

2019 Division III Champs

Hosted by Phantom Lake



Date: Saturday, July 20th, 2019

To: All Division 3 Coaches and Team Representatives

From: Phantom Lake and Trisha Snyder, Meet director Snyder.trisha@gmail.com

CC: Midlakes Communications Director

RE: Midlakes Division 3 Championships on 7/20/19

Due Dates:

<i>Volunteer signup sheet returned</i>	<i>bonnierosenbloom@hotmail.com</i>	<i>July 12, 5 pm</i>
<i>Entries</i>	<i>aquajunebug@live.com elizabeth.kronoff@gmail.com</i>	<i>July 17, noon</i>

Location: 15810 Southeast 24th Street, Bellevue, WA 98008

Meet Date and Start: July 20, 2019, 9:00am

Entries: Submit no later than *Wednesday, July 17 @ noon* to our coach, Gillian Matthes @ aquajunebug@live.com and our head scorekeeper, Elizabeth Kronoff, @ elizabeth.kronoff@gmail.com

All swimmers must have a time in your entries or the system will not create the meet (No 'NT' entries will be allowed). Please double check your times before sending. It would be a good idea to bring your meet entries report with you to the meet.

Warm Ups:	Session Times	Club Assignments
	6:40 – 7:00 am	Phantom Lake
	7:00– 7:20 am	Triangle Swim Club
	7:20– 7:40 am	Kingsgate Gators
	7:40 – 8:00 am	Rolling Hills
	8:00– 8:20 am	Kingsgate Royals
	8:20 – 8:40 am	Maple Hills

Meetings: Coaches Scratch – 8:00 am Pool House
Officials Shift 1– 8:30 am – Pool House
Timers Shift 1 – 8:45 am – Pool House
Officials Shift 2 – 10:15 am – Pool House
Timers Shift 2 – 10:25 am – Pool House
Officials Shift 3 – 11:55 am – Pool House
Timers Shift 3 – 12:05 pm – Pool House

Parent Reps/

Team Coordinators: Please email meet information to your families so they know what to expect. Parking and team areas are very limited and we want them to be prepared.

Volunteer coordinators must be at all 3 shifts of check ins, preferably 15 minutes prior to shift change (8:25 am, 10:20 am, and 12:00 pm). If all of his/her volunteers have checked in, no action is needed and he/she can leave. If a volunteer is missing, the volunteer coordinator must track down this person.

Parking: please send the names of 3 people (this includes coaches and officials!) who will receive parking permits to **Trisha Snyder** (**Snyder.trisha@gmail.com**) **IMPORTANT:** We are leaving this decision up to you, so please communicate to your officials and coaches who will receive passes so that we don't have confusion in our parking lot.

The only coaches allowed on deck will be those listed on the Midlakes site. Please check the site to make sure it is correct. If it isn't, please email Bonnie Rosenbloom bonnierosenbloom@hotmail.com immediately.

Volunteer Duties: Division Champs have 3 scheduled shifts which are 1.5 – 2 hours long. The third shift concludes at the end of the meet. Please advise your volunteers that this shift may be longer or shorter than stated.

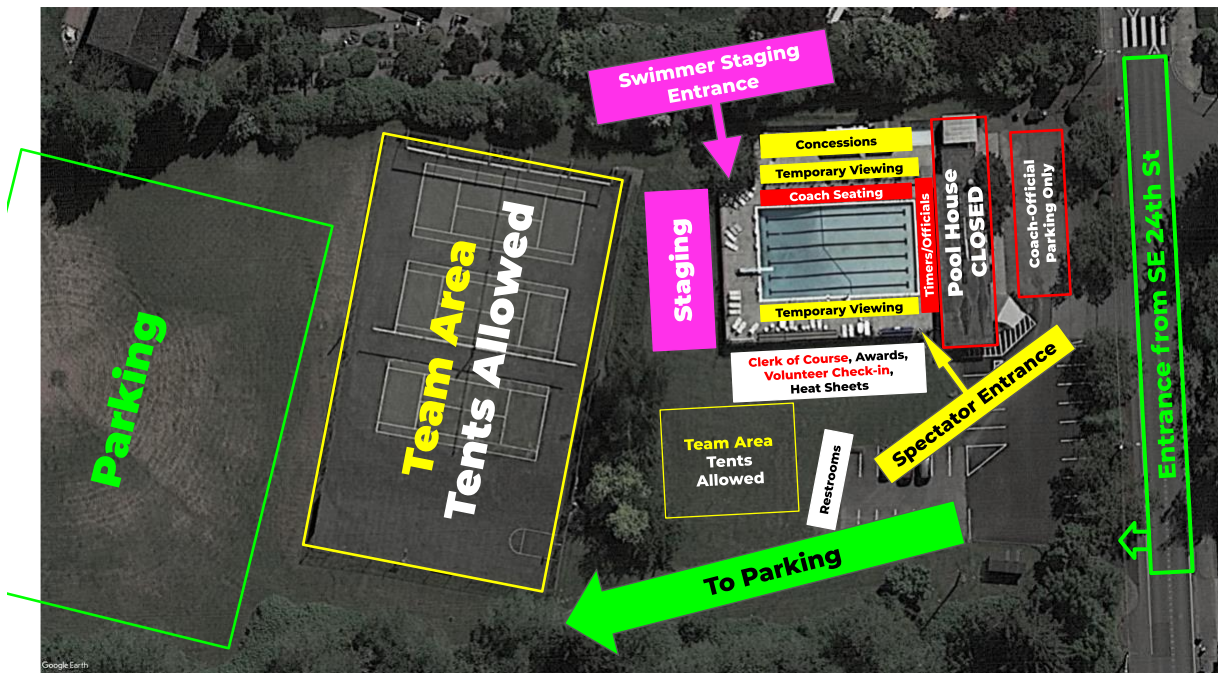
Please make sure you communicate meeting times to your timers and officials. All shifts of Officials and Timers must attend the scheduled meetings for special B Champ instructions (see schedule above).

