



July 12, 2010

To: All Midlakes Swim Team Reps & Coaches
From: *Columbia Athletic Club, Strattonwood Swim Club & Triangle Pool*
Re: Midlakes League Championship, July 24th, 2010
Location: King County Aquatics Center (KCAC) – Federal Way
Date & Time: July 24th, 2010 – 9:00am – 4:00pm

Entries:

Teams must turn in entries and volunteer sheets between **9 AM and 10 AM** on Friday the 16th at Samena. Please bring your entries on a flash drive along with a print out. **Entries will not be accepted without a completed Club Information/Volunteer sheet (Page 4). Clubs submitting late entries will be fined per Midlakes rules.** To review reporting procedures, please see Page 7.

Club Information/Volunteer Sheet:

The volunteer sheet *with names* is due with entries at Samena on Friday, July 16th. See Timer/Award Volunteer sheet on Page 6 for lane and time assignments.

Meet Day Schedule, July 24th

7:30am	Facility Opens
7:50am	Warm-up begins
8:15am	Coaches Scratch Meeting
8:30am	First Shift Timers Meeting & Officials Meeting
8:50am	Competition Course closes to warm-up
9:00am	Meet Starts
	After Event #50 Break for Coaches Relays
4:00pm	Approx. End Time

Warm-ups:

The warm-up schedule is on page 5 of this document. The schedule will be placed on the pool deck the day of the event. The dive tank will not have assigned lanes.

During the meet, the pool area under the scoreboard and the diving pool will be available for warm-up and warm-down only. **NO DIVING – NO SWIMMING UNDER OR BETWEEN THE BULKHEADS.** Coaches please monitor your swimmers in the warm-up/down pools.

Coaches:

Due to the amount of coaches and swim clubs, we ask that you carpool down to KCAC. Two parking spots can be guaranteed for your coaching staff. Please check-in in the meeting room on the pool deck next to the control room to receive your team packet.

There will be 13 tables lining both sides of the pool. When arriving, please choose your table to create your own. Please bring your pool banner to be hung from the balcony railings above you. Hand-made signs many not be posted.

Jeff Lowell will be putting together relays based on coaches' requests given on Monday during the prelim session. Please bring the following information to the FIRST prelim session to help put together a heat of fun relays and a heat of competitive MEDLEY relays.

1. Names of coaches from your club who want to swim
2. Stroke requested (first and second choice) and approximate time for each stroke
3. Any request for other coaches to share this relay experience with...

Coach's Attire:

We ask that Coaches wear team shirts or tank tops at all times. This will allow us to quickly identify the club that they represent and help officials and meet directors disseminate information quickly.

Team Areas:

Coaches, swimmers and volunteers are only allowed on the pool deck. All spectators must use the upper balcony seating. No tents are allowed in the aquatic center. No paper signs can be hung in the building. Heat sheets will be posted on the pool deck and in the lobby. A hospitality room will be provided for Coaches and Officials ONLY, no swimmers. Remember if you allow your swimmers in the room, you will not have any food for yourself. Please do not send a swimmer to get you something because they will not be allowed to leave the room with food or drinks.

Timers:

Each club will provide the names of the timers covering the lane and time assignments. (see Page 6). The individuals selected must have timed two dual meets and provide their own digital stopwatch. The numbers of lanes and time slots will be determined by your teams attendance averaged over the last few years. Assigning lanes and times will avoid confusion on deck and help to facilitate smoother transitions during the meet. Please identify, by name, the timer assigned to your slots. Also identify one back-up timer per club on the attached sheet.

Awards:

One team representative should be appointed to pick up the awards for your team and only that person should come to the awards room, located next to the control room, approximately 20-30 minutes after the conclusion of the meet. Meet results will be emailed to all clubs and placed on the Midlakes website. You will not receive a hard copy at the pool.

Important Notes:

1. Concessions:
 - a. KCAC has a new vendor located in the lobby, Johnnies Dog House. This stand has a variety of sandwiches, salads, bagels, beverages, espresso and snacks.
 - b. Very close by is a teriyaki restaurant, Quizno's sandwich shop and a pizza place inside the WinCo grocery store.
2. Heat sheets will be available for \$5.00.
3. Midlakes Championship T-shirts and Sweatshirts will be available for purchase.

To inform your parents:

1. RV parking is not permitted in the upper lot only special stalls at the north end of the lot.
2. All hallways, doors and stairwells must be clear of people and belongings at all times.
3. Valuables are not to be left in cars.

PARKING:

We encourage you to carpool, as parking is extremely limited. All coaches and officials will be able to park onsite. Map with directions to KCAC as well as parking that is available around the location is attached with this paperwork. **The Federal Way Little League Parking Lot is not available during the meet this summer.** Please obey all parking signs as the Federal Way Police will ticket and tow any illegally parked car. Note: tickets start at \$150.

Advertising

Advertising space is available in the meet program at the following costs:

- Full Page \$50.00
- ¾ Page \$37.50
- ½ Page \$25.00
- ¼ Page \$12.50

Please enclose your ad and complete the following information:

Name: _____

Address: _____

City, State, Zip code: _____ Phone Number: _____

Full Page: _____

¾ Page: _____

½ Page: _____

¼ Page: _____

Please make checks payable to: Strattonwood Swim Club
Advertising Deadline: Tuesday, July 20th, 2010

Mail Check to:

Strattonwood Swim Club
7616 139th Place Ne
Redmond, WA 98052

Email ads to: Kris LaFramboise at, raspberries5@ yahoo.com.



