



*2024 DIVISION III*  
**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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September 2023

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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://www.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

## GENERAL ADMINISTRATIVE GUIDELINES

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 III

### Section 10•1 Division III Philosophy

The Division III championships philosophy is to field the most competitive teams within a regular-season philosophy that emphasizes regional competition and minimizes missed class time; and to provide representation in NCAA championship competition by allocating berths to eligible conferences, independent institutions and at-large teams.

### Section 10•2 Commencement Conflicts

*[Reference: Bylaw 31.1.4.5 in the NCAA Division III Manual.]*

If an institution's commencement conflicts with participation in the championship, it shall inform the NCAA championship manager in writing one week before the selection date for the governing sport committee to consider an accommodation and a change to the championship schedule.

The following guidelines apply to commencement requests:

- Applies to team sports only.
- The governing sport committee, in consultation with participating institutions, may reschedule the game on the nearest possible date.
- Does not apply to predetermined finals sites.
- The governing sport committee shall make a good-faith effort to accommodate participating institutions in non-predetermined preliminary-round contests with multiple teams participating at the same site.

## Section 10•3 Gameday the DIII Way

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Division III promotes an atmosphere that is a respectful and engaging educational environment through athletics, for everyone through Gameday the DIII Way. Gameday the DIII Way establishes an expectation for championship hosts, coaches, student-athletes and spectators to focus on the common standards of safety, responsiveness, dignity and experience while participating or attending a championship event. We ask that each participant and attendee be personally accountable for their actions and do their part to ensure this event is a positive reflection of Gameday the DIII Way.

## Section 10•4 Religious Conflicts

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*[Reference: Bylaws 31.1.4.1 and 31.1.4.2 in the NCAA Division III Manual.]*

**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 May 1 of the preceding academic year to be excused from competing on that day. The notification shall be valid for a period of two years. The championship schedule shall be adjusted to accommodate that institution, and such adjustment shall not require its team or an individual competitor to compete before the time originally scheduled.

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



# Division III 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

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*[Reference: Bylaws 31.1.1 and 31.1.2 in the NCAA Division III Manual.]*

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

**Christopher Sykes**

Head Men's and Women's Swimming and Diving Coach  
Illinois College

**Andrew Brabson**

Head Men's and Women's Swimming and Diving Coach  
California Institute of Technology

**Andy Hendricks**

Head Men's and Women's Swimming Coach  
Franklin College

**Kiki Jacobs**

Director of Athletics  
Roger Williams University

**Nancy Carney-DeBord**

Director of Athletics  
Denison University

**Doug Milliken**

Head Men's and Women's Swimming and Diving Coach  
Case Western Reserve University

**Leslie Shevlin**

Associate Director of Athletics/SWA  
Willamette University

**Dean Brownley**

Head Men's and Women's Swimming and Diving Coach  
Centre College

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

**Will Hopkins**

Associate Director, Championships and Alliances  
317-917-6779 / [whopkins@ncaa.org](mailto:whopkins@ncaa.org)

**Leslie Shevlin, chair**

Associate Director of Athletics/SWA  
Willamette University  
503-983-1788/ [lshevlin@willamette.edu](mailto:lshevlin@willamette.edu)

## Section 1•3 Important Dates

Friday, Sept. 1, or the institution's fourth day of classes for the fall term, whichever comes first	Qualifying period begins. Results from bona fide competition must be submitted to USA Swimming (SWIMS database) via email at <a href="mailto:ncaa@usaswimming.org">ncaa@usaswimming.org</a> .
Friday, Sept. 22	Deadline for teams not already in the database to submit Team Registration online at <a href="https://fs22.formsite.com/usaswimming/NCAATeamInformation/index.html">fs22.formsite.com/usaswimming/NCAATeamInformation/index.html</a> .
Wednesday, Sept. 27	Deadline to submit 2023-24 team roster as a Team Manager file to <a href="https://hub.usaswimming.org/landing">hub.usaswimming.org/landing</a> .
Friday, Jan. 12	Deadline to submit roster updates or changes to <a href="mailto:ncaa@usaswimming.org">ncaa@usaswimming.org</a> .
Sunday, Feb. 25	Qualification period ends.
Monday, Feb. 26	Swimming and diving entries and regional dive sheets due by 8 p.m. Eastern time.
Tuesday, Feb. 27	Swimming and diving coaches will review the pre-selection entry sheet and report any swimming errors to Macie McNichols ( <a href="mailto:mmcnichols@usaswimming.org">mmcnichols@usaswimming.org</a> ) and Will Hopkins ( <a href="mailto:whopkins@ncaa.org">whopkins@ncaa.org</a> ), and any diving errors to Lewis Fellingner ( <a href="mailto:divencd@gmail.com">divencd@gmail.com</a> ) and Will Hopkins ( <a href="mailto:whopkins@ncaa.org">whopkins@ncaa.org</a> ), by 2 p.m. Eastern time.  Official Entry List posted following corrections to pre-selection entry sheet on <a href="https://ncaa.org">ncaa.org</a> .
Wednesday, Feb. 28	Swimming selections at 10 a.m. Eastern time.  Any institutions with more than 18 student-athletes selected will be contacted between 11 and 11:30 a.m. and must declare its final 18 by noon Eastern time to Michelle Chaffin ( <a href="mailto:michelle@chaffin.net">michelle@chaffin.net</a> ) and Will Hopkins ( <a href="mailto:whopkins@ncaa.org">whopkins@ncaa.org</a> ).  Official Swimming Psych Sheet posted after swimming selections by 8 p.m. Eastern time on <a href="https://ncaa.org">ncaa.org</a> .  Deadline to scratch from regional diving by 5 p.m. Eastern time.
Thursday, Feb. 29	Diving regional allocations posted by noon Eastern time.
Friday-Saturday, March 1-2	Diving regionals. (On-campus sites.)
Monday, March 4	Regional diving results posted to <a href="https://ncaa.org">ncaa.org</a> .  Any institutions with more than 18 student-athletes following the addition of advancing divers will be contacted and must declare its final 18 by 2 p.m. Eastern time to Michelle Chaffin ( <a href="mailto:michelle@chaffin.net">michelle@chaffin.net</a> ) and Will Hopkins ( <a href="mailto:whopkins@ncaa.org">whopkins@ncaa.org</a> ).  Official Swimming and Diving Psych Sheet posted by 8 p.m. Eastern time on <a href="https://ncaa.org">ncaa.org</a> .
Friday, March 15	Scratch deadline - noon Eastern time.  Individual event alternates may be invited up until 5 p.m. Eastern time.
Tuesday, March 19	Mandatory meetings and events:  Diving coaches meeting - 2 p.m., local time  Swimming coaches meeting - 3 p.m., local time
Wednesday-Saturday, March 20-23	NCAA Division III Men's and Women's Swimming and Diving Championships at the Greensboro Aquatic Center, Greensboro, North Carolina. Hosted by the Greensboro Aquatic Center and the Old Dominion Athletic Conference.

