PARTICIPANT
2017-18 MANUAL
Finals
# Table of Contents

Introduction ................................................................................................................................. 1  
Coaches Checklist ........................................................................................................................... 1  
NCAA Committee/Staff ................................................................................................................. 2  
Host Personnel ............................................................................................................................. 3  
Host Welcome .............................................................................................................................. 4  
Schedule ....................................................................................................................................... 5  
Awards ........................................................................................................................................ 8  
Championship Operations ............................................................................................................ 9  
Competition Site/Venue Information ............................................................................................. 12  
Drug Testing ............................................................................................................................... 13  
Host City Information ................................................................................................................ 14  
Lodging ....................................................................................................................................... 14  
Media Services ........................................................................................................................... 14  
Medical Information ................................................................................................................... 17  
NCAA Policies and Requirements ............................................................................................. 20  
Participant Expectations and Guidelines .................................................................................... 21  
Spectator Information ................................................................................................................ 24  
Tickets ....................................................................................................................................... 25  
Transportation/Travel/Parking .................................................................................................... 26  

## Appendixes

A – Championships Schedule ....................................................................................................... 31  
B – Facility Maps .......................................................................................................................... 34  
C – Emergency Action Plan ....................................................................................................... 38  
D – Timing System & Equipment ............................................................................................... 50  
E – Area Restaurants ................................................................................................................ 51  
F – City of Columbus Map .......................................................................................................... 52  
G – Uninvited Relay Swimmer Declaration Form ....................................................................... 53  
H – Women’s Diving Practice and Competition Schedule .......................................................... 54  
I – Participant Gift Information ................................................................................................. 55
Introduction

Congratulations on your selection to the 2018 NCAA Division I Women’s Swimming and Diving Championships! This manual includes important information regarding the championships. This manual is a supplement, not a substitute, for the 2017-18 NCAA Division I Men’s and Women’s Swimming and Diving Pre-Championships Manual. Additional information is available on the championships website at NCAA.com and on NCAA.org.

The championships will be held at McCorkle Aquatic Pavilion on the campus of The Ohio State University in Columbus, Ohio, March 14-17, 2018. The Ohio State University, along with the Greater Columbus Sports Commission, will serve as the hosts for the championships.

Detailed information regarding the selection process for swimmers and divers is included in the 2017-18 Pre-Championships Manual, which is available online at NCAA.org. The qualifying standards for the championships are also available on this page, and all other information pertinent to the championships will continue to be posted on this page. The Pre-Championships Manual and the qualifying standards are also posted online at www.usaswimming.org/ncaa and www.cscaa.org.

Coaches Checklist

___ Contact Short's Travel Management, the NCAA travel service, at 866-655-9215 to make air travel arrangements. Teams located within 400 miles of the competition site are required to travel via ground transportation. If extraordinary circumstances warrant an exception to the established travel policies, you must contact the NCAA’s travel department at 317-917-6757 or travel@ncaa.org for approval prior to making any travel arrangements. All travel policies, including information on travel party numbers, can be found on the NCAA website (ncaa.org, Division I, Championships, Travel and Reimbursement Information).

___ Complete nominations for the Elite 90 Award by 5 p.m. (Eastern time) Monday, March 12. Please click here to access the nomination form and other pertinent information regarding the award.

___ Coaches and/or institution sports information staff are encouraged to submit high resolution head shots of participating senior student-athletes, including uninvited relay alternates and institutionally funded divers, to Aaron Hyder, hyder.28@osu.edu. The photos will be used in the senior recognition presentation at the competition venue. Photos will be accepted from now until March 12.
### NCAA Committee/Staff

#### NCAA Swimming and Diving Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>University</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yariv Amir</td>
<td>Colgate University</td>
<td>315-228-6547</td>
<td><a href="mailto:yamir@colgate.edu">yamir@colgate.edu</a></td>
</tr>
<tr>
<td>Katie Cameron</td>
<td>Bryant University</td>
<td>401-230-0809</td>
<td><a href="mailto:kcameron@bryant.edu">kcameron@bryant.edu</a></td>
</tr>
<tr>
<td>Joe Dykstra</td>
<td>University of Utah</td>
<td>801-581-5480</td>
<td><a href="mailto:jdykstra@huntsman.utah.edu">jdykstra@huntsman.utah.edu</a></td>
</tr>
<tr>
<td>Lisa Ebeling</td>
<td>University of Northern Colorado</td>
<td>970-351-1741</td>
<td><a href="mailto:Lisa.Ebeling@unco.edu">Lisa.Ebeling@unco.edu</a></td>
</tr>
<tr>
<td>Devon Hendricks</td>
<td>University of Texas</td>
<td>512-748-9291</td>
<td><a href="mailto:devon.hendricks@athletics.utexas.edu">devon.hendricks@athletics.utexas.edu</a></td>
</tr>
<tr>
<td>Roland McDonald</td>
<td>San Diego State University</td>
<td>703-969-7714</td>
<td><a href="mailto:rmcdonald@mail.sdu.edu">rmcdonald@mail.sdu.edu</a></td>
</tr>
<tr>
<td>Traci Murphy</td>
<td>Canisius College</td>
<td>318-342-5381</td>
<td><a href="mailto:murphy30@canisius.edu">murphy30@canisius.edu</a></td>
</tr>
<tr>
<td>Yahya Radman</td>
<td>North Carolina State University</td>
<td>919-513-7833</td>
<td><a href="mailto:yaradman@ncsu.edu">yaradman@ncsu.edu</a></td>
</tr>
<tr>
<td>Kevin Tyrrell</td>
<td>Harvard University</td>
<td>617-495-2268</td>
<td><a href="mailto:tyrrell@fas.harvard.edu">tyrrell@fas.harvard.edu</a></td>
</tr>
<tr>
<td>Mary Ellen Wydan</td>
<td>LaSalle University</td>
<td>215-951-1991</td>
<td><a href="mailto:wydan@lasalle.edu">wydan@lasalle.edu</a></td>
</tr>
</tbody>
</table>

#### NCAA Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol A. Reep</td>
<td>Associate Director of Championships</td>
<td>317-917-6678</td>
<td><a href="mailto:careep@ncaa.org">careep@ncaa.org</a></td>
</tr>
<tr>
<td>Robin Hale</td>
<td>Assistant Coordinator of Championships</td>
<td>317-917-6624</td>
<td><a href="mailto:rhale@ncaa.org">rhale@ncaa.org</a></td>
</tr>
</tbody>
</table>

#### Rules

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ben Brownlee</td>
<td>NCAA</td>
<td>317-917-6944</td>
<td><a href="mailto:bbrownlee@ncaa.org">bbrownlee@ncaa.org</a></td>
</tr>
<tr>
<td>Greg Lockard</td>
<td>Secretary Rules-Editor</td>
<td>973-486-5501</td>
<td><a href="mailto:greg@swimdiverules.com">greg@swimdiverules.com</a></td>
</tr>
</tbody>
</table>
# Host Personnel

## THE OHIO STATE UNIVERSITY & GREATER COLUMBUS SPORTS COMMISSION

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office</th>
<th>Cell</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Championships Director</td>
<td>Ericka Hoon</td>
<td>614-292-6103</td>
<td>440-339-9987</td>
<td><a href="mailto:hoon.6@osu.edu">hoon.6@osu.edu</a></td>
</tr>
<tr>
<td>Assistant Championships Director</td>
<td>Lauren Graham</td>
<td>614-292-8707</td>
<td>937-308-0515</td>
<td><a href="mailto:graham.498@osu.edu">graham.498@osu.edu</a></td>
</tr>
<tr>
<td>Assistant Championships Director</td>
<td>Lauren Graham</td>
<td>614-292-8707</td>
<td>937-308-0515</td>
<td><a href="mailto:graham.498@osu.edu">graham.498@osu.edu</a></td>
</tr>
<tr>
<td>Event Coordinator</td>
<td>Sarah Hall</td>
<td>567-277-5023</td>
<td></td>
<td><a href="mailto:hall.1722s@osu.edu">hall.1722s@osu.edu</a></td>
</tr>
<tr>
<td>Director, Aquatic Facilities &amp; Operations</td>
<td>Zach Skinner</td>
<td>614-688-3587</td>
<td>614-429-8289</td>
<td><a href="mailto:skinner.199@osu.edu">skinner.199@osu.edu</a></td>
</tr>
<tr>
<td>Director, McCorkle Aquatic Events</td>
<td>Christine Thompson</td>
<td>614-247-7370</td>
<td>614-205-9542</td>
<td><a href="mailto:thompson.1363@osu.edu">thompson.1363@osu.edu</a></td>
</tr>
<tr>
<td>Ticketing Director</td>
<td>Kate Nushart</td>
<td>614-292-8630</td>
<td>614-352-6887</td>
<td><a href="mailto:nushart.1@osu.edu">nushart.1@osu.edu</a></td>
</tr>
<tr>
<td>Sports Information/Media Relations</td>
<td>Aaron Hyder</td>
<td>614-247-7023</td>
<td>615-574-8590</td>
<td><a href="mailto:hyder.28@osu.edu">hyder.28@osu.edu</a></td>
</tr>
<tr>
<td>Fan Experience &amp; Promotions</td>
<td>Darren Mason</td>
<td>614-292-1208</td>
<td>402-560-5859</td>
<td><a href="mailto:mason.945@osu.edu">mason.945@osu.edu</a></td>
</tr>
<tr>
<td>Athletic Training/Medical Services</td>
<td>Natalie Swanson</td>
<td>614-292-1165</td>
<td>541-619-2447</td>
<td><a href="mailto:swanson.313@osu.edu">swanson.313@osu.edu</a></td>
</tr>
</tbody>
</table>
Dear Women’s Swimming & Diving Participants,

Welcome to Columbus, Ohio, the proud home of the 2018 NCAA Division I Women’s Swimming & Diving Championships! We are honored that the NCAA and its member institutions chose the beautiful McCorkle Aquatic Pavilion to host this event.

As with past events, we have worked with the NCAA, the Columbus Sports Commission, the City of Columbus, Experience Columbus, and the university community to guarantee a great experience for student-athletes, coaches, administrators, alumni, and fans.

We have a great facility in McCorkle, rich in tradition and history. Both, our downtown and campus area offers a variety of dining and entertainment options. We want you to feel at home and enjoy our Buckeye hospitality. We are glad you are here and hope you enjoy the 2018 Championships!

Sincerely,

Eugene Smith
Senior Vice President and
Wolfe Foundation Endowed Director of Athletics
The Ohio State University
**Schedule**

The championships will take place March 14-17. The order of events for all days of competition will remain the same. The start times for Wednesday, Thursday and Saturday will remain as follows: For swimming, the preliminary sessions will begin at 10 a.m. and the finals sessions will begin at 6 p.m. Preliminary rounds for diving will take place on Thursday at 12:30 p.m., and Saturday at 12:15 p.m. Diving finals will take place in the appropriate order during the night sessions. A comprehensive schedule is included in Appendix A.

For the 2018 women’s championships, ESPN will provide live linear coverage for Friday’s finals on ESPNU. In order to accommodate Friday’s broadcast opportunity, the competition schedule will be adjusted one hour earlier with swimming prelims that day beginning at 9 a.m.; preliminary rounds for diving at 11:30 a.m. and evening finals at 5 p.m. Additional championships broadcast information is available on Page No. 14.

**Pool Availability**

The McCorkle Aquatic Pavilion will be available for participating student-athletes during the hours listed below. Only student-athletes from competing institutions may use the pool during these times.

There will be one lane in the diving well for use during pre-meet practice times. This lane will be available each day during preliminaries and close 30 minutes prior to the diving start. In the evening sessions, this lane is only to be used by awards participants with permission from the NCAA Swimming and Diving Committee.

- **Tuesday**: 8 a.m. to 10 p.m.
- **Wednesday**: 6 a.m. to 9 p.m.
- **Thursday**: 6 a.m. to one hour after the conclusion of finals
- **Friday**: 6 a.m. to one hour after the conclusion of finals
- **Saturday**: 6 a.m. conclusion of awards ceremony

The McCorkle Aquatic Pavilion will not be available to competing teams prior to 8 a.m. on Tuesday. Teams desiring off-site pool time prior to 8 a.m. on Tuesday may reach out to the following Columbus-area pools, all of which are subject to availability. Diving board availability is noted for each pool.

<table>
<thead>
<tr>
<th>Westerville Community Center</th>
<th>New Albany High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Plessinger</td>
<td>Richie Wildenhaus</td>
</tr>
<tr>
<td><a href="mailto:william.plessinger@westerville.org">william.plessinger@westerville.org</a></td>
<td><a href="mailto:wildenhaus.1@napls.us">wildenhaus.1@napls.us</a></td>
</tr>
<tr>
<td>614-901-6510</td>
<td>614-413-8326</td>
</tr>
<tr>
<td>25 yard, 8 lanes</td>
<td>25 yard, 6 lanes</td>
</tr>
<tr>
<td>1M Diving Board</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Columbus School for Girls</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Morgan Grodesky</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:mgrodesky@columbusschoolforgirls.org">mgrodesky@columbusschoolforgirls.org</a></td>
<td></td>
</tr>
<tr>
<td>614-252-0781 ext. 331</td>
<td></td>
</tr>
<tr>
<td>25 yard, 8 lanes</td>
<td></td>
</tr>
<tr>
<td>2 - 1M Diving Boards</td>
<td></td>
</tr>
</tbody>
</table>
Registration/Packet Pick-up

Registration will take place in the main lobby of McCorkle Aquatic Pavilion. The main lobby is accessible both by entering the main entrance directly across from the Recreational & Physical Activity Center (RPAC) or through the Team Entrance located at the rear of the Aquatic Pavilion near the Neil Avenue Parking Garage (Refer to maps in Appendix B). Registration hours are as follows:

- **Tuesday**: 8 a.m. to 5 p.m.
- **Wednesday**: 8 a.m. to 5 p.m.

