

# ***University Athletic Association***

## **SWIMMING and DIVING CODE OF CONDUCT**

### **Statement on Sportsmanship**

**Each University Athletic Association member institution shall ensure that:**

- **The conduct before, during, and after competition of all those representing participating institutions exemplifies the highest traditions of intercollegiate athletics.**
- **Competition is conducted in a non-discriminatory manner that encourages enthusiastic support within the confines of good sportsmanship and fosters a positive attitude among spectators and participants in support of their teams.**
- **Coaches and student-athletes are encouraged to abide by the letter and spirit of the playing rules and to be gracious in both victory and defeat.**

#### **SECTION 1. Administrative Authority**

Administrative authority shall be the Swimming Sport Committee chaired by the primary athletic administrator of the host institution. In the event the primary athletic administrator is unable to serve as chair of the committee, one of the other UAA Delegates from the host institution shall serve as chair.

Appointment of Representatives The primary athletic administrator of each institution shall appoint individuals as appropriate to represent the interests of that institution at meetings of the sport committee. In the case of men's and women's sport committees that meet jointly, an institution may choose to appoint one individual to represent the interests of both its men's and women's programs. If an institution sends a single representative to a joint sport committee meeting, it shall be assumed that the individual representing the institution is authorized to cast votes on behalf of both the institution's men's and women's programs.

Replacement of Committee Chair In the event the institution designated to chair a sport committee chooses to designate its primary athletic administrator as its representative to that sport committee, another representative from that institution, who must be a member of the Delegates Committee, shall chair the sport committee in place of the primary athletic administrator.

Voting Lines The disposition of all issues considered jointly by sport committees meeting together shall be by joint vote of the committees. Results of all joint votes shall be reported by

listing the voting tallies of the respective men's and women's committees as well as the voting tally of the joint committee.

**Proxy Voting** There shall be no proxy voting. In the event a representative from an institution leaves a meeting of the sport committee prior to its conclusion, the vote of that individual shall not be transferred to another individual from that institution nor to any individual from another institution.

## **SECTION 2. Determination of Association Champion**

The Association Champion shall be the winner of the Association meet and shall be determined using the championship meet point system for 24 qualifying competitors for individual events and 16 qualifying teams for relay events as defined by NCAA rules. The highest point total men's team and highest point total women's team shall determine the respective champions and be recognized.

## **SECTION 3. Meet Management**

Refer to Site Policies and Procedures and applicable sections of Policies Regarding Sportsmanship and Event Management

It is recommended that the host institution appoint a meet manager other than the host swimming or diving coach.

If there is a separate diving venue, there shall be no 20-minute break between the end of the last individual swimming event and the start of the diving competition as divers may warm up during the swimming competition.

**Health & Safety Emergency Policy** – Each institution shall clearly designate the person or persons who shall have the ultimate authority and responsibility to stop or resume play in the event of a health and safety emergency, and shall communicate this information to the competition officials and coaches prior to the contest. The game management responsibilities of the designated individual or individuals should be such that they are able to monitor such circumstances without distraction.

## **SECTION 4. Conduct of Sport**

### **4.1 Site**

The site of the men's and women's Championship shall rotate among member institutions. Institutions may pass their opportunity to host the meet but must give notice two years in advance. Site selection shall be confirmed by the Athletic Administrators Committee.

### **4.2 Format**

The order of events for men and women shall follow the sequences specified in the NCAA Championship Guidelines alternating men's and women's events with modifications as necessary to accommodate limitations of time and facilities.

The break in the order of events for the morning sessions shall be 10 minutes.

#### **4.3 Squad Size**

Competitive squad sizes for all men's and women's teams shall be limited to a number equal to the number of events plus two. (Currently 22 men and 22 women)

Only the 22 individuals on the final entry list for each team shall be allowed to compete as scoring or non-scoring participants in the meet or in any additional exhibition time trials conducted in conjunction with the meet.

