

2026

# LONG COURSE CHAMPIONSHIP BID PACKET





**Middle Atlantic Swimming is now accepting bids for the  
2026 Long Course Championship Series**

**BID PACKET**

This packet includes the dates and number of sites for each Championship meet that Middle Atlantic Swimming (MASI) will be conducting during the 2026 Long Course season, factors taken into consideration for selecting a host club and meet site, and a draft of the championship meet host agreement, and the fillable meet bid application.

- All clubs submitting bids for MASI Championship Meets must be current MASI Club Members in good standing with MASI and USA Swimming including a current SSRP.
- Long Course MASI Championship bids are due March 15, 2026. The included fillable application is the only acceptable version of the form and is to be returned to our Director of Competition, Mike Seip at [mikeseip@maswim.org](mailto:mikeseip@maswim.org).
- All bidding clubs for the 2026 Long Course Championships will be notified by the Director of Competition, in writing, of their bid status before it is announced on the Middle Atlantic Swimming website.

If you have any questions about the process please contact Mike Seip, [mikeseip@maswim.org](mailto:mikeseip@maswim.org) or 610-393-5714.

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# MIDDLE ATLANTIC SWIMMING



## Championship Meet Dates & Sites



### Senior Championships

July 09 - 12, 2026  
1 Site



### Junior Championships

July 16 - 19, 2026  
1 Site



### Silver Championships

July 23-26, 2026  
2 Sites

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**What factors are taken into consideration for selecting a meet host?**

- Past experience in running Championship Meets.
- Past experience in running club-hosted meets.
- The ability to provide an adequate number of parental volunteers to safely manage the championship meet consistent with MAAPP requirements (e.g., Marshals, check-in staff, etc.).
- The ability to provide an adequate number of parental volunteers to successfully manage the championship meet.
- The ability to work with MASI provided assigned Officials as well as providing certified meet director, operational risk director and/or non-athlete members as needed.
- Club's involvement within MASI activities.

**What technical requirements are considered in choosing a suitable site?**

- All technical requirements are comprehensively addressed in Articles 103 and 104 of the USA Swimming Rules and Regulations.

**What additional site factors, beyond the competition course itself, are taken into considered?**

- Automatic timing system and readout boards (including backup equipment)
- Public Address System
- Up to date equipment for meet administration (e.g., multiple computers, printers, tables, chairs, etc.)
- Separate and adequate rest room facilities for athletes and non-athletes.
- On-Site rooms for Coaches and Officials Hospitality, Meetings and Ready Room space for finals.
- Restrictions and limitations imposed by site management
- Parking capacity
- Event concessions availability
- Hotel accommodations
- Meet/participant enhancements



**DATE**

**HOST CLUB CONTACT**

**HOST CLUB**

**ADDRESS**

**CITY, STATE, ZIP**

**Re: MIDDLE ATLANTIC SWIMMING CHAMPIONSHIP MEET AGREEMENT**

Dear **HOST CLUB CONTACT**,

Middle Atlantic Swimming, Inc. ("MASI") is delighted to grant to **HOST CLUB** (the "Host") the right to host the **YEAR (Short Course / Long Course) Middle Atlantic Swimming (Age Group/Senior) Championship Meet** at the **FACILITY NAME AND ADDRESS** on **MEET DATES** (the "Meet") subject to the following terms and conditions:

- (1) The Host shall conduct the Meet in accordance with the rules and regulations of USA Swimming and Middle Atlantic Swimming, Inc. in effect on the date of the Meet (collectively, the "Rules"), and the Host shall have complete responsibility for the conduct of the Meet except as may otherwise be provided in the Rules or this Agreement.
- (2) MASI shall have exclusive jurisdiction and control over the conduct of the swimming competition, officials (including the Meet Referee), Meet Director, Operational Risk Director, athletes and coaches at the Meet. The proposed Meet Referee, Meet Director and Operational Risk Director for the Meet shall be approved by the MASI Director of Competition.
- (3) The MASI Age Group/Senior Committee shall provide a format for the conduct of the meet including the order of events and the qualifying times for each.
- (4) Unless otherwise specifically provided in the Rules or this Agreement,  
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all costs and expenses, of any nature whatsoever, of hosting and conducting the Meet, shall be borne by the Host and not by MASi.

