



2020 DIVISION II  
**SWIMMING  
& DIVING  
CHAMPIONSHIPS**

*GENEVA, OH • Lake Erie College,  
Greater Cleveland Sports Commission, Hosts*

# ***PARTICIPANT 2019-20 MANUAL***

*Finals*

## TABLE OF CONTENTS

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<b>SECTION 1.</b>	<b>INTRODUCTION .....</b>	<b>4</b>
<b>SECTION 2.</b>	<b>HOST WELCOME LETTERS .....</b>	<b>5</b>
<b>SECTION 3.</b>	<b>CONTACT INFORMATION .....</b>	<b>8</b>
<b>3.1</b>	<b>NCAA STAFF AND COMMITTEE ROSTER .....</b>	<b>8</b>
<b>3.2</b>	<b>HOST PERSONNEL.....</b>	<b>8</b>
<b>SECTION 4.</b>	<b>CHECKLIST .....</b>	<b>9</b>
<b>SECTION 5.</b>	<b>AWARDS .....</b>	<b>10</b>
<b>5.1</b>	<b>COMPETITION AWARDS.....</b>	<b>10</b>
<b>5.2</b>	<b>ELITE 90 – ACADEMIC RECOGNITION PROGRAM .....</b>	<b>10</b>
<b>5.3</b>	<b>STUDENT-ATHLETE PARTICIPATION AWARDS .....</b>	<b>10</b>
<b>SECTION 6.</b>	<b>BANQUET .....</b>	<b>11</b>
<b>SECTION 7.</b>	<b>CHAMPIONSHIPS FORMAT .....</b>	<b>11</b>
<b>7.1</b>	<b>FORMAT .....</b>	<b>11</b>
<b>7.2</b>	<b>QUALIFICATION DIVING MEET INFORMATION .....</b>	<b>12</b>
<b>SECTION 8.</b>	<b>CHAMPIONSHIPS OPERATIONS.....</b>	<b>12</b>
<b>8.1</b>	<b>ADMINISTRATIVE MEETING .....</b>	<b>12</b>
<b>8.2</b>	<b>MEETING SCHEDULE.....</b>	<b>12</b>
<b>8.3</b>	<b>OFFICIALS.....</b>	<b>12</b>
<b>8.4</b>	<b>REGISTRATION PACKET PICK-UP .....</b>	<b>12</b>
<b>8.5</b>	<b>RULES .....</b>	<b>12</b>
<b>8.6</b>	<b>SCRATCH DEADLINES.....</b>	<b>13</b>
<b>8.7</b>	<b>HEAT SHEETS .....</b>	<b>13</b>
<b>8.8</b>	<b>RELAY CARDS .....</b>	<b>13</b>
<b>8.9</b>	<b>APPEAL PROCEDURE .....</b>	<b>13</b>
<b>8.10</b>	<b>TIE PROCEDURES .....</b>	<b>13</b>
<b>8.11</b>	<b>CREDENTIALS/DECK PASSES .....</b>	<b>14</b>
<b>8.12</b>	<b>ANNOUNCING ASSISTANCE .....</b>	<b>14</b>
<b>8.13</b>	<b>SCORING .....</b>	<b>14</b>
<b>8.14</b>	<b>ADJUSTED PLACE STANDINGS.....</b>	<b>15</b>
<b>8.15</b>	<b>FILMS AND VIDEOTAPES .....</b>	<b>15</b>
<b>SECTION 9.</b>	<b>COMPETITION SITE .....</b>	<b>15</b>

9.1	SITE MAP.....	15
9.2	SITE INFORMATION.....	15
9.3	PARTICIPANT ENTRANCE .....	15
9.4	POOL AVAILABILITY.....	15
9.5	TEAM BANNERS.....	16
9.6	LOCKER ROOMS.....	16
9.7	HOSPITALITY .....	16
9.8	WIRELESS ACCESS.....	16
SECTION 10. DRUG TESTING.....		16
SECTION 11. EQUIPMENT .....		17
11.1	GENERAL EQUIPMENT.....	17
SECTION 12. MEDIA SERVICES .....		17
12.1	GENERAL MEDIA INFORMATION .....	17
12.2	CHAMPIONSHIP WEBSITE .....	17
12.3	BROADCAST/WEBCAST .....	17
12.4	COMPETITION RESULTS .....	17
12.5	GAME PROGRAMS .....	17
12.6	INTERNET .....	18
12.7	MEDIA CREDENTIALS.....	18
12.8	MICROPHONES .....	18
12.9	MEDIA INTERVIEW POLICY.....	18
12.10	STROBE LIGHTS.....	18
12.11	TELEVISION RIGHTS AND FOOTAGE LICENSING .....	19
SECTION 13. MEDICAL.....		19
13.1	ATHLETIC TRAINING .....	19
13.2	HOSPITALS AND EMERGENCY SERVICES.....	19
14.1	CONCUSSION PROTOCOL.....	20
14.2	EMERGENCY CARE ***24-Hour Emergency Medical: 911*** .....	20
SECTION 14. PARTICIPANT EXPECTATIONS & GUIDELINES .....		20
14.1	CHAMPIONSHIPS CODE OF CONDUCT .....	20
14.2	SPORTSMANSHIP .....	20
14.3	SPORTS WAGERING.....	21

14.4	TOBACCO BAN .....	21
14.5	ALCOHOL POLICY .....	21
14.6	ETHICAL BEHAVIOR BY COACHES .....	21
14.7	MISCONDUCT .....	22
14.8	FAILURE TO ADHERE TO POLICIES .....	22
SECTION 15	SCHEDULE OF EVENTS .....	22
15.1	COMMUNITY ENGAGEMENT .....	22
15.2	QUALIFICATION DIVING SCHEDULE OF EVENTS .....	22
15.3	PRACTICE SCHEDULE .....	23
15.4	CHAMPIONSHIPS SCHEDULE .....	23
SECTION 16.	TICKETS .....	24
SECTION 17.	TRAVEL PARTY .....	25
SECTION 18.	UNIFORMS .....	25
18.1	UNIFORMS/ARTIFICIAL AIDS .....	25
18.2	LOGO POLICY .....	25
SECTION 19.	APPENDIXES .....	26
19.1	APPENDIX A – FACILITY AND PARKING MAPS .....	27
19.2	APPENDIX B – AWARDS SCHEDULE .....	30
19.3	APPENDIX B – SCHEDULE OF EVENTS .....	31
19.4	APPENDIX D – ADDITIONAL BANQUET TICKET ORDER FORM .....	35
19.5	APPENDIX E – STUDENT-ATHLETE PARTICIPATION AWARDS .....	37

## **SECTION 1. INTRODUCTION**

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Congratulations on your selection to the 2020 NCAA Division II Men's and Women's Swimming and Diving Championships! This manual includes important information regarding the championships. Additional information is available on the championships website at [ncaa.com](http://ncaa.com) and on [ncaa.org](http://ncaa.org).

The championships will be held Wednesday-Saturday, March 11-14, at the SPIRE Institute Aquatics Center. This year's event is co-hosted by Lake Erie College and Greater Cleveland Sports Commission.

This participant manual is a helpful guide to the policies and procedures governing the administration and conduct of the championships. This manual also provides specific information related to travel, tickets and a schedule of events.

We look forward to an excellent championship and wish you the best of luck!

## SECTION 2. HOST WELCOME LETTERS

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NCAA student-athletes, coaches and staff,

Welcome to Cleveland! We're so excited to host the 2020 NCAA Division II Men's & Women's Swimming & Diving Championships at SPIRE Institute.

Congratulations on your achievement. We know that being a student-athlete, coaching a sport and supporting your team is hard work, dedication and long hours. Not everyone can achieve what you've accomplished to reach this level of competition and we want to do whatever it takes to make your experience at the Championship level memorable.

Cleveland is undeniably a sports town. When a sporting event comes to Northeast Ohio, our community delivers. We're proud of our growing national reputation as a notable sports destination and hope your experience here lives up to that status.

Our growing city has countless entertainment options for visitors, like yourself, to enjoy. Venues like the Rock & Roll Hall of Fame, Playhouse Square, the West Side Market and our many museums at University Circle, make Cleveland a unique place to visit.

