

HOD Spring 2025 IES

Admin Vice Chair April Walkley

From Jan to April, I have been involved with meet changes but additionally I had a technical planning committee meeting to discuss the following:

General Procedure: (still open to modification and process improvement)

1. For a team to guarantee placement for their meet on the annual meet schedule, a meet bid needs to be submitted following the current process for approval at Spring HOD.
2. New Meets / Meet Changes: a) Written request sent to Admin Vice Chair (Carolyn) b) If requested change directly impacts a team/meet already on the approved calendar, Admin VC contacts that team for input / first right of refusal. Exception: If the meet request is in a location on the "opposite" side of the LSC from an existing meet (eg. SWAT has meet on calendar & EAST requests the same weekend) then potentially approval can be granted as the new meet / meet change would not be likely to impact the existing meet. As a courtesy, the team with the existing meet should be contacted with an FYI of the request.

NOTE: TPC did not discuss what steps would follow if there were additional extenuating circumstances (e.g. facility availability for a team changes) beyond those briefly outlined above.

TPC will also review Bid process concerns in the following days and months.

See attached 2026 Meet bid for approval.