



**SWIMMING
& DIVING**

**2010 DIVISION II
MEN'S & WOMEN'S
SWIMMING & DIVING
CHAMPIONSHIPS HANDBOOK**

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Introduction

During the 2009-10 academic year, the Association will sponsor 88 national championships, of which 41 are for men, 44 are for women, and three are for both men and women. Among the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 13 are Division III championships. Among the women's championships, four are National Collegiate Championships, 13 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.

A championships handbook is produced for each NCAA championship and posted on the NCAA Online Web site (www.ncaa.org).

How to Use This Publication. The handbook is divided into four sections: (1) General Administration; (2) Determination of Competing Institutions; (3) Instructions to Participants; and (4) General Championship Information. The first three sections pertain only to the respective sport, while the fourth deals with NCAA policies applicable to all 88 championships. [Note: Some policies listed in the general section have been revised by individual sports committees. The revision(s) will appear in the sport-specific section of the handbook.]

Each topic included in the handbook is referenced to other applicable areas in the handbook or in the NCAA Manuals, where appropriate. For example, if you wish to know about regional advisory committees, the basic information for that particular sport would be included in an appendix. However, as referenced under the heading "Regional Advisory Committees," more information concerning general NCAA policy governing regional advisory committees can be found later in the handbook and in the NCAA Manuals.



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Men's and Women's Swimming and Diving Championships

Ethical Behavior

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

In order to fulfill these responsibilities, a coach must:

1. Per NCAA Bylaw 17.31, conduct all intercollegiate competition in accordance with the playing rules of the Association. Swimming and diving competition will be conducted according to the rules and procedures in the current NCAA Men's and Women's Swimming and Diving Rules. Violations of ethical conduct are subject to NCAA Bylaw 11.1.1 for coaches, Bylaw 14.01.3.3 for student-athletes and Bylaws 10.01.1 and 10.1 for institutions.
2. Place the safety and welfare of others ahead of winning and personal prestige.
3. Treat all people with honesty, fairness and respect. (In particular, such things as vulgar and profane language or taunting, intimidating or baiting opponents or the media, is not acceptable from a coach or a student-athlete.)
4. Teach and model for student-athletes and staff members strict adherence to the rules and regulations of the sport and its governing bodies.
5. Recognize, accept and teach to the team and the staff, that their public behavior projects an image of the program and the university or college they represent. Therefore, behavior should be appropriate and honorable at all times.

Important Dates

Tuesday, September 1—Qualifying period begins.

Sunday, February 28—Last day of qualification for men's and women's championships (through midnight).

Friday, March 5—Entry forms are due for men's and women's championships by Noon CT.

Tuesday, March 9—Diving qualifying meet at the C.T. Branin Natatorium, Canton, Ohio.

Wednesday-Saturday, March 10-13—Men's and women's championships at the C.T. Branin Natatorium, Canton, Ohio, hosted by Lock Haven University.

General Administration

Dates and Sites

[Reference: Annual Forms in this handbook and Bylaw 31.1.3 in the NCAA Manual.]

Men's and Women's Championships. March 10-13—Men's and Women's Championships at the C.T. Branin Natatorium, Canton, Ohio, hosted by Lock Haven University; diving qualifying meet to be held March 9 at the same site.

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

Future Sites. The 2011 Championships are March 9-12, and will be held at Palo Alto College, San Antonio, Texas. The 2012 Championships are March 14-17 with a site yet to be determined. If your institution is interested in hosting future events, please contact Carol A. Reep at the NCAA national office (317/917-6222).

NCAA Championships Policy Related to Sports Wagering. No predetermined or non-predetermined session of an NCAA championship may be conducted in a state with legal wagering that is based on single-game betting on the outcome of any event (i.e., high school, college or professional) in a sport in which the NCAA conducts a championship.

Sports Committees

[Reference: Administration and Management in the Division II General Section., and Bylaws 31.1.1 and 31.1.2 in the NCAA Manual.]

The NCAA Division II 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 Committee. Current members of the committee are:

- Wendy Snodgrass, Clarion University of Pennsylvania, chair
- Todd Peters, Minnesota State University Moorhead, (diving representative)
- Mary Kay Samko, Bentley College
- Ben Brownlee, West Virginia Intercollegiate Athletic Conference
- Lynn Griffin, University of Indianapolis

For additional information about the NCAA Division II Men's and Women's Swimming and Diving Championships, contact:

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Entry Forms

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

- 1-4 participants, 3 passes
- 5-9 participants; 4 passes
- 10-20 participants; 6 passes
- 21 participants; 7 passes

In completing the entry form, please carefully follow the instructions on the form.

The entry form procedures for the 2010 championships will be a two-part process:

Part One: Entries will be compiled via entry declaration lists that have been assembled from the times submitted to Paul Renick each week. Times will be downloaded into a Hy-Tek program and each team will receive a computer generated list, via fax or e-mail from the NCAA entry coordinator (Pam Cook) on Wednesday, March 3. Please review the list and times that are being entered into the championships and strike through those student-athletes' information that are not being entered. All student-athletes must initial next to their name on the list.

Part Two: Please refer to the NCAA Web site at <http://www.ncaa.org/wps/ncaa?key=/ncaa/NCAA/Sports+and+Championship/Swimming+and+Diving/Championship+Administration/index.html> for the links for the 2010 Division II entry forms. Please read the directions and fill out the necessary information. The entry forms will need to be printed out and submitted with the entry declaration lists. The entry forms can be completed before receiving the declaration lists.

To be accepted, entry forms and verification of times for all championships must be received via priority overnight delivery by noon Eastern Time, Friday, March 5. Please send them to:

Pam Cook
NCAA Entry Coordinator
301 Rockledge Drive
Bay Village, Ohio 44140

No telephone, facsimile or late entries will be accepted.

The entry form must be signed by the director of athletics, or designee, confirming the entry and eligibility of the student-athletes, by and if divers are being entered the diving coach as well verifying the standards achieved during bona fide competition and personally initialed by the student-athlete verifying the standards as well.

The host shall be responsible for filling out the entry and information from the data submitted on the entry forms and preparing a sheet with the time and rank (in order) of the contestants entered in each event.

All possible diving entries (e.g., names of competitors) must be listed on the swimming/diving entry form.

Diving. The www.divemeets.com diving management system will be used for the prequalification and championships again this year. You must register online and enter your divers into the system by the entry deadline. For more information, please see the January mailing that was e-mailed to each head coach.

