



2024 DIVISION I MEN'S
**SWIMMING
& DIVING
CHAMPIONSHIPS**

INDIANAPOLIS

*Indiana University-Purdue University Indianapolis
and Indiana Sports Corporation, Hosts*

***PARTICIPANT
2023-24 MANUAL***

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Introduction

Congratulations on your selection to the 2024 NCAA Division I Men's Swimming and Diving Championships! This manual includes important information regarding the championships, and is a supplement, not a substitute, for the 2023-24 NCAA Division I Men's and Women's Swimming and Diving Pre-Championships Manual. Additional information is available on the championships website at NCAA.com and on NCAA.org.

The championships will be held at the IU Natatorium, Indianapolis, Indiana March 27-30, 2024. Indiana University- Purdue University Indianapolis and the Indiana Sports Corp will serve as the hosts for the championships.

Detailed information regarding the selection process for swimmers and divers is included in the 2023-24 Pre-Championships Manual, which is available online at NCAA.org. The qualifying standards for the championships are also available on this page, and all other information pertinent to the championships will continue to be posted on this page.

Coaches Checklist

- ___ Contact Short's Travel Management, the NCAA travel service, at 866-655-9215 to make air travel arrangements. Teams located within 400 miles of the competition site are required to travel via ground transportation. If extraordinary circumstances warrant an exception to the established travel policies, you must contact the NCAA's travel department at 317-917-6757 or travel@ncaa.org for approval prior to making any travel arrangements. All travel policies, including information on travel party numbers, is located on the NCAA website.

- ___ Institutions that are eligible for relay events for the men's championships must declare all relays in which they want to participate by **3 p.m. Eastern time, Wednesday, March 20**. Declarations must be made via the [Relay Declaration Form](#). The new form includes space to name uninvited relay swimmers. Those names can be changed up to registration on site. Send questions or uninvited relay only swimmer changes to Paige Newman (pnewman@ncaa.org).

- ___ Complete and submit TRAVEL INFORMATION AND ROSTER FORM to Paige Newman (pnewman@ncaa.org) by **Noon Eastern time Sunday, March 17**. ([Appendix A](#))

- ___ Complete nominations for the Elite 90 Award by **5 p.m. (Eastern time) Friday, March 22**. Please click [here](#) to access the nomination form and other pertinent information regarding the award.

- ___ Coaches and/or institution sports information staff will be provided a pre-made graphic and will be asked to include a photo of senior student-athletes that are part of their team. Please submit the pre-made graphic complete with student-athlete headshots to Sam Reel, sreel@indianasportscorp.org. The photos will be used in the senior recognition presentation at the competition venue Saturday evening. Photos will be accepted from now until **March 22**. Any photos sent after these days are subject to exclusion from the recognition.

- ___ Review the information regarding the community outreach opportunity provided at this year's championship. More specific information is outlined on page 13.

NCAA Committee/Staff**NCAA SWIMMING AND DIVING COMMITTEE**

<p>Matt Barany University of Richmond Phone: 804-349-4659 Email: mbarany@richmond.edu</p>	<p>Hollie Bonewit-Cron, chair Miami University (Ohio) Phone: 513-529-8150 Email: hbc@miamioh.edu</p>
<p>Charvi Greer Tulane University Phone: 504-862-8448 Email: jgreer1@tulane.edu</p>	<p>Lisa Liotta Canisius College Phone: 716-888-2959 Email: liottal@canisius.edu</p>
<p>Ryan Rougeux University of Louisville Phone: 502-210-0306 Email: ryanr@GoCards.com</p>	<p>Bridgette Cahill America East Conference Phone: 401-965-9684 Email: cahill@americaeast.com</p>
<p>Steve Schaffer Grand Canyon University Phone: 602-403-8774 Email: steve.schaffer@gcu.edu</p>	<p>Mike Spiegler University of Florida Phone: 352-316-4327 Email: mikes@gators.ufl.edu</p>
<p>Richard Marschner University of Utah Phone: 801-245-0014 Email: rmarschner@huntsman.utah.edu</p>	<p>Jamie Greer Coastal Athletic Association Phone: 443-299-8795 Email: jgreer@caasports.com</p>

NCAA STAFF

<p>Paige Newman Assistant Director of Championships (Men's) Phone: 317-778-9808 Email: pnewman@ncaa.org</p>	<p>John Bugner Director of Championships (Women's) Phone: 317-522-7220 Email: jbugner@ncaa.org</p>
<p>Antonio Cannavaro Coordinator of Championships Phone: 317-917-6956 Email: acannavaro@ncaa.org</p>	<p>Linda Godby Assistant Coordinator of Championships Phone: 317-917-6507 Email: lgodby@ncaa.org</p>

RULES

<p>Ben Brownlee NCAA Phone: 317-917-6944 Email: bbrownlee@ncaa.org</p>	<p>Greg Lockard Secretary Rules-Editor Phone: 973-486-5501 Email: greg@swimdiverules.com</p>
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Host Personnel

Athletic Director Luke Bosso Cell: 317-442-2166 Email: lbosso@iu.edu	Meet Director Arlene McDonald Cell: 317-442-2166 Email: Arlmcdon@iu.edu
Championships Director Jordan Fetters Cell: 717-315-6833 Email: jfettters@indianasportscorp.org	Marketing Director Dan Gliot Cell: 317-237-5025 Email: dgliot@indianasportscorp.org
IUPUI and Indiana Sports Corp	
Media/PR Contact Sam Reel Cell: 217-979-8841 Email: sreel@indianasportscorp.org	Athletic Training Steve Hartsock Phone: 317-435-3349 Email: Shartsock@iuhealth.org
Ticket Manager Arlene McDonald Cell: 317-442-2166 Email: Arlmcdon@iu.edu	Facility Director Ed Merkling Call: 317-274-6783 Email: emerklin@iupui.edu



NCAA Student Athletes, Coaches and Staff:

On behalf of Indiana Sports Corp and IUPUI, it is our pleasure to welcome you to Indianapolis for the 2024 NCAA Division I Men's Swimming & Diving Championships. Congratulations to each of you on your successful season thus far. Your hard work has paid off and we are excited to welcome you to our city and to host you in your NCAA Championship.

We hope you enjoy your time in Indianapolis. There is so much to explore in our city, and you'll soon understand why we #LoveIndy. Our downtown is highlighted by remarkable convenience, with dozens of hotels, restaurants, cultural attractions, shopping, and nightlife all within a few steps of the competition venue. We have one of the finest facilities in the world in the IU Natatorium and this venue is no stranger to the national spotlight having previously held four U.S. Olympic Swimming Trials and four U.S. Olympic Diving Trials.

We encourage you to reach out to our respective staffs if there is anything we can do to make your championships experience better. Again, we congratulate you on reaching the NCAA Championship and wish you the best of luck in your competition.

Sincerely,

Patrick Talty
President, Indiana Sports Corp

Schedule

The championships will take place March 27-30. For swimming, the preliminary sessions will begin at 10 a.m. and the finals sessions will begin at 6 p.m., Eastern time.

Preliminary rounds for diving for the men's championships will take place at Noon each day. Diving finals will take place in the appropriate order during the evening finals session. A comprehensive schedule is included in [Appendix B](#).

Pool Availability

The IU Natatorium will be available for participating student-athletes during the hours listed below. Only student-athletes from competing institutions may use the pool during these times. **There is no warm-up allowed in the diving well.**

Monday	4 p.m. to 8 p.m.
Tuesday	8 a.m. to 9 p.m.
Wednesday	8 a.m. to 10 p.m.
Thursday	6 a.m. to one hour after the conclusion of finals
Friday	6 a.m. to one hour after the conclusion of finals
Saturday	6 a.m. to conclusion of awards ceremony

The IU Natatorium **will not** be available to competing teams **prior to 4 p.m. Monday**. Teams desiring pool time prior to 4 p.m. on Monday may reach out to the area pools listed in Appendix J, all of which are subject to availability ([Appendix J](#)).

Registration/Package Pick-up

Registration will take place in the East and West Concourses of the Natatorium, alphabetized by team. Signage will direct teams into the correct concourse. (see map, [Appendix E](#)). Registration hours are as follows:

Monday	4 p.m. to 8 p.m.
Tuesday	8 a.m. to 5 p.m.
Wednesday	8 a.m. to 3 p.m.

Massage therapists should arrive at the venue NO EARLIER THAN Tuesday, March 26 at 8 a.m. to be assigned a spot according to the massage table selection procedures (See [Medical Information](#) section for more information).

After Wednesday, any late registrations will take place at the Volunteer Services desk located on the Main Concourse of the Natatorium. A representative from each participating institution must register their team and pick up the team packet. The following will take place at registration:

- Pick up team packets, which will contain credentials and parking information;
- Review and sign the team entry list, confirming that all student-athletes on the list are present and eligible to compete;
- Declare any uninvited swimmers that may serve as a relay alternate during the meet (up to four);
- Pick-up participant medallions for student-athletes who were selected to the championships; and
- Pick-up PowerAde squeeze bottles for student-athletes; and
- Pick up student-athlete participation awards and towels.

Practice/Warm-Up Schedule - Swimming

The pool will be available for practice as noted previously. On competition days, there will be one pace and one sprint lane designated in the warm-up pool. Practice and warmup schedules for the competition pool are included in [Appendix C](#). The administrative referee will determine what lanes may be used for warmups during diving.

Practice/Warm-up Schedule – Diving

The room located in the southwest corner of the diving well and adjacent to the pool deck will be made available for diving dryland.

The diving practice and competition schedule is in [Appendix D](#).

Administrative Meeting

A **mandatory** administrative meeting will be held Wednesday, March 27, for all coaches. The swimming coaches meeting will be held at 11:30 a.m., followed by the diving coaches meeting at 1 p.m. All meetings will be conducted **virtually**. All head coaches or their institutional designee are required to attend to hear important information specific to the championships and the facility. **Institutions failing to have representation at the meeting will be fined.**

CSCAA Meetings

The College Swimming and Diving Coaches Association of America will host a pre-championship virtual meeting for all Division I coaches on **Monday, March 11, 2023 at 1 p.m. Eastern time**. Coaches will be provided with the registration link in a separate email from the CSCAA.

National Anthem

The national anthem will be performed prior to the start of the evening session each day.

Timed Finals Events

ALL RELAYS will be timed finals and will take place during the evening finals session each night. Swimmers will parade for all relays.

The season's best competitive time for the 1,650-yard freestyle shall be used to seed that event. The eight fastest competitors will swim in the evening sessions at 6 p.m. Saturday. This heat will parade to the starting blocks. All other heats will be swum slowest to fastest, beginning at approximately **3:45 p.m. and ending at approximately 5:15 p.m.** These heats will not parade.

