



**Commission on Athletics**

**Swimming & Diving  
Guide**

**July 2007**

# SWIMMING & DIVING

## Coaches Association President

*Terry Stoddard*

Pasadena City College  
1570 E Colorado Boulevard  
Pasadena CA 91106-2003  
Phone: (626) 585-7785  
Fax: 626.585.7929  
twstoddard@pasadena.edu

## COA Representative

*Albert Gasparian*

Golden West College  
15744 Golden West Avenue  
Huntington Beach CA 92647-2748  
Phone: (714) 895-8334  
Fax: 714.895.8923  
agasparian@gwc.cccd.edu

## COMMISSION ON ATHLETICS

2017 "O" Street  
Sacramento CA 95814-5285

Phone: (916) 444-1600

Fax: 916.444.2616

Sports Information Fax: 916.492.0877

URL: [www.coasports.org](http://www.coasports.org)

### COA Staff:

*Carlyle Carter*

Executive Director  
Commission on Athletics  
email: [ccarter@coasports.org](mailto:ccarter@coasports.org)

*Debra Wheeler*

Director of Championships  
email: [dwheeler@coasports.org](mailto:dwheeler@coasports.org)

*David Eadie*

Director of Marketing/Communication  
email: [deadie@coasports.org](mailto:deadie@coasports.org)

*Judith Centlivre*

Executive Assistant/Office Manager  
email: [jcentlivre@coasports.org](mailto:jcentlivre@coasports.org)

*Rima Trotter*

Staff Assistant  
email: [rtrotter@coasports.org](mailto:rtrotter@coasports.org)

## POSTCONFERENCE COMPETITION

All rules and regulations set forth in this guide are subject to review and modification by the Commission on Athletics (COA).

### 1. STATE CHAMPIONSHIP MEET

#### 1.1 MEET MANAGEMENT (SEE COA BYLAW 6.)

The host college is responsible for the administration and advance preparation for the meet. After pre-meet plans have been completed, the CCCACA President will contact the COA Swim Representative and the COA Executive Director for input. The event manager is responsible for the administration of the meet. 4/7/06

#### 1.2. DATE & SITE (SEE COA BYLAWS 3.11, 6.8.6, AND 6.14.3.)

- A. The state swim meet shall be a three (3)-day championship meet.
- B. The site shall be in the south on even-numbered years and shall rotate south and north annually. The appropriate vice presidents of the CCCACA should work directly with the event manager, CCCACA President, COA Swim Representative, and the COA Executive Director. The site will be determined a year in advance at the state coaches meeting by a vote of the CCCACA.

#### 1.3. RULES

Current NCAA Rules and Regulations will govern swimming and diving competition with the following exception: the events will run as they appear in the below listed "Schedule of Events." The women's events will precede the approved men's NCAA order.

- A. SCHEDULE OF EVENTS—There shall be a 20-minute time period from the start of one (1) event until the start of the next event. This applies for both trials and finals.
- B. State diving championship prelims will begin daily at 9:30AM. Finals will begin at 5:00PM on Thursday and Friday and at 4:00PM on Saturday. 10/13/06

### THURSDAY

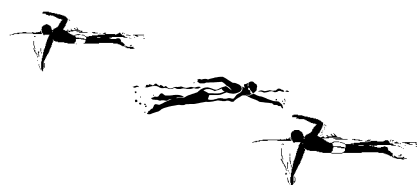
1. 200 yd Freestyle Relay W
2. 200 yd Freestyle Relay M
3. 500 yd Freestyle W
4. 500 yd Freestyle M
5. 100 yd Individual Medley W
6. 200 yd Individual Medley M
7. 50 yd Freestyle W
8. 50 yd Freestyle M
9. 400 yd Medley Relay W
10. 400 yd Medley Relay M
11. 1 meter Diving W
12. 3 meter Diving M

### FRIDAY

13. 200 yd Medley Relay W
14. 200 yd Medley Relay M
15. 200 yd Individual Medley W
16. 400 yd Individual Medley M
17. 50 yd Butterfly W
18. 100 yd Butterfly M
19. 200 yd Freestyle W
20. 200 yd Freestyle M
21. 50 yd Breaststroke W
22. 100 yd Breaststroke M
23. 50 yd Backstroke W
24. 100 yd Backstroke M
25. 800 yd Freestyle Relay W
26. 800 yd Freestyle Relay M
27. 3 meter Diving W
28. 1 meter Diving M

### SATURDAY

29. 1650 yd Freestyle W\*
30. 1650 yd Freestyle M\*
31. 100 yd Backstroke W
32. 200 yd Backstroke M
33. 100 yd Freestyle W
34. 100 yd Freestyle M
35. 100 yd Breaststroke W
36. 200 yd Breaststroke M
37. 100 yd Butterfly W
38. 200 yd Butterfly M
39. 400 yd Freestyle Relay W
40. 400 yd Freestyle Relay M



*\*The 1650 is a timed final. The first heat of the 1650 will swim in the morning. The fastest eight (8) will swim in the afternoon finals.*

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## 1.4. QUALIFIERS

### A. DIVING

1. Either prior to or at the end of conference competition, the top six (6) female and top six (6) male divers (north & south) will be selected to advance to the state meet. The meet will be conducted according to the NCAA Guide.

