

CA / NV Section



Meet Bid Package 2023 – 2024 Swim Year

Meets:

Winter Sectionals:

December 14th – 17th, 2023 (3 ½ days)

Format: SCY Prelims and Finals

Spring Sectionals (2 meets)

February 29th – March 3rd 2024 (3 ½ days)

Format: LCM Prelims and Finals (both meets)

Summer Sectionals (2 meets):

July 18th – 21st 2024 (4 days)

Format: LCM Prelims and Finals (both meets)

Bids Due:

Monday, May 1st, 2023

sbtaggart@si-swimming.com

Bid Decision Meeting:

May 11th 2023 @ 8:00 pm (via zoom)

Bidders are expected to attend

Requirements for Bid Proposal for CA / NV Section

Purpose:

Sectionals is part of the USA Senior Swimming Senior program. The objective of this program is to provide fair and open competition for its members who are striving to qualify for participation in National Swimming Championships.

Potential hosts bidding on these meets must meet all requirements outlined below. All CA / NV Sectional meets are offered under contract with USA Swimming. Once the site and host team are agreed by the CA / NV Sectional Committee, the Meet is not officially awarded until the contract is signed with the team host, facility, and USA Swimming and a sanction is provided by the LSC.

The CA / NV Sectional Committee provides oversight including but not limited to the approval of the Meet Information, operation of the Meet with the standards set in this bid packet and the contract signed with USA swimming.

General Requirements:

- All CA / NV Section meets will be held in accordance to the Sectional Meet standards outlined in Article 204.9 of the USA Swimming Rulebook.
- All Facilities must meet the requirements outlined in Article 103 in the USA Swimming Rulebook. The host is expected to meet the /NC/ standard outlined in Article 103.1. Any exceptions to this standard must be specified in the proposed bid.
- Teams and LSC selected to host meets are expected to follow the procedures outlined in this bid package.

Mandatory Facility Requirements:

- Pool must be a USA Swimming certified pool per Article 104.2.2c(4).
- The ability to separate the competition area and spectator area so there is a closed area for Swimmers, Coaches, and Officials
- A continuous warm-up area available in the facility throughout the competition. The warm-up area must have no fewer than four 25 yard lanes available at all times.
- Warm-up availability must be provided for a ½ day on the day prior to competition or the morning of competition if meet starts with a timed finals evening session.
- Winter and Spring Sectional meets (SCY) must be hosted in a facility that can run two simultaneous preliminary sessions and a single combined final session. There should be sufficient deck space to support 800 athletes.
- The Meet Host and facility must provide restroom and locker room requirements for Athletes, Coaches, Officials, and Spectators as outlined in the USA Swimming MAAPP program. Details must be specifically addressed in the bid package.
- Full automatic timing system and a second backup timing system harness with sufficient back-up pads (4 per course) and buttons.
- Stopwatches for tertiary timing system + 2 for each head timer plus back-up watches.
- Starting system with back-up.
- Backstroke ledges with extra ledges.
- Lane and 15 meter cones.
- Lap counters for distance races.
- A visible scoreboard for the coaches.
- An ample PA system for the competition area and for the area in which teams are sitting.

Team Host Requirements:

- An assigned Meet Director must be available to support the meet and listed on the Meet information. This person will be available at all sessions for the meet.
- Team must have a prior history of successfully hosting a Meet of comparable size (i.e., more than 500 people for single course pool or experience running a dual course meet). A team should provide this information in the bid package.
- Team needs to specify if it is a SSRP club.
- The team must sign a contract with USA Swimming to become the Official Meet Host and follow all requirements within this agreement.
- The top 3 swimmers in each swimmers in each individual event should be recognized with medals to all finishers in the fastest heat.
- Awards need to be provided to 1st – 3rd place to teams (divisions as appropriate) along with high point awards to top female and male swimmers
- Team needs to provide hospitality for Coaches and Officials.
- Team needs to provide Sectional shirts to officials
- Team needs to have available food facilities to accommodate participants.
- A meeting room / area for Officials must be available.
- There must be reasonable parking accommodations.
- An on-site printer to support meet Meet staff / official requirements for coaches heat sheets, time trial information, timers sheets etc.
- Hotel information that includes a minimum of four hotels and 200 rooms within a 15 mile radius of the competition pool should be provided.
- Meet Marshals that are current with USA Swimming requirements and are on deck from the start of warm-up to the end of the day's competition.
- The team is expected to have sufficient volunteers to support all aspects of the Meet.
- Team must provide sufficient hy-tek operators for both meet and time trials.
- The team must pay the expenses of the Meet Referee, Lead Admin Official, Team Lead CJ, and Head Starter as outlined by Western Zone Policies and Procedures.
- The team must completion of a Meet Financial Report to the CA / NV Sectional committee chair no later than 45 days after the Meet start date.

