



2019 NEISDA CHAMPIONSHIPS HANDBOOK

**Held at MIT Zesiger Sports & Fitness Center
Cambridge, MA
February 21-24, 2019**

www.NEISDA.com

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Member Institutions

Brandeis University (M & W)
Bridgewater State University (M & W)
Colby-Sawyer College (M & W)
Eastern Connecticut State University (W)
Elms College (M & W)
Gordon College (M & W)
Husson University (M & W)
Keene State College (M & W)
Maine Maritime Academy (M & W)
Norwich University (M & W)
Plymouth State University (W)
Regis College (M & W)
Rhode Island College (W)
Roger Williams University (M & W)
Saint Joseph's College – ME (M & W)
Simmons University (W)
University of Massachusetts – Dartmouth (M & W)
University of New England (M & W)
University of St. Joseph – CT (M & W)
Western Connecticut State University (M & W)
Western New England University (W)
Westfield State University (W)

Statement on Sportsmanship

Each NEISDA member institution shall ensure that:

The conduct before, during, and after competition of all those representing participating institutions exemplifies the highest traditions of intercollegiate athletics.

Competition is conducted in a non-discriminatory manner that encourages enthusiastic support within the confines of good sportsmanship and fosters a positive attitude among spectators and participants in support of their teams.

Coaches and student-athletes are encouraged to abide by the letter and spirit of the playing rules and to be gracious in both victory and defeat.

ORDER OF EVENTS

The women's events will precede the men's events.

THURSDAY	FRIDAY	SATURDAY	SUNDAY
PRELIMS			
	General Warm-up 8:00-9:50am Sprint & Pace Lanes 9:30-9:50am	General Warm-up 8:00-9:50am Sprint & Pace Lanes 9:30-9:50am	General Warm-up 8:00-9:50am Sprint & Pace Lanes 9:30-9:50am
	10:00am – PRELIMS	10:00am – PRELIMS	10:00am - PRELIMS
	200 Freestyle Relay	200 Medley Relay	100 Freestyle
	<i>5-minute break</i>	<i>5-minute break</i>	50 Backstroke
	500 Freestyle	400 IM	200 Breaststroke
	100 Butterfly	50 Butterfly	200 Butterfly
	50 Breaststroke	200 Freestyle	100 IM
	200 Backstroke	100 Backstroke	<i>15-minute break</i>
	50 Freestyle	100 Breaststroke	400 Freestyle Relay
	200 IM	<i>15-minute break</i>	<i>10-minute break</i>
	<i>15-minute break</i>	1000 Freestyle (Timed Final)	1650 Freestyle (Timed Final)
	400 Medley Relay		
DIVING			
	Diving Warm-up 1:00-2:25pm	Diving Warm-up 1:45-3:25pm	Diving Warm-up 1:30-2:25pm
	2:30pm – 1M DIVING	3:30pm – 1M DIVING	2:30pm – 3M DIVING
	PRELIMS	FINALS	PRELIMS & FINALS
FINALS			
General Warm-up 7:00-7:50pm Sprint & Pace Lanes 7:30-7:50pm	General Warm-up 5:00-5:50pm Sprint & Pace Lanes 5:30-5:50pm	General Warm-up 5:00-5:45pm Sprint & Pace Lanes 5:25-5:45pm	General Warm-up 4:30-5:20pm Sprint & Pace Lanes 5:00-5:20pm
8:00pm – FINALS	6:00pm – FINALS	6:00pm – FINALS	5:30pm – FINALS
800 Freestyle Relay	200 Free Relay	Senior Recognition (5:45pm)	100 Freestyle
	<i>10-minute break</i>	200 Medley Relay	1650 Freestyle (Top Heat)
	500 Freestyle	<i>10-minute break</i>	50 Backstroke
	100 Butterfly	400 IM	200 Breaststroke
	50 Breaststroke	50 Butterfly	200 Butterfly
	200 Backstroke	200 Freestyle	100 IM
	50 Freestyle	100 Backstroke	<i>20-minute break</i>
	200 IM	100 Breaststroke	400 Freestyle Relay
	<i>20-minute break</i>		
	400 Medley Relay		

ENTRIES

- The Hy-tek meet file will be available on the website (www.NEISDA.com) for you to download, and will be emailed.
- Submit entries electronically as a Hy-tek meet entry file by email to: neisdateamentries@gmail.com by **Friday, February 15th by 12:00 pm**. Entries should be sent as the subject line NEISDA: ENTRIES
- You will receive a verification of your entries by 10:00pm on the 15th. Entries are to be reviewed and any corrections must be made via email by Noon on Saturday, February 16th. Official Psych Sheets will be emailed by Sunday afternoon. Relay names will not be posted on the psych sheet or on the heat sheets.