Please note the competition pool will not be made available for warm-up for the evening session until 5:15 p.m.

Awards

Awards Ceremony

An awards ceremony will be held immediately after the conclusion of each event, and NCAA awards will be presented to the top eight finishers in each event. Team awards will be presented to the top **THREE** teams after the presentation of the 400-yard freestyle relay awards.

Student-athletes are required to wear official school uniforms/warm-ups for awards ceremonies. All individuals receiving an award must be represented on the awards stand.

If a student-athlete is swimming in the event immediately after the awards ceremony, and only in that circumstance, another participating student-athlete from that institution MAY stand in to receive the award, unless a record has been broken.

If an individual is swimming in multiple events that session, the coach must inform the committee and NCAA staff prior to the start of that session if that student-athlete may/will have a substitute for any of the award ceremonies. Failure to adhere to this policy will be reviewed as a potential misconduct.

Swimmers' baskets will be taken to the awards staging area during the race. Divers must change into warm-ups and walk immediately to the awards stand at the conclusion of the diving finals events. Please see the venue map in [Appendix E](#) for the location of the awards staging area and the awards stand.

If a tie occurs in the finals, it will not be broken. **The place trophy will be given to the oldest individual by birthday.** The other individual will get the other trophy for purposes of the awards photograph. A duplicate award will be ordered by the NCAA and sent to the institution after the championships. Institutions interested in purchasing additional awards that they receive on site can do so at: <https://services.mtmrecognition.com/ncaa/>.

Elite 90 Award

The NCAA Elite 90 Award will be presented to the student-athlete with the highest cumulative grade-point average competing at the championships. The coach of the recipient will be notified in advance but will be asked NOT to notify the student-athlete. A day/time for presenting the award will be determined at that time, based on the events in which the student-athlete is participating. Coaches must submit nominees for the Elite 90 award by **5 p.m. (Eastern time) Friday, March 22**. Please visit the [NCAA website](#) to access the nomination form and other pertinent information regarding the award.

Locker Room Program

The national championship team will receive champion t-shirts and hats as part of the NCAA locker room program. These items will be presented at the team awards ceremony after the final event.

Participant Medallions

Participant medallions will be provided to all student-athletes selected to the championships. **Medallions will NOT be given to uninvited relay swimmers.** Medallions will be given to the institutional representative at registration. Institutions interested in purchasing participant medallions can do so at the following website: <https://services.mtmrecognition.com/ncaa/>. Additional medallions will NOT be provided at registration.

Student-Athlete Participation Awards

Participation awards will be distributed onsite at the finals location for all members of the official NCAA travel party. Participation awards are not provided for institutionally funded divers or uninvited relay swimmers. See [Appendix M](#) for more details, including ordering instructions for additional participation awards.

Championship Operations

Banners

The only banners allowed in or around the competition area are those approved by the swimming and diving committee and the NCAA. Banners advertising equipment of manufacturers are strictly prohibited.

NEW for 2024: Team-provided banners **may not** be hung or displayed at the championships. The NCAA will incorporate participating team logos into the championship décor at the competition venue. **Any banners hung by the teams or spectators will be removed.**

Deck Passes/Credentials

Deck passes/credentials will be produced by the NCAA for all participating teams and will be distributed to teams at registration.

Team staff will receive numbered wristbands and student-athletes will receive labeled credentials. No one will be allowed to enter the facility or access the pool deck without proper identification. Wristbands should be worn at all times on deck and in the facility.

Teams will receive deck passes for selected student-athletes and a designated number of institutional personnel (see chart below). Eligible institutions will be allowed to bring up to four uninvited relay swimmers to the championships, not to exceed the maximum of 18 student-athletes. Uninvited relay swimmers must be designated at registration and will receive credentials.

The number of deck passes for institutional personnel is based on the total number of student-athletes attending from their institution – including selected swimmers and divers, uninvited relay swimmers and institutionally funded divers. NOTE: An institution’s maximum limit of 18 total student-athletes must be maintained.

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

One additional deck pass will be allocated for the diving coach from each institution with qualified divers. A second credential may be issued for an additional diving coach *if all other passes have been exhausted*. Two credentials will be issued for **diving only** programs.

Teams can request up to one medical credential for a certified athletic trainer through the host athletic trainer. Any other athletic trainers must be accommodated through the deck pass allotment noted above. **Massage therapists must be included in the institutional allotment noted in the chart above.** Coaches/institutional personnel outside of the allotted number must pay the regular admission fee and will not be allowed on deck. There are no exceptions to this policy.

Institutional personnel who receive deck passes through the allotment may purchase a replacement deck pass if one is misplaced. The replacement deck pass will cost the same as an all-session ticket (\$130). Replacement deck passes can be purchased prior to each session (from two hours prior to the session until 30 minutes prior) at the Volunteer Services desk, located on the main concourse of the Natatorium. Payment can be made using a credit card.

Misuse of credentials by an institution may result in a misconduct.

Media credential requests, including sports information directors for participating institutions, must be made online at www.ncaa.com/media.

EventDirect

The NCAA EventDirect application will once again be used at the **final site** of this NCAA championship. This application will be used as the primary communication and organizational tool, allowing for direct

communication to participating institutional staff via text and email, as well as access to important files and information all directly through the NCAA EventDirect App. If you have not done so, participating institutional staff must download and register through the web-based App for their specific championship event in order to access the necessary championship information and receive important updates in the lead up to and during the final rounds of this championship.

Please be sure to reference the attached directions in [Appendix L](#) on how to install and/or register on your mobile device, through the EventDirect web-based App., to get set-up and be confirmed as a user within the NCAA EventDirect application for this championship. If you have previously used EventDirect, please reference the “Returning” user instructions. If you are a new EventDirect user, please reference the “New” user instructions.

We highly recommend that you share this with your additional staff (assistant coaches, sport administrators, directors of operations, etc.) and encourage them to register using their institutional email address in order to receive important communication in the lead up to and during the championships.

Heat Sheets

Coach heat sheets will be available on the pool deck at the lower admin table next to the head table. Heat sheets for the following day will be finalized and distributed by email and placed at the admin table after the scratch deadline each day.

Hospitality

Student-athlete hospitality will be in the northeast corner of the pool deck next to the massage area. There, student-athletes will be able to grab snacks that will be available throughout the day. Water and Powerade products will be available throughout the competition venue for coaches and student-athletes.

Hospitality for institutional personnel, meet management personnel and coaches will be available Wednesday, Thursday, Friday and Saturday. The hospitality room is located behind the diving towers on the south end of the Natatorium. (See map, [Appendix E](#)).

Officials hospitality will be located in the classroom on the northwest side of the pool.

Breakfast (Thursday through Saturday) will be available beginning at 7:30 a.m. and ending at 9:30 a.m. Lunch (Thursday through Saturday) will be provided between 11 a.m. and 1:00 p.m. Dinner (Wednesday through Saturday) will be served between the hours of 4:00 p.m. and 7 p.m. **Individuals must have a credential for access to the hospitality areas.**

Merchandise

Official NCAA championship merchandise will be available for purchase at the championships. Participants will also be given the opportunity to pre-order apparel through Event 1, Inc., the official souvenir merchandiser for the NCAA. Participants may also order merchandise at the following link: <https://www.event1teamstore.com>.

Merchandise will be available for purchase from 4-8pm on Monday and 8:00 a.m. until 9 p.m. Tuesday-Saturday. The merchandising area is located on the Main Concourse of the Natatorium.

Music

No individual speakers will be allowed on the pool deck – either during practices or competition. House music will be provided during practices.

Relays

ALL RELAYS will be timed finals and will take place during the evening finals session each night.

Results

Results from each session will be distributed via the lower admin table next to the head table. Results will also be available on Meet Mobile, and www.ncaa.com.

Swim-Offs

Per rule 5-8-3, If a tie occurs during preliminary heats, ties may be decided by a method other than a swim-off, such as a coin toss, if agreed upon by both coaches in consultation with the athlete(s). If there is no agreement, a swim-off will be held.

Swim-offs may be held at a mutually agreed-upon time by the teams involved. If a mutual time cannot be agreed upon, the meet referee will have the authority to set a time, which may be no sooner than 30 minutes after the last event of that session. Swim-offs will NOT be conducted before Finals. Please check with the meet referee before leaving the venue following prelims if you have a student-athlete that could possibly be affected by a swim-off.

Team Seating

On **Monday and Tuesday**, the top 15 teams from the previous year will be given their choice of location, in order of finish during practice. Coaches must be prepared to make their selection when approached or called by the NCAA committee.

At the conclusion of that process, on **Tuesday and Wednesday**, coaches from teams 16 through the last scoring team from the previous year’s championship in attendance will select their team seating in order of finish from the previous year. Coaches must be prepared to make their selection when approached or called by the NCAA committee.

The remaining teams that did not score or did not participate in the previous year’s championship will be ordered by the number of student-athletes entered in the meet. Those entering the same number of student-athletes shall be ordered alphabetically within that group. Once the order has been established, teams shall select from the remaining seating locations. Refer to [Appendix E](#) for a map of the on-deck seating. **NOTE:** Diving only programs will not be part of the team seating process.

The top 15 teams from the 2023 championship are as follows:

1.	California
2.	Arizona State
3.	Texas
4.	Indiana
5.	NC State
6.	Florida
7.	Tennessee
8.	Stanford
9.	Virginia Tech
10.	Auburn
11.	Ohio State
12.	Georgia
13.	Louisville
14.	Texas A&M

Team Video

There will be NO team video space provided at the IU Natatorium. Event staff will film all heats via SideLine Scout and provide links to coaches after each session. Specific details will be reviewed during the coaches meeting.

Video Review

Per rule 4-14-7, video review will be used at the championships to determine if relay takeoff disqualifications are accurate. All reviews must be conducted before qualifiers/results are announced. Such equipment shall be used if both relay judges independently record opposite of the equipment or anytime the electronic equipment reading is a negative number that leads to disqualification. The designated official shall review the video to determine if clear video evidence exists to overturn the call. The referee has sole jurisdiction over the review and their decision is a judgment call not subject to further review or appeal. **Challenges by coaches are not permitted as part of this rule.** The video shall not be used to detect any other rule infractions. If conclusive video evidence exists to overturn the call, the result of the relay takeoff equipment is voided, no electronic result is recorded, and the referee may overturn the disqualification for that heat. Any obstruction to the view of the exchange is sufficient to void the video from evidence. All video reviews will take place after the heats of the event are completed.