A diver who has a conflict at the conference meet (medical or national qualifying) can petition to enter the state meet. The coaches in that region will vote upon this request. No more than one (1) additional diver will be added from each region. Documentation must be submitted prior to the conference meet in order to be considered.

2. Six (6) divers and two (2) alternates (north & south) will be identified to go on to state competition for both men and women. A diver who is qualified on one (1) board and is a 1<sup>st</sup> or 2<sup>nd</sup> alternate on the other, will be allowed to compete in both events. Should one of the north or south regions be unable to field six (6) divers in an event, the vacant qualifying position(s) shall be filled by the alternates from the other region, so there will be a complete field of twelve (12) divers.
3. When ties occur in the selection process, the following tie-breaking procedures shall be used, in the order listed below, until the tie is broken.
  - a. Where there is a tie in the conference championships, the divers will draw one (1) required dive and two (2) optional dives of their choice. A dive-off will determine the qualifier.
  - b. Where ties occur during the selection meeting, the following tie-breaking procedure shall be used:
    - i. If the divers have competed during the season in head-to-head competition, the winner of that competition shall advance.
    - ii. If they have not met in competition, then the total degree of difficulty during the conference championships shall be compared; the diver with the highest degree of difficulty shall advance.

4. Once the diver has qualified to the state meet, the coach must submit via fax the divers' full lists in proper diving numerical order along with all other entries to the host site on the Sunday deadline by 12:00PM. 10/13/06

- B. SWIMMING—The sixteenth (16<sup>th</sup>) fastest qualifying times in each individual event, and twelfth (12<sup>th</sup>) fastest qualifying times in each relay event will become the “A” qualifying standard. 10/13//06

Using the NCAA format of 102.9 percent, a “B” qualifying standard shall be set. Swimmers who qualify in an event with an “A” time standard may swim up to three (3) events if they meet either the “A” or “B” time standards for those events.

1. Must have been achieved in bona fide community college competition of current swim season. (See 2004 NCAA Swimming and Diving Rules for bona fide competition.)
2. Time trials are not accepted.
3. Any times achieved in meets other than the Cuesta Invitational, Marin Invitational, Mt. SAC Invitational, Nor-Cal Pentathlon, Pasadena Invitational, Sacramento Invitational, Saddleback Pentathlon, Solano Invitational or your conference championships must be accompanied by a P.O.P (Proof of Performance). If aggregate times are used for relay swimmers, a Proof of Performance Form must be attached for each swimmer. This form must be sent with the official entry and attached to the entry card.

Where possible, an automatic timing system will be used for State Qualifying Times. If watches

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are used, three (3) watch times must be submitted on Proof of Performance Form and an adjustment of .09 seconds will be added by the state event manager. This Proof of Performance Form must be attached to the entry card. Refer to NCAA Guide, Rule 1, Article 3, for averaging.

4. Any falsification of times or scores will result in disqualification of athlete(s) or college(s). Disciplinary action will be administered in accordance with the COA Constitution and Bylaws.
  5. The 1,650 yard freestyle shall be seeded by the time for that event rather than using the time for the 1,000 yard freestyle.
- C. PARTICIPATION LIMITS—In a three (3) day championship meet, competitors are permitted to participate in a maximum of seven (7) events of which no more than three (3) may be individual events.
- D. Meet entry information packets are due in the hands of the state swim coaches no later than one (1) month prior to the start of the state meet. Entry requirements will be mailed by the event manager to all participating schools. 4/7/06 10/13/06

### 1.5. OFFICIALS & SCORING

#### A. OFFICIALS

1. The number of judges and timers shall be as specified in the NCAA Rules and Regulations.
2. Qualified officials (event manager and meet officials) shall be used in the state meet. They shall be reimbursed with not more than the amount specified in the budget approved by the Commission on Athletics. 4/7/06
3. If requested by the event manager, coaches of teams participating in championship meets shall serve as diving officials only but are not eligible for pay.
4. The duties of the officials shall be those as specified in the NCAA Rules and Regulations.