Additionally, Northeast Ohio has some of the best outdoor recreation, parks, friendly bike-routes and countless restaurants for every type of foodie.

We want your experience to ROCK. If there's anything we can do to make your stay more enjoyable, let us know by tweeting at us @thecle. There are also plenty of resources available on our event page at [clevelandsports.org/swim](http://clevelandsports.org/swim).

Once again, we congratulate you on reaching this NCAA Championship and wish you the best of luck during your swimming and diving competition. Our community will be cheering you on as you compete for a national title.

Welcome to The Land.

A handwritten signature in black ink, appearing to read "David Gilbert". The signature is stylized with a large "D" and a cursive "G".

David Gilbert  
President and CEO of Greater Cleveland Sports Commission



5201 SPIRE Circle  
Geneva, Ohio 44041  
t 440.466.1002 f 440.415.1087  
[www.spireinstitute.org](http://www.spireinstitute.org)

**Jeffrey K. Orloff**  
**Chief Operating Officer**

Dear NCAA Division II Swimming and Diving Championship Participants,

We want to take this opportunity to welcome you to SPIRE for the 2020 Championships. It is our goal to provide all participants with the best experience possible to help you create a moment in time you will look back on with great pride and happiness.

The SPIRE team stands ready to provide you with the support you need to create the best atmosphere for success for the swimmers, coaches and support staff.

We wish you the best of luck as you prepare for this event and the SPIRE Team, The Greater Cleveland Sports Commission, and all of our volunteers and vendors, will do everything in their power to make this an experience of a lifetime.

Sincerely,

A handwritten signature in black ink that reads "Jeffrey K. Orloff".

Jeffrey K. Orloff



Dear Best of the Best in DII Swimming and Diving,

Welcome to NE Ohio! Lake Erie College is proud to serve as the institution host for the 2020 Division II Men's and Women's Swimming and Diving Championships.

It is an honor to watch you each compete for championships near our campus, just outside Cleveland. As they say, "Cleveland Rocks!" and we hope your championship week rocks.

We are thankful for our friends at SPIRE Institute and the Greater Cleveland Sports Commission. As cohosts, they have ensured a tremendous student-athlete experience and the chance to "Make It Yours" at the Championship. We wish you memories to last a lifetime as you enter the culminating event of an outstanding season.

Best of luck in your continued academic and athletic careers.

Rage On,

A handwritten signature in black ink that reads "Brian Posler".

Brian D. Posler, PhD  
President





## SECTION 3. CONTACT INFORMATION

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### 3.1 NCAA STAFF AND COMMITTEE ROSTER

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#### Swimming

Jennifer Alger  
Assistant Athletics Director  
University of Tampa  
[jalger@ut.edu](mailto:jalger@ut.edu)

Kirk Sanocki  
Head Men's and Womens' Swim Coach  
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Operations/SWA  
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#### Diving

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#### NCAA Staff Liaisons

Marie Scovron  
Assistant Director, Championships  
and Alliances  
Office: 317-917-6494  
Cell: 317-874-7130  
[mscovron@ncaa.org](mailto:mscovron@ncaa.org)

Kerstin Hunter  
Assistant Coordinator, Championships  
and Alliances  
317-917-6645  
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### 3.2 HOST PERSONNEL

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#### Tournament Director

Matt Sajna  
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[msajna@clevelandsports.org](mailto:msajna@clevelandsports.org)

#### Ticket Manager

Mark Lembke  
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#### Meet Director

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#### Facility Director

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#### SID/Media Coordinator

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#### Athletic Training

Bob Gray  
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#### Hy-Tek Meet Manager

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#### DiveMeets Manager

Linda Nolder  
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[lnolder@aol.com](mailto:lnolder@aol.com)

## SECTION 4. CHECKLIST

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This checklist is arranged in chronological order to assist those individuals who have specific institutional responsibilities at the national championships.

- ☐ Make airline reservations and travel arrangements through Short's Travel Management (866-655-9215). Teams located within 500 miles of the competition site are required to travel via ground transportation.

- ☐ **1 p.m. Eastern time, Thursday, February, 27.** Teleconference for head coaches of all participating teams and individuals. Call information is as follows:

Number: 866-590-5055

Passcode: 5174143

- ☐ **5 p.m. Eastern time, Friday, Feb. 28.:** Institutions must confirm all relays for which they are eligible and in which they want to participate. Institutions must also confirm names of relay-only swimmers and the relays in which they may compete. Confirmations must be submitted to Marie Scovron, NCAA assistant director of championships and alliances, [mscovron@ncaa.org](mailto:mscovron@ncaa.org).

- ☐ **5 p.m. Eastern time, Friday, Feb. 28.** Institutions must submit request for additional banquet tickets. Teams will receive complimentary banquet tickets in their packets at team registration for only the members of an institution's NCAA official travel party. **It is important for institutions to note that the NCAA official travel party limits are different from an institution's credentials/deck pass allotment.**

A limited number of additional banquet tickets will be available for institutions to purchase on a first-come-first-served basis for \$40 per person. This limited ticket offering is provided for institutions that would like to have any remaining additional members of an institution's travel party who are beyond the allowable NCAA official travel party limits attend the banquet. Include relay-only swimmers, divers, dive coaches if they are not part of the official travel party, and additional staff members. If a diver advances to the championships, you will not be charged for their ticket. Please complete the "Additional Banquet Ticket Request Form" at the end of the Participant Manual and submit to Marie Scovron, NCAA assistant director of championships and alliances, [mscovron@ncaa.org](mailto:mscovron@ncaa.org) and Brittany Penn at [bpenn@clevelandports.org](mailto:bpenn@clevelandports.org).

**Seating will be reserved per institution. Additionally, if anyone in your travel party has special dietary requirements, please contact Brittany Penn at [bpenn@clevelandports.org](mailto:bpenn@clevelandports.org)**

- ☐ **5 p.m. Eastern time, Thursday, March 5.** Submit nominations for the Division II Men's and Women's Swimming and Diving Elite 90 awards.

- ☐ **5 p.m. Eastern time, Friday, March 6.** Email the completed Code of Conduct signature page to Kerstin Hunter ([khunter@ncaa.org](mailto:khunter@ncaa.org)). This form must be resubmitted if changes occur before the start of the championships.

- ☐ Review the information in this manual regarding community engagement opportunities. Additional information will also be provided at the administrative meetings.

## SECTION 5. AWARDS

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### 5.1 COMPETITION AWARDS

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NCAA individual awards will be presented to the first eight finishers in each event. First-, second-, third- and fourth-place team trophies also will be awarded in each championship. Individual awards for members of the top four teams will be ordered after the championships. Participation awards will be provided to swimming student-athletes competing in the national championships at the finals site during team registration, and to divers who advance to the national championships after the conclusion of the qualification diving meet Tuesday afternoon.

During the awards ceremonies, participants must wear their institution's official warm-up uniform – team sweats while on the awards podium. In order to maintain the excitement of the NCAA finals, swimmers and divers need to report to the awards stand on time. In order to do so, finalists need to report for their event with sweats in hand and immediately proceed to the staging area at the conclusion of the event. Institutions that do not adhere to the schedule will be fined \$200 for the violation.

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

Please refer to **Appendix B** to review the awards schedule that will be used during the 2020 Division II Men's and Women's Swimming and Diving Championships.

Teams that wish to order additional awards at their own expense after the championship can do so by logging on to <https://services.mtmrecognition.com/ncaa/>.

### 5.2 ELITE 90 – ACADEMIC RECOGNITION PROGRAM

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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 90 NCAA championships. Each institution that has at least one student-athlete qualify for the finals site is eligible to nominate a student-athlete to win the award for that championship. All ties are broken by number of credits completed. For more information regarding this program, please contact Mark Bedics, Andrew Louthain or Quintin Wright at [elite90@ncaa.org](mailto:elite90@ncaa.org) or 317-917-6222. All documents, including eligibility, deadlines and nomination forms can be obtained at the following location:

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

The submission deadline for nominations for Division II men's and women's swimming and diving is 5 p.m. Eastern time, Thursday, March 5.

The Elite 90 awards for swimming and diving will be presented at the banquet Tuesday, March 10, to the male and female student-athletes with the highest cumulative grade-point averages competing at the finals site.