**NOTE: Institutions that fail to comply with the procedures and deadlines outlined above are subject to sanctions by the Swimming and Diving Committee.**

## FUTURE DATES

### 2025

**Friday-Saturday, Feb. 28-March 1** NCAA Division III Men's and Women's Diving Regionals. *Four on-campus sites.*

**Wednesday-Saturday, March 19-22** NCAA Division III Men's and Women's Swimming and Diving Championships at the Greensboro Aquatic Center in Greensboro North Carolina. Hosted by the Greensboro Aquatic Center and the Old Dominion Athletic Conference.

## Section 1•4 Certification of Eligibility

[Refer to General Administrative Guidelines, Section 4.](#)

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

If a student-athlete becomes unavailable after the entry form is sent, notification must be given as soon as possible and not later than Friday, March 15 at noon Eastern time. Alternates will be accepted until 5 p.m. Eastern time Friday, March 15.

All student-athletes not removed from the entry list prior to Friday, March 15 at noon Eastern time will be considered participants in the championships. Coaches will receive an entry list at registration and will be asked to confirm by their signature that all of the student-athletes listed are present and will be competing in the championships.

Failure to comply with these notification procedures could result in a substantial penalty to an institution and may include the disqualification of a competitor.

### Adjusted Place Standings

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

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

## Section 1•5 Rules

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

Per NCAA Bylaw 17.30, member institutions shall conduct all of their intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with NCAA rules, or those rules adopted by an outside organization.

All NCAA swimming and diving championships will be administered and conducted according to the rules and procedures in the 2022-23 and 2023-24 NCAA Men's and Women's Swimming and Diving Rules. Questions regarding the interpretation of rules should be addressed to Greg Lockard (phone: 973-486-5501 / email: [greg@swimdiverules.com](mailto:greg@swimdiverules.com)).

## Section 1•6 Uniforms

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

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

## DIVISION III SWIMMING AND DIVING

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

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

### LOGOS

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

*[Reference: Bylaw 12.5.4 in the NCAA Divisions I and II Manuals, and Bylaw 12.5.3 in the NCAA Division III Manual.]*

The provisions of Bylaw 12.5.4 (Divisions I and II) and Bylaw 12.5.3 (Division III) indicate that an institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

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

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2¼ square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete's institution. Only one post-constructive impermeable institutional logo or marking that does not exceed 9 square inches may be applied to the swimsuit. Additional or alternate logos are not permitted.

These restrictions apply to all apparel worn by student-athletes and any and all credentialed personnel in the bench area during the conduct of competition, which includes any practices and pregame or postgame activities.

This bylaw will be strictly enforced at all NCAA championships, and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff. Non-compliance with this legislation could result in loss of eligibility, forfeiture of points earned by those ineligible student-athletes and adjustment of team standings.

# Section 2 • Determination of Championship Participation

## Section 2•1 Selections Information

### ALLOCATION OF BERTHS

**Number of Participants.** The number of participants in the 2024 championships cannot exceed the following limits: Men-260; and Women-319.

**Diving Qualification.** Twenty-nine divers will be selected for the women's championships and 24 divers will be selected for the men's championships. These 53 divers (24 men and 29 women) are included in the championships participant limit.

### PARTICIPATION PROCEDURES – SWIMMING ENTRIES

[Reference: Qualification Procedures and Optional Entries in this manual]

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

1. Online Meet Entries (OME). Information regarding the online meet entries is located at [ncaa.org](http://ncaa.org), Division III, Championships, Swimming and Diving. For the 2023-24 season, results from bona fide competition ([see page 19](#)) inside a team's declared 19-week playing/practice season and an institution's maximum 16 dates of competition shall be submitted to USA Swimming (SWIMS database) via email at [ncaa@usaswimming.org](mailto:ncaa@usaswimming.org) within 72 hours of competition. **The online entry forms must be submitted by 8 p.m. Eastern time Monday, Feb. 19.** No telephone, facsimile or late entries will be accepted.
2. Each participant (other than a potential alternate for an invited relay) must meet the established minimum time standard for at least one event in which he or she enters.
3. All times must be made during the appropriate qualifying period within the institution's officially declared 19-week practice season and 16 dates of competition. Primary times must be used to achieve time standards, consideration 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, consideration standards and optional-entry standards.
4. Student-athletes must be eligible when a time standard is achieved.
5. Not more than 18 eligible student-athletes may compete for one team. These competitors 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; and 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 he/she has achieved an established "A" and/or "B" qualifying time per the current standards in that event and is selected to the championships.
6. The best times must be submitted for all entries.  
[Note: Refer to Relay Events below for clarification on aggregate times.]
7. Diving entry procedures are referenced in the diving qualification section of this manual.

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

Once entered in the OME system, a student-athlete who is selected for the meet must complete all heats, swim-offs, trials (diving) and finals in which the competitor qualifies. This applies to all competitors designated by their coaches to participate in the heats and/or finals of relay events, and to all competitors in individual events.

**Event Limit.** A student-athlete may be entered in a maximum of eight events, five relays and three individual events; however, a student-athlete is only permitted to compete in a maximum of seven events, of which not more than three may be individual events.

## DIVISION III SWIMMING AND DIVING

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

**Individual Events.** Each entry in individual swimming events must be accompanied by an entry time. Each entry time must be verified by the submission of meet results to the USA SWIMS database. Relay split times may be submitted only when made on the first leg of a relay. Times from initial distances can be used only if achieved during bona fide competition. Submitted meet results must show splits to verify initial splits. Time standards may not be achieved over initial distances or on relay leadoff legs in time-trial events.

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

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

Once a relay time standard has been achieved as specified above, and the relay has been selected for the meet, then any eligible swimmer from that institution's championships roster may compete on that relay. This option includes another swimmer already at the meet, or an alternate that the institution chooses to bring to the meet at its own expense. (Such an alternate may not swim any individual events and may swim only in the invited relay, no optional relay.) However, if one individual listed is selected only on that particular relay, he/she must compete at least once on that relay to ensure they meet the participation requirement (see below).

Relay-Only Swimmers. A swimmer who has been invited to the championships as a member of a relay, but was not selected in any individual events, may swim in a maximum of three "optional entry" individual events (see below) for which the swimmer has achieved a "B" time. This option is not available for a relay alternate swimmer.

Names of relay competitors must be submitted to the appropriate official at a designated time before the start of the race. When the actual contestants in a relay are different from those listed on the official relay entry form, the competing relay will be disqualified and all student-athletes involved (competing and listed) shall be charged with participation in an event, but no further penalty will be assessed. If there is an order change for swimmers two, three and four, please inform the meet administration in a timely manner.

