

Hardin Community Activity Center

621 8th Street West

Hardin, MT 59034

Sarah Passes (director of operations)

(406) 861-3851

Hardin Otter Swim Team

621 8th Street West

Hardin, MT 59034

Jenn Renshaw (HOT presiden)

(406) 839-7437



Dear, Montana Swimming;

On behalf of the Hardin Community Activity Center and the Hardin Otter Swim Team, we are excited to put a bid in for the state short course swim meet for 2025-26. We absolutely loved hosting the meet in 2023 and look forward to the opportunity to potentially host again. With that being said, both the HCAC and HOT are teaming up to put in for this swim meet. We are a smaller community and the HOT program is smaller than some teams so they need the help of the HCAC/School District 17H and 1 to host this meet. This meet bid is \$15,000 which we would in turn split between HOT and HCAC after all is said and done. I have included an invoice of estimated costs for the meet (based off of our 2023 invoice) so you can see the breakdown of expenses. We have an amazing facility here and our pool is known for being fast. After hosting the meet we have learned a lot and feel that things would operate a lot smoother and we are more prepared as in 2023 it was about 2 months to prepare for the meet. If you have any questions please reach out to Sarah Passes at (406) 861-3851 regarding the facility, equipment, etc. You can also reach out to Jenn Renshaw (HOT president) at (406) 839-7437 regarding club information. Our small town has a lot to offer and our local business truly appreciated all the support and business they had from teams in 2023. We have hotels, AirBnB's, and Billings is a quick 45 minutes down the road. We also have 3 campgrounds if anyone wants to pull their campers here.

Our parking lot and the construction is officially completed and we have a full lot for parking and the school has multiple parking spaces as well. I have attached pictures of our facility on this bid for the committee to see.

Thank you for your time and consideration and we look forward to speaking with the Montana Swim Committee and the potential of hosting the 2025-26 short course championships!!

Sincerely,

A handwritten signature in cursive script, reading "Sarah B Passes". The signature is written in dark ink and is followed by a long, horizontal, slightly wavy line that extends across the page.

Sarah B Passes



Montana Swimming State Meet Bid Form

This form must be completed by any team(s) wanting to host a MT Swimming Championship Meet

You must fill out one form for each championship meet you are bidding on. Please submit this request to: MT Swimming General Chair Jay Friend at jayfriend@gmail.com by deadlines listed below.

Bid conditions and maximum bids:

- Bidders will be required to submit bids 14 days prior to the appropriate House of Delegates meeting.
- Bidders must include itemization of the rental expenses and estimated costs in their bid.
- Bidders must submit proof of actual costs for those items with their meet financial form to receive the bid reimbursement.
- Bids shall not exceed \$15,000. Allowable reimbursable rental costs include pool rent (inclusive of facility and staff costs), networking equipment, port-a-potties, and other reasonable items as itemized in each bid. Additional costs may include hospitality, printing, copying, garbage, and other items.
- Failure to submit all the required bid information may result in the bid being rejected.

Junior B-C Championships and Short Course State: Submit bids no later than 14 days prior to the Spring HOD meeting in May. At the spring HOD meeting we will vote on the host, venue, and date for these meets. Advised submission date is May 1 if the HOD meeting is May 15.

Long Course State: Submit bids no later than 14 days prior to the fall HOD meeting in October. At the fall HOD meeting we will vote on the host, venue, and date for this meet. Advised submission date is September 16 if the HOD meeting is October 1.

Bidding is not on an auction type basis and should not be changed once the HOD meeting begins.

Long Course State ☐ Short Course State ☒ B-C Championships ☐

Your bid -- funds payable to your team from MT Swimming to run the meet: \$ \$15,000.00

Swim Team(s) Hardin Otters Team - Hardin Community Activity Center
Facility HCAC City Hardin, MT Date 3/21/2025

Running the Meet – Expenses and Profits:

The host team must provide a facility in good condition, all necessary timing equipment, sound system plus announcing and music, volunteer staff (excluding officials), port-a-potties if needed, garbage/trash pickup, hospitality for coaches and officials, facility seating, and provide all printing needs including programs for officials and coaches, printed results posted at the facility, lane timer sheets, award labels, and other meet paperwork. The host team will provide live streaming of the event, if possible.