Officials:

- The Western Zone Officials' Chair is responsible for assigning a Meet Referee in consultation with the Team Host.
- The assigned Meet Referee will be from outside the LSC of the team host.
- The Western Zone Officials Chair will work with the Meet Referee and Team Host to assign the Lead Admin Official and Team Lead Chief Judge.
- The LSC officials' chair of the team host will set up the officials application in conjunction with the meet referee. When there are two meets, a single application will be used for both meets. The application will be posted on the WZ website and shared to all LSC in the Section.
- Whenever possible, sectionals should be set up as an OQM to provide mentoring for National Deck protocols, and progression opportunities to local officials. The Officials Chair for the LSC hosting the meet should arrange for the national evaluator.
- The National Evaluator assigned to the meet will have expenses (travel and hotel accommodations) paid for by the LSC of the team host.

Sanction Process and Communication:

- The sanction process must be completed no later than 100 days prior to the Meet. Completing the meet information is the responsibility of the Team Host working in consultation with the Meet Referee and CA / NV Sectional Committee Chair.
- The meet information will be made available on the Western Zone website and then communicated to USA Swimming and all LSC in CA / NV Section.
- The Lead Admin Official in consultation with the Meet Referee and Team Host is responsible for all pre meet communication that meet the local LSC policies and procedures
- The Lead Admin Official in consultation with the LSC local times chair is responsible for providing all meet results in a timely fashion.

Additional Information:

- The CA / NV Sectional Committee will set the surcharge fee, individual splash fee, relay fee, and time trial fee each year (current rates are on the next page).
- The CA / NV sectional Committee will set the meet format (agreed format is on the next page).
- If a team wishes to hold a meet on a different weekend that proposed, team must be prepared to discuss reasons during bid meeting.
- A team may request during the bid process a meet “surcharge” that is required to cover an extraordinary “invoice-able” item such as tenting for winter meets, port-a-potty rental for Safe Sport / MAAPP requirements etc. The CA / NV Sectional Committee will approve that a surcharge is allowed during the bid process and the amount will be finalized prior to the completion of the sanction process.
- The Meet Referee working with the Team Host can make changes to the printed meet information after the close of meet entry deadline at a Coaches Meeting if the majority of the Coaches agree to the change.

Failure to Comply:

- If a facility or host has been awarded a Meet and finds it cannot meet any of the above requirements, the CA / NV Sectional Committee may reassign the venue or host at any time.
- If a facility or host fails to comply with the requirements and / or fails to conduct a competition with the items stated / agreed during the bidding process or after a contract has been signed with USA Swimming, the CA / NV Sectional Committee reserves the right to make a recommendation/ protest to the Western Zone or USA Swimming that includes but is not limited to:
 - Placing the facility and / host in a probationary period of at least two years
 - Permanently not awarding any future bids of a National Championship Meet to the facility or team host.

Detailed Information for Teams Bidding on Meets:

Planned Formats for 2023 – 2024 Year

3 ½ day Sectional Meets

Day 1 (evening session)	Day 2	Day 3	Day 4
1000 F (W) / 1650 F (M)	200 Free	200 Fly	100 Free
800 FR	100 Breast	100 Back	1650 F (W) / 1000 F (M)
	100 Fly	50 Free	200 Back
	400 IM	200 Breast	200 IM
	400 MR	500 Free	400 FR

*note: if meet is run long course, freestyle events will be 400, 800 and 1500 M distance

On Thursday, distance should be run fast to slow

4 day Sectional Meets:

Day 1	Day 2	Day 3	Day 4
100 Free	100 Back	200 Back	200 IM
800 F (w) / 1500 F (M)	200 Free	400 Free	1500 F(w) / 800 F (M)
200 Breast	400 IM	100 Breast	100 Breast
200 Fly	400 MR	100 Fly	50 Free
		800 FR	400 FR

Meet Capacity Limits and General Set-up:

The cap for these meets is found in Article 204.9 (Sectional Championships) and is currently 800 swimmers for a single course meet and 900 swimmers for dual course meet. The goal size for a single course meet is 700 swimmers and 800 swimmers for a two course meet.

When two meets are held on the same weekend (Spring and Summer); out of section swimmers are allowed (with a limit of 200).

Team hosts can use no more than 10 lanes for a prelim course with a preference for 8 lanes. Finals should be limited to 8 lanes (4 heats can be used). For Spring and Summer, a protected 18&under heat is required.

Current Fee Structure for Meet (could be adjusted upward in August 2023)

Fee Type	Amount
Facility	\$25 (SCY) / \$30 (LCM)
Individual	\$15
Relay	\$30
Time Trial	\$20