



2012 MPSF SWIMMING & DIVING CHAMPIONSHIP PARTICIPANT MANUAL

**United States Air Force Academy Falcons – Men
Brigham Young University Cougars– Men
Brigham Young University Cougars– Women
Cal Poly San Luis Obispo Mustangs – Women
University of California Davis Aggies - Women
University of California Santa Barbara Gauchos – Women
California State University Bakersfield Roadrunners– Men
California State University Bakersfield Roadrunners– Women
University of Hawai'i Rainbow Warriors– Men
Loyola Marymount University Lions- Women
University of Nevada, Las Vegas Rebels – Men
University of North Dakota - Men
University of Northern Colorado Bears - Women
University of the Pacific Tigers – Men
University of the Pacific Tigers – Women
University of San Diego Toreros – Women
Seattle University Redhawks –Men
Seattle University Redhawks – Women
University of Wyoming Cowboys - Men**

February 15 – 18, 2012

**East Los Angeles
Community College
Monterey Park, California**

**United States Airforce Academy
Colorado Springs, Colorado**

TABLE OF CONTENTS

Championship Personnel2
MPSF Championship Countdown Calendar3
Championship Procedures 3
Diving 3
Entries/Participants 4
Pre-Meet Technical Meeting 5
Coaches Meetings..... 5
Schedule of Events Swimming 6
Schedule of Events Diving 9
Scoring 10
Awards Procedure 11
Accommodations 11
Transportation 11
Directions to Championship Facilities..... 11
Parking 12
Championship Financial Policy..... 12
Credentials, Squad List and Travel Limit..12
Passing Credentials/Opening Doors.....12
Locker Rooms, Showers, Changing Areas.....13
Towels 13
Practices..... 13
Event Management Responsibilities..... 13
Games Committee 13
Officials 13
Sportsmanship and Conduct..... 13
Ethical Behavior of Coaches..... 13
Media 14
Post-Race Interviews 14
Photography 14
Web Broadcast..... 14
Videotaping..... 14
Hospitality 14
National Anthem..... 15
Sponsors and Merchandise Sales..... 15
Snack Bar 15
Sports Medicine 15
Team Areas 15
Tickets 16
Ticket Prices 16
Player Guest Ticket List – See Team Ticket Purchase List Appendix E 16

APPENDICES

Back Up Timer Schedule Appendix A
Awards Presenter Schedule Appendix B
T-Shirt Order Form Appendix C
Official Championship Team Roster Form - Women Appendix D
Official Championship Team Roster Form - Men Appendix D
Ticket List – For Purchase by Participating Teams Appendix E

Championship Personnel

MPSF Executive Director	Al Beard	530-669-7600 (o) 560-304-3889 (c) abeaird@mpsports.org
MPSF Championship Director	Kaia Hedlund	562-434-5307 (o) 562-754-2075 (c) kaiahedlund@msn.com
MPSF Asst. Champ Director	Carri Cook	714-244-5772 (c) carricook87@gmail.com
ELAC Pool Manager/Coach	Erik Matheson	323-707-3127 (o) 310-480-5911 (c) mathesm@elac.edu
Media Director:	Darren Preston	818-943-2033 (c) - dp725@sbcglobal.net
Tech, Director/Head Referee:	Ed Ruth	805-492-2858 (c) - eruth@earthlink.net
Diving Coordinator:	Stan Curnow	719-333-2331 (o) - Stan.Curnow@usafa.edu
Announcer/Swimming:	Mark O'Halloran	949-300-1251 (c) - mwohalloran@yahoo.com
PA System	Matt Mitchell	818-398-1047 (c) - matty.mitchell@mac.com
Timing System Operator:	Dale Lundin	dlundin@gusd.net
Admin. Referee/Computer:	Beverly Pierson	805-376-3042 beverly.pierson@gmail.com
Assistant Admin.	Jennifer Wohlenberg	jwohlenberg@gmail.com
Photographer:	Dan Avila	213-215-2105 (c) danavila@sprintmail.com
Certified Athletic Trainer:	Raul Dominguez, Tom Burton Dr. Michael Lau	310-995-8944 661-714-3100 rauldominguez@msn.com
Games Committee:	Ed Ruth, Bev Pierson and Kaia Hedlund – Swimming TBD, Al Beard or Kaia Hedlund - Diving	

2012 Mountain Pacific Sports Federation Men's and Women's Swimming Championship

MPSF Championship Countdown Calendar

<u>Wednesday, January 18</u>	Entry files e-mailed to head coaches
<u>Saturday January 26</u>	MPSF Championship T-Shirt Order form - to Kaia Hedlund and Al Beard
<u>Wednesday, February 8</u>	6:00 p.m. MPSF Official Travel Party form - to Kaia Hedlund and Al Beard
<u>Wednesday, February 8</u>	Entry files sent to meet processor Beverly Pierson
<u>Sunday, February 12</u>	Psych sheets posted to MPSF web site; e-mailed to head coaches
<u>Tuesday, February 14</u>	MPSF Championship Ticket List – to Kaia Hedlund
<u>Wednesday, February 15</u>	10:30 a.m. MPSF Pre-Championship Technical Meeting
<u>Wed-Sat., Feb. 15-18</u>	MPSF Swimming and Diving Championship
<u>Sunday, February 26</u>	NCAA Division I Swim Approved Qualifying Meet – Hosted by Pac-10 at KCAC
<u>Sunday, March 4</u>	NCAA Division I Swim Approved Qualifying Meet – Hosted by Pac-10 at ELAC

Championship Procedures

The MPSF Men's and Women's Swimming and Diving Championship Meet shall be held prior to the NCAA Championship Meet entry deadline. The competition shall be conducted according to NCAA rules for Championship Swimming Meets.

Relay take-off pads will not be used during the relay events of the MPSF Championship for 2012 only.

The competition pool shall open one and one-half hour prior to the start of competition except on Saturday for swimming warm-ups and remain open one-half hour after completion of each session. Optional swimming warm-ups shall be available one and one-half hour prior to the start of the championship meet during the competition (except during the National Anthem). There shall be at least one 20-minute break between the last two events of each night session.

