***Host club name and or logo***

Event Title

**Date:**

**To:** All Division ­­\_\_\_ Coaches and Team Representatives

**From:** *Your club & Meet Director including email address*

**CC:** Midlakes Communications Director

**RE:** Midlakes Division \_\_\_Championships on *Date*

***Location:*** *Your club and address (see map and directions below)*

***Meet Date and Start:*** *Meet date and start time*

***Entries:***  Submit no later than *Date & time* to the *Location* or email to *email address*. 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

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***Meetings:***  Coaches Scratch – *TIME* am *& location*

 Officials– *TIME* am *& location*

 Timers - *TIME* am *& location*

***Volunteer Duties:*** *Please include your clubs rules and information regarding volunteers along with any forms or online volunteer sign up options you are providing*

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 upon arrival. Second and Third Shifts may check in up to 15 minutes in advance. All shifts of Officials and Timers must attend the scheduled meetings for special B Champ instructions.

***Clerk of Course:***  Opens at \_\_\_\_\_ am. Please have your relays gathered to check in at that time. Heats will be staged in order so please be patient if swimmers arrive early.

***Timers:*** Timers will need to provide their own watches. \_\_\_\_\_am Timer meeting is mandatory for all shifts of timers.

***Coaches:*** *­­­­­­­­­­­­­­­­­­­­­­­­Specified area/location* is reserved for coaching staff and officials*. Please provide details concerning what will be provided for coaches (i.e. heat sheets, meals, etc.)*

***Parking:*** Each team will receive \_\_\_ parking passes. *Please provide details regarding parking at your facility*

***Team areas:*** *Please provide details regarding setting up team areas, park/facilities rules specific to what you can bring (i.e. tents & awnings) and what is allowed (I.e. pets).*

***Spectators:*** *Please provide information regarding spectators and what is allowed on deck during the meet.*

***Concessions:*** *Please provide details concerning concessions*

***Heat Sheets:*** *Please provide details concerning Heat Sheet sales*

***T-Shirts:*** *Please provide details concerning T-Shirt Sales*

***PROVIDE DIRECTIONS AND OR MAPS AS NECESSARY. Other information may include an meet schedule***