

SWIMMING OPERATING CODE

I. STRUCTURE

A. Conference Competition – OPEN

B. Conference Championship determined at annual championship meet.

The meet is open to those schools that have a bonafide swimming program as set forth in the NCAA regulations.

II. GAMES COMMITTEE

A. Committee Selection

1. The Swimming Chairperson will be selected by the Chairperson of the Athletics Administrators.
2. The Swimming Games Committee shall be composed of the following five:
 - a. Present PSAC meet director
 - b. Past PSAC meet director
 - c. Two (2) other coaches elected at large rotated alphabetically by institution.
 - d. One Athletics Administrator appointed by Conference Athletics Administrators.

B. Committee Appointment

1. Terms of office shall begin at the conclusion of the fall coaches meeting.
2. Terms of office shall be two years for all at-large members.

C. Responsibilities

1. The chairperson shall appoint replacements to the committee to fill vacancies for unexpired terms.
2. The Swimming Games Committee shall act for the coaches and make all decisions for the Conference except those made by the coaches at meetings.

D. 2009-2010 Games Committee

1. Present Sport PSAC Liaison chair
2. Present 2010 co-host PSAC school (ESU)
3. Past 2009 Championship Meet Director (Cal)
4. Head Coach from Lock Haven (W)
5. Head Coach from Mansfield (W)

E. 2010-2011 Games Committee

1. Present Sport PSAC Liaison chair
2. Present 2011 co-host PSAC school (Edin)
3. Past 2010 Championship Meet Director (ESU)
4. Head Coach from Mansfield (W)
5. Head Coach from Millersville (W)

III. MEET AND PROTEST COMMITTEE

A. Meet Committee

The meet committee shall be composed of the Swimming and Games Committee.

B. Protest Committee

The protest committee at the championships shall be composed of the Swimming Games Committee plus the head referee.

IV. MEETINGS

A. Games Committee

1. The Games Committee will hold an annual meeting for all coaches in the spring.
2. Additional meetings of the Games Committee and/or coaches may be called as needed.
3. Qualifying times will be established at the coaches meeting.

V. CHAMPIONSHIP PROCEDURES

A. Championship

1. The PSAC Common Site Championship Three Day Format will be followed:

Prelims: Day 1 (10 am)

200 Free Relay
500 Free
200 Individual Medley
50 Free
(Break)
400 Medley Relay

Prelims: Day 2 (10 am)

200 Medley Relay
400 Individual Medley
100 Butterfly
200 Free
100 Breast
100 Back

Prelims: Day 3 (10 am)

200 Back
100 Free
200 Breast
200 Fly
(Break)
400 Free Relay
1650 – all but last seeded heat

Finals: Day 1 (6 pm)

200 Free Relay
500 Free
200 Individual Medley
50 Free
(Break)
400 Medley Relay

Finals: Day 2 (6 pm)

200 Medley Relay
400 Individual Medley
100 Fly
200 Free
100 Breast
100 Back
(Break)
800 Free Relay timed final

Finals: Day 3 (5 pm)

1650 – Last heat of time final
200 Back
100 Free
200 Breast
200 Fly
(Break)
400 Free Relay

****The 1000-yard Free will be swum the evening prior to Day 1 Competition, starting at 6:30pm, timed final event swum women's heats first slowest to fastest, then all men's heats swum slowest to fastest.**

2. Swimming preliminaries on Day 1 shall start at 10 a.m. and finals shall start at 6:00 p.m.
3. Scratch deadline for all Day 1 events, the evening prior to Day 1.
4. Scratch deadline for 1000 Free is at 5 p.m., prior to Day 1 events.
5. The 5 p.m. mandatory coaches meeting is the evening prior to Day 1 events.
6. New or updates of times achieved after entry deadlines are to be called into the meet director on Sunday evening before PSAC's.
7. Meet entry form must be sent by c-file/e-mail. (Use Hytech meet manager)
8. The Games Committee will handle any emergency situation regarding entry declaration.
9. TOP TIMES LIST – No championship entry will be accepted unless it has appeared on the top times list. Submitted weekly to PSAC after your 1st meet. The PSAC will post the top 10 times list on the website by mid-November. Results of all meets are also to be shared among all PSAC coaches. All entries must be listed with a time.
10. Championship Admission Fee Structure:
Adult AM Session: \$5 Adult PM Session: \$7 Adult All Session: \$35
Student Session: \$2 Student All-Session: \$10
Free admission for students from member institutions with valid I.D.
11. Women's and Men's Championship final will consist of Pre-Consolation Final (placing) 9th-16th) and a championship final (placing 1st-8th): Scoring to follow NCAA Rule Book.
12. 1650 Trail Heats swum fastest to slowest times (women first/men second)
13. Presentation of awards will closely follow NCAA protocol. The 400 Medley Relay and 800 Freestyle Relay awards will be the first award presented the following evening. Athletes should be dressed in institutional attire.
14. Championship Relays
 1. 800 Free Relay is a timed final event (men & women)
 2. All other relays have optional prelims. If you swim in prelims, the time swum will seed you for finals.
 3. Entries for relays follows NCAA rules – using your fastest time (aggregate can be used – see NCAA rulebook).

