2018 CHAMPIONSHIP POLICIES AND PROCEDURES

Updated – December 18, 2017
SECTION 1 - FORMAT

Championship Dates
The women’s and men’s swimming and diving championships shall be held on consecutive weekends, with the women’s championship occurring one week prior to the men’s championship. The men’s championship shall be held three weeks prior to the NCAA championship or on the weekend immediately prior to the qualifying deadline for the NCAA championship, whichever is earlier. For 2018, Williams will host the women’s championship, and Bowdoin will host the men’s championship.

Women’s Swimming and Diving
   Day One: Friday, February 16, 2018
   Day Two: Saturday, February 17, 2018
   Day Three: Sunday, February 18, 2018

Men’s Swimming and Diving
   Day One: Friday, February 23, 2018
   Day Two: Saturday, February 24, 2018
   Day Three: Sunday, February 25, 2018

Championship Schedule of Events
See Appendix A.

Preliminary Events
Trials for championship races shall occur during the morning session and shall begin at 10:00 a.m. on each day of the championship. Diving preliminary events shall occur at 2:00 p.m. on Day One for the 1-meter competition, and Day Two and Three of the championship for the 3-meter competition.

Championship Events
The evening session for championship events shall begin at 6:00 p.m. on Day One and Day Two and at 5:30 p.m. on Day Three.

Individual Swimming Events
The top 24 individuals from a preliminary event shall be split into three separate races. The top eight individuals from the morning session shall compete in the championship final; the next eight individuals shall compete in the consolation final; the remaining eight individuals shall compete in the pre-consolation final. The procedure for breaking ties in preliminary events is outlined in Section 4 – Playing Rules.

Relay Events
Each institution participating in the championship has the opportunity to enter up to three relay teams in the preliminary heats (teams A, B, and C). Results from the preliminary relay events will be used to place the “B” relay teams from each institution into the consolations final heats, and the “A” relay team from each institution in the championship final heats.

Diving Events
The top eight divers from the preliminary rounds shall compete in the championship final.
Pool Availability During Diving
The availability of the competition pool during diving events is at the discretion of the host institution.

SECTION 2 – ENTRY PROCEDURES
All NESCAC institutions that sponsor either a men’s or women’s swimming & diving team shall participate in the championship.

Qualifying Standard
There shall be no qualifying standard for individual swimming events, relays, and diving events.

Entrants
The host institution is responsible for distributing the entry policy and any pertinent championship meet information to all participating institutions by January 15. The deadline for submitting team entries to the Championships Meet Manager shall be no later than noon of the Sunday prior to the first day of the championship.

See Appendix E for entry procedure timeline.

SECTION 3 – FACILITY REQUIREMENTS & EQUIPMENT
Facility
The championship facility must have at least eight 25-yard deep-water competition lanes and sufficient warm-up/cool-down lanes. The diving area must be physically separate from the swimming lanes and have at least one one-meter springboard and one three-meter springboard.

Relay Judging Platforms
Relay Judging Platforms (RJP) shall be used whenever possible for all relay events (including time trials, swim-offs, etc.).

Timing System
An automatic timing system with scoreboard shall be used throughout the championship. Hy-Tek Meet Manager shall be used to compile all championship results. eDive will be the software used for diving events.

SECTION 4 - COMPETITION RULES
General
The championship will be conducted according to NCAA Swimming & Diving rules.

Coaches Meeting
There will be a coaches meeting on the Thursday evening prior to the championship. The host institution is responsible for organizing the location of the meeting as well as preparing the agenda.

Event Limit
Individuals may enter any number of events. An athlete will be allowed to officially compete in a maximum of seven (7) scoring events, of which not more than three (3) may be individual events. All remaining entered events shall be designated as exhibition or scratched.

Number of Events
The championship shall consist of 17 individual swimming events, five relay events, and two diving events. For a complete listing of all events, see the order of events in Appendix A.