Video Review – 15-Meter Violation

Per Rule 4 Section 10, video review will be used at the championships to determine if an official's call of a 15-meter violation is accurate. All video reviews will take place after the heats of the event are completed and must be conducted before qualifiers/results are announced. All 15-meter violation disqualifications will be reviewed to evaluate if the 15-meter violation should be upheld. Only the referee and the designated officials may view the video that is being used for review. The referee shall review the video to determine if clear video evidence exists to overturn the call. The referee has sole jurisdiction over the review and their decision is a judgment call not subject to further review or appeal.

Challenges by coaches are not permitted as part of this rule, and coaches are not permitted to view the video being used at any time. The meet committee (in consultation with the meet referee) will confirm that the video equipment is in place, before the respective event, and it is aligned with a direct side view(s) of the 15-meter mark. It is important to note that the result of the video review is merely to determine if the infraction is confirmed. The video will not be used to detect any other rule infractions. If conclusive video evidence exists that the swimmer did not cross the 15-meter mark, the referee may overturn the disqualification. Any obstruction to the view of the 15-meter mark is sufficient to void the video from evidence.

Water/PowerAde for Participants

Water and PowerAde product will be available for student-athletes during practice and competition. Teams will receive PowerAde squeeze bottles for the student-athletes. Squeeze bottles will be distributed at registration. Equipment carrying any branding other than PowerAde will not be permitted on deck during the championships, and all product must be consumed out of the NCAA-provided PowerAde-branded water cups or squeeze bottles only.

Community Outreach Opportunity

Indiana Sports Corp is partnering with the NCAA to highlight the Readers Become Leaders program through the NCAA Division I Men's Swimming and Diving Championships. Three-hundred third graders will attend the preliminary session on Thursday, March 28. Upon leaving each student will receive a book.

We are requesting that teams bring paper items that can be placed in the students' books to be used as bookmarks. These items could include school logos, labels, photos of the team, or facility, stickers, or any school-related swimming photos. These images can be printed and brought to team registration during the week of the championships. We will also have blank bookmarks available at registration to create as a secondary option.

Your contribution to this program will leave a lasting impact on these students, providing them with a memorable experience they may not otherwise have had. Thank you for your support in making this initiative a success and for helping to inspire a love for reading and education in our local community.

Competition Site/Venue Information

Competition Site Maps

A map of the venue is available in [Appendix E](#) and outlines all areas on the main pool deck as well as the second seating levels.

Emergency Evacuation Plan

The IU Natatorium Emergency Evacuation Plan is provided in [Appendix H](#). This plan will also be provided in the team packets at registration and reviewed at the coaches meeting prior to the meet.

Facility Regulations – Prohibited Items

For reasons of safety, the following items are not permitted in the Indiana University Natatorium: Alcoholic beverages, artificial noisemakers, pets (except for service animals), weapons, hoverboards, tobacco products, glass containers, helium balloons, laser pointers, strobe lights or any other items deemed dangerous or inappropriate by security or game management.

IUPUI restricts the consumption of alcoholic beverages on university property and during student activities. Additionally, the use of tobacco products (including e-cigs) is strictly prohibited on the campus of the IUPUI.

Locker Rooms / Changing Stations

The IU Natatorium has two locker rooms on both the east and west pool decks dedicated to student-athletes competing in the championships. Non-competitor restrooms are located in the hallways on both the east and west sides of the diving well. Additional public restrooms can be found on the main concourse of the Natatorium.

Participating teams will not have assigned lockers, and all participants will be responsible for their personal items. Team bags can be placed on or under team bleachers on the pool deck.

The NCAA, IU Natatorium, IUPUI, and the Indiana Sports Corp are not responsible for lost or stolen items.

Participant Entrance

Participants will enter the Natatorium either through the University Boulevard doors across from the soccer stadium or through the first-floor doors of the IU Natatorium Sports Garage.

Towels

Towel service will not be provided during the championships for coaches or student-athletes.

Drug Testing

All student-athletes are subject to NCAA drug testing at all NCAA championships or in conjunction with all postseason certified events. The goal of the drug-testing program is to provide safe, fair and equitable competition as well as to protect the health and safety of all NCAA student-athletes participating in NCAA championships and postseason certified events.

The drug-testing program involves collecting urine specimens from student-athletes at various times throughout an NCAA championship. Student-athletes may be selected for drug testing based on their place of finish, position and/or an approved random selection method. A student-athlete may be selected for drug testing on more than one occasion during the championship event. All urine specimens provided by student-athletes are analyzed by a World Anti-Doping Agency accredited laboratory and the results are then reported to the institution's director of athletics.

The WADA laboratory analyzes each urine specimen for substances and related compounds from a list of banned-drug classes developed by the NCAA Executive Committee. Refer to the 2023-24 Drug-Testing Programs booklet on the [NCAA website](#) for the procedural guidelines for testing. Also review the published list of [banned drug classes](#). Athletic administrators are urged to review the NCAA Drug Education and Testing video, the NCAA Banned Drug Classes List as well as the NCAA Drug-Testing Program booklet with all coaches and student-athletes in advance of any NCAA championship or postseason certified event. Student-athletes who test positive because of a drug test administered by the NCAA or who breach the NCAA drug-testing program protocol shall lose one year of eligibility and shall be charged with the loss of a minimum of one season of competition in all sports.

Please note, if NCAA drug testing does not occur during a championship round and/or a drug test is required outside of the standard championship protocol (e.g., national record, world junior record, etc.), the cost associated with such a drug test will be the responsibility of the tested student-athlete's institution.

Additional information regarding the NCAA's championship drug-testing program is located on the [NCAA website](#).

Host City Information

For what to see, do and eat, go to [VisitIndy.com](#).

Lodging – Team Hotels

Due to large events in the city, teams are encouraged to reserve hotel rooms immediately. Multiple properties at various price ranges have been identified and are currently holding rooms for the event. A complete listing of the properties, rates and contact information is located on NCAA.org on the [Division I swimming and diving landing page](#).

Media Services

Important information regarding NCAA media policies is located online at [www.ncaa.com/media](#).

Championships Coverage

NOTE: ESPN+ will provide digital coverage for the men's championship week for the morning prelims and evening finals sessions Wednesday thru Saturday. Tape-delayed coverage of the men's championships will be on ESPNU at 6:00 p.m. ET, April 2.

Championship Websites

The official website for the men's championships is <http://www.ncaa.com/championships/swimming-men/d1>. Additional information specific to participants is located on [NCAA.org](http://www.ncaa.org).

The championship microsite is located here:

<https://www.indianasportscorp.org/events/2024-division-i-mens-swimming-and-diving-championships>

Footage Usage and Licensing

For more information, go to [Broadcast Services | NCAA.com](https://www.ncaa.com/broadcast-services).

Credentials - Media Representatives

Media representatives will be admitted to the championships in accordance with established NCAA policies and procedures. All media credential requests, including requests for institutional sports information and creative personnel, must be submitted online at www.ncaa.com/media.

Media Credentials Pickup

Credentials can be picked up beginning at 2 p.m. Wednesday, March 27. For all other days of the championship, credential pickup will open when gates open one hour prior to each session (9 a.m. and 4:45 p.m.). Media credential pickup will be in the downstairs Pro Shop of the IU Natatorium which will serve as the media workroom for this event.

Media Hospitality

Hospitality will be available to media throughout the Championships. Hospitality will be served in the media workroom.

Lunch (Thursday through Saturday) will be provided between 11 a.m. and 1:30 p.m. Dinner (Wednesday through Saturday) will be served between the hours of 4 p.m. and 7 p.m. Coffee, drinks and snacks will be available from 8 a.m. to 10 p.m. Wednesday through Saturday.

Media Workroom and Seating

During the championships, the media will have designated spectating and worktables in the West Spectator seating area. This work area will be equipped with wireless access. Snacks and beverages will be provided throughout the event. Details will be provided at check in.

NOTE: There will be no access to the pool deck for media.

Interview Procedures

ESPN may conduct interviews with each event champion prior to the awards ceremony. The interviews will be conducted on the pool deck near Lane 1, closest to the awards area.

Post-race interviews will be conducted in the media workroom at the bottom of the east deck entry stairs. Champions of each individual event and relay are required to participate in a press conference shortly after the conclusion of their event – following awards podium and optional warm-down swim. If a champion has another race to participate in the same evening, they are not obligated to participate in the press conference until after their final race of the evening.

The head coach and 1-3 student-athletes from the winning team are required to participate in a press conference following the conclusion of the championships on Saturday evening.

Each institution's SID or team representative will coordinate any other media requests.

Parking

Credentialed media will be provided parking in the IU Natatorium Sports Garage.

Photo Locations

Photographers and videographers may shoot from the following locations:

- On the side of the pool opposite the head table, photographers/videographers may shoot from the starting blocks to the backstroke flags on the start end of the pool and from the backstroke flags to the turn on the turn end of the pool.
- On the side of the pool with the head table, photographers/videographers may shoot from the backstroke flags to the turn on the turn end of the pool.
- Photographers/videographers are permitted on the second bulkhead at the turn end of the pool.
- Photographers will not be permitted on the end of the pool where the starting blocks are located, except after starts of the breaststroke.
- Photographers will not be permitted in front of the head table or scoring tables.
- For diving, photographers/videographers will not be permitted behind of any boards.
- Please remember, space for photographers for swimming is **EXTREMELY LIMITED!** NCAA Photos and ESPN broadcast cameras will always have priority over any other photographers. If locations are crowded, please be courteous to other photographers. Specifically, if members of your team are not swimming in a particular event, please yield space to photographers/videographers from a team who does have participants in that event if necessary.

Pool Deck Access

To access the pool deck, an individual with a PHOTO credential must have their credential AND a photo or video armband. General members of the media are not allowed on the pool deck.

Armbands will be provided to credentialed media photographers, credentialed team photographers (one per school) and credentialed team videographers (one per school).

Programs

LEARFIELD is partnering with the NCAA to produce digital game programs for NCAA Championships. The Division I Men's Swimming and Diving program can be viewed at NCAA.com/gameprograms. The program is free to view and can be downloaded and printed. Using a digital platform will allow LEARFIELD to add extra pages to the program in addition to extending deadlines to allow for the most up-to-date information to be included in the program. In addition, after the championship has concluded, the program will be updated with a recap and a new cover photo from the recently completed championship.

Publicity

Participating institutions are asked to send press guides and other pertinent publicity and promotional materials to the following:

Sam Reel

NCAA Swimming and Diving Media Notes
PNC Center, 115 W Washington St.
Suite 1400, South Tower
Indianapolis, Indiana 46204

Results

Results will be emailed to all coaches and SIDs after each session. In addition, hard copies will be available in the media headquarters and at the lower admin table next to the head table on the pool deck. Live results will be available at Meet Mobile and www.ncaa.com.

