

This information is from Eric Bartleson from Newport Hills Swim & Tennis club. NHST hosted A-Championships held at King County Aquatic Center (KCAC) for several years. He was asked to provide information regarding hosting at that facility:

One note KCAC does not provide cones or barriers, the host club brought them. KCAC is in charge of concessions so that the host club's do not need to meet with them and they cannot do more than what the contracted concession stand offers. I always visited KCAC about a week out to confirm any items and make sure the concessions people realized how many swimmers will be in the meet as the operator sometimes changes. They need to expect about 900 swimmers plus 1500 spectators.

Items for the host teams:

- Tee shirt and Heat Sheet sales in the entry hall – 2 or 3 per shift make sure they have a small cooler of water as that area can get very hot on nice days. They will need to provide a till
- Hospitality Room – 1-2 people per shift. Up to the host to decide on how big they want to be with this. Numbers 80 – 90 or so coaches, 20 Officials, plus any other volunteers that they would want to provide food (clerk of course, timing system operators, announcers etc) Note: water was more popular than pop for the coaches also KCAC has two large tubs that you can put Ice and Water into. Check to make sure that there ice machine is working and available and that the coolers and tubs are available. You will have to supply everything needed in the hospitality room except tables and chairs. I would have breakfast items and lunch items. The cost can vary from \$300 to \$700 depending on what you provide – the money to pay for this came from tee shirt and meet program sales when Newport Hosted but I believe the league is now giving the host clubs some money to help cover any meet costs.
- Creating Meet Programs – host clubs
- Printing Timer Sheets – host clubs
- Ribbons, Medals and League awards – Midlakes awards chair

You will need to provide paper, labels, tape, clip boards, watches (everyone is suppose to bring there own but I always had Newport's just in case) and any other office supplies. Bags for each team's awards (I picked up paper grocery bags and labeled).

Volunteers Needed:

- Clerk of Course – host clubs (Mercerwood had Newport Hills parents do this job for them)
- Head Timer – host clubs (runs the timer meeting and/or makes sure volunteer timers are in place)
- Lane timers – rest of league
- Officials – Midlakes
- Runners – host clubs
- Meet Director – Host clubs – director is in charge of making sure everything not related to officiating is going ok and is the one communicating with KCAC. The meet director will be the one contacted by KCAC staff and/or management if there are any issues and should be the one coordinating with KCAC and the League everything that is needed for the meet. When Newport Hills hosted I was the Meet Director
- Results posting – host clubs
- Announcer – host clubs/midlakes would find one or two experienced announcers.
- Awards Coordinator – Host clubs
- Awards Volunteers – rest of league (note you do not need any volunteers during the first 45 Min. to hour of the meet as results and labels generally are not printed until after event 18 is completed.

Other Items:

- Timing system and computer system operators – KCAC but you must get the League champ backup file to KCAC on Thursday so they can load it onto the KCAC computers
- Signing rental agreement – Midlakes
- Baseball field parking – host clubs/midlakes (this may not be available but it is a separate rental agreement from the KCAC rental) KCAC can give you the contact info.
- Pool setup – KCAC (I always had them do the standard state meet setup minus the awards stand – they know what to setup for this meet)
- Pool cleanup – KCAC
- Lifeguards - KCAC

I always tried to deliver everything I needed at the pool the night before (they let me store it in the ticket taking room) so that I was not unpacking cars and trying to set up at the same time as people always arrive and get into the pool area before it is officially open and want to buy meet programs etc.

I may have forgotten a few items but I have included the 2006 meet info and volunteer assignments for the rest of the league. These assignments will need to be changed due to team size changes reflected for 2010. one item is that all clubs are supposed to provide 3 timers plus one for awards but some of the smaller team will only have one or two swimmers at finals so I tried to balance their requirement with the larger clubs that would have no problem providing 4 timers. I also assigned the larger teams to the last shift as they generally where going to be at the meet until the end. In assigning warm-up lanes, I tried to match up large and small teams and/or put 3 small teams together so that a large team could have two lanes.

Hope this helps,

Eric Bartleson
Club Manager
Newport Hills Swim & Tennis Club
425-746-9510
email: eric@nhstc.com