Midlakes League Championship July 24th, 2010 @ KCAC

Hosted by Columbia Athletic Club, Strattonwood Swim Club & Triangle Pool

Please return this form with League Championship Entries on
July 16th at Samena Pool between 9:00am – 10:00am.

Club _____ Phone _____

Parent Representatives:

_____ Phone _____

_____ Phone _____

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

Coaches _____ Phone _____

_____ Phone _____

_____ Phone _____

_____ Phone _____

Timers for assigned time: 1 _____, 2 _____

Back up Timers in case of No Shows _____

Awards volunteer for assigned time _____

Designated Awards pickup person _____

Timers and Awards Volunteers: Lanes and award shift times have been assigned to each team. Please provide volunteers for your assigned time. All timers need to check in 30 minutes prior to their shift. Timers must provide their own watch. Thank you.



Midlakes League Championships

Saturday, July 24, 2010

Warm-up Schedule

7:50 AM - 8:20 AM

Scoreboard End

Group A

Lane 1	FW
Lane 2	KKG, NYC
Lane 3	MH, KGR
Lane 4	MSC
Lane 5	SW, NW
Lane 6	OL, STC
Lane 7	MICC
Lane 8	SOM, PLAT

Competition End

Group B

Lane 1	EB
Lane 2	MIBC, KGM
Lane 3	TRI, CAC
Lane 4	NH
Lane 5	KL, WR
Lane 6	RH, HW
Lane 7	SAM
Lane 8	PL, TOS

8:20 AM - 8:50 AM

Competition End

Group A

Lane 1	FW
Lane 2	KKG, NYC
Lane 3	MH, KGR
Lane 4	MSC
Lane 5	SW, NW
Lane 6	OL, STC
Lane 7	MICC
Lane 8	SOM, PLAT

Scoreboard End

Group B

Lane 1	EB
Lane 2	MIBC, KGM
Lane 3	TRI, CAC
Lane 4	NH
Lane 5	KL, WR
Lane 6	RH, HW
Lane 7	SAM
Lane 8	PL, TOS

Special Warm-up Conditions: No swimming between the Bulkheads. No assigned lanes in the Diving Pool. Coaches must be present and supervise your team's warm-up and starts. No starting in the scoreboard end of the pool.



Midlakes League Champs - Saturday, July 24, 2010

Timer Volunteers

Lane	First Shift	Second Shift	Third Shift
	9:00 AM - 11:30 PM	11:30 - 2:00 PM	2:00 PM - End
1	MH	SAM	RH
	MH	SAM	RH
2	TOS	NW	KLA
	TOS	NW	KLA
3	NYC	OL	NH
	NYC	OL	NH
4	SW	PLAT	EB
	SW	PLAT	EB
5	STC	KGG	MICC
	STC	KGG	MICC
6	WR	KGR	MIBC
	WR	KGR	MIBC
7	PL	SS	MSC
	PL	SS	MSC
8	KGM	COL	FW
	KGM	COL	FW
Backup	SW	COL	TRI
	SW	COL	TRI

Awards Volunteers

	First Shift	Second Shift	Third Shift
	10:00 AM - 12:30 PM	12:30 - 3:00 PM	3:00 PM - End
1	KGR	KLA	NH
2	SS	SAM	EB
3	TOS	NW	MICC
4	MH	OL	MIBC
5		PLAT	MSC
6		KGG	RH
7			FW
Lead	TRI	COL	TRI

**Timers: Please report to the pool deck 30 min. prior to your assigned time.
Timers must provide their own digital watch.**

Midlakes Championship Hy-Tek Instructions

Instructions for Entering the Midlakes League Championship Meet

1. **HARD COPIES OF YOUR ENTRIES SHOULD COME FROM TEAM MANAGER ONLY.**
2. Please remember that you DO NOT need to have any entry fees for the League Championship this season. The fees were taken care of during the preseason.
3. Remember that this year the meet is three sessions only. Enter all three sessions as ONE MEET. DO NOT SEPARATE YOUR ENTRIES into 3 files.
 - a. Import the events for the meet.
4. Go to **File/import/meet events** and follow the instructions.
 - a. If you would like the event file you can copy the list from last year's meet, or you can email me and I will send it to you. This will allow for all the events to have the correct event number when entering.
5. After entering your athletes in each event, print a copy of meet entries from TM.
 - a. **Reports/Performance/Meet entries.** Follow the instructions.
 - b. Double-check your entries. If they are correct, print your meet entries from the same menu in alphabetical order.
 - c. BE SURE TO INCLUDE RELAYS WITH NAMES AND ALL SWIMS SHOULD HAVE AN ENTRY TIME.
 - i. (Include the alternates as well. Any alternate listed in a relay event can be moved to any relay team in that relay event. So if a swimmer is listed only on the B relay as an alternate, he or she can still swim on the A relay if needed.)
 - d. This is the copy you turn in as your master entry.
6. Copy your entries file onto a flash drive from TEAM MANAGER
 - a. **File/Export/Meet Entries - a:** – do not include the heat and lane for each of your swimmers. BE SURE TO BRING THIS TO TURN IN WITH YOUR ENTRIES. IT WILL BE CHECKED ON THE SPOT.
7. League Championship Entries are due at Samena by 10:00 AM Friday, July 16th.
8. Following these instructions should reduce errors in entries from the teams and with the consolidation of entries by the computer operator as well.