Senior Recognition Photos

Coaches and/or institutional sports information staff will be provided a pre-made graphic and will be asked to include a photo of senior student-athletes that are part of their team. Please submit the pre-made graphic complete with student-athlete headshots to Sam Reel, sreel@indianasportscorp.org. The photos will be used in the senior recognition presentation at the competition venue Saturday evening. Photos will be accepted from now until **March 22**. Any photos sent after these days are subject to exclusion from the recognition.

Medical Information

All medical care will be coordinated through the Athletic Training staff.

Sports Medicine Staff

<p>Steve Hartsock, M.D. Indiana University Health Cell: 317-435-3349 Email: Shartsock@iuhealth.org</p>

Staff on Duty

- Certified Athletic Trainers will be present during practice and competition times.
- Lifeguards are on duty at all times the Natatorium is open. Coverage includes the competition pool, warm-up pools, and diving well.

Physicians and Sick Call

Indiana University Health will provide physicians to be on-site for all competitions.

Traveling Without Sports Medicine Staff

If your team is traveling without a certified athletic trainer, advanced notification is appreciated. Written prescriptions from physicians and/or certified athletic trainers are required for any treatment outside of ice and heat in such situations. In addition, Indiana University Health personnel is available to assist with any taping and wrapping needs, provided that student-athletes provide their own taping supplies.

Sports Medicine / Athletic Training Room Facilities

The Athletic Training room is located on the pool deck in the southeast corner of the Natatorium. (See map, [Appendix E](#)) and will be open in accordance with the venue open hours. Specific requests should be made through .

The cold tub, located under the scoreboard on the north pool deck, will be available during all venue hours of operation. Emergency equipment, including AED, oxygen, crutches, splints, spine boards, etc., are available within the pool area.

Other Medical Facilities & Local Pharmacies:

Eskenazi Hospital

Address: 720 Eskenazi Ave, Indianapolis, IN 46202

Distance from IU Natatorium: 0.9 Miles
Main Switch Board 317-880-0000

IU Health Methodist Hospital

Address: 1701 N Senate Ave, Indianapolis, IN 46202
Distance from IU Natatorium: 1.8
Clinic Appointment and Information: 800-248-1199
Hospital Information: 317-962-2000

CVS Pharmacy

Address: 175 N Illinois Street, Indianapolis, IN 46204
Phone: 317-636-6664

- Hours:
 - Mon-Fri: 8 a.m. - 1:30 p.m., 2 p.m. - 6 p.m.
 - Sat: 10 a.m. - 1:30 p.m., 2 p.m. - 6 p.m.
 - Sun: 11 a.m. - 1:30 p.m., 2 p.m. - 5 p.m.

Massage Area

All massage tables will be located on the north pool deck under the balcony and the south deck of the instructional pool ([Appendix F](#)).

Massage therapists will select their spot in order based on the team's place finish from the previous year's championship. The remaining teams that did not score or did not participate in the previous year's championship will be ordered by the number of student-athletes entered in the meet. Those entering the same number of student-athletes shall be ordered alphabetically within that group.

Teams will be allowed to place multiple tables adjacent to each other as they arrive. If spots fill up in the main area before all teams arrive, any teams with more than two spots already taken will be asked to remove or move one of their tables. If there are no teams with more than two tables, the last team with two tables to choose their spot will be asked to remove or move the second table. This will ensure that all teams have at least one spot in the main area.

Massage therapists should arrive at the venue NO EARLIER THAN Tuesday, March 26 at 8 a.m. to select a location. Those who are not present at that time will be skipped and select at the end. Please keep in mind that ALL massage therapists should be included on your TRAVEL INFORMATION AND ROSTER FORM, even if you contract with one locally.

Concussion Management

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

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion

is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

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

For further details please refer to the "NCAA Sports Medicine Handbook Guideline on Concussions" online at www.NCAA.org/health-safety.

IU Natatorium Emergency Action Plan ([Appendix H](#))

NCAA Policies and Requirements

Certification of Eligibility/Availability

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

It is critical for coaches to immediately inform the NCAA championship manager, Paige Newman (pnewman@ncaa.org; 317-778-9808), 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. This applies to student-athletes who have been selected to the championships and become ineligible.

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 do the following:

1. Per NCAA Bylaws, conduct all intercollegiate competition in accordance with the playing rules of the Association;
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, are 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; and

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.

Misconduct/Code of Conduct

Misconduct is defined 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.”**

Public criticism of officials may subject the individual, institution or conference to the misconduct provisions.

The games committee is authorized to (1) reprimand publicly or privately, (2) disqualify from future participation and/or (3) ban from subsequent competition a student-athlete or representative of the institution who is guilty of misconduct at any time during the championship.

Sports Wagering

The NCAA defines sports wagering as putting something at risk – such as an entry fee or a wager – with the opportunity to win something in return. The NCAA opposes all forms of legal and illegal sports wagering on college sports. Student-athletes and athletics administrators cannot place a sports wager for any NCAA-sanctioned sport. This includes wagering on the intercollegiate, amateur or professional level.

Student-athletes found in violation of NCAA sports wagering rules will be ineligible for competition, subject to appeal to the Committee on Student-Athlete Reinstatement. The appropriate penalties will be considered on a case-by-case basis based on the division’s student-athlete reinstatement sports wagering penalty guidelines.

Tobacco Ban

The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

Participant Expectations and Guidelines

Alternates

Individuals on the alternate list may be added to the championship up until the start of the first race on Wednesday. Once the first race has started, no more alternates will be added.

Uninvited Relay Swimmers

Institutions that have at least one invited swimmer and are eligible to swim relays through Steps 1 through 3 of the Relay Qualification Procedures as outlined in the 2023-24 Division I Swimming and Diving Pre-Championships Manual are allowed to bring **up to four student-athletes** to the championships to serve as uninvited relay swimmers as long as the maximum number of student-athletes per team do not exceed 18. Uninvited relay swimmers 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 swimmers:**

- Uninvited relay swimmers will not receive reimbursement from the NCAA (travel and per diem) for attending the championships;
- Uninvited relay swimmers may participate as alternates on any relay for which an institution is eligible;
- Uninvited relay swimmers must be eligible student-athletes who are listed on the team roster online.
- Uninvited relay swimmers may not swim any individual events;
- Institutions must designate any potential uninvited relay swimmers (up to four) at the time of registration. Only student-athletes who were invited in individual events or the designated uninvited relay swimmers (up to four) may be used as alternates for relays;
- Uninvited relay swimmers will count towards the limit of 18 participants;
- If an institution scratches a student-athlete after selections, that student-athlete cannot be used as an uninvited relay swimmer; and
- Uninvited relay swimmers do not count towards parking pass numbers but do count towards deck pass allotment.

The **UNINVITED RELAY SWIMMERS DECLARATION FORM** must be completed and submitted via this [link](#).

Appeals

All appeals must be submitted on the official appeal form, which will be available at the head table on deck. The form must be completed in full and submitted to the referee not later than 15 minutes after the finish of the final heat in that session of the event in which the appeal is applicable. Appeals will be acted upon by the appropriate meet committee. The decision of this committee is final. Any appeal before, during or immediately after a race should be resolved at the earliest opportunity, but not later than immediately following the current session. The use of video is not permitted during the appeal process.

Diving Lists

Each competitor who qualifies for the NCAA championships must submit their list of dives to DiveMeets Monday before the championships begin. These lists of dives must be verified and signed by the diver and the coach by the scratch deadline, and shall include the international dive numbers, position letters, the degree of difficulty and the platform height. Each competitor shall be responsible for the correctness of these areas. Failure to follow proper entry procedures may result in a financial penalty.

Diving Signal

In the finals of all diving events, the dive shall be executed after an auditory signal is given by the referee. The signal shall not be given before the diver has assumed a ready position on the board or platform and the referee has checked the master sheet and indicator board. For backward and inward take-offs, the diver shall not proceed to the end of the springboard or platform until the signal has been given by the referee.

Diving Tiebreaker

In the event of a tie for eighth place in the prelims of diving 1-meter, 3-meter or platform events, the tie-breaking method is to take all nine divers to the final. The consolation finals will thus have seven competitors in the event, none finishing higher than 10th place in the final standings. In the evening's final, the nine competitors will do a six-dive list. The highest place finisher of the tied divers will remain in the place that they finished, while the other diver will place ninth.

In the event of a tie for 16th place in the prelims of diving 1-meter, 3-meter or platform events, the tie-breaking method is to take all nine divers to the consolation final. In the consolation final the nine competitors will do a six-dive list. The highest place finisher of the tied divers will remain in the place that they finished, while the other diver will place 17th overall in the contest and not be awarded any team points.

NOTE: If there are more than two divers tied for eighth or 16th place, all tied divers will move into the appropriate final.

Maximum Number of Events

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

Participation Requirements

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

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

Required Events – Diving

Divers who advance to the championships must compete in at least one event in which they qualified to the championships. In order to enter a diving event at the NCAA championships, a diver must have been in the top 12 and achieved a qualifying score. **A declared false start will NOT count as competing in a required event for NCAA reimbursement.**

Required Events – Swimming

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

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

Scratches

Scratches for specific events will be made on site during the designated hours, and coaches must receive a receipt for scratches to be valid. If a student-athlete has to scratch from their required event(s) on site, there must be a medically-documented reason for scratching and the host athletic trainer/physician must sign-off on the medical scratch.

NOTE: Scratches submitted after the scratch deadline will be fined \$500. Once the heat sheets are published (emailed to coaches), non-medical scratches will not be accepted, and meet management should be notified of an intended declared false start if the athlete will not compete in the event as

published in the heat sheet.

Scratch box hours for championships are as follows:

Tuesday: 8:30 a.m. to Noon and 4 to 5 p.m. for Wednesday events

Wednesday: 8:30 a.m. until the end of the swimming coach's administrative meeting for Wednesday events; 8:30 a.m. to Noon and 4 to 5 p.m. for all Thursday events

Thursday: 8:30 a.m. to Noon and 4 to 5 p.m. for all Friday events

Friday: 8:30 a.m. to Noon and 4 to 5 p.m. for all Saturday events

Squad Size Limitations

An institution shall be allowed no more than 18 competitors (including uninvited relay swimmers and institutionally-funded divers), which will be counted as follows:

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

Uniforms

Regulations regarding uniforms for swimmers and divers are detailed in Rule 3-1 of the 2023-24 and 2024-25 NCAA Swimming and Diving Rules Book. **If a student-athlete competes in an illegal swimsuit, that student-athlete shall be disqualified from that event. In the event of a relay, the rule shall apply to the disqualification of the relay.** During awards ceremonies, participants must wear their institution's official warm-up uniform.