Each qualifying score must be submitted via the Internet the Wednesday after the qualifying score is achieved. An institution may be required to provide meet results to prove a score if the DII Swimming and Diving committee feels that a score should be challenged.

Annual Forms

Student-Athlete Expense Reimbursement. Student-athlete expense reimbursement instructions are available on the NCAA Web site (<http://www.ncaa.org/wps/ncaa?key=/ncaa/ncaa/sports+and+championship/general+information/travel/index.html>).

Financial Report Form. A financial report from the championships site must be submitted to the NCAA national office via the online system no later than 60 days after the competition. Failure to submit the financial report within 60 days will result in financial penalties.

[Reference: Bylaw 31.4 in the NCAA Manual.]

Championships Bid Process. Institutions interested in conducting the championships should visit the NCAA Web site at <http://www.ncaa.org/wps/ncaa?ContentID=37460>.

Determination of Participants

Entries

[Reference: Annual Forms, Qualification Procedures and Optional Entries in this handbook.]

Any student-athlete may attend any division's championship qualification meet.

Championship Qualification Meet Application. In an effort to better monitor championship qualification meets, the NCAA Swimming and Diving Committee has instituted a meet application process for any meet within 10 days before the end of the qualification period (excluding NCAA-approved conference championships). Any meet (excluding NCAA-approved conference championships) held during the period of February 19-28, 2010, must be registered and approved by the NCAA Swimming and Diving Committee. Time standards achieved during this time period will be accepted only if achieved at approved, registered meets. Information regarding meet registration and submission of results will be mailed to all coaches in October 2009.

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

1. Each participant (other than an alternate on a relay) must meet the established minimum time standard for at least one event in which he or she enters.
2. All times (optional-entry times and those that meet a time standard) must be made during the appropriate qualifying period. Primary times must be used to achieve time standards and optional-entry standards (See NCAA Rule 4-23-2-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 4-23-2-a through d may be used to achieve time standards and optional-entry standards.
3. Student-athletes must be eligible when a time standard is achieved.
4. An unlimited number of eligible student-athletes may be listed on the entry form; however, no team shall be allowed more than the squad size of 18. [Note: Refer to Squad Size for the manner in which swimmers and divers are counted.] Alternates must be listed on the entry form.
5. The best times must be submitted for all entries. [Note: Refer to Relay Events for clarification on aggregate times.]
6. Times will be entered via the Hy-Tek System. Times must be submitted every Wednesday after the performance to be acceptable as a qualifying standard.
7. Once officially entered, a competitor 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. Failure to compete for any reason, except in the case of disqualification under Rule 2-1-3 or Rule 6-3-2-c in the current NCAA Men's and Women's Swimming and Diving Rules, and provisions in this handbook, shall nullify any previous performance and shall prohibit any further competition in the meet. In case of disqualification on this basis, the points scored by other teams in previous events shall not be altered.

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

A student-athlete who swims more than the allowable number of individual or total events will be disqualified from any excess events and shall be prohibited from participating in the remainder of the meet. A competitor who has been entered in more than the allowable number of individual events must swim only the first four on the program from which he or she has not been scratched.

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

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

Relay Events. Each institution may enter not more than one team in any relay event. The fastest actual 25-yard time or converted metric time that has been achieved by each institution during the specified qualifying period must be submitted. Relay teams may submit the actual, aggregate time if this time is faster than its best actual relay performance. Each submitted time must be certified to be accurate by the coach and the director of athletics, and/or designee, and must be accompanied by written verification. If an aggregate performance is submitted, each of the four gun-start times must be submitted via this procedure. In all relay events, the names of the four individuals who achieved the fastest qualifying “A” time for that institution must be identified and noted on the Internet submission of results. Four individuals per relay event must be listed on the entry form, including all possible alternates for the relays. Relay split times may be submitted only when made on the first leg of a relay.

Once a relay time standard has been achieved as specified above and a relay team has been invited to the meet, any eligible swimmer may enter the relay. A swimmer who has qualified for the championships as identified and named on the Internet submission of results as a member of a relay with an “A” time, but who has not qualified in any individual events, is defined as a relay-only swimmer. A relay-only swimmer must swim in the relay in which the swimmer achieved the “A” standard and may then swim in a maximum of four individual events for which the swimmer achieved a “B” time.

A relay-alternate is any swimmer eligible to participate in the championships that was not a member of the four person relay team identified and named on the Internet submission of results that achieved the “A” standard. A swimmer who has been entered as a relay-alternate may only swim on a relay that has achieved an “A” time standard. If a relay-only qualifier participates in the NCAA championships but fails to swim in at least one relay for which he or she qualified 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 swam

to meet the optional-entry participation requirement in this handbook.

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

Additional Documentation. In addition to submitting the times to the Web site, any competitor who wishes to enter the national championships with a qualifying time achieved during the 10 days before the entry cut-off date, with the exception of conference championships, also must be prepared to provide complete meet results from the qualifying meet at the time the entry is submitted.

Racing Course. Time standards may be achieved only in 25-yard, 25-meter or 50-meter racing courses. An individual competitor or relay team must submit their actual, aggregate fastest time in a 25-yard course, unless the swimmer has a long-course or short-course time that converts to a faster 25-yard time.

Entry Challenges. For a time to be considered for entry into the NCAA championships, it must have been achieved using priority level one through three (see NCAA Rule 4-23-2 a through d) equipment (automatic equipment). The NCAA Swimming and Diving Committee will review any non-automatic times. If any competitor’s qualifying standard is challenged by a formal written protest, the coach involved must provide proof of performance at the time of the challenge (e.g., official meet results, computer printout showing all three computer times for level two times, contemporaneous completed timing card with three separate stopwatch times for level three times. All meet information must be retained by meet administrators in the event challenges are submitted.) If verification is not forthcoming, copies of the protest will be sent to the directors of athletics of the parties involved, and the involved student-athlete(s) may be disqualified from the championships. Entry challenges must be made at least 72 hours before the scheduled start of the first championships event. Relay optional entry challenges will be accepted from the time of posting until 10 p.m. local time the night before the championships begin.

Qualification Procedures

Qualifying Standards. The 2010 men’s and women’s qualifying standards are contained in Appendixes A and B. Conversion tables are listed in Appendix C, and altitude adjustments are in Appendix D.

Bona Fide Competition. Time standards and optional-entry standards for swimming (individual and relay) events and diving events must be achieved in bona fide competition.

