



2017 ECAC Winter Swimming & Diving Championships

**Nassau County Aquatics Center, Eisenhower Park, East Meadow, NY
Friday, Saturday & Sunday, Dec. 1-Dec. 3, 2017**

Hosted by: Baruch College

Head Coach: Charles Lamposso

Policies & Procedures / Manual

Championship Format:

The ECAC Swimming and Diving Winter Championship will be open to all ECAC member institutions from Division I, II and III.

Championship Timeline:

Declaration Deadline: Friday, Nov. 24, 2017 by 11:59 pm

FINAL Entry Deadline: Wednesday, Nov. 29, 2017 by 11:59 pm

Championship: Friday – Sunday, Dec. 1 - Dec. 3, 2017

Meet Personnel:

Meet Coordinators:

David Servedio

ECAC Coordinator for Championships, Leagues & Affiliates

Phone: 203-745-2857

E-Mail: dservedio@ecac.org

Dylan Clark

ECAC Coordinator for Championships, Leagues & Affiliates

Phone: 203-240-5054

E-Mail: dclark@ecac.org

Entry/Diving Coordinator:

Ellen Mace

604 Paxson Avenue, Mercerville, NJ 08619

Waive signature on express mail

Phone: 609/558-0988

E-Mail: purplemommy7@gmail.com

Games Committee: David Servedio - ECAC
Charles Lampasso – Baruch College (Host Coach)
Mike Lawson - NJIT
John Spadafina – Sacred Heart

DECLARATION INFORMATION

*Declaration forms must be submitted online **NO LATER** than Friday, Nov. 24, 2017 by 11:59 pm. To declare please click the link [here](#).*

Final Entries are due by Wednesday, Nov. 29 by 11:59pm. All final entries should be sent on Hy-Tek software and event file is available at www.besmartinc.com

Late Declarations

Schools that declare after the declaration deadline will be accepted after a penalty fee of \$100 is paid by the declaring institution.

FINAL ENTRY PROCEDURES

All entries should be sent on Hy-Tek software; the event file is available at besmartinc.com

If an institution does not have Hy-Tek software, you can access a Hy-Tek link for entry submissions at either:

www.hy-tektd.com or besmartinc@gmail.com

For further assistance, contact Ellen Mace by email at purplemommy7@gmail.com or phone (609) 558-0988.

Swimming Entries:

- Please use the 1000-Yard Freestyle time for the 1650-Yard Freestyle event.
- Specific to the 1650 and 500: In order to be entered in these events, you must have met the qualification time. No optional entries.

2016 QUALIFYING SWIMMING STANDARDS		
Women's	Event	Men's
5:55.99	500 Free	5:18.58
12:29.99	1650 Free	11:34.09
5:31.89	400 IM	4:50.49

Relay Entries:

- All relay entry times must be entered on the entry form.
- All contestants on the entry form are eligible to compete in relays.
- Each team may enter a maximum of *2 relays, but only the "A" Relay will be scored.
(* except the 800 relay, there will be one relay only)

Diving Entries:

Diving entries must be checked in the event box on the declaration form online
Please follow the instructions on Pages 11 of the manual for final entry procedures.

DECLARATIONS ARE DUE NOVEMBER 24, 2017

LATE ENTRIES WILL NOT BE ACCEPTED!

ALL ENTRIES ARE DUE BY WEDNESDAY, November 29th, 2017 @ 11:59 pm

WITHDRAWAL POLICY

Institutions which declare their intent to participate in the ECAC Swimming and Diving Championship may withdraw their intent to participate in the ECAC event without financial penalty until entry deadline date, Wednesday, Nov. 29, 2017. If a team chooses to withdraw after this deadline, following championship withdrawal policy, a penalty fee of \$300 will be levied on the withdrawing institution by the ECAC Championships Committee. Out of courtesy, if a team chooses to withdraw, please submit notification of withdrawal through e-mail to David Servedio at (dservedio@ecac.org).

NO-SHOW POLICY

If an institution enters the meet by submitting a declaration form and/or entry form and subsequently fails to compete in the championship, the institution shall then be assessed the entry fee at the rate indicated in this championship manual.