Logo Policy

An institution's official uniform and all other items of apparel (e.g., team jersey, socks) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches, including any additional material (i.e., 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 2¼ square inches) of an apparel manufacturer or distributor. This restriction shall not include logos that identify the student-athlete's institution or conference.

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

Spectator Information

Artificial Noisemakers

No air horns or artificial noisemakers are allowed, and electronic effects and bands may not play when the meet is in progress.

Banners

Only banners allowed in or around the competition area are those approved by the NCAA Division I Swimming and Diving committee. Any banners hung by the teams or spectators will be removed.

Concessions

Concessions will be available on site on the main concourse of the IU Natatorium. Additionally, the food court located in the IUPUI Campus Center will be available during limited hours throughout the week. Concession and food court hours will be posted in the venue the week of the event.

Entrance

Spectators may enter the facility through the University Boulevard doors across from the soccer stadium or through the first-floor doors of the IU Natatorium Sports Garage.

First Aid

First aid for fans is available by contacting an usher or ticket taker in your seating area. They will alert event medical staff and provide care as quickly as possible.

First Aid Kits:

- All lifeguard stations on deck
- Athletic Training room on deck

Public Access AEDs:

- On the east wall of the Natatorium deck adjacent to the lifeguard office.
- On the south wall of the Instructional pool deck.
- On both spectator concourses.

Flash Photography

Flash photography is prohibited at the start of each race and/or during diving events any time it may distract and potentially endanger the student-athletes.

Heat Sheets

Heat sheets will be available for purchase in the merchandising area, located near the spectator entrance.

Parking for Spectators

The IU Natatorium Sports Garage, adjacent to the IU Natatorium, will be available for spectator parking for a \$7 fee at entry, credit or debit card only. Additional parking is available in the visitor areas of the Riverwalk Garage just south of, and attached to, the IU Natatorium Sports Garage. Please note that there is NO free parking on campus.

Tickets

Tickets can only be purchased online at naaa.com/tickets. The ticket office will be open 60 minutes prior to competition for those needing assistance. Doors will open 60 minutes prior to competition.

Administrative Tickets

All administrators must have a ticket to access the facility if not part of the team's deck pass allotment. Hospitality passes are available for administrators who have tickets; these passes will provide access to the hospitality area but **NOT** the deck. Please direct requests to Paige Newman (pnewman@ncaa.org).

Allotments

Each institution was offered the opportunity to purchase 40 premium seats on a first-come-first-served basis. Any additional tickets over the initial 40 tickets will be assigned after the deadline in the next best available location on a first-come-first-served basis.

Complimentary Tickets

There are no complimentary tickets for this event.

Diving

Preliminary diving-only tickets will be available for online purchase during public sales until capacity is reached. These tickets will only be good for preliminary diving sessions – not for finals.

- Diving prelim tickets cannot be used for access to the swimming prelims session and finals sessions.
- Diving prelim tickets are valid for general admission between 11:45 a.m. and 3:30 p.m. on Thursday, Friday and Saturday. While diving warm-ups begin prior to noon, diving preliminary ticketholders will not be allowed into the facility until 11:45 a.m. Following preliminary diving competition, all diving preliminary ticketholders will be required to exit the facility.
- Diving prelim tickets will be general admission reserved seating at a cost of and be \$10/day. A separate ticket will be required for each day.

Anyone wishing to purchase a diving prelim ticket may do on-site after Noon Eastern time, Monday, March 25. These tickets will NOT be available prior to Noon on Monday or online.

Institutional-Guest Tickets

If an institution purchases tickets for student-athletes, the institution should provide appropriate staff or other university personnel to distribute tickets electronically.

Payment

Credit cards (MasterCard/Visa/American Express/Discover). No cash will be accepted on-site.

Ticket Policies

All fans must possess a ticket and will be asked to show their ticket each time they enter the seating area of the facility. The only exception is for a child under two years of age that will be sitting on an adult's lap. If the child needs his or her own seat at any point during the session, a ticket must be purchased.

Ticket Prices

All Session – \$130

Single Session– Swimming Prelims - \$20; Diving Prelims - \$10; Finals - \$20

Transportation/Travel

Expenses/Reimbursement for Participant Institutions

Expense reimbursement for participation in the championships will be filed through an online system. All competing institutions must request reimbursement through the system in order to receive the appropriate reimbursement. Transportation expenses and per diem allowances shall be provided for all qualifying

student-athletes and all eligible non-athletes. The Travel Expense System, as well as per diem allowance policies, are available on the [NCAA website](#).

Air Travel

Based on the travel policies, if you are eligible for a flight, please contact Short’s Travel Management at 866-655-9215 as soon as possible to arrange your air travel. At any time prior to the selection announcement, you may access the travel portal at www.shortstravel.com/ncaachamps to update your team contact information, travel party roster, equipment manifest and any preferences. Entering this information prior to selections will help expedite the travel booking process required to issue tickets.

Your institution user ID and password login credentials, for the Short’s Portal, were emailed to the university director of athletics prior to Fall 2023 championships. If you still need assistance with your Short’s Portal user ID and password, please email ncaalo@shortstravel.com or travel@ncaa.org.

Ground Transportation

Individual sports will be reimbursed a mileage rate per person per mile in accordance with the NCAA travel policy. Individual sports who wish to drive instead of fly will be reimbursed mileage up to the cost of a commercial flight (quote to be obtained from Short’s Travel).

Travel Expense System

Per diem will be provided for an official travel party. Please reference the NCAA travel policies for all information regarding transportation and per diem reimbursement. Per diem and other eligible expenses will be reimbursed through the Travel Expense System (TES). Please go to travel.ncaa.org to file for reimbursement or request a travel exception. Registration with an institutional email address is required to access TES through NCAA My Apps. The NCAA travel department may be reached at 317-917-6757, or by email at travel@ncaa.org.

Please reference the NCAA travel policies [here](#). The NCAA travel policy is updated annually and the travel policies supersede all other documents.

Parking for Teams

Each team will receive complimentary parking passes based on the number of student-athletes selected from the institution. The number of passes being provided is outlined in the following table:

Number of Selected Swimmers	Number of Complimentary Parking Passes
1 – 3 swimmers	One
4 – 7 swimmers	Two
8 – 10 swimmers	Three
11 or more swimmers	Four

Please note that, in the event an institution uses a **charter bus**, this will take the place of **two** parking passes.

In the event a team is bringing at least one diver, an additional parking pass will be added to the team’s diving packet.

Parking passes will be included in the team packets picked up at registration. The parking passes provided will allow teams/coaches to park in the IU Natatorium Sports Garage. Bus parking will be located in Lots 92 and 73 on next to the Gateway Parking Garage (525 N Blackford St, Indianapolis, IN 46202). Spectator parking will be located in the Sports Garage or Riverwalk Garage. A parking map is included in [Appendix G](#). Locations for oversized vehicle parking will be included on the parking map. University Ave. Ramp or Washington Ave. Ramp, near the team entry point. **Your parking location assignment will be in your packets along with your parking passes.** Please refer to parking map on [Appendix G](#).

If a team has the need to purchase additional parking passes, they may do so by purchasing at team registration.

Information on spectator parking is located in the **Spectator Information** section of this manual.

Travel Party Size

Please refer to the NCAA travel policies for all information regarding transportation and per diem expenses. Travel policies are located online [here](#). Please reference [Appendix A](#) of the travel policies for reimbursable travel party numbers.

Reimbursement and per diem **will not** be provided for any uninvited relay swimmers that were not selected to the championships in an event, any institutionally-funded diver or for any student-athletes who are selected but do not participate in their required event(s).

APPENDIX A – TRAVEL INFORMATION AND ROSTER FORM

Contact Information:

Title	Name	Cell Phone	Email
Institution			
Head Coach			
Sports Information Director			
Athletic Trainer			
Onsite Administrator			

Travel Logistics:

Arrival Date	Click here to enter a date.	Arrival Time		Check here if you are driving	<input type="checkbox"/>
Airline		Flight Number		Hotel	
Number of vehicles on site:		Buses		Vans	
				Cars	

Team Roster: An institution shall be allowed no more than 18 competitors (including uninvited relay swimmers and institutionally-funded divers), which will be counted as follows:

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

MAXIMUM LIMITS: 1-4 PARTICIPANTS (FOUR PASSES); 5-9 PARTICIPANTS (FIVE PASSES); 10-14 PARTICIPANTS (6 PASSES); 15+ PARTICIPANTS (7 PASSES); 1 DIVING COACH WITH QUALIFIED DIVER

Student-Athletes		Student-Athletes	
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	
Institutional Staff		Title (coach, athletic trainer, etc.)	
1.		Coach	
2.		Coach	
3.		Coach	
4.		Coach	
5.		Coach	
6.		Support Staff	
7.		Diving Coach (with qualified diver)	
8.		Athletic Trainer	
9.		Massage Therapist	
10.		Sports Information Director	

**Please email by Noon Eastern time Sunday, March 24 to the following:
Paige Newman, pnewman@ncaa.org**

APPENDIX B – MEN’S COMPREHENSIVE SCHEDULE (all times local)

Monday	4 to 8 p.m.	IU Natatorium open
	2 p.m.	Committee Walkthrough IU Natatorium
	4 to 8 p.m.	Registration IU Natatorium
Tuesday	8 a.m. to 9 p.m.	IU Natatorium open
	8 a.m. to 5 p.m.	Registration IU Natatorium
	8:30 a.m. to Noon	Scratch box open
	4 to 5 p.m.	Scratch box open
Wednesday	8 a.m. to 10 p.m.	IU Natatorium open
	8 a.m. to 5 p.m.	Registration IU Natatorium
	8:30 a.m. to end of coaches mtg	Scratch box open (Wednesday event)
	8:30 a.m. to Noon	Scratch box open (Thursday events)
	11:30 a.m.	Swimming coaches meeting – VIRTUAL
	1 p.m.	Diving coaches meeting – VIRTUAL
	4 to 5 p.m.	Scratch box open (Thursday events)
	4 to 5:50 p.m.	Warm ups
	5:50 p.m.	Pool Cleared
	5:51 p.m.	National Anthem
	6 p.m.	Day 1 Finals 200 Medley Relay – all heats of timed final AWARDS 200 MEDLEY RELAY 45-minute break after completion of last heat 800 Freestyle Relay – all heats timed final AWARDS 800 FREESTYLE RELAY
Thursday	6 a.m. to 10 p.m.	IU Natatorium open
	8:30 a.m. to Noon	Scratch box open (All Friday events)
	6 to 9:50 a.m.	Warm ups
	9:50 a.m.	Pool Cleared
	10 a.m.	Day 2 Swimming Trials
	Noon	One-Meter Diving Trials
	4 to 5 p.m.	Scratch box open (All Friday events)
	4 to 5:50 p.m.	Warm ups
	5:15 p.m.	One-Meter Diving Consolation Finals
	5:50 p.m.	Pool Cleared
	5:51 p.m.	National Anthem

6 p.m.