After Wednesday, any late registrations will take place in the main lobby of McCorkle Aquatic Pavilion. A representative from each participating institution must register their team and pick up the team packet. The following will take place at registration:

- Pick up team packets, which will contain credentials and parking information.
- Review and sign the team entry list, confirming that all student-athletes on the list are present and eligible to compete.
- Declare any uninvited swimmers that may serve as a relay alternate during the meet (up to four).
- Pick-up participant medallions for student-athletes who were selected to the championships.
- Pick-up POWERADE squeeze bottles for student-athletes.
- Select massage table locations.
- Submit any banners they wish to be hung by facility staff at registration.

Practice/Warm-Up Schedule – Swimming

The pool will be available for practice as noted above. For competition days, there will be one pace and one sprint lane designated in the warm-up pool. For competition days, the practice/warm-up schedule for the competition pool for swimmers is as follows:

**PRELIMINARIES – Practice/Warm-up Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 – 8:30 a.m.</td>
<td>Open warm-up.</td>
</tr>
<tr>
<td>6 – 7:30 a.m.</td>
<td>All kicking must move to warm-up pool.</td>
</tr>
<tr>
<td>8:30 – 9:15 a.m.</td>
<td>Swimming only in competition pool – no equipment permitted.</td>
</tr>
<tr>
<td>7:30 – 8:15 a.m.</td>
<td>Lanes 1, 10 PACE (no diving off blocks)</td>
</tr>
<tr>
<td></td>
<td>Lanes 2, 3, 4, 5, 6, 7, 8, 9 GENERAL</td>
</tr>
<tr>
<td>9:15 – 9:30 a.m.</td>
<td>Swimmers may only dive off the blocks in sprint lanes.</td>
</tr>
<tr>
<td>8:15 – 8:30 a.m.</td>
<td>Lanes 1, 10 PACE</td>
</tr>
<tr>
<td></td>
<td>Lanes 2, 9 SPRINT (one way only)</td>
</tr>
<tr>
<td></td>
<td>Lanes 3, 4, 5, 6, 7, 8 GENERAL</td>
</tr>
<tr>
<td>9:30 – 9:50 a.m.</td>
<td>Swimmers may only dive off the blocks in sprint lanes.</td>
</tr>
<tr>
<td>8:30 – 8:50 a.m.</td>
<td>Lanes 1, 10 PACE</td>
</tr>
<tr>
<td></td>
<td>Lanes 2, 3, 8, 9 SPRINT (one way only)</td>
</tr>
<tr>
<td></td>
<td>Lanes 4, 5, 6, 7 GENERAL</td>
</tr>
<tr>
<td>9:50 a.m.</td>
<td>Clear the competition pool.</td>
</tr>
<tr>
<td>8:50 a.m.</td>
<td></td>
</tr>
</tbody>
</table>
**FINALS - Practice/Warm-up Schedule**

4:30 – 5:15 p.m. (Wed., Thurs., Sat.)  
All kicking must move to warm-up pool.

3:30 – 4:15 p.m. (Fri.)  
Swimming only in competition pool – no equipment permitted.

Lanes 1, 10  
PACE (no diving off blocks)

Lanes 2, 3, 4, 5, 6, 7, 8, 9  
GENERAL

5:15 – 5:30 p.m. (Wed., Thurs., Sat.)  
Swimmers may only dive off the blocks in sprint lanes.

4:15 – 4:30 p.m. (Fri.)  

Lanes 1, 10  
PACE

Lanes 2, 9  
SPRINT (one way only)

Lanes 3, 4, 5, 6, 7, 8  
GENERAL

5:30 – 5:50 p.m. (Wed., Thurs., Sat.)  
Swimmers may only dive off the blocks in sprint lanes.

4:30 – 4:50 p.m. (Fri.)  

Lanes 1, 10  
PACE

Lanes 2, 3, 8, 9  
SPRINT (one way only)

Lanes 4, 5, 6, 7  
GENERAL

5:50 p.m. (Wed., Thurs., Sat.)  
Clear the competition pool.

4:50 p.m. (Fri.)

**Practice/Warm-up Schedule – Diving**

A diver dry land area will be available to stretch and somersault in the room directly behind the diving platform (see map in Appendix B). A second diver dry land area will also be provided on the Southwest corner of the deck with pipe and drape, and include mats. The diving practice and competition schedule can be found in Appendix H.

**Administrative Meeting**

A mandatory administrative meeting will be Wednesday, March 14 for all coaches. The swimming coaches meeting will be held at 11:30 a.m., followed by the diving coaches meeting at 1 p.m. Both meetings will take place in the main Coaches/Staff Hospitality area – located in the Tom Davis Gymnasium in the attached Recreational & Physical Activity Center (RPAC) (see map and directions in Appendix B). All head coaches or their institutional designee are required to attend to hear important information specific to the championships and the facility. **Institutions failing to have representation at the meeting will be fined.** The top 12 teams from the previous year’s championships will choose their team seating area on the deck at the swimming coaches meeting.

**CSCAA Meeting**

The College Swimming and Diving Coaches Association of America (CSCAA) will hold a meeting for the coaches during the week of the championships. The CSCAA meeting will be held on Tuesday, March 13 at 8 p.m. The CSCAA Executive Director will update coaches once the meeting location has been finalized.

**National Anthem**

The national anthem will be performed prior to the start of the evening session each day.

**Timed Finals Events**

All heats of the 800-yard free relay will be swum in the evening on Wednesday. There will be no parading for the 800-yard freestyle.

The season’s best competitive time for the 1,650-yard freestyle shall be used to seed that event. The eight fastest competitors will swim in the evening session at 6 p.m. Saturday. All other heats will be swum slowest to fastest, beginning at approximately 3:45 p.m. and ending at approximately 5:15 p.m. **Please note the competition pool will not be made available for warm-up for the evening session until 5:15 p.m.** There will be no parading for the 1,650-yard freestyle.
**Awards**

**Awards Ceremony**
An awards ceremony will be held immediately after the conclusion of each event and NCAA awards will be presented to the top eight finishers in each event. Team awards will be presented to the top four teams after the presentation of the 400-yard freestyle relay awards. Student-athletes are required to wear official school uniforms/warm-ups for awards ceremonies. All individuals receiving an award must be represented on the awards stand.

If a student-athlete is swimming in the event immediately following the awards ceremony, and only in that circumstance, another participating student-athlete from that institution must stand in to receive the award, unless a record has been broken. If an individual is swimming in multiple events that session, the coach must inform the committee and NCAA staff prior to the start of that session if that student-athlete may have a substitute for any of the award ceremonies. Failure to adhere to this policy will be reviewed as a potential misconduct.

Swimmers’ baskets will be taken to the awards staging area during the race. Divers must change into warm-ups and walk immediately to the awards stand at the conclusion of the diving finals events. Please see the venue map in Appendix B for the location of the awards staging area and the awards stand.

If a tie occurs in the finals, it will not be broken. A duplicate award will be ordered by the NCAA and sent to the institution after the championships. Institutions interested in purchasing additional awards that they receive on site can do so at [http://www.mtmrecognition.com/ncaa/](http://www.mtmrecognition.com/ncaa/).

**Elite 90 Award**
The NCAA Elite 90 Award will be presented to the student-athlete with the highest cumulative grade-point average competing at the championships. The coach of the recipient will be notified at the coaches meeting but will be asked not to notify the student-athlete. A day/time for presenting the award will be determined at that time, based on the events in which the student-athlete is participating. Coaches must submit nominees for the Elite 90 award by **5 p.m. (Eastern time) Monday, March 12**. Please visit the NCAA website to access the nomination form and other pertinent information regarding the award.

**Locker Room Program**
The national championship team will receive champion t-shirts and hats as part of the NCAA locker room program. These items will be presented at the team awards ceremony after the final event.

**Participant Medallions**
Participant medallions will be provided to all student-athletes selected to the championships. Medallions will NOT be given to uninvited relay swimmers or institutionally funded divers. These medallions will be given to the institutional representative at registration. Institutions interested in purchasing participant medallions can do so at the following website: [http://www.mtmrecognition.com/ncaa/](http://www.mtmrecognition.com/ncaa/). Additional medallions will NOT be provided at registration.

**Student-Athlete Participation Awards**
An online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites. See Appendix I for more details.
Championship Operations

Banners
Only banners allowed in or around the competition area are those approved by the swimming and diving committee and the NCAA. Banners advertising equipment of manufacturers are strictly prohibited. All banners must be dropped off at registration and will be hung by the host committee after teams have selected their seating areas at the coaches’ meeting. Banners will be available for pick-up at the head table on the west pool deck at the conclusion of the championships. Teams that would like to retrieve banners before the end of the championships should make arrangements at the head table at least one hour prior to departure.

Deck Passes
Deck passes/credentials will be produced by the NCAA for all participating teams and will be distributed to teams at registration. Team staff will receive numbered wristbands and student-athletes will receive labeled credentials. No one will be allowed to enter the facility or access the pool deck without proper identification. Wristbands should be worn at all times on deck and in the facility. Teams will receive deck passes for selected student-athletes and a designated number of institutional personnel (see chart below). Institutions will be allowed to bring up to four uninvited relay swimmers to the championships. Uninvited relay swimmers must be designated at registration and will receive credentials.

The number of deck passes for institutional personnel is based on the total number of student-athletes attending from their institution, which will include selected swimmers and divers, uninvited relay swimmers and institutionally funded divers. **NOTE**: an institution’s maximum limit of 18 total student-athletes must be maintained.

<table>
<thead>
<tr>
<th>Number of Selected Student-Athletes</th>
<th>Number of Deck Passes for Institutional Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4 participants</td>
<td>Four</td>
</tr>
<tr>
<td>5-9 participants</td>
<td>Five</td>
</tr>
<tr>
<td>10-14 participants</td>
<td>Six</td>
</tr>
<tr>
<td>15 or more participants</td>
<td>Seven</td>
</tr>
</tbody>
</table>

One additional deck pass will be allocated for the diving coach from each institution with qualified divers. Teams can request up to one medical credential for a certified athletic trainer through the host trainer. Any other trainers must be accommodated through the deck pass allotment noted above. **Massage therapists must be included in the institutional allotment noted in the chart above.** Coaches/institutional personnel outside of the allotted number must pay the regular admission fee and will not be allowed on deck. There are no exceptions to this policy.

Institutional personnel who receive deck passes through the allotment may purchase a replacement deck pass if one is misplaced. The replacement deck pass will cost the same as an all-session ticket ($80). Replacement deck passes can be purchased prior to each session (from two hours prior to the session until 30 minutes prior) at the ticket office. Payment can be made using a credit card (MasterCard/Visa/American Express), cash or check.

Misuse of credentials by an institution may result in misconduct.

Media credential requests, including sports information directors for participating institutions, must be made online at [www.ncaa.com/media](http://www.ncaa.com/media).
Heat Sheets
Coach heat sheets will be available on deck at the admin table. A limited quantity of additional heat sheets will be available at the head table. Heat sheets for the following day will be finalized and distributed in the mailbox after the scratch deadline each day.

Hospitality
Hospitality for institutional personnel, officials, meet management personnel and coaches will be available Wednesday, Thursday, Friday and Saturday. The coaches’ hospitality area is located inside the Tom Davis Gymnasium in the attached Recreational & Physical Activity Center (RPAC) (see Appendix B). Individuals must have a credential for access to the hospitality areas.