### 5.3 STUDENT-ATHLETE PARTICIPATION AWARDS

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For 2019-20, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites. Please see Appendix E for details.

## SECTION 6. BANQUET

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Get ready to Rock! Cleveland is the home of Rock & Roll and this year's NCAA championships banquet will be held Tuesday, March 10, beginning at 6 p.m. at the SPIRE Institute Field & Courts Building (5201 SPIRE Circle Geneva, OH 44041). All attendees should wear business attire **with flat shoes** appropriate for indoor turf and fun, interactive activities. High-heels are not permitted.

Teams will receive complimentary VIP Access credentials in their packets at team registration for only the members of an institution's NCAA official travel party. These VIP credentials will allow you access to the banquet. **Note: The NCAA official travel party limits are different from an institution's credentials/deck pass allotment.**

A limited number of additional banquet tickets will be available for institutions to purchase on a first-come-first-served basis for \$40 per person. This limited ticket offering is provided for institutions that would like to have any remaining additional members of an institution's travel party who are beyond the allowable NCAA official travel party limits attend the banquet. Include relay-only swimmers, divers, dive coaches if they are not part of the official travel party and, additional staff members. If a diver advances to the championships, you will not be charged for their ticket. Please complete the "Additional Banquet Ticket Request Form" in Appendix D and submit by email to Marie Scovron, [mscovron@ncaa.org](mailto:mscovron@ncaa.org) and Brittany Penn at [Bpenn@clevelandsports.org](mailto:Bpenn@clevelandsports.org).

**Gluten-Free meal options will be available. Please contact Brittany Penn at [bpenn@clevelandsports.org](mailto:bpenn@clevelandsports.org) with specific dietary restrictions for anyone in your travel party.**

## SECTION 7. CHAMPIONSHIPS FORMAT

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### 7.1 FORMAT

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Please refer to the 2019-20 NCAA Division II Men's and Women's Pre-championships Manual at [www.ncaa.org](http://www.ncaa.org) for information specific to swimming and diving qualification requirements, reporting of results, entry process, and the selection process.

#### Number of Participants

All swimmers and divers who are invited to the meet will be counted toward the 380 total number of participants allowed. The number of participants selected to the 2020 NCAA Division II Men's and Women's Swimming and Diving Championships cannot exceed the following limits: Men – 175 participants (157 swimmers/18 divers); and women – 205 participants (183 swimmers/22 divers).

#### Championships Alternates

A list of alternates will be compiled in case a student-athlete who has been invited to the championships becomes unavailable. Alternates will not be selected for swimmers or divers who become ill or injured once championships competition has begun. If an institution has to scratch a selected student-athlete because it has exceeded the 18 student-athlete cap, the student-athlete removed from the meet will go on the alternate list and will be selected to the meet only if his/her institution has another scratch and will not exceed 18 student-athletes in the meet.

**Please note the following additional information regarding the championships:**

- Event Limits. A student-athlete is permitted to compete in a maximum of seven events, of which not more than four may be individual events. A student-athlete who swims more than the allowable number of individual or total events will be disqualified and prohibited from participating in the remainder of the meet at such time as they exceed the allowable limit.

## 7.2 QUALIFICATION DIVING MEET INFORMATION

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Qualification diving competition will take place Tuesday before the championships. Diving participants **WILL NOT** receive their championships credentials until they have qualified for the national championships.

**As a reminder, the qualification meet is not considered to be a part of the national championships; therefore, institutions will be responsible for paying student-athletes' transportation costs and per diem to the diving qualifying meet in the event those student-athletes do not qualify for the championships.**

The games committee for the 2020 NCAA Division II Men's and Women's Swimming and Diving Championships will conduct a MANDATORY meeting to review meet procedures and items of importance for diving coaches at 7 p.m., Monday, March 9, at SPIRE Institute in SPIRE Fuel on the second level of the Food Court. A fine will be assessed for failure to send a diving coach representative to the meeting.

## SECTION 8. CHAMPIONSHIPS OPERATIONS

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### 8.1 ADMINISTRATIVE MEETING

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The games committee for the 2020 NCAA Division II Men's and Women's Swimming and Diving Championships will conduct a MANDATORY administrative meeting to review rules and general championships information of importance to all swim coaches at 12:30 p.m., Tuesday, March 10, in **at SPIRE Institute in SPIRE Fuel on the second level of the Food Court**. A fine will be assessed for failure to send a head coach to the meeting.

### 8.2 MEETING SCHEDULE

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All times Eastern.

<b>Monday</b>	7 p.m.	MANDATORY Diving Coaches Administrative Meeting	SPIRE Fuel Second Level
<b>Tuesday</b>	11 a.m.	Division II Coaches Connection	SPIRE Fuel Second Level
	Noon	CSCAA Meeting/Rules Survey Meeting	SPIRE Fuel Second Level
	12:30 p.m.	MANDATORY Swim Coaches Administrative Meeting	SPIRE Fuel Second Level
	6 p.m.	Team Photo Opportunity Begins	SPIRE Field & Courts Building
	6:30 p.m.	NCAA Championships Banquet	SPIRE Institute Field and Courts Building

### 8.3 OFFICIALS

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The NCAA Division II Men's and Women's Swimming and Diving Committee, will select the officials and a panel of neutral diving judges and will make all decisions pertaining to the conduct of the championships.

### 8.4 REGISTRATION PACKET PICK-UP

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Registration packets consisting of competition specific materials, credentials and banquet tickets will be available for head coaches to pick up in the SPIRE Fuel Food Court against the back windows Sunday, March 8, from 2 to 10 p.m. and Monday, March 9, from 7 a.m. to 7 p.m.

### 8.5 RULES

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The NCAA Division II Men's and Women's Swimming and Diving Championships shall be conducted according to the [2019-20 and 2020-21 NCAA Men's and Women's Swimming and Diving Rules](#) book.

## 8.6 SCRATCH DEADLINES

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The scratch box will be accessible starting Tuesday, March 10. Scratches are made by depositing scratch cards in the scratch box, located on the pool deck at the NCAA committee table. A receipt form, that must be signed, will be used for verification. All entries not scratched will become official entries.

The scratch box will be open as follows:

Tuesday, March 10	9:30 a.m. - conclusion of coaches meeting	All Wednesday events
Wednesday, March 11	9:30 a.m. - end of preliminaries; 4:30-5:30 p.m.	All Thursday events
Thursday, March 12	9:30 a.m. - end of preliminaries; 4:30-5:30 p.m.	All Friday events
Friday, March 13	9:30 a.m. - end of preliminaries; 4:30-5:30 p.m.	All Saturday events

## 8.7 HEAT SHEETS

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Heat sheets will be available at the administrative table inside SPIRE Aquatics late Tuesday afternoon and soon after the scratch box closes each evening. For the evening sessions, heat sheets will be available at the administrative table inside SPIRE Aquatics mid-afternoon (shortly after diving preliminaries have concluded).

## 8.8 RELAY CARDS

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

## 8.9 APPEAL PROCEDURE

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Appeals may be lodged only for errors in entries, scratches, recording of data, scoring and nonjudgmental errors in the application of rules. Films or videotape will not be used in the appeals process. Appeal forms may be obtained from the referee. The written statement made on the appeal form must be submitted to the referee not later than 15 minutes after the finish of the final heat/round of the event to which the appeal applies.

The appropriate meet committee will act on appeals. The decision of this committee is final.

**Electronic Take-off Equipment and Video Review.** Results of each relay heat will be reviewed. If there are no RJP violations, the heat will be announced "official." If there are RJP violations, the heat(s) will be announced as "under review" and the heat(s) will be reviewed and announced after the conclusion of the event (e.g., women's 400 free relay). The next relay event or individual event will not be started until the review process has been completed and announcements are made.

## 8.10 TIE PROCEDURES

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

**Diving.** In the NCAA championships trials (eighth-place tie), the tied divers will advance to the finals. The highest place finisher of the tied divers will remain in the place they finished, while the other diver will place 9<sup>th</sup>. If a tie occurs in the finals, it will not be broken. A duplicate award(s) will be ordered for the individual(s).