**Participation Requirement.** All student-athletes, including relay-only qualifiers, must actually compete, and cannot enact the declared false-start rule, in at least one event in which they were selected for the NCAA championships. Failure to do so will result in the qualifier being disqualified from all events in which he or she participated, the qualifier being removed from the institution's official travel party, and the institution being disqualified from the last relay in which he or she could have swum to meet his or her participation requirement. Participation in a relay during a preliminary session satisfies this participation requirement.

**Optional Entries (Individual 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 he or she has been selected for the championships. Optional-entry times must be **(1) ENTERED ON THE OFFICIAL ENTRY FORM, AND (2) ACHIEVED DURING THE QUALIFYING PERIOD.** An optional entry constitutes an official entry unless scratched by the appropriate deadline. If, at the conclusion of a Division III championships meet, a student-athlete has competed in one or more individual events on an optional-entry basis but has not competed in at least one event in which he or she was selected for the championships, then that competitor will be disqualified from the optional event(s). If a relay-only qualifier participates in the NCAA championships but fails to swim in a relay for which he or she was selected for the championships, then that competitor will be disqualified from any optional events in which he or she participated, and the institution will be disqualified from the last relay in which he or she could have swum to meet the participation requirement outlined in this section. In the case of such disqualification(s), the points scored by other teams shall be altered.

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



**Optional Entries (Relay Events).** Any institution that has four swimmers who have qualified for the meet (as either individual or relay-only swimmers) may swim any of the five relays that have been **ENTERED ON THE INSTITUTION'S ENTRY FORM**. Swimmers who compete in optional-entry relay or individual events must compete in at least one event for which they qualified in the championships. Relay-only swimmers may swim optional entries in a maximum of three individual events only if a "B" time has been achieved in each event. This option is not available for a relay alternate swimmer.

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

**Entry Challenges.** For a time to be considered for entry into an NCAA championship, it must have been achieved using priority level-one equipment (automatic equipment). The NCAA Swimming and Diving Committee will review any nonautomatic times. If any competitor's qualifying standard is challenged by a formal written protest, the coach involved must provide proof of performance at the time of the challenge (e.g., official meet results, computer printout showing two computer times for level two times, contemporaneous lane timer sheet with two separate stopwatch times for level three times. All meet information must be retained by meet administrators in the event challenges are submitted). If verification is not forthcoming, copies of the protest will be sent to the directors of athletics of the parties involved, and the involved student-athlete(s) may be disqualified from the championships. Challenges must be submitted to the athletics director and coach of the institution for which the standard is being challenged with a copy to the chair of the NCAA Swimming and Diving Committee and the NCAA liaison. Challenges must be made by 3 p.m. Eastern time Monday, Feb. 19. The institution's response to the committee, the NCAA office and the challenging institution is due within 24 hours of being notified of the challenge. A final decision from the committee will be rendered by the time of selections.

## PARTICIPATION PROCEDURES – DIVING ENTRIES

**Diving Entry Procedures.** In order to qualify for the diving events at the championships, a diver must participate in his or her respective regional diving qualifying meet. To compete in a regional qualifying meet, the following process must be followed:

- A diver must achieve the qualifying standard at least once at a bona fide conference championship or twice (on the same board) during any other bona fide competition. If a diver qualifies on only one board, he/she may still dive both events at the regional meet.
- By 8 p.m. Eastern time, Monday, Feb. 26:
  - Submit dive sheet(s) of qualifying performance(s) to the NCAA Division III diving coordinator. These forms can be submitted throughout the season.
  - Submit a Regional Information Form.
  - Submit a list of dives via the [DiveMeets.com](http://DiveMeets.com) system for the appropriate regional meet. This entry indicates the diver's intent to compete in the regional competition.
  - Instructions for [DiveMeets.com](http://DiveMeets.com):
    - Create a Log-In ID (or use a current DiveMeets ID) for each competitor. *Current IDs can be used if competitor is listed as NCAA diver and coach is listed.*
    - Click on current or upcoming meets and select the NCAA Division III Championships.
    - Enter the appropriate 1-meter and 3-meter events. (If a diver qualifies on only one board, he/she may enter both events at the regional meet.)
    - Enter all dive numbers (*changes can be made per the rule book*). *Note: Once a diver qualifies for the national championships, those dives will be automatically transferred. It is the responsibility of the diving coach to check that his/her qualified diver(s) has been entered properly into the championships meet. Dive lists will be verified at the championships; divers can scratch by the designated meet deadlines.*

Qualifying scores will be posted on the Division III Swimming and Diving page of [ncaa.org](http://ncaa.org). It is the responsibility of the coach to verify his/her regional dive sheets and regional diving information forms were received by the diving coordinator by confirming his/her student-athletes are included on this list.

**NCAA Division III Diving Coordinator:**  
**Lewis Fellingner**  
[divencd@gmail.com](mailto:divencd@gmail.com)  
 Fax: 888-578-5719



## DIVISION III SWIMMING AND DIVING

Additional information on diving is located in Rule 6 in the 2023-24 and 2024-25 NCAA Men's and Women's Swimming and Diving Rules.

### SEEDING OF METRIC TIMES

The following procedure will be used when seeding metric times:

A qualifying mark based on a performance in a short-course metric pool will be seeded at its converted time.

### ALTERNATES

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

Individuals who have qualified, and are listed on their institutions' championships roster (via the OME system), may participate as alternates on any invited relay (but not on optional-entry relays). These alternates are brought to the championships at the institution's expense.

**Individual Alternates.** A list of alternates will be compiled in case a student-athlete who has been invited to the championships becomes unavailable. Student-athletes may be invited until 5 p.m. Eastern time Friday, March 15.

### PRACTICE

Practice and warmup times are outlined in the 2024 schedule, which is posted on the NCAA website under the Swimming and Diving Championship information page.

### SCRATCH DEADLINES

Scratches are to be made by the coach or the official representative by depositing scratch cards in the scratch box. A receipt form will be used for scratch verification. All entries not scratched will become official entries. An entry must be scratched by 5 p.m. of the day preceding the event. After entries have become official, if a student-athlete does not intend to participate in an event, coaches are expected to scratch by the appropriate deadline, even if it is the participant's last event.

The scratch box will be open Tuesday through Friday from 8 a.m. to 5 p.m. local time.

### SCORING

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.

### TIES

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

**Championships Diving.** Adopted in 2019 by all three divisions, Rule 6-2-3: In non-NCAA and NCAA Championship meets, in the event of a tie for 8th place in the prelims of diving one-meter, three-meter or platform events, the tie-breaking method is to take all nine (9) divers to the final. The consolation finals will thus have seven (7) competitors in the event, none finishing higher than 10th place in the final standings.

In the final, the nine competitors will do a six-dive list. The highest-place finisher of the tied divers will remain in the place they finished, while the other diver will place 9th. In non-NCAA and NCAA Championship meets in the event of a tie for 16th place in the prelims of the diving one-meter, three-meter or platform events, the tiebreaking method is to take all nine (9) divers to the consolation final. In the consolation final the nine competitors will do a six-dive list. The highest place finisher of the tied divers will remain in the place they finished, while the other diver will place 17th overall in the contest and not be awarded any team points. Note: If there are more than two divers tied for 8th or 16th, all tied divers will move into the appropriate final.

