

**2012  
Northeast Conference  
Women's Swimming & Diving Championship  
Handbook**



**February 22-25, 2012  
Zesiger Sports and Fitness Center  
Massachusetts Institute of Technology – Cambridge, MA**

## SWIMMING & DIVING CHAMPIONSHIP CONTACTS

### Northeast Conference

Benjamin Shove, Meet Director – NEC .....732-469-0440 ext. 3  
917-658-7581 (cell)  
Amy Martin, NEC Communications Assistant (S&D contact).....732-469-0440 ext.9  
248-891-1356 (cell)

### Northeast Conference Office

Noreen Morris, Commissioner  
Ron Ratner, Associate Commissioner  
Andrew Alia, Assistant Commissioner  
Michelle Boone, Assistant Commissioner  
Benjamin Shove, Director of Sports Services  
Kelly Webb, Director of Compliance  
Erik Kaminski, Director of Communications & New Media  
Ralph Ventre, Assistant Director of Communications  
Kevin Sanchez, Asst. Director of Facilities & Operations  
Amy Martin, Communications Assistant

Northeast Conference Office Number ..... (732) 469-0440  
Northeast Conference Fax Number ..... (732) 469-0744

#### *Address:*

Northeast Conference  
399 Campus Dr.  
Somerset, NJ 08873

**Zesiger Sports and Fitness Center**  
**Massachusetts Institute of Technology**  
**120 Vassar St.**  
**Cambridge, MA 02139**

#### Contact:

Ben McElhiney, MIT On-site Meet Administrator .....617-324-2200

### NEC Sports Management Committee

Carl Quigley, St. Francis (NY), Asst. AD/Dir. of Aquatics .....718-489-5252  
Amy Strickland, Central Connecticut State, Senior Women's Administrator.....860-832-3019

### NEC Swimming & Diving Coach Chair

Neil Yost, Mount St. Mary's, Head Women's Swimming Coach.....301-447-5816

### BeSmartt, Inc.(Timing Representative)

Ellen Mace .....609-558-0988  
.....entries1@juno.com

Note: any questions on submitting entries should be directed to Ellen

## **Participating Schools**

### **Bryant University**

Athletic Director – Bill Smith  
SWA – Beth Wandyes  
Head Coach – Katie Cameron  
SID – Jason Sullivan  
Head Athletic Trainer – Patrick O’Sullivan

### **Central Connecticut State**

Athletic Director – Paul Schlickmann  
SWA – Amy Strickland  
Head Coach – Bill Ball  
Diving Coach – Dave Maliar  
SID – Tom Pincince  
Head Athletic Trainer – Kathy Pirog

### **Mount St. Mary’s**

Athletic Director – Lynne Robinson  
SWA – Jen Wivell  
Head Coach – Neil Yost  
SID – Mark Vandergrift  
Head Athletic Trainer – Eric Hansen

### **Sacred Heart**

Athletic Director – Don Cook  
SWA – Alicia Alford  
Head Coach – Richard “Doc” Ludemann  
SID – Bill Peterson  
Head Athletic Trainer – Julie Alexander

### **St. Francis (NY)**

Athletic Director – Irma Garcia  
SWA – Meghan O’Brien  
Head Coach – Brian Guidera  
Diving Coach – Lindsay Weigle  
SID – David Gansell  
Head Athletic Trainer – Don Hovey

### **Saint Francis (PA)**

Athletic Director – Bob Krimmel  
SWA – Erika Renwick  
Head Coach – Patrick Gallagher  
SID – Ben Mitchell  
Head Athletic Trainer – Terry Bennett

### **Wagner**

Athletic Director – Walt Hameline  
SWA – Peg Hefferan  
Head Coach – Colin Shanahan  
Diving Coach – Kelly Mohr  
SID – John Beisser  
Head Athletic Trainer – Joe Abruzzo

**NORTHEAST CONFERENCE**  
**Women's Swimming and Diving Championship**  
**Zesiger Sports and Fitness Center - Massachusetts Institute of Technology - Cambridge, MA**

**Awards/Participant Gifts**

Awards will be presented shortly after the conclusion of the finals in each event. Awards will be presented on the bulkhead separating the competition pool from the warm-up pool. Gold, silver and bronze medals will be given to the top three finalists in each individual event and to the top three relay teams.

