2026 DIII
SWIMMING & DIVING
CHAMPIONSHIPS

SITE REPRESENTATIVE 2025-26 MANUAL

Division III Swimming & Diving

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Section 1 • Introduction

Section 1•1 Overview

Thank you for serving as an NCAA site representative at one of the NCAA Division III Diving Regionals.

During the preliminary round(s) of championships competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Division III Men's and Women's Swimming and Diving Committee. As such, NCAA site representatives are expected to conduct preliminary-round championships competition according to the policies and procedures outlined in this manual, the prechampionships manual and the host operations manual. NCAA site representatives are also responsible for conducting both the administrative meeting and the officials' meeting before the start of preliminary-round competition.

In preparation for your role, please review and have on hand the following documents, which are located on ncaa.org:

- **Prechampionships manual**
- **Host operations manual**

These documents, as well as the information found in this manual, are invaluable resources for you and should be your first reference when questions arise. If you have any questions or concerns, please contact the NCAA staff or the Division III Swimming and Diving Committee chair. On behalf of the NCAA and the Division III Swimming and Diving Committee, thank you for your time and efforts.

Section 1•2 Responsibilities of Site Representatives

The following is a general overview of the site representative's responsibilities:

- To serve as a representative of the NCAA during the diving regionals;
- To conduct championships competition according to the polices and procedures outlined in the prechampionships manual and host operations manual;
- To conduct the administrative meeting in conjunction with the championships;
- To conduct a prechampionships videoconference with teams, administrators and host (if applicable);
- To serve as a resource for visiting teams and the tournament director;
- To complete an evaluation of the tournament site; and
- To communicate in a timely fashion to the NCAA championships staff any issues and concerns that occur at the site.

Section 2 • Contact Information

Section 2•1 NCAA Staff and National Committee

NCAA STAFF

Corey Bray
Associate Director, Championships and Alliances
P.O. Box 6222
Indianapolis, IN 46206-6222
Phone: 317-917-6076
Cell: 463-302-2048
Email: **cbray@ncaa.org**

CJ Sowards
Assistant Coordinator, Championships and Alliances
P.O. Box 6222
Indianapolis, IN 46206-6222
Phone: 317-917-6001
Email: **csowards@ncaa.org**

DIVISION III SWIMMING AND DIVING COMMITTEE

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

Abby Jarvis
Assistant Commissioner
Northwest Conference

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

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

Shawn Austin
Head Men's and Women's Diving Coach
State University of New York at Geneseo

Carolyn Miles
Deputy Director of Athletics/SWA
Williams College

Kiki Jacobs, chair
Director of Athletics
Roger Williams University

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

Section 3 • Selection and Overview

Section 3•1 Conflict of Interest

The NCAA is a voluntary Association comprised of public and private institutions and conferences governed through a membership-led committee structure. Within the governance structure, committee members must carefully balance their responsibilities to their respective institutions and/or conferences with the obligation to advance the interests of the Association, the division or the sport, and ultimately enhance the student-athlete experience. While the fiduciary obligations of committee members to their own institution, their conference and to the Association ordinarily are not in conflict, it is recognized that as a representative membership organization, committee members' fiduciary obligations are first to their institution, second to their conference and third to the Association. NCAA committee service involves important ethical and moral obligations. Committee integrity is critical to the decision-making process and includes trust, confidentiality and honesty in all issues and aspects of service and representation. NCAA committee members shall disclose any conflict or potential conflict between their respective personal, professional, institutional, conference or business interests and the interests of the Association that may affect or otherwise threaten such integrity, in any and all actions taken by them on behalf of the Association, for committee evaluation under this statement. When considering disclosures, keep in mind those may result in an "excess benefit transaction" under Section 4958 of the Internal Revenue Code of 1986, as amended (the "Code") or other tax or other laws that may apply.

A committee member who receives information under confidential or nondisclosure terms, including but not limited to Association business or litigation matters, shall adhere to those confidential obligations as a primary matter. In addition to any fiduciary obligation to their institution and conference, committee members also have a fiduciary duty to the Association not to use nonconfidential knowledge or information obtained solely due to service on that committee to the disadvantage of the Association. Further, a committee member shall not participate in the committee's discussion or vote on any action that might bring direct or indirect personal financial benefit to the member or any organization (other than the member's institution or conference) in which the member is financially interested. A committee member should also not participate in a discussion or vote for which the member's institution or conference is to be accorded a special benefit beyond benefits shared with other institutions or conferences or is to receive a penalty or disqualification. A violation of either of the above rules by a member of the committee shall not invalidate the action taken by the committee if, following disclosure of the conflict of interest, the committee authorizes, ratifies or approves the action by a vote sufficient for the purpose, without counting the vote of the committee member with the conflict of interest, and the appropriate oversight body approves the action.

A committee member is responsible for advising the chair of any actual or potential conflicts of interest or obligations which they may have hereunder and should recuse themselves from participating in proceedings, as may be warranted by this policy. Abuse of one's position as a member of a committee may result in dismissal from that position. Where such abuse appears evident, a committee member will be notified by the committee chair and will have the opportunity to present a rebuttal or details of the situation. A committee member who acts contrary to this policy may void defense and indemnity privileges that are provided by the Association in connection with committee service.

Section 3•2 Neutrality

Site representatives are representing the NCAA and should be neutral in this role. We ask site representatives to dress professionally while avoiding any clothing that denotes institutional and/or conference affiliation.

Section 3•3 Evaluations

For each round of the championship, links to electronic surveys will be sent from the NCAA to the participating teams, tournament directors, officials and site representatives at the completion of competition.

Section 4 • Responsibilities

Section 4•1 Individual Championships

NOT LATER THAN TWO DAYS PRIOR TO COMPETITION

- Contact tournament director regarding the following:
  - Confirm your arrival time and hotel accommodations, if needed.
  - Confirm practice and competition times.
  - Discuss neutrality.
  - Discuss equipment to be received and equipment to be provided.
  - Confirm date, time and location of administrative and officials meetings.
  - Security/safety plan.
  - Ensure host medical staff are prepared to be at practices and competitions.
  - Discuss locations of the following:
    - Media/interview areas (if applicable).
    - Athletic training room area.
    - Video recording and photography areas.

NOT LATER THAN ONE DAY PRIOR TO COMPETITION

- Check with host on the following shipments:
  - NCAA signs.
  - Merchandise from Event 1.
- Review drug-testing policies and procedures if your site is chosen.
- Check with tournament director to see if he or she has questions.

