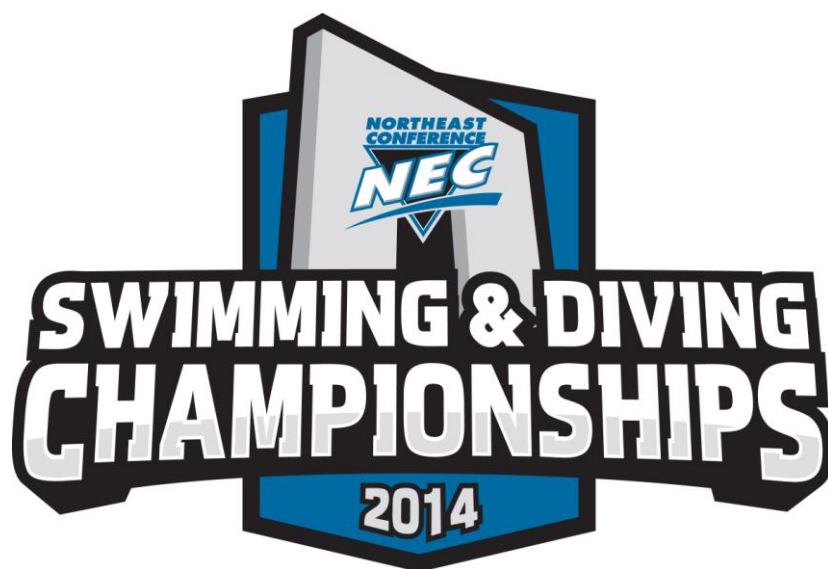


Northeast Conference Championship Handbook 2014



Women's Swimming & Diving



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Championship Personnel

Northeast Conference Staff

Name	Title	Email	Ph: 732-469-0440
Noreen Morris	Commissioner	nmorris@northeastconference.org	Ext 201
Ron Ratner	Assoc. Commissioner/Ext. Relations	rratner@northeastconference.org	Ext 206
Michelle Boone	Assoc. Commissioner/Sport Services	mboone@northeastconference.org	Ext 205
Andy Alia	Asst. Commissioner/Marketing	aalia@northeastconfernece.org	Ext 204
Lisa Archbald	Director of Compliance	larchbald@northeastconference.org	Ext 202
Benjamin Shove	Director of Sport Services Swimming & Diving Rep.	bshove@northeastconfernece.org	Ext 203 cell: 917-658-7581
Ralph Ventre	Director of Communications & Social Media	rventre@northeastconfernece.org	Ext 207
Kyle Turner	Director of New Media and Communications	kturner@northeastconfernece.org	Ext 210 cell: 603-479-4860
Teneshia Ruff	Asst. Dir. of Events and Operations	truff@northeastconference.org	Ext 209 cell: 706-442-6533
Erin Bean	Media Relations Rep. Swimming & Diving Contact	ebean@northeastconference.org	Ext 208 cell: 814-227-5535

Swimming & Diving Championship – Quick Reference

Date: February 19 – March 22, 2014

Location: Zesiger Sports and Fitness Ctr., Mass. Inst. of Technology, 120 Vassar St., Cambridge, MA 02139

Start times: Trials at 11:00 am; Finals at 7:00 pm; Wednesday's two relays will start at 8:00 pm

2014 Championship Important Deadlines

Rosters Email to Benjamin Shove (bshove@northeastconference.org) by Tues. Feb. 11
Travel Party Email to Benjamin Shove (bshove@northeastconference.org) by Tues. Feb. 11
Hotel Contact Email to Benjamin Shove (bshove@northeastconference.org) by Tues. Feb. 11
Pre-Meet Entries Email to Benjamin Shove bshove@northeastconference.org **AND** entries1@juno.com on Tues. Feb. 11 by 11:00 am

Championship Games Committee

Benjamin Shove, NEC, cell: 917-658-7581

Neil Yost, Mount St. Mary's, Head Women's Swimming Coach: 301-447-5816

Mike Huffman, Head Official: 860-539-9895

Meet Committee will be drawn at random during Coaches Meeting

Timing Service

Be Smartt

Ellen Mace: 609-558-0988; entries1@juno.com

On site Be Smartt representative: David Stern, cell: 973-568-9805 and david.stern@summitseals.org

Note: any questions on submitting pre-meet entries should be directed to Benjamin Shove, first and David Stern, second

