



Midlakes 2023 League Champs

To: All Coaches and Team Representatives

From: Kim Dare, Meet Director and Coordinator

CC: Midlakes Communications Director

RE: Midlakes Championships: 2023 League Championships

Location: King County Aquatic Center

Meet Date and Start: Sunday, July 23, 2023, beginning at 9:00am

Doors will open to coaches, swimmers, and parents at 7:30am. The only people admitted prior will be from teams who are setting up the meet.

Entries: Entries are **due no later than Wednesday, July 19, 2023, by 5pm** via email to jefflowell9969@gmail.com. Finals entries will be determined through A qualification seed times.

See the Midlakes Operating Plan for rules for relay substitutions as they will be followed to the letter.

Late Entries will be subject to a \$250.00 fine. Any Entries or changes submitted after the psych sheet has been sent to Midlakes Communication Director will not be permitted.

Volunteers: Each club is required to provide volunteers for timing, based on team size.

Please provide volunteer information for all slots for your club by **July 21, 2023, at 5:00pm** online [here](#).

Timers: Timers must have timed a minimum of 2 dual meets this season or have prior championship meet experience and need to bring their own digital watches.

All timers must check in at the volunteer table, by 8:25am for first session timers, by 10:25am for second and 12:25pm for third session timers. Timers should report to their meeting 30 minutes prior to the start of each session, in the room to the left of the control room.

If a timing volunteer fails to show for their scheduled meeting, the Meet Director will approach your coaches table to have a coach take their place. We will not be calling for timers over the P.A. System.

Warm-Ups: See schedule below



The pool will be cleared of all swimmers at 8:50am.

Meetings:

Coaches Scratch – 8:00 am in Meeting Room behind Announcer’s Table
Officials– 8:15 am in Meeting Room behind Announcer’s Table
Timers – 8:30 am in Meeting Room to left of Control Room

Clerk of Course:

Opens at 8:30 am. Our staging team will stage the Medley Relays. Please have your 8&U and 10&U relays along with a coach/senior swimmer escort gathered to check in at that time. Heats will be staged in order so please be patient if swimmers arrive early.

All teams MUST escort for their 8&Under and 10&Under Medley and Free Relays through Staging and to the Starting Blocks.

The Clerk of Course is in the NE corner of the pool, to the left of the diving towers. Swimmers will access the staging area by walking under the diving towers. Please keep this area clear of chairs.

Coaches:

Each team will have 2 assigned seats at the coaches’ tables along either side of the pool. Please see Midlakes League Champs page for map.

Hospitality:

Breakfast, beverages and lunch will be provided for all officials and coaches. Coaches will be admitted to hospitality with their ID bracelet. Lunch will be available at 11:30. Water will be distributed on occasion throughout the meet.

- ◆ Breakfast will include the following: an oatmeal bar including toppings of all types, fruit, yogurt, bagels, muffins or pastries, coffee, and other beverages.
- ◆ Lunch will include the following: A Sandwich bar including assorted breads, meats, cheeses, and toppings, salad, chips, cookies, and beverages.

Team areas:

Teams may sit in the bleachers located around the pool deck. Folding chairs are allowed on the pool deck provided clear walkways are maintained. **No team seating below the diving towers.** This area must remain clear for access to Clerk of Course staging.



Spectators:

KCAC provides bleacher seating for 2500 spectators. Folding chairs allowed behind the railing in marked platform areas only, not in the bleacher sections. Please observe signage in the spectator areas.

The pool deck will be limited to Swimmers, Coaches and Officials. All others will be turned away.

Concessions:

Concessions provided by King County Aquatic Center contractor. Neither Midlakes nor the host clubs receive any benefit from concession sales.

Heat Sheets:

Heat sheets will be available by QR code for non-meet personnel.

T-Shirts:

Midlakes Championship T-shirts and Sweatshirts will be available for purchase in advance. There will be a small inventory available to purchase at KCAC during the meet.