Day 2 Finals

500 Freestyle Consolation

500 Freestyle Final

AWARDS 500 FREESTYLE

200 Individual Medley Consolation

200 Individual Medley Final

AWARDS 200 INDIVIDUAL MEDLEY

50 Freestyle Consolation

50 Freestyle Final

AWARDS 50 FREESTYLE

One-Meter Diving Finals

AWARDS ONE-METER DIVING

200 Freestyle Relay – all heats of timed final

AWARDS 200 FREESTYLE RELAY

Friday

6 a.m. to 10 p.m.

IU Natatorium open

8:30 a.m. to Noon

6 to 9:50 a.m.

9:50 a.m.

10 a.m.

Noon

4 to 5 p.m.

4 to 5:50 p.m.

5:15 p.m.

5:50 p.m.

5:51 p.m.

Scratch box open (All Saturday events)

Warm ups

Pool Cleared

Day 3 Swimming Trials

Three-Meter Diving Trials

Scratch box open, all Saturday events

Warm ups

Three-Meter Diving Consolation Finals

Pool Cleared

National Anthem

6 p.m.

Day 3 Finals

400 Individual Medley Consolation

400 Individual Medley Final

AWARDS 400 INDIVIDUAL MEDLEY

100 Butterfly Consolation

100 Butterfly Final

AWARDS 100 BUTTERFLY

200 Freestyle Consolation

200 Freestyle Final

AWARDS 200 FREESTYLE

100 Breaststroke Consolation
100 Breaststroke Final
AWARDS 100 BREASTSTROKE

100 Backstroke Consolation
100 Backstroke Final
AWARDS 100 BACKSTROKE

Three-Meter Diving Finals
AWARDS THREE-METER DIVING

400 Medley Relay – all heats of timed final
AWARDS 400 MEDLEY RELAY

Saturday 6 a.m. to 10 p.m. IU Natatorium open

6 to 9:50 a.m.

9:50 a.m.

10 a.m.

Noon

1 p.m.

Approx. 3:45 p.m.

4 to 5:50 p.m.

5:15 p.m.

5:50 p.m.

5:51 p.m.

Warm ups

Pool Cleared

Day 4 Swimming Trials

Platform Diving Trials

1,650 Freestyle Warm ups

1,650 Freestyle (early heats)

Warm ups

Platform Diving Consolation Finals

Pool Cleared

National Anthem

6 p.m.

Day 4 Finals

1,650 Freestyle – last heat of timed finals

AWARDS 1,650 FREESTYLE

200 Backstroke Consolation

200 Backstroke Final

AWARDS 200 BACKSTROKE

100 Freestyle Consolation

100 Freestyle Final

AWARDS 100 FREESTYLE

200 Breaststroke Consolation

200 Breaststroke Final

AWARDS 200 BREASTSTROKE

200 Butterfly Consolation

200 Butterfly Final

AWARDS 200 BUTTERFLY

Platform Diving Finals

AWARDS PLATFORM DIVING

400 Freestyle Relay – all heats of timed final

AWARDS 400 FREESTYLE RELAY

TEAM AWARDS

Note: All times are subject to change.

APPENDIX C – MEN’S SWIMMING PRACTICE/WARM-UP SCHEDULE (all times local)

PRELIMINARIES

6 to 8:30 a.m.	Open warm-up
8:30 to 9:30 a.m.	<i>All kicking must move to warm-up pool. Swimming only in competition pool. – <u>NO equipment permitted</u> Swimmers may only dive off the blocks in sprint lanes.</i>
	Lanes 1, 8 PACE
	Lanes 2, 7 SPRINT (one way only)
	Lanes 3, 4, 5, 6 GENERAL
9:30 to 9:50 a.m.	<i>Swimmers may only dive off the blocks in sprint lanes.</i>
	Lanes 1, 8 PACE
	Lanes 2, 3, 7 SPRINT (one way only)
	Lanes 4, 5, 6 GENERAL
9:50 a.m.	Clear competition pool.

FINALS

4 to 5:30 p.m.	<i>All kicking must move to warm-up pool. Swimming only in competition pool. – <u>NO equipment permitted</u> Swimmers may only dive off the blocks in sprint lanes.</i>
	Lanes 1, 8 PACE
	Lanes 2, 7 SPRINT (one way only)
	Lanes 3, 4, 5, 6, GENERAL
5:30 to 5:50 p.m.	<i>Swimmers may only dive off the blocks in sprint lanes.</i>
	Lanes 1, 8 PACE
	Lanes 2, 3, 7 SPRINT (one way only)
	Lanes 4, 5, 6 GENERAL
5:50 p.m.	Clear competition pool.

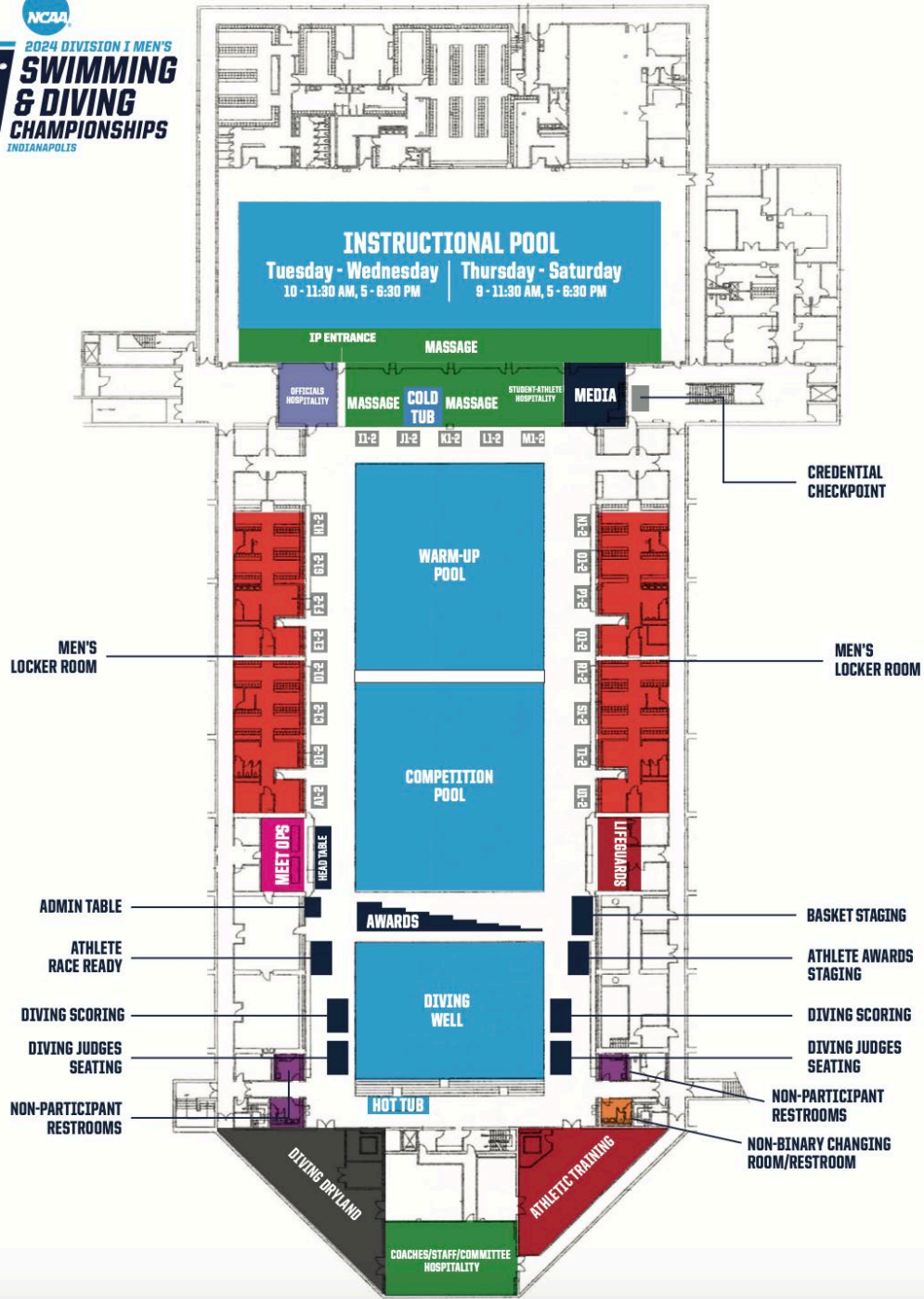
Note: All times are subject to change.

APPENDIX D – DIVING PRACTICE/WARM-UP SCHEDULE (all times local)

