

# 2011-2012 Swimming Operating Code

## 1. ORGANIZATION STRUCTURE

### 1.1 CONFERENCE STRUCTURE

**1.1.1** Conference Competition – There is no mandated in-season competition required.

**1.1.2** 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.

### 1.2 CONFERENCE COMMITTEES

**1.2.1 Sports Chairperson:** The Swimming Chairperson will be selected by the Chairperson of the Athletics Administrators.

**1.2.2 Games Committee:** Committee shall be composed of the following five individuals:

- 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.

**1.2.3 Committee Appointment:** Terms of office shall begin at the conclusion of the spring coaches meeting and shall be two years for all at-large members.

#### 1.2.4 Responsibilities

**1.2.4.1** The chairperson shall appoint replacements to the committee to fill vacancies for unexpired terms.

**1.2.4.2** The Swimming Games Committee shall act for the coaches and make all decisions for the Conference except those made by the coaches at meetings.

#### 1.2.5 2011-2012 Games Committee

1. Present PSAC Sport Liaison chair
2. Present 2012 host PSAC school (Gan)
3. Past 2011 Championship Meet Director (Edin)
4. Head Coach from Millersville (W)
5. Head Coach from Shippensburg (M/W)

#### 1.2.6 2012-2013 Games Committee

1. Present PSAC Sport Liaison chair
2. Present 2013 host PSAC school (IUP)
3. Past 2012 Championship Meet Director (Gan)
4. Head Coach from Shippensburg (M/W)
5. Head Coach from West Chester (M/W)

### 1.3 MEETINGS

**1.3.1** The annual meeting of the swimming coaches shall be at the discretion of the conference office.

**1.3.6.1** Additional meetings of the Games Committee and/or coaches may be called as needed.

**1.3.6.2** Qualifying times will be established at the coaches meeting.

### 1.4 PERSONNEL

#### 1.4.1 Staff Limitations

- a. 1 head coach
- b. 1 full-time assistant (coaching contract with benefits) or part-time assistant or volunteer

c. 1 paid part-time assistant (half time or less) or graduate assistant or volunteer

d. 1 volunteer

**e. 4 TOTAL COACHES**

**1.4.2 Additional Staffing Notes:** In addition to the above limitations, an institution is permitted to utilize an unlimited number of full-time undergraduate students with no limitation of duties. In addition to the above limitations, an institution is permitted to utilize a maximum of four (4) social equity positions with a maximum of one (1) per sport. These positions shall be determined by the President and reported to the Commissioner.

**1.5 NATIONAL LETTER OF INTENT:** Each Conference member agrees to abide by the regulations and procedures outlined in the National Letter-of-Intent Program.

## **2. REGULAR SEASON PROCEDURES**

### **2.1 GAME DAY PROCEDURES**

**2.1.1 Uniforms:** Per NCAA rules.

**2.1.2 Complimentary Passes:** A minimum of two complimentary admissions will be provided to a visiting PSAC student-athlete at any member institution when admission is charged. The complimentary admission list is available online.

**2.1.3 Reporting of Rosters:** Each year, the coaches will be required to share their rosters and schedules by September 30<sup>th</sup>. The rosters will be distributed via Hy-Tek meet manager. Each coach will send any changes via email to all of the coaches

**2.1.4 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 Hy-Tek 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.

**2.1.4.1** Member institutions are required to use the “Meet Manager” software to report meet results. Meet results **MUST** be sent within 5 days.

**2.1.4.2** 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.

### **2.2 GAME OFFICIALS**

**2.2.1** NCAA playing rules and guidelines should be followed per the Swimming and Diving Rule Book.

### **2.3 GAME ENVIRONMENT**

**2.3.1 Sportsmanship:** The PSAC is committed to developing sportsmanship and creating healthy environments for competition. We believe that part of the role of education through sports is to educate all participants in athletic contests to conduct themselves with civility, dignity and respect for opponents.

