



2017 DIVISION III
**SWIMMING
& DIVING
CHAMPIONSHIPS**

PRE-CHAMPIONSHIPS
2016-17 MANUAL

NCAA General Administrative Guidelines

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Section 1 • Introduction

During the 2016-17 academic year, the Association will sponsor 90 national championships – 42 for men, 45 for women, and three 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 14 are Division III championships. Among the women's championships, six are National Collegiate Championships, 12 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

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

The first section applies to policies applicable to all 90 championships, while the other two sections are sport-specific

Section 1•1 Definitions

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

Administrative Meeting. Pre-championship meeting for coaches and administrators.

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

Championship Administrator. The NCAA staff member responsible for the operational oversight of the championship.

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

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

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

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

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

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

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

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

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

Squad Size. Number of student-athletes per team allowed to dress in uniform and participate at the championship.

Tournament Physician. The physician designated by the host institution/conference to serve as the chief medical advisor for the championship.

Section 2 • Championship Core Statement

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

This is attained by:

Ensuring student-athletes' optimal experience.

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

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

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

Assuring effective management of the business aspects of the operation.

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

Section 3 • Concussion Management

[Reference: Concussion Management in Constitution 3.2.4.18 in the NCAA Division I Manual, Constitution 3.3.4.16 in the NCAA Division II Manual, and Constitution 3.2.4.16 in the NCAA Division III Manual.]

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Traveling institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance. Within the rules of the sport and policies established for the championship, medical staff should have access to the injured student-athlete without interference (e.g., coach).

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having more severe and/or long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death.

For further details, please refer to the NCAA Sports Medicine Handbook for additional guidance on concussions online at: <http://www.ncaapublications.com/p-4374-2014-15-ncaa-sports-medicine-handbook.aspx>.

Section 4 • Conduct

Section 4•1 Certification of Eligibility/Availability

[Reference: Certification of Eligibility/Availability in Constitution 3.2.4 and Bylaws 12, 13, 14, 15, 16, 31.2.1.7.1, 31.2.1.7.1.2 and 31.2.2 in the NCAA Division I, Manuals Constitution 3.3.4 in the NCAA Division II Manual and Bylaws 31.2.2 and 31.2.1.5 in the NCAA Division III Manual.]

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

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

DISCOVERY OF INELIGIBILITY OF A STUDENT-ATHLETE AFTER SELECTION

If an institution fails to report an ineligible student-athlete and the omission is not discovered until after the institution is selected to participate in the championship, necessitating the institution's withdrawal from the championship, that withdrawal

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shall be considered as one of the years of ineligibility, provided another institution participates in the championship in place of the disqualified institution. If the discovery of the ineligible student-athlete occurs so near the beginning of the championship that the governing sports committee does not have a reasonable period of time to replace the disqualified institution in the bracket, that fact shall be taken into consideration in determining the number of years the disqualified institution shall be ineligible to participate.

Section 4•2 Drug Testing

[Reference: Bylaws 18.4.1.4 and 31.2.3 in the NCAA Division I Manual and Bylaws 18.4.1.5 and 31.2.3 in the NCAA Division II, and III Manuals.]

Student-athletes who compete in NCAA championships may be subjected to drug tests in accordance with Bylaws 18.4.1.4 (Division I); 18.4.1.5 (Divisions II and III) 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.

Section 4•3 Honesty and Sportsmanship

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

Section 4•4 Misconduct/Failure to Adhere to Policies

MISCONDUCT

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

FAILURE TO ADHERE TO POLICIES AND PROCEDURES

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

Section 4•5 Sports Wagering Policy

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

The prohibition against sports wagering applies to any institutional practice or any competition (intercollegiate, amateur or professional) in a sport in which the Association conducts championship competition, in bowl subdivision football and in emerging sports for women.

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

STUDENT-ATHLETES

A student-athlete involved in sports wagering on the student-athlete's institution permanently loses all remaining regular-season and postseason eligibility in all sports. A student-athlete who is involved in any sports wagering activity that involves college sports or professional athletics, through internet gambling, a bookmaker, a parlay card or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.

POSTSEASON

In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions where there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules in bracket contests where there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

HOSTING OPPORTUNITIES

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.

Section 4•6 Student-Athlete Experience Survey

After each championship, student-athletes will be asked to participate in a post-event survey intended to capture feedback on their recent championship experience. Institutional administrators will be copied on the email and asked to ensure participation from all student-athletes and coaches.

Section 5 • Elite 90 Award

The Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The award is presented in every sport, every division, and goes to the student-athlete who has the highest cumulative GPA of all student-athletes on all teams competing at the finals site. Each institution that has at least one student-athlete qualify for the final round/site is eligible to nominate a student-athlete for the award. One student-athlete per championship will receive the award, and the announcement of the winner will be made at the finals site.

Institutions that wish to nominate a student-athlete must do so through an online nomination process. To receive more information or access the online form and submit a nomination, go to NCAA.org.

Section 6 • Fan Travel

NCAA Travel provides an easy and affordable way for family and fans to follow their favorite student-athletes and team(s) as they participate in NCAA championships competition. Travel arrangements completed through NCAA Travel help support NCAA student-athletes. Please direct your fans to NCAA.com/travel to search and book online hotel, car and air travel, all in one easy transaction.

Section 7 • Logo Policy

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

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics

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equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the following criteria are met:

1. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and
2. The student-athlete's institution's official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2¼ square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

Section 8 • Research

It is essential that all research efforts be coordinated by a single entity within the national office structure in order to ensure maximum efficiency and quality, avoid unnecessary duplication of effort on the part of staff and membership, allow the NCAA to prioritize research efforts given the limited time and resources of our members and adhere to federal guidelines on the responsibilities of researchers to properly protect research participants from harm.

For the purpose of this policy, "research" is defined as any systematic collection of data for the purpose of drawing generalized conclusions.

Any proposal to conduct research must be submitted to the NCAA research staff for review at least six weeks before the project begins. Research to be conducted during NCAA championships or related events, and which involves competing student-athletes or attendees, is also subject to review. This includes all research, including that conducted by or under the direction of any employee, contractor or paid consultant of the NCAA. It also includes any research conducted by other persons, but funded totally or in part by the NCAA. Any research that detracts from the student-athlete experience or requires physical activity may not be permitted at the championships (preliminary and finals sites). The NCAA retains sole discretion as to whether to allow such research.

