

July 11, 2014

To: Division I Host Pool - Edgebrook  
Division II Host Pool -Klahanie  
Division III Host Pool - Kingsgate Royals  
Division IV Host Pool - Kingsgate Monarchs  
Division V Host Pool - Woodridge

From : Laura Weingaertner  
Midlakes Awards & Records Chair  
206-979-1903

RE : Division (B ) Champ Awards

This box contains the awards that you will need for your division's Championship Meet. I have determined the number of medals/ribbons based on averages from past years. Therefore, IT IS POSSIBLE that you may run short of a particular place medal or ribbon.

Not to worry! *Please return the box by 8:30am the MORNING OF A CHAMPS to the Awards Room (next to the computer room) at KCAC!! Check them in with me or the person running the A Champs awards room. WE DON'T WANT THE B CHAMP AWARDS MIXED UP WITH THE LEAGUE A CHAMP AWARDS BEING ISSUED THAT DAY!*

Please include the inventory sheet (*fill it out by the end of the day today so ordering can be corrected for next year*), any excess medals/ribbons that you have ALONG WITH the stickers for medals/ribbons that you are short - I will be sure they get matched up based on what's returned from all of the divisions, and they will get to the correct club.

**Important suggestions:**

1. Track the place labels on a heat sheet. This will help you know if you are getting DUPLICATE labels from the computer folks, and prevent you from giving out duplicate awards (and therefore running out of awards later in the day).
2. Find someone to hand out heat winner ribbons - look at the instructions on the other sheet in this box.
3. Don't let your volunteers break apart all of the batches of ribbons before they need to use them! The ribbons are batched from the manufacturer in groups of 25, unless otherwise noted. The tendency to unbatch and organize everything happens early in the day when you have volunteers without much to do.

Thanks for your help! If you have any questions, please try my cell phone, listed above.

## **Heat Winner Ribbons – Don't run out – Read this!**

Heat Winner Ribbons may be handed out to “heat winning” swimmers on the deck as they get out of the pool or label them with the winner’s name and distribute them with the other ribbons.

It is important that you:

1. Distribute the Heat Winner Ribbons only to heat winners in the 8&U, 9-10, and 11-12 age groups ONLY. You will run out if you distribute to the 13-14 and 15-18 swimmers.
2. Don't give heat winner ribbons to the last two heats of any event. Since your meet is seeded with the fastest swimmers in the last two heats, it is almost a certainty that the winners of those two heats will get either a medal or a ribbon. Again, you will run out of ribbons if you pass them out to all the heat winners.

## Distribution of Medals/Ribbons for Division Champs

<b><i>Place</i></b>	<b><i>Relays</i></b>	<b><i>Individual Events</i></b>
1 <sup>st</sup> Place	Blue Medal	Blue Medal
2 <sup>nd</sup> Place	Red Medal	Red Medal
3 <sup>rd</sup> Place	White Medal	White Medal
4 <sup>th</sup> Place	* Yellow <u><i>Ribbon</i></u>	* Yellow <u><i>Medal</i></u>
5 <sup>th</sup> Place	* Kelly Green <u><i>Ribbon</i></u>	* Kelly Green <u><i>Medal</i></u>
6 <sup>th</sup> Place	* Orange <u><i>Ribbon</i></u>	* Orange <u><i>Medal</i></u>
7 <sup>th</sup> Place	Purple Ribbon	Purple Ribbon
8 <sup>th</sup> Place	Brown Ribbon	Brown Ribbon
9 <sup>th</sup> Place	Aqua Ribbon	Aqua Ribbon
10 <sup>th</sup> Place	White Ribbon	White Ribbon
11 <sup>th</sup> Place	Dark Green Ribbon	Dark Green Ribbon
12 <sup>th</sup> Place	Maroon Ribbon	Maroon Ribbon
* NOTE: 4 <sup>th</sup> , 5 <sup>th</sup> & 6 <sup>th</sup> Place relays receive ribbons; individuals receive medals		

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*Division Awards – If you have the time, please count the number of awards you received prior to distribution to your teams and then count them when you put them away at the end of the meet. Thanks! Helps so much with inventory!*

<b>Item</b>	<b>Total 2013</b>	<b>Total Returned</b>	<b>Order 2014</b>
<b>Medals</b>			
1 <sup>st</sup> Blue			
2 <sup>nd</sup> Red			
3 <sup>rd</sup> White			
4 <sup>th</sup> Yellow			
5 <sup>th</sup> K. Green			
6 <sup>th</sup> Orange			
<b>Ribbons</b>			
4 <sup>th</sup> Yellow			
5 <sup>th</sup> K. Green			
6 <sup>th</sup> Orange			
7 <sup>th</sup> Purple			
8 <sup>th</sup> Brown			
9 <sup>th</sup> Aqua			
10 <sup>th</sup> White			
11 <sup>th</sup> Dk. Green			
12 <sup>th</sup> Maroon			
Heat Winner			

**Distribution of Medals/Ribbons for League Champs**

<b>Place</b>	<b>Award</b>
1 <sup>st</sup> Place	Blue Medal
2 <sup>nd</sup> Place	Red Medal
3 <sup>rd</sup> Place	White Medal
4 <sup>th</sup> Place	Yellow Medal
5 <sup>th</sup> Place	Green Medal
6 <sup>th</sup> Place	Orange Medal
7 <sup>th</sup> Place	Purple Medal
8 <sup>th</sup> Place	Gold Medal
9 <sup>th</sup> Place	Aqua Ribbon
10 <sup>th</sup> Place	Black Ribbon
11 <sup>th</sup> Place	Teal Ribbon
12 <sup>th</sup> Place	Lavender Ribbon
13 <sup>th</sup> Place	Sapphire Ribbon
14 <sup>th</sup> Place	Cream Ribbon
15 <sup>th</sup> Place	Gray Ribbon
16 <sup>th</sup> Place	Rose Ribbon