At the conclusion of the meet, a team trophy will be awarded to the championship team, as well as a second place trophy. Individual plaques for the following will also be awarded:

Outstanding Swimmer #

Outstanding Diver #

Rookie of the Meet #

Coach of the Year \*

Diving Coach of the Year \*

*# To be awarded based upon total points scored during the meet, plus additional points for a conference record (3), an NCAA B qualifier (4) and an NCAA A qualifier (5).*

*\* As voted upon by the coaches in attendance at the meet.*

All-conference recognition will be awarded in swimming and diving to the top three finishers and top three relay teams in each event.

Student-athletes participating in the swimming and diving championship will receive an NEC commemorative gift. Participant gifts will be distributed to the coaches at the pre-championship coaches meeting on Wednesday, February 22.

**Backup Timers**

**Teams will be required to supply backup timers for both the Trials and the Finals.** Lanes assignments will be solidified during Wednesday's Coaches Meeting.

**Banners**

Team banners/signs will only be hung near the team seating areas by NEC/MIT personnel. Teams are required to submit their team banners/signs when they arrive during Wednesday's practice.

**Camera Usage/Flash Bulbs/Video Taping Instructions**

Media and school personnel with proper credentials may photograph on the pool level. Any other photographers without press credentials must film/videotape from the pool balcony.

**Reminder:** There should be no flash photography at the start of any race.

**Certification of Eligibility**

It is the responsibility of each institution to certify that all student-athletes entered to participate in championship(s) meet all applicable NCAA, Northeast Conference and institutional requirements and are eligible to represent their respective institution in NCAA and NEC competition.

**Coaches Meeting**

A mandatory pre-championship meeting to review logistics and procedures for the meet will be held on Wednesday, February 22 at 4:00 p.m. Location, TBA

If you want a specific issue regarding the championship discussed at the meeting, please contact Benjamin Shove at the Northeast Conference office by Tuesday, February 7.

***NOTE: The pre-championship meeting will be limited to issues pertinent to the championship. A coaches' conference call has been scheduled for Wednesday, March 28 at 2:00 pm to discuss sport-related issues.***

### **Code of Conduct**

Each participating institution in this championship has the primary responsibility to cultivate and maintain wholesome conditions and behavior for coaches, athletes and spectators by ensuring maximum sportsmanlike conduct throughout the championship(s). The conference's code of conduct requires coaches and athletes to conduct themselves in a dignified and courteous manner. Negative comments, insults and physical threats to other individuals (e.g., participants, officials) will not be tolerated and will lead to immediate ejection from the championship and could lead to additional sanctions from the Conference office (e.g., letter of reprimand, suspension from subsequent NEC competition).

### **Credentials**

Administrative passes for NEC athletic personnel will be limited to six (6). Attached please find travel party/credentials request list (p. 14).

### **Dates**

The 2012 NEC Swimming & Diving Championship will take place on Wednesday, February 22, Thursday, February 23; Friday, February 24; Saturday, February 25 at the Zesiger Sports and Fitness Center, 120 Vassar St., Cambridge, MA on the campus of the MIT.

### **Diving**

1M Diving Prelims and Finals will be held following the swimming prelims on Thursday afternoon. 1M Diving Prelims (6 dives) and Finals (6 dives) will consist of six optional dives, including one from each of five groups, in any order, without limit on degree of difficulty. The top eight divers from prelims will advance to finals. Finals shall consist of six optional dives, including one from each of five groups, in any order, without limit or degree of difficulty. Scores on all dives performed by each of the divers in the finals shall be used to determine first through eighth place.

3M Diving Prelims and Finals will begin following the swimming Prelims on Saturday afternoon. 3M Diving Prelims (6 dives) and Finals (6 dives) will consist of 6 optional dives including one from each of five groups, in any order, without limit on degree of difficulty. The top eight divers from prelims will advance to finals. The finals shall consist of six optional dives, including one from each of five groups, in any order, without limit or degree of difficulty. Scores on all dives performed by each of the divers in finals shall be used to determine first through eighth place.

As per the NCAA rules, consolation finalists shall be determined at the end of trials. However, if the facility and time permit, consolation finalists will be given the opportunity to compete for consolation placing. Pending the number of entries, the decision on whether or not consolation finalists will compete for consolation placing will be determined at the coaches meeting on Wednesday evening.