Springboard Diving Events

The 1 meter and 3 meter springboard **preliminary** events for both men and women shall consist of one list of 6 dives, representing 5 diving groups, without limit on degree of difficulty, performed in any order, to determine which divers advance to the consolation finals (places 9 – 16) and finals (places 1 – 8).

Consolation finalists and **finalists** will start with a score of zero. The consolation finals and finals shall consist of one list of 6 dives, representing 5 diving groups, without limit on degree of difficulty, performed in any order. Team scoring will be determined by the order of finish in the consolation finals places 9 – 16, and finals places 1 – 8.

Platform Diving Events

The platform **preliminary** events for **men** shall consist of one list of 6 dives, representing 6 diving groups, without limit on degree of difficulty, performed in any order, to determine which divers advance to the consolation finals (places 9 – 16) and finals (places 1 – 8).

The platform **preliminary** events for **women** shall consist of one list of 5 dives, representing 5 of 6 diving groups, without limit on degree of difficulty, performed in any order, to determine which divers advance to the consolation finals (places 9 – 16) and finals (places 1 – 8).

Consolation finalists and finalists will start with a score of zero. The consolation finals and finals shall consist of one list of 6 dives for men, representing 6 diving groups, or for women 5 dives, representing 5 of 6 groups,

2012 Mountain Pacific Sports Federation Men's and Women's Swimming Championship

without limit on degree of difficulty, performed in any order. Team scoring will be determined by the order of finish in the consolation finals places 9 – 16, and finals places 1 – 8.

Judges

Each institution competing in diving must supply a diving judge for the MPSF Championship meet.

Entries/Participants

Women

Each team shall be limited to traveling a maximum of **26** student-athletes. Official competitors must be declared at the coaches meeting and are limited to **18** based on NCAA calculations. Swimmers shall count as one and divers shall count as 1/2 a competitor. Student-athletes that are not in the official traveling party shall not be allowed to travel with the team or be included on the credential list.

Men

Each team shall be limited to traveling a maximum of **22** student-athletes. Official competitors must be declared at the coaches meeting and are limited to **18** based on NCAA calculations. Swimmers shall count as one and divers shall count ½ a competitor. Student-athletes that are not in the official traveling party shall not be allowed to travel with the team or be included on the credential list.

Entry forms will be e-mailed to the head coach of each member institution 4 weeks prior to the MPSF Championship. Submissions via HyTek are preferred if possible; submissions via Excel spreadsheet will also be accepted. Entries are to be e-mailed to and received by the Administrative Referee no later than seven days preceding the first day of the Conference Meet. All entry times are to be the current season's best times.

The names of the divers must also be submitted by seven days preceding the first day of the Conference meet. The diver's preliminary dive sheet should be provided to the Administrative Referee at the technical meeting on Wednesday. Changes to the dive list may be submitted prior to the preliminary or final rounds of diving.

All entered times must be the entrant's 2011-2012 best 1000 times. Any swimmer competing in an event not swum during the 2011-2012 season must enter NT or No Time. **The 1650 will be seeded by the swimmer's best 1000 time for the season (not the 1650)!**

Psych sheets will show seeding for each event prior to the Championship. Psych sheets will be e-mailed by the Administrative Referee three days prior to the first day of competition to each member institution's head coach; the psych sheets will also be posted to the MPSF web site three days prior to the first day of competition.

Heat sheets will be available for all coaches as soon as possible after every morning and evening session for the following session. The Administrative Referee will confirm that heat sheets have been distributed before departing after each session. Copies shall be made available for the head coaches, the MPSF, and program/heat sheet sellers.

Individual participants in the MPSF Championship Meet shall be limited to seven events with no more than three official individual events. Unlimited exhibition swims will be allowed in prelims only. Exhibition swims must be designated by the scratch deadline. Exhibition swimmers cannot be seeded in the finals heat of the 1650 freestyle, regardless of entry time. Unofficial (exhibition) swims are marked with an 'X' next to the swimmer's time on psych sheets, heat sheets and results. The bonus heat will be non-scoring. Exhibition or

2012 Mountain Pacific Sports Federation Men's and Women's Swimming Championship

unofficial swimmers will not be permitted to swim in the bonus heat, consolation or final heat under any circumstances.

Each team can have 1 scoring or "A" relay per event. All exhibition relays will be swum in the prelims sessions or in separate heats on Wednesday night; no exhibition relays will be included in heats with scoring relays.

Each coach shall turn in a scratch sheet following the last event of each day's finals. The scratch deadline at the MPSF Championship Meet shall be one-half hour following the last event of each day's finals.

The URL for the results for the MPSF meet: <http://results.liveswim.net/bp/MPSF2012/>

Pre-Meet Technical Meeting

AGENDA - PRE-MEET TECHNICAL MEETING – MANDATORY FOR ALL HEAD COACHES

1. Review Participant Handbook
2. Draw for Team Areas
3. Facility review by Meet Director
4. Pre meet warm up schedule
5. Conduct and sportsmanship
6. Officials Assignments
7. Back Up Timing Assignments
8. Awards Procedures - MPSF Media Relations Coordinator
9. Awards Presentation Schedule
10. Coach Meeting Date
11. Adjourn

Coaches Meetings

Head coaches are required to attend the coaches' meetings that are hosted in conjunction with the MPSF Swimming and Diving Championship. This meeting is held to discuss items relating to the technical aspects of the Championship only. Scratches, declaration of official participants for swimming and diving also occurs at this meeting. Diving coaches will submit preliminary dive lists at this meeting as well. The agenda for the meeting will be distributed via email to each head coach prior to the meeting.

An annual business meeting of the swimming and diving coaches shall also be conducted via a telephone conference call during the spring. All excused absences must be granted by the Federation Office prior to the meeting.

Institutions that are represented by an assistant coach, rather than the head coach (unless he or she is excused by the Executive Director), lose their voting privileges at the meeting of head coaches.

Institutions that are not represented by either the head or an assistant coach at a Federation meeting are subject to an institutional private reprimand and a \$500 penalty to be paid to the Federation Office.