- Late Entries or Qualifiers after the entry deadline will be accepted. An updated entry file should be sent to Linda Peters by Noon on Monday, February 18. An updated psych sheet will also be sent out.
- Only the best times achieved during the 2018-2019 school year may be submitted.
- The 800 Free Relay may be submitted as an aggregate time.
- Schools may enter exhibition B relays in the 200 Medley and 200 Free Relays only. **All B-Relays must be marked as exhibition in the TM Entry file.**
- Relay only swimmers are allowed and their names must be entered in the Hy-tek meet entry file.
- The 1650 shall be entered with 1650 Freestyle time.
- Failure to enter an event properly will be reviewed by the Meet Committee.
- "No-time" entries may not be submitted.
- Each athlete may enter up to five individual events, but may only actually compete in three individual events.
- A student-athlete may be *entered* in a maximum of 10 events; 5 relays and 5 individual events. A student-athlete may only *compete* in a **maximum of 7 events, of which no more than 3 may be individual events.**
- *A student-athlete who swims more than the allowable number of individual or total events will be disqualified from any excess events and shall be prohibited from participating in the remainder of the meet.*
- When submitting entries, please ensure that each athlete is listed with the CORRECT eligibility year in your TM File.

ENTRY FEES

There will be a \$25.00 entry fee for each athlete, swimmer and diver, entered into the championship meet. Entry fees are payable to "NEISDA". Relay Only swimmers must be entered into the meet. Please see the end of the document for more information.

SCRATCH DEADLINES

- **Thursday scratches are due by 4:00pm on Wednesday (via email)**
- **Friday scratches are due by 4:00pm on Thursday (via email)**
- **Saturday scratches are due by 4:00pm on Friday (via email)**
- **Sunday scratches are due by 4:00pm on Saturday (via email)**

Scratches for **ALL** preliminary events should be emailed directly to neisdateamentries@gmail.com. The scratches should be sent with the subject line NEISDA: SCRATCHES

Please e-mail your scratches each day and you will receive a confirmation e-mail when the meet director receives your scratches. A limited number of scratch sheets will be available at the administrative table.

QUALIFICATION STANDARDS

- Swimmers must achieve at least one "A" cut in order to be an official entrant for an institution. If only one "A" cut is achieved, that event must be competed. An entrant can compete thereafter in any individual event in which a "B" cut is achieved.
- Relay splits are not allowed to be used as entry times unless it is a lead off split. All entry times used must be from the current season.
- Each swimmer is permitted entry in up to five individual events, but can actually compete in only three individual races.
- An entry time/score may be challenged up until the conclusion of the organizational coaches meeting that precedes the championship meet. Coaches may be asked to provide proof of qualifying time. If no proof can be shown, the swimmer/diver will be disqualified from that event.
- If a swimmer/diver does not meet the qualifying standard/score at the meet, that time can be challenged as well.

COACHES MEETING

There will be a mandatory meeting for all head coaches at 7:15pm on Thursday, February 21, 2019 at the MIT Pool (Coaches' Room next to the Scoring Table).

SQUAD SIZE

- Competitive squad sizes for all men's and women's teams shall be limited to a maximum of 18 entrants.
- In determining the total number of entrants, a competitor who swims and dives shall be counted as one entrant, and a competitor who only dives shall be counted as 1/3 of an entrant.
- The size and composition of each member institution's squad shall be determined by each institution.
- Each team is allowed one manager.

WARM-UP

- Please note that the doors will open around 7:45am for the 8am prelim warm ups. Do not plan to arrive at the natatorium prior to that time.
- No resistance bands or any equipment will be allowed in the competition pool at any time.
- During general warm-ups, 14 lanes will be available for swimmers to warm-up and cool down. During competition, 4 lanes will be available for warm-up/cool down.

CONDUCT OF MEET

Determination of the NEISDA Champion: The NEISDA champion shall be determined using the championship meet point system as follows:

Women: Top 24 preliminary round qualifiers will score per NCAA rulebook Section 7, Article 6. Only two heats of eight (8) will be conducted in the finals session. Places 17-24 will score points based on the preliminary round order of finish. A consolation (B) final of qualifiers in places nine through sixteen will compete in finals for places 9-16, and a championship (A) final consisting of the top eight qualifiers will compete for places 1-8.

