



**REPORT OF THE
NCAA DIVISION III MEN'S AND WOMEN'S
SWIMMING AND DIVING COMMITTEE
APRIL 12-13, 2016, MEETING**

ACTION ITEMS.

1. Legislative items.

- None.

2. Nonlegislative items.

a. Increase number of swimming officials at the championships.

- (1) Recommendation. That the number of swimming officials at the Division III Men's and Women's Swimming and Diving Championships increase from six to 10.
- (2) Effective date. September 1, 2016.
- (3) Rationale. Currently, only six swimming officials are paid to officiate the meet. This inadequate number makes it difficult for the officials to judge the entire width of the pool, including the turns on both ends of the pool. Feedback from championship evaluations and officials indicates the need to increase the number of officials at a meet this size and caliber. Additionally, the possibility of the 100 Individual Medley being added to the meet in the near future would increase the number of sprint events that require officials to diligently monitor the turns.

[Note: If the Division III Championships Committee does not approve the increase to 10 officials, the swimming and diving committee recommends that two swimming officials be added to the championship for a total of eight. Division I currently has eight officials for each of the men's and women's championship meets, and the Division III meet has only six officials for a combined meet.]

- (4) Estimated budget impact. Adding four swimming officials would cost \$5,240. Each official is paid \$500 for services plus six days of per diem at \$45 per day. Travel reimbursement is capped at \$540. If only two swimming officials are added, the cost would be \$2,620.

- (5) Student-athlete impact. The championships would be officiated at the caliber necessary for a meet of this size, which would help ensure that all student-athletes are treated fairly.

b. Committee chair.

- (1) Recommendation. That Amy Williams, assistant athletics director at Kenyon College, be reappointed as the committee chair for the 2016-17 academic year.
- (2) Effective date. September 1, 2016.
- (3) Rationale. Ms. Williams served as the committee chair in 2015-16 and did a tremendous job. She worked diligently to streamline manuals and processes and helped make the 2016 championships a resounding success. Her peers on the committee unanimously voted to reappoint her as chair for a second year.
- (4) Budget impact. None.
- (5) Student-athlete impact. None.

INFORMATIONAL ITEMS.

- 1. Review of agenda.** The committee reviewed the agenda for the meeting and made no adjustments.
- 2. Review of 2015 annual meeting report.** The committee reviewed and approved the 2015 annual meeting report as amended (the 2018 championships dates were changed to March 21-24).
- 3. Review of Division III Championships Committee reports.** The committee reviewed reports from the past year and noted the approval to increase the cap for the women's championships in 2017-18.
- 4. Diving – 2016 regional review.**
 - a. Judges selection process. The committee thought having coaches judge the diving regionals was a huge success. The committee noted there were far fewer complaints from coaches about judging bias and agreed the right divers were selected to the championship. The same judging format will be in place for 2017.
 - b. Procedure for last-minute scratches. The committee discussed the need to draft language for the 2017 Pre-Championships Manual about last-minute scratches for the diving regionals. The committee agreed that without medical documentation, divers

- who would like to scratch from the regional meets after allocation numbers have been announced will be fined \$200, per the fine structure. This year there were a few scratches after the allocation numbers were announced; however, the committee did not fine those institutions because this policy was not written in the manual.
- c. Bids. The bid process for 2017 regional bids is underway. The bid portal is now open to accept bids by June 3. The committee will review bids by late July and announce sites by August 15.
 - d. DiveMeets operational procedures. The committee discussed the use of DiveMeets and agreed this service is beneficial for the diving regionals. Committee members want to ensure that hosts clearly understand DiveMeets early in the planning process, and they will have DiveMeets representatives join the host calls early on.
 - e. Host operations manual revisions. The Diving Regional Host Operations Manual was updated as necessary.
 - f. Regional diving information revisions. The coaches' checklist and diving memo were updated as necessary.
 - g. Diving subcommittee discussion. The committee agreed with the recommendation that an informal diving advisory group be created. The current diving representative on the committee would oversee the group that would include diving coaches from each of the four regions who would discuss items related specifically to diving and collaborate with other diving coaches. Division I recently created a similar advisory group that has helped to ensure the diving community is represented in the zone diving process.