<table>
<thead>
<tr>
<th>COACH/STAFF/OFFICIAL HOSPITALITY SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, March 14</td>
</tr>
<tr>
<td>Breakfast</td>
</tr>
<tr>
<td>Lunch</td>
</tr>
<tr>
<td>Dinner</td>
</tr>
<tr>
<td>Drinks/COffee/Snacks</td>
</tr>
<tr>
<td>4:30-7:30 p.m.</td>
</tr>
<tr>
<td>6 a.m.-10 p.m.</td>
</tr>
<tr>
<td>7:30-10 a.m. Tom Davis Gym</td>
</tr>
<tr>
<td>11:30 a.m.-2 p.m. Tom Davis Gym</td>
</tr>
<tr>
<td>4:30-7:30 p.m. Tom Davis Gym</td>
</tr>
<tr>
<td>6 a.m.-10 p.m. Tom Davis Gym</td>
</tr>
<tr>
<td>Thursday, March 15</td>
</tr>
<tr>
<td>7:30-10 a.m. Tom Davis Gym</td>
</tr>
<tr>
<td>11:30 a.m.-2 p.m. Tom Davis Gym</td>
</tr>
<tr>
<td>4:30-7:30 p.m. Tom Davis Gym</td>
</tr>
<tr>
<td>6 a.m.-10 p.m. Tom Davis Gym</td>
</tr>
<tr>
<td>6:30-9 a.m. Tom Davis Gym</td>
</tr>
<tr>
<td>10:30 a.m.-2 p.m. Tom Davis Gym</td>
</tr>
<tr>
<td>3:30-7 p.m. Tom Davis Gym</td>
</tr>
<tr>
<td>6 a.m.-10 p.m. Tom Davis Gym</td>
</tr>
<tr>
<td>Friday, March 16</td>
</tr>
<tr>
<td>7:30-10 a.m. Tom Davis Gym</td>
</tr>
<tr>
<td>11:30 a.m.-2 p.m. Tom Davis Gym</td>
</tr>
<tr>
<td>4:30-7:30 p.m. Tom Davis Gym</td>
</tr>
<tr>
<td>6 a.m.-10 p.m. Tom Davis Gym</td>
</tr>
<tr>
<td>Saturday, March 17</td>
</tr>
<tr>
<td>6:30-9 a.m. Tom Davis Gym</td>
</tr>
<tr>
<td>10:30 a.m.-2 p.m. Tom Davis Gym</td>
</tr>
<tr>
<td>3:30-7 p.m. Tom Davis Gym</td>
</tr>
<tr>
<td>6 a.m.-10 p.m. Tom Davis Gym</td>
</tr>
</tbody>
</table>

Snacks, POWERADE products and water will be available for competitors in the Student-Athlete Hospitality Room and on the pool deck, adjacent to the warm-up pool. Please refer to the map in Appendix B for the specific location.

Merchandise
Official NCAA championship merchandise will be available for purchase at the championships. Participants will also be given the opportunity to pre-order apparel through Event 1, Inc., the official souvenir merchandiser for the NCAA. Merchandise will be available for purchase from 8 a.m. to 5 p.m. on Tuesday, 4:30 p.m. until 30 minutes post-event on Wednesday; from 8:30 a.m. until 30 minutes post-event Thursday and Saturday, and from 8 a.m. until 30 minutes post-event Friday. The merchandising area is located on the main concourse near the entrance to McCorkle Aquatic Pavilion (see map in Appendix B).

Results
Results from each session will be distributed via the results mailboxes located at the admin table at the North end of the pool deck. Results will also be available on Meet Mobile and www.ncaa.com.

Swim-Offs
Swim-offs may be held at a mutually agreed upon time by the teams involved. If a mutual time cannot be agreed upon, the meet referee will have the authority to set a time, which may be no sooner than 30 minutes following the last event of that session.
**Team Seating**
Team seating will be available on both sides of the pool deck and will be clearly marked with signage on the walls immediately behind the seats. Please note that some benches will be split in half (and appropriately marked). See Appendix B for more details. The top 12 teams from the 2017 championships will choose their team seating area on the deck at the swimming coaches’ meeting. All other teams must wait until after the coaches’ meeting to choose their seating area on deck.

The top 12 teams from the 2017 championship are as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Stanford</td>
</tr>
<tr>
<td>2.</td>
<td>California</td>
</tr>
<tr>
<td>3.</td>
<td>Texas A&amp;M</td>
</tr>
<tr>
<td>4.</td>
<td>Georgia</td>
</tr>
<tr>
<td>5.</td>
<td>Texas</td>
</tr>
<tr>
<td>6.</td>
<td>Louisville</td>
</tr>
<tr>
<td>7.</td>
<td>NC State</td>
</tr>
<tr>
<td>8.</td>
<td>Indiana</td>
</tr>
<tr>
<td>9.</td>
<td>Southern California</td>
</tr>
<tr>
<td>10.</td>
<td>Minnesota</td>
</tr>
<tr>
<td>11.</td>
<td>Michigan</td>
</tr>
<tr>
<td>12.</td>
<td>Virginia</td>
</tr>
</tbody>
</table>

**Video Review**
Per Rule 4-14-7, video review will be used at the championships. All reviews must be conducted before qualifiers and results are announced. Such equipment shall be used if both relay judges independently record opposite of the equipment or anytime the electronic equipment reading is a negative number that leads to disqualification. The designated official shall review the video to determine if there was a machine malfunction and clear video evidence exists to overturn the call. **Challenges by coaches are not permitted as part of this rule.** The result of the video is merely to determine if the electronic judging equipment has failed. The video shall not be used to detect early takeoffs or any other rule infractions. If conclusive video evidence exists that the electronic equipment failed, the result of the electronic judging equipment is voided, no electronic result is recorded, and the referee may overturn the disqualification for that heat. Any obstruction to the view of the exchange is sufficient to void the video from evidence. All video reviews will take place after the heats of the event are completed.

**Water/POWERADE for Participants**
Water and POWERADE product will be available for student-athletes during practice and competition. Teams will receive POWERADE squeeze bottles for the student-athletes. Squeeze bottles will be distributed at registration. Equipment carrying any branding other than POWERADE will not be permitted on deck during the championships and all product must be consumed out of the NCAA-provided POWERADE branded water cups or squeeze bottles only.
**Competition Site/Venue Information**

**Competition Site Maps**  
Maps of the venue are available in Appendix B and outline all areas on the first (deck) and second (seating) levels.

**Emergency Action Plan**  
The McCorkle Aquatic Pavilion Emergency Action Plan for Events is available in Appendix C. This plan will also be provided in the team packets at registration and reviewed at the coaches meeting prior to the meet.

**Facility Regulations – Prohibited Items**  
For reasons of safety, the following items are not permitted in McCorkle Aquatic Pavilion: alcohol, balloons, balls, banners, beverages, bottles, containers, weapons, drugs, fireworks, flags, food, Frisbees, ice chests, irritants, knives, noisemakers, picnic baskets, signs, thermoses, video recorders, cameras with changeable lenses, lawn chairs or any other items deemed dangerous or inappropriate by security or game management.

The use of all types of tobacco products (including and not limited to, cigarettes, electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes, oral tobacco and nasal tobacco) is prohibited in all university buildings and on all university-owned properties including parking lots, garages, and all outside areas. This also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine other than for the purpose of cessation.

**Recreational & Physical Activity Center (RPAC)**  
The workout facilities in these areas are traditionally not open to staff, coaches, or athletes. If a coach or staff member wishes to purchase a day pass to utilize workout equipment in the RPAC, please visit the admin table.

**Locker Rooms**  
McCorkle Aquatic Pavilion has two changing rooms with restrooms located on the west pool deck, open to all female athletes and female coaches. An additional single restroom is located immediately adjacent to the Athletic Training Room on deck.

Additional locker rooms and restrooms are located just off the north pool deck towards the hospitality & massage therapy areas.

Participating teams will not have assigned lockers, and all participants will be responsible for their personal items. Team bags can be placed on or under team bleachers on the pool deck.

The NCAA, The Ohio State University and McCorkle Aquatic Pavilion are not responsible for lost or stolen items.

**Participant Entrance**  
Participants may enter the McCorkle Aquatic Pavilion through the south entrance (near the Neil Avenue Parking Garage) or through the north entrance (main entrance to facility).

**Pool Specifics**  
Considered one of the finest competition pools and diving wells in the nation, the Bill and Mae McCorkle Aquatic Pavilion's new technology provides a facility for some of the fastest times and best diving in the country.
In addition to serving as the competition venue for men’s and women’s swimming and diving, McCorkle also is the home pool to the Ohio State synchronized swimming team. Located in the heart of campus and adjacent to three other world-class facilities - Ohio Stadium, Thompson Library and the Recreation and Physical Activity Center - McCorkle has earned a reputation for fast water.

The McCorkle Aquatic Pavilion’s main competition pool and warmup pool has gutter hung OMEGA touch pads at the start end and a bulkhead at the turn end. Eight backstroke ledges will be available in the main competition pool. Two lanes of the warmup pool will be equipped with OMEGA Touch pads, OSB block tops, and backstroke ledges. Please refer to Appendix D for an example.

McCorkle Aquatic Pavilion will use the Omega Timing System within its competition pool. There will be 50 split times posted on the video board for every race, with the exception of the 200 relay medley, 200 freestyle relay and 50 freestyle, of which there will also be 25 split times available.

**Restrooms**
Restrooms for spectators are located on the seating level of the facility. A deck level restroom for male staff and coaches is located adjacent to the Athletic Training Room.

**Spectator Entrance**
Spectators must enter the facility through the main entrance, located on the north side of McCorkle Aquatic Pavilion (See Appendix B).

**Towels**
Towel service will not be provided during the championships for coaches or student-athletes.

### Drug Testing
All student-athletes are subject to NCAA drug testing at all NCAA championships or in conjunction with all postseason certified events. The goal of the drug-testing program is to provide safe, fair and equitable competition as well as to protect the health and safety of all NCAA student-athletes participating in NCAA championships and postseason certified events.

The drug-testing program involves collecting urine specimens from student-athletes at various times throughout an NCAA championship. Student-athletes may be selected for drug testing based on their place of finish, position and/or an approved random selection method. A student-athlete may be selected for drug testing on more than one occasion during the championship event. All urine specimens provided by student-athletes are analyzed by a World Anti-Doping Agency (WADA) accredited laboratory and the results are then reported to the institution’s director of athletics.

The WADA laboratory analyzes each urine specimen for substances and related compounds from a list of banned-drug classes developed by the NCAA Executive Committee. The NCAA Banned-Drug Classes List is comprised of substances that are performance-enhancing and/or potentially harmful to the health and safety of the student-athlete. The 2017-18 list includes drugs in the following classes: stimulants, anabolic agents, diuretics and other urine manipulators, peptide hormones, street drugs, beta blockers and alcohol (rifle only) beta-2 agonists and anti-estrogens. Refer to the 2017-18 Drug-Testing Programs booklet on the NCAA website for the published list of banned drug classes and the procedural guidelines for testing. Athletic administrators are urged to review the NCAA Drug Education and Testing video, the NCAA Banned Drug Classes List as well as the NCAA Drug-Testing Program booklet with all coaches and student-athletes in advance of any NCAA championship or postseason certified event. Student-athletes who test positive as a result of a drug test administered by the NCAA or who breach the NCAA drug-testing program protocol shall lose one year of eligibility and shall be charged with the loss of a minimum of one season of competition in all sports.
Additional information regarding the NCAA’s championship drug-testing program can be found on the NCAA website.

### Host City Information

Information regarding the championships schedule, area attractions and dining options may be found online at [www.ohiostatebuckeyes.com](http://www.ohiostatebuckeyes.com) and [https://www.columbusports.org/](https://www.columbusports.org/).

### Lodging – Team Hotels

Multiple properties at various price ranges have been identified and are currently holding rooms for the event. A complete listing of the properties, rates and contact information can be found on NCAA.org on the [Division I swimming and diving landing page](http://www.nzca.com/championships/swimming-women/d1). Additional hotel information can be obtained by contacting the Tournament Director, Ericka Hoon, [hoon.6@osu.edu](mailto:hoon.6@osu.edu).

### Media Services

Important information regarding NCAA media policies can be found online at [www.ncaa.com/media](http://www.ncaa.com/media).

#### Championships Coverage

ESPNU will broadcast live the championship finals session Friday starting at 5 p.m., Eastern. The finals session on Saturday will either be streamed live by ESPN3 or by live linear broadcast on ESPNU starting at 6 p.m., Eastern. Final confirmation for Saturday’s broadcast coverage will be confirmed closer to the start of the championships in March. All sessions not broadcast by either ESPNU or ESPN3 will be streamed live on the NCAA Swimming and Diving Championships microsite at [www.ohiostatebuckeyes.com](http://www.ohiostatebuckeyes.com).

#### Championship Websites

The official website for the women’s championship is [http://www.nzca.com/championships/swimming-women/d1](http://www.nzca.com/championships/swimming-women/d1). Additional information specific to participants can be found on [NCAA.org](http://www.nzca.com/media).

#### Credentials for Media

All media credential requests, including requests for institutional sports information personnel, must be submitted online at [www.ncaa.com/media](http://www.ncaa.com/media).

#### Footage Usage and Licensing

The NCAA owns all rights to all of its championships. These rights include, in addition to the rights with respect to participation and admission, rights to televise (live and delayed), radio broadcasting, filming and commercial photography. NCAA Photos is the official championships photographer for the NCAA, which has the right to sell photographs of championship activity. NCAAphotos.com currently provides member institutions, coaches, student-athletes and their parents’ access to photography online at a discounted rate. Member institutions have full access to the NCAA photo library found at NCAAphotos.com for non-commercial use (e.g., for year books, on-site banners and posters, web, media guides, etc.).

Institutional videographers will be permitted to capture competition footage from the still photographer areas. These areas are designated by the championship sports committees in conjunction with the championship media coordinator. Each institution will be permitted to have one videographer for this purpose and will only be permitted to capture footage of events/contests in which it is participating. The NCAA will grant university permission to videotape this NCAA championship event for non-commercial uses only. Non-commercial uses include university banquet videos, recruiting videos, institutional PSAs, video boards, and institutional athletic hall of fame.
Please visit NCAA.com/media and the Digital Highlights Policy – Member Institutions link for complete information on the use of highlights on an institution’s official website. If an institution desires to use any footage of an NCAA Championship for commercial purposes, contact T3 Media for licensing information (sports@t3media.com).

