



**Newport Hills Swim & Tennis Club**  
**5464 119<sup>th</sup> Ave SE**  
**Bellevue, WA 98006**  
**Phone #: 425-746-9510 email: eric@nhstc.com**  
**Website: www.nhstc.com**

To: ALL DIVISION I REPRESENTATIVES AND COACHES

Concerning: Division I Championships, Saturday, July 19<sup>th</sup> 2008

Hosted by: Newport Hills Swim & Tennis Club (map included)

### **Dates to Remember:**

- July 14<sup>th</sup>, 10:00 AM – Noon. Division Championship entries, Entry Fees, and Division Championship Volunteer forms are due at Newport Hills Swim & Tennis Club. Entries are considered LATE if not turned in by Noon. LATE entries will be assessed additional fees by the Midlakes League. Please bring an export entries file from team manager (do not assign any lanes)
- July 19<sup>th</sup>, Saturday morning warm-ups @ Newport Hills 7:45 AM. The Club will open at 7:15 AM for swimmers and parents. Please see attachment for warm-up time.

### **Meet day schedule, July 19<sup>th</sup>**

- 7:15 AM Club Opens
- 7:50 AM Warm-up begins (See attached Warm-up Schedule)
- 8:20 AM Coaches Scratch Meeting
- 8:30 AM First shift Timers Meeting & Officials Meeting
- **9:00 AM – Noon Session I:** 8&U and 9-10 age groups only run in event # order.
- Noon – 1 PM break for Session II warm-up: (note Newport's meter pool will be available for warm-up and warm-down the entire day.
- **1:00 PM – 4:00 PM Session II:** Age groups 11 and Up run in event # order.
- 4:00 PM Meet End (This is an estimate, I will email a timeline to your head coach on Wednesday, July 16<sup>th</sup>)

**Parking:** Please use our West Parking Lot (off 119<sup>th</sup>) for Drop Off. There is parking available at the club and in the Stod's and Eastside Catholic High School parking lots. Please be aware that the merchants need parking available for their customers, they ask that you do not park in the shopping center lot. If you do you will be towed. For those that park on one of the side streets, please do not block our neighbor's driveways. There will be volunteers to direct you to the Stod's and Eastside Catholic's Parking Lots.

**Team Areas:** Swimmers area will be located in and around the tennis courts. Seating around North (competition) pool is reserved for Spectators Only. Because of the significant congestion at the championship meet, spectators should attempt to use the bleachers whenever possible. We ask that you do not set-up camp on the pool deck around the South (warm-up) pool or in front of the weight room. Coaches will be provided with reserved seating. Only coaches and officials will be allowed onto the upper balcony and banquet room.

## Other Items:

During the meet, the South pool will be available for warm-up and warm-down only. Coaches, please monitor your swimmers in the warm-up pool. **NO DIVING WILL BE ALLOWED IN THE WARM-UP POOL.** The Weight Room, Jacuzzi, and Sauna will be closed to all meet participants. We ask for your help in passing this information on to your swimmers.

- A full concession stand will be available during the meet. Coffee and espresso drinks will be available at the meet and across the street next to the store. SPLASH root beer floats will be available starting at 11:00 AM – all proceeds will go to SPLASH.
- Heat Sheets will be available for \$4.00. Results will be available on the Newport Hills website by 9:00 PM July 19<sup>th</sup>. The clubs website address is [www.nhstc.com](http://www.nhstc.com)
- 2008 Midlakes Championship T- Shirts will be on sale at this meet.
- Parking: Please encourage your team to carpool. Off street parking is available at the club or at Stod's just south of the club. Please do not park in the shopping center parking lot.

To Coaches: What you should bring with you on Monday, July 14<sup>th</sup>.

- A Team Manager export of your entries on a flash drive and a printed hard copy of these entries. All entries must have times. For relays please make your best estimate for the 4 swimmers. Swimmers may not be entered in any events that they have bettered the "B" DQ time by the time that entries were made July 14<sup>th</sup>.
- A completed Team information form.
- A printed entry fee report with a check for your entries. No check = No entry into the meet. Entry fees are: \$1.50 per person per individual event and \$6.00 per relay team. Check should be made out to Midlakes Swim League.
- Alternates for Relays: For this meet you will not be required to list alternates for your relays. Any swimmer entered in the meet (do not bring a swimmer going to League Champs to substitute) and in the age group can substitute on a relay. Remember that swimmers are allowed a maximum of 3 events at this meet (3 individual and 0 relays, 2 individual and 1 relay, or 1 individual and 2 relays). If you have to substitute a swimmer into a relay they will need to be scratched from one of their other events. Please have any changes in your relays and no shows by the scratch meet at 8:20 AM

Thank you for your cooperation in making the Division I Championship a success for all of the swimmers. We look forward to seeing you all on July 19<sup>th</sup>. If you have any questions, please contact Meet Director Eric Bartleson at [eric@nhstc.com](mailto:eric@nhstc.com) or 425-746-9510.

The Newport Hills Swim Board

## Volunteer assignments for Officials, Timing and Awards:

**Timers:** Each club is required to provide three timers plus watches per shift plus one or two timers to work a backup timing shift during one of the shifts. (Please see assignments below) Your volunteer timers must have timed at a minimum of two dual meets this season. Timers must provide their own watches. . A timers meeting will be held approximately 20 minutes before each shift change.

**Awards:** Each club is asked to provide 2 volunteers to help with awards. MICC, SAM, MSC will cover Session I, NHSTC, MIBC, EB will cover Session II. Ribbons and medals will be awarded as in previous years. One team representative should be appointed to pick up the awards for your team in the Banquet Room approximately 20 to 30 minutes after the conclusion of the meet. Please fill in the person in charge of your awards on the Team Information sheet.