### **Drop-off/Parking Instructions**

Directions to the pool are included below on page 16. Directions from the Hyatt Regency Cambridge to the pool are included on page 17. All parking will be in the public spaces on Vassar Street. **Please contact NEC representative Benjamin Shove and notify him if you will be travelling in vans or buses.**



Please note the following when submitting your entries...

- Each team may enter as many student-athletes as they wish but must designate their 18 scorers by Day One's scratch deadline. Any athlete competing in a swimming event counts as one scorer and any athlete competing in diving events only counts as 1/3 of a scorer.
- A competitor may swim in a maximum of seven events, of which no more than three may be individual events.
- Swimmers competing in relay only events must be listed on your entries.
- When entering swimmers in the 1,650 yard freestyle, **you must submit 1,000 yard freestyle times** for seeding purposes.
- Swimmers with no established entry time for a given event may enter that event without submitting a time (NT). If a swimmer has a time, you must use an entry time when submitting for that event.
- Entry times/performances must be achieved in bona fide competition during the 2011-12 season.
- Diving sheets for the 1M must be turned in at the coaches meeting on Wednesday, February 22.  
3M diving sheets are due by the conclusion of finals on Friday evening.
- Exhibition swimmers are permitted. They are defined as participants beyond the squad limit of 18. They are not eligible to score points in the meet. Exhibition swimmers **MUST** be designated at the pre-championship coaches' meeting.

### Event List By Event Number

<i>Event #</i>	<i>Event Name</i>
1	200 Medley Relay
2	800 Free Relay
3	500 Free
4	200 IM
5	50 Free
6	200 Free Relay
7	1 Meter/6 Dives
8	400 IM
9	100 Fly
10	200 Free
11	100 Breast
12	100 Back
13	400 Medley Relay
14	1,650 Free
15	200 Back
16	100 Free
17	200 Breast
18	200 Fly
19	3 Meter/6 Dives
20	400 Free Relay

### Event Start Times

Swimming trials will start at 11:00 a.m. each day.

Swimming finals will start at 7:00 p.m. each day.

Time trials, if necessary, will take place following the swimming finals on Thursday and Friday. On Saturday, time trials, if necessary will take place following the swimming prelims.

The B/C 1,650 freestyle consolations will take place before the evening Finals warm-up on Saturday. The final 1,650 heat will be the first event of the Saturday night Finals session.

(For Example: the B/C 1,650 consolations will take place at 5:20 pm and 5:40 pm, official session warm-up at 6 pm, Final heat of 1,650 free at 7 pm.)

The 1M Diving Trials & Finals will start 30 minutes following the Thursday swimming trials.  
The 3M Diving Trials & Finals will start 30 minutes following the Saturday swimming trials.

### **Facility Information/Locker Rooms**

MIT's Zesiger Sports & Fitness Center features a triple-height natatorium, complete with an Olympic-size pool, a separate, six-lane 25-yard instructional pool with amphitheatre seating for 450 spectators. The 10-lane competition pool will be surrounded by spectator seating on three sides. The practice pool is separated from the competition pool by a bulkhead. The 10-lane competition pool has depths of seven feet on one end and 8.5 feet on the other end. Locker rooms and showers will be available on a first-come, first-serve basis. All teams should bring their own towels. **No shaving or face/body paint is allowed in the locker rooms or pool area.**

### **Food Options**

The Student Center, adjacent to the Zesiger Center houses the Lobdell Food Court with Subway, Anna's Taqueria, Dunkin Donuts, Cambridge Grill and La Verde's Market. Calling ahead for large orders is highly recommended. For detailed information and contact numbers... log onto <http://dining.mit.edu> and click on "Venues & Menus"; select 'West Campus'; click 'See All Venues and Menus'

### **Format**

Seven (7) teams will compete in the swimming and diving championship.

The meet will be held over four days, February 22-25, 2011. Trials will be held starting at 11:00 am each day and finals will be held starting at 7:00 pm each evening. The NCAA Championship meet three-day format will be followed, with the exception of the 200 MR & 800 FR, taking place Wednesday evening.

### **Hospitality**

A hospitality room for school administrators, officials and coaching staffs will be located in a room behind the starting blocks during the entirety of the meet.

### **Hotel**

Each school is responsible for making its own hotel arrangements. Championship hotels are no longer designated by the NEC.