Squad Size
The squad limit shall be 24 individuals with each diver counting as one individual. The host institution is permitted to have two additional unofficial athletes who may compete in non-scoring events. The individuals will be designated “exhibition” by the scratch deadline for Friday’s events and may only compete in preliminary heats. Further, the individuals may only swim in “C” relays in preliminaries. They must be listed on the entry blanks and scratched by the deadline.
Scoring
The following score format shall be used for championship events:

**Individual Events** (descending from first place)
Championship Final – 32, 28, 27, 26, 25, 24, 23, 22
Consolation Final – 20, 17, 16, 15, 14, 13, 12, 11
Pre-Consolation Final – 9, 7, 6, 5, 4, 3, 2, 1

**Relay Events**
Championship Final – 64, 56, 54, 52, 50, 48, 46, 44, 42, 40, 38
Consolation Final – 26, 22, 20, 18, 16, 14, 12, 10, 8, 6, 4

**Diving Events**
Championship Final – 32, 28, 27, 26, 25, 24, 23, 22
Preliminary Finish (places 9-24) – 20, 17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1

Scratches
See Appendix E for scratch deadlines.

Ties
If two (or more) individuals are tied for the eighth, sixteenth, or twenty-fourth position based on the preliminary event finish, a swim-off shall be conducted to determine the eighth, sixteenth, or twenty-fourth position in the final heats. The swim-off shall be coordinated by the Meet Referee and shall take place no sooner than 30 minutes after the completion of the preliminary event. If one of the individuals involved in the swim-off is involved in another individual or relay event, the Meet Referee and coaches involved shall consult to determine a more convenient time for the swim-off to occur.

Ties in final events shall not be broken. Total points for the final positions involved in the tie will be added together and divided by the number of individuals/relays involved in the tie.

Uniforms
Uniforms for competition and awards ceremonies shall follow NCAA Swimming & Diving guidelines.

Other Regulations
The following regulations apply to specific events:

- **400-yard Freestyle Relay** – The 400-yard Freestyle Relay is a timed-final event. The “A” and “B” relay teams from each institution will compete during the finals session on Day Three.
- **800-yard Freestyle Relay** – The 800-yard Freestyle Relay is a timed-final event. The “A” and “B” relay teams from each institution will compete during the finals session on Day Two.
- **1000-yard Freestyle** – The 1000-yard Freestyle is a timed-final event and shall take place during the preliminary events on Day Two with only the fastest heat competing in finals.
- **1650-yard Freestyle** – The 1650-yard Freestyle is a timed-final event and shall take place during the preliminary events on Day Three with only the fastest heat competing in finals.

See Appendix D for additional information pertaining to relays and the 1000-yard and 1650-yard freestyles.

Video Review
The video review procedure detailed in Rule 4, Section 14, Article 7 in the NCAA Swimming and Diving Rules Book as detailed below shall be followed.

Article 7, video replay may be used at championship or invitational competitions governed by a meet or games committee composed of representatives of multiple institutions to determine if the electronic judging equipment has failed. Prior to the beginning of the competition a decision should be made by the meet committee as to when video reviews will be conducted and all participants should be informed (i.e. after each heat where review is needed or after the final heat of a multiple heat relay, etc.) All reviews must be conducted before qualifiers/results are announced. If video replay is in place for the championships all disqualifications must be reviewed to evaluate whether the electronic system failed. The referee shall review the video to determine if there was a machine malfunction and clear video evidence exists to overturn the call. The referee has sole jurisdiction over the review and their decision is a judgment call not subject to further review or appeal. Only
the referee and a conference or NCAA meet committee representative – with no participating institutional affiliation may view the video that is being used for review. Challenges by coaches are not permitted as part of this rule and coaches are not permitted to view the video being used at any time. To use such equipment, the meet committee (in consultation with the meet referee) must set up a system before the event aligned with a direct side view(s) of the exchange end and maintain a speed of at least 25 frames/second. Video of this speed allows for two frames in each direction of what should have been 0.0, allowing for sufficient evidence to be indisputable and clear. Exact framing is not necessary, nor is time synching with the electronic timing system. The result of the video is merely to determine if the electronic judging equipment has failed. The video shall not be used to detect early takeoffs or any other rule infractions. If conclusive video evidence exists that the electronic equipment failed, the result of the electronic judging equipment is voided, no electronic result is recorded and the referee may overturn the disqualification for that heat. Any obstruction to the view of the exchange is sufficient to void the video from evidence. The video clip must be saved and submitted to the NCAA or conference, along with a statement from the referee detailing the reason for the overturned call, for archiving and review; and the equipment must then be tested to determine if the equipment is in fact faulty or if some other glitch occurred. Should the NCAA or conference disagree with the video evidence, the NCAA or conference retains the right to overturn the meet referee’s decision.

