

Date: July 3, 2013
To: All Division V Swim Team Reps, Coaches, and Officials
From: Woodridge Swim Club, Melissa Taylor - Meet Director
RE: Division V Championships 2013

Location: Woodridge Swim Club, 12320 SE 14th Street, Bellevue

Date & Time: Saturday, July 13, 2013; 9:00 a.m. start

Entries: E-mail entries to Patsy Neher, patsy.neher@gmail.com, no later than Wednesday, July 10 at noon. (Fees were paid to Midlakes at the beginning of the season.) Volunteer names are also due to Melissa Taylor, mltaylor@ginkotree.com July 11 at noon. ****Please bring a meet entries report from Team Manager to the meet on Saturday.****

Action Required
By Wednesday, 7/10

Warm-Ups: 7:45-8:15 Woodridge & Columbia Athletic
8:15-8:45 Newport Yacht Club, TPC Snoqualmie Ridge, & High Woodlands

The pool will be cleared of all swimmers at 8:45 a.m.

Timers: Each club will provide 8 to 10 timers and other volunteers as listed on the volunteer assignments list. Signup sheets will be circulated (separately) at all clubs. Timers must have timed at two dual meets during the season, and will need to have their own digital stopwatch (clubs provide these for their own volunteers). Lane assignments will be made ahead of time; timers should check in with the volunteer coordinator for their club to receive a nametag and lane assignment.

Don't forget: each club provides digital stop-watches for their timers.

Meetings: Scratch: 8:00 a.m. Both Shifts Officials & Timers: 8:30 a.m.

Coaches: Seating will be reserved for coaches on the south side of the pool deck. Heat sheets and hospitality will also be provided. Please check in on the pool deck to receive these items.

Team Areas: Limited seating on the pool deck is available for meet spectators. Spectators and teams are also invited to view the meet from the hill overlooking the baby pool. "Tent city" will be available in the gravel parking lot. Spectators may wish to bring padded seating for the hill, as well as chairs and shady cover for the tent city area. Even though this meet is in the morning, it may be very warm.

Concessions: Heat sheets will be available for \$3.00 and results will be available online via the Midlakes website. Midlakes Championship T-shirts will be available for purchase (price TBA). Concessions, including pizza, will be available for swimmers and spectators, and Division V will provide hospitality for coaches (available at the ribbon table).

Parking: Parking is very limited. The pool parking lot will be used for spectators only. Street parking is available. Parking for officials and coaches will be along the north side of SE 14th Street and will be clearly marked.

2013 Division 5 Championships: Volunteer Assignments

Position	9:00 am – 11:00 am	11:00 am – end
Announcer	COL:	HW:
Starter	WR:	HW:
Lead Official	HW:	NYC:
Stroke & Turn Judge	COL:	WR:
Stroke & Turn Judge	NYC:	TPC:
Relay Exchanges (3 per half--can be same 3)	1. WR: 2. TPC: 3. COL:	1. WR: 2. HW: 3. NYC:
Ribbons	WR:	1. WR: 2. HW:
Ribbons	HW:	1. TPC: 2. NYC:
Data Entry	1. HW: 2. WR:	1. HW: 2. COL:
Clerk of Course Table	TPC:	NYC:
Clerk of Course Table	WR:	COL:
Clerk of Course Table--Relay Assistance	TPC (medley relays):	WR (free relays):
Clerk of Course Bringing 8U Relays to Shallow End	HW:	TPC:
Clerk of Course Seating Swimmers	HW:	HW:
Clerk of Course Seating Swimmers	WR:	WR:
Clerk of Course Seating Swimmers	COL:	COL:
Clerk of Course Seating Swimmers	NYC:	NYC:
Clerk of Course Seating Swimmers	TPC:	TPC:
Selling Heat Sheets	WR 7:30 a.m.:	XXX
Selling T-shirts	1. WR 7:30 a.m.: 2. WR 7:30 a.m.:	XXX
Concessions (_____ [COL] at 7 a.m.)	1. NYC 8:00 a.m.: 2. COL 7:30 a.m. : 3. WR 7:30 a.m.:	1. HW: 2. TPC: 3. COL:
Concessions	1. NYC: 2. WR: 3. TPC:	1. NYC: 2. HW: 3. HW:

Division V Championships 2013: Volunteer Assignments

Runner	NYC:	WR:
Heat Winner Ribbon/Candy Distribution (having 2 makes easier)	WR (2):	COL (2):

Lane Assignment	9:00 am – 11:00 am	11:00 am – end
Lane 1	COL:	COL:
Lane 1	HW:	HW:
Lane 1	NYC:	WR:
Lane 2	TPC:	TPC:
Lane 2	COL:	COL:
Lane 2	HW:	NYC:
Lane 3	COL:	COL:
Lane 3	WR:	WR:
Lane 3	TPC:	TPC:
Lane 4	HW:	HW:
Lane 4	NYC:	TPC:
Lane 4	WR:	WR:
Lane 5	COL:	COL:
Lane 5	HW:	HW:
Lane 5	WR:	NYC:
Lane 6	WR:	WR:
Lane 6	COL:	TPC:
Lane 6	TPC:	HW:
Back Up	NYC :	HW:

Division V Championships 2013: Volunteer Assignments

Additional Volunteer Assignments

Job	2013
Set up & Clean up	WR
Officials	HW
Clerk of Course	NYC/TPC
Concessions	COL
Pizza and Jamba Juice	WR
Coaches' Hospitality	COL
Coffee	WR
Change for Sales	WR
Soda Bins	WR
Starting System	HW
Starting System back up	TPC
Computer Supervisor	WR
Computer	WR
Computer Back up	TPC
Printer	HW
Printer Back up	NYC
Labels for ribbons	WR
Heat Sheets	WR
Bull Horn w/extra batteries	WR
*Wireless Microphone	HW or WR Sound System (new)
Flip Charts	TPC/WR
Clipboards	WR
Cash Boxes	WR/HW
T-shirt Pickup	WR
Ribbon/Medal Pickup	WR

Warm up Schedule

7:45–8:15 WR & COL

8:15–8:45 NYC & HW & TPC

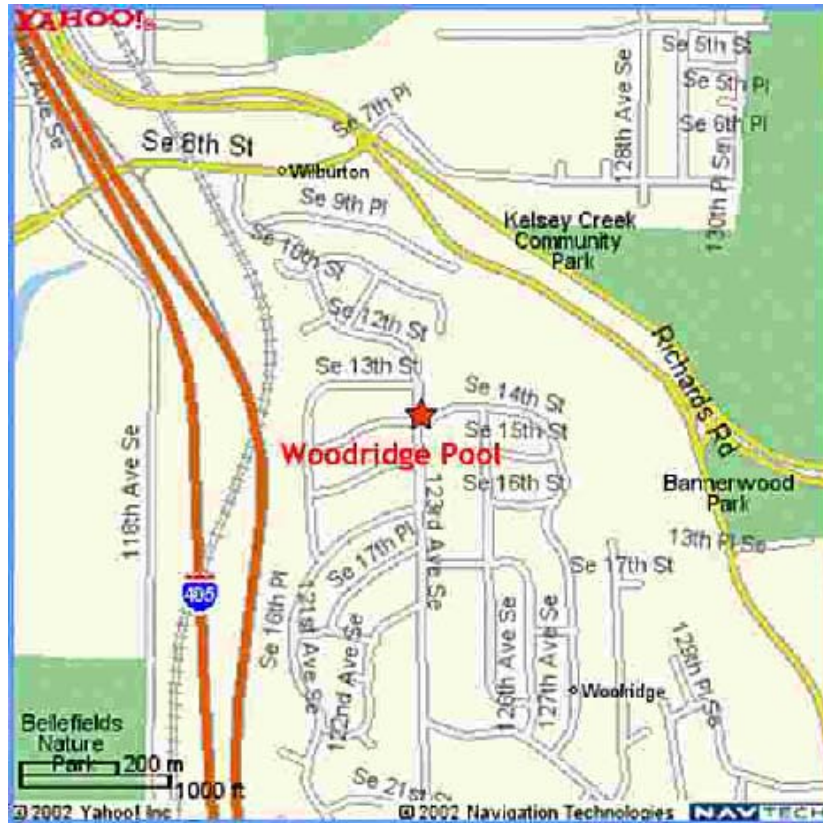
Team	Volunteer Coordinator (name and email)	Relay Coordinator
COL		
HW		
NYC		
TPC		
WR		

Number of heat sheets needed:

Team	Coaches	Vol. Coord.	Rel. Coord.	Deck Parents
COL				
HW				
NYC				
TPC				
WR				

Directions to Woodridge Pool

12320 SE 14th Street, Bellevue (corner of 123rd and SE 14th)
425-746-7030



<p>From Seattle: Take SR-520 to I-405 southbound, then follow the directions for coming from the north. or Take I-90 to I-405 northbound, then follow the directions for coming from the south.</p>	<p>From the East: Take I-90 to I-405 northbound, then follow the directions for coming from the south.</p>
<p>From the North:</p> <ul style="list-style-type: none"> • Take I-405 South • Exit at SE 8th Street • Turn left at the end of the off ramp onto SE 8th Street and go under freeway (heading toward large wooden train trestle) • Turn right onto 121st Street SE (first street after the trestle) • Continue up hill; street turns into 123rd Avenue SE • Pool will be on your left hand side 	<p>From the South:</p> <ul style="list-style-type: none"> • Take I-405 North • Exit at SE 8th Street • Turn right at the end of the offramp onto SE 8th Street • Go under train trestle, and turn right onto 121st Street SE (first street after the trestle) • Continue up hill; street turns into 123rd Avenue SE. • Pool will be on your left hand side.

The gravel parking area to the east of the pool will be used as “tent city.” Participants are asked to park along neighborhood streets, taking care not to block driveways.

These directions are also available online at <http://www.woodridgeswimclub.org>