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

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

Or

Any bona fide meet that is sanctioned by USA Swimming and USA Diving that follows NCAA rules and regulations.

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 Bylaw 17.31 for coaches and Bylaw 14.01.3.3 for student-athletes would apply.

Note 1: Time standards and optional-entry standards may be achieved in exhibition swims that are conducted during bona fide NCAA nonchampionships and relay meets governed by Rule 8-1 through Rule 8-3 (see Rules 3-5-1 and 3-5-3). Times achieved in time-standard trials that are conducted in conjunction with bona fide NCAA nonchampionships, relay and championships 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-standard trial per event per meet.

Note 2: A time 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-standard trials (see Rule 3-5-2) or to competitors in nonstandard events in invitational meets (see Rule 8-3). That is, time standards and optional-entry standards may not be achieved over initial distances in time-standard 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.

Note 3: Primary times must be used to achieve time standards and optional-entry standards (see Rule 4-23-2-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 4-23-2-a through d may be used to achieve time standards and optional-entry standards for NCAA championships.

Note 4: Times recorded in a meet that is USA Swimming approved, but not USA Swimming sanctioned, may not be used to achieve NCAA time standards or optional-entry standards. Time 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 nonchampionships or a championships meet in which the competitor is entered. USA Swimming sanctioned meets hosted by or run at an NCAA institution may not be used to achieve NCAA time standards or optional-entry standards, unless competition is between two or more teams of the same gender at the same time and site, from different collegiate institutions who also participates in the USA Swimming meet (exemption from this rule is provided for those institutions located in Alaska, Hawaii and Puerto Rico).

Note 5: 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 8-4-6). The entry time(s) for each institution must be certified to be accurate by both the head coach and the director of athletics, and/or designee, of that institution. If an aggregate relay time is submitted (see Rule 5-2-1-f), each of the four individual times must be appropriately documented. 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.

Note 6: Time standards and optional-entry standards may be achieved only in 25-yard, 25-meter or 50-meter racing courses. Diving standards must be met in competition with similar diving requirements as NCAA competition.

Note 7: If any entry time is challenged, the coach involved must provide proof of performance per the request of the meet committee. If verification is not forthcoming, copies of the challenge will be sent to the directors of athletics, and/or designee, of the parties involved.

Note 8: Times achieved at an altitude of 3,000 feet or higher may be adjusted according to the following chart:

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

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

Information relative to the adjustment must be shown in a separate statement and returned with the official entry blank. The statement must include the name of the

competitor, event, date of performance, elevation location, actual time, corrected time and signature of the coach. For championships conducted at an altitude of 3,000 feet or higher, records set must be actual times swam, not altitude-adjusted times.

Note 9: The championships meet point standard for one-meter diving may be achieved in a nonchampionships 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 Qualification. In order to advance to the national championships, a diver must participate in a qualifying meet, which will be conducted at the respective championships site on the day before the start of the championships. In order to participate in the qualifying meet and the national championships on one-meter and/or three-meter boards, a diver must have achieved the minimum point total along with the established 12.5 minimum degree of difficulty on the six optional dives within the qualifying period in bona fide competition (refer to page 13 for a definition of bona fide competition). Divers who achieve the qualifying standard on one board may compete on both boards in the qualifying meet. Six optional dives will be performed by each diver in the event in which the student-athlete participates. The top 16 place finishers in each event will advance to the national championships. The time schedule for the qualifying meet will be included in the premeet information materials sent by the host institution. All divers must register using www.divemeets.com, by the entry deadline.

The following is the format that will be followed in the NCAA 2010 and 2011 championships for one-meter competition: Six optional dives (men and women), including one from each of the five groups, in any order, without limit on degree of difficulty followed by five voluntary dives, including one from each of five groups, in any order with total degree of difficulty not to exceed 9.0.

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

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

Optional Entries

Swimming. Individual: "B" standard entries will be accepted in all individual swimming events for swimmers who have met the "A" standard in at least one swimming event and have submitted a time electronically for the "B" standard. A student-athlete who has qualified 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 qualified for the championships. Optional-entry times must be entered on the official entry form, achieved during the qualifying period and submitted to the Web site.

A student-athlete who is qualified as a relay-only swimmer may participate in individual events for which he or she has met the "B" standard on an optional-entry basis, provided that the student-athlete was identified and named on the Internet submission of results as a member of a relay with an "A" time, and competes in

at least one of the relays in which he or she qualified. A swimmer who has been entered as a relay alternate, may only swim on a relay that has achieved an "A" time standard.

An optional entry constitutes an official entry unless scratched by the appropriate deadline. If, at the conclusion of the championships meet, a student-athlete has competed in one or more individual events on an optional-entry basis but has not competed in at least one event in which he or she qualified 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 qualified 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 swam to meet the optional-entry 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 meet the optional-entry participation requirement will not receive transportation and per diem reimbursement as outlined in this handbook.

Relays: Any institution that has four swimmers who have qualified with an "A" time for the meet (as either individual or relay-only swimmers) may enter any of the five relays. Swimmers who compete in an optional-entry relay must compete in at least one event for which they qualified during the championships. Relay alternates may only swim on a relay that has achieved an "A" time standard.

Diving. The committee has approved optional entries for the diving qualifying meet before the championships. Student-athletes who have qualified on one board will automatically be entered on the other board in the qualifying meet. Divers must be properly entered in divemeets.com and on the official entry form and must be submitted for both qualified and optional entries.

Seeding of Metric Times

The following procedures will be used when seeding metric times:

1. A qualifying mark based on a performance in a long-course or short-course metric pool will be seeded at its converted time.
2. Individual competitors or relay teams must submit the actual, aggregate fastest time in a 25-yard course unless the swimmer has a long-course or short-course time that converts to a faster 25-yard time.

Certification of Eligibility/Availability

[Reference: Certification of Eligibility/Availability in the Division II General Section., and Bylaws 3.2.4, 12, 13, 14, 15 and 16 in the NCAA Manual.]

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. In accordance with Bylaw 3.2.4, 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 championships competition.

At the championships site, 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.

Instructions to Participants

Adjusted Place Standings

[Reference: Bylaw 31.2.2.4-(a) in the NCAA Manual.]

If a student-athlete is found to be ineligible, that individual's performance shall be stricken from the championships record, the points the student-athlete has contributed to the team's total shall be deleted, the team standings shall be adjusted accordingly and any awards involved shall be returned to the Association. At the swimming and diving championships, the placement of other competitors shall be altered and awards presented accordingly.