### 8.11 CREDENTIALS/DECK PASSES

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

**A relay-only swimmer is a student-athlete who has not been selected to the championships in individual events, but is an otherwise eligible and rostered member of the institution's team. Teams are requested to declare any relay-only swimmers by sending an email to Marie Scovron, assistant director, championships and alliances, at [mscovron@ncaa.org](mailto:mscovron@ncaa.org) by 5 p.m. Eastern time, Friday, Feb. 28. Institutions must include in the email the name of the relay-only swimmer and the relay event(s) in which the institution may have them compete. The relay-only swimmer may compete only in the relay event(s) for which he/she is declared. (Institutions will not receive reimbursement for travel or per diem for a relay-only swimmer.)**

**Institutional Allotment.** 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 are eligible to receive a deck pass. Deck passes will be available at registration. The maximum numbers of allowable credentials/deck passes per institution per gender at the national championships are as follows:

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

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

Institutional credentials/deck passes must be used by individuals who will be on the deck in a working/coaching capacity and who have fulfilled this responsibility for the institution on a regular basis throughout the regular season. Any coach without an entrant must pay the regular admission fee and will not be allowed on the deck. Illegal deck passes will be confiscated.

***Note:*** Coaches and/or student-athletes who lose deck passes will be charged the all-session ticket price for replacement.

Requests for admittance for presidents/chancellors, athletics directors, senior woman administrators, faculty athletics representatives and/or conference commissioners should be made by sending an email to Marie Scovron, assistant director, championships and alliances, at [mscovron@ncaa.org](mailto:mscovron@ncaa.org).

Institutional sports information liaisons may request media credentials at [www.ncaa.com/media](http://www.ncaa.com/media).

### 8.12 ANNOUNCING ASSISTANCE

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To assist the championship meet announcers with correct pronunciation of student-athlete names throughout the competition, please send your rosters with pronunciation guide to Matt Sajna ([msajna@clevelandssports.org](mailto:msajna@clevelandssports.org)) by Monday, March 2.

### 8.13 SCORING

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

final. Points for ninth through 16th place shall be awarded solely on the basis of a consolation final.

Please refer to Rule 7-8 in the [2019-20 and 2020-21 NCAA Men's and Women's Swimming and Diving Rules](#) book for procedures in scoring swimming and diving competition.

#### **8.14 ADJUSTED PLACE STANDINGS**

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If a student-athlete is found to be ineligible, that individual's performance shall be stricken from the championships record, the points the student-athlete has contributed to the team's total shall be deleted, the team standings shall be adjusted accordingly and any awards involved shall be returned to the Association. At the swimming and diving championships, the placement of other competitors shall be altered and awards presented accordingly. *[Reference: NCAA Bylaw 31.2.2.4-(a) in the NCAA Manual.]*

#### **8.15 FILMS AND VIDEOTAPES**

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Institutions are permitted to videotape championships competition of their teams or individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of competition in which the institution participates. The videotapes may not be used for any commercial purposes.

### **SECTION 9. COMPETITION SITE**

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#### **9.1 SITE MAP**

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Please see the Appendix A for SPIRE Aquatics Center map.

#### **9.2 SITE INFORMATION**

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The SPIRE Aquatics Center features the following:

Ten lane, 50-meter stretch Olympic Size Myrtha Pool with two moveable bulkheads. Large 35 foot wide pool deck on all sides of the pool. 1- and 3- meter Springboard Diving Area. Multiple Olympic size Water Polo courses. Olympic-grade Colorado timing systems and Omega starting blocks. 36 foot by 9 foot Full Color Colorado High Definition Videoboard. Full locker room facilities off all pool decks

Extensive permanent seating for over 1,000 spectators with great views, capable of increasing to over 2,200. 6 lane, 25 yard Warm-up/Cool-down Myrtha Pool.

SPIRE Institute has played host to not only countless regional aquatic events but many major national aquatic events since its opening in fall of 2011.

#### **9.3 PARTICIPANT ENTRANCE**

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All credentialed participants should enter the SPIRE Institute Natatorium through the northwest concourse entry point located adjacent to the check-in table. Credentials must be visible in order to gain entry to the SPIRE Institute Natatorium deck. See Appendix A for facility map.

The seating on the pool deck is restricted to properly credentialed student-athletes, coaches, team personnel and certified athletic trainers.

#### **9.4 POOL AVAILABILITY**

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<b><u>Sunday March 8</u></b>	<b><u>Monday, March 9</u></b>
2-10 p.m.	7 a.m.-7 p.m.



<b><u>Tuesday, March 10</u></b>	<b><u>Wednesday, March 11</u></b>
7 a.m.-4:30 p.m.	7 a.m.-30 min. after last race
<b><u>Thursday, March 12</u></b>	<b><u>Friday, March 13</u></b>
7 a.m.-30 min. after last race	7 a.m.-30 min. after last race
<b><u>Saturday, March 14</u></b>	
7 a.m.-9 p.m.	*Doors open at 6:30 a.m. Mon-Sat.

## **9.5 TEAM BANNERS**

Team banners should be turned in at registration to be displayed at the championships. Meet staff will hang team banners after Tuesday's administrative meeting. Meet staff will also remove team banners on request by an institution representative at the administrative table on deck at least one hour before their departure. If no request is made, all banners will be available for pick-up at the administrative table at the conclusion of the meet Saturday. Team banners may not display commercial advertising or logos.

## **9.6 LOCKER ROOMS**

Locker rooms are located on North Side of the Natatorium under the spectator stands as well as off the Warm-Up Pool Deck. There are four locker rooms – two for men and two for women. Only participants are permitted in the locker rooms. Restrooms are available in the SPIRE Fuel portion of the Aquatic Center. No towels and/or locker combinations will be provided. All swimmers and divers should rinse off before entering the pool.

## **9.7 HOSPITALITY**

Student-athlete hospitality is available on the deck inside the practice pool. Snacks, fruit, water and POWERADE will be made available for student-athletes during practice and competition hours.

Coaches hospitality is available in the hallway off the practice pool. Please see Appendix A for a map detailing both locations.

## **9.8 WIRELESS ACCESS**

SPIRE provides a free guest Wi-Fi network. Meet administration and coaches will have access to a specific event network during the event.

# **SECTION 10. 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 2019-20 Drug-

Testing Programs booklet on the [NCAA website](#) for the published list of banned drug classes and the procedural guidelines for testing. 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 as a result 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.

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

## **SECTION 11. EQUIPMENT**

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### **11.1 GENERAL EQUIPMENT**

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Competitor lane lines and backstroke flags will be used for the championships. Myrtha starting blocks with Omega track start wedges and Omega/Myrtha backstroke ledges will be used in the competition course. A Colorado videoboard will be used along with a Colorado Timing System. The Diving Well section is 14 feet deep with two 1-meter springboards, two 3-meter springboards. Seating of approximately 1,200 is available for spectators.

## **SECTION 12. MEDIA SERVICES**

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### **12.1 GENERAL MEDIA INFORMATION**

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Important information regarding NCAA media policies can be found online at [ncaa.com/media](#). For media questions specific to the 2020 NCAA Division II Men's and Women's Swimming and Diving Championships, please contact Meredith Painter at [mpainter@clevelandsports.org](mailto:mpainter@clevelandsports.org) or 216-363-6399.

### **12.2 CHAMPIONSHIP WEBSITE**

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For more information about the Division II Men's and Women's Swimming and Diving Championships go to [www.ncaa.com](#).

### **12.3 BROADCAST/WEBCAST**

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The championships will be streamed live on [ncaa.com](#). A link to view the championships will be available on competition days. You can also follow the events live via the following link: [www.Clevelandsports.org/swim](#).

### **12.4 COMPETITION RESULTS**

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Access to daily event results will be provided through a link on [www.ncaa.com](#) and through [www.clevelandsports.org/swim](#), beginning Wednesday, March 11. Additionally, overall championships updates will be made available on the NCAA championships website after each competition day at [www.ncaa.com](#).

### **12.5 GAME PROGRAMS**

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The 2020 Division II Men's and Women's Swimming and Diving Championships will provide digital game programs that can be viewed online or downloaded to a consumer's mobile device. IMG College will be responsible for all digital program production including layout and design, advertising, and digital distribution channels before and during the championships. Digital programs will be available free of charge for downloading prior to the start of the 2020 Division II Men's and Women's Swimming and Diving Championships at <http://www.ncaa.com/gameprograms>.