DAY OF PRACTICE/COMPETITION

- Arrive at host site a minimum of one hour before the first practice.
- Greet officials and visiting team(s) as they arrive.
- Meet with tournament director to discuss the following:
  - Entrances – public, teams, officials, staff.
  - Ticket locations (if applicable).
  - Communication (radios), if necessary.
  - Crowd control.
  - Review schedule.
  - Check to be sure equipment is ready.
  - Expected media.
  - Band/spirit squad/mascot procedures, if applicable.
  - Personnel are in place.
  - Security plan.
  - Inclement weather, if applicable.

- Perform a facility walk-through and review the following:
  - Media area.
  - Team bench area(s).
  - Scorer's table, if applicable.
  - Locker rooms (teams and officials) and security.
  - Merchandise sales area.
  - Program sales area, if applicable.
  - Overall look and treatment of facility.
  - Signs – all commercial signs must be removed or covered.
  - Scoreboard – advertising covered or removed.
  - Test all electronic equipment.
  - Video recording/photography areas.
  - Scouting seats, if applicable.
  - Training room.
  - Nonparticipant seating, if applicable.
- Miscellaneous items:
  - Make sure athletic trainer is available at all practices.
  - Make sure NCAA logo rule is being observed.
  - Review parking.
  - Review administrative meeting agenda with tournament director. Make sure copies are available for the meeting.
  - Confirm SID is prepared to report results at conclusion of competition.
  - Review script with communications representative/PA announcer.
- Lead administrative meeting:
  - Review NCAA administrative policies.

END OF COMPETITION

- Make sure officials are safely off the pool deck.
- If a misconduct occurs, please contact the NCAA championship manager.
- Attend media interviews and be sure cooling-off period occurs.
- Check in with drug testing to see that there are no issues, if applicable.

BEFORE LEAVING SITE

- Obtain a final copy of stats sheets and remind SID to send results as requested by NCAA.
- Confirm that the tournament director has everything taken care of and remind them to complete surveys.
- Call/email NCAA national office with quick report.

WITHIN 48 HOURS AFTER COMPETITION

- Complete all requested evaluations.
- Complete misconduct forms, if applicable.
- Submit online expenses (NCAA will email link after competition). See **Appendix C** for instructions.

Section 5 • Travel, Lodging and Expense Reimbursement

Section 5•1 Travel

All site representatives will be selected, if possible, by proximity to the host site. The NCAA will provide reimbursement for mileage for up to 500 miles each way to and from the host site.

Section 5•2 Lodging

The host institution will be responsible for providing hotel accommodations as needed. It is the responsibility of the site representative to inform the tournament director if a hotel room will be needed. Room and tax will be billed to the host institution.

Section 5•3 Expense Reimbursement

All site representatives will receive a $75 per diem for each day of travel and competition. All miscellaneous expenses are covered by the per diem. Once competition concludes, please submit your expenses via the Travel Expense System (NCAA will email link after competition). See **Appendix C** for instructions.

Section 5•4 Team Transportation Contact Numbers

SHORT'S TRAVEL MANAGEMENT

Phone Number	866-655-9215
Email	**ncaaalo@shortstravel.com**

NCAA TRAVEL GROUP

Phone Number	317-917-6757
Email	**travel@ncaa.org**
Website	**ncaa.org/championships/travel/championships-travel-information?division=d1**

Section 6 • NCAA Administrative Guidelines

All policies listed in this section MUST be reviewed during the administrative meeting.

Section 6•1 Logo Policy

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).

Section 6•2 Misconduct Statement

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice that discredits the event or intercollegiate athletics.

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

Section 6•3 Use of Tobacco Products

[Reference: Bylaw 11.1.5 in the NCAA Divisions I, II and III Manuals, Bylaw 17.1.8 in the NCAA Division I Manual, Bylaw 17.1.9 in the NCAA Division II Manual and Bylaw 17.1.6.3 in the NCAA Division III Manual.]

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

Section 6•4 Drug-Testing Statement

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events. Although knowing prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug testing site. The courier will remind student-athletes to contact their team representative.

FREQUENTLY ASKED QUESTIONS FOR COACHES

Please review this section for questions that may arise regarding drug testing.

Q. Where is the drug-testing facility for this championship?

A. Check with the tournament director, drug-testing site coordinator or the NCAA championships staff member for specific location.

Q. How long does drug testing take?

A. The length of the collection process depends on the student-athlete's ability to provide an adequate urine specimen. If the student-athlete provides an adequate urine specimen immediately on arrival at the drug-testing facility, the entire process usually is completed in approximately 20 minutes.

Q. What is an institutional representative?

A. For Individual/Team Championships (e.g., golf, tennis, track and field, swimming and diving): An institutional representative is an individual (e.g., coach, athletic trainer) who should be informed by the student-athlete that he/she will be proceeding to drug testing. On occasion, an institutional representative must certify the identity of the student-athlete at the drug-testing site.

Q. When is the institution notified of drug testing?

A. For Individual/Team Championships: Only the student-athlete is notified of his/her selection for drug testing. The student-athlete is then responsible for notifying an institutional representative of his/her selection.

Q. When are student-athletes notified of their selection for drug testing?

A. For Individual/Team Championships: An official drug-testing courier will notify student-athletes of their selection for drug testing, usually after completion of the student-athlete's event, session or day of competition. The student-athlete then informs an institutional representative from his/her institution before proceeding to the drug-testing site.

A. For All Cases: At the time of notification, the student-athlete will be instructed to read and sign a drug-testing notification form.

Q. When do student-athletes need to report to drug testing?

A. For Individual/Team Championships: The official drug-testing courier will provide the student-athlete with specific instructions about when to report to drug testing.

A. For All Cases:

- Before checking into the drug-testing site, all student-athletes must inform an institutional representative of their selection for drug testing.
- Before checking into the drug-testing site, student-athletes must complete all award and media obligations, if any.
- Before leaving the championships venue, coaches should check with all student-athletes to make sure they have completed their drug testing obligations.

Q. What if a student-athlete has trouble providing an adequate urine specimen? Can the student-athlete leave and come back later? What if the team must leave and a student-athlete is still in drug testing?

A. A student-athlete cannot be released from the drug-testing site until an adequate specimen is provided, no matter how long it takes.

- If the rest of the team must depart the championships site prior to a student-athlete completing drug testing, an institutional representative must stay with the student-athlete.
- A coach should check with the drug-testing site coordinator for information regarding transportation back to the student-athlete's hotel.
- If the student-athlete and/or institution incur additional expenses because of the delay in drug testing (e.g., hotel, transportation back to campus), the institution may request reimbursement from the NCAA.