#### B. SCORING

1. The state championship will be open to contestants certified eligible by colleges and conferences representing California's community colleges.
2. The meet will be a team championship. Points shall be awarded to first (1<sup>st</sup>)-through sixteenth (16<sup>th</sup>)-place finishers in individual events and first (1<sup>st</sup>)-through twelfth (12<sup>th</sup>)-place finishers in relay events. An official team score shall be recorded. Appropriate awards shall be given in accordance with COA Constitution and Bylaws, Bylaw 7, Awards.
3. Scoring shall be as follows:
  - a. Individual events: 20, 17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1
  - b. Relay events: 40, 34, 32, 30, 28, 26, 24, 22, 18, 14, 12, 10, 8, 6, 4, 2

### 1.6. AWARDS (SEE COA BYLAW 7.2)

### 1.7. FINANCES (SEE COA BYLAWS 6.7, 6.14, 6.15, AND 8.1.)

The championship meet shall be financed by individual, relay, and/or team entry fees assessed to participating colleges, unless outside sponsorship is available. Each college is responsible for payment of entry fees on date of meet or within two (2) weeks following competition.

### 1.8. ANNUAL MEETING

#### A. Executive Board—Shall meet each year during the championship meet to:

1. Prepare recommendations to be submitted to the coaches association concerning rules, the location of future state meets, and pertinent policy matters. 4/7/06

2. Prepare recommendations to be submitted to the COA concerning rules, the location of future state meets, and pertinent policy matters.

**B. General Coaches Meeting**

1. A general meeting of all state swim coaches shall be held during the championship meet.
2. The coaches shall, at this meeting, consider items relating to the welfare of the swim programs in the California community colleges.
3. The CCCACA president shall arrange for and chair the general meeting.
4. Recommendations for guide change(s) will be made by CCCACA membership in accordance with COA Constitution and Bylaws procedures.

**1.8.1. POSTMEET PROCEDURES**

**A. A detailed report of the meet will be completed. It shall include:**

1. Results of preliminaries and finals. The results of the meet and a copy of the meet program should be sent to each participating community college and the COA Executive Director. 4/7/06
2. An itemized financial statement shall be prepared by the event manager within 30 days after the end of the meet. The financial statement shall be sent to the Association President for presentation to the CCCACA representatives, the COA Swim Representative, and the COA Executive Director.

**B. Minutes of the general coaches meeting shall be distributed to swim coaches of the member institutions, COA Swim Representative, and the COA Executive Director as soon as possible.**

**2. GENERAL GUIDELINES FOR PC**

**2.1. ON-SITE HOST ADMINISTRATORS FOR PC EVENTS (SEE COA BYLAW 6.12.)**

**2.2. ON-SITE PROTEST COMMITTEES FOR PC EVENTS (SEE COA BYLAW 6.13.)**

**2.3. FINANCIAL CONSIDERATIONS (SEE COA BYLAW S 6.8, 6.14, 6,15, AND 8.1.)**

**Excerpted from the COA Constitution and Bylaws, Bylaw 4:**

**4.3 Decorum**

4.3.1 Decorum at California community college events is the responsibility of all participants. For the purpose of this policy, the following definitions apply:

- A. PARTICIPANT — is a player, coach, team member, team attendant, official, or college staff member.
- B. DISQUALIFICATION — is removal from an event for an accumulation of personal or technical fouls, yellow cards, etc. and is not under the jurisdiction of this policy, but are covered by the rules of the sport.
- C. EJECTION — is defined as the immediate removal from further participation in an event as a result of abusive, verbal or physical behavior.
  1. First Offense: In addition to immediate ejection from the contest, the individual shall be suspended from the following contest. Each ejection shall be reviewed by the conference commissioner to determine if the ejection is a “strike” and covered by this policy.
  2. All ejections shall be treated as first offenses unless a previous “strike” has been declared by the conference commissioner.
  3. Second “strike” (same Individual): In addition to immediate ejection from the contest, the individual shall be suspended from all remaining contests including PC.
  4. Determination of whether or not an ejection is a “strike” may only be appealed to the conference appeals board. A decision by the conference appeals board is final.

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- D. VERBAL OR ABUSIVE BEHAVIOR — is defined as, but not limited to: unsportsmanlike tactics, such as using profanity or vulgarity, taunting, spitting on an opponent, ridiculing, pointing a finger, making obscene gestures, throwing gang signs, baiting of opponents, or inciting undesirable crowd reactions which results in ejection.
- E. PHYSICAL ABUSE — is defined as any physical act that results in ejection.
- F. EVENT — is defined as the time a visiting team or participant arrives at the site until the time the visiting team or participant leaves the site.
- G. FOR WATER POLO: Game disqualification — The official may issue a participant a disqualification which results in disqualification from that contest for overaggressive play or actions that are unacceptable within the spirit of the rules and are likely to bring the game into disrepute. All applications of the rule per the NCAA Rule Book.

