeal form must be submitted to the referee not later than 15 minutes after the finish of the final heat/round of that event in which the appeal is applicable.

Appeals will be acted upon by the appropriate meet committee. The decision of this committee is final.

Audio Coverage (Radio and Internet)

Please refer to the NCAA Broadcast Manual, which is available at <http://www.ncaa.com/broadcast/broadcast.html>.

Awards

[Reference: Awards in the Division III General Section and Bylaw 31.1.10 in the NCAA Division III Manual.]

Official NCAA awards will be presented to the top eight finishers in each individual event. First-, second-, third- and fourth-place team trophies also will be presented at each of the championships. The championship teams will receive watches for each member of their travel party, and individual mini-trophies will be awarded to members of the second-, third- and fourth place teams. Each of the top four teams will receive one individual award (watch or mini-trophy) while on site, and the remaining awards will be sent after the championships.

Participant awards will be provided to all student-athletes competing in the championships who do not receive another form of award. These awards will be sent to the institutions' directors of athletics after the competition.

During the awards ceremonies, participants must wear their institution's official warm-up uniform, including a jacket and pants. Awards recipients, or their designated replacement, must report to the awards area immediately following his or her event.

Banners

Teams should consult the meet committee for hanging instruction at the site.

Championships Diving Sheet Deadline

Each competitor is required to submit a list of dives at Divemeets.com. The competitor will go to <http://divemeets.com> by Friday, March 18 and create a Log In ID or use a current Divemeets ID. If using a current ID be sure to list yourself as an NCAA diver and list your coach. Next step is to click on current or upcoming meets. Select the NCAA Division III Championships and enter the 1 meter and 3 meter events per gender. The diver will be prompted to enter all dive numbers (changes can be made per the rule book). At the Championships there will be a sign off sheet to verify the divers list. Each diver has the ability to scratch by the appropriate deadline. Coaches be sure to have your competitors complete this step prior to arriving on site, it is recommended you go over this with them to ensure the information is correct. Each competitor shall be responsible for the accuracy of this information.

If the diver has not been officially scratched the diver will be disqualified from the contest. Additional information on diving may be found in Rule 6 in the 2010 and 2011 NCAA Men's and Women's Swimming and Diving Rules.

Deck Passes

Deck passes, also known as credentials, will only be issued to each participating student-athlete and those non-athlete individuals included in the official NCAA travel party, as prescribed in the NCAA Travel Policy. The number of deck passes provided per gender are below:

Men's Swimming & Diving		Women's Swimming & Diving	
Number of Participating Student-Athletes	Number of Deck Passes Provided Per Gender for non-student athletes	Number of Participating Student-Athletes	Number of Deck Passes Provided Per Gender for non-student athletes
1-5 student-athletes	1	1-5 student-athletes	1
6-10 student-athletes	2	6-10 student-athletes	2
11-15 student-athletes	3	11-15 student-athletes	3
16+ student-athletes	4	16+ student-athletes	4
1 Diver	1 additional non-student athlete credential will be provided for a diver	1 Diver	1 additional non-student athlete credential will be provided for a diver

(For championship ticket information, see page 29 of this handbook.) No deck passes are available for purchase. Institutional personnel must provide photo identification and sign the deck pass at the time of pick-up. The cost to replace a lost deck pass will be \$5 plus the cost of an all-session ticket.

Student-athletes, coaches and institutional personnel must visibly wear deck passes on deck at all times. Deck passes are non-transferable. Institutions that provide deck passes to unauthorized personnel during the championships will be fined \$100 and may be subject to additional sanctions by the NCAA swimming and diving committee.

Drug Testing

[Reference: Drug Testing in the Division III General Section and Bylaws 18.4.1.5 and 31.2.3 in the NCAA Division III Manual.]

Student-athletes who compete in these championships may be subject to drug tests in accordance with NCAA 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.

Entry Procedures

Qualifying information (list of entries received, unofficial psyche sheet, official psyche sheet) for the men's and women's championships will be available on the NCAA Web site (www.ncaa.org).

Entry procedures will be as follows:

(All times are Eastern, except where noted.)

- Monday, February 28 for men's and women's championships—Entries must be received online

by 8 p.m. Eastern time.

- Tuesday, March 1—An unofficial list of all entries received, including all relay entrant names, will be posted online at www.ncaa.org by 3 p.m. Eastern time. This will be a straight listing of data received and will NOT include estimated selection times per event. Coaches are asked to review the list of entries received and report any errors to USA Swimming at ncaa@usaswimming.org by 8 p.m. Eastern time.
- Wednesday, March 2—Coaches who entered more than 18 swimmers must be available to receive a call between 11 a.m. and noon Eastern time. The coaches must select the 18 swimmers who will be entered in the meet.
- Thursday, March 3—The unofficial psyche sheets, with swimmers ONLY, will be posted online at www.ncaa.org by 5 p.m. Eastern time.
- Tuesday, March 8 the official psyche sheet, including swimmers, divers and alternates will be posted by 5pm. Alternates will be added to the meet in rank order from the alternate list as selected student-athletes become unavailable to compete.