The host team will receive the profit from the concession stand, swim shop, t-shirt sales, program sales (if printed or through Meet Mobile), and the team's advertising and sponsorship sales, if any. The team agrees to include flyers requested by Montana Swimming in any printed programs sold to the public. This is not applicable if programs are generated through Meet Mobile.

Awards: Montana Swimming will pay for awards. The award order must be coordinated by the host team.

Meet Fees: MT Swimming receives all meet entry fees, time trial fees, and splash fees, if applicable.

Updated November 2024

The Bidding Team must agree and guarantee the above by signing below.

Bidding Team HOT + HCAC Bidding Team Signature Jay Friend
Name of Signer Sarah Passes Title HCAC Director Date 3/21/2025
Phone Number 406-861-3851 Email Address Sarah.passes@hardin.k12.mt.us

Timing Equipment used for meet, scoreboard, starting platforms, backstroke ledges, etc.

colorado timing console + pads, spectrum starting blocks,
Backstroke ledges, new speakers, starting light (extra) for hearing
impaired, 8 lanes, digital event board, 8 lane scoreboard.

Restrictions on Concessions (will club do concessions or someone else?) Club will

provide concessions with help from HCAC. Concessions
will be located on pool deck. Food is allowed
on the deck, bleachers, etc. Patrons will not have to
eat outside pool area.

Other information you can provide i.e., pool size, seating arrangements for spectators and participants, parking at the facility, gym space available for extra seating accommodations, sound system in gym, TV video of event in gym, live streaming capabilities. Multiple teams can bid together to host one meet.

8 lane Fast pool! one of the best in the state if
not the best! Natural lighting plus NEW lights
in the building. Multiple Sets of bleachers. Brand New
commons building located right next door That can be used
Sat-Sun for overflow. Port-a-pottys will be available
for state + 2 lobby bathrooms. Large locker rooms. Live
streaming would be possible (with assistance of another club?)
multiple seating options. (see pics attached from 2023 state)
We would have an active board for streaming in the
commons building. Hospitality room available. Announcer
equipment. lots of space / Room for swimmers.

Please mail or email form to:

Email is preferred:

Jay Friend, General Chair

Sun Pillar Loop #2, Missoula, MT 59802

jayfriend@gmail.com

Great place for
state!

- 45 mis from Billings
- Hotels + Airbnb here!



Hardin Community Activity Center

Business Number (406) 665-9425

621 8th Street West

Hardin, MT

59034

(406) 861-3851

sarah.passes@hardin.k12.mt.us

INVOICE

INV0002

DATE

Mar 21, 2025

DUE DATE

Mar 2, 2026

BALANCE DUE

USD \$15,000.00

BILL TO

LSC-Montana Swim Board

Sun Pillar Loop #2

Missoula, MT

59802

jayjfriend@gmail.com

DESCRIPTION	RATE	QTY	AMOUNT
Facility Rental Fee 2/19/26-2/22-26 (TBD) 4 day rental	\$800.00	4	\$3,200.00
Port-A-Potty 5 port-a-potty's \$55 per day for 4 days \$275 per day	\$275.00	4	\$1,100.00
Rental of Commons building Saturday and Sunday rental	\$250.00	2	\$500.00
Hospitality room expenses This is an estimate. The final cost will be on the final invoice with all receipts from all items purchased. The cost will be	\$5,500.00	1	\$5,500.00

funded by the Hardin Schoo District up front with our accounts.

Swim meet clean up and set up

\$2,000.001\$2,000.00

This cost is to cover the extra days we are closed to set up and clean up as well as the every day cleaning during the meet and extra items needed for setting up and the tear down

Miscellaneous costs

\$2,700.001\$2,700.00

This is for extra costs required to run this meet. Anything we need to add, update, or purchase. Final receipts will be sent in with the final invoice

TOTAL

\$15,000.00

BALANCE DUE

USD \$15,000.00



DATE SIGNED

Mar 21, 2025

The facility rental, facility cleaning and set up costs, and port-a-potty costs are final. The hospitality and miscellaneous costs are estimates and final receipts will be sent with the final invoice. I left bubble room in the hospitality room and miscellaneous costs. These are estimates and most likely the final cost will be below the estimated costs. For more information or questions please reach out to Sarah Passes.