

SWIMMING & DIVING

1.0 ADMINISTRATION OF SPORT

1.1 PERSONNEL AND JOB DESCRIPTION

HOW SELECTED: The recorder shall be elected by the coaches at the end of the meeting which concludes the current recorder's term. At that time, the previous recorder will move into the chair position. *(revised 5/98)*

LENGTH OF TERM: Two (2) years.

HOW REPLACED: Should the chair position be vacated, the recorder would serve as chair until the group meets for another election.

1.2 **DUTIES OF A CHAIRPERSON:** The chairperson shall call for agenda items, organize and conduct the annual meeting, and appoint a Top 25 Administrator *(revised 5/00)*.

1.3 **DUTIES OF RECORDER:** The recorder will take the minutes of the meeting and distribute the minutes to the coaches and to the liaison Athletic Director. The recorder will also provide copies of the "Motion Worksheets" to ALL Athletic Directors. *(revised 05/07, 5/00, 5/98)*

1.4 **DUTIES OF LIAISON:** The liaison will make sure the chair and recorder are elected and assume their duties. The liaison will represent the Athletic Directors at the coaches meeting. The liaison will represent the coaches at the Athletic Directors meeting by presenting minutes and action items to the Athletic Directors.

1.5 TOURNAMENT DIRECTOR:

1.6 **DATE, TIME, PLACE OF MEETINGS:** The annual swim coaches meeting will be held on the second Tuesday following the Conference Meet at 1 p.m. There will be no meeting in the fall, but if issues come up that need to be addressed prior to the annual meeting, the chair will organize a conference call. *(revised 05/08, 05/06, 3/00, 5/98, 1995)*

2.0 SPORTS SEASON

2.1 TRADITIONAL SEASON:

2.1.1 **PRACTICE GUIDELINES:** Swimming practice, whether in-pool or dry-land shall not start prior to October 1 as long as it falls within the allotted 19 week playing season. *(revised 5/00, 4/90, 8/04)*

2.1.2 **FIRST DATE FOR COMPETITION:** The first meet shall be scheduled according to the NCAA rules.

2.2 NONTRADITIONAL SEASON:

2.3 **NUMBER OF VARSITY CONTESTS:** The varsity swim schedule shall conform with the current NCAA regulations. A contest against alumni/ae will not be counted toward the maximum number of contests allowed. *(revised 4/91)*

2.3.1 NUMBER OF JUNIOR VARSITY CONTESTS:

2.4 **CONFERENCE TOURNAMENT:** See Conference championship, 6.0.

2.5 **SCHEDULING POLICY:** The conference schedule will be made by the coaches at the annual coaches meeting. *(revised 05/06)*

2.5.1 **LAST DATE FOR COMPETITION:** NCAA Division III National Championship.

2.6 POLICY FOR POSTPONEMENT/RESCHEDULING, ETC.:

3.0 MEET CONDUCT

3.1 STARTING TIME:

3.2 **RULES TO GOVERN CONTEST:** The NCAA rules governing dual meets shall be followed, unless changes are mutually agreed upon by the coaches involved.

3.2.1 Body coating oils should not be allowed in competition. *(revised 12/93)*

3.3 SITE PREPARATION REQUIREMENTS:

3.4 **HOME TEAM SHALL:** The host school shall provide scorers, timers, electronic timing equipment (if possible) and a visible scoreboard. *(added 4/90)*

3.4.1 Full results for all home meets must be posted by the end of the day on the Monday following competition. *(added 05/06)*

3.5 **VISITING TEAM SHALL:** The visiting team shall provide their own statisticians. *(added 4/90)*