Q. Will the student-athlete or the institution be reminded of their drug-testing obligation if they defer testing until later that session or day?

A. No. Once the student-athlete and the institutional representative have signed the drug-testing notification form, it is their obligation to arrive at the drug-testing site at the appropriate time.

Q. Must a coach or other institutional representative accompany each student-athlete to the drug-testing site?

A. For Individual/Team Championships: It depends. If the student-athlete deferred drug testing until later that day, an institutional representative must be at the collection station to certify the identity of each student-athlete before the student-athlete will be allowed to check in. Otherwise, the official drug-testing courier will accompany the student-athlete to drug testing.

Section 6•5 Inclement Weather

If weather conditions could alter the approved schedule, the site representative must contact the NCAA championship manager before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

LIGHTNING AND WEATHER DETECTION SERVICE

The NCAA partnered with DTN (WeatherSentry) to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championships. This service is provided so that all sites will have resources available to ensure the safety of student-athletes, spectators and event management staff. The site representative should request that the tournament director include his/her email and/or phone via text to the WeatherSentry system so he/she can receive the weather updates. For detailed lightning and weather guidelines, refer to **Appendix D**.

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Appendix A • FAQs

Q. Officials asked me how they will receive their payment and when they should expect it since the host no longer pays them.

A. The NCAA pays all officials directly. There is not a set timetable for payment. All inquiries should be directed to the championship manager.

Q. A fight broke out in the stands between the fans of the home and visiting teams. What responsibility do I have to take care of this?

A. You should first notify the tournament director that he/she needs to obtain security in the section where the fight broke out. After the fight, please gather as much information as possible from the tournament director and security, including what happened, whether anyone was removed from the competition site and resolution. You should write all facts down and send them to the championship manager via email. If the situation is severe, please immediately call the championships manager to inform him/her of what occurred.

Q. A team arrived late for its practice due to its bus breaking down. What should I do?

A. Collaborate with the host to try to get the team its full allotment of practice time, if possible.

Appendix B • Administrative/Coaches' Meeting Agenda

AGENDA

National Collegiate Athletic Association
2026 NCAA Division III Men's and Women's Regional Diving Meet
Coach Meeting Agenda

Meeting should include the following: site representative; participating team coaches; meet director, sports information liaison, athletic trainer and other necessary individuals from host institution.

On Site — Feb. 27, 2026
10 a.m. Local Time

1. Welcome.
2. Introductions of host personnel and site representative.
3. Review meet schedule (order of events, start times, warm-up schedule, etc.).
4. Facility information (diving boards, diving well, hot tub, dry land area, changing areas, location of athletic training/hydration, hospitality, etc.).
5. Parking.
6. Athletic training information (medical procedures, emergency contacts, availability of trainers/medical personnel and training facilities, etc.).
7. Media information.
8. Emergency evacuation plan and any other safety and security information.
9. Any other host/facility/local information.
10. Selection of judging panels.
11. Selection of meet committee.
12. Review allocations for Division III national championship.
    a. The allocations for the 2026 men's championships are:
       Region 1 (Kalamazoo) — 8
       Region 2 (Emory) — 8
       Region 3 (Conn. College) — 4
       Region 4 (RIT) — 4
    b. The allocations for the 2026 women's championships are:
       Region 1 (Kalamazoo) — 9
       Region 2 (Emory) — 6

Region 3 (Conn. College) — 7
Region 4 (RIT) — 7

13. Protest Procedure.

14. Registering for Championships Finals. All dive lists for those divers who qualify for the NCAA National Championship will be automatically rolled over in DiveMeets.

15. Misconduct Policy Statement. *(Site representative reads aloud)*
"Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice that discredits the event or intercollegiate athletics."

16. Drug Testing Statement. *(Site representative reads aloud)*
"NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

Although knowing prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative."

17. Uniform and Logo Policies. Remind coaches that the uniform and logo policies will be enforced for practice and competition.

18. Other Business. Review/Remind coaches of the diving tiebreaker procedure and diving qualification procedure that are in the manual. Remind interested coaches to consider submitting a bid for hosting a diving regional in 2027.

19. Adjournment.

Appendix C • Travel Expense System – Traveler User Guide

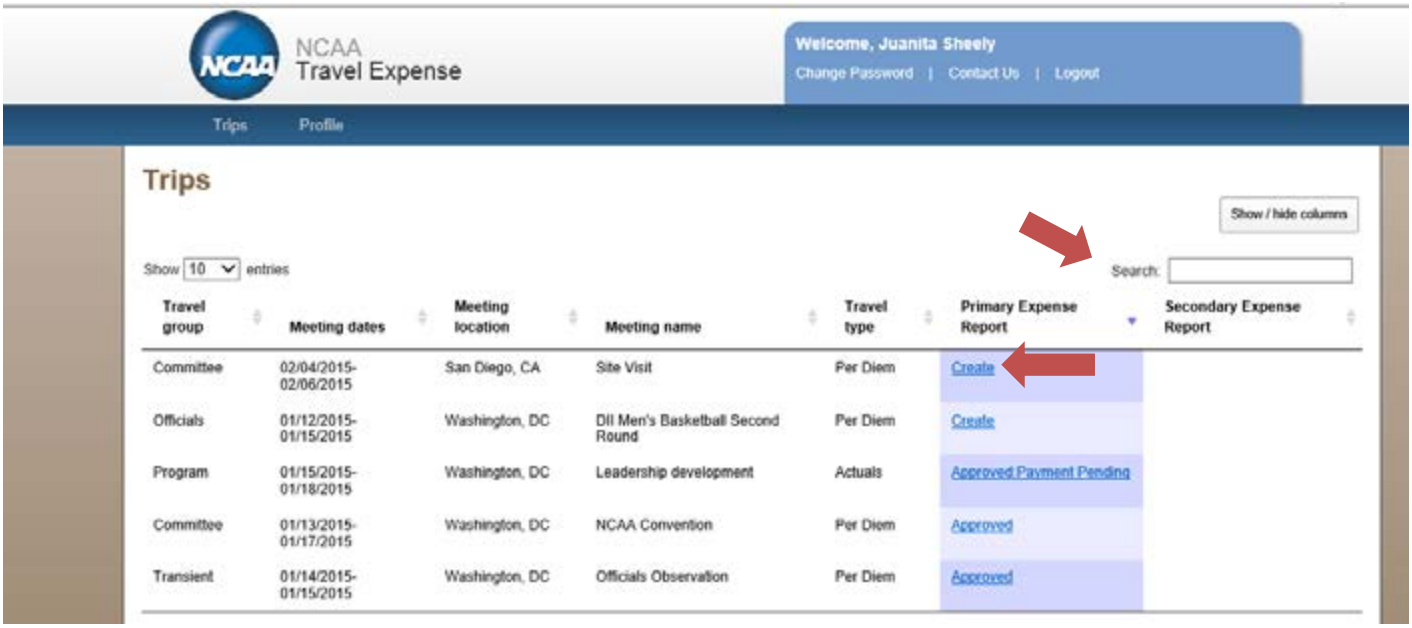
TRAVEL EXPENSE SYSTEM – TRAVELER USER GUIDE

1. On the last day of your meeting or trip, your staff liaison will authorize you to file an expense report. Once authorized, you will receive an email advising you to file your expense report and giving you the link to the system and login instructions.

