

SWIM MEET BID NOTES

With all of the changes passed down by USA Swimming over the past few years, much of the information collected on our past bid forms is now obsolete or has been mandated to be included on the meet announcement. We have redesigned the bid form to obtain only the basic information needed for bidding meets. We understand that it is sometimes not possible to confirm pool facilities until well after the bid due dates. That's OK ... If your meet location changes or if you have to change your meet dates, after you have submitted your bid, email the AD Sanction/Times Chair with the updated bid information.

In order to have properly attended meets, we (AD) must get our meet schedule posted in Early August for Short Course Meets and Early March for Long Course Meets.

Short Course Meet Bids are DUE by July 31st.

Long Course Meet Bids are DUE by February 28th.

Please make every effort to get bids for all meets in as early as possible.

Once the Bid Form and Fee are received, the basic meet information will be placed on the AD Meet Schedule.

Before a Sanction or Approval is Issued, only the meet date(s), meet name and location can be published. No other information can be posted or advertising done by ANYONE, until the Sanction or Approval is Issued.

Be sure to obtain Sanctions or Approvals BEFORE you publish any information about your meet.

After your meet has been bid, be sure to follow the information provided on the Sanction or Approval Request form.

When you submit a Sanction or Approval Request, your facility and dates MUST be Confirmed.

Requests for Sanctions or Approvals must be received at least 4 weeks before the meet.

It is highly recommended that requests for Sanctions be done much earlier, at least 8 weeks before the meet. When submitting a request for sanction or approval, you must include your Meet Announcement (word DOC file) and your Meet File (or backup) from the set up meet in Meet Manager.

With the large number of USA-S changes and requirements to meet announcements, which have occurred over the past few years, Announcements for ALL Meets Beginning September 1, 2013 MUST use the Newest Posted Meet Announcement Templates from the AD Web Site.

Dual Meets can now be Sanctioned or Approved ... there are no special procedures for dual meets. ALL paperwork, filing processes and rules are the same as any other sanctioned or approved meet.

Note: High School Dual Meets may NOT be Observed ... Invitationals and Championships ONLY.

NEW FOR September 1, 2013 ... An Admin Official (new position) is now required for all Sanctioned or Approved Meets.

Minimum Officiating Requirement for Sanctioned Meets ... Admin Official (can be a certified Referee, but not the Meet Referee), Meet Referee (can also serve as the Starter) and 2 Stroke & Turn Judges. The meet Referee will determine the need for additional positions based on the conditions of the meet.

Minimum Officiating Requirement for Approved Meets ... Admin Official (can be a certified Referee) and 2 Stroke & Turn Judges.

The Bid Form can be printed and filled in by hand or you can use the Adobe Fill-in Feature if you have Adobe Acrobat 9 or newer or the Free Adobe Acrobat Reader 10 or newer. If you use the Adobe Fill-in feature, be sure to use the "SAVE AS" button and name the file including the meet name. Bid forms can be mailed with your bid fee or can be saved and emailed to the Sanction/Times Chair, mailing the check separately.

Meets will be included on the AD Schedule upon receipt of the Bid Form and Bid Fee.

ADIRONDACK SWIMMING, INC.

SANCTIONED or APPROVED MEET BID FORM

THIS FORM IS USED TO RESERVE DATES ONLY, ON THE AD MEET SCHEDULE

Sanctioned or Approved Meet Request Forms Must be Submitted and Sanctions or Approvals Issued BEFORE ANY Information pertaining to the meet is published or advertised in any way

Instructions and other Requirements are provided on the Sanction or Approval Request form

Sanction or Approval Request Forms must be submitted at least 4 weeks prior to the meet

Please Refer to "**Complete Guide to Setting up and Running Meets in the Adirondack LSC**" on the main "MEETS" page of the Adirondack Web Site for answers to most meet questions.

Teams Hosting Sanctioned Meets MUST have a Meet Director who is USA-S Registered and Current AD Requires ALL Teams Hosting Sanctioned Meets, have at least two (2) Registered and Current USA-S Officials

PLEASE PRINT ALL INFORMATION CLEARLY or USE ADOBE ACROBAT FILL-IN FEATURE PROVIDED

TEAM NAME: _____

CONTACT NAME: _____

EMAIL: _____ PHONE: _____

MEET NAME: _____

MEET FORMAT: New Meet: ____ Recurring, Same Format as Last Season: ____ Recurring, New Format: ____

MEET DATES: _____ NUMBER OF DAYS: ____

MEET COURSE: Short Course Yards: ____ Short Course Meters: ____ Long Course Meters: ____

MEET TYPE: Developmental: ____ Invitational: ____ Championship: ____ Dual: ____ Other: ____

PLEASE SPECIFY IF TYPE IS "OTHER" _____

AGE GROUPS: Standard Age Groups: ____ Non-Standard Age Groups*: ____ Open/Senior: ____

*NOTES _____

INTENDED FACILITY: _____

It is understood that due to circumstances beyond the control of the meet host, venues and dates may change prior to the request for and issuance of the Sanction or Approval. Notify the AD Sanction Chair if such changes to this bid occur so that an accurate meet schedule may be maintained.

BID FEE (check one) ...

Bids for Short Course Season Meets are Due by July 31st ... Short Course Season is SEPTEMBER through MARCH

Bids for Long Course Season Meets are Due by February 28th ... Long Course Season is APRIL through AUGUST

SANCTIONED MEET: ____ 1 DAY - \$30.00 ... ____ 2 DAYS - \$45.00 ... ____ 3 DAYS (or more) \$55.00

APPROVED MEET: ____ 1 DAY - \$60.00 ... ____ 2 DAYS - \$75.00 ... ____ 3 DAYS (or more) \$85.00

Write Check Payable to "Adirondack Swimming" Mail Bid Form and Fee to the AD Sanction/Times Chair

Meet Dates cannot be guaranteed for Bids Received Late ... If host cannot secure a facility, bid fees will be refunded.

FOR OFFICE USE ONLY

Date Bid Received ____/____/____ Check Number _____ Amount \$ _____

Notes: _____