

WINTER & SUMMER 2008-2009 MEET SCHEDULE BIDDING PROCEDURES

All bids for Winter & Summer must be received in the MSI office by April 11, 2008. Bids received after the deadline will only receive consideration if the bidding weekend is not full.

THE PROCEDURES FOR BIDDING ON SWIM MEETS ARE AS FOLLOWS:

1. Individual clubs may only bid on meet openings published by Minnesota Swimming. All bids must be made on the standard "Application to Host a Meet" form (Attached). All forms must be COMPLETE (except meet start times which may not be known at this time). **Also, make sure of the availability of the pool for your meet. You must secure this before sending in your bid.** Please remember that in order for a club to submit a bid on a meet, your club **must have a minimum of two (2) currently registered and certified officials who will be on deck at your meet.** (If your club has 50 or less registered athletes, one official is necessary.) *Be aware of legislation dated April 20, 1999 that the host club must guarantee, in addition to the assigned starter and referee, two stroke and turn officials on deck at each session.*
2. All meet bids must be received in the MSI office on or before April 11, 2008 (for BOTH winter and summer). Bids must be mailed to "Age Group Chair, Meet Bid" % Minnesota Swimming, 1001 Highway # 7, Hopkins, MN 55305. DO NOT give or mail bids directly to the Age Group Chair or any other Board member. The only bids accepted for consideration will be those which are received in a timely manner through the MSI office.

Awarding of swim meet bids will take place at the House of Delegates meeting on Saturday, April 26, 2008. In addition to the voting members of the Minnesota Swimming Board of Directors, each club is entitled to one vote at this meeting. The designated delegate (or alternate) on your club charter is the only member from your club entitled to vote at this meeting. Only your club president may change the delegate which must be done in writing. Remember that anyone may attend and have voice at this meeting, however only one member per club may vote.

3. Clubs may only bid on the type of meet listed on the enclosed approved MSI meet schedule. Any deviation from the meet schedule (IE., 'Open Special Order Meet', format changes, changes in number of days of a meet, etc.) must be presented with your bid application and must include sample meet information, order of events, and/or whatever deviates from the bid schedule. The Board of Directors will consider any changes for approval. Any changes in format **AFTER** meets have been awarded, must be presented to the Board for approval.
4. Open/Free Weekends: Other meets which may be held on these weekends can include but are not limited to: C/Novice Conference meets (as specified in the conference meet guidelines), dual meets (2 teams), tri meets (3 teams), quad meets (4 teams), and invitational meets.
5. Each bidding team **MUST** have a representative attend the April 26, 2008 meeting in order to represent their interests and to be available to answer questions. Also, teams should be prepared to tell why their club should be awarded the meet for which they bid, especially if more than one team has bid on a particular meet. The presentation should include: what is unique to your meet - what will make it interesting; your club's past experience in running this level meet, a report on the facility where the team intends to host the meet (have any changes or improvements been made?), any special awards to be given, etc. Generally, give any information, handouts etc. that would convince the committee that your team would best serve the targeted athletes in the meet for which you bid.
6. Teams wishing to host a meet should be ready with a bid for a second choice as if it were their first choice. This includes checking out the facility availability, etc. for this second date.

If you have any questions, please call the MSI office (952) 988-4184 or 1-800-204-8598 or Billy Howard, Age Group Chair, (507)254-2109 or via email: billyandchris@yahoo.com

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