3.6 VISITING TEAM ROSTER LIMIT:

3.7 POLICY FOR VIDEO/MOVIES:

- 3.8 **PRESS BOX PROCEDURES/ASSIGNMENTS:** The host school shall report the scores to the local news media. *(added 4/90)*
- 4.0 **GAME SUPPORT STAFF**
- 4.1 **GAME OFFICIALS:** The number shall conform to current NCAA regulations, and all officials will be CSOA certified. *(revised 5/98, added 4/90)*
- 4.1.1 **POLICY TO ASSIGN OFFICIALS:** The host school schedules officials for the regular season meets. *(added 4/90)*
- 4.1.2 **POLICY FOR SELECTING OFFICIALS:** Officials shall be certified by the CSOA. *(revised 5/98)*
- 4.1.3 **POLICY TO PAY FOR OFFICIALS:** The host institution shall pay each meet official a minimum of \$60.00 for single gender MIAC dual meets and a minimum of \$90.00 for coed dual meets. Invationals will be negotiable between the host school and official. *(revised 5/08, 5/07, 5/97, added 4/90)*
- 4.1.4 The institution must designate a lifeguard for all home varsity swimming and diving events and list that person with officials and be on deck. *(added 12/02)*
- 4.2 **SECONDARY OFFICIALS:**
- 4.3 **SUPPORT PERSONNEL:**
- 4.4 **MEDICAL PERSONNEL:** An athletic trainer or physician must be on-site. *(added 4/90, revised 5/03)*
- 4.5 **OTHER:**
- 5.0 **MIAC/NCAA STATISTICS:**
- 5.1 Follow NCAA guidelines for keeping statistics
- 6.0 **CONFERENCE CHAMPIONSHIP**
- 6.1 **HOW DECIDED:** NCAA rules shall govern the conduct of the championship meet.
- 6.2 **POLICY FOR TIE BREAKER:** In case of a tie at the MIAC championships, co-champions will be recognized. *(added 5/99)*
- 6.3 **PROCEDURE:** The University of Minnesota Aquatic Center shall be the preferred site for the co-ed MIAC swimming and diving championships. The “host” responsibilities will rotate among four out-state schools (St. Olaf, Carleton, Gustavus, Saint Benedict/Saint John’s). *(revised 05/05, 5/03, 5/01, 5/00, 1995)*
- 6.3.1 Electronic timing equipment and relay take-off pads shall be used for the Conference meet. *(revised 5/08)*
- 6.3.2 Expenses for the meet officials and the use of electronic time equipment shall be provided by the conference.
- 6.3.3 Scoring: Follow NCAA guidelines. *(revised 4/92)*
- 6.4 **ADMISSION:** See 3.5.2 in General Section *(revised 05/07)*
- 6.5 **OFFICIALS:** A total of 5 certified officials, two of which will be USA certified, shall be hired by the host institution to fill the necessary officiating positions (meet starter, meet referee, stroke and turn judges, diving judges.) *(revised 05/07, 5/97, added 4/90)*
- 6.6 **GAME SUPPORT:** Other meet officials shall be competent trained persons.
- 6.7 **PROTEST COMMITTEE:** The Championship Meet Committee shall consist of the meet referee, starter and an appointed representative from each participating school. In the event of an even number of voting participants, the starter will become the ex-officio of the Committee. *(revised 5/00, added 4/90)*
- 6.8 **OPERATIONS MANUAL:** The MIAC conference championship for swimming and diving will follow the operational guidelines set forth in the swimming and diving operations manual. (The MIAC sport code serves as policy for the sport while the swimming and diving operations manual serves as an event module). *(added 5/99)*
- 7.0 **POST SEASON POLICY AND PROCEDURE**
- 7.1 **AUTOMATIC QUALIFIER:** None
- 7.2 **EVENT:** NCAA Division III National Championship.
- 7.2.1 **WHO ATTENDS:** Teams and individuals who qualify for post-season competition shall compete per NCAA rules. *(added 4/90)*
- 8.0 **AWARDS**
- 8.1 **CONFERENCE CHAMPIONS:** Awards are furnished by the conference. The Conference champion will receive a plaque.

- 8.2 **ALL CONFERENCE CERTIFICATES:** Non-gender, non-event-specific all-conference certificates will be awarded to the first three finishers in each event, including relays. *(revised 5/04)*
- 8.3 **COACH OF THE YEAR:** The head coaches shall select a Coach of the Year through a direct ballot. *(revised 5/04, 5/01)*
- 8.3.1 An athlete of the Week (Female swimmer, Male swimmer, Diver) shall be voted for the previous week. All nominations received each Monday by 10:00am will be considered. Certificates will be provided from the conference office for Athlete of the Week selections. *(added 5/01)*
- 8.4 **MIAC MVP:** A Male Swimmer of the Year, Female Swimmer of the Year, Male Diver of the Year, and Female Diver of the Year, shall be awarded at the conference championships. (Awards will not be provided by the conference). *(revised 05/07, 5/01)*
- 8.5 **MIAC SPORTSMANSHIP TEAM:** Teams will elect one member from their team who displays good sportsmanship throughout the season to be a member of the All-MIAC Sportsmanship team. These individuals will be selected by the team and head coach, with the head coach bringing the selection to the coaches meeting (where applicable or sent to conference office at the end of season). Only one student-athlete from each team may be selected. All institutions will have one representative, with final team choice selected by the head coach. The award will be publicized with other conference awards at the end of the season. This award is in name only, no certificate or plaque provided (no ties allowed). *(added 12/06)*

9.0 **ALL CONFERENCE TEAM SELECTION**

10.0 **MISCELLANEOUS**

- 10.1 **MIAC Top 25:** Each conference team will send a best times report in a Hy-tek file for each event to the Top Times administrator by the Wednesday following competition each week. The Top Times administrator will post the Top Times by the end of each week. (Top times will be due on Tuesday the last week of competition before the conference championships since entries are due on Thursday.) Top Times administrator shall be paid by the MIAC office \$400 per year. *(revised 05/07, 05/06, 5/04, 5/00, added 5/99)*