Schedule of Events Swimming

Tuesday, February 14, 2012

Swimming Practice at ELAC – TBD Hours as needed between 6:00 pm and 10:00 pm

Wednesday, February 15

9:00 am – 1:00 pm Swimming Warm-Up
10:30 am – 11:30 am Coaches Technical Meeting – ELAC Pool Hospitality Room (tentative)
4:30 pm – 5:45 pm Swimming Warm-Up – Competition Pool
5:00 pm Doors Open for Spectators
6:00 pm National Anthem
Swimming Day One Finals
200-yd Medley Relay (W) Final
200-yd Medley Relay (M) Final
200-yd Medley Relay (W) Exhibition
200-yd Medley Relay (M) Exhibition
40 Minute Break – Time Trials
800-yd Freestyle Relay (W) Final
800-yd Freestyle Relay (M) Final
800-yd Freestyle Relay (W) Exhibition
800-yd Freestyle Relay (M) Exhibition
Time Trials

Thursday, February 16

9:00 am – 10:15 am Swimming Warm-Up– Competition Pool
9:30 am Doors Open for Spectators
10:30 am Swimming Prelims
500-yd Freestyle (W) Prelims - 500-yd Freestyle (M) Prelims
200-yd Individual Medley (W) Prelims - 200-yd Individual Medley (M) Prelims
50-yd Freestyle (W) Prelims - 50-yd Freestyle (M) Prelims
400-yd Medley Relay (W) Exhibition - 400-yd Medley Relay (M) Exhibition
Time Trials

4:30 pm – 5:45 pm Swimming Warm-Up– Competition Pool
5:00 pm Doors Open for Spectators
6:00 pm National Anthem
Swimming Day Two Finals
500-yd Freestyle (W) Bonus No-Score - 500-yd Freestyle (W) Consol - 500-yd Freestyle
(W) Final
500-yd Freestyle (M) Bonus No-Score - 500-yd Freestyle (M) Consol - 500-yd Freestyle
(M) Final
200-yd IM (W) Bonus No-Score - 200-yd IM (W) Consol - 200-yd IM (W) Final
200-yd IM (M) Bonus No-Score - 200-yd IM (M) Consol - 200-yd IM (M) Final
50-yd Freestyle (W) Bonus No-Score - 50-yd Freestyle (W) Consol - 50-yd Freestyle (W)
Final
50-yd Freestyle (M) Bonus No-Score - 50-yd Freestyle (M) Consol - 50-yd Freestyle (M)
Final

20 Minute Break to include the following awards ceremonies:
(Award 200-yd Medley Relay) - (Award 800-yd Freestyle Relay) 1st-3rd
(Award 500-yd Freestyle) 1st – 8th
(Award 200-yd Individual Medley) 1st – 8th
(Award 50-yd Freestyle) 1st – 8th

2012 Mountain Pacific Sports Federation Men's and Women's Swimming and Diving Championship

Diving Scores from Air Force Academy inserted into team scoring

One Meter Diving (M) Final
Three Meter Diving (W) Final
400-yd Medley Relay (W) Final
400-yd Medley Relay (M) Final
Time Trials

Friday, February 17

9:00 am – 10:15 am Swimming Warm-Up– Competition Pool
9:30 am Doors Open for Spectators
10:30 am Swimming Prelims

400-yd Individual Medley (W) Prelim
400-yd Individual Medley (M) Prelim
100-yd Butterfly (W) Prelim
100-yd Butterfly (M) Prelim
200-yd Freestyle (W) Prelim
200-yd Freestyle (M) Prelim
100-yd Breaststroke (W) Prelim
100-yd Breaststroke (M) Prelim
100-yd Backstroke (W) Prelim
100-yd Backstroke (M) Prelim
200-yd Freestyle Relay (W) Exhibition
200-yd Freestyle Relay (M) Exhibition
Time Trials

4:30 pm – 5:45 pm Swimming Warm-Up– Competition Pool
5:00 pm Doors Open for Spectators
6:00 pm National Anthem

Swimming Day Three Finals
400-yd IM (W) Bonus No-Score - 400-yd IM (W) Consol - 400-yd IM (W) Final
400-yd IM (M) Bonus No-Score - 400-yd IM (M) Consol - 400-yd IM (M) Final
100-yd Fly (W) Bonus No-Score - 100-yd Fly (W) Consol - 100-yd Fly (W) Final
100-yd Fly (M) Bonus No-Score - 100-yd Fly (M) Consol - 100-yd Fly (M) Final
200-yd Free (W) Bonus No-Score - 200-yd Free (W) Consol - 200-yd Free (W) Final
200-yd Free (M) Bonus No-Score - 200-yd Free (M) Consol - 200-yd Free (M) Final
100-yd Breast (W) Bonus No-Score - 100-yd Breast (W) Consol - 100-yd Breast (W) Final
100-yd Breast (M) Bonus No-Score - 100-yd Breast (M) Consol - 100-yd Breast (M) Final
100-yd Back (W) Bonus No-Score - 100-yd Back (W) Consol - 100-yd Back (W) Final
100-yd Back (M) Bonus No-Score - 100-yd Back (M) Consol - 100-yd Back (M) Final

20 Minute Break to include the following awards ceremonies

(Award 400 Medley Relay)
(Award 400-yd Individual Medley)
(Award 100-yd Butterfly)
(Award 200-yd Freestyle)

(Award 100-yd Breaststroke)
(Award 100-yd Backstroke)

Diving Scores from Air Force Academy inserted into team scoring

One Meter Diving (W) Final
Three Meter Diving (M) Final
200-yd Freestyle Relay (W) Final
200-yd Freestyle Relay (M) Final
Time Trials

Saturday, February 18

9:00 am – 10:15 am Swimming Warm-Up– Competition Pool
9:30 am Doors Open for Spectators