**QUALIFYING STANDARDS**

**2024 NCAA DIVISION III SWIMMING AND DIVING QUALIFYING TIMES (MEN)**

EVENT	25 YARDS		2023
	A CUT	B CUT	Invited Time
50 FREE	:19.49	:20.43	:20.23
100 FREE	:43.33	:45.11	:44.63
200 FREE	1:36.16	1:39.71	1:38.88
500 FREE	4:22.06	4:31.63	4:28.69
1650 FREE	15:14.69	15:50.88	15:46.24
100 BACK	:46.29	:49.48	:48.63
200 BACK	1:42.23	1:49.15	1:47.45
100 BREAST	:52.99	:55.55	:54.89
200 BREAST	1:55.65	2:01.59	2:00.14
100 FLY	:46.73	:48.76	:48.18
200 FLY	1:44.48	1:50.26	1:48.71
200 IM	1:46.29	1:50.64	1:49.42
400 IM	3:49.29	3:59.21	3:57.03
200 F.R.	1:21.98		1:21.30
400 F.R.	3:01.91		3:00.61
800 F.R.	6:43.15		6:40.55
200 M.R.	1:29.91		1:29.38
400 M.R.	3:18.82		3:17.72

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

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

**2024 NCAA DIVISION III SWIMMING AND DIVING QUALIFYING TIMES (WOMEN)**

EVENT	25 YARDS		2023
	A CUT	B CUT	Invited Time
50 FREE	:22.75	:23.57	:23.48
100 FREE	:49.52	:51.46	:51.31
200 FREE	1:47.87	1:52.15	1:52.00
500 FREE	4:49.75	5:00.37	4:59.17
1650 FREE	16:32.84	17:21.20	17:18.75
100 BACK	:53.83	:56.76	:56.39
200 BACK	1:56.94	2:03.17	2:02.67
100 BREAST	1:00.11	1:04.39	1:03.98
200 BREAST	2:11.20	2:20.85	2:19.42
100 FLY	:53.81	:56.06	:55.68
200 FLY	1:59.83	2:05.26	2:04.94
200 IM	1:58.47	2:05.76	2:04.96
400 IM	4:15.91	4:29.67	4:28.28
200 F.R.	1:35.37		1:34.86
400 F.R.	3:29.49		3:28.68
800 F.R.	7:39.09		7:35.07
200 M.R.	1:44.99		1:43.95
400 M.R.	3:51.17		3:48.82

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

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

## LODGING

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

## TRANSPORTATION/PER DIEM

Please refer to the NCAA travel policies for all information regarding transportation and per diem expenses. [Travel policies](#) can be found online at [ncaa.org](#); under Division III, then Championships, then Travel and Reimbursement Information. All institutions participating in NCAA championships must submit travel reimbursement forms online.

**Expense Reimbursement Form.** All institutions participating in the championships must request expense reimbursement online through the NCAA Travel Expense System available on the NCAA website at [ncaa.org](#); under Division III, then Championships, then Championships Travel Information and the [TES link](#).

## Section 2•2 Selection Criteria

### SELECTION OF MEN’S PARTICIPANTS

<b>Step 1:</b>	Select the top 16 individuals in each individual event. Twenty-four spots for divers will be reserved and determined through the regional diving process.
<b>Step 2:</b>	Entries will be added to each relay event, filling across rows until each relay event has 16 entries. If the participant cap has not yet been reached, skip to Step 5.
<b>Step 3:</b>	If, at some point, the addition of one relay per event to the entire order of events puts the field over the total participant cap number, the relay whose time is greatest in percentage to the Division III established “B” cut will be selected by entry until 16 relays are selected or the maximum participant number is reached. No additional relays will be added if the next relay for selection would surpass the maximum participant number or the last complete individual row. If the disparity between complete individual rows and complete relay rows is not more than one, skip to Step 5.
<b>Step 4:</b>	After the selection process is conducted, if there is a disparity of more than one between individual and relay complete rows, then one individual event row is eliminated and the process returns to Step 2. Not more than 16 relays will be selected.
<b>Step 5:</b>	If, after selecting relays, there are still additional spots left to fulfill the participant cap number, additional individuals whose time is greatest in percentage to the Division III established “B” cut will be selected by one individual entry until the participant cap is reached.

### SELECTION OF WOMEN’S PARTICIPANTS

<b>Step 1:</b>	Select the top 20 individuals in each individual event. Twenty-nine spots for divers will be reserved and determined through the regional diving process.
<b>Step 2:</b>	Entries will be added to each relay event, filling across rows until each relay event has 20 entries. If the participant cap has not yet been reached, skip to Step 5.
<b>Step 3:</b>	If, at some point, the addition of one relay per event to the entire order of events puts the field over the total participant cap number, the relay whose time is greatest in percentage to the Division III established “B” cut will be selected by entry until 20 relays are selected or the maximum participant number is reached. No additional relays will be added if the next relay for selection would surpass the maximum participant number or the last complete individual row. If the disparity between complete individual rows and complete relay rows is not more than one, skip to Step 5.
<b>Step 4:</b>	After the selection process is conducted, if there is a disparity of more than one between individual and relay complete rows, then one individual event row is eliminated and the process returns to Step 2. Not more than 20 relays will be selected.
<b>Step 5:</b>	If, after selecting relays, there are still additional spots left to fulfill the participant cap number, additional individuals whose time is greatest in percentage to the Division III established “B” cut will be selected by one individual entry until the participant cap is reached.

## SWIMMING TIEBREAKER INFORMATION

In order to ensure more complete representation of competitors in all events for the national championships, tiebreakers will be used in the swimming selection.

When two or more swimmers who have not been invited in another event are tied for the final selection spot with the allowable cap, the committee will use the swimmers' time in the next event in which each swimmer is highest on the list and therefore closest to being selected in that event. The committee will compute the percentage of each respective swimmer's time in his or her next-best event whose time is greatest in percentage to the Division III established "B" cut. The competitor who is greatest in percentage to the Division III established "B" cut time for their next-best event will be invited to the meet.

## BONA FIDE COMPETITION

Time standards, consideration standards and optional-entry standards for swimming (individual and relay) events must be achieved in bona fide competition inside the teams' declared 19-week playing/practice season and the institution's maximum of 16 dates of competition.

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

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

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

Any attempt to circumvent either the intent of a bona fide competition or the application of NCAA-approved starting, judging and timing procedures is prohibited. Such an attempt may result in severe penalty to both the competitor(s) and the institution(s) involved. NCAA Bylaws 17.30 for coaches and 14.01.3.3 for student-athletes would apply.