Examples of activities considered research include: Conducting surveys of athletics administrators, college presidents, faculty, coaches and student-athletes; leading an organized focus group; funding an outside study under the auspices of the NCAA; conducting market research at championship events; secondary analysis of data originally collected by the NCAA

from people for other purposes; any systematic collection of data from the membership or other entities; etc.

Section 9 • Division III

Section 9•1 Division III Philosophy

The Division III championships philosophy is to field the most competitive teams possible while minimizing missed class time; to emphasize regional competition in regular-season scheduling; and to provide representation in NCAA championship competition by allocating berths to eligible conferences, independent institutions and a limited number of at-large teams, realizing that this may be done at the expense of leaving out some championship-caliber teams.

Section 9•2 Commencement Conflicts

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

The following guidelines apply to commencement requests:

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

Section 9•3 Religious Conflicts

Institutional Policy. If a participating institution has a written policy against competition on a particular day for religious reasons, it shall inform the NCAA national office before May 1 of the preceding academic year to be excused from competing on that day. The notification shall be valid for a period of two years. The championship schedule shall be adjusted to accommodate that institution, and such adjustment shall not require its team or an individual competitor to compete before the time originally scheduled.

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

Division III Swimming and Diving

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Section 1 • General Administration

Section 1•1 NCAA Tournament Operations Staff Contact Information

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

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Section 1•2 National Committee

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

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

Johan Lopez

Head MW Diving Coach/Faculty Athletics Representative
U.S. Merchant Marine Academy

TBD

Andy Clark

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

Paul Dotterweich

Head Swimming and Diving Coach
State University of New York at Geneseo

David Fritz

Head Swimming and Diving Coach
Grove City College

Amy Heasley Williams, chair

Assistant Athletic Director
Kenyon College

Lisl Prater-Lee

Head Swimming Coach
Vassar College

Michael Sutton

Director of Athletics
Claremont McKenna-Harvey Mudd-Scripps Colleges

Section 1•3 Important Dates

Sept. 7, or the institution's fourth day of classes for the fall term, whichever comes first	Qualifying period begins.
Wednesday, Sept. 28	Deadline for teams not already in the database to submit Team Registration online at https://fs22.formsite.com/usaswimming/form19/index.html .
Friday, Sept. 30	Deadline to submit 2016-17 team roster as a Team Manager file to ncaa@usaswimming.org .
Tuesday, Jan. 10	Deadline to submit roster updates or changes to ncaa@usaswimming.org .
Sunday, Feb. 19	Qualification period ends.
Monday, Feb. 20	Swimming entries, diving entries and regional dive sheets due by 8 p.m. Eastern time.
Tuesday, Feb. 21	List of all entries received will be posted by noon.
Tuesday, Feb. 21	Swimming and diving coaches are asked to review the list of entries received and report any swimming errors to USA Swimming/NCAA or diving errors to Lewis Fellingner (divencd@gmail.com) by 8 p.m. Eastern time. Coaches must declare their maximum 18 swimmers for selections by 8 p.m. to Jaime Lewis (jlewis@usaswimming.org), Michelle Chaffin (michelle@chaffin.net) and Liz Horvat (lhorvat@ncaa.org).
Wednesday, Feb. 22	Swimming selections at 10 a.m. Eastern time.
Wednesday, Feb. 22	Unofficial psych sheet, with swimmers only, posted by 8 p.m. Eastern time.
Friday-Saturday, Feb. 24-25	Diving regionals. (On-campus sites.)
Monday, Feb. 27	Diving results posted to ncaa.org .
Monday, Feb. 27	Any institution with more than 18 student-athletes must declare its final 18 by noon Eastern time to Michelle Chaffin (michelle@chaffin.net) and Liz Horvat (lhorvat@ncaa.org).
Monday, Feb. 27	Official psych sheet with swimmers and divers will be posted by 8 p.m. Eastern time on www.ncaa.org .
Friday, March 10	Individual event alternates may be invited up until 5 p.m. Eastern time.
Tuesday, March 14	Mandatory meetings and events: Diving coaches meeting – 2 p.m., local time Swimming coaches meeting – 3 p.m., local time Championship banquet/reception – 6:30 p.m., local time
Wednesday-Saturday, March 15-18	NCAA Division III Men's and Women's Swimming and Diving Championships at the Conroe ISD Natatorium in Shenandoah, Texas. Hosted by the Southern Collegiate Athletic Conference and the City of Shenandoah.

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

FUTURE DATES – 2018

Friday-Saturday, March 2-3	NCAA Division III Men's and Women's Diving Regionals. <i>Four on-campus sites.</i>
Wednesday-Saturday, March 21-24	NCAA Division III Men's and Women's Swimming and Diving Championships at the IU Natatorium in Indianapolis. Hosted by Franklin College and the Indiana Sports Corp.

Section 1•4 Certification of Eligibility

Refer to General Administrative Guidelines, Section 4.

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

If a student-athlete becomes unavailable after the entry form is sent, notification must be given as soon as possible. Alternates will be accepted until 5 p.m. Eastern time Friday, March 10.

All student-athletes not removed from the entry list prior to registration opening Monday, March 13, will be considered participants in the championships. Coaches will receive an entry list at registration and will be asked to confirm by their signature that all of the student-athletes listed are present and will be competing in the championships.

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

Adjusted Place Standings

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

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

Section 1•5 Rules

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

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

All NCAA swimming and diving championships will be administered and conducted according to the rules and procedures in the 2015-16 and 2016-17 NCAA Men's and Women's Swimming and Diving Rules. Questions regarding the interpretation of rules should be addressed to Brian Gordon (Phone: 518-944-3941 / Email: bgordon637@aol.com).

Section 1•6 Uniforms

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

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

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

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

LOGOS

Refer to General Administrative Guidelines, Section 7.