2012 Mountain Pacific Sports Federation Men's and Women's Swimming and Diving Championship

10:30 am	Swimming Prelims 200-yd Backstroke (W) Prelim 200-yd Backstroke (M) Prelim 100-yd Freestyle (W) Prelim 100-yd Freestyle (M) Prelim 200-yd Breaststroke (W) Prelim 200-yd Breaststroke (M) Prelim 200-yd Butterfly (W) Prelim 200-yd Butterfly (M) Prelim 400-yd Freestyle Relay (W) Exhibition 400-yd Freestyle Relay (M) Exhibition Time Trials
TBD-1 ½ hours prior to 1650 start – Swimming Warm Up TBD ½ hour prior to 1650 start Doors Open For Spectators TBD – to finish by 5:00 pm 1650-yd Freestyle (W) Final (all but fastest heat slow to fast-alternate W/M) TBD – to finish by 5:00 pm 1650-yd Freestyle (M) Final (all but fastest heat slow to fast-alternate W/M)	
5:00 pm – 5:45 pm 6:00 pm – TBD	Swimming Warm-Up– Competition Pool Senior Ceremony National Anthem Swimming Day Four Finals 1650-yd Freestyle (W) Final (top 8 seeded swimmers) 1650-yd Freestyle (M) Final (top 8 seeded swimmers) 200-yd Back (W) Bonus Heat No-Score - 200-yd Back (W) Consol - 200-yd Back (W) Final 200-yd Back (M) Bonus Heat No-Score -200-yd Back (M) Consol - 200-yd Back (M) Final 100-yd Free (W) Bonus Heat No-Score - 100-yd Free (W) Consol - 100-yd Free (W) Final 100-yd Free (M) Bonus Heat No-Score - 100-yd Free (M) Consol - 100-yd Free (M) Final 200-yd BR (W) Bonus Heat No-Score - 200-yd BR (W) Consol - 200-yd BR (W) Final 200-yd BR (M) Bonus Heat No-Score - 200-yd BR (M) Consol - 200-yd BR (M) Final 200-yd Fly (W) Bonus Heat No-Score - 200-yd Fly (W) Consol - 200-yd Fly (W) Final 200-yd Fly (M) Bonus Heat No-Score - 200-yd Fly (M) Consol - 200-yd Fly (M) Final 20 Minute Break to include the following awards ceremonies: (Award 200 yd Freestyle Relay) (Award 1650-yd Freestyle) (Award 200-yd Backstroke) (Award 100-yd Freestyle) (Award 200-yd Breaststroke) (Award 200-yd Butterfly) <u>Diving Scores from Air Force Academy inserted into team scoring</u> Platform Diving (W) Final Platform Diving (M) Final 400-yd Freestyle Relay (W) Final 400-yd Freestyle Relay (M) Final (Award 400-yd Freestyle Relay)
9:15 pm	Team Championship Trophy Presentation Time Trials

Schedule of Events

Diving

Tuesday, February 14

3:00 – 9:00 PM Open for practice

Wednesday, February 15

7:00 am – 9:00 PM Open for practice
6:00 PM Coaches Meeting (Falcon Team Room)

Thursday, February 16

Men's 1 Meter

7:00 - 9:30 AM Open
9:30 - 10:00 AM Flight # 1 (12 divers)
10:00 - 10:30 AM Flight # 2 (12 divers)
10:30 – 11:00 AM Open
11:00 am – 12:15 PM Men's 1m Prelims (6 optional dives)
12:15 – 12:30 PM Open for Consolation Finalists
12:30 - 1:00 PM **Men's 1m Consols (6 optional dives)**
4:30 - 6:00 PM Open
6:00 - 6:30 PM **Men's 1m Finals (6 optional dives)**

Women's 3 Meter

7:00 - 11:00 Open (no women on 1m 9:30 - 11:00 AM)
1:00 - 1:30 PM Flight #1 (12 divers)
1:30 - 2:00 PM Flight #2 (12 divers)
2:00 - 2:30 PM Open
2:30 - 3:45 PM **Women's 3m Prelims (6 optional dives)**
3:45 - 4:00 PM Open for Consolation Finalists
4:00 - 4:30 PM **Women's 3m Consols (6 optional dives)**
4:30 - 6:00 PM
6:30 - 7:00 PM Open for Finalist
7:00 - 7:30 PM **Women's 3m Finals (6 optional dives)**

Friday, February 17th

Women's 1 Meter

7:00 - 9:30 AM Open
9:30 - 10:00 AM Flight #1 (12 divers)
10:00 - 10:30 AM Flight #2 (12 divers)
10:30 - 11:00 AM Open
11:00 AM - 12:15 PM **Women's 1m Prelims (6 optional dives)**
12:15 - 12:30 PM Open for Consolation Finalists
12:30 - 1:00 PM **Women's 1m Consols (6 optional dives)**
4:30 - 6:00 PM Open
6:00 - 6:30 PM **Women's 1m Finals (6 optional dives)**

Men's 3 Meter

7:00 - 11:00 AM Open (no men divers on 1m 9:30 - 11:00 AM)
1:00 - 1:30 PM Flight #1 (12 divers)
1:30 - 2:00 PM Flight #2 (12 divers)
2:00 - 2:30 PM Open
2:30 - 3:45 PM **Men's 3m Prelims (6 optional dives)**
3:45 - 4:00 PM Open for Consolation Finalists
4:00 - 4:30 PM **Men's 3m Consols (6 optional dives)**
4:30 - 6:00 PM Open
6:30 - 7:00 PM Open for Finalist
7:00 - 7:30 PM **Men's 3m Finals (6 optional dives)**

2012 Mountain Pacific Sports Federation Men's and Women's Swimming and Diving Championship

Saturday, February 18th

Women's Platform

7:00 - 10:00 AM	Open for Men and Women
10:00 - 11:00 AM	Open Women ONLY
11:00 AM - 12:00 PM	Women's Platform Prelims (5 optional dives)
12:00 - 12:15 PM	Open
12:15 - 12:45 PM	Women's Platform Consols (5 optional dives)
5:30 - 6:00 PM	Open for Women Finalists
6:00 - 6:30 PM	Women's Platform Finals (5 optional dives)

Men's Platform

12:45 - 2:00 PM	Open for Men ONLY
2:00 - 3:15 PM	Men's Platform Prelims (6 optional dives)
3:15 - 3:30 PM	Open
3:30 - 4:00 PM	Men's Platform Consols (6 optional dives)
6:30 - 7:00 PM	Open for Men Finalists
7:00 - 7:30 PM	Men's Platform Finals (6 optional dives)

Scoring

The running team scores shall be posted at the conclusion of each event, and the next event will not be permitted to begin until this is done.