<b>Note 1:</b>	Time standards, consideration standards and optional-entry standards may be achieved in exhibition swims that are conducted during bona fide NCAA non-championships and relay meets governed by Rule 8-1 through Rule 8-3 of the 2022-23 and 2023-24 NCAA Men's and Women's Swimming and Diving Rules (see Rules 3-5-1 and 3-5-3). Times achieved in time trials that are conducted in conjunction with bona fide NCAA non-championships, relay and championship meets governed by Rule 8-1 through Rule 8-4 also are acceptable (see Rule 3-5-2). Each competitor or relay team is limited to one time trial per event per meet.
<b>Note 2:</b>	A time standard, consideration standard or an optional-entry standard may be achieved over an initial distance within any individual or relay race that is conducted according to the criteria established for bona fide competition. This rule applies to competitors who are eligible to score in regularly scheduled and scored events, and to exhibition competitors in such events (see Rule 3-5-1). This rule does not apply to competitors in time trials (see Rule 3-5-2) or to competitors in nonstandard events in invitational meets (see Rule 8-3). That is, time standards, consideration standards and optional-entry standards may not be achieved over initial distances in time trials or over initial distances in nonstandard events in invitational meets. A time that has been achieved by a competitor over an initial distance within a regularly scheduled and scored race shall be nullified if that competitor subsequently is disqualified in that race; however, a time achieved by a competitor during the first leg of a relay race shall not be nullified by the subsequent disqualification of a different member of the same relay team.

## DIVISION III SWIMMING AND DIVING

<b>Note 3:</b>	Primary times must be used to achieve time standards, consideration standards and optional-entry standards (see Rule 4-21-2-a through d). A secondary time may be used only if the primary timing equipment that is employed fails to record a valid primary time. A tertiary time may be used only if both the primary and secondary timing systems fail to provide valid times. Only times that are obtained with timing systems having priority levels of one through three in Rule 4-21-2-a through d may be used to achieve time standards, consideration standards and optional-entry standards for NCAA championships.
<b>Note 4:</b>	Times recorded in a meet that is approved or sanctioned by USA Swimming may be used to achieve NCAA time standards, consideration standards or optional-entry standards. Time standards, consideration standards and optional-entry standards may not be achieved by a competitor in any other meet (e.g., a USA Swimming-sanctioned meet) that is conducted on any of the same dates as, and at the same site as, a bona fide NCAA non-championships or championships meet in which the competitor is entered. USA Swimming-sanctioned meets hosted by or held at an NCAA institution may not be used to achieve NCAA time standards, consideration standards or optional-entry standards unless another NCAA institution also participates in the USA Swimming meet (exemption from this rule is provided for those institutions located in Alaska, Hawaii and Puerto Rico).
<b>Note 5:</b>	The time submitted with each entry must be the fastest time achieved in bona fide competition by the competitor, or by the institution in the case of a relay entry, during the specified qualifying period (see Rules 5-2-1 and 8-4-8). The meet results file is required to be submitted to USA Swimming for each entry time that meets or exceeds the time standard in a swimming event, but is not required for an optional entry in a swimming meet. If an aggregate relay time is submitted (see Rule 5-2-1-f), each of the four individual times must be appropriately certified. If it has been determined by the meet committee that the fastest time submitted by an institution did not meet bona fide competition requirements, the entry time will be disallowed and the coach does not have the ability to submit an alternate time.
<b>Note 6:</b>	Time standards may be achieved only in 25-yard or 25-meter racing courses. Diving standards must be met in competition with similar diving requirements as NCAA rules.
<b>Note 7:</b>	If any entry time is challenged, the coach involved must provide proof of performance per the request of the meet committee. If verification is not forthcoming, copies of the challenge will be sent to the directors of athletics of the parties involved.
<b>Note 8:</b>	Times achieved at an altitude of 3,000 feet or higher may be adjusted according to the chart located in <a href="#">Appendix C</a> .
<b>Note 9:</b>	The championships meet point standard for one-meter diving may be achieved in a non-championships meet that includes two, one-meter events (see Rule 6-1-2-a), if the diver's total award for both one-meter events equals or exceeds the point standard.

### DIVING SELECTION CRITERIA

**Selection of Divers.** Each regional diving meet will be allocated a fixed number of qualifiers to ensure equitable access opportunities. This number will be determined by the number of divers after the scratch deadline, which indicates intent to compete in the regional competition. The number of divers competing at each region will be divided by the total number of divers who submitted an entry, multiplied by 24 or 29, to determine the ratio for assigned qualification spots. Regardless of ratios, no region will have fewer than two men and two women qualifiers. The qualification allocation shall be posted on the NCAA website by Thursday before the regional diving qualification meet.

When diving results are made final at each site, including breaking all ties, the allocated spots will be determined as follows for each individual site:

1. First place finishers from each board will be selected. If the same person finishes first on both boards, only one allocation will be used for that athlete, otherwise two of the allocated spots will be used.
2. Second place finishers from each board will be selected, again using two of the allocated spots unless the same person finishes second on both boards, or one/both of the athletes have already been selected, meaning only one or no allocations will be used.
3. This will continue with each finishing spot (third, fourth, fifth, etc.) until all the allocated spots have been assigned for each region.
4. If there is one allocation left and the next finishing spot has two divers who have not been selected, the committee will use the percentage to the DIII established qualification standard for each board to determine who will advance. The competitor who has the highest percentage will be invited to the meet, earning the final allocation in that region.

## DIVING TIEBREAKER AT REGIONAL QUALIFICATION MEETS

In order to ensure more complete representation of competitors in all events for the national championships, tiebreakers will be used for regional diving qualification meets.

In the event of a tie between two or more divers who are vying for a selection spot from a regional qualifying meet, the tie will be broken by comparing each of the diver’s total optional score on the board in which the tie has occurred. The diver with the highest total optional score would have the higher selection position to the championships. In the event there is a tie on the total optional score, the tie will be broken by the higher place on the opposite board. If one competitor is not competing on the opposite board, the competitor who is competing on the opposite board automatically will receive the higher selection position.

## DIVING REGIONAL HOST SITES

**Competition Requirements.** Divers qualified to compete in the regional diving meet, as well as those selected to participate in the championships, are required to submit a list of dives on [DiveMeets.com](https://www.dive-meets.com).

The following is required of all qualified divers:

1. A copy of the diving sheet(s) from the qualifying performance meet(s), signed by the meet referee, must be completed and returned to diving coordinator Lewis Fellingner via email or fax ([divencd@gmail.com](mailto:divencd@gmail.com); 888-578-5719), along with the Regional Information Form, by 8 p.m. Eastern time Monday, March 4.
2. Enter dive list for regional competition into [DiveMeets.com](https://www.dive-meets.com) by 8 p.m. Eastern time Monday, March 4.