(5) The Host shall abide by all terms of sponsorship listed on ADDENDUM "A" attached hereto. Additional sponsorship agreements may be entered into by MASi prior to the meet event date. New sponsorship agreements will be outlined via additional ADDENDUMS and Host shall abide by all terms of said sponsorships. Host shall not be permitted to enter into any sponsorship agreement, or allow signage in the venue, which competes with vendors of Middle Atlantic Swimming's marketing partners.

(6) The Host shall post "Psych Sheets" on-line and distribute entry lists for the Meet to all coaches at least 24 hours prior to the first day of competition. The Host shall also publish "Heat Sheets" for each session of the Meet or provide electronic means by which coaches and spectators can view "Heat Sheets" and Results.

(7) Any use by or on behalf of the Host of MASi trademarks or tradenames, including logos or designs, shall be subject to the prior approval of MASi which approval may be granted or denied by MASi in its discretion. If the Host desires to distribute any merchandise with MASi trademarks or trade names affixed, the Host shall submit artwork depicting the proposed use of such trademarks or trade names at least sixty (60) days prior to the initial proposed distribution, and MASi shall grant its approval, approval subject to conditions or denial within fifteen (15) days of the Host's submission to MASi.

(8) The Host shall be responsible for crowd control and security at the Meet, and shall take such measures to supervise the venue throughout the Meet that are reasonably necessary to protect the safety and wellbeing of all authorized persons attending the Meet. MASi shall have no responsibility in this regard.

(9) The Host shall have full responsibility for all timers for all sessions of the Meet. The Host may choose to make timing assignments to clubs with swimmers entered in the meet. The Host shall provide a list of timing assignments made up of teams with swimmers entered in the meet (including the Host club) at least 48 hours prior to the start of competition.

(10) The Host shall have full responsibility for staffing the meet with enough volunteers to support the size and scope of the event.

(11) MASi shall have all rights to broadcast or transmit media coverage, regardless of the form, including radio, television, cybercasting or any other printed or electronic media, of the Meet. If MASi elects to broadcast or transmit media coverage of the Meet, MASi shall notify the Host of such election by thirty (30) days prior to the initial entry deadline whereupon the Host shall provide MASi with access to computers, phone lines, electrical outlets and other communication equipment or devices reasonably available

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at the venue that may be necessary to facilitate media coverage of the Meet. Subject to any reasonable terms or guidelines imposed by MASi with which the Host shall comply, the Host may broadcast or transmit media coverage of the Meet in any manner that does not interfere or diminish MASi's broadcast or transmission of the Meet.

(12) Immediately upon completion of competition and official review of final results, the Host will provide an electronic file of the Meet backup and results to the MASi office for publication on the MASi website and upload to the SWiMS database.

(13) Within fourteen (14) days of completion of the Meet, the Host shall provide to MASi a final report of all items of income and expense arising from the Meet together with any payment due MASi.

(14) In the event of a breach of this agreement by one party, the non-breaching party may terminate this agreement by giving seven (7) days prior written notice of such alleged breach to the breaching party, unless such breach has been cured during such period to the reasonable satisfaction of the non-breaching party. Any dispute under this agreement shall be submitted to arbitration before the Middle Atlantic Swimming Administrative Review Board in accordance with the rules and regulations governing that body, and any final decision made by that body shall be binding on the parties.

(15) All meet entries for the Meet shall be administered by the Host, at its expense, through USA Swimming's online meet entry ("OME") system. The Host will create an .hyv file for posting on the MASi website for clubs to use as a courtesy to monitor their entries from Hy-Tek/Team Unity for in-putting them into OME. The Host shall use its best efforts to comply with all policies and procedures applicable to this system and to cooperate with MASi in this regard.

(16) Payments for entries and surcharges from OME will be received by the Host from USA Swimming. Championship splash fees will be paid to MASi within seven (7) days of the conclusion of the meet.

(17) If the Host enters into any agreement with a third party to photograph athletes for commercial purposes, the Host shall provide in such agreement, in form and substance reasonably satisfactory to MASi, that MASi shall have unlimited access to all such photographs at no cost to MASi without restriction on their use.