Participating Schools

Bryant University

Bill Smith, Director of Athletics

Beth Wandyes, Senior Woman Administrator

Katie Cameron, Head Coach

Jason Sullivan, SID

Patrick O'Sullivan, Athletic Trainer

St. Francis Brooklyn College

Irma Garcia, Director of Athletics

Meghan O'Brien, Senior Woman Administrator

Brian Guidera, Head Coach

David Gansell, SID

Andrew Cornicello, Athletic Trainer

Central Connecticut State University

Paul Schlickmann, Director of Athletics

Amy Strickland, Senior Woman Administrator

Bill Ball, Head Coach

Tom Pincince, SID

Kathy Pirog, Athletic Trainer

Saint Francis University

Bob Krimmel, Director of Athletics

Erika Renwick, Senior Woman Administrator

Rory Coleman, Head Coach

Ben Mitchell, SID

Terry Bennett, Athletic Trainer

Mount St. Mary's University

Lynne Robinson, Director of Athletics

Lily Otu, Senior Woman Administrator

Neil Yost, Head Coach

Mark Vandergrift, SID

Eric Hansen, Athletic Trainer

Wagner College

Walt Hameline, Director of Athletics

Peg Hefferan, Senior Woman Administrator

Colin Shannahan, Head Coach

John Beisser, SID

Joe Abruzzo, Athletic Trainer

Sacred Heart University

Bobby Valentine, Director of Athletics

Meghan Kavanagh, Senior Woman Administrator

Allison O'Keefe, Head Coach

Katie Sullivan, SID

Leo Katsetos, Athletic Trainer

Championship Policies

Awards, Post-Championship

Awards will be presented shortly after the conclusion of the finals in each event. Awards will be presented on the bulkhead separating the competition pool from the warm-up pool. Gold, silver and bronze medals 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 & Diving to the top three finishers and top three relay teams in each event and will be announced in the days following the Championship meet.

Student-athletes participating in the swimming and diving championship will receive an NEC commemorative gift. Participant gifts will be mailed to each school's head coach prior to the Championship.

Backup Timers

Teams will be required to supply backup timers for both the Trials and the Finals. Lane assignments will be solidified during Wednesday's Coaches Meeting.

Banners

Team banners/signs will only be hung near the team seating areas by NEC/MIT personnel. Teams are required to submit their team banners/signs when they arrive during Wednesday's practice.

Camera Usage/Flash Bulbs/ Video Taping Instructions

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

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

Coaches Meeting

A mandatory pre-championship meeting to review logistics and procedures for the meet will be held on Wednesday, February 19 at 2:00 p.m. in the Media Room/Conference Room adjacent to the main lobby (next to concession stand window).

If you want a specific issue regarding the championship discussed at the meeting, please contact Benjamin Shove at the Northeast Conference office by Thursday, February 6.

NOTE: The pre-championship meeting will be limited to issues pertinent to the championship. A coaches' conference call has been scheduled for Wednesday, March 26 at 11:00 am to discuss sport-related issues.

Certification of Eligibility

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

Code of Conduct/Sportsmanship

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, via social media) 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).

Directions/Drop Off Instructions

Zesiger Sports and Fitness Center, Mass. Inst. of Technology
120 Vassar St.
Cambridge, MA 02139

Directions to the pool are included below on page 16. Directions from the Hyatt Regency Cambridge to the pool are included on page 16. All parking will be in the public spaces on Vassar Street. **Please contact NEC representative Benjamin Shove and notify him if you will be travelling in vans or buses.**

Buses and team vans dropping off student-athletes should use the Competition Pool / Zesiger Sports and Fitness Center (W 34) entrance at 120 Vassar St. Student-Athletes will then be escorted from the lobby area to the second floor to gain access to the pool locker rooms. Vans may park in **metered** parking spots on Vassar St, if available, or in the Waverly St. Parking lot. Buses **are required** to park in the lot at 65 Waverly Street. **Leave a sign in** the window of the bus or van left in the Waverly St. parking lot with the name of the event, dates and contact phone number for the driver of the vehicle. (Conference office will provide signs for buses/vans). The map shows the route from the Pool (W 34 & W 35) drop off location to the Waverly Street Lot. Interactive map available at <http://whereis.mit.edu/?go=P40>