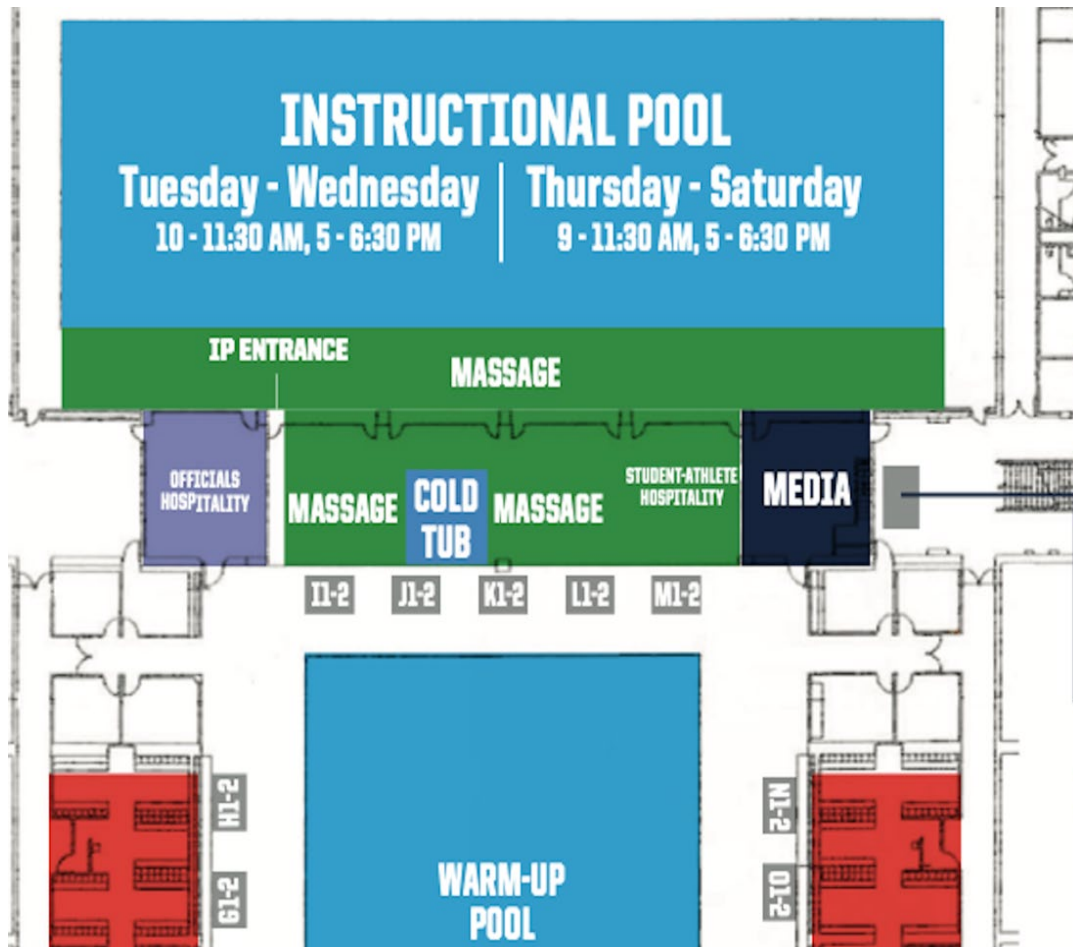
Monday	4 to 8 p.m.	Open training	
Tuesday	8 a.m. to 9 p.m.	Open training	
Wednesday	8 a.m. to 12:45 p.m. 12:45 to 2 p.m. 2 to 10 p.m.	Open training Diving well closed (Coaches Meeting) Open training	
Thursday	6 to 8:05 a.m. 8:05 to 11:35 a.m. 11:35 a.m. to 12:10 p.m. 12:15 p.m. After prelims 4:30 p.m. 5:15 p.m. 6 p.m. Approx. 7 p.m.	Open training Assigned training (3 grps, 70 min each) Open training 1-meter prelims begin Open training 1 meter closed to consolation finalists only Consolation finals 1-meter closed to finalists only 1-meter finals (see official timeline)	A: _____ B: _____ C: _____
Friday	6 to 8:05 a.m. 8:05 to 11:35 a.m. 11:35 a.m. to 12:10 p.m. 12:15 p.m. After prelims 4:30 p.m. 5:15 p.m. 6 p.m. Approx. 7:20 p.m.	Open training Assigned training (3 grps, 70 min each) Open training 3-meter prelims begin Open training 3-meter closed to consolation finalists only Consolation finals 3-meter closed to finalists only 3-meter finals (see official timeline)	A: _____ B: _____ C: _____
Saturday	6 to 7:50 a.m. 7:50 to 11:20 a.m. 11:20 to 11:55 a.m. Noon After prelims 4:30 p.m. 5:15 p.m. 6 p.m. Approx. 7:20 p.m.	Open training Assigned training (3 grps, 70 min each) Open training Platform prelims begin Open training Platform closed to consolation finalists only Consolation finals Platform closed to finalists only Platform finals (see official timeline)	A: _____ B: _____ C: _____

Note: All times are subject to change. Please double check with scoring table for any changes.

APPENDIX E – IU NATATORIUM FACILITY MAP

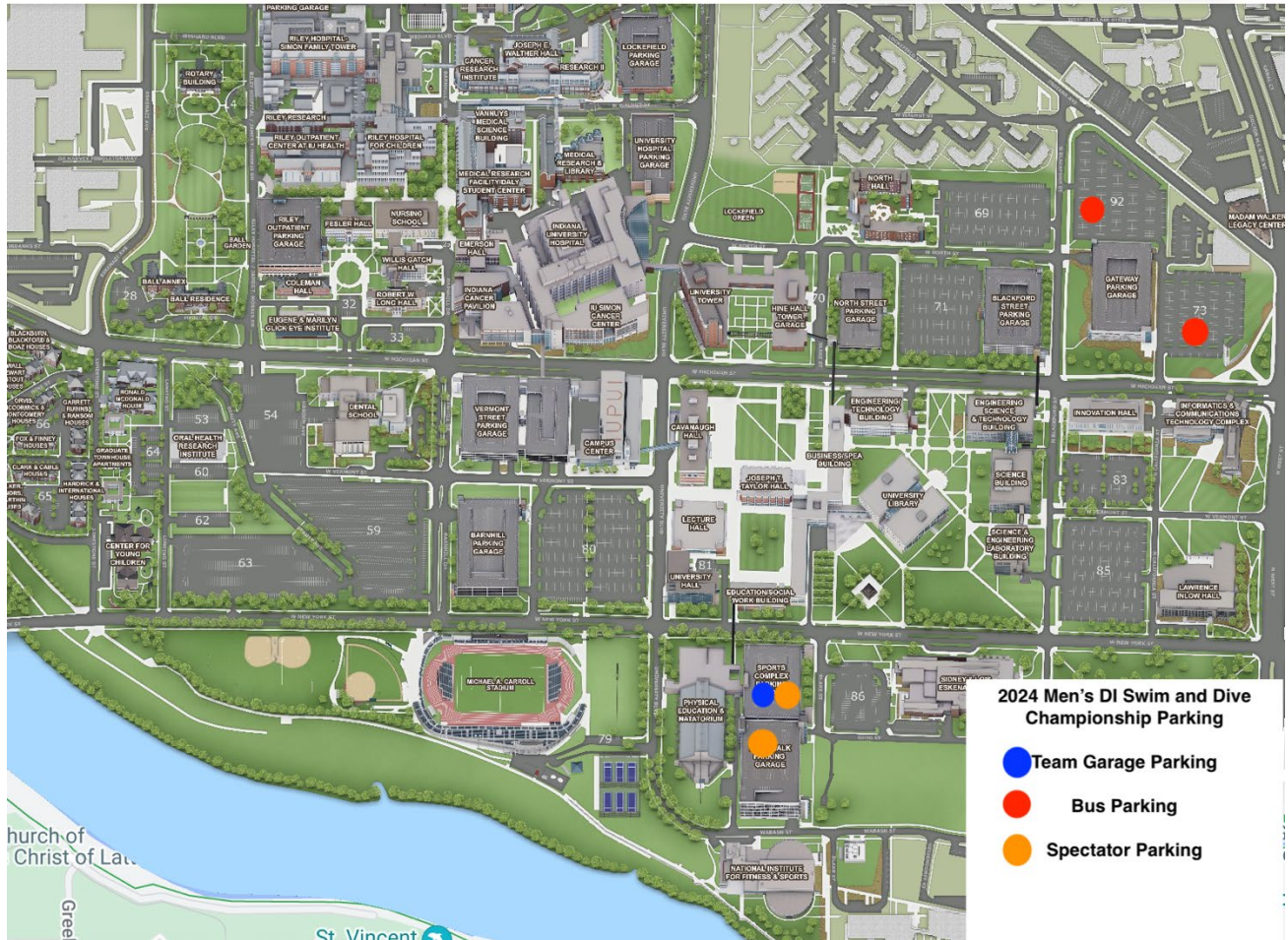


APPENDIX F – MASSAGE MAP



APPENDIX G – PARKING MAP

The IU Natatorium can be accessed via drop off at 265 University Blvd, Indianapolis, IN 46202 or through the Sports Garage at 498 Blake St, Indianapolis, IN 46202. Bus parking will be located in Lots 92 and 73 on the map below next to the Gateway Parking Garage. Spectator parking will be located in the Sports Garage or Riverwalk Garage.



APPENDIX H – EMERGENCY ACTION PLAN

First Aid

First aid for fans is available by contacting staff or security personnel. They will alert event medical staff and provide care as quickly as possible.

First Aid Kits:

- Lifeguard Room – On deck in the east control room
- Meet Medical – On deck in the southeast room

Public Access AEDs:

- East and West concourses, halfway down

IU Natatorium Emergency Medical Plan

- I. Student Athlete Injured in a Competition Pool (Active/Non-Emergency):
 1. IU Natatorium lifeguard staff will provide care while student athlete is in the water.
 2. Championship medical staff handles care of student athlete once they are removed from the pool.
 3. Incident reports will be completed by both IU Natatorium staff and NCAA DI Championship meet personnel.
- II. Student Athlete Injured in a Competition Pool (Major Emergency):
 1. IU Natatorium lifeguard staff will activate facility EAP/EMS protocol and provide care in the water for all major emergencies (unconscious, suspected spinal injury, seizure).
 2. Championship medical staff may assist IU Natatorium staff with care once guest is removed from the water until EMS is on scene.
 3. Incident reports will be completed by both IU Natatorium staff and NCAA DI Championship meet personnel.
- III. Non-Student Athlete Medical Issues (on deck):
 1. Will be managed by the IU Natatorium lifeguard staff and/or the Championship medical staff.
- IV. Spectator Medical Issues:
 1. Spectators in the stands will contact the nearest Event Staff worker or Event Security personnel for assistance.
 2. An IU Natatorium lifeguard or Championship medical staff can provide necessary care.

Facility Regulations – Prohibited Items

For safety reasons, the following items are not permitted in the IU Natatorium: Alcoholic beverages, pets (except for service animals), artificial noisemakers, weapons, hoverboards, tobacco products, laser pointers, strobe lights, or any other items deemed dangerous or inappropriate by security or game management.

Indiana University restricts the consumption of alcoholic beverages on university property and during student activities. Additionally, the use of tobacco products (including e-cigs) is strictly prohibited on the campus of IUPUI.

APPENDIX I – FACILITY SPECIFIC INFORMATION



TIMING SYSTEM/TOUCHPADS

The OMEGA Timing System will be used for the NCAA Division I Men's and Women's Swimming and Diving Championships. The touchpads allow each swimmer to stop the clock by exerting pressure of between 3.3 and 5.5 pounds on panels at the ends of each lane.