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

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The provisions of Bylaw 12.5.4 (Divisions I and II) and Bylaw 12.5.3 (Division III) indicate that an institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 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 restrictions.

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. Only one post-constructive impermeable institutional logo or marking that does not exceed 9 square inches may be applied to the swimsuit. Additional or alternate logos are not permitted.

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

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

Section 2 • Determination of Championship Participation

Section 2•1 Championships Format

SCHEDULE OF EVENTS

Order of Events

Four-Day, Common-Site Established Program

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

DAY 1 – Wednesday, March 15

Trials – 10 a.m.

Event No.

1. 500-yard freestyle (W)
2. 500-yard freestyle (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: Starts at the conclusion of each respective gender's event

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

Finals – 6 p.m.

Event No.

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

DAY 2 – Thursday, March 16

Trials – 10 a.m.

Event No.

10. 200-yard freestyle relay (W)
11. 200-yard freestyle relay (M)

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

12. 400-yard individual medley (W)
13. 400-yard individual medley (M)

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14. 100-yard butterfly (W)

15. 100-yard butterfly (M)

16. 200-yard freestyle (W)

17. 200-yard freestyle (M)

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

19. 400-yard medley relay (W)

20. 400-yard medley relay (M)

18. One-meter diving (M) — Trials*

Finals – 6 p.m.

Event No.

10. 200-yard freestyle relay (W)

11. 200-yard freestyle relay (M)

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

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. One-meter diving (M) — Finals*

19. 400-yard medley relay (W)

20. 400-yard medley relay (M)

DAY 3 – Friday, March 17

Trials – 10 a.m.

Event No.

21. 200-yard butterfly (W)

22. 200-yard butterfly (M)

23. 100-yard backstroke (W)

24. 100-yard backstroke (M)

25. 100-yard breaststroke (W)

26. 100-yard breaststroke (M)

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

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

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

27. One-meter diving (W) — Trials*

Finals – 6 p.m.

Event No.

21. 200-yard butterfly (W)

22. 200-yard butterfly (M)

23. 100-yard backstroke (W)

24. 100-yard backstroke (M)

- 25. 100-yard breaststroke (W)
- 26. 100-yard breaststroke (M)
- 27. One-meter diving (W) — Finals*
- 28. 800-yard freestyle relay (W) — Top Heat
- 29. 800-yard freestyle relay (M) — Top Heat

DAY 4 – Saturday, March 18

Trials – 10 a.m.

Event No.

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

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

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

Finals – 6 p.m.

Event No.

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

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

RATIO APPROVED BY COMMITTEE

Sport	Travel Party	Max Team Size	Per Diem	Per Diem	Ground Transportation
M Swimming and Diving	One non-athlete for 1-5 swimmers Two non-athletes for 6-10 swimmers Three non-athletes for 11-15 swimmers Four non-athletes for 16 or more swimmers 1+divers = 1 non-athlete	18	\$90	5 days per diem for all eligible travelers	57 cents per mile per person
W Swimming and Diving	One non-athlete for 1-5 swimmers Two non-athletes for 6-10 swimmers Three non-athletes for 11-15 swimmers Four non-athletes for 16 or more swimmers 1+divers = 1 non-athlete	18	\$90	5 days per diem for all eligible travelers	57 cents per mile per person

Section 2•2 Selections Information

ALLOCATION OF BERTHS

Number of Participants. The number of participants in the 2017 championships cannot exceed the following limits: Men–260; and Women–267.

Diving Qualification. Twenty-four divers will be selected for the women’s championships and 24 divers will be selected for the men’s championships. These 48 divers (24 men and 24 women) are included in the championships participant limit.

PARTICIPATION PROCEDURES – SWIMMING ENTRIES

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

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

1. Online Meet Entries (OME). Information regarding the online meet entries is located at NCAA.org, Division III, Championships, Swimming and Diving. For the 2016-17 season, results from bona fide competition (see page 21) inside a team’s declared 19-week playing/practice season and an institution’s maximum 16 dates of competition shall be submitted to USA Swimming (SWIMS database) via email at ncaa@usaswimming.org within 72 hours of competition. **The online entry forms must be submitted by 8 p.m. Eastern time Monday, Feb. 20.** No telephone, facsimile or late entries will be accepted.
2. Each participant (other than a potential alternate for an invited relay) must meet the established minimum time standard for at least one event in which he or she enters.
3. All times must be made during the appropriate qualifying period within the institution’s officially declared 19 weeks practice season and 16 dates of competition. Primary times must be used to achieve time standards, consideration standards and optional-entry standards (see NCAA Rule 4-21-2-a through d). A secondary time may be used only if the primary equipment that is employed fails to record a valid time. A tertiary time may be used only if both the primary and secondary timing systems fail to provide valid times. Only times that are obtained with timing systems having priority levels of one through three in NCAA Rule 4-21-2-a through d may be used to achieve time standards, consideration standards and optional-entry standards.
4. Student-athletes must be eligible when a time standard is achieved.
5. No more than 18 eligible student-athletes may compete for one team. These competitors will be counted as follows: An entrant who swims will be counted as one competitor; an entrant who swims and dives will be counted as one competitor; and an entrant who only dives will be counted as one-third of a competitor in the total team limit.
6. The best times must be submitted for all entries. [Note: Refer to Relay Events below for clarification on aggregate times.]
7. Diving entry procedures are referenced in the diving qualification section of this manual.

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

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

Event Limit. A student-athlete may be entered in a maximum of eight events, five relays and three individual events; however, a student-athlete is only permitted to compete in a maximum of seven events, of which no more than three 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.

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

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

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

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

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

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

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

Optional Entries (Individual Events). A student-athlete who is selected for the championships in one or more individual swimming events may participate in other individual swimming events on an optional-entry basis, provided that the student-athlete competes in at least one of the events in which he or she has been selected for the championships. Optional-entry times must be (1) ENTERED ON THE OFFICIAL ENTRY FORM, AND (2) ACHIEVED DURING THE QUALIFYING PERIOD. An optional entry constitutes an official entry unless scratched by the appropriate deadline. If, at the conclusion of a Division III championships meet, a student-athlete has competed in one or more individual events on an optional-entry basis but has not competed in at least one event in which he or she was selected for the championships, then that competitor will be disqualified from the optional event(s). If a relay-only qualifier participates

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in the NCAA championships but fails to swim in a relay for which he or she was selected for the championships, then that competitor will be disqualified from any optional events in which he or she participated, and the institution will be disqualified from the last relay in which he or she could have swum to meet the participation requirement outlined in this section. In the case of such disqualification(s), the points scored by other teams shall be altered.