Institution and videographer understand that any violation of the above policies WILL result in an infringement of the NCAA’s copyright. In addition, the NCAA reserves all other sanctions including but not limited to institutional photographer/videographer privileges being revoked for up to a five-year period for all NCAA championships competition.

**Media Hospitality**

Hospitality will be available to media throughout the Championships. Hospitality will be served inside the media headquarters at the upper Southwest corner of McCorkle Aquatic Pavilion.

<table>
<thead>
<tr>
<th>MEDIA HOSPITALITY SCHEDULE</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Drinks/Coffee/Snacks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wednesday, March 14</strong></td>
<td></td>
<td>4:30-7:30 p.m.</td>
<td>3-10 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Media HQ</td>
<td>Media HQ</td>
</tr>
<tr>
<td><strong>Thursday, March 15</strong></td>
<td>11:30 a.m.-2 p.m.</td>
<td>4:30-7:30 p.m.</td>
<td>8 a.m.-10 p.m.</td>
</tr>
<tr>
<td></td>
<td>Media HQ</td>
<td>Media HQ</td>
<td>Media HQ</td>
</tr>
<tr>
<td><strong>Friday, March 16</strong></td>
<td>10:30 a.m.-2 p.m.</td>
<td>3:30-7 p.m.</td>
<td>8 a.m.-10 p.m.</td>
</tr>
<tr>
<td></td>
<td>Media HQ</td>
<td>Media HQ</td>
<td>Media HQ</td>
</tr>
<tr>
<td><strong>Saturday, March 17</strong></td>
<td>11:30 a-2 p.m.</td>
<td>4:30-7:30 p.m.</td>
<td>8 a.m.-10 p.m.</td>
</tr>
<tr>
<td></td>
<td>Media HQ</td>
<td>Media HQ</td>
<td>Media HQ</td>
</tr>
</tbody>
</table>

**Publicity**

Participating colleges and universities are asked to send press guides and other pertinent publicity and promotional materials to the following:

Aaron Hyder  
NCAA Swimming and Diving Media Notes  
2400 Olentangy River Road  
Columbus, Ohio 43210  
hyder.28@osu.edu

**Admission – Media Representatives**

Media representatives will be admitted to the championships in accordance with established NCAA policies and procedures. All media members and SIDs interested in covering the championships should submit requests to Aaron Hyder (hyder.28@osu.edu). Aaron will work with media personnel to distribute media credentials.

**Media Headquarters and Facilities**

During the championships, the media headquarters will be located in the Southwest corner of McCorkle Aquatic Pavilion, on the spectator level (see Appendix B). This area will be equipped with wireless access. Snacks and beverages will be available in this room during each session.
Media Seating
See “Media Headquarters and Facilities” above or please view the diagram in Appendix B. Credentials will be required to access the Media Work Area.

There will be no access to seating on the pool deck for media.

Interview Procedures
An interview area is located in the Media Headquarters (see map in Appendix B.) After a 10-minute cooling off period (i.e., 10 minutes after each event), student-athletes and coaches will be available for interview for a reasonable period of time, so long as it does not adversely affect the preparation for the competitor’s next performance in that session. The top finisher will be escorted to the interview area for a group interview. All requested coaches and student-athletes will be required to report to the interview area within 10 minutes of the last event in which they have athletes competing or in which they compete.

Press Conferences
Immediately after a 10-minute cooling-off period, the interview area will open to all certified members of the news media; any coach and student-athletes requested by the media must be available for interviews.

Regardless of regular-season radio or television contract(s), the coach is obligated to the entire covering media during the championship and must report to the interview room immediately after the 10-minute cooling-off period. The coach cannot delay a post-competition interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to remain for a short interview (not to exceed four minutes) by the television entity that has been granted television rights by the NCAA.

Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however; make themselves and their team members available to all media representatives staffing the championship. Should a coach permit one media agency access before the 10- minute cooling-off period has ended, access shall be granted to all other media representatives desiring to interview a coach and/or student-athlete on the team. The NCAA championships have an “open locker room policy,” which is administered by the media coordinator on site.

Programs
IMG is partnering with the NCAA to produce digital game programs for NCAA Championships. The Division I Women’s Swimming and Diving program can be viewed at NCAA.com/gameprograms. The program is free to view and can be downloaded and printed. Using a digital platform will allow IMG to add extra pages to programs in addition to extending deadlines to allow for the most up-to-date information to be included in the program. In addition, after the championship has concluded, the program will be updated with a recap from the championship and a new cover photo from the recently completed championship.

Results
Results will be emailed to all coaches and SIDs after each session, as well as a hard copy available in the Media Headquarters. Live results will be available at Meet Mobile and www.ncaa.com.

Senior Recognition Photos
Coaches and/or university sports information staff are encouraged to submit high resolution head shots of qualified senior athletes, including uninvited relay alternates and institutionally funded divers to Aaron Hyder. The photos will be used in the senior recognition presentation at the competition venue on Saturday evening. Photos will be accepted from now until March 12. Any photos sent after these days are subject to exclusion from the recognition.
**Medical Information**

All medical care will be coordinated through The Ohio State University Department of Athletics – Medical Services and Head Aquatics Athletic Trainer, Natalie Swanson. Refer to Page No. 3 for Natalie’s contact information.

**Staff on Duty**
- A Certified Athletic Trainer and one athletic training student will be present during all practice and competition times.
- Lifeguards are on duty at all times the McCorkle Aquatic Pavilion is open. Coverage includes both the competition and warm-up pools and the diving well.

**Sick Call**
The Ohio State University Department of Athletics will conduct a “sick call” from 6 a.m. to 7:30 a.m. Thursday through Saturday in the Athletic Training Room on deck level (see Appendix B). Anyone needing access to a physician on Wednesday can do so through Natalie Swanson.

**Traveling Without Sports Medicine Staff**
If your team is traveling without a certified athletic trainer, advanced notification is appreciated. Written prescriptions from physicians and/or certified athletic trainers are required for any treatment outside of ice and heat in such situations. In addition, Ohio State personnel is available to assist with any taping and wrapping needs provided that student-athletes provide their own taping supplies.

**Sports Medicine / Training Room Facilities**
Athletic training room facilities are available at McCorkle Aquatic Pavilion on the pool deck, on the south end of the facility (see Appendix B) and will be open the entire time McCorkle Aquatic Pavilion is open. Specific requests should be made through Natalie Swanson.

Emergency equipment including AED, oxygen, crutches, splints, spine boards, etc., are available within the pool area.

**Other Medical Facilities**

<table>
<thead>
<tr>
<th>For trauma or emergency:</th>
<th>Local pharmacy:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Ohio State University Wexner Medical Center</td>
<td>Ohio State Outpatient Pharmacy</td>
</tr>
<tr>
<td>410 West 11th Avenue</td>
<td>460 West 10th Avenue Columbus, Ohio 43210</td>
</tr>
<tr>
<td>Columbus, Ohio 43210</td>
<td>614-685-1672</td>
</tr>
<tr>
<td>614-293-8000</td>
<td>M-F (8a-9p), S-S (9a-6p)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For non-emergency:</th>
<th>Walgreens Pharmacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>AfterHours Care – Martha Morehouse Medical Plaza</td>
<td>Ohio State Wexner Medical Center</td>
</tr>
<tr>
<td>The Ohio State University Wexner Medical Center</td>
<td>410 West 10th Avenue</td>
</tr>
<tr>
<td>2050 Kenny Road, Suite 2250</td>
<td>Columbus, Ohio 43210</td>
</tr>
<tr>
<td>Columbus, Ohio 43210</td>
<td>M-F (8a-9p), S-S (9a-6p)</td>
</tr>
</tbody>
</table>
McCorkle Aquatic Pavilion Emergency Action Plan

Communication & Contacts:
- Team Physician (Present or On-Call)
- Certified Athletic Trainer
- Athletic Training Students (if available)

All personnel associated with the medical staff should have training in automatic external defibrillation (AED) and current certification in cardiopulmonary resuscitation (CPR), training in first aid, and the prevention of disease transmission.

The Certified Athletic Trainer or Physician is responsible for summoning appropriate assistance and clearing the uninjured from the area.

Certified Athletic Trainers staffing the Athletic Training Room should have access to a mobile phone at all times.

Emergency Equipment:
Emergency equipment is maintained per manufacturer recommendations. All equipment is checked annually to ensure proper functioning.

Equipment Retrieval:
- AED Location: In the ATR and on deck by lifeguard’s office
- The ATC will send bystander for emergency equipment needs. Emergency equipment is located in the ATR
- The ATC will maintain all student-athletes’ Emergency Contact Information and list of special conditions.

Spine-board Procedures:
- The Ohio State University Athletic Training/Medical Personnel MAY NOT spine-board an athlete due to lack of qualified individuals. The exception is the Football Medical Staff, who may elect to spine-board injured athletes, if the appropriate number of qualified individuals is present.

In the Event of an Emergency:
Activate the Emergency Action Plan
- All Athletic Training Rooms have an Emergency Action Plan posted at conspicuous locations throughout the facility.
- The ATC or Team Physician will evaluate the emergency and initiate the appropriate first aid treatment.
- Activate EMS if necessary.

Directions to McCorkle Athletic Training Room
The ambulance will be instructed to approach the SOUTH side of the building and enter the loading dock of the McCorkle Aquatic Pavilion off of Neil Avenue by the Neil Avenue Parking Garage. EMS will enter the building from the loading dock with the assistance of the life guarding staff. If the athlete is located on the pool deck or in the Athletic Training Room, EMS will be instructed to use the utility elevator to go to ground level. EMS will access the pool deck using the South doors located behind the diving well. If the athlete is located in the dryland room, upon entering the building, EMS will stay on the second level and access the West stands by using the doors on the Southwest end of the building. In any event, the caller will send someone to meet EMS.

Emergency Medical Service
EMS personnel will be on site for all diving sessions.
**Water and Isotonic Drink**

Water and isotonic drink will be available in four locations around the pool deck including the diving well area. Water and isotonic drink will also be available in the student-athlete hospitality area on the Northeast corner of the pool deck.

**Cold Tub**

There will be a number of large cold tubs available on the north pool deck underneath the scoreboard. **Teams will not be permitted to bring their own ice baths.**

**Massage Therapy Tables**

Massage therapy tables may be set up in the taped off spaces inside the Tom Davis Gymnasium in the attached Recreational & Physical Activity Center (RPAC).

Teams will select spots on a first-come, first-served basis at registration, and all participating teams are guaranteed at least one spot, as space allows. Teams will be permitted to place multiple tables adjacent to each other as they arrive. If spaces completely fill before all teams arrive, any team with more than two spaces taken will be asked to remove one of their tables. If no teams have placed more than two tables, the last team to have arrived with two tables will be requested to remove the second table – this ensures all teams have at least one massage table position. Massage therapists may arrive no earlier than Tuesday at 8 a.m. to request an assigned spot – and all spots are assigned at the registration table.

Please keep in mind that ALL massage therapists should be included in your credential listing, even if you contract with one.

Massage therapists may only set up in the designated spaces.

**Concussion Management**

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. Participating 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.

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 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 - Guideline on Concussions” at [NCAA.org](http://NCAA.org).
Medical Examinations
As the event sponsor, the NCAA seeks to ensure that all student-athletes are physically fit to participate in its championships and have valid medical clearance to participate in the competition. The NCAA tournament physician, as designated by the host school, has the unchallengeable authority to determine whether a student-athlete with an injury, illness or other medical condition (e.g., skin infection) may expose others to a significantly enhanced risk of harm and, if so, to disqualify the student-athlete from continued participation. The chair of the governing sports committee (or a designated representative) shall be responsible for administrative enforcement of the medical judgment, if it involves disqualification.

NCAA Policies and Requirements

Certification of Eligibility/Availability
Only student-athletes eligible under NCAA Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. In accordance with Bylaw 3.2.4, member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition. Institutions are responsible for monitoring/determining the eligibility of student-athletes at the start of each semester/quarter. Member institutions are reminded to notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championships competition.

It is critical for coaches to immediately inform the NCAA championship manager, Carol A. Reep (careep@ncaa.org; 317-917-6678), 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. This applies to student-athletes who have been selected to the championships and become ineligible.

Ethical Behavior by Coaches
As a member of the coaching profession, coaches have inherent obligations and responsibilities to the profession, to the student-athletes, and to all those with whom they come into contact. Coaches are expected to be role models and to conduct themselves with integrity and high ethical standards at all times. In order to fulfill these responsibilities, a coach must do the following:

1. Per NCAA Bylaws, conduct all intercollegiate competition in accordance with the playing rules of the Association.
2. Place the safety and welfare of others ahead of winning and personal prestige.
3. Treat all people with honesty, fairness and respect. (In particular, such things as vulgar and profane language or taunting, intimidating or baiting opponents or the media, are not acceptable from a coach or a student-athlete.)
4. Teach and model for student-athletes and staff members strict adherence to the rules and regulations of the sport and its governing bodies.
5. Recognize, accept and teach to the team and the staff that their public behavior projects an image of the program and the university or college they represent. Therefore, behavior should be appropriate and honorable at all times.

