

WIAC SWIMMING AND DIVING OPERATING CODE

2007-08 Season

[Note: the WIAC Sport Codes consist of those policies, procedures, and practices unique or specific to the conduct and administration of each conference championship sport, and are intended as **supplements** to the *NCAA Manual*, *WIAC Handbook on the Governance of Intercollegiate Athletics* and the recognized playing rules of each sport, **not** as replacements for them. In addition, football, volleyball and men's/women's basketball have manuals that include expectations related to the administration of those sports.]

I. RULES

A. Conference/National Rules

Coaches are expected to be knowledgeable of and abide by all WIAC and NCAA rules. When in doubt, coaches are expected to consult with their athletics director concerning the application of a rule.

B. Contest Rules

Refer to current NCAA Swimming and Diving Rulebook.

II. SPORT SEASON

A. Squad limits [See WIAC Bylaw 16.1.]

The number of student-athletes permitted to participate (practice or compete in **men's** swimming and diving is limited to 27 (plus allowable additions). [Note: Divers count as 1/3.]

B. Length of Season/Contest Limitations

Refer to current NCAA Manual (Bylaw 17.23).

C. Officials

It is recommended that the officials selected for meets during the season be certified by a state and/or national swimming organization.

D. Scheduling

Conference schools are not obligated to schedule each other. Efforts should be made to schedule competitions involving multiple schools (where necessary) to ensure the most cost-effective trips. Each university shall send a team meet (men and women) schedule to the conference office.

E. Results

1. Meet Results - Within 72 hours after every contest (home or away/conference or non-conference) meet results should be sent to the conference office and to all coaches. All swimmers who swim in each event must be listed (including substitutes); times must be shown. This information will be used to compile the weekly conference news release.
2. Honor Roll - A volunteer from the swimming and diving sport committee will compile an honor roll for posting on the conference website. The honor roll will be sent by means of E-mail to all coaches and the conference office in November, December, January and February.

F. Order of Events

Refer to current NCAA Swimming and Diving Rulebook.

G. Expenses

All expenses of swimming and diving meets, including the Conference Championship, shall be covered by the host institution.

H. Conference Relays

The swimming relays are not considered a conference championship event and are to be held as agreed upon by the coaches with the site to be rotated when possible. No entry fees or conference fees are to be used to provide awards at this event. The diving competition is to be held at 9:00 or 10:00 a.m., with swimming events beginning at 12 noon or 1:00 p.m. at the discretion of the host institution. Divers will alternate order on diving sheets.

III. CONFERENCE CHAMPIONSHIP [See Guidelines for the Administration of WIAC Championships.]

A. Date

1. The Conference Championship should always be scheduled for the February weekend that is prior to the last date for qualifying for the NCAA women's nationals. The date for the championship meet is usually a minimum of two (2) weeks prior to the earliest national meet.

B. Entries

1. Entry forms shall be mailed or forwarded electronically to participating universities three weeks prior to the meet.
2. Entry deadline is 1:00 p.m. the Monday prior to the Championship. Entries may be faxed, mailed or sent electronically.
3. The number of events each individual may enter shall conform to the current NCAA Men's and Women's Swimming and Diving Rules entry regulations.
4. There are unlimited entries for the events in the conference championship. However, entries must be reduced to 18 participants by the Monday noon prior to the championship. If alternates (more than 18 participants) have been listed the decision for the actual 18 participants must be made at this Monday noon deadline. The coaches have agreed that the host school (as a courtesy) should consult with the coaches who have not reduced their number to 18 by the noon deadline. Divers must submit a list of preliminary and semifinal dives to the diving referee by the Monday noon prior to the championship.
5. The host institution is expected to send confirmation of having received entries from each institution. The host institution is to distribute the psych sheets via the website no later than Tuesday noon prior to the championships.
6. The Wednesday (6:00 p.m.) prior to the championship is the scratch deadline for all Thursday events.
7. Only "bona fide" seed times established during the current season may be submitted for the championships.
8. 1650 times are to be entered by 1,000 freestyle times attained in a "bona fide" competition.