## **12.6 INTERNET**

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Wireless internet access is available to the media, with hardline capabilities in areas.

## **12.7 MEDIA CREDENTIALS**

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The NCAA shall control the issuance of media credentials for each of its championships. Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities: (a) a representative of a national newspaper (e.g., with circulation greater than 60,000); (b) a media agency in the geographic area of the host city; (c) a media agency in the geographic area and/or locale of a participating institution that has staffed its games on a consistent basis throughout the season; (d) individuals, certified by a participating institution, who will represent specific campus-related entities; and (e) the designated representative of a national television, cable system, radio network or a radio station that originates a daily "sports talk" program and daily circulation newspapers that do not otherwise meet the aforementioned criteria. Request media credentials here: <https://clients.sportssystems.com/clients/ncaa/winter-media/>. **Please address any media credential questions to Meredith Painter at [Mpainter@clevelandsports.org](mailto:Mpainter@clevelandsports.org) or 216-363-6399.**

Credentials will not be issued to representatives of any organization that regularly publishes, broadcasts or otherwise promotes the advertising of "tout sheets" or "tip sheets" or other advertising designed to encourage gambling on college sports events. In addition, credentials will not be issued to representatives of telephone reporting services and professional sports organizations.

Other conditions for obtaining media credentials may be implemented based on the circumstances at the championships site. These conditions must be approved before the competition by Marie Scovron, NCAA assistant director, championships and alliances, NCAA, P.O. Box 6222, Indianapolis, Indiana 46206-6222 (317-917-6494).

## **12.8 MICROPHONES**

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The placement of microphones on a team coach or in team huddles and bench areas is prohibited at all NCAA championships.

## **12.9 MEDIA INTERVIEW POLICY**

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

At the championships, an interview area will be open to all certified members of the news media. If requested, student-athletes and coaches must report to the interview area within 10 minutes of the last event in which they compete or in which they have student-athletes competing.

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

## **12.10 STROBE LIGHTS**

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No strobe lights shall be installed in an arena without the express consent of the host facility. Requests for installation of strobe lights must be approved by the event's media coordinator and the NCAA championships administrator.

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

Any installed strobe unit may not exceed four clusters of strobe lights producing a maximum of 3,200

watt-seconds at any championships site. All strobes must flash at a duration less than 1/2,000th of a second. The NCAA reserves the right to alter specifications in the best interest of the championships.

All strobes must be installed and tested, if necessary, at the site 24 hours before the start of the event during which the strobes will be used. The NCAA championship administrator along with the event's media coordinator will grant final approval relative to the installation of strobes.

#### 12.11 TELEVISION RIGHTS AND FOOTAGE LICENSING

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Please access [www.ncaa.com/media](http://www.ncaa.com/media) and refer to the Broadcast Services section for policies and guidelines.

### SECTION 13. MEDICAL

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#### 13.1 ATHLETIC TRAINING

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Certified athletic trainers will be available for the entire meet. Physicians will be on call for all scheduled practices and competitions. Cleveland Clinic Sports Health will be providing athletic training coverage for this event.

Athletic Training Coordinators:

Bob Gray; Cleveland Clinic      216-217-8726      [grayb1@ccf.org](mailto:grayb1@ccf.org)

The athletic training room will be open during and after practice and competition. An athletic training area will be available to all student-athletes including heat, ice bags and electric modalities. Those student-athletes requiring the use of modalities must provide written documentation from their team athletic trainer and/or team physician. If you require any special needs, contact Bob Gray ahead of time to help arrange such services. If your team is not traveling with a certified athletic trainer and/or team physician, prior notification is appreciated in order to communicate any care.

Additionally, an area located off deck outside of the locker rooms and Athletic Training Area has been designated for teams to use as a student-athlete rub-down area. See facility map. **NOTE:** Tables and/or massage therapists will not be provided by the hosts.

Water, PowerAde and cups will be available for all student-athletes on the pool deck as well as in the athletic training area.

#### 13.2 HOSPITALS AND EMERGENCY SERVICES

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Name	Address	Phone
Geneva Police Department	44N Forest St Geneva, OH	440-466-1111
Geneva Fire Department	44 N Forest St, Geneva, OH 44041	440-466-3321
University Hospitals Geneva Medical Center	890 W Main St Geneva, OH 44041	440-415-0246
ACMC Geneva Family Health Center – Urgent Care	1028 S Broadway, Geneva, OH 44041	440-466-8933

**Pharmacy**

Name	Address	Phone
CVS/pharmacy	170 E Main St Geneva, OH 44041	440-466-4133
Giant Eagle Pharmacy	755 S Broadway	440-466-3005

	Geneva, OH 44041	
Rite Aid Pharmacy	633 S Broadway Geneva, OH 44041	440-466-3323

#### 14.1 CONCUSSION PROTOCOL

Per NCAA regulations, any student-athlete who is suspected to have a concussion **shall be removed** from practice or competition and **evaluated** by an athletics healthcare provider with experience in the evaluation and management of concussions and **shall not return** to activity for the remainder of that day. Medical clearance and return to participation shall be determined by a physician.

What is a concussion? A concussion is a brain injury that is caused by a blow to the head or body. It may occur from contact with another player, hitting a hard surface such as the ground, floor, being hit by a piece of equipment such as a bat or ball, or a motor vehicle accident. A concussion can change the way your brain normally works. It can range from mild to severe and presents itself differently for each athlete. **A concussion can happen even if you do not lose consciousness.**

#### 14.2 EMERGENCY CARE \*\*\*24-Hour Emergency Medical: 911\*\*\*

Emergency medical services will be available for the duration of the championships. This will be coordinated by the Natatorium staff and the athletic training personnel.

The local hospital used by the championships for emergency and non-emergency services will be University Hospitals Geneva Medical Center. The hospital is located 3 miles from the Natatorium. Directions to the hospital will be available from the athletic training personnel.

## SECTION 14. PARTICIPANT EXPECTATIONS & GUIDELINES

#### 14.1 CHAMPIONSHIPS CODE OF CONDUCT

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

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

All completed Code of Conduct signature pages must be submitted **5 p.m. Eastern time, Friday, March 6**; to Kerstin Hunter ([khunter@ncaa.org](mailto:khunter@ncaa.org)).

#### 14.2 SPORTSMANSHIP

The primary goal of the rules is to maximize the safety and enjoyment of the student-athlete. Sportsmanship is a key part of that goal. Sportsmanship should be a core value in behavior of players

and bench personnel, in crowd control by game management and in the officials' proper enforcement of the rules governing related actions.

### **14.3 SPORTS WAGERING**

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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.

A student-athlete involved in sports wagering on the student-athlete's institution permanently loses all remaining regular-season and postseason eligibility in all sports. A student-athlete who is involved in any sports wagering activity that involves college sports or professional athletics, through Internet gambling, a bookmaker, a parlay card or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.

In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions where there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules, in bracket contests where there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

### **14.4 TOBACCO BAN**

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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.

Tobacco products shall not be advertised, sold or dispensed at any championship event sponsored by or administered by the NCAA. Smoking is not permitted anywhere in the venue.

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.

### **14.5 ALCOHOL POLICY**

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Alcoholic beverages shall not be advertised, sold or otherwise made available for public consumption at any championship event sponsored by or administered by the NCAA, unless otherwise approved by the NCAA, nor shall any such beverages be brought to the site during the championship (from the time access to the competition site or area is available to spectators, until all patrons have left).

### **14.6 ETHICAL BEHAVIOR BY COACHES**

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

The words and actions of a coach carry tremendous influence, particularly on the young people under his or her direction. It is, thus, imperative that he or she demonstrate and demand high principles of sportsmanship and ethical behavior.