All student-athletes not removed from the entry list prior to registration opening at the championships site at noon Monday will be considered participants in the championships. Upon arrival at the championships site, the coach or an official representative must register and pick up an entry list and other pertinent materials. An appropriate receipt form must be signed by the coach or official representative indicating a correct entry of the team as listed on the entry list.

Entry/Scratch Deadlines

Scratches are to be made by the coach or the official representative by depositing scratch cards in the scratch box. A receipt form will be used for scratch verification. All entries not scratched will become official entries.

The scratch box will be open Tuesday through Friday from 8 a.m. – 4 p.m. local time.

Lodging

The host institution shall provide a meet information packet including a list of hotel/motel accommodations available in the area to each institution participating in the championships. An institution is not obligated to stay at the listed properties. Each institution is responsible for securing its own accommodations.

News, Media, Press Conferences and Satellite Feeds

Please refer to the NCAA Broadcast Manual which is available at <http://www.ncaa.com/broadcast/broadcast.html>.

Media Interview Policy

At all NCAA swimming and diving championships, any coach or student-athlete requested by the media shall be available for interviews.

Student-athletes and coaches must report to the interview area within 10 minutes of the last event in which they compete or in which they have student-athletes competing.

Failure to adhere to this policy may result in an individual being charged with misconduct.

Meetings

[Reference: Misconduct in the Division III General Section and Bylaws 31.02.3 and 31.1.8 in the NCAA Division III Manual.]

A mandatory meeting for head coaches of the competing teams, officials and meet committee members shall be held before the competition to review rules and other administrative matters.

At the precompetition meeting, the chair of the meet committee shall review Bylaw 31.1.8, which prescribes conditions under which a student-athlete or representative of an institution may be disqualified from further participation in the competition for reasons of misconduct.

Meeting schedules follow but are subject to change. Check premeet information from the host institution for the finalized schedule.

Tuesday, March 15	3:30 p.m.	Swimming coaches meeting
	4:30 p.m.	Diving coaches meeting

Officials

Policies. A sports committee or games committee may not require membership in any specific officials' association as a prerequisite for selection to officiate in an NCAA meet or tournament. Officials shall be selected and assigned by the sports committee or games committee, which shall ensure that officials adhere to the Association's policies relating to gambling activities and drug and alcohol use. Furthermore, officials must conduct themselves in a manner befitting intercollegiate athletics. Failure to do so may result in termination of the officiating assignment.

Swimming

The key officials for each of the championships are a meet coordinator, a referee, two stroke judges, two starters and a diving referee.

Expense Reimbursement. Two of the officials, designated by the men's and women's swimming committee, may travel according to the actual mode of transportation, not to exceed jet coach airfare of 50 cents per mile, but not including terminal or other local transportation. Ground transportation will be paid at the rate of 50 cents per mile. If an official must fly, travel arrangements must be made through the NCAA travel service at Short's Travel Management (866/655-9215).

Hotel expenses (excluding incidentals) for officials required to stay overnight at the championships site shall be paid by the host institution and later reimbursed by the NCAA. Officials will receive \$45 per diem for meals and incidentals on each day of the championships, beginning with the day of arrival and ending with the day of departure. Officials not required to remain overnight at the site also shall receive \$45 per diem.

Fees. The meet coordinator will receive a fee of \$600. The referee, two stroke judges, two starters and diving referee will receive a fee of \$500 each.

Uniform Patch. Game officials shall wear an NCAA patch on their uniforms or jackets while officiating championships competition. No other patches will be permitted.

Diving

The diving referee shall be appointed and approved by the swimming and diving meet committee. The meet committee shall follow diving meet procedures as outlined in this handbook and the 2011 NCAA Men's and Women's Swimming and Diving Rules.

Insofar as possible, independent judges, and not coaches, will be selected to judge the diving championships.

Order of Events

Refer to Appendix F for the 2011 championships order of events.

Practice

Practice and warm-up times are outlined in the 2011 schedule, which is posted on the NCAA Web site under the Swimming and Diving (championship information page).

Program Guides

[Reference: Bylaw 31.6.3 in the NCAA Manual.]

IMG College will be responsible for all program production including layout and design, advertising, printing, vending and distribution to the championship sites. No competing publications, whether sold or free of charge, are permitted at NCAA events without prior permission of the NCAA and IMG. The championship host should not include expenses or revenues for programs in the championship budget and/or financial report. All program contents are subject to NCAA approval.

Advertising

Each program will include NCAA corporate champion and partner advertising. Additionally, programs may include non-competing national ads as well as local ads. All ads must follow NCAA advertising guidelines and are subject to NCAA approval. If your school would like to sell advertising into the official program or you know of an individual who would like to serve as a local advertising representative, please contact Doug Iler (502/459-4346; doug.iler@imgworld.com) for information regarding rates, availability and deadlines.

Editorial

If you are interested in the specific content of the program you will receive, please contact Dan King (859/226-4588; dan.king@imgworld.com).

Generally, programs include the following:

1. Participant information - IMG will request information, including rosters, schedule/results, photos, school quick facts and logos. If your team is Eligible for postseason selection, please send all materials that are requested by the date requested. Programs print on the day selections for the championship are announced. If materials are not on file, your school's information will not be included. IMG will attempt to provide proofs for SID approval when time permits. If you are not sure what/when materials are needed, please contact Mr. King at IMG.