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

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

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

Entry Challenges. For a time to be considered for entry into an NCAA championship, it must have been achieved using priority level-one equipment (automatic equipment). The NCAA Swimming and Diving Committee will review any nonautomatic times. If any competitor's qualifying standard is challenged by a formal written protest, the coach involved must provide proof of performance at the time of the challenge (e.g., official meet results, computer printout showing 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. Challenges must be submitted to the athletics director and coach of the institution for which the standard is being challenged with a copy to the chair of the NCAA Swimming and Diving Committee and the NCAA liaison. Challenges must be made by 3 p.m. Eastern time Monday, Feb. 20. The institution's response to the committee, the NCAA office and the challenging institution is due within 24 hours of being notified of the challenge. A final decision from the committee will be rendered within 48 hours.

PARTICIPATION PROCEDURES – DIVING ENTRIES

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

- A diver must achieve the qualifying standard at least once at a bona fide conference championship or twice (on the same board) during any other bona fide competition. If a diver only qualifies on one board, he/she may still dive both events at the regional meet.
- By 8 p.m. Eastern time, Monday, Feb. 20:
 - Submit dive sheet(s) of qualifying performance(s) to the NCAA Division III diving coordinator. These forms can be submitted throughout the season.
 - Submit a Regional Information Form.
 - Submit a list of dives via the DiveMeets.com system for the appropriate regional meet. This entry indicates the diver's intent to compete in the regional competition.
 - Instructions for DiveMeets.com:
 - Create a Log-In ID (or use a current DiveMeets ID) for each competitor. *Current IDs can be used if competitor is listed as NCAA diver and coach is listed.*
 - Click on current or upcoming meets and select the NCAA Division III Championships.
 - Enter the appropriate 1-meter and 3-meter events. (If a diver qualifies on only one board, he/she may enter both events at the regional meet.)
 - Enter all dive numbers (*changes can be made per the rule book*). *Note: Once a diver qualifies for the national championship, those dives will be automatically transferred. It is the responsibility of the diving coach to check that his/her qualified diver(s) has been entered properly into the championship meet. Dive lists will be verified at the championship; divers can scratch by the designated meet deadlines.*

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

NCAA Division III Diving Coordinator:
Lewis Fellingner
divencd@gmail.com
Fax: 888-578-5719

Additional information on diving is located in Rule 6 in the 2015-16 and 2016-17 NCAA Men's and Women's Swimming and Diving Rules.

SEEDING OF METRIC TIMES

The following procedure will be used when seeding metric times:

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

ALTERNATES

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

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

Individual Alternates. A list of alternates will be compiled in case a student-athlete who has been invited to the championships becomes unavailable. Student-athletes may be invited up until 5 p.m. Eastern time Friday, March 10.

PRACTICE

Practice and warm-up times are outlined in the 2017 schedule, which is posted on the NCAA website under the Swimming and Diving Championship information page.

SCRATCH DEADLINES

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

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

SCORING

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

TIES

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

Championships Diving. If there is an eighth-place tie after the preliminary round, 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 will be ordered for the individual.

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QUALIFYING STANDARDS

2017 NCAA DIVISION III SWIMMING AND DIVING QUALIFYING TIMES (MEN)

EVENT	25 YARDS		2016
	A CUT	B CUT	Invited Time
50 FREE	:19.80	:20.70	:20.56
100 FREE	:43.66	:45.53	:45.17
200 FREE	1:37.13	1:40.45	1:39.78
500 FREE	4:22.25	4:34.41	4:31.65
1650 FREE	15:04.60	16:16.65	15:52.58
100 BACK	:47.65	:50.54	:49.76
200 BACK	1:44.47	1:50.64	1:49.22
100 BREAST	:53.16	:56.83	:56.03
200 BREAST	1:56.32	2:04.80	2:02.97
100 FLY	:47.36	:49.56	:49.05
200 FLY	1:45.64	1:52.89	1:50.09
200 IM	1:46.55	1:52.13	1:51.30
400 IM	3:47.83	4:07.40	4:01.01
200 F.R.	1:22.88		1:22.17
400 F.R.	3:04.10		3:02.53
800 F.R.	6:47.38		6:45.66
200 M.R.	1:31.79		1:30.73
400 M.R.	3:23.27		3:20.28

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

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

2017 NCAA DIVISION III SWIMMING AND DIVING QUALIFYING TIMES (WOMEN)

EVENT	25 YARDS		2016
	A CUT	B CUT	Invited Time
50 FREE	:22.81	:23.85	:23.65
100 FREE	:49.54	:52.08	:51.39
200 FREE	1:47.64	1:52.86	1:52.32
500 FREE	4:45.33	5:00.79	4:58.79
1650 FREE	16:28.07	17:33.72	17:15.89
100 BACK	:54.12	:57.34	:56.69
200 BACK	1:57.32	2:04.63	2:02.45
100 BREAST	1:01.79	1:05.29	1:04.48
200 BREAST	2:13.78	2:22.73	2:20.80
100 FLY	:52.92	:56.95	:56.34
200 FLY	1:56.90	2:07.26	2:05.27
200 IM	2:00.51	2:07.13	2:05.54
400 IM	4:13.77	4:36.69	4:30.11
200 F.R.	1:35.70		1:35.01
400 F.R.	3:29.97		3:28.47
800 F.R.	7:39.30		7:34.68
200 M.R.	1:45.75		1:45.37
400 M.R.	3:51.41		3:49.75