**2.3.2 Crowd Control Statement:** Each member institution is expected to have the following announcement read prior to each contest (at a minimum). Institutions are encouraged to develop a format in which participating student-athletes or other enrolled student-athletes recite this (or a similar statement) prior to competition. “The PSAC and (host institution) 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 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. Also, consumption or possession of alcoholic beverages is prohibited. Thank you for your support of the PSAC and (host institution).”

**2.3.2.1** The director of athletics or the designated representative is responsible for removing artificial noisemakers from the competition area.

**2.3.3 Game Environment, The PSAC and Division II:** Institutions have a unique opportunity to establish the link between the educational purpose of Division II athletics and the competition environment at Division II events. Game Environment goes beyond the behavior of players and coaches to include all that surrounds the event, including game administration, fans and student supporters. Sportsmanship should be regarded as a mandatory subset of game environment. That is, an institution can exhibit great sportsmanship without having a great game environment. However, it is not possible to have a great game environment without sportsmanship.

### **3. CHAMPIONSHIP PROCEDURES**

#### **3.1 TOURNAMENT FORMAT**

**3.1.1 Date:** The meet will be held annually with two weekends between the PSAC and the NCAA Division II Championship.

**3.1.2 Site: (2012)** Cumberland Valley High School (Thursday through Sunday)

**3.1.2.1 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.

**3.1.2.2 ARTICLE 2.** Number of lanes: for championship minimum of six lanes, six feet wide.

**3.1.2.3 ARTICLE 3.** Standard Length: All should be equal.

**3.1.2.4 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.

**3.1.3.5** To HOST a championship meet a facility with optimum conditions (warm-up & 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.

**3.1.2.6** Because of the size of 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.

**3.1.3 Format:** The PSAC Common Site Championship Three Day Format will be followed:

Prelims: <u>Day 1 (10 am)</u>	Prelims: <u>Day 2 (10 am)</u>	Prelims: <u>Day 3 (10 am)</u>
200 Free Relay	400 Individual Medley	200 Back
500 Free	100 Butterfly	100 Free
200 Individual Medley	200 Free	200 Breast
50 Free	100 Breasts	200 Fly
(Break)	100 Back	(Break)
400 Medley Relay		400 Free Relay
		1650 – All but last seeded heat
	Finals: <u>Day 2 (6 pm)</u>	
Finals: <u>Day 1 (6 pm)</u>	400 Individual Medley	Finals: <u>Day 3 (5 pm)</u>
200 Free Relay	100 Fly	1650 – Last heat of time final
500 Free	200 Free	200 Back
200 Individual Medley	100 Breast	100 Free
50 Free	100 Back	200 Breast
(Break)	(Break)	200 Fly
400 Medley Relay	800 Free Relay timed final	(Break)
		400 Free Relay

**3.1.3.1** The 1000 Free and 200 Medley Relay will be contested the evening prior to Day 1 Competition, starting at 6:30 p.m. The order of events will be as follows: Women’s 200 Medley Relay, Men’s 200 Medley Relay, Women’s 1000 Free, Men’s 1000 Free. The 1000 Free is a timed final event seeded slowest to fastest based on qualifying times.

**3.1.3.2** Swimming preliminaries on Day 1 shall start at 10 a.m. and finals shall start at 6:00 p.m.

**3.1.3.3** Entry deadlines are due to the host institution by the second Wednesday prior to the meet. Scratch deadline for all Day 1 events, the evening prior to Day 1.

**3.1.3.4** Scratch deadline for 1000 Free is at 5 p.m., prior to Day 1 events.

**3.1.3.5** The 5 p.m. mandatory coaches meeting is the evening prior to Thursday night events.

**3.1.3.6** Meet entry form must be sent by c-file/e-mail. (Use Hy-Tech meet manager)

**3.1.3.7** The Games Committee will handle any emergency situation regarding entry declaration.

**3.1.3.8** TOP TIMES LIST – No championship entry will be accepted unless it has appeared on the top times list. Submitted to USA Swimming 48 hours after the meet, the PSAC will pull the top times from the USA Swimming database and will post the top 10 times list on the website by the 3<sup>rd</sup> Tuesday of November. It will be updated throughout the season. Results of all meets are also to be shared among all PSAC coaches. All entries must be listed with a time.