The size and composition of each member institution's travel party shall be determined by that respective institution.

#### **4.4 Officials**

Six certified officials shall be used for swimming. These officials shall be certified by the College Swim Coaches Association. The officials shall be designated as a referee, starter, and four stroke/turn judges.

The head meet official shall attend the pre-championship coaches meeting.

#### **4.5 Rules**

NCAA Championship rules shall apply with the following modifications:

- 1) During finals, the diving competition shall be given up to 60 minutes use of the facility. If the competition has not finished after 60 minutes, a 10-minute swimmers' warm-up period will begin at the conclusion of the allotted 60-minute time period.
- 2) Warm-up periods shall end 10 minutes prior to the start of each session.
- 3) Both men and women may compete in seven (7) events of which only three (3) may be individual events.
- 4) For time management purposes, preliminary heats in all events — except relay events — should be swum using nine (9) lanes if available. The consolation finals of the 1650 should be swum using nine (9) or ten (10) lanes if available. All relay heats shall be swum using an 8-lane format.
- 5) Both the men's and women's championship finals of the 1650 shall be swum in the evening during the finals; the consolation finals of the 1650 shall be swum fastest to slowest in the afternoon alternating women and men.
- 6) Men's and women's heats shall not be combined, except that the final two heats of the men's and women's 1650 trials may be combined if these heats are not full.
- 7) The 200 medley and freestyle relays shall be swum in the preliminary sessions. All remaining relays will be timed finals seeded on the basis of entry times.
- 8) In the event that a relay team or individual is disqualified, that team or individual will not be allowed to swim as a non-scoring participant during the competition. A disqualified "A" relay team may not be substituted for a "B" relay team.

Switching athletes between “A” and “B” relays is permissible provided neither team has been disqualified. Switching entries is permitted until such time as the first “B” swimmer gets onto the starting block.

9) Officials may judge up to 4 lanes.

**Meet Adjustments Due to Travel Delays** — In the event one or more teams do not arrive at the meet site prior to the designated start time of the competition due to travel delays or if the meet is delayed due to unforeseen circumstances, the meet staff shall consult with the Executive Secretary and adjust the meet schedule to provide all student-athletes a reasonable opportunity to compete in any affected events. The meet staff and Executive Secretary shall be guided by the following principles.

- The preliminary swim may be delayed for no more than 90 minutes.
- If this opening timetable cannot be met, the affected participants would swim separate time trials in the respective events prior to the finals and be seeded accordingly.
- Consideration may be given to the use of timed finals on Day One if multiple teams are affected.
- If the delays extend beyond the first day of competition consideration may be given to condensing the meet from 3 days to 2 days with designated timed finals if necessary.

#### **4.6 Rules Interpretation Committee**

The Rules Interpretation Committee shall include the host institution’s primary athletic administrator or his/her representative; a head coach from the current host institution; a head coach from the immediate past host institution; and a head coach from an institution not in the hosting schedule rotating in alphabetical order by institution; and the referee or head diving official as appropriate. A fourth head coach shall be designated as an alternate member of the committee. The alternate shall be a non-voting member unless one of the other three Sport Committee members is involved in the appeal, in which case, the alternate shall replace the member involved in the appeal. The members of the Rules Interpretation Committee shall be determined prior to the start of the Championships.

#### **4.7 Equipment**

All equipment required by NCAA Rules plus an automatic timing and backup system. During the preliminary heats, three watches are required for the top two seeds in each heat and two watches are required for the other lanes. During all finals, three watches are required for each lane, for back-up timing purposes.

A computerized seeding and scoring program is recommended.

#### **4.8 Seeding**

Per NCAA regulations.

“A” and “B” relays shall be seeded on the basis of actual, verifiable timed relay performances and/or aggregate times (which may NOT include splits) without distinction. Relay entries shall be identified as actual or aggregate times.