*PLEASE NOTE: Included in the handbook is a hotel contact form which will need to be submitted to the NEC by Tuesday, February 7.*

### **Media & Meet Results**

All requests for media credentials should be directed to Amy Martin at the Northeast Conference at 732-469-0440 ext. 9 and [amartin@northeastconference.org](mailto:amartin@northeastconference.org).

Championship results / heat sheets / release will be available as soon as possible after completion of each session (prelims and finals) each night. Results will be emailed to sports information directors and media outlets following the conclusion of finals each night and will be posted on the Be Smartt, Inc. website [www.besmarttinc.com](http://www.besmarttinc.com). For any media related questions, please contact the NEC office. The Northeast Conference will have complete championship results on its website shortly following the completion of the championship(s). The Northeast Conference website address is [www.northeastconference.org](http://www.northeastconference.org).

### **Medical**

Visiting institutions are expected to make a good-faith effort to bring an athletic trainer to the championship. Bryant Univ. Athletic Trainer, Thomas O'Brien, office: 401-232-6472, cell: 774-991-1409 and

tobrien5@bryant.edu will be on site for the duration of the event along with Bryant athletic trainer, Patrick Fogerty. Bryant Head Athletic Trainer, Patrick O'Sullivan can be reached at 401-232-6073.

Athletic trainers will be available one hour prior to competition. A first-aid area will be set up on the pool deck for injury evaluations and taping. Modalities will not be available at this site. Water, cups and injury ice will be provided. Splinting materials, crutches and OSHA supplies will be available. Visiting teams should bring their own tape, towels, coolers, etc.

In the event of a medical emergency student athletes will be transported to one of the following hospitals:

**The Cambridge City Hospital,**

1493 Cambridge St Cambridge 1.5 miles (617) 576-7478.

**Massachusetts General Hospital,**

55 Fruit St, Boston , 1.5 miles (617) 726-2000

**Mt. Auburn Hospital,**

1200 Soldiers Field Rd 2.5 miles (617) 782 7375

Any medical/athletic training questions can be directed to the NEC's Benjamin Shove, 732-469-0440 ext. 3.

**Merchandise & Programs**

A merchandise area will be located at the entrance to the spectator deck. NEC Championship apparel will be on sale. Tickets and Championship programs will be sold for \$1 at the entrance to the spectator deck.

**National Anthem/Music**

The national anthem will be played/performed prior to Finals session each night. MIT has the ability to play music from an ipod. Teams can submit an ipod to be played during the warm-up of each session. The order of the team's ipod to be played during a specific session will be decided at Wednesday's coaches meeting. The Conference office has the authority to remove any inappropriate music at any time. **Please ensure all music contains no explicit or inappropriate lyrics.**

**Noisemakers/Flashing Lights**

Artificial noisemakers and flashing lights will not be allowed in the pool area. This policy also applies to student-athletes.

**Officials**

A similar group of officials that have worked past NEC Championships will officiate at MIT in 2012. Mike Huffman will serve as the head referee, as he has for the past three years.

**Order of Events**

The NEC Championship/Invitational will follow the NCAA Championship Meets Three-Day Format, with a few adjustments due to the scheduling of diving & relays events.

*Please note: All five relays will be timed relay finals.*

Day 1 (Wed.) – Timed Finals

200 Medley Relay (2 heats)

20 minute intermission

800 Free Relay (2 heats)

Day 2 (Thurs.) - Trials

500 yard freestyle  
200 yard individual medley  
50 yard freestyle  
20 min. intermission  
200 yard free relay  
1M diving Prelims & Finals

Day 2 - Finals

500 yard freestyle  
200 yard individual medley  
50 yard freestyle  
20 min. intermission  
200 yard free relay

Day 3 (Fri.) - Trials

400 yard individual medley  
100 yard butterfly  
200 yard freestyle  
100 yard breaststroke  
100 yard backstroke  
20 min. intermission  
400 yard medley relay

Day 3 - Finals

400 yard individual medley  
100 yard butterfly  
200 yard freestyle  
100 yard breaststroke  
100 yard backstroke  
20 min. intermission  
400 yard medley relay

Day 4 (Sat.) - Trials

200 yard backstroke  
100 yard freestyle  
200 yard breaststroke  
200 yard butterfly  
20 min. intermission  
400 yard freestyle relay  
3M diving Trials & Finals