2. Programs for predetermined sites will include information on the host institution,

host city and/or host facility. In addition, some programs provide complimentary advertising space. IMG will contact via e-mail the tournament manager and sports information contacts, as listed on the key contact sheets submitted to the NCAA, with the specifics of what items are needed and when those items are due. Host institution pages are subject to NCAA approval.

3. Event-specific historical information, including past champions, records, all-tournament teams and/or the previous year's recap.

4. Information on the NCAA, including the sport committee.

5. Feature stories - Not all programs include event/sport-specific features. However, if you have an idea for a feature story, please submit it to Mr. King at IMG.

Program Supplements and Update Sheets

Host institutions for single-day/session championship rounds may choose to supplement the program with additional information (e.g., updated statistics or updated game notes) pertaining to the event at its site that day. The cost of producing these supplements will be covered by the host institution and will not be expensed to the NCAA or IMG, the content must be approved by IMG prior to the event and the supplements must be distributed inside and as a part of the program. The cost of the program cannot be raised as a result of the supplement. Once all programs have been sold, these supplements may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the supplements. If supplements are distributed, following the conclusion of the championship event please mail two samples of each supplement to Dan King (IMG, 904 North Broadway, Lexington, KY 40505, ATTN: Dan King).

For championships that have multiple sessions, matches, events or days, host institutions may choose or be required by the NCAA to produce update sheets (e.g., heat sheets, lane assignments, pairings). IMG will contact hosts of those championships in advance of their events to discuss projected quantities and the paper on which update sheets should be printed. The cost of producing the update sheets will be covered by the host institution and not be expensed to the NCAA or IMG. The first update sheet of the event should be distributed inside and as a part of the program. Subsequent update sheets complement the program and are to be redeemed only with a coupon from the program. The cost of the program cannot be raised as a result of the update sheet. Once all programs have been sold, update sheets may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the update sheets. If update sheets are distributed, following the conclusion of the championship event please mail two samples of each update sheet to Mr. King (IMG, 904 North Broadway, Lexington, KY 40505, ATTN: Dan King).

Program Sales

If a host institution would like to supplement the program with additional information, or has a question about the update sheets, please contact Matt Briggs at IMG College (859/226-4556; matthew.briggs@imgworld.com).

1. Predetermined sites: Will be contacted at least two weeks prior to the event. If you

have not been contacted within two weeks of your championship, please contact Matt Briggs (859/226-4556; matthew.briggs@imgworld.com). You will receive your vending agreement (contract) and settlement statement prior to the championship.

2. Non-predetermined sites: Once sites are announced, IMG determines how many programs will be sent to each site and will contact the site. Your vending agreement (contract) and settlement statement will be e-mailed within one day of your site being selected.

3. Distribution of programs: Programs will be shipped to the host institution at least one day prior to the event when possible. If your shipping information is different than that on the contract please contact Mr. Briggs at IMG immediately.

4. Display of programs: Any posters/banners included with the programs should be hung in a visible location to promote awareness for the programs without obstructing other championship signage.

5. Collections

a. Contracts

- i. Upon site selections, all contracts are e-mailed to each site representative
- ii. A dedicated fax number will be assigned for receiving all signed contracts back to IMG (859/226-4575)
- iii. An IMG representative will track the return of all signed vending contracts to Host Communications

b. Settlement Reports

- i. Three days after the conclusion of the event, all settlement reports must be faxed to IMG (859/226-4575)
- ii. The vendor will have two weeks to submit payment to IMG
- iii. An IMG representative will be assigned to track the receipt of all vending settlement reports and payments
- iv. If payment and/or settlement have not been received within the two-week period, IMG will include the site/ championship on its "No Pay" list sent to the NCAA
- v. Do not combine settlement statements for separate rounds/events or combine program settlements with Event 1 merchandise
- vi. Please include the event number on the check that is sent

Please contact Matt Briggs (859/226-4556; matthew.briggs@imgworld.com) at IMG with any vending-related questions.

Rules

[Reference: Bylaw 17.30 in the NCAA Division III Manual.]

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 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 2010-11 NCAA Men's and Women's

Swimming and Diving Rules. Questions regarding the interpretation of rules should be addressed to Brian Gordon, The College of Saint Rose, 423 Western Avenue, Albany, New York 12203 (518/454-2179).

Scoring

All events will be scored. Scoring shall be for 16 places as follows: relays, 40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2; individual events, 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1. Except in time final events, points for first through eighth place shall be awarded solely on the basis of a championship final. Points for ninth through 16th place shall be awarded solely on the basis of a consolation final.

Please refer to Rule 7-8 in the 2010-11 NCAA Men's and Women's Swimming and Diving Rules for procedures in scoring swimming and diving competition.

Squad Size

An institution shall be allowed not more than 18 competitors, which will be counted as follows:

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

Strobe Lights

No strobe lights shall be installed in an arena without the expressed consent of the host institution. Requests for installation of strobe lights must be approved by the appropriate sports committee, the event's media coordinator and the NCAA championships administrator.

