

**2010
Northeast Conference
Women's Swimming & Diving Championship
Handbook**



**February 11-13, 2010
Payne Whitney Gym
Robert Kiphuth Memorial Exhibition Pool
Yale University – New Haven, CT**

SWIMMING & DIVING CHAMPIONSHIP CONTACTS

Northeast Conference

Benjamin Shove, Meet Director – NEC 732- 469-0440 ext. 3
917-658-7581 (cell)
Lindsey Williams, NEC Communications Assistant (swimming & diving contact) 732-469-0440 ext.9
609-577-0071 (cell)

Northeast Conference Office

Noreen Morris, Commissioner
Ron Ratner, Associate Commissioner
Andrew Alia, Assistant Commissioner
Joyce Bell, Assistant Commissioner
Michelle Boone, Assistant Commissioner
Ralph Ventre, Assistant Director of Communications

Northeast Conference Office Number (732) 469-0440
Northeast Conference Fax Number (732) 469-0744

Address:

Northeast Conference
399 Campus Dr.
Somerset, NJ 08873

Robert Kiphuth Memorial Exhibition Pool

Yale University

20 Tower Parkway
New Haven, CT 06511

Contact:

Danielle Hounshell, Yale On-site Meet Administrators 203-432-2447
Bill Kennedy, Yale On-site Meet Administrators203-432-2447

NEC Women's Swimming Committee

Bob Krimmel, Saint Francis (PA), Athletic Director 814-472-3280
Amy Strickland, Central Connecticut State, Senior Women's Administrator 860-832-3019
Neil Yost, Mount St. Mary's, Head Women's Swimming Coach301-447-5816

BeSmartt, Inc.(Timing Representative)

Ellen Mace609-558-0988
.....entries1@juno.com

Note: any questions on submitting entries should be directed to Ellen.

PARTICIPATING SCHOOLS

Bryant University

Athletic Director – Bill Smith
SWA – Beth Wandyes
Head Coach – Katie Cameron
SID – Jason Sullivan
Head Athletic Trainer – Patrick O’Sullivan

Central Connecticut State

Athletic Director – Charles Jones
SWA – Amy Strickland
Head Coach – Bill Ball
Diving Coach – Dave Maliar
SID – Tom Pincince
Head Athletic Trainer – Kathy Pirog

Mount St. Mary’s

Athletic Director – Lynne Robinson
SWA – Jen Wivell
Head Coach – Neil Yost
SID – Mark Vandergrift
Head Athletic Trainer – Eric Hansen

Sacred Heart

Athletic Director – Don Cook
SWA – Alicia Alford
Head Coach – Richard “Doc” Ludemann
SID – Gene Gumbs
Head Athletic Trainer – Julie Alexander

St. Francis (NY)

Athletic Director – Irma Garcia
SWA – Meghan O’Brien
Head Coach – Brian Guidera
Diving Coach – Irina Vyguzova
SID – David Gansell
Head Athletic Trainer – Don Hovey

Saint Francis (PA)

Athletic Director – Bob Krimmel
SWA – Erika Renwick
Head Coach – Patrick Gallagher
SID – Bob Volkert
Head Athletic Trainer – Terry Bennett

Wagner

Athletic Director – Walt Hameline
SWA – Peg Hefferan
Head Coach – Mark Sowa
SID – John Beisser
Head Athletic Trainer – Joe Abruzzo

NORTHEAST CONFERENCE
Women's Swimming and Diving Championship
Payne Whitney Gym - Robert Kiphuth Memorial Exhibition Pool - Yale University – New Haven, CT

Awards/Participant Gifts

Awards will be presented shortly after the conclusion of the finals in each event. Awards will be presented at the starting blocks for lanes 1-2-3. Gold, silver and bronze medallions will be given to the top three finalists in each individual event and to the top three relay teams. At the conclusion of the meet, a team trophy will be awarded to the championship team, as well as a second place trophy. Individual plaques for the following will also be awarded:

Outstanding Swimmer #

Outstanding Diver #

Rookie of the Meet #

Coach of the Year *

Diving Coach of the Year *

To be awarded based upon total points scored during the meet, plus additional points for a conference record (3), an NCAA B qualifier (4) and an NCAA A qualifier (5).