Day 4 - Finals

1,650 yard freestyle – B/C consolations at 5:20 pm & 5:40 pm  
1,650 yard freestyle - Last heat of time finals (7 pm)  
200 yard backstroke  
100 yard freestyle  
200 yard breaststroke  
200 yard butterfly  
20 min. intermission  
400 yard freestyle relay

*\*please note that the pool will be open in between each event for approximately five minutes*

**Practice Times/Warm Ups**

Wednesday

8:30 am – 11 am: MSM & SFPA practices (75 min. blocks each)  
3:30 pm – 4:45 pm: diving well open for NEC divers  
5 pm – 7 pm: 10 lanes in competition pool for warm-up  
7 pm: 200 MR & 800 FR

Thursday, Friday, Saturday

7:30 am – 8:30 am: 8 lanes in Competition Pool  
9:30 am - end of Trials: 10 lanes in Competition Pool (starting at 10:30 am: along with 4 lanes in diving well)  
5:30 pm – end of Finals: 10 lanes in Competition Pool (starting at 7pm: along with 4 lanes in diving well)

**Diving Well (for diving)**

The diving well for divers to practice will be open from 3:30 pm – 4:45 pm on Wed. Feb. 22.  
The diving well for divers to warm-up/compete will open shortly after Swim Trials on Thursday and Saturday.

## **Parking**

Spectator parking information is on page 18 of this handbook.

## **Protest Procedures**

The on-site representative of the Conference office, using all appropriate resources available shall serve as the final authority on any changes, additions, deletions and/or interpretation of NEC policy as necessary, during and/or after all NEC championships. The NEC office representative will handle all protests/appeals, after consulting with the head referee and meet committee. The head referee shall serve as the final authority on any interpretations of the rules of swimming. The NCAA's Appeal Procedure (Rule 8, Section 4, Article 9) as outlined in the NCAA Swimming & Diving Rule Book will be followed. Appeal forms will be included in the coaches packets distributed at the championship.

## **Ready Room (Area)**

A ready room area will be available and will be "pipe and draped" underneath the diving platforms. It will be made available for swimmers participating in Finals to line up and then proceed across the bulkhead and behind the blocks prior to the swimmer introductions of the championship heats.

## **Relays**

"A" and "B" relay teams will be allowed. Only "A" teams will score in the meet. "B" teams will only swim in the trials and cannot score or advance to finals.

## **Rosters/Squad Size**

Each team may enter a maximum of 18 competitors in the meet. Divers count as 1/3 of a competitor. A competitor may swim in a maximum of seven events, of which no more than three may be individual events. Swimmers competing in relay only events must be listed on entry forms.

## **Rules**

The meet will be governed by the 2011-12 NCAA Men's & Women's Swimming & Diving Rules book, except as altered by the NEC Policy Manual or by any action of the NEC office representative.

## **Schedule of Events**

### Wednesday, February 22

<u>Event</u>	<u>Event</u>
8:30 am – 11 am	Eight lanes for practice in Competition Pool (MSM & SFPA)
3:30 pm – 4:45 pm	Diving well open for NEC divers to practice
4:00 pm	Coaches Meeting, Location: TBA
5 pm – end of relays	Ten lanes in Competition pool
7pm	Anthem, 200 MR, 800 FR

### Thursday, February 23

<u>Event</u>	<u>Event</u>
7:00 am – 8:30 am	Eight lanes in Competition Pool
9:30 am - end of meet	Availability of Athletic Trainer
9:30 am – end of Prelims	Prelims - Ten lanes in Competition Pool (10:30am: 4 lanes in diving well warm-up/down)
Following Swim Prelims	1M Diving Trials/Finals in diving well (6 optional dives)
Break	
5:30 pm – end of Finals	Finals - Ten lanes in Competition Pool (7pm: 4 lanes in diving well warm-up/down)
6:55 pm	Anthem followed by 1M diving awards
Following Swim Finals	Time Trials, if necessary

<u>Friday, February 24</u>	<u>Event</u>
7:00 am – 8:30 am	Eight lanes in Competition Pool
9:00 am – end of meet	Availability of Athletic Trainer
9:30 am – end of Prelims	Prelims - Ten lanes in Competition Pool (10:30am: 4 lanes in diving well warm-up/down)
Break	
5:30 pm – end of meet	Finals Ten lanes in Competition Pool (7pm: 4 lanes in diving well warm-up/down)
7 pm	Anthem, Finals
Following Swim Finals	Time Trials, if necessary