No single agency may install more than one set of strobes at a site, regardless of the number of units that will be utilized.

Any installed strobe unit may not exceed four clusters of strobe lights producing a maximum of 3,200 watt-seconds at any championships site. All strobes must flash at duration less than 1/2,000th of a second. The NCAA reserves the right to alter specifications in the best interest of the championships.

All strobes must be installed and tested, if necessary, at the site 24 hours before the start of the event during which the strobes will be used. The committee representative(s) will grant final approval relative to the installation of strobes.

Television Rights and Footage Licensing

Please refer to the NCAA Broadcast Manual policies and guidelines, which are available at <http://www.ncaa.com/broadcast/broadcast.html>.

Tickets

[Reference: Tickets in the Division III General Section and Bylaw 31.1.11 in the NCAA Division III Manual.]

Information for pre-purchasing all session tickets for the 2011 championships can be found on the NCAA host Web site (NCAA.com). This information will be available on or before February 1, 2011.

Ticket prices for the championships are as follows:

All-session passes - \$65 for adults, \$50 for students.

Preliminaries - \$8 for adults; \$6 for senior citizens, students and children ages two and above.

Finals - \$10 for adults; \$8 for senior citizens, students and children ages two and above

For additional questions regarding tickets, please contact Keith Beckett (phone: 330/263-2500; e-mail: kbeckett@wooster.edu).

Ties

Swimming. If a tie occurs in the finals, it will not be broken. A duplicate award(s) will be ordered for the individual(s).

Championships Diving. If there is an eighth-place tie after the preliminary round, the tied divers will advance to the finals. All divers in the finals will have equal opportunity to score wherever they finish in the finals. If a tie occurs in the finals, it will not be broken. A duplicate award(s) will be ordered for the individual(s).

Training Facilities

Training facilities are to be made available to the competing teams by the host institution beginning Monday prior to the championships.

Transportation/Per Diem

Please refer to the NCAA travel policies for all information regarding transportation and per diem expenses. Travel policies can be found online at <http://www.ncaa.org/wps/ncaa?ContentID=36359>. All institutions participating in NCAA championships must submit travel reimbursement forms online.

Uniforms

[Reference: Bylaw 12.5.3 in the NCAA Division III Manual.]

Swimmers' uniforms must be characterized by conformity to recognized standards of propriety. No swimmer is permitted to wear or use any device to help his or her speed or buoyancy in competition. Temporarily applied adhesives may not be used to assist the backstroke start. Goggles may be worn. Rubdown oil may not be used.

The uniform is defined as one swimsuit or garment. No other suit, garment or material is permitted to be worn attached or supplemented under, over, or as part of the uniform. This includes tanks or briefs worn under the suit or drag suits worn over the suit.

During the awards ceremonies, participants must wear their institution's official warm-up uniform, including a jacket and pants.

Logos. An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, swim caps and towels) worn by student-

athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed $2\frac{1}{4}$ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

In addition, an institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restriction.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed $2\frac{1}{4}$ square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete's institution.

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

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff.

Videotapes, Films and Still Photographs

[Reference: Bylaw 31.6.4.3 in the NCAA Division III Manual.]

Institutions are permitted to videotape championships competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the tournament director at the host site to arrange for camera space. Limited space will be available with area(s) designated by the Division III men's and women's swimming and diving committee.

Appendix A

NCAA Geographical Regions

Women

Central (59 Institutions)

Albion College	Lawrence University
Alma College	Macalester College
Augsburg College	Millikin University
Augustana College (Illinois)	University of Minnesota, Morris
Baldwin-Wallace College	Monmouth College (Illinois)
Beloit College	Mount Union College
Calvin College	North Central College
Carleton College	Oberlin College
Carroll University (Wisconsin)	Ohio Northern University
Carthage College	Ohio Wesleyan University
Case Western Reserve University	Olivet College
University of Chicago	Principia College
Concordia College, Moorhead	Ripon College
DePauw University	Rose-Hulman Institute of Technology
Denison University	College of St. Benedict
Eureka College	St. Catherine University
Franklin College	Saint Mary's College (Indiana)
Gustavus Adolphus College	Saint Mary's University of Minnesota
Hamline University	St. Norbert College
Hiram College	St. Olaf College
Hope College	University of St. Thomas (Minnesota)
Illinois College	Wheaton College (Illinois)
Illinois Wesleyan University	Wilmington College (Ohio)
John Carroll University	University of Wisconsin, Eau Claire
Kalamazoo College	University of Wisconsin, La Crosse
Kenyon College	University of Wisconsin, Oshkosh
Knox College	University of Wisconsin, River Falls
Lake Forest College	University of Wisconsin, Stevens Point
	University of Wisconsin, Whitewater
	Wittenberg University
	College of Wooster

Midwest (11 Institutions)

Austin College	McMurry University
Coe College	Simpson College
Grinnell College	Southwestern University (Texas)
Hendrix College	Trinity University (Texas)
Loras College	Washington University (Missouri)
Luther College	

Northeast (126 Institutions)