**3.1.4** 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.

**3.1.5** Women’s and Men’s Championship final will consist of Pre-Consolation Final (placing 9<sup>th</sup>-16<sup>th</sup>) and a championship final (placing 1<sup>st</sup>-8<sup>th</sup>): Scoring to follow NCAA Rule Book.

**3.1.6** 1650 Trail Heats contested fastest to slowest times (women first/men second)

**3.1.7** 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.

**3.1.8 Championship Relays**

**3.1.8.1** 800 Free Relay is a timed final event (men & women)

**3.1.8.2** All other relays have optional prelims. If prelims are contested, the time posted in the prelims will seed the swimmer for finals.

**3.1.8.3** Entries for relays follows NCAA rules – using the fastest time (aggregate can be used – see NCAA rulebook).

## **3.2 TOURNAMENT PROCEDURES**

**3.2.1 Tournament Director:** Host institution's swim coach based on institutional rotation.

**3.2.1.1** Each year the host institution will be required to provide one (1) certified athletic trainer to cover the entire meet and all institutions' participants.

**3.2.2 Championship Expenses:** As per PSAC regulations.

### **3.2.3 Conduct of the Championship**

**3.2.3.1** Current NCAA Rules will be followed except where specified in operating code.

**3.2.3.2** 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 12<sup>th</sup> place finisher after preliminary racing plus 2.5%.

**3.2.3.3** 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.

**3.2.3.4** All relays will be OPEN events with only one (1) relay per school.

**3.2.3.5** 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.

**3.2.3.6** 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.

**3.2.3.7** 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.

**3.2.3.8** 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.

**3.2.4 Officials:** The officials shall be selected and assigned by the current PSAC liaison and conference office. Six meet officials will be hired.

**3.2.5 Protest Committee:** The protest committee at the championships shall be composed of the Games Committee plus the head referee.

**3.2.6 Support Personnel:** 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

### **3.2.6 Championship Scoring**

**3.2.6.1** 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.

**3.2.6.2** 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 contested. 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.

### **3.2.7 Awards**

**3.2.7.1** Team trophies shall be awarded to the first and second place teams.

**3.2.7.2** Individual Awards shall be awarded to 25 first place team and 33 first places for 14 individual events and 5 relay events.

**3.2.7.3** Championship Most Valuable Athlete: A MVP plaque for men and women of the Conference Championship shall be determined through a vote of the Head Coaches to be conducted at the championship site.

**3.2.7.4 Awards Ceremony Protocol:** The second place team is required to remain present at the site of competition until they are presented with their runner-up trophy.

## **4. ALL-CONFERENCE AWARD PROCEDURE**

### **4.1 TEAM COMPOSITION and INDIVIDUALS AWARDS**

**4.1.1** All-Conference certificates shall be awarded to the first, second and third place finishers in all events at the Conference Championship. No more than one certificate shall be awarded per individual.

**4.1.2** An Athlete, Coach and Freshman of the Year shall be selected for both men and women and will receive plaques. To be eligible for the Freshman of the Year award a student-athlete should be listed as a freshman or red-shirt freshman and must be competing in their initial year of eligibility for that sport.

### **4.2 NOMINATION PROCEDURES**

**4.2.1** Head coaches shall submit to the conference office nominations for voting with a brief highlight of accomplishments.

**4.2.2** Recipients shall be selected via votes for a first and second choice for each award.

### **4.3 VOTING PROCEDURE**

**4.3.1** A coach shall not vote for his/her own players or himself/herself.

**4.3.2** Ties shall be broken by a re-vote of uninvolved coaches.

### **4.4 MISCELLANEOUS**

**4.4.1** Head Coaches shall vote during the week following the NCAA Division II Championships.

**4.4.2** The selection process will be conducted by the Conference Media Relations Director in accordance with the PSAC policy.