All clubs are required to provide timing volunteers. All timers should have experience timing a meet. No training will be provided.

Split shifts are not allowed. One volunteer will fulfill the entire shift for a given job. If you have a swimmer in the pool, of course you may ask someone to cover your duties for the brief time it takes to watch the heat. We are our children's cheerleaders after all!

First shift can check in between 8:00am – 8:30 am. Second and Third Shifts may check in up to 15 minutes in advance of their shifts.

- Clerk of Course:*** Opens at 8:45 am. Please have first swimmers ready to check in at that time. Please begin to gather relays shortly thereafter. Heats will be staged in order so please be patient if swimmers arrive early. We will be seating 8 heats in advance.
- Timers:*** Timers will need to provide their own watches. Please see above for meeting schedule.
- Coaches:*** You will have a table reserved on deck. Swimmers may briefly talk to you after their races, but you must send them on their way quickly. No swimmers may sit with the coaches to visit or watch the meet. The only coaches that will be given a deck pass (name tag) are those listed on the Midlakes site. If your name is not listed, you must immediately email Bonnie Rosenbloom @ bonnierosenbloom@hotmail.com in order to get a pass. On your table, you will have an envelope with heat sheets and 2 meal tickets (one for breakfast, one for lunch) per coach.
- Parking:*** Parking will be difficult. Please, please encourage your team to carpool. Parking in our upper lot is reserved. There will be parking in our lower field, but this will fill quickly. There are limited places to park in the neighborhood surrounding the pool, but PLEASE do not block any driveways. Our neighbors will call and have cars towed if they are blocking!! Spiritridge Elementary is located .4 miles from the pool and will have an open lot. As stated earlier, each team is given a total of 3 discretionary spots for coaches and officials in our upper lot.
- Team areas:*** It will be very cozy! Because our field space is very limited, we ask that you plan to share tents with each other and put them as close together as possible. Because of our space issue, we are allowing teams to set up in our tennis courts. Our courts are very old and we'd like to keep them around, so if you could put towels/blankets under the poles of your tents and chairs to protect them, that would be appreciated.
- Spectators:*** As with any championship meet, spectators are only allowed in designated areas. We have temporary viewing in front of our concessions area and on our bleachers. Please only stay to watch your swimmer and then clear the area for others.
- Concessions:*** We have a great concession menu planned to make your life easier! We will be serving breakfast and lunch (**please see menu attached!**)
- Restrooms:*** Our pool house is CLOSED to spectators and swimmers. We have 5 honey buckets and a handwashing station, located in our parking lot. Please let everyone know that our bathrooms in the pool house are closed. Our old plumbing just can't take it!
- Heat Sheets:*** Heat sheets will be sold for \$4.00 near the spectator entrance (see map).
- T-Shirts:*** Shirts are purchased online only this year. Orders are due July 8 by noon. <https://midlakes2019.itemorder.com>



Division III Champs Breakfast Menu

Pancake Breakfast.....\$5
Includes 2 pancakes, 2 sausage, fruit topping , beverage

Division III Champs Lunch Menu 11:00am - 1:00pm

Hamburger/Veggie Burger.....\$6
with Cheese.....\$7
Prime Rib Burger.....\$9
\$ Hot Dog.....\$4
with Chili & Cheese.....\$5
Caesar Salad.....\$5
Baked Potato.....\$5
with Chili & Cheese.....\$6
Bowl of Chili.....\$4

Combo Meals + \$1

Includes Chips or Side Caesar & Beverage

Sides: \$1

Chips
Water/Soda/Coffee
Hot Chocolate/Orange Juice
Baked Goods



2019