



**2024 DIVISION II  
SWIMMING  
& DIVING  
CHAMPIONSHIPS**

***PRE-CHAMPIONSHIPS  
2023-24 MANUAL***

# NCAA General Administrative Guidelines

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### THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

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# Section 1 • Introduction

During the 2023-24 academic year, the Association will sponsor 90 national championships – 42 for men, 45 for women and three for both men and women. Of the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 14 are Division III championships. Of the women's championships, six are National Collegiate Championships, 12 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

The Pre-Championship Manual will serve as a resource for institutions to prepare for the championship. This manual is divided into three sections: General Administrative Guidelines, Sport-Specific Information and Appendixes.

Sections one through nine apply to policies applicable to all 90 championships, while the remaining sections are sport specific.

## Section 1.1 Definitions

**Pre-championship Manual.** Resource for institutions to prepare for the championship.

**Administrative Meeting.** Pre-championship meeting for coaches and/or administrators.

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

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

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

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

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

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

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

**Preliminary Rounds.** The rounds of the championship before the final or championship round.

**Regional Alignment.** The geographic location of institutions or regional advisory committees.

**Schedule of Events.** Official event schedule – includes all required activities (e.g., practices, banquets, etc.).

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

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

**Squad Size.** In any championship in which a squad limit has been established by the governing sport committee or by the bylaws, the number of eligible student-athletes in competitive uniform at the start of competition.

**Tournament Physician.** The physician designated by the host institution/conference to serve as the chief medical advisor for the championship event(s) to be hosted at the host venue.

## Section 2 • Championship Core Statement

The championships and alliances staff strives to administer competition in a fair, safe, equitable and sportsmanlike manner so that the experience of the student-athlete is paramount.

This is attained by:

**Ensuring** student-athletes' optimal experience.

**Executing** championship events reflecting appropriate quality and values to/for stakeholders – student-athletes, coaches, administrators, member institutions, sport committees, fans, broadcast partners and corporate champions/partners.

**Coordinating** all aspects of the championship in an efficient, effective manner through common operating policies and practices, using internal and external resources.

**Integrating** championships with broadcast and corporate relationships in a manner that maintains the integrity of the championship.

**Assuring** effective management of the business aspects of the operation.

**Enhancing** the assets of the NCAA and their value by collaborating with internal and external expertise to achieve heightened exposure (e.g., community programs, fan events, banquets, anniversaries).

## Section 3 • Conduct

### Section 3.1 Certification of Eligibility/Availability

*[Reference: Certification of Eligibility/Availability in Bylaws 12, 13, 14, 15, 16, 20.2.4, 31.2.1.7.1, 31.2.1.7.1.2 and 31.2.2 in the NCAA Division I Manual, Bylaws 7.3.1.5 and 18.2.1.1 in the NCAA Division II Manual and Division II Championships Committee Policy and Bylaws 31.2.1.5, 31.2.1.5.2, and 31.2.2 in the NCAA Division III Manual.]*

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. Member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition.

Member institutions are reminded to notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championship competition.

#### DISCOVERY OF INELIGIBILITY OF A STUDENT-ATHLETE AFTER SELECTION

If an institution fails to report an ineligible student-athlete and the omission is not discovered until after the institution is selected to participate in the championship, necessitating the institution's withdrawal from the championship, that withdrawal shall be considered as one of the years of ineligibility, provided another institution participates in the championship in place of the disqualified institution. If the discovery of the ineligible student-athlete occurs so near the beginning of the championship that the governing sport committee does not have a reasonable period of time to replace the disqualified institution in the bracket, that fact shall be taken into consideration in determining the number of years the disqualified institution shall be ineligible to participate.

### Section 3.2 Drug Testing

As part of preparation and planning to participate in championship events, member institutions are reminded and encouraged to review all applicable policy and legislative requirements pertaining to banned substances, drug testing and related eligibility requirements with their student-athletes. Student-athletes who compete in NCAA championships may be subjected to drug tests in accordance with legislation and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for these championships; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

### Section 3.3 Honesty and Sportsmanship

Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

### Section 3•4 Misconduct/Failure to Adhere to Policies

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#### MISCONDUCT

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics. Each games committee shall hold an administrative meeting with the representatives of participating institutions to review and explain the policies related to misconduct.

#### FAILURE TO ADHERE TO POLICIES AND PROCEDURES

A governing sport committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing the administration of the competition. This includes, but is not limited to, failure to comply with the procedures and deadlines for submitting scores, score sheets, schedules, rosters and entry/march-in forms for qualification and other materials necessary for the efficient administration of the competition.

[Click here](#) to see the full misconduct/failure to adhere to policies and procedures online.

### Section 3•5 Sports Wagering Policy

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Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; internet sports wagering; mobile betting; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

The current NCAA legislation against sports wagering prohibits NCAA student-athletes, member institutions' athletics staff and non-athletics staff with athletics responsibilities, and conference office staff from participating in sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics practice or competition in a sport in which the NCAA conducts championship competition, in bowl subdivision football and in emerging sports for women.

A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value.

#### STUDENT-ATHLETES

A student-athlete found in violation of the prohibition against knowingly participating in any sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activity that involves intercollegiate, amateur or professional athletics competition shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility.

#### POSTSEASON

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.

#### HOSTING OPPORTUNITIES

It is permissible for NCAA championships to be conducted at locations in states that permit sports wagering.

### Section 3•6 Student-Athlete Experience Survey

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During the NCAA championships, the student-athlete experience is paramount. NCAA staff and hosts dedicate themselves to planning the best experiences for all involved. As part of our commitment to getting better, following the championship, participants will receive a survey to provide feedback on their experience and input on how championships

can be improved for future NCAA student-athletes. Institutional administrators and coaches will receive an email containing a link to the survey and will be asked to forward the survey to student-athletes. Additionally, this survey will be accessible via QR code found on the back of NCAA-issued championship credentials.