<u>Saturday, February 25</u>	<u>Event</u>
7:00 am – 8:30 am	Eight lanes for practice in Competition Pool
9:00 am – end of meet	Availability of Athletic Trainer
9:30 am – end of Prelims	Prelims - Ten lanes in Competition Pool (10:30am: 4 lanes in diving well warm-up/down)
Following Swim Prelims	3M Diving Trials/Finals in diving well (6 optional dives)
Break	
5 pm	Eight lanes in Competition Pool
5:20 pm & 5:40 pm	1,650 Freestyle B/C consolations
Following Swim Prelims	3M Diving Trials/Finals diving well (6 optional dives)
Break	
5:30 pm – end of meet	Finals – Ten lanes in Competition Pool (7pm: 4 lanes in diving well warm-up/down)
6:50 pm	Anthem, Senior Recognition, 3M diving awards
7:00 pm	Finals – Ten lanes in Comp. Pool ((4 lanes in diving well warm-up, warm-down
Following last event	Rookie of Meet, Diving Coach, Swim Coach, 2 <sup>nd</sup> place, 1 <sup>st</sup> place Team Awards

Swimming finals will consist of two heats:

Heat One: Consolation finals (non-scoring), consisting of the 9-16 fastest (non-exhibition) swimmers.

Heat Two: Championship finals (scoring), consisting of the 8 fastest swimmers.

**Note:** Athletes are not permitted to scratch from either of the Finals heats.

### **Scoring Format**

Scoring will follow 2012 NCAA championship rules.

Individual events will be scored, top 16, as follows: 20-17-16-15-14-13-12-11-9-7-6-5-4-3-2-1

Relay events will be scored, top 16, as follows: 40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2

### **Scratch Box**

The scratch box will be located at the computer operator's table. Names of relay competitors must be presented to the computer operator before each relay is contested, preferably at least 15 minutes before the race.

The scratch box will close at the conclusion of the coaches meeting on Wednesday night for Thursday's events. It will close each night at 6:00 pm for the following day's events.

## **Seeding**

Swimmers are to be assigned lanes by the process of seeding. Seeded positions shall be based upon the times submitted on the entry forms. The fastest bona fide time of each entry must be submitted.

Swimmers with no established time for a given event may enter that event without submitting a time (NT). Such swimmers will be seeded in random order behind all other swimmers who have submitted entry times.

\*The 1,650 yard freestyle will be seeded based on swimmers 1,000 yard times.

## **Senior Recognition**

There will be a senior recognition before the Saturday night finals. **Please submit your list of graduating seniors to Benjamin Shove with your credential list.** A form is attached at the back of this handbook.

## **Statistics/Records**

The NEC will provide results of each day's events at the end of the day and complete results and a release following the completion of the championship.

## **Team Seating**

Team seating will be based upon the order of finish in last year's women's championship. Team seating will be chosen at the coaches meeting on Wednesday evening. The following will be the order of team seating: SFPA, CCSU, WC, BU, SHU, MSM, SFNY.

## **Tickets**

All NEC students with proper institutional I.D. will be admitted free. All other individuals will be charged admissions. Ticket prices are \$10 per day for adults, \$5 per day for senior citizens and \$3 per day for those under 18. Three-day passes will be available for \$25 per adult. Children 5 years of age and under will be admitted free. Tickets can only be purchased at the event.

## **Tobacco, Alcohol Policy**

The use of any tobacco product on or adjacent to an NEC championship facility by a coach, official or participant is prohibited. Any use of a tobacco product by any coach or student-athlete discovered by an official or NEC representative at any NEC championship practice or competition shall result in immediate disqualification from the remainder of the championship for the individual committing the violation.

The sale of alcoholic beverages at NEC championships is prohibited unless approved in advance by the Council of Presidents. It is not permissible for alcoholic beverages to be brought to the competition site by spectators, participants, coaches, patrons or facility employees.