Diving

1M Diving Prelims and three Finals dives will be held following the swimming Prelims on Thursday afternoon. 1M Diving Prelims (6 dives) and Finals (6 dives) will consist of six optional dives, including one from each of five groups, in any order, without limit on degree of difficulty. Only the top eight divers from Prelims will advance to Finals. Finals shall consist of six optional dives (3 dives after the swimming Prelims & 3 dives during the break at night between the last individual race & the relay), including one from each of five groups, in any order, without limit or 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 Prelims and three Finals dives will begin following the swimming Prelims on Saturday afternoon. 3M Diving Prelims (6 dives) and Finals (6 dives) will consist of six optional dives including one from each of five groups, in any order, without limit on degree of difficulty. Only the top eight divers from Prelims will advance to the Finals. Finals shall consist of six optional dives (3 dives after the swimming Prelims & 3 dives during the break at night between the last individual race & the relay), including one from each of five groups, in any order, without limit or degree of difficulty. Scores on all dives performed by each of the divers in Finals shall be used to determine first through eighth place.

Entries

Entries must be submitted to the Conference office on Tues. Feb. 11 at 11:00 am.

Entries for the NEC Championship must be submitted via HY-TEK software and emailed to:

Benjamin Shove, bshove@northeastconference.org AND BeSmartt: entries1@juno.com . Please email a PDF attachment of the entries to the NEC's Benjamin Shove, bshove@northeastconference.org

Diving entries must be submitted via www.edive.com. Thursday's 1M diving entries must be submitted at Wednesday's Coaches Meeting. The 3M diving entries, also submitted via www.edive.com, must be submitted by the end of the day Friday, Feb. 21.

Log onto: www.edive.info/delimentries.aspx "Meet Host Entries" email is: bmce@mit.edu

An event list, by event number is on the next page, to assist in setting up the meet in your computer to complete 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 (Wednesday night's Coaches Meeting). 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. Competitors may enter the 1,650 without an entry time (NT).
- Divers must obtain a score from that season's regular season competition in order to enter the NEC Championship on the 1M board or 3M board, respectively.
- Entry times/performances must be achieved in bona fide competition during the 2013-14 season.
- Diving sheets for the 1M must be turned in at the Coaches Meeting on Wed. February 19.
3M diving sheets are due by the end of the day on Friday.

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

Event Start Times

Swimming Trials will start at 11:00 a.m. each day.

Swimming Finals will start at 7:00 p.m. on Thurs. Fri. & Sat. **Wednesday's two relays will start at 8:00 pm.** Time trials, if necessary, will take place following the swimming Prelims on Thurs. Fri. & Sat. On Saturday, time trials, if necessary will take place following the swimming prelims.

The B/C 1,650 freestyle consolations will take place before the evening Finals warm-up on Saturday. The Final 1,650 heat (seeded by 1,000 entry times) will be the first event of the Saturday night Finals session. (For Example: the B/C 1,650 consolations will take place at 5:20 pm and 5:40 pm, (official warm-up session at 6 pm, Final heat of 1,650 free at 7 pm.)

The 1M Diving Prelims & 3 Finals dives will start approximately 20 minutes following the Thursday swimming Prelims. The 3M Diving Prelims & 3 Finals dives will start approximately 20 minutes following the Saturday swimming trials.

Facility Information

MIT's Zesiger Sports & Fitness Center features a triple-height natatorium, complete with an Olympic-size pool, a separate, six-lane 25-yard instructional pool with amphitheatre seating for 450 spectators. The 10-lane competition pool is surrounded by spectator seating on three sides. The practice pool is separated from the competition pool by a bulkhead. The 10-lane competition pool has depths of seven feet on one end and 8.5 feet on the other end.

Food Options

The Student Center, adjacent to the Zesiger Aquatics Center houses the Lobdell Food Court with Subway, Anna's Taqueria, Dunkin Donuts, Cambridge Grill and La Verde's Market. Calling ahead for large orders is highly recommended. For detailed information and contact numbers... log onto <http://dining.mit.edu> and click on "Venues & Menus"; select 'West Campus'; click 'See All Venues and Menus'

Format

Seven (7) women's teams will compete in the Swimming & Diving championship.

The meet will be held over four days, Wed. Feb. 19 – Sat. Feb. 22, 2014. Prelims will be held starting at 11:00 am each day and finals will be held starting at 7:00 pm each evening, with Wednesday's two relays starting at 8:00 pm. The NCAA Championship meet three-day format will be followed, with the exception of the 200 MR & 800 FR, taking place Wednesday evening, starting at 8:00 pm.