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

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

LODGING

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

TRANSPORTATION/PER DIEM

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

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

Section 2•3 Selection Criteria

SELECTION OF PARTICIPANTS

Step 1:	All individual swimmers who have achieved “A” time standards will be entered in the meet.
Step 2:	The top 16 qualifying relay teams in each relay event and 24 spots for divers will be reserved.
Step 3:	Entries will be added to each individual swimming event, filling across rows until each event has an equal number of qualifiers. One entry will then be added to each individual swimming event in event order to keep the events at the same number. This process will be repeated as long as each individual event in the entire order of events can receive an additional entry and the total number of individual event qualifiers remains below the individual cap and the total number of overall competitors remains below the overall cap.
Step 4:	If at some point the addition of one competitor per event to the entire order of individual events puts the field over the individual event qualifier cap or the total number of competitors cap, the competitor whose percentage is closest to the NCAA Division III Championships meet record will be taken first until 140 men and 146 women individual event qualifiers are selected or the maximum participant number is reached.
Step 5:	After the selection process is run, if there is a disparity of more than one between individual and relay complete rows, then one relay row is eliminated and the remaining cap space is filled by individual events until the disparity is no more than one. No more than 16 relays will be selected.
Step 6:	In the rare instance of a tie for the last entry to the championships, both individuals will be allowed to participate in the championships.
Step 7:	Relay-only swimmers will be added to only those individual events for which they have met the “B” time standard.
Step 8:	After the selection process is completed and the qualifiers are selected into the championships, the optional entries will be added for the individual qualifiers.
Step 9:	After divers have been selected, no team may have more than 18 competitors.

BONA FIDE COMPETITION

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

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

- Meet is open to the public;
- Competition is between two or more teams of the same gender, at the same time and site, from different four-year collegiate institutions, as defined in NCAA Bylaw 31.3.3.1;
- All competitors must be eligible by NCAA standards;

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- Meets must be included on the institutions' approved competition schedule;
- Meets must have published results; and
- Depending on the governing body, meet official(s) must be qualified and/or certified.

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

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

Note 1:	Time standards, consideration standards and optional-entry standards may be achieved in exhibition swims that are conducted during bona fide NCAA non-championships and relay meets governed by Rule 8-1 through Rule 8-3 of the 2015-2016 and 2016-17 NCAA Men's and Women's Swimming and Diving Rules (see Rules 3-5-1 and 3-5-3). Times achieved in time-standard trials that are conducted in conjunction with bona fide NCAA non-championships, relay and championship meets governed by Rule 8-1 through Rule 8-4 also are acceptable (see Rule 3-5-2). Each competitor or relay team is limited to one time-standard trial per event per meet.
Note 2:	A time standard, consideration standard or an optional-entry standard may be achieved over an initial distance within any individual or relay race that is conducted according to the criteria established for bona fide competition. This rule applies to competitors who are eligible to score in regularly scheduled and scored events, and to exhibition competitors in such events (see Rule 3-5-1). This rule does not apply to competitors in time-standard trials (see Rule 3-5-2) or to competitors in nonstandard events in invitational meets (see Rule 8-3). That is, time standards, consideration standards and optional-entry standards may not be achieved over initial distances in time-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, consideration standards and optional-entry standards (see Rule 4-21-2-a through d). A secondary time may be used only if the primary timing equipment that is employed fails to record a valid primary time. A tertiary time may be used only if both the primary and secondary timing systems fail to provide valid times. Only times that are obtained with timing systems having priority levels of one through three in Rule 4-21-2-a through d may be used to achieve time standards, consideration standards and optional-entry standards for NCAA championships.
Note 4:	Times recorded in a meet that is approved or sanctioned by USA Swimming may be used to achieve NCAA time standards, consideration standards or optional-entry standards. Time standards, consideration standards and optional-entry standards may not be achieved by a competitor in any other meet (e.g., a USA Swimming-sanctioned meet) that is conducted on any of the same dates as, and at the same site as, a bona fide NCAA non-championships or championships meet in which the competitor is entered. USA Swimming-sanctioned meets hosted by or run at an NCAA institution may not be used to achieve NCAA time standards, consideration standards or optional-entry standards unless another NCAA institution also participates in the USA Swimming meet (exemption from this rule is provided for those institutions located in Alaska, Hawaii and Puerto Rico).
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 8-4-8). The meet results file is required to be submitted to USA Swimming for each entry time that meets or exceeds the time standard in a swimming event, but is not required for an optional entry in a swimming meet. If an aggregate relay time is submitted (see Rule 5-2-1-f), each of the four individual times must be appropriately certified. If it has been determined by the meet committee that the fastest time submitted by an institution did not meet bona fide competition requirements, the entry time will be disallowed and the coach does not have the ability to submit an alternate time.
Note 6:	Time standards may be achieved only in 25-yard or 25-meter racing courses. Diving standards must be met in competition with similar diving requirements as NCAA rules.
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 of the parties involved.
Note 8:	Times achieved at an altitude of 3,000 feet or higher may be adjusted according to the chart located in Appendix C.

Note 9 The championships meet point standard for one-meter diving may be achieved in a non-championships meet that includes two, one-meter events (see Rule 6-1-2-a), if the diver’s total award for both one-meter events equals or exceeds the point standard.

DIVING SELECTION CRITERIA

Selection of Divers. Each regional diving meet will be allocated a fixed number of qualifiers to ensure equitable access opportunities. This number will be determined by the number of divers who submit an entry, which indicates intent to compete in the regional competition. The number of divers competing at each region will be divided by the total number of divers who submitted an entry, multiplied by 24, to determine the ratio for assigned qualification spots. Regardless of ratios, no region will have fewer than two men and two women qualifiers. The qualification allocation shall be posted on the NCAA website by Wednesday before the regional diving qualification meet. Note: This number is subject to change, if the actual number of divers competing at any regional diving qualification meet were to be different from the number that initially submitted an entry. The qualifiers to the national championships will be assigned by alternating between the day-one highest finisher and the day-two highest finisher, considering if the next highest finisher already is invited, that diver will be skipped.

This ensures equal consideration is given to both boards. However, every year the event order shall be rotated to not favor one board in a given region over time.