Misconduct/Code of Conduct
Misconduct is defined as “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.”

Public criticism of officials may subject the individual, institution or conference to the misconduct provisions.
The games committee is authorized to (1) reprimand publicly or privately, (2) disqualify from future participation and/or (3) ban from subsequent competition a student-athlete or representative of the institution who is guilty of misconduct at any time during the championship.

**Sports Wagering**
The NCAA defines sports wagering as putting something at risk – such as an entry fee or a wager – with the opportunity to win something in return. The NCAA opposes all forms of legal and illegal sports wagering on college sports. Student-athletes and athletics administrators cannot place a sports wager for any NCAA-sanctioned sport. This includes wagering on the intercollegiate, amateur or professional level.

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.

**Tobacco Ban**
The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

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

**Participant Expectations and Guidelines**

**Alternates for Relays**
All swimmers who have qualified to participate in the championships in individual events are eligible to swim relays for which participating institutions are eligible. Additionally, institutions are allowed to bring up to four student-athletes to the championships to serve as uninvited relay swimmers as long as the maximum number of student-athletes per team do not exceed 18. Uninvited relay swimmers are student-athletes who were not invited to the championships in an individual event but can serve as relay alternates if needed. The following policies apply to uninvited relay swimmers:

- Uninvited relay swimmers will not receive reimbursement from the NCAA (travel and per diem) for attending the championships;
- Uninvited relay swimmers may participate as alternates on any relay for which an institution is eligible;
- Uninvited relay swimmers must be eligible student-athletes who are listed on the team roster online;
- Uninvited relay swimmers may not swim any individual events;
- Institutions must designate any potential uninvited relay swimmers (up to four) at the time of registration. Only student-athletes who were invited in individual events or the designated uninvited relay swimmers (up to four) may be used as alternates for relays;
- Uninvited relay swimmers will count towards the limit of 18 participants;
- If an institution scratches a student-athlete after selections, that student-athlete cannot be used as an uninvited relay swimmer; and,
- Uninvited relay swimmers do not count towards parking pass numbers but do count towards deck pass allotment.
The uninvited relay swimmers declaration form (Appendix G) must be completed and either turned in to the attendants at registration or emailed in advance of the women’s championships to Carol A. Reep (careep@ncaa.org).

**Appeals**

All appeals must be submitted on the official appeal form, which will be available at the head table on deck. The form must be completed in full and submitted to the referee not later than 15 minutes after the finish of the final heat in that session of the event in which the appeal is applicable. Appeals will be acted upon by the appropriate meet committee. The decision of this committee is final. Any appeal before, during or immediately after a race should be resolved at the earliest opportunity, but not later than immediately following the current session. The use of video is not permitted during the appeal process.

**Diving Lists**

Each competitor who qualifies for the NCAA championships must submit their list of dives to DiveMeets Monday before the championships begin. These lists of dives must be verified and signed by the diver and the coach by the scratch deadline, and shall include the international dive numbers, position letters, the degree of difficulty and the platform height. Each competitor shall be responsible for the correctness of these areas. Failure to follow proper entry procedures may result in a financial penalty.

**Diving Signal**

In the finals of all diving events, the dive shall be executed after an auditory signal is given by the referee. The signal shall not be given before the diver has assumed a ready position on the board or platform and the referee has checked the master sheet and indicator board. For backward and inward take-offs, the diver shall not proceed to the end of the springboard or platform until the signal has been given by the referee.

**Diving Tiebreaker**

In the event of a tie for 8th place in the prelims of diving 1-meter, 3-meter or platform events, the tie-breaking method is to take all nine (9) divers to the final. The consolation finals will thus have seven (7) competitors in the event, none finishing higher than 10th place in the final standings. In the evening’s final, the nine competitors will do a six-dive list. The highest place finisher of the tied divers will remain in the place that they finished, while the other diver will place 9th.

In the event of a tie for 16th place in the prelims of diving 1-meter, 3-meter or platform events, the tie-breaking method is to take all nine (9) divers to the consolation final. In the consolation final the nine competitors will do a six-dive list. The highest place finisher of the tied divers will remain in the place that they finished, while the other diver will place 17th overall in the contest and not be awarded any team points.

Note: If there are more than two divers tied for 8th or 16th place, all tied divers will move into the appropriate final.

**Maximum Number of Events**

A student-athlete is permitted to compete in a maximum of seven events, of which not more than three may be individual events. If a student-athlete is competing in the NCAA championships in three individual events, that student-athlete may only swim in up to four relays. 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.
**Participation Requirements**
Once officially entered, a competitor must complete all heats, swim-offs, trials (diving) and finals in which the competitor qualifies. This applies to all competitors designated by their coaches to participate in the heats and/or finals of relay events and to all competitors in individual events. Failure to compete for any reason, except in the case of disqualification outlined in the NCAA Men’s and Women’s Swimming and Diving Rules Book and provisions in this handbook, shall disqualify the competitor(s) from that event and shall prohibit any further competition in the meet.

At the championships site, coaches will receive an entry list at registration and will be asked to confirm by their signature that all of the student-athletes listed are present and will be competing in the championships. Failure to comply with the notification procedures for scratches that are outlined above could result in a substantial penalty to an institution and may include the disqualification of a competitor.

**Required Events – Diving**
Divers who advance to the championships must compete in at least one event in which they qualified to the championships. In order to enter a diving event at the NCAA championships, a diver must have been in the top 12 and achieved a qualifying score. **A declared false start will NOT count as competing in a required event for NCAA reimbursement.**

**Required Events – Swimming**
Student-athletes selected to the championships must compete in at least one of the events in which he or she qualified. If, at the conclusion of the championships meet, a student-athlete has competed in one or more events on an optional-entry basis but has not competed in at least one event in which he or she qualified for the championships, that competitor will be disqualified from any events in which he or she participated. In the case of such disqualification(s), the points scored by other teams shall be altered.

Student-athletes who do not meet the participation requirements will not receive transportation and per diem reimbursement. Additionally, institutions that have student-athletes selected to the championships who do not compete may be issued a misconduct with a potential financial penalty. **A declared false start will NOT count as competing in a required event for NCAA reimbursement.**

**Scratches**
Scratches for specific events will be made on site during the designated hours, and coaches must receive a receipt for scratches to be valid. If a student-athlete has to scratch from his/her required event(s) on site, there must be a medically documented reason for scratching and the host trainer/physician must sign-off on the medical scratch. Scratch box hours are as follows:

- **Tuesday** – 9:30 a.m. to 5 p.m. for Wednesday’s event
- **Wednesday** – 9:30 a.m. to 5 p.m. for all Thursday events
- **Thursday** – 8:30 a.m. to Noon, 4 – 5 p.m. for all Friday events
- **Friday** – 7:30 a.m. to 11 a.m., 3 - 4 p.m. for all Saturday events

**Squad Size Limitations**
An institution shall be allowed no more than 18 competitors (including uninvited relay swimmers and institutionally funded divers), which will be counted as follows:

- An entrant who swims will be counted as one competitor;
- An entrant who swims and dives will be counted as one competitor;
- An entrant who only dives will be counted as one-half of a competitor in the total team limit; and
- For relays, actual participation in the preliminary heats and/or finals of an event shall be counted against the 18 competitors allowed.
Uniforms
Regulations regarding uniforms for swimmers and divers are detailed in Rule 3-1 of the 2017-2018 and 2018 - 2019 NCAA Swimming and Diving Rules Book. If a student-athlete competes in an illegal swimsuit, that student-athlete shall be disqualified from that event. In the event of a relay, the rule shall apply to the disqualification of the relay. During awards ceremonies, participants must wear their institution's official warm-up uniform.

Logo Policy
An institution’s official uniform and all other items of apparel (e.g., team jersey, socks) that are worn by student-athletes in competition may bear a single manufacturer’s or distributor’s normal trademark, not to exceed 2¼ square inches, including any additional material (i.e., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

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

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2¼ square inches) of an apparel manufacturer or distributor. This restriction shall not include logos that identify the student-athlete's institution or conference.

These restrictions apply to all apparel worn by student-athletes during the conduct of competition, which includes pre-race or post-race 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.

Spectator Information

Artificial Noisemakers
No air horns or artificial noisemakers are allowed, and electronic effects and bands may not play when the meet is in progress.

Banners
Only banners allowed in or around the competition area are those approved by the swimming and diving committee and the NCAA.

Concessions
Levy Restaurants, the official concessionaire of The Ohio State University will be available to fans and participants throughout competitions times.

First Aid
First aid for fans is available by contacting the nearest usher. They will alert event medical staff and provide care as quickly as possible.

Flash Photography
Flash photography is prohibited at the start of each race and/or during diving events any time it may distract and potentially endanger the student-athletes.
Heat Sheets
Heat sheets will be available for purchase in the McCorkle Aquatic Pavilion lobby before and during each session. Cost is $2/session or $10 for an entire week’s heat sheets.

Parking for Spectators
The McCorkle Aquatic Pavilion has several parking locations adjacent to the facility that will serve as parking spaces for fans on event days. Please note that there is NO free or open parking on campus – all vehicles must possess a parking pass (purchased at a parking garage exit station, by cash at designated “Event Lots”, through a surface lot pay-by-plate machine, or through the ParkMobile smartphone app).

Parking locations for spectators will vary by session. Please visit the championship website for the most up to date parking information for spectators.

Tickets
A limited number of public tickets may be available to purchase online at ncaa.com/tickets or onsite at McCorkle Aquatic Pavilion. The ticket office will be open 90 minutes prior to competition. Doors will open 60 minutes prior to competition.

Administrative Tickets
All administrators must have a ticket to access the facility if not part of the team’s deck pass allotment. VIP passes are available for administrators who have tickets, which will provide access to the hospitality area but NOT the deck. Please direct these requests to Carol A. Reep – women’s championships (careep@ncaa.org).

Allotments
Each university had the opportunity to purchase 40 premium seats on a first-come, first-serve basis. Any additional tickets over the 40 will be placed after the deadline in the next best available location on a first-come, first-served basis.

Complimentary Tickets
There are no complimentary tickets for this event.

Will Call Tickets
Will Call will be located at the ticket office at McCorkle Aquatic Pavilion and will open 90 minutes prior to the start of each session. Photo identification is required to pick up tickets. It is important to understand prior to arrival if a patron is on a general public will call or under a team will call list.

Institutional-Guest Tickets
If an institution purchases tickets for student-athletes, the institution should provide appropriate staff or other university personnel to distribute tickets on site. McCorkle Aquatic Pavilion will provide tables inside the natatorium for ticket distribution. Institutions should contact Kate Nushart (nushart.1@osu.edu) from the Ohio State Athletics Department in the event that:

(a) there is a need for space to distribute tickets on site, and/or;
(b) an institution does not have plans to provide a staff member to manage distribution.

Payment
Credit cards (MasterCard/Visa/American Express/Discover) and cash will be accepted on site.
Ticket Office Hours
The Ticket Office will open 90 minutes prior to the start of each session and close shortly before the last swimming events begin each night.

Ticket Policies
All seats inside McCorkle Aquatic Pavilion are reserved with a section/row/seat number. All fans must possess a ticket and will be asked to show their ticket each time they enter the seating area of the facility. The only exception is for a child under two (2) years of age that will be sitting on an adult’s lap. If the child needs his or her own seat at any point during the session, a ticket must be purchased.

Ticket Prices
All Session Ticket - $80
Single Session Preliminary (Swimming) - $15
Single Session Preliminary (Diving) - $10
Single Session Finals (Swimming/Diving) - $20

Transportation/Travel

Expenses/Reimbursement for Participant Institutions
Expense reimbursement for participation in the championships will be filed through an online system. All competing institutions must request reimbursement through the system in order to receive the appropriate reimbursement. Transportation expenses and per diem allowances shall be provided for all qualifying student-athletes and all eligible non-athletes. The Travel Expense System (TES), as well as per diem allowance policies, are available on the NCAA website.

Institutional Travel Arrangements
Institutions should contact Short’s Travel Management, the NCAA travel service, at 866-655-9215 to make air travel arrangements. Teams located within 400 miles of the competition site are required to travel via ground transportation. If extraordinary circumstances warrant an exception to the established travel policies, you must contact the NCAA’s travel department at 317-917-6757 or travel@ncaa.org for approval prior to making any travel arrangements.

Per NCAA travel policies, you are allowed to book travel for individual sports prior to the official selections announcement. However, please be advised that your institution will be billed for any charges incurred as a result of any of the following situations:

1. Any student-athletes who do not qualify for reimbursement.
2. Any student-athlete who gets injured, has an illness or does not travel for any reason.
3. Any non-athlete above the number that are reimbursable, based on the number of student-athletes who qualify.
4. Any name changes or flight changes that result in penalties.
5. Any charges incurred when group space is blocked and then canceled.

Understanding these potential charges, which will be reviewed with you prior to any tickets being charged, you should feel free to book your individual sports as early as you feel comfortable. If you have any questions about this policy, please feel free to contact Shorts Travel at 866-655-9215, or the NCAA Travel Department at 317-917-6757.