C. Site Rotation

A rotation system for the Conference Championship will be set among the universities with six or more lanes in the pool and a separate warm-down facility. No institution shall lose its right to hold the meet by passing its turn for one year or more, but shall retain its place at the top of the list. Rotation order for Conference Relays' sites will rotate among the institutions with facilities that do not meet the prescribed championship specifications.

<u>Championship Order:</u>		<u>Relay Order:</u>
2006-07	Stevens Point	Eau Claire
2007-08	Oshkosh	La Crosse
2008-09	Whitewater	Eau Claire
2009-10	River Falls	La Crosse
2010-11	Stevens Point	Eau Claire
2011-12	Oshkosh	La Crosse

D. Scoring

The Conference Championship meet will be scored to 18 places (3 heats) in a six-lane pool and 16 places (2 heats) in an eight-lane pool. Only the championship heat will be recognized for awards. The awards will remain the same but the scoring will allow for more participants when the pool size can accommodate more. Eight (8) medals will be given in each individual event (six medals in a six-lane pool) and the top three (3) teams in each relay. The medals are to be presented as soon as possible following the completion of each event. (See Attachment #2 for sample meet format).

E. Type of Championship

1. The meet shall be a combined Men's and Women's Championship and is to be conducted over a three-day period (Thursday, Friday, and Saturday). Specifically, diving will be integrated into the three-day meet, instead of having women's 3 meter diving and men's 1 meter diving scheduled as a separate event on the first day of the Championship. The order of events will follow the NCAA format.
2. Additional non-scoring heats after the preliminary sessions will be allowed for any event in which an athlete has not already participated. These heats must run in accordance with the NCAA bona fide competition regulations as stated in the NCAA Championships Swimming and Diving Handbook.
3. The scratch deadline will be set at the discretion of the Meet Director with the approval of the coaches. The Meet Director will establish and publish the scratch deadlines for all Thursday, Friday and Saturday events in the pre-meet information sent to all head coaches. The scratch deadline will be set for sometime after the conclusion of the preliminaries on the day before the events. (For example: 6:00 p.m. on Thursday for Friday's events and 6:00 p.m. on Friday for Saturday's events) In the event of unusual circumstances regarding an injured participant which prevents the athlete from competing, a phone call substitution may be made up to 24 hours prior to starting time. An ill or injured participant may also be substituted prior to the start of the championship provided a written statement of any illness or injury is sent from the institution's athletic trainer to the meet director.
4. Divers must submit a list of preliminary and semi-final dives to the referee at the designated scratch meetings.

F. Equipment/Facilities

1. It is recommended that all pools have uniform 16-foot duraflex diving boards.

2. Conference championship meets shall be held in pools with a minimum of six (6) lanes and a three (3) meter diving board as well as a one (1) meter board.
3. A lane line is to be in place for warm-ups in the diving well.
4. Conference schools may host the conference relays and a championship at local high school facilities provided they meet standard requirements and are approved by the conference commissioner.
5. Participating teams are to be assigned a specific seating area.
6. There shall be no reserve seating for fans.

G. Warm-up and Practice Facilities

1. Length of warm-up periods for both swimming and diving should be of uniform length. No team, other than the host team, should be allowed to practice at any times other than those specified.
2. Diving practice shall be terminated one hour prior to the start of any session of the conference championship when held in the same pool as swimming events.

H. Coaches' Meeting

The Meet Director shall schedule a meeting of all coaches and the Meet Referee prior to the start of the meet for the purpose of discussing specific meet procedures.

I. Championship Committee

A tournament committee shall be convened to address issues that arise during the conference championship which are not covered in the Operating Code. The Championship Committee shall be comprised of the Commissioner (or designee), the athletics director of the host institution and the sport chair.

J. Diving Committee

The diving committee is comprised of a diving coach from each institution. The committee is responsible for checking the diving sheets for dive numbers, names, D.D. description and signatures prior to the start of competition. The committee will also meet following the completion of competition on Saturday.

K. Protest Committee

The meet Protest Committee should consist of three (3) coaches selected at random prior to the start of the meet and two (2) meet officials. The names of the Committee members should be sent out with pre-meet information.

L. Expenses

All expenses for the Conference Championship shall be the responsibility of the host institution.