Therefore, coaches must:

1. Always place the safety and welfare of student-athletes above the value of a win and above any personal prestige or glory.
2. Ensure that the coaching staff and all others associated with the program treat the student-athletes under their control with fairness and respect.
3. Remember that they are on public display and that their conduct reflects upon the image of their respective institutions.
4. Teach their student-athletes strict adherence to the rules and regulations of the sport, the institution and other governing bodies to which they are responsible.
5. Firmly establish with their student-athletes the standards of acceptable conduct.
6. Treat opponents and assigned officials with respect and demand that student-athletes do the same, instilling in their student-athletes the importance of respect and sportsmanship over winning.
7. Ensure that student-athletes understand that taunting, intimidating and baiting opponents is unacceptable behavior and will not be tolerated.
8. Monitor their coaching staff and student-athletes to ensure that they do not use profane and vulgar language while representing the institution.
9. Ensure, along with institutional administration, that fans are reminded of the expectations of sportsmanship and respect for officials and opponents and their supporters.

#### **14.7 MISCONDUCT**

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Misconduct in a NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship that discredits the event or intercollegiate athletics.

In accordance with Bylaw 31.1.8.3, the governing sports committee (or the games committee authorized to act for it) may impose any one or a combination of penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the competition or practice.

#### **14.8 FAILURE TO ADHERE TO POLICIES**

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To review the Failure to Adhere to Policies Outline, please click [here](#).

### **SECTION 15 SCHEDULE OF EVENTS**

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#### **15.1 COMMUNITY ENGAGEMENT**

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Detailed information regarding the community engagement event will be communicated directly from Jill Willson ([jwillson@ncaa.org](mailto:jwillson@ncaa.org)) to institutional head coaches.

#### **15.2 QUALIFICATION DIVING SCHEDULE OF EVENTS**

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All time are Eastern.

<b>Tuesday</b>	7 a.m.	Boards open for general warm-up.
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	9 a.m.	Boards restricted to women on 3-meter boards and men on 1-meter boards.
	10 a.m.	Competition begins with women's 3-meter and men's 1-meter running concurrently.
	Noon	Boards open for general warm-up at conclusion of morning session.
	2 p.m.	Competition resumes with women's 1-meter and men's 3-meter running concurrently.

### 15.3 PRACTICE SCHEDULE

All times are Eastern.

#### **Pool Availability (Doors open Sun. at 1:30 p.m.; Mon-Sat. at 6:30 a.m.)**

Sunday, March 8	2-10 p.m.
Monday, March 9	7 a.m.-7 p.m.
Tuesday, March 10	7 a.m.-4:30 p.m.
Wednesday-Saturday, March 11-14	7 a.m.-30 min. after last race

#### **Warm-Up Schedule for Prelims**

##### **Wednesday through Saturday**

Up to 9 a.m. all lanes general warm-up. At the following times, specified lanes change to:

9 a.m.	Lanes 0 and 9 push pace (outside lanes)
9:15 a.m.	Lanes 1 and 8 one way sprints (sooner if necessary)
9:25 a.m.	Lanes 2 and 7 one way sprints, relay exchanges (if necessary)
9:50 a.m.	Clear the pool
10 a.m.	Prelims begin

#### **Warm-Up Schedule for Finals**

##### **Wednesday through Saturday**

Up to 5 p.m. all lanes general warm-up. At the following times, specified lanes change to:

5 p.m.	Lanes 0 and 9 push pace
5:15 p.m.	Lanes 1 and 8 One Way Sprints
5:25 p.m.	Lanes 2 and 7 One Way Sprints, relay exchanges (if needed)
5:50 p.m.	Clear the pool
6 p.m.	Finals begin

**DURING AWARD CEREMONIES, THE COMPETITION POOL IS CLOSED, THE WARM-UP POOL IS OPEN.  
The back pool will be available for any award winners to cool down.**

### 15.4 CHAMPIONSHIPS SCHEDULE

All times are Eastern. See Appendix C for competition schedule of events.

<b><u>Sunday, March 8</u></b>	
2-10 p.m.	Registration.
2-10 p.m.	Natatorium open for practice.
<b><u>Monday, March 9</u></b>	
7 a.m.-7 p.m.	Natatorium open for practice.
6 p.m.	Committee/officials meeting.
7 p.m.	Diving coaches administrative meeting – SPIRE Fuel Second Floor.



<b><u>Tuesday, March 10</u></b>	
7 a.m.-4:30 p.m.	Natatorium open for practice.
10 a.m.-4 p.m.	Diving qualification meet.
11 a.m.	Division II Swimming and Diving Coaches Connection meeting - SPIRE Fuel Second Floor.
Noon	CSCAA meeting. SPIRE Fuel Second Floor.
12:30 p.m.	Swim coaches administrative meeting - SPIRE Fuel Second Floor.
6 p.m.	Banquet Activities Begin.
6:30 p.m.	NCAA Championships Banquet – SPIRE Institute Field & Courts Building.
<b><u>Wednesday, March 11</u></b>	
7 a.m.-30 min. after last race	Natatorium open.
10 a.m.	Swim trials.
2 p.m.	Dive trials.
6 p.m.	Swim and dive finals.
<b><u>Thursday, March 12</u></b>	
7 a.m.-30 min after last race	Natatorium open.
10 a.m.	Swim trials.
2 p.m.	Dive trials.
6 p.m.	Swim and dive finals.
<b><u>Friday, March 13</u></b>	
7 a.m.-30 min after last race	Natatorium open.
10 a.m.	Swim trials.
2 p.m.	Dive trials.
6 p.m.	Swim and dive finals.
<b><u>Saturday, March 14</u></b>	
7 a.m.-9 p.m.	Natatorium open.
10 a.m.	Swim trials.
2 p.m.	Dive trials.
6 p.m.	Swim and dive finals.
<b><u>Sunday, March 15</u></b>	
All day	Teams depart Indianapolis.

## SECTION 16. TICKETS

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The ticket prices for the 2020 NCAA Division II Men's and Women's Swimming and Diving Championships are as follows:

- Tickets are available to purchase online at
  - [www.ncaa.com](http://www.ncaa.com) or [www.clevelandsports.org/swim](http://www.clevelandsports.org/swim).
- Ticket Pricing-
  - Adult All Session Tickets \$70
  - Student/Youth, Senior, Military All Session Tickets \$40
  - Adult Prelims \$10
  - Student/Youth, Senior, Military Prelims \$5
  - Adult Finals \$15

- Student/Youth, Senior, Military Finals \$10
  - Age 2 and under are free.
  - There is no complimentary admission to NCAA championships.
- Tickets are also available for purchase on-site at the SPIRE Natatorium
  - The box office and spectator seating will open one hour before competition for each session (9 a.m. -prelims, 5 p.m. – finals).
  - All seating is general admission on a first-come, first-seated basis. There is no reserved seating.

## SECTION 17. TRAVEL PARTY

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Transportation expenses and per diem will be provided to only those competitors who have been invited to the meet and who then participate in one or more of those event(s). In diving, transportation expenses and per diem will be provided to only those competitors who qualify for the national championships as described in the diving qualification section of the 2019-20 pre-championships manual. **The qualification meet, which is held at the site of the national championships the day before it starts, is not considered to be a part of the national championships; therefore, per diem and transportation will not be paid. [Note: Institutions will be responsible for paying student-athletes' transportation costs and per diem to the diving qualifying meet in the event those student-athletes do not qualify for the championships.]**

Individuals who have not qualified for the championships but participate as an relay-only swimmer will not receive transportation and per diem.

**For members of an institution's NCAA official travel party, transportation reimbursement and a per diem will be provided for the participants, as noted above, and for one non-athlete for institutions with one to four individuals selected, and for two non-athletes for institutions with more than four individuals selected per team per gender.**

The NCAA travel policies can be found at <http://www.ncaa.org/championships/travel/championships-travel-information>.

An institution's expense reports must be filed online through the Travel Expense System. The login information for the system is the same as that used for the Short's travel portal. The system can be accessed at <https://web1.ncaa.org/TES/exec/login?js=true>.

## SECTION 18. UNIFORMS

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### 18.1 UNIFORMS/ARTIFICIAL AIDS

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Competitor's uniforms must be characterized by conformity to recognized standards of propriety. No swimmer or diver is permitted to wear or use any device or foreign substances, including kinesiology tape, to help his or her speed, pace, buoyancy or body compression in competition. Temporary applied adhesives to improve grips shall not be used; however, divers are permitted to use temporarily applied adhesives to provide for safety in performing dives in competition. The use of tape and compression sleeves are permitted to treat a documented medical condition. Tape and/or wrist guards may be used by divers to support the wrists in a preventative manner without medical documentation. The use of technology and automated data collection devices is permissible for the sole purpose of collecting data. Such devices shall not be utilized to transmit data, sounds, or signals to the athlete and may not be utilized to effect pace or tempo. (NCAA Swimming and Diving Playing Rules, Rule 3).