- Relays 64-56-54-52-50-48-46-44-40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2
- Individual Events 32-28-27-26-25-24-23-22-20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1

Men: Top 16 preliminary round qualifiers will score per NCAA rulebook Section 7, Article 4. A consolation (B) final of qualifiers in places nine through sixteen will compete in finals for places 9-16, and a championship (A) final consisting of the top eight qualifiers will compete for places 1-8.

- Relays 40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2
- Individual Events 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1

The highest point total men's team and the highest point total women's team shall determine the respective NEISDA champion and be recognized.

SEEDING

- Seeding will follow the NCAA rulebook.
- Non Scoring exhibition 200 Medley and 200 Free B relays will be seeded and competed in heats separate to and prior to the A relays.
- All relays will be seeded based on actual or verifiable timed relay performances or aggregate times which may not include relay splits.
- During all **Prelims/Finals** events, 8 lanes will be used (lanes 2-9)
- During **Timed Finals** events (800 F.R., 1000 Free & 1650 Free), 10 lanes will be used (lanes 1-10). This includes the top heat of the 1650 swum during Sunday Finals.

RELAYS

- Relays will be contested in the preliminary and final sessions, except the 800 Free Relay will be swum as a timed final on Thursday night.

- Schools may enter exhibition B relays in the 200 Medley and 200 Free Relays only; all B relay teams will only be contested in the prelim session.
- Relay Only swimmers are allowed but must compete in at least one A relay.
- Relay declaration cards will be found in your coaches' packets and will also be available at the administrative table. Declaration cards are due 10 minutes before the start of each relay.
- Top 16 A-Relays for both Men & Women will compete in Finals.

DISTANCE EVENTS

- The 1000 and 1650 Freestyle events will be swum as timed finals and will alternate between women and men, fast to slow.
- The 1000 Freestyle will be conducted as a timed final event with all heats competing at the conclusion of the preliminary heats on Saturday.
- The 1650 Freestyle event will be conducted at the conclusion of the Sunday preliminary heats with the fastest heat (top 10 seeds) of each gender being contested during the Sunday Finals.
- All 1000 and 1650 Freestyle swimmers must provide two timers and a lap counter.

READY ROOM

All finalists for all swimming individual and relay events are asked to report to the "ready area" located behind the pipe & drape alongside the instructional pool. Athletes should be in the "ready area" at the conclusion of the prior finals event or 5 minutes prior to the start of the finals heat.

TIME TRIALS

Time trials will take place at the conclusion of each morning session for a fee of \$5.00 per swim. *Time trials are only available for swimmers attempting to make a qualifying time for a faster meet.* Entry cards will be available at the administrative table. These forms are due to the Meet Director 10 minutes before the start of the last event (relay or distance event) of the session.

EQUIPMENT

- The use of a computerized seeding and scoring system is required.
- During both preliminary and final heats, two watches are required to be assigned to each lane for back-up timing purposes. There should also be a head timer who can provide an additional back-up watch to a lane in the event of a watch malfunction at the start of each race.
- Each member institution will be expected to provide timers throughout the meet. These assignments will be established by the Executive Board and communicated to each member institution as part of the meet information. The exception to this expectation is that 800 Free Relay, the 1000 Freestyle and the 1650 Freestyle swimmers must provide two timers.
- Backstroke wedges will be available during warm-up and competition.

OFFICIALS

- Six certified officials shall be used for swimming. These officials shall be certified by the College Swimming Coaches Association of America. The officials shall be designated as a referee, starter, and four stroke/turn judges.
- The meet officials will act as the relay take off judges.

MEET COMMITTEE

- The Meet Committee will consist of the current NEISDA officers: James Sweeney, Mindy Williams, Jared Felker, Todd Watkins and the appointed Secretary.
- If an issue arises with a meet committee's team or athlete, that meet committee member will recuse him/herself from the decision making process and in which case, if needed, an alternate chosen by the President shall replace the member involved in the appeal.

APPEALS

Appeals will be considered in accordance with NCAA rules. Appeals may be lodged only for errors in entries, scratches, recording of data, scoring and non-judgment errors in the application of rules. Films or videotape will not be used in the appeals process. A formal protest must be submitted in writing to the Meet Committee no later than 15 minutes after the finish of the final heat/round of that event in which the appeal is applicable. The Meet Committee will act upon all appeals. The decision of the Meet Committee is final.