### Nullification (Bylaw 31.02.4)

## Section 2•3 Site Selection – Regional Diving Competition

Any institution interested in hosting a diving regional must respond to sport-specific questions and ensure the institution’s key contacts and facility information are complete and current in the Championships Bid and Host Profile portal. Please note that in order to submit a bid, you must first locate the desired championship in the “Championships Available for Bidding” section and select “Start Bid.”

## CHAMPIONSHIPS BID AND HOST PROFILE PORTAL

The Championships Bid and Host Profile portal is located at [championships.ncaa.org](https://championships.ncaa.org). Please note that all member institutions can easily access and change their profiles on this site. For profile issues, user access or to reset a password, please email [championshipbid@ncaa.org](mailto:championshipbid@ncaa.org) or contact the championship manager Will Hopkins at [whopkins@ncaa.org](mailto:whopkins@ncaa.org). The deadline to submit all bid materials for a diving regional is Thanksgiving, 15 months prior to hosting the event.

Diving Regional Date	Deadline to Submit Bid Materials
Feb. 28 - March 1, 2025	Jan. 5, 2024
Feb. 27-28, 2026	Nov. 18, 2024

In addition to projected ticket sales (if applicable) and meet expenses, prospective hosts should include the following when completing a proposed budget:

- Committee/site representative lodging;
- Officials lodging (if applicable);
- State and city taxes/fees; and
- Ticket and facility fees.

The NCAA shall pay all per diem, mileage and luggage fees for the committee/site representatives and all fees. The host institution should not pay any fees/expenses for committee/site reps/officials.

## FACILITY PROFILE

Institutions interested in hosting diving regionals must add (or ensure accuracy of) facility information for the applicable competition venue. This information is located at [championships.ncaa.org](https://championships.ncaa.org). Any supporting information (e.g., facility



diagram, pictures) may be uploaded and attached to that facility's profile. This information will be made available to the sport committee to aid in their deliberations of prospective host sites.

### KEY CONTACTS

Each institution should list and then maintain its key contacts associated with each sport and the institution. Individuals can be added via the Championships Bid and Host Profile portal at [championships.ncaa.org](http://championships.ncaa.org).

### SAFETY AND SECURITY PLAN

Each facility profile should include the safety and security plan for that facility. This information can be uploaded and attached to the profile by visiting [championships.ncaa.org](http://championships.ncaa.org).

### CONTACT INFORMATION

If you have any questions regarding the bid process, please contact the championships manager Will Hopkins at [whopkins@ncaa.org](mailto:whopkins@ncaa.org).

## Section 2•4 Championships Format

### SCHEDULE OF EVENTS

#### Order of Events

Four-Day, Common-Site Established Program

(Reference: *NCAA Swimming and Diving Rules Book*)

#### DAY 1 – Wednesday, March 20

**Trials** - 10 a.m.

**Event No.**

1. 500-yard freestyle (M)
2. 500-yard freestyle (W)
3. 200-yard individual medley (M)
4. 200-yard individual medley (W)
5. 50-yard freestyle (M)
6. 50-yard freestyle (W)

**20-minute intermission: Starts at the conclusion of each respective gender's event**

8. 200-yard medley relay (M)
9. 200-yard medley relay (W)
7. Three-meter diving (M) – Trials\*

**Finals** - 6 p.m.

**Event No.**

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

**DAY 2 – Thursday, March 21**

**Trials** - 10 a.m.

**Event No.**

10. 200-yard freestyle relay (M)

11. 200-yard freestyle relay (W)

**10-minute intermission: Starts at the conclusion of each respective gender's event**

12. 400-yard individual medley (M)

13. 400-yard individual medley (W)

14. 100-yard butterfly (M)

15. 100-yard butterfly (W)

16. 200-yard freestyle (M)

17. 200-yard freestyle (W)

**20-minute intermission: Starts at the conclusion of each respective gender's event**

19. 400-yard medley relay (M)

20. 400-yard medley relay (W)

18. One-meter diving (W) – Trials\*

**Finals** - 6 p.m.

**Event No.**

10. 200-yard freestyle relay (M)

11. 200-yard freestyle relay (W)

**10-minute intermission (optional): Starts at the conclusion of each respective gender's event**

12. 400-yard individual medley (M)

13. 400-yard individual medley (W)

14. 100-yard butterfly (M)

15. 100-yard butterfly (W)

16. 200-yard freestyle (M)

17. 200-yard freestyle (W)

18. One-meter diving (W) – Finals\*

19. 400-yard medley relay (M)

20. 400-yard medley relay (W)

**DAY 3 – Friday, March 22**

**Trials** - 10 a.m.

**Event No.**

21. 200-yard butterfly (M)

22. 200-yard butterfly (W)

23. 100-yard backstroke (M)

24. 100-yard backstroke (W)

25. 100-yard breaststroke (M)

26. 100-yard breaststroke (W)

**20-minute intermission: Starts at the conclusion of each respective gender's event**

28. 800-yard freestyle relay (M) – All but last heat of timed finals (slowest to fastest)

29. 800-yard freestyle relay (W) – All but last heat of timed finals (slowest to fastest)

27. One-meter diving (M) – Trials\*



## DIVISION III SWIMMING AND DIVING

**Finals - 6 p.m.**

**Event No.**

21. 200-yard butterfly (M)
22. 200-yard butterfly (W)
23. 100-yard backstroke (M)
24. 100-yard backstroke (W)
25. 100-yard breaststroke (M)
26. 100-yard breaststroke (W)
27. One-meter diving (M) – Finals\*
28. 800-yard freestyle relay (M) – Top Heat
29. 800-yard freestyle relay (W) – Top Heat

### **DAY 4 - Saturday, March 23**

**Trials - 10 a.m.**

**Event No.**

32. 100-yard freestyle (M)
33. 100-yard freestyle (W)
34. 200-yard backstroke (M)
35. 200-yard backstroke (W)
36. 200-yard breaststroke (M)
37. 200-yard breaststroke (W)

**20-minute intermission: Starts at the conclusion of each respective gender's event**

39. 400-yard freestyle relay (M)
40. 400-yard freestyle relay (W)
38. Three-meter diving (W) – Trials\*
30. 1,650-yard freestyle (M) – Fastest to slowest alternating genders; Note: 1,650 will follow immediately after the 400-yard freestyle relays in morning session
31. 1,650-yard freestyle (W) – Fastest to slowest alternating genders; Note: 1,650 will follow immediately after the 400-yard freestyle relays in morning session

**Finals - 6 p.m.**

**Event No.**

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

\*Note: For a detailed schedule of diving, refer to Rule 6-2-2b.1.b in the rules book.

