ACTION ITEMS.

- None.

INFORMATIONAL ITEMS.

1. Agenda review. The committee reviewed the meeting agenda and adjusted the order of a few items.

2. Review/approve 2017 annual meeting report. The committee approved the report from its 2017 annual meeting as submitted.

3. Items from College Swimming Coaches Association of America. The executive director of the CSCAA joined the meeting. He complimented the committee and hosts of the 2018 Division II Men’s and Women’s Swimming and Diving Championships and noted the Greensboro Aquatic Center was a good venue for swimming and diving. He also discussed the CSCAA’s efforts with USA Swimming and USA Diving, as well as the NCAA, to attract more officials and improve training.

He reported on feedback he received from coaches about the new selection model that indicates the goal of bringing the fastest student-athletes to the meet was achieved. However, the committee will need to tighten relay qualification times, particularly to address the number of relay-only swimmers being brought to the meet.

In response to a request by the coaches association, the committee determined that the FINA Short Course World Championship in Hangzhou, China, in December will be considered a bona fide competition provided that the student-athlete is an eligible current student-athlete at their institution at the time of the event. The committee noted that Division I uses a more restrictive formula to convert meter times and yard times, and the committee asked the playing rules group to review for consistency.

The coaches association also requested that times achieved at the USA Swimming Winter Nationals may be used as qualifying times for the NCAA championships. The USA Swimming event is being run as a long-course meet this year. As this is not an Olympic year, the committee did not support the request.

4. Review of championships

   a. Facility. The committee noted that the Greensboro Aquatic Center was an outstanding venue for the Division II championships, providing good lighting, seating and deck space. In addition, the hosts were experienced in running NCAA championships and other large,
high-profile events. When inclement weather required closing the facility early on a practice day, the hosts provided timely and broad-based communications.

b. Officials. Several new officials joined this year’s officiating crew and some key roles, such as meet coordinator and announcer, were filled by new people. All worked well as a team. Finding enough qualified dive judges again was a challenge. The committee hopes the increased fees going into effect next year, along with travel, lodging and per diem payments, will improve this situation.

c. Banquet/hospitality. The food quantity and quality was appropriate, and the gluten-free options were appreciated. The Make-A-Wish presentation also was well received. The committee directed staff to survey coaches and student-athletes via the Coaches Connection representative to determine whether to continue to hold a banquet at the championships. The last-minute qualification of divers, along with the large number of relay-only swimmers, poses challenges with space, seating, preparing and ticketing. If feedback supports continuing the banquet, the committee will look into recommending an earlier deadline for requests for additional tickets, as well as automatically billing each institution with divers in the qualification meet, and then adjusting the invoices for those with qualifiers.

Hospitality was adjusted to include healthier options and was well received.

d. Volunteers. The host secured many well-trained volunteers. The committee noted that information regarding appropriate attire, particularly regarding hats, must be communicated in advance. The committee would also like to include younger volunteers to move baskets from the start to the awards area.

e. Awards presentation. The awards presentations went well. The committee confirmed that it prefers awarding after each event, rather than in blocks as was done the past. The committee also liked having the coach of the event winner present the awards.

f. In-venue production. The committee liked the signage and videos. The host provided very good anthem performers and the military recognition was well received.

g. Electronic distribution of heat sheets and results. It was helpful having the Hy-Tek operator distribute heat sheets and results to coaches via email. The committee asked that the communication plan be included in the participant manual.

h. Results online/webcasting. The committee received feedback that indicated the live webcast was well done.
i. **Evaluation results.** The committee reviewed the evaluations, again noting the low response rate. The committee also noted the need for an officials’ locker room or secure storage for their belongings, as well as a hospitality room separate from the coaches.

5. **Action plan for 2019.**

a. **Championships and qualifications meet schedules of events.** The committee approved the permanent addition of a 5-minute break for relay video review when there is no other break or conclusion of the session events.

   The committee directed staff to survey the diving coaches about an alternate qualification meet format, and, if the current format is retained, competing the 1-meter board on the first and last days of the championships. This would require revising the playing rules.

   The committee also directed staff to survey coaches about the order of the 1,000-yard freestyle, 1,650-yard freestyle and 800-yard freestyle relay preliminary events. Currently, the trials are ordered with swimmers from fastest to slowest to provide more recovery time for those individuals most likely returning to compete in the evening sessions. The option is to move the trials from slowest to fastest seed times so the faster swimmers have an incentive of the time they want to attain. Playing rules recommend swimming the fastest seeds first.

b. **Warm-up schedule.** The committee revised the warm-up schedule to close the pool 30 minutes after the last race and close the facility 60 minutes after the last event.

c. **Selection of officials/diving judges.** The committee will continue the current application process and will name the head and assistant swim referees. The head and assistant swim referees will select the remaining officiating crew members based on the committee’s ranked list of three individuals per position from the pool of applicants. In preparing the rankings, the committee will work with the secretary-rules editor, who is knowledgeable about the officials’ qualifications.

   The playing rules liaison is working to strengthen the national office’s relationship with USA Diving and will ask them to publicize the application process, including the increased fee and travel, lodging and per diem information. The committee will also ask the diving meet referee to rank applicants for the committee to review and select.