5. Review of 2016 championships.

- a. Committee overview/feedback. The committee made the following observations from the 2016 championships:
 - (1) Facility. The committee noted that the Greensboro Aquatic Center is an outstanding facility with attentive and detail-oriented staff that helped make the championship a great success. There was ample deck and pool space as well as plenty of seating for spectators. The committee did note that the locker rooms were somewhat limited but that the lack of space would not deter them from recommending this facility to host another Division III championship in the future.
 - (2) Banquet. Committee members and participants appreciated the banquet, and all of the speakers presented useful messages to the group. The committee thought the food was appetizing but perhaps not plentiful enough. The committee also

noted that the invocation was too religious and would recommend that invocations be eliminated or shortened in the future.

- (3) Hospitality. The committee noted that meals for coaches and volunteers were sufficient, though there were a few complaints about the lack of snacks between meals and the need for some beverages other than water and sweet tea. The committee also noted that the student-athlete hospitality area could be similarly enhanced in the future.
- (4) Heat sheets. The committee noted that the heat sheet printing process was well coordinated.
- (5) Results for coaches. Committee members noted a surplus of results for coaches, and that perhaps with results being available online, hosts may not need to print as many results in the future.
- (6) Awards presentation. The awards presentations went relatively smoothly. There was ample space for race-ready and awards in the same location, though there needs to be better coordination with the announcer when it is time to read the names of the consolation finishers. This will allow the awards to seamlessly transition into the presentation of the top eight award winners.
- (7) Online results and webcasting. The webcasting was much better than last year; however, there were some issues with audio being cut off throughout the evening sessions. The committee was pleased to see more cameras dedicated to this year's championships, which helped to enhance the webcast for fans. The committee wants the number of cameras to remain the same for next year in Texas as well. The committee did notice the format of the results online was somewhat different than years past and will work with the Hy-Tek coordinator to resolve that for next year.
- (8) Officials. The committee discussed the championship officiating crew and reviewed their evaluations, noting that the crew worked well together and acted in a professional manner. The committee would recommend any member of the swimming officiating crew for future championships.
- (9) Additional personnel. The committee commended the host on securing an adequate number of volunteers and additional personnel for the meet.
- (10) Media. The committee applauded the Old Dominion Athletic Conference and the Southern Collegiate Athletic Conference for providing enhanced media coverage, noting that the fans appreciated the additional videos and social media. The committee wants to see better coordination with NCAA.com to ensure neutral

stories are posted following each evening's session. The host contacted NCAA.com several times throughout the meet to confirm that neutral stories would be posted; however, they were not posted.

- (11) Evaluation results. The committee reviewed the evaluation results and noted that the comments were overwhelmingly positive. Participants were very pleased with the convenience of the championship location and the great facility. However, there were several comments regarding the in-venue entertainment, and the committee noted they would not recommend this type of enhancement for future championships.

6. 2017 championship (Shenandoah, Texas).

- a. Site visit. NCAA staff and the committee chair will work with the host to arrange a date and time for a site visit.
- b. Schedule of events. The committee wants the schedule of events to remain the same as it was for this year's championship.
- c. Assignment of officials. The process for selecting officials will remain the same. The committee will select the officials based on the individuals who apply to work the meet as well as the evaluations received through the new USA Swimming officials evaluation process. The selection process will be completed in early fall.
- d. Student-athlete hospitality and banquet. The committee noted that the banquet will need to have enough food, specifically pasta and/or rice, and that the student-athlete hospitality offerings should remain the same as at previous championships. The committee also wants to have a speaker who can relate directly to swimming and diving and/or Special Olympics.
- e. Allocation of deck passes. The committee will ensure that the individuals working registration allocate deck passes accurately. There was some confusion on the number of passes available for divers, and the committee will work to resolve this for the 2017 championship.
- f. Coaches meeting. The coaches meetings will be the same as it was in 2015 when Shenandoah last hosted the meet. The agenda will be updated as necessary.
- g. Host calls. The championships manager will work with the Shenandoah and Conroe ISD Natatorium staff to confirm host call dates and times.

- h. Announcer. The committee has not yet confirmed an announcer for the 2017 championship and will work with the host facility to obtain announcer recommendations.
- i. Facility. The committee noted several improvements that must be implemented for the 2017 championship. First, a more sophisticated relay takeoff review system must be in place, similar to the system in Greensboro. Additionally, the committee would like to have block wedges and backstroke ledges for the championship. The committee is adamant that at least block wedges be in place for the 2017 championship. The championship liaison will work with the host to review options. The committee also noted that the floating dock will need to be installed again, similar to 2015.
- j. Timers/Volunteers. Two timers will be needed per lane as well as one relay takeoff judge. Relay takeoff judges can serve as timers to reduce the number of people behind the blocks. The committee will work with the host to ensure these volunteer slots are filled efficiently.