When at least five teams are competing, scoring in the Federation Championship Meet shall be for 16 places with two finals (eight lanes each) being swum in each event.

Scoring:

Men and Women

1. Sixteen swimmers shall compete in the finals (8) and consolation finals (8)
2. Following the preliminary round of the diving the top eight will go on to compete in the final round with the next eight being scored as is.
3. The scoring of place value for individual events (including diving) shall be by the following points: 20, 17, 16, 15, 14, 13, 12, 11, 9, 7, 6, 5, 4, 3, 2, 1.
4. The scoring of place value for relay events shall be by the following points: 40, 34, 32, 30, 28, 26, 24, 22, 18, 14, 12, 10, 8, 6, 4, 2. Or if only one heat then go: 40, 34, 32, 30, 28, 26, 24, 22
5. Points for first through eighth place shall be awarded solely on the basis of a championship final. Points for ninth through sixteenth place shall be awarded solely on the basis of a consolation final or for diving, their placing in the preliminary round.

Results for the MPSF Championship Meet will be updated on a regular basis on the Mountain Pacific Sports Federation website at www.mpsports.org. The Federation office will handle distribution of the meet results.

Awards Procedure

2012 Mountain Pacific Sports Federation Men's and Women's Swimming and Diving Championship

All eight finalists in individual events as well as the top three relay teams will participate in the awards ceremonies to be held prior to the final relay in the evening sessions for swimming events. For the diving events the awards ceremony will be held after the event being awarded.

The top three finishers in each individual event and the members of each winning relay team at the Mountain Pacific Sports Federation (MPSF) Men's and Women's Swimming and Diving Championship shall receive an award commemorating their placing at the meet. The top three finishers in each individual event and the members of each winning relay team shall be designated "First Team All Conference" and the individuals placing fourth through eighth and the relays placing second and third shall be designated "Second Team All Conference". In addition, the coaches shall vote for Athlete of the Year, Freshman of the Year, and Coach of the Year for both the men and women.

Head Coaches will serve as awards presenters for each event. A schedule for awards presentations is listed in Appendix B.

The Athlete of the Year, Freshman of the Year, and Coach of the Year shall be determined by the following process:

1. Selections will be based on performances during the entire regular season as well as the MPSF Championship event.
2. Head Coaches will receive ballots at the coaches/technical meeting prior to the competition.
3. Head Coaches will submit their completed ballots to the MPSF Sports Information Director prior to the final event (400 Free Relay) of the meet.
4. Announcement of awardees will be made at the end of the meet and will be included in post-event media releases.

Coaches may not vote for themselves for Coach of the Year. They are permitted to vote for their own student-athletes for Athlete of the Year and/or Freshman of the Year.

Accommodations

There is no host hotel for participating institutions. Teams were provided with a listing of local hotels earlier in the year.

Transportation

Each team is responsible for making its own ground transportation arrangements. Ample rental vehicles are available at each airport. Swimming Teams flying in may consider Long Beach LGB, John Wayne SNA, Burbank BUR or Los Angeles LAX.

Directions – East Los Angeles Community College -1301 Avenida Cesar Chavez, Monterey Park, CA 91754

Directions from Los Angeles International Airport to East Los Angeles Community College:

From baggage claim exit airport and take immediate right onto South Sepulveda Blvd. From rental car agency go to South Sepulveda Blvd. After the tunnel take a slight right onto the 105 freeway East. Take exit 13 to merge onto I-710 N toward Pasadena. Take exit 20C toward Cesar Chavez Ave. Turn left onto N Ford Blvd. Take the 1st right onto East Cesar E Chavez Avenue.

Directions from Long Beach Airport to East Los Angeles Community College: Upon Airport Departure head South on Lakewood Blvd (Right turn as you exit the airport). Take the 405 freeway North. Take the 710 Freeway towards Pasadena (North). Follow the directions above.

Directions to Cadet Gym Pool at the Air Force Academy: Always use the North Gate Entrance to the Academy, not the South Gate entrance. The North Gate entrance is at Exit 156 A or B (depending on

2012 Mountain Pacific Sports Federation Men's and Women's Swimming and Diving Championship

which direction you are traveling on I-25). Head west on North Gate Blvd. (toward the mountains). At the gate show your government issued picture ID (driver's license). Your vehicle will be given a brief security check. Then proceed west to Parade Loop. At Parade loop turn left (south). Turn right (west) on Field House Drive and proceed to the east side of the Field House to park. Parking is free. The next building west of the Field House is the Falcon Athletic Center. West of the Falcon Athletic Center is the Cadet Gym. Enter the main entrance (southeast corner of building) and follow signs to the pool. **ALL DRIVERS, COACHES AND STUDENT-ATHLETES MUST CARRY AND BE PREPARED TO SHOW A GOVERNMENT ISSUED IDENTIFICATION (DRIVERS LICENSE, PASSPORT ETC.) TO ENTER THE AIR FORCE ACADEMY.**

Parking

The Mountain Pacific Sports Federation will provide parking passes, including one bus pass, for participating teams at the technical meeting the day of the Championship. Street parking is limited and restricted during posted times. Coaches must submit their parking pass needs on the Official Travel Party list. Note that on Tuesday, Wednesday and Thursday classes will be in session. Detailed parking information for teams and spectators will be provided prior to the meet.

Parking – Air Force Academy

Parking lots are located to the east and south of the Field House. No parking pass or fee is required.

Championship Financial Policy

All teams participating in this championship will be invoiced for their prorata share of the overall expenses of conducting this event as approved by the Federation's executive director. Total actual expenses may differ from any projected budget provided in advance of the event. Likewise, should this championship generate revenue in excess of expenses participating teams may be reimbursed a prorata share as determined by the MPSF Administrative Committee. The Federation will cover any up front expenses associated with conducting this meet which will be included in the overall expenses to be invoiced.

