



**MEN'S AND WOMEN'S
SWIMMING AND DIVING
2011**

CHAMPIONSHIP HANDBOOK

Updated 1/20/11

Championship Directory

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Instructions to Participants

Date: Thursday, February 17th - Sunday, February 20th 2011

Location: Germantown Indoor Swim Center
18000 Central Park Circle
Boyds, MD 20841
240-777-6830

Awards:

- Championship and Runner-Up trophies for Men's and Women's teams
- Men's and Women's Most Outstanding Swimmer
- Men's and Women's Most Outstanding Diver
- Men's and Women's Most Outstanding Rookie
- Men's and Women's Coaching Staff of The Year
- Men's and Women's Coaches' Award (*student-athlete compiling the highest career point total at the America East championships*)

*****All awards will be handed out on the pool deck balcony following Sunday evening's finals*****

Award/Medal Presentations: The top eight finishers in each event will receive medals and be acknowledged on the award podium. All recipients must wear official school warm-up/sweat-suit to award/medal ceremony.

Coaches Meeting: Pre-Championship meeting will be held on **Thursday, February 17th at 2:00 pm** in the meeting room located on the spectator's level. A 15 minute coaches meeting will be held on Friday, Saturday, and Sunday morning at **8:45 am** to discuss any issues regarding the meet.

Diving: Men's and Women's 1 meter and 3 meter divers will conduct the NCAA six optional dives in prelims and finals.

Eligibility: It is the responsibility of each institutions compliance officer to certify and sign off on the travel/eligibility roster form that all student-athletes listed meet all applicable America East, NCAA and institutional requirements and is eligible to represent their respective institution. Travel/eligibility roster forms are to be faxed/mailed to the conference office by **Wednesday, February 9th by NOON. The fax # is 617-695-6380.** Please be sure to have your compliance officer sign off on the form. If not, the form will have to be resubmitted to the office.

Entry Information: An institution may enter an unlimited number of contestants in each individual event however; no institution shall be allowed a total of more than 18 competitors. Also, a competitor is permitted to participate in a maximum of seven events, of which no more than three may be individual. Hy-Tek Meet Events File will be emailed to each team. All entries should be submitted in Hy-Tek computer format. Team manager hard copies should also be provided. One copy should list entries by name and the other copy should list entries by event. 1650 yd. freestyle swimmers will be entered with 1000 yd. freestyle times. (*Please refer to policy manual for more details*)

Entry Procedure/Deadline: Entries are due to the conference office via email to Keith Arsenault (arsenault@americaeast.com) no later than **NOON on Wednesday, February 9th, 2011. The entries**

must arrive via email in a Team Manager file. The submitted entries must include the date on which the athlete swam and the swimming or diving mark.

Prior to submitting your entries, please go to <http://www.usaswimming.org> and download your team's NCAA roster. Once saved to your computer or network, import the roster into your team manager. Please be sure to check both the overlay and the update boxes in the import window. Once you have finished importing your roster, your entry file will automatically reflect the changes. To insure the most accurate result files, please repeat this process even if you have already completed it.

Entry Requirements: Each official entrant in the America East Championship shall be required to have a NCAA bona fide entry time in all championship events, except relays. An individual or relay swimming event must be accompanied by an entry time that is certified to be the fastest time achieved in bona fide competition by the competitor, or by the institution in the case of a relay entry, during the qualifying period.

According to the NCAA Men's and Women's Swimming & Diving Rules a bona fide event is defined as an event that conforms to all NCAA rules relevant to swimming and diving performances. They include the following:

- **Meet is open to the public (spectators);**
- **Competition is between two or more teams of the same gender at the same time and site, from different collegiate institutions as defined in NCAA Bylaw 31.3.3.1;**
- **All competitors must be eligible by NCAA Standards;**
- **Meets must be in institutions' approved competition schedule;**
- **Meets must have published results;**
- **Depending on the governing body, meet official(s) must be qualified or certified.**

Or

- **Any bona-fide meet that is sanctioned by USA Swimming and USA Diving that follows NCAA rules and regulations.**

Exhibition Performances: Individuals participating as exhibition swimmers and divers must have an entry time or mark for each event entered. Once a swimmer or diver is declared as an exhibition participant, he/she is limited to exhibition swims/dives for the entire meet. They will be required to be designated as exhibition participants by Thursday's scratch deadline. Entered participants will continue to be scratched day by day as is current practice. Exhibition participants will be seeded last after all of the scoring participants.

Hospitality: There will be hospitality available for only America East staff, coaches, officials and designated UMBC staff in the classroom on the pool deck.