2. The new system was redesigned to offer the following conveniences:
   a. One username and password for all trips.
   b. View the status of all expense reports, as well as payment information, in one place.
   c. Simplify the system and improve usability.

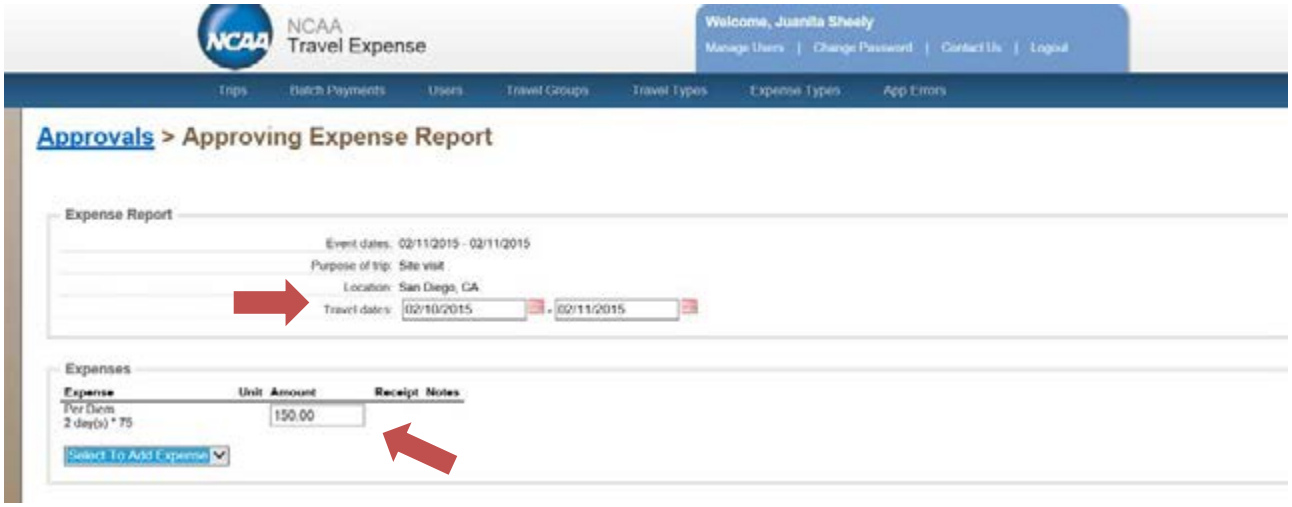
3. Once you have received your email, follow the instructions to access the system and log in. On the home screen, you will see a list of all expense reports for which you are authorized, as well as those already filed. Click on the column headers to sort the list as you prefer or use the Search box to locate a particular trip.

4. To begin a new expense report, click on the Create link.



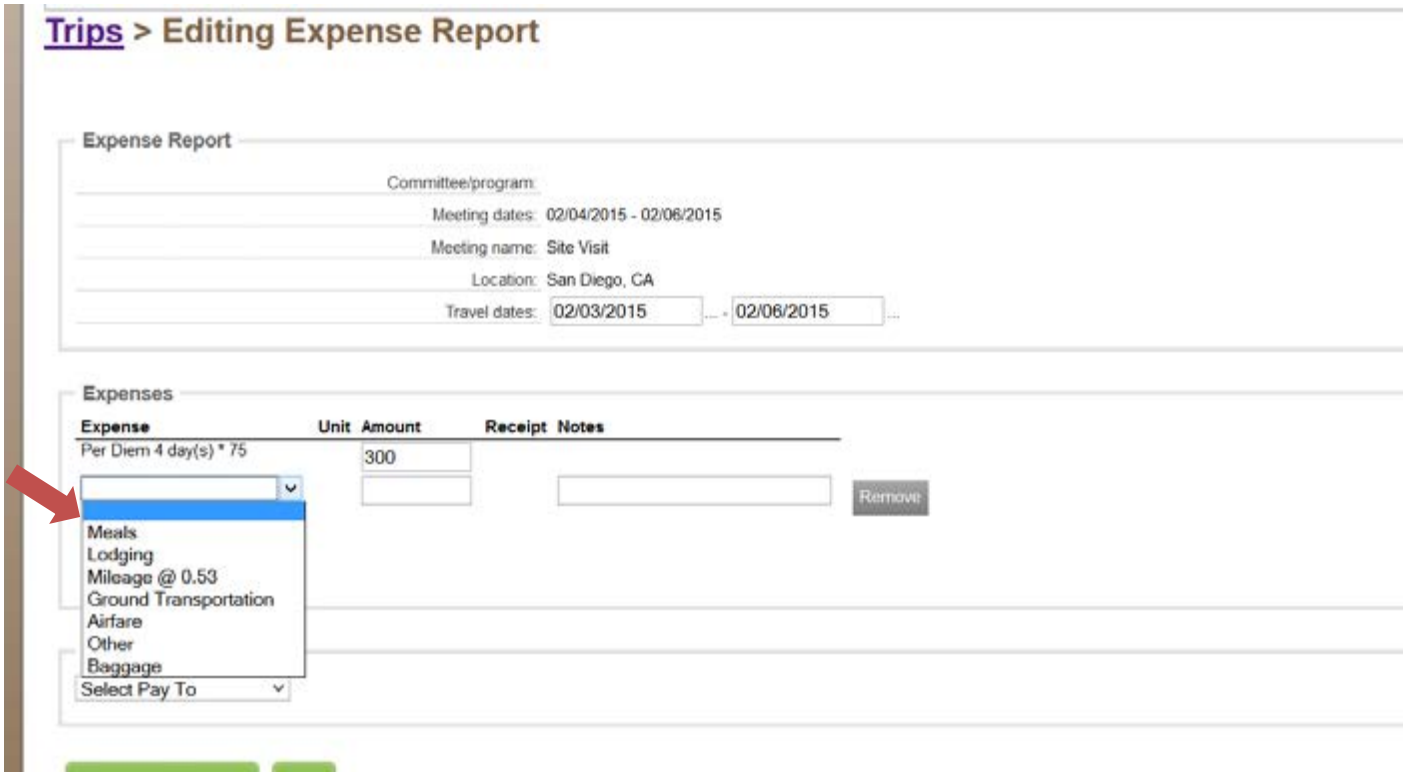
5. First enter your travel dates. You can type the dates in or use the calendar icons to select them.