Parking:

Parking Lot Attendants and signage will guide you to an appropriate parking spot. We encourage carpooling as KCAC has limited parking.

Each coaching staff will be supplied two parking spaces in front. Officials, Midlakes Board Members, and select volunteers will also have a parking space in front, as designated by a controlled parking list and pass. All other attendees will park in back or at the suggested lots in the attached parking document.

Awards:

Prior to the meet please designate someone from your club to pick up the awards for your entire team. Swimmers will not be able to come into the awards room to pick up their awards that day.

Other rules:

KCAC does not allow paper signs to be posted by spectators. Please bring your team banner to hang.

No flash photography is allowed at starts. Please tell your team and parents in advance.

It is “best practice” to have your senior swimmers bring younger teammates to the Clerk of Course for events. No parents will be allowed on deck. Designate older swimmers in advance of the meet.

Cell phones are not to be out in the restrooms/changing rooms for any purpose. You can make your call or text after leaving the changing and showering area.

Clean up your team’s area prior to departing.



League Championships Warm-up Schedule

Sunday, July 23, 2023

Front Doors Open at 7:30 AM

1st Warm-up Session 7:50 AM - 8:20 AM

Group A – Mercerwood, KGG, Newport Hills, Phantom Lake, Overlake

Group B – Woodridge, KGM, Maple Hills, Klahanie, SR, Triangle, Norwood, MIBC

2nd Warm-up Session 8:20 – 8:50 AM

Group C – Fairwood, NYC, High Woodlands, MICC, Strattonwood, Somerset, STC

Group D – Edgebrook, Samena, Rolling Hills, Tam O’Shanter, Plateau Club, KGR

Groups will switch ends halfway through their warm-up times. The Diving Pool will be unassigned. Group A will start warm-up in the Scoreboard end, Group B will start in the competition end, Group C will start in the Scoreboard end, and Group D will start in the competition end. **Teams will switch at 8:05 and 8:35 AM respectively.**

	<u>Group A</u>	<u>Group B</u>	<u>Group C</u>	<u>Group D</u>
Lane 1	MSC	WR, KGM	FW	EB
Lane 2	MSC, KGG	MH	FW	EB
Lane 3	NH,	KL	NYC, HW	EB
Lane 4	NH	KL, SR	MICC	SAM
Lane 5	NH	TRI	MICC	SAM
Lane 6	PL	NW, MIBC	SW	RH
Lane 7	PL, OL	MIBC	SS	TOS, PLAT
Lane 8	OL	MIBC	STC	KGR

Special Warm-up Conditions: No swimming between the Bulkheads. Coaches must be present and supervise your team’s warm-up and starts. No starting in the scoreboard end of the pool. The Scoreboard end and Diving Pool will be open the entire meet for warm-up and warm-down – coaches please monitor your swimmers during the meet.



To All Coaches: Meet Day Schedule

(All event start times are estimates; swimmers need to check in at the clerk of course at least 10 minutes prior to their event.) All coaches are asked to wear a team shirt and the wrist band provided so that we can identify those that should be on the deck.