We also understand that sometimes certain circumstances or conditions occurring during the events may require real-time consideration. When this is the case, student-athletes may reach out to their site representative or NCAA national office staff on-site.

## Section 4 • Elite 90™ Award

The Elite 90 award was created to recognize the true essence of student-athletes by honoring individuals who have reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The award is presented in every sport, every division, and goes to the student-athlete who has the highest cumulative grade-point average of all student-athletes competing at the finals site. One student-athlete per championship will receive the award, and the announcement of the winner will be made at the finals site.

Institutions that wish to nominate a student-athlete must do so through an online nomination process. For more information or to access the online form and submit a nomination, [click here](#).

## Section 5 • Fan Travel

Through support from Marriott International as the Official Hotel Partner of the NCAA, NCAA championships are pleased to provide easy and affordable accommodations for family and fans to follow their favorite student-athlete(s) and team(s) as they participate in NCAA championships competition. Travel arrangements completed through Marriott and NCAA Travel help support NCAA student-athletes. Please direct your fans to [NCAA.com/travel](https://ncaa.com/travel) to search and book online hotel reservations.

## Section 6 • Health and Safety

As part of preparation and planning to host and/or participate in championship events, member institutions are reminded and encouraged to review all applicable health and safety policy and legislative requirements and guidance including, among others, those relating to concussion management, catastrophic injury prevention, inclement weather and independent medical care. These requirements and related information can be found in applicable division manuals, sports playing rules and the materials located on the [NCAA Sport Science Institute website](#). In addition, a summary of some of the key health and safety considerations related to traveling to championship events can be found in the [NCAA's Guidance for Medical Care and Coverage for Student-Athletes at Away Events](#).

## Section 7 • Logo Policy

*[Reference: Bylaws 12.5.4, 31.1.7 and 31.1.8 in the NCAA Division I Manual, Bylaw 12.5.4 in the NCAA Division II Manual and Bylaw 12.5.3 in the NCAA Division III Manual .]*

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the following criteria are met:

1. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and

2. The student-athlete's institution's official uniform (including numbered racing bibs and warmups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2-1/4 square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

## Section 8 • Research

In order to avoid inappropriate and unnecessary participant distraction and disruption of championship events, it is expected any data collection or other research efforts conducted at or during championship events will be coordinated through the national office, with notice and a description of any research proposal to be submitted to the NCAA research staff at least six weeks before the championships event begins.

## Section 9 • Travel Party

Please refer to the NCAA travel policies for all information regarding transportation and per diem expenses. NCAA Travel policies are updated annually and can be found online [here](#). Please reference Appendix A of the travel policies for reimbursable travel party numbers. The travel policies supersede all other documents.

## Section 10 • Division II

### Section 10.1 Division II Philosophy

In addition to the purposes and fundamental policy of the National Collegiate Athletic Association, as set forth in Constitution 1, members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational well-being and academic success of the participating student-athlete is of primary concern. *(Revised: 1/14/08 effective 8/1/08)*

Higher education has lasting importance on an individual's future success. For this reason, the positioning statement for the division and the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletics competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

Members support the following attributes in the belief that these attributes assist in defining the division's priorities and emphasize the division's position within the Association: Learning, Service, Passion, Sportsmanship, Resourcefulness and Balance. The positioning statement and the attributes shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs, initiatives and policies by member institutions, conferences and the Division II governance structure.

Furthermore, a member of Division II believes in a set of common features, which assist in defining the division. Such features include exceptional teacher-to-student ratios that provide student-athletes with a quality education, a unique model of staffing in which coaches provide additional services such as teaching and mentoring, and the development of community partnerships and student-athlete participation in community engagement activities. A member of Division II also believes in the following principles, which assist in defining the division: *(Revised: 1/14/97)*



- a. Promoting the academic success of its student-athletes, measured in part by an institution's student-athletes graduating at least at the same rate as the institution's student body; *(Revised: 1/12/04 effective 8/1/04)*
- b. That participation in intercollegiate athletics benefits the educational experience of its student-athletes and the entire campus community; *(Revised: 1/12/04 effective 8/1/04)*
- c. Offering opportunities for intercollegiate athletics participation consistent with the institution's mission and philosophy; *(Revised: 1/14/97, 1/12/04 effective 8/1/04)*
- d. That championships are intended to provide national-level competition among eligible student-athletes and teams of member institutions; *(Revised: 1/9/06 effective 8/1/06)*
- e. Preparing student-athletes to be good citizens, leaders and contributors in their communities; *(Revised: 1/12/04 effective 8/1/04)*
- f. Striving for equitable participation and competitive excellence, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive societal attitudes in all of its athletics endeavors; *(Revised: 1/14/97, 1/12/04 effective 8/1/04)*
- g. That institutional staff members, including presidents and athletics personnel, shall hold prospective and enrolled student-athletes and themselves to the highest standards of personal conduct at all times, including exemplary behavior that reflects respect for the rights and dignity of opponents, teammates, officials, other students and the community at large; *(Adopted: 1/14/12 effective 8/1/12)*
- h. Scheduling the majority of its athletics competition with other members of Division II, insofar as regional qualification, geographical location and traditional or conference scheduling patterns permit; *(Revised: 1/14/97)*
- i. Recognizing the need to "Balance" the role of the athletics program to serve both the institution (e.g., participants, student body, faculty-staff) and the general public (e.g., community, area, state); *(Revised: 1/12/04 effective 8/1/04)*
- j. Offering an opportunity for participation in intercollegiate athletics by awarding athletically related financial aid to its student-athletes; *(Revised: 1/14/97, 1/14/02 effective 8/1/02)*
- k. That institutional control is a fundamental principle that supports the educational mission of a Division II institution and assumes presidential involvement and commitment. All funds supporting athletics should be controlled by the institution. The emphasis for an athletics department should be to operate within an institutionally approved budget, and compliance with and self-enforcement of NCAA regulations is an expectation of membership; and *(Adopted: 1/14/02 effective 8/1/02, Revised: 1/12/04 effective 8/1/04)*
- l. That all members of Division II should commit themselves to this philosophy and to the regulations and programs of Division II. *(Revised: 1/14/97)*

## Section 10•2 Division II Code of Conduct

### CONDUCT POLICY STATEMENT

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

Any institution that fails to submit the online form required for the sport administrator and have a complete and accurate signature page on file at the institution before the start of the first competition of the championship will be issued a fine of \$500, with a private letter of reprimand to be sent to the conference commissioner, institutional chancellor/president, institutional athletics director, senior woman administrator, sports information director and compliance director.