6. If you are eligible for per diem, your reimbursable amount will automatically populate based on your travel dates and the dates authorized by your staff liaison.

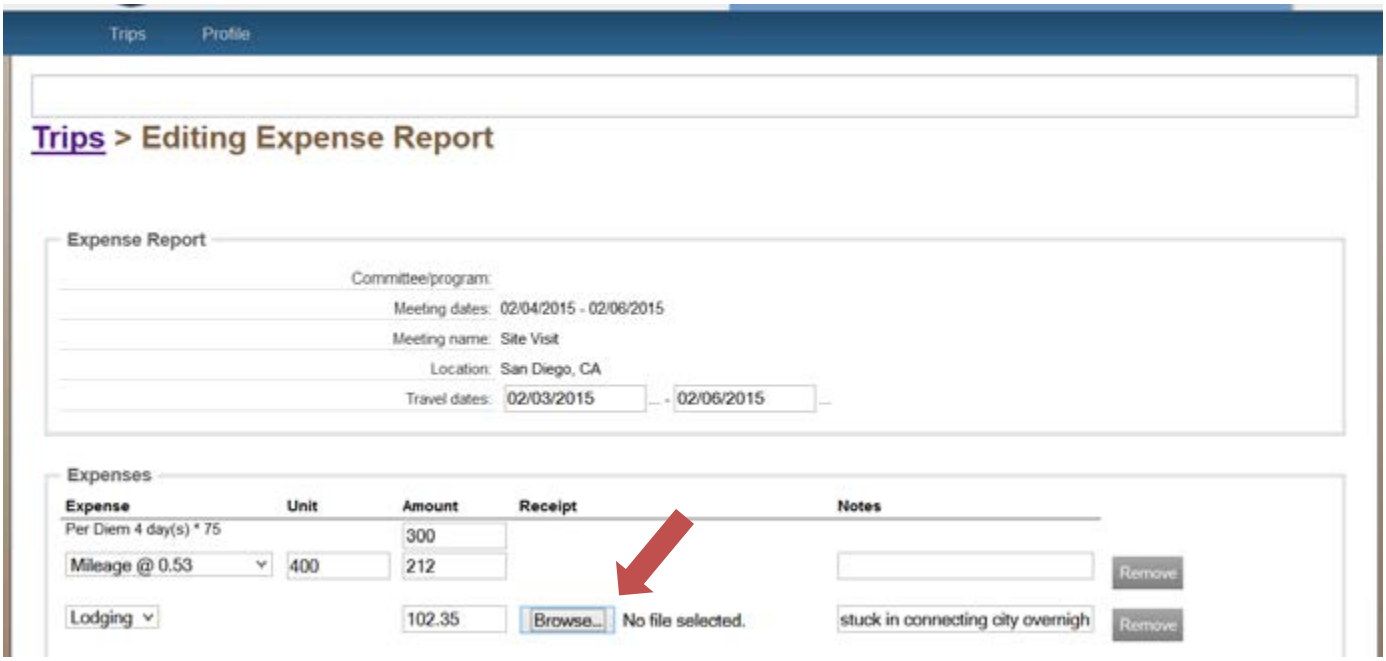


7. If you have other expenses to claim, click the Select to Add Expense drop-down menu, and choose the expense type from the drop-down menu. Note, if per diem is paid by the NCAA, the NCAA does not reimburse items such as meals, parking, lodging, ground transportation, tolls, etc., except in extraordinary circumstances. Per diem travelers will most often claim mileage and baggage fees.

   For each expense, enter the amount being claimed. If you are claiming an expense not ordinarily reimbursed, use the notes section to provide your reason for the request.

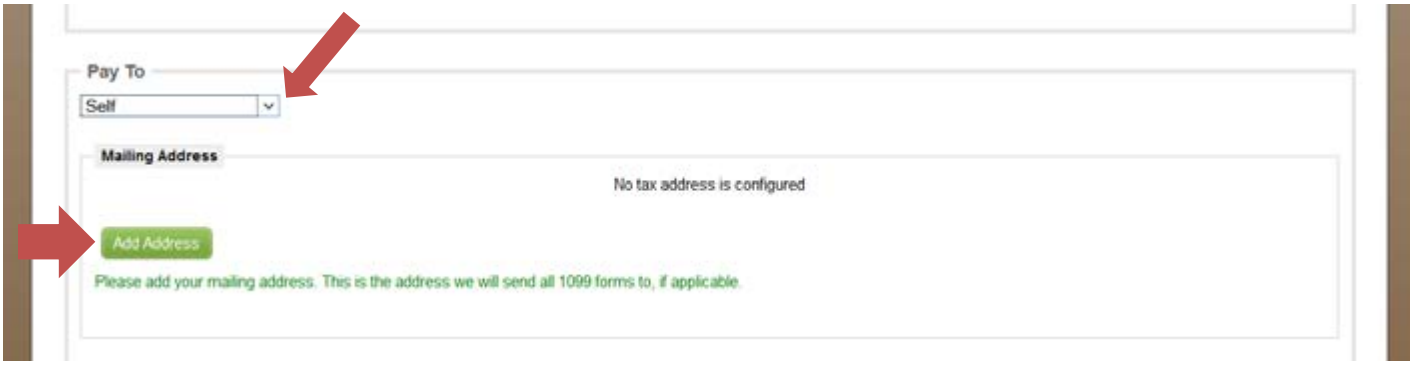


8. Some expenses will require you to submit receipts. When required, the Receipt field will be populated. To submit, simply click the Browse button and attach the appropriate file from your computer. The system can only accept pdf files.