Hotel

Each school will be responsible for making its own hotel arrangements. Although, the Conference Office has set up a room block at the Hyatt Regency Cambridge, 575 Memorial Dr, Cambridge, MA, ph: (617) 492-1234. It is located a long walk or very, very short drive from the competition pool. A list of Choice Hotels, the "Official Hotel of the NEC" in proximity to the venue can be found in the NEC Policy Manual. All institutions can receive discounted room rates. PLEASE NOTE: Included in the handbook is a hotel contact form, which will need to be submitted to the NEC by Wed. Feb. 12.

Hospitality

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

Locker Rooms

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.**

Media & Meet Results

All requests for media credentials should be directed to Erin Bean at the Northeast Conference at 732-469-0440 ext. 8 and ebean@northeastconference.org.

Championship results / heat sheets / releases will be available as soon as possible after completion of each session (Prelims and 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 and the NEC's website, www.northeastconference.org and via the Meet Mobile app. 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.

The Championship Twitter feed is: @necswimming

Medical

Visiting institutions are expected to make a good-faith effort to bring an athletic trainer to the championship. Bryant Univ. Athletic Trainer, Kevin Galinat (cell: 860-942-4546 and email: kgalinat@bryant.edu) will be on site for the duration of the event.

An athletic trainer 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, coolers, etc. EMT & Paramedic will be onsite for all diving practices & diving competitions.

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

The Cambridge City Hospital,
1493 Cambridge St Cambridge 1.5 miles (617) 576-7478.

Massachusetts General Hospital,
55 Fruit St, Boston , 1.5 miles (617) 726-2000

Mt. Auburn Hospital,
1200 Soldiers Field Rd 2.5 miles (617) 782 7375

Any medical/athletic training questions can be directed to the NEC's Benjamin Shove, 732-469-0440 ext. 3.

Merchandise & Programs

A merchandise area will be located in the main lobby of the Aquatics Center NEC Championship apparel will be on sale. Tickets (prices to be determined) and Championship programs will be sold underneath the NEC tent. Heat sheets will also be available.

National Anthem/Pre- and Between Session Music

The national anthem will be played/performed prior to the Finals session each night. Student-athletes and/or coaches will be asked to volunteer to perform the anthem. MIT has the ability to play music from an ipod. Teams can submit an ipod to be played during the warm-up of each session. The order of the team's ipod to be played during a specific session will be decided at Wednesday's coaches meeting. The Conference office has the authority to remove any inappropriate music at any time.

Please ensure all music contains no explicit or inappropriate lyrics.

Noisemakers / Flashing Lights

Artificial noisemakers and flashing lights will not be allowed in the pool area.

Officials

A similar group of six officials that have worked past NEC Championships will officiate at MIT in 2014. Mike Huffman will serve as the head referee, as he has for the past six years.

Order of Events

The NEC Championship will follow the NCAA Championship Meet Three-Day Format, with a few adjustments due to the scheduling of diving & relays events.

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

Day 1 (Wed.) – Timed Finals, 8:00 pm start

200 Medley Relay (2 heats)

20 minute intermission

800 Free Relay (2 heats)

Day 2 (Thurs.) – Prelims, 11 am

500 yard freestyle

200 yard individual medley

50 yard freestyle

20 min. intermission

200 yard free relay

1M diving Prelims & 3 Finals dives

Day 2 (Thurs.) – Finals, 7:00 pm start

500 yard freestyle

200 yard individual medley

50 yard freestyle

Top 8 to perform 3 Finals dives *during 20 min. intermission*

200 yard free relay

Day 3 (Fri.) – Prelims, 11 am

400 yard individual medley

100 yard butterfly

200 yard freestyle

100 yard breaststroke

100 yard backstroke

20 min. intermission

400 yard medley relay

Day 3 (Fri.) – Finals, 7:00 pm start

400 yard individual medley

100 yard butterfly

200 yard freestyle

100 yard breaststroke

100 yard backstroke

20 min. intermission

400 yard medley relay

Day 4 (Sat.) – Prelims, 11 am

200 yard backstroke

100 yard freestyle

200 yard breaststroke

200 yard butterfly

20 min. intermission

400 yard freestyle relay

3M diving Trials & Finals

Day 4 (Sat.) – Finals, 7:00 pm start

1,650 yard freestyle – B/C consolations at 5:20 pm & 5:40 pm

1,650 yard freestyle - Last heat of time finals (7 pm)

200 yard backstroke

100 yard freestyle

200 yard breaststroke

200 yard butterfly

Top eight to perform 3 Finals dives *during 20 min. intermission*

400 yard freestyle relay

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

Practice Times & Warmups

Wednesday

8:30 am – 9:30 am: MSM & SFU in shared pool

2:00 pm – 5 pm: competition pool open for all NEC swimmers & dive well open for all NEC divers

8:00 pm: 200 MR & 800 FR

Thursday, Friday, Saturday

7:30 am – 8:30 am: 10 lanes in Competition Pool

9:30 am - end of Trials: 10 lanes in Comp. Pool (starting at 11:00 am: along with 4 lanes in diving well)

5:30 pm – end of Finals: 10 lanes in Comp. Pool (starting at 7pm: along with 4 lanes in diving well)

Dive Well for Divers

The diving well for divers to practice will be open from 2:00 pm – 5:00 pm on Wed. Feb. 19.