ENTRY FEE INFORMATION

Please make checks payable to the ECAC. Schools will be invoiced the proper amounts post-championship. The invoices will be sent to each institution's athletic department.

Entry Fee Breakdown:

Team Fee (base fee)	\$150.00
Athlete Fee	\$30/athlete
Relay Entry Fee	\$8.00 per relay entered

Note: Men's and women's teams are calculated separately.

EXAMPLE: Baruch enters both Men & Women's teams.

Entered: 10 men and 4 men's relays, 12 women and 6 women's relay.

Men's Team Entry Fee:	\$150.00
Men's 10 Athletes (\$30 each)	\$300.00
Men's 4 Relay Teams (\$8 each)	\$32.00
Women's Team Entry Fee:	\$150.00
Women's 12 Athletes (\$30 each)	\$360.00
Women's 6 Relay Team (\$8 each)	\$48.00
TOTAL DUE for Baruch Men:	\$482.00
TOTAL DUE for Baruch Women:	\$558.00

QUALIFYING/ENTRY PROCEDURES

There will be no exhibition swimmers. Each swimmer will have the ability to score for the meet. The meet will score the top 24 scoring athletes in each event.

An athlete who swims will count as one competitor; an entrant that dives will be counted as one-third of a competitor in the total team limit.

Seeding for ALL SWIMMING EVENTS will be based on the athlete's best performance as entered. **Each swimmer may swim a total eight events, of which no more than four may be individual events.** There will be a two team maximum for relays except for the 800 Free Relay in which only one team per institution may enter. NOTE: ONLY THE "A" RELAY WILL SCORE POINTS. Squad Size: Men's and Women's teams are calculated separately. There will be an unlimited number of entries permitted.

ORDER OF EVENTS

Note: The following is a proposed schedule subject to change.

Facility is open for extra warm-up/loosen time, starting at 12:30pm.

2017 SWIMMING ORDER OF EVENTS

Friday, Dec. 1, 2016-Session #1

Warm up	4:30 pm
Start	6:00 pm
Scratches	No later than 10:00 am (Friday)
<u>Event #</u>	<u>Event</u>
3-4	200 Medley Relay
*5-6	1650 (Fastest to Slowest)
7-8	800 Freestyle Relay

Saturday, Dec. 2-Session #2

Warm up	8:30 am
Start	10:00 am
Scratches	No later than 6:00 pm (Friday)
<u>Event #</u>	<u>Event</u>
*9-10	500 Freestyle
<i>5 minute break</i>	
11-12	200 IM
13-14	50 Freestyle
15-16	200 Freestyle Relay

Saturday, Dec. 2-Session #3

Warm up	4:30 pm
Start	6:00 pm
Scratches	No later than 10:00 am on Saturday
<u>Event #</u>	<u>Event</u>
*17-18	400 IM (Fastest to Slowest)
<i>5 minute break</i>	
19-20	100 Butterfly
21-22	200 Freestyle

23-24	100 Breaststroke
25-26	100 Backstroke
<i>10 minute break</i>	
27-28	400 Medley Relay

Sunday, Dec. 3-Session #4

Warm up	8:30 am
Start	10:00 am
Scratches	No later than 6:00 pm (Saturday)
<u>Event #</u>	<u>Event</u>
31-32	200 Backstroke
33-34	100 Freestyle
35-36	200 Breaststroke Free
37-38	200 Butterfly IM
<i>10 minute break</i>	
39-40	400 Free Relay

Note: Odd numbers represent women's events and even numbers represent men's events.

**Using both pools at the same time. Even years women will swim all split pool events in the main pool. Odd years men will swim all split pool events in main pool.*

2017 DIVING FORMAT

Note: The following is a proposed schedule subject to change. Once all student-athletes have been entered, there will be a better understanding as to the exact dive schedule. Diving will be a 6-dive contest. Should an athlete wish or need to do 11 dives they will be permitted to do so.