ATHLETIC TRAINING

An athletic trainer will be available at the meet at MIT for all athletes. Please bring ice bags and specific supplies your team requires. For specific treatments, participants must provide a written script from their home Athletic Trainer prior to arriving for the Championships.

BANNERS

Participating teams are permitted to hang one team banner at the MIT pool for the duration of the meet. Banners cannot be hung where they might obstruct spectator viewing.

AWARDS

Individual and Relay Awards

- The top three individuals and the top three relays will receive medals. Swimming awards will take place immediately following each event. Diving awards will take place after the first event of each finals session on Saturday and Sunday. It's preferred that Swimmers & Divers are in team apparel during the award presentation.
- All awards will be presented by the coaches of the association. Award designation will be established by a sign-up sheet. Any missing event award presenters will be decided upon by the Executive Board and communicated to each member institution prior to the start of the meet.

Conclusion of the Meet Awards

- Senior High Point Award
This award is given to the male and female senior who has accumulated the most points through competing in individual events over the course of their career at the championship meet.
- Swimmer and Diver of the Meet
The male and female swimmer and diver of the meet award are voted upon by the head coaches of each institution. Selection for this award is done through nomination and voting of the head coaches: women head swim coaches vote for female swimmers, women head diving coaches vote for female divers, men head swim coaches vote for male swimmers, and men head diving coaches vote for male divers. All swimming nominations must be sent to Cameron Fadley via email, cfadley27@gmail.com by 3:00pm on Sunday, or via paper by the end of the prelims 400 Free Relay. All diving nominations must be handed to Todd Watkins immediately upon the conclusion of the 3-meter diving final. Prior to the start of swimming finals, all head coaches will receive a voting form via email. All coaches need to vote prior to the start of the Women's 400 Free Relay final.
- Team trophies or plaques will be awarded to the top three point scoring teams for the men and for the women.
- These awards will be presented by the President of the association.

Post Meet Awards

- All-NEISDA Team
The top 8 individual finishers and the top 4 relay teams in each event will be recognized as All-NEISDA. The members of the All-NEISDA Team will be recognized via press release that is put forth by the designated member of the Executive Board.
- NEISDA All Sportsmanship Team
Every team will submit one student-athlete nominee from their respective men's and or women's team to be recognized on the NEISDA All Sportsmanship Team.

- Other Awards

The Sportsmanship Award, Swimming Coach of the Year, and Diving Coach of the Year are voted upon by head coaches post meet and recognized via press release that is put forth by the designated member of the Executive Board. One award is recognized to the institution and coach for both men's and women's teams.

DIVING

ENTRIES

- Entries must be a part of the Team Manager meet file sent in on February 15th.
- Qualifying for and competing on the 1-meter and 3-meter boards is based upon a qualification score and associated minimum degree of difficulty published by the NEISDA.
- The DD competed at the meet in each event must be equal to, or greater than, the associated minimum DD that is used for qualifying for the championship.
- The diving sheets or lists must be sent to Todd Watkins by **2:00pm on Monday, February 18** to **cwatkins@usj.edu**. Dives may be changed prior to the competition during warmup.

WARM UP

The MIT diving boards are NOT available for diving warm-up on Thursday.
The diving boards will be available for warm-up during the following times:
Friday: 1:00-2:25pm
Saturday: 1:45-3:25pm
Sunday: 1:30-2:25pm

PRELIMINARIES

Divers will perform eleven (11) dives, consisting of five (5) voluntary dives followed by six (6) optional dives on 1-meter. This will complete the preliminary round of competition. At the completion of the preliminary round the field will be cut to the top eight (8) divers.

FINALS

The scores from the six (6) optional dives of the preliminaries shall be dropped. The scores from the five (5) voluntaries are carried over to become the beginning score for each diver in the final competition. The top eight divers will perform six (6) optional dives on their respective board. The total of these optional dives will be added to the score of the 5 voluntary dives from the preliminary round. This will be the final score for the competition.

JUDGING PANEL

The diving judging panel shall consist of the Diving Executive who is on the Executive Board, along with three diving coaches and a meet official. Prior to the start of the competition, the Diving Executive will draw names to fill in the three judging spots and also an alternate judge for each diving event. The same judges will be used for prelims and finals of each event. The lowest and highest score will be dropped from the overall scores.

OFFICIAL

A certified official shall be assigned to oversee the diving competition in its entirety.