Ground Transportation
Teams are responsible for their transportation to and from the venue and the airport.
**NCAA Travel Policies**
All NCAA travel policies can be found on the [NCAA website](#).

**Parking for Teams**
Designated team van/car parking can be found on the maps on the following pages. Each team will receive complimentary parking passes based on the number of student-athletes selected from the institution. The number of passes being provided is outlined in the following table:

<table>
<thead>
<tr>
<th>Number of Selected Swimmers</th>
<th>Number of Complimentary Parking Passes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 3 swimmers</td>
<td>One</td>
</tr>
<tr>
<td>4 – 7 swimmers</td>
<td>Two</td>
</tr>
<tr>
<td>8 – 10 swimmers</td>
<td>Three</td>
</tr>
<tr>
<td>11 or more swimmers</td>
<td>Four</td>
</tr>
</tbody>
</table>

After dropping off athletes at McCorkle Aquatic Pavilion, buses will be directed to park on the brick plaza immediately to the South of Ohio Stadium, adjacent to the tennis courts. Parking is one-way and must be accessed from Cannon Drive.

In the event a team is bringing at least one diver, an additional parking pass will be added to the diving team packet. Parking passes will be included in the team packets picked up at registration. The parking passes provided will allow teams/coaches to park in the designated lots near Ohio Stadium. If a team needs additional parking passes, they may do so by contacting Ericka Hoon (hoon.6@osu.edu).

Information on spectator parking can be found in the ‘Spectator Information’ section of this manual.

**Travel Party Size**
Each institution with student-athletes competing in the national championships will receive travel reimbursement for the official travel party as defined by the NCAA Division I travel policies. Travel party numbers for Division I swimming and diving are as follows:

- Institutions that qualify one to three individuals for the championships will receive transportation reimbursement and per diem for the participating student-athletes and one non-athlete;
- Institutions that qualify four to six individuals will receive reimbursement for the participating student-athletes and two non-athletes;
- Institutions that qualify seven to nine individuals will receive reimbursement for the participating student-athletes and three non-athletes; and
- Institutions that qualify 10 or more individuals will receive reimbursement for the participating student-athletes and five non-athletes.

Reimbursement and per diem will not be provided for any uninvited relay swimmers that were not selected to the championships in an event, any institutionally funded diver or for any student-athletes who are selected but do not participate in their required event(s).
**Team Entrance**

**Primary Team Entrance**: Teams that will be dropping off via vans/buses in the McCorkle Loop adjacent to the pool may enter through the Primary Team Entrance to the rear of McCorkle Aquatic Pavilion.

**Secondary Team Entrance**: For participants that will be parking at Ohio Stadium and walking to McCorkle Aquatic Pavilion, you may enter through the Secondary Team Entrance through the Main Lobby.

**TEAM BUS PARKING**: After dropping off athletes at McCorkle Aquatic Pavilion, buses will be directed to park on the brick plaza immediately to the south of Ohio Stadium, adjacent to the tennis courts. Parking is one-way and must be access from Cannon Drive.
Team Bus Parking

---

Bus Route from McCorkle Aquatic Pavilion to Ohio Stadium South Plaza Bus Parking
Team Van/Car Parking

Team vans and cars will be permitted to park inside the Southwest Stadium lot. This parking area can be accessed by Cannon Drive to the North or South. The Southwest Stadium lot will be reserved Tuesday from 7:30 a.m.-10:30 p.m. This lot will also be reserved from 5 a.m.-11 p.m. Wednesday-Saturday.

At check-in, each team will be provided a hangtag for each vehicle. Vehicles are required to display the appropriate hangtag to access the lot. Vehicles failing to display a hangtag may not be granted access to the reserved parking area and are subject to a parking citation from the University’s third-party parking vendor.

Team van/car route from McCorkle Loop Drop Off to the Southwest Stadium Parking Lot
Pedestrian route to McCorkle Aquatic Pavilion after parking team vans/cars
2018 NCAA DI WOMEN’S CHAMPIONSHIPS SCHEDULE

**Tuesday**
8 a.m. – 10 p.m.McCorkle Aquatic Pavilion open
8 a.m. – 5 p.m. Registration
9:30 a.m. – 5 p.m. Scratch box open

**Wednesday**
6 a.m. – 9 p.m. McCorkle Aquatic Pavilion open
8 a.m. – 5 p.m. Registration
9:30 a.m. – 5 p.m. Scratch box open
11:30 a.m. Swimming coaches meeting
1 p.m. Diving coaches meeting
5:50 p.m. Pool cleared
5:51 p.m. Opening Ceremonies and National Anthem
6 p.m. **Day 1 Finals**
   800 Freestyle Relay – all heats of timed final
   **AWARDS – 800 FREESTYLE RELAY**

**Thursday**
6 a.m. – after finals McCorkle Aquatic Pavilion open
8:30 a.m. – Noon Scratch box open
9:50 a.m. Pool cleared
10 a.m. **Day 2 Swimming Trials**
12:30 p.m. One-meter Diving Trials
15 minutes following trials One-meter Diving Consolation Finals (9-16)
4 – 5 p.m. Scratch box open
5:50 p.m. Pool cleared
5:51 p.m. Opening Ceremonies and National Anthem
6 p.m. **Day 2 Finals**
   200 Freestyle Relay Consolation
   200 Freestyle Relay Final
   **AWARDS – 200 FREESTYLE RELAY**
   500 Freestyle Consolation
   500 Freestyle Final
   **AWARDS – 500 FREESTYLE**
   200 Individual Medley Consolation
   200 Individual Medley Final
   **AWARDS – 200 IM**
   50 Freestyle Consolation
   50 Freestyle Final
   **AWARDS – 50 FREESTYLE**
   One-meter Diving Finals
   **AWARDS – ONE-METER DIVING**
   400 Medley Relay Consolation
   400 Medley Relay Final
   **AWARDS – 400 MEDLEY RELAY**
Friday
6 a.m. – after finals
McCorkle Aquatic Pavilion open
7:30 a.m. – 11 a.m.
Scratch box open
8:50 a.m.
Pool cleared
9 a.m.
Day 3 Swimming Trials
11:30 a.m.
Three-meter Diving Trials
15 minutes following trials
Three-meter Diving Consolation Finals (9-16)
3 – 4 p.m.
Scratch box open
4:50 p.m.
Pool cleared
4:51 p.m.
Opening Ceremonies and National Anthem
5 p.m.
Day 3 Finals
400 Individual Medley Consolation
AWARDS – 400 INDIVIDUAL MEDLEY
100 Butterfly Consolation
100 Butterfly Final
AWARDS – 100 BUTTERFLY
200 Freestyle Consolation
200 Freestyle Final
AWARDS – 200 FREESTYLE
100 Breaststroke Consolation
100 Breaststroke Final
AWARDS – 100 BREASTSTROKE
100 Backstroke Consolation
100 Backstroke Final
AWARDS – 100 BACKSTROKE
Three-meter Diving Finals
AWARDS – THREE-METER DIVING
200 Medley Relay Consolation
200 Medley Relay Final
AWARDS – 200 MEDLEY RELAY
Saturday
6 a.m. – after awards
McCorkle Aquatic Pavilion open
9:50 a.m.
Pool cleared
10 a.m.
Day 4 Swimming Trials
12:15 p.m.
Platform Diving Trials
15 minutes following trials
Platform Diving Consolation Finals (9-16)
3:45 p.m. (approx.)
1650 Freestyle (early heats)
5:15 p.m.
Access to competition pool for warm-up
5:50 p.m.
Pool cleared
5:51 p.m.
Opening Ceremonies and National Anthem
6 p.m.
Day 4 Finals
1,650 Freestyle - Last heat of timed finals
AWARDS – 1,650 FREESTYLE
200 Backstroke Consolation
200 Backstroke Final
AWARDS – 200 BACKSTROKE
100 Freestyle Consolation
100 Freestyle Final
AWARDS – 100 FREESTYLE
200 Breaststroke Consolation
200 Breaststroke Final
AWARDS – 200 BREASTSTROKE
200 Butterfly Consolation
200 Butterfly Final
AWARDS – 200 BUTTERFLY
Platform Diving Finals
AWARDS – PLATFORM DIVING
400 Freestyle Relay Consolation
400 Freestyle Relay Final
AWARDS – 400 FREESTYLE
TEAM AWARDS
Emergency Action Plan

SAFETY TRAINING
The Department of Recreational Sports encourages all employees to participate in American Red Cross First Aid, Cardio-Pulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED) training. Classes are conducted throughout the year. All facilities and program student staff in managerial positions are required to hold current safety certifications in these areas. Current certification documentation must be updated and readily available. For information on training opportunities, please contact your supervisor.

INCIDENT/ACCIDENT REPORT FORM
The Incident/Accident Report Form, located in the addendum, must be filled out each time an accident is reported to a Recreational Sports staff member.

The Incident/Accident Report form document helps to protect the department from liability, allows for follow up with victims of accidents and helps with evaluating the safety of the programs and facilities. Fill out Incident/Accident Report forms in ink using objective language and statements of fact. Never speculate. Turn in the Incident/Accident Report form to your supervisor for review and follow up. In some cases, the Incident/Accident Report form is an internal document that should be used to alert supervisors of any unusual situation that may occur. Using the Incident/Accident Report is a great way to ensure written documentation is passed along that will allow resolution of program, personnel, behavioral and facility problems.

TELEPHONE SYSTEM, EMERGENCY TELEPHONE AND 2-WAY RADIOS
The campus telephone system will be used to whatever extent is possible during an emergency. In case of system failure or a power failure, campus phones may not function. An alternative, in some buildings including RPAC, is the emergency single-line phones, which function in a power outage. The RPAC emergency telephone is located at the Welcome Center desk and the number is 614-644-3204.

Recreational Sports personnel will also use 2-way radios and mobile phones to communicate during an emergency unless otherwise instructed by emergency response personnel.

Emergency Radio Codes:

Code 1 – Life Threatening Medical Emergency
Code 2 – Non-Life Threatening Medical Emergency
Code 3 – Physical Altercation
Code 4 – Suspicious Person
Code 5 – Missing Person
Code 6 – Weather Emergency
BUCKEYE ALERT SYSTEM
The Ohio State University has created a text message alert system to inform the public of potential emergencies. The text message emergency notification system will allow phone lines to remain open for first responders and 9-1-1 callers. If an emergency situation should occur, text messages will be sent out with information regarding the situation and safety instructions. There is no cost to sign up for the text message service. Although, there may be costs involved with receiving text messages depending on the service plan you have with your wireless provider. The Ohio State University is not responsible for any costs incurred by use of the text alert system.

For more information, please visit: https://buckeyealert.osu.edu/notify/index.php

Fire Emergency

ACTIVATION OF FIRE ALARMS
When an alarms sounds in your area, begin immediate evacuation.

If you discover a fire, activate the nearest pull station and call 9-1-1. If the fire is too large or if you are unfamiliar with the proper use of a fire extinguisher, simply close the door and evacuate after sounding the alarm. If the fire alarms do not work, call 9-1-1 and notify occupants verbally of the emergency and the need to evacuate. Evacuate via the nearest stairwell or ground level exit. Do not leave exit doors in an open position. Stairwell doors must remain closed to keep them safe for evacuation and fire personnel. Leaving doors open makes the stairwells dangerous and unusable. The building should not be re-entered until instructions are given by the fire department, the police or the building emergency officer.

If You Become Trapped In A Building During A Fire:
Stay calm, and take steps to protect yourself.
If possible, move to a room with an outside window.
If there is a telephone, dial 9-1-1 and tell the dispatcher where you are. Do this even if you can see fire department personnel from the window.
Stay where rescuers can see you through the window, and wave a light-colored item to attract their attention.
Stuff clothing or another soft material around any cracks in the door to help keep smoke out the room.
Be patient. Rescue of occupants within large structures will take time.
If there is smoke in a hallway, stay low, cover your mouth with a damp cloth or handkerchief, visualize where the exits are. Stay close to and use a wall to guide you so you do not become disoriented.

FIRE SAFETY SYSTEMS
Complete fire control systems are installed in RPAC and the ARC. Manually activated fire alarm pull stations are located at exit points in these buildings.

Elevator fire control may cause the building elevators to come to a halt at the main floor upon activation of the fire alarm system. The elevators then can be accessed by emergency personnel using a key override. DO NOT attempt to use the elevators to evacuate any building.
There are no fire control alarms, pull stations, sensors or smoke detectors in the Jesse Owens Recreation Centers or the Women’s Field House.

Emergency lighting is provided in some buildings. The lighting will activate automatically in a power failure and last for a minimum of 20 minutes. Illuminated exit signs are provided throughout the buildings.

**Water Siamese Location**
The Water Siamese is located on the North side of the RPAC building. This will allow the Columbus Fire Department to use the North OSU Circle as an assembly point for the Columbus Fire Department to establish a command post during an emergency response.

**FIRE PREVENTION**

*Smoking*
Smoking is not permitted in campus buildings. Care should be taken to ensure that discarded cigarettes are completely extinguished when they are placed in trash receptacles or dumpsters near buildings.

*Wiring*
Replace any electrical cords that have cracked insulation or a broken connector.
Do not pinch electrical cords under or behind furniture.