### 18.2 LOGO POLICY

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In accordance with NCAA Bylaw 12.5.4, an institution's official uniform, swimsuits or any other items of apparel (e.g., drag suits, socks headbands, T-shirts, swim caps, towels and warm-ups), that are worn by student-athletes while representing their institution in intercollegiate competition shall contain only a single manufacturer's or distributor's logo or trademark on the outside of the apparel (regardless of the visibility of the logo or trademark). The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram) that does not exceed 2 ¼ squared inches. Such an item of apparel may contain more than one manufacturer's or distributor's logo or trademark on the inside of the apparel provided the logo or trademark is not visible.

If an institution's uniform, swimsuit or any item of apparel worn by a student-athlete in competition contains washing instructions on the outside of the apparel or on a patch that also includes the manufacturer's or distributor's logo or trademark, the entire patch must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram) that does not exceed 2 ¼ square inches.

The restriction of the size of a manufacturer's or distributor's logo is applicable to all apparel worn by the student-athletes during the conduct of the institution's competition, which includes any pregame or postgame activities (e.g., postgame celebrations or pre- or postgame media conference) involving student-athletes.

## **SECTION 19. APPENDIXES**

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APPENDIX A: NCAA Deck Layout and Parking Maps

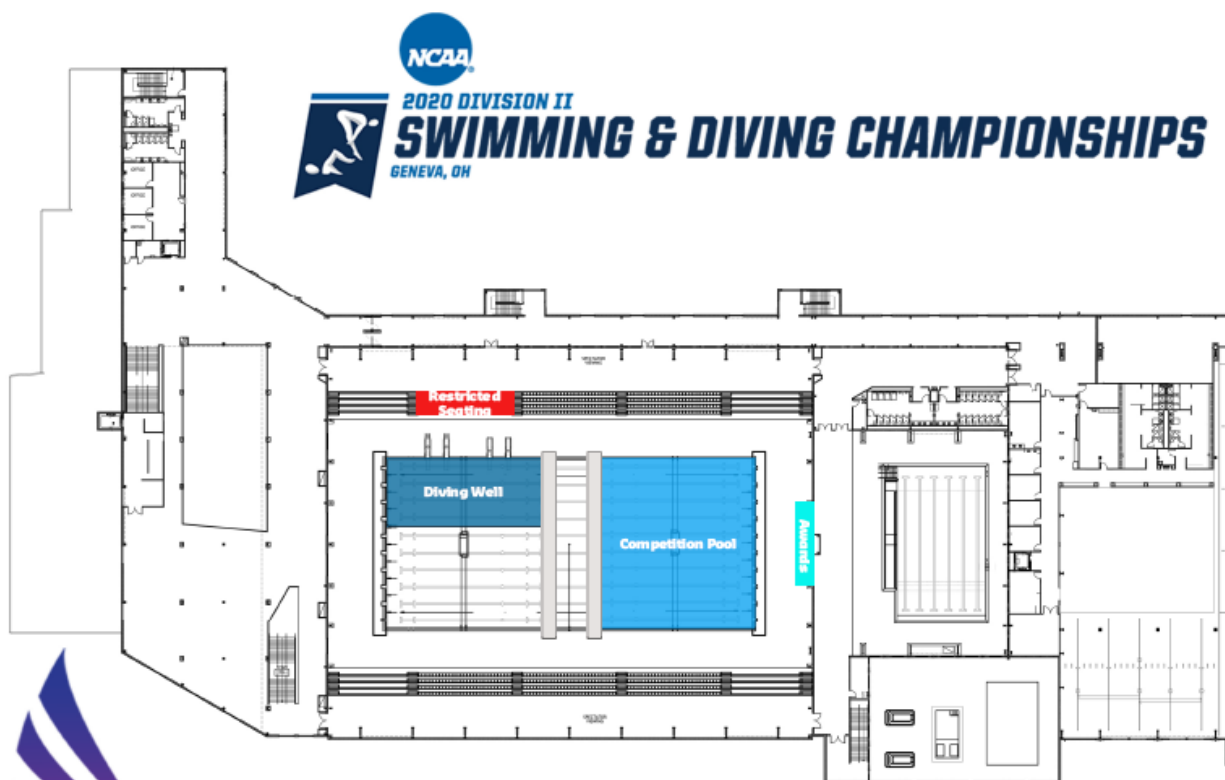
APPENDIX B: Awards Schedule

APPENDIX C: Schedule of Events

APPENDIX D: Additional Banquet Ticket Order Form

APPENDIX E: Student-Athlete Participation Awards





## Second Level



## 19.2 APPENDIX B – AWARDS SCHEDULE

Wednesday	Thursday	Friday	Saturday
Last heat W 1000 Free	Consol W 200 F.R.	Consol W 500 Free	Last heat W 1650 Free
Last heat M 1000 Free	Final W 200 F.R.	Final W 500 Free	Last heat M 1650 Free
<b>Awards W 1000 Free</b>	Consol M 200 F.R.	Consol M 500 Free	<b>Awards W 1650 Free</b>
<b>Awards M 1000 Free</b>	Final M 200 F.R.	Final M 500 Free	<b>Awards M 1650 Free</b>
Consol W 200 IM	<b>Awards W 200 F.R.</b>	<b>Awards W 500 Free</b>	Consol W 100 Free
Final W 200 IM	<b>Awards M 200 F.R.</b>	<b>Awards M 500 Free</b>	Final W 100 Free
Consol M 200 IM	Consol W 400 IM	Consol W 100 Back	Consol M 100 Free
Final M 200 IM	Final W 400 IM	Final W 100 Back	Final M 100 Free
<b>Awards W 200 IM</b>	Consol M 400 IM	Consol M 100 Back	<b>Awards W 100 Free</b>
<b>Awards M 200 IM</b>	Final M 400 IM	Final M 100 Back	<b>Awards M 100 Free</b>
Consol W 50 Free	<b>Awards W 400 IM</b>	<b>Awards W 100 Back</b>	Consol W 200 Back
Final W 50 Free	<b>Awards M 400 IM</b>	<b>Awards M 100 Back</b>	Final W 200 Back
Consol M 50 Free	Consol W 100 Fly	Consol W 100 Breast	Consol M 200 Back
Final M 50 Free	Final W 100 Fly	Final W 100 Breast	Final M 200 Back
<b>Announce diving finalists</b>	Consol M 100 Fly	Consol M 100 Breast	<b>Awards W 200 Back</b>
<b>Awards W 50 Free</b>	Final M 100 Fly	Final M 100 Breast	<b>Awards M 200 Back</b>
<b>Awards M 50 Free</b>	<b>Awards W 100 Fly</b>	<b>Awards W 100 Breast</b>	Consol W 200 Breast
Women's 3-M Diving Finals	<b>Awards M 100 Fly</b>	<b>Awards M 100 Breast</b>	Final W 200 Breast
<b>Awards W 3-M Diving</b>	Consol W 200 Free	Consol W 200 Fly	Consol M 200 Breast
Consol W 200 M.R.	Final W 200 Free	Final W 200 Fly	Final M 200 Breast
Final W 200 M.R.	Consol M 200 Free	Consol M 200 Fly	<b>Announce diving finalists</b>
Consol M 200 M.R.	Final M 200 Free	Final M 200 Fly	<b>Awards W 200 Breast</b>
Final M 200 M.R.	<b>Announce diving finalists</b>	<b>Announce diving finalists</b>	<b>Awards M 200 Breast</b>
<b>Awards W 200 M.R.</b>	<b>Awards W 200 Free</b>	<b>Awards W 200 Fly</b>	Men's 3-M Diving Finals
<b>Awards M 200 M.R.</b>	<b>Awards M 200 Free</b>	<b>Awards M 200 Fly</b>	<b>Awards M 3-M Diving</b>
	Men's 1-M Diving Finals	Women's 1-M Diving Finals	Consol W 400 F.R.
	<b>Awards M 1-M Diving</b>	<b>Awards W 1-M Diving</b>	Final W 400 F.R.
	Consol W 400 M.R.	Last heat W 800 F.R.	Consol M 400 F.R.
	Final W 400 M.R.	Last heat M 800 F.R.	Final M 400 F.R.
	Consol M 400 M.R.	<b>Awards W 800 F.R.</b>	<b>Awards W 400 F.R.</b>
	Final M 400 M.R.	<b>Awards M 800 F.R.</b>	<b>Awards M 400 F.R.</b>
	<b>Awards W 400 M.R.</b>		<b>Team Awards W 4-3-2-1</b>
	<b>Awards M 400 M.R.</b>		<b>Team Awards M 4-3-2-1</b>

### 19.3 APPENDIX B – SCHEDULE OF EVENTS

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All times listed are **Eastern time**.