Once the RJP's have been ruled to have malfunctioned by the Meet Referee, they will be removed from the Championships and will not be reinstated. If malfunction occurs during the NESCAC Women’s Swimming and Diving Championships, the RJP's will not be used at the NESCAC Men’s Swimming and Diving Championships unless they have been serviced and certified to work at the NESCAC Men’s Swimming and Diving Championships site. If malfunction occurs during the NESCAC Men’s Swimming and Diving Championships, the RJP's will not be used at the NESCAC Women’s Swimming and Diving Championships site.

**SECTION 5 – OFFICIALS & MEET PERSONNEL**

**Officials**
The host institution is responsible for securing qualified swimming and diving officials and timing staff.

Personnel for the championships include a Meet Manager, Diving Coordinator, Announcer, Referee, Starter, Strokes and Turns (2), and Local Officials for Strokes and Turns (2).

**Meet Officials Duties**
The Meet Officials’ duties shall include, and are not limited to, the following:

- The review of duties of Meet Officials during the coaches meeting
- Coordinate all phases of warm-up, general warm-up, sprint lanes, and pace lanes
- Coordinate breaks in action and maintaining a pace that adheres to the timeline of events
- The consistent enforcement of NESCAC and NCAA competition rules
- Communication with an institution’s coaching staff on non-swimming issues
- Regulate activity on the diving boards during the start of swimming events
- Orchestrate swim-offs and time trials

**Meet Committee**
The Meet Committee shall include the head coaches from the Executive Committee institutions (Past Chair, Chair, Chair-Elect). If the Meet Director/Host Institution head coach is not a member of the Executive Committee institution, then he/she should attend any Meet Committee Meetings for informational purposes only, and shall not have a vote (unless a member of the Executive Committee).

Any member of the Meet Committee shall not be involved in the discussion or decision regarding any item involving their institution. The member(s) will be replaced on the Meet Committee by the next institution(s) in the Executive Committee rotation.

The Executive Committee Chair rotation is as follows:

2016-17 – Trinity (Past Chair)
2017-18 – Williams (Chair)
2018-19 – Bates (Chair-Elect)
2019-20 – Bowdoin (Alternate)
2020-21 – Hamilton (Alternate)
Appeals
The Meet Committee shall also serve as the appeals committee and handle all appeals. See Appendix F for appeal form.

Rule 8 (Conduct of Competition), Section 4, Article 9 in the NCAA Swimming & Diving Rules Book as detailed below shall be followed.

Article 9: a. Appeals should be made in writing to the referee.
b. The written statement made on the appeal must be submitted to the referee not later than 15 minutes after the finish of the final heat of the event in which the appeal is applicable.
c. Appeals must be acted upon by the appropriate meet committee. The decision of this committee is final. Any appeal before, during or immediately after a race should be resolved at the earliest opportunity, but not later than immediately following the current session. (See Rule 4-2.)
d. Appeals may only be lodged for errors in the recording of data, scoring and nonjudgment errors in the application of rules.
e. The use of video is not permitted during the appeal process.

Championship Suspended, Not Played or Not Completed (due to inclement weather, etc.)
Every effort shall be made to conduct the championship on the scheduled days. Prior to any rescheduling, there shall be a meeting of the Athletics Director of the host institution and the meet director/host head coach to determine the best course of action, which may include an abbreviated schedule. The Athletics Director of the host institution shall consult with the Conference office. If the championship is suspended and not completed, the championship shall not be awarded unless it is mathematically impossible for any team to overtake the leading team at the time of suspension.

SECTION 6 – MEDICAL PERSONNEL
The host institution is responsible for securing properly certified lifeguards and certified athletic trainers and/or EMT staff for the championship.

Certified athletic trainers will be available (on deck or in training room immediate proximate to the swimming/diving venue) during the championship for all practice, preliminary and championship events.

Two lifeguards must be present on the pool deck during all practice, preliminary and championship events, including all diving practices.

At least one certified athletic trainer or EMT and two lifeguards must be present on the pool deck and positioned near the diving boards during all diving competition. The host institution is responsible for sharing and explaining the diving protocol for its facility no later than the coaches meeting prior to the championship.