Diving regional host sites. Following are the four regional diving sites selected for 2017:

Region 1 (Central)	Calvin College; Grand Rapids, Michigan
Region 2 (Midwest/South/West)	Grinnell College; Grinnell, Iowa
Region 3 (Northeast/North)	Massachusetts Institute of Technology; Cambridge, Massachusetts
Region 4 (Northeast/South)	Ithaca College; Ithaca, New York

Competition Requirements. Divers qualified to compete in the regional diving meet, as well as those selected to participate in the championships, are required to submit a list of dives to the diving scoring system requested by the respective host site.

The following is required of all qualified divers:

1. A copy of the diving sheet(s) from the qualifying performance meet(s), signed by the meet referee, must be completed and returned to diving coordinator Lewis Fellingner via email or fax (divencd@gmail.com; 888-578-5719), along with the Regional Information Form, by 8 p.m. Eastern time Monday, Feb. 20.
2. Enter dive list for regional competition into divemeets.com by 8 p.m. Eastern time Monday, Feb. 20.

Nullification (Bylaw 31.02.4)

Section 2•4 Site Selection — 2018 Regional Diving Competition

Any institution interested in hosting a diving regional for the 2018 championships must submit a proposed budget, respond to sport-specific questions, and ensure the institution’s key contacts and facility information are complete and current in the Championships Bid and Host Profile portal. Please note that in order to submit a bid, you must first locate the desired championship in the “Championships Available for Bidding” section and select “Start Bid.”

CHAMPIONSHIPS BID AND HOST PROFILE PORTAL

The Championships Bid and Host Profile portal is located at championships.ncaa.org. Please note that all member institutions can easily access and change their profiles on this site. For profile issues, user access or to reset a password, please email championshipbid@ncaa.org or contact the respective championship manager. The deadline to submit all bid materials for a 2018 diving regional is March 31, 2017.

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

- Committee/site representative lodging;

DIVISION III SWIMMING AND DIVING

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

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

FACILITY PROFILE

Institutions interested in hosting diving regionals must add (or ensure accuracy of) facility information for the applicable competition venue. This information is located at championships.ncaa.org. Any supporting information (e.g., facility diagram, pictures) may be uploaded and attached to that facility's profile. This information will be made available to the sport committee to aid in their deliberations of prospective host sites.

KEY CONTACTS

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

SAFETY AND SECURITY PLAN

Each facility profile should include the safety and security plan for that facility. This information can be uploaded and attached to the profile by visiting championships.ncaa.org.

FINAL FINANCIAL REPORT

A final financial report from each championship site must be submitted via the Championships Bid and Host Profile portal under the "budget" tab not later than 60 days after the event.

CONTACT INFORMATION

If you have any questions regarding the bid process, please contact the championships manager at 317-917-6222 or email us at championshipbid@ncaa.org.

Appendixes

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Appendix A • Sport Sponsorship

NCAA GEOGRAPHICAL REGIONS – WOMEN

CENTRAL (59 INSTITUTIONS)

Albion College	Lawrence University
Alma College	Macalester College
Augsburg College	Manchester University
Augustana College (Illinois)	Millikin University
Baldwin Wallace University	University of Minnesota, Morris
Beloit College	Monmouth College (Illinois)
Calvin College	University of Mount Union
Carleton College	North Central College
Carroll University (Wisconsin)	Oberlin College
Carthage College	Ohio Northern University
Case Western Reserve University	Ohio Wesleyan University
University of Chicago	Olivet College
Concordia College, Moorhead	Principia College
Denison University	Ripon College
DePauw University	Rose-Hulman Institute of Technology
Eureka College	College of St. Benedict
Franciscan University of Steubenville	St. Catherine University
Franklin College	St. Mary's University of Minnesota
Gustavus Adolphus College	St. Olaf College
Hamline University	University of St. Thomas (Minnesota)
Hiram College	Wheaton College (Illinois)
Hope College	Wilmington College (Ohio)
Illinois College	University of Wisconsin-Eau Claire
*Illinois Institute of Technology (active 2018-19)	University of Wisconsin-La Crosse
Illinois Wesleyan University	University of Wisconsin-Oshkosh
John Carroll University	University of Wisconsin-Stevens Point
Kalamazoo College	University of Wisconsin-Whitewater
Kenyon College	Wittenberg University
Knox College	The College of Wooster
Lake Forest College	

MIDWEST (13 INSTITUTIONS)

Austin College	*McMurry University (active 2018-19)
Centenary College (Louisiana)	Nebraska Wesleyan University
Coe College	Simpson College
Grinnell College	Southwestern University (Texas)
Hendrix College	Trinity University (Texas)
Loras College	Washington University in St. Louis
Luther College	

*Not eligible for NCAA championship competition.

NORTHEAST (133 INSTITUTIONS)