Friday, Dec. 2

Time Table:

Start	4:00 pm (<i>pool available at 12:00pm</i>)
<u>Event #</u>	<u>Event</u>
1	Women's 1 meter
2	Men's 3 meter

Saturday, Dec. 3

Time Table:

Start	2:00 pm
<u>Event #</u>	<u>Event</u>
29	Women's 3 meter
30	Men's 1 meter

Diving Notes:

1. Final places will be determined after the completion of the first 6 dives of competition. This more closely follows the swimming format of *timed finals*. Dives are option after the sixth dive.
2. Diving Boards will be open for practice, starting Friday at 12:30 pm and facility permitting, during all swimming warm-ups. **No boards will be available during competition.** Should the number of pre-registered divers indicate a need for warm-up flights; these will be emailed to coaches the Thursday before the championship.

FOR SATURDAY'S SESSION #3

10:00 AM ON SATURDAY

FOR SUNDAY SESSION #4

6:00 PM ON SATURDAY

SCRATCH POLICY

If a swimmer or diver fails to scratch from an event, the student-athlete will be unable to swim/dive in the rest of the championship competition, unless under extenuating circumstances determined by the ECAC meet committee.

POLICIES & PROCEDURES

The ECAC will follow all guidelines and rules set forth by the NCAA in regard to the Swimming and Diving championship, unless otherwise noted. Under the ECAC bylaws, the information in this manual cannot be changed by anyone EXCEPT the ECAC administration or the championship committee.

CHAMPIONSHIP GUIDELINES FOR COMPETING TEAMS

* Only those teams that are classified as Varsity are eligible to compete in the ECAC Swimming and Diving Championship.

The ECAC Swimming and Diving Championship shall be run in accordance with the NCAA Men's and Women's Swimming and Diving Rules.

- A. Swimmers are to be assigned to lanes by the process of seeding. Seeded positions shall be based upon the entry times submitted on the official meet entry form.
- B. Swimmers and relay teams shall be assigned to lanes from fastest to slowest in order of their submitted times. The lanes shall be filled in the following order 4,5,3,6,2,7,1,8. Swimmers or relay times with identical times shall be assigned to lanes by lot. There shall be no trading of times.
- C. Swimmers and relay teams shall be placed in heats according to the following fashion: **Time Final Events**
 - a) A time final event is one in which only heats are contested and final places are determined by the times achieved in those heats. All competitors in all heats are eligible for all places.
 - b) In all time final events the final heat will be composed of the entries with the fastest seeded times. Entries with the next fastest group of times compose the next to the last heat, etc. Lane assignments shall be made as in all other final events. A full complement of entries shall be placed in all heats starting with the fastest heat. Whenever this results in fewer than three entries in the slowest heat, the slowest seeded entries in the second heat shall be moved into the slowest heat so no heat has fewer than three entries.
 - c) If a swimmer who is entered in a time final event is certified at any time before the start of the first heat of that event as being ill or injured, the event shall be reseeded. If a swimmer who is entered in a time final event is certified at any

time after the start of the first heat of that event as being ill or injured, the event shall proceed with an empty lane and without reseeding.

PENALTY FOR VIOLATION OF CHAMPIONSHIP RULES

A competitor shall be required to participate in all individual events in which he/she has been entered but not scratched, until the allowable limit for individual events has been reached. A competitor who participates in more than the allowable number of events in the championship will be disqualified from any excess events and shall be prohibited from participating in the remainder of the meet.

MEET INFORMATION

PSYCH SHEETS:

Preliminary psych sheets will be posted on ecacsports.com and www.besmarttinc.com websites the Monday prior to the championship and will be available in hard copy at the start of the championship.

LAP COUNTERS:

If a team is to have an athlete or relay team swimming in any of the distance events, please remember to bring lap counters. If a team forgets to bring a lap counter a team will provide the ECAC with additional counters. A team that borrows a lap counter must return that lap counter immediately following the conclusion of the race.

COACHES MEETING:

A coaches meeting will be held on site Friday, December 1 at 4:15 pm prior to the beginning of the first session of the championship. The location of the meeting will be at the Aquatics Facility in the Coaches Hospitality Area. Coaches not able to attend must notify the ECAC.