M. Officials

The officials are to be selected and contracted by the conference office from a list of officials established by the swimming and diving sport committee.

The host institution is responsible for paying the officials' fees as well as any lodging and mileage.
Established Fees:

- Starter - \$150/day
- Referee - \$150/day
- Diving Referee/Turn Official - \$150/day

Mileage and/or lodging is to be provided as follows:

<u>Travel Distance (one way)</u>	<u>Mileage</u>	<u>Lodging*</u>
0-24 miles	\$ 0	No
25-49 miles	\$20	Yes
50-99 miles	\$30	Yes
100-199 miles	\$40	Yes
200 or more miles	\$50	Yes

* Lodging is to be provided only if it is a multi-day event or an early morning start time necessitates that the official(s) travel the night before. Lodging arrangements are to be coordinated through the host institution.

NOTE: The host institution may pay additional meet personnel.

N. Order of Events

1. Refer to current NCAA Swimming and Diving Rulebook for the three-day coed format. Conference coaches may amend this format at the annual Sport Committee meeting or, if warranted, by unforeseeable circumstances (e.g., weather facility problems).
2. Events and program must follow the current "NCAA Guide for Championship Meets" as closely as possible.
3. The order of women or men swimming first in each event will alternate each year.
4. The six to eight diving finalists shall perform their optional dives after the conclusion of the last individual event prior to the last relay on Thursday, Friday and Saturday evenings. The diving schedule is as follows:

	<u>Afternoon</u>	<u>Night</u>
Thursday	W-3 meter Prelims M-1 meter Prelims	W-3 meter Finals M-1 meter Finals
Friday	W-1 meter Prelims	W-1 meter Finals
Saturday	M-3 meter Prelims	M-3 meter Finals

5. Preliminaries will begin at 10:00 a.m. on Thursday and Friday and 10:30 am. on Saturday. The finals are to begin at 5:30 regardless of whether a six-lane or eight-lane pool is utilized.

O. Results

The Tournament Director is responsible for reporting results of the meet to all member universities and the conference office as soon as possible.

P. Presentation of Awards

The awards (i.e., medals) are to be presented by the head coach of the top finisher in each event. Other individuals (e.g., commissioner, corporate sponsor representative, event record holder) may be substituted for, or present awards along with the head coach provided the change has been communicated ahead of time.

IV. Awards

A. Conference Championship

1. Team Championship. A championship award (plaque or trophy) will be awarded to the championship team. Each member of the championship team will receive a certificate.
2. Individual Champions. Medals will be awarded to the top eight finishers in each of the individual events, (top six finishers in a six-lane pool) and to the individuals comprising the top three relay teams.

B. Athlete-of-the-Week

Each week during the season, the conference office will select a swimming and a diving athlete-of-the-week (for both men and women) when nominations and data are sufficient. The recipients will receive a plaque from the conference office.

C. Coach-of-the-Year

A coach-of-the-year will be selected by the coaches at the conclusion of the season in accordance with the criteria established in the WIAC Administrative Regulation 25.4. The recipient will receive an award from the conference.

D. Scholar-Athlete Award

A scholar-athlete will be selected at the conclusion of the season in accordance with the criteria established in WIAC Administrative Regulation 25.6. The recipient will receive an award from the conference. In men's sports, the award shall be entitled the "**Max Sparger Scholar-Athlete Award**". In women's sports, the award shall be entitled the "**Judy Kruckman Scholar-Athlete Award**".

E. Swimmer and Diver of the Meet

The "Diver of the Meet" (men and women) will be determined on the basis of place finishes with total points used as the tie-breaker.

The "Swimmer of the Meet" (men and women) will be determined through nominations (maximum of three) submitted by each coach prior to the start of the mile event during the preliminaries on the final day of competition. A ballot of the top three nominees will be prepared and distributed to the coaches prior to the start of the finals. Each coach will vote for two competitors with all ballots forwarded to the meet director immediately following the conclusion of the 200 butterfly.

Each men and women recipient (swimmer and diver) will receive a plaque from the conference.