**RATIO APPROVED BY COMMITTEE**

<b>Sport</b>	<b>Travel Party</b>	<b>Max Team Size</b>	<b>Per Diem</b>	<b>Per Diem</b>	<b>Ground Transportation</b>
M Swimming and Diving	One non-athlete for 1-5 swimmers Two non-athletes for 6-10 swimmers Three non-athletes for 11-15 swimmers Four non-athletes for 16 or more swimmers 1+ divers = 1 non-athlete	18 (no divers)  20 (with divers)	\$125	5 days per diem for all eligible travelers	57 cents per mile per person +local transportation \$25 per traveler per day
W Swimming and Diving	One non-athlete for 1-5 swimmers Two non-athletes for 6-10 swimmers Three non-athletes for 11-15 swimmers Four non-athletes for 16 or more swimmers 1+ divers = 1 non-athlete	18 (no divers)  20 (with divers)	\$125	5 days per diem for all eligible travelers	57 cents per mile per person +local transportation \$25 per traveler per day

# Appendixes

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## Appendix A • Sport Sponsorship

### NCAA GEOGRAPHICAL REGIONS - WOMEN

#### CENTRAL (62 INSTITUTIONS)

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

#### MIDWEST (14 INSTITUTIONS)

Austin College	McMurry University
Centenary College (Louisiana)	Nebraska Wesleyan University
Coe College	University of the Ozarks (Arkansas)
Grinnell College	Simpson College
Hendrix College	Southwestern University (Texas)
Loras College	Trinity University (Texas)
Luther College	Washington University in St. Louis

## DIVISION III SWIMMING AND DIVING

### NORTHEAST (132 INSTITUTIONS)

Albertus Magnus College  
Albright College  
Alfred State College  
Alfred University  
Allegheny College  
Amherst College  
Arcadia University  
Babson College  
Bard College  
Baruch College  
Bates College  
Bethany College (West Virginia)  
Bowdoin College  
Brandeis University  
Bridgewater State University  
State University of New York at Brockport  
Brooklyn College  
Bryn Mawr College  
Cabrini University  
Carnegie Mellon University  
Catholic University  
Cedar Crest College  
Chatham University  
Clark University (Massachusetts)  
Clarkson University  
Colby College  
Colby-Sawyer College  
Connecticut College  
State University of New York at Cortland  
State University of New York at Delhi  
Dickinson College  
Drew University  
Eastern Connecticut State University  
Elizabethtown College  
Elms College  
Fairleigh Dickinson University, Florham  
Franklin & Marshall College  
The State University of New York at Fredonia  
State University of New York at Geneseo  
Gettysburg College  
Gordon College  
Grove City College  
Hamilton College  
Hartwick College  
Hobart and William Smith Colleges  
Hunter College  
Husson University  
Immaculata University  
Ithaca College  
John Jay College of Criminal Justice  
Juniata College  
Kean University  
Keene State College  
King's College (Pennsylvania)  
Lebanon Valley College  
Lehman College  
Lycoming College  
State University of New York Maritime College  
Maine Maritime Academy  
Marywood University  
Massachusetts Institute of Technology  
University of Massachusetts, Dartmouth  
Messiah University  
Middlebury College  
Misericordia University  
Montclair State University  
Moravian University  
Mount Holyoke College  
Mount Saint Mary College (New York)  
Nazareth University  
University of New England  
The College of New Jersey  
State University of New York at New Paltz  
New York University  
Norwich University  
State University of New York at Oneonta  
State University of New York at Oswego  
Penn State University, Altoona  
Pennsylvania State University Erie, the Behrend College  
University of Pittsburgh, Bradford  
Plymouth State University  
State University of New York at Potsdam  
Purchase College, State University of New York  
Ramapo College  
Regis College (Massachusetts)  
Rensselaer Polytechnic Institute  
Rhode Island College  
University of Rochester  
Rochester Institute of Technology  
Roger Williams University  
Rowan University  
Saint Joseph's College (Maine)  
Salisbury University  
Sarah Lawrence College  
University of Scranton  
Simmons University  
Skidmore College  
Smith College  
Springfield College  
University of St. Joseph (Connecticut)  
Saint Joseph's College (Maine)  
St. Joseph's University, New York L.I.  
St. Lawrence University  
Saint Vincent College  
College of Staten Island  
Stevens Institute of Technology  
Stevenson University  
Susquehanna University

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**NORTHEAST (CONTINUED)**

Swarthmore College	Western Connecticut State University
Trinity College (Connecticut)	Western New England University
Tufts University	Westfield State University
U.S. Coast Guard Academy	Westminster College (Pennsylvania)
U.S. Merchant Marine Academy	Wheaton College (Massachusetts)
Union College (New York)	Widener University
Ursinus College	Wilkes University
Vassar College	William Paterson University of New Jersey
Washington and Jefferson College	Williams College
Wellesley College	Worcester Polytechnic Institute
Wells College	York College (Pennsylvania)
Wesleyan University (Connecticut)	York College (New York)

**SOUTH (36 INSTITUTIONS)**

Asbury University	Millsaps College
Berry College	Piedmont University
Birmingham-Southern College	Randolph College
Bridgewater College (Virginia)	Randolph-Macon College
Centre College	Rhodes College
Emory University	Roanoke College
Gallaudet University	Salem College (North Carolina)
Goucher College	University of the South
Greensboro College	Southern Virginia University
Guilford College	St. Mary's College of Maryland
Hampden-Sydney College	Sweet Briar College
Hollins University	Transylvania University
Hood College	Virginia Wesleyan University
Johns Hopkins University	*Warren Wilson College
University of Lynchburg	Washington and Lee University
University of Mary Washington	Washington College (Maryland)
Marymount University (Virginia)	William Peace University
McDaniel College	

**WEST (20 INSTITUTIONS)**

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

\*Not eligible for NCAA Championships competition.

**NCAA GEOGRAPHICAL REGIONS - MEN**

**CENTRAL (57 INSTITUTIONS)**

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

**MIDWEST (14 INSTITUTIONS)**

Austin College	McMurry University
Centenary College (Louisiana)	Nebraska Wesleyan University
Coe College	University of the Ozarks (Arkansas)
Grinnell College	Simpson College
Hendrix College	Southwestern University (Texas)
Loras College	Trinity University (Texas)
Luther College	Washington University in St. Louis

**NORTHEAST (114 INSTITUTIONS)**

Albertus Magnus College	Bethany College (West Virginia)
Albright College	Bowdoin College
Alfred State College	Brandeis University
Alfred University	Bridgewater State University
Allegheny College	State University of New York at Brockport
Amherst College	Brooklyn College
Arcadia University	Cabrini University
Babson College	Carnegie Mellon University
Bard College	Catholic University
Baruch College	Chatham University
Bates College	Clark University (Massachusetts)