### MISCONDUCT

The NCAA Division II Manual Bylaw 18.02.4 defines misconduct as: “... **any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics.**”

### EXPECTATIONS

Each games committee shall hold a pre-championship meeting with the representatives of participating institutions to review and explain the policies related to misconduct (as defined in Bylaw 18.02.4). The Division II Championships Code of Conduct is to be part of the championship(s) packet and delivered to all institutional representatives attending the championship(s) events.

If the act of misconduct occurs during the competition, under normal circumstances, the individual shall be allowed to complete the competition. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (e.g., between rounds of a basketball tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other actions of misconduct shall be dealt with in a timely manner by the governing sport committee.

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

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

### POSSIBLE PENALTIES FOR MISCONDUCT

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

- a. Public or private reprimand of the individual;
- b. Disqualification of the individual from further participation in the NCAA championship(s) involved;
- c. Banishment of the individual from participation in one or more subsequent championships of the sport involved;
- d. Cancellation of payment of the Association's travel guarantee to the institution for the individual involved;

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

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

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

## Section 10•3 On-Site Administrator at Team Championships

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

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

## Section 10•4 Make Game Day Yours

Division II promotes a game environment that is respectful and engaging for everyone through the Make Game Day Yours initiative. The initiative aims to create a positive game environment at Division II contests and promotes excellent customer service among hosts to both teams' fans, student-athletes, coaches and game officials.

Championship hosts should keep in mind the importance of safety, responsiveness and dignity in order to achieve a positive experience. We ask that each participant and fan be personally accountable for their actions and do their part to ensure this event is a positive reflection of Make Game Day Yours.

## Section 10•5 Religious Conflicts

*[Reference: Division II Championships Committee Policy.]*

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

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

# Division II Swimming and Diving

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# Section 1 • General Administration

## Section 1•1 NCAA Tournament Operations Staff Contact Information

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## Section 1•2 National Committee

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

### **Current committee members are:**

#### **SWIMMING**

##### **Marc Danin**

Head Men's and Women's Swimming and Diving Coach  
Adelphi University

##### **Elle Elder**

Assistant Athletics Director/SWA  
Mars Hill University

##### **Andrew Makepeace**

Head Men's and Women's Swimming and Diving Coach  
Augustana University (South Dakota)

##### **Dr. Jessica Siegele**

Faculty Athletics Representative/  
Assistant Professor, Department of Kinesiology  
University of North Carolina at Pembroke

#### **DIVING**

##### **Gregg Petcoff, chair**

Assistant Director for Athletics Communication  
Western Colorado University

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

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## Section 1•3 Important Dates

### **Thursday, Sept. 7**

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

### **Sunday, Feb. 25**

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

### **Monday, Feb. 26**

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

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

## DIVISION II SWIMMING AND DIVING

<b>Tuesday, Feb. 27</b>	Entry challenges are due by 3 p.m. Eastern time.  Coaches who entered more than 18 swimmers must be available to receive communication from the NCAA championships administrator between 8 and 10 a.m. Eastern time.  Noon Eastern time deadline for coaches to inform, in writing, Trey Freeman ( <a href="mailto:tfreeman@usaswimming.org">tfreeman@usaswimming.org</a> ; phone - 719-238-6376) of any swimmers who became unavailable for championships competition after entries were submitted.
<b>Wednesday, Feb. 28</b>	Official qualification lists, including alternates, will be posted on NCAA.com by 5 p.m. Eastern time.
<b>Thursday, Feb. 29</b>	Pre-championships teleconference with participating coaches - 1 p.m. Eastern time.
<b>Friday, March 1</b>	Relay confirmation and designation of relay-only swimmers (up to four) must be submitted via the <a href="#">Relay Confirmation link</a> by 5 p.m. Eastern time.
<b>Tuesday, March 12</b>	Diving qualification meet at SPIRE Institute in Geneva, Ohio.
<b>Tuesday-Saturday, March 12-16</b>	Men's and women's championships at SPIRE Institute, hosted by Lake Erie College and the Greater Cleveland Sports Commission.

### CHAMPIONSHIP DATES

<b>Tuesday-Saturday, March 12-16</b>	Men's and women's championships at SPIRE Institute, hosted by Lake Erie College and the Greater Cleveland Sports Commission.
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### DATE FORMULA

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

### FUTURE DATES

#### 2025 (Festival)

<b>March 11-15</b>	IU Natatorium, Indianapolis; University of Indianapolis and Indiana Sports Corp, hosts
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#### 2026

<b>March 10-14</b>	Deaconess Aquatic Center, Evansville, Indiana; University of Evansville and Evansville Sports Corporation, hosts
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#### 2027

<b>March 9-13</b>	TBD
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## Section 1•4 Rules

Per NCAA Bylaw 17.33, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with the NCAA rules, or those rules adopted by an outside organization.

All NCAA swimming and diving championships will be administered and conducted according to the rules and procedures in the 2023-24 and 2024-25 NCAA Men's and Women's Swimming and Diving Rules. Questions regarding the interpretation of rules should be addressed to Greg Lockard, secretary-rules editor, at [greg@swimdiverules.com](mailto:greg@swimdiverules.com) or by phone at 973-486-5501.