*(Adopted: April 6, 2007; Effective: July 1, 2007)*

4.3.2 Where official playing rules and COA decorum rules differ, the most stringent rules shall be enforced.

#### **4.4 Punishment for Physically Assaulting Officials**

Physically assaulting or attempting to physically assault an official shall result in immediate ejection and the individual shall be disqualified from participation in California community college athletic activities for a period of sixty (60) months.

#### **4.5 Punishment for Leaving Bench Area**

Coaches or participants entering the field of play from the bench area in reaction to a confrontation shall be ejected and punished as outlined in Bylaw 4.3. If, in the opinion of the officials, a coach going onto the field of play was helpful to the officials in the effort to control players, the penalty against the coach may be waived.

#### **4.6 Punishment for Violation of the Tobacco and Substance Abuse Policy**

4.6.1 The use or possession of any form of tobacco, alcohol, or other controlled substances by any participant during California community college-sponsored athletic activity shall be punished by ejection.

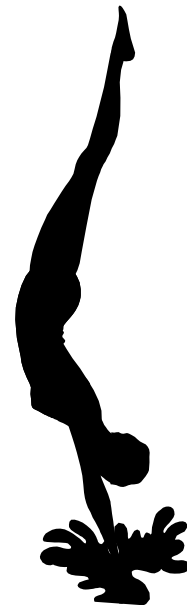
4.6.2 Ejection for violation of Bylaw 4.6 shall be the same as those outlined in Bylaw 4.5.

#### **4.7 Reporting of Ejections**

4.7.1 Within 24 hours after a contest where there has been an ejection of a player or a participant, the coach of the team shall report the names and circumstances to the athletic director who, in turn, shall immediately inform the conference commissioner. Failure by a coach to report shall be penalized the same as in Bylaw 4.3 and 4.4. Failure of an athletic director to report may be referred to the conference commissioner for disciplinary action. Conference commissioners shall cause the report of ejections to be sent to the next team on the college's schedule.

4.7.2 Coaches or team attendants penalized by any of the above rules are prohibited from participation during a game only, not from carrying out assigned non-game responsibilities.

4.7.3 Each person participating in a California community college athletic event shall receive a copy of this decorum policy and provide a written acknowledgment of understanding.



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## Sports Information:

If your college does not have a sports information professional to assist you, the California Community College Sports Information Association (CCCSIA) has compiled the following to help you better serve your student athletes.

Prior to the start of each season, each coach should provide a *complete* roster (in column order: Number, Name, [first, then last], Position, Height, Weight, Year of Eligibility, Hometown, High School) to his/her college's sports information office or whoever handles sports information functions (public information, athletic secretary, athletic director, etc.), his/her sport's state statistician and the COA office. Updates should be sent as necessary.

The coach and his or her staff should also know who the local media are and have a directory (phone and fax numbers) of those media outlets. Results of each contest should be reported to the local media regardless of the outcome (win, lose, tie, rainout postponement). The coach is responsible for making sure adequate statistics are being kept on each contest and that a copy of those statistics can be provided to members of the media following each contest. Members of the California Community College Sports Information Association (CCCSIA) have adopted the NCAA standards for statistical reporting.

Coaches should also be willing to serve as ambassadors for their colleges and for the good of the entire community college athletic scene, working closely with their own sports information director, the opponent's sports information director, and the media covering the contest.

The CCCSIA was created in part to help provide direction in the practice of sports information. For other information on sports information responsibilities, questions on various functions of the sports information professionals, or training and instructions for individuals who will be handling sports information responsibilities, please contact a member of the CCCSIA Executive Board.

### CCCSIA EXECUTIVE BOARD:

<b>PRESIDENT</b>	<b>Pete Schuler</b> pschuler@cuesta.edu	<b>Cuesta College</b>	<b>Phone: 805.546.3211</b>
<b>PRESIDENT ELECT</b>	<b>Jerry Hannula</b> jhannula@saddleback.edu	<b>Saddleback College</b>	<b>Phone: 949.582.4490</b>
<b>PAST PRESIDENT</b>	<b>Fred Baer</b> Frdbaer@aol.com	<b>JC Athletic Bureau</b>	<b>Phone: 650.345.4114</b>
<b>SECRETARY/TREASURER</b>	<b>Robert Lewis</b> rmlewis@pasadena.edu	<b>Pasadena City College</b>	<b>Phone: 626.585.7018</b>
<b>SPECIAL REPRESENTATIVE</b>	<b>Pat Kelly</b> Kelly.p@mccd.edu	<b>Merced College</b>	<b>Phone: 209.384.6116</b>