(18) At its sole cost and expense, the Host will supply and install at the Facility an automatic and backup timing system, as well as, computer systems and equipment operating the latest version of HyTek Meet Manager or Team Unify TouchPad connected to at least (2) two computers and (2) two printers.

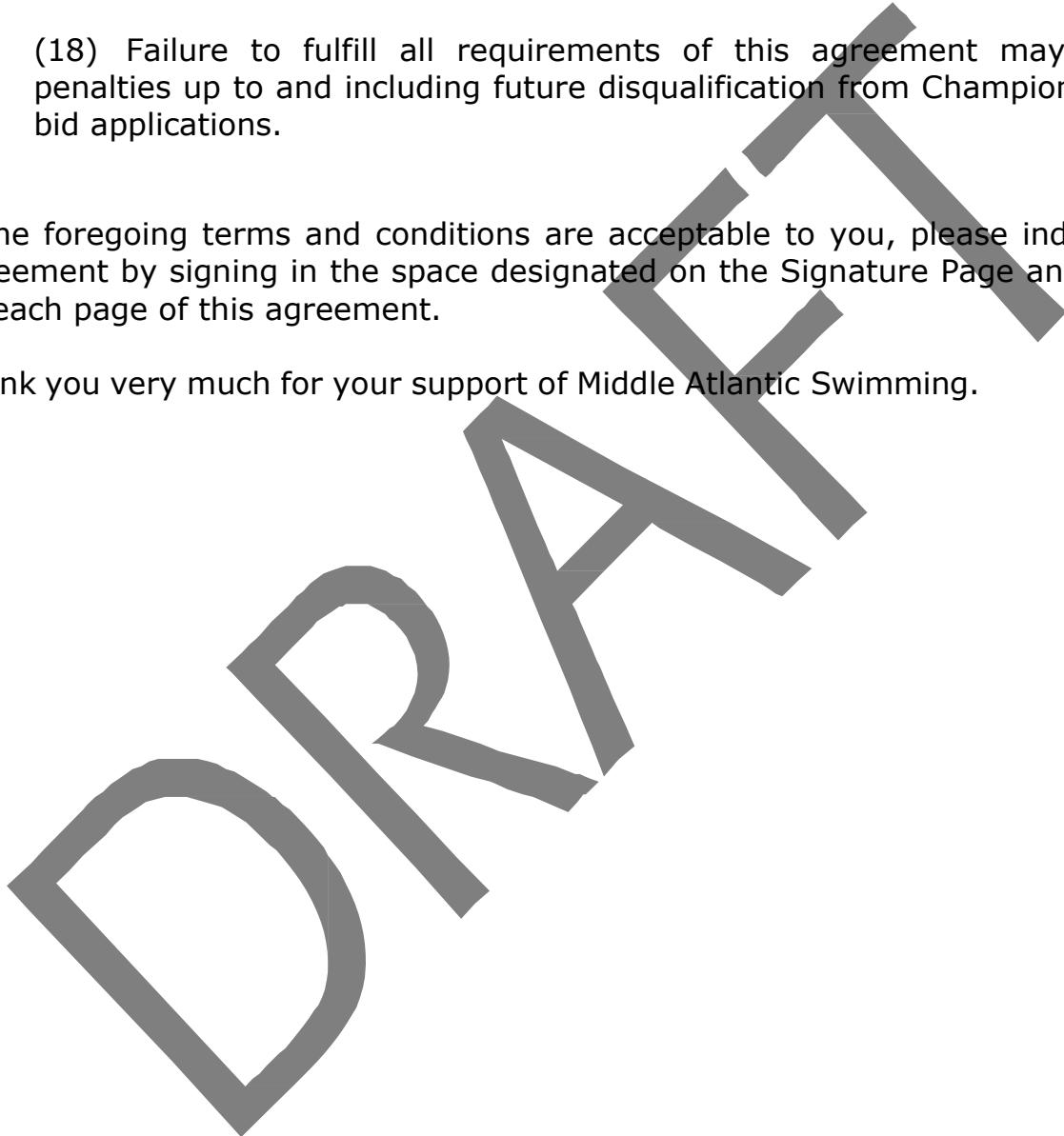
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Network version of HyTek is recommended to allow for additional computers and/or printers as needed to sufficiently conduct the Meet in an efficient manner without undue delay. The Host shall also provide at its expense, an experienced timing operator and HyTek (Meet Manager) or Team Unify TouchPad computer operator for all sessions of the Meet, as well as, a public address announcer satisfactory to MASi to work all sessions of the Meet, and will staff in an accessible area a table or other reasonable space for the implementation of Championship Meet procedures (e.g., Administrative Referee, Clerk of Course, etc.) pursuant to MASi Rule 206.