## Section 1•5 Squad Size

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

An entrant who swims will be counted as one competitor; an entrant who swims and dives will be counted as one competitor. An entrant who only dives will be counted as one-third of a competitor in the total team limit. A diver may only swim in an event in which they have achieved an established “A” and/or “B” qualifying time per the current standards in that event and is selected to the championships. For relays, only actual participation in the preliminary heats and/or finals of an event shall be counted against the 18 competitors allowed. Relay-only swimmers will count toward the total limit of 18 competitors.

## Section 1•6 Uniforms and Swimsuits for Swimmers

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*[Reference: Bylaw 17.1.10.4 in the NCAA Manual.]*

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

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

### LOGOS

**Refer to General Administrative Guidelines, Section 7.**

An institution's official uniform, swimsuit or any other items of apparel (e.g., drag suits, socks, headbands, T-shirts, wristbands, visors or hats, swim caps, and towels) worn by student-athletes in competition shall bear only a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches in area, including any additional material (e.g., patch) surrounding the normal label or trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

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

# Section 2 • Determination of Championship Participation

## Section 2.1 Championships Format

### SCHEDULE OF EVENTS: ALL TIMES ARE EASTERN

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

#### Order of Events for 2024

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

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

The diving championships preliminary round will use the 11-dive format only; in the final round, the format will include six optional dives and 11 dives. In addition, a consolation final will be conducted to ensure that those who placed 9-16 after the preliminaries have the opportunity to place higher than their first-round result. Diving consolation finals will begin 30 minutes after the conclusion of preliminary-round competition.

#### Tuesday, March 12

6 p.m.	<b>Finals</b>
	800-yard freestyle relay (W)
<b>5-minute intermission</b>	
	800-yard freestyle relay (M)

#### Wednesday, March 13

10 a.m.	<b>Trials</b>
	200-yard individual medley (W)
	200-yard individual medley (M)
	50-yard freestyle (W)
	50-yard freestyle (M)
	1,000-yard freestyle (W) – All but last heat of time finals
	1,000-yard freestyle (M) – All but last heat of time finals
1 p.m.	1-meter diving (M)
5:30 p.m.	<b>Finals</b>
	1,000-yard freestyle (W) – Last heat of time finals
	1,000-yard freestyle (M) – Last heat of time finals
	200-yard individual medley (W)
	200-yard individual medley (M)
	50-yard freestyle (W)
	50-yard freestyle (M)
	1-meter diving (M)
	200-yard freestyle relay (W) – Time finals
<b>5-minute intermission</b>	
	200-yard freestyle relay (M) – Time finals



**Thursday, March 14****10 a.m.****Trials**

100-yard butterfly (W)  
 100-yard butterfly (M)  
 400-yard individual medley (W)  
 400-yard individual medley (M)  
 200-yard freestyle (W)  
 200-yard freestyle (M)

**1 p.m.**

3-meter diving (W)

**5:30 p.m.****Finals**

100-yard butterfly (W)  
 100-yard butterfly (M)  
 400-yard individual medley (W)  
 400-yard individual medley (M)  
 200-yard freestyle (W)  
 200-yard freestyle (M)  
 3-meter diving (W)  
 400-yard medley relay (W) – Time finals

**5-minute intermission**

400-yard medley relay (M) – Time finals

**Friday, March 15****10 a.m.****Trials**

500-yard freestyle (W)  
 500-yard freestyle (M)  
 100-yard backstroke (W)  
 100-yard backstroke (M)  
 100-yard breaststroke (W)  
 100-yard breaststroke (M)  
 200-yard butterfly (W)  
 200-yard butterfly (M)

**1 p.m.**

3-meter diving (M)

**5:30 p.m.****Finals**

500-yard freestyle (W)  
 500-yard freestyle (M)  
 100-yard backstroke (W)  
 100-yard backstroke (M)  
 100-yard breaststroke (W)  
 100-yard breaststroke (M)  
 200-yard butterfly (W)  
 200-yard butterfly (W)

## DIVISION II SWIMMING AND DIVING

3-meter diving (M)

200-yard freestyle relay (W) - Time finals

### 5-minute intermission

200-yard freestyle relay (M) - Time finals

## Saturday, March 16

10 a.m.

### Trials

100-yard freestyle (W)

100-yard freestyle (M)

200-yard backstroke (W)

200-yard backstroke (M)

200-yard breaststroke (W)

200-yard breaststroke (M)

### 20-minute intermission

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

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

1 p.m.

1-meter diving (W)

5:30 p.m.

### Finals

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

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

100-yard freestyle (W)

100-yard freestyle (M)

200-yard backstroke (W)

200-yard backstroke (M)

200-yard breaststroke (W)

200-yard breaststroke (M)

1-meter diving (W)

400-yard freestyle relay (W) – Time finals

### 5-minute intermission

400-yard freestyle relay (M) – Time finals

## TRAVEL PARTY

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

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 this manual. **The qualification meet, which is held at the site of the national championships the morning and afternoon of the first day of championship competition, is not considered a part of the national championships; therefore, per diem and transportation will not be paid. [Note: Institutions will be responsible for paying student-athletes' transportation costs and per diem to the diving qualification meet in the event those student-athletes do not advance to the championships.]**

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

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

**Required participation policy.** The committee adjusted the required participation policy as it relates to eligibility around reimbursement. So long as an individual is selected into the championship field and has participated in at least one event, they will be eligible to receive reimbursement.

## TRAVEL INFORMATION

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

## Section 2•2 Results

**Team Information Forms.** Institutions will manage their team data using the NCAA Roster Management System on USA Swimming's SWIMS 3.0 database. Head coaches will have access to the NCAA Roster Management System to add staff and athlete information beginning Friday, Sept. 1. Head coach information must be submitted by using an online form. The form can be directly access by [clicking here](#). Team information must be updated by Sept. 8, before submitting team rosters. If you have questions about the team information forms, please contact USA Swimming at 719-866-3578 or [ncaa@usaswimming.com](mailto:ncaa@usaswimming.com).