Albright College	Lebanon Valley College
Alfred University	Lehman College, City University of New York
Allegheny College	Lycoming College
Amherst College	State University of New York Maritime College
Arcadia University	Marywood University
Babson College	Massachusetts Institute of Technology
Baruch College	University of Massachusetts, Dartmouth
Bates College	Messiah College
Bethany College (West Virginia)	Middlebury College
Bowdoin College	Misericordia University
Bridgewater State College	Montclair State University
College at Brockport, State University of New York	Mount Holyoke College
Bryn Mawr College	Mount St. Mary College (New York)
Buffalo State College	College of Mount St. Vincent
Cabrini College	Nazareth College
Carnegie Mellon University	University of New England
Catholic University	The College of New Jersey
Cazenovia College	State University College at New Paltz
Chatham University	College of New Rochelle
Clark University (Massachusetts)	New York University
Clarkson University	Norwich University
Colby College	State University College at Old Westbury
Colby-Sawyer College	State University College at Oneonta
Connecticut College	State University of New York at Oswego
State University College at Cortland	State University of New York Institute of Technology
Dickinson College	Pennsylvania State University, Altoona
Drew University	Pennsylvania State University, Erie, the Behrend College
Eastern Connecticut State University	University of Pittsburgh, Bradford
Elizabethtown College	Plymouth State University
Elms College	Purchase College, State University of New York
Fairleigh Dickinson University, Florham	State University of New York at Potsdam
Franklin & Marshall College	Ramapo College
State University College at Fredonia	Regis College (Massachusetts)
State University of New York at Geneseo	Rensselaer Polytechnic Institute
Gettysburg College	University of Rochester
Gordon College	Rochester Institute of Technology
Grove City College	Roger Williams University
Hamilton College	Rowan University
Hartwick College	College of Saint Elizabeth
Hunter College	Saint Joseph's College (Maine)
Husson College	St. Joseph College (Connecticut)
Ithaca College	St. Joseph's College (Long Island)
John Jay College of Criminal Justice	St. Joseph's College (New York)*
Juniata College	St. Lawrence University
Keene State College	Saint Vincent College
King's College (Pennsylvania)	

Salisbury University
University of Scranton
Simmons College
Skidmore College
Smith College
Springfield College
State University of New York at
Cobleskill*
College of Staten Island
Stevens Institute of Technology
Susquehanna University
Swarthmore College
Trinity College (Connecticut)
Tufts University
U.S. Coast Guard Academy
U.S. Merchant Marine Academy
Union College (New York)
Ursinus College
Utica College
Vassar College

South (26 Institutions)

Berry College*
Bridgewater College (Virginia)
Centre College
Emory and Henry College
Emory University
Frostburg State University
Gallaudet University
Goucher College
Greensboro College
Guilford College
Hollins University
Hood College
Johns Hopkins University
LaGrange College

Washington and Jefferson College
Wells College
Wellesley College
Wesleyan University (Connecticut)
Western Connecticut State University
Western New England College
Westfield State College
Westminster College (Pennsylvania)
Wheaton College (Massachusetts)
Widener University
William Paterson University of New
Jersey
William Smith College
Williams College
Worcester Polytechnic Institute
York College (Pennsylvania)
York College (New York)

West (21 Institutions)

California Institute of Technology	Mills College
California Lutheran University	Occidental College
California State University, East Bay	Pacific Lutheran University
University of California, Santa Cruz	Pacific University (Oregon)
Chapman University	Pomona-Pitzer Colleges
Claremont McKenna-Harvey Mudd- Scripps Colleges	University of Puget Sound
Colorado College	University of Redlands
University of La Verne	Whitman College
Lewis & Clark College	Whittier College
Linfield College	Whitworth University
	Willamette University

NCAA Geographical Regions

Men

Central (54 Institutions)

Albion College	Macalester College
Alma College	Millikin University
Augustana College (Illinois)	Monmouth College (Illinois)
Baldwin-Wallace College	Mount Union College
Beloit College	North Central College
Calvin College	Oberlin College
Carleton College	Ohio Northern University
Carroll University (Wisconsin)	Ohio Wesleyan University
Carthage College	Olivet College
Case Western Reserve University	Principia College
University of Chicago	Ripon College
DePauw University	Rose-Hulman Institute of Technology
Denison University	St. John's University (Minnesota)
Eureka College	Saint Mary's University of Minnesota
Franklin College	St. Olaf College
Gustavus Adolphus College	University of St. Thomas (Minnesota)
Hamline University	Wabash College
Hiram College	Wheaton College (Illinois)
Hope College	Wilmington College (Ohio)
Illinois College	University of Wisconsin, Eau Claire
Illinois Wesleyan University	University of Wisconsin, La Crosse
John Carroll University	University of Wisconsin, Oshkosh
Kalamazoo College	University of Wisconsin, River Falls
Kenyon College	University of Wisconsin, Stevens Point
Knox College	University of Wisconsin, Whitewater
Lake Forest College	Wittenberg University
Lawrence University	College of Wooster

Midwest (11 Institutions)

Austin College	Luther College
Coe College	McMurry University
Grinnell College	Simpson College
Hendrix College	Southwestern University (Texas)
Loras College	Trinity University (Texas)
	Washington University (Missouri)