** As voted upon by the coaches in attendance at the meet.*

All-conference recognition will be awarded in swimming and diving to the top three finishers and top three relay teams in each event. Student-athletes participating in the swimming and diving championship will receive an NEC commemorative gift. Participant gifts will be distributed to the coaches at the pre-championship coaches meeting on Wednesday, February 10.

Camera Usage/Flash Bulbs/Video Taping Instructions

Media and school personnel with proper credentials may photograph on the pool level. Any other photographers without press credentials must film/videotape from the pool balcony.

Reminder: There should be no flash photography at the start of each race.

Certification of Eligibility

It is the responsibility of each institution to certify that all student-athletes entered to participate in championship(s) meet all applicable NCAA, Northeast Conference and institutional requirements and are eligible to represent their respective institution in NCAA and NEC competition.

Coaches Meeting

A mandatory pre-championship meeting to review logistics and procedures for the meet will be held on Wednesday, February 10 at 7 p.m. in the Robert Kiphuth Memorial Exhibition Pool in the Payne Whitney Gym located on the campus of Yale University in New Haven, CT. The meeting will be held in the Yale swim coaches room, located adjacent to the pool's starting blocks.

Directions to the pool are included at the back of this handbook (page 15). If a head coach cannot attend the meeting, a representative of the institution must take his/her place. It is also recommended that diving coaches attend this meeting. Coaches' packets and participant gifts will be distributed at the coaches meeting. Diving sheets and scratches for Friday events are due by the end of the meeting. All exhibition swimmers must be designated by the end of the meeting.

If you want a specific issue regarding the championship discussed at the meeting, please contact Benjamin Shove at the Northeast Conference office by Monday, February 8.

NOTE: The pre-championship meeting will be limited to issues pertinent to the championship.

A coaches' conference call has been scheduled for Tuesday, March 30 at 2:00 pm to discuss sport-related issues.

Code of Conduct

Each participating institution in this championship has the primary responsibility to cultivate and maintain wholesome conditions and behavior for coaches, athletes and spectators by ensuring maximum sportsmanlike conduct throughout the championship(s). The conference's code of conduct requires coaches and athletes to conduct themselves in a dignified and courteous manner. Negative comments, insults and physical threats to other individuals (e.g., participants, officials) will not be tolerated and will lead to immediate ejection from the championship and could lead to additional sanctions from the Conference office (e.g., letter of reprimand, suspension from subsequent NEC competition).

Credentials

Administrative passes for NEC athletic personnel will be limited to six (6). Attached please find travel party/credentials request list (p. 12).

Dates

The 2010 NEC Swimming & Diving Championship will take place on Thursday, February 11; Friday, February 12; Saturday, February 13 at the Robert Kiphuth Memorial Exhibition Pool in the Payne Whitney Gym located on the campus of Yale University in New Haven, CT.

Diving

1M Diving trials will begin following the swimming trials on Thursday afternoon. 1M Diving trials will consist of six optional dives, including one from each of five groups, in any order, without limit on degree of difficulty. 1M Diving finals will take place on Thursday afternoon (6 dives). The top eight divers from trials will advance to finals. Finals shall consist of six optional dives, including one from each of five groups, in any order, without limit on degree of difficulty. Scores on all dives performed by each of the divers in the finals shall be used to determine first through eighth place.

3M Diving trials will begin following the swimming trials on Saturday afternoon. Trials will consist of 6 optional dives including one from each of five groups, in any order, without limit on degree of difficulty. 3M Diving finals will take place on Saturday afternoon (6 dives). The top eight divers from trials will advance to finals. The finals shall consist of six optional dives, including one from each of five groups, in any order, without limit on degree of difficulty. Scores on all dives performed by each of the divers in finals shall be used to determine first through eighth place.