**Swimming Team Roster Forms.** NCAA Division II men's and women's swimming and diving programs will be required to submit and manage their official team roster, for swimmers, with USA Swimming's website within the NCAA Roster Management System before entering their first competition. Each student-athlete will be assigned a unique SWIMS tracking ID that will identify the student-athlete throughout their collegiate and USA Swimming career. Access to and instructions for roster submission can be found on the [SWIMS NCAA Help Page](#).

Institutions must submit rosters by their first competition but not later than Wednesday, Sept. 13. Failure to follow the roster and/or meet results-reporting procedures could jeopardize a team's or individual's eligibility for championships selection. **Institutions failing to adhere to the procedures outlined above for the submission of an institution's roster information may be assessed a financial penalty of \$200 per team or individual. The maximum penalty amount is up to the Swimming and Diving Committee's discretion, subject to approval by the NCAA Division II Championships Committee.** If you have questions about submitting team roster forms, please reference the [SWIMS NCAA Help Page](#).

**Swim Results Reporting.** To be considered for selection to the 2024 NCAA Division II Men's and Women's Swimming and Diving Championships, all institutions must ensure that the electronic submission of results from any competition in which their student-athletes compete is submitted by the meet host and/or the competing institutions on the Team Meet page in the new database. Only the official electronically reported meet results as submitted by the meet host and/or the competing institutions on their Team Meet page will serve as proof of performance for all NCAA Division II swimming times and marks. Season-best performance lists by event, as approved by the NCAA Division II Men's and Women's Swimming and Diving Committee, will be made available on a real-time basis at [usaswimming.org/ncaa](https://usaswimming.org/ncaa).

**Meet Results.** It will be the responsibility of the meet host and/or the competing institutions to submit meet results, inclusive of specific names of student-athletes on relays, on their Team Meet page in the database within 72 hours after the completion of each competition. Teams may have their times nullified if their meet results are not uploaded directly to their Team Meet page within the 72-hour period. Step-by-step instructions on the submission of results can be found on the [SWIMS NCAA Help Page](#). Failure to follow the roster and/or meet results-reporting procedures could jeopardize a team's or individual's eligibility for championships selection. **Institutions failing to adhere to the procedures outlined above for the submission of an institution's regular-season results may be assessed a financial penalty of \$400 per team or individual. The maximum penalty amount is up to the Swimming and Diving Committee's discretion, subject to approval by the NCAA Division II Championships Committee.** An institution assessed such a financial penalty must make payment to the national office by the specified deadline. Detailed account information and instructions to set up meets and download team rosters in preparation for uploading 2023-24 swimming and diving results is available for meet hosts, meet directors and timers an be found on the [SWIMS NCAA Help Page](#). Take particular note of the following:

## DIVISION II SWIMMING AND DIVING

- The qualifying window for the Men's and Women's Swimming and Diving Championships is Thursday, Sept. 7, or on the institution's fourth day of classes for the fall term as set forth in its catalog, counting Monday through Friday only, whichever is earlier, through Sunday, Feb. 25, 2024 (11:59 p.m. local time).
- Participating institutions must ensure that the electronic submission of results from any competition in which their student-athletes compete is reported by the meet host and/or the competing institutions within 72 hours of the performance and not later than Monday, Feb. 26, 2024 (5 p.m. Eastern time.) Coaches must contact USA Swimming at [ncaa@usaswimming.com](mailto:ncaa@usaswimming.com) within the reporting deadline to request the use of split times.
- For the purpose of running a meet, any meet director can download the rosters of entering teams from [usaswimming.org/ncaa](https://usaswimming.org/ncaa) at no cost to the meet director.
- If you have problems using the SWIMS 3.0 Database and results submissions, please contact USA Swimming at 719-238-637 or [ncaa@usaswimming.com](mailto:ncaa@usaswimming.com).

**Diving Results.** The results-reporting process for diving during the 2023-24 season will be as follows: Each diving coach is required to complete and email the official diving qualifying scores via the [official diving results form](#) along with the signed score sheet within 72 hours after conclusion of each diving competition and not later than 5 p.m. Eastern time, Monday, Feb. 26, to Kerstin Hunter. **Once again in 2023-24, two qualifying scores from separate meets must be submitted over the course of the season. One of these scores must be for six optional dives, the other for 11 dives.** In order to participate in the qualification meet and the national championships on 1-meter and/or 3-meter boards, a diver must have achieved the minimum point total along with the established minimum degrees of difficulty on the six optional and/or 11 dives within the qualifying period in bona fide competition, per the 2023-24 qualifying standards. Kerstin Hunter's contact information is as follows: email: [khunter@ncaa.org](mailto:khunter@ncaa.org); phone: 317-917-6645.

The [divemeets.com](https://divemeets.com) diving management system will be used for the qualification and championships meets. Each qualifying diver must register online with [divemeets.com](https://divemeets.com) by 11:59 p.m. Eastern time, Monday, Feb. 26, 2024. More information regarding the DiveMeets registration process will be posted on the NCAA website in January ([ncaa.org](https://ncaa.org), Membership, NCAA Championships Administration, Division II, Swimming and Diving).

## Section 2•3 Determination of Participants

### ENTRIES

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

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

To be accepted, all online entries for the championships are due by 11:59 p.m. Eastern time Monday, Feb. 26, 2024.

All meet entries must be submitted online. Late Online Meet Entries may not be considered for championships selections and may result in a financial penalty of \$200 per team or individual, up to a maximum penalty of \$600. An institution assessed such a financial penalty must make payment to the national office before the institution's team or individual(s) will be allowed to compete in the national championships.

Coaches should note that there is no longer an application and certification process for approval of championships qualification meets for Division II institutions that sponsor swimming and diving. Division II institutions should refer to Bylaw 17 for playing and practice seasons regulations that govern the 16 maximum allowable dates of competition. Furthermore, all countable contests must be conducted per established bona fide competition rules as outlined in the 2023-24 and 2024-25 NCAA Swimming and Diving Rules book; and all meet results must be submitted to USA Swimming within 72 hours of completion of the competition and before the end of the established qualifying period, which is Sunday, Feb. 25, 2024 (11:59 p.m. local time).