- Albright College
- *Alfred State College (active 2018-19)
- Alfred University
- Allegheny College
- Amherst College
- Arcadia University
- Babson College
- Bard College
- Baruch College
- Bates College
- Bethany College (West Virginia)
- Bowdoin College
- Brandeis University
- Bridgewater State University
- College at Brockport, State University of New York
- Brooklyn College
- Bryn Mawr College
- Buffalo State, State University of New York
- Cabrini College
- Carnegie Mellon University
- Catholic University
- Cazenovia College
- Cedar Crest College
- Chatham University
- Clark University (Massachusetts)
- Clarkson University
- State University of New York at Cobleskill
- Colby College
- Colby-Sawyer College
- Connecticut College
- State University of New York at Cortland
- Dickinson College
- Drew University
- Eastern Connecticut State University
- Elizabethtown College
- Elms College
- Fairleigh Dickinson University, Florham
- Franklin & Marshall College
- The State University of New York at Fredonia
- State University of New York at Geneseo
- Gettysburg College
- Gordon College
- Grove City College
- Hamilton College
- Hartwick College
- Hunter College
- Husson University
- Ithaca College
- John Jay College of Criminal Justice
- Juniata College
- Keene State College
- King's College (Pennsylvania)
- Lebanon Valley College
- Lehman College
- Lycoming College
- State University of New York Maritime College
- Marywood University
- Massachusetts Institute of Technology
- University of Massachusetts, Dartmouth
- Messiah College
- Middlebury College
- Misericordia University
- Montclair State University
- Mount Holyoke College
- Mount Saint Mary College (New York)
- College of Mount St. Vincent
- Nazareth College
- University of New England
- The College of New Jersey
- State University of New York at New Paltz
- College of New Rochelle
- New York University
- Norwich University
- State University College at Old Westbury
- State University of New York at Oneonta
- State University of New York at Oswego
- Penn State University, Altoona
- Pennsylvania State University Erie, the Behrend College
- University of Pittsburgh, Bradford
- Plymouth State University
- State University of New York at Potsdam
- Purchase College State University of New York
- Ramapo College
- Regis College (Massachusetts)
- Rensselaer Polytechnic Institute
- Rhode Island College
- University of Rochester
- Rochester Institute of Technology
- Roger Williams University
- Rowan University
- Salisbury University
- Sarah Lawrence College
- University of Scranton
- Simmons College
- Skidmore College
- Smith College
- Springfield College
- University of St. Joseph (Connecticut)
- St. Joseph's College (Brooklyn)
- St. Joseph's College (Long Island)
- Saint Joseph's College (Maine)
- St. Lawrence University
- Saint Vincent College
- College of Staten Island
- Stevens Institute of Technology
- Stevenson University
- Susquehanna University
- Swarthmore College
- Trinity College (Connecticut)
- Tufts University
- U.S. Coast Guard Academy
- U.S. Merchant Marine Academy
- Union College (New York)
- Ursinus College
- Utica College
- Vassar College
- Washington and Jefferson College
- Wellesley College
- Wells College
- Wesleyan University (Connecticut)
- Western Connecticut State University
- Western New England University
- Westfield State University
- Westminster College (Pennsylvania)
- Wheaton College (Massachusetts)
- Widener University
- Wilkes University
- William Paterson University of New Jersey
- William Smith College
- Williams College
- Worcester Polytechnic Institute
- York College (Pennsylvania)
- York College (New York)

* Not eligible for NCAA championship competition.

DIVISION III SWIMMING AND DIVING

SOUTH (27 INSTITUTIONS)

Berry College
Birmingham-Southern College
Bridgewater College (Virginia)
Centre College
Emory and Henry College
Emory University
Ferrum College
Frostburg State University
Gallaudet University
Goucher College
Greensboro College
Guilford College
Hollins University
Hood College

Johns Hopkins University
LaGrange College
University of Mary Washington
Marymount University (Virginia)
McDaniel College
Randolph-Macon College
Rhodes College
University of the South
St. Mary's College of Maryland
Sweet Briar College
Transylvania University
Washington and Lee University
Washington College (Maryland)

WEST (20 INSTITUTIONS)

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

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

* Not eligible for NCAA championship competition.

NCAA GEOGRAPHICAL REGIONS – MEN

CENTRAL (55 INSTITUTIONS)

Albion College	Macalester College
Alma College	Manchester University
Augustana College (Illinois)	Millikin University
Baldwin Wallace University	Monmouth College (Illinois)
Beloit College	University of Mount Union
Calvin College	North Central College
Carleton College	Oberlin College
Carroll University (Wisconsin)	Ohio Northern University
Carthage College	Ohio Wesleyan University
Case Western Reserve University	Olivet College
University of Chicago	Principia College
Denison University	Ripon College
DePauw University	Rose-Hulman Institute of Technology
Eureka College	St. John's University (Minnesota)
Franklin College	St. Mary's University of Minnesota
Gustavus Adolphus College	St. Olaf College
Hamline University	University of St. Thomas (Minnesota)
Hiram College	Wabash College
Hope College	Wheaton College (Illinois)
Illinois College	Wilmington College (Ohio)
*Illinois Institute of Technology (active 2018-19)	University of Wisconsin-Eau Claire
Illinois Wesleyan University	University of Wisconsin-La Crosse
John Carroll University	University of Wisconsin-Oshkosh
Kalamazoo College	University of Wisconsin-Stevens Point
Kenyon College	University of Wisconsin-Whitewater
Knox College	Wittenberg University
Lake Forest College	The College of Wooster
Lawrence University	

MIDWEST (13 INSTITUTIONS)

Austin College	*McMurry University (active 2018-19)
Centenary College (Louisiana)	Nebraska Wesleyan University
Coe College	Simpson College
Grinnell College	Southwestern University (Texas)
Hendrix College	Trinity University (Texas)
Loras College	Washington University in St. Louis
Luther College	

* Not eligible for NCAA championship competition.

NORTHEAST (112 INSTITUTIONS)

- Albright College
- *Alfred State College (active 2018-19)
- Alfred University
- Allegheny College
- Amherst College
- Arcadia University
- Babson College
- Bard College
- Baruch College
- Bates College
- Bethany College (West Virginia)
- Bowdoin College
- Brandeis University
- Bridgewater State University
- College at Brockport, State University of New York
- Brooklyn College
- Buffalo State, State University of New York
- Cabrini College
- Carnegie Mellon University
- Catholic University
- Cazenovia College
- Chatham University
- Clark University (Massachusetts)
- Clarkson University
- State University of New York at Cobleskill
- Colby College
- Colby-Sawyer College
- Connecticut College
- State University of New York at Cortland
- Dickinson College
- Drew University
- Elizabethtown College
- Elms College
- Fairleigh Dickinson University, Florham
- Franklin & Marshall College
- The State University of New York at Fredonia
- State University of New York at Geneseo
- Gettysburg College
- Gordon College
- Grove City College
- Hamilton College
- Hartwick College
- Husson University
- Ithaca College
- Keene State College
- King's College (Pennsylvania)
- Lebanon Valley College
- Lehman College
- Lycoming College
- State University of New York Maritime College
- Marywood University
- Massachusetts Institute of Technology
- University of Massachusetts, Dartmouth
- Messiah College
- Middlebury College
- Misericordia University
- Montclair State University
- Mount Saint Mary College (New York)
- Nazareth College
- The College of New Jersey
- State University of New York at New Paltz
- New York University
- Norwich University
- State University College at Old Westbury
- State University of New York at Oneonta
- State University of New York at Oswego
- Penn State University, Altoona
- Pennsylvania State University Erie, the Behrend College
- University of Pittsburgh, Bradford
- State University of New York at Potsdam
- Purchase College, State University of New York
- Ramapo College
- Regis College (Massachusetts)
- Rensselaer Polytechnic Institute
- University of Rochester
- Rochester Institute of Technology
- Roger Williams University
- Rowan University
- Salisbury University
- Sarah Lawrence College
- University of Scranton
- Skidmore College
- Springfield College
- St. Joseph's College (Brooklyn)
- St. Joseph's College (Maine)
- St. Lawrence University
- Saint Vincent College
- College of Staten Island
- Stevens Institute of Technology
- Stevenson University
- Susquehanna University
- Swarthmore College
- Trinity College (Connecticut)
- Tufts University
- U.S. Coast Guard Academy
- U.S. Merchant Marine Academy
- Union College (New York)
- Ursinus College
- Utica College
- Vassar College
- Washington and Jefferson College
- Wells College
- Wesleyan University (Connecticut)
- Westminster College (Pennsylvania)
- Wheaton College (Massachusetts)
- Widener University
- Wilkes University
- William Paterson University of New Jersey
- Williams College
- Worcester Polytechnic Institute
- York College (Pennsylvania)
- York College (New York)