Credentials – Squad List and Travel Limit

Each women's team will be permitted to submit a maximum of **26** student-athletes and 5 university staff members for the credential list. Each men's team will be permitted to submit a maximum of **22** student-athletes and 5 university staff members for the credential list. If traveling with the team, two additional credentials will be provided for an Administrator and a Sports Information Director.

Credentials for the traveling party will be distributed at the pre-meet technical meeting. Non-team credentials will be available at the main entrance for pick up at times when the doors are open to the public.

Credentials will be utilized for admission to the facility and must be worn at all times except when a student-athlete is in the pool. Individuals that leave the facility at any time must have their credential in order to be admitted back into the facility.

A replacement for a lost credential will cost \$40 (the cost of an all-session ticket).

Passing Credentials or Opening Doors to Allow Persons into Facility without Purchasing a Ticket

If an individual is found to be in possession of a credential that was not issued to them and there is evidence that the credential was given to an unauthorized person by a member of a team traveling party, that team will be assessed a \$100 fine.

If a member of a team (student-athlete or staff member) opens a door to let an unauthorized person into the building their team will be assessed a \$100 fine regardless of whether the individual was subsequently escorted out of the building. The Athletic Director will receive a report regarding the

incident and the individual may be withheld from participating further in the championship.

Locker Rooms, Showers, Changing Areas

Locker rooms and showers are available in the facility. Lockers are available but individuals wishing to use them should bring their own lock and remove items at the end of the day. Shaving is allowed only in the showers.

Towels

There will be no towel service during the event and participants must bring their own towels. Several of the hotels have offered to check out a bag of towels to be utilized during the session and returned following. Coaches should make every effort to assure that their swimmers and divers do not take hotel towels to the pool unless they return them to the hotel following use.

Practices

Practice time will be available on Tuesday through Saturday as indicated in the schedule of events.

Event Management Responsibilities

The MPSF Championship will be operated and hosted by the MPSF with assistance from the participating institutions. The Executive Director is ultimately responsible for the conduct of the event and has designated administrators to act on his behalf at times when he is unable to be on site.

Games Committee

Ed Ruth, Bev Pierson and Kaia Hedlund – Swimming
TBD and Kaia Hedlund or Al Beard – Diving

Officials

Officials are selected and assigned by the MPSF Executive Director and the Head Referee/Technical Director for Swimming and the Head Referee/Technical Director for Diving.

Sportsmanship and Conduct

It is fully expected that all student-athletes, coaches and other institutional athletic department staff personnel will maintain the highest level of sportsmanship and decorum while participating in the MPSF Swimming and Diving Championship. Please be reminded that conduct related issues shall be reviewed by MPSF Executive Director, Al Beard, for additional sanctions over and above those mandated by NCAA Swimming and Diving Rules. Should a breach of good sportsmanship and/or professionalism occur during this event the Executive Director shall forward the details of such incidents to the Athletic Directors of the teams involved.

Ethical Behavior of Coaches (Page 6 of 2011 NCAA Championship Handbook)

As a member of the coaching profession, coaches have inherent obligations and responsibilities to the profession, to the student-athletes, and to all those with whom they come into contact. Coaches are expected to be role models and to conduct themselves with integrity and high ethical standards at all times.

In order to fulfill these responsibilities, a coach must:

1. Per NCAA Bylaw 17.33, conduct all intercollegiate competition in accordance with the playing rules of the Association. Swimming and diving competition will be conducted according to the rules and procedures in the 2010-2011 NCAA Men's and Women's Swimming and Diving Rules.
2. Place the safety and welfare of others ahead of winning and personal prestige.

2012 Mountain Pacific Sports Federation Men's and Women's Swimming and Diving Championship

3. Treat all people with honesty, fairness and respect. (In particular, such things as vulgar and profane language or taunting, intimidating or baiting opponents or the media, are not acceptable from a coach or a student-athlete.)
4. Teach and model for student-athletes and staff members strict adherence to the rules and regulations of the sport and its governing bodies.
5. Recognize, accept and teach to the team and the staff that their public behavior projects an image of the program and the university or college they represent. Therefore, behavior should be appropriate and honorable at all times.

Media

Results will be posted nightly on www.mpsports.org and distributed via email to local media. If institutions would like for results to be distributed directly to any media outlet the institution's sports information director should provide email addresses and contact to Darren Preston, MPSF Media Director prior to the start of competition.

Post-Swim Interviews

Post-swim interviews will be conducted by media request only. It is mandatory that both coaches and designated swimmers participate in the interview if requested. Media obligations should not interfere with a swimmer's preparation for later events.

Photography

The MPSF has retained a photographer who will take action shots throughout the meet as well as shots of the awards ceremony and championship team. Upon request photos will be provided to the institution through the Sports Information Director for the institution's use. Photo credentials may be provided for legitimate news agencies but not to commercial photographers who sell photos. Spectators who wish to photograph any part of the event may do so from the public areas or from the seating area but will not be permitted access to the credential only areas and may not block others view of the races in order to take photographs. Flash Photography will not be permitted at any time.

Web Broadcast

The MPSF has retained a web broadcast team. <http://liveswim.net/>

Videotaping

Teams will be permitted to videotape from the team areas. Cameras will not be permitted to block the view of spectators in the spectator seating area and will be subject to instructions from event management. Since space is limited teams are advised that all races will be available online and will be searchable by swimmers name.

Hospitality

Student-Athlete Hospitality: Gatorade and Water will be provided for the participants. Snacks such as energy bars, fresh and dried fruit and trail-mix will also be available for the participants. Teams will be permitted to bring in snacks for their teams but will not be permitted to set up tables within the facility to distribute these items.

Media, Administrators, Coaches and Officials Hospitality: Snacks and beverages will be provided for media, administrative representatives, officials and team coaches only. Proper credentials must be displayed for entrance.