The diving well for divers to warm-up/compete will open at Noon on Thursday and Saturday and then again at 7:00 pm on Thursday & Saturday. The diving well will also be available from 1:00 pm – 2:00 pm on Friday, Feb. 21 (the diving competition “off day”).

Parking

Spectator parking will cost \$5 per day, and can be accessed directly across the street from the main pool entrance on Vassar St, starting at 2:30 pm.

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 (to be selected at random during Wednesday’s Coaches Meeting). 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 area’ will be available and will be ‘pipe and draped’ underneath the diving platforms. It will be made available for swimmers participating in Finals to line up and then proceed across the bulkhead and behind the blocks prior to the swimmer introductions of the championship heats.

Relays

“A” and “B” relay teams will be allowed. Only “A” teams will score in the meet. “B” teams will only swim in the Prelims 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 2013-14 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 27

	<u>Event</u>
8:30 am – 9:30 am	Eight lanes for practice in Competition Pool (MSM & SFU only)
2pm - 5 pm	Ten lanes in Competition pool, & 4 lanes for all NEC divers
2:00 pm	Coaches Meeting, in Media/Conference Room adjacent to main lobby
7:58 pm	Anthem, 200 MR, 800 FR

Thursday, February 28

	<u>Event</u>
7:30 am – 8:30 am	Ten lanes in Competition Pool
9:00 am - end of meet	Availability of Athletic Trainer
9:30 am – end of Prelims	Prelims - Ten lanes in Competition Pool (11:00am: 4 lanes in diving well warm-up/down)
Noon	Dive well opens
Following Swim Prelims Break	1M Diving Prelims/ 3 Finals dives for Top 8
5:30 pm – end of Finals	Finals - Ten lanes in Competition Pool (7pm: 4 lanes in diving well warm-up/down)
6:55 pm	Anthem followed by 1M diving awards
Following Swim Finals	Time Trials, if necessary

Friday, March 1

	<u>Event</u>
7:30 am – 8:30 am	Ten lanes in Competition Pool
9:00 am – end of meet	Availability of Athletic Trainer
9:30 am – end of Prelims	Prelims - Ten lanes in Competition Pool (11:00am: 4 lanes in diving well warm-up/down)
1:00 pm - 2:00 pm	Dive well open for NEC divers
5:30 pm – end of meet	Finals Ten lanes in Competition Pool (7pm: 4 lanes in diving well warm-up/down)
7 pm	Anthem, Finals
Following Swim Finals	Time Trials, if necessary

<u>Saturday, March 2</u>	<u>Event</u>
7:30 am – 8:30 am	Ten lanes for practice in Competition Pool
9:00 am – end of meet	Availability of Athletic Trainer
9:30 am – end of Prelims	Prelims - Ten lanes in Competition Pool (11:00am: 4 lanes in diving well warm-up/down)
11:00 am – 2:00 pm	Dive well opens (3M Diving Prelims/3 Finals dives for Top 8)
4:00 pm	Eight lanes in Competition Pool for milers competing in 1,650 Prelims
5:20 pm & 5:40 pm	1,650 Freestyle B/C consolations
5:30 pm – end of meet	Finals – Ten lanes in Competition Pool (7pm: 4 lanes in diving well warm-up/down)
6:50 pm	Anthem, Senior Recognition
7:00 pm	Finals – Ten lanes in Comp. Pool ((4 lanes in diving well/warm-up, warm-down)
7:30 pm	Dive well opens
Following last event	Rookie of Meet, Diving Coach, Swim Coach, 2 nd place, 1 st place Team Trophies

Swimming finals will consist of two heats:

Heat One: Consolation finals (scoring), consisting of the 9-16 fastest (non-exhibition) swimmers.

Heat Two: Championship finals (scoring), consisting of the 8 fastest swimmers.

Note: Student-athletes have 30 minutes from the announcement of finalists to ‘scratch’ from finals.

