

**Capital Area Swim League
2012 “A” Division Championship Meet
Hosted By Gettysburg YWCA
Saturday, July 21, 2012**

Location: Gettysburg YWCA (Directions available on CASL website)
909 Fairfield Road
Gettysburg, PA 17325

Facility: The Gettysburg YWCA has an indoor six (6) lane, 25 meter pool with a starting end depth of 12ft and turning end depth of 3.5ft. The facility has a Colorado timing system and one (1) lane scoreboard display. Touch pads will be used at the back end of the pool. Hy-Tek Meet Manager software will be used throughout the meet. Limited on-deck bleacher seating within the pool is available for spectators. Weather permitting, teams and family members will be set up outside. Please be sure to bring team tents for your comfort. A full concession area will be available. If weather is not cooperative, teams will be set up in the gymnasium just past the pool. The community room across from the pool will be used for meetings. A hospitality room will be available to coaches just off of the pool deck. Parking at the YWCA is tight. We are looking into parking alternatives and will send out further parking instructions via email to coaches and team representatives..

Meet Director: Marge Howery, Gettysburg Sharks
717-253-6739
fmhowery@hotmail.com

Entries: This meet is open to all CASL Division A swimmers who have competed in a minimum of 50% of their team’s league meets through the course of the 2012 season (3). 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 June 1, 2012.

All entries must be emailed to Megan Maslowski at sharkscoaches@gmail.com. All entry times should be in meters. If no times are available from this season, enter NT in the space provided.

The deadline to submit entries is Saturday, July 14, 2012.

Doors Open: The facility will open at 7:00 am for entry. All athletes, coaches, spectators, and volunteers are asked to enter through the main entrance of the YWCA. Signs will be posted for team set up, locker rooms, etc.

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. NO FOOD OR DRINK, other than water, will be permitted in the gymnasium, locker room, and pool areas.

T-Shirts: T-shirts will be offered through SAC with further information and order forms provided by them.

Session: Three warm-up sessions: 7:30-7:55am, 7:55-8:20am; 8:20-8:45am
Meet Start: 9:00am

Warm-ups:	<u>Team</u>	<u>Lanes</u>	<u>Time</u>
	GETY	1-6	7:30-7:55am
	MSC	1-4	7:55-8:20am
	ACY	5-6	7:55-8:20am
	HAC	1-3	8:20-8:45am
	HAY	4-6	8:20-8:45am

Meetings:	<u>Meeting</u>	<u>Room</u>	<u>Time</u>
	Coaches' Scratch	Community room	8:25am
	Officials	Community room	8:45am
	Timers	Seeding area	8:30am

Team Entries: Per CASL 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. Listing a swimmer as an alternate (slots 5-8) on a relay does not count as an event.

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 www.swimcasl.org (League site) under the 2012 Division 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

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.swimcasl.org on Wednesday, July 18, 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	HAY	GETY	SAC
2	HAC	MSC	ACY
3	SAC	HAY	HAC
4	GETY	HAC	SAC
5	MSC	SAC	GETY
6	ACY	SAC	MSC

Back-up Timers: 1st half: GETY , SAC 2nd half: MSC, HAY

RELIEF TIMERS WILL BEGIN AFTER EVENT #38

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

Seeding: Event numbers will be posted and announced in the team areas. A seeding/staging area will be set up. 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.

Results: Results will be posted as quickly as possible outside the pool area..

Awards: 1st -8th 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 first place finisher in each individual event will automatically qualify for the CASL All-Star Championships being held on Sunday, July 22 at Camp Hill. The next 12 fastest individuals and eight (8) relays from the combined divisional meet will also advance. Meet information and psych sheets will be available on the CASL web site www.swimcasl.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 the event. These scratches will be accepted at the scoring table.

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

Spectators: 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. No folding chairs will be permitted in the pool area by spectators. Any spectators who require specific seating due to special needs should speak with a GETY volunteer or the Meet Director so that we can accommodate accordingly.

First Aid services will be available throughout the meet. Please see a GETY 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 community room, the locker rooms, and hallways connecting all these locations. (and if necessary the gymnasium)

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 team area.

General Rules: The Divisional Championship meet will be governed by the Capital Area Swim League rules.

Tobacco use is prohibited on YWCA property.

NO FOOD OR DRINKS, other than water, will be permitted in the pool, locker room, and gym areas. .

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.

GETY 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 GETY volunteer.

If weather forces indoor team areas, any chairs must have a towel or blanket under them to avoid marking the gym floor.

Coolers are not permitted in the gym or pool area.

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

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

Swimmers are requested to remain in 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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VOLUNTEER FORM

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

TEAM NAME: _____

Timers, plus relief timers (if needed) are needed from each team. 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. If your timers prefer to work on half of the meet, please be sure to list relief timers. If no relief timers are listed your volunteers will be asked to time the whole meet.

Please remember the additional timer for 8 & under 25 meter events!

SESSION TIMERS

RELIEF TIMERS (2nd half)

NAME: _____

NAME: _____

NAME: _____

NAME: _____

NAME: _____

NAME: _____

BACK UP: _____

8 & UNDER 3RD TIMER: _____

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: _____

NAME: _____

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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, July, 18, 2012

STROKE & TURN

NAME: _____ **NAME:** _____

Please list any additional officials available if needed:

SESSION FINISH JUDGE

Name: _____

COACHES NAMES: (Please list all coaches attending):

NAME: _____ **NAME:** _____

NAME: _____ **NAME:** _____

NAME: _____ **NAME:** _____