SECTION 7 – PRACTICE
Individuals competing in championship events shall be afforded warm-up time. The host institution is responsible for coordinating the warm-up schedule for participants. Teams are permitted to practice at the championship facility on the day prior to the start of the championship. Teams may not arrive prior to 4:00 p.m. on the day prior to the start of the championship.

SECTION 8 – TRAVEL
Travel: Teams are responsible for making their own travel arrangements and must adhere to the travel regulations as stipulated in the NESCAC Manual.

Lodging: Traveling teams are responsible for making their own lodging arrangements. Andrea Casperson with BookMyGroup will be available to assist traveling teams with lodging arrangements. If assistance is desired, contact Andrea Casperson at 888-832-6745 (acasperson@bookmygroup.com).

SECTION 9 - AWARDS
- The champion and runner-up teams each will receive an award.
- Awards will be shipped to the Athletics Director of the institution hosting the championship.
• If awards have not been received by 12:00 noon on the Wednesday prior to the championship, the Conference office should be notified immediately.
• The Conference office will provide the host institution a short script for the awards ceremony. See Appendix D of the Host Institution Responsibilities Manual.
• All-Conference honors will be awarded based upon championship finish (top 3); Swimmer of the Year, Diver of the Year, Rookie of the Year, Swimming Coach of the Year and Diving Coach of the Year honors will be voted on by the coaches at the championship. A Senior High-Point Swimmer and a Senior High-Point Diver will also be recognized.

SECTION 10 - PROGRAMS
See Appendix A of the Host Institution Responsibilities Manual for program specifics.

The host institution is responsible for the cost of producing the program. It is permissible to sell meet programs, and the income from such sales may be used to defray/cover the cost of producing the program.

Advertising in championship programs is permissible. However, advertisements that include the following content are prohibited: alcoholic beverages, cigarettes and other tobacco products, and organizations promoting gambling.

SECTION 11 – RESULTS & RECORDS
A copy of the official results of all championship events shall be filed with the Conference office. Official results will include a neutral release and complete results from each day at the host institution.

The host institution SID is responsible for immediately emailing the results to the Conference office and participating institutions. If you encounter problems forwarding information, contact Lisa Champagne, NESCAC Assistant Director for Media Relations (lisa.champagne@trincoll.edu or (413) 587-2078).

NESCAC championship meet records will be recognized for performances during a preliminary or final event at the NESCAC Championships. NESCAC records may be set in any race that is a regular part of a non-championship, relay, non-NCAA championships or NCAA Championships. NCAA rules for bona fide competition must be followed.

SECTION 12 - TICKETS
All Sessions
Admission should be charged. Prices for men’s and women’s championships should be consistent.

Admission prices are as follows and will remain in effect through the 2018 championships:
- Per Session: Adult $8.00, Student $3.00, Programs $2.00, Heat Sheets $2.00
- All-Session: Adult $45.00, Student $10.00

A day of competition at the championship consists of two sessions, the morning preliminary events and the evening final events.

SECTION 13 - FINANCES
Expenses associated with traveling (including travel, meals, lodging) are the responsibility of the respective team. The cost of hosting the championship will be shared equally among all participating institutions. If an admission fee is charged, the following policy will take effect with regard to the income derived from ticket sales.

Income
Gross receipts shall include all revenue derived from ticket sales, program and heat sheet sales, and meet vendors (photography).

Expenses
Income will go toward covering host championship management expenses. If the income does not cover hosting expenses, the remaining amount will be equally divided among all participating institutions.
A “contingency service allowance” of up to $1,000 may be used when a malfunction is determined to have occurred by the meet referee. If used, this allowance is to be included with the host institution championship management expenses where the servicing occurred. The timing and process for servicing and budget allocation is outlined below.

- Malfunction at the Women’s Championships - Serviced prior to and at the Men’s Championships host institution and charged to the Men’s Championships meet expenses
- Malfunction at the Women’s Championships, but cannot be serviced prior to Men’s Championships - Serviced at the next host institution and charged to the next host institution’s championship meet expenses
- Malfunction at the Men’s Championships – Serviced at the next host institution and charged to the next host institution’s championship meet expenses

**Profit**

If funds remain after the host institution has covered championship expenses, the following policy shall take effect.