FACILITY

DIRECTIONS

The MIT Zesiger Sports & Fitness Center is located at 120 Vassar St, Cambridge, MA
<http://www.mitrecsports.com/visit/facilities-and-tours/>

INSURANCE

All teams must provide a copy of their own insurance policy. Specific insurance qualifications have been emailed to all coaches, and is listed below. Policies need to be received by **Tuesday, February 12, 2019** to Mindy Williams (mindy.williams@simmons.edu).

MIT Insurance Requirements:

Licensee shall obtain and maintain: (a) commercial general liability insurance, including liquor liability (if applicable), {sexual molestation coverage-Required for any activities involving minors} for coverage for bodily injury, death, and property damage, with minimum limits of liability of \$1,000,000 per occurrence; (b) workers' compensation insurance, in statutory amounts, and; (c) for the use of Licensor's boat facilities only: marine hull, protection and indemnity (P&I) insurance (if applicable), in the following amounts and limits: hull, scheduled replacement value of hull; P&I, minimum limit of \$1,000,000 per occurrence. With the exception of hull coverage, all required coverage shall name MIT, Health Fitness Corporation (MIT's athletics facilities manager), their respective governing board, officers, volunteers and employees as additional insureds therein. All insurance is to be in full legal name of Licensee. Licensee agrees to furnish the Manager with certificate(s) of insurance upon execution of this Agreement.

Failure to provide the insurance COI will disqualify your team from participating in the NEISDA Championship.

INCLEMENT WEATHER

- Per the meet contract, if MIT is closed due to inclement weather or another major emergency, the meet committee, head referee and MIT operations team will conduct a meeting to discuss options.
- In the event that one or more teams do not arrive at the meet site prior to the designated start time of the competition due to travel delays, or if the meet is delayed due to unforeseen circumstances, the Executive Board is allowed to adjust the meet schedule to provide all student-athletes a reasonable opportunity to compete in any affected events.

HOSPITALITY

There will be no hospitality at this championship.

TEAM SEATING / LOCKERS

Seating will be limited and assigned. The team seating assignments will be emailed to coaches prior to the start of the meet. There will be lockers available for the athletes to use if they bring their own locks, but availability is not guaranteed.

SHAVING

No shaving is allowed in the locker rooms or in the facility.

NATIONAL ANTHEM

The National Anthem will be played just prior to the start of each FINALS session, but will not be played during prelims.

TICKETS

Spectator seating will be on a first come, first serve basis for each session. Admission tickets will be available for:

- \$10/person/session
- \$50/person/full-meet pass (all 7 sessions)
- \$5/session for seniors
- Admission for children under the age of 2, and current college students (with valid ID) is free.

DECK CHANGING

Changing into or out of swimsuits outside of the designated locker room area is prohibited.

HEAT SHEETS

Heat sheets will be available for spectators, and are included in the \$10/session admission fee. Results will be accessible through the Meet Mobile app. There is a cost associated with subscribing to Meet Mobile.

RESULTS

Results of each session's competition will be posted in the hallway behind the spectator seating area and outside of the coaches' room on the MIT pool deck.

VALUABLES

MIT and NEISDA assume no responsibility for loss of person articles. Each competitor and coach will be responsible for his or her own property.

VIDEOTAPING

Institutions are permitted to videotape championships competition by their teams or individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. Coaches wishing to videotape performances should plan on doing so on battery power only.

FOOD VENDOR

There will be no food vendor at this championship, but adjacent to the natatorium is a food court.

CHAMPIONSHIP APPAREL

Various NEISDA Championship apparel will be available to purchase at the meet on limited days.

PARKING

Please reference the MIT Parking & Directions site for spectator options:

<http://www.mitrecsports.com/visit/parking-and-directions/>

Parking instructions for team vans and buses will be emailed to NEISDA coaches prior to the championship.

SENIOR RECOGNITION

15 minutes prior to the start of Saturday's Final Session (5:45pm), there will be a Senior Recognition. Only Senior student-athletes participating in the meet, or in attendance as the designated team manager will be recognized.

ALL CHAMPIONSHIP INFORMATION AND RESULTS WILL BE POSTED ON:

www.NEISDA.com

2019 NEISDA SWIMMING & DIVING CHAMPIONSHIP

ENTRY FEES

Number of Athletes: _____ x \$25.00 = Total Due \$ _____

Athletes: Swimmers and Divers

Please make checks payable to "NEISDA"

(Employee ID# 22-2521755)

Bring payment to the meet or Mail to:

James Sweeney
Regis College
Head Swimming & Diving Coach
235 Wellesley Street
Weston, MA 02493

Any questions, please contact James Sweeney at james.sweeney@regiscollege.edu