*Appliances*
Leave space for air to circulate around heaters and other heat-producing appliances such as copy machines and computers.
Designate an employee to turn off or unplug all appliances, including coffeemakers, at the end of the day.
Do not overload outlets or extension cords.

**PLAN AHEAD**
Familiarize yourself with the building’s evacuation plan.
Count the number of doors between your work area and the nearest exit. Remember you may have to find your way in the dark.
Learn the locations of alternate exits.
Know the location of the nearest fire alarm and fire extinguisher, and learn how to use them.

**EXPLOSION**
In the event of an explosion or similar emergency, take the following action:
Immediately take cover under a table or desk which will provide protection from falling debris.
Phone 9-1-1 and provide The Following Information:

Location.
Area where explosion occurred.
Cause of explosion, if known.
Injuries.
Important Note: Before you hang up, make certain that the emergency services dispatcher has all the needed information.

Evacuate the area as soon as it is safe to do so, following established building evacuation procedures.

**Police Emergency**

**OSU POLICE DEPARTMENT**
The Ohio State University Police Department (OSUPD), located in Blankenship Hall at 901 Woody Hayes Drive, maintains an Emergency Communications Center 24 hours a day, 7 days a week. To report a fire, medical, hazardous material or any other emergency, dial 9-1-1 from any campus telephone. An alternative number for OSU Police emergencies is **614-292-2525**. Non-emergency calls can be made to **614-292-2121**.

**WORKPLACE VIOLENCE/TERRORISM**
Workplace violence may be defined as any unwanted action resulting in harm, physical or otherwise, to any person in the workplace.

Workplace violence warning signs may include:

- Verbal, nonverbal, or written threats
- Fascination with weapons or violence
- Expressions of hopelessness or anxiety
- Insubordinate behavior
- Dramatic change in work performance
- Destruction of property
- Drug or alcohol abuse

Different types of workplace violence require different actions:

*Explosion* – If an explosion occurs, building occupants should immediately seek shelter or leave the building following the building evacuation plan, if it is safe to do so.

*Active Shooter*– If you become aware of gunfire occurring in the building, follow the OSU PD guidelines for RUN, HIDE, FIGHT. Attempt to evacuate immediately, but if evacuation might place you or fellow building occupants at risk, take refuge in a room that can be locked. The room should also provide limited visibility from the outside. Secure the door and stay out of sight, as best as possible. Fighting is a last resort to be used only when your life is in imminent danger. Attempt to incapacitate the active shooter. Find an object to use as a weapon such as a fire extinguisher or chair.
Information You Should Provide to the 9-1-1 Operator

- Clarify if you are on The Ohio State University campus
- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

How to React When Law Enforcement Arrives

- Remain calm, and follow officers’ instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Threat of Violence – If someone’s actions pose a physical threat to you, leave the area and call 9-1-1 from a safe location.

Hostage Situation – Immediately vacate the area. Do nothing to endanger the life of the hostage. Contact OSUPD at 9-1-1 immediately.

If safe to do so, and it causes no further harm to any building occupant, the Building Emergency Coordinator should attempt to communicate to everyone in the building that an act of workplace violence is occurring. This may be done through use of the public address system (RPAC room 106), telephone or by word of mouth.

REPORTING CRIMES IN PROGRESS

If you are a victim of or a witness to any in-progress criminal offense, report the incident as soon as possible to the proper authorities. It is important that you provide as much information about the incident as possible. For example, provide information about:

Nature of the incident. MAKE SURE the dispatcher understands that the incident is in progress!
Location of the incident.
- Description of suspects involved.
- Injuries that have occurred.
- Description of any weapons involved.
- Description of property involved.

Stay on the line with the dispatcher until directed otherwise. Continually provide the dispatcher with updated information so that responding units may be informed. Even if you cannot verbally communicate with the dispatcher, keep the line open. The dispatcher may be able to learn more about what is happening by listening to the background noise.
REPORTING CRIMES NOT IN PROGRESS
If you have been a victim of a crime that is not an emergency or life threatening, call the OSUPD non-emergency line (614-292-2121), and be prepared to provide the following information:

- Your name.
- Your address.
- Your telephone number.
- A brief synopsis of what occurred.
- Your exact location at the time of the call
- Fill out an Incident/Accident Report Form concerning the incident

Evacuation Plan – RPAC Building C (Aquatics)

Recreation and Physical Activity Center (RPAC)
337 W. 17th Avenue; Phone: 614-292-7671
Building C – the Aquatic Center (Building No. 247)

SPECIAL INSTRUCTIONS FOR EMERGENCY EVACUATION PERSONNEL:
Make a sweep of all areas to ensure a complete evacuation.
Check stairwells and designated evacuation points to see if individuals with disabilities require evacuation assistance. Report any findings to the Building Emergency Coordinator or appropriate emergency response personnel.

Report the completed evacuation of the assigned area to the Building Emergency Officer or Deputy Emergency Officer.

Document any individuals who refuse to evacuate or attempt to hinder the evacuation.

General Evacuation Guidelines
Always take a schedule, sub book and phone list.
Always take the jump bag or at least a First Aid kit.
Ensure you have a radio.
Location of emergency socks and towels.
Pavilion garage and ticket office, Pool Control, Leisure Pool area.
Do not let patrons take towels or socks.
Try to collect these items after an emergency.

POSITIONS RESPONSIBLE FOR EVACUATION
Recreation Natatorium Crew Chief – evacuate recreation pools and recreation administration hallway
Pavilion Crew Chief – evacuate competition pools and varsity office suite and varsity locker rooms, hallway and training room
Pool Technicians – evacuate plaza level spectator areas.

Aquatic staff will have patrons remain inside the direct exit door unless there is a threat of smoke or fire or until notification by the Crew Chief or Facility Manager to evacuate or return to normal activity.
If evacuation is necessary, staff will distribute items in the Emergency Sock and Towel Bin and seek shelter as directed.

**LOCATION OF EMERGENCY BINS**

Pavilion garage and ticket office, Pool Control, Leisure Pool area.

Do not let patrons take towels or socks.

Try to collect these items after an emergency.

**Approved Building Exits**

From the Recreation Natatorium -
Evacuate to four doors at North and West ends of the Leisure Pool

From the Pavilion -
North half evacuates through North end doors to the aquatic vestibule and out West doors
Additional evacuation route through North East stairwell to plaza level
South half evacuates through South end doors to the West of dive tower and through the West doors

From Spectator Area -
Evacuate to the plaza via the North doors

**Annunciator Panel Locations**

An annunciator panel is located at the Aquatics Pavilion and at the Aquatics Loading Dock (Building C). These panels will reflect the information from the main panel, located in the RPAC Welcome Center (Building B).

**Emergency Response Staging Area**

Emergency Response Teams can park at the turn around circle south of Cunz Hall. They can then enter the Pavilion through the east side doors.

Please note that an alarm set off in Aquatics Building C (Aquatics) may sound only in that building. Occupants of RPAC Buildings A (PAES) and B (Main Building) will not be required to evacuate. Likewise, when the alarm sounds only in Buildings A or B, occupants of Building C will not have to evacuate. In certain circumstances, the alarm may sound in all buildings simultaneously and all occupants will be required to evacuate. It is important to remember that patrons may be evacuated to an adjacent RPAC building, provided no alarms have been sounded.

Aquatic Crew Chiefs will direct evacuation before and after business hours and on weekends, under the direction of aquatic operations staff members on duty. If no full-time staff members are on duty in the building, student managers will conduct the evacuation and call their supervisor immediately.
Evacuating Persons with Disabilities

EVACUATION FOR INDIVIDUALS WITH DISABILITIES
Four options are available to persons needing assistance:

*Horizontal Evacuation* to outside or to another building, if available.
*Stairway Evacuation* to a safe floor and then to outside.
*Stay in Place* unless danger is imminent.
*Area of Refuge* if available. The RPAC has a stairwell in each quadrant of the building with a 2-hour fire rated enclosure.

Assisting Individuals with Disabilities Unable to Use Stairways:
Keep them calm, and take steps to reassure and protect them.
If there is a working phone, call 911 and tell the police dispatcher where you are or where you will be moving to.
If you must move, we recommend the following:
Move to an enclosed exit stairway.
Request a person exiting by way of the stairway to notify the Fire Department of your location.
As soon as practical, move into the stairway and await Fire Department personnel. If the situation is life threatening, call 911 from a campus telephone, 911 from a pay telephone, use a cell phone or 2-way radio.
Check on individuals with disabilities during an evacuation. A “buddy system,” where people with disabilities arrange for volunteers (co-workers/neighbors) to alert them and assist them in an emergency, is recommended.
Only attempt an emergency evacuation if you have had emergency assistance training or the person is in immediate danger and cannot wait for emergency services personnel.
Always ask someone with a disability how you can help before attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

The Following Guidelines Are General and May Not Apply in Every Circumstance.
- Occupants should be invited to volunteer ahead of time to assist people with disabilities in an emergency. If a volunteer is not available, designate someone to assist who is willing and physically able to accept the responsibility.
- Volunteers can obtain emergency evacuation information regarding lifting techniques from the Affirmative Action Office.
- Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuer’s backs.
- Two or more trained volunteers, if available, should conduct the evacuation.
- Try to avoid evacuating people with disabilities in their wheelchairs. This is standard practice to ensure the safety of people with disabilities and volunteers. Wheelchairs will be evacuated later if possible.
Weather Emergency

TORNADOES
A tornado warning is indicated by the sounding of the emergency sirens for three minutes followed by seven minutes of silence. A tornado warning signifies that a tornado has been sighted or has appeared on radar in Franklin County. When the alarm is sounded, immediately direct all building occupants to designated shelter areas and stay from exterior windows and doors. Patrons are allowed to leave the building but are advised to stay and take shelter. Try to ensure that all evacuated groups have a staff person with a radio. Staff and patrons should not leave their designated shelter area until a period of at least 10 minutes has passed without the sounding of the sirens, or the Emergency Officer has announced “all clear.”

RPAC – Building C:
From the Recreation Natatorium:
During regular use – evacuate to the main locker rooms
Overflow areas – aquatic administration hallway, visiting team locker rooms, event storage

From the Pavilion:
During regular use – evacuate to the main locker rooms
During competition and large events – evacuate to varsity locker rooms, visiting team locker rooms, aquatic administration hallway

From West Spectator Area:
Evacuate to the ground level storage area by freight elevator via the South stairwell
Overflow area – South stairwell

From East Spectator Area:
Evacuate to the ground level varsity hallway via the North and South stairwells
Overflow area – North stairwell and officials/coaches locker room

EARTHQUAKES
If indoors, watch for falling objects and furniture that might slide or topple. Stay away from windows. Seek shelter under a table, desk or other structurally strong location. Do not run outside. Do not use the elevators.

If outdoors, move to an open area away from buildings, trees, and power lines. If you are forced to stand near a building, watch for falling objects.

When the earthquake ends, check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger. Provide first aid assistance, as necessary. With the assistance of maintenance staff, shut off all gas sources, if possible. Exit the building, if possible, and go to the designated evacuation assembly point to report injuries, damages, and potentially hazardous conditions. Once you have exited the building, do not reenter until the building has been declared safe by appropriate emergency response personnel.
Medical Emergency

FIRST AID SUPPLIES
First Aid kits are available at all facilities and supplies are available to all programs. Supplies should be checked regularly by assigned personnel. Please direct any requests for First Aid supplies to the Aquatic Supervisor- Personnel, 247-8884.

MEDICAL EMERGENCIES
First Aid supplies are available to all employees and are located at the control area of each Recreational Sports Facility. Trained Facility Managers are always the first responders. For any medical emergency, call 9-1-1. The operator will connect you with the appropriate emergency response team.

An Incident/Accident Report Form is to be completed in response to any accident. Immediately notify a supervisor.

The following is a brief summary of the procedures for requesting an ambulance. If you are working at one of our customer service stations and you are contacted by 2-way radio requesting that you make a 9-1-1 call for a medical emergency, make sure you know if the injury is life threatening and if the victim is conscious.

Dial 9-1-1 from a university land line telephone. If you are away from a university telephone, you may use a mobile phone. This call will go to Franklin County and not to the OSU Police. Let the dispatcher know you are calling from the campus of Ohio State.

Be prepared to answer the following questions:
What is the nature of your emergency? (Why are you calling? Be specific.)
Is the victim conscious?
What is the location of the victim? (Describe the victim’s location. Be specific. Be sure to include the building address and number.)
Remember: Remain on the phone with the dispatcher and answer as many questions as possible regarding the condition of the injured person so that information can be forwarded to the responding emergency personnel. Hang up only if directed to do so.

Have someone standby outside the building to meet EMS upon arrival.

LOCATIONS OF AUTOMATIC EXTERNAL DEFIBRILLATORS (AED’s)
AED’s are in place at all recreation facilities including: the ARC, all three Jesse Owens Recreation Centers, Fred Beekman Park, Women’s Field House and the RPAC. They are located inside wall-mounted boxes and identified through signage.
AED Locations
RPAC - Ground Floor: outside the Sport Shop, outside the Pool Control room in the Pavilion, in the Recreational Natatorium area, and near the fitness desk.