- If there is less than $200 remaining, the funds shall be retained by the host institution.
- If there is more than $1,100 remaining, each team shall receive a share (1/11) of the remaining funds. The host institution shall forward funds to each institution.
- If the remaining funds are between $201 and $1,099 (an institutional share of less than $100), the Conference office shall retain the remaining revenue.

**Reporting Income/Expenses**

**Host Institution**

The host institution shall have 30 days following the completion of the championship to submit a financial statement detailing all income and expenses to the Conference office. Once the Championship Financial Report Form has been reviewed, the host institution shall distribute it to participating teams to indicate each institution’s share of the cost of the championship.
Appendix A

Swimming & Diving Order of Events

Day One (Friday)
10:00 a.m. - Swimming Trials
200-yard Freestyle Relay

~10-minute Break~
50-yard Breaststroke
50-yard Butterfly
500-yard Freestyle
50-yard Backstroke
200-yard Individual Medley
50-yard Freestyle

~20-minute Break & Opt. Time Trials~
400-yard Medley Relay
~ Opt. Time Trials ~

2:00 p.m. - Diving Trials
1-meter Diving (5 req. & 6 opt.)

6:00 p.m. - Finals
200-yard Freestyle Relay

~10-minute Break~
50-yard Breaststroke
50-yard Butterfly
500-yard Freestyle
50-yard Backstroke
200-yard Individual Medley
50-yard Freestyle
1-meter Diving (Top 8 - 6 opt.)

~5-minute Break~
400-yard Medley Relay
~ Opt. Time Trials ~

Day Two (Saturday)
10:00 a.m. - Swimming Trials
200-yard Medley Relay

~10-minute Break~
400-yard Individual Medley
100-yard Butterfly
200-yard Freestyle
100-yard Breaststroke
100-yard Backstroke

~20-minute Break & Opt. Time Trials~
1000-yard Freestyle (timed finals)
~ Opt. Time Trials ~

2:00 p.m. - Diving Trials
3-meter Diving (5 req.)

5:50 p.m. - Finals
Senior Ceremony
200-yard Medley Relay
1000-yard Freestyle (last heat of timed finals)
400-yard Individual Medley
100-yard Butterfly
200-yard Freestyle
100-yard Breaststroke
100-yard Backstroke

~20-minute Break~
800-yard Freestyle Relay (timed finals)
~ Opt. Time Trials ~

Day Three (Sunday)
10:00 a.m. - Swimming Trials
200-yard Backstroke
100-yard Freestyle
200-yard Breaststroke
200-yard Butterfly

~30-minute Break~
400-yard Freestyle Relay Exhib. @ 10 min mark
~ Opt. Time Trials ~

1650-yard Freestyle (timed finals)
~ Opt. Time Trials ~

2:00 p.m. - Diving Trials
3-meter Diving (6 optionals)

5:15 p.m. - Finals
NCAA Time Trials
1650-yard Freestyle (last heat of timed finals)
200-yard Backstroke
100-yard Freestyle
200-yard Breaststroke
200-yard Butterfly
3-meter Diving (Top 8 - 6 opt.)

~5-minute Break~
400-yard Freestyle Relay (timed finals)
NESCAC Individual & Team Awards
~ Opt. Time Trials ~
## Appendix B

### Finals Competition Schedule

**Friday – Finals – 6 p.m.**
- 5:50pm Clear pool
- 5:55pm Opening Introductions
- 5:57pm National Anthem
- 5:59pm Introduction of 1st Event

6:00pm Events
- 200 Freestyle B Relays – Seeds 9-11
- 200 Freestyle A Relays – Seeds 9-11
- 200 Freestyle A Relays – Seeds 1-8

~~10-minute Break~~

- 50 Breaststroke – Preconsolation
- 50 Breaststroke – Consolation
- 50 Breaststroke – Championship

**AWARDS 200 Freestyle Relay**
- 50 Butterfly – Preconsolation
- 50 Butterfly – Consolation
- 50 Butterfly – Championship

**AWARDS 50 Breaststroke**
- 500 Freestyle – Preconsolation
- 500 Freestyle – Consolation
- 500 Freestyle – Championship

**AWARDS 50 Butterfly**
- 200 IM – Preconsolation
- 200 IM – Consolation
- 200 IM – Championship

**AWARDS 500 Freestyle**
- 200 Breaststroke – Preconsolation
- 200 Breaststroke – Consolation
- 200 Breaststroke – Championship