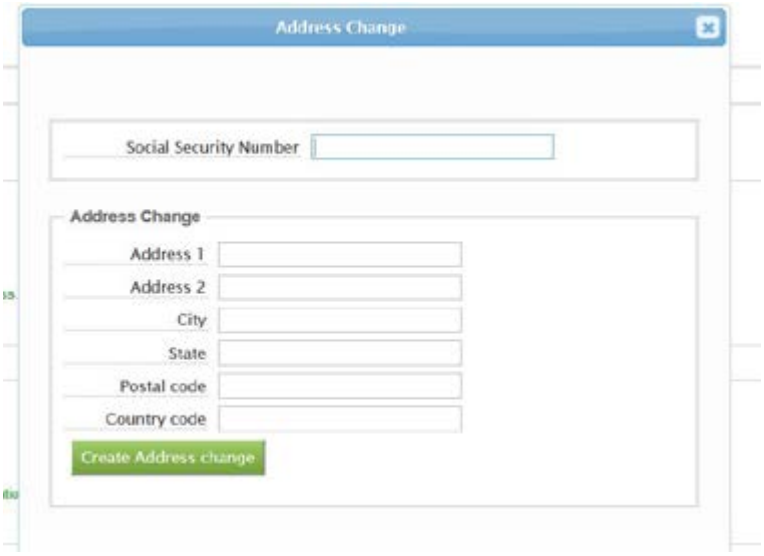


9. Once all expenses are entered, choose who payment should be made to. You can choose yourself, or your institution, conference, or business.

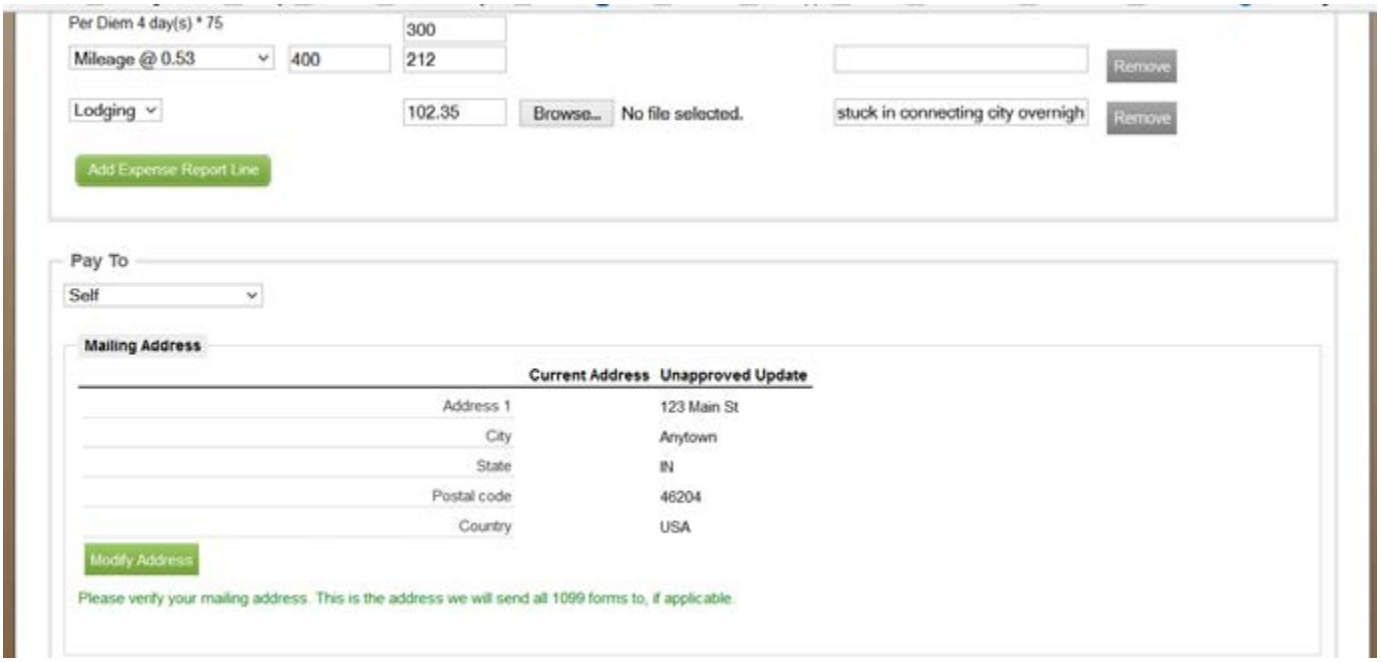
   To choose yourself, select Self from the drop-down menu. If the system does not have a record of paying you previously, you will need to add your address by clicking the Add Address button.



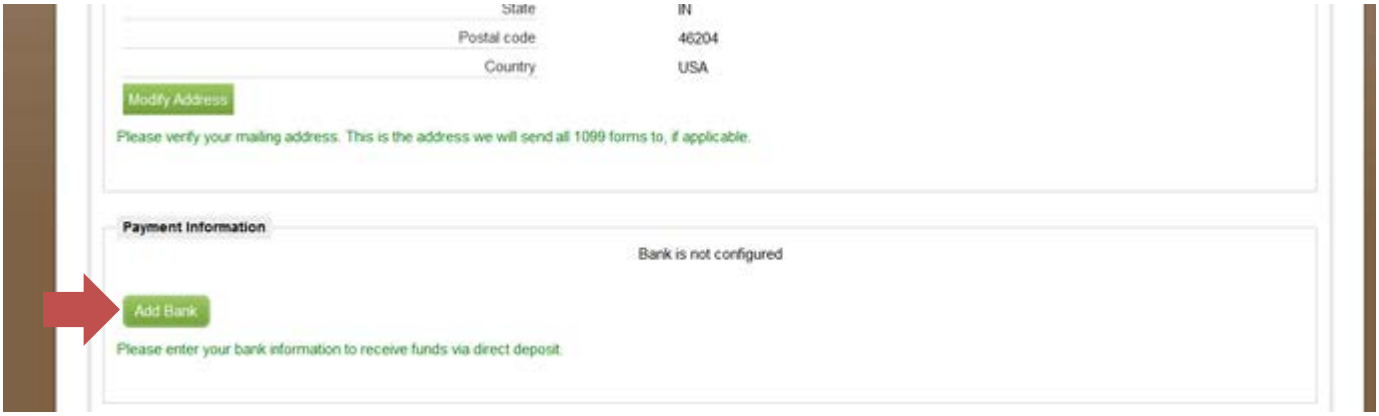
10. On the address screen, enter your Social Security Number and current mailing address in the fields provided. When complete, click Create Address change to be taken back to the expense entry screen.

