



## MEMORANDUM

January 7, 2019

### VIA EMAIL

TO: Head Coaches of NCAA Institutions that Sponsor Division II Men's and Women's Swimming and Diving.

FROM: Roger Karns, chair  
NCAA Division II Men's and Women's Swimming and Diving Committee.

SUBJECT: 2019 NCAA Division II Men's and Women's Swimming and Diving Pre-Championships Manual, Official Entry Process and Other Important Information.

### Pre-Championships Manual

The 2018-19 NCAA Division II Men's and Women's Swimming and Diving Pre-Championships Manual, which contains the policies and procedures governing the administration and conduct of the 2019 NCAA Division II Men's and Women's Swimming and Diving Championships, is available on [ncaa.org](http://ncaa.org). at the following link:

[Division II Men's and Women's Swimming and Diving Pre-Championships Manual](#)

### Championships Entry Process

**The final deadline for online entries for swimming (USA Swimming) and diving (DiveMeets) is 11:59 p.m. Eastern time, Monday, Feb. 25. No telephone or fax entries will be accepted.**

**USA Swimming Championships Online Meet Entry System.** By mid-January, head swimming coaches will receive an email from USA Swimming that will provide them with a link to the USA Swimming Online Entry System. This site **must** be used by institutions to complete the entry process for swimmers they would like to have considered for selection into the 2019 NCAA Division II Men's and Women's Swimming and Diving Championships. In addition to providing the link to access the entry site, USA Swimming will also include in their correspondence detailed instructions to help assist coaches with completing the entry process, as well as contact information for USA Swimming staff members who will be available to answer questions.

When completing the online entry process, all student-athletes may be entered in up to a maximum of four individual events in which they qualified with an "A" or "B" standard. The fastest times must be submitted for all individual-event entries. Relays must be entered but will not be selected. Coaches may enter the fastest actual relay time, or an aggregate relay time if it is faster, achieved by the institution.

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As a reminder, the qualifying window for the men's and women's swimming and diving championships began Sept. 7, 2018, or on an institution's fourth day of classes for the fall term as set forth in its catalog; counting Monday through Friday only, whichever is earlier through Sunday, Feb. 24 (11:59 p.m. local time).

Preliminary national qualification lists no longer will be posted. Instead, the challenge period begins as soon as the entry list is posted by USA Swimming Monday, Feb. 25. Entry challenges are due by 3 p.m. Eastern time, Tuesday, Feb. 26. The official national qualification list, including alternates will be available on [www.ncaa.com](http://www.ncaa.com) and [www.usaswimming.org/ncaa](http://www.usaswimming.org/ncaa) by 5 p.m. Eastern time, Wednesday, Feb. 27.

**Diving Entry Process.** The [www.divemeets.com](http://www.divemeets.com) diving management system **must** be used by the head diving coach to complete the entry process for divers for the qualification and championships meets. Each qualifying diver must register online with [www.divemeets.com](http://www.divemeets.com) by 11:59 p.m., Eastern time, Monday, Feb. 25. Information regarding the DiveMeets registration process is provided to assist you with completing the diving entry process (**Attachment**).

In order to participate in the qualification meet and the national championships on one-meter and/or three-meter boards, a diver must have achieved the minimum point totals along with the established minimum degrees of difficulty on the six optional and/or 11 dives within the qualifying period in bona fide competition, per the 2018-19 qualifying standards. Therefore, in order to complete the diving entry process, institutions are required to have submitted their regular-season results (diving qualifying scores and dive sheets) via the [official diving results form](#) to Kerstin Hunter at the NCAA national office by the end of the qualification period, which is Sunday, Feb. 24 (11:59 p.m. local time.) Ms. Hunter's contact information is as follows: email: [khunter@ncaa.org](mailto:khunter@ncaa.org), phone: 317-917-6645.

Please note the following additional information regarding the championships:

- **Event Limits.** A student-athlete is permitted to compete in a maximum of seven (7) events, of which not more than four (4) may be individual events. A student-athlete who swims more than the allowable number of individual or total events will be disqualified and prohibited from participating in the remainder of the meet at such time as the allowable limit is exceeded.
- The fastest times must be submitted for all individual-event entries. Either the fastest actual relay time, or an aggregate relay time if it is faster, achieved by the individuals who swam the events in bona fide competition will be allowed for entering relays for entry/selection.
- Optional entries will be accepted and shown on the official national psych sheets in all swimming events (individual and relay events); however, all such entries must meet the respective "B" standards.