**Officials:** Each team is asked to provide 2 Officials (one each shift) to work the meet. Please provide your most experienced officials. MICC, SAM, MSC will cover Session I, NHSTC, MIBC, EB will cover Session II.

**Note:** if you have anyone who would like to help with relay takeoff judging for events 1-4 and events 58-59 during the first session, please let Eric Bartleson know. We will need 2 extra judges for the first 30-40 minutes of Session I and another 15 minutes at the end of Session I

**VOLUNTEERS** - PLEASE CHECK IN 30 MINUTES PRIOR TO YOUR SHIFT AT THE VOLUNTEER CHECK-IN TABLE.

**Lane Assignments for Session I**

**Shift #1:** 9:00 AM – 10:30 AM, **Shift #2:** 10:30 – Noon (or end of Ses. I)

Shift	Lane #1	Lane #2	Lane #3	Lane #4	Lane #5	Lane #6	Backup	Awards	Officials
<b>Shift #1</b>	3- EB	3-MICC	3-MIBC	3-MSC	3-SAM	3-NH	1- NH & 1- MICC	1 EACH MICC, SAM, MSC	1 EACH MICC, SAM, MSC
<b>Shift #2</b>	3- EB	3-MICC	3-MIBC	3-MSC	3-SAM	3-NH	1-EB & 1- SAM	1EACH H MICC, SAM, MSC	1EACH H MICC, SAM, MSC

**Lane Assignments for Session II:**

**Shift #3:** 1:00 PM – 2:30 PM, **Shift #4:** 2:30 PM – 4:00 PM (or end of Ses. II)

Shift	Lane #1	Lane #2	Lane #3	Lane #4	Lane #5	Lane #6	Backup	Awards	Officials
<b>Shift #3</b>	3- EB	3-MICC	3-MIBC	3-MSC	3-SAM	3-NH	1- MIBC & 1- MSC	1 EACH NH, MIBC, EB	1 EACH NH, MIBC, EB
<b>Shift #4</b>	3- EB	3-MICC	3-MIBC	3-MSC	3-SAM	3-NH	1-SAM & 1- EB	1 EACH NH, MIBC, EB	1 EACH NH, MIBC, EB

# July 19<sup>th</sup>, 2008 @ Newport Hills Swim & Tennis Club

## Team Information Form

Please return this form with Division I Championship Entries on July 14<sup>th</sup>.

Club \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Representative:

\_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Please list all of your coaches so that we can make heat sheets for all.

Coaches:

Head \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Stroke and Turn officials: (Required 2) MICC, SAM, MSC will cover Session I, NHSTC, MIBC, EB will cover Session II. Please check in ½ hour prior to you shift start time.

Session I

**Shift #1:** 9:00 AM – 10:30 AM, **Shift #2:** 10:30 – Noon (or end of Ses. I)

\_\_\_\_\_ Shift #1 MICC, SAM or MSC

\_\_\_\_\_ Shift #2 MICC, SAM or MSC

Session II

**Shift #3:** 1:00 PM – 2:30 PM, **Shift #4:** 2:30 PM – 4:00 PM (or end of Ses. II)

\_\_\_\_\_ Shift #3 NHSTC, MIBC, EB

\_\_\_\_\_ Shift #4 NHSTC, MIBC, EB

# Newport Hills Swim & Tennis Club

# Warm-up Schedule

## Division I Championships

### Saturday, July 19<sup>th</sup> 2008

#### Session I: 7:50 AM - 8:20 AM & Session II: Noon – 12:30 PM

North Pool		South Pool	
<u>Group A</u>		<u>Group B</u>	
Lane 1	SAM	Lane 1	MSC
Lane 2	SAM	Lane 2	MSC
Lane 3	EB	Lane 3	MIBC
Lane 4	EB	Lane 4	MIBC
Lane 5	MICC	Lane 5	Newport Hills
Lane 6	MICC	Lane 6	Newport Hills

#### Session I: 8:20 AM - 8:50 AM & Session II: 12:30 PM – 1:00 PM

North Pool		South Pool	
<u>Group A</u>		<u>Group B</u>	
Lane 1	MSC	Lane 1	SAM
Lane 2	MSC	Lane 2	SAM
Lane 3	MIBC	Lane 3	EB
Lane 4	MIBC	Lane 4	EB
Lane 5	Newport Hills	Lane 5	MICC
Lane 6	Newport Hills	Lane 6	MICC

Special Warm-up Conditions -

- No diving is allowed in the shallow end.
- Clubs can use their North Pool warm-up for starts from the blocks. When doing starts, lanes are one direction only. A coach must supervise all starts.
- The South Pool will be open for warm-up during the meet.



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5464 119<sup>th</sup> Ave SE  
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Newport Hills Swim and Tennis Club are pleased to host the 2008 Division I Championships on Saturday, July 19, 2008. Advertising space is available in the heat sheet meet program.

Full page \$50.00

1/2 page \$25.00

Please enclose your ad and complete the following.

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Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_

Full Page \_\_\_\_\_

1/2 Page \_\_\_\_\_

Please make checks payable to: Newport Hills Swim and Tennis Club Concessions

Advertising deadline (Copy Ready): Wednesday, July 16, 2008

Questions: Please call Eric Bartleson @ 425-746-9510 or email: eric@nhstc.com

Return to: NEWPORT HILLS SWIM & TENNIS CLUB

C/o Eric Bartleson

5464 119th Ave. SE

Bellevue, WA 98006