

WESTERN ZONE AGE GROUP CHAMPIONSHIPS

Request for Proposal

Western Zone Championship Coordinator
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The Western Zone is currently seeking bids to host the 2027, 2028 & 2029 Western Zone Age Group Championship Meets. Proposals will be considered for a 4 year period. Please provide the following information and attach additional pages if necessary. Bids will be accepted until August 15, 2025. The Western Zone Age Group Committee will select hosts no later than September 15th.

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Name of Host: _____

Pool Location: _____

Mailing address: _____ City: _____ Zip: _____

Street Address: _____ City: _____ Zip: _____
(if different than mailing address)

Venue Director: _____ Phone: _____

E-mail Address: _____

Which dates are you willing to host?

- August 4-7, 2027 ☐
- August 2-5, 2028 ☐
- August 1-4, 2029 ☐

Briefly explain how the following requirements will be met at this venue (use additional sheets if necessary):

1. **Pool Specifications:** Please comment on number of lanes, starting blocks, timing system, warm up/cool down lanes, etc....and other pertinent pool details.
2. **Venue Personnel:** Please comment on facility manager, lifeguards, security, timing system operator(s), parking attendants, etc....that the venue will provide.
3. **Deck Specifications:** Please comment on the venue's ability to provide adequate deck space and athlete's village space for approx. 650 swimmers, coaches' area with tables and chairs for approx. 50 coaches, officials' meeting area, hospitality room, locker rooms, restrooms (for patrons and participants), etc.
4. **Entry and Exit Plan:** Please explain the venue's plan for entry and exit points for teams and spectators to ensure separation of space and a closed deck operation.
5. **Venue Seating Capacity for Patrons (include a diagram if possible).**
6. **Additional Comments.**

WESTERN ZONE SWIMMING ADMINISTRATIVE PROCEDURES

WESTERN ZONE AGE GROUP CHAMPIONSHIP PROCEDURES

SELECTED SECTIONS PERTAINING TO MEET BIDS & HOST RESPONSIBILITIES

Meet Host Bids

1. Requirements to bid:

- a. It is recommended that meet host bids include a facility that meets or exceeds the requirements noted in the Age Group Championship Facility Requirements, Article (TBD).
- b. Potential meet hosts must be willing and able to meet the requirements outlined in the USA Swimming Zone Championship contract.
- c. Potential meet hosts must be willing and able to provide a National Officials Evaluator, as noted below:
 - 1) The selection of the National Official Evaluator shall be approved by the Zone Officials Coordinator in consultation with the host LSC Officials Chair.
 - 2) Travel and lodging expenses for the National Officials Evaluator will be the responsibility of the meet host.
- d. Potential meet hosts must be willing and able to provide the following essential meet staff as described in Article 102 of the current USA Swimming Rulebook and as noted below:
 - 1) *Meet Director(s)*, experienced in the management of championship-level events.
 - 2) *Lane Timing Personnel*
 - a. Chief Timer (minimum of one recommended - two or more encouraged)
 - b. Lane Timers (minimum of one per lane recommended – two per lane encouraged)
 - c. SPECIAL REQUIREMENT: It is highly recommended that all participating LSCs provide timers (two preferred) to cover one lane for all sessions for the duration of the event.
 - 3) *Timing Equipment Operator(s)*, experienced in the management and operations of championship-level events (minimum of two recommended)
 - 4) *Results Computer Operator(s)*, experienced in the management and operations of championship-level events (minimum of two recommended)
 - 5) *Marshals* (minimum of two, with at least one of each gender, throughout the event – four or more, with at least one of each gender, are recommended)
 - a. SPECIAL REQUIREMENT: Every participating LSC shall always have at least one (1) adult chaperone in the LSC team area of the athlete village when athletes are present.
 - 6) *Clerk of Course*
 - 7) *Announcer*
 - 8) *Additional administrative personnel*, as necessary, experienced in the management of championship-level events.
- e. Potential meet hosts must be willing and able to provide the following additional items, at the expense of the host:
 - 1) *Meet credentials (meet-specific identification)* for athletes, coaches, officials and meet staff, including any designated meet volunteers.
 - 2) *Hospitality for credentialed coaches and officials*
 - a. The host shall provide breakfast and lunch for credentialed officials and coaches on competition days.
 - b. A light dinner on competition days is recommended.
 - c. A separate hospitality area is recommended.
 - 3) *Awards*, as determined by the Age Group Championship Coaches Advisory Committee for this event.
 - a. SPECIAL REQUIREMENT: The First Place Team Trophy shall be named as the Scottie Aschermann Team Championship Award
 - b. SPECIAL REQUIREMENT: The Adam Szmidt Team Sportsmanship Award. The purpose of this award is to promote overall team spirit and a good sportsmanlike attitude within the sport of swimming and its participants. Sportsmanship and spirit, not performance or team score, are the criteria.
 - 1) Criteria, in order of importance, are:
 - a) Sportsmanship
 - b) Total Team Support
 - c) Consistent positive attitude throughout the entire meet.
 - d) Appearance (uniform, shirts, suits, etc.).