Locker Rooms: There will be two locker rooms located on the pool deck. There will be one locker room for males and one for females. Please be aware that both locker rooms will be open to the Germantown members during the championship. There are no lockers available; student-athletes are asked not to leave any items in the locker room. ***UMBC will not be responsible for any stolen or missing items taken from the locker room area.***

Officials: There will be six Maryland officials on deck at the Championships. All six officials are NCAA certified officials. There will be a sufficient number of USA Swimming Officials for all results to be certified by the meet referee as USA Swimming qualified times. Diving coaches will judge the men's and women's diving competition with a diving referee overseeing the competition.

Meet Committee: The games committee shall consist of the head official, the America East Conference staff member directing the championship, and one of the following; the CCC liaison, the CCC representative from the host institution, or a senior administrator from the host institution. The coaches' chair, if present, as well as any available administrators may voice their opinion and offer input, but will be a non-voting member only. (*Revised July, 2009*)

- a. Appeal Procedure: Appeals may only be lodged for errors in entries, scratches, recording of data, scoring and non-judgment errors in the application of rules. Films or video tape shall not be used in the appeals process. Appeal forms can be obtained from the referee. The written statement made on the appeal form must be submitted to the referee no later than 15 minutes after the finish of the final heat / round of that event in which the appeal is applicable. The games committee whose decision is final shall act upon appeals.

Merchandise/Programs: Merchandise and programs will be available on the top level of the Swim Center. Heat Sheets will be available for \$1.00.

National Anthem: The National Anthem will be played prior to the start of each evening final session.

Noise Makers and Flashlights: Noise makers and flash lights are not permitted in the pool area. This policy applies to student-athletes.

Psych Sheets: Psych sheets will be emailed to coaches by **Friday, February 11th**. Corrections, not changes in events, can be made from **Friday, February 11th until Monday, February 14nd** by email, to Keith Arsenault (arsenault@americaeast.com)

Scoring: NCAA Swimming and Diving rules on scoring championship meets where 16 competitors qualify for the finals shall be followed:

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

Scratch Box:

The scratch box will be located at the announcers table throughout the meet. There will be (3) scratch box announcements before the start of the finals each night.

Deadlines for scratches:	Thursday night events:	End of coaches meeting
	Friday events:	Thursday by 6:00 pm
	Saturday events:	Friday by 6:00 pm
	Sunday events:	Saturday by 6:00 pm

Squad Size: Men's and Women's swimming and diving squad sizes (*official competitors and exhibition participants*) will be limited to 24 student-athletes per team for the conference championship. There are no restrictions on the size of your travel party for the America East Championships.

Parking: There will be free onsite parking for all Spectators (Lot 23, 24, 2). Officials and Event Staff should park in the lot to the side of the facility. Buses may drop teams off in front of the swim center and then park in Lot E. Buses are **NOT** permitted to park in front of or on the side of the swim center.

Pool Availability: See *Schedule of Events: Appendix A & B*

Ready Area for Finals: On the pool deck in hallway next to the locker rooms.

Team Seating: The host team will choose first where they would like to sit on the pool deck. Teams will then be assigned by random draw at the coaches' meeting.

Tickets: Each institution will be allocated a limited amount of tickets per session. Procedures for sales and distribution of the tickets will be at the discretion of each institution.

Time-Standard Trials: Time-standard trials are allowed at the Swimming and Diving Championship for swimmers that have made an NCAA "B" cut in a particular event. Please refer to the NCAA Swimming and Diving Rules (Rule 3-5-2).

- a. Time-standard trials: Will be conducted each day following the completion of all preliminary heats. If a swim-off is needed to seed finals, time trials will be held before the swim-off in order to allow the swim-off participants the required rest following their last preliminary event. Sign-ups for time trials will close at 11 am.

 - b. Order of Events (each day):
Friday: Events from Day 2, Day 3, Day 4, Day 1
Saturday: Events from Day 3, Day 4, Day 1, Day 2
Sunday: Events from Day 4, Day 1, Day 2, Day 3
No time trials will be conducted on Thursday evening.
- *Events of different strokes, but over the same distance will be held simultaneously provided an empty lane is available between strokes.*

Timers: Three timers must be available at each lane for each event as backup.

- a. Backup Timers: Each institution will be required to provide three backup timers for each session. UMBC will be responsible for seven additional timers. (The volunteer list for each session will be located at the ticket table)

Training Room: Ice and water will be available throughout the championship and the UMBC training staff will be available at all sessions. Training staff will be located on the pool deck adjacent to the lifeguard station. If your institutional athletic trainer would like to speak with the UMBC Athletic Trainer, please contact:

Megan Murphy
Office Phone: 410-455-5239
Cell Phone: 240-472-5239
Email: mmurphy@umbc.edu

**2011 AMERICA EAST SWIMMING & DIVING CHAMPIONSHIP SCHEDULE
GERMANTOWN INDOOR SWIM CENTER, BOYDS, MD**

SESSION 1: 5:00 P.M. – THURSDAY, FEBRUARY 17
SESSION 2: 10:00 A.M. – FRIDAY, FEBRUARY 18
SESSION 3: 6:00 P.M. – FRIDAY, FEBRUARY 18
SESSION 4: 10:00 A.M. – SATURDAY, FEBRUARY 19

SESSION 5: 6:00 P.M. – SATURDAY, FEBRUARY 19
SESSION 6: 10:00 A.M. – SUNDAY, FEBRUARY 20
SESSION 7: 6:00 P.M. – SUNDAY, FEBRUARY 20

SCHEDULE OF EVENTS: THURSDAY, FEBRUARY 17 – SUNDAY, FEBRUARY 20

**THURSDAY, FEBRUARY 17, 2011
DIVING: 5:00 P.M.; RELAYS: 6:00 P.M.**

#	EVENT	
1	1 Meter Diving PRELIM	Men
2	800 Yard Freestyle Relay	Women
3	800 Yard Freestyle Relay	Men
1	1 Meter Diving FINAL	Men
4	200 Yard Medley Relay	Women
5	200 Yard Medley Relay	Men

*Diving Prelims will begin at 5:00pm

**FRIDAY, FEBRUARY 18, 2011
PRELIMS: 10:00 A.M.; FINALS: 6:00 P.M.**

#	EVENT	
6	500 Yard Freestyle	Women
7	500 Yard Freestyle	Men
8	200 Individual Medley	Women
9	200 Individual Medley	Men
10	50 Yard Freestyle	Women
11	50 Yard Freestyle	Men
12	3 Meter Diving FINAL	Women
13	200 Yard Freestyle Relay	Women
14	200 Yard Freestyle Relay	Men

*Diving Prelims will begin approx. at 2:00pm

**SATURDAY, FEBRUARY 19, 2011
PRELIMS: 10:00 A.M.; FINALS: 6:00 P.M.**

#	EVENT	
15	400 Individual Medley	Women
16	400 Individual Medley	Men
17	100 Yard Butterfly	Women
18	100 Yard Butterfly	Men
19	200 Yard Freestyle	Women
20	200 Yard Freestyle	Men
21	100 Yard Breaststroke	Women
22	100 Yard Breaststroke	Men
23	100 Yard Backstroke	Women
24	100 Yard Backstroke	Men
25	3 Meter Diving FINAL	Men
26	400 Yard Medley Relay	Women
27	400 Yard Medley Relay	Men

*Diving Prelims will begin approx. at 2:00pm

**SUNDAY, FEBRUARY 20, 2011
PRELIMS: 10:00 A.M.; FINALS: 6:00 P.M.**

#	EVENT	
28	1650 Yard Freestyle	Women
29	1650 Yard Freestyle	Men
30	200 Yard Backstroke	Women
31	200 Yard Backstroke	Men
32	100 Yard Freestyle	Women
33	100 Yard Freestyle	Men
34	200 Yard Breaststroke	Women
35	200 Yard Breaststroke	Men
36	200 Yard Butterfly	Women
37	200 Yard Butterfly	Men
38	1 Meter Diving FINAL	Women
39	400 Yard Freestyle Relay	Women
40	400 Yard Freestyle Relay	Men

*Diving Prelims will begin approx. at 2:00pm
** 1650 Prelims will begin approx. at 3:00pm

APPENDIX A

Schedule of Events and Awards

All Numbered PA Announcements can be found at the end of the schedule

Day #1 - Thursday

9:00am-3:00 pm General warm-ups

Announcement #9

Pull tubing is only permissible in the competition pool until one hour before the meet.

TBD Coaches' Meeting

3:00 pm-4:00 pm Diving will take up 4 lanes in competition pool

4:00 pm-5:00 pm 1m Men's Diving only

ANNOUNCE (RELAY SWIMMERS - 5 lanes are available in competition pool and warm-up pool is open)

5:00 pm

Event #1

Men's 1 Meter Diving Prelims

Scratch Announcement #1

5:20pm

Announcement #8

Pace Lanes 1-9-10

Sprint Lanes 2-3-8

5:30 pm

Scratch Announcement #2

5:50pm

POOL CLEARED

5:55 pm

Scratch Announcement #3

Announcement #4

6:00 pm

National Anthem

Event #2

Introduce and swim Women's 800 yd. Freestyle Relay

Event #3

Introduce and swim Men's 800 yd. Freestyle Relay

ANNOUNCE (RELAY SWIMMERS - 5 lanes are available in competition pool and warm-up pool is open)

Dive: (20 min. warm-up; 25 min. competition; 45 minutes)

Event #1

Introduce and dive Men's 1 Meter Diving Finals

Awards

Women's 800 yd. Freestyle Relay

Awards

Men's 800 yd. Freestyle Relay

7:15pm

Event #4

Introduce and swim Women's 200 yd. Medley Relay

Event #5

Introduce and swim Men's 200 yd. Medley Relay

Day #2 - Friday

7:00am	General Warm-up
	Announcement #9 <i>Pull tubing is only permissible in the competition pool until one hour before the meet.</i>
7:00-9:00am	Diving will take up 4 lanes in competition pool
8:45am	Coaches' Meeting
	Announcement #9 <i>Pull tubing is only permissible in the competition pool until one hour before the meet.</i>
9:00am	All lanes competition pool open
9:20am	Announcement #8 <i>Pace Lanes 1-9-10</i> <i>Sprint Lanes 2-3-8</i>
9:50am	POOL CLEARED
	Announcement #4
10:00am	Day #2 Prelims Begin
Event #6	Women's 500 yd. Freestyle
Event #7	Men's 500 yd. Freestyle
Event #8	Women's 200 yd. I.M.
Event #9	Men's 200 yd. I.M.
Event #10	Women's 50 yd. Freestyle
Event #11	Men's 50 yd. Freestyle
	<i>Time-Standard Trials will be conducted immediately following the preliminary heats</i>
	<i>Swim over approx. 11:30am</i>
2:00 pm	
Event #12	Women's 3 Meter Diving Prelims
4:00pm	General Warm-up
	Announcement #9 <i>Pull tubing is only permissible in the competition pool until one hour before the meet.</i>
5:00 pm	Scratch Announcement #1
5:20pm	Announcement #8 <i>Pace Lanes 1-9-10</i> <i>Sprint Lanes 2-3-8</i>
5:30pm	Scratch Announcement #2
5:50pm	POOL CLEARED
5:55 pm	Scratch Announcement #3 Announcement #4
6:00pm	FINALS BEGIN
6:00pm	National Anthem
Medals	Men's 1 Meter Diving
Event #6	Introduce and swim Women's 500 yd. Freestyle (2 heats)
Event #7	Introduce and swim Men's 500 yd. Freestyle (2 heats)
Medals	Women's 200 yd. Medley Relay
Medals	Men's 200 yd. Medley Relay
Event #8	Introduce and swim Women's 200 yd. I.M. (2 heats)
Event #9	Introduce and swim Men's 200 yd. I.M. (2 heats)
Medals	Women's 500 yd. Freestyle

Medals Men's 500 yd. Freestyle

Event #10 Introduce and swim Women's 50 yd. Freestyle (2 heats)

Event #11 Introduce and swim Men's 50 yd. Freestyle (2 heats)

ANNOUNCE (SWIMMERS - 5 lanes are available in competition pool and warm-up pool is open)

Dive: (20 min. warm-up; 25 min. competition; 45 minutes)

Medals Women's 200 yd. I.M.

Medals Men's 200 yd. I.M.

Event #12 Introduce and dive Women's 3 Meter Diving Finals

Medals Women's 50 yd. Freestyle

Medals Men's 50 yd. Freestyle

Event #13 Introduce and swim Women's 200 yd. Freestyle Relay

Event #14 Introduce and swim Men's 200 yd. Freestyle Relay

Day #3 - Saturday

7:00am	General Warm-up Announcement #9 <i>Pull tubing is only permissible in the competition pool until one hour before the meet.</i>
7:00-9:00am	Diving will take up 4 lanes in competition pool
8:45am	Coaches' Meeting Announcement #9 <i>Pull tubing is only permissible in the competition pool until one hour before the meet.</i>
9:00am	All lanes competition pool open
9:20am	Announcement #8 <i>Pace Lanes 1-9-10</i> <i>Sprint Lanes 2-3-8</i>
9:50am	POOL CLEARED Announcement #4
10:00 am	Day #3 Prelims Begin
Event #15	Women's 400 yd. I.M.
Event #16	Men's 400 yd. I.M.
Event #17	Women's 100 yd. Butterfly
Event #18	Men's 100 yd. Butterfly
Event #19	Women's 200 yd. Freestyle
Event #20	Men's 200 yd. Freestyle
Event #21	Women's 100 yd. Breaststroke
Event #22	Men's 100 yd. Breaststroke
Event #23	Women's 100 yd. Backstroke
Event #24	Men's 100 yd. Backstroke
	<i>Time-Standard Trials will be conducted immediately following the preliminary heats</i>
	<i>Swim over approx. 11:30am</i>
2:00 pm	
Event #25	Men's 3 Meter Diving Prelims
4:00pm	General Warm-up Announcement #9 <i>Pull tubing is only permissible in the competition pool until one hour before the meet.</i>
5:00 pm	Scratch Announcement #1
5:20pm	Announcement #8 <i>Pace Lanes 1-9-10</i> <i>Sprint Lanes 2-3-8</i>
5:30 pm	Scratch Announcement #2
5:50pm	POOL CLEARED
5:55 pm	Scratch Announcement #3 Announcement #4
6:00 pm	FINALS BEGIN
6:00 pm	National Anthem
Medals	Women's 3 Meter Diving
Event #15	Introduce and swim Women's 400 yd. I.M. (2 heats)
Event #16	Introduce and swim Men's 400 yd. I.M. (2 heats)
Medals	Women's 200 yd. Freestyle Relay

Medals	Men's 200 yd. Freestyle Relay
Event #17	Introduce and swim Women's 100 yd. Butterfly (2 heats)
Event #18	Introduce and swim Men's 100 yd. Butterfly (2 heats)
Medals	Women's 400 yd. I.M.
Medals	Men's 400 yd. I.M.
Event #19	Introduce and swim Women's 200 yd. Freestyle (2 heats)
Event #20	Introduce and swim Men's 200 yd. Freestyle (2 heats)
Medals	Women's 100 yd. Butterfly
Medals	Men's 100 yd. Butterfly
Event #21	Introduce and swim Women's 100 yd. Breaststroke (2 heats)
Event #22	Introduce and swim Men's 100 yd. Breaststroke (2 heats)
Medals	Women's 200 yd. Freestyle
Medals	Men's 200 yd. Freestyle
Event #23	Introduce and swim Women's 100 yd. Backstroke (2 heats)
Event #24	Introduce and swim Men's 100 yd. Backstroke (2 heats)

ANNOUNCE (Swimmers - 5 lanes are available in competition pool and warm-up pool is open)

Dive: (20 min. warm-up; 25 min. competition; 45 minutes)

Medals	Women's 100 yd. Breaststroke
Medals	Men's 100 yd. Breaststroke
Event #25	Introduce and dive Men's 3 Meter Diving Finals
Medals	Women's 100 yd. Backstroke
Medals	Men's 100 yd. Backstroke
Event #26	Introduce and swim Women's 400 yd. Medley Relay
Event #27	Introduce and swim Men's 400 yd. Medley Relay

Day #4 - Sunday

7:00am	General Warm-up Announcement #9 <i>Pull tubing is only permissible in the competition pool until one hour before the meet.</i>
7:00-9:00am	Diving will take up 4 lanes in competition pool
8:45am	Coaches' Meeting Announcement #9 <i>Pull tubing is only permissible in the competition pool until one hour before the meet.</i>
9:00am	All lanes of competition pool open
9:20am	Announcement #8 <i>Pace Lanes 1-9-10</i> <i>Sprint Lanes 2-3-8</i>
9:50am	POOL CLEARED Announcement #4
10:00 am	Day #3 Prelims Begin
Event #30	Women's 200 yd. Backstroke
Event #31	Men's 200 yd. Backstroke
Event #32	Women's 100 yd. Freestyle
Event #33	Men's 100 yd. Freestyle
Event #34	Women's 200 yd. Breaststroke
Event #35	Men's 200 yd. Breaststroke
Event #36	Women's 200 yd. Butterfly
Event #37	Men's 200 yd. Butterfly
11:30 am	Prelims End <i>Time-Standard Trials will be conducted immediately following the preliminary heats</i>
	Announcement #5
1:45pm	
Event #38	Women's 1 Meter Diving Prelims
Event #28	Women's 1650 yd. Freestyle (slowest heat to 2 nd fastest heat)
Event #29	Men's 1650 yd. Freestyle (slowest heat to 2 nd fastest heat)
5:00pm	General Warm-ups Announcement #9 <i>Pull tubing is only permissible in the competition pool until one hour before the meet.</i>
5:20pm	Announcement #8 <i>Pace Lanes 1-9-10</i> <i>Sprint Lanes 2-3-8</i>
5:45pm	POOL CLEARED
5:50pm	Senior Recognition Announcement #4 Announcement #6 Announcement #7
6:00pm	FINALS BEGIN
6:00pm	National Anthem
Medals	Men's 3 Meter Diving
Event #28	Introduce and swim Women's 1650 yd. Freestyle (fastest heat)
Event #29	Introduce and swim Men's 1650 yd. Freestyle (fastest heat)

<i>Medals</i>	Women's 400 yd. Medley Relay
<i>Medals</i>	Men's 400 yd. Medley Relay
Event #30	Introduce and swim Women's 200 yd. Backstroke (2 heats)
Event #31	Introduce and swim Men's 200 yd. Backstroke (2 heats)
<i>Medals</i>	Women's 1650 yd. Freestyle
<i>Medals</i>	Men's 1650 yd. Freestyle
Event #32	Introduce and swim Women's 100 yd. Freestyle (2 heats)
Event #33	Introduce and swim Men's 100 yd. Freestyle (2 heats)
<i>Medals</i>	Women's 200 yd. Backstroke
<i>Medals</i>	Men's 200 yd. Backstroke
Event #34	Introduce and swim Women's 200 yd. Breaststroke (2 heats)
Event #35	Introduce and swim Men's 200 yd. Breaststroke (2 heats)
<i>Medals</i>	Women's 100 yd. Freestyle
<i>Medals</i>	Men's 100 yd. Freestyle
Event #36	Introduce and swim Women's 200 yd. Butterfly (2 heats)
Event #37	Introduce and swim Men's 200 yd. Butterfly (2 heats)

ANNOUNCE (Swimmers - 5 lanes are available in competition pool and warm-up pool is open)

Dive: (20 min. warm-up; 25 min. competition; 45 minutes)

<i>Medals</i>	Women's 200 yd. Breaststroke
<i>Medals</i>	Men's 200 yd. Breaststroke
Event #38	Introduce and dive Women's 1 Meter Diving Finals
<i>Medals</i>	Women's 200 yd. Butterfly
<i>Medals</i>	Men's 200 yd. Butterfly
<i>Medals</i>	Women's 1 Meter Diving
	Announcement #6
	Announcement #7
Event #39	Introduce and swim Women's 400 yd. Freestyle Relay
Event #40	Introduce and swim Men's 400 yd. Freestyle Relay
	Announcement #6
<i>Medals</i>	Women's 400 yd. Free Relay
<i>Medals</i>	Men's 400 yd. Free Relay

AWARDS CEREMONY ON POOL DECK BALCONY

All Numbered PA Announcements

Scratch Announcement #1

(Announced at 5:00 pm on Thursday, Friday and Saturday)

The scratch deadline will be in one hour at 6:00 pm. Coaches must submit their scratches in the scratch box at the scorer's table before the 6:00pm deadline.

Scratch Announcement #2

(Announced at 5:30 pm on Thursday, Friday and Saturday)

Coaches: The scratch deadline will in 30 minutes at 6:00 pm. Coaches must submit their scratches in the scratch box at the scorer's table before the 6:00pm deadline.

Scratch Announcement #3

(Announced at 5:55 pm on Thursday, Friday and Saturday)

Coaches: The scratch deadline will be in 5 minutes at 6:00 pm. We have not received scratches from (list schools). Coaches from _____, please turn in your scratches to the scratch box at the scorer's table immediately.

Announcement #4

SPORTSMANSHIP ANNOUNCEMENT

“America East and UMBC encourage and promote good sporting conduct by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and the officials in a positive manner. America East asks that you refrain from foul language and other derogatory behavior. Failure to adhere to this policy will result in ejection and may result in your team being penalized. Please note that reminders regarding the America East sportsmanship policy are posted throughout the swim center. Enjoy the meet!”

NOISE MAKERS AND FLASH LIGHTS

As a reminder, noise makers and flash lights are not permitted in the pool area. Also, please refrain from using flash photography at the start of each race.

AMERICA EAST WEB SITE

America East-dot-com is your source for video highlights, episodes of the web show “America East Online”, and the brand-new conference blog, AExtra. You can still find all the conference news, standings and statistics all in one place, only at America East-dot-com. Don't forget to also check out America East's social media pages on Facebook, Twitter and YouTube!

NOVELTIES

America East Championship merchandise is now available! Be sure to purchase yours today at the merchandise table in the lobby.

Announcement #5

The 1650 yd. Freestyle will begin at approximately 3:00pm with the second fastest men's heat ending at 4:30pm. General Warm-up time for the 1650 will be from 1:00pm-3:00 pm in the competition pool and the warm-up pool.

Announcement #6

Fans, will you please stay with us tonight for the AWARDS CEREMONY which will take place on the pool deck following the 400 FREE RELAY.

Announcement #8

Coaches and athletes, lanes 1-9-10 will be used for Pace only and lanes 2-3-8 will be used for Sprint only.

Announcement #9

Pull tubing is only permissible in the competition pool until one hour before the meet.

APPENDIX B

2011 AMERICA EAST DIVING PRACTICE AND MEET SCHEDULE

DAY	TIME	GROUP
Wednesday	TBD	
Thursday	3:00pm-4:00pm	Open
	4:00pm-5:00pm	1 meter Men Only
	5:00pm-6:00pm	1 meter Men Prelim
	6:30pm-7:00pm	1 meter Men Final
Friday	7:30am	Pool Open
	7:00am-8:00am	Group A: determined on coaches' call
	8:00am-9:00am	Group B: determined on coaches' call
	12:00pm-12:45pm	Women 3 meter Group A
	12:45pm-1:30pm	Women 3 meter Group B
	1:30pm-2:00pm	Open
	2:00pm-4:00pm	Women's 3 meter Prelims
	7:15pm-7:50pm	Women's 3 meter Finals
Saturday	7:30am	Pool Open
	7:00am-8:00am	Group A
	8:00am-9:00am	Group B
	12:00pm-12:45pm	Men 3 meter Group A
	12:45pm-1:30pm	Men 3 meter Group B
	1:30pm-2:00pm	Open
	2:00pm-4:00pm	Men's 3 meter Prelims
	7:50pm-8:20pm	Men's 3 meter Finals
Sunday	7:30am	Pool Open
	7:00am-8:00am	Group A
	8:00am-9:00am	Group B
	11:30pm-12:30pm	Women's 1 meter Group A
	12:30pm-1:30pm	Women's 1 meter Group B
	1:45pm-2:45pm	Women's 1 meter Prelims
	8:27pm-8:57pm	Women's 1 meter Finals

APPENDIX C

**2011 America East Conference Championship Travel/Eligibility Roster Form
 Student-Athlete Roster List**

Men _____ Women _____ (please check one)

Please list **all** student-athletes traveling to the championship

1.		22.	
2.		23.	
3.		24.	
4.			
5.			
6.			
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11.			
12.			
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15.			
16.			
17.			
18.			
19.			
20.			
21.			

Please list all coaches/administrators/athletic training staff traveling to the championship

Title	Name

By signing below, I acknowledge that each student-athlete listed above is certified as eligible for competition under America East and NCAA regulations.

Signature of Compliance Administrator

***Note:** Please be aware that the men's and women's swimming and diving squad sizes (*official competitors and exhibition participants*) will be limited to 24 student-athletes per team for the conference championship. There are no restrictions on the size of your travel party for the America East Championships.

**This form is due to the Conference office by 12:00 pm on Wednesday, February 9, 2011.
 Fax: 617-695-6380 or Email: dwyer@americaeast.com**

APPENDIX D

**2011 Swimming and Diving Championship
Athletic Director's Complimentary Ticket List**

Competing Institution: _____

Athletic Director: _____

Names of those people to receive complimentary access to championship:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

APPENDIX E

.DIRECTIONS TO GERMANTOWN INDOOR SWIM CENTER

From North:

Take I-95 South towards Washington

Merge onto I-495 W Capital Beltway/ I-495 OUTERLOOP via EXIT 27 towards SILVER SPRING

Merge onto I-270 N via EXIT 35 towards FREDERICK

Merge onto MD-118 S/GERMANTOWN RD via EXIT 15B

Turn **RIGHT** onto RICHTER FARM ROAD. RICHTER FARM ROAD is 0.2 miles past CROWNSGATE WAY.

Turn **LEFT** onto SCHAEFFER ROAD

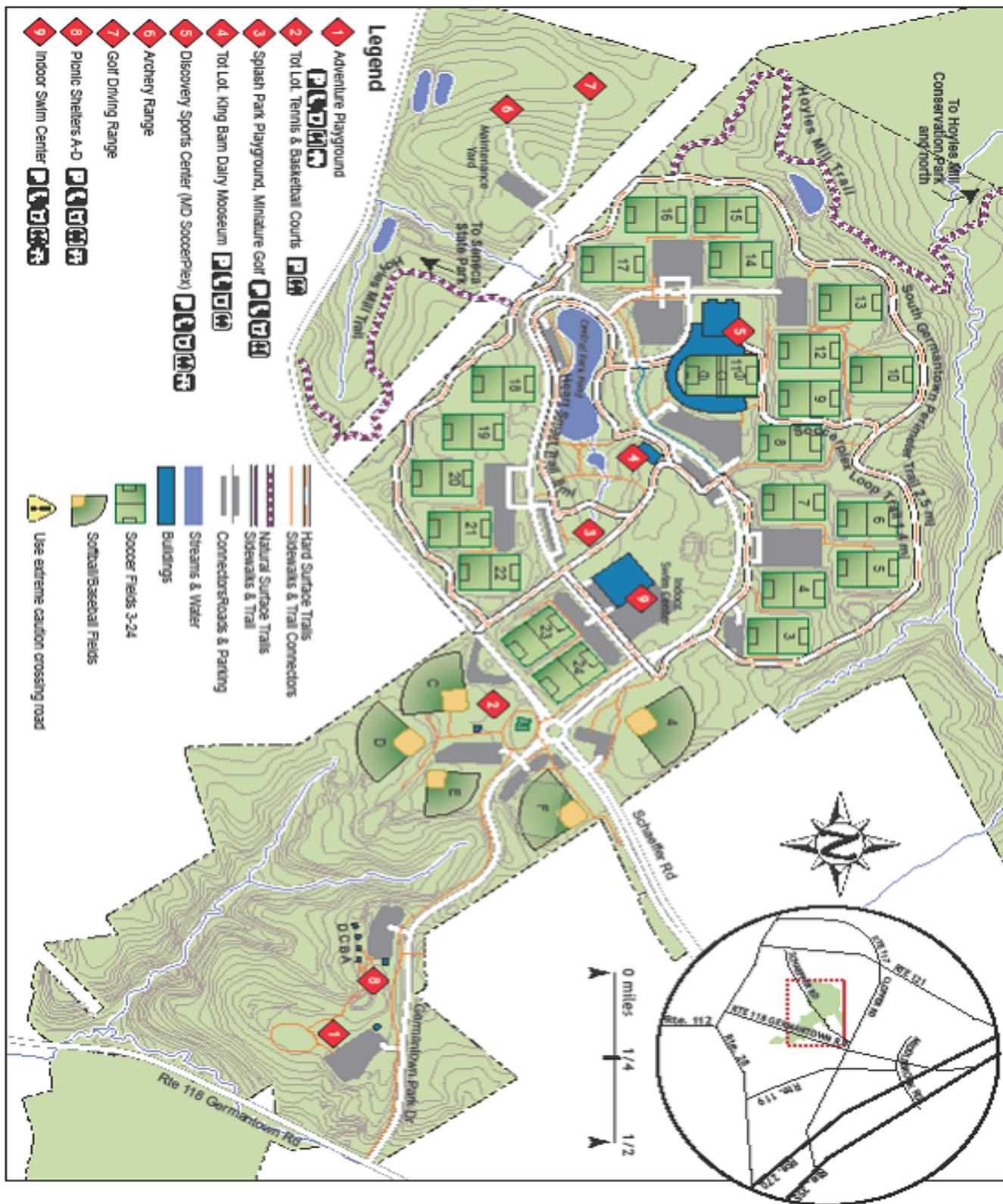
Enter roundabout and take the first EXIT onto CENTRAL PARK CIRCLE

Take first **LEFT** to stay onto CENTRAL PARK CIRCLE

The GERMANTOWN INDOOR SWIM CENTER IS ON YOUR RIGHT.

NOTE: ONCE ON RICHTER FARM ROAD DO NOT EXCEED SPEED LIMIT AS PHOTO SPEED CAMERAS ARE STRICTLY ENFORCED. CAMERAS ARE ALSO LOCATED ON SCHAEFFER ROAD IN BOTH DIRECTIONS NEAR THE ROUNDABOUT.

APPENDIX F



APPENDIX G

RESTAURANTS IN THE SURROUNDING AREA

Starbucks
19724 Germantown Road
Germantown, MD 20874
(240) 686-0471

Green Turtle Sports Bar and Grill
19961 Century Boulevard, Germantown, MD
(240) 686-1800

Bailey's Pub & Grill
20021 Century Boulevard
Germantown, MD 20874
(301) 515-8880

Longhorn Steakhouse
20017 Century Boulevard
Germantown, MD 20874
(240) 686-2060

Red Robin Gourmet Burgers
20001 Century Boulevard
Germantown, MD 20874
(301) 528-0065

Five Guys Burgers & Fries
12840 Pinnacle Dr.
Germantown, Maryland 20874
(301) 528-5525

Sabai Sabia Simply Thai
19847 Century Boulevard
Germantown, MD 20874
(301) 528-1400

Potomac Village Pizza
625 Center Point Way
Gaithersburg, MD 20878
301-977-9777

Panera Bread
19820 Century Boulevard
Germantown, MD 20874
(301) 515-5777

Pizza Hut
19790 Crystal Rock Drive
Germantown, MD 20874
301-540-0777

Subway
12935 Wisteria Dr
Germantown, MD 20874, USA
301-540-1180

Outback Steakhouse
12609 Wisteria Drive
Germantown, MD 20874
(301) 353-9499

Carrabba's
19935 Century Blvd
Germantown, MD 20874
(240) 686-1100