RPAC – Ground Floor: Across from Sport Shop, at fitness desk, and entrance way to each pool
First Floor: In the corridor outside the Welcome Center.
Second Floor: Near the elevator.
Track Level: Outside A200 by PAES access.

Hazardous Materials Emergency

ENVIRONMENTAL HEALTH AND SAFETY
The Environmental Health and Safety (EHS) emergency response team is available to provide consultation and support for hazardous material spills and releases. During business hours, 7:30 a.m. to 4:30 p.m., Monday through Friday, EHS may be contacted directly at 614-292-1284. After normal business hours, the EHS emergency response team may be contacted through the OSUPD.

HAZARDOUS MATERIALS INCIDENT (INDOORS)
For hazardous or substantial chemical spills, releases or incidents, take the following steps:

Immediately notify affected personnel and evacuate the spill area. Pull the fire alarm if building evacuation is required. Call University Police at 9-1-1.

Give the operator the following information:
Your name, telephone number, and location.
Description of incident.
Name and quantity of the material, if known.
Extent of injuries or damage, if any.
The hazards of the chemical(s) involved.

No effort to contain or clean up spills and or releases should be made unless you have been trained. If an alarm sounds, follow established building evacuation procedures (see Building Evacuation). Take appropriate steps to make sure no one evacuates through the contaminated area. Do not re-enter the area until directed by emergency personnel.

Small spills that are identified and do not endanger workers in the immediate area may be cleaned up by qualified personnel.

HAZARDOUS MATERIALS INCIDENT (OUTDOORS)
Hazardous material accidents can occur on campus or in the adjacent areas. Local media will broadcast warnings over radio and television to communicate that a hazardous materials incident has occurred.

The National Weather Service will broadcast similar warnings over NOAA Weather Radios. Community sirens might sound, notifying people of the incident.
The Building Emergency Coordinator will immediately provide direction to employees by word of mouth, telephone or public address announcement.

If personnel become ill from the chemical release, the Building Emergency Coordinator or designate should contact OSUPD at 9-1-1.

SHELTER IN PLACE
Shelter In-Place simply means seeking immediate shelter inside a building. This course of action may need to be taken during an accidental release of toxic chemicals to the outside air. The air quality may be threatened and sheltering in place keeps you inside an area offering more protection.

Everyone in the building would be required to stay in the building until the “all clear” is given. Employees will take the following actions.

Close all windows and doors.
Turn individual heating/cooling systems (HVAC) off if possible.
Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions.
Any occupant that comes into contact with a visitor or student that is physically disabled should assist those individuals.

The Building Emergency Coordinator will monitor the news media or the NOAA Weather Radio for further updates and will advise personnel on any changes in the situation. The Building Emergency Coordinator will also announce the “all clear” when declared by community officials.

EVACUATION
Another strategy that local government could use during a Hazardous Materials Emergency is “Evacuation.” The Building Emergency Coordinator will direct personnel to take appropriate measures as directed by public safety personnel.

This action may include:
Walking to an assembly area to be evacuated by public transportation.
Walk or drive away from the area using travel direction determined by community officials.

Toxic or Irritant Gas – Immediately evacuate the building using the same evacuation plan and procedures for general evacuation.

Biological/Chemical Threats – (Suspicious packages, letters or substances) Biological or chemical threats targeting individuals or a department can be controlled by screening incoming material and by following the proper procedures.
TIMING SYSTEM/TOUCHPADS
McCorkle Aquatic Pavilion will be utilizing the OMEGA Timing System for the 2018 NCAA Division I Women’s Swimming Championships. The touchpads allow each swimmer to stop the clock by exerting pressure of between 3.3 and 5.5 pounds on panels at the ends of each lane.

All touchpads will be gutter-hung design. Both the start end and the turn end of the pools will be equipped with gutter-hung touchpads. The warm-up pool will have two lanes equipped with gutter-hung touch pads at each end, along with OSB Tops.

OLYMPIC STARTING BLOCK TOP
The Olympic Starting Block Top is a part of the new generation of starting blocks. It has an inclined foot rest, which allows a significant improvement of thrust when the swimmer starts. This proven technology has been adapted to the new starting block. The OSB is designed in fiberglass to ensure the platform robustness while optimizing its weight. The platform is covered with an anti-skid surface providing comfort and safety.
*Please note: The wedge on the block top is adjustable, however; not removable.*

BACKSTROKE LEDGE
The OSB are equipped with the Backstroke Ledge OBL2 Pro. The OBL2 Pro improves the start push and trajectory of the swimmer when entering the water. The length can be set to give different positions using a manual rotating system.

*Please note: Timing staff will place the backstroke ledge prior to Relay event, but removal during the relay will be the responsibility of the athletes.*
**RECOMMENDED RESTAURANTS**

### DINE IN

**Rockmill Tavern**
- 503 S Front St
- (614) 732-4364

**Basi Italia**
- 811 Highland St
- (614) 294-7383

**Harvest Pizzeria**
- 495 S 4th St
- 614) 824-1769

**Northstar Cafe**
- 951 N High St
- (614) 298-9999

**Buca di Beppo**
- 343 N Front St
- (614) 621-3287

**Boston’s Restaurant & Bar**
- 191 W Nationwide Blvd,
- (614) 229-4275

**Tasi Cafe**
- 680 N Pearl St,
- (614) 222-0788

**Melt**
- 840 N High St
- (614) 453-1150

**Piada Italian Street Food**
- 1315 W Lane Ave
- (614) 754-1702

**Champps**
- 1827 Olentangy River Rd
- (614) 457-3353

**Sweet Carrot**
- 1417 W 5th Ave
- (614) 488-7151

**Northstar**
- 951 N High St
- (614) 298-9999

**Northstar Cafe**
- 951 N High St
- (614) 298-9999

**Buca di Beppo**
- 343 N Front St
- (614) 621-3287

**Tasi Cafe**
- 680 N Pearl St
- (614) 222-0788

**Harvest Pizzeria**
- 811 Highland St
- (614) 294-7383

**Northstar Cafe**
- 951 N High St
- (614) 298-9999

**Boston’s Restaurant & Bar**
- 191 W Nationwide Blvd,
- (614) 229-4275

**Tasi Cafe**
- 680 N Pearl St,
- (614) 222-0788

**Melt**
- 840 N High St
- (614) 453-1150

**Piada Italian Street Food**
- 1315 W Lane Ave
- (614) 754-1702

**Champps**
- 1827 Olentangy River Rd
- (614) 457-3353

**Sweet Carrot**
- 1417 W 5th Ave
- (614) 488-7151

**Northstar**
- 951 N High St
- (614) 298-9999

**Northstar Cafe**
- 951 N High St
- (614) 298-9999

**Buca di Beppo**
- 343 N Front St
- (614) 621-3287

### QUICK DINING

**Fusian Sushi**
- 855 W 5th Ave
- (614)-670-4323

**Piada Italian Street Food**
- 1315 W Lane Ave
- (614) 754-1702

**Champps**
- 1827 Olentangy River Rd
- (614) 457-3353

**Sweet Carrot**
- 1417 W 5th Ave
- (614) 488-7151

**Northstar Cafe**
- 951 N High St
- (614) 298-9999

**Buca di Beppo**
- 343 N Front St
- (614) 621-3287

**Tasi Cafe**
- 680 N Pearl St
- (614) 222-0788

**Harvest Pizzeria**
- 811 Highland St
- (614) 294-7383

**Northstar Cafe**
- 951 N High St
- (614) 298-9999

**Boston’s Restaurant & Bar**
- 191 W Nationwide Blvd,
- (614) 229-4275

**Tasi Cafe**
- 680 N Pearl St,
- (614) 222-0788

**Melt**
- 840 N High St
- (614) 453-1150

**Piada Italian Street Food**
- 1315 W Lane Ave
- (614) 754-1702

**Champps**
- 1827 Olentangy River Rd
- (614) 457-3353

**Sweet Carrot**
- 1417 W 5th Ave
- (614) 488-7151

**Northstar Cafe**
- 951 N High St
- (614) 298-9999

**Buca di Beppo**
- 343 N Front St
- (614) 621-3287

### TAKE OUT/DELIVERY

**Carsonie’s Stromboli & Pizza**
- 1725 W Lane Ave,
- (614) 481-5555

**Pi’s Grill**
- 15 Frambes Ave,
- (614) 299-2113

**Taste of Orient**
- 2418 N High St
- (614) 263-3888

**Tommy’s Pizza**
- 174 W. Lane Ave.
- (614) 294-4669

**Rooster’s Wings**
- 3370 Olentangy River Rd.
- (614) 262-3185
CITY OF COLUMBUS MAP
Uninvited Relay Swimmer Declaration Form

All institutions that are eligible for at least one relay may bring up to four student-athletes to serve as uninvited relay swimmers while adhering to the maximum of 18 participants. Uninvited relay swimmers are student-athletes who were not invited to the championships in an individual event but can serve as relay alternates if needed. The following policies apply to uninvited relay swimmers.

- Uninvited relay swimmers will not receive reimbursement from the NCAA (travel and per diem) for attending the championships.
- Uninvited relay swimmers may participate as alternates on any relay for which an institution is eligible.
- Uninvited relay swimmers must be eligible student-athletes who are listed on the team roster online.
- Uninvited relay swimmers may not swim any individual events.
- Institutions must complete this form to designate any potential uninvited relay swimmers (up to four) by the end of registration.
- Only student-athletes who were invited in individual events or the designated uninvited relay swimmers (up to four) may be used as alternates for relays.
- Uninvited relay swimmers will count toward the limit of 18 participants.
- If an institution scratches a student-athlete after selections, that student-athlete cannot be used as an uninvited relay swimmer.
- Uninvited relay swimmers do not count towards parking pass numbers but do count towards deck pass allotment.

List below the uninvited relay swimmers (up to four) for your institution. This form must be completed and either turned in to the attendants at registration or emailed prior to the women’s championships to Carol A. Reep (careep@ncaa.org).

Institution: ____________________________________________

Name of Person Declaring Alternates: ____________________________________________

Signature: ____________________________________________

Date: ____________________________________________

Uninvited Relay Swimmer #1: __________________________ Year in School: __________

Uninvited Relay Swimmer #2: __________________________ Year in School: __________

Uninvited Relay Swimmer #3: __________________________ Year in School: __________

Uninvited Relay Swimmer #4: __________________________ Year in School: __________
2018 NCAA Women’s Diving Practice and Competition Schedule

**Monday**
Pool Closed

**Tuesday**
8 a.m. – 10 p.m. Open Training

**Wednesday**
8 – 12:45 p.m. Open Training
12:45 – 2 p.m. Dive Well Closed (coaches meeting 1 p.m.)
2 – 9 p.m. Open Training

**Thursday**
6 – 8:30 a.m. Open Training
8:30 – 11:50 a.m. Assigned Training (4 groups, 50 minutes each) → A: _________
11:50 a.m. – 12:25 p.m. Open Training → B: _________
12:30 – approx. 3 p.m. 1-meter prelims begin → C: _________
Consolation finals → D: _________
After consolation finals → Open Training
6 p.m. 1-meters closed to finalists only
Approx. 7 p.m. 1-meter finals (see official timeline)

**Friday**
6 – 7:30 a.m. Open Training
7:30 – 10:50 a.m. Assigned Training (4 groups, 50 minutes each) → A: _________
10:50 – 11:25 a.m. Open Training → B: _________
11:30 – approx. 2 p.m. 3-meter prelims begin → C: _________
Consolation finals → D: _________
After consolation finals → Open Training
5 p.m. 3-meters closed to finalists only
Approx. 6:20 p.m. 3-meter finals (see official timeline)

**Saturday**
6 – 8:15 a.m. Open Training
8:15 – 11:35 a.m. Assigned Training (4 groups, 50 minutes each) → A: _________
11:35 a.m. – 12:10 p.m. Open Training → B: _________
12:15 – approx. 2:30 p.m. Platform prelims begin → C: _________
Consolation finals → D: _________
After consolation finals → Open Training
6 p.m. Platforms closed to finalists only
Approx. 7:20 p.m. Platform finals (see official timeline)

*Note: All times are subject to change. Please double check with scoring table for any changes.*
Student-Athlete Participation Awards

For 2017-2018, an online gift-suite will serve as the participation awards provided to members of the official travel party of institutions that advance to the championship final sites.

**Examples of Merchandise Selections:**

After the championship, MainGate will send the head coach an email providing ordering process details, along with a unique Certificate Code (valid for one participation award per member of your official travel party) that can be redeemed only at [www.NCAA-Awards.com](http://www.NCAA-Awards.com). In order to ensure that each participant receives his or her award, a member of your administration must place your team’s order, including size information, at NCAA-Awards.com using your Certificate Code.

Your institution may select different items per participant; men’s and women’s sizes are available for apparel items. If you would like to purchase additional awards, you will have the opportunity to do so online via personal credit card at the end of the checkout process.

Participation award items will be sent to your institution for distribution to your student-athletes within four to six weeks after your order is placed. If you do not receive information for ordering awards within two weeks of the conclusion of the championship, please contact Erin Hannoy (ehannoy@maingateinc.com), MainGate Customer Service (866-945-7267) or the NCAA championship manager.