**INTRODUCE the Top 8 Divers**

**AWARDS 200 IM**

**AWARDS 50 Freestyle**

**1-meter Diving – Championship**

~~5-minute Break~~

**Saturday – Finals – 6 p.m.**
- 5:35pm Seniors Assemble
- 5:45pm Clear pool
- 5:50pm Opening Intro/Senior Rec.
- 5:57pm National Anthem
- 5:59pm Introduction of 1st Event

6:00pm Events
- 200 Medley B Relays – Seeds 9-11
- 200 Medley A Relays – Seeds 9-11
- 200 Medley A Relays – Seeds 1-8

**AWARDS 400 Medley Relay**
- 1000 Freestyle – Final Heat

**AWARDS 200 Medley Relay**
- 400 IM – Preconsolation
- 400 IM – Consolation
- 400 IM – Championship

**AWARDS 1000 Freestyle**
- 100 Butterfly – Preconsolation
- 100 Butterfly – Consolation
- 100 Butterfly – Championship

**AWARDS 400 IM**
- 200 Freestyle – Preconsolation
- 200 Freestyle – Consolation
- 200 Freestyle – Championship

**AWARDS 100 Butterfly**
- 100 Breaststroke – Preconsolation
- 100 Breaststroke – Consolation
- 100 Breaststroke – Championship

**AWARDS 200 Freestyle**
- 100 Backstroke – Preconsolation
- 100 Backstroke – Consolation
- 100 Backstroke – Championship

**AWARDS 100 Breaststroke**

**AWARDS 100 Backstroke**

~~20-minute Break~~

- 800 Freestyle B Relays – Seeds 9-11
- 800 Freestyle B Relays – Seeds 1-8
- 800 Freestyle A Relays – Seeds 9-11
- 800 Freestyle A Relays – Seeds 1-8

**AWARDS 1-Meter Diving**

~~5-minute Break~~

**Sunday – Finals – 5:30 p.m.**
- 5:15pm Clear pool (NCAA Time Trials)
- 5:25pm Opening Introductions
- 5:27pm National Anthem
- 5:29pm Introduction of 1st Event

5:30pm Events
- 1650 Freestyle – Final Heat

**AWARDS 800 Freestyle Relay**
- 200 Backstroke – Preconsolation
- 200 Backstroke – Consolation
- 200 Backstroke – Championship

**AWARDS 1650 Freestyle**
- 100 Freestyle – Preconsolation
- 100 Freestyle – Consolation
- 100 Freestyle – Championship

**AWARDS 200 Backstroke**
- 200 Breaststroke - Preconsolation
- 200 Breaststroke – Consolation
- 200 Breaststroke – Championship

**AWARDS 100 Freestyle**
- 200 Butterfly - Preconsolation
- 200 Butterfly – Consolation
- 200 Butterfly – Championship

**INTRODUCE the Top 8 Divers**

**AWARDS 200 Breaststroke**

**AWARDS 200 Butterfly**

3-meter Diving – Championship

~~5-minute Break~~

- 400 Freestyle B Relays – Seeds 9-11
- 400 Freestyle B Relays – Seeds 1-8
- 400 Freestyle A Relays – Seeds 9-11
- 400 Freestyle A Relays – Seeds 1-8

**AWARDS 3-Meter Diving**

**AWARDS 400 Freestyle Relay**

**NESCAC Awards/Team Awards**
Appendix C

Daily Pool Schedule

Thursday
4:00 p.m.  Pool open for warm-ups
6:00 p.m.  Scratch deadline for Friday’s events
7:00 p.m.  Coaches/Officials Meeting
9:00 p.m.  Pool closes

Friday
7:00 a.m.  Pool open for warm-ups / Training Room open
9:15 a.m.  Open Sprint and Pace Lanes
9:50 a.m.  Competition Course Closed
10:00 a.m. Swimming Prelims Begins
2:00 p.m.  Diving Competition Begins
4:30 p.m.  Pool open for warm-ups
5:00 p.m.  Scratch deadline for Saturday’s events / Open Sprint and Pace Lanes
5:45 p.m.  Competition Course Closed
6:00 p.m.  Finals Begin