Swimming

Eligible Relay Swimmers. All swimmers who have qualified (have achieved and "A" standard) to participate in the championships and whose names appear on an institution's entry form are eligible to swim relays, provided the institution's relays are officially entered. However, a swimmer that is eligible for one of these relays will not be reimbursed for transportation unless that competitor competes in another event for which the competitor has achieved an "A" time standard. A relay alternate may only swim on a relay that has achieved an "A" time standard.

Relay Alternates. Individuals who have not qualified in any event may participate as relay alternates on any "A" time standard relay; however, transportation and per diem for these individuals will not be reimbursed by the NCAA. These individuals also must be listed on the entry form.

Diving. The 17th and 18th individuals in each of the prequalifying events will be used to fill the field of 16 if a diver that qualified on Tuesday is unable to participate. Once the preliminary competition begins, no individuals will be permitted to fill the field for the event. Deck passes will be provided to the 17th and 18th placed individuals in the prequalifying diving meet.

Appeal Procedures

Appeals may be lodged only for errors in entries, scratches, recording of data, scoring and nonjudgment errors in the application of rules. Films or videotape will not be used in the appeals process. Appeal forms can be obtained from the referee.

The written statement made on the appeal form must be submitted to the referee no later than 15 minutes after the finish of the final heat/round of that event in which the appeal is applicable.

Appeals will be acted upon by the appropriate meet committee. The decision of this committee is final.

Audio Coverage (Radio and Internet)

Please refer to the NCAA Broadcast Manual policies and guidelines at www.ncaasports.com/broadcast.

Awards

[Reference: Awards in the Division II General Section and Bylaw 31.1.10 in the NCAA Manual.]

Official NCAA individual awards will be awarded to the first eight finishers in each event. First-, second-, third- and fourth-place team trophies also will be awarded in each championship. Individual awards for members of the top four teams will be ordered after the championships. Participation awards will be provided to student-athletes competing in the championships who do not place in the top 8. These awards will be sent to the institutions' directors of athletics after the competition.

Please see Appendix F for the championships award schedule.

During the awards ceremonies, participants must wear their institution's official warm-up uniform. Awards recipients, or their designated replacement, must report to the awards-ready area in a timely fashion. Institutions who do not adhere to the schedule will be fined \$50 per violation.

Banners

The display and placement of banners is subject to the approval of the meet committee.

Championships Diving Sheet Deadline

Each competitor is required to submit a list of dives by the conclusion of the first diving coaches' meeting and (after the first day's competition) by the scratch deadline. This list of dives must be signed by the competitor and the coach, and shall include the international dive numbers and position letters, a written description of the dives, the positions, and the degrees of difficulty. Each competitor shall be responsible for the correctness of these areas, except that an error in degree of difficulty will not be the basis for a failed dive.

If the diver has not been officially scratched and fails to deposit the sheet in the diving box by the deadline, the diver will not be disqualified from the contest. The diver's sheet will be accepted up to one hour before the start of the contest. Additional information on diving may be found in Rules 6-2 and 6-3 in the 2010 and 2011 NCAA Men's and Women's Swimming and Diving Rules.

Drug Testing

[Reference: Drug Testing in the Division II General Section and Bylaws 18.4.1.5 and 31.2.3 in the NCAA Manual.]

Student-athletes who compete in these championships may be subject to drug tests in accordance with NCAA Bylaws 18.4.1.5 and 31.2.3, 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.

Entry Procedures

Qualifying information will also be available on the NCAA Web site (www.ncaa.org).

org).

An entry list with all entries, including optional entries, will be compiled by the championships host. Entries must be sent to: Pam Cook, NCAA Entry Coordinator, 301 Rockledge Drive, Bay Village, Ohio 44140. Divers must also register online at www.divemeets.com.

Upon arrival at the meet site, the coach or an official representative must register and pick up a psyche sheet and other pertinent materials. An appropriate receipt form must be signed by the coach or official representative indicating a correct entry of the team as listed on the psyche sheet.

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, including optional entries.

Entry/Scratch Deadlines

The scratch deadlines and location of the scratch box for the respective championships will be stated on the official entry form. The box shall be accessible starting on Tuesday.

Scratches are made by depositing scratch cards in the box. A receipt form will be used for scratch verification.

All entries not scratched will become official entries. An entry receipt must be signed.

The scratch box will be open as follows:

Tuesday—9:30 a.m. to end of coaches meeting. *All Wednesday events*

Wednesday—9:30 a.m. to end of prelims; 4:30-5:30 p.m. *All Thursday events*

Thursday—9:30 a.m. to end of prelims; 4:30-5:30 p.m. *All Friday events*

Friday—9:30 a.m. to end of prelims; 4:30-5:30 p.m. *All Saturday events*

[Note: All times are local.]

Lodging

The host institution shall advise competing teams (in the meet informational materials) of the hotel accommodations.

Media Arrangements

Media Credentials. The NCAA shall control the issuance of media credentials for each of its championships. Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities: (1) campus media certified by the director of athletics and/or sports information director of each participating and host institution, (2) certified media from the immediate locale of the championship or the immediate locale of the competing teams, and (3) other certified media.

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

Other conditions for obtaining media credentials may be implemented, based on the circumstances at the championships site. These conditions must be approved before the competition by Carol A. Reep, NCAA Associate Director of Championships, NCAA, P.O. Box 6222, Indianapolis, Indiana 46206-6222 (317/917-6222).

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

Media Interview Policy

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

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

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

Meet Director

The director of athletics of the host institution or a designee shall be the director of the meet. This individual shall be responsible for conducting the business details according to the adopted administrative policies and procedures, or any additional directions provided by the committee or its representatives.

Meetings

[Reference: Misconduct in the Division II General Section and Bylaws 31.02.3 and 31.1.8 in the NCAA Manual.]

A mandatory meeting for head coaches of the competing teams, officials and meet committee members shall be held before the competition to review rules and other administrative matters as may be necessary.

At the precompetition meeting, the NCAA liaison or the chair of the meet committee shall acquaint the head coaches of the competing teams with Bylaw 31.1.8, which prescribes conditions under which a student-athlete or representative of an institution may be disqualified from further participation in the competition for reasons of misconduct.

Meeting schedules follow but are subject to change. Check premeet information from the host institution for the finalized schedule.