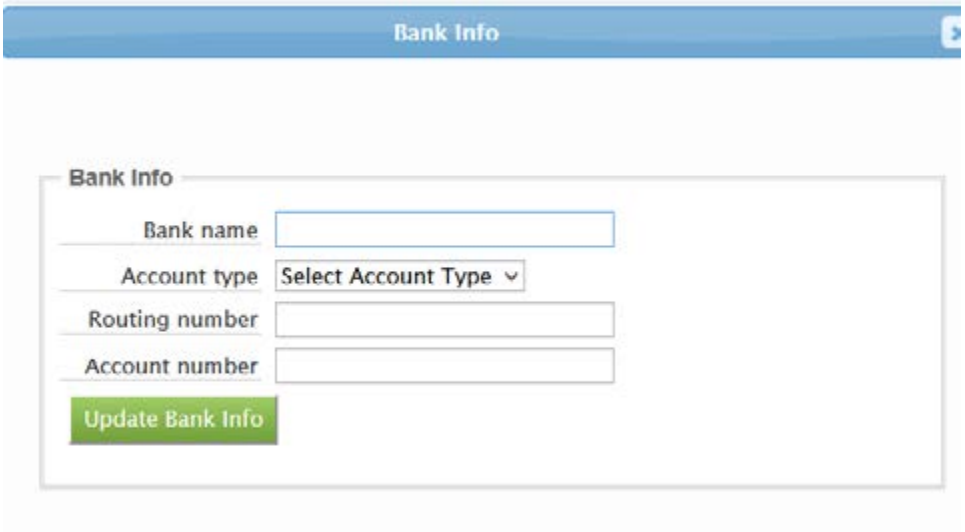


If the system indicates you were previously paid by the NCAA, the address we currently have on file for you will be shown. Please be sure that address is correct or enter any changes by clicking Modify Address.



11. Finally, if the payment is being made to you, we will need your bank information to pay you by electronic funds transfer, or direct deposit. As with your address, if the system does not have your information on file, you will need to click Add Bank and complete the required fields. Once complete, click Update Bank Info.





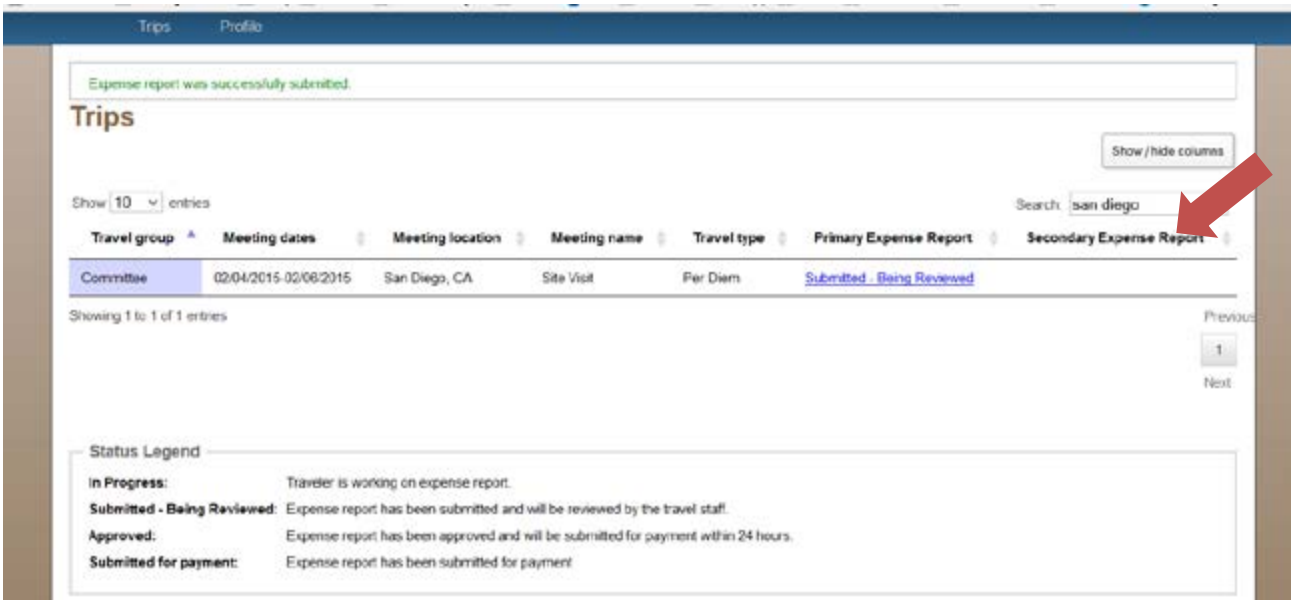
If the system indicates you were previously by the NCAA, the bank information we currently have on file for you will be shown. Please be sure that information is correct or enter any changes by clicking Modify Bank.

12. Once all expense, address and bank information is complete, click Submit to file your expense report. You will receive an email confirmation that the report was submitted. You can also follow the status on your home page.

13. If the expense report should be paid to your institution, business or conference, choose Organization from the drop-down menu. Then begin typing the name in the Select Organization field and choose the correct one from the list. Payments made to an organization do not need to provide address or bank information.

14. Did you forget an expense? If you find you haveve forgotten to claim an expense after you have clicked submit, you can still request reimbursement. Simply log back into the system. Any report eligible to have a forgotten expense claimed, will have a Create link available in the Secondary Expense Report column. This option will only be available after the primary expense report is approved and submitted for payment.

    If the Secondary Expense Report option is not available, contact the travel department and an adjustment to the report can be made.



If you have trouble using the system, please contact the travel department at travel@ncaa.org or 317-917-6757.

Appendix D • Lightning and Weather Guidelines

NCAA LIGHTNING DETECTION PROCEDURES

MXVISION WEATHERSENTRY ONLINE®

MxVision WeatherSentry Online is a Web-based and mobile application subscription to a lightning detection and weather monitoring system. Your site specific username and Password *will be emailed 48 hours before the start of your event.*

NOTIFICATION EMAIL AND MONITORING LOCATION

After you receive your registration confirmation from DTN, you should confirm that the correct monitoring information was entered.

1. Log on to http://weather.dtn.com. You will be asked for your username and password. Enter the information that was provided to you from DTN. All information is case sensitive. You can also download the app search for WeatherSentry and use same login and password as the desktop. This is also case sensitive.

2. Once you have entered the site, you will see your "Dashboard" screen. Under "choose a location" you will see a link for "manage locations". Verify that your site information is listed as the monitoring site. Please note that any changes in the "Settings" area must be completed by clicking on "Save Changes" at the bottom right of the screen.

3. Once you have verified your site, you should verify that your notification devices are properly identified. Click on the "settings" icon on top right and then "Recipients." This will allow you to view the email addresses or SMS text that will be used to notify you in the event of lightning in your immediate area or inclement weather.