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

1. Each team, by gender, must meet sport sponsorship requirements (NCAA Division II Bylaw 7.3.1.7.1.3).
2. Each participant (other than a relay-only swimmer) must meet the established minimum time standard for at least one event in which they enter.
3. All times (optional-entry times and those that meet a time standard) must be made during the appropriate qualifying period. Primary times must be used to achieve time standards and optional-entry standards (see NCAA Rule 4-21-2-a through d). A secondary time may be used only if the primary equipment that is employed fails to record a valid time. A tertiary time may be used only if both the primary and secondary timing systems fail to provide valid times. Only times that are obtained with timing systems having priority levels of one through three in NCAA Rule 4-21-2-a through d may be used to achieve time standards and optional-entry standards.
4. Student-athletes must be eligible when a time standard is achieved.
5. Up to 18 eligible student-athletes may be listed on the entry form; however, no team shall be allowed more than the squad size of 18. [Note: Refer to Squad Size for the manner in which swimmers and divers are counted.] Relay-only swimmer must be listed on the entry form.
6. The fastest times must be submitted for all individual-event entries. Relays must be entered but will not be selected.
7. A competitor, once officially entered in an event in any championships meet, must complete that event, including any heats, swim-offs, trials (diving) and finals for which the competitor qualifies. Failure to compete in a preliminary heat for any reason other than medical cause, disqualification under the false-start rule, declared false start or disqualification under Rule 6-3-2-c shall disqualify the competitor(s) from that event. Failure to compete in a final heat except for medical cause shall disqualify the competitor from that event and prohibit further competition in the meet.

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

A student-athlete who swims more than the allowable number of individual or total events will be disqualified and prohibited from participating in the remainder of the meet at such time as they exceed the allowable limit.

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

Coaches or their representatives will not be allowed to change this official entry time. If it has been determined by the meet committee that the fastest time submitted by an institution did not meet bona fide competition requirements, the entry time will be disallowed and the coach does not have the option to submit an alternate time.

**Relay Events.** Detailed instructions for entering relays will be posted online (ncaa.org, Membership, Division II, Division II Championships Administration, Swimming and Diving) in January. Coaches must enter all relays for which their teams have achieved a provisional time and in which they want to participate by the deadlines noted above. Coaches may enter the fastest actual relay time, or an aggregate relay time if it is faster, achieved by the institution. After the field has been filled with individual events, a list of institutions that may participate in relay events and were properly entered in the OME system will be posted online.

Institutions must confirm all relays for which they met the provisional standard and want to participate. Confirmations must be submitted via the [Relay Confirmation link](#) by 5 p.m. Eastern time within two days after the list of provisional entries has been posted. **Please do not email this information to the NCAA.** Coaches of teams entered for relay events also will receive a reminder email from the NCAA to confirm the relays in which they intend to participate.

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

## DIVISION II SWIMMING AND DIVING

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

**Racing Course.** For the 2023-24 academic year only, time standards may be achieved only in 25-yard, 25-meter racing or 50-meter racing courses.

**Entry Challenges.** For a time to be considered for entry into the NCAA championships, it must have been achieved using priority level one through three (see NCAA Rule 4-21-2 a through d) equipment (automatic equipment). The NCAA Swimming and Diving Committee will review any non-automatic times. If any competitor's qualifying standard is challenged by a formal written protest, the coach involved must provide proof of performance at the time of the challenge (e.g., official meet results, computer printout showing all three computer times for level two times, contemporaneous completed timing card with three separate stopwatch times for level three times. All meet information must be retained by meet administrators in the event challenges are submitted). If verification is not forthcoming, copies of the protest will be sent to the directors of athletics of the parties involved, and the involved student-athlete(s) may be disqualified from the championships. Entry challenges must be made at least 72 hours before the scheduled start of the first championships event. Relay optional-entry challenges will be accepted from the time of posting until 10 p.m. local time the night before the championships begin.

## QUALIFICATION PROCEDURES

**Qualifying Standards.** The 2024 men's and women's qualifying standards, along with the conversion tables and altitude adjustment tables, are included in this manual.

**Bona Fide Competition.** Time standards, consideration standards and optional-entry standards for all events must be achieved in bona fide competition. The definition and requirements for meeting bona fide competition are detailed in Rule 9 of the 2023-24 and 2024-25 NCAA Swimming and Diving Rules Book. Any attempt to circumvent either the intent of a bona fide competition or the application of the NCAA-approved starting, judging and timing procedures is prohibited. Such an attempt may result in a severe penalty to both the competitor(s) and the institution(s) involved. Violations of ethical conduct are subject to NCAA bylaws.

Per NCAA Rule 9, "Select USA Swimming and USA Diving meets that are acceptable for achievement of time standards, consideration standards and optional-entry standards may be designated each year by the respective divisional NCAA Men's and Women's NCAA Swimming and Diving Committee."

Thus, the committee approved the following meets at which such standards may be achieved for the 2024 championships: the USA Swimming National Championships (Toyota U.S. Open), World Aquatics World Swimming Championships and USA Diving National Championships. In addition, since it is an Olympic year, the committee approved the following additional meets: Pan American Games and World Aquatics Junior Swimming Championships.

**Conversions.** All time standards, consideration standards and optional-entry standards may be achieved in 25-yard, 25-meter, or 50-meter racing courses. Times achieved in either 25-meter racing courses or 50-meter racing courses will be converted to an equivalent time for a 25-yard racing course in order to select and seed swimming participants at the 2024 Division II Swimming and Diving Championship.