Monday	6 p.m. 7:30 p.m.	Meet committee informational meeting Diving coaches meeting
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Tuesday	12:30 p.m. 2 p.m.	Coaches informational meeting/lunch (required) College Swimming Coaches Association of America (CSCAA) meeting Rules survey meeting
Competition days	30 minutes before each session and after the finals.	Officials staging meeting

Please refer to the NCAA Broadcast Manual policies and guidelines at www.ncaa.org.

Officials

Swimming

The championship will use a meet coordinator, referee, head judge, starter, assistant referee, recall starter diving referee and four stroke and turn judges. Twelve of the officials, designated by the committee, may travel according to the actual mode of transportation, not to exceed jet coach airfare or 51 cents per mile, but not including terminal or other local transportation. Ground transportation will be paid at the rate of 51 cents per mile.

The meet coordinator will receive a fee of \$600. The referee, head judge, starter, assistant referee, recall starter, diving referee, swimming announcer, diving announcer and stroke and turn judges will receive a fee of \$500.

Diving

The diving referee should be appointed and approved by the swimming and diving meet committee. The respective division championship and meet committee shall follow diving meet procedures as outlined in this handbook and NCAA Men’s and Women’s Swimming and Diving Rules.

The diving referee in consultation with the meet committee will select a panel of judges for the prequalification meet. For the championship, the judging panels are to be a single panel of neutral judges.

Policies. A sports committee or games committee may not require membership in any specific officials’ association as a prerequisite for selection to officiate in an NCAA meet or tournament. Officials shall be selected and assigned by the sports committee or games committee, which shall ensure that officials adhere to the Association’s policies relating to gambling activities and drug and alcohol use. Furthermore, officials must conduct themselves in a manner befitting intercollegiate athletics. Failure to do so may result in termination of the officiating assignment.

Order of Events

Refer to Appendix E for the 2010 order of events. NOTE: In even championships years, the women’s diving events will go first; and during the odd championships years, the men’s diving events will go first.

Practice

Information regarding practice times will be contained in the premeet materials provided by the host institution.

Programs

[Reference: Advertising in the Division I General Section and Bylaw 31.1.14.1 in the NCAA Manual.]

IMG College will be responsible for all program production including layout and design, advertising, printing, vending and distribution to the championship sites. No competing publications, whether sold or free of charge, are permitted at NCAA events without prior permission of the NCAA and IMG College. The championship host should not include expenses or revenues for programs in the championship budget and/or financial report. All program contents are subject to NCAA approval.

Advertising

Each program will include NCAA corporate champion and partner advertising. Additionally, programs may include non-competing national ads as well as local ads. All ads must follow NCAA advertising guidelines and are subject to NCAA approval. If your school would like to sell advertising into the official program or you know of an individual who would like to serve as a local advertising representative, please contact Doug Iler (502/459-4346; doug.iler@imgworld.com) for information regarding rates, availability and deadlines.

Editorial

If you are interested in the specific content of the program you will receive, please contact Dan King (859/226-4588; dan.king@imgworld.com).

Generally, programs include the following:

1. Participant information - IMG College will request information, including rosters, schedule/results, photos, school quick facts and logos. If your team is eligible for postseason selection, please send all materials that are requested by the date requested. Programs print on the day selections for the championship are announced. If materials are not on file, your school's information will not be included. IMG will attempt to provide proofs for SID approval when time permits. If you are not sure what/when materials are needed, please contact Mr. King at IMG College.
2. Programs for predetermined sites will include information on the host institution, host city and/or host facility. In addition, some programs provide complimentary advertising space. IMG College will contact via e-mail the tournament manager and sports information contacts, as listed on the key contact sheets submitted to the NCAA, with the specifics of what items are needed and when those items are due. Host institution pages are subject to NCAA approval.
3. Event-specific historical information, including past champions, records, all-tournament teams and/or the previous year's recap.
4. Information on the NCAA, including the sport committee.
5. Feature stories - Not all programs include event/sport-specific features. However, if you have an idea for a feature story, please submit it to Mr. King at IMG College.

Program Supplements and Update Sheets

Host institutions for single-day/session championship rounds may choose to supplement the program with additional information (e.g., updated statistics or updated game notes) pertaining to the event at its site that day. The cost of producing these supplements will be covered by the host institution and will not be expensed to the NCAA or IMG College, the content must be approved by IMG College prior to the event and the supplements must be distributed inside and as a part of the program. The cost of the program cannot be raised as a result of the supplement. Once all programs have been sold, these supplements may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the supplements. If supplements are distributed, following the conclusion of the championship event please mail two samples of each supplement to Dan King (IMG College, 904 North Broadway, Lexington, KY 40505, ATTN: Dan King).

For championships that have multiple sessions, matches, events or days, host institutions may choose or be required by the NCAA to produce update sheets (e.g., heat sheets, lane assignments, pairings). IMG College will contact hosts of those championships in advance of their events to discuss projected quantities and the paper on which update sheets should be printed. The cost of producing the update sheets will be covered by the host institution and not be expensed to the NCAA or IMG College. The first update sheet of the event should be distributed inside and as a part of the program. Subsequent update sheets complement the program and are to be redeemed only with a coupon from the program. The cost of the program cannot be raised as a result of the update sheet. Once all programs have been sold, update sheets may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the update sheets. If update sheets are distributed, following the conclusion of the championship event please mail two samples of each update sheet to Mr. King (IMG College, 904 North Broadway, Lexington, KY 40505, ATTN: Dan King).

If a host institution would like to supplement the program with additional information, or has a question about the update sheets, please contact Matt Briggs at IMG College (859/226-4556; matthew.briggs@imgworld.com).

Program Sales

1. Predetermined sites: Will be contacted at least two weeks prior to the event. If you have not been contacted within two weeks of your championship, please contact Matt Briggs (859/226-4556; matthew.briggs@imgworld.com). You will receive your vending agreement (contract) and settlement statement prior to the championship.
2. Non-predetermined sites: Once sites are announced, IMG College determines how many programs will be sent to each site and will contact the site. Your vending agreement (contract) and settlement statement will be e-mailed within one day of your site being selected.
3. Distribution of programs: Programs will be shipped to the host institution at least one day prior to the event when possible. If your shipping information is different than that on the contract please contact Mr. Briggs at IMG College immediately.
4. Display of programs: Any posters/banners included with the programs should be hung in a visible location to promote awareness for the programs without obstructing other championship signage.