As per the NCAA rules, consolation finalists shall be determined at the end of trials. However, if the facility and time permit, consolation finalists will be given the opportunity to compete for consolation placing. Pending the number of entries, the decision on whether or not consolation finalists will compete for consolation placing will be determined at the coaches meeting on Wednesday evening.

Drop-off/Parking Instructions

Directions to the pool are included below on page 14. All parking will be in the public lot on Broadway Street.

Buses and team vans dropping off athletes should use either the main entrance by the pool, where athletes will gain entrance to the complex.

Buses and team vans are then directed to park in the street in the vicinity on the area.

Entries

Entries must be submitted to the Conference office by Wednesday, February 3 at 12:00 noon.

All teams must have the HY-TEK compatible Team Manager program.

Entries for the NEC Championship must be submitted via HY-TEK software (**e-mail attachment & faxed hard copy printout**)

Emailed HY-TEK entries to:

Benjamin Shove, NEC: bshove@northeastconference.org **AND** Ellen Mace, BeSmartt: entries1@juno.com

Any questions on submitting entries should be directed to Ellen Mace, 609-558-0988, entries1@juno.com

Faxed hard copy to:

Benjamin Shove, NEC fax: 732-469-0744.

An event list, by event number is on the next page, to assist in setting up the meet in your computer to do your entries. Remember to keep a copy for your team's records also.

Please note the following when submitting your entries.

- Each team may enter as many student-athletes as they wish but must designate their 18 scorers by Day One's scratch deadline. Any athlete competing in a swimming event counts as one scorer and any athlete competing in diving events only counts as 1/3 of a scorer.
- A competitor may swim in a maximum of seven events, of which no more than three may be individual events.
- Swimmers competing in relay only events must be listed on your entries.
- When entering swimmers in the 1,650 yard freestyle, you must submit 1,000 yard freestyle times for seeding purposes.
- Swimmers with no established entry time for a given event may enter that event without submitting a time. If a swimmer has a time, you must use an entry time when submitting for that event.
- Entry times/performances must be achieved in bona fide competition during the 2009-10 season.
- Diving sheets for the 1M must be turned in at the coaches meeting on Wednesday, February 10.
3M diving sheets are due by the conclusion of finals on Friday evening.
- Exhibition swimmers are permitted. They are defined as participants beyond the squad limit of 18. They are not eligible to score points in the meet. Exhibition swimmers **MUST** be designated at the pre-championship coaches' meeting.

Event List By Event Number

<i>Event #</i>	<i>Event Name</i>
1	200 Free Relay
2	500 Free
3	200 IM
4	50 Free
5	400 Medley Relay
6	1 Meter/6 Dives
7	200 Medley Relay
8	400 IM
9	100 Fly
10	200 Free
11	100 Breast
12	100 Back
13	800 Free Relay
14	1,650 Free
15	200 Back
16	100 Free
17	200 Breast
18	200 Fly
19	3 Meter/6 Dives
20	400 Free Relay

Event Start Times

Swimming trials will start at 10:00 a.m. each day.

Swimming finals will start at 6:00 p.m. each day.

Time trials, if necessary, will take place following the swimming finals on Thursday and Friday. On Saturday, time trials, if necessary will take place following the swimming trials.

1,650 freestyle will start 30 minutes following the swimming trials on Saturday, February 13. The final heat will take place during the evening session on Saturday.

1M Diving Trials & Finals will start 30 minutes following the swimming trials on Thursday.

The 3M Trials & Finals will start 30 minutes following the Saturday trials.

Facility Information/Locker Rooms

Located in the west wing of Payne Whitney Gymnasium, the Robert Kiphuth Memorial Exhibition Pool is a 25-yard, six-lane pool. The pool sits at the bottom of a 50-foot high funnel of 2,187 seats. The pool has been the site for numerous national competitions, including the NCAA and AAU championships... The practice facility is located on the third floor of the building and includes a movable bulkhead which allows it to be used as a 25-yard, 25 meter, or 50-meter course.

Locker rooms and showers will be available on a first-come, first-serve basis. All teams should bring their own towels. **No shaving or face/body paint is allowed in the locker rooms or pool area.**

Format

Seven (7) teams will compete in the swimming and diving championship.

The meet will be held over three days, February 11-13, 2010. Trials will be held starting at 10:00 am each day and finals will be held starting at 6:00 pm each evening. The NCAA Championship meets three-day format will be followed.

Hospitality

A hospitality room for school administrators, officials and coaching staffs will be located in a room off the pool deck, behind the starting blocks during the course of the meet.

Hotel

Each school is responsible for making its own hotel arrangements. Championship hotels are no longer designated by the NEC.

PLEASE NOTE: Included in the handbook is a hotel contact form which will need to be submitted to the NEC by Monday, February 8.

Media & Meet Results

All requests for media credentials should be directed Lindsey Williams at the Northeast Conference at 732-469-0440 ext. 9 and lwilliams@northeastconference.org.

Championship results/release will be available as soon as possible after completion of the finals each night. Results will be emailed to sports information directors and media outlets following the conclusion of finals each night and will be posted on the Be Smartt, Inc. website www.besmarttinc.com. For any media related questions, please contact the NEC office. The Northeast Conference will have complete championship results on its website shortly following the completion of the championship(s). The Northeast Conference website address is www.northeastconference.org.

Medical

Visiting institutions are expected to make a good-faith effort to bring an athletic trainer to the championship. Sacred Heart Univ. Head Athletic Trainer, Julie Alexander, (203-365-7672 and alexanderj@sacredheart.edu) or a SHU representative will also be on site as will an American Medical Response from the New Haven branch for the duration of the Championship.

Athletic trainers will be available one hour prior to competition. A first-aid area will be set up on the pool deck for injury evaluations and taping. Modalities will not be available at this site. Water, cups and injury ice will be provided. Splinting materials, crutches and OSHA supplies will be available. Visiting teams should bring their own tape, towels, etc.

In the event of a medical emergency student athletes will be transported to one of the following hospitals:

Yale-New Haven Hospital
20 York Street
New Haven, CT 06510
1(888) 700-6543

Any medical/athletic training questions can be directed to Chris Pecora, Yale University ATC at 203-432-1429.

Merchandise & Programs

A merchandise area will be located at the entrance to the spectator deck. NEC Championship apparel will be on sale. Programs will also be distributed at the entrance to the spectator deck.

National Anthem

The national anthem will be played prior to the finals each night.

Noisemakers/Flashing Lights

Artificial noisemakers and flashing lights will not be allowed in the pool area. This policy also applies to student-athletes.

Order of Events

The NEC Championship/Invitational will follow the NCAA Championship Meets Three Day Format, with a few adjustments (noted by a *) due to the scheduling of diving events.

Please note: All five relays will be timed relay finals.

Day 1 - Trials

200 yard freestyle relay
10 min. intermission (optional)
500 yard freestyle
200 yard individual medley
50 yard freestyle
20 min. intermission
400 yard medley relay
1M diving

Day 1 - Finals

200 yard freestyle relay
10 min. intermission (optional)
500 yard freestyle
200 yard individual medley
50 yard freestyle
400 yard medley relay

Day 2 - Trials
200 yard medley relay
10 min. intermission (optional)
400 yard individual medley
100 yard butterfly
200 yard freestyle
100 yard breaststroke
100 yard backstroke

Day 2 - Finals
200 yard medley relay
10 min. intermission (optional)
400 yard individual medley
100 yard butterfly
200 yard freestyle
100 yard breaststroke
100 yard backstroke
800 yard freestyle relay - Finals or time finals

Day 3 - Trials
200 yard backstroke
100 yard freestyle
200 yard breaststroke
200 yard butterfly
20 min. intermission
400 yard freestyle relay
1,650 yard freestyle - All but last heat of time finals
*3M diving – women

Day 3 - Finals
1,650 yard freestyle - Last heat of time finals
200 yard backstroke
100 yard freestyle
200 yard breaststroke
200 yard butterfly
400 yard freestyle relay

****please note that the pool will be open in between each event for approximately five minutes***

Practice Times/Warm Ups

The main competition pool and half of the practice pool will be reserved from 7:00 p.m. to 9:00 p.m. on Wednesday, February 10 for pre-meet warm-ups during the coaches meeting. On Thursday, Friday and Saturday, February 11-13, the main competition pool will be available from 6:30 am – 7:30 am, 8 am – 1:30 pm and 4:30 pm – 9 pm. The practice pool will be available from 8:15 am – 10 am. Half of the practice pool will be available from 10am – 1:30 pm and 5 pm – 8:30 pm. Pace/sprint lane warm-ups and times will be determined at the pre-meet coaches meeting.

Practice Times/Warm Up Chart

Wednesday

7 pm – 9 pm: Competition Pool and Half of Practice Pool

Thursday, Friday, Saturday

6:30 am – 7:30 am: Competition Pool

8:30 am – 1:30 pm: Competition Pool

4:30 pm – 9 pm: Competition Pool

8:15 – 10am: Practice Pool

10 am – 1:30 pm: Half of Practice Pool

5 pm – 8:30 pm: Half of Practice Pool

Protest Procedures

The on-site representative of the conference office, using all appropriate resources available shall serve as the final authority on any changes, additions, deletions and/or interpretation of NEC policy as necessary, during and/or after all NEC championships. The NEC office representative will handle all protests/appeals, after consulting with the head referee and meet committee. The head referee shall serve as the final authority on any interpretations of the rules of swimming. The NCAA's Appeal Procedure (Rule 8, Section 4, Article 9) as outlined in the NCAA Swimming & Diving Rule Book will be followed. Appeal forms will be included in the coaches packets distributed at the championship.

Ready Room/Area

A ready room is not available at the Robert J.H. Kiphuth Exhibition Swimming Pool. A ready area by the locker room/pool entrance will be made available for swimmers to line up and walk behind the blocks prior to the player introductions for the championship heat of finals.

Relays

“A” and “B” relay teams will be allowed. Only “A” teams will score in the meet. “B” teams will only swim in the trials and cannot score or advance to finals.

Rosters/Squad Size

Each team may enter a maximum of 18 competitors in the meet. Divers count as 1/3 of a competitor. A competitor may swim in a maximum of seven events, of which no more than three may be individual events. Swimmers competing in relay only events must be listed on entry forms.

Rules

The meet will be governed by the 2009-10 NCAA Men’s & Women’s Swimming & Diving Rules book, except as altered by the NEC Policy Manual or by any action of the NEC office representative.

Schedule of Events

Wednesday, February 10

7:00 – 9:00 pm

7 pm start

Event

Practices - Availability of Competition Pool and half of Practice Pool

Coaches Meeting (room adjacent to the starting blocks)

Thursday, February 11

6:30 am – 7:30 am

8:30 am

9:00 am - End of Meet

10:00 am

Following swim trials

Break

4:30 pm

6:00 pm

Following Swim Finals

Event

Competition Pool open for early swim

Competition Pool open for warm-ups

Availability of Athletic Trainer

Swimming Trials

1M Diving Trials (6 optional dives)