National Anthem

The national anthem will be played before the start of each evening session.

Sponsors and Merchandise Sales

Competitive Aquatics Supply will be on site during the meet and will be selling a variety of swimming equipment and apparel.

Snack Bar

A food truck will be available outside the facility during competition. Catering is available at reasonable prices for breakfast and lunches. Contact Marla 323-351-1553 to order. Menu sent to coaches.

Sports Medicine

An athletic training area will be set up on site with a treatment table, hydroculator packs, ultrasound and electrical stimulation. A certified athletic trainer will be on deck during warm ups and competition and will handle minor evaluations such as muscle strains and tightness on site as well as massage, lymphatic drainage, assisted stretching etc. Gatorade, Water, cups and injury ice will be set-up for scheduled practices and competition. If your team has additional needs, please contact MPSF Championship Head Trainer Raul Dominguez prior to your arrival at the Championship.

For non-emergency medical conditions requiring a doctor visit teams are recommended to utilize the following clinic which is close to the pool. Arrangements have been made with this clinic to see MPSF student-athletes in a timely manner. This will avoid a typical long ER waiting time.

Pacific Orthopedic Associates
707 S Garfield Ave, 2nd Fl
Alhambra, California 91801
626-282-1600

Office hours are 8:30am to 5:30pm
<http://www.pomg.org>

24 hr. Pharmacy
Rite Aid
2150 S Atlantic Blvd
Monterey Park, CA 91754
(323) 726-0385

Jonathan Chang, MD and Randall Farac, MD are the two sports medicine specialists in the group.

Directions from pool: Head southeast on Avenida Cesar Chavez toward Collegian Ave - Take the 2nd left onto S Atlantic Blvd (1.9 miles), - Turn right onto W Garvey Ave (.7 miles) Turn left onto Hilliard venue (destination will be on your right)

In case of emergency here are the closest ER hospitals to the pool.

Monterey Park Hospital
900 S. Atlantic Blvd
Monterey Park
(626) 570-9000
<http://www.montereyparkhosp.com/>

Garfield Medical Center
525 N. Garfield Av.
Monterey Park
(626) 573-2222
<http://www.garfieldmedicalcenter.com>

Team Areas - Swimming

For the 2012 championship coaches will draw for selection of team seating areas in the order of finish for the 2011 championship. Teams that did not participate in the 2011 championship will participate in a random draw to determine order of selection. Please note that none of the team areas will have a good view of the competitive pool however standing room for swimmers will be available on the north side and west end of the pool. Coaches seating will be along the east side of the pool. Each coaching staff will be permitted to have two chairs placed in this area space permitting.

Tickets

The Federation office will arrange for ticket sellers, ticket takers and security. There shall be no complimentary tickets. Tickets will be available at the door. Cash or Checks (two forms of identification required) will be accepted for payment.

2012 Mountain Pacific Sports Federation Men's and Women's Swimming and Diving Championship

Ticket Prices

All Session Passes (Swim)	\$40 Adult \$30 Senior over 65, Youth, Student with ID
Single Session (or day) Tickets (Swim)	\$15.00 Adult \$10 Senior over 65, Youth, Student with ID
Wednesday Evening Session (Swim)	\$10.00 Adult \$5.00 Senior over 65, Youth, Student with ID
Heat or Psych Sheets - Swimming	\$2.00
All Session Heat Sheets w/ Program	\$10.00
Parking /Day – ELAC	\$5.00
Parking/Day-AFA	FREE

Player Guest Ticket List

If you will be providing complimentary tickets to any guests, the Player Guest List (alphabetized and typed) must be submitted to Kaia Hedlund via email (kaiahedlund@msn.com) by Tuesday, February 14. Per NCAA Bylaw 16.2.1.1.1., a complimentary ticket list must be completed and submitted for each day. Recipients of player-guest tickets (maximum of six per student-athlete) will be required to present proper photo identification to pick up the tickets. The player-guest tickets will be distributed beginning 60 minutes prior to the start of competition each day. **Following the meet, each school will be billed for the total number of tickets used.**

Back Up Timer Assignments

APPENDIX A

Each Team (men's and women's) will be responsible for supplying one or two back up timers for all sessions of the meet.

Lane 1 - Seat 1 – Air Force Academy
Lane 1 - Seat 2 – Air Force Academy
Lane 1 - Seat 3 – BYU

Lane 5 - Seat 1 – North Dakota
Lane 5 - Seat 2 – North Dakota
Lane 5 - Seat 3 – Northern Colorado

Lane 2 - Seat 1 – BYU
Lane 2 - Seat 2 – UC Davis
Lane 2 - Seat 3 – UC Davis

Lane 6 - Seat 1 – Northern Colorado
Lane 6 - Seat 2 – Pacific
Lane 6 - Seat 3 – Pacific

Lane 3 - Seat 1 – CSU Bakersfield
Lane 3 - Seat 2 – CSU Bakersfield
Lane 3 - Seat 3 – Hawaii

Lane 7 - Seat 1 – San Diego
Lane 7 - Seat 2 – San Diego
Lane 7 - Seat 3 – Seattle

Lane 4 - Seat 1 – Hawaii
Lane 4 - Seat 2 – UNLV
Lane 4 - Seat 3 – UNLV

Lane 8 - Seat 1 – Seattle
Lane 8 - Seat 2 – Wyoming
Lane 8 - Seat 3 – Wyoming

Cal Poly SLO will provide two persons to assist with student-athlete hospitality and senior ceremony. UCSB will provide two persons to serve as head timers. Loyola Marymount will provide two persons to serve as deck marshalls.

