



METROPOLITAN COLLEGIATE  
SWIMMING & DIVING CONFERENCE

**2024**  
**Metropolitan Collegiate**  
**Swimming & Diving Championship**  
**Meet Information Packet**

**Friday February 16<sup>th</sup>-Sunday February 18<sup>th</sup>**  
**Werblin Recreation Center**  
**Rutgers University**



## *Table of Contents*

Table of Contents .....	2
Important Dates .....	3
Swimming Entries .....	3
Entry Format .....	3
Entry Fees .....	3
Entry Times & Points .....	3
Psych Sheets .....	4
Competition Rules .....	4
Limit to Competition .....	4
Representation .....	4
Meet Conduct .....	4
1650 Freestyle .....	5
Diving Events .....	5
Time Trials .....	5
Scoring .....	5
Relays .....	5
Scratches .....	6
Scratches from Finals .....	6
Timers .....	6
Awards .....	6
Coaches' Meetings .....	6
Meet Committees .....	6
Admission .....	7
Lockers .....	7
Insurance .....	7
Liability .....	7
Appendix A: Meet Schedule .....	8
Appendix B: Diving Information .....	10
Entries .....	10
Competition Format .....	10
Exhibition Diving .....	10
Diving Representation and Judging .....	10
Diving Competition Schedule .....	11
Thursday February 15 <sup>th</sup> .....	11
Friday February 16 <sup>th</sup> .....	11
Saturday February 17 <sup>th</sup> .....	11
Sunday February 18 <sup>th</sup> .....	11
Appendix C: Parking Regulations .....	12
Registration .....	12
Directions .....	12
Bus Drop-off and Parking .....	12



## *Important Dates*

Friday January 12 <sup>th</sup>	Insurance certificates due
Friday February 9 <sup>th</sup> at 9am	Swimming entries due
Friday February 9 <sup>th</sup> at 5pm	Psych sheets published
Monday February 12 <sup>th</sup> at 5pm	Corrections due
Monday February 12 <sup>th</sup> at 9pm	Final psych sheets published
Tuesday February 13 <sup>th</sup> at 7pm	Coaches' Zoom Meeting
Wednesday February 14 <sup>th</sup> at 12pm	Dive lists due in Dive Live app
Friday February 16 <sup>th</sup> at 8:45am	Coaches must declare list of scoring ("official") swimmers
Friday February 16 <sup>th</sup> at 8:45am	Scratches for Friday due
Saturday February 17 <sup>th</sup> at 8:45am	Scratches for Saturday due
Sunday February 18 <sup>th</sup> at 8:45am	Scratches for Sunday (including 1650) due

## *Swimming Entries*

### **Entry Format**

- Entries must be in Hy-Tek format (.hy3 or .cl2 files).
- Send entries by e-mail to Be Smartt Inc [besmarttinc@gmail.com](mailto:besmarttinc@gmail.com).
- Questions, help call 732-790-0805 or e-mail [besmarttinc@gmail.com](mailto:besmarttinc@gmail.com).
- Entry deadline is Friday February 9th at 9am
- **Entry file must include all divers entered in their respective events with seed points.**
- Late Entries will not be accepted.

### **Entry Fees**

- \$25 per swimmer
- \$20 per relay entry.
- **Entry fees are final and are neither transferable nor refundable.**
- Checks and money orders should be made payable to *Metropolitan Swimming & Diving Conference Inc.*
- Entry fees will be calculated at the conclusion of the meet on Sunday evening and a report will be sent to the Conference president, who will send invoices to all teams. Entry fee payments will then be sent to the Conference president by mail.
- All other outstanding conference bills (dues, old entry fees, etc) must be paid in full for the entries to be accepted.

### **Entry Times & Points**

- All entries must have a seed time or diving seed points for each event, which must be in the hy-tek file.
- All entry times must be in yards (SCY).



- Aggregate relay times may be used.
- Swimmers may use 200 IM times for the 400 IM, and 1000 freestyle times for the 1650 freestyle. These times will be seeded slowest as non-conforming times. Coaches using non-conforming times should include a note of the event(s) in the entry e-mail.
- Divers should be entered in their events in the hy-tek file with their 11-dive seed points. If a diver does not have an 11-dive score, then a 6-dive score may be used. **Divers may not enter with NP (no points).**

## Psych Sheets

- Initial psych sheets will be published by Friday February 9<sup>th</sup> at 5pm on [www.besmarttinc.com](http://www.besmarttinc.com).
- Coaches should review the psych sheets as soon as they are published and e-mail any corrections to [besmarttinc@gmail.com](mailto:besmarttinc@gmail.com) by 5pm, Monday February 12<sup>th</sup>.
- After corrections, final psych sheets will be published by 9pm, Monday February 12<sup>th</sup>.

## Competition Rules

- The current NCAA rules will govern the meet with the exception of changes listed in this document.
- **NCAA Rule 5.1.1 If a swimmer no-shows at prelims, that swimmer is disqualified from that event with no further penalty. If a swimmer no-shows at finals, that swimmer shall be disqualified from that event and prohibited from further competition in the meet.**

## Limit to Competition

*See NCAA Rule book, Rule 5, Section 2, Article 2.*

- Each team is allowed a maximum of 18 official contestants per gender.
- An entrant who only participates in diving events counts as 1/3 contestant.
- If a team has entered more than 18 contestants, the coach provide a declaration of the 18 scoring contestants to the meet director in the Werblin Control Room by Friday February 16<sup>th</sup> at 8:45am. A declaration form will be provided for the purpose. The forms may be completed earlier and e-mailed to [besmarttinc@gmail.com](mailto:besmarttinc@gmail.com) or handed into the meet director in the Control Room Friday.
- If the coach fails to declare the official contestants, the meet director will declare the first 18 entrants alphabetically in the team's roster as the official contestants for the team.
- Additional contestants are non-scoring and may only participate in preliminary events, "B" relays, and the 1650 freestyle.
- Non-scoring contestants may **not** swim in the fastest heat of the 1650 freestyle.

## Representation

- All contestants must have someone, other than an undergraduate, duly appointed by their institution to represent interests at the coaches' meeting, scratch deadlines, and throughout the championships.

## Meet Conduct

- Except for the 1650 freestyle and relays, the meet will be conducted as prelims/finals.
- There will be 3 heats of finals: bonus consols, consols, and finals. If, after scratches, there will be fewer than 19 swimmers in an event, bonus consols will not take place. The



competitors who would have swum in the bonus consols heat will have their places and scores determined by their performance in preliminaries.

- Swim-offs for preliminary events will take place 30 minutes after the last event. Swim-offs will precede time trials.

### 1650 Freestyle

- The slower heats of the 1650 will be run on Sunday afternoon.
- The schedule will be determined and announced following Sunday am scratches. The goal will be to complete the last heat by approximately 3:50pm Sunday to allow warm-ups for finals.
- The 1650 will be seeded slowest to fastest.
- The fastest heat of each gender of the 1650 will swim at finals.
- Non-scoring swimmers may not swim in the fastest heat of the 1650.

### Diving Events

- See Appendix B for the diving competition.

### Time Trials

- Time trials will be held in accordance to NCAA rules and will be held 30 minutes after the last regular event of each day's prelims and finals sessions.
- Time trials on the last night of competition will be held to individuals trying to make NCAA Standards.
- **Time trial requests must be submitted in the Control Room by the end of the last event of the session.**
- At the discretion of the meet director and meet referee, time trials may be combined.

### Scoring

- Scoring will be to 24 places for both men and women.
- Scoring will be 32, 28, 27, 26, 25, 24, 23, 22, 20, 17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1, with double for relays.
- If there are fewer than 19 swimmers in an event after scratches, and the bonus consolation heat is not swum, the places for the last 1 or 2 swimmers will be determined by the swimmers' performances in preliminaries.
- Diving places 1-8 will be determined by performance in finals. Diving places 9-24 will be determined by performance in diving preliminaries.

### Relays

- All relays are timed finals. Teams are allowed a scoring A relay and a non-scoring B relay, except for the 800 freestyle relay which will swim Saturday evening, A relays only. B relays will swim in the morning sessions. *(As an administrative matter, all B relays will be changed to a non-conforming course so that they seed slower than A relays).*
- Relay cards will be provided at the coaches' meeting and will be available in the Control Room throughout the meet.
- Relay cards must be turned in with the correct swimmers' names to the control room before the start of the relay.



## Scratches

- Scratches are due on the morning of each day's competition by **8:45am** for that day's events.
- Entry lists by team will be provided for each day's competition. Coaches must scratch by following the instructions on the sheets and returning them by the due date/time.
- Scratch sheets for all three days will be in the control room and coaches may inspect them at any time during the competition. Coaches may scratch swimmers early on the forms but given day's form will not be processed until 8:45am on the day of competition.
- E-mail/text scratches will **not** be accepted.
- All scratches must be made by an official representative of the team.
- All entries not scratched will become official entries.

## Scratches from Finals

- Scratches from finals must be declared in the Control Room within half an hour of the results of the preliminary event being announced.
- Swimmers not scratched from finals are official entries and must swim.
- Exception: If, after scratches, there are fewer than 19 competitors in an event, that event will have two heats at finals.

## Timers

- Each college must provide timers per the schedule provided by the conference.
- The schedule will be developed based on the entry numbers and published by Monday evening February 12<sup>th</sup>.

## Awards

- Trophies will be awarded (Men & Women) to the champion and runner-up teams.
- The Dick Krempecki Award for outstanding senior will be voted on at the Tuesday coaches' Zoom meeting.
- The Swim Coaches of the year: women's & men's, will be balloted after the last individual swimming event on Sunday evening.
- The Dive coaches of the year, women's and men's, will be balloted after finals of the diving event of that gender.
- The Rookie of the Year, and Most Valuable Swimmer and Diver awards will be based on individual scores.

## Coaches' Meetings

- There will be a coaches' Zoom meeting on Tuesday February 13<sup>th</sup> at 7:00pm.

## Meet Committees

- There will be two meet committees: one for swimming, one for diving.
- The President or President Elect of the conference will mediate all committee meetings.
- The meet committee members will be determined during the coaches' Zoom meeting on Tuesday February 13<sup>th</sup>.



### *Admission*

- Rutgers will be selling tickets by the session. Ticket link: <https://www.tix.com/ticket-sales/SwimMeet/5080/>. Tickets will **not** be on sale at the door.
- The meet will be streamed. Links will be provided at [www.besmarttinc.com](http://www.besmarttinc.com).
- Programs will be available online at [www.besmarttinc.com](http://www.besmarttinc.com) (free), and Meet Mobile (subscription required).

### *Lockers*

- Locker room space is severely limited at Werblin. Athletes should come to the Aquatic center in warm-ups.
- Valuables should be secured at the hotel.
- Absolutely **no** shaving will be permitted in the locker rooms or bathrooms.
- **Absolutely no changing on the pool deck or in the bleachers will be permitted.**

### *Insurance*

- Each team/school must submit an insurance certificate/letter by Friday, January 12<sup>th</sup>, 2024.

### **Liability**

- Rutgers University, the State of New Jersey, Metropolitan Collegiate Swimming Conference and Be Smartt, Inc. shall in no way be held liable for the damages and/or losses of any type in connection with the conduct of this meet.



## Appendix A: Meet Schedule

### Warm-up Schedule:

**There will be no warm-up availability Thursday February 15th**

8:30-9:45 am daily before prelims, 4:00-5:15pm daily before finals.

Start & Pace lanes will be announced close to the end of each warm-up.

*There will be 6 lanes available at all times in the dive well during warm-ups and swim sessions.*

**Trials: 10:00am start**

**Friday February 16<sup>th</sup>**

**Finals: 5:30pm start**

Women	Event	Men
#1	200 Freestyle Relay <i>Timed Finals, B relays in morning</i>	#2
#3	500 Freestyle	#4
#5	200 IM	#6
#7	50 Freestyle	#8
#9	400 Medley Relay <i>Timed Finals, B relays in morning</i>	#10

**Trials: 10:00am start**

**Saturday February 17<sup>th</sup>**

**Finals: 5:30pm start**

Women	Event	Men
#11	200 Medley Relay <i>Timed Finals, B relays in morning</i>	#12
#13	Women 3 Meter (11 Dives)	
	Men 1 Meter (11 Dives)	#14
#15	400 IM	#16
#17	100 Butterfly	#18
#19	200 Freestyle	#20
#21	100 Breaststroke	#22
#23	100 Backstroke	#24
#25	800 Freestyle Relay <i>Timed Finals, A relays only</i>	#26





**Trials: 10:00am start**

**Sunday February 18<sup>th</sup>**  
*(Senior walk at 5:20pm)*

**Finals: 5:30pm start**

<b>Women</b>	<b>Event</b>	<b>Men</b>
#27	1650 Freestyle** <i>Timed Finals</i>	#28
#29	Women 1 Meter (11 Dives)	
	Men 3 Meter (11 Dives)	#30
#31	200 Backstroke	#32
#33	100 Freestyle	#34
#35	200 Breaststroke	#36
#37	200 Butterfly	#38
#39	400 Freestyle Relay <i>Timed Finals, B relays in morning</i>	#40

\*\*Slower heats swim Sunday afternoon. Fastest heat swims at finals.



## *Appendix B: Diving Information*

### Entries

- All divers competing in the meet **must** be entered with the swimmers in the hy-tek entry file, in their diving events with a seed score. **NP (no points) entries will not be accepted.**
- The seed points should be their highest 11-dive score from the 2023-2024 dual meet season. Should a diver not have an 11-dive score, then a 6-dive score is acceptable.
- Divers must also register using Dive Live!  
<https://diving.scoresandmore.live/MeetShort/2346> and create preliminary dive programs for the events they are contesting by Wednesday February 14<sup>th</sup>, 2024 at 12 noon.

### Competition Format

- Diving preliminaries will comprise 11 dives: 6 optionals, followed by 5 voluntaries.
- The highest-scoring 8 divers from preliminaries will perform 6 optionals at finals, with the scores from the 5 voluntaries carrying from preliminaries.
- Non-finalists will have the option of competing as exhibition divers during the finals session.

### Exhibition Diving

- Divers who do not have 11 dives may compete as exhibition divers, performing 6 optional dives.
- They must be part of the team's hy-tek entry as above, and enter their diving programs into Dive Live as above.

### Diving Representation and Judging

- There will be a five-judge panel on Saturday and a three-judge panel on Sunday.
- Three diving officials will be provided to judge Saturday diving events and two diving officials to judge Sunday events. The remaining three judges will be comprised of officials.
- The diving coaches who volunteer at the coaches meeting will judge the events. If there are more volunteers than necessary, they will be asked to divide the events between themselves. If they cannot agree, coaches will be assigned at random.



## *Diving Competition Schedule*

### **Thursday February 15<sup>th</sup>**

- There will be no warm-up availability Thursday.

### **Friday February 16<sup>th</sup>**

- Warm-up time may be available. This will depend on Rutgers varsity practice and will be announced later.

### **Saturday February 17<sup>th</sup>**

- Women's 3-meter, men's 1-meter
- Warm-up **8:30-10:30am**
- Preliminaries start: **10:30am**
- Finals warm-up **4:00-6:00pm**
- Finals: highest-scoring 8 divers in each event. Diving finals will take during swimming finals.

### **Sunday February 18<sup>th</sup>**

- Women's 1-meter, men's 3 meter
- Warm-up **8:30-10:30am**
- Preliminaries start: **10:30am**
- Finals warm-up **4:00-6:00pm**
- Finals: highest-scoring 8 divers in each event. Diving finals will take during swimming finals.
- Divers participating in finals should be ready for their "presentation" on the bulkhead. The timing of this will be communicated to the diving coordinator at the beginning of finals warm-ups.



## ***Appendix C: Parking Regulations***

- Rutgers strictly enforces parking regulations on campus. All vehicles must be registered and legally parked in the permitted lots in the marked spaces.
- Cars parked illegally will be ticketed, and may be towed.

### **Registration**

- All vehicles parked on campus must be registered with Rutgers Department of Transportation Services.
- A link will be published on the Be Smartt website shortly before the event.

### **Directions**

- [Be Smartt information](#) for Sonny Werblin Recreation Center including directions and parking lots

### **Bus Drop-off and Parking**

- Buses must drop-off and pick-up athletes at the bus stop on Frelinghuysen Road on the side of Werblin. Bus parking information will be provided shortly before the event.