Saturday
7:00 a.m.  Pool open for warm-ups / Training Room open
9:15 a.m.  Open Sprint and Pace Lanes
9:50 a.m.  Competition Course Closed
10:00 a.m. Swimming Prelims Begins
2:00 p.m.  Diving Competition Begins
4:30 p.m.  Pool open for warm-ups
5:00 p.m.  Scratch deadline for Sunday’s events / Open Sprint and Pace Lanes
5:35 p.m.  Seniors gather in designated location
5:45 p.m.  Competition Course Closed
5:50 p.m.  Senior Ceremony Begins
6:00 p.m.  Finals Begin

Sunday
7:00 a.m.  Pool open for warm-ups / Training Room open
9:15 a.m.  Open Sprint and Pace Lanes
9:50 a.m.  Competition Course Closed
10:00 a.m. Swimming Prelims Begins
1:00 p.m.  Women’s February Invitational Begins (Men’s Championships Only)
2:00 p.m.  Diving Competition Begins
4:00 p.m.  Pool open for warm-ups
4:45 p.m.  Open Sprint and Pace Lanes
5:15 p.m.  Competition Course Closed / NCAA Time Trials
5:30 p.m.  Finals Begin
Appendix D

Relay/Distance Event Methods and Procedures

Relays
- All relays will be swum in the preliminaries with the exception of the 400 and 800 freestyle relays. Both relays will be swum as a Timed Final event with all relay finals swimming at night. Coaches are required to enter their team’s best official or aggregated relay time for all relay entries.
- Exhibition heats of the 400 freestyle relay will be deck-seeded on Sunday morning and be contested 10 minutes after the conclusion of the final preliminary heat of the 200 Butterfly.
- All relays (A, B, & C) will be circle seeded together in the preliminaries.
- Seeding in the finals – B relays will be swam before the A relays. The first heat will consist of three teams (places 9-11), based on the preliminary results.
  o The second heat will consist of the remaining top teams (places 1-8), based upon the preliminary results.
- Scoring of relays in Finals – All relays are eligible to win their respective event in the finals regardless of final heat. No B relay can place ahead of an A relay.
- Disqualifications – If any relay is disqualified, the corresponding swimmers are not allowed to compete on another relay in the same event.
- C relays will be allowed to swim in Preliminaries only. Coaches should indicate “Exhibition” with all their “C” relay when submitting their team entries.
- Prelim and “C” relays count as an event.

Seeding for the 1650- and 1000-Yard Freestyle events
- Swimmers entering the 1650-yard freestyle and the 1000-yard freestyle must enter their best 1000-yard freestyle time from the current season.
- Heats will be swam FASTEST to SLOWEST. The 1st heat of the 1000 free will begin 20 minutes after the conclusion of the final preliminary heat of the 100 backstroke. The 1st heat of the 1650 free will begin 30 minutes after the conclusion of the final preliminary heat of the 200 butterfly.
- The fastest heat (top 8) of the 1000 will be swum in the finals, and the fastest heat of the 1650 will be swum as the first event on Sunday evening.
Appendix E

Entries/Scratch Procedure Timeline

Sunday Prior to Meet (5 days before first session starts)
- Entries due at 12 p.m. (noon) – Send to meet management via email
- Send swimming entries to meet management via email
- Send diving lists to Diving Coordinator via email

Monday
- Proof sheets emailed to coaches at 12 p.m. (noon)
- Validations of entries at 5 p.m.

NOTE
- Scratches will be accepted after validation but no changes
- Coaches must respond even if no corrections as proof of validation
- Meet management to confirm validation of entries

Tuesday
- Psych sheet posted on website by 8 p.m. and emailed to each coach Wednesday by 6 p.m.
- Meet manager to email Friday’s scratch sheets to coaches

Thursday
- Friday’s event scratches turned in by 6 p.m.

Friday
- Saturday’s event scratches turned in by 5 p.m.

Saturday
- Sunday’s event scratches turned in by 5 p.m.
Appendix F

Appeal Form

NESCAC Championship (Circle):  Men / Women

Session: Preliminaries / Finals

Event: ___________________________________  Heat: _______  Lane: _______

Submitted by: ___________________________________  Institution: __________________

Time Submitted to Referee: __________________________

Appeal: