

**Central Penn Aquatic League
2012 “1-A” Division Championship Meet
Hosted By Shippensburg Aquatic Club
Saturday, February 25, 2012**

Location: Shippensburg Area Senior High School (Directions available on CPAL website)
201 Eberly Drive
Shippensburg, PA 17257

Facility: The Shippensburg High School Natatorium is a six (6) lane, 25 yard pool with a starting end depth of 11.5 ft and shallow end depth of 3.5 ft. The facility has a Colorado 5 timing system and six (6) lane scoreboard display. Touch pads will be used at the deep end of the pool. Hy-Tek Meet Manager software will be used throughout the meet. Gallery spectator seating for 200 within the pool and the main gymnasium will offer assigned team areas and staging/seeding for competitors. Full concession area will be in the cafeteria and a classroom across the hall from the pool will be used for meetings and hospitality. Parking will be available throughout the Shippensburg High School campus.

Meet Director: Jeff Kaminski, Shippensburg Aquatic Club
717-713-0453
jk2979@yahoo.com

Entries: This meet is open to all CPAL Division 1-A swimmers who have competed in a minimum of three (3) league meets through the course of the 2011-2012 season. Each swimmer may be entered and compete in a maximum of three (3) events (individuals and relays). The swimmer's age will be determined as of December 1, 2011.

All entries must be emailed to Meet Director Jeff Kaminski at jk2979@yahoo.com. All entry times should be in yards. If no times are available from this season, enter NT in the space provided.

The deadline to submit entries is Saturday, February 18, 2012.

Doors Open: The facility will open at 7:15am for entry. All athletes, coaches, spectators, and volunteers are asked to enter at the Auditorium entrance (see attached map). Swimmers may then report to their team area in the main gymnasium, with direct access to locker room areas.

Admission: \$2.00 for adults. Children under the age of 12 admitted at no charge. Meet volunteers may pick up their ID badges and will not be charged an admission fee. Coaches may check-in and pick up their team packets as well.

Programs: \$3.00 each. Highlighters may also be purchased for \$1.00.

Concessions: A variety of food and beverage items will be available throughout the day. All items must be consumed in the cafeteria. NO FOOD OR DRINK, other than water, will be permitted in the gymnasium, locker room, and natatorium areas.

T-Shirts: Pre-orders will be taken on the form included in this packet, due by February 10, 2012.

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Sessions: Morning – 8 & Under, 9-10 age groups
Three warm-up sessions: 7:30-7:55am, 7:55-8:20am; 8:20-8:45am
Meet Start: 9:00am

Afternoon – 11-12, 13-14, 15 & Over age groups
Three warm-up sessions: 12:00-12:25pm, 12:25-12:50pm, 12:50-1:15pm
Meet Start: 1:30pm

Warm-ups:	<u>Team</u>	<u>Lanes</u>	<u>Morning</u>	<u>Afternoon</u>
	SAC	1-6	7:30-7:55am	12:00-12:25pm
	BSAC	1-3	7:55-8:20am	12:25-12:50pm
	MASC	4-6	7:55-8:20am	12:25-12:50pm
	GETY	1-3	8:20-8:45am	12:50-1:15pm
	MSC	4-6	8:20-8:45am	12:50-1:15pm

Meetings:	<u>Meeting</u>	<u>Room</u>	<u>Morning</u>	<u>Afternoon</u>
	Coaches' Scratch	51	8:25am	12:55pm
	Officials	51	8:45am	1:15pm
	Timers	GYM Seeding	8:30am	1:00pm

Team Entries: Per CPAL guidelines, each swimmer may compete in a maximum of three (3) events. The events may be three (3) individual events, two individuals and one relay, or one individual and two relays. A relay shall consist of four listed swimmers (slots 1-4), alternates (5-8) and a B relay. Listing a swimmer as an alternate (slots 5-8) on a relay does not count as an event.

Reminder about All-Star event entries: If a participant swims three individual events at Divisionals, he/she may not be an alternate in a relay at All-Stars. If the individual swims in a B relay at Divisionals, which does not qualify for All-Stars, he/she may swim in the A relay and is viewed as a relay alternate. If a B relay does not exist, alternates may only swim two events at Divisionals to be eligible as a relay alternate for All-Stars.

All entries must be submitted in Hy-Tek Team Manager format. Event files will be included in the email with the entry packet, and may also be downloaded at either www.swimship.org (SAC site) or www.swimcpal.org (League site) under the 2012 Division 1-A link. Keep in mind the championship file is different from the dual meet event file.

NO TEAM WILL BE ENTERED WITHOUT A COMPLETED VOLUNTEER FORM

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Psych Sheets: After receiving each team's entry file on Saturday, the meet director will email entry confirmations to each team. From the time this confirmation is sent, each team will have 24 hours to determine if their submitted information is correct or to make necessary changes and resubmit. No changes may be made after this time, only scratches at the Coaches' meeting the day of the meet.

Psych sheets will be posted on www.swimcpal.org and www.swimship.org on Wednesday, February 22, 2012.

Officials: Referees, Starters, Stroke & Turn officials, and Finish Judges will be provided by participating teams. These positions may be submitted on the attached volunteer form.

Timers: Two timers per lane will be used for all events with distances of 50 yards or more. In 25 yard events (8 & unders), three timers for each lane will be used. Please include timer names on the volunteer form.

Lane	1 st Timer	2 nd Timer	8 & Under 3 rd Timer
1	BSAC	GETY	SAC
2	MASC	MSC	SAC
3	SAC	BSAC	MASC
4	GETY	MASC	SAC
5	MSC	SAC	GETY
6	BSAC	SAC	MSC

Back-up Timers: SAC (Both Sessions)

RELIEF TIMERS WILL BEGIN AFTER EVENT #16 IN THE MORNING SESSION
AND AFTER EVENT #58 IN THE AFTERNOON SESSION

Chaperones: Two adult chaperones must be provided by each team to supervise swimmers in the gymnasium and assist in locating swimmers for the seeding area.

Seeding: Event numbers will be posted and announced in the gymnasium. A seeding/staging area will be set up within a section of the gymnasium. Teams will be responsible for sending competitors to the seeding area when their event is posted and announced. Any swimmer who is not present at the seeding area and cannot be found will be scratched from the event. It is required that swimmers have footwear when going to and from their events. Baskets will be available at each lane for swimmers to place their towels, sweats, shoes, etc while they race.

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- Results:** Results will be posted as quickly as possible in the hallway between the gym and cafeteria.
- Awards:** 1st -12th place shall receive awards. Coaches or league representatives are asked to pick up their awards at the end of the meet. Awards will not be distributed to athletes or family members.
- All-Stars:** The top sixteen (16) individuals and top eight (8) relays from the four combined divisional meets (1-A, 2-A, 3-A, 4-A) will advance to Sunday’s CPAL All-Star Championships. Meet information and psych sheets will be available on the CPAL web site www.swimcpal.org as printed and posted by the All-Star host.

Swimmers who place in the top 12 at the Divisional meet who do not intend to compete at All-Stars are asked to have their coach or team representative scratch that swimmer within one hour of the conclusion of their session. These scratches will be accepted at the scoring table.

- Swim Vendor:** A swim gear vendor will be available in the lobby area, selling swimwear and gear for purchase, and will be available throughout the meet.

- Spectators:** The Shippensburg High School Natatorium has a spectator seating area directly above the pool deck. Due to the limited seating area, we ask that seats not be saved throughout the meet. We appreciate spectators’ cooperation so that everyone may enjoy seeing their swimmers compete. Due to fire regulations, no folding chairs are permitted in the spectator gallery area. Any spectators who require specific seating due to special needs should speak with a SAC volunteer or the Meet Director so that we accommodate accordingly.

First Aid services will be available throughout the meet. Please see a SAC volunteer if first aid is needed.

Please refrain from using flash photography at the start of each event.

As with all swim meets, please remain quiet after the whistle blows for the swimmers to step on the starting blocks for the next event.

The meet venue area includes the pool, the main lobby area, the gymnasium, the cafeteria, locker rooms, the entrance lobby of the school, and hallways connecting all these locations. Anyone found outside these areas will be asked to leave the building, which will be monitored by security personnel.

Only swimmers competing or seeded in their events, team coaches, meet officials, and designated volunteers are allowed on the pool deck throughout the duration of the meet. All others will be asked to return to the spectator gallery or team area.

General Rules: The Divisional Championship meet will be governed by the Central Penn Aquatic League rules.

The Shippensburg Board of School Directors has identified the grounds of the district to be a tobacco-free environment. Tobacco use is prohibited on school property.

NO FOOD OR DRINKS, other than water, will be permitted in the pool, locker room, and gym areas. Food and drinks must be consumed in the cafeteria area.

ALL SWIMMERS are to wear shoes or other footwear at all times when not competing to avoid injury. It is also required that swimmers have footwear when going to and from their events. Baskets will be available at each lane for swimmers to place their towels, sweats, shoes, etc while they race.

SAC will not be responsible for any lost or stolen items. Please make sure your swimmers keep track of their clothing and any other personal belongings.

Please keep the gym floor dry to avoid slips and injury. If you observe a wet area, please inform a SAC volunteer.

Any chairs must have a towel or blanket under them to avoid marking the gym floor.

Coolers may be stored outside the cafeteria and are not permitted in the gym or pool area.

Horseplay or games (football, basketball, etc.) will not be permitted in the team gym or the staging gym.

The seeding area must remain clear throughout the meet to maintain a steady flow of swimmer traffic.

Swimmers are requested to remain in the gym area and not in the spectator seating area. Swimmers found in spectator seating will be asked to return to their team area.

Locker room space is limited and is restricted to swimmers for restroom and changing purposes only.

Cell phones, cameras, and any recording devices will not be permitted in the locker rooms.

Coaches must monitor their team's warm-up session and control their warm-up procedure.

No diving in the shallow end of the pool. Feet first entry for warm-ups with the exception of starts at the conclusion of each warm-up session.

Please inspect your team area at the end of each session to ensure that all items have been removed and all trash is placed in trash containers.

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SHOUT OUTs!

The Divisional Program will include SHOUT OUTs. Those people wanting to include comments on the SHOUT OUT pages should print messages in the space provided. ***Fee is \$5.00 per listing.***

Each SHOUT OUT will print out to the size of a business card.

PLEASE PRINT SHOUT OUT COMMENTS BELOW:
(Please Print Clearly)

EVENT SHOUT SPONSORS!

Heat sheets within the Divisional Program will include one-line “shouts” for each event, listed under the event number and event name. Swimmers, family members, and/or businesses may submit their “shouts” to show their support for an athlete, relay team, etc. EVENT SHOUTS may be printed in the space below (**ex: GO SALLY! Love, Mom and Dad**) along with the athlete or team name and preferred event name. ***Fee is \$2.00 per listing.***

PLEASE PRINT EVENT SHOUT COMMENT BELOW:
(Please Print Clearly)

Return the completed form to jk2979@yahoo.com by February 18, 2012. Each team is asked to collect all checks for the SHOUT OUTs notating “Shout Outs” on the memo area of the check. Checks should be made payable to SAC and may be mailed to:

SAC
PO Box 255
Shippensburg, PA 17257

2012 CPAL DIVISION "1A" CHAMPIONSHIPS SUMMARY T-SHIRT ORDER FORM

Pre-order by **Feb 10th** to guarantee your order

Please email orders to jgoodhart@centralpennadsolutions.com and then mail hard copy and payment (Checks payable to SAC) to:

Shippensburg Aquatic Club
PO Box 255
Shippensburg, PA 17257

Team Name: _____

Team Rep Name and phone number:

Short Sleeve \$12.00 each		
SIZE	Quantity	\$ Total
Youth small:	_____	_____
Youth medium:	_____	_____
Youth large:	_____	_____
Adult small:	_____	_____
Adult medium:	_____	_____
Adult large:	_____	_____
Adult X-large:	_____	_____
Adult XX:	_____	_____
(\$2.00 more) (\$14 each)		
Adult XXX:	_____	_____
(\$2.00 more) (\$14 each)		

Total shirts: _____

Grand Total \$ Due: _____

Additional shirts will be available at concessions for \$15 (XXL-XXXL for \$17)

T-SHIRT FRONT



SHIRT WILL BE LIGHT BLUE WITH TWO-COLOR (NAVY AND WHITE) INK DESIGN

T-SHIRT BACK

CPAL
1A DIVISIONALS
2012



Shippensburg
Aquatic Club

Big Spring
Aquatic Club

Gettysburg
YWCA

Mercersburg Area
Swim Club

Mechanicsburg
Swim Club

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VOLUNTEER FORM

*****MUST BE INCLUDED WITH YOUR TEAM ENTRIES*****

TEAM NAME: _____

Timers, plus relief timers (if needed) are needed from each team for the morning and afternoon sessions. Specific lane assignments are provided in the entry packet along with assignment of 8 & under 3rd timer. Use that guideline to determine the specific number of timers for each team. **Please remember the additional timer for 8 & under 25 yard events!**

AM SESSION TIMERS

AM RELIEF TIMERS

NAME: _____

NAME: _____

NAME: _____

NAME: _____

NAME: _____

NAME: _____

8 & UNDER 3RD TIMER: _____

PM SESSION TIMERS

PM RELIEF TIMERS

NAME: _____

NAME: _____

NAME: _____

NAME: _____

NAME: _____

NAME: _____

CHAPERONES: Two adult chaperones must be provided by each team to supervise swimmers in the gymnasium and assist in locating swimmers for the seeding area.

NAME (AM): _____ **NAME (AM):** _____

NAME (PM): _____ **NAME (PM):** _____

CHAMPIONSHIP COMMITTEE REP: Responsible for "making decisions on matters not specifically covered by the rules or on the misapplication of a rule during the meet."

AM SESSION: _____ **PM SESSION:** _____

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OFFICIALS and COACHES FORM

*****MUST BE INCLUDED WITH YOUR TEAM ENTRIES*****

TEAM NAME: _____

Officials will be provided by each team. Please complete the assignment list below. Teams have the option of providing relief officials at their discretion. Teams are asked to provide names of two (2) Stroke/Turn officials per session and one Finish Judge per session. *Officials interested in serving as a starter or meet referee (possessing proper certification) may place a (*) next to their name.*

Keep in mind, not all officials may be used the day of the meet. A final officials' list and placement will be sent to all teams when psych sheets are published on Wednesday, February 22.

AM SESSION STROKE & TURN

NAME: _____ **NAME:** _____

AM SESSION FINISH JUDGE

NAME: _____

PM SESSION STROKE & TURN

NAME: _____ **NAME:** _____

PM SESSION FINISH JUDGE

NAME: _____

COACHES NAMES: (Please list all coaches attending):

NAME: _____ **NAME:** _____

NAME: _____ **NAME:** _____

NAME: _____ **NAME:** _____

CAMPUS MAP