F. All-Conference

The WIAC All-Conference First and Second Teams shall be comprised of those individuals who finish first and second, respectively, in each event at the conference championships. Each All-Conference performer will receive a certificate from the conference.

V. Sport Chair/Sport Committee Meeting

- A. The sport chair will be elected at the end-of-the-season Coaches' Meeting. [See WIAC Administrative Regulation 24.2 for duties and responsibilities of sport chairs.]

B. Swimming and Diving Sport Committee Meeting

The swimming and diving sport committee meeting, following the conclusion of the season, will be scheduled by the conference office.

2007-08 SEASON/CHAMPIONSHIP INFORMATION

- Conference Relays: Saturday, November 17, 2007
UW-La Crosse

- Conference Championship: Thursday-Saturday, February 21-23 2008
UW-Oshkosh

- Sport Chair: Rick Pein, UW-La Crosse
July 1, 2007 - June 30, 2008

- Athletic Directors' Liaison: Frank O'Brien, UW-Stevens Point

- Sport Committee Conference Call: 10:00 a.m., Wednesday, March 26, 2008

**WIAC CHAMPIONSHIP MEET LAYOUT
(Sample)**

Session One (Thursday AM)

Warm-ups 8:00-9:50
 Women's 200 Freestyle Relay (10:00 a.m.)
 Men's 200 Freestyle Relay
10 Minute Break
 Women's 500 Freestyle
 Men's 500 Freestyle
 Women's 200 Individual Medley
 Men's 200 Individual Medley
 Women's 50 Freestyle
 Men's 50 Freestyle
15 Minute Break
 Women's 400 Medley Relay
 Men's 400 Medley Relay
 Women's 3 Meter Diving (12:30)
 Men's 1 Meter Diving

Session Two (Thursday PM)

Warm-ups 3:30-5:20
 Welcome Coaches and Captains (5:30 p.m.)
 National Anthem
Women's 200 Freestyle Relay
Men's 200 Freestyle Relay
10 Minute Break
 Women's Consolation 500 Freestyle
 Women's 200 Freestyle Relay Awards
Women's Championship 500 Freestyle
 Men's Consolation 500 Freestyle
 Men's 200 Freestyle Relay Awards
Men's Championship 500 Freestyle
 Women's Consolation 200 Individual Medley
 Women's Championship 500 Freestyle Awards
Women's Championship 200 Individual Medley
 Men's Consolation 200 Individual Medley
 Men's Championship 500 Freestyle Awards
Men's Championship 200 Individual Medley
 Women's Consolation 50 Freestyle
 Women's Championship 200 Individual Medley Awards
Women's Championship 50 Freestyle
 Men's Consolation 50 Freestyle
 Men's Championship 200 Individual Medley Awards
Men's Championship 50 Freestyle
Women's Championship 3 Meter Diving
Men's Championship 1 Meter Diving
15 Minute Break
 Women's Championship 50 Freestyle Awards
Women's Championship 400 Medley Relay
 Men's Championship 50 Freestyle Awards
Men's Championship 400 Medley Relay
 Day One Team Scores Announced
 Good Night!

**WIAC CHAMPIONSHIP MEET LAYOUT
(Sample)**

Session Three (Friday AM)

Warm-ups 8:00-9:50
Women's 200 Medley Relay
Men's 200 Medley Relay
Women's 400 Individual Medley (10:00 am)
Men's 400 Individual Medley
Women's 100 Butterfly
Men's 100 Butterfly
Women's 200 Freestyle
Men's 200 Freestyle
Women's 100 Breaststroke
Men's 100 Breaststroke
Women's 100 Backstroke
Men's 100 Backstroke
Women's 1 Meter Diving (12:30)
Men's 3 Meter Diving

Session Four (Friday PM)