Northeast (104 Institutions)

Albright College	Lebanon Valley College
Alfred University	Lehman College, City University of New York
Allegheny College	Lycoming College
Amherst College	State University of New York, Maritime College
Arcadia University	Marywood University
Babson College	University of Massachusetts, Dartmouth
Baruch College	Massachusetts Institute of Technology
Bates College	Messiah College
Bethany College (West Virginia)	Middlebury College
Bowdoin College	Misericordia University
Bridgewater State College	Montclair State University
College at Brockport, State University of New York	Mount Saint Mary College (New York)
Buffalo State College	College of Mount St. Vincent
Cabrini College	Nazareth College
Carnegie Mellon University	The College of New Jersey
Catholic University	State University College at New Paltz
Cazenovia College	New York University
Clarkson University	Norwich University
Clark University (Massachusetts)	State University College at Old Westbury
Colby College	State University College at Oneonta
Colby-Sawyer College	State University of New York at Oswego
Connecticut College	State University of New York Institute of Technology
State University College at Cortland	Penn State University, Altoona
Dickinson College	Pennsylvania State University, Erie, the Behrend College
Drew University	University of Pittsburg, Bradford
Elizabethtown College	State University of New York at Potsdam
Elms College	Purchases College, State University of New York
Fairleigh Dickinson University, Florham	Ramapo College
Franklin & Marshall College	Regis College (Massachusetts)
State University College at Fredonia	Rensselaer Polytechnic Institute
State University of New York at Geneseo	University of Rochester
Gettysburg College	Rochester Institute of Technology
Gordon College	Roger Williams University
Grove City College	Rowan University
Hamilton College	Saint Joseph's College (Maine)
Hartwick College	St. Lawrence University
Ithaca College	Saint Vincent College
Keene State College	Salisbury University
King's College (Pennsylvania)	University of Scranton

Skidmore College
Springfield College
College of Staten Island
State University of New York at Cobleskill*
Stevens Institute of Technology
Susquehanna University
Swarthmore College
Trinity College (Connecticut)
Tufts University
U.S. Coast Guard Academy
U.S. Merchant Marine Academy
Union College (New York)
Ursinus College
Utica College

Vassar College
Washington and Jefferson College
Wells College
Wesleyan University (Connecticut)
Westminster College (Pennsylvania)
Wheaton College (Massachusetts)
Widener University
William Paterson University of New Jersey
Williams College
Worcester Polytechnic Institute
York College (Pennsylvania)
York College (New York)

South (17 Institutions)

Berry College*	Marymount University (Virginia)
Centre College	McDaniel College
Emory University	Rhodes College
Frostburg State University	St. Mary's College of Maryland
Gallaudet University	University of the South
Goucher College	Transylvania University
Hood College	Washington and Lee University
Johns Hopkins University	Washington College (Maryland)
University of Mary Washington	

West (18 Institutions)

California Institute of Technology	Occidental College
California Lutheran University	Pacific Lutheran University
University of California, Santa Cruz	Pacific University (Oregon)
Claremont McKenna-Harvey Mudd-Scripps Colleges	Pomona-Pitzer Colleges
Colorado College	University of Puget Sound
University of La Verne	University of Redlands
Lewis & Clark College	Whitman College
Linfield College	Whittier College
	Whitworth College
	Willamette University

Appendix B

2011 NCAA DIVISION III SWIMMING AND DIVING QUALIFYING TIMES (MEN)

EVENT	25 YARDS		25 METERS		50 METERS		2010 Selection Time
	A CUT:	B CUT:	A CUT:	B CUT:	A CUT:	B CUT:	
50 FREE	:20.43	:20.99	:22.80	:23.43	:23.80	:24.41	:20.87
100 FREE	:44.98	:46.09	:50.20	:51.44	:52.13	:53.41	:45.91
200 FREE	1:39.69	1:42.05	1:51.26	1:53.90	1:55.25	1:57.98	1:41.41
500 FREE	4:30.11	4:37.33	3:56.32	4:02.63	4:04.44	4:10.98	4:34.58
1650 FREE	15:45.55	16:16.65	15:42.72	16:13.73	16:19.84	16:52.07	16:06.83
100 BACK	:50.22	:52.05	:56.05	:58.09	1:00.07	1:02.34	:51.13
200 BACK	1:49.93	1:53.32	2:02.69	2:06.47	2:09.48	2:13.47	1:51.50
100 BREAST	:56.02	:57.81	1:02.52	1:04.52	1:05.44	1:07.54	:57.24
200 BREAST	2:02.83	2:06.71	2:17.09	2:21.42	2:23.16	2:27.68	2:05.53
100 FLY	:49.40	:50.74	:55.14	:56.63	:56.92	:58.46	:50.35
200 FLY	1:50.86	1:53.87	2:03.73	2:07.09	2:08.01	2:11.42	1:53.30
200 IM	1:51.98	1:54.73	2:04.98	2:08.05	2:10.67	2:13.87	1:53.50
400 IM	3:59.78	4:07.81	4:27.61	4:36.57	4:37.20	4:46.49	4:03.66
200 F.R.	1:21.56	1:23.51	1:31.02	1:33.20	1:34.84	1:37.10	1:22.96
400 F.R.	3:00.73	3:05.40	3:21.71	3:26.92	3:29.43	3:34.83	3:03.84
800 F.R.	6:42.05	6:53.75	7:28.72	7:41.77	7:43.73	7:57.22	6:47.67
200 M.R.	1:31.07	1:33.53	1:41.65	1:44.39	1:46.15	1:49.01	1:32.63
400 M.R.	3:20.54	3:26.83	3:43.82	3:50.84	3:54.28	4:01.62	3:23.86

