



MERCER ISLAND BEACH CLUB

LOCATION: Mercer Island Beach Club Monday, July 22, 2019

Meet starts at 4:00pm

ENTRIES: Meet Entries Due Friday, July 19, 2019 by 1pm.

Late Entries will be subject to a \$250.00 fine pursuant to Midlakes Operating Plan. Any Entries or changes submitted after the psych sheet has been sent to Midlakes Communication Director will not be permitted. For further information, please see 3rd page of this document or the Midlakes Website – The Coaches tab Hytek-TM page under 2018 Training Documentation

VOLUNTEER SIGN UPS: ALL TEAMS must provide timers for the meet. Please see the attached link for specific assignments.

https://docs.google.com/spreadsheets/d/1IEpxMAM6Z5YCK_Tl2OoE38xhWG2_dewqXGVUzUHRc-A/edit#gid=0

VOLUNTEERS: Timers must have timed a minimum of 2 dual meets this season and need to bring their own digital watches. A meeting for all timers will be held 15 minutes prior to the start of each half.

1st Half Timers: Check in no later than 3:15pm, report to timers meeting at 3:45pm

2nd Half Timers: Check in no later than 5:00pm, report to timers meeting at 5:30pm

TIMERS & COUNTERS for the 500s: Swimmers must provide their own counters and timers for the 500s.

WARM UPS: Warm up lanes are attached and will be posted on the pool deck.

2:20 – 2:50 MICC, MSC, OL, SS, TRI, MH, RH, NYC, WR

2:50 – 3:20 NH, SAM, FW, NW, PL, PLAT, HW, SW

3:20 – 3:50 EB, KLA, MIBC, TOS, KGG, KGM, KGR, STC, TPC

Warm-up Lane Assignments

Table with 9 columns (Lane 1-8) and 3 rows of lane assignments for different time slots (2:20-2:50, 2:50-3:20, 3:20-3:50).

One-way sprint lanes will be available the last 10 minutes of each session.

The pool will be cleared of all swimmers at 3:50.

MEETINGS: Scratch: 2:45 Meet in the MIBC Clubhouse
Officials: 3:15 Meet in the MIBC Clubhouse
Timers: 3:15 1st half Timer check-in
3:45 1st half timers meeting.
5:00 2nd half timer Check-In
5:30 2nd half timers meeting

COACHES: Designated seating will be provided along the pool deck. Please check in with the Volunteer Coordinator to receive your team packet. We ask that Coaches wear team shirts or tank tops at all times, allowing quick identification for officials and hospitality. ONE parking spot per team – you MUST carpool.

TEAM AREAS: Team areas will be available. Do not set up tents at the lake. The pool deck will be closed except for volunteers and athletes. Therefore, no tents, lounge chairs, or large equipment will be allowed within the fenced pool area, including the concrete bleachers. Concrete bleachers are available for spectators only. No tents can be set up prior to 2:00pm.

CONCESSIONS: Concessions will be available
BUNS Food Truck
<http://www.bunsonwheels.com/>

Jolyn will be selling swim suits – see flyer on MIBC Website

HOSPITALITY: Coaches & Officials will be served in hospitality.

HEAT SHEETS: Heat sheets will be available for purchase.

T-SHIRTS: Midlakes Championship T-shirts and sweatshirts will be dependent Midlakes Plan for ordering and distribution.

OFFICIALS PARKING: Parking will be provided for officials in the MIBC lot.

PARKING: We encourage you to carpool, as parking is extremely limited. Parking will be available in the MIBC parking lot for **coaches and officials only**. Coaches will be provided a maximum of 1 parking spot per team.

Spectators and swimmers will not be able to park at MIBC.

If you are late, you may drop off your swimmers at the street entrance to the club before you catch the shuttle. There is no parking on the east side of Avalon (the lake side).

PARKING LOCATIONS: Two parking lots have been reserved for this meet, with shuttle vans making pickups and drop-offs from 1:45pm – 8:30pm

1. Clark Beach Park – 7700 East Mercer Way (.7 miles from MIBC)
2. Islander Middle School – 7447 84th Ave SE, MI (2.2 miles from MIBC)

Instructions for Entering the Midlakes League Championship Meet

ENTRIES & REGISTRATION: You **MUST** submit **THESE ITEMS** by Friday, July 19, 2019 by 1pm

Your entries are complete **ONLY AFTER** submitting the following:

1. A Team Manager export of your meet entries
 - a. **Please use the League Champion event list so that event numbers match. (Events 1-90)**
 - b. When exporting from Team Manager, ENTER qualifying times for all athletes. Please use the CUSTOM TIME option in Team Manager to create a time for athletes who have not competed in an event this season
2. Two Team Manager printouts of your entries – please use the Team Entry Report from TM.

(Reports/Performance/Meet entries)

- a. Create a file for individual events – please send entries by NAME and include PROOF OF TIME in pdf format
 - b. Create a file for relay events – please send entries by RELAY (including all athletes and alternate names) and include PROOF OF TIME in pdf format
 - i. (Include 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.)
3. 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
 4. Please remember that the League Championships is **ONE MEET** – create **ONE** export file for your entries
 5. **League Championship Entries are due on** Friday, July 19, 2019 by 1pm. **Send all files to** jefflowell9969@gmail.com.

PLEASE REMEMBER THE FOLLOWING OPERATING PLAN LANGUAGE:

1. Entries and a master list for League Preliminaries and Div. Championships shall be submitted according to the schedule voted upon at the Fall meeting. All entries must be submitted with a League approved hard copy printout from HyTek software along with the associated entry file exported from TM. All entries must be submitted in yard times.
 - a. Complaints will be resolved by the Board of Governors prior to the start of the meet. Complaints must be in writing and submitted by the coach or official team representative only.
 - b. Changes will not be permitted after the psych sheet is sent to the Midlakes Communication Director for posting (defined by the time stamp at the top of the psych sheet) except for clerical errors (defined as a discrepancy between a team's hard copy of their TM entries and the team's electronic file from TM). Empty lanes resulting from insufficient entries will not be filled.
 - c. Any club showing up later than the specified time to enter the League Championships will be assessed a fine of \$250.00 to submit entries into the League Championships. Any club missing the entry deadline **MUST** submit entries prior to the posting of the psych sheet or **NO** athletes from that club will be able to compete in the League Championships. Late clubs and "no shows" must pay the fine prior to the beginning of the Championship meet. If the fine is not paid, athletes will be withheld from the meet.
2. Substitutions may be made in relays for injury or illness. When a substitution is made, the swimmer who is deleted may not swim in any events. The substitute swimmer must be listed as an alternate on the entry sheet. Regulation #3 under Championship Meets still applies to the new swimmer regarding number of events entered.