   The committee will work with staff to prepare detailed job descriptions for the officials and other key positions.
d. **Hospitality.** The committee asked that soft drinks be offered in future coaches’, committee and officials’ hospitality areas. The committee also directed staff to ask about increasing the hydration product provided to the hosts.

e. **Banquet.** The committee directed staff to survey coaches about continuing with a championship banquet or other options to enhance the championships experience for the participating student-athletes.

f. **Host teleconferences.** The committee recommended continuing with a similar host teleconference schedule.

g. **Announcers.** The committee will select the announcers with input from the championships host. For the qualification diving meet, one dive announcer will be selected by the committee and the second by the host, with committee approval.

h. **Participant music.** The committee asked staff to determine if a paid music coordinator position can be added and directed staff to invite the same coordinator for the 2019 championships. The committee will remind the music coordinator to adhere to the student-athlete deadline to submit walk-out music.

i. **Deck pass limits.** The committee decided to keep the same deck pass formula.

j. **Timers/volunteers.** The committee will encourage future hosts to solicit volunteers from youth club teams and get them more involved as parade leaders, basket transports and award presentations. The committee strongly recommends the host provide deck marshals to assist with lane use during warm-ups and practice, as well as controlling access to the bulk head.

k. **Selection process.**

   (1) **Sports sponsorship and participant caps.** The committee asked staff to continue to prepare a historical survey of sports sponsorship numbers in preparation for a potential request to increase the participant cap in the next triennial budget cycle.

   (2) **Online regular-season entry procedures and reporting of times.** The committee will maintain the current timeline with a change in the January roster review date. All communications with the membership will continue to stress deadlines and financial penalties for late results submission. They also will include requests to pull splits from the fastest swim times.

   The committee will continue to require submitting all dive qualifying scores.
(3) USA Swimming online meet entry process for submitting championships entries.

(a) **Timeline for entry submissions.** The memorandum language will be revised for consistency.

(b) **Aggregate relays.** The aggregate relays will remain the same for 2018-19.

(c) **Uninvited relay alternates policies.** The committee reviewed the policies regarding uninvited relay alternates. While selecting swimmers in only individual events has helped improve the quality and depth of the championship pools, the limit of the participant cap still affects the quality of the championships. Divisions I and III have higher caps, so their fields are deeper. To field at least 16 relay teams in each relay event, the committee will continue to provide institutions with the option to bring uninvited relay alternates. The committee changed the term for this group of participants to “relay-only swimmers” to provide the best championship experience for them. Institutions will continue to be financially responsible for bringing these individuals to the meet.

The committee will continue to monitor the number of relay-only swimmers brought to and competing in each championship and will work with the membership to determine alternatives in lieu of an increase in the participant cap.

(4) **Event entry limits.** The event entry limits will remain the same for 2018-19.

(5) **Standards and selections.**

(a) **Optional events (individual/relays) and scratch process for selected student-athletes.** This process will remain the same for 2018-19

(b) **Review process for notification of swimming alternates.** This process will remain the same for 2018-19.

(c) **Qualifying standards.** The committee will postpone approving the 2018-19 qualifying standards pending feedback from the membership regarding possible ways to decrease the number of relay-only swimmers, while still maintaining the depth of the pool of relay participants.

(6) **Diving.**

(a) **Regular-season and championship entry process.**
• **Reporting of qualifying scores.** The process for reporting qualifying scores will remain the same for 2018-19.

(b) **Qualification standards.** The qualification standards will remain the same for 2018-19.

(c) **Competition standards.** The competition standards will remain the same for 2018-19.

(d) **Qualification meet.** The committee directed staff to survey the membership to determine the number and geographic locations of institutions with diving programs. This information will be used to consider alternatives to the current qualification dive meet conducted at the championships site the day before the start of championships competition.

(e) **Uninvited diver proposal.** The committee continues to monitor the participation ratio and will also consider the number of divers within the participant cap. Without sport sponsorship numbers delineating swimmers from divers, all attempts to reapportion are statistically imperfect.

1. **Review of manuals.** The committee reviewed the committee operations, pre-championships, host operations and participant manuals and directed staff to revise as necessary.

m. **Committee calendar.** The committee tentatively approved next year’s committee calendar, pending finalized dates for host teleconferences. Staff will confirm that dates for the annual meeting once the two new committee members joining the committee for in September confirm their availability.

6. **Playing rules.**

   • **Four-day schedule of events – diving proposal.** The committee discussed proposing a change to the playing rules that would permit competition to begin with the 1-meter board on day one. The committee directed staff to seek feedback from the diving coaches.

7. **Future sites.** The committee noted that Lake Erie College is no longer sponsoring swimming and diving and directed staff to determine whether it will still co-host the 2020 championships.

8. **Committee composition.** Two new members have been invited to serve on the committee but have not yet accepted. Roger Karns, head swim coach at Lewis University, was elected as committee chair.
9. **Sponsorship lists.** The committee reviewed the sponsorship lists and noted institutions considering adding the sport. The committee also noted the success of institutions new to Division II.

*Committee Chair:* Patrick Snively, Fairmont State University  
*Staff Liaison:* Marie Scovron, Championships and Alliances

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<thead>
<tr>
<th>Division II Men’s and Women’s Swimming and Diving Committee</th>
<th>April 16-17, 2018, Meeting</th>
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<tbody>
<tr>
<td><strong>Attendees:</strong></td>
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<tr>
<td>Carlin Chesick, Pennsylvania State Athletic Conference</td>
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<td>Roger Karns, Lewis University</td>
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<td>Barbara Parker, University of West Florida</td>
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<td>Nancye Rahn, King University</td>
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<td>Patrick Snively, Fairmont State University</td>
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<td><strong>Absentees:</strong></td>
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<td>None</td>
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<td><strong>Guests in Attendance:</strong></td>
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<td>Jamie Lewis, USA Swimming</td>
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<td>Joel Shinofield, College Swimming Coaches Association of America</td>
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<td><strong>NCAA Staff Support in Attendance:</strong></td>
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<td>Kerstin Hunter, Championships and Alliances</td>
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<td>Marie Scovron, Championships and Alliances</td>
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<td><strong>Other NCAA Staff Members in Attendance:</strong></td>
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<td>Ben Brownlee, Championships and Alliances</td>
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<td>Roberta Page, Championships and Alliances</td>
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