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

- A list of institutions that are eligible to participate in relay events and were properly entered in the OME system will be posted online along with the individual event selections. Institutions must confirm all relays for which they are eligible and want to participate in by notifying, in writing, the championships manager by the date specified.

#### Financial Penalty

An error in the completion of any part of the championships entry process could jeopardize a team’s or an individual’s eligibility for championships selection. Late OMEs and/or diving entries via [www.divemeets.com](http://www.divemeets.com) may result in a financial penalty of \$200 per team or individual, up to a maximum penalty of \$600. An institution assessed such a financial penalty must make payment to the NCAA national office before the institution’s team or individual(s) will be allowed to compete in the national championships.

#### Deck Passes

Each institution entering competitors must have an official representative or someone duly appointed to represent its interests throughout the competition. Coaches, official representatives, assistant coaches and managers may be eligible to receive a deck pass. Deck passes will be available at registration. Any coach without an entrant must pay the regular admission fee and will not be allowed on the deck. The maximum number of allowable deck passes per gender competing at the national championships are as follows:

1-4 participants, 3 passes  
5-9 participants; 4 passes  
10-18 participants; 6 passes

**Request Process.** Coaches will have the opportunity to request deck passes when entering student-athletes through the USA Swimming Online Meet Entry System. The formula above will be used to determine the maximum number of eligible passes per institution based on **entries**. Actual deck passes allotted to each team will ultimately be dependent on the number of student-athletes **selected** from that team. Coaches will be notified after selections by USA Swimming of the final number of deck passes available to their institution.

An additional deck pass will be provided to the head diving coach from any institution qualifying a diver to the national championships.

### Participant Manual

The 2019 participant manual will be available in mid-February on [ncaa.org](http://ncaa.org). The manual will include all pertinent information regarding the championships, such as an event schedule, awards schedule, directions and Elite 90 nomination information.

### Championships

The 2019 championships will take place March 13-16, at the IU Natatorium in Indianapolis. The University of Indianapolis and Indiana Sports Corp will co-host the event. Additional information specific to the 2019 championships can be accessed at [www.ncaa.com](http://www.ncaa.com).

### Drug-Testing Program

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

### Code of Conduct

**Division II Code of Conduct.** Participation in an NCAA championship is an accomplishment and it is expected that individuals and teams are committed to ensuring that the championship is a positive experience for all participants, fans and volunteers. The Division II Championships Code of Conduct should be followed by all institutional representatives at the championships. Please have all institutional representatives (i.e., student-athlete, administrator, coach, manager and/or other institutional personnel) traveling to the championships sign the Code of Conduct signature page to certify that they have read and will abide by the expectations set forth in the Code of Conduct, and that they understand the possible penalties for misconduct. Once all representatives have signed the document, please email to Kerstin Hunter at the NCAA ([khunter@ncaa.org](mailto:khunter@ncaa.org)), not later than 5 p.m. Eastern time, Friday, March 8. Submit multiple forms if additional signature space is needed. A fine will be assessed by the NCAA Division II Championships Committee for noncompliance of this policy. The form will be provided to all participating head coaches after the official selections announcement.

### Elite 90 Academic Recognition Program

The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the finals site for each of the NCAA's 90 championships. For more information regarding this program, please contact Mark Bedics, Andrew Louthain or Quintin Wright of the NCAA national office staff at 317-917-6222 or [elite90@ncaa.org](mailto:elite90@ncaa.org). All documents and nomination forms can be obtained at the following location:

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<http://www.ncaa.org/about/resources/events/awards/elite-90-academic-recognition-award-program>

The submission deadline for nominations for the 2019 NCAA Division II Men's and Women's Swimming and Diving Championships is 5 p.m. Eastern time, Thursday, March 7. The Elite 90 awards for swimming and diving will be presented at the NCAA championships banquet Tuesday, March 12.

Contact Information

Please contact Marie Scovron, assistant director, NCAA championships and alliances, at [mscovron@ncaa.org](mailto:mscovron@ncaa.org).

