

## 2008-09 NCAA DIVISION III SWIMMING AND DIVING – PROOF-OF-PERFORMANCE FORM

Check one:  Men  Women *(one form for each gender)*  
 Timing:  automatic  semi-automatic  manual

Racing Course:  25yd  25m  50m  
 Altitude: 3000 ft or above?  No  Yes, altitude \_\_\_\_\_ (ft)

INSTITUTION: \_\_\_\_\_

MEET: \_\_\_\_\_ LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

Individual Qualifiers <i>(Last, First)</i>	<i>Print legibly the <b>best</b> performance for each swimmer or diver that meets a qualifying standard. Make any adjustments for high altitude performances. Place an asterisk (*) beside any submitted metric times.</i>				
1.	Event				
	Time/Score				
2.	Event				
	Time/Score				
3.	Event				
	Time/Score				
4.	Event				
	Time/Score				
5.	Event				
	Time/Score				
6.	Event				
	Time/Score				
Relays: [brackets for AGG. times]	Time	Name 1 [and time if AGG.]	Name 2 [and time if AGG.]	Name 3 [and time if AGG.]	Name 4 [and time if AGG.]
<b>200 Medley</b>					
<b>400 Medley</b>					
<b>200 Free</b>					
<b>400 Free</b>					
<b>800 Free</b>					

*This is to certify that the above performance(s) has (have) met the NCAA rules governing performance while in a bona fide competition. Refer to the current NCAA swimming and diving rules or championships handbook for the definition of bona fide competition. (Note: Referee's signature shall be made only upon completion of the above information.)*

_____ Referee's name	_____ Head Coach's name
_____ Referee's signature	_____ Head Coach's signature
_____ Office Phone	_____ Office Phone
_____ Home Phone	_____ E-Mail Address

**THIS ORIGINAL FORM MUST BE HAND CARRIED TO THE CHAMPIONSHIPS.** The certifying official also must retain a copy. FAX this form to Michelle Chaffin, NCAA Entry Coordinator, at 720/259-4115. Forms must be received by the Wednesday following qualifying competition to be accepted as a qualifying standard. If there are any questions, contact Ms. Chaffin at [mchaffin@4dv.net](mailto:mchaffin@4dv.net).

**BY SIGNING THIS FORM, THE COACH AND REFEREE ATTEST THAT THE TIME(S)/SCORE(S) REPORTED ARE TRUE AND CORRECT.**

## 2009 DIVISION III MEN'S AND WOMEN'S SWIMMING AND DIVING CHAMPIONSHIPS

### PROOF-OF-PERFORMANCE (POP) FORM CHECKLIST

- Divers must submit a POP form for each qualifying performance. A diving POP form must include the applicable diving score sheet(s).
- Print LEGIBLY and use one line for each swimmer or diver.
- Include names (last, first) of the relay team performing the qualifying swim.
- Use a separate form for men and women.
- Submit the form immediately after each meet in which a swimmer or diver achieves or betters a previously attained qualifying standard to Michelle Chaffin. Ms. Chaffin **MUST** receive this form by the Wednesday immediately following the performance to be accepted as a qualifying standard. Ms. Chaffin will post the received qualifying performances every Thursday throughout the season.
- Make sure all information (e.g., telephone numbers, e-mail addresses, printed names, signatures) is complete.
- Swimmers should submit only the best performance/event/athlete achieved in the competition.
- If entering metric times, note with an asterisk (\*). Do not convert times from meters to yards.
- **Print a “confirmation report” of the facsimile transmission to confirm that the form was sent and received without error.**
- Hand carry the original POP form to the championships.
- The signing official must retain a copy of the POP form.
- Incorrect or incomplete POP forms will result in a fine to the institution.
- The CSCAA Top Times list will be coordinated by Greg Lockhard in a separate compilation.
- **AGGREGATE RELAYS:** Teams **MUST** submit their fastest possible relay time. Note aggregate relays as “AGG” and itemize names and times on the relay portion of the POP form. A-cut or B-cut times must be reported on a separate POP form. Although nonqualifying times do not require a POP form, coaches must have verified performances for each of the swims used to aggregate. [*Refer to the 2008 NCAA Division III Swimming and Diving Championships Handbook: Determination of Participants/Entries/Relay events.*] If sending a POP form with **ONLY** aggregate relays listed, the POP form does not need to be signed by an official, as performances may have occurred on dates unseen by that official.
- The POP form printed by Hy-Tek is also acceptable as long as it is signed by the official and head coach.