4. Once your contact device is established and verified, click on the "blue edit icon" to the right of the names. This will allow you to designate "Quiet Periods" or times when you will not receive any notifications. It is recommended that "Quiet Period 1" be set from midnight until the time you would like to begin receiving notification and that "Quiet Period 2" be set from the time you would like to stop receiving notification until midnight.

5. Once your event is over, return to the "settings" then "recipients". UNCHECK the enable box for each email address/phone number. This will discontinue all notifications to those devices.

VIEW PERSONAL MAP

From the "Dashboard" screen, you can click on the radar image. This will enlarge the radar image of your area You will see the warning and the alert rings for the lightning monitoring for your site.

Here are some helpful tips for using this page:

1. On the top of the screen, layers, you can click on any of the boxes to customize the view of your local map with as much or as little information that you would like. The alert ring is a 30-mile radius from your competition site, and the warning ring is an eight-mile radius from your site. Once lightning enters your alert site, you should begin preparations to protect the student-athletes and spectators. Once lightning enters the warning ring, you must stop competition and move student-athletes and spectators to safe areas. You may not begin any activity until 30 minutes have passed since the last lightning strike inside the warning ring. Lightning strikes will disappear from the screen once they are 30 minutes old.

2. You can put the radar in motion by clicking on the arrow at the bottom of the page. This will assist you in tracking rain activity in your area.

3. The information in the PrecipTimer® and the Lightning Manager® on the Dashboard will show you current activity in your area. Red equals stop under Lightning Manager meaning lightning is in your warning area along with a countdown timer defaulted at 30 minutes.

Please take some time to become familiar with the features of this product. For example, you can obtain direct information from the National Weather Service or an hourly forecast for your location by using the tabs on the left side of the home screen.

PROGRAM SUPPORT **https://weathersentry.dtn.com/**

If you are having difficulty using this program, please use the Help section located on the upper right-side corner of the screen. This will have many answers to questions regarding the function of this system.

For technical support, call 1-800-610-0777 and select option two for service.

If you would like more information on the service, please contact:

Steve Tinnell w/DTN
402-980-3288
steve.tinnell@dtn.com

Appendix E • Diving Tiebreaker

TEIBREAKER PROCEDURE

(Applies to ties on individual board to identify order of finish)

In the event of a tie between two or more divers 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 occurred. The diver with the highest total optional score would have the higher finishing position at their regional event. 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. All ties must be broken prior to diving qualifications/allocations being identified.

QUALIFICATION PROCEDURE

(Applies to identification of each allocated spot)

When all results are made final, including any tiebreakers, the allocated spots will be determined as follows (refer to the Diving Selection Criteria for allocation formula):

1. First place finishers from each board will be selected, using two of the allocated spots. If the same person finishes first on both boards, only one allocation will be used for that diver.
2. Next, second place finishers from each board will be selected, using two of the allocated spots. If the same person finishes second on both boards, or one/both divers were already selected, 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 are assigned for each region.
4. If there is one allocation left and two divers who have not been selected are up for qualification, finishing in the same ranking on each board, the committee will use the diver's combined score made up of their own one-meter and three-meter scores. The competitor with the highest score will be invited to the meet, earning the final allocation.

PROTEST PROCEDURE

- At the coach meeting, a protest committee must be designated that will hear and decide all protests.
- The committee shall consist of five coaches who are selected at the coach meeting. An alternative coach should also be identified in case a diver coached by one of the five protest committee members is involved in the protest. The NCAA site representative and head referee will serve as advisors (non-voting) to the protest committee.
- If a protest should occur, the protesting coach should find a member of the protest committee to turn in the protest form.
- Protests must be received within 30 minutes of the final diving results of the diving event.
- A member of the meet committee must call Corey Bray (463-302-2048) to communicate the details of the protest.
- The protest committee will review and vote on the protest. If a protesting coach is a member of the protest committee, the coach shall be replaced by the alternate committee member.
- The protest committee will communicate their decision to the protesting coach. All protests are final once action is taken by the protest committee.

Appendix F • Judging Panel Selection Procedures

Use this process to aid in the selection of judges for each day/event. (Make copies as necessary.)

1. Fill out the respective regional form as names are pulled.
2. Identify the number of institutions competing/judges available. This will determine the number of judges need.
3. Draw names by random selection and complete the respective column.
4. Head Referee will be hired by host sites and used as Head Referee and Judge for all Panels.
5. The Head Referee will name an Assistant Referee for each panel.
6. If an individual coaches two institutions, a representative from both institutions will be in the judging pools. However, both representatives cannot serve on the same panel. The selection process in this instance will be the following:
   a. Both institutions are entered into the selection pool.
   b. For the 6-12 judge panels, once one institution is selected for Panel A, the other institution is automatically put on Panel B or vice versa. (There is no opportunity for the 2nd institution to be selected for Panel A & B).
   c. In the 13+ judge panel, once one institution is selected for Panel A, the 2nd institution is taken out of consideration for Panel A.
   d. The second institution is then put back out for selection for Panel B. If neither institution is selected for Panel A, once one is selected for Panel B, the other institution is removed from the pool.

The NCAA site representative will manage the judge selection process.

	6 Judges	7 Judges	8 Judges	9 Judges	10 Judges	11 Judges	12 Judges
Head Referee	Panel A &B	Panel A & B	Panel A & B	Panel A & B	Panel A & B	Panel A & B	Panel A & B
Selection 1	Panel A &B	Panel A	Panel A	Panel A	Panel A	Panel A	Panel A
Selection 2	Panel A &B	Panel B	Panel A	Panel A	Panel A	Panel A	Panel A
Selection 3	Panel A &B	Panel A &B	Panel B	Panel A	Panel A	Panel A	Panel A
Selection 4	Panel A &B	Panel A &B	Panel B	Panel B	Panel A	Panel A	Panel A
Selection 5	Panel A &B	Panel A &B	Panel A &B	Panel B	Panel B	Panel A	Panel A
Selection 6	Panel A &B	Panel A &B	Panel A &B	Panel B	Panel B	Panel B	Panel A
Selection 7		Panel A &B	Panel A &B	Panel A &B	Panel B	Panel B	Panel B
Selection 8			Panel A &B	Panel A &B	Panel B	Panel B	Panel B
Selection 9				Panel A &B	Panel A &B	Panel B	Panel B
Selection 10					Panel A &B	Panel B	Panel B
Selection 11						Panel A & B	Panel B
Selection 12							Panel B
Selection 13+							

Judging Rounds:
Panel A (Rounds 1-3)
Panel B (Rounds 4-5)
Panel A (Rounds 6-8)
Panel B (Rounds 9-11)