1-Meter Diving Points—6 Dives 275 / 11 Dives 425

3-Meter Diving Points—6 Dives 285 / 11 Dives 440

Appendix C

2011 NCAA DIVISION III SWIMMING AND DIVING QUALIFYING TIMES (WOMEN)

EVENT	25 YARDS		25 METERS		50 METERS		2010 Selection Time
	A CUT:	B CUT:	A CUT:	B CUT:	A CUT:	B CUT:	
50 FREE	:23.56	:24.10	:26.29	:26.90	:27.05	:27.67	:23.93
100 FREE	:51.26	:52.69	:57.21	:58.81	:58.65	1:00.29	:52.23
200 FREE	1:51.35	1:54.54	2:04.27	2:07.83	2:07.40	2:11.05	1:53.07
500 FREE	4:57.55	5:05.36	4:20.32	4:26.17	4:27.58	4:34.60	5:01.36
1650 FREE	17:10.98	17:39.80	17:07.90	17:36.63	17:37.42	18:06.97	17:29.08
100 BACK	:57.27	:58.77	1:03.92	1:05.59	1:07.14	1:08.90	:58.03
200 BACK	2:03.86	2:07.59	2:18.24	2:22.40	2:24.53	2:28.88	2:06.38
100 BREAST	1:04.46	1:06.57	1:11.94	1:14.30	1:14.09	1:16.52	1:05.81
200 BREAST	2:20.76	2:24.86	2:37.10	2:41.67	2:40.32	2:44.99	2:23.12
100 FLY	:56.24	:58.13	1:02.77	1:04.88	1:04.13	1:06.28	:57.40
200 FLY	2:04.98	2:08.59	2:19.49	2:23.52	2:21.86	2:25.96	2:05.98
200 IM	2:05.81	2:09.41	2:20.42	2:24.43	2:25.11	2:29.26	2:07.82
400 IM	4:27.77	4:36.69	4:58.85	5:08.81	5:05.67	5:15.86	4:31.62
200 F.R.	1:34.30	1:36.94	1:45.25	1:48.19	1:48.27	1:51.30	1:36.40
400 F.R.	3:27.84	3:33.95	3:51.97	3:58.78	3:57.81	4:04.79	3:30.79
800 F.R.	7:30.77	7:46.20	8:23.10	8:40.31	8:35.76	8:53.41	7:41.15
200 M.R.	1:44.91	1:48.00	1:57.09	2:00.54	2:00.72	2:04.28	1:46.67
400 M.R.	3:49.62	3:56.60	4:16.27	4:24.06	4:24.55	4:32.58	3:53.49

1-Meter Diving Points—6 Dives 255 / 11 Dives 395

3-Meter Diving Points—6 Dives 265 / 11 Dives 410

Appendix D

Conversion Tables

To convert a metric time achieved in a 25-meter or 50-meter racing 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. For example, a men's 200-meter breaststroke time of 2:16.71, achieved in a 50-meter racing course, is converted to an equivalent time for a 25-yard racing course as follows:

2:16.71 = 136.71 seconds
 136.71 x 0.858 = 117.29718 seconds
 117.29718 seconds = 117.29 seconds
 117.29 seconds = 1:57.29

Short-Course Conversion Factors (Men and Women)

Event	Factor
400 meters to 500 yards	1.143
800 meters to 1,000 yards	1.143
1,500 meters to 1,650 yards	1.003
All other events	0.896

Long-Course Conversion Factors (Men)

Event	Factor	Event	Factor
50-meter Freestyle	0.860	100-meter Breaststroke	0.856
100-meter Freestyle	0.863	200-meter Breaststroke	0.858
200-meter Freestyle	0.865	200-meter Individual Medley	0.857
400-meter Freestyle	1.105	400-meter Individual Medley	0.865
1,500-meter Freestyle	0.965	200-meter Freestyle Relay	0.860
100-meter Butterfly	0.868	400-meter Freestyle Relay	0.863
200-meter Butterfly	0.866	800-meter Freestyle Relay	0.867
100-meter Backstroke	0.835	200-meter Medley Relay	0.858
200-meter Backstroke	0.849	400-meter Medley Relay	0.856

Long-Course Conversion Factors (Women)

Event	Factor	Event	Factor
50-meter Freestyle	0.871	100-meter Breaststroke	0.870
100-meter Freestyle	0.874	200-meter Breaststroke	0.878
200-meter Freestyle	0.874	200-meter Individual Medley	0.867
400-meter Freestyle	1.112	400-meter Individual Medley	0.876
1,500-meter Freestyle	0.975	200-meter Freestyle Relay	0.871
100-meter Butterfly	0.877	400-meter Freestyle Relay	0.874
200-meter Butterfly	0.881	800-meter Freestyle Relay	0.874
100-meter Backstroke	0.853	200-meter Medley Relay	0.869

200-meter Backstroke	0.857	400-meter Medley Relay	0.868
Men's 800 Meters (LC) to 1,000 yards	1.105		
Women's 800 Meters (LC) to 1,000 yards	1.120		

Appendix E

Altitude Adjustments

Times achieved at an altitude of 3,000 feet or above may be adjusted according to the following chart:

	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
1,650 Yards/1,500 Meters	11.0	20.0	32.5

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

Information relative to the adjustment must be shown on the POP form and must include the name of the competitor, 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 swum, not altitude-adjusted times.