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**NORTHEAST (CONTINUED)**

Clarkson University	Penn State University, Altoona
Colby College	Pennsylvania State University Erie, the Behrend College
Colby-Sawyer College	University of Pittsburgh, Bradford
Connecticut College	Plymouth State University
State University of New York at Cortland	State University of New York at Potsdam
State University of New York at Delhi	Purchase College, State University of New York
Dickinson College	Ramapo College
Drew University	Regis College (Massachusetts)
Eastern Connecticut State University	Rensselaer Polytechnic Institute
Elizabethtown College	University of Rochester
Elms College	Rochester Institute of Technology
Fairleigh Dickinson University, Florham	Roger Williams University
Franklin & Marshall College	Rowan University
The State University of New York at Fredonia	Saint Joseph's College (Maine)
State University of New York at Geneseo	Saint Vincent College
Gettysburg College	Salisbury University
Gordon College	Sarah Lawrence College
Grove City College	University of Scranton
Hamilton College	Skidmore College
Hartwick College	Springfield College
Hobart and William Smith Colleges	University of St. Joseph (Connecticut)
Husson University	St. Lawrence University
Immaculata University	Stevens Institute of Technology
Ithaca College	Stevenson University
Juniata College	Susquehanna University
Keene State College	Swarthmore College
King's College (Pennsylvania)	Trinity College (Connecticut)
Lebanon Valley College	Tufts University
Lehman College	U.S. Coast Guard Academy
Lycoming College	U.S. Merchant Marine Academy
Maine Maritime Academy	Union College (New York)
State University of New York Maritime College	Ursinus College
Marywood University	Vassar College
Massachusetts Institute of Technology	Washington and Jefferson College
Messiah University	Wells College
Middlebury College	Wesleyan University (Connecticut)
Misericordia University	Western Connecticut State University
Montclair State University	Westminster College (Pennsylvania)
Moravian University	Wheaton College (Massachusetts)
Mount Saint Mary College (New York)	Widener University
Nazareth University	Wilkes University
The College of New Jersey	William Paterson University of New Jersey
State University of New York at New Paltz	Williams College
New York University	Worcester Polytechnic Institute
Norwich University	York College (Pennsylvania)
State University of New York at Oswego	York College (New York)

\*Not eligible for NCAA championship competition.



## DIVISION III SWIMMING AND DIVING

### SOUTH (31 INSTITUTIONS)

Asbury University  
Berry College  
Birmingham-Southern College  
Bridgewater College (Virginia)  
Centre College  
Emory University  
Gallaudet University  
Goucher College  
Greensboro College  
Hampden-Sydney College  
Hood College  
Johns Hopkins University  
University of Lynchburg  
University of Mary Washington  
Marymount University (Virginia)  
McDaniel College

Millsaps College  
Piedmont University  
Randolph College  
Randolph-Macon College  
Rhodes College  
Roanoke College  
University of the South  
Southern Virginia University  
St. Mary's College of Maryland  
Transylvania University  
Virginia Wesleyan University  
\*Warren Wilson College  
Washington and Lee University  
Washington College (Maryland)  
William Peace University

### WEST (20 INSTITUTIONS)

California Institute of Technology  
California Lutheran University  
University of California, Santa Cruz  
Chapman University  
Claremont McKenna-Harvey Mudd-Scripps Colleges  
Colorado College  
George Fox University  
University of La Verne  
Lewis & Clark College  
Linfield University

Occidental College  
Pacific Lutheran University  
Pacific University (Oregon)  
Pomona-Pitzer Colleges  
University of Puget Sound  
University of Redlands  
Whitman College  
Whittier College  
Whitworth University  
Willamette University

## Appendix B • Swimming and Diving Coaches Checklist

### SWIMMING AND DIVING COACHES CHECKLIST

#### Before the NCAA National Championship

- Thoroughly review the [Pre-Championship Manual](#) and the Participant Manual (when available).
- Book your hotel accommodations (suggestions available on [ncaa.org](http://ncaa.org)).
- After Selections, book your travel by contacting [NCAA Shorts Travel representatives](#).
- Ticket information.
  - Be on the lookout for ticket information in early January.
- Enter your student-athletes for selection! (see the Pre-Championships Manual, Section 2.2 for details).

#### Important Dates

- Please review Section 1.3 – Important Dates.

#### After Selections

- Upload your logo and photos of participating student-athletes to [ncaachampionships.info](http://ncaachampionships.info) (username: ncaaschools, password: ncaafpt) **no later than Friday, March 15**.
- Nominate your student athletes for the Elite 90 award by 5 p.m. Friday, March 15. See [ncaa.org](http://ncaa.org) for further details.
- Obtain a prescription from your athletic trainer or team physician for any student-athlete requiring specific treatment (i.e., ultrasound, electrical stimulation, etc.).

#### About the NCAA National Championship

##### Registration

- Register your team at the Greensboro Aquatic Center on Monday (4 – 9 p.m.) or Tuesday (7 a.m. – 5:30 p.m.). At this time, you must confirm your entry list and pick up championship packet including deck passes.
- One additional deck pass may be purchased per gender team for the price of an all-session ticket.
- Provide your team banner to facility staff.

##### Coaches Meetings and other Events

- Mandatory diving coaches (virtual) – Tuesday at 2 p.m.
- Mandatory swim coaches (virtual) – Tuesday at 3 p.m.
- Senior recognition is Friday night at 5:45 p.m. (just prior to the National Anthem). Please have your seniors dressed in institutional warm-ups and sent to the ready room at 5:15 pm.

##### Other Items

- Scratch deadline is 5 p.m. the day preceding an event.

## DIVISION III SWIMMING AND DIVING

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- All swimmers and divers must be present and wear their institution's official warm up to receive awards immediately after the championship of each event (with the exception of the 1650 and 800 Free relays, which are timed finals – awards follow the final heat at night).
- Student-athletes are subject to drug testing. If chosen, they must submit to such tests.
- Do not include the NCAA logo on institutional team championship wear. See the Pre- Championships Manual, Section 7 and 1.6 for more details.
- Provide biographical information for finalists to the announcer in a timely fashion.

### After the NCAA National Championship

- All institutions participating in the championships must request expense reimbursement through the [NCAA Travel Expense System \(TES\)](#).
- Order official NCAA championship participation award.
- Complete the NCAA championship participant survey.

## Appendix C • Conversion Table and Altitude Adjustments

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

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

Event	Factor
400 meters to 500 yards	1.153
800 meters to 1,000 yards	1.153
1,500 meters to 1,650 yards	1.013
All other events	0.906

Please note that the conversion table above does not reflect what is included in the NCAA Swimming and Diving Rules Book. This document reflects what will be used for selection to and seeding at the 2024 Division III Swimming and Diving Championships. All time standards, consideration standards and optional-entry standards may be achieved only in 25-yard or 25-meter racing courses. No times achieved in 50-meter courses will be eligible for selection.

**Altitude Adjustments.** 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
1,650 Yards/1,500 Meters	11.0	20.0	32.5

Information relative to the adjustment must be noted on the USA Swimming database entry and must include the name of the competitor, event, date of performance, elevation location, actual time and corrected time. For championships conducted at an altitude of 3,000 feet or higher, records set must be actual times swum, not altitude-adjusted times.

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