5. Collections

a. Contracts

- i. Upon site selections, all contracts are e-mailed to each site representative
- ii. A dedicated fax number will be assigned for receiving all signed contracts back to IMG College (859/226-4575)
- iii. A IMG College representative will track the return of all signed vending contracts to IMG College

b. Settlement Reports

- i. Three days after the conclusion of the event, all settlement reports must be faxed to IMG College (859/226-4575)
- ii. The vendor will have two weeks to submit payment to IMG College
- iii. A IMG College representative will be assigned to track the receipt of all vending settlement reports and payments
- iv. If payment and/or settlement have not been received within the two-week period, IMG College will include the site/ championship on its "No Pay" list sent to the NCAA
- v. Do not combine settlement statements for separate rounds/events or combine program settlements with Event 1 merchandise
- vi. Please include the event number on the check that is sent

Please contact Matt Briggs (859/226-4556; matthew.briggs@imgworld.com) at IMG College with any vending-related questions.

Official Travel Party

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

Transportation expenses and per diem will be provided only to those competitors who achieve "A" time standards (qualifier) in individual or relay events, and who then participate in one or more of those event(s). For relay events, only those individuals listed on the official entry relay form are considered to have achieved the time standard. In diving, transportation expenses and per diem will be provided only to those 16 competitors that qualify for the national championships as described in the diving qualification section of the championships handbook. **The qualifying meet, which is held at the site of the national championships the day before it starts, is not considered to be a part of the national championships; therefore, per diem and transportation will not be paid. [Note: Member institutions will be responsible for paying student-athletes' transportation costs and per diem to the diving qualifying meet in the event those athletes do not qualify for the championship.]**

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

Transportation reimbursement and a per diem will be provided for the participants, as noted above, and for one nonathlete for institutions with one to four individuals selected, and for two nonathletes for institutions with more than four individuals selected per team.

Rules

Per NCAA Bylaw 17.32, 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 which the Association follows rules that are developed by other governing bodies and modified by the governing sports committee, the adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with the NCAA rules, or those rules adopted by an outside organization.

All NCAA swimming and diving championships will be administered and conducted according to the rules and procedures in the 2010 and 2011 NCAA Men's and Women's Swimming and Diving Rules. Questions regarding the interpretation of rules should be addressed to Brian Gordon, College of Saint Rose, 432 Western Avenue, Albany, New York 12203 (518/454-2173).

Scoring

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

Please refer to Rule 7-8 in the 2010 and 2011 NCAA Men's and Women's Swimming and Diving Rules for procedures in scoring swimming and diving competition.

Squad Size

An institution shall be allowed not more than 18 competitors, which 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 one-third of a competitor in the total team limit. For relays, only actual participation in the preliminary heats and/or finals of an event shall be counted against the 18 competitors allowed.

Strobe Lights

No strobe lights shall be installed in an arena without the expressed consent of the host institution. Requests for installation of strobe lights must be approved by the appropriate sports committee, the event's media coordinator and the NCAA championships administrator.

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

Any installed strobe unit may not exceed four clusters of strobe lights producing a maximum of 3,200 watt-seconds at any championships site. All strobes must flash at a duration less than 1/2,000th of a second. The NCAA reserves the right to alter specifications in the best interest of the championships.

All strobes must be installed and tested, if necessary, at the site 24 hours before the start of the event during which the strobes will be used. The committee representative(s) will grant final approval relative to the installation of strobes.

Television Rights and Footage Licensing

Please refer to the NCAA Broadcast Manual policies and guidelines at www.ncaasports.com/broadcast.

Tickets/Deck Passes

[Reference: Tickets in the Division II General Section and Bylaw 31.1.11 in the NCAA Manual.]

Coaches without entrants must pay the regular admission fee.

Deck Passes. Coaches, official representatives, assistant coaches and managers will receive a deck pass according to the information on the entry form. The maximum allowable deck passes are three passes for teams with one to four contestants; four passes for five to nine contestants; six passes for 10-20 contestants; and seven passes for 21 or more contestants. Coaches must submit a list of individuals and their official capacity at the meet when checking in.

Deck passes will be provided to the 17th and 18th placed individuals in the prequalifying diving meet.

Institutional deck passes must be used by individuals who will be on the deck in a working/coaching capacity and who have fulfilled this responsibility for the institution on a regular basis throughout the regular season. Illegal deck passes will be confiscated.

Tickets. Ticket prices shall be determined by the meet manager in consultation with the chair of the Division II Men's and Women's Swimming Committee. It is recommended that tickets be sold on a preferential basis to those persons who purchase tickets to all sessions.

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

Ties

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

Championships Diving. In the NCAA championships (eighth-place tie), the tied divers will advance to the finals. All divers in the finals will have equal opportunity to score wherever they finish in the finals. If a tie occurs in the finals, it will not be broken. A duplicate award(s) will be ordered for the individual(s).

Training Facilities

Training facilities are to be made available to the competing teams by the host institution.

Uniforms and Swimsuits for Swimmers

[Reference: Bylaw 12.5.4 in the NCAA Manual.]

Competitors' uniforms must be characterized by conformity to recognized standards

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

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

Logos. An institution's official uniform, swimsuit or any other items of apparel (e.g., drag suits, socks, headbands, T-shirts, wristbands, visors or hats, swim caps and towels) worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2 1/4 -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 restriction.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2 1/4-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.

These restrictions apply to all apparel worn by student-athletes only during the conduct of competition, which includes any premeet or postmeet 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.

Videotapes, Films and Still Photographs

[Reference: Bylaw 31.6.4.2 in the NCAA Manual.]