#### TRIALS – WEDNESDAY, 10 a.m.

##### Event No.

- |   |   |
|---|---|
| 3 | 200-yard individual medley (W)                              |
| 4 | 200-yard individual medley (M)                              |
| 5 | 50-yard freestyle (W)                                       |
| 6 | 50-yard freestyle (M)                                       |
|   | 20 minute intermission                                      |
| 8 | 200-yard medley relay (W)                                   |
|   | 5 minute intermission                                       |
| 9 | 200-yard medley relay (M)                                   |
|   | 5 minute intermission                                       |
| 1 | 1,000-yard freestyle (W) – All but last heat of time finals |
| 2 | 1,000-yard freestyle (M) – All but last heat of time finals |
| 7 | 3-meter diving (W) – Trials 2 p.m.                          |

#### FINALS – WEDNESDAY, 6 p.m.

##### Event No.

- |   |   |
|---|---|
| 1 | 1,000-yard freestyle (W) – Last heat of time finals |
| 2 | 1,000-yard freestyle (M) – Last heat of time finals |
| 3 | 200-yard individual medley (W)                      |
| 4 | 200-yard individual medley (M)                      |
| 5 | 50-yard freestyle (W)                               |
| 6 | 50-yard freestyle (M)                               |
| 7 | 3-meter diving (W) – Finals                         |
| 8 | 200-yard medley relay (W)                           |
|   | 5 minute intermission                               |
| 9 | 200-yard medley relay (M)                           |

#### TRIALS – THURSDAY, 10 a.m.

##### Event No.

- |    |                              |
|----|------------------------------|
| 10 | 200-yard freestyle relay (W) |
|    | 5 minute intermission        |
| 11 | 200-yard freestyle relay (M) |
|    | 5 minute intermission        |



12	400-yard individual medley (W)
13	400-yard individual medley (M)
14	100-yard butterfly (W)
15	100-yard butterfly (M)
16	200-yard freestyle (W)
17	200-yard freestyle (M)
	20 minute intermission
19	400-yard medley relay (W)
	5 minute intermission
20	400-yard medley relay (M)
18	1-meter diving (M) – Trials 2 p.m.

#### FINALS – THURSDAY, 6 p.m.

##### Event No.

10	200-yard freestyle relay (W)
	5 minute intermission
11	200-yard freestyle relay (M)
	10 minute intermission
12	400-yard individual medley (W)
13	400-yard individual medley (M)
14	100-yard butterfly (W)
15	100-yard butterfly (M)
16	200-yard freestyle (W)
17	200-yard freestyle (M)
18	1-meter diving (M) – Finals
19	400-yard medley relay (W)
	5 minute intermission
20	400-yard medley relay (M)

#### TRIALS – FRIDAY, 10 a.m.

##### Event No.

21	500-yard freestyle (W)
22	500-yard freestyle (M)
23	100-yard backstroke (W)
24	100-yard backstroke (M)
25	100-yard breaststroke (W)
26	100-yard breaststroke (M)

27	200-yard butterfly (W)
28	200-yard butterfly (M)
	20 minute intermission
30	800-yard freestyle relay – All but last heat of time finals
	5 minute intermission
31	800-yard freestyle relay – All but last heat of time finals
29	1-meter diving (W) – Trials 2 p.m.

#### FINALS – FRIDAY, 6 p.m.

##### Event No.

21	500-yard freestyle (W)
22	500-yard freestyle (M)
23	100-yard backstroke (W)
24	100-yard backstroke (M)
25	100-yard breaststroke (W)
26	100-yard breaststroke (M)
27	200-yard butterfly (W)
28	200-yard butterfly (M)
29	1-meter diving (W) – Finals
30	800-yard freestyle relay (W) – Last heat of time finals
	5 minute intermission
31	800-yard freestyle relay (M) – Last heat of time finals

#### TRIALS – SATURDAY, 10 a.m.

##### Event No.

34	100-yard freestyle (W)
35	100-yard freestyle (M)
36	200-yard backstroke (W)
37	200-yard backstroke (M)
38	200-yard breaststroke (W)
39	200-yard breaststroke (M)
	20 minute intermission
41	400-yard freestyle relay (W)
	5 minute intermission
42	400-yard freestyle relay (M)
	5 minute intermission

- |    |   |
|----|---|
| 32 | 1,650-yard freestyle (W) – All but last heat of time finals |
| 33 | 1,650-yard freestyle (M) – All but last heat of time finals |
| 40 | 3-meter diving (M) – Trials 2 p.m.                          |

**FINALS – SATURDAY, 6 p.m.**

**Event No.**

- |    |   |
|----|---|
| 32 | 1,650-yard freestyle (W) – Last heat of time finals |
| 33 | 1,650-yard freestyle (M) – Last heat of time finals |
| 34 | 100-yard freestyle (W)                              |
| 35 | 100-yard freestyle (M)                              |
| 36 | 200-yard backstroke (W)                             |
| 37 | 200-yard backstroke (M)                             |
| 38 | 200-yard breaststroke (W)                           |
| 39 | 200-yard breaststroke (M)                           |
| 40 | 3-meter diving (M) – Finals                         |
| 41 | 400-yard freestyle relay (W)                        |
|    | 5 minute intermission                               |
| 42 | 400-yard freestyle relay (M)                        |



## 2020 NCAA Division II Swimming and Diving Championships Banquet

### ADDITIONAL TICKET RESERVATION FORM

Tuesday, March 10, 2020 – 6:30 p.m. (Doors open and activities begin at 6 p.m.)  
SPIRE Institute Field and Courts Building

Institution			
Team Gender (please circle)	Men	Women	Both
Contact			
Title			
Address			
City, State, Zip			
Phone			
Email			

Number of Additional Tickets Needed \_\_\_\_\_ x \$40.00 = \$

Check Enclosed (make payable to: Greater Cleveland Sports Commission)

_____ Credit Card	_____ Cardholder
_____	_____ Account Number
_____ Expiration	_____ Security Code

Questions: Contact Brittany Penn, event coordinator, at [bpenn@clevelandsports.org](mailto:bpenn@clevelandsports.org) or by phone at 216-363-1607.

All requests must be received by **Friday, Feb. 28.**





**NCAA-Awards.com**

## HOW TO GET YOUR **Student-Athlete Participation Awards**

For 2019-2020, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.

After the championship, MainGate will send the head coach an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your official travel party) that can be redeemed only at [www.NCAA-Awards.com](http://www.NCAA-Awards.com). In order to ensure that each participant receives an award, a member of your administration must place your team's order, including size information, at [NCAA-Awards.com](http://NCAA-Awards.com) using your Certificate Code.

Your institution may select different items per participant; men's and women's sizes are available for apparel items. If you would like to purchase additional awards, you will have the opportunity to do so online via personal credit card at the end of the checkout process.

Participation award items will be sent to your institution for distribution to your student-athletes within four to six weeks after your order is placed. If you do not receive information for ordering awards within two weeks of the conclusion of the championship please contact Erin Hannoy [ehannoy@maingateinc.com](mailto:ehannoy@maingateinc.com), MainGate Customer Service (866-945-7267) or the NCAA championship manager.

Please add [ehannoy@maingateinc.com](mailto:ehannoy@maingateinc.com) to your address book to allow us to send you emails.



**Place your order at [NCAA-Awards.com](http://NCAA-Awards.com)**