Awards Presentation Schedule

APPENDIX B

Thursday, February 16

(Award 200-yd Medley Relay) – Rob Clayton AFA
(Award 800-yd Freestyle Relay) – Tim Powers BYU
(Award 500-yd Freestyle) – Tom Milich CPSLO
(Award 200-yd Individual Medley) – Barbara Jahn UCD
(Award 50-yd Freestyle) – Gregg Wilson UCSB
(Award One Meter Diving M) – Pat Bukowski WYO
(Award Three Meter Diving W) – Keith Russell BYU

Friday, February 17

(Award 400 Medley Relay) – Chris Hansen CSUB
(Award 400-yd Individual Medley) – Victor Wales UH
(Award 100-yd Butterfly) – Bonnie Adair LMU
(Award 200-yd Freestyle) – Jim Reitz UNLV

Friday, February 17 - Continued

(Award 100-yd Breaststroke) – Steve Parsons UND
(Award 100-yd Backstroke) – Kelly McClanahan UNC
(Award One Meter Diving (W) – Kevin Oswalt UNC
(Award Three Meter Diving (M) – Julie Weddle UNLV

Saturday, February 18

(Award 200 yd Freestyle Relay) – Tom Johnson WYO
(Award 1650-yd Freestyle) – Gus Barrios UOP
(Award 200-yd Backstroke) – Mike Keeler USD
(Award 100-yd Freestyle) – Al Beard MPSF
(Award 200-yd Breaststroke) – Al Beard MPSF
(Award 200-yd Butterfly) – Al Beard MPSF
(Award 400-yd Freestyle Relay) – Al Beard MPSF
Award Platform Diving (W) – William Haynes UCSB
Award Platform Diving (M) – Mike Brown UH

Team Championship Trophy Presentation Al Beard

This is a sample of the form that must be submitted via email.

APPENDIX C

**MPSF SWIMMING AND DIVING
CHAMPIONSHIP T-SHIRT PARTICIPANT ORDER FORM**

WOMEN No. of Shirts (not to exceed a total of 31)

Note that shirts are unisex or men's sizes

Swimmers

XS Adult/Youth Large _____
Small _____
Medium _____
Large _____
XL _____
XXL _____
TOTAL _____

Divers

XS Adult/Youth Large _____
Small _____
Medium _____
Large _____
XL _____
XXL _____
TOTAL _____

MEN No. of Shirts (not to exceed a total of 27)

Note that shirts are unisex or men's sizes

Swimmers

XS Adult/Youth Large _____
Small _____
Medium _____
Large _____
XL _____
XXL _____
TOTAL _____

Divers

XS Adult/Youth Large _____
Small _____
Medium _____
Large _____
XL _____
XXL _____
TOTAL _____

EMAIL TO THE MPSF OFFICE BY JANUARY 26, 2012
EMAIL: abeaird@mpsports.org, copy to kaiahedlund@msn.com

This is a sample of the form that must be submitted via email.

APPENDIX D – Men’s Travel Party List

2012 MPSF Men’s Swimming and Diving
Official Travel Party List

Team: _____ **Hotel (s):** _____

Head Coach (swim and dive) Cell Phone Number: _____

Institutional Staff- Head Coach (HC) Asst. Coach (AC) Diving Coach (DC) Athletic Trainer (AT)

1) _____ 2) _____
3) _____ 4) _____
5) _____

Institutional Administration (not counted in official travel party)

Athletic Director (AD) Associate/Assistant Athletic Director (AAD) Sports Info (SID)

1) _____ 2) _____

**18 Official Competitors (Divers count 1/2)
Max of 8 Unofficial Competitors (Divers count 1)
Maximum of 22 Total Student-Athletes in Travel Party**

Coaches: Please * your Seniors

Student-Athletes (Alpha Order – Indicate Swimmer(S), Diver (D) and if Senior (*)

1) _____	12) _____
2) _____	13) _____
3) _____	14) _____
4) _____	15) _____
5) _____	16) _____
6) _____	17) _____
7) _____	18) _____
8) _____	19) _____
9) _____	20) _____
10) _____	21) _____
11) _____	22) _____

Please type in Alpha Order and Email to Kaia Hedlund, kaiahedlund@msn.com AND abeaird@mpsports.org by 6 PM Wednesday, February 8, 2012

Parking Passes Needed for Official Party – (vans and cars only): _____

This is a sample of the form that must be submitted via email. **APPENDIX D – Women's Travel Party List**

2012 MPSF Women's Swimming and Diving
Official Travel Party List

Team: _____ **Hotel:** _____

Head Coach Cell Phone Number (swim and dive): _____

Institutional Staff- Head Coach (HC) Asst. Coach (AC) Diving Coach (DC) Athletic Trainer (AT)

- | | |
|----------|----------|
| 1) _____ | 2) _____ |
| 3) _____ | 4) _____ |
| 5) _____ | |

Institutional Administration (not counted in official travel party)
Athletic Director (AD) Associate/Assistant Athletic Director (AAD) Sports Info (SID)

- | | |
|----------|----------|
| 1) _____ | 2) _____ |
|----------|----------|

18 Official Competitors (Divers count 1/2)
Max of 8 Unofficial Competitors (Divers count 1)
Maximum of 26 Total Student-Athletes in Travel Party

Coaches: Please * your Seniors

Student-Athletes (Alpha Order – Indicate Swimmer(S), Diver (D) and if Senior (*)

- | | |
|-----------|-----------|
| 1) _____ | 14) _____ |
| 2) _____ | 15) _____ |
| 3) _____ | 16) _____ |
| 4) _____ | 17) _____ |
| 5) _____ | 18) _____ |
| 6) _____ | 19) _____ |
| 7) _____ | 20) _____ |
| 8) _____ | 21) _____ |
| 9) _____ | 22) _____ |
| 10) _____ | 23) _____ |
| 11) _____ | 24) _____ |
| 12) _____ | 25) _____ |
| 13) _____ | 26) _____ |

Please type in Alpha Order and Email to Kaia Hedlund, kaiahedlund@msn.com AND abeaird@mpsports.org by 6 PM Wednesday, February 8, 2012.

Parking Passes Needed For Official Party – (vans and cars only): _____

This is a sample of the form that must be submitted via email.

APPENDIX E

MPSF CHAMPIONSHIP TICKET LIST - (Swimming)

DATE: _____ SCHOOL: _____

BILLING INFORMATION:

Name: _____ ADDRESS: _____

Phone: _____ Fax: _____ Email: _____

*Please type or print clearly

NAME (Last Name, First Name)	SIGNATURE
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	