RK:kh

Attachment

**Follow these easy steps to register for 2019 NCAA Division II  
Men's and Women's Swimming and Diving Championships:**

1. Before giving this information to your team members, every coach participating in this competition must register at [www.divemeets.com](http://www.divemeets.com). You will receive an email with your ID and password. For "organization" choose NCAA. If you do not find your organization listed, please send an email to [support@meetcontrol.com](mailto:support@meetcontrol.com) with the following information: Team Website, Team Name, Team Address, Team City, Team State, Team Zip / Postal, Team Email, Team Phone, Team Code / Abbreviation, Team Point of Contact, Team Fax, and Team Affiliation and they will update the database. You will not be able to register if you do not follow this process. **If a coach has already registered in the past, he/she does not have to register again.**
2. After you register, you can tell your divers to go to [www.divemeets.com](http://www.divemeets.com) to sign up and then register for the **2019 NCAA Division II Men's and Women's Swimming and Diving Championships**. They also will receive an email with their ID and password. **If a diver has already registered in the past, they don't have to register again, but they must update their account to reflect they belong to the NCAA and choose their respective team. If they forgot the ID and Password, they can click on Login, and [Forgot your password or DiveMeets ID](#).**
3. Divers will be prompted to the meet information where they will be able to click on the events they are registering for and fill out dive sheets for each event. The program will make sure each dive sheet will be sent correctly. Coaches or divers can make changes to a dive sheet any time after registered and up to the meet registration closes online. Just log in and click on **View/Edit Dive Sheets** under the meet title.

**Note:** If coaches decide to register their divers for the meet, they will be able to do that after the divers have signed-up with [www.divemeets.com](http://www.divemeets.com) and have a divemeets ID. Then, a coach logs in and can click on the **2019 NCAA Division II Men's and Women's Swimming and Diving Championships** link. On that page coaches will find a drop-down box with the divers of their team. You will choose the diver you want to register for the meet, fill out the dive sheet and follow the prompts. You will have to do this process for every diver.

The next page is a good guide explaining the process of how to register for the meet. If you need any help please email [support@meetcontrol.com](mailto:support@meetcontrol.com).

## How to Register for the 2019 NCAA Division II Men's and Women's Swimming and Diving Championships:

If a diver has already registered in the past with [www.divemeets.com](http://www.divemeets.com), you don't have to register again, all you have to do is login with your divemeets ID and password and click on **2019 NCAA Division II Men's and Women's Swimming and Diving Championships**. If you forgot the ID and Password, you can click on Login, and [Forgot your password or DiveMeets ID](#) and you will get an email with your ID and Password. If you do not see the **2019 NCAA Division II Men's and Women's Swimming and Diving Championships** after you login, you must update your account to reflect that you are a member of the NCAA.

If you have not registered before with divemeets.com follow the following instructions:

1. Go to [www.divemeets.com](http://www.divemeets.com) and place cursor over the LOGIN menu. Then, click on "Get a Divemeets ID".
2. Fill out the form for registration. For "organization" choose NCAA. If you do not find your organization and club listed, please send an email to [support@meetcontrol.com](mailto:support@meetcontrol.com) with the following information: Team Website, Team Name, Team Address, Team City, Team State, Team Zip / Postal, Team Email, Team Phone, Team Code / Abbreviation, Team Point of Contact, Team Fax, and Team Affiliation and they will update the database. You will not be able to register if you do not follow this process. Click on Submit.
3. Fill out Form for registration (**when asked for Team Affiliation choose \_\_your team\_\_, for coach choose \_\_your coach\_\_**)
4. After you submit this form you will get a message "you have successfully registered."
5. Click on the "Pool Deck."
6. Click on **"2019 NCAA Division II Men's and Women's Swimming and Diving Championships."**
7. Click on the events you will be competing (**IMPORTANT!!!!** You must enter both dive forms for the events in which you will be participating. The 6-dive form, which is a final event for the first day, and the 11-dive form for the preliminaries of the championship).
8. Click on Submit.
9. Depending on how many events you register, you must fill out as many dive forms.
10. Once you are done filing out the dive form, click on submit.
11. Click on the "Release Form Paragraph," select coach and provide your email and click submit. It will ask you to review your information and click submit again.
12. The new page will have your dive sheet and a message that "you have successfully registered for the **2019 NCAA Division II Men's and Women's Swimming and Diving Championships**." You will get an email with your DiveMeets ID and password. Also, you will receive an email with confirmation of your registration in the meet.

If you need any help, please send an email to [support@meetcontrol.com](mailto:support@meetcontrol.com), they have great customer service.