**Northeast Conference  
Women's Swimming & Diving  
Official Travel Party/Credentials List**

**School** \_\_\_\_\_

**Name**

- |           |           |
|-----------|-----------|
| 1. _____  | 13. _____ |
| 2. _____  | 14. _____ |
| 3. _____  | 15. _____ |
| 4. _____  | 16. _____ |
| 5. _____  | 17. _____ |
| 6. _____  | 18. _____ |
| 7. _____  | 19. _____ |
| 8. _____  | 20. _____ |
| 9. _____  | 21. _____ |
| 10. _____ | 22. _____ |
| 11. _____ | 23. _____ |
| 12. _____ | 24. _____ |

**Please indicate:**

- (P) for player
- (C) for coach
- (S) for support staff
- (A) for administrator

**Note:** Administrative passes for each school will be limited to six.

**Please email to the NEC's Benjamin Shove, [bshove@northeastconference.org](mailto:bshove@northeastconference.org)  
by Tuesday, February 14 at noon.**

**Northeast Conference  
Women' Swimming and Diving Championship**

**Senior Swimmer's and Diver's**

Team: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

**Please email to the NEC's Benjamin Shove, [bshove@northeastconference.org](mailto:bshove@northeastconference.org)  
by Tuesday, February 14 at noon.**

**Northeast Conference  
Swimming & Diving  
Hotel Contact Information Form**

**School** \_\_\_\_\_

Name of Hotel Staying at for NEC Championship: \_\_\_\_\_

City/Town: \_\_\_\_\_

Hotel Phone Number: \_\_\_\_\_

Coach's Cell Phone Number: \_\_\_\_\_

**Please email to the NEC's Benjamin Shove, [bshove@northeastconference.org](mailto:bshove@northeastconference.org)  
by Tuesday, February 14 at noon.**

Directions:

Zesiger Sports and Fitness Center  
Massachusetts Institute of Technology  
120 Vassar St.  
Cambridge, MA 02139

**DIRECTIONS:**

**From the North (I-95 or I-93)**

If you are heading south on I-93, follow I-93 into Boston then follow the I-93 instructions below. If you are heading south on I-95, take the I-93 South exit then follow the instructions from I-93. Alternatively, take the I-90 East exit from I-95 then follow the instructions from I-90.

**From the South (I-95 or I-93)**

If you are heading north on I-93, follow I-93 (the Southeast Expressway) into Boston then follow the I-93 instructions below. If you are heading north on I-95, take the I-93 North exit then follow the instructions from I-93. Alternatively, take the I-90 East exit from I-95 then follow the instructions from I-90.

**From the West (I-90) (Mass Turnpike)**

Follow I-90 east to the Cambridge/Brighton exit (exit 18). Following the signs to Cambridge, cross the River Street Bridge, and continue straight about 1 mile to Central Square. Turn right onto Massachusetts Avenue and follow Massachusetts Avenue for about a half mile. The main entrance to MIT will be on your left. If you cross the river again, you have gone too far.

**From Route I-93**

From I-93, take exit 26, and follow the signs to Back Bay along Storrow Drive West, approximately 1.5 miles, to the exit for Route 2A. The exit will be on the left, just before the Harvard Bridge (more appropriately called the Massachusetts Avenue Bridge). The Charles River will be on your right. As you cross the bridge, you will be looking at MIT – the Great Dome and academic facilities are on the right, the dormitories and athletic facilities are on the left.

**Walking Directions from Hyatt Regency Cambridge to MIT Pool ... (map on pg 20)**

Hyatt Regency Cambridge  
575 Memorial Dr  
Cambridge, MA 02139

1. Start out going East in Memorial Pkwy –toward Amesbury St (0.1 mi)
2. Take first Left in Amesbury St (0.1 mi) (If you reach Audrey St, you've gone too far)
3. Turn Right onto Vassar St (0.6 mi)

MIT Pool (Zesiger Sports and Fitness Center)  
120 Vassar St  
Cambridge, MA 02139