7. Review selection process.

- a. Online regular-season entry procedures and reporting of times. All results must be submitted within 72 hours of a meet. There were no late results or diving entry submissions this season, but the committee wants to work with USA Swimming to better track late submissions in the future.
- b. Online Meet Entry (OME) process and entry limits. The committee wants to request training in the OME system through USA Swimming to fully understand the system. This will help the committee confidently answer questions as they come up throughout the entry process. The committee would also like to develop OME educational documents to provide to coaches and streamline the language currently in place that explains the step-by-step entry process.
- c. Standards and selections.
 - (1) Number of Individuals/Relays. The committee wants to have USA Swimming model the selection process with the increased cap numbers to determine how this will affect selections in the future. The championship liaison will work with USA Swimming to provide reports to the committee. The Division I swimming and diving championships manager joined the meeting to explain the relay selection process used in Division I. The committee evaluated institutional ownership of relay times versus the current Division III qualifying process and determined that no change will be made for relays in 2017.

- (2) Tie-breaking process for selection. The committee is considering changing the tie-breaking process for 2017. The current process selects the next individual with the time closest to the meet record per event. However, the committee wants to consider using the A-cut time instead of the meet record for 2017. The committee agreed to work with the Hy-Tek coordinator to determine how this will affect the selection process.
 - (3) Scratch process for selected athletes. The scratch process and deadline will remain the same for 2017.
 - (4) Process for handling teams with more than 18 qualifying swimmers. The committee discussed scenarios of teams that have more than 18 qualifying swimmers. Teams will be required to designate 18 swimmers for selection purposes, but the committee will work with USA Swimming to ensure that all qualifiers remain eligible to be included on the alternate list in the event that an alternate is needed. No more than 18 eligible student-athletes may compete for one team.
 - (5) Alternate notification. This process will remain the same for 2017.
- d. Qualifying standards. The committee is considering adjusting the A-cut times for 2017 and will work with Michelle Chaffin, Hy-Tek coordinator, to revise the standards and determine how this change will affect the selection process. The committee hopes that adjusting the A-cut time will not drastically change the selection process and will make the standard more attainable for student-athletes.
 - e. Entry process for diving. This process will remain the same for 2017.
- 8. Site review/future sites.** The committee noted that future championships will be held at the following locations:
 - a. 2017 - Shenandoah, Texas, March 15-18.
 - b. 2018 - Indianapolis, March 21-24.
 - 9. Committee.** The committee updated its operations manual and committee timeline as needed.
 - 10. Governance update.** Jay Jones, associate director of Division III, joined the meeting to provide a governance update on topics including the Management Council meeting agenda, budget items and the upcoming site selection process.

11. **NCAA access ratio.** The committee discussed the upcoming women's access ratio increase and will work with USA Swimming to determine how best to implement the increase seamlessly across all events. The committee will continue to review the access ratio annually.
12. **Rules.** The committee discussed the recent rule change that allows conferences and institutions to choose to implement the 100 Individual Medley into a championship meet lineup. The committee discussed whether this is something they should consider for future NCAA championships and will work with the College Swimming Coaches Association of America to survey to Division III swimming coaches regarding their interest.
13. **2016 CSCAA update.** Joel Shinofield, executive director of the CSCAA, joined the meetings to discuss ways the committee and the coaches association can work together to bolster Special Olympics initiatives at the championship and communicate with diving coaches.
14. **Manual revisions.** The committee updated the pre-championships manual, the participant manual and host operations manual as necessary.

Committee Chair: Amy Williams, Kenyon College, North Coast Athletic Conference
Staff Liaison: Liz Horvat, Championships and Alliances

Division III Men's and Women's Swimming and Diving Committee April 13-14, 2016, Meeting
Attendees:
Greg Brandes, University of Rochester
Andy Clark, Carleton College
Paul Dotterweich, State University of New York at Geneseo
David Fritz, Grove City College
Lisl Prater-Lee, Vassar College
Michael Sutton, Claremont McKenna-Harvey Mudd-Scripps Colleges
Amy Williams, Kenyon College
Absentees:
None.
Guests in Attendance:
Joel Shinofield, Collegiate Swimming Coaches Association of America.
NCAA Staff Support in Attendance:
Mary Berdo, NCAA
Liz Horvat, NCAA
Other NCAA Staff Members in Attendance:
Jay Jones, NCAA