Warm-ups 3:30-5:20
WIAC Scholar Athlete Award Presentation (5:30 p.m.)
National Anthem
Women's Championship 400 Medley Awards
Men's Championship 400 Medley Awards
Women's Championship 3 Meter Diving Awards
Men's Championship 1 Meter Diving Awards
Women's Championship 200 Medley Relay
Men's Championship 200 Medley Relay
10 Minute Break
Women's Consolation 400 Individual Medley
Women's Championship 200 Medley Relay Awards
Women's Championship 400 Individual Medley
Men's Consolation 400 Individual Medley
Men's Championship 200 Medley Relay Awards
Men's Championship 400 Individual Medley
Women's Consolation 100 Butterfly
Women's Championship 400 Individual Medley Awards
Women's Championship 100 Butterfly
Men's Consolation 100 Butterfly
Men's Championship 400 Individual Medley Awards
Men's Championship 100 Butterfly
Women's Consolation 200 Freestyle
Women's Championship 100 Butterfly Awards
Women's Championship 200 Freestyle
Men's Consolation 200 Freestyle
Men's Championship 100 Butterfly Awards
Men's Championship 200 Freestyle
Women's Consolation 100 Breaststroke
Women's Championship 200 Freestyle Awards
Women's Championship 100 Breaststroke
Men's Consolation 100 Breaststroke
Men's Championship 200 Freestyle Awards
Men's Championship 100 Breaststroke
Women's Consolation 100 Backstroke
Women's Championship 100 Breaststroke Awards
Women's Championship 100 Backstroke
Men's Consolation 100 Backstroke
Men's Championship 100 Breaststroke Awards
Men's Championship 100 Backstroke
Women's Championship 1 Meter Diving
Men's Championship 3 Meter Diving
Women's Championship 100 Backstroke Awards
Men's Championship 100 Backstroke Awards
Women's Championship 800 Freestyle Relay
Women's Championship 1 Meter Diving Awards
Men's Championship 3 Meter Diving Awards
Men's Championship 800 Freestyle Relay
Day Two Team Scores Announced
Good Night!

WIAC CHAMPIONSHIP MEET LAYOUT (Sample)

Session Five (Saturday AM)

Warm-ups 8:00-9:50
 Women's 200 Backstroke (10:00 a.m.)
 Men's 200 Backstroke
 Women's 100 Freestyle
 Men's 100 Freestyle
 Women's 200 Breaststroke
 Men's 200 Breaststroke
 Women's 200 Butterfly
 Men's 200 Butterfly
 15 Minute Break
 Women's 400 Freestyle Relay
 Men's 400 Freestyle Relay
 5 Minute Break
Women's Championship 1650 Freestyle (all heats)
 Men's 1650 Freestyle (Championship heat in Finals)

Session Six (Saturday PM)

Warm-ups 3:30-5:20
 Introduction of Seniors (YMCA) (5:30 pm)
 Scholar-Athlete Presentation`
 National Anthem
 Women's 800 Freestyle Relay Awards
 Men's 800 Freestyle Relay Awards
Men's Championship 1650 Freestyle
 10 Minute Break
 Women's Consolation 200 Backstroke
 Women's Championship 1650 Freestyle Awards
Women's Championship 200 Backstroke
 Men's Consolation 200 Backstroke
 Men's Championship 1650 Freestyle Awards
Men's Championship 200 Backstroke
 Women's 100 Freestyle
 Women's Championship 200 Backstroke Awards
Women's Championship 100 Freestyle
 Men's Consolation 100 Freestyle
 Men's Championship 200 Backstroke Awards
Men's Championship 100 Freestyle
 Women's Consolation 200 Breaststroke
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 Men's Championship 100 Freestyle Awards
Men's Championship 200 Breaststroke
 Women's Consolation 200 Butterfly
 Women's Championship 200 Breaststroke Awards
Women's Championship 200 Butterfly
 Men's Consolation 200 Butterfly
 Men's Championship 200 Breaststroke Awards
Men's Championship 200 Butterfly
 10 Minute Break
 Women's Championship 200 Butterfly Awards
 Men's Championship 200 Butterfly Awards
Women's Championship 400 Freestyle Relay
Men's Championship 400 Freestyle Relay
 Women's Championship 400 Freestyle Relay Awards
 Men's Championship 400 Freestyle Relay Awards
 Women's Coach of the Year Award
 Women's Swimmer of the Meet
 Women's Final Scores and Awards
 Men's Coach of the Year Award
 Men's Swimmer of the Meet
 Men's Final Team Score and Awards
 Good Night and Drive Safe!