



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: \$ _____

Swim Team(s) _____

Facility _____ City _____ Date _____

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