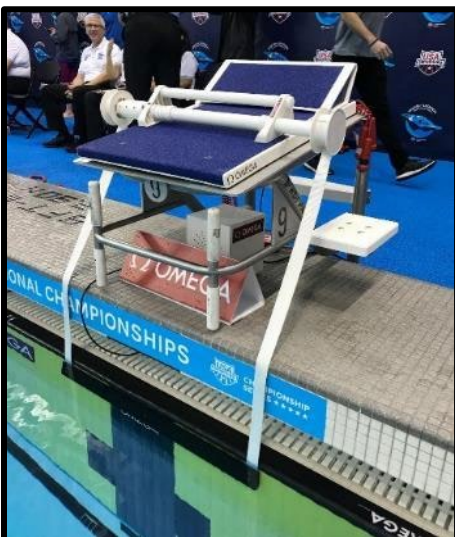
All touchpads will be gutter-hung design. Both the start end and the turn end of the pools will be equipped with gutter-hung touchpads. The warm-up pool will have two lanes equipped with gutter-hung touch pads at each end, along with OSB Tops.



OLYMPIC STARTING BLOCK TOP

The Olympic Starting Block Top is a part of the new generation of starting blocks. It has an inclined foot-rest, which allows a significant improvement of thrust when the swimmer starts. This proven technology has been adapted to the new starting block. The OSB is designed in fiberglass to ensure the platform robustness while optimizing its weight. The platform is covered with an anti-skid surface providing comfort and safety.

Please note: The wedge on the block top is adjustable, however; not removable.*



BACKSTROKE LEDGE

The OSB are equipped with the Backstroke Ledge OBL2 Pro. The OBL2 Pro improves the start push and trajectory of the swimmer when entering the water. The length can be set to give different positions using a manual rotating system.

Please note: Timing staff will place the backstroke ledge prior to Relay event, but removal during the relay will be the responsibility of the athletes.*

RELAY EXCHANGE REVIEW CAMERAS



The Swiss Timing High Speed Video system will be used for relay exchanges and backup timing. The High-Speed Video system is a hardware/software solution for video-based time measurement. The high-speed cameras of the system are directed at the finish. During a race, the system captures the video data generated by the cameras on hard disk. Browsing through the recorded video sequence, the system provides the time of race for every recorded image. This approach makes it possible to judge exactly when a competitor reaches a defined location, by finding the corresponding image in the video.

A big advantage of the system is the high temporal resolution. Its high-speed cameras generate 100 full frames per second. An important feature of the High-Speed Video system is the camera synchronization. The system guarantees that the images for all cameras are grabbed synchronously. This makes it possible to film the finish from multiple perspectives or divide a long finish line into up to 4 sections without losing comparability of times. Another advantage of the system is that it is equipped with its own high precision time base so that it can be used as a full back up in competitions.

15-METER MARK REVIEW CAMERAS

The NCAA Division I Men's and Women's Swimming and Diving Championships will be deploying a Swiss Timing camera system for review of any 15-meter mark violation. This is a 4-camera system set from the vantage point of the official making the call. The system records at over 60 fps. The cameras will be used to determine if an official's call of a 15-meter mark violation is accurate and should be upheld.



APPENDIX J – OFF-SITE POOL OPTIONS

Teams desiring off-site pool time prior to 8 a.m. Tuesday may reach out to the following, all of which are subject to availability:

Pike High School
Charles Grace
Cgrace@pike.k12.in.us

Center Grove High School
Brad Smith
Cgaquaticsdirector@gmail.com

Lawrence North High School
Matt Moen
Matthewmoen@msdl.k12.in.us

North Central High School
Josh Saylor
Jsaylor5@yahoo.com


APPENDIX K – IUPUI Campus Map

[Link to Campus Map](#)

APPENDIX L – NCAA EVENTDIRECT INFORMATION

NCAA Event Direct – NEW - First-time installation & registration instructions

1. Navigate to <https://web3.ncaa.org/eventdirect/pwa/index.html> on your mobile device. Do **NOT** utilize this link on a laptop; mobile devices only.

- a. iOS – In Safari, tap the share icon  in the center at the bottom of your screen. Tap “Add to Home Screen” and click “Add” to confirm. Event Direct will now appear on your phone’s home screen.
- b. Android – In Chrome, an onscreen prompt will appear with a prompt to add the app to the home screen. If this prompt does not appear, tap the “3 dots” icon to the top right and select “Add to Home Screen.” Event Direct will now appear on your phone’s home screen.

I don't have or I'm not sure if I have an NCAA/MyApps account

2. On the Event Direct home page, navigate to the dropdown menu via icon in the top left. Choose **Select an Event**.
3. Select the desired event from the list. You will be moved to that event’s home page.
4. Scroll to the bottom and select **Register for This Event**. You will be moved to the registration page for the event.
5. Upon entering your email address, if the app identifies you have an existing NCAA My Apps account, a screen will appear with the option to reset your password. **Skip ahead to step #18.**
6. Otherwise, proceed with entering all the requested information and then select **Register**.
7. A notice will appear indicating a validation email has been sent to the email address provided.
8. Locate the email **NCAA Event Direct System Account Request**. Click the link in the email. A new page will appear.
9. Create and confirm a password and select **Submit**
10. Return to the Event Direct app. On the Home page, navigate to the left column dropdown menu. Choose **Login**.
11. Enter the email address/password that comprise your newly created NCAA My Apps account. You are now logged into Event Direct and will return to the home page of your registered event. **Skip ahead to step #23.**

I have an NCAA/MyApps account and I know my password

12. On the Event Direct home page, navigate to the dropdown menu via icon in the top left. Choose **Login**.
13. Enter the email address and password of your existing NCAA My Apps account. You are now logged into the Event Direct app and will be returned to the app home page.
14. Navigate again to the left column dropdown menu and choose **Select an Event**. Select the desired event from the list. You will be moved to that event’s home page.
15. Scroll to the bottom and select **Register for This Event**. You will be moved to the registration page for the event.
16. Your email address, first/last name, institution/organization will pre-populate. Enter your desired role(s) from the dropdown list of options as well as your mobile phone number. Select **Register**. **Skip ahead to step #23.**


I have an NCAA/MyApps account and I don't know my password

17. On the Event Direct Home page, navigate to the dropdown menu via the icon in the top left. Choose **Login**.
18. On the login screen, choose the Forgot Password option and proceed through that process. Upon resetting your password, navigate again to the left column dropdown menu of the Event Direct app and choose **Login**.
19. Enter the email address and password that comprise your NCAA My Apps account. You are now logged into the Event Direct app and will be returned to the app home page.
20. Navigate again to the left column dropdown menu and choose **Select an Event**
21. Scroll to the bottom and select **Register for This Event**. You will be moved to the registration page for the event.
22. Your email address, first/last name, institution/organization will pre-populate. Enter your desired role(s) from the dropdown list of options as well as your mobile phone number. Select **Register**.
23. A notice will appear on the bottom of the page indicating you have registered for the event and are awaiting confirmation by an NCAA championships operations administrator. Once confirmed, this message will disappear and you will have access to additional features for your selected event.



NCAA Event Direct - RETURNING - installation & registration instructions

I utilized NCAA Event Direct during the 2022-23 Championship Season

1. Navigate to the NCAA Event Direct app on your phone; this will be the same mobile app you utilized during the 2022-23 championship season. **Move ahead to step #5 or step #10 as appropriate.**
2. If you deleted the app, navigate to <https://web3.ncaa.org/eventdirect/pwa/index.html> on your mobile device. Do **NOT** utilize this link on a laptop; mobile devices only.
 - a. iOS – In Safari, tap the share icon  in the center at the bottom of your screen. Tap “Add to Home Screen” and click “Add” to confirm. Event Direct will now appear on your phone’s home screen.
 - b. Android – In Chrome, an onscreen prompt will appear with a prompt to add the app to the home screen. If this prompt does not appear, tap the “3 dots” icon to the top right and select “Add to Home Screen.” Event Direct will now appear on your phone’s home screen.
3. **Move ahead to step #4 or step #9 as appropriate.**

I have an NCAA/MyApps account and I know my password

4. On the Event Direct Home page, navigate to the dropdown menu via the icon in the top left. Choose **Login**.
5. Enter the email address and password of your existing NCAA My Apps account. You are now logged into the Event Direct app and will be returned to the app home page.
6. Navigate again to the left column dropdown menu and choose **Select an Event**. Select the desired event from the list. You will be moved to that event’s home page.
7. Scroll to the bottom and select **Register for This Event**. You will be moved to the registration page for the event.
8. Your email address, first/last name, institution/organization will pre-populate. Enter your desired role(s) from the dropdown list of options as well as your mobile phone number (which is **required** to receive text message notifications). Select **Register**. **Skip ahead to step #15.**

I have an NCAA/MyApps account and I don’t know my password

9. On the Event Direct Home page, navigate to the dropdown menu via the icon in the top left. Choose **Login**.
10. On the login screen, choose the Forgot Password option and proceed through that process. Upon resetting your password, navigate again to the left column dropdown menu of the Event Direct app and choose **Login**.
11. Enter the email address and password that comprise your NCAA My Apps account. You are now logged into the Event Direct app and will be returned to the app home page.
12. Navigate again to the left column dropdown menu and choose **Select an Event**. Select the desired event from the list. You will be moved to that event’s home page.
13. Scroll to the bottom and select **Register for This Event**. You will be moved to the registration page for the event.
14. Your email address, first/last name, institution/organization will pre-populate. Enter your desired role(s) from the dropdown list of options as well as your mobile phone number (which is **required** to receive text message notifications). Select **Register**.

A notice will appear on the bottom of the page indicating you have registered for the event and are awaiting confirmation by an NCAA championships operations administrator. Once confirmed, this message will disappear and you will have access to additional features for your selected event.

CONGRATULATIONS ON YOUR TEAMS' SUCCESS!

We are excited to share that this year, all Student-Athlete Mementos will be given out ONSITE at the Championship!

HOW TO PURCHASE ADDITIONAL STUDENT-ATHLETE MEMENTOS FOR YOUR TEAM



The NCAA provides BirdieBox with the email address of a designated point person for each sport and school. Make sure you have communicated to the NCAA the correct person to receive the email which will include your password to access the website for additional mementos. Once the email is sent, you will be instructed to the site to place your school's order: ncaainstitutionalportal.com. The number of mementos you will receive will be the same number as the NCAA prescribed travel party. To purchase additional mementos outside of your travel party allotment, please follow below:

- Enter password
- Click "Purchase Additional Gifts"
- Select your division
- Select your sport
- Pick the quantity of additional gifts you want
- Add to your cart and select your school
- Enter your contact information and the shipping address the gifts should be delivered to
- Enter your payment information (all gifts must be paid for at time of checkout)
- Submit your order

Place your Order at: ncaainstitutionalportal.com

Questions?

Email Christa Selner: CSelner@BirdieBox.com

BirdieBOX New for 2023-2024!

At BirdieBox, we redefine collegiate gifting by transforming it into an unforgettable experience. With an unwavering commitment to quality, creativity, and personalization, we craft each BirdieBox to convey a purposeful message.