LOCKER ROOM FACILITIES:

Locker rooms are available, however there will be NO locks or towels provided for the competitors. Additionally, there are no overnight lockers available at the event site.

AWARDS:

Team awards will be presented to the top three men's and women's teams. Individual medals will be given to the top three swimmers and divers in each event. Additionally, trophies will be awarded to the Men's/Women's Swimmer of the Meet and Men's/Women's Diver of the Meet and Men's/Women's Coach of the Meet. Awards will be determined by the coaches in attendance at the meet. A ballot will be given to the coaches at the coaches meeting. If a coach is to misplace the ballot they are to notify an ECAC staff representative to receive a new one. Ballots will be due by the end of the final break on Sunday.

SCORING:

Scoring for the championship will be the top 24 places. The following score system shall be used for individual events. Relays are doubled.

32-28-27-26-25-24-23-22-20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1

PARTICIPATING COACHES HEAT SHEETS:

At least two copies of heat sheets will be provided to each team per session. These will be available for pick up prior to each session at the timing table.

RESULTS:

Each team will receive results following each session. Results will also be posted in the pool area closest to the entrance for spectators, and in the pool deck area for coaches and student-athletes following official results from each event.

TICKET INFORMATION:

The ticket office will open at least one hour prior to the preliminaries and the finals of each session.

Adults Tickets (per session) \$20.00
Students/Children (7-12) \$10.00

Adult All Session Pass \$55.00
Children/Students/Seniors \$25.00

PARKING:

Free.

DIRECTIONS TO NASSAU COUNTY AQUATICS CENTER

From Verrazano Narrows Bridge and Kennedy Airport—Follow Signs to Belt Parkway/Long Island East. Take Belt Parkway Eastbound past Kennedy Airport, after Kennedy Airport stay in the left lane and look for signs to Southern State Parkway East. Take Southern State Parkway East to Meadowbrook Parkway North (exit 22N). Please follow directions below for your destination, once on Meadowbrook Parkway.

From Whitestone Bridge and Throgs Neck Bridge—Take Cross Island Parkway South to exit 29, Grand Central Parkway eastbound. Follow Grand Central Parkway to Meadowbrook Parkway Southbound (Jones Beach). Get off Meadowbrook Parkway at NY-24 Hempstead Turnpike (exit M5). Turn left onto Merrick Ave.

From LaGuardia Airport—Take Grand Central Parkway (to Eastern Long Island) to Meadowbrook Parkway and follow directions to Aquatic Center.

Directions to the Aquatic Center—Take Meadowbrook Parkway (northbound) to NY-24 Hempstead Turnpike (Exit M5) East. On Hempstead Turnpike, go to the left and make a left at the first light (Merrick Ave.) Follow Merrick Avenue and signs to pool entrance on your right.

RESULTS:

Results of each session will be posted on both the ECAC website (www.ecacsports.com) and www.besmartinc.com at the conclusion of each session. All results will be entered into the system immediately after each session. Each sports information director of the competing teams may contact the ECAC regarding media information and results for the meet one week prior to the meet.

For more information regarding media information, please contact Ben Horner at bhorner@ecac.org.

ETHICAL BEHAVIOR BY COACHES

The ECAC encourages and promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or ethnic comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition.

As a member of the coaching profession, coaches have an obligation and a responsibility to the sport, to the student-athletes, and to all those with whom they come into contact. The ECAC expects coaches to be role models and to conduct themselves with integrity and high ethical standards at all ECAC events. In order to fulfill these responsibilities, a coach should follow the guidelines listed below.

- 1) Swimming and diving competition will be conducted according to the rules and procedures of both the NCAA and ECAC. Violations of ethical conduct are subject to immediate action, including NCAA Bylaws 11.1.1 and 11.1.2 for coaches; Bylaw 14.01.3.3 for student athletes; and Bylaw 10.1 for institutions.
- 2) Place the safety and welfare of others ahead of winning and prestige.
- 3) Treat all coaches, student athletes, and meet personnel, with honesty, fairness, and respect.