Pool & diving well open for warm-ups

Swimming Finals

Time Trials, if necessary

Friday, February 12

6:30 am – 7:30 am

8:30 am

9:00 am – End of Meet

10:00 am

Break

4:30 pm

6:00 pm

Following Swim Finals

Event

Competition Pool open for early swim

Competition Pool open for warm-ups

Availability of Athletic Trainer

Swimming Trials

Pool & diving well open for warm-ups

Swimming Finals

Time Trials, if necessary

Saturday, February 13

6:30 am – 7:30 am

8:30 am

9:00 am – End of Meet

10:00 am

Following 1650

Following time trials

Break

4:00 pm

5:30 pm

6:00 pm

Following last event

Event

Competition Pool open for early swim

Competition Pool open for warm-ups

Availability of Athletic Trainer

Swimming Trials

1,650 Freestyle (all but last heat of time finals)

Time Trials, if necessary

3M Diving Trials (6 optional dives)

Pool open for warm-ups

Senior Recognition

Finals

Team Awards Presentation

Swimming finals will consist of three heats:

Heat One: Non-scoring bonus finals, consisting of the next fastest swimmers following the top 12 regardless of status in the meet.

Heat Two: Consolation finals (scoring), consisting of the 7-12 fastest (non-exhibition) swimmers.

Heat Three: Championship finals (scoring), consisting of the 6 fastest (non-exhibition) swimmers

Note: Athletes are not permitted to scratch from Finals, Consolation finals or Bonus (non-scoring) heat except as allowed by NCAA rules.

Scoring Format

Scoring will follow 2010 NCAA championship rules.

Individual events will be scored, top 12, as follows: 16,13,12,11,10,9,7,5,4,3,2,1

Relay events will be scored, top 12, as follows: 32,26,24,22,20,18,14,10,8,6,4,2

Scratch Box

The scratch box will be located at the computer operator's table. Names of relay competitors must be presented to the computer operator before each relay is contested, preferably at least 15 minutes before the race.

The scratch box will close at the conclusion of the coaches meeting on Wednesday night for Thursday's events. It will close each night at 6:00 pm for the following day's events.

Seeding

Swimmers are to be assigned lanes by the process of seeding. Seeded positions shall be based upon the times submitted on the entry forms. The fastest bona fide time of each entry must be submitted.

Swimmers with no established time for a given event may enter that event without submitting a time. Such swimmers will be seeded in random order behind all other swimmers who have submitted entry times.

*The 1,650 yard freestyle will be seeded based on swimmers 1,000 yard times.

Senior Recognition

There will be a senior recognition before the Saturday night finals. Please submit your list of graduating seniors to Benjamin Shove with your credential list. A form is attached at the back of this handbook.

Statistics/Records

The NEC will provide results of each day's events at the end of the day and complete results and a release following the completion of the championship.

Team Seating

Team seating will be based upon the order of finish in last year's women's championship. Team seating will be chosen at the coaches meeting on Wednesday evening. The following will be the order of team seating: Central Connecticut State, Wagner, Saint Francis (PA), Sacred Heart, Bryant, Mount St. Mary's, St. Francis (NY).

Tickets

All NEC students with proper institutional I.D. will be admitted free. All other individuals will be charged admissions. Ticket prices are \$10 per day for adults, \$5 per day for senior citizens and \$3 per day for those under 18. Three-day passes will be available for \$25 per adult. Children 5 years of age and under will be admitted free. Tickets can only be purchased at the event.

Tobacco, Alcohol Policy

The use of any tobacco product on or adjacent to an NEC championship facility by a coach, official or participant is prohibited. Any use of a tobacco product by any coach or student-athlete discovered by an official or NEC representative at any NEC championship practice or competition shall result in immediate disqualification from the remainder of the championship for the individual committing the violation.

The sale of alcoholic beverages at NEC championships is prohibited unless approved in advance by the Council of Presidents. It is not permissible for alcoholic beverages to be brought to the competition site by spectators, participants, coaches, patrons or facility employees.