- (17) At least thirty (30) days prior to the start of the Meet, at a time mutually acceptable to the Host and MASi, the Host will arrange and participate in a "walk through" of the Facility with representatives of MASi.
- (18) Failure to fulfill all requirements of this agreement may result in penalties up to and including future disqualification from Championship Meet bid applications.

If the foregoing terms and conditions are acceptable to you, please indicate your agreement by signing in the space designated on the Signature Page and initialing on each page of this agreement.

Thank you very much for your support of Middle Atlantic Swimming.



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## SIGNATURE PAGE

Respectfully Middle Atlantic Swimming, Inc.

By: \_\_\_\_\_  
Board of Directors General Chair

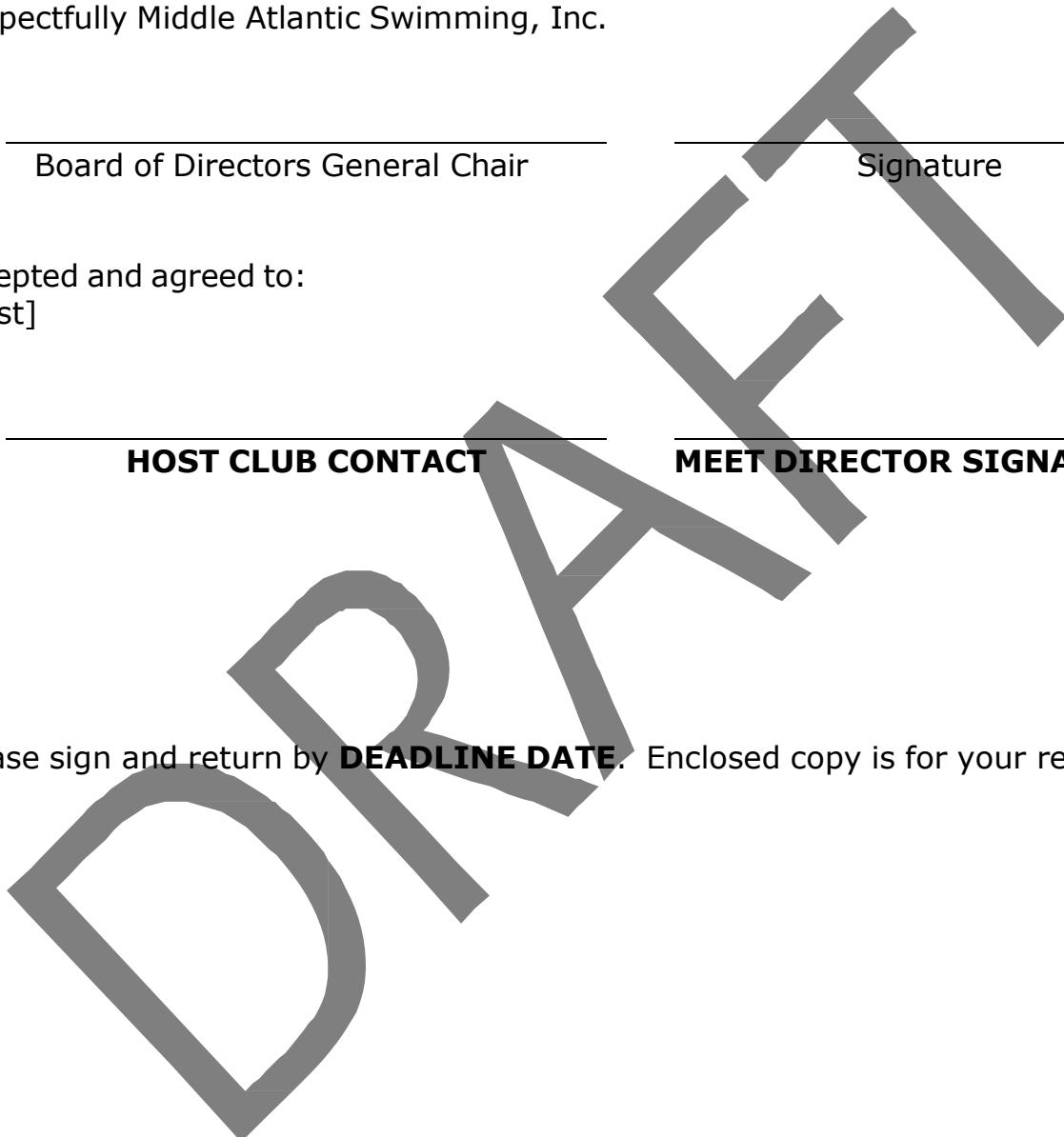
\_\_\_\_\_  
Signature

Accepted and agreed to:  
[Host]

By: \_\_\_\_\_  
**HOST CLUB CONTACT**

\_\_\_\_\_  
**MEET DIRECTOR SIGNATURE**

Please sign and return by **DEADLINE DATE**. Enclosed copy is for your record.



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**BID APPLICATION IS FOR:**

**(Check only one –separate bids must be submitted if your club is bidding on more than one meet)**

- Senior Championships July 9 - 12, 2026 1 site
- Junior Championships July 16 - 19, 2026 1 site
- Silver Championships July 23 - 26, 2026 2 sites

## Hosting Club Information

Name of Club(s):

Club Code(s):

No. of Years Chartered with MAS:

**Club Mailing Address:**

How many Championship Meets has your Club hosted in the past 5 (five) years?

### Other MAS Sanctioned Events

## Meet Director Information

Name of Meet Director:

Phone Number Days Evening

E-Mail:

Meet Director accessible during the day for Pre-Meet Planning Sessions? (Y/N)

List previous Open Competition or Championship Meets hosted in the past 5 (five) years for which you were Meet Director:

## **Entry Chairperson Information**

Name:

Phone Number (Days): (Evening):

E-Mail:

Entry Chair accessible during the day for Pre-Meet Planning Sessions?

Please list Open Competition or Championship Meets in the past 5 (five) years for which you were the Entry Chairperson:

## **Operational Risk Director Information**

Name:

Phone Number (Days): (Evening)

E-Mail:

Operational Risk Director is accessible during the day for Pre-Meet Planning Sessions?

Please list Open Competition or Championship Meets in the past 5 (five) years for which you were Operational Risk Director:

## **Meet Specifics:**

Name of Pool

Location of Pool

Does bid host have documentation (i.e., Letter of Intent and/or Agreement) with proper entities for securing the dates for this meet? Yes No

If no, then what is the process and timing for obtaining a facility commitment?

Timing System

Type and Model

Touch Pads

Button Back Up

Number of Starting Speakers

Number of line (lanes) on readout board

## Public Address System

In Pool Area:  In locker rooms

In swimmers rest area

Are acoustics acceptable indoors?

## Swimmers Rest Area

## Convenient to Competition Course?

## Distance from Competition Pool?

#### Locker Room Facilities (describe briefly)

## Pool Specifications

### Age of Pool

## Indoor

## Outdoor

Lanes: Number

## Length

Width

Depth: Start End

## Middle

Turn End

Outside buffer lane lines (Y/N)

Warm up/down accommodations separate pool (Y/N)

Will breaks be needed for warm/down during meet (Y/N)

### Deck Space      Behind Start

### Lane One Side

### Opposite Side

Turn End

Certification of Pool Length applications on File with USA Swimming?

### Seating Capacity

**Other**

Briefly describe Hotel accommodations:

Briefly describe Parking facilities & Cost if applicable:

If venue is outdoor, briefly explain seating / shelter accommodations:

Other Enhancements:

**By submitting this bid I acknowledge that I have read the Championship Meet Agreement EXAMPLE and am willing and able to abide by all requirements of said agreement:**

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**Signature of Club Representative**

**Date**