B. Championship Rules and Officials

1. Current NCAA Rules will be followed except where specified in operating code.
2. The Games Committee shall determine qualifying times using results from previous year's championship, voted on at Coaches meeting. The qualifying standards shall be based upon a 3-year average of the 12th place finisher after preliminary racing plus 2.5%.
3. If a swimmer qualifies for one individual event, they may enter any other event. They must, however, compete in the qualified event. All entries must be listed with a time.
4. All relays will be OPEN events with only one (1) relay per school.
5. Each year the host institution will be required to provide one (1) certified athletic trainer to cover the entire meet and all institutions' participants.
6. The officials shall be selected and assigned by the current PSAC liaison and conference office. Four meet officials will be hired.
 - a. Each team will bring with them one person who will assist with the management of the meet or pay a meet management fee of \$250.00 per team to the host institution
7. Entry form for the PSAC Championships must be sent by "C-file" sent by e-mail. Entries are due one full week prior to the start of the meet.
8. The meet director for the championships will acknowledge receipt of championship entries as received. Any errors or problems need to be reported to the PSAC sport chairperson.
9. Championship entries NOT entered properly subject to \$100-\$300 fine. Appeal cases about illegal entries or missed entries will be referred to the meet committee and subject to fine.
10. Top Times list to be updated and supervised by the PSAC office in conjunction with the sport liaison. Weekly updates must be made 48 hours after weekend meets.

C. Awards

1. If using a SIX lane pool: Points for men will be awarded to twelve (12) places, scoring to follow NCAA Rule Book. The team scoring the greatest point total shall be declared the PSAC Men's Swimming Champions. Points for women will be awarded to Eighteen (18) places, scoring to follow NCAA Rule Book. The team scoring the highest point total will be declared PSAC Women's Swimming Champions.
2. If using an EIGHT lane pool: Points for men and women will be awarded to sixteen (16) places, scoring to follow NCAA Rule Book. Only a final and consolation heat will be swum. The men's and women's teams with the highest point total will be declared PSAC Men's Swimming Champions and PSAC Women's Swimming Champions.
3. Team Awards
Trophies shall be awarded to the first and second place teams.
3. Individual Awards shall be awarded to 25 first place team and 33 first places for 14 individual events and 5 relay events.
4. **All Conference Award**
 - a. Team Composition
 1. All-Conference certificates shall be awarded to the first place, second place and third place winners in all events at the Conference Championship. No more than one certificate shall be awarded per individual.
 2. An Athlete, Coach and Freshman of the Year shall be selected for both men and women will receive plaques. A Freshman shall be defined as one who is participating in his/her first year of intercollegiate competition.
 - b. Voting Procedure (Athlete, Coach and Freshman of the Year)
 1. Head coaches shall submit to the PSAC the Tuesday following the NCAA championships nominations for voting with a brief highlight of accomplishments with VOTING to take place soon thereafter.
 2. Recipients shall be selected via votes for a first and second choice for each award.
 3. A coach shall not vote for his/her own players or himself/herself.
 4. Ties shall be broken by a re-vote of uninvolved coaches.

c. Championship Most Valuable Athlete

1. A MVP for men and women of the Conference Championship shall be selected by a vote of the coaches.

D. Date and Site

1. The meet will be held annually with two weekends between the PSAC and the NCAA Division II Championship.
 2. a. Swimming Pool Facility Requirements: Minimally they should meet the NCAA guidelines as listed in the NCAA swimming & diving rulebook under Rule 1. Pool Dimensions and Equipment. For existing facilities the racing course should be 75 feet, 1 inch in length by 30 feet in width and NOT less than four feet deep at start end of pool. It is also recommended that the entire pool depth be no less than four feet.
ARTICLE 2. Number of lanes: for championship minimum of six lanes, six feet wide.
ARTICLE 3. Standard Length: All should be equal.
SECTION 3 Deal with General Pool conditions: End walls perpendicular to bottom of pool, Deck space, ladders, lighting, pool markings (lane lines on bottom of pool), starting platforms (stable), Back stroke flags (15 meters from each end), recall rope (60 feet from take off end of pool), air & water temperature.
 - b. To HOST a championship meet a facility with optimum conditions (warmup & warm down area), a functional electronic timing system (with electronic read out board for 6-lane pool), and minimum depth of four feet in racing course shall be eligible to host the PSAC championship. With 7 men's teams and 13 women's team competing in the PSAC championship meet deck space and warm-up & warm down areas are critical. The level of fairness for the competitors should be considered. Each athlete should race under the same conditions: the depth and length of each racing lane should be equal throughout the width of the pool.
3. 2010 Site: Cumberland Valley High School (Thursday through Saturday)

VI. Regular Season Competition

- A. There is no mandated in-season competition required.
- B. Reporting of Rosters
Each year, the coaches will be required to share their rosters and schedules by September 30th. The rosters will be distributed via Hy-Tek meet manager. Each coach will send any changes via email to all of the coaches
- C. Reporting of Meet Results
At the conclusion of each scheduled meet, copies of official results must be sent to each conference school. The host school shall assume the responsibility for sending Hytech file results and scores for all meets involving PSAC schools. It is recommended these results be sent within 48 hours of meet completion when possible. Please include relay splits when possible.
Member institutions are required to use the "Meet Manager" software to report meet results. Meet results **MUST** be sent within 5 days.
- D. If a coach has a "meet result" emergency they must call the Top Ten times contact person (PSAC office) within 48 hours and copy all head coaches within 5 days to explain the emergency.

VII. Letter Of Intent

Each Conference member agrees to abide by the regulations and procedures outlined in the National Letter-of-Intent Program.