To convert a metric time achieved in a 25-meter or 50-meter course to an equivalent time for a 25-yard racing course: (a) transform the achieved metric time into seconds; (b) carrying the calculation out to five decimal places, multiply the transformed time in seconds by the appropriate following conversion factor; (c) drop, without rounding, all units smaller than a hundredth of a second; and (d) finally, transform the resultant value in seconds back into minutes and seconds to obtain the converted time.



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

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

**Long-Course Conversion Factors (for 2023-24 only)**

Women's Factor	Event	Men's Factor
0.871	50 Freestyle	0.860
0.874	100 Freestyle	0.863
0.874	200 Freestyle	0.865
1.112	400 meter Freestyle to 500 yards	1.105
1.112	800 meter Freestyle to 1,000 yards	1.105
0.975	1500 meter Freestyle to 1,650 yards	0.965
0.853	100 Backstroke	0.835
0.857	200 Backstroke	0.849
0.870	100 Breaststroke	0.856
0.878	200 Breaststroke	0.858
0.877	100 Butterfly	0.868
0.881	200 Butterfly	0.866
0.867	200 Individual Medley	0.857
0.876	400 Individual Medley	0.865
0.871	200 Freestyle Relay	0.860
0.874	400 Freestyle Relay	0.863
0.874	800 Freestyle Relay	0.867
0.869	200 Medley Relay	0.858
0.868	400 Medley Relay	0.856

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

*Note 2. If any entry time is challenged, the coach involved must provide proof of performance per the request of the meet committee. If verification is not forthcoming, copies of the challenge will be sent to the directors of athletics, and/or designee, of the parties involved.*

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

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



## DIVISION II SWIMMING AND DIVING

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

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

*Note 4. The championships meet point standard for 1-meter diving may be achieved in a non-championships meet that includes two 1-meter events (see Rule 6-1-2-a) if the diver's total award for both 1-meter events equals or exceeds the point standard.*

**Diving Qualification.** To advance to the national championships, a diver must participate in a qualification meet, which will be conducted at the respective championships site the morning and afternoon of the first day of championship competition. To participate in the qualification meet and the national championships on 1-meter and/or 3-meter boards, a diver must have achieved the minimum point total along with the established minimum degrees of difficulty on the six optional and/or 11 dives within the qualifying period in bona fide competition. Divers who achieve the qualifying standard on one board may compete on both boards in the qualification meet. Six optional dives will be performed by each diver in the event in which the student-athlete participates. Up to 18 males and 22 females will advance to the national championships. The time schedule for the qualification meet will be included in the championship participant manual. All divers must register using [divemeets.com](https://divemeets.com) by the entry deadline.

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

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

### OPTIONAL ENTRIES - INDIVIDUAL SWIMMING EVENTS

A student-athlete who is selected for the championships in one or more individual swimming events may participate in other individual swimming events on an optional-entry basis, provided that the student-athlete competes in at least one of the events in which they have qualified for the championships. Optional entries for individual swimming times must be entered in the OME system, must be achieved during the qualifying period and must meet the "B" standard. An optional entry constitutes an official entry unless scratched by the appropriate deadline.

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

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

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

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

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

## ENTRY PROCESS

The entry procedures for the 2024 championships will be as follows:

1. All schools will be required to submit complete team contact information to USA Swimming by Sept. 8, 2023.
2. All schools will be required to complete team roster information on the USA Swimming website within the NCAA Roster Management System by Sept. 15, 2023.
3. Complete results from all meets must be uploaded by the host and/or competing institutions to their USA Swimming Teams Meet page within 72 hours after each competition, and all signed diving national qualification score sheets, along with the **official diving results form**, must be sent to Kerstin Hunter via email ([khunter@ncaa.org](mailto:khunter@ncaa.org)) within 72 hours after each competition.
4. Team roster updates for spring semester must be submitted to USA Swimming by Jan. 17, 2024, or before competition starts for the spring semester, whichever comes first.
5. The qualification period ends by 11:59 p.m. local time, Sunday, Feb. 25, 2024.
6. All results must be submitted for swimming and diving by 5 p.m. Eastern time, Monday, Feb. 26, 2024.
7. **The final deadline for online entries for swimming (USA Swimming) and diving (DiveMeets) is 11:59 p.m. Eastern time, Monday, Feb. 26, 2024.**
8. USA Swimming will post an official qualification list, including alternates, by 5 p.m. Eastern time, Wednesday, Feb. 28, 2024.

**Fines.** Failure to follow the roster, meet results-reporting and/or entry procedures could jeopardize a team's or individual's eligibility for championships selection. Institutions failing to adhere to the procedures outlined above for the submission of an institution's roster information may be assessed a penalty of \$200 per team/individual. Failure to submit regular-season results as outlined above may be assessed a financial penalty of \$400 per team/individual. The maximum penalty amount is up to the Swimming and Diving Committee's discretion, subject to approval by the NCAA Division II Championships Committee. An institution assessed such a financial penalty must make payment to the national office by the specified deadline.

**Diving.** The results-reporting process for diving during the 2023-24 season will be as follows: Each diving coach is required to complete and email the official diving qualifying scores via the **official diving results form** and signed national qualifying score sheets within 72 hours after conclusion of the diving competition to Kerstin Hunter ([khunter@ncaa.org](mailto:khunter@ncaa.org); 317-917-6645). **Again in 2023-24, two qualifying scores from separate meets must be submitted over the course of the season. One of these scores must be for six optional dives, the other for 11 dives.** In order to participate in the qualification meet and the national championships on 1-meter and/or 3-meter boards, a diver must have achieved the minimum point totals along with the established minimum degrees of difficulty on the six optional and/or 11 dives within the qualifying period in bona fide competition, per the 2023-24 qualifying standards.

The [divemeets.com](https://divemeets.com) diving management system will be used for the qualification and championships meets. Each qualifying diver must register online with [divemeets.com](https://divemeets.com) by 11:59 p.m. Eastern time, Monday, Feb. 26, 2024. Additional information will be provided to diving head coaches in January regarding the DiveMeets registration process.