## MIT SWIM MEET EVENT PARKING!



120 Vassar St, Cambridge, MA 02139

1. Head **northeast** on **Vassar St** toward **Massachusetts Ave/Massachusetts 2A E** go 0.1 mi  
total 0.1 mi



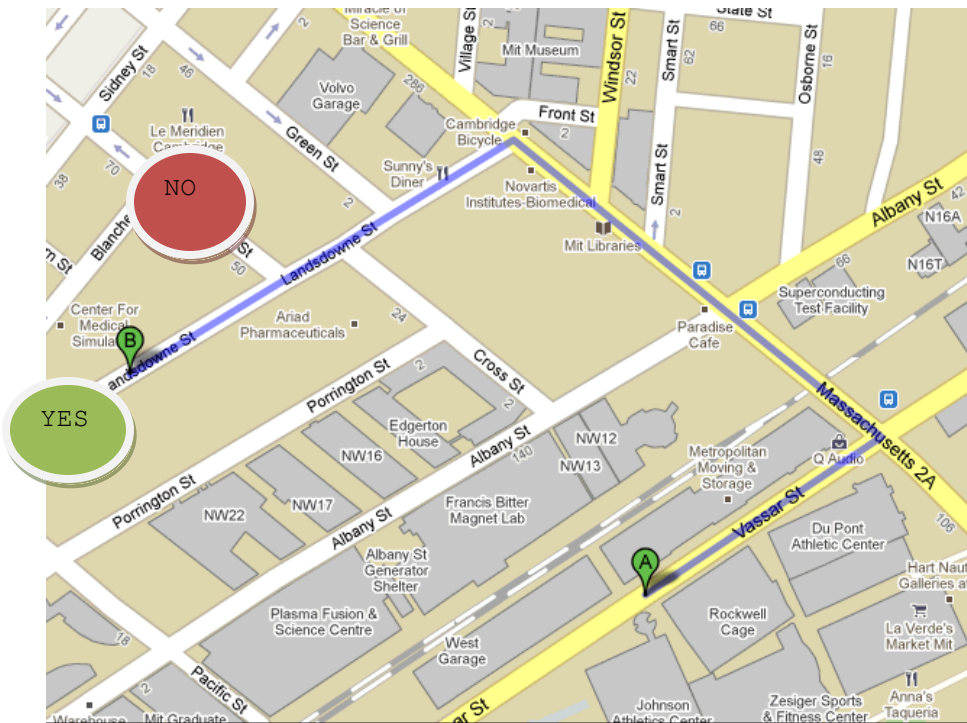
2. Take the 1st **left** onto **Massachusetts Ave/Massachusetts 2A W** go 0.2 mi  
total 0.3 mi  
About 2 mins



3. Take the 2nd **left** onto **Lansdowne St** go 0.2 mi  
Destination will be on the left  
total 0.5 mi  
About 1 min



80 Lansdowne St, Mid-Cambridge, MA 02139



MIT has secured **80 Lansdowne Street** Cambridge as an alternate parking facility within walking distance of the pool. There will be a \$10.00 per day usage fee for those wanting to use this facility.

*Cars parking in any other off campus facility (including the garage attached to Star Market/ Le Meriden Hotel) will not receive the discounted rate.*

**Pick up the coupon at the Zesiger Center Membership Services Desk or at the Admissions Table**

## Memorandum

**To:** Head Swimming & Diving Coaches  
NEC Swimming & Diving Committee

**From:** Benjamin Shove

**Re:** Coaches Conference Call

The annual swimming and diving coaches' conference call will take place on **Wednesday, March 28 at 11:00 am.**

To access the call, dial 800-786-1922 a few minutes prior to 11:00 am.

The confirmation pass code for the call is 45469527#.

*Just a reminder: You can access the call from any phone.*

If you would like to place an agenda item on the call, please fill out the agenda item request form and return to the NEC office by Tuesday, March 20 at 12:00 pm. The form accompanies this memo. An agenda for the call will be sent out prior to the call.

Each school should have a representative, preferably the head coach, on the call. If a head coach cannot be on the call, an assistant coach or administrator from the school may take his/her place.

If you have any questions, please feel free to contact the NEC office at (732) 469-0440.

cc: Senior Woman Administrators (via e-mail)

## Agenda Item Request Form

Your Name \_\_\_\_\_

Institution \_\_\_\_\_

Intended Meeting: **2012 Swimming and Diving Coaches Call**

\_\_\_\_\_ This item is intended for action (i.e. a vote of the membership).

\_\_\_\_\_ This item is intended for discussion/informational purposes only.

Specific Agenda Item Request

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Rationale For Request

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If approved, what impact will your proposed agenda item have on budgets and missed class time for student athletes?

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**Please fax this form to the NEC office at 732-469-0744  
by Tuesday, March 20 at noon.**