Please refer to the NCAA Broadcast Manual policies and guidelines at <http://www.ncaa.org/wps/ncaa?ContentID=113>

Web sites/Internet

Please refer to the NCAA Broadcast Manual policies and guidelines at <http://www.ncaa.org/wps/ncaa?ContentID=113>

Appendix A

2009-10 NCAA DIVISION II MEN'S SWIMMING AND DIVING CHAMPIONSHIPS QUALIFYING STANDARDS

Event	25-Yard Course		25-Meter Course		50-Meter Course	
	A Standard	B Standard	A Standard	B Standard	A Standard	B Standard
50 Freestyle	:20.69	:21.31	:23.09	:23.78	:24.05	:24.77
100 Freestyle	:45.59	:46.95	:50.88	:52.40	:52.82	:54.40
200 Freestyle	1:40.59	1:43.60	1:52.26	1:55.62	1:56.28	1:59.76
500 Freestyle	4:34.29	4:42.51	3:59.97	4:07.16	4:08.22	4:15.66
1,000 Freestyle	-	9:46.59	-	8:33.20		8:50.85
1,650 Freestyle	15:58.09	16:26.83	15:55.22	16:23.87	16:32.83	17:02.61
100 Butterfly	:49.99	:51.49	:55.79	:57.46	:57.59	:59.31
200 Butterfly	1:52.39	1:55.76	2:05.43	2:09.16	2:09.78	2:13.67
100 Backstroke	:50.99	:52.52	:56.90	:58.60	1:01.06	1:02.89
200 Backstroke	1:51.49	1:54.83	2:04.43	2:08.16	2:11.31	2:15.24
100 Breaststroke	:57.19	:58.90	1:03.82	1:05.73	1:06.81	1:08.81
200 Breaststroke	2:05.99	2:09.77	2:20.61	2:24.82	2:26.84	2:31.24
200 Individual Medley	1:53.39	1:56.79	2:06.55	2:10.34	2:12.31	2:16.27
400 Individual Medley	4:03.99	4:11.31	4:32.31	4:40.47	4:42.06	4:50.52
200 Freestyle Relay	1:23.49	-	1:33.18	-	1:37.08	-
400 Freestyle Relay	3:04.99	-	3:26.46	-	3:34.35	-
800 Freestyle Relay	6:49.99	-	7:37.57	-	7:52.88	-
200 Medley Relay	1:32.99	-	1:43.78	-	1:48.38	-
400 Medley Relay	3:24.49	-	3:48.22	-	3:58.89	-

	1-Meter Diving Points	3-Meter Diving Points
Dual-6 optionals *	285	295
Championship-11 dives *	440	460

* A minimum degree of difficulty on the six optional dives shall be a 12.5

Appendix B

2009-10 NCAA DIVISION II WOMEN'S SWIMMING AND DIVING CHAMPIONSHIPS QUALIFYING STANDARDS

Event	25-Yard Course		25-Meter Course		50-Meter Course	
	A Standard	B Standard	A Standard	B Standard	A Standard	B Standard
50 Freestyle	:23.79	:24.50	:26.55	:27.34	:27.31	:28.12
100 Freestyle	:51.99	:53.55	:58.02	:59.76	:59.48	1:01.26
200 Freestyle	1:53.09	1:56.48	2:06.21	2:09.99	2:09.39	2:13.27
500 Freestyle	5:02.99	5:12.08	4:25.08	4:33.03	4:32.47	4:40.64
1,000 Freestyle	-	10:48.09	-	9:27.01	-	9:38.65
1,650 Freestyle	17:32.29	18:03.85	17:29.14	18:00.61	17:59.27	18:31.67
100 Butterfly	:57.19	:58.90	1:03.82	1:05.73	1:05.21	1:07.16
200 Butterfly	2:06.99	2:10.80	2:21.72	2:25.97	2:24.14	2:28.46
100 Backstroke	:57.79	:59.52	1:04.49	1:06.42	1:07.74	1:09.77
200 Backstroke	2:05.19	2:08.94	2:19.72	2:23.91	2:26.07	2:30.45
100 Breaststroke	1:05.39	1:07.35	1:12.97	1:15.15	1:15.16	1:17.41
200 Breaststroke	2:22.19	2:26.45	2:38.69	2:43.45	2:41.94	2:46.79
200 Individual Medley	2:08.09	2:11.93	2:22.95	2:27.23	2:27.73	2:32.16
400 Individual Medley	4:32.99	4:41.18	5:04.67	5:13.81	5:11.63	5:20.97
200 Freestyle Relay	1:36.19	-	1:47.35	-	1:50.43	-
400 Freestyle Relay	3:31.09	-	3:55.59	-	4:01.52	-
800 Freestyle Relay	7:42.59	-	8:36.28	-	8:49.27	-
200 Medley Relay	1:47.49	-	1:59.96	-	2:03.69	-
400 Medley Relay	3:54.99	-	4:22.26	-	4:30.72	-

	1-Meter Diving Points	3-Meter Diving Points
Dual-6 optionals *	255	265
Championship-11 dives *	390	420

* A minimum degree of difficulty on the six optional dives shall be a 12.5

Appendix C

Conversion Tables

To convert a metric time achieved in a 25-meter or 50-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. For example, a men's 200-meter breaststroke time of 2:16.71, achieved in a 50-meter racing course, is converted to an equivalent time for a 25-yard racing course as follows:

$$2:16.71 = 136.71 \text{ seconds}$$

$$136.71 \times 0.858 = 117.29718 \text{ seconds}$$

$$117.29718 \text{ seconds} = 117.29 \text{ seconds}$$

$$117.29 \text{ seconds} = 1:57.29$$

Short-Course Conversion Factors (Men and Women)

Event	Factor
400 meters to 500 yards	1.143
800 meters to 1,000 yards	
1,500 meters to 1,650 yards	1.003
All other events	0.896

Long-Course Conversion Factors (Men)

Event	Factor	Event	Factor
50-meter Freestyle	0.860	100-meter Breaststroke	0.856
100-meter Freestyle	0.863	200-meter Breaststroke	0.858
200-meter Freestyle	0.865	200-meter Individual Medley	0.857
400-meter Freestyle	1.105	400-meter Individual Medley	0.865
1,500-meter Freestyle	0.965	200-meter Freestyle Relay	0.860
100-meter Butterfly	0.868	400-meter Freestyle Relay	0.863
200-meter Butterfly	0.866	800-meter Freestyle Relay	0.867
100-meter Backstroke	0.835	200-meter Medley Relay	0.858
200-meter Backstroke	0.849	400-meter Medley Relay	0.856

Long-Course Conversion Factors (Women)

Event	Factor	Event	Factor
50-meter Freestyle	0.871	100-meter Breaststroke	0.870
100-meter Freestyle	0.874	200-meter Breaststroke	0.878
200-meter Freestyle	0.874	200-meter Individual Medley	0.867
400-meter Freestyle	1.112	400-meter Individual Medley	0.876
1,500-meter Freestyle	0.975	200-meter Freestyle Relay	0.871
100-meter Butterfly	0.877	400-meter Freestyle Relay	0.874
200-meter Butterfly	0.881	800-meter Freestyle Relay	0.874
100-meter Backstroke	0.857	200-meter Medley Relay	0.869
200-meter Backstroke	0.857	400-meter Medley Relay	0.868
Men's 800 Meters (LC) to 1,000 yards		1.105	
Women's 800 Meters (LC) to 1,000 yards		1.120	

Appendix D

Altitude Adjustments

Times achieved at an altitude of 3,000 feet or above may be adjusted according to the following chart:

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

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.