## QUALIFYING STANDARDS

*(see following pages)*

## 2023-2024 Division II Men's Swimming and Diving Qualifying Standards

MEN'S SWIMMING STANDARDS		
25-Yard Course		
EVENT	A Standard	B Standard
50 Freestyle	19.48	20.46
100 Freestyle	43.12	45.28
200 Freestyle	1:35.45	1:40.22
500 Freestyle	4:21.76	4:34.84
1000 Freestyle	9:02.63	9:29.76
1650 Freestyle	15:12.53	15:58.15
100 Backstroke	46.47	48.79
200 Backstroke	1:42.78	1:47.92
100 Breaststroke	52.91	55.56
200 Breaststroke	1:55.12	2:00.87
100 Butterfly	46.45	48.77
200 Butterfly	1:44.66	1:49.89
200 Individual Medley	1:45.86	1:51.15
400 Individual Medley	3:48.07	3:59.48

MEN'S RELAY STANDARDS		
25-Yard Course		
EVENT	QUALIFYING	PROVISIONAL
200 Freestyle Relay	N/A	1:20.49
400 Freestyle Relay	N/A	2:58.47
800 Freestyle Relay	N/A	6:35.56
200 Medley Relay	N/A	1:27.99
400 Medley Relay	N/A	3:14.86

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

## 2023-2024 Division II Women's Swimming and Diving Qualifying Standards

WOMEN'S SWIMMING STANDARDS		
25-Yard Course		
EVENT	A Standard	B Standard
50 Freestyle	22.72	23.86
100 Freestyle	49.58	52.06
200 Freestyle	1:47.70	1:53.08
500 Freestyle	4:50.30	5:04.82
1000 Freestyle	9:54.77	10:24.51
1650 Freestyle	16:31.17	17:20.73
100 Backstroke	53.51	56.18
200 Backstroke	1:57.00	2:02.85
100 Breaststroke	1:01.03	1:04.08
200 Breaststroke	2:13.06	2:19.71
100 Butterfly	53.37	56.04
200 Butterfly	1:59.30	2:05.26
200 Individual Medley	1:59.39	2:05.36
400 Individual Medley	4:17.69	4:30.57

WOMEN'S RELAY STANDARDS		
25-Yard Course		
EVENT	QUALIFYING	PROVISIONAL
200 Freestyle Relay	N/A	1:33.83
400 Freestyle Relay	N/A	3:25.19
800 Freestyle Relay	N/A	7:29.84
200 Medley Relay	N/A	1:42.84
400 Medley Relay	N/A	3:45.49

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

## Section 2•4 Selection Criteria

The following selection process as outlined will be implemented for determining participants to the finals site for the 2024 NCAA Division II Men's and Women's Swimming and Diving Championships:

**Sport Sponsorship.** An institution must meet the sport sponsorship requirements of Division II Bylaw 7.3.1.7.1.3 to be eligible to be selected to the Division II Men's and Women's Swimming and Diving Championships.

**Number of Participants.** The number of participants selected to the 2024 NCAA Division II championships cannot exceed the following limits: Men – 175 participants (157 swimmers/18 divers); and women – 205 participants (183 swimmers/22 divers). All swimmers and divers who are invited to the meet will be counted toward the 380 total number of participants allowed.

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

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

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

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

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

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

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

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

**Step 6.** An alternate list of individual qualifiers will be created using the same process above. This list will be used in case a swimmer who has been invited to the championships has become ineligible or unavailable before the first event of the championships. Alternates will be listed in the order in which they would be selected to the meet.

### Relay Qualification Procedures

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

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

**Step 3.** Institutions may bring up to four student-athletes to serve as relay-only swimmers. Relay-only swimmers are student-athletes who were not invited to the championships in an individual event but can participate in qualified relays if needed. The following policies apply to relay-only swimmers:

- Relay-only swimmers will not receive reimbursement from the NCAA (travel and per diem) for attending the championships.
- Relay-only swimmers may participate on any relay for which an institution has met a provisional standard properly entered through the OME system.

- Relay-only swimmers must be eligible student-athletes who are listed on the team roster through the OME system.
- Relay-only swimmers may not swim any individual events.
- Institutions must designate any potential relay-only swimmers (up to four) within two days of the posting of the qualification list.

Only student-athletes who were invited in individual events or the designated relay-only swimmers (up to four) may be used for relays.

- Relay-only swimmers will count toward the limit of 18 participants.
- If an institution scratches a student-athlete after selections, that student-athlete cannot be used as a relay-only swimmer.

**Step 4.** The entry/confirmation process for relays will be as follows:

- Coaches must enter all relays for which they want to be eligible to swim through the OME process by the appropriate deadlines. Coaches may enter the fastest actual relay time or an aggregate relay time, if it is faster, achieved by the institution.
- The list of institutions eligible for each relay event will be posted at the same time as the list of selected swimmers in individual events.
- Institutions must confirm all relays for which they are eligible and in which they want to participate. Confirmations must be submitted via the [Relay Confirmation link](#) by 5 p.m. Eastern time within two days after the list of eligible institutions is posted. **Please do not email this information to the NCAA.**

*Note: Institutions that are eligible for relays are not required to swim the four student-athletes who achieved the relay standard.*

Detailed instructions for entering relays will be posted online ([ncaa.org](#), Membership, NCAA Championships Administration, Division II, Swimming and Diving) in January. Coaches with institutions eligible for relay events also will receive a reminder email from the NCAA to confirm in which relays they intend to swim.

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

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

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

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

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

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

**Step 4.** An alternate list of divers will be created using the same process as above. The list will be used in case a diver who qualified for the championships has become ineligible or unavailable and withdraws before the first event of the championships. Alternates will be listed in the order in which they would be selected to the meet.

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## Appendix A • Sport Sponsorship

A complete 2023-24 Division II Men's and Women's Swimming and Diving sponsorship list may be found at [sso.ncaa.org/login](https://sso.ncaa.org/login) (My Apps login required).