*Not eligible for NCAA championship competition.

SOUTH (23 INSTITUTIONS)

Berry College
 Birmingham-Southern College
 Centre College
 Emory University
 Ferrum College
 Frostburg State University
 Gallaudet University
 Goucher College
 Greensboro College
 Hampden-Sydney College
 Hood College
 Johns Hopkins University

La Grange College
 University of Mary Washington
 Marymount University (Virginia)
 McDaniel College
 Randolph-Macon College
 Rhodes College
 University of the South
 St. Mary's College of Maryland
 Transylvania University
 Washington and Lee University
 Washington College (Maryland)

WEST (19 INSTITUTIONS)

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

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

*Not eligible for NCAA championship competition.

Appendix B • Swimming and Diving Coaches Checklist

SWIMMING AND DIVING COACHES CHECKLIST

Before the NCAA National Championship

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

Important Dates Recap

- | | |
|--|--|
| <ul style="list-style-type: none"> • Sunday, Feb. 19 • Monday, Feb. 20 • Monday, Feb. 20 | <p>Qualification period ends.</p> <p>Swimming entries due by 8 p.m., Eastern time.</p> <p>DIVING: Signed qualifying diving score sheets, Regional Information Form and dive lists must be submitted by 8 p.m., Eastern time.</p> |
| <ul style="list-style-type: none"> • Tuesday, Feb. 21 • Tuesday, Feb. 21 | <p>List of all swimming and diving entries received will be posted by noon.</p> <p>Coaches are asked to review the list of entries received and report any swimming errors to USA Swimming/NCAA or diving errors to Lewis Fellingner (divencd@gmail.com) by 8 p.m., Eastern time. Coaches must declare their maximum 18 swimmers for selections by 8 p.m.</p> |
| <ul style="list-style-type: none"> • Wednesday, Feb. 22 | <p>Swimming selections at 10 a.m., Eastern time. Unofficial psych sheets, with swimmers only, posted by 8 p.m.</p> |
| <ul style="list-style-type: none"> • Friday, Feb. 24 - Saturday, Feb. 25 • Monday, Feb. 27 | <p>Diving regionals.</p> <p>Diving results and qualified divers posted to ncaa.org. Any institution with more than 18 student-athletes must declare its final 18 by noon.</p> |
| <ul style="list-style-type: none"> • Monday, Feb. 27 | <p>Official psych sheet with swimmers and divers will be posted by 8 p.m., Eastern time.</p> |
| <ul style="list-style-type: none"> • Friday, March 10 ○ If a student-athlete becomes unavailable after the entry form is sent, notification must be given as soon as possible. (Pre-Championships Manual, Section 1.4) | <p>Individual event alternates may be invited up until 5 p.m., Eastern time.</p> |

After Selections

- Upload your logo and photos of participating student-athletes to ncaachampionships.info (username: ncaaschools, password: ncaafpt) by Thursday, March 2.
- Nominate your student athlete(s) for the Elite 90 Award by 5 p.m., Friday, March 10. See ncaa.org for further details.
- Obtain a prescription from your athletic trainer or team physician for any student athlete requiring specific treatment (i.e., ultrasound, electrical stimulation, etc.).
-

At the NCAA National Championship**Registration**

- Register your team at the Natatorium Monday (3:30 - 9 p.m.) or Tuesday (7 a.m. –5:30 p.m.). At this time you must confirm your entry list and pick up championships packet including deck passes.
- One additional deck pass may be purchased per gender team for the price of an all-session ticket.
- Provide your team banner to facility staff.

Coaches Meetings and other Events

- Mandatory diving coaches – Tuesday at 2 p.m.
- Mandatory swim coaches – Tuesday at 3 p.m.
- Mandatory championships banquet/reception – Tuesday at 6:30 pm
- Senior recognition is Friday night at 5:40 p.m. (just prior to the National Anthem). Please have your seniors dressed in institutional team warm ups and sent to the ready room at 5:15 p.m.

Other Items

- Scratch deadline is 5 p.m. the day preceding an event.
- All swimmers and divers must be present and wear their institution's official team warm up uniform to receive awards immediately after the championship heat of each event (with the exception of the 1650 and 800 Free relays, which are timed finals- awards follow the final heat at night).
- Student athletes are subject to drug testing. If chosen, they must submit to such tests.
- Do not include the NCAA logo on institutional team championship wear. See the Pre-Championships Manual, Section 7 and 1.6 for more details.
- Provide biographical information for finalists to the announcer in a timely fashion.

After the NCAA National Championship

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

Appendix C • Conversion Table and Altitude Adjustments

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

Short-Course Conversion Factors (Men and Women)

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

Please note that the conversion table above does not reflect what is included in the NCAA Swimming and Diving Rules Book. This document reflects what will be used for selection to and seeding at the 2016 Division III Swimming and Diving Championships. All time standards, consideration standards and optional-entry standards may be achieved only in 25-yard or 25-meter racing courses. No times achieved in 50-meter courses will be eligible for selection.

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

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

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

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