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

Appendix E

Men's and Women's Swimming and Diving Championships Order of Events for 2010 ONLY

Four Day Common-Site Format without Platform Diving

[Note: Please see Appendix F to view the championships awards schedule.]

Event No.

TRIALS--WEDNESDAY, 10:30 A.M.

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

FINALS--WEDNESDAY, 6 P.M.

1. 1,000-yard freestyle (W)—last heat of time finals
2. 1,000-yard freestyle (M)—last heat of time finals
3. 200-yard individual medley (W)
4. 200-yard individual medley (M)
5. 50-yard freestyle (W)
6. 50-yard freestyle (M)
7. 3-meter diving (W)—Finals
8. 200-yard medley relay (W)
9. 200-yard medley relay (M)

TRIALS--THURSDAY, 10:30 A.M.

10. 200-yard freestyle relay (W)
11. 200-yard freestyle relay (M)
12. 400-yard individual medley (W)
13. 400-yard individual medley (M)
14. 100-yard butterfly (W)
15. 100-yard butterfly (M)
16. 200-yard freestyle (W)
17. 200-yard freestyle (M)
- 20 minute intermission
19. 400-yard medley relay (W)
20. 400-yard medley relay (M)
18. 1-meter diving (M)—Trials 2 p.m.

FINALS—THURSDAY, 6 P.M.

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

TRIALS—FRIDAY, 10:30 A.M.

21. 500-yard freestyle (W)
22. 500-yard freestyle (M)
23. 100-yard backstroke (W)
24. 100-yard backstroke (M)
25. 100-yard breaststroke (W)
26. 100-yard breaststroke (M)
27. 200-yard butterfly (W)
28. 200-yard butterfly (M)
20-minute intermission
30. 800-yard freestyle relay (W)—All but last heat of time finals
31. 800-yard freestyle relay (M)—All but last heat of time finals
29. 1-meter diving (W)—Trials 2 p.m.

FINALS—FRIDAY, 6 P.M.

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

TRIALS—SATURDAY, 10:30 A.M.

34. 100-yard freestyle (W)
35. 100-yard freestyle (M)
36. 200-yard backstroke (W)
37. 200-yard backstroke (M)
38. 200-yard breaststroke (W)
39. 200-yard breaststroke (M)
20-minute intermission
41. 400-yard freestyle relay (W)
42. 400-yard freestyle relay (M)
32. 1,650-yard freestyle (W)—All but last heat of time finals
33. 1,650-yard freestyle (M)—All but last heat of time finals
40. 3-meter diving (M)—Trials 2 p.m.

FINALS—SATURDAY, 6 P.M.

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

Appendix F

2010 Championship Awards Schedule

Wednesday	Thursday	Friday	Saturday
Last heat 1000 Fr. W	Consol W 200 F.R.	Consol W 500 Free	Last heat W 1650 Free
Last heat 1000 Fr. M	Final W 200 F.R.	Final W 500 Free	Last heat M 1650 Free
Consol W 200 IM	Consol M 200 F.R.	Consol M 500 Free	Consol W 100 Free
Final W 200 IM	Final M 200 F.R.	Final M 500 Free	Final W 100 Free
Consol M 200 IM	10 Min. Intermission	Consol W 100 Back	Consol M 100 Free
Final M 200 IM	Consol W 400 IM	Final W 100 Back	Final M 100 Free
Awards 1000 Fr W	Final W 400 IM	Consol M 100 Back	Awards W 1650 Free
Awards 1000 Fr M	Consol M 400 IM	Final M 100 Back	Awards M 1650 Free
Consol W 50 Free	Final M 400 IM	Awards W 500 Free	Consol W 200 Back
Final W 50 Free	Awards W 200 F.R.	Awards M 500 Free	Final W 200 Back
Consol M 50 Free	Awards M 200 F.R.	Consol W 100 Breast	Consol M 200 Back
Final M 50 Free	Consol W 100 Fly	Final W 100 Breast	Final M 200 Back
Announce diving finalists	Final W 100 Fly	Consol M 100 Breast	Awards W 100 Free
Awards W 200 IM	Consol M 100 Fly	Final M 100 Breast	Awards M 100 Free
Awards M 200 IM	Final M 100 Fly	Awards W 100 Back	Consol W 200 Breast
Women's 3 M Diving Finals	Awards W 400 IM	Awards M 100 Back	Final W 200 Breast
Awards W 50 Free	Awards M 400 IM	Consol W 200 Fly	Consol M 200 Breast
Awards M 50 Free	Consol W 200 Free	Final W 200 Fly	Final M 200 Breast
Awards W 3 M Diving	Final W 200 Free	Consol M 200 Fly	Announce diving finalists
Consol W 200 M.R.	Consol M 200 Free	Final M 200 Fly	Awards W 200 Back
Final W 200 M.R.	Final M 200 Free	Announce diving finalists	Awards M 200 Back
Consol M 200 M.R.	Announce diving finalists	Awards W 100 Breast	Women's 3 M Diving Finals
Final M 20 M.R.	Awards W 100 Fly	Awards M 100 Breast	Awards W 200 Breast
Awards W 200 M.R.	Awards M 100 Fly	Women's 1 M Diving Finals	Awards M 200 Breast
Awards M 200 M.R.	Men's 1 M Diving Finals	Awards W 200 Fly	Awards W 3 M Diving
	Awards W 200 Free	Awards M 200 Fly	Consol W 400 F.R.
	Awards M 200 Free	Awards W 1 M Diving	Final W 400 F.R.
	Awards M 1 M Diving	W 800 F.R. last heat	Consol M 400 F.R.
	Consol W 400 M.R.	M 800 F.R. last heat	Final M 400 F.R.
	Final W 400 M.R.	Awards W 800 F.R.	Awards W 400 F.R.
	Consol M 400 M.R.	Awards M 800 F.R.	Awards M 400 F.R.
	Final M 400 M.R.		
	Awards W 400 M.R.		Team Awards W 4-3-2-1
	Awards M 400 M.R.		Team Awards M 4-3-2-1