Northeast Conference Women's Swimming & Diving Official Travel Party/Credentials List

School _____

Name

- | | |
|-----------|-----------|
| 1. _____ | 13. _____ |
| 2. _____ | 14. _____ |
| 3. _____ | 15. _____ |
| 4. _____ | 16. _____ |
| 5. _____ | 17. _____ |
| 6. _____ | 18. _____ |
| 7. _____ | 19. _____ |
| 8. _____ | 20. _____ |
| 9. _____ | 21. _____ |
| 10. _____ | 22. _____ |
| 11. _____ | 23. _____ |
| 12. _____ | 24. _____ |

Please indicate:

- (P) for player
- (C) for coach
- (S) for support staff
- (A) for administrator

Note: Administrative passes for each school will be limited to six.

**Please fax to the NEC Office (732) 469-0744
by Monday, February 8 at noon.**

Northeast Conference Women' Swimming and Diving Championship

Senior Swimmer's and Diver's

Team: _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

**Please fax to the NEC Office (732) 469-0744
by Monday, February 8 at noon.**

**Northeast Conference
Swimming & Diving
Hotel Contact Information Form**

School _____

Name of Hotel Staying at for NEC Championship: _____

City/Town: _____

Hotel Phone Number: _____

Coach's Cell Phone Number: _____

**Please fax to the NEC Office (Fax: 732-469-0744)
by Monday, February 8 at noon.**

Directions to Robert Kiphuth Memorial Exhibition Pool Yale University – New Haven, CT

From Route 15 North:

Take Exit 61. Drive south on Whitney Ave for approximately five miles. Turn Right on Sachem St. at the Peabody Museum traffic light. Continue to next traffic light (at Prospect Street) and turn left. Proceed for two blocks and take a right at the light onto Grove Street (turns into Tower Parkway). Go approximately 1/2 mile and when road bends to the left; Payne Whitney Gymnasium is the 9-story building in front of you.

From the South:

Take Exit 57. Drive east on Route 34 (Derby Avenue) for five miles to the fork of Derby Avenue and George Street (three blocks past the Yale Athletic Fields). Bear right on George Street. Continue on George Street about eight blocks to York Street. Turn left, and continue until a left onto Tower Parkway.

From I-95:

From the North and South: Turn off turnpike at I-91 to Trumbull Street Exit 3. Follow Interstate 91 directions below.

From I-91:

Take Exit 3 (Trumbull Street Exit). Continue to the end of Trumbull Street to the fourth traffic light. Turn left onto Prospect Street and continue for one block. At light take a right onto Grove Street (turns into Tower Parkway). Go approximately 1/2 mile and when road bends to the left; Payne Whitney Gymnasium is the 9-story building in front of you.

Memorandum

To: Head Swimming & Diving Coaches
NEC Swimming & Diving Committee

From: Benjamin Shove

Re: Coaches Conference Call

The annual swimming and diving coaches' conference call will take place on **Tuesday, March 30 at 2:00 pm.**

To access the call, dial 1-888-205-5513 a few minutes prior to 2:00 pm. The confirmation pass code for the call is 344713. *Just a reminder: you can access the call from any phone.*

If you would like to place an agenda item on the call, please fill out the agenda item request form and return to the NEC office by Wednesday, March 17 at 12:00 pm. The form accompanies this memo. An agenda for the call will be sent out prior to the call.

Each school should have a representative, preferably the head coach, on the call. If a head coach cannot be on the call, an assistant coach or administrator from the school may take his/her place.

If you have any questions, please feel free to contact the NEC office at (732) 469-0440.

cc: Senior Woman Administrators (via e-mail)

Agenda Item Request Form

Your Name _____

Institution _____

Intended Meeting: **2010 Swimming and Diving Coaches Call**

_____ This item is intended for action (i.e. a vote of the membership).

_____ This item is intended for discussion/informational purposes only.

Specific Agenda Item Request

Rationale For Request

If approved, what impact will your proposed agenda item have on budgets and missed class time for student athletes?

**Please fax this form to the NEC office at 732-469-0744
by Wednesday, March 17 at noon.**