- ◆ **7:30 AM** Doors open.
- ◆ **7:50 AM** First Warm-up session – see attached schedule.
- ◆ Note: If in the competition pool, the lane must be cleared before you can do starts. Coaches must supervise swimmers on the blocks. No diving off the blocks located on the bulkhead.
- ◆ **8:00 AM** Coaches Scratch Meeting – Officials room next to the control room. Please send one coach only.
- ◆ **8:15 AM** Officials Meeting in room opposite the control room.
- ◆ **8:20 AM** Second Warm-up session – see attached schedule.
- ◆ Note: If in the competition pool, Lane must be cleared before you can do starts. Coaches must supervise swimmers on the blocks. No diving off the blocks located on the bulkhead.
- ◆ If your timing volunteer fails to show for their scheduled meeting, the Meet Director will approach your coaches table to have a coach take their place. We will not be calling for timers over the P.A. System.
- ◆ **8:30 AM** First shift Timers Meeting. Shift is 9:00 AM-11:00 AM (events 1-22)
- ◆ **8:50 AM** Competition Pool cleared.
- ◆ **9:00 AM** Meet Starts
- ◆ **10:30 AM** Second Shift Timers Meeting. Shift is 11:00 AM -1:00 PM (events 23-60)
- ◆ After Event #50 Break for presentation of Division Awards and Coaches Relays.
- ◆ Lunch will be available at **11:30 AM**.
- ◆ **12:30 PM** Third Shift Timers Meeting. Shift starts 1:00 PM and goes to end of meet (events 61-90)
- ◆ **3:00 PM** Approximate meet end time
- ◆ The pool deck will be limited to Swimmers, Coaches and Officials. All others will be turned away.
- ◆ No swimmers in the Hospitality room. Coaches and Officials Only.
- ◆ Results will be posted in the Lobby and on the pool deck. No coaches in the control room. If you think there is a mistake in the results, contact the Meet Referee James Weinrod or Meet Director, Kim Dare.
- ◆ Please monitor your swimmers in the warm-up pools before and during the meet. No Diving – feet first only, No Kickboards, pull buoys or paddles.
- ◆ Results will be posted at www.midlakesswimleague.org by **Monday, July 24th**.



Appendix A: League Championships order of events

Proposed League Champs		Age Group	Event
Girls	Boys		
1	2	8 & Under	Medley Relay (100)
3	4	9 - 10	Medley Relay (100)
5	6	11 - 12	Medley Relay (200)
7	8	13 - 14	Medley Relay (200)
9	10	15 & Over	Medley Relay (200)
11	12	10 & Under	100 Individual Medley
13	14	11 - 12	100 Individual Medley
15	16	13 - 14	100 Individual Medley
17	18	15 & Over	100 Individual Medley
19	20	8 & Under	25 Freestyle
21	22	9-10	25 Freestyle
23	24	11 - 12	50 Freestyle
25	26	13 - 14	50 Freestyle
27	28	15 & Over	50 Freestyle
29	30	8 & Under	25 Backstroke
31	32	9 - 10	50 Backstroke
33	34	11 - 12	50 Backstroke
35	36	13 - 14	50 Backstroke
37	38	15 & Over	50 Backstroke
39	40	8 & Under	25 Breaststroke
41	42	9 - 10	50 Breaststroke
43	44	11 - 12	50 Breaststroke
45	46	13 - 14	50 Breaststroke
47	48	15 & Over	50 Breaststroke
49	50	8 & Under	50 Freestyle
51	52	9 - 10	50 Freestyle
53	54	11 - 12	100 Freestyle
55	56	13 - 14	100 Freestyle
57	58	15 & Over	100 Freestyle
59	60	8 & Under	25 Butterfly
61	62	9 - 10	25 Butterfly
63	64	11 - 12	50 Butterfly
65	66	13 - 14	50 Butterfly
67	68	15 & Over	50 Butterfly
69	70	8 & Under	100 Freestyle Relay
71	72	9 - 10	200 Freestyle Relay
73	74	11 - 12	200 Freestyle Relay
75	76	13 - 14	200 Freestyle Relay



King County

Parks and Recreation Division

Department of Natural Resources and Parks
Weyerhaeuser King County Aquatic Center
650 SW Campus Drive
Federal Way, WA 98023-8425
206-477-4444 1-855-952-9970
TTY Relay: 711
www.kingcounty.gov/parks/wkcac

July 2017

TO: Event Hosts

FM: Mike Dunwiddie

RE: Event Policies

Parking: No RV or extended vehicle parking for all upcoming events.

RV parking is not permitted in the upper lot. ~~Special stalls are available at the north end of the north lot.~~ Power and sewage service is not provided. ~~Permission must be obtained by event host and the Aquatic Center facility manager. Conditions apply.~~

No camping on property (KC Ord 7.12.350). Structures and equipment outside must be removed each evening.