- 2) Selection Committee:
 - a) Western Zone Director(s)
 - b) Meet Director(s)
 - c) One athlete from each participating LSC
 - d) One coach from each participating LSC
- 3) Selection Procedure:
 - a) The Selection Committee should meet on the first day of the competition to organize, if necessary.
 - b) The Selection Committee is to vote daily, with ballots turned in to the Clerk of Course or Championship Meet Coordinator prior to the start of Finals relays each day.
 - c) The award is to be presented, based on the aggregate voting, at the conclusion of the last day of competition, with other Team Awards.
- 4) *Meet-specific Officials Polo or other designated Officials "thank you" item.*
 - c. It is recommended that the meet host and meet referee work together to determine the nature and parameters of the designated Officials "thank you" item (traditionally a meet-specific Officials Polo).
 - d. Parameters for the Officials "thank you" item should include such detail as cost to the host, design of the "thank you" item, and availability.

2. Age Group Championship Facility Requirements.

It is recommended that the host facility:

- a. Meet the standards preferred for National Championships, Article 103, Facilities Standards, USA Swimming Rules and Regulations.
- b. Have sufficient venue space to host an event of approximately 800 athletes, coaches, and officials over four (4) full days of competition, including:
 - 1) Team seating areas and athlete locker room space.
 - 2) A warm-up pool with a minimum of six (6), 25-yard lanes available throughout the event during warmups and competition.
 - 3) Facility lighting sufficient to allow competition to take place throughout the day into evening hours.
 - 4) SPECIAL REQUIREMENT: Coach-supervised practice time in the competition pool will be provided on the two (2) days preceding the start of the competition.
- c. Have automatic timing and judging equipment capable of running the meet from both ends of the pool, including timing machines with stored memory capability, touch pads, two button backup and a scoreboard.
- d. Have sufficient back-up automatic timing and judging equipment available on-site to prevent disruption of the meet.
- e. Have a meeting room with a minimum capacity of 50 people.
- f. Have spectator seating to accommodate a minimum of 800 people.

3. Submission of Meet Bids.

It is recommended that:

- a. The Age Group Zone Committee will solicit and receive bids for meets on a quadrennial basis.
- b. The committee will work with potential host sites to secure acceptable dates and develop a quadrennial calendar.
- c. Potential meet hosts will prepare a presentation demonstrating how the requirements for hosting will be met.
- d. A representative from the potential meet host will present to the Age Group Zone Committee to deliver the meet host bid and answer any questions that may arise regarding the meet bid.

4. Awarding of Meet Bids.

- a. The Age Group Zone Committee will submit the slate of event hosts for the following quadrennial at the Western Zone Annual House of Delegates.
- b. The voting delegates present at the Western Zone Annual Meeting shall confirm the quadrennial meet hosts for the Western Zone Age Group Championship by secret ballot from the meet host bids presented at that meeting.
- c. The results of the secret ballot shall be announced, and the awarding of the meet bids shall take place prior to the adjournment of the Western Zone Annual Meeting in which the voting takes place.
- d. If the quadrennial calendar has not been filled, the Age Group Zone Committee will be charged with filling open meets as soon as reasonably possible and present an updated schedule of quadrennial meet hosts at the subsequent Western Zone Annual Meeting.

Meet Host Responsibilities

1. Contractual Obligations.

- a. The awarded meet host shall execute the USA Swimming Zone Championship contract within 30 days of receipt from USA Swimming.
- b. The awarded meet host shall receive any funds due from USA Swimming upon successfully completing all contractual terms.
- c. The awarded meet host shall not be obligated by contracts between other member LSCs of the Western Zone and any of their vendors or suppliers.

The meet host will reimburse the travel expenses of the National Evaluator assigned to the meet.

2. Pre-Meet Responsibilities.

- a. It is recommended that information on key facility details as well as travel and lodging resources be shared at the Western Zone Annual Meeting prior to the event.
- b. The Western Zone Age Group Championship Meet Announcement Template, Appendix B of these Administrative Procedures, should be used to create the sanctioned meet announcement for the event.
- c. The sanctioned meet announcement for the event shall contain all the information detailed in Western Zone Senior Championship Meet Announcement Template, Appendix B of these Administrative Procedures.
- d. It is recommended that the sanctioned meet announcement be distributed to the Western Zone LSCs no later than ninety (90) days prior to the event.

3. Post-Meet Responsibilities.

- a. The meet host shall ensure that a complete electronic copy of the final meet results is provided to the host LSC via email immediately following the conclusion of the event.
- b. The meet host should work with the host LSC to ensure that the final meet results are loaded to SWIMS within 48 hours of the conclusion of the event, so that times achieved at the event are available for entry into other season-ending championship events, e.g., the Western Zone Open Water Championships.
- c. The meet host shall ensure that a full and unlocked copy of the final meet database is provided via email to the Western Zone Championship Coordinator immediately following the conclusion of the event.
- d. The meet host shall ensure that event results are posted to the Western Zone website after the conclusion of event.
- e. The meet host shall submit a final report of the meet athlete/entry count via email to the Western Zone Secretary/Treasurer within thirty (30) days of the completion of the event.
- f. Payment of required Western Zone fees shall accompany a hard copy of the meet athlete/entry count and shall be received the Western Zone Secretary/Treasurer via certified mail within seven (7) days of receiving the electronic copy of the athlete/entry count report.
- g. It is recommended that the meet host present a summary report at the Western Zone Annual Meeting following the completed event, that includes the following information:
 - 1) Number of LSCs, teams, and athletes participating
 - 2) Number of coaches and officials
 - 3) Athlete entry count including total individual and relay entries.
 - 4) Event highlights, including challenges encountered and solutions implemented.
- h. It is requested that the meet host be available for consultation with future meet hosts, as needed.