Appendix F

Order of Events

Four-Day, Common-Site Established Program
(Reference: Page 126 of the 2010 NCAA Swimming and Diving Rules Book)

2010 NCAA Division III Men's and Women's
Swimming and Diving Championships
University Aquatic Center – University of Minnesota campus
Beloit College and The College of Wooster, co-hosts

DAY 1 – Wednesday, March 17

Trials – 10 a.m.

Event No.

1. 500-yard freestyle (M)
2. 500-yard freestyle (W)
3. 200-yard individual medley (M)
4. 200-yard individual medley (W)
5. 50-yard freestyle (M)
6. 50-yard freestyle (W)
- 20-minute intermission
8. 200-yard medley relay (M)
9. 200-yard medley relay (W)
7. Three-meter diving (M)—Trials*

Finals – 6 p.m.

Event No.

1. 500-yard freestyle (M)
2. 500-yard freestyle (W)
3. 200-yard individual medley (M)
4. 200-yard individual medley (W)
5. 50-yard freestyle (M)
6. 50-yard freestyle (W)
7. Three-meter diving (M)—Finals*
8. 200-yard medley relay (M)
9. 200-yard medley relay (W)

DAY 2 – Thursday, March 18

Trials – 10 a.m.

Event No.

10. 200-yard freestyle relay (M)
11. 200-yard freestyle relay (W)
12. 400-yard individual medley (M)
13. 400-yard individual medley (W)

14. 100-yard butterfly (M)
15. 100-yard butterfly (W)
16. 200-yard freestyle (M)
17. 200-yard freestyle (W)
- 20-minute intermission
19. 400-yard medley relay (M)
20. 400-yard medley relay (W)
18. One-meter diving (W)—Trials*

Finals – 6 p.m.

Event No.

10. 200-yard freestyle relay (M)
11. 200-yard freestyle relay (W)
- 10-minute intermission (optional)
12. 400-yard individual medley (M)
13. 400-yard individual medley (W)
14. 100-yard butterfly (M)
15. 100-yard butterfly (W)
16. 200-yard freestyle (M)
17. 200-yard freestyle (W)
18. One-meter diving (W)—Finals*
19. 400-yard medley relay (M)
20. 400-yard medley relay (W)

DAY 3 – Friday, March 19

Trials – 10 a.m.

Event No.

21. 200-yard butterfly (M)
22. 200-yard butterfly (W)
23. 100-yard backstroke (M)
24. 100-yard backstroke (W)
25. 100-yard breaststroke (M)
26. 100-yard breaststroke (W)
- 20-minute intermission
28. 800-yard freestyle relay (M)—Four or more heats
29. 800-yard freestyle relay (W)—Four or more heats
27. One-meter diving (M)—Trials*

Finals – 6 p.m.

Event No.

21. 200-yard butterfly (M)
22. 200-yard butterfly (W)
23. 100-yard backstroke (M)
24. 100-yard backstroke (W)
25. 100-yard breaststroke (M)
26. 100-yard breaststroke (W)
27. One-meter diving (M)—Finals*

28. 800-yard freestyle relay (M)—Finals or time finals
29. 800-yard freestyle relay (W)—Finals or time finals

DAY 4 – Saturday, March 20

Trials – 10 a.m.

Event No.

32. 100-yard freestyle (M)
33. 100-yard freestyle (W)
34. 200-yard backstroke (M)
35. 200-yard backstroke (W)
36. 200-yard breaststroke (M)
37. 200-yard breaststroke (W)
- 20-minute intermission
39. 400-yard freestyle relay (M)
40. 400-yard freestyle relay (W)
38. Three-meter diving (W)—Trials*
30. 1,650-yard freestyle (M)—All but last heat of time finals
31. 1,650-yard freestyle (W)—All but last heat of time finals

Finals – 6 p.m.

Event No.

30. 1,650-yard freestyle (M)—Last heat of time finals
31. 1,650-yard freestyle (W)—Last heat of time finals
32. 100-yard freestyle (M)
33. 100-yard freestyle (W)
34. 200-yard backstroke (M)
35. 200-yard backstroke (W)
36. 200-yard breaststroke (M)
37. 200-yard breaststroke (W)
38. Three-meter diving (W)—Finals*
39. 400-yard freestyle relay (M)
40. 400-yard freestyle relay (W)

**Note: For a detailed schedule of diving, refer to Rule 6-2-2 in the rules book.*