Parking is not permitted on yellow curbs, sidewalks or landscaping. Cars blocking traffic or improperly parked may be ticketed and towed. Hosts are requested to make several announcements at each session regarding this policy.

Valuables should not be left in cars. King County is not responsible for vehicle security.

Use of the adjacent Little League parking lot must be pre-arranged by the event host with the Federal Way Little League Association. Payment of the fee and other requirements for use is the responsibility of the event host. To schedule use of the Little League parking lot contact Gary Haven. His phone number 253-332-1034 and his email address is Gshaven@comcast.net

Evacuation:

Emergency evacuation routes (hallways, doors, stairways) must be kept clear of people and belongings at all times. Air mattresses are not permitted. Personal areas at large events should be contained to a size less than a closed single-sized sleeping bag.

Aquatic Center staff retains complete authority during evacuation procedures, staff directions shall be followed by all event personnel. The event host is provided a copy of WKCAC emergency procedures and will share this information with key event personnel.

Smoking/Alcohol:

Per Washington State RCW 70.160, smoking is prohibited anywhere in the facility and within 25 feet of outside doors and air vents. Per King County Ordinance 17375, smoking is prohibited in King County parks, which includes the grounds and parking lots of the Aquatic Center.

Alcohol and controlled substance use (per US & state statutes) is prohibited in the facility and on the grounds.

Pool Rules:

All rules shall be followed (posted on pool deck)

No swimming under the bulkheads. During short course events: no swimming between the bulkheads.

No glass containers on deck or locker rooms.

No on-site shaving

No “deck changing”. All dressing must be done in locker rooms.

Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.

Use of the diving boards, platforms and equipment is not permitted except for purposes of diving competitions.

Aquatic Center staff does not enforce warm-up procedures or perform the duties of deck marshals.

Hospitality Room:

Cooking may not be done on site in the deck-level hospitality room.

No glass containers in the hospitality room (pitchers, serving bowls, vases, etc.).

Host needs to be onsite to accept Costco deliveries.

Costco does not deliver to the deck-level hospitality room.

Miscellaneous Items:

Folding chairs are not allowed in the bleachers due to safety concerns. Chairs will continue to be allowed in the handicap platform areas behind the railings. People using these areas must relinquish the spot for guests with mobility limitations.

Tents and other temporary structures may not be used inside the facility.

Event personnel may not use the facility receptionist area, equipment or phone. There is a deck-level phone in the hospitality room and pay phones in the lobby vestibule.

The concession stand operates under a lease contract with King County. No other food, beverage and vending service is permitted on the property. The concessionaire does not provide or loan equipment and supplies to hosts.

Postings may not be affixed to lobby artwork or any painted surfaces. Framed plastic boards are provided in the lobby hallways for this purpose. Please use tape; do not write on the result boards or use staples and tacks.

Official team banners may be hung from the balcony railings. Hand-made signs may not be posted.

Event hosts provide all necessary administrative supplies. Items forgotten may be secured from near-by retail stores.

King County is not responsible for lost or stolen items. Items will be left in place until the end of each session. The facility receptionist will secure items turned into staff. Found items will be kept at the facility for no more than 4 weeks following the event.

WEYERHAEUSER KING COUNTY AQUATIC CENTER

650 SW Campus Drive
Federal Way, WA 98023-8425
206-477-4444



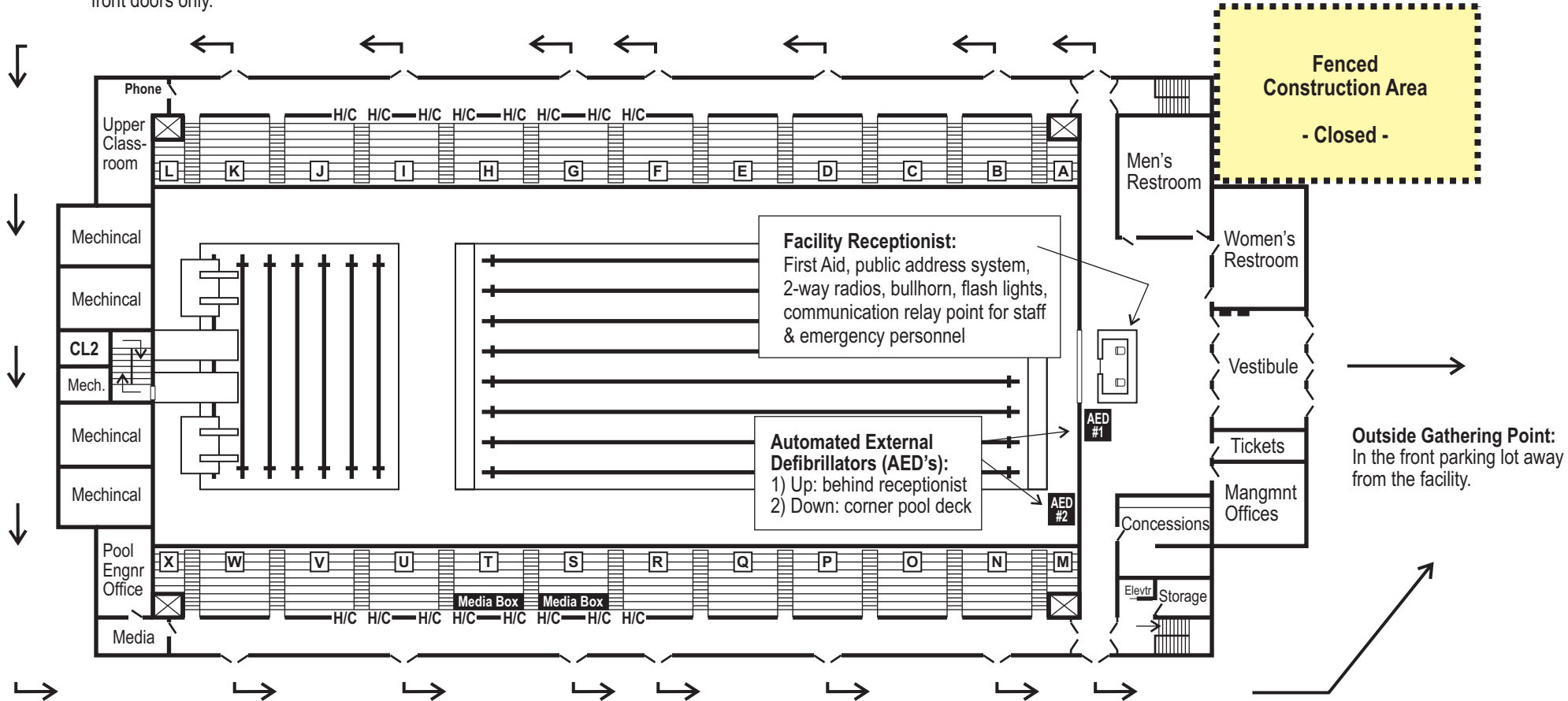
CONCOURSE LEVEL

Emergency Equipment & Evacuation Routes

May - August 2023

Evacuation Route From Balconies:

Gather in the front parking lot away from the facility. Support by emergency personnel will be there. Re-entry will be through the front doors only.



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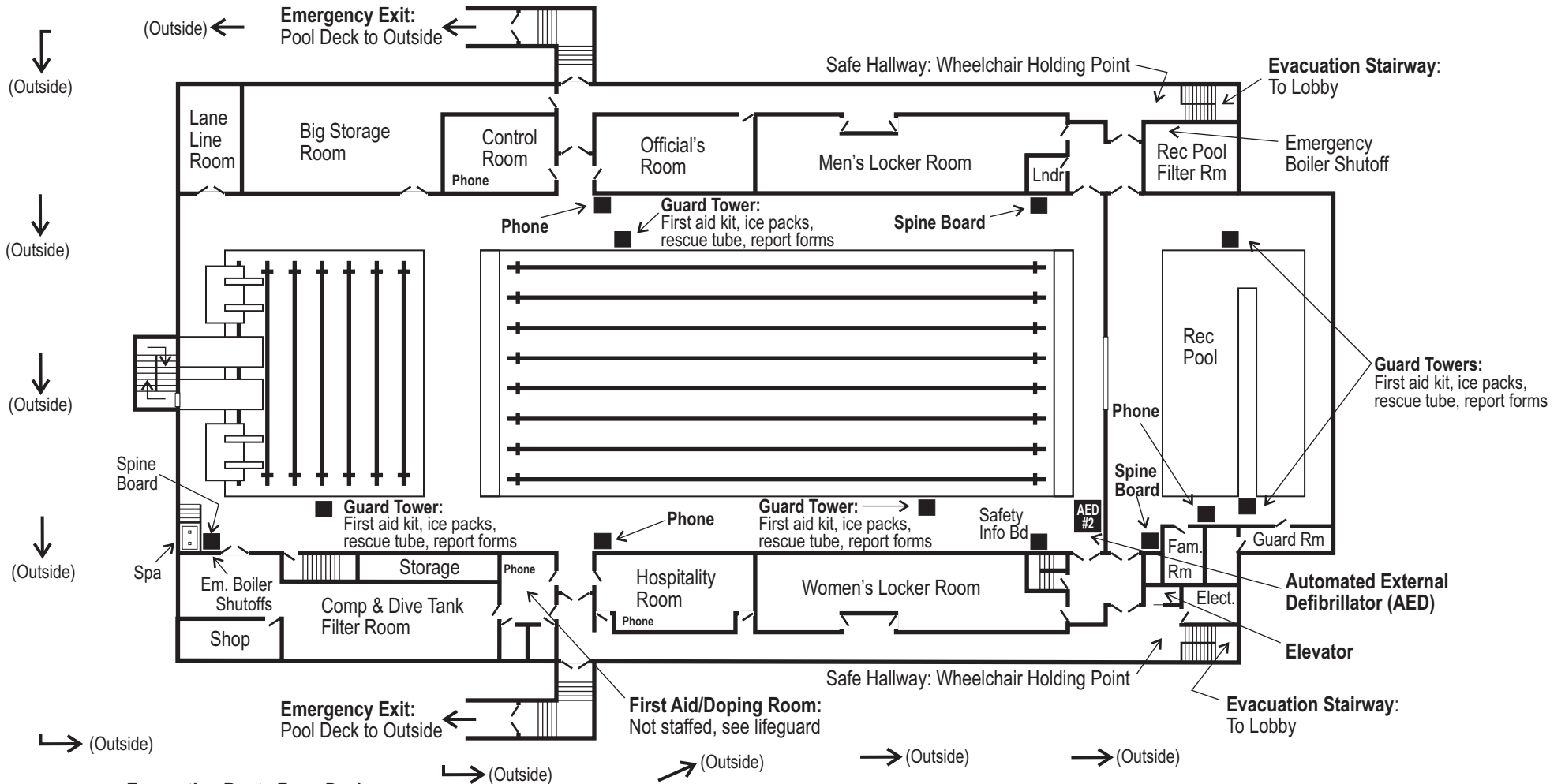
Evacuation Route From Deck:

Gather in the front parking lot away from the facility. Support by emergency personnel will be there. Re-entry will be through only the front doors.

POOL DECK LEVEL

Emergency Equipment & Evacuation Routes

May - August 2023



Evacuation Route From Deck:

Gather in the front parking lot away from the facility. Support by emergency personnel will be there. Re-entry will be through only the front doors.

Emergency Phones: 9-911

WEYERHAEUSER KING COUNTY AQUATIC CENTER

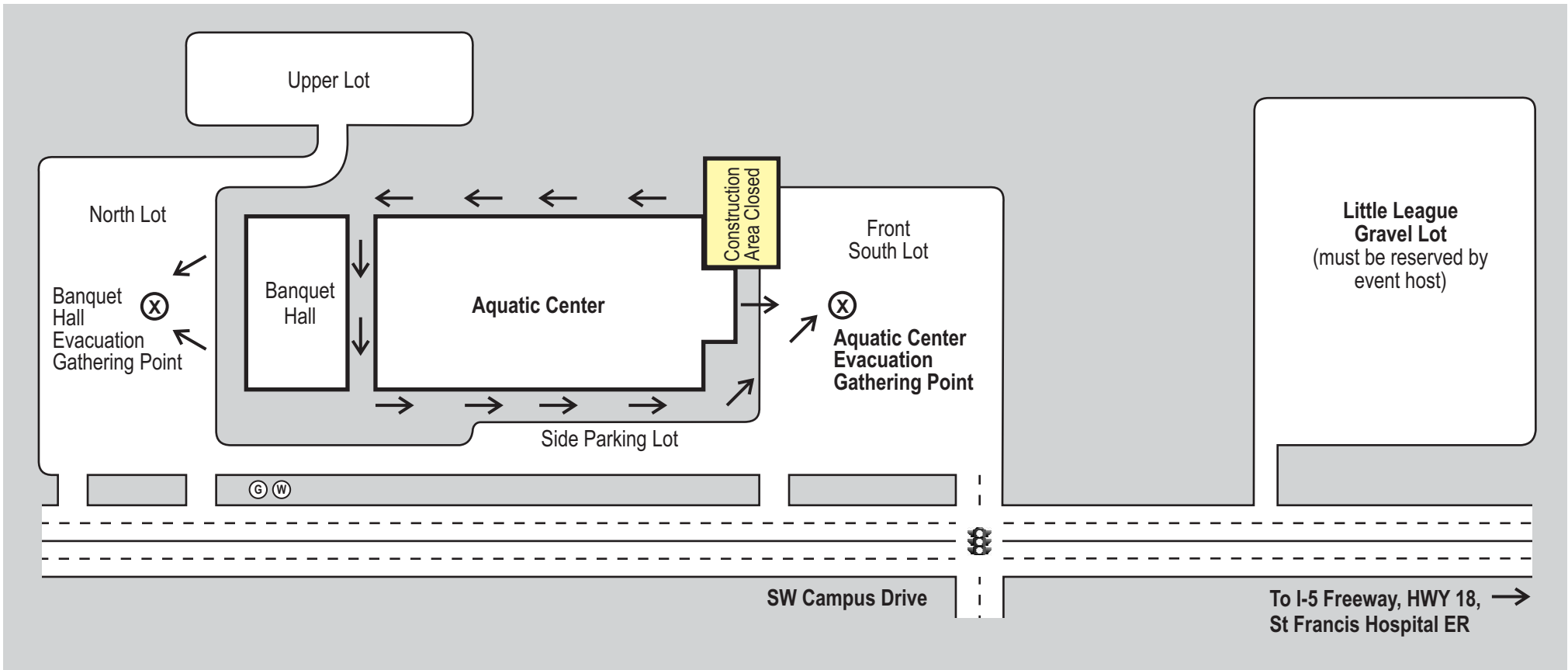
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PARKING LOTS

Evacuation Routes

May - August 2023





Department of Natural Resources and Parks and Recreation Division

Weyerhaeuser King County Aquatic Center

650 SW Campus Drive
Federal Way, WA 98023-8425
206-477-4444
www.kingcounty.gov/parks

March 2022

TO: Event Participants

FM: Mike Dunwiddie, Regional Aquatic Center Coordinator

RE: Aquatic Center Event Safety Procedures

Facility and Equipment: alert an Aquatic Center staff member to potentially unsafe conditions. Secure a dangerous area and notify a lifeguard on deck (wearing a red staff shirt, stationed in one of the guard towers or in the recreation pool area). On the concourse level, notify the lobby receptionist.

General Emergency Procedure: on the deck level, alert a lifeguard (wearing red staff shirt, stationed in guard tower or in the recreation pool area). On the concourse level, alert the lobby receptionist. A properly trained non-staff member may initiate a rescue, use safety equipment and should provide basic first aid until a staff member arrives. Use a deck-level phone to call 9-911.

Attached are diagrams marking the location of emergency phones, safety equipment and emergency evacuation routes.

Emergency Phones: there are three emergency phones on the pool decks, one on either side of the competition pool and one in the recreation pool area. These phones are for emergencies only.

Automated External Defibrillators (AED's):

1. Located on the deck level, in the competition natatorium near the doors leading to the women's locker room (see diagram).
2. Located in upper lobby, on the wall behind the receptionist (see diagram) 3. Banquet Hall next to the front desk

A bather should be placed on a spineboard and moved away from puddles and the water's edge before using the AED. Dry a bather's chest before applying the AED pads. Radios and cell phones should not be used within a six-foot radius of the AED. Open the AED container and follow the audio instructions. There are separate pads to be used with infants and children under age 8 or under 55 pounds. Do not touch the victim while the AED is analyzing or defibrillating.

Accident and Rescue Report Forms: follow your organization's required procedure for reporting accidents and rescues. In addition, please help the Aquatic Center staff collect the necessary information for the *King County Accident Report* form.

Fire Alarm: when activated, the facility's fire alarm sounds a loud honking noise and strobe lights flash from a series of 6"x6" red boxes located throughout the facility.

When the fire alarm sounds, immediately proceed to the nearest exit leading outside.

Everyone, including event officials must exit the facility. The outside gathering point is in the front parking lot away from the building. No one is to re-enter the facility until directed by the fire department or a staff member. The re-entry point will be through the front facility doors.

Do not use the elevator. People requiring help from the deck should gather at the base of the stairwells leading to the lobby. The Federal Way Fire Department will arrive at these locations to provide assistance. It is important to not prop open doors in order to maintain these safety corridor zones.

Not all fires will produce smoke that can be seen or smelled in public areas of the facility.

Active Shooter: A general announcement may not be possible. Individual staff may issue directions from information relayed via 2-way radio system. The facility follows guidelines from US Department of Homeland Security (ref: <https://www.dhs.gov/active-shooter-preparedness>):

HOW TO RESPOND When an active shooter is in your vicinity

1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

HOW TO RESPOND When law enforcement arrives

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

INFORMATION You should provide to law enforcement or 911 operator •

Location of the active shooter

- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooter(s)
- Number of potential victims at the location

Power Outage: remove athletes from the water. Wait on deck for directions from the staff. The Aquatic Center has back-up power to provide minimal lighting. Pool circulation pumps and the facility sewage system will not operate. The facility may have to close if power remains off for more than 20 minutes.

Chlorine Emergency: The facility uses liquid chlorine (sodium hypochlorite) instead of gas. Chlorine has a characteristic odor and is noticeable at a level below what is considered immediately dangerous to life and health. Chlorine gas is heavier than air. If you notice an unusually strong chlorine odor, alert a staff member.

In a chlorine spill emergency, people in the natatoriums (deck level and balconies) will be evacuated to front (south) parking lot. This area should be a safe distance from the chlorine room that is at the other end of the facility. Evacuation of the Banquet Hall will be into the north parking lot away from the building.

General Evacuation: there may be other situations requiring the facility to be evacuated. The outside gathering point will be in the front (south) parking lot away from the building. Emergency personnel may direct participants across the street to the open grass hillside.

Do not re-enter the facility until directed by the police, fire department or a staff member. The re-entry point will be through the front facility doors.

Parking lots: illegally parked cars are obstacles to emergency vehicles and personnel. Citations may be issued by the Federal Way Police Department and the vehicles may be towed at the owner's expense.

Do not leave items in vehicles that may appear to be of value. Suspicious activity in the parking lots should be reported to the lobby receptionist.