Scoring Format

Scoring will follow 2014 NCAA championship rules.

Individual events will be scored, top 16, as follows: 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1

Relay events will be scored, top 16, as follows: 40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2

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 (NT). Such swimmers will be seeded in random order behind all other swimmers who have submitted entry times **but can swim into position to score team points.**

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

Senior Recognition

There will be a senior recognition before Saturday night's Finals. Each team's coach will be asked to hand deliver single, long stem flowers to each of their graduating seniors on the bulkhead, prior the National Anthem. **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. Race results will also be available to coaches on the pool deck and/or at the official scoring table. In addition, race results will be posted in various spots in the spectator seating area. Race results will also be posted to at www.besmarttinc.com; www.northeastconference.org; and via the [Meet Mobile app](#).

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: SFU, WC, BRY, CCSU, MSM, SHU, SFBK.

Timing System

Be Smartt, Inc. will be the official timer of the NEC Swimming & Diving Championship. If you have any questions regarding Hy-Tek, please contact: Be Smartt on-site administrator David Stern, david.stern@summitseals.org

Tickets

All NEC students with proper institutional I.D. will be admitted free. All other individuals will be charged admissions:

Championship Pass (Adult): \$20.00; Single-Day Pass (Adult): \$10.00; Seniors/Kids (10 yrs and younger)

Championship Pass: (Srs./Kids, 10 & under): \$10.00; Single-Day Pass \$5.00;

NEC Students with School ID: Free; * All Wednesday Night competition: 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 competition site 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.

Uniforms

Competitors uniforms and swimsuits must be recognized by the standards as per the NCAA Rulebook.

Directions to Pool

Zesiger Sports & Fitness Ctr., MIT, 120 Vassar St., Cambridge, MA 02139 (pool address)

From the North (I-95 or I-93)

If you are heading south on I-93, follow I-93 into Boston then follow the I-93 instructions below. If you are heading south on I-95, take the I-93 South exit then follow the instructions from I-93. Alternatively, take the I-90 East exit from I-95 then follow the instructions from I-90.

From the South (I-95 or I-93)

If you are heading north on I-93, follow I-93 (the Southeast Expressway) into Boston then follow the I-93 instructions below. If you are heading north on I-95, take the I-93 North exit then follow the instructions from I-93. Alternatively, take the I-90 East exit from I-95 then follow the instructions from I-90.

From the West (I-90) (Mass Turnpike)

Follow I-90 east to the Cambridge/Brighton exit (exit 18). Following the signs to Cambridge, cross the River Street Bridge, and continue straight about 1 mile to Central Square. Turn right onto Massachusetts Avenue and follow Massachusetts Avenue for about a half mile. The main entrance to MIT will be on your left. If you cross the river again, you have gone too far.

From Route I-93

From I-93, take exit 26, and follow the signs to Back Bay along Storrow Drive West, approximately 1.5 miles, to the exit for Route 2A. The exit will be on the left, just before the Harvard Bridge (more appropriately called the Massachusetts Avenue Bridge). The Charles River will be on your right. As you cross the bridge, you will be looking at MIT – the Great Dome and academic facilities are on the right, the dormitories and athletic facilities are on the left.

Walking Directions from Hyatt Regency Cambridge to MIT Pool

Hyatt Regency Cambridge
575 Memorial Dr
Cambridge, MA 02139

If standing in valet circle, go to left to Vassar St. the pool facility is 750 yards on the right hand side, just past the track and turf field.

Parking around Pool Facility

There are numerous metered lots and parking garages around the pool facility. It is strongly recommended school buses/vans drop off the competitors at the pool entrance and then park back at hotel.



**NEC Swimming & Diving Championships
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/swimmer/competitor; (C) for coach; (S) for support staff; (A) for administrator
(SR) for graduating senior

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

**Please email to the NEC's Benjamin Shove, bshove@northeastconference.org
by Wednesday, February 12 at noon.**



**NEC Swimming & Diving Championships
List of Senior Swimmers & Divers
(to be recognized Sat. night before Finals)**

School: _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

**Please email to the NEC's Benjamin Shove, bshove@northeastconference.org
by Wednesday, February 12 at noon.**



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

School _____

Name of Hotel Staying at for NEC Championship: _____

City/Town: _____

Coach's Cell Phone Number: _____

Sport Administrator & Sport Admin. Cell Phone: _____

**Please email to the NEC's Benjamin Shove, bshove@northeastconference.org
by Wed. Feb. 12 at noon.**