All performances submitted for seeding purposes shall be from the current season.

#### 4.9 Facilities

It is recommended that the host facility meet the following minimum standards.

Depth: 7 feet

Spectator Seating: 400-600

Competitive Lanes: 8 minimum (9 preferred)

Warmup Lanes: 4-5 lanes of 25 yards each

Swimming and diving competition must be accommodated in separate areas of the venue.

Diving competition may be held at a separate facility for preliminaries or for preliminaries and finals. It is preferred that the same facility be used for preliminaries and finals.

#### 4.10 Miscellaneous Administration

Mail meet information packets by December 15.

Each team shall submit an electronic file of performance times and scores in HyTek or other format as directed to the UAA Office on the Monday following each regular season meet prior to the UAA championship. The UAA Office shall compile and distribute a composite listing of best times. Only actual 1650 times shall be submitted for the 1650; 1000 freestyle times shall NOT be submitted in lieu of 1650 performance times.

Coaches shall declare a maximum of 25 individuals entered in championship nine days prior to the meet via electronic mail using HyTek meet management software or other software designated by the Sport Committee. Declarations may NOT be submitted via any other means. Psych sheets shall be returned via email. The host institution shall distribute the HyTek Championship event file one week prior to the declaration deadline.

Declarations must include the Diving Coach's signature.

Individual entries one day prior to meet.

Teams are required to scratch down to 22 individuals by the Wednesday scratch deadline. NCAA scratch procedures shall be followed. Duplicate scratch forms must be used. An announcement should be made shortly before the scratch deadline reminding coaches who have not submitted their scratches to do so before the deadline.

Relay cards shall be submitted as per NCAA format. Coaches or their respective representatives shall place their relay cards in a box provided by the host institution.

The scratch deadline shall be 5:30 p.m. for all days of the meet.

The public address announcer should introduce the names of the swimmers in the following manner:

- 1) swimmers in heats other than the consolation and final heats should be introduced after the race is started;
- 2) consolation heats swimmers should be introduced prior to the start with names only and
- 3) any embellishment of a swimmers introduction should only occur for the finalists.

When announcing relay award winners, only team names shall be announced for places 9-16. For places 1-8 both team and individual relay members names shall be announced.

Awards should be presented at the break in the meet rather than after each event.

Time trials may be conducted during any break or at the conclusion of each session at the discretion of the officials. On Saturday evening, time trials may only be conducted at the conclusion of the session.

## **SECTION 5. General Guidelines**

### **5.1 Uniforms**

Per NCAA championship guidelines.

### **5.2 Scheduling**

The meet shall be held four weeks prior to the women's NCAA championships or four weeks prior to a joint men's and women's NCAA championship.

### **5.3 Scouting**

Does not apply.

### **5.4 Statistics**

Post-championship summaries shall be sent via email using HyTek format.

Association records shall be updated following the championship.

### **5.5 Organizational Meetings**

The pre-championship meeting shall be conducted the evening prior to the first full day of competition. The Diving Coaches shall meet at least three hours prior to the start of the initial diving competition.

The Diving Coaches shall conduct a formal meeting to determine any recommendations to be forwarded to the Sport Committee. This meeting shall take place between the preliminary and final rounds on the Friday of the competition.

Representatives of the Diving Coaches from the current and succeeding year's championship host institutions shall attend the Sport Committee meeting. It is the responsibility of each head swim coach to consult with his or her diving coach prior to the Sport Committee meeting regarding any proposals from the Diving Coaches.

The Sport Committee meeting shall be conducted via teleconference the Monday one week following the completion of the championship.

## **SECTION 6. Awards**

### **6.1 Team Championship**

To be determined at the association championship. Team trophies to be awarded. Individual certificates to be awarded to the members of the championship teams.

### **6.2 All-Association Team**

The first place finisher(s) in each swimming and diving event shall be declared the Association champion. All-Association awards shall be made to the first, second, and third place finishers in each event.

### **6.3 Swimmers of the Year**

A male and a female Swimmer of the Year shall be selected by vote of the head coaches. During the final evening of the championship the head coaches shall meet, nominate individuals for consideration as male and female Swimmer of the Year, and conduct a vote to determine the respective recipients. Performances in individual events and individual performances, but not team finishes, in relay events may be considered. Coaches may vote for members of their own teams.

### **6.4 Rookie of the Year**

A male and female Rookie of the Year shall be selected by vote of the coaches. Only traditional, first-year student-athletes shall be eligible. During the final evening of the championship the head coaches shall meet, nominate individuals for consideration as male and female Rookie of the Year, and conduct a vote to determine the respective recipients. Performances in individual events and individual performances, but not team finishes, in relay events may be considered. Coaches may vote for members of their own teams. The Rookie of the Year shall receive a certificate in recognition of selection.

### **6.5 Coaching Staff of the Year**

The Men's Coaching Staff of the Year and Women's Coaching Staff of the Year shall be determined by a ballot of the respective head coaches and shall be made to all members of the respective men's and women's staffs.

The Men's Diving Coach of the Year and Women's Diving Coach of the Year shall be determined by a ballot of the respective head coaches following the conclusion of the diving on the final evening of the championship and shall be made to all members of the respective men's and women's staffs.

## **SECTION 7. Miscellaneous**

### **7.1 Compliance with Deadlines**

Coaches and other responsible individuals shall comply with all deadlines for the exchange or submission of materials and information as specified in the Code of Conduct. In the event of a

missed deadline, the designated recipient shall notify the Association Office immediately. The Executive Secretary shall then notify the primary athletic administrator of the institutions involved, and that primary athletic administrator shall take action to ensure compliance with the specifications of the deadline.

## **7.2 Starting Blocks and Diving Boards**

Starting blocks and diving boards shall NOT be used for any purpose other than official warm-up and competition (e.g., they shall not be used for demonstrations or cheers).

Upon conclusion of each diving practice session and event, which includes the conclusion of any further coaching, the diving boards shall be closed to all individuals. Unsupervised diving and trick dives are not to be permitted.

## **SECTION 8. Diving Competition**

### **8.1 Schedule of Events**

Competition on the one-meter and three-meter boards, and the days on which those events are contested shall alternate between odd and even years.

In even years, the following order of events by gender shall be followed.

Wednesday, Day 1: Women's 1-Meter (preliminaries at 12:45 p.m. and finals at 5:30 p.m.)

Thursday, Day 2: Men's 3-Meter (preliminaries at 12:45 or as soon as swimming preliminaries are complete and finals at 5:30 p.m.)

Friday, Day 3: Women's 3-Meter (preliminaries at 12:45 or as soon as swimming preliminaries are complete and finals at 5:30 p.m.)

Saturday, Day 4: Men's 1-Meter (preliminaries at 12:45 or as soon as swimming preliminaries are complete and finals at 5:30 p.m.)

In odd years, the men's shall begin with the 1-Meter event on Wednesday, and the women with the 3-Meter event on Thursday, etc.

### **8.2 Diving Format and Rules**

NCAA Championship rules shall apply with the following modifications:

- 1) Beginning at 12:45 pm on the afternoon of the first day of competition (Wednesday) one gender will perform eleven (11) dives, consisting of six (6) optional dives followed by five (5) voluntary dives on 1-meter. This will complete the preliminary round of competition. At the completion of the preliminary round the field will be cut to the top eight (8) divers.
- 2) The scores from the first six (6) optional dives of the preliminaries shall be dropped. The scores from the five (5) voluntaries are carried over to become the beginning score for each diver in the final competition.
- 3) Beginning at 5:30 on the evening of each day of competition the top eight divers will perform six (6) optional dives on their respective board. The total of these optional dives will be

added to the score of the 5 voluntary dives from the preliminary round. This will be the final score for the 1-meter competition.

- 4) Beginning at 12:45 or as soon as swimming preliminaries are finished on the second day of competition (Thursday) the opposite gender will perform eleven (11) dives, consisting of six (6) optional dives followed by five (5) voluntary dives on 3-meter. This will complete the preliminary round of competition. At the completion of the preliminary round the field will be cut to the top eight (8) divers.
- 5) The scores from the first six (6) optional dives of the preliminaries shall be dropped. The scores from the five (5) voluntaries are carried over to become the beginning score for each diver in the final competition.
- 6) On the evening of the second day of competition the top eight divers will perform six (6) optional dives. The total of these optional dives will be added to the score of the five (5) voluntary dives from the preliminary round. This will be the final score for the 3-meter competition.
- 7) On days three and four (Friday and Saturday respectively) the genders will switch board levels. The format will stay the same as stated in 8.1.5 through and 8.1.7 for both the third and fourth day of competition.
- 8) If an injury or illness occurs to a finalist then the 9<sup>th</sup> place person will be allowed to replace that diver in the finals competition.
- 9) During finals, the diving competition shall be given up to 60 minutes use of the facility. If the competition has not finished after 60 minutes, a 10-minute swimmers' warm-up period will begin at the conclusion of the allotted 60-minute time period.

### **8.3 Diving Committee**

A Diving Committee shall be appointed to rule on diving scoring and technical diving issues only. The committee shall include the host institution's primary athletic administrator or his/her representative, three diving coaches, an alternate diving coach, and the diving referee. The alternate shall be a non-voting member unless one of the other three diving coaches is involved in the appeal, in which case the alternate shall replace the member involved in the appeal.

### **8.4 Diving Officials**

A certified diving referee shall be assigned to oversee all diving competition.

### **8.5 Diving Facilities**

It is recommended that the host facility meet the following minimum standards.

Two 1-meter boards and one 3-meter board

(Two 1-meter and two 3-meter preferred)

Swimming and diving competition must be accommodated in separate areas of the venue. Diving competition may be held at a separate facility for preliminaries or for preliminaries and finals. It is preferred that the same facility be used for preliminaries and finals.

### **8.6 Miscellaneous Administration of Diving Competition**

The deadline to submit diving sheets shall be the Friday before the beginning of the championship meet. This submission shall be made via facsimile or sent via email to the host institution.

The host institution shall arrange for the video taping of the entire diving competition (preliminary and finals, of both 1-meter and 3-meter boards for men and women) and shall provide one copy of the master tape to each participating institution at the conclusion of the championship.

Two computers shall be used at the diving table. The computers should be run independently to act as a check and balance to verify scores and places. Sufficient computer and technical equipment should be provided to operate the diving table independently from the swimming table. Table workers and announcers should be trained prior to the day of competition.

Diving awards for the first two days of competition should be presented during the break after the first swimming event on Thursday. The remaining diving awards should be presented during the Saturday awards presentation.

### **8.7 Diving Coaches Meeting**

The Diving Coaches shall meet between the preliminary and final rounds on the Friday of the competition to discuss any recommendations they wish to have brought forward to the Sport Committee. A representative of the Diving Coaches shall attend the Sport Committee meeting. It is the responsibility of each head swim coach to consult with his or her diving coach prior to the Sport Committee meeting regarding any proposals from the Diving Coaches.

### **8.8 Diver of the Year**

The male and female Divers of the Year shall be determined, respectively, based upon the highest individual cumulative scores in the two diving events (i.e., the sum of the performance score from the 1-meter event and the performance score from the 3-meter event).

### **8.9 Diving Coach of the Year**

The Men's Diving Coach of the Year and Women's Diving Coach of the Year shall be determined by a ballot of the respective head coaches following the conclusion of